



Bloomfield Township Public
Library

**Bloomfield Township Public Library
Board of Trustees**

Special Library Board Meeting
July 31, 2025
10:00 a.m.

Board Room

Trustees:
libraryboard@btpl.org

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

Director:
Tera Moon

All meetings are open to the public.

1099 Lone Pine Road, Bloomfield Township, MI 48302 248.642.5800

THE PLACE TO
DISCOVER

AGENDA

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

Thursday, July 31, 2025

Special Board Meeting

10:00 a.m.

SPECIAL AGENDA ITEMS #1-8

1. Call to order of special meeting
2. MOTION to approve the order of items
3. Call to the public
4. New Business
 - a. Library Investment Review – with Schwartz and Co.
 - b. Budget Review – Preliminary FY 2026/2027 Budget
 - c. Proposed 2026 Library Holiday Calendar
5. Other
6. Next scheduled Regular Board Meeting: Tuesday, August 19, 2025, 7:00 p.m.
7. Adjournment

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees

FROM: Tera Moon, Library Director

DATE: July 31, 2025

SUBJECT: Library Investment Review

Schwartz & Co. will provide an overview of our Library investments at the Special Library Board meeting of Thursday, July 31. Matt Whitty will present and answer any questions you may have.

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

Bloomfield Township Public Library
Oakland County, Michigan
Thursday, August 1, 2024
Library Board Room

The special meeting of the Bloomfield Township Public Library Board of Trustees was held on Thursday, August 1, 2024 at the Library. The meeting was called to order by Vice President Judy Lindstrom at 9:03 a.m.

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

Absent: None

Administration: Director Tera Moon; Assistant Director Katherine Bryant; Finance Coordinator Monica Gower

Guests: Matt Whitty of Schwartz and Company

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

A vote was taken for approval of the motion.

Ayes: Carduner, Lindstrom, Luksik, Murray, Spradlin

Nays: None

MOTION CARRIED

CALL TO THE PUBLIC:

None present.

UNFINISHED BUSINESS:

No discussion at this time.

NEW BUSINESS:

4a Library Investment Review

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

4b Budget Review – FY 2025/2026 Proposed Preliminary Budget

Tera Moon explained that this is a work session to study and review the preliminary proposed budget. She provided an overview of the FY 2025/2026 Preliminary Budget, including amendments to the current FY 2024/2025 budget. She reviewed the General

Fund, the Gift Fund, and the capital improvements program. She expressed thanks to the team of Administration, especially Finance Coordinator Monica Gower, and Department Heads for helping prepare and present this preliminary budget. She thanked the Trustees for their careful review and questions. Shane Spradlin asked that the Library update the future investment earnings on page 38 and the 2025/2026 CIP budget line before the August 20 board meeting.

4c Proposed 2025 Calendar

The proposed 2025 calendar includes 11 total days closed to the public and two early closings. The Library closes early two evenings in 2025, including Thanksgiving Eve on Wednesday, November 26, and New Year's Eve on Wednesday, December 31. The Library will close at 5:30pm on both days. It was proposed that the Library again remain closed on Sunday, May 25, 2025 (Memorial Day Weekend), and Sunday, August 31, 2025 (Labor Day Weekend). Previous years have shown that residents do not visit the Library in large numbers on these Sundays near holidays. Sunday hours are in addition to library staff regular hours during the week so the impact on staff pay and schedules would be minimal. It was also proposed that Staff Development Day be moved to Veterans Day, Tuesday, November 11, 2025, to avoid conflicting with early voting dates in early May. Dani Gillman inquired about adding Muslim holidays to the calendar.

OTHER:

Tera shared a new reusable tote bag that Circulation will offer to patrons for \$1, in lieu of the single use plastic bags. The Friends of the Library gave money to purchase the bags, and they feature the Friends logo. Plastic bags will still be available upon request while supplies last.

The Library has received a request for reconsideration for *A Court of Thorns and Roses* by Sarah J. Maas. The Library shelves this book in the Teen section and featured it in the Summer Reading Challenge for older teens. The patron wants the book moved to the Adult section. Tera has met with the Adult and Teen Services staff to discuss this request for reconsideration.

Tera will be out of town next week due to a family emergency. The Building and Grounds Committee meeting that was scheduled for Thursday, August 8 will be cancelled. Tera shared updates about the detention basin project and the spaces renovation project.

The next Library Board Meeting will be Tuesday, August 20 at 7:00 p.m. and the Myers Scholarship Awards will be presented at 6:30 p.m. The topic will be the preliminary proposed budget for FY 2025/2026.

Meeting adjourned at 10:39 a.m.

Submitted By:

A handwritten signature in black ink, appearing to read "Joan Luksik". The signature is fluid and cursive, with a large loop at the end.

Joan Luksik, Secretary

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Library Board of Trustees

FROM: Tera Moon, Library Director

DATE: August 19, 2026

SUBJECT: Proposed 2026 Calendar

The proposed 2026 calendar includes 12 total days closed to the public and two early closings. The Library closes early two evenings in 2026, including Thanksgiving Eve on Wednesday, November 25, and New Year's Eve on Thursday, December 31. The Library will close at 5:30pm on both days. It was proposed that the Library again remain closed on Sunday, May 24, 2026 (Memorial Day Weekend), and Sunday, September 6, 2026 (Labor Day Weekend). Previous years have shown that residents do not visit the Library in large numbers on these Sundays near holidays. Similarly, as July 4th falls on a Saturday, I am proposing to be closed on Sunday, July 5. Sunday hours are in addition to library staff regular hours during the week so the impact on staff pay and schedules would be minimal. Staff Development Day has been moved to Veterans Day, Wednesday, November 11, 2026, to avoid conflicting with potential early voting dates in early May.

ACTION NEEDED: I move to approve the proposed 2026 Library calendar of holidays and closings as presented.

Bloomfield Township Public Library

Proposed 2026 Calendar

LIBRARY CALENDAR 2026 HOLIDAYS AND CLOSINGS

January 1	Thursday	CLOSED	*New Year's Day
January 19	Monday	open	Martin Luther King Jr. Day
February 16	Monday	open	Presidents' Day
April 1-9	Wednesday-Thursday	open	Passover
April 3	Friday	open	Good Friday +
April 5	Sunday	CLOSED	Easter Sunday
May 23	Saturday	open	Memorial Day Weekend
May 24	Sunday	CLOSED	Memorial Day Weekend
May 25	Monday	CLOSED	*Memorial Day Observance
June 19	Friday	open	Juneteenth
July 4	Saturday	CLOSED	*Independence Day
July 5	Sunday	CLOSED	Independence Day Weekend
September 5	Saturday	open	Labor Day Weekend
September 6	Sunday	CLOSED	Labor Day Weekend
September 7	Monday	CLOSED	*Labor Day
September 11-13	Friday-Sunday	open	Rosh Hashanah
September 20-21	Sunday-Monday	open	Yom Kippur
October 12	Monday	open	Indigenous Peoples' Day
October 12	Monday	open	Columbus Day Observance
November 11	Wednesday	CLOSED	*Staff Development Day +
November 11	Wednesday	CLOSED	Veterans Day
November 25	Wednesday	Closed at 5:30p.m.	Thanksgiving Eve
November 26	Thursday	CLOSED	*Thanksgiving Day
December 4-12	Friday-Saturday	open	Hanukkah
December 24	Thursday	CLOSED	*Christmas Eve
December 25	Friday	CLOSED	*Christmas Day
December 31	Thursday	Closed at 5:30p.m.	New Year's Eve

2027

January 1	Friday	CLOSED	*New Year's Day
January 18	Monday	open	Martin Luther King, Jr. Day
February 15	Monday	open	Presidents' Day
March 26	Friday	open	Good Friday +
March 28	Sunday	CLOSED	Easter Sunday

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

*Library-approved paid holidays.

Daylight Saving Time begins: Sunday, March 8, 2026
Daylight Saving Time ends: Sunday, November 1, 2026

Bloomfield Township Public Library

Approved 2025 Calendar

LIBRARY CALENDAR 2025 HOLIDAYS AND CLOSINGS

January 1	Wednesday	CLOSED	*New Year's Day
January 20	Monday	open	Martin Luther King Jr. Day
February 17	Monday	open	Presidents' Day
April 13-20	Sunday-Sunday	open	Passover
April 18	Friday	open	Good Friday +
April 20	Sunday	CLOSED	Easter Sunday
May 24	Saturday	open	Memorial Day Weekend
May 25	Sunday	CLOSED	Memorial Day Weekend
May 26	Monday	CLOSED	*Memorial Day Observance
June 19	Thursday	open	Juneteenth
July 4	Friday	CLOSED	*Independence Day
August 30	Saturday	open	Labor Day Weekend
August 31	Sunday	CLOSED	Labor Day Weekend
September 1	Monday	CLOSED	*Labor Day
September 22-23	Monday-Tuesday	open	Rosh Hashanah
October 1-2	Wednesday-Thursday	open	Yom Kippur
October 13	Monday	open	Indigenous Peoples' Day
October 13	Monday	open	Columbus Day Observance
November 11	Tuesday	CLOSED	*Staff Development Day +
November 11	Tuesday	CLOSED	Veterans Day
November 26	Wednesday	Closed at 5:30p.m.	Thanksgiving Eve
November 27	Thursday	CLOSED	*Thanksgiving Day
December 15-22	Monday-Monday	open	Hanukkah
December 24	Wednesday	CLOSED	*Christmas Eve
December 25	Thursday	CLOSED	*Christmas Day
December 31	Wednesday	Closed at 5:30p.m.	New Year's Eve

2026

January 1	Thursday	CLOSED	*New Year's Day
January 19	Monday	open	Martin Luther King, Jr. Day
February 16	Monday	open	Presidents' Day

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

*Library-approved paid holidays.

Daylight Saving Time begins: Sunday, March 9, 2025
Daylight Saving Time ends: Sunday, November 2, 2025

Bloomfield Township Public Library

NOTICE OF PUBLIC HEARING

Notice is hereby given that the Bloomfield Township Public Library Board of Trustees will hold a Public Hearing on the preliminary 2026/2027 budget at 7:00 p.m. Tuesday, August 19, 2025 at the Bloomfield Township Public Library, 1099 Lone Pine Road, Bloomfield Township, Michigan. Copies of the preliminary budget may be obtained at the Bloomfield Township Public Library on Tuesday, August 19, 2025 beginning at 10:00 a.m.

Shane Spradlin, President
Bloomfield Township Public Library Board of Trustees



Bloomfield Township Public Library

Preliminary Budget

April 1, 2026 Through March 31, 2027

Trustees

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

Director:

Tera Moon



Preliminary Budget

April 1, 2026 Through March 31, 2027

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FY 2026-2027 Preliminary Budget Public Hearing

TO: Library Board of Trustees
FROM: Tera Moon, Library Director
DATE: July 31, 2025
SUBJECT: Preliminary General Fund and Gift Fund Budgets for Fiscal Year
April 1, 2026- March 31, 2027

FY 2026-2027 Public Budget Hearing

The enclosed packet is the August 19, 2025, Preliminary Budgets and Public Budget Hearing Motions for FY April 1, 2026 - March 31, 2027.

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

OVERVIEW OF FY 2025-2026 AMENDED BUDGET – GENERAL FUND

The current FY 2025-2026 Adopted Budget has proposed amendments for the following:

- Library Services increased by \$8,986.00 with the addition of NewsBank online subscription.
- Facilities & Equipment increased by \$11,952.00 with the addition of Check Point Harmony Email. Additionally, the electric wheelchairs and ticketing software for Facility Services were added.
- Other Operating Expenditures increased 1.81% to adjust for a higher fee for the annual audit.

In summary, operational revenues remained steady and operational expenditures increased by \$20,938. The total net revenue and fund balance reserves increased by \$496,090 in the current fiscal year.

OVERVIEW OF FY 2026-2027 PRELIMINARY BUDGET – GENERAL FUND

The current FY 2025-2026 Amended Budget was used as a baseline budget to develop the FY 2026-2027 Preliminary Budget, updated for three (3) key assumptions: tax revenues, personnel costs and capital improvement projects (CIP). All remaining budget

line items were adjusted for any known material increases/decreases greater than \$5,000.

Taxable value projections were provided by Bloomfield Township as of July 2025. A 3.76% increase is projected in property taxes for the FY 2026-2027 Preliminary Budget.

As in years past, a 3% increase in wages was calculated. However, the Personnel Committee and Library Director will review in February 2025 and provide a recommendation for the March 2025 FY 2025-2026 Proposed Budget. Additionally, in 2024, Michigan adopted a schedule to raise the minimum wage an average of 6.25% each year through 2028. This impacts the lowest wages of the library's salary schedule and has a ripple effect through the salary ranges.

The CIP was reviewed and updated for current project considerations. The biggest project for 2026-2027 will be the Library Design Project. This will have a significant impact on the Library's fund balance. Currently, the Project is still in the design phase and a firm budget estimate is not available. A preliminary projection is in the ballpark of \$5million. This number will be refined over the coming months while the 2026-2027 is prepared for review and adoption in March 2026.

In summary, operational revenues for the FY 2026-2027 Preliminary Budget are projected to decrease by \$12,673 as compared to the current FY 2025-2026 Amended Budget, due to uncertainty around investment returns. Total operating expenditures for the FY 2026-2027 are projected to increase by \$391,255 as compared to the current FY 2025-2026 Amended Budget, representing a 5.08% increase. Capital projects are anticipated to increase by \$3,007,000 primarily due to the Library Design Project. The projected \$2,888,900 decrease in net revenue over total operating and capital expenditures will decrease the library's estimated fund balance to \$14,757,385.

Gift Fund

As in past years, the FY 2026-2027 Preliminary Gift Fund Budget does not assume revenue from gifts. Expenditures are expected to be completed within the current fiscal year, so no carry-over expenditures are shown in the Preliminary Budget. This budget does, however, recognize two revenue items: The Myers Scholarship payout from the Community Foundation for Southeast Michigan (CFSEM) and interest earned from the bank on any gifts received is budgeted for revenue. The Preliminary Gift Fund Budget will be approved by the Library Board, but it is not included in the Public Budget Hearing documents forwarded to Bloomfield Township.

Supplemental Budget Information

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

- 1) The General Fund Balance Projection is provided for five years through FY 2029-2030. The projection shows a year-end fund balance of \$14,515,961 as of March 31, 2030.
- 2) The Taxable Value History schedule reports the trend in taxable values.

Bloomfield Township Public Library
General Fund Budget

FY April 1, 2025 - March 31, 2026 Amended Budget

FY April 1, 2026 - March 31, 2027 Preliminary Budget

ACCOUNT NAME	2024-2025	2025-2026		2026-2027			
	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7
	ACTUALS AS OF MAR 31, 2025	ADOPTED BUDGET AS OF MAR 18, 2025	AMENDED BUDGET AS OF AUG 19, 2025	PRELIMINARY BUDGET AS OF AUG 19, 2025	Col. 3 & 4 \$ DIF.	Col. 3 & 4 % DIF.	% OF TOTAL REV/EXP
<u>Revenues</u>							
Taxes	\$9,517,388	\$9,889,601	\$9,889,601	\$10,261,733	\$372,132	3.76%	94.00%
Penal Fines	\$60,788	\$60,280	\$60,280	\$62,088	\$1,808	3.00%	0.57%
State Aid	\$45,163	\$46,000	\$46,000	\$46,000	\$0	0.00%	0.42%
Circulation Fees	\$14,361	\$8,500	\$8,500	\$12,500	\$4,000	47.06%	0.11%
Charges for Services	\$12,725	\$10,651	\$10,651	\$12,652	\$2,001	18.79%	0.12%
Photocopy Fees	\$543	\$651	\$651	\$502			
Room Rental Fees	\$12,182	\$10,000	\$10,000	\$12,150			
Investment earnings	\$678,563	\$881,488	\$881,488	\$478,415	(\$403,073)	-45.73%	4.38%
Investment Earnings	\$539,356	\$881,488	\$881,488	\$478,415			
Change in Asset Value	\$139,207	\$0	\$0	\$0			
Miscellaneous	\$47,878	\$13,451	\$13,451	\$12,227	(\$1,224)	-9.10%	0.11%
Miscellaneous Revenue	\$2,828	\$3,370	\$3,370	\$3,327			
Library Shop Revenue	\$4,735	\$4,081	\$4,081	\$4,920			
Café Revenue	\$3,224	\$6,000	\$6,000	\$3,980			
Gain (loss) on Sale of Equipment	\$0	\$0	\$0	\$0			
Federal Grants	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%
Refunds/Rebates-Self Insurance Rx	\$37,091	\$20,000	\$20,000	\$31,683	\$11,683	58.42%	0.29%
Total Revenues	\$10,413,958	\$10,929,971	\$10,929,971	\$10,917,298	(\$12,673)	-0.12%	100.00%
<u>Expenditures</u>							
Personnel	\$4,845,563	\$5,350,596	\$5,350,596	\$5,715,913	\$365,317	6.83%	70.64%
Salaries & Wages	\$3,183,095	\$3,465,842	\$3,465,842	\$3,558,256			
Social Security	\$237,844	\$264,674	\$264,674	\$272,129			
Employee Insurances	\$887,144	\$1,014,458	\$1,014,458	\$1,124,388			
Retirement	\$706,039	\$605,622	\$605,622	\$761,140			
Retiree Health Care - OPEB	\$8,600	\$0	\$0	\$0			
Library Services	\$789,041	\$854,132	\$863,118	\$863,118	\$8,986	1.05%	10.67%
Electronic Services-Databases	\$232,643	\$232,408	\$241,394	\$241,394			
Electronic Services-OCCLC/SkyRiver	\$24,615	\$27,000	\$27,000	\$27,000			
Books	\$310,101	\$323,908	\$323,908	\$323,908			
Processing & Supplies	\$12,667	\$24,000	\$24,000	\$24,000			
Periodicals/Docs./Reference Services	\$58,352	\$69,650	\$69,650	\$69,650			
Music	\$4,832	\$8,500	\$8,500	\$8,500			
Audiobooks	\$79,409	\$77,623	\$77,623	\$77,623			
DVD's	\$28,431	\$41,000	\$41,000	\$41,000			
Accessibility Support Collection	\$3,723	\$10,043	\$10,043	\$10,043			
Programming	\$34,269	\$40,000	\$40,000	\$40,000			
Facilities & Equipment	\$1,189,740	\$1,219,520	\$1,231,472	\$1,231,472	\$11,953	0.98%	15.22%
Repairs/Maintenance Supplies	\$61,075	\$65,000	\$65,000	\$65,000			
Telephone	\$12,355	\$17,450	\$17,450	\$17,450			
Building Insurance	\$65,842	\$65,842	\$65,842	\$65,842			
Public Utilities	\$367,869	\$384,000	\$384,000	\$384,000			
Building Maintenance	\$315,293	\$293,984	\$299,384	\$299,384			
Equipment Maintenance	\$19,638	\$24,210	\$24,210	\$24,210			
Grounds Maintenance	\$83,394	\$98,525	\$98,525	\$98,525			
Computer System Maintenance	\$251,776	\$254,508	\$261,060	\$261,060			
Equipment (Gen'l, Computer & Facility Svcs.)	\$12,498	\$16,000	\$16,000	\$16,000			
Other Operating Expenditures	\$244,178	\$275,730	\$280,730	\$280,730	\$0	1.81%	3.47%
Office/Computer Supplies	\$18,295	\$32,480	\$32,480	\$32,480			
Postage	\$27,199	\$26,090	\$26,090	\$26,090			
Professional Services	\$140,152	\$128,156	\$133,156	\$133,156			
Staff Development/Travel	\$18,636	\$37,650	\$37,650	\$37,650			
Printing & Publishing	\$22,854	\$30,050	\$30,050	\$30,050			
Dues & Membership	\$11,369	\$14,224	\$14,224	\$14,224			
Miscellaneous Expenses	\$5,673	\$7,080	\$7,080	\$7,080			
Total Operating Expenditures	\$7,068,522	\$7,699,978	\$7,725,916	\$8,091,233	\$391,255	5.08%	58.61%
Net Operating Revenue/(Expenditures)	\$3,345,437	\$3,229,993	\$3,204,055	\$2,826,065	\$3,007,000	111.04%	41.39%
Capital Projects	\$652,281	\$2,707,965	\$2,707,965	\$5,714,965			
Total Operating & Capital Expenditures	\$7,720,803	\$10,407,943	\$10,433,881	\$13,806,198	\$3,398,255	32.65%	100.00%
Fund Balance - Beginning	\$16,613,169	\$17,145,195	\$17,145,195	\$17,646,285	(\$3,410,928)		
Net Revenue / (Expenditures)	\$532,026	\$522,028	\$496,090	(\$2,888,900)			
Fund Balance - Ending	\$17,145,195	\$17,667,223	\$17,646,285	\$14,757,385			
Nonspendable - Prepaid Expenses	18,791	9,651	9,651	9,651			
Restricted - None	0	0	0	0			
Committed - 8 Month Fund Balance	5,649,038	5,147,277	5,147,277	5,394,155			
Assigned - Other Post Employment Benefits (OPEB) Funding	1,726,920	2,439,348	2,439,348	2,351,325			
Assigned - Capital Improvements	3,517,916	9,487,976	9,467,038	6,419,283			
Assigned - Compensated Absences	482,971	482,971	482,971	482,971			
Unassigned - Unplanned Emergencies	100,000	100,000	100,000	100,000			
Totals	\$17,145,195	\$17,667,223	\$17,646,285	\$14,757,385			

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

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

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

August 19, 2025

A Motion was made by: _____

Seconded by: _____

- TO APPROVE ON A FUNCTIONAL AND TOTAL FUND BASIS THE **PRELIMINARY PROPOSED** GENERAL FUND BUDGET, AS ATTACHED, FOR FISCAL YEAR **APRIL 1, 2026 - MARCH 31, 2027**, IN THE FOLLOWING AMOUNTS FOR THE SUPPORT AND MAINTENANCE OF BLOOMFIELD TOWNSHIP PUBLIC LIBRARY:

\$10,917,298

Revenues

\$13,806,198

Expenditures

- FUND BALANCE RESERVES SHALL BE DECREASED BY :

(\$2,888,900)

Net Revenue/(Expenditures)

THERE IS A PLANNED USE OF FUND BALANCE FOR CAPITAL PROJECTS INCLUDING THE LIBRARY DESIGN PROJECT.

- TO APPROVE ON A FUNCTIONAL AND TOTAL FUND BASIS THE **AMENDED** GENERAL FUND BUDGET, AS ATTACHED, FOR THE CURRENT FISCAL YEAR **APRIL 1, 2025 - MARCH 31, 2026**, IN THE FOLLOWING AMOUNTS FOR THE SUPPORT AND MAINTENANCE OF BLOOMFIELD TOWNSHIP PUBLIC LIBRARY.

\$10,929,971

Revenues

\$10,433,881

Expenditures

- FUND BALANCE RESERVES SHALL BE INCREASED BY :

\$496,090

Net Revenue/(Expenditures)

THERE IS NO PLANNED USE OF FUND BALANCE.

Motion carried.

President

Secretary

Bloomfield Township Public Library

Gift Fund Budget

FY April 1, 2025 - March 31, 2026 Amended Budget

FY April 1, 2026 - March 31, 2027 Proposed Budget

ACCOUNT NAME	2024-2025	2025-2026		2026-2027			
	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7
	ACTUALS	ADOPTED	AMENDED	PRELIMINARY	Col. 3 & 4	Col. 3 & 4	
	AS OF	BUDGET	BUDGET	BUDGET			%
	MAR 31, 2025	AS OF	AS OF	AS OF			OF TOTAL
		MAR 18, 2025	AUG 19, 2025	AUG 19, 2025	\$	%	REV/EXP
					DIF.	DIF.	
<u>Revenues</u>							
Gift Income	\$118,529	\$500	\$29,893	\$500	(\$29,393)	-98.33%	71.43%
Gift Revenue	\$6,818	\$0	\$25	\$0			
Friends of the Library	\$108,011	\$0	\$26,250	\$0			
Atkinson Trust	\$1,510	\$0	\$1,539	\$0			
BTPL Endowment Fund/Amber Trust	\$0	\$0	\$0	\$0			
Myers Scholarship	\$1,230	\$500	\$1,224	\$500			
Smith Challenge Grant	\$0	\$0	\$0	\$0			
Fair Radom Garden Endowment	\$826	\$0	\$855	\$0			
Library Director's Legacy Endowment	\$0	\$0	\$0	\$0			
Investment Earnings	\$2,464	\$200	\$632	\$200	(\$432)	-68.37%	28.57%
Miscellaneous Revenue	\$134	\$0	\$0	\$0	\$0	0.00%	0.00%
Total Revenues	\$120,993	\$700	\$30,525	\$700	(\$29,825)	-97.71%	100.00%
<u>Expenditures</u>							
Library Services	\$94,040	\$75,589	\$75,589	\$75,589	\$0	0.00%	46.60%
Electronic Services - Adult	\$0	\$5,000	\$5,000	\$5,000			
Books - Adult	\$11,013	\$5,373	\$5,373	\$5,373			
Books - Youth	\$1,066	\$2,343	\$2,343	\$2,343			
Books - Reference	\$0	\$0	\$0	\$0			
Processing & Supplies	\$0	\$0	\$0	\$0			
Audiobooks - Adult	\$783	\$5,000	\$5,000	\$5,000			
Audiobooks - Youth	\$0	\$5,000	\$5,000	\$5,000			
DVD's - Adult	\$0	\$0	\$0	\$0			
DVD's - Youth	\$2,321	\$0	\$0	\$0			
Accessibility Support Collection-AS	\$122	\$0	\$0	\$0			
Accessibility Support Collection-YS	\$0	\$621	\$621	\$621			
Programs - Adult	\$16,987	\$17,712	\$17,712	\$17,712			
Programs - Youth	\$42,563	\$24,704	\$24,704	\$24,704			
Programs - Administration	\$19,186	\$9,836	\$9,836	\$9,836			
Facilities & Equipment	\$15,236	\$34,382	\$34,382	\$34,382	\$0	0.00%	21.20%
Repairs & Maintenance	\$797	\$0	\$0	\$0			
Building Maintenance	\$0	\$0	\$0	\$0			
Equipment Maintenance	\$0	\$0	\$0	\$0			
Grounds Maintenance	\$9,568	\$15,457	\$15,457	\$15,457			
Computer Systems Maintenance	\$0	\$0	\$0	\$0			
General Equipment	\$2,683	\$18,746	\$18,746	\$18,746			
Computer Equipment	\$2,188	\$179	\$179	\$179			
Facility Service Equipment	\$0	\$0	\$0	\$0			
Other Operating Expenditures	\$25,619	\$52,224	\$52,224	\$52,224	\$0	0.00%	32.20%
Office Supplies	\$402	\$0	\$0	\$0			
Postage	\$0	\$0	\$0	\$0			
Consultant	\$0	\$0	\$0	\$0			
Staff Development/Travel	\$0	\$0	\$0	\$0			
Printing & Publishing	\$7,890	\$5,325	\$5,325	\$5,325			
Myers Scholarship	\$1,230	\$1,394	\$1,394	\$1,394			
Smith Challenge Grant	\$0	\$3,557	\$3,557	\$3,557			
Endowment Fund	\$3,228	\$0	\$0	\$0			
Atkinson Fund	\$2,455	\$1,637	\$1,637	\$1,637			
Fair Radom Garden Endowment	\$433	\$1,020	\$1,020	\$1,020			
Library Director's Legacy Endowment	\$0	\$0	\$0	\$0			
Transfer out to CFSEM	\$0	\$0	\$0	\$0			
Bank Service Charges	\$470	\$0	\$0	\$0			
Contingency - Designated	\$3,149	\$35,654	\$35,654	\$35,654			
Director's Discretionary	\$6,362	\$3,637	\$3,637	\$3,637			
Contingency - Undesignated	\$0	\$0	\$0	\$0			
Total Expenditures	\$134,896	\$162,195	\$162,195	\$162,195	\$0	0.00%	100.00%
Fund Balance - Beginning	\$160,117	\$79,295	\$79,295	\$79,295			
Reserved Fund Balance	\$0	\$82,400	\$82,400	\$82,400			
Net Revenue / (Expenditures)	(\$13,903)	(\$161,495)	(\$131,670)	(\$161,495)			
Fund Balance - Ending	\$146,214	\$200	\$200	\$200			
Nonspendable	\$0	\$0	\$0	\$0			
Restricted	\$146,214	\$200	\$200	\$200			
Committed	\$0	\$0	\$0	\$0			
Assigned	\$0	\$0	\$0	\$0			
Unassigned	\$0	\$0	\$0	\$0			
Totals	\$146,214	\$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:
other than General Fund, assigned fund balance represents the remaining amount that is not restricted or committed.)

Unassigned:
or I&R Funds.)

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

August 19, 2025

A Motion was made by: _____

Seconded by: _____

- TO APPROVE THE **PRELIMINARY** GIFT FUND BUDGET, AS ATTACHED, FOR FISCAL YEAR **APRIL 1, 2026 - MARCH 31, 2027**, IN THE FOLLOWING AMOUNTS FOR THE SUPPORT AND MAINTENANCE OF BLOOMFIELD TOWNSHIP PUBLIC LIBRARY:

\$700

\$162,195

Revenues

Expenditures

Motion carried.

President

Secretary

Bloomfield Township Public Library
Capital Improvements Program

Record #	Department (sort with filter)	Project Title	Priority Ranking	Estimated Useful Life	Source of Funding	Project Narrative/Purpose	2025-2026 Expenditure	2026-2027 Expenditure	2027-2028 Expenditure	2028-2029 Expenditure	2029-2030 Expenditure	2030-2031 Expenditure	Total Expenditure
24	Information Technology	AMH Upgrade	1	6	General Fund	Brand new AMH machine	\$0	\$140,000	\$9,000	\$0	\$0	\$0	\$149,000
38	Building	Automatic Door Openers	2	25	General Fund	Add Automatic door oponers to Doors	\$15,000	\$0	\$0	\$0	\$0	\$0	\$15,000
15	Information Technology	AV Upgrade- Community Room	1	7	General Fund	Staff Conference Room AV Upgrade	\$75,000	\$0	\$0	\$0	\$0	\$0	\$75,000
40	Information Technology	Backup Server	1	10	General Fund	Backup Server	\$25,000	\$0	\$0	\$0	\$0	\$0	\$25,000
36	Admin	Bamboo HR	1	7	General Fund	HR Software	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$45,000
10	Building	Boiler & Chiller Replacement	1	25	General Fund	Replace 2003 & 2006 Aero boiler system (3 units) due to age. 10 year warranties + 2 boiler plate replacements.	\$0	\$0	\$0	\$3,000,000	\$0	\$0	\$3,000,000
37	Information Technology	Communico	1	7	General Fund	Room Reservation Software	\$6,500	\$6,500	\$6,500	\$6,500	\$6,500	\$6,500	\$39,000
6	Information Technology	Computer CPUs-Public	2	4	General Fund	Replace (60) public internet computers exceeding estimated useful lives.	\$0	\$60,000	\$0	\$60,000	\$0	\$0	\$120,000
7	Information Technology	Computer Monitors-Public	2	4	General Fund	Replace (60) public computer monitors exceeding estimated useful lives.	\$18,000	\$0	\$18,000	\$0	\$0	\$0	\$36,000
16	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
25	Information Technology	Crowd Strike Falcon-Virus Protection Software	1	3	General Fund	Virus protection software.	\$0	\$0	\$12,500	\$0	\$0	\$0	\$12,500
42	Information Technology	Disaster Recovery Plan for IT	2	7	General Fund	Hire a consultant to draft a disaster recovery plan for IT systems.	\$20,000	\$0	\$0	\$0	\$0	\$0	\$20,000
35	Building	Door Access (Avigilon Alta) annual fee	1	25	General Fund	Subscription for door access management software	\$6,000	\$6,000	\$600	\$6,000	\$6,000	\$6,000	\$30,600
13	Building	Door Access Emergency Maintenance	3	15	General Fund	Emergency door access repair.	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$30,000
8	Building	Drainage Improvement	1	15	General Fund	Storm water management engineering & remediation.	\$500,000	\$0	\$0	\$0	\$0	\$0	\$500,000
34	Information Technology	DUO	1	7	General Fund	Mobile App - Two Factor Authentication	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$36,000
44	Information Technology	Emergency IT Equipment or Project	3	5	General Fund	Emergency IT Equipment or Project	\$20,000	\$20,000	\$0	\$0	\$0	\$0	\$40,000
4	Building	Flooring	3	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	3	20	General Fund	Replace facility furnishings due to age and deterioration.	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$300,000
9	Building	HVAC Emergency Repair	3	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
29	Information Technology	Ichrive Intranet Subscription	1	1	General Fund	Ichrive Intranet subscription.	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$60,000
28	Building	Library Design Project	1	20	General Fund	Renovating various spaces in the library building to adapt to changes in library use.	\$500,000	\$5,000,000	\$0	\$0	\$0		\$5,500,000
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.	\$15,000	\$0	\$0	\$0	\$0	\$0	\$15,000

Bloomfield Township Public Library
Capital Improvements Program

Record #	Department (sort with filter)	Project Title	Priority Ranking	Estimated Useful Life	Source of Funding	Project Narrative/Purpose	2025-2026 Expenditure	2026-2027 Expenditure	2027-2028 Expenditure	2028-2029 Expenditure	2029-2030 Expenditure	2030-2031 Expenditure	Total Expenditure
30	Information Technology	New Firewall & Security Services	1	3	General Fund	Replace firewall & Cisco Umbrella (or equivalent)	\$0	\$50,000	\$0	\$0	\$0	\$0	\$50,000
20	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.	\$19,000	\$19,000	\$19,000	\$19,000	\$19,000	\$19,000	\$114,000
41	Information Technology	Phone System Upgrade	2	10	General Fund	Phone System Upgrade	\$30,000	\$0	\$0	\$0	\$0	\$0	\$30,000
11	Building	Plumbing & Electrical Emergency Maintenance	3	25	General Fund	Emergency plumbing & electrical repair.	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$300,000
45	Information Technology	ProofPoint	2	5	General Fund	ProofPoint	\$0	\$15,000	\$0	\$0	\$0	\$0	\$15,000
46	Building	Replace Skylights	2	25	General Fund	Replace Skylights	\$50,000	\$0	\$0	\$0	\$0	\$0	\$50,000
47	Building	Rerun Irrigation Telegraph	1	15	General Fund	Rerun Irrigation Telegraph	\$15,000	\$0	\$0	\$0	\$0	\$0	\$15,000
18	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
17	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
14	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
1	Information Technology	Staff /Public Copiers	1	5	General Fund	Upgrade public copiers which have exceeded estimated useful lives and require more maintenance/repairs.	\$0	\$0	\$50,000	\$0	\$0	\$0	\$50,000
39	Information Technology	Staff Computer and Laptop Replacement	1	5	General Fund	Staff Computer and Laptop Replacement	\$120,000	\$0	\$0	\$0	\$0	\$0	\$120,000
2	Admin	Staffing Study	1	5	General Fund	Professional consulting services to perform a staffing assessment study.	\$0	\$0	\$50,000	\$0	\$0		\$50,000
22	Facilities	Storm Sewer Maint	1	2	General Fund	Storm drain cleaning to remove pollutant sources and maintain the capacity of the storm pipes.	\$10,000	\$0	\$10,000	\$0	\$10,000	\$0	\$30,000
31	Information Technology	Switches	1	5	General Fund	Upgrading network infrastructure	\$0	\$100,000	\$0	\$0	\$0	\$0	\$100,000
21	Facilities	Terrace Paver Maint	1	3	General Fund	Periodic grouting/protective coating for outside terrace pavers.	\$0	\$0	\$20,000	\$0	\$0	\$0	\$20,000
10	Building	Update parking lot	1	25	General Fund	Update parking lot including enhancing stormwater mediation	\$0	\$0	\$5,000,000	\$0	\$0	\$0	\$3,000,000
32	Information Technology	UPS replacement	1	5	General Fund	Uninterrupted power supply replacement for server room	\$15,000	\$15,000	\$0	\$0	\$0	\$0	\$30,000
23	Information Technology	VOIP-Telephone Licenses	1	3	General Fund	Telephone system VOIP licenses with 3 year term.	\$6,500	\$6,500	\$6,500	\$6,500	\$6,500	\$6,500	\$39,000
19	Information Technology	Website ADA Compliance Software	1	5	General Fund	Purchase ADA compliant analytical software for the website.	\$10,965	\$10,965	\$10,965	\$10,965	\$10,965	\$10,965	\$65,790
43	Information Technology	Wifi Access Point and Meraki Cloud Update	1	5	General Fund	Wifi Access Point and Meraki Cloud Update	\$100,000	\$0	\$0	\$0	\$0	\$0	\$100,000

	\$1,842,965	\$5,714,965	\$5,479,065	\$3,424,965	\$324,965	\$314,965	\$15,101,890
CIP Expenditures - Gift Fund Budget	\$0	\$0	\$0	\$0	\$0		\$0
CIP Expenditures - General Fund Budget	\$1,842,965	\$5,714,965	\$5,479,065	\$3,424,965	\$324,965	\$314,965	\$15,101,890

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
GENERAL FUND REVENUE LINE BREAKDOWN
April 1, 2025 - March 31, 2026 - AMENDED BUDGET**

TAXES

410.01 TAXES

DESCRIPTION: Tax dollars assessed on the value of property in the township and collected by the township. The library is supported by three separate millages, all rolled back in accordance with the Headlee Amendment each year. The current taxes are one mill, approved in April 1963 and voted in perpetuity in August 1982, plus .7874 of one mill, approved in August 2002 in perpetuity. 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. The third, approved in February 2024 for 10 years, is .5047.

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

Using the 7/2024 Township generated 2025/2026 prediction of taxable value of \$5,339,003,040, and the Township generated Headlee rates reduced by -.35% Headlee roll back trend in 2024/2025. The first 1.0000 mill is now reduced by the Headlee Amendment to .6516. The second mill is now reduced by the Headlee Amendment to 0.6960. The third mill is .5047. Altogether, these mills total 1.8588 after rollback trends are applied. ($\$5,339,003,040/1000 \times .0018588 = \$9,889,601 = 5.41\%$ growth rate).

PENAL FINES

420.01 PENAL FINES

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

FORMULA: Review two-year penal fine history of actual funds received. Use Census population to determine BTPL "share" of Oakland County penal fines. The 2020 population is 43,027.

STATE AID

422.01 STATE AID

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

Chart of Account Total	Budget Group Total
	9,889,601
9,889,601	
	60,280
60,280	
	46,000
46,000	

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
GENERAL FUND REVENUE LINE BREAKDOWN
April 1, 2025 - March 31, 2026 - AMENDED BUDGET**

FORMULA : For August, review two-year history of actual State Aid received. For March, review state library budget October 1 and use confirmed rate per capita, plus indirect/swing aid to update budget. Each library fiscal year typically includes one-half of the prior year's and one-half of the current year's state aid payments. The 2020 population is 43,027.

CIRCULATION REVENUE

430.01 FINES & FEES

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

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

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

CHARGES FOR SERVICES

432.01 PHOTOCOPY FEES

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

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

FORMULA : Review two-year history of actual fees received. Review impact of any significant changes in meeting room availability.

INVESTMENT EARNINGS

664.01 INVESTMENT EARNINGS

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 2024-2025 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

Chart of Account <u>Total</u>	Budget Group <u>Total</u>
	8,500
8,500	
	10,651
651	
10,000	
	881,488
881,488	
-	

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
GENERAL FUND REVENUE LINE BREAKDOWN
April 1, 2025 - March 31, 2026 - AMENDED BUDGET**

The erratic amounts in this line do not allow for prediction.

MISCELLANEOUS

460.01 MISCELLANEOUS REVENUE

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

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

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

DESCRIPTION: Prescription drug discount received from self-insured health care insurance plan.

FORMULA: Refunds provided quaterly by Bloomfield Township.

Chart of Account Total	Budget Group Total
	13,451
3,370	
4,081	
6,000	
-	
	-
-	
	20,000
20,000	

TOTAL ESTIMATED REVENUES

Fiscal Year April 1, 2025 - March 31, 2026

\$10,929,971

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
GENERAL FUND EXPENDITURE LINE BREAKDOWN
April 1, 2025 - March 31, 2026 -AMENDED BUDGET**

702.01

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

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

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

718.01

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

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

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

Add'l funding for DB Pension-Actuarial Defined Contribution

723.01

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.

ELECTRONIC SERVICES - DATABASES

831.01

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

FORMULA: Current year budget

FROM METRO NET

- Ancestry.com
- Creative Bug
- Data Axle - Reference Solutions
- Gale Total
 - 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
- Mango Languages- ASL

FROM MIDWEST COLLABORATIVE FOR LIBRARY SERVICE

- Plunkett Online
- Morningstar Investment Research Center w/Remote access

FROM THE LIBRARY NETWORK

- Brainfuse (+HelpNow/JobNow)
- Consumer Reports

DIRECT PURCHASES

- Alexander Press - Music Online

Chart of Account Detail	Chart of Account Total	Budget Group Total	Functional Category Total
			5,350,596
	3,465,842	3,465,842	
	264,674	264,674	
	1,014,458	1,014,458	
	371,911	371,911	
	233,711	233,711	
	-	-	
			863,118
		241,394	
	188,026		
1,844			
1,404			
4,584			
6,006			
3,454			
645			
3,604			
7,509			
4,620			
2,029			
1,854			

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
GENERAL FUND EXPENDITURE LINE BREAKDOWN
April 1, 2025 - March 31, 2026 -AMENDED BUDGET

		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	5,453		
		GALE-Nat'l Geographic, incl kids version	1,349		
		Hoopla	60,048		
		Infobase Publishing-Writer's Ref. Ctr.	1,354		
		Kanopy	10,354		
		LinkedIn Learning	6,654		
		Newsbank: Access World News	8,485		
		Proquest	17,199		
		Newspaper Pkg. (NYT,WSJ,WPost, DFP)			
		Historical Detroit Free Press			
		Historical New York Times			
		Recollect	12,500		
		Standard & Poors/NetAdvantage	9,680		
		World Trade Press A-Z world travel	938		
		ValueLine	6,854		
		Zoobean (Beanstack) -split with YS	1,595		
		Unplanned additional costs	4,354		
833.01				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				
	<u>DIRECT PURCHASES</u>				
	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			
	Workd 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		27,000	27,000	
	DESCRIPTION: Fees for a specific electronic database used for the cataloging of materials.				
	FORMULA : Current year budget				
	SkyRiver	25,000			
	OverDrive	2,000			
	BOOKS/MATERIALS			323,908	
941.01	BOOKS - ADULT & TEEN	193,465	193,465		
	DESCRIPTION: Circulating physically printed books and electronically produced books purchased for adults & teens.				
	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	7,500	7,500		
	DESCRIPTION: Non-circulating physically printed books and electronically produced books for the Adult & Teen Services collection.				
	FORMULA : Current year budget				
945.01	MATERIALS-TECHNICAL SERVICES	100	100		
	DESCRIPTION: Materials purchased to assist in cataloging.				
	FORMULA : Current year budget				
946.01	MATERIALS-SYSTEMS	515	515		
	DESCRIPTION: Materials purchased to assist in Systems work and training.				
	FORMULA : Current year budget				

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
GENERAL FUND EXPENDITURE LINE BREAKDOWN
April 1, 2025 - March 31, 2026 -AMENDED BUDGET

		Chart of Account Detail	Chart of Account Total	Budget Group Total	Functional Category Total
947.01	MATERIALS-ADMINISTRATION DESCRIPTION: Materials purchased to assist Administration activities. FORMULA : Current year budget	500	500		
969.01	PROCESSING & SUPPLIES DESCRIPTION: Costs associated with the processing of materials in order to make them available to patrons, including RFID circuits, labels, book jackets and media cases. FORMULA : Current year budget	24,000	24,000	24,000	
	<u>PERIODICALS/DOCUMENTS/SERVICES</u>			69,650	
949.01	PERIODICALS, NEWSLETTERS & MICROFORMS DESCRIPTION: Subscriptions to magazines, newspapers and loose-leaf information services for the use of patrons. FORMULA : Current year budget Includes: WT Cox \$30,000, Press Reader \$6263, OverDrive \$5,400	56,000	56,000		
950.01	REFERENCE SERVICES DESCRIPTION: Subscriptions to magazines, newspapers and loose-leaf information services for the use of patrons that includes electronic reference services which replicate the print. FORMULA : Current year budget Commerce Clearing House (CCH) Financial Info Stock Guide Institute for Continuing Legal Education(ICLE) MorningStar (print) RIA ValueLine (print) West Unplanned additional services		13,650		
		200			
		3,750			
		600			
		\$750			
		200			
		3,000			
		350			
		4,800			
	MUSIC			8,500	
951.01	ADULT DESCRIPTION: Sound recordings on compact disc and electronically downloadable music purchased by Adult & Teen Services for circulation. FORMULA : Current year budget Regular music purchases		8,000		
		8,000			
952.01	YOUTH DESCRIPTION: Sound recordings on compact disc and electronically downloadable music purchased by Youth Services for circulation. FORMULA : Current year budget Regular music purchases		500		
		500			
	AUDIOBOOKS			77,623	
953.01	ADULT DESCRIPTION: Books recorded on compact disc and MP3, book plus CD or cassette kits, and downloadable audio books purchased by Adult & Teen Services for circulation. FORMULA: Current year budget	60,210	60,210		
954.01	YOUTH 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	17,413	17,413		
	DVDS			41,000	
955.01	ADULT DESCRIPTION: DVD materials purchased by Adult & Teen Services for FORMULA : Current year budget	36,000	36,000		
956.01	YOUTH DESCRIPTION: DVD materials purchased by Youth Services for circ .	5,000	5,000		

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
GENERAL FUND EXPENDITURE LINE BREAKDOWN
April 1, 2025 - March 31, 2026 -AMENDED BUDGET

		Chart of Account Detail	Chart of Account Total	Budget Group Total	Functional Category Total
FORMULA : Current year budget					
ACCESSIBILITY SUPPORT COLLECTION				10,043	
957.01	ADULT & TEEN DESCRIPTION: Print and non-print materials specific to ASC. FORMULA : Current year budget	4,893	4,893		
958.01	YOUTH DESCRIPTION: Print and non-print materials specific to ASC. FORMULA : Current year budget	5,150	5,150		
PROGRAMMING				40,000	
961.01	ADULT & TEEN DESCRIPTION: Funds to support programs, displays, and activities for which presenters are paid or incentives for attendance are provided. Includes photo records, food, and printing for events. FORMULA : Current year budget All speakers, program-specific printing, incentives for participation, photo records of Adult and Young Adult programming. Major programs include: Concerts Summer Reading	17,000	17,000		
962.01	YOUTH DESCRIPTION: Funds to support programs, displays, and activities for which presenters are paid or incentives for attendance are provided. Includes photo records, food, and printing for events. FORMULA : Current year budget All speakers, program-specific printing, incentives for participation, photo records of Youth programming. Major programs include: Kindergarten Reader's Roundup Book Discussions Summer Reading Trick or Treat	21,000	21,000		
964.01	ADMINISTRATION DESCRIPTION: Funds to support activities of the Director or on behalf of the library as a whole for which speakers, presenters, or incentives for attendance are provided. Includes photo records, food, and printing for events. FORMULA : Current year budget All speakers, program-specific printing, incentives for participation, photo records of Administration - sponsored programming, Bloomfield Twp Open House, etc. Major programs include: community collaboration event community partnering for library-wide programs Volunteer reception and other volunteer expenses	1,000		1,500	
965.01	SYSTEMS DESCRIPTION: Funds to support programs, displays, and activities for which presenters are paid or incentives for attendance are provided. Includes photo records, food, and printing for events. FORMULA : Current year budget All speakers, program-specific printing, incentives for participation, photo records of Systems-sponsored programming. Major programs include: Hosting of Metro Net and technology events	500	500		
FACILITIES AND EQUIPMENT					1,231,472
775.01	REPAIRS & MAINTENANCE SUPPLIES DESCRIPTION: This account is for the purchase of any type of building maintenance or building repair item. Includes items such as hardware, toilet tissue, hand towels and more.		65,000	65,000	

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
GENERAL FUND EXPENDITURE LINE BREAKDOWN
April 1, 2025 - March 31, 2026 -AMENDED BUDGET

		Chart of Account Detail	Chart of Account Total	Budget Group Total	Functional Category Total
	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	65,842	65,842	65,842	
	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		299,384	299,384	
	DESCRIPTION: Includes contracts for janitorial service, trash removal, exterminator, mechanical maintenance.				
	FORMULA : Current year budget				
	Boiler inspection State fees	400			
	Incidentals/fines for Boilers	120			
	Boiler & chilled water treatment services	4,000			
	Carpet cleaning maintenance	20,000			
	YS-Storytime carpets & carpet square cleaning	650			
	Pest Control Svcs.	2,200			
	Cleaning - general	153,300			
	Auto-door maint contract & parts replacement	4,237			
	Elevator Maintenance Agreement	3,264			
	Elevator Category 1 No-load Safety Test	2,000			
	Fire Suppression System service agreement	6,000			
	Fire extinguisher recharge	2,000			
	Flag service	910			
	Generator contract & emergency service	2,700			
	Siemens Automation - repair service & tech support	5,000			
	HVAC - annual contract fee	17,800			
	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			
	Mobility City	5,400			
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			

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY GENERAL FUND EXPENDITURE LINE BREAKDOWN April 1, 2025 - March 31, 2026 - <u>AMENDED BUDGET</u>					
		Chart of Account <u>Detail</u>	Chart of Account <u>Total</u>	Budget Group <u>Total</u>	Functional Category <u>Total</u>
		Postage meter rental, maintenance and fees	2,390		
		Work area and public copiers	13,000		
		Microfilm reader (A&TS 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		98,525	98,525	
	DESCRIPTION: Contracts for lawn and landscape maintenance and snow removal as well as other costs associated with grounds.				
	FORMULA : Current year budget				
	PGS - Lawn/Snow/Mulch/Weeding	52,000			
	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			
			261,060	261,060	
		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			
	Checkpoint: Email Harmony	4,200			
	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 Vega, 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			
	MaintainX	2,352			
	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	
			2,500		
		2,500			
			13,500		
981.01	GENERAL EQUIPMENT				
	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				

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY GENERAL FUND EXPENDITURE LINE BREAKDOWN April 1, 2025 - March 31, 2026 - <u>AMENDED BUDGET</u>					
		Chart of Account Detail	Chart of Account Total	Budget Group Total	Functional Category Total
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 Computer Equipment Hazardous equipment disposal Headset replacement Printer replacement for staff					
		200			
		10,000			
		300			
		1,000			
		2,000			
					280,730
OTHER OPERATING EXPENDITURES					
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 Copier cards Eco-Smart supplies, pads, polishes + % increase Circulation Dept. - Receipt paper					
		25,300			
		2,400			
		800			
		3,980			
728.01	POSTAGE		26,090	26,090	
DESCRIPTION: Postage for daily metered mail . FORMULA : Current year budget Regular postage needs (includes Library by Mail) Annual Bulk Mailing Permit Quarterly newsletter mailing					
		6,780			
		310			
		19,000			
				133,156	
811.01	ACCOUNTING		25,000		
DESCRIPTION: Monthly fee charged by Bloomfield Twp for accounting services. FORMULA : Monthly fee provided by Twp. + \$1,000 Actuary					
		25,000			
812.01	AUDIT		27,000		
DESCRIPTION: Annual fee charged by our auditing firm. FORMULA : Current year budget Audit					
		27,000			
813.01	CONSULTANT		15,000		
DESCRIPTION: Fees for consultants such as strategic planning or interior designer. FORMULA : Current year budget IT Consulting Other					
		10,000			
		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 Message on Hold Unique Management - collection agency Facebook Advertising					
		4,700			
		1,000			
		3,756			
		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. .28% of average portfolio balance Investment Counseling Fees					

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
GENERAL FUND EXPENDITURE LINE BREAKDOWN
April 1, 2025 - March 31, 2026 -AMENDED BUDGET

		Chart of Account Detail	Chart of Account Total	Budget Group Total	Functional Category Total
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			
900.01	PRINTING & PUBLISHING		30,050	30,050	
	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	26,000			
	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.				

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
GENERAL FUND EXPENDITURE LINE BREAKDOWN
April 1, 2025 - March 31, 2026 -AMENDED BUDGET

		Chart of Account Detail	Chart of Account Total	Budget Group Total	Functional Category Total
	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		2,707,965	2,707,965	2,707,965
	DESCRIPTION: Special or one-time costs for major projects.				
	FORMULA : Budget requests				
	Mobile Computers for Lab	15,000			
	Flooring	40,000			
	Furniture Replacement	50,000			
	Computer Monitors-Public	18,000			
	Drainage Improvement	500,000			
	HVAC Emergency Repair	60,000			
	HVAC Equipment	700,000			
	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	75,000			
	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			
	Storm Sewer Maint	10,000			
	VOIP-Telephone Licenses	6,500			
	AMH Upgrade	140,000			
	Library Design Project	500,000			
	Icthrive Intranet Subscription	10,000			
	UPS replacement	15,000			
	DUO	6,000			
	Door Access (Avigilon Alta) annual fee	6,000			
	Bamboo HR	7,500			
	Communico	6,500			
	Automatic Door Openers	15,000			
	Staff Computer and Laptop Replacement	120,000			
	Backup Server	25,000			
	Phone System Upgrade	30,000			
	Disaster Recovery plan	20,000			
	Wifi Access Point and Meraki Cloud Update	100,000			
	Emergency IT Equipment or Project	20,000			
	Replace Skylights	50,000			
	Rerun Irrigation Telegraph	15,000			
TOTAL ESTIMATED EXPENDITURES					
Fiscal Year April 1, 2025 - March 31, 2026					
				Amended August 2025	<u><u>\$10,433,880</u></u>

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
GENERAL FUND REVENUE LINE BREAKDOWN
April 1, 2026 - March 31, 2027 - PRELIMINARY BUDGET**

TAXES

410.01 TAXES

DESCRIPTION: Tax dollars assessed on the value of property in the township and collected by the township. The library is supported by three separate millages, all rolled back in accordance with the Headlee Amendment each year. The current taxes are one mill, approved in April 1963 and voted in perpetuity in August 1982, plus .7874 of one mill, approved in August 2002 in perpetuity. 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. The third, approved in February 2024 for 10 years, is .5047.

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

Using the 7/2025 Township generated 2026/2027 prediction of taxable value of \$5,613,804,700, and the Township generated Headlee rates reduced by -.83% Headlee roll back trend in 2025/2026. The first 1.0000 mill is now reduced by the Headlee Amendment to .6489. The second mill is now reduced by the Headlee Amendment to 0.6835. The third mill is .4955. Altogether, these mills total 1.8433 after rollback trends are applied. $(5,613,804,700/1000 \times .0018433 = \$10,261,733 = 3.76 \text{ growth rate})$.

PENAL FINES

420.01 PENAL FINES

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

FORMULA: Review two-year penal fine history of actual funds received. Use Census population to determine BTPL "share" of Oakland County penal fines. The 2020 population is 43,027.

STATE AID

422.01 STATE AID

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

Chart of Account Total	Budget Group Total
	10,261,733
10,261,733	
	62,088
62,088	
	46,000
46,000	

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
GENERAL FUND REVENUE LINE BREAKDOWN
April 1, 2026 - March 31, 2027 - PRELIMINARY BUDGET

CIRCULATION REVENUE

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

FORMULA: Review two-year history of actual fees received. Review impact of any significant changes in meeting room availability.

FORMULA: Budgeted only at year end due to uncertainty of changes

Chart of Account <u>Total</u>	Budget Group <u>Total</u>
	12,500
12,500	
	12,652
502	
12,150	
	478,415
478,415	
-	

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
GENERAL FUND REVENUE LINE BREAKDOWN
April 1, 2026 - March 31, 2027 - PRELIMINARY BUDGET**

The erratic amounts in this line do not allow for prediction.

MISCELLANEOUS

460.01 MISCELLANEOUS REVENUE

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

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

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.

502.01 FEDERAL GRANTS

DESCRIPTION: Federal Grants

FORMULA: None planned for this FY.

687.01 REFUNDS/REBATES SELF INSURANCE Rx

DESCRIPTION: Prescription drug discount received from self-insured health care insurance plan.

FORMULA: Refunds provided quarterly by Bloomfield Township.

Chart of Account Total	Budget Group Total
	12,227
3,327	
4,920	
3,980	
-	
	-
-	
	31,683
31,683	

TOTAL ESTIMATED REVENUES

Fiscal Year April 1, 2026 - March 31, 2027

\$10,917,298

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
GENERAL FUND EXPENDITURE LINE BREAKDOWN
April 1, 2026 - March 31, 2027 -PRELIMINARY BUDGET

702.01

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

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

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

718.01

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

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

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

Add'l funding for DB Pension-Actuarial Defined Contribution

723.01

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.

ELECTRONIC SERVICES - DATABASES

831.01

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

FORMULA: Current year budget

FROM METRO NET

- Ancestry.com
- Creative Bug
- Data Axle - ReferenceSolutions
- Gale Total
 - 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
- Mango Languages- ASL

FROM MIDWEST COLLABORATIVE FOR LIBRARY SERVICE

- Plunkett Online
- Morningstar Investment Research Center w/Remote access

FROM THE LIBRARY NETWORK

- Brainfuse (+HelpNow/JobNow)
- Consumer Reports

DIRECT PURCHASES

- Alexander Press - Music Online

Chart of Account Detail	Chart of Account Total	Budget Group Total	Functional Category Total
			5,715,913
	3,558,256	3,558,256	
	272,129	272,129	
	1,124,388	1,124,388	
	392,481	392,481	
	368,659	368,659	
	-	-	
			863,118
		241,394	
	188,026		
1,844			
1,404			
4,584			
6,006			
3,454			
645			
3,604			
7,509			
4,620			
2,029			
1,854			

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
GENERAL FUND EXPENDITURE LINE BREAKDOWN
April 1, 2026 - March 31, 2027 -PRELIMINARY BUDGET

		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	5,453		
		GALE-Nat'l Geographic, incl kids version	1,349		
		Hoopla	60,048		
		Infobase Publishing-Writer's Ref. Ctr.	1,354		
		Kanopy	10,354		
		LinkedIn Learning	6,654		
		Newsbank: Access World News	8,485		
		Proquest	17,199		
		Newspaper Pkg. (NYT,WSJ,WPost, DFP)			
		Historical Detroit Free Press			
		Historical New York Times			
		Recollect	12,500		
		Standard & Poors/NetAdvantage	9,680		
		World Trade Press A-Z world travel	938		
		ValueLine	6,854		
		Zoobean (Beanstack) - <i>split with YS</i>	1,595		
		Unplanned additional costs	4,354		
833.01		ELECTRONIC SERVICES - YOUTH		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			
		<u>DIRECT PURCHASES</u>			
		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		
		Workd 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		27,000	27,000
		DESCRIPTION: Fees for a specific electronic database used for the cataloging of materials.			
		FORMULA : Current year budget			
		SkyRiver	25,000		
		OverDrive	2,000		
		BOOKS/MATERIALS		323,908	
941.01		BOOKS - ADULT & TEEN	193,465	193,465	
		DESCRIPTION: Circulating physically printed books and electronically produced books purchased for adults & teens.			
		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	7,500	7,500	
		DESCRIPTION: Non-circulating physically printed books and electronically produced books for the Adult & Teen Services collection.			
		FORMULA : Current year budget			
945.01		MATERIALS-TECHNICAL SERVICES	100	100	
		DESCRIPTION: Materials purchased to assist in cataloging.			
		FORMULA : Current year budget			
946.01		MATERIALS-SYSTEMS	515	515	
		DESCRIPTION: Materials purchased to assist in Systems work and training.			
		FORMULA : Current year budget			

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
GENERAL FUND EXPENDITURE LINE BREAKDOWN
April 1, 2026 - March 31, 2027 -PRELIMINARY BUDGET

		Chart of Account Detail	Chart of Account Total	Budget Group Total	Functional Category Total
947.01	MATERIALS-ADMINISTRATION	500	500		
	DESCRIPTION: Materials purchased to assist Administration activities.				
	FORMULA : Current year budget				
969.01	PROCESSING & SUPPLIES	24,000	24,000	24,000	
	DESCRIPTION: Costs associated with the processing of materials in order to make them available to patrons, including RFID circuits, labels, book jackets and media cases.				
	FORMULA : Current year budget				
				69,650	
949.01	PERIODICALS, NEWSLETTERS & MICROFORMS	56,000	56,000		
	DESCRIPTION: Subscriptions to magazines, newspapers and loose-leaf information services for the use of patrons.				
	FORMULA : Current year budget				
	Includes: WT Cox \$30,000, Press Reader \$6263, OverDrive \$5,400				
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			
				8,500	
951.01	ADULT		8,000		
	DESCRIPTION: Sound recordings on compact disc and electronically downloadable music purchased by Adult & Teen Services for circulation.				
	FORMULA : Current year budget				
	Regular music purchases	8,000			
952.01	YOUTH		500		
	DESCRIPTION: Sound recordings on compact disc and electronically downloadable music purchased by Youth Services for circulation.				
	FORMULA : Current year budget				
	Regular music purchases	500			
				77,623	
953.01	ADULT	60,210	60,210		
	DESCRIPTION: Books recorded on compact disc and MP3, book plus CD or cassette kits, and downloadable audio books purchased by Adult & Teen Services for circulation.				
	FORMULA: Current year budget				
954.01	YOUTH	17,413	17,413		
	DESCRIPTION: Books recorded on compact disc and MP3, book plus CD kits, Wonderbooks and downloadable audio books purchased by Youth Services for circulation.				
	FORMULA : Current year budget				
				41,000	
955.01	ADULT	36,000	36,000		
	DESCRIPTION: DVD materials purchased by Adult & Teen Services for				
	FORMULA : Current year budget				
956.01	YOUTH	5,000	5,000		
	DESCRIPTION: DVD materials purchased by Youth Services for circ .				

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
GENERAL FUND EXPENDITURE LINE BREAKDOWN
April 1, 2026 - March 31, 2027 -PRELIMINARY BUDGET

		Chart of Account Detail	Chart of Account Total	Budget Group Total	Functional Category Total
FORMULA : Current year budget					
ACCESSIBILITY SUPPORT COLLECTION				10,043	
957.01	ADULT & TEEN	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 & TEEN	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.				
	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:				
	Kindergarten Reader's Roundup				
	Book Discussions				
	Summer Reading				
	Trick or Treat				
	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			
		500	500		
965.01	SYSTEMS				
	DESCRIPTION: Funds to support programs, displays, and activities for which presenters are paid or incentives for attendance are provided. Includes photo records, food, and printing for events.				
	FORMULA : Current year budget				
	All speakers, program-specific printing, incentives for participation, photo records of Systems-sponsored programming.				
	Major programs include:				
	Hosting of Metro Net and technology events				
	FACILITIES AND EQUIPMENT				
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.				

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
GENERAL FUND EXPENDITURE LINE BREAKDOWN
April 1, 2026 - March 31, 2027 -PRELIMINARY BUDGET

		Chart of Account <u>Detail</u>	Chart of Account <u>Total</u>	Budget Group <u>Total</u>	Functional Category <u>Total</u>
	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	65,842	65,842	65,842	
	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		299,384	299,384	
	DESCRIPTION : Includes contracts for janitorial service, trash removal, exterminator, mechanical maintenance.				
	FORMULA : Current year budget				
	Boiler inspection State fees	400			
	Incidentals/fines for Boilers	120			
	Boiler & chilled water treatment services	4,000			
	Carpet cleaning maintenance	20,000			
	YS-Storytime carpets & carpet square cleaning	650			
	Pest Control Svcs.	2,200			
	Cleaning - general	153,300			
	Auto-door maint contract & parts replacement	4,237			
	Elevator Maintenance Agreement	3,264			
	Elevator Category 1 No-load Safety Test	2,000			
	Fire Suppression System service agreement	6,000			
	Fire extinguisher recharge	2,000			
	Flag service	910			
	Generator contract & emergency service	2,700			
	Siemens Automation - repair service & tech support	5,000			
	HVAC - annual contract fee	17,800			
	Lift Station Pump maintenance	5,400			
	Security system - alarm monitoring	24,000			
	Potable water system back flow inspection	1,335			
	Solid Waste removal service	3,864			
	Window Cleaning - annual	6,000			
	WON door and lobby gate maintenance	1,500			
	Unplanned conditions & repair needs	5,000			
	Furniture/Chair cleaning	7,160			
	Cintas matting and towel service	1,500			
	Roof Maintenance Contract	4,800			
	Water Filters - Appliances	600			
	Humidifier Cansiters - Annual	5,000			
	MSDSOnline (3 year contract) -Annual	3,244			
	Mobility City	5,400			
933.01	EQUIPMENT MAINTENANCE		24,210	24,210	
	DESCRIPTION : Contracts for telephone system, copying/microform equipment maintenance, postage meter.				
	FORMULA : Current year budget				

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
GENERAL FUND EXPENDITURE LINE BREAKDOWN
April 1, 2026 - March 31, 2027 -PRELIMINARY 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 (A&TS 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		98,525	98,525	
	DESCRIPTION: Contracts for lawn and landscape maintenance and snow removal as well as other costs associated with grounds.				
	FORMULA : Current year budget				
	PGS - Lawn/Snow/Mulch/Weeding	52,000			
	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		261,060	261,060	
	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			
	Checkpoint: Email Harmony	4,200			
	Cisco equipment maintenance contract	6,820			
	Comcast - digital receivers	1,000			
	Comcast - high speed modem subscription	1,000			
	Envisionware Mobile Printing Subscription	725			
	Envisionware annual maintenance	14,000			
	Graphic Science Digitalization Station Maint.	590			
	Godaddy SSL certificaion for site license: includes Vega, 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			
	MaintainX	2,352			
	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		

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
GENERAL FUND EXPENDITURE LINE BREAKDOWN
April 1, 2026 - March 31, 2027 -PRELIMINARY BUDGET

		Chart of Account Detail	Chart of Account Total	Budget Group Total	Functional Category Total
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 Computer Equipment Hazardous equipment disposal Headset replacement Printer replacement for staff					
	200				
	10,000				
	300				
	1,000				
	2,000				
					275,730
OTHER OPERATING EXPENDITURES					
727.01 OFFICE SUPPLIES DESCRIPTION: Internal office supplies, such as paper, pens, etc., library card bar codes, cash register tapes and similar supplies used by Circulation; laser printer cartridges and desktop printer cartridges for staff printers; paper for public copiers. FORMULA : Current year budget Copier paper for work area and public, Laser and other desk printer cartridges for staff and public, Film for new employee photos and other miscellaneous office supplies Copier cards Eco-Smart supplies, pads, polishes + % increase Circulation Dept. - Receipt paper			32,480	32,480	
	25,300				
	2,400				
	800				
	3,980				
			26,090	26,090	
728.01 POSTAGE DESCRIPTION: Postage for daily metered mail . FORMULA : Current year budget Regular postage needs (includes Library by Mail) Annual Bulk Mailing Permit Quarterly newsletter mailing					
	6,780				
	310				
	19,000				
				128,156	
			25,000		
811.01 ACCOUNTING DESCRIPTION: Monthly fee charged by Bloomfield Twp for accounting services. FORMULA : Monthly fee provided by Twp. + \$1,000 Actuary					
	25,000				
			22,000		
	22,000				
			15,000		
812.01 AUDIT DESCRIPTION: Annual fee charged by our auditing firm. FORMULA : Current year budget Audit					
	22,000				
813.01 CONSULTANT DESCRIPTION: Fees for consultants such as strategic planning or interior designer. FORMULA : Current year budget IT Consulting Other					
	10,000				
	5,000				
814.01 CONTRACTS DESCRIPTION: Provides for monthly fees to publicist, Music on Hold messages, MelCat delivery cost, and similar contractual services. FORMULA : Current year budget RIDES delivery fee Message on Hold Unique Management - collection agency Facebook Advertising			9,756		
	4,700				
	1,000				
	3,756				
	300				
	5,000	5,000			
815.01 LEGAL DESCRIPTION: Legal service fees, e.g., lawyer who provides collection services and contract review or labor lawyer for personnel matters. FORMULA : Current year budget					
816.01 INVESTMENT COUNSELING DESCRIPTION: Schwartz & Co. quarterly investment portfolio counseling fees per 8/2017 professional services contract. FORMULA : Approx. .28% of average portfolio balance Investment Counseling Fees			36,400		
	36,400				

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
GENERAL FUND EXPENDITURE LINE BREAKDOWN
April 1, 2026 - March 31, 2027 -PRELIMINARY BUDGET

		Chart of Account Detail	Chart of Account Total	Budget Group Total	Functional Category Total
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			
900.01	PRINTING & PUBLISHING		30,050	30,050	
	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	26,000			
	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.				

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY					
GENERAL FUND EXPENDITURE LINE BREAKDOWN					
April 1, 2026 - March 31, 2027 -PRELIMINARY BUDGET					
		Chart of Account Detail	Chart of Account Total	Budget Group Total	Functional Category Total
	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			5,714,965	5,714,965
	DESCRIPTION:	Special or one-time costs for major projects.			
	FORMULA :	Budget requests			
		AMH Upgrade	140,000		
		Bamboo HR	7,500		
		Communico	6,500		
		Computers - Public	60,000		
		Door Access (Avigilon Alta) annual fee	6,000		
		Door Access Emergency Maintenance	5,000		
		DUO	6,000		
		Emergency IT Equipment or Project	20,000		
		Flooring	40,000		
		Furniture Replacement	50,000		
		HVAC Emergency Repair	60,000		
		Ichthrive Intranet Subscription	10,000		
		Library Design Project	5,000,000		
		New Firewall	50,000		
		New Switches	100,000		
		Office 365-Work From Home Solutions and Consulting			
			19,000		
		Plumbing & Electrical Emergency Maintenance	50,000		
		ProofPoint	15,000		
		Reserve for Special Cleaning Services	25,000		
		Savannah/Orange Boy	6,500		
		Scheduler/Timesheet Software	6,000		
		UPS replacement	15,000		
		VOIP-Telephone Licenses	6,500		
		Website ADA Compliance Software	10,965		
TOTAL ESTIMATED EXPENDITURES					
Fiscal Year April 1, 2026 - March 31, 2027					
			Proposed August 2025		\$13,801,197

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
DESCRIPTION OF GIFT FUND
REVENUE AND EXPENDITURE ACCOUNTS
April 1, 2026 - March 31, 2027

REVENUE

GIFT INCOME

425.03 Gift Revenue

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

428.03 Friends of the Library

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

429.03 Atkinson Trust

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

430.03 BTPL Endowment/Amber Trust

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

431.03 M Scholarship Fund

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

432.03 Smith Challenge Grant

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

433.03 Fair Radom Garden Endowment Fund

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

434.03 Library Director's Legacy Endowment Fund

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

INVESTMENT EARNINGS

664.03 Investment Earnings

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

MISCELLANEOUS

460.03 Miscellaneous

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

EXPENDITURES

LIBRARY SERVICES

941.03 Books–Adult

Circulating books purchased for adults.

943.03 Books–Youth

Circulating books purchased for youth.

969.03 Processing & Supplies

Costs associated with processing gifts received.

954.03 Audio Books–Youth

Audio books purchased for the Youth Services circulating collection.

955.03 DVD–Adult

DVDs purchased for the Adult Services circulating collection.

958.03 Accessibility Support Collection–Youth

Funds to support Youth Services Accessibility Support Collection.

961.03 Programs–Adult

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

962.03 Programs–Youth

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

964.03 Programs–Administration

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

FACILITIES & EQUIPMENT

935.03 Grounds Maintenance

General repairs or plantings of lawns and gardens.

981.03 General Equipment

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

982.03 Computer Equipment

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

983.03 Facilities Equipment

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

OTHER OPERATING EXPENDITURES

861.03 Staff Development/Travel

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

900.03 Printing and Publishing

Provides for printing and promotional items.

970.03 Myers Scholarship Fund

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

971.03 Smith Challenge Grant Fund

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

972.03 BTPL Endowment Fund

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

973.03 Atkinson Fund

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

974.03 Fair Radom Garden Endowment Fund

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

975.03 Library Director's Legacy Endowment Fund

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

990.03 Bank Service Charges

Bank service charges and other costs of doing business.

837.03 Contingency—designated

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

838.03 Director's Discretionary

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

839.03 Contingency—undesignated

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

Bloomfield Township Public Library General Fund Balance Projection

	Column 1*	Column 2	Column 3	Column 4	Column 5
	<u>FY 2025-2026</u>	<u>FY 2026-2027</u>	<u>FY 2027-2028</u>	<u>FY 2028-2029</u>	<u>FY 2029-2030</u>
Beginning Fund Balance	\$17,145,195	\$17,646,285	\$14,757,385	\$12,212,908	\$11,706,017
Property Tax Revenue **	9,889,601	\$10,261,733	\$10,569,585	\$10,886,673	\$11,213,273
Investment Earnings	\$881,488	\$478,415	\$516,508	\$427,452	\$409,711
All Other Revenues	\$158,882	\$177,150	\$182,465	\$187,938	\$193,577
Operating Expenditures ****	(\$7,720,916)	(\$8,091,233)	(\$8,333,970)	(\$8,583,989)	(\$8,841,509)
Capital Expenditures	(\$2,707,965)	(\$5,714,965)	(\$5,479,065)	(\$3,424,965)	(\$324,965)
Net Revenue/(Expenditures)	501,090	(\$2,888,900)	(\$2,544,477)	(\$506,891)	\$2,650,086
Year-End Balance	<u>\$17,646,285</u>	<u>\$14,757,385</u>	<u>\$12,212,908</u>	<u>\$11,706,017</u>	<u>\$14,356,103</u>
Nonspendable - Prepaid Expenses	\$9,651	\$9,651	\$9,651	\$9,651	\$9,651
Restricted	\$0	\$0	\$0	\$0	\$0
Committed Portion - 8 Month Fund Balance	\$5,147,277	\$5,394,155	\$5,555,980	\$5,722,659	\$5,894,339
Assigned Portion - Capital Improvements/Sick-Vac Liability/OPEB	\$12,389,357	\$9,253,579	\$6,547,277	5,873,706	8,352,113
Unassigned Portion - Unplanned Emergencies	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000

* Column 1 = current fiscal year

** Row 11 assumes 3% increase in Property Tax Revenue

**** Row 17 assumes 3% increase in Operating Expenditures

**Bloomfield Township Public Library
SEV and Taxable Value History
Historical Analysis**

	SEV(until 1995) Tax. Value. (1995 -)	Percent of Increase From PY	Library Millage	Library Tax Revenue	Percent of Increase From PY
2026-2027*	5,613,804,700	5.15%	1.8279	10,261,733	3.76%
2025-2026**	5,339,003,040	4.00%	1.8523	9,889,601	10.84%
2024-2025	5,133,656,770	7.17%	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	

*2026-2027 taxable value is estimated: July, 2025 Property Tax Rev. Projections per Bloomfield Twp. Assessor

**2025-2026 taxable value is estimated: July, 2024 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.