

Bloomfield Township Public

Library

**Bloomfield Township Public Library
Board of Trustees**

Library Board Meeting
July 21, 2015
7:00 p.m.
John Rumsey Board Room

Trustees:

libraryboard@btpl.org

Joan Luksik, President

Judy Lindstrom, Vice President

Pamela Williams, Secretary

Margaret Cohen

Grant Gerhart

Eli Greenbaum

Director:

muellerc@btpl.org

Carol Mueller

All meetings are open to the public.

We invite you to attend a meeting or watch it online at www.btpl.org

1099 Lone Pine Road, Bloomfield Township, MI 48302 248.642.5800

THE PLACE TO

DISCOVER

AGENDA
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, July 21, 2015
Regular Board Meeting
7:00 P.M.

REGULAR AGENDA ITEMS #1-5

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

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

6. Regular Board meeting minutes of June 16, 2015
7. Budget
 - a. Cash Disbursements
 - b. Monthly Revenues & Expenditures
 - c. Energy Report
8. Written Reports:
 - a. President: *Joan Luksik
 - b. Director: *Carol Mueller
 - c. Tentative Schedule
 - d. Committee:
 - *Art Committee *Ad Hoc*
 - *Bloomfield Township Liaison
 - *Building & Grounds
 - *Cranbrook
 - *Development
 - *Finance
 - *Friends of the Library Liaison
 - *Jeanette P. Myers Scholarship Selection
 - *Landscaping/Interiors
 - *Personnel
 - *Policy

REGULAR AGENDA ITEMS

9. Call to the public, communications
10. Unfinished Business
11. New Business
 - a. Audit
 - b. Annual Report
12. Discussion of items removed from the Consent Agenda
13. MOTION to approve any items removed from the Consent Agenda
14. Other
15. Next scheduled meeting: Tuesday, August 18, 2015 at 7:00 p.m.
16. Adjournment

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEE MEETING**

LIBRARY BOARD INFORMATION PACKETS

List of Contents

Items included in pre-board delivery for the REGULAR BOARD MEETING SCHEDULED
for TUESDAY, July 21, 2015 7:00 p.m.

#	<u>NUMBERED ITEMS</u>	<u>DATE DELIVERED</u>
1	Agenda	7/17/15
2a	Request to remove items from the Consent Agenda for Discussion	7/17/15
2b	Motion to approve the order of items for the regular and consent agendas	7/17/15
5	Motion to approve remaining consent agenda items 6-8d	7/17/15
6	Regular Board Meeting Minutes of 6-16-15	7/17/15
7a	Cash Disbursements	7/17/15
7b	Revenues/Expenditures Budget Report	7/17/15
7c	Energy Report	7/17/15
8a	President's Report	7/17/15
8b	Director's Report	7/17/15
8c	Tentative Schedule Calendar	7/17/15
8d	Bloomfield Township Liaison –no report	
8d	Cranbrook – no report	
8d	Art Committee – no report	
8d	Development – no report	
8d	Finance Committee – Meeting Minutes of 7-6-15	7/17/15
8d	Friends of the Library Liaison – no report	
8d	Building/Grounds – no report	
8d	Jeanette P. Myers Scholarship Committee – Meeting Minutes of 7-1-15	7/17/15
8d	Landscape-Interiors Committee – no report	
8d	Personnel Committee – no report	
8d	Policy Committee – no report	
11a	Audit	7/17/15
11b	Annual Report	7/17/15
13	Motion to approve any items removed from the consent agenda	7/17/15
	 <u>UNNUMBERED ITEMS</u>	 <u>DATE DELIVERED</u>
	Memo regarding 2015 Myers Scholarship Recipient	7/17/15
	Memo regarding Used Equipment Sale	7/17/15
	Memo regarding Strategic Plan Update	7/17/15
	Administrative Calendar- August 2015	7/17/15

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

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

I REQUEST THAT ITEM (S):

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

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

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

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

OPTION - NO AMENDMENT NEEDED:

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

OPTION - AMENDMENT TO AGENDA:

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

the **REGULAR AGENDA** as follows:

the **CONSENT AGENDA** as follows:

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

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

CONSENT AGENDA ITEMS MOTION

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

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

Bloomfield Township Public Library
Oakland County, Michigan
Tuesday, June 16, 2015

At 7:01 p.m. the Regular Meeting of the Bloomfield Township Public Library Board of Trustees was called to order by President, Joan Luksik.

Present: Trustees: Peggy Cohen, Grant Gerhart, Eli Greenbaum, Judy Lindstrom, Joan Luksik and Pam Williams

Administration: Library Director, Carol Mueller; Assistant Director, Tera Moon; Finance Coordinator, Beth Sulek-LaHousse; Director's Secretary, Andrea Aragona

Guests: Matthew Whitty and Walter Schwartz of Gregory J. Schwartz & Co, Inc.; Klaren Gerhart, Township resident; Emily Hudak, SOC representative; Two Library patrons.

Upon discussion, a motion was made by Judy Lindstrom, seconded by Pam Williams, **TO APPROVE THE ORDER OF ITEMS FOR THE REGULAR AND CONSENT AGENDAS.**

A vote was taken for approval of the motion.

Ayes: Cohen, Gerhart, Greenbaum, Lindstrom, Luksik, Williams

Nays: None

MOTION CARRIED

President's Verbal Report:

Joan Luksik welcomed everyone. She thanked Pam Williams for joining her on the strategic planning committee which met on June 12, 2015 with our strategic planning consultants, Rob Cullin and Kim Bolan of Kimberly Bolan and Associates. Forms were distributed to the Trustees for suggestions of residents that may be interested in participating in a focus group. Invitations to participate will be mailed after July 10, 2015.

Director's Verbal Report:

Carol Mueller stated that we had a good start to our strategic planning process meeting with the consultants at the Library in person on June 12. Focus groups will meet on August 4, 2015 and again on September 9th and 10th. All the information gathered from these focus groups will be shared at the all-day retreat on October 15th.

The kick off to our summer reading programs began on Saturday, June 13th with our Super Hero Training Academy in the Youth Department. At this event, 140 children registered for the summer reading program. The Adult and Teen summer reading kick off was Monday and there were 33 teens and 56 adults that signed up for summer reading at that time. The Youth summer reading theme is "Every Hero has a Story" and the Adult summer reading theme is "Escape the Ordinary".

Carol thanked the Friends of the Library for their generosity in approving more than \$11,000 in gift funding to the Library for many of our requests for additions to library collections and programs. The Friends Sale Room is now named "The Book Nook" and new signage has been installed in the room reflecting the change.

The Used Equipment sale is going to be on June 27th from 10:00 am to 1:00 pm. A list of the items being offered was given to the Trustees.

Carol also shared the certificate received upon successful completion of one of the Gale Courses we now have on our website.

CONSENT AGENDA MOTION:

After discussion, a motion was made by Grant Gerhart, seconded by Eli Greenbaum, **TO APPROVE THE ITEMS ON THE CONSENT AGENDA AS PRESENTED.**

A vote was taken for approval of the motion.

Ayes: Cohen, Gerhart, Greenbaum, Lindstrom, Luksik, Williams

Nays: None

MOTION CARRIED

REGULAR AGENDA:

Call to the Public: Joan welcomed Klaren Gerhart, Township resident; Emily Hudak, SOC representative. Emily is also one of our Youth Service Librarians and at this time she shared the book "Extraordinary Jane" by Hannah E. Harrison which was chosen for this year's Story Book Walk. Two Library patrons were present and commented on what a great Library Bloomfield Township Public Library is.

UNFINISHED BUSINESS:

No items for discussion

NEW BUSINESS:

11a Library Investment Review

Matthew Whitty and Walter Schwartz, from Schwartz & Co. presented an overview of the Library's investments. Their review included the Market Update, Asset Update, and Performance Analysis.

11b Award of Periodicals Subscription Bid

Carol stated that each year the Library releases a request for periodical subscription services proposals. The Trustees were given a copy of this year's RFP in their board packet. Requests were mailed out to six companies. All proposals received were publically opened on May 8, 2015. After a thorough review by Adult Services Librarians, Ann Williams and Ed Niemchak, it was decided to continue with our current serials vendor, W.T. Cox Information Services. They were able to supply all the titles requested, competitive pricing, good references, and our experience with them over the past year was very good. Carol thanked Ann and Ed for their thorough analysis of all the proposals received.

After discussion, a motion was made by Pam Williams, seconded by Peggy Cohen, **TO APPROVE AWARDING THE 2016 LIBRARY SERIALS BID TO W.T. COX SUBSCRIPTIONS, INC., 201 VILLAGE ROAD, SHALLOTTE, NC 28470.**

A vote was taken for approval of the motion.

Ayes: Cohen, Gerhart, Greenbaum, Lindstrom, Luksik, Williams

Nays: None

MOTION CARRIED

11c Investment and Depository Designation Resolution

Carol stated that our Investment and Depository Designation Resolution was reviewed by the Policy Committee recently and a slight change in wording was proposed. The proposed change was to state in a more generic way our delegation of authority to make investments in section 3. The Policy reviewed and approved this change at their June 5, 2015 meeting.

After discussion, a motion was made by Judy Lindstrom, seconded by Grant Gerhart, **TO ACCEPT THE CHANGES TO THE INVESTMENT AND DEPOSITORY DESIGNATION RESOLUTION AS PRESENTED.**

A vote was taken for approval of the motion.

Ayes: Cohen, Gerhart, Greenbaum, Lindstrom, Luksik, Williams

Nays: None

MOTION CARRIED

DISCUSSION OF ITEMS REMOVED FROM THE CONSENT AGENDA

No items removed.

OTHER:

Judy Lindstrom stated we are working on the Investment Services RFP. Judy stated we would like to stay in this area with whatever company is chosen. A confidential list of Investment Service Firms was given to the Trustees for review. The Finance Committee will select the final companies and the entire Board of Trustees will be involved with the interview process. The timeframe for this process is to review submissions in August and award the RFP in September.

Meeting adjourned at 7:54 p.m.

The next meeting of the Bloomfield Township Public Library Board of Trustees is Tuesday, July 21, 2015 at 7:00 p.m. in the Board Room.

Submitted by:

Pam Williams, Secretary

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

Cash Disbursements Comments July 2015

New Vendors:

Mosaic Youth Theatre of Detroit is a new vendor for a concert performance.

Professional Engineering Association is a new vendor for civil engineering services to investigate our lower level flooding situation.

Safespace Concepts, Inc. is a new vendor for a youth Velcro wall and shapes.

Siemens Industry, Inc. is a new vendor for our HVAC building management system.

General Fund Advance

- Check #15118 payable to Bloomfield Township in the amount of \$543.83 is payment for the Library's April/May water and sewer bill.

General Fund

- Check #15144 payable to Du All Cleaning, Inc. in the amount of \$5,220.00 was payment for June cleaning services and bathroom tile cleaning.
- Check #15145 payable to Duross Painting Co. in the amount of \$6,800.00 was payment for repairing, treating and staining the Library's outdoor wood trim.
- Check #15147 payable to the Frank Rewold and Son, Inc. in the amount of \$3,750.00 was payment for jetting and viewing the east pit storm water pipe.
- Check #15161 payable to Metronet Library Consortium in the amount of \$742.50 was payment for ebook purchases and hosting the Gale Virtual Reference Library service.
- Check #15164 payable to NBS in the amount of \$5,352.68 was payment for a new staff workstation.
- Check #15170 payable to Professional Engineering Association, Inc. in the amount of \$1,800.00 was payment for a roof drain test to help resolve our lower level flooding concern.

- Check #15171 payable to Proquest-CSA LLC in the amount of \$7,113.00 was payment for news databases.
- Check #15180 payable to Siemens Industry Inc. in the amount of \$4,156.65 was payment for the deposit to start our building management system upgrade.
- Check #15186 payable to The Library Network in the amount of \$13,658.00 was payment for a new server and new router for our systems network.
- Check #15197 payable to Bloomfield Township in the amount of \$250,463.44 was payment for two payrolls including FICA, HRA contributions, pension, etc. as usual.

Gift Fund

- Check #4575 payable to Quinn Evans Architects in the amount of \$1,906.25 was payment for a deposit for Youth Services alcove tables.
- Check #4580 payable to Backer Landscaping, Inc. in the amount of \$4,490.00 was payment for tree removal and tree pruning.
- Check #4581 payable to CDW-G in the amount of \$8,146.50 was payment for new computer monitors.
- Check #4582 payable to Michigan State University in the amount of \$800.00 was payment for the Myers Scholarship.
- Check #4587 payable to The Library Network in the amount of \$4,405.60 was payment for new CPUs for library computers.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
CHECK REGISTERS
FOR THE MONTH OF JUNE 2015

Check Register - General Fund

Check #	Date	Payee	Cash Account	Amount
ADVANCE CHECKS:				
15109	6/5/15	Andrea Aragona	104.01	25.88
15110	6/5/15	Elizabeth Clauder	104.01	26.67
15111	6/5/15	Jennifer Taggart	104.01	93.72
15112	6/5/15	CONSUMERS ENERGY	104.01	5,233.14
15113	6/5/15	HOME DEPOT CR. SERV.	104.01	276.65
15114	6/16/15	Emily Hudak	104.01	51.56
15115	6/16/15	Edward Niemchak	104.01	178.97
15116	6/16/15	Karrie Yukon	104.01	26.26
15117	6/16/15	AT&T	104.01	486.91
15118	6/16/15	BLOOMFIELD TOWNSHIP	104.01	543.83
15119	6/16/15	COMCAST	104.01	149.75
15120	6/16/15	FLAGSTAR BANK	104.01	2,178.62
15121	6/16/15	VERIZON WIRELESS	104.01	203.12
15122	6/30/15	Emily Hudak	104.01	32.81
15123	6/30/15	AMAZON.COM	104.01	2,155.89
15124	6/30/15	AT&T	104.01	450.34
15125	6/30/15	AT&T LONG DISTANCE	104.01	22.10
15126	6/30/15	CONSUMERS ENERGY	104.01	4,920.53
15127	6/30/15	DTE ENERGY	104.01	19,257.21
15128	6/30/15	PRINCIPAL LIFE INS CO-SBD GRANDE ISLAND	104.01	651.27
Total				<u><u>\$36,965.23</u></u>
REGULAR CHECKS:				
15129	7/10/15	APPLE BOOKS	104.01	73.33
15130	7/10/15	ARBOR OAKLAND GROUP	104.01	435.06
15131	7/10/15	ASSA ABLOY ENTRANCE SOLUTIONS	104.01	737.95
15132	7/10/15	BACKER LANDSCAPING, INC.	104.01	1,887.14
15133	7/10/15	BAKER & TAYLOR, INC.	104.01	12,768.17
15133a	7/10/15	VOID	104.01	
15133b	7/10/15	VOID	104.01	
15133c	7/10/15	VOID	104.01	
15134	7/10/15	BERNAN ASSOCIATES	104.01	359.75
15135	7/10/15	BLACKSTONE AUDIO, INC.	104.01	487.49
15136	7/10/15	BRILLIANCE PUBLISHING, INC.	104.01	244.57
15137	7/10/15	BUTZEL LONG	104.01	59.76
15138	7/10/15	CAR TRUCKING, INC.	104.01	399.00
15139	7/10/15	CDW GOVERNMENT, INC.	104.01	1,255.40
15140	7/10/15	CENGAGE LEARNING/GALE	104.01	1,738.49
15141	7/10/15	CENTRAL BUSINESS SYSTEMS, INC.	104.01	1,550.00
15142	7/10/15	CREATIVE LIBRARY SALES	104.01	18.95
15143	7/10/15	DEMCO, INC.	104.01	403.19
15144	7/10/15	DU ALL CLEANING, INC	104.01	5,220.00
15145	7/10/15	DUROSS PAINTING CO	104.01	6,800.00
15146	7/10/15	DYNAMIC TELECOMMUNICATIONS, INC	104.01	282.00
15147	7/10/15	FRANK REWOLD AND SON, INC.	104.01	3,750.00
15148	7/10/15	GENPOWER PRODUCTS, INC.	104.01	773.00
15149	7/10/15	GENOT PICOR - STORYTELLER, LLC	104.01	300.00
15150	7/10/15	GRAINGER, INC	104.01	101.27
15151	7/10/15	GRAPHIC SCIENCES, INC.	104.01	590.00
15152	7/10/15	GREY HOUSE PUBLISHING	104.01	269.10
15153	7/10/15	GRIFFIN INTERNATIONAL LLC	104.01	3,429.30
15154	7/10/15	H. V. BURTON CO.	104.01	400.00
15155	7/10/15	INSTITUTE OF CONT. LEGAL EDUCATION	104.01	133.50

Check #	Date	Payee	Cash Account	Amount
15156	7/10/15	INGRAM LIBRARY SERVICES	104.01	23.98
15157	7/10/15	KNIGHT TECHNOLOGY GROUP, INC.	104.01	300.00
15158	7/10/15	LJ ROLLS REFRIGERATION CO., INC	104.01	928.00
15159	7/10/15	LIVE OAK MEDIA	104.01	247.30
15160	7/10/15	MIDWEST COLLABORATIVE for LIB. SVCS	104.01	40.50
15161	7/10/15	METRONET LIB. CONSORT.	104.01	742.50
15162	7/10/15	MICROMARKETING LLC	104.01	72.00
15163	7/10/15	MIDWEST TAPE	104.01	9,368.46
15163a	7/10/15	VOID	104.01	
15163b	7/10/15	VOID	104.01	
15163c	7/10/15	VOID	104.01	
15163d	7/10/15	VOID	104.01	
15163e	7/10/15	VOID	104.01	
15164	7/10/15	NBS	104.01	5,352.68
15165	7/10/15	NICHOLS/NETWORK SERVICES CO	104.01	1,152.43
15166	7/10/15	ORIENTAL TRADING CO., INC.	104.01	436.58
15167	7/10/15	OVERDRIVE	104.01	5,495.35
15168	7/10/15	PARTNERS BOOK DISTRIBUTING, INC.	104.01	3,676.03
15168a	7/10/15	VOID	104.01	
15169	7/10/15	PENGUIN RANDOM HOUSE, INC.	104.01	688.25
15169a	7/10/15	VOID	104.01	
15170	7/10/15	PROFESSIONAL ENGINEERING ASSOC., INC.	104.01	1,800.00
15171	7/10/15	PROQUEST-CSA LLC	104.01	7,113.00
15172	7/10/15	RECORDED BOOKS, LLC	104.01	500.85
15173	7/10/15	RICOH USA, INC	104.01	263.00
15174	7/10/15	ROCKET ENTERPRISE INC.	104.01	756.00
15175	7/10/15	RESEARCH TECHNOLOGY INT.	104.01	203.05
15176	7/10/15	SALEM PRESS, INC.	104.01	327.60
15177	7/10/15	SCHEER GENIUS ASSEMBLY SHOWS	104.01	350.00
15178	7/10/15	MICHAEL D. SCHLOFF, PLLC	104.01	760.00
15179	7/10/15	SHOWCASES	104.01	204.77
15180	7/10/15	SIEMENS INDUSTRY, INC.	104.01	4,156.65
15181	7/10/15	STANDARD & POOR'S	104.01	431.01
15182	7/10/15	STAPLES ADVANTAGE	104.01	770.09
15183	7/10/15	SUMMIT ELECTRIC, INC.	104.01	1,225.10
15184	7/10/15	TANTOR MEDIA	104.01	150.54
15185	7/10/15	THE GREAT COURSES	104.01	897.30
15186	7/10/15	THE LIBRARY NETWORK	104.01	13,658.00
15187	7/10/15	THYSSENKRUPP ELEVATOR CORP	104.01	778.00
15188	7/10/15	ULINE	104.01	76.37
15189	7/10/15	UNIQUE MANAGEMENT SERVICES, INC.	104.01	170.05
15190	7/10/15	UNIVERSITY PRODUCTS, INC.	104.01	317.84
15191	7/10/15	UNITED STATES POSTAL SERVICE	104.01	225.00
15192	7/10/15	VIGILANTE SECURITY	104.01	1,950.00
15193	7/10/15	WALLACEBURG BOOKBINDING & MFG	104.01	1,314.48
15194	7/10/15	WESCO DISTRIBUTION	104.01	266.75
15195	7/10/15	WORLD BOOK, INC.	104.01	387.00
15196	7/10/15	WORLDS OF MUSIC	104.01	400.00
15197	7/10/15	BLOOMFIELD TOWNSHIP	104.01	250,463.44
Total				<u>\$362,906.37</u>

Check Register - Gift Fund

Check #	Date	Payee	Cash Account	Amount
ADVANCE CHECKS:				
4574	6/16/15	FLAGSTAR BANK	102.03	698.68
4575	6/16/15	QUINN EVANS ARCHITECTS	102.03	1,906.25
4576	6/30/15	Brooke Hoskins	102.03	25.30
4577	6/30/15	Emily Hudak	102.03	133.12
4578	6/30/15	AMAZON.COM	102.03	384.48

Check #	Date	Payee	Cash Account	Amount
4579	6/30/15	SCOTT NELSON	102.03	130.00
				<u>\$3,277.83</u>
REGULAR CHECKS:				
4580	7/10/15	BACKER LANDSCAPING INC.	102.03	4,490.00
4581	7/10/15	CDW-G	102.03	8,146.50
4582	7/10/15	MICHIGAN STATE UNIVERSITY	102.03	800.00
4583	7/10/15	MOSAIC YOUTH THEATRE OF DETROIT	102.03	550.00
4584	7/10/15	OVERDRIVE, INC.	102.03	59.00
4585	7/10/15	PARTNERS BOOK DISTRIBUTING, INC	102.03	395.39
4586	7/10/15	SAFESPACE CONCEPTS, INC.	102.03	1,365.34
4587	7/10/15	THE LIBRARY NETWORK	102.03	4,405.60
4588	7/10/15	PAUL VORNHAGEN	102.03	750.00
Total				<u>\$20,961.83</u>

**Bloomfield Township Public Library
2015-2016 General Fund Budget**

7b

PRESENTED: JULY 21, 2015 FOR THE MONTH OF: JUNE 2015

Three months 25%

ACCOUNT NAME	2015-2016	2015-2016	REVENUE/EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	VARIANCE
	ADOPTED BUDGET	AMENDED BUDGET				
	AS OF MAR 17, 2015	AS OF APR 30, 2015				
<u>Revenues</u>						
Taxes	\$6,631,643	\$6,631,643	\$0	(\$209)	0.00%	(\$6,631,852)
Penal Fines	\$55,009	\$55,009	\$0	\$0	0.00%	(\$55,009)
State Aid	\$24,198	\$24,198	\$0	\$0	0.00%	(\$24,198)
Circulation Fines & Fees	\$127,296	\$127,296	\$9,640	\$28,761	22.59%	(\$98,535)
Charges for Services	\$11,910	\$11,910	\$1,616	\$3,086	25.91%	(\$8,824)
Investment earnings	\$114,613	\$114,613	\$4,506	\$8,675	7.57%	(\$105,938)
Miscellaneous	\$9,334	\$9,334	\$1,135	\$1,814	19.44%	(\$7,520)
Total Revenues	\$6,974,003	\$6,974,003	\$16,897	\$42,127	0.60%	(\$6,931,876)
<u>Expenditures</u>						
Personnel	\$3,693,694	\$3,693,694	\$254,942	\$927,121	25.10%	(\$2,766,573)
Library Services	\$770,071	\$770,071	\$54,015	\$183,481	23.83%	(\$586,590)
Facilities & Equipment	\$1,073,472	\$1,073,472	\$78,547	\$263,263	24.52%	(\$810,209)
Other Operating Expenditures	\$449,121	\$449,121	\$7,368	\$58,050	12.93%	(\$391,071)
Total Expenditures	\$5,986,358	\$5,986,358	\$394,872	\$1,431,914	23.92%	(\$4,554,444)
Fund Balance - Beginning	\$8,858,516	\$9,061,611		\$9,061,611		
Net revenue (expenditure)	\$987,645	\$987,645		(\$1,389,786)		
Fund Balance - Ending	\$9,846,161	\$10,049,256		\$7,671,824		

Amendments to the budget:

None

Non-spendable Fund Balance (includes all fixed assets)	\$25,930,327	\$25,123,307
Restricted Fund Balance (nothing)	\$0	\$0
Committed Fund Balance (is 8- months of expenditures amount)	\$4,251,572	\$4,251,572
Assigned Fund Balance (is \$457,812 (3/31/15 compensated absences accrual) plus \$5,024,164 OPEB obligation plus \$24,300 capital improvements)	\$5,494,588	\$5,506,276
Unassigned Fund Balance (is the unplanned emergency amount)	\$100,001	\$291,408

**Bloomfield Township Public Library
2015-2016 Gift Fund Budget**

7b

PRESENTED: JULY 21, 2015 FOR THE MONTH OF: JUNE 2015

Three Months 25%

ACCOUNT NAME	2015-2016 ADOPTED BUDGET AS OF MAR 17, 2015	2015-2016 AMENDED BUDGET AS OF JUNE 30, 2015	REVENUE/ EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	VARIANCE
<u>Revenues</u>						
Gift Income	\$643	\$16,682	\$14,549	\$14,906	89.35%	(\$1,776)
Investment Earnings	\$157	\$157	\$14	\$43	27.19%	(\$114)
Miscellaneous Revenue	\$0	\$0	\$0	\$0	0.00%	\$0
Total Revenues	\$800	\$16,839	\$14,563	\$14,949	88.77%	(\$1,890)
<u>Expenditures</u>						
Library Services	\$20,194	\$31,314	\$1,896	\$6,091	19.45%	(\$25,223)
Facilities & Equipment	\$59,476	\$61,726	\$18,407	\$22,754	36.86%	(\$38,971)
Other Operating Expenditures	\$95,794	\$98,233	\$3,053	\$12,382	12.60%	(\$85,850)
Total Expenditures	\$175,464	\$191,272	\$23,357	\$41,228	21.55%	(\$150,045)
Fund Balance	\$100,970	\$102,514		\$102,514		
Reserved Fund Bal.	\$73,852	\$73,852		\$73,852		
Net revenue (expenditures)	(\$174,664)	(\$174,433)		(\$26,279)		
Fund Balance - Ending	\$158	\$1,933		\$150,087		

Amendments to the budget:

 All changes due to gifts received

Bloomfield Township Public Library
Asset Allocation Summary
June 2015

Fund	Type	Annual Yield	Date	Amount on Hand
General Fund				
	5th 3rd Checking (Ecommerce)	0.00%	6/30/2015	\$56,628.31
	Flagstar Public Funds Savings	0.35%	6/30/2015	\$206,492.53
	Flagstar Premier Public Entities Checking	0.25%	6/30/2015	\$10,785.95
	RBC Capital Cash/Money Market	0.01%	6/30/2015	\$3.71
	RBC Capital - Investments	1.48%	6/30/2015	\$7,758,726.44
	Total General Fund			<u><u>\$7,976,008.63</u></u>
Please see General Fund budget for notes on how this amount is earmarked				
Gift Fund				
	Huntington Public Fund Business Interest Checking	0.15%	6/30/2015	\$113,796.59
	Huntington CD (Charnov gift) - matures 02/02/17	0.45%	6/30/2015	\$50,000.00
	Fifth Third Bank Business Standard Checking	0.00%	6/30/2015	\$6,452.60
	Total Gift Fund			<u><u>\$170,249.19</u></u>

CFSEM

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

Jeanette P. Myers Memorial Scholarship Fund	12/31/2014	\$13,849.00
Yvonne T. Atkinson Fund	12/31/2014	\$29,617.00
Isabel and Lawrence Smith Challenge Grant	12/31/2014	\$31,113.00
BTPL Endowment Fund	12/31/2014	\$29,007.00
Fair Radom Garden Endowment Fund	12/31/2014	\$15,087.00
Library Director's Legacy Fund	12/31/2014	\$13,260.00
Total CFSEM holdings		<u><u>\$131,933.00</u></u>

Bloomfield Township Public Library Investment Portfolio

Investment Vehicle	Portfolio %	Original Cost	6/30/2015 Market Value	Estimated Annual Inc	Current Yield
Money Market Funds	0.0%	\$4	\$4	\$0	0.01%
Wells Fargo Advantage Adjustable Rate Gov't	44.4%	\$3,421,496	\$3,442,415	\$30,373	0.88%
Franklin Adjustable Rate U.S. Government Secs	32.0%	\$2,480,640	\$2,480,665	\$33,383	1.35%
Eaton Vance Short Duration Government Income	7.9%	\$600,000	\$612,756	\$19,631	3.20%
Loomis Sayles Limited Term U.S. Gov't & Agency	10.1%	\$737,720	\$780,523	\$13,750	1.76%
Eaton Vance Government Obligations	5.7%	\$417,603	\$442,367	\$17,932	4.05%
Total Portfolio	100.0%	\$7,657,463	\$7,758,730	\$115,069	1.48%

2nd Quarter Activity - March 31, 2015 - June 30, 2015

Cash Activity

Beginning Balance	\$3.62
Deposits & Sales Proceeds	\$1,261,000.00
Withdrawals	(\$1,261,000.00)
Dividends	\$30,615.07
Capital Gains	\$0.00
Net funds to purchase securities	(\$30,614.98)
Ending Balance	\$3.71

Change in Security Value

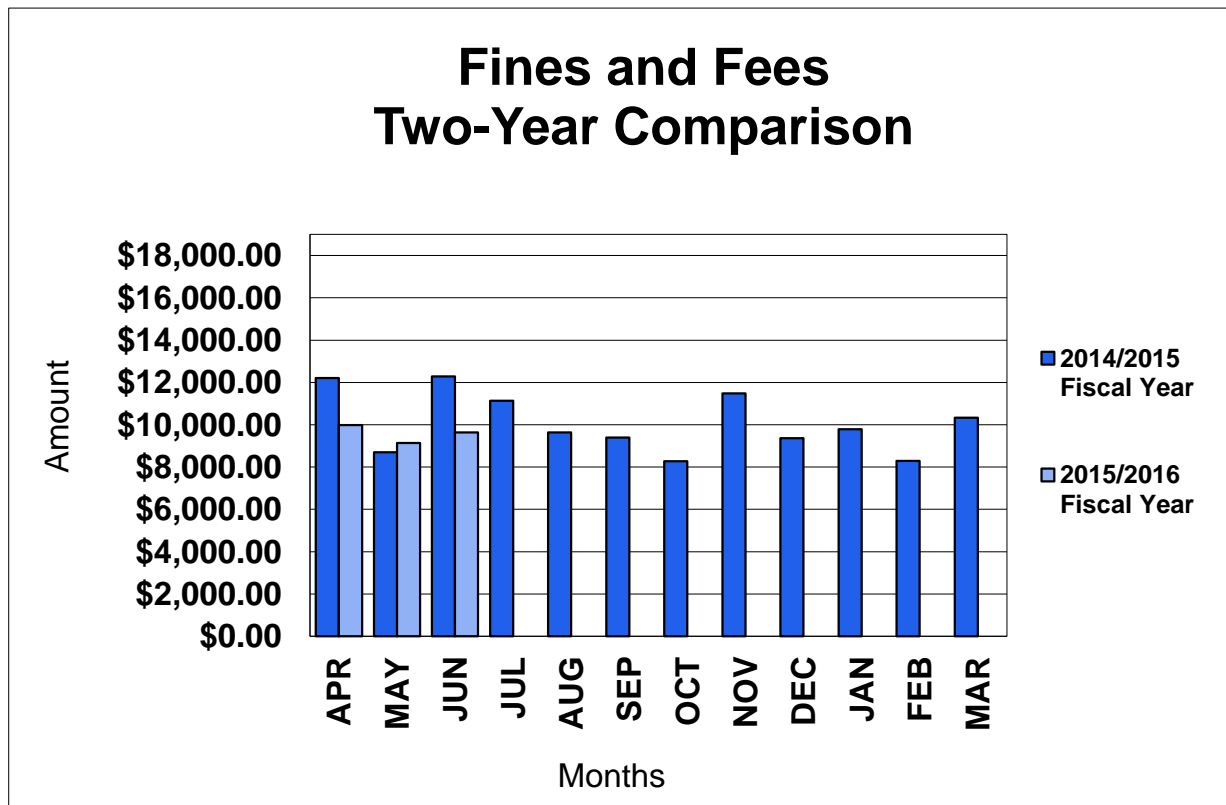
Beginning value of securities	\$9,011,304.45
Securities purchased	\$30,614.98
Securities sold	(\$1,261,000.00)
Change in value of priced securities	(\$22,192.99)
Ending Value of priced securities	\$7,758,726.44

Total account value as of June 30, 2015

\$ 7,758,730.15

FINES AND FEES - TWO-YEAR COMPARISON

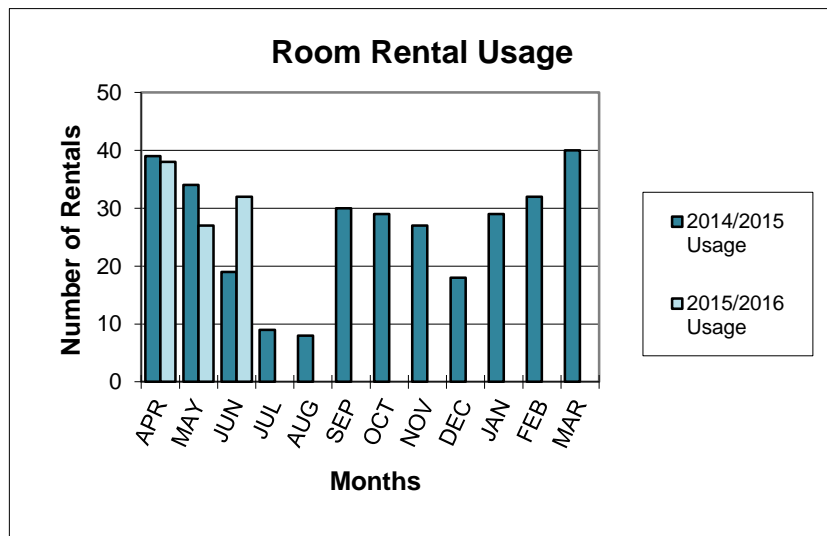
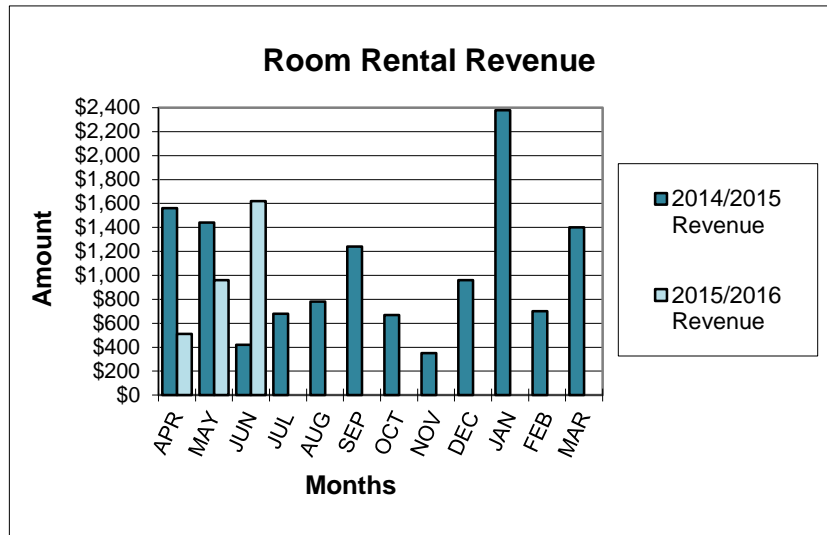
Month	2014/2015 Fiscal Year	2015/2016 Fiscal Year	Difference
APR	\$12,209.70	\$9,986.61	(\$2,223.09)
MAY	\$8,696.66	\$9,134.31	\$437.65
JUN	\$12,283.41	\$9,636.30	(\$2,647.11)
JUL	\$11,136.86		(\$11,136.86)
AUG	\$9,638.91		(\$9,638.91)
SEP	\$9,388.48		(\$9,388.48)
OCT	\$8,275.12		(\$8,275.12)
NOV	\$11,484.10		(\$11,484.10)
DEC	\$9,370.84		(\$9,370.84)
JAN	\$9,780.91		(\$9,780.91)
FEB	\$8,293.01		(\$8,293.01)
MAR	\$10,335.05		(\$10,335.05)
			YTD Difference
TOTAL	\$120,893.05	\$28,757.22	(\$92,135.83)



ROOM RENTAL - TWO-YEAR COMPARISON

7b

<u>Month</u>	2014/2015 <u>Revenue</u>	2015/2016 <u>Revenue</u>	<u>Difference</u>	2014/2015 <u>Usage</u>	2015/2016 <u>Usage</u>	<u>Month</u>
APR	\$1,560.00	\$510.00	(\$1,050.00)	39	38	APR
MAY	\$1,440.00	\$960.00	(\$480.00)	34	27	MAY
JUN	\$420.00	\$1,620.00	\$1,200.00	19	32	JUN
JUL	\$680.00		(\$680.00)	9		JUL
AUG	\$780.00		(\$780.00)	8		AUG
SEP	\$1,240.00		(\$1,240.00)	30		SEP
OCT	\$670.00		(\$670.00)	29		OCT
NOV	\$350.00		(\$350.00)	27		NOV
DEC	\$960.00		(\$960.00)	18		DEC
JAN	\$2,380.00		(\$2,380.00)	29		JAN
FEB	\$700.00		(\$700.00)	32		FEB
MAR	\$1,400.00		(\$1,400.00)	40		MAR
TOTAL	\$12,580.00	\$3,090.00	YTD Difference (\$9,490.00)	314	97	



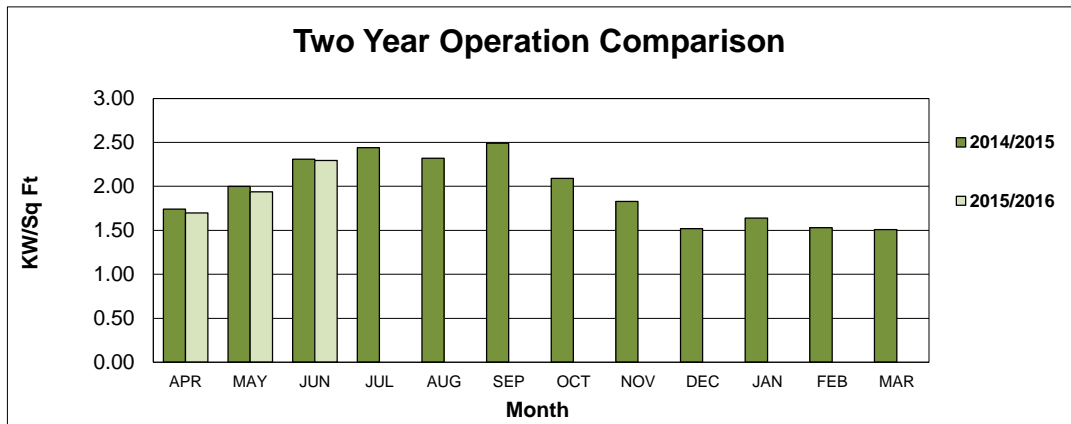
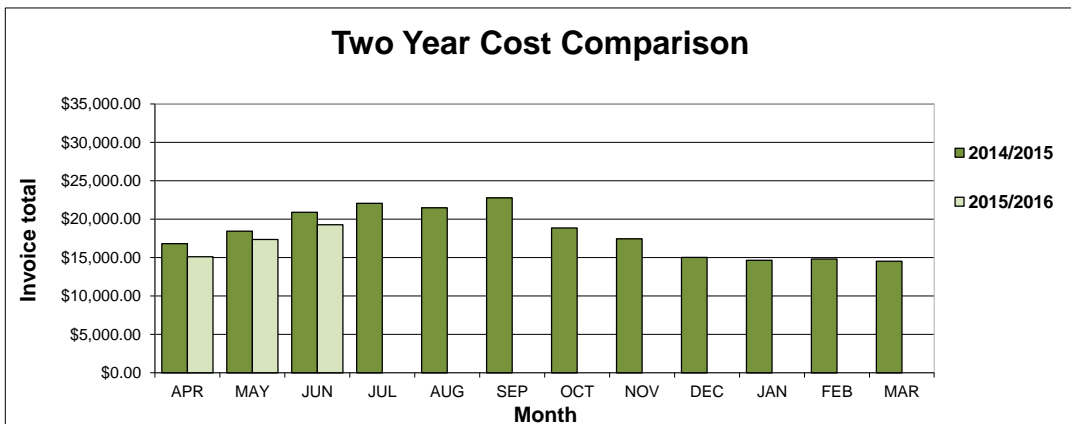
Bloomfield Township Public Library Electricity Analysis

Building Area = 101,023 Sq ft.

TWO YEAR COST COMPARISON				CURRENT YEAR OPERATION					
Month	2014/2015	2015/2016	Difference	TOTAL	COST/KWH	KWH/HR	KWH/SQ FT	COST/HR	COST/SQ FT.
		(3)		(1)	(3)/(1)	(1) / (24 x no.days per month)	(1)/101,023	(3) / (24 x no. days per month)	(3)/101,023
APR	\$16,804.85	\$15,097.13	(\$1,707.72)	171,360	\$0.09	238.00	1.70	\$20.97	\$0.15
MAY	\$18,418.83	\$17,360.67	(\$1,058.16)	195,790	\$0.09	263.16	1.94	\$23.33	\$0.17
JUN	\$20,895.87	\$19,257.21	(\$1,638.66)	231,840	\$0.08	322.00	2.29	\$26.75	\$0.19
JUL	\$22,046.99		(\$22,046.99)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
AUG	\$21,485.57		(\$21,485.57)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
SEP	\$22,772.57		(\$22,772.57)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
OCT	\$18,852.35		(\$18,852.35)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
NOV	\$17,447.10		(\$17,447.10)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
DEC	\$15,000.01		(\$15,000.01)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
JAN	\$14,664.69		(\$14,664.69)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
FEB	\$14,826.92		(\$14,826.92)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
MAR	\$14,522.08		(\$14,522.08)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
			YTD Difference						
TOTAL	\$217,737.83	\$51,715.01	(\$166,022.82)						

NOTES:

Mar 2013 - found that electric meter was malfunctioning. \$25,000 is estimated credit DTE to issue in April

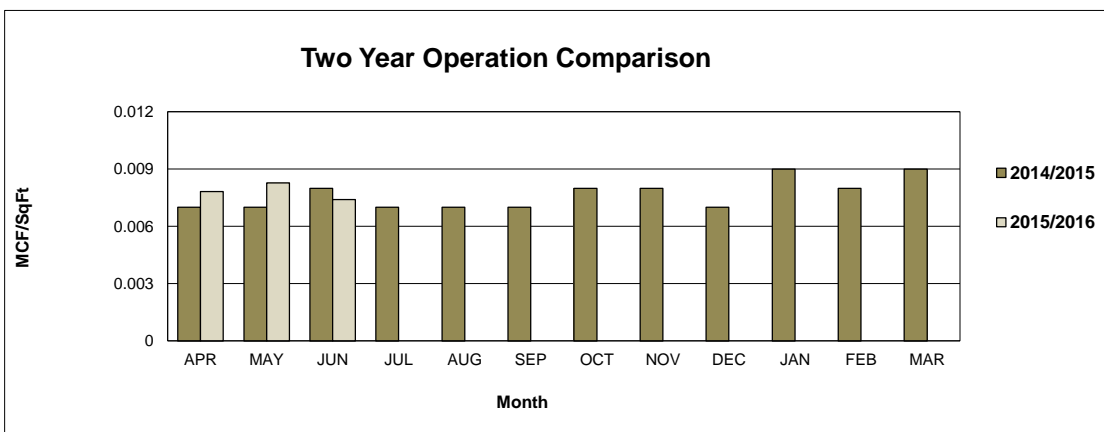
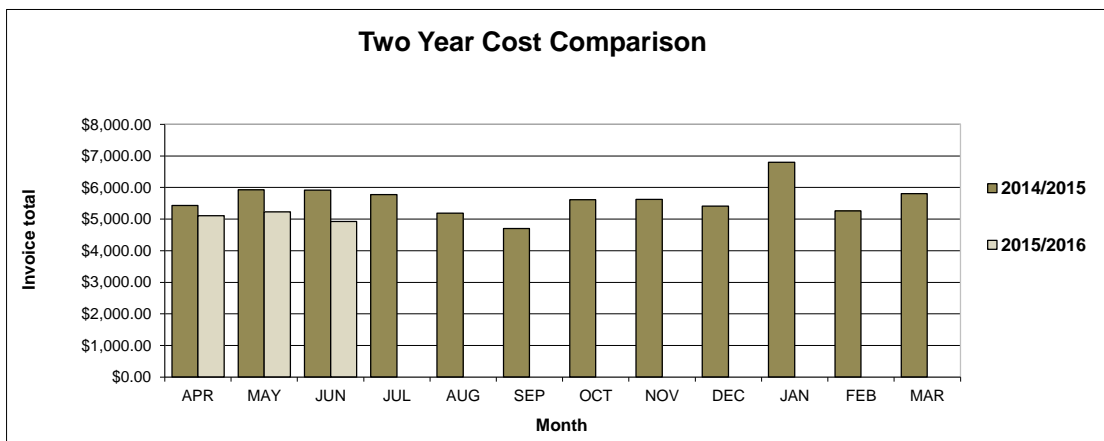


Bloomfield Township Public Library Natural Gas Analysis

Building Area = 101,023

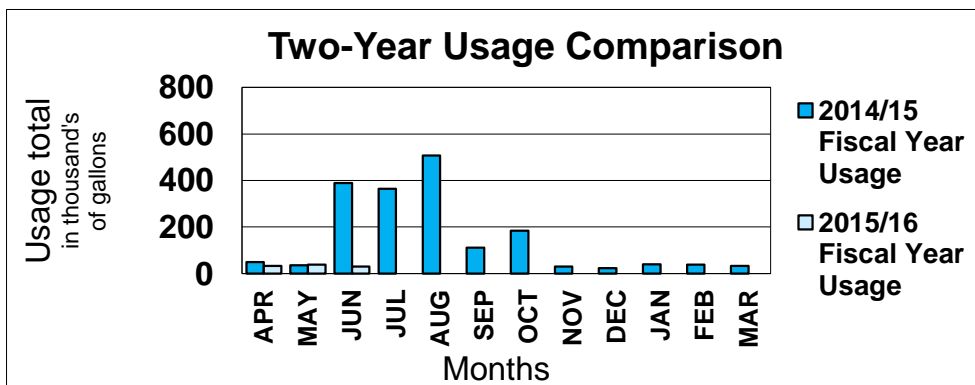
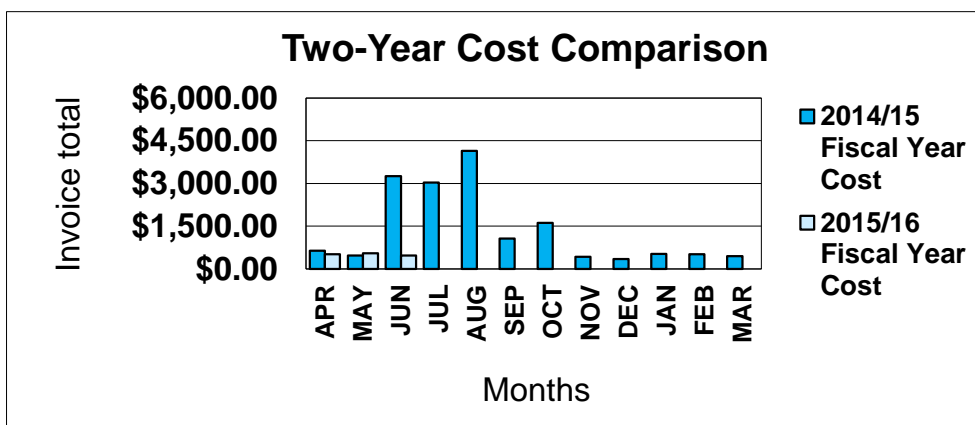
1 Cu. Ft. = 1000 BTU

TWO YEAR COST COMPARISON				OPERATION						
Month	2014/2015	2015/2016 (3)	Difference	MCF	COST/MCF	HOURS (24 x no. days per month)	MCF/HR	MCF/SqFt	\$/HR	\$/SqFt
APR	\$5,429.97	\$5,104.45	(\$325.52)	789.6	\$6.46	720	1.10	0.008	7.09	0.050
MAY	\$5,927.64	\$5,233.14	(\$694.50)	835.8	\$6.26	744	1.12	0.008	7.03	0.051
JUN	\$5,921.55	\$4,920.53	(\$1,001.02)	747.6	\$6.58	720	1.04	0.007	6.83	0.048
JUL	\$5,773.44		(\$5,773.44)		#DIV/0!	744	0.00	0.000	0.00	0.000
AUG	\$5,184.73		(\$5,184.73)		#DIV/0!	744	0.00	0.000	0.00	0.000
SEP	\$4,697.83		(\$4,697.83)		#DIV/0!	720	0.00	0.000	0.00	0.000
OCT	\$5,618.78		(\$5,618.78)		#DIV/0!	744	0.00	0.000	0.00	0.000
NOV	\$5,627.06		(\$5,627.06)		#DIV/0!	720	0.00	0.000	0.00	0.000
DEC	\$5,416.09		(\$5,416.09)		#DIV/0!	744	0.00	0.000	0.00	0.000
JAN	\$6,797.57		(\$6,797.57)		#DIV/0!	744	0.00	0.000	0.00	0.000
FEB	\$5,254.12		(\$5,254.12)		#DIV/0!	696	0.00	0.000	0.00	0.000
MAR	\$5,808.29		(\$5,808.29)		#DIV/0!	744	0.00	0.000	0.00	0.000
YTD Difference										
TOTAL	\$67,457.07	\$15,258.12	(\$52,198.95)							



Bloomfield Township Public Library Water Analysis

Month	2014/15 Fiscal Year Cost	2015/16 Fiscal Year Cost	Difference	2014/15 Fiscal Year Usage	2015/16 Fiscal Year Usage	Difference
APR	\$640.33	\$510.99	(\$129.34)	50	33	(17)
MAY	\$474.43	\$543.83	\$69.40	35	38	3
JUN	\$3,259.37	\$474.87	(\$2,784.50)	389	30	(359)
JUL	\$3,025.69		(\$3,025.69)	365		(365)
AUG	\$4,139.00		(\$4,139.00)	507		(507)
SEP	\$1,067.34		(\$1,067.34)	111		(111)
OCT	\$1,614.37		(\$1,614.37)	184		(184)
NOV	\$419.13		(\$419.13)	30		(30)
DEC	\$341.71		(\$341.71)	23		(23)
JAN	\$529.73		(\$529.73)	40		(40)
FEB	\$518.67		(\$518.67)	39		(39)
MAR	\$452.31		(\$452.31)	33		(33)
			YTD Difference			YTD Difference
TOTAL	\$16,482.08	\$1,529.69	(\$14,952.39)	1,806	101	(1,705)



BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**LIBRARY BOARD OF TRUSTEES
MONTHLY DIRECTOR'S REPORT****July, 2015**

Our used equipment sale, held on Saturday, June 27, was our community's opportunity to purchase items no longer of value to the Library. Many thanks to Assistant Director Tera Moon for coordinating this event and for Beth Sulek-LaHousse, Marty McGee, Joel Dion, Jerry Ashley, Celia Domalewski and Todd Von Schulze for their assistance in making this event run smoothly and successfully.

Over the July 4th holiday weekend, a long awaited electrical conduit repair was completed. This leaky conduit dripped water into our high voltage mechanical room whenever we had strong storms with heavy rain. This has now been corrected. BIG thanks to Joel Dion for overseeing this project and spending the July 4th holiday at the Library!

As you may recall, our library submitted an application for the Library of the Year award this past April. Sadly, we learned recently that we did not receive this award. The library that did receive the 2015 award was revealed recently – it was awarded to the Ferguson Municipal Public Library in Missouri for its reaction to and service during their city's difficult times in 2014. Hearing this made it much easier to understand why Bloomfield Township Public Library was not selected!

There is still time for you to enjoy our current Storywalk! Available throughout the month of July, read "Extraordinary Jane", by Hanna E. Harrison, as you stroll through the library, beginning at the entrance of Youth Services. Can one little dog find her place in the circus just by being herself? Find out for yourself and receive a prize at the Youth Services desk!

Respectfully Submitted,

*Carol Mueller
Director*

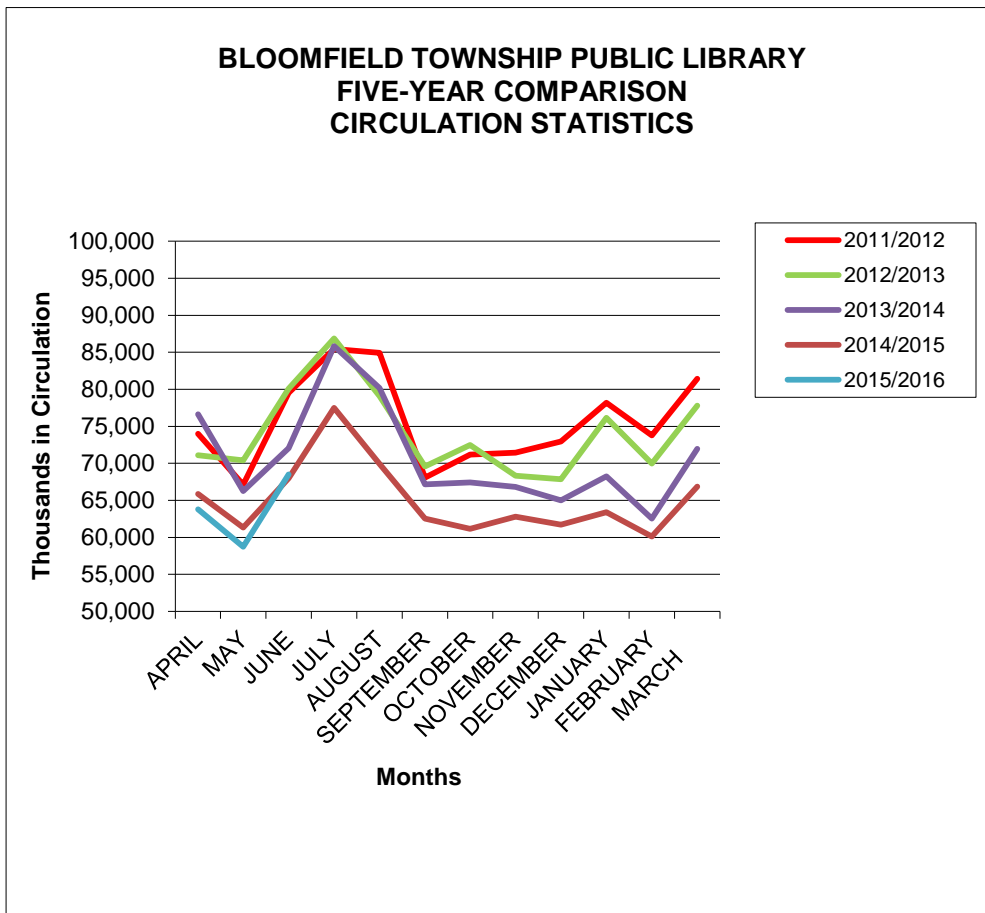
	2014		2015	
COLLECTION				
Book Collection:	278,825		280,266	
Media Collection:	60,463		61,643	
Total e-books:	27,590		28,507	
Overdrive	6,136		6,919	
EBSCOhost	19,227		19,223	
Total downloadable audiobooks:	4,612		5,030	
Materials Total:	371,490		375,446	
CIRCULATION				
Circulation Total:	67,987		68,518	
Bloomfield Township Circulation:	62,604		63,468	
Virtual Circulation Total	4,608		5,311	
Circulation of Youth materials:	26,510		25,817	
Circulation of Media:	26,890		25,681	
Circulation of Cranbrook passes:	341		282	
Circulation of MI Big Green Gym pass:	28		n/a	
Self-checkout machine use:	14,681*	21.6%	27,937	40.8%
Library by Mail:	92	25 patrons	157	25 patrons
BUILDING & EQUIPMENT USAGE				
Door Count:	27,585 ^		27,787	
Gate Count:	30,723		29,600	
Meeting rooms by public:	19		32	
Meeting rooms by staff:	50		59	
VIRTUAL USE				
Home page hits/Database services:	20,412		35,945	
e-book access:	2,250		2,347	
Overdrive	2,218		2,293	
EBSCOhost	32		54	
Audiobook access: (Overdrive)	656		982	
Music download access:	1,234		1,466	
Magazine download access:	468		516	
TutorMe! sessions:	23		53	
Library Computer Use				
Resident Use	2,432		1,910	
Guest Use	908		778	
*Youth selfchecks removed May 27, 2014; new Envisionware selfchecks installed June 18, 2014				
*Circulation selfchecks turned off June 27, 2014				
^Library closed Sundays, June 22 & 29, 2014				

	2014		2015	
OUTREACH & PROGRAMS				
<i>New Patrons and Accounts</i>				
Township:	169		181	
Cranbrook:	0		4	
Total new patrons:	247		261	
<i>Adult Program Attendance</i>				
Staff-led:	9 events	65 attended	6 events	158 attended
Speaker-led:	5 events	60 attended	7 events	614 attended
Book clubs:	4 events	53 attended	4 events	49 attended
Tours/visits on-site:	0	0	0	0
Tours/visits off-site:	1 event	25 attended	2 events	242 attended
<i>Systems Program Attendance</i>				
Staff-led:	3 events	24 attended	3 events	23 attended
<i>Teen Program Attendance</i>				
Staff-led:	1 event	40 attended	1 event	2 attended
Homework coaching:		4 attendees		n/a
<i>Youth Program Attendance</i>				
Staff-led:	8 events	1,054 attend	11 events	1,215 attend
Speaker-led:	3 events	173 attended	2 events	41 attended
Tours/visits on-site:	0	0	0	0
Tours/visits off-site:	1 event	350 attended	3 events	1,013 attend
TOTAL:	35 events	1,848 attend	39 events	3,357 attend
<i>Volunteers:</i>				
	33 people	328.25 hours	38 people	273.50 hours
	Shop: 8	147	Shop: 10	98.75
	Court: 0	0	Court: 1	20.5
	Students: 12	77.75	Students: 12	70.75
	Stu. Tutors: 0	0	Stu. Tutors:	n/a
	Dept. Vol: 13	103.5	Dept. Vol: 15	83.5
<i>Patron Remarks</i>				
Patron Comments:	23		7	
Ask BTPL:	0		1	
Ask Us:	9		45	
DISPLAYS				
Lobby	Summer Reading Program			
Media	Adult: Documentaries DVD Rack; Escape the Ordinary Board			
	Youth: Every Hero has a Story Board; Movies DVD Display			
Local History	Summer Reading Superheroes			

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
FIVE YEAR CIRCULATION

7/17/2015

	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016
APRIL	74,009	71,094	76,629	65,851	63,783
MAY	67,127	70,411	66,250	61,347	58,740
JUNE	79,512	80,069	72,030	67,987	68,518
JULY	85,456	86,867	85,844	77,485	
AUGUST	84,937	79,094	80,163	69,931	
SEPTEMBER	68,066	69,592	67,145	62,536	
OCTOBER	71,180	72,467	67,436	61,177	
NOVEMBER	71,456	68,318	66,813	62,815	
DECEMBER	72,964	67,864	65,007	61,726	
JANUARY	78,197	76,156	68,232	63,404	
FEBRUARY	73,778	69,992	62,534	60,140	
MARCH	81,433	77,819	71,961	66,845	
TOTAL	908,115	889,743	850,044	781,244	191,041



TENTATIVE SCHEDULE CALENDAR

- **Tuesday, July 21, 2015 - 7:00 p.m., Regular Board Meeting in the Board Room.**

Upcoming meetings and events:

- Thursday, July 30, 2015 – 10:00am – 1:00pm, Finance Committee Meeting in the Board Room.
- **Tuesday, August 4, 2015 – 7:00 p.m. Special Board Meeting in the Board Room.**
- Wednesday, August 5, 2015 – 12:30 pm, Friends of the Library Board of Directors meeting in the Board Room.
- **Tuesday, August 18, 2015 – 6:45pm – Presentation of Myers Scholarship prior to Library Board Meeting in the Board Room.**
- **Tuesday, August 18, 2015 – 7:00pm, Regular Board Meeting in the Board Room.**

MINUTES OF THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**MYERS SCHOLARSHIP COMMITTEE**

The meeting of the Bloomfield Township Public Library Board of Trustees Myers Scholarship Committee was held in the Library on Wednesday, July 1, 2015 at 3:00 p.m.

Present: Trustees Eli Greenbaum and Pam Williams

Administration: Carol Mueller, Library Director

The Myers Scholarship Committee met to review the four applications received for this scholarship. Carol thanked the Committee for their thoughtful review of the applications. In addition, Carol commended Beth Sulek-LaHousse for her continued generosity to and support of this scholarship. With Beth's gift to this scholarship, the Committee has \$800 to award this year.

After discussion, the Committee unanimously agreed to award the \$800 scholarship to the one applicant who provided a complete application package including the application and goals, statement of relationship to Bloomfield Township Public Library, evidence of enrollment in an institution of higher education and a letter of reference. Aeneas Koosis will be informed by Administration of his award of the 2015 Myers Scholarship for his fall, 2015 semester at Michigan State University to continue his studies in Food Science.

Administration will contact Rod Myers Jr. to confirm his family's attendance at the annual Myers Scholarship award presentation on Tuesday, August 18. The Committee reviewed the presentation outline and had one suggested change. An oversized check will be created to present to the scholarship winner in addition to the certificate.

When promoting next year's scholarship, the application process will begin by April 1 to allow university students more time to get letters of reference and other information before the end of the semester. In addition, the scholarship information will be shared with Cranbrook, one of our community partners. Print copies of the scholarship brochure, guidelines and applications will be sent to Bloomfield Hills Schools high school guidance center to be placed in their scholarship information area.

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

The Finance Committee meeting of the Bloomfield Township Public Library Board was held in the Library on Thursday, July 6, 2015

Trustees: Judy Lindstrom, Joan Luksik

Administration: Library Director, Carol Mueller; Assistant Library Director, Tera Moon; Finance Coordinator, Beth Sulek-LaHousse

Others: Megan McCandlish and Rochelle Vendittelli, Doeren Mayhew

Library Audit Review

Megan McCandlish presented the audit of Library finances. The Library was given an unqualified opinion, which is the highest opinion possible. The audit contains a section that reports any findings of deficiencies in our financial reporting practices. There is one finding, which is labeled a “significant deficiency”. According to GASB regulations, an organization that chooses to hire a firm to conduct this annual audit, rather than assign it to a staff person, does not meet the requirement of internal control. Judy Lindstrom expressed concern that this finding could reflect poorly on the Library. Megan and Rochelle agreed to move the response paragraph, which justifies this procedure, to the same page as the finding.

Investment Services RFP

The investment services RFP will be released today. Proposals are due July 24. The Finance Committee will review the proposals on July 30. Interviews for the top proposers will be scheduled for the last week in August.

Next meeting

July 30, 2015 at 10:00 AM – Review of Investment Services proposals and August Public budget discussion

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees

FROM: Carol Mueller

DATE: July 10, 2015

SUBJECT: Attached Audit and Management Letter

Doeren Mayhew was our auditing firm again for FY 2014/2015. James Koepke is our Principal and Rochelle Vendittelli, CPA, and Megan McCandish provided on-site auditing fieldwork. The on-site audit work in May went very smoothly. We again received a favorable report from Doeren Mayhew for FY 2014-2015. The final copy of the audit and management letter is included for your review. Please note in the minutes of our July 6, 2015 Finance Committee meeting, the auditors provided another unqualified opinion. The auditors commended the Library and stated that they have given the Library a clean opinion as there were no journal entries needed and there are no areas of concern.

Special thanks once again to Beth Sulek-LaHousse, our Finance Coordinator, for her very detailed work and extremely careful management of our financial records all year long.

Rochelle Vendittelli will attend the July 21, 2015 Library Board meeting to provide a verbal overview of the audit and answer any questions the trustees may have.

To the Board of Trustees of the
Bloomfield Township Public Library

We have audited the financial statements of the governmental activities and each major fund of the Bloomfield Township Public Library for the year ended March 31, 2015. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards and *Government Auditing Standards*, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated April 10, 2013. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Bloomfield Township Public Library are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during 2015. We noted no transactions entered into by the Library during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. To our knowledge, there are no sensitive estimates affecting the financial statements.

The financial statement disclosures are neutral, consistent and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Significant Audit Findings (Continued)

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management.

We noted no uncorrected misstatements of the financial statements.

Disagreements With Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management's Representations

We have requested certain representations from management that are included in the management representation letter dated July 14, 2015.

Management's Consultations With Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Library's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Library's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to the schedule of funding progress and schedule of employer contributions, which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

Restriction on Use

This information is intended solely for the use of the Board of Trustees and management of the Bloomfield Township Public Library and is not intended to be and should not be used by anyone other than these specified parties.

A handwritten signature in black ink that reads "Doeren Mayhew". The signature is written in a cursive style with a large initial 'D' and 'M'.

Troy, Michigan
July 14, 2015

**BLOOMFIELD TOWNSHIP
PUBLIC LIBRARY**

FINANCIAL STATEMENTS

MARCH 31, 2015

(With Independent Auditor's Report Thereon)

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

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INDEPENDENT AUDITOR'S REPORT

To the Board of Trustees of the
Bloomfield Township Public Library

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities and each major fund of the Bloomfield Township Public Library as of and for the year ended March 31, 2015, and the related notes to the financial statements, which collectively comprise the Library's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management as well as evaluating the overall presentation of the financial statements.

Auditor's Responsibility (Continued)

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the Bloomfield Township Public Library as of March 31, 2015, and the respective changes in financial position, thereof for the year then ended, in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and other postemployment benefit information on pages 3-11 and 37-38 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated July 14, 2015, on our consideration of the Library's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Library's internal control over financial reporting and compliance.



Troy, Michigan
July 14, 2015

Using This Annual Financial Report

This annual report consists of four parts:

- Management's Discussion and Analysis (MD&A)
- Glossary of Terms
- Basic financial statements, audited by Doeren Mayhew
- Required supplementary information

The MD&A is intended to serve as an overview analysis of the financial condition and operating results of the Library.

Please direct questions regarding this report to:

Carol Mueller, Library Director
Bloomfield Township Public Library
1099 Lone Pine Road
Bloomfield Township, Michigan 48302-2410
(248) 642-5800

MANAGEMENT'S DISCUSSION AND ANALYSIS

The Library as a Whole

In October, 2014, the Library celebrated an important milestone - 50 years of serving the Bloomfield Township community! A special gala event, "A Night at the Library", was celebrated on October 18, 2014 in a magical night filled with delicious food, delightful music and a distinguished crowd of library supporters. The wonderful event raised almost \$20,000 to be used to refurbish two well used and worn study alcoves in our Youth Services department.

Fiscal Year (FY) 2014/2015 ended on a very positive note. We are very thankful to Bloomfield Township voters for supporting a November 5, 2014 ballot proposal to restore and supplement library revenues for a period of ten years. Approval of the .541 mills allowed the Library to completely restore library service hours, resume a full schedule of programs for all ages and restore funding for books and other collections. In addition, important and necessary building projects and system upgrades will be completed.

General Fund Revenues

Our estimated total revenues when approved in March, 2014 were \$5,092,459. Our actual revenues were \$6,756,537, which was \$1,664,078 more than originally budgeted in total. This large increase was due primarily to the approval of the ballot proposal to restore and supplement library revenues as mentioned above.

Property taxes increased significantly as a result of the ballot approval. We received \$1,696,904 more in property tax revenue than originally budgeted due to the increased millage rate from the approved ballot proposal.

Penal Fines were slightly more than initially estimated by \$5,267. State Aid slightly increased by \$2,741 from the initial estimates.

Circulation Fines and Fees decreased from our initial estimates by \$24,765. This is largely due to our use in FY 2013/2014 of a collection agency to recover three year old and long overdue library materials and fines. These accounts were mostly collected upon and resolved in that fiscal year.

Charges for Services were \$1,437 less than original estimates. Photocopy fees were less than originally estimated while library meeting room rental fees were more than original estimates.

Investment earnings projections were down by \$16,377 due to the continued volatility in the bond market.

Miscellaneous revenue increased by \$1,745 as our Library Shop and Library Café produced more revenue than expected. No used equipment sale was held this year.

General Fund Expenditures

Total overall expenditures were reduced over the fiscal year as Department Heads once again controlled expenditures. Actual expenditures were \$250,538 less than anticipated.

General Fund Expenditures (Continued)

In the Personnel functional category, \$43,340 in savings was realized as a result of staff changes. In December, 2013, the Library Board approved the 80/20 option for FY 2014/2015 as required to comply with PA 152. Four of the Library's full time employees, hired in 2013 and 2014, pay a portion of their health care costs as defined by this Act.

While we were able to discontinue closed furlough days and give all staff a 1% wage increase this fiscal year, this was the fifth year movement in the proficiency levels was not possible. In addition, the decision to close on 10 summer Sundays was made by the Library Board in March, 2014 as a cost savings measure. The Library was closed on summer Sundays in late June through August, 2014.

Library Services decreased overall by \$52,390 from initial estimates. The Michigan Electronic Library (MeL) subscribed to several databases for all libraries in Michigan that we had been subscribing to, saving funding in this area. In addition, savings in processing supplies were received as fewer books, DVDs and other materials were ordered and received.

Our greatest savings was experienced in the Facilities & Equipment functional category. Expenditures decreased by \$168,246 from initial estimates. Our building insurance cost decreased from our initial estimates. In addition, our utilities costs decreased substantially due primarily to changes made to the Library HVAC system, saving significantly on our electricity costs. Other savings in this category include reduced telephone expenses and building and computer maintenance expenditures.

Other Operating Expenditures increased by \$13,438 due in large part to our unplanned and unbudgeted lower level water investigation.

Fund Balance

Our Fund Balance is \$9,061,611 at year-end. This is an increase of \$2,001,186 compared to the year-end estimate at the beginning of the fiscal year. This is due to the millage approval to restore and supplement library revenue. Since the additional revenue was received so late in the fiscal year, it was decided to allocate this additional revenue to the assigned fund balance to more fully fund the Other Post-Employment Benefits (OPEB) obligations.

Gift Fund Estimated Budget

The Friends of the Library very generously donated \$72,695 during FY 2014/2015. This funding provided support for many of our popular programs such as the Chamber music concerts, PJ Theatre, Everyone's Reading program, and summer reading programs, among others. The Friends' gifts also supported purchases for our various high demand and popular materials collections.

The Gift Fund shows an increased fund balance at year-end compared to FY 2013/2014. Although gifts are being spent for collections, furnishings and equipment as requested by the donors, some donations received near year-end could not be expended in that same year. For example, the Charnov donation, received in FY 2011/2012, will be spent over several years. In addition, funds raised from the Library's 50th anniversary gala celebration were received in FY 2014/2015 but won't be spent until Youth alcove work is completed in FY 2015/2016. The actual fund balance at the close of the fiscal year was \$176,366.

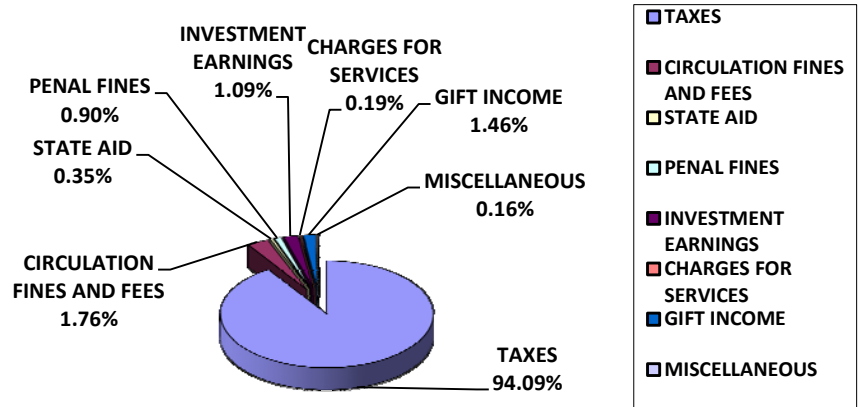
The Library's Funds

The budgetary analysis of both library funds, the General Fund and the Gift Fund, is included in the financial statements on pages 18 through 19. The following pie charts illustrate the percentage breakdown of revenues and expenditures for the Library as a Whole, which includes both funds.

CHARTS

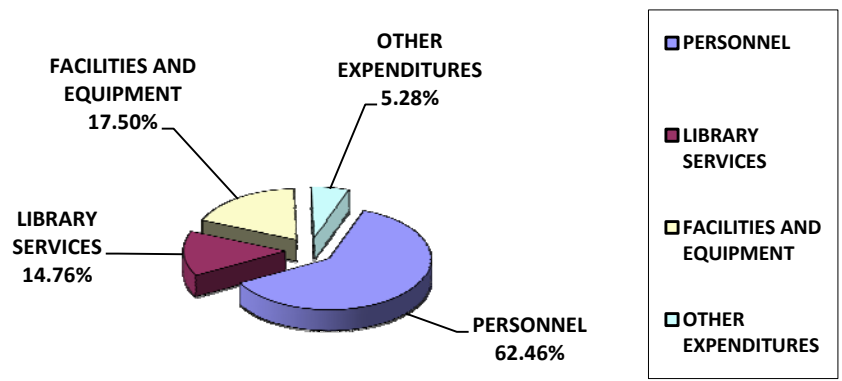
REVENUES

APRIL 1, 2014 - MARCH 31, 2015



EXPENDITURES

APRIL 1, 2014 - MARCH 31, 2015



The Library's Funds (Continued)

The largest use of resources during FY 2014/2015 continued to be for personnel salaries and benefits. This is typical of service organizations that are open to the public seven days a week, year-round. We have kept these expenses to a minimum using wage freezes and carefully reviewing vacated positions as to the need to fill these.

The Library's Budgetary Highlights

The Library's FY 2014/2015 budget, as approved in March, 2014, included additional reductions in funding for collections and programs. In addition, the Library calendar included ten summer Sundays during which the Library would be closed as a cost savings measure. Many important building projects were deferred as well. We are very grateful to Bloomfield Township voters for their support on November 4, 2014 of our millage proposal to restore and supplement library revenues. The General Fund was greatly impacted by this approved increase in millage rate for the next ten years. Approval of this proposal now allows the Library to completely restore library service hours, resume a full schedule of program for all ages and restore funding for books and other collections. In addition, we will move forward with important and necessary building projects.

Over the course of the year, the Library Board of Trustees amended the budgets as needed for each fund to address unplanned needs or donations and events that occurred during the year. The most frequent amendments occurred in contributions and donations to the Gift fund, which cannot be anticipated at the start of the year.

Capital Assets and Long-Term Debt Activity

At the beginning of FY 2014/2015, the Library had \$25,930,327 invested in land, building and improvements, furniture and equipment, books and materials, including media. New collection items totaling \$555,206, consisting of new books and various audiovisual materials, were added to library collections this fiscal year. (This does not include subscriptions to electronic materials and services.) A total of \$114,544 was spent to replace furniture and equipment. In accordance with the Library's fixed asset disposal policy, the items from the Adult Services and Youth Services materials collections, which were no longer suitable for public library use, were donated to the Friends of the Library for their used book sales. The total of materials disposed from the collection amounted to \$511,249. The value of furnishings and equipment disposed amounted to \$12,322. Our final capital asset investment for FY 2014/2015 is \$25,123,307.

The Library's long-term debt activity consists of capped accumulated compensated employee absences (sick/vacation leave) to be paid to eligible employees upon retirement or resignation. It also consists of our annual Other Post-Employment Benefits (OPEB) obligation.

Next Year's Anticipated Budget Factors

Library revenues are increasing as a result of a higher millage rate. These increased revenues will completely restore library service hours, resume a full schedule of program for all ages and restore funding for books and other collections. In addition, the Library will allocate funding each year to pay for future complex and costly building projects such as a new roof. Lastly, several important and necessary building and systems projects will be completed in FY 2015/2016. These include an upgraded HVAC building automation system - a system that has reached the end of its life cycle. Investigation into lower level flooding with possible structural changes will take place also. A new strategic planning process will be conducted in FY 2015/2016 to provide future directions for the Library, including implications for the annual budget.

Reviewing the Financial Statements

The basic financial statements, immediately following the management's discussion and analysis, are prepared by our auditors and include information that presents two different views of the Library using the modified accrual and full accrual methods.

The Balance Sheet on page 14 and Statement on Revenues, Expenditures and Changes in Fund Balance on page 16 show the modified accrual method of reporting. This method of accounting focuses on current financial resources and provides a more detailed view about the accountability of the Library's sources and uses of funds. The Balance Sheet also shows the designated use of fund balance.

The Statement of Net Position on page 12 and Statement of Activities on page 13 show the General Fund and Gift Fund combined in the full accrual method. The reconciliation of these funds used to arrive at the figures is shown on pages 15 and 17, respectively. The reconciliation represents adjustments necessary, due to GASB 34, to convert the modified accrual financial statements to the Statement of Net Position and Statement of Activities under the full accrual method. The full accrual method of accounting focuses on long-term economic resources.

The Statement of Net Position and Statement of Activities provide information about the Library's overall financial status and about the activities of the Library as a Whole and present a longer-term view of the Library's finances.

The financial statements also include auditor notes which explain some of the information in the financial statements and provide more detailed data. The following condensed financial information section shows data comparative with the prior year.

Condensed Financial Information

The tables below show key financial information under the full accrual method in a condensed format. Please note: Amounts and totals reported are for all Library activities, including general operations, improvements, and gifts, to give a complete picture of the Library as a Whole.

TABLE 1

	March 31,	
	<u>2014</u>	<u>2015</u>
Assets:		
Current assets	\$ 8,088,929	\$ 9,620,874
Capital assets	<u>25,930,327</u>	<u>25,123,307</u>
Total assets	34,019,256	34,744,181
Liabilities:		
Current liabilities	437,261	382,897
Long-term liabilities	<u>1,873,357</u>	<u>2,249,699</u>
Total liabilities	2,310,618	2,632,596
Net position:		
Investment in capital assets	25,930,327	25,123,307
Gift fund balance - restricted for gifts	162,879	176,366
Unrestricted (including nonspendable, committed, assigned and unassigned less postemployment benefit obligation and other long-term liabilities)	<u>5,615,432</u>	<u>6,811,912</u>
Total net position	<u>\$ 31,708,638</u>	<u>\$ 32,111,585</u>

TABLE 2

	Year Ended	
	March 31,	
	<u>2014</u>	<u>2015</u>
Revenue:		
Property taxes	\$ 4,586,622	\$ 6,452,114
Other	<u>249,151</u>	<u>404,890</u>
Total revenue	4,835,773	6,857,004
Expenses	<u>6,364,312</u>	<u>6,454,057</u>
Change in net position	<u>\$ (1,528,539)</u>	<u>\$ 402,947</u>

GLOSSARY OF TERMS

The Library as a Whole recognizes the complete activity of the Library, including both the General Fund and Gift Fund, under the full accrual basis of accounting.

An Endowment is a permanent fund bestowed to an institution to be used for a specific purpose, as specified by the donor. The Library has six such endowments. The investments of all six endowments are administered by the Community Foundation of Southeastern Michigan. The purpose of these six endowments is to provide support and furtherance of specific programs and activities of the Library.

Full Accrual Accounting - Much like how a business reports its revenues and expenses, full accrual accounting is a long-term method of accounting in which revenue is recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows.

Internal control refers to the interconnected system of checks and balances used to safeguard the Library's monetary assets and helps provide complete and accurate accounting records.

GASB - The Governmental Accounting Standards Board is the independent organization that establishes and improves standards of accounting and financial reporting for U.S. state and local governments. The board members of the GASB are appointed by the trustees of the Financial Accounting Foundation, a private sector not-for-profit organization.

GASB 34 requires state and local governments to begin reporting all financial transactions in annual financial reports on an accrual accounting basis. Two distinct forms of information will be provided in the basic financial statements:

Government-wide statements are consolidated financial statements for all of a government operation on a full accrual basis of accounting. They will not be presented on a fund basis; instead, fiscal operations will be organized into two major activities: governmental and business-type. They will have a "net asset" focus, and exclude inter-fund transactions (such as internal service funds) and fiduciary funds. Expenses (which may include allocated "indirect costs") will be shown both gross and net of related revenues such as fees and grants.

Fund statements, in meeting stewardship and accountability concerns, are financial statements that are also presented on a fund basis, but not using the same basis of accounting as the government-wide statements for government funds.

GASB 54 established a specific definition for Special Revenue funds which are used to account for the proceeds of resources that are restricted or committed for purposes other than debt service or capital projects. The restricted or committed resources need to comprise a substantial portion of the inflows reported in the special revenue fund. GASB 54 has also required that new terminology be used when describing parts of our fund balance.

GLOSSARY OF TERMS (Continued)

GASB 54 (Continued)

These terms are:

Nonspendable amounts cannot be spent because they are either (a) not in spendable form (prepaid expenses) or (b) legally or contractually required to be maintained intact.

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

Committed amounts 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 are intended to be used by the government for specific purposes but do not meet the criteria to be classified as restricted or committed.

Unassigned amounts are the residual classification for the government's General Fund. It includes all spendable amounts not contained in the other classifications.

Modified Accrual Accounting - The individual funds of the Library are accounted for using modified accrual accounting. Modified accrual accounting is a short-term method of accounting that recognizes revenue when it is both measurable and available to be used to pay liabilities of the current period. Expenditures are generally recorded when a liability is incurred; however, expenditures related to compensated absences are generally only recorded when payment is due. Long-term assets and liabilities such as capital assets, compensated absences unlikely to be paid out within a year, and the net other post-employment benefits obligation are excluded from the modified accrual balance sheet.

PA 152 - A Michigan law, PA 152 is the Publicly Funded Health Insurance Contribution Act that requires public employees to contribute to their health care costs. PA 152 gives public employers three options from which to choose for funding health care costs: the hard cap option, 80/20 option or to be exempt. The Library does not qualify to be exempt as it is not, by definition, a local unit of government. Each December, the Library Board must decide which of the other two available options to implement for the next fiscal year.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

STATEMENT OF NET POSITION MARCH 31, 2015

Assets:	
Cash and cash equivalents (note 3)	\$ 590,823
Investments (note 3)	9,011,308
Prepaid expenses	18,743
Capital assets (note 5):	
Assets not being depreciated	131,015
Assets being depreciated, net	<u>24,992,292</u>
Total assets	34,744,181
Liabilities:	
Accounts payable	109,508
Due to Bloomfield Township (note 1)	244,506
Accrued liabilities	28,883
Long-term liabilities (note 6):	
Due within one year	150,201
Due after one year	307,611
Net other postemployment benefit obligation (note 8)	<u>1,791,887</u>
Total liabilities	2,632,596
Net position of governmental activities:	
Invested in capital assets	25,123,307
Gift fund balance - restricted for gifts	176,366
Unrestricted (including nonspendable, committed, assigned and unassigned less postemployment benefit obligation and other long-term liabilities)	<u>6,811,912</u>
Total net position of governmental activities	<u><u>\$ 32,111,585</u></u>

See accompanying notes to financial statements

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

STATEMENT OF ACTIVITIES YEAR ENDED MARCH 31, 2015

Expenses:	
Personnel	\$ 3,668,740
Library services	777,769
Facilities and equipment	1,729,437
Other expenditures	<u>278,111</u>
Total expenses	6,454,057
Revenues:	
Property taxes (note 1)	6,452,114
Penal fines	61,712
State aid	24,189
Circulation fines and fees	120,699
Charges for services	12,841
Investment earnings	74,512
Gift income	99,823
Miscellaneous	<u>11,114</u>
Total revenues	<u>6,857,004</u>
Change in net position of governmental activities	402,947
Net position - April 1, 2014	<u>31,708,638</u>
Net position - March 31, 2015	<u><u>\$ 32,111,585</u></u>

See accompanying notes to financial statements

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

GOVERNMENTAL FUNDS BALANCE SHEET MARCH 31, 2015

	General Fund	Gift Fund	Total
	<u> </u>	<u> </u>	<u> </u>
Assets:			
Cash and cash equivalents (note 3)	\$ 411,765	\$ 179,058	\$ 590,823
Investments (note 3)	9,011,308	-	9,011,308
Prepaid expenses	18,743	-	18,743
	<u> </u>	<u> </u>	<u> </u>
Total assets	9,441,816	179,058	9,620,874
Liabilities:			
Accounts payable	106,816	2,692	109,508
Due to Bloomfield Township (note 1)	244,506	-	244,506
Accrued liabilities	28,883	-	28,883
	<u> </u>	<u> </u>	<u> </u>
Total liabilities	380,205	2,692	382,897
Fund balances (note 9):			
Nonspendable	18,743	-	18,743
Restricted	-	176,366	176,366
Committed	3,990,905	-	3,990,905
Assigned	4,754,453	-	4,754,453
Unassigned	297,510	-	297,510
	<u> </u>	<u> </u>	<u> </u>
Total fund balances	9,061,611	176,366	9,237,977
	<u> </u>	<u> </u>	<u> </u>
Total liabilities and fund balances	<u>\$ 9,441,816</u>	<u>\$ 179,058</u>	<u>\$ 9,620,874</u>

See accompanying notes to financial statements

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

RECONCILIATION OF THE GOVERNMENTAL FUND FINANCIAL STATEMENTS TO THE STATEMENT OF NET POSITION YEAR ENDED MARCH 31, 2015

Total fund balance - governmental funds \$ 9,237,977

Amounts reported in the statement of net position are different because:

Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds:

Add - capital assets	36,270,019
Deduct - accumulated depreciation	(11,146,712)

Certain liabilities are not due and payable in the current period and therefore are not reported in the funds:

Deduct - other postemployment benefit obligation	(1,791,887)
Deduct - compensated absences	<u>(457,812)</u>

Net position of governmental activities \$ 32,111,585

See accompanying notes to financial statements

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE - GOVERNMENTAL FUNDS YEAR ENDED MARCH 31, 2015

	General Fund	Gift Fund	Total
Revenues:			
Property taxes (note 1)	\$ 6,452,114	\$ -	\$ 6,452,114
Penal fines	61,712	-	61,712
State aid	24,189	-	24,189
Circulation fines and fees	120,699	-	120,699
Charges for services	12,841	-	12,841
Investment earnings	73,868	644	74,512
Gift income	-	99,823	99,823
Miscellaneous	11,114	-	11,114
	<hr/>	<hr/>	<hr/>
Total revenues	6,756,537	100,467	6,857,004
Expenditures:			
Personnel	3,292,398	-	3,292,398
Library services	736,140	41,629	777,769
Facilities and equipment	896,097	26,320	922,417
Other expenditures	259,080	19,031	278,111
	<hr/>	<hr/>	<hr/>
Total expenditures	5,183,715	86,980	5,270,695
Net change in fund balances	1,572,822	13,487	1,586,309
Fund balance - April 1, 2014	<hr/>	<hr/>	<hr/>
	7,488,789	162,879	7,651,668
Fund balance - March 31, 2015	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
	\$ 9,061,611	\$ 176,366	\$ 9,237,977

See accompanying notes to financial statements

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES TO THE STATEMENT OF ACTIVITIES YEAR ENDED MARCH 31, 2015

Net change in fund balance - governmental funds \$ 1,586,309

Amounts reported for governmental activities in the statement of activities
are different because:

Governmental funds report capital outlays as expenditures. However,
in the statement of activities, the costs of those assets is allocated
over their estimated useful lives and reported as depreciation
expense:

Add - capital outlay	669,750
Deduct - depreciation expense	(1,474,884)
Deduct - loss on disposal	(1,886)

Some expenses reported in the statement of activities do not require
the use of current financial resources and therefore are not
reported as expenditures in the funds:

Deduct - increase in other postemployment benefit obligation	(364,654)
Deduct - increase in the accrual compensated absences	<u>(11,688)</u>

Change in net position of governmental activities \$ 402,947

See accompanying notes to financial statements

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

STATEMENT OF GOVERNMENTAL REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE BUDGET AND ACTUAL - GENERAL FUND YEAR ENDED MARCH 31, 2015

	Original Budget	Final Budget	Actual	Actual Over (Under) Final Budget
Revenues:				
Property taxes (note 1)	\$ 4,755,210	\$ 6,483,097	\$ 6,452,114	\$ (30,983)
Penal fines	56,445	61,712	61,712	-
State aid	21,448	24,312	24,189	(123)
Circulation fines and fees	145,464	124,497	120,699	(3,798)
Charges for services	14,278	11,418	12,841	1,423
Investment earnings	90,245	76,324	73,868	(2,456)
Miscellaneous	9,369	10,603	11,114	511
Total revenues	5,092,459	6,791,963	6,756,537	(35,426)
Expenditures:				
Personnel	3,335,738	3,362,470	3,292,398	(70,072)
Library services	788,530	787,122	736,140	(50,982)
Facilities and equipment	1,064,343	1,002,344	896,097	(106,247)
Other expenditures	245,642	270,300	259,080	(11,220)
Total expenditures	5,434,253	5,422,236	5,183,715	(238,521)
Net change in fund balance	(341,794)	1,369,727	1,572,822	203,095
Fund balance - April 1, 2014	7,402,219	7,488,789	7,488,789	-
Fund balance - March 31, 2015	<u>\$ 7,060,425</u>	<u>\$ 8,858,516</u>	<u>\$ 9,061,611</u>	<u>\$ 203,095</u>

See accompanying notes to financial statements

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

STATEMENT OF GOVERNMENTAL REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE BUDGET AND ACTUAL - GIFT FUND YEAR ENDED MARCH 31, 2015

	Original Budget	Final Budget	Actual	Actual Over (Under) Final Budget
Revenues:				
Gift income	\$ 500	\$ 99,723	\$ 99,823	\$ 100
Investment earnings	200	643	644	1
Total revenues	700	100,366	100,467	101
Expenditures:				
Library services	38,373	43,080	41,629	(1,451)
Facilities and equipment	32,300	26,320	26,320	-
Other expenditures	91,456	19,009	19,031	22
Total expenditures	162,129	88,409	86,980	(1,429)
Net change in fund balance	(161,429)	11,957	13,487	1,530
Fund balance - April 1, 2014	161,629	171,346	162,879	(8,467)
Fund balance - March 31, 2015	\$ 200	\$ 183,303	\$ 176,366	\$ (6,937)

See accompanying notes to financial statements

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

NOTES TO FINANCIAL STATEMENTS MARCH 31, 2015

Note 1 - Significant Accounting Policies

The accounting policies of the Bloomfield Township Public Library (the “Library”) conform to accounting principles generally accepted in the United States of America (GAAP) as applicable to governmental units. The following is a summary of the significant accounting policies used by the Bloomfield Township Public Library.

Financial Reporting Entity

The Library is a component unit of the Charter Township of Bloomfield and is governed by an autonomous six-member Board of Trustees.

In evaluating how to define the Library for financial reporting purposes, management has considered all potential component units. The decision to include or not include a potential component unit in the reporting entity was made by applying the criteria set forth in GAAP, currently GASB Statement No. 14, and “The Financial Reporting Entity”.

Based upon the application of those criteria, the government-wide financial statements of the Library contain all the funds controlled by the Library’s Board of Trustees as no other entity meets the criteria to be considered a blended component unit or a discretely presented component unit of the Library.

Measurement Focus, Basis of Accounting and Financial Statement Presentation

Measurement focus refers to what is being measured; basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the basic financial statements. Basis of accounting relates to the timing of the measurement made, regardless of the measurement focus applied. The accounting of the Library conforms to GAAP as applicable to governmental units.

The Library’s basic financial statements include both government-wide (reporting the Library as a whole) and fund financial statements (reporting the Library’s major funds).

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

NOTES TO FINANCIAL STATEMENTS MARCH 31, 2015

Note 1 - Significant Accounting Policies (Continued)

Government-Wide Financial Statements

The government-wide financial statements include the statement of net position and the statement of activities which are reported using the economic resources measurement focus and the accrual basis of accounting. These statements report financial information for the Library as a whole. Revenue is recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of the related cash flows. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

The statement of net position includes and recognizes all long-term assets and receivables as well as long-term debt and obligations. The Library's net position is reported in three components: invested in capital assets, net of related debt; restricted net position; and unrestricted net position.

Fund Financial Statements

Governmental funds are accounted for using the current financial resources measurement focus and the modified accrual basis of accounting. With this focus, operating statements present increases and decreases in net current assets and unreserved fund balance as a measure of the available spendable resources. Governmental funds are used to account for all or most of the Library's general activities, including the collection and disbursement of earmarked resources.

The financial statements have been prepared in conformity with GAAP. Governmental funds and agency funds use the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they are both "measurable and available"). Revenue is considered available if it is collected within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenue to be available if they are collected within 60 days of the end of the current fiscal period. Property taxes, interest and special assessments are susceptible to accrual. Other revenues become measurable and available when cash is received by the Library and are recognized as revenue at that time. Expenditure-driven grants are recognized as revenue when the qualifying expenditures have been incurred and all other grant requirements have been met. Expenditures are recorded when the related fund liability is incurred, as under accrual accounting.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

NOTES TO FINANCIAL STATEMENTS MARCH 31, 2015

Note 1 - Significant Accounting Policies (Continued)

Fund Types and Major Funds

Governmental Funds

General Fund - This fund is used to account for all financial transactions not accounted for in another fund, including the general operating expenditures of the Library. Revenues are derived primarily from property taxes, state distributions, grants and other intergovernmental revenues.

Gift Fund - This fund is used to account for all gifts and donations given to the Library. The majority of these items are restricted for specific purposes by the donors.

Assets, Liabilities and Equity

Cash and Cash Equivalents

Cash equivalents include highly liquid investments with original maturities of three months or less. The Library places its cash with high credit quality financial institutions. At times, such balances may be in excess of the Federal Deposit Insurance Corporation (FDIC) insurance limits.

Investments

Generally accepted accounting principles establish a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value. The hierarchy gives the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (Level 1 measurement) and the lowest priority to unobservable inputs (Level 3 measurement). The three levels of the fair value hierarchy are described below:

Basis of Fair Value Measurements

Level 1 - Unadjusted quoted prices in active markets that are accessible at the measurement date for identical, unrestricted assets or liabilities.

Level 2 - Quoted prices in markets that are not considered to be active or financial instruments for which all significant inputs are observable, either directly or indirectly.

Level 3 - Prices or valuations that require inputs that are both significant to the fair value measurement and unobservable.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

NOTES TO FINANCIAL STATEMENTS MARCH 31, 2015

Note 1 - Significant Accounting Policies (Continued)

Assets, Liabilities and Equity (Continued)

Investments (Continued)

A financial instrument's level within the fair value hierarchy is based on the lowest level of any input that is significant to the fair value measurement.

Realized gains and losses on investment transactions are recorded as the difference between proceeds received and carrying value. Net unrealized appreciation or depreciation in the fair market value of investments is recorded as the change in carrying value of the investment portfolio from the beginning of the year or date of purchase to the end of the year.

Accounts Receivable

Accounts receivable are stated at the outstanding principal balance adjusted for any charge-offs. Management closely monitors outstanding balances and writes off receivables when the receivable is deemed uncollectible. Management believes any realization losses on the outstanding balance at March 31, 2015 would be immaterial; accordingly, no allowance is utilized.

Due to Charter Township of Bloomfield

The Charter Township of Bloomfield processed payroll and retirement benefits for the Library. Due to Charter Township of Bloomfield represents the required transfer of funds to the Township for payment of the Library's March payroll as well as a portion of the Library's retirement contribution. The Library's retirement contribution for the year ended March 31, 2015 totaled \$257,252.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

NOTES TO FINANCIAL STATEMENTS MARCH 31, 2015

Note 1 - Significant Accounting Policies (Continued)

Assets, Liabilities and Equity (Continued)

Capital Assets

Capital assets are defined by the Library as assets with an initial cost of more than \$1,000 and an estimated useful life in excess of one year. Such assets are recorded at historical cost or estimated historical cost, if purchased or constructed. Donated capital assets are recorded at estimated fair value at the date of donation. The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized.

Capital assets of the Library are depreciated using the straight-line method over the following estimated useful lives:

Building and improvements	60 years
Furniture and equipment	10 years
Library books and audiovisual materials	8 years
Software	5 years

Compensated Absences

Compensated absences represent the estimated liability to be paid to employees under the Library's compensated absences policy. It is the Library's policy to permit employees to accumulate earned but unused sick time up to 80 days and vacation time earned but unused in the current year. All sick and vacation pay is accrued when incurred in the Library-wide financial statements. A liability for these amounts is reported in governmental funds only for eligible employee terminations as of year end.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

NOTES TO FINANCIAL STATEMENTS MARCH 31, 2015

Note 1 - Significant Accounting Policies (Continued)

Assets, Liabilities and Equity (Continued)

Fund Balance

Governmental funds report *nonspendable fund balance* for amounts that cannot be spent because they are either: (a) not in a spendable form or (b) legally or contractually required to be maintained intact. *Restricted fund balance* is reported when externally imposed constraints are placed on the use of resources by grantors, contributors, or laws or regulations of other governments. *Committed fund balance* is reported for amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the government's highest level of decision-making authority, the Board of Trustees. A formal resolution of the Board of Trustees is required to establish, modify, or rescind a fund balance commitment. *Assigned fund balance* is reported for amounts that are constrained by the government's intent to be used for specific purposes, but are neither restricted nor committed. *Unassigned fund balance* is the residual classification for the general fund.

When the government incurs an expenditure for purposes for which various fund balance classifications can be used it is the government's policy to use restricted fund balance first, then committed fund balance, assigned fund balance, and finally unassigned fund balance.

Estimates

The process of preparing basic financial statements in conformity with GAAP requires the use of estimates and assumptions regarding certain types of assets, liabilities, revenues and expenditures. Such estimates primarily relate to unsettled transactions and events as of the date of the basic financial statements. Accordingly, upon settlement, actual results may differ from estimated amounts.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

NOTES TO FINANCIAL STATEMENTS MARCH 31, 2015

Note 1 - Significant Accounting Policies (Continued)

Property Taxes

All fines, fees and property tax receivables are shown as net of allowance for uncollectible amounts, if deemed necessary. Property taxes are levied on December 1 on the taxable valuation of property as of the preceding December 31. Taxes are considered delinquent on March 1 of the following year, at which time penalties and interest are assessed.

The 2014 taxable valuation of the property subject to the Library's millage totaled approximately \$3.2 billion, on which ad valorem taxes levied consisted of 1.9987 mills for the Library's operating purposes. Net property tax revenues were approximately \$6,452,000 for operations and are recognized in the General Fund financial statement.

Subsequent Events

The financial statements and related disclosures include evaluation of events up through and including July 14, 2015 which is the date the financial statements were available to be issued.

Note 2 - Budgetary Information

Annual budgets are adopted on a basis consistent with GAAP for the General Fund and Gift Fund. All annual appropriations lapse at fiscal year end.

The budget for the General Fund and Gift Fund are adopted on a functional basis; expenditures at this level in excess of budgeted amounts are a violation of Michigan law. Variances with the Final Budget are shown on the Statements of Revenues, Expenditures and Changes in Fund Balance Budget and Actual. During the year ended March 31, 2015, the Library had no expenditures which were in excess of the budgeted amounts.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

NOTES TO FINANCIAL STATEMENTS MARCH 31, 2015

Note 3 - Deposits and Investments

The balances comprising the cash and cash equivalents on the accompanying statement of net position - governmental funds and balance sheet are as follows:

Cash on hand	\$ 2,500
Bank deposits (checking and savings accounts and certificates of deposit)	588,323
Investments	<u>9,011,308</u>
Total	<u>\$ 9,602,131</u>

State statutes authorize the Library to deposit in the accounts of federally insured banks, credit unions and savings and loan associations and to invest in obligations of the United States, certain commercial paper, repurchase agreements, banker acceptances and mutual funds composed of otherwise legal investments.

Investments

The table below segregates all financial assets as of March 31, 2015 that are measured at fair value on a recurring basis (at least annually) into the most appropriate level within the fair value hierarchy based on the inputs used to determine the fair value at the measurement date:

	As of March 31, 2015			
	Fair Value Based on			
Assets Measured At Fair Value	Quoted Prices in Active Markets (Level 1)	Other Observable Inputs (Level 2)	Unobservable Inputs (Level 3)	
Money Market Funds	\$ 4	\$ 4	\$ -	\$ -
Fixed Income Mutual Funds	<u>9,011,304</u>	<u>9,011,304</u>	<u>-</u>	<u>-</u>
Total investments	<u>\$ 9,011,308</u>	<u>\$ 9,011,308</u>	<u>\$ -</u>	<u>\$ -</u>

As of March 31, 2015, the Money Market and Mutual Funds' fair values were determined by reference to quoted market prices and other relevant information generated by market transactions.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

NOTES TO FINANCIAL STATEMENTS MARCH 31, 2015

Note 3 - Deposits and Investments (Continued)

Interest Rate Risk

State law limits the allowable investments and the maturities of some of the allowable investments as identified in the list of authorized investments above. The Library's investment policy does not have specific limits in excess of state law on investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates.

	<u>Investment Maturities</u> <u>(Fair Value by Years)</u>		
	<u>Fair Value</u>	<u>Less than 1</u>	<u>1 - 5</u>
Fixed Income Mutual Funds	<u>\$ 9,011,304</u>	<u>\$ -</u>	<u>\$ 9,011,304</u>

Credit Risk

State law limits investments to specific government securities, certificates of deposits and bank accounts with qualified financial institutions, commercial paper with specific maximum maturities and ratings when purchased, bankers acceptances of specific financial institutions and qualified mutual funds as identified in the list of authorized investments above. The Library's investment policy does not have specific limits in excess of state law on investment credit risk. Ratings are not required for money market or mutual funds.

Custodial Credit Risk

Custodial credit risk is the risk that, in the event of the failure of the counterparty, the Library's deposits may not be returned. State law does not require and the Library does not have a policy for deposit custodial credit risk. As of year end, \$-0- of the Library's bank balance was exposed to custodial credit risk because it was uninsured and uncollateralized.

Custodial Credit Risk - Investments

For an investment, custodial credit risk is the risk that, in the event of the failure of the counterparty, the Library will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. State law does not require and the Library does not have a policy for investment custodial credit risk. Although, uninsured and unregistered, the Library's investments at March 31, 2015 are not subject to custodial credit risk.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

NOTES TO FINANCIAL STATEMENTS MARCH 31, 2015

Note 3 - Deposits and Investments (Continued)

Concentration of Credit Risk

State law limits allowable investments but does not limit concentration of credit risk as identified in the list of authorized investments above. The Library's investment policy does not have specific limits in excess of state law on concentration of credit risk.

Note 4 - Assets Held at Community Foundations

There are six endowment funds that are held and managed by the Community Foundation for Southeastern Michigan ("CFSEM") for the benefits of the Library and are irrevocably invested. CFSEM is a public charity that is funded through donations by a large number of contributors. Earnings are available for distribution to the Library for its operations at the discretion of CFSEM. CFSEM maintains unilateral variance power and legal ownership of the endowment funds, and therefore, principal and earnings balances are not reflected in the Library's financial statements.

	Bloomfield Township Public Library Endowment Fund	Yvonne Y. Atkinson Fund	Lawrence Smith and Isabel Francis Smith Challenge Grant Fund	Jeanette P. Myers Memorial Scholarship Fund	Fair Radom Garden Endowment Fund	Library Director's Legacy Endowment Fund	Total
Balance - January 1, 2014	\$ 29,138	\$ 30,061	\$ 31,565	\$ 13,815	\$ 15,320	\$ 12,576	\$ 132,475
Contributions	287	-	-	240	-	296	823
Distributions	(1,355)	(1,404)	(1,468)	(650)	(722)	-	(5,599)
Investment earnings	<u>937</u>	<u>960</u>	<u>1,016</u>	<u>444</u>	<u>489</u>	<u>388</u>	<u>4,234</u>
Balance - December 31, 2014	<u>\$ 29,007</u>	<u>\$ 29,617</u>	<u>\$ 31,113</u>	<u>\$ 13,849</u>	<u>\$ 15,087</u>	<u>\$ 13,260</u>	<u>\$ 131,933</u>

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

NOTES TO FINANCIAL STATEMENTS MARCH 31, 2015

Note 5 - Capital Assets

	Balance April 1, 2014	Additions	Reductions/ Disposals	Balance March 31, 2015
Capital assets not being depreciated:				
Land	\$ 131,015	\$ -	\$ -	\$ 131,015
Capital assets being depreciated:				
Building	26,693,479	-	-	26,693,479
Furniture and equipment	4,547,323	114,544	(12,322)	4,649,545
Library books and audiovisual materials	<u>4,752,023</u>	<u>555,206</u>	<u>(511,249)</u>	<u>4,795,980</u>
	<u>36,123,840</u>	<u>669,750</u>	<u>(523,571)</u>	<u>36,270,019</u>
Less accumulated depreciation for:				
Building	(4,369,222)	(447,853)	-	(4,817,075)
Furniture and equipment	(3,070,939)	(440,224)	10,436	(3,500,727)
Library books and audiovisual materials	<u>(2,753,352)</u>	<u>(586,807)</u>	<u>511,249</u>	<u>(2,828,910)</u>
	<u>(10,193,513)</u>	<u>(1,474,884)</u>	<u>521,685</u>	<u>(11,146,712)</u>
Net capital assets being depreciated	<u>25,799,312</u>	<u>(805,134)</u>	<u>(1,886)</u>	<u>24,992,292</u>
Net capital assets	<u>\$ 25,930,327</u>	<u>\$ (805,134)</u>	<u>\$ (1,886)</u>	<u>\$ 25,123,307</u>

Note 6 - Long-Term Liabilities

Compensated absences represent the estimated liability to be paid to employees under the Library's vacation and sick pay policy. Under the vacation policy, employees earn vacation time based on time of service with the Library. Compensated absences are generally liquidated by the General Fund. The following is a summary of long-term debt outstanding for the year ended March 31, 2015:

Beginning balance	\$ 446,124
Additions	212,296
Deductions	<u>(200,608)</u>
Ending balance	<u>\$ 457,812</u>
Due within one year	<u>\$ 150,201</u>

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

NOTES TO FINANCIAL STATEMENTS MARCH 31, 2015

Note 7 - Retirement Programs

Defined Benefit Plan

Plan Description

Qualified, full-time employees of the Bloomfield Township Public Library are covered by the Township of Bloomfield Retirement Income Plan (“the Plan”), which is a cost-sharing single employer defined benefit pension plan covering all of the governmental units of the Charter Township of Bloomfield (the “Township”). The Plan provides retirement benefits for all employees attaining age 50 with full vesting. The Plan was closed to new employees effective April 1, 2011. The Plan issues a publicly available report that is included in the basic financial statements of the Township. That report may be obtained by writing to the Charter Township of Bloomfield, 4200 Telegraph Road, Bloomfield Hills, Michigan 48302.

Funding Policy

The obligation to contribute to and maintain the system for these employees was established by a resolution of the Library’s Board of Trustees and requires a contribution from the employees of 5 percent of gross wages. The Township is required to contribute at actuarially required rates. The Township sold pension obligation bonds and was fully funded as of January 1, 2014. The Township’s contributions to the Plan for the years ended March 31, 2015, 2014 and 2013 were \$-0-, \$10,742,763 and \$5,542,255, respectively, and were equal to the actuarially required contributions for the year. The Library is required to pay a portion of this for their employees. The Library’s contributions to the Plan for the years ended March 31, 2015, 2014 and 2013 were \$241,176, \$157,411 and \$157,462, respectively.

Defined Contribution Plan

Plan Description

Qualified, full-time employees of the Bloomfield Township Public Library are covered by the Charter Township of Bloomfield 401(a) Plan (the “Plan”), which is a defined contribution pension plan established by the Township to provide benefits at retirement for eligible employees. The Plan was effective April 1, 2011 for new library hires. At March 31, 2015, there were four plan members. A stand-alone financial report of the Plan has not been issued.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

NOTES TO FINANCIAL STATEMENTS MARCH 31, 2015

Note 7 - Retirement Programs (Continued)

Defined Contribution Plan (Continued)

Funding Policy

The obligation to contribute and maintain the Plan for these employees was established by a resolution of the Library's Board of Trustees and requires a contribution from the Library of 10 percent of participating employees' payroll. The Library's policy does not require or allow contributions from employees. Contributions to the Plan amounted to \$16,076 for the year ended March 31, 2015.

Note 8 - Postemployment Benefits

Defined Benefit Plan

Plan Description

The Library provides retiree healthcare benefits to eligible full-time employees hired before May 1, 2011 and their spouses/qualified dependents. This is a cost-sharing single employer defined benefit plan administered by Bloomfield Township. The plan issues a publicly available report that is included in the basic financial statements of the Township. That report may be obtained by writing to the Charter Township of Bloomfield, 4200 Telegraph Road, Bloomfield Hills, Michigan 48302. The benefits provided to Library employees have been established by a resolution of the Library's Board of Trustees.

Funding Policy

The Library's policy does not require or allow contributions from employees. The Library has no obligation to make contributions in advance of when the insurance premiums or benefits are due for payment; in other words, the plan may be financed on a *pay-as-you-go* basis.

Funding Progress

For the year ended March 31, 2015, the Township estimated the cost of providing retiree healthcare benefits for Library retirees through an actuarial valuation as of July 1, 2013. Such a valuation computes an *annual required contribution* (ARC) that represents a level of funding that, if paid on an ongoing basis, is projected to cover the normal cost each year and amortize any unfunded actuarial liabilities (or funding excess) over a period not to exceed 25 years.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

NOTES TO FINANCIAL STATEMENTS MARCH 31, 2015

Note 8 - Postemployment Benefits (Continued)

Annual OPEB Cost and Net OPEB Obligation

For 2015, the components of the Library's annual OPEB (other postemployment benefit) cost for the year, the amount actually contributed to the plan, and changes in the Library's net OPEB obligation to the plan are as follows:

Annual required contributions	\$ 538,120
Interest on net OPEB obligation	57,089
Adjustment to annual required contributions	<u>(78,119)</u>
Annual OPEB cost	<u>517,090</u>
Contributions made by the Library	<u>(152,436)</u>
Increase in net OPEB obligation	364,654
Net OPEB obligation - beginning of year	<u>1,427,233</u>
Net OPEB obligation - end of year	<u>\$ 1,791,887</u>

The Library's annual OPEB cost, the percentage of annual OPEB cost contributed to the plan, and the net OPEB obligation for the last three years were as follows:

Three-Year Trend Information				
Year Ended	Annual OPEB Cost	Actual Contribution	Percentage of Annual OPEB Cost Contributed	Net OPEB Obligation
3/31/2013	\$ 353,412	\$ 149,405	42.3%	\$ 1,065,980
3/31/2014	503,682	142,429	28.3%	1,427,233
3/31/2015	517,090	152,436	29.5%	1,791,887

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

NOTES TO FINANCIAL STATEMENTS MARCH 31, 2015

Note 8 - Postemployment Benefits (Continued)

Funded Status and Funding Progress

The funded status of the plan for the Library as of July 1, 2013, the date of the latest actuarial valuation, was as follows:

Actuarial accrued liability (AAL)	\$ 5,024,164
Actuarial value of assets	<u>-</u>
Unfunded AAL (UAAL)	<u>\$ 5,024,164</u>
Funded ratio	<u>0.00%</u>
Covered payroll	<u>\$ 1,329,566</u>
UAAL as a % of covered payroll	<u>377.88%</u>

Actuarial valuations of an ongoing plan involve estimates of the value of reported amounts and assumptions about the probability of occurrence of events far into the future. Examples include assumptions about future employment, mortality, and the healthcare cost trend. Amounts determined regarding the funded status of the plan and the annual required contributions of the employer are subject to continual revision as actual results are compared to past expectations and new estimates are made about the future.

Actuarial Methods and Assumptions

Projections of benefits for financial reporting purposes are based on the substantive plan (the plan as understood by the employer and the plan members) and include the types of benefits provided at the time of each valuation and the historical pattern of sharing of benefit costs between the employer and the plan members to that point. The actuarial methods and assumptions used include techniques that are designed to reduce the effects of short-term volatility in actuarial accrued liabilities and the actuarial value of assets, consistent with the long-term perspective of the calculations.

Significant methods and assumptions were as follows:

Actuarial valuation date	July 1, 2013
Actuarial cost method	Projected unit credit cost
Amortization method	Level percent of payroll
Remaining amortization period	20 years
Investment rate of return	4.0%
Healthcare inflation rate	6.9% initially, 4.7% ultimately

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

NOTES TO FINANCIAL STATEMENTS MARCH 31, 2015

Note 8 - Postemployment Benefits (Continued)

Retirement Health Savings Plan

Plan Description

The Library provides retiree healthcare to eligible full-time employees hired on or after May 1, 2011 and their spouses/qualified dependents through a Retirement Health Savings Plan. The plan provides a healthcare account for employees that is portable upon separation of employment from the Library with full vesting. At March 31, 2015, there were four plan members.

Funding Policy

The obligation to contribute and maintain the plan for these employees was established by a resolution of the Library's Board of Trustees and requires annual contribution from the Library of \$2,500 to each employee's account while employed. The employees make an annual contribution of 2% of payroll while employed. Participation is mandatory. The Library made contributions of \$9,135 to the plan for the year ended March 31, 2015.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

NOTES TO FINANCIAL STATEMENTS MARCH 31, 2015

Note 9 - Fund Balances

GASB 54 establishes fund balance classifications that comprise a hierarchy based primarily on the extent to which a government is bound to observe constraints imposed upon the use of the resources reported in governmental funds. Detailed information on fund balances of governmental funds is as follows:

	<u>General Fund</u>	<u>Gift Fund</u>	<u>Total</u>
Nonspendable	\$ 18,743	\$ -	\$ 18,743
Restricted for - gifts	-	176,366	176,366
Committed for - eight months of expenditures	3,990,905	-	3,990,905
Assigned for:			
Compensated absences payouts	446,125	-	446,125
Funding of other postemployment benefit obligation	4,308,328	-	4,308,328
Unassigned	<u>297,510</u>	<u>-</u>	<u>297,510</u>
Total fund balances	<u>\$ 9,061,611</u>	<u>\$ 176,366</u>	<u>\$ 9,237,977</u>

Note 10 - Risk Management

The Library is exposed to various risk of loss related to property loss, torts; theft of, damage to and destruction of assets; errors and omissions; injuries to employee's; and natural disasters.

The Library participates with the Charter Township of Bloomfield in its risk management program to cover these risks.

***** End of Notes *****

REQUIRED SUPPLEMENTARY INFORMATION

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

OTHER POSTEMPLOYMENT BENEFITS SCHEDULE OF FUNDING PROGRESS YEAR ENDED MARCH 31, 2015

Actuarial Valuation Date	Actuarial Value of Assets	Actuarial Accrued Liability (AAL)	Unfunded AAL (UAAL)	Funded Ratio	Covered Payroll	UAAL as a Percentage of Covered Payroll
7/1/2007	\$ -	\$ 2,365,000	\$ 2,365,000	-	Not available	Not available
7/1/2009	6,000	3,663,000	3,657,000	0.16%	Not available	Not available
7/1/2011	5,000	3,312,000	3,307,000	0.15%	\$ 1,231,148	268.61%
7/1/2013	-	5,024,000	5,024,000	-	1,329,566	377.88%

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

OTHER POSTEMPLOYMENT BENEFITS SCHEDULE OF EMPLOYER CONTRIBUTIONS

<u>For the Year Ended March 31,</u>	<u>Annual Required Contributions</u>	<u>Percentage Contributed</u>
2011	\$ 391,000	33.9%
2012	349,000	36.7%
2013	349,000	42.8%
2014	538,000	26.5%
2015	538,000	28.3%

**INDEPENDENT AUDITOR’S REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN
ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

To the Board of Trustees of the
Bloomfield Township Public Library

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and each major fund of the Bloomfield Township Public Library as of and for the year ended March 31, 2015, and the related notes to the financial statements, which collectively comprise the Bloomfield Township Public Library’s basic financial statements and have issued our report thereon dated July 14, 2015.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Library’s internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Library’s internal control. Accordingly, we do not express an opinion on the effectiveness of the Library’s internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements on a timely basis. *A material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity’s financial statements will not be prevented, or detected and corrected on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Internal Control Over Financial Reporting (Continued)

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Library's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Library's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Library's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



Troy, Michigan
July 14, 2015

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees

FROM: Carol Mueller

DATE: July 16, 2015

SUBJECT: 2014/2015 Annual Report

Attached is the Library's Annual Report for FY 2014-2015 for your review. It is always a pleasure to review the year's activities. I want to thank Tera Moon for preparing this report and all Library department heads for submitting their summaries of the year's activities in their respective departments.

Each year, I am truly amazed at all we have accomplished this past year. Library staff is never short on ideas, innovation or enthusiasm. They are definitely to be commended for their continued high level of service, creativity and dedication.

Among our many accomplishments this past year, three stand out from all the rest. First, a large, library wide project was completed during the summer to retag over 330,000 items, replace our circulation self-check units and install new hardware and software. This RFID project involved all library departments and staff and I am proud to say was completed ahead of schedule and with very little disruption to library service. Great teamwork on the part of our staff! Our anniversary year continued this fiscal year with many events to celebrate 50 years of Bloomfield Township Public Library. On October 18, 2014, "A Night at the Library" was held as a wonderful gala celebration to cap off our anniversary year. Over 200 guests enjoyed delicious food and delightful music in the library. Nearly \$20,000 was raised to refurbish two well used and worn study alcoves in Youth Services. Finally, Bloomfield Township voters continued to show their support of the Library by approving the library millage proposal to restore and supplement library revenues on November 4, 2014. Approval of this millage has allowed the Library to completely restore library service hours, resume a full schedule of programs for all ages and restore funding for books and other collections. It has been quite a year for Bloomfield Township Public Library!

As required, the Annual Investment Report is included also. This report compares our investment returns with the standard national average to reassure the trustees that the Library is investing under relatively standard circumstances. This report requirement came about from PA 20 and is also cited in the Library Investment Policy.

The Annual Report will be posted on our website and will be distributed to the Friends Board and to any guests attending the July 21 Library Board meeting.

The complete Annual Report notebook will be available to browse at the July 21 meeting. This notebook contains not only the library-wide report, but the individual reports submitted by the Assistant Director, Finance Coordinator, Volunteer Coordinator and Department Heads and includes more photos and statistics - and more interesting information. I hope you enjoy reviewing the year as much as I did!

ACTION: I move to accept the Library Annual Report and Annual Investment Report for the 2014-2015 fiscal year.

Bloomfield Township Public Library
Annual Investment Report
Fiscal Year 2014/2015

The past fiscal year saw interest rates holding steady from a high of 0.35% and a low of 0.15% in April 2014 to 0.35% and 0.15% respectively in March 2015. The following graphic is from the Bankrate.com web site and shows the various rates used with explanations of what they are used for.

Updated 4/15/2015

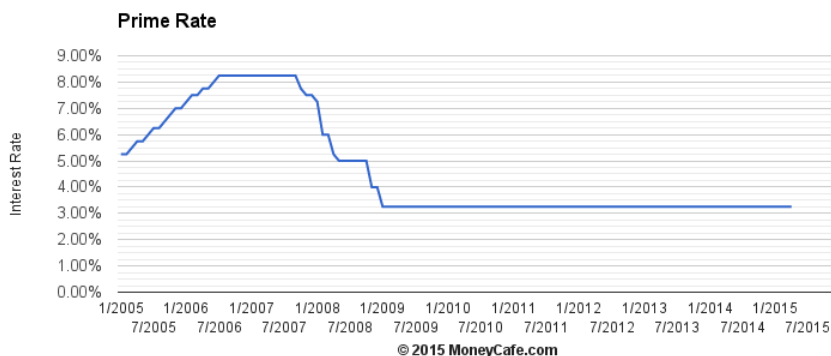
Prime rate, federal funds rate, COFI

	This week	Month ago	Year ago
<u>WSJ Prime Rate</u>	3.25	3.25	3.25
<u>Federal Discount Rate</u>	0.75	0.75	0.75
<u>Fed Funds Rate (Current target rate 0-0.25)</u>	0.25	0.25	0.25
<u>11th District Cost of Funds</u>	0.700	0.698	0.709

Ratings methodology

What's included? The federal funds rate is the primary tool that the Federal Open Market Committee uses to influence interest rates and the economy. Changes in the federal funds rate have far-reaching effects by influencing the borrowing cost of banks in the overnight lending market, and subsequently the returns offered on bank deposit products such as certificates of deposit, savings accounts and money market accounts. Changes in the federal funds rate and the discount rate also dictate changes in The Wall Street Journal prime rate, which is of interest to borrowers. The prime rate is the underlying index for most credit cards, home equity loans and lines of credit, auto loans, and personal loans. Many small business loans are also indexed to the Prime rate. The 11th District Cost of Funds is often used as an index for adjustable-rate mortgages.
<http://www.bankrate.com/rates/interest-rates/prime-rate.aspx>

The following graphic is from the MoneyCafe.com web site and shows a leveling off in the Prime Interest Rates beginning in July 2006 and continuing through September 2007 when it began falling. It continued to fall through March 2009 but leveled off again and has continued to stay level through March 2015.



<http://www.moneycafe.com/personal-finance/prime-rate/>

The interest-bearing Public Funds Banking investment portfolio began and ended the fiscal year with an average interest rate of 0.25%. This investment totaled \$340,734 as of March 31, 2015.

The Library's Certificate of Deposit investment portfolio started the year with an average interest rate of about 0.76%. Funds from the Gift Fund have been invested in CDs only to take

advantage of exceptionally higher interest rate earnings for money that is not expected to be spent for a number of years. We held one CD at Huntington Bank as of March 31, 2015. The Certificate of Deposit investment portfolio was valued at \$50,000 with a 0.45% interest rate. This CD will mature in May 2017 and it will be decided then whether to roll it over or not depending on the rates offered at that time.

The Library continued to diversify the investments this year with investments in government obligation funds with Gregory Schwartz & Co. using a “matching” investment strategy. This strategy is one which we give Schwartz & Co. a holding period (or time frame) for our investments and they select a bond portfolio with a duration that equals the holding period. A matching strategy is a more aggressive type of investing because it uses a longer time frame for the whole investment which could be affected with how the market acts during that time frame. With the matching strategy, these funds are invested for one to five years. All investments made with Schwartz & Co. follow the Library’s investment policy.

All dividends from the investments with Schwartz & Co. have been reinvested in the funds. Throughout the course of the year, investments are sold to cover the Library’s monthly expenditures. As of March 31, 2015 the market value of the Investment Portfolio was \$9,011,308 with an average yield of 1.42% which is holding steady with the rate from a year ago. In early February 2015 the investments were reallocated by Schwartz & Co. to increase the income potential for our investments for the next fiscal year.

The total 2014/2015 investment return for all Library funds was \$94,336. This amount was reduced by the change in asset value which totaled a negative \$20,468. The funds were invested in governmental securities, short term CDs, Money Markets, and Business Savings accounts at banks approved by the Library Board of Trustees, consistent with the BTPL’s Investment Policy. The CDs, Money Markets, and Business Savings accounts are FDIC insured up to \$250,000 in each bank. The governmental securities are fully backed by the United States of America and are insured through the Securities Investor Protection Corporation (SIPC) to \$500,000.

The following chart shows our banks ratings according to the Thomson Reuters Bank Insight Bank and Savings & Loan Quarterly June 2014 publication. This is a peer group rating system that ranges from 0 (worst) to 99 (best).

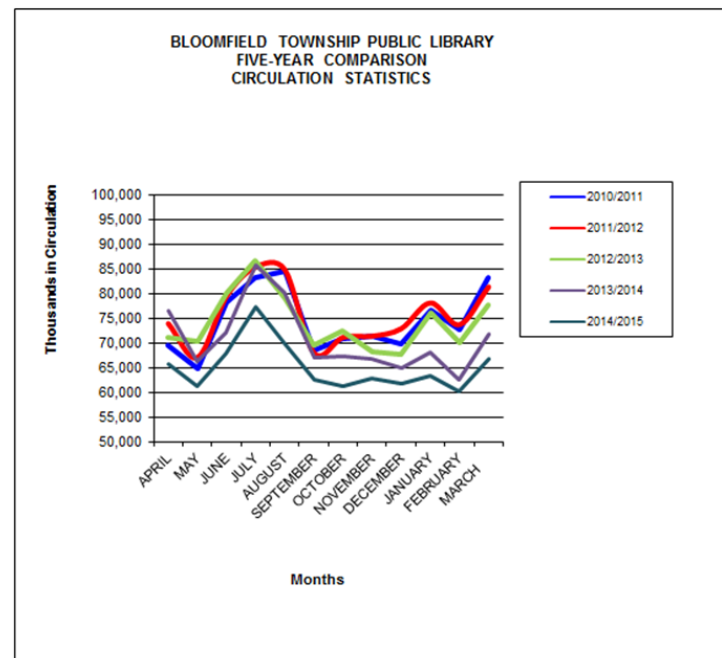
<u>Bank Name</u>	<u>FDIC Commercial Banks</u>								
	<u>2014</u>	<u>2013</u>	<u>2012</u>	<u>2011</u>	<u>2010</u>	<u>2009</u>	<u>2008</u>	<u>2007</u>	<u>2006</u>
Bank of America – Charlotte, NC	40	54	44	36	27	16	17	31	49
First Merit Bank – Akron, OH	46	52	52	50	-	-	-	-	-
Comerica – Dallas, TX	56	61	63	55	43	24	21	39	50
Fifth Third Bank – Cincinnati, OH	62	72	71	63	47	34	15	31	45
Huntington – Columbus, OH	53	62	62	56	40	0	8	8	29
J.P.Morgan Chase - Colum., OH	47	54	46	41	26	17	21	37	38
PNC – Wilmington, DE	48	56	52	51	38	25	22	-	-

The Michigan state average rating for Commercial Banks was 54 for 2014.

<u>Bank Name</u>	<u>Savings and Loans</u>								
	<u>2014</u>	<u>2013</u>	<u>2012</u>	<u>2011</u>	<u>2010</u>	<u>2009</u>	<u>2008</u>	<u>2007</u>	<u>2006</u>
Flagstar Bank – Troy, MI	20	34	32	29	13	0	4	13	17

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
FIVE YEAR CIRCULATION**

	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015
APRIL	69,666	74,009	71,094	76,629	65,851
MAY	64,825	67,127	70,411	66,250	61,347
JUNE	78,169	79,512	80,069	72,030	67,987
JULY	83,272	85,456	86,867	85,844	77,485
AUGUST	84,618	84,937	79,094	80,163	69,931
SEPTEMBER	68,596	68,066	69,592	67,145	62,536
OCTOBER	70,926	71,180	72,467	67,436	61,177
NOVEMBER	71,551	71,456	68,318	66,813	62,815
DECEMBER	69,841	72,964	67,864	65,007	61,726
JANUARY	76,712	78,197	76,156	68,232	63,404
FEBRUARY	72,657	73,778	69,992	62,534	60,140
MARCH	83,408	81,433	77,819	71,961	66,845
TOTAL	894,241	908,115	889,743	850,044	781,244



Annual Report

April 1, 2014 – March 31, 2015

Highlights of the year



The first check out in 1964!

On October 18, 2014, the Library hosted “A Night at the Library” to celebrate its 50th anniversary. This special evening capped off a year of anniversary events. It was a wonderful night, filled with delicious food, delightful music, and a distinguished crowd of library supporters. As guests stepped in the beautifully lit lobby to receive their souvenir program, they were greeted with music and dozens of Ikebana flower arrangements. Food from local merchants kept guests munching all night. Lucky winners went home with bountiful gift baskets.



Enjoying “A Night at the Library”

None of it would have been possible without the unwavering support of so many — from our major sponsor, the Friends of the Library, to the many others who bought ads or made tribute donations. This momentous event raised nearly \$20,000 to refurbish the pink study alcoves in the Youth Services department. Thank you to everyone who took part in “A Night at the Library”!

A major project to convert to a new RFID self-check and security system was completed. This project involved retagging all 330,000 items in the library’s collections and installing new security gates, self-check machines, and new hardware at the Circulation Desk, staff workstations, and the automated materials handler. The project was completed ahead of schedule and with little disruption to library service. The new self-check stations eliminated the need for a media case unlocker, making the self-check process easier for patrons.

After making the difficult decision to close on Sundays during the summer, the Library Board of Trustees decided to place a proposal to restore and supplement the library millage on the November 4, 2014 ballot, which voters approved. In all, 20,837 residents voted in this November election and 12,309 “yes” votes were cast to pass this millage proposal. The Library is so grateful for the support of this community!



Bloomfield Township Clerk Jan Roncelli and Library Trustee Eli Greenbaum

On November 4, Eli Greenbaum was elected to the Library Board of Trustees. Eli has served on the board since he was appointed in 2013 to fill a vacancy on the Board.

One of the year’s “lowlights” was the passing of library employee, Doris Barey, and former Trustee, Rod Myers. Doris Barey worked in Technical Services for 17 years. Rod Myers was a longtime Library supporter, former Trustee (1998-2008), and widower of Jeanette Myers. The Myers’ family legacy lives on in the Jeanette P. Myers Scholarship that was established in her memory.

Library Facts at a Glance

Items borrowed:	781,244
Library visits:	314,954
Website visits:	226,949
Collection size:	376,050
Library cardholders:	38,780
Program attendance:	15,853

Financial Review 2014/2015

Budget

Revenues:	\$5,092,459
Expenditures:	\$6,791,963

View Online Audit: www.michigan.gov/treasury



Innovations

A newly designed library website was launched in April. Features include an improved graphic design and a simplified navigation menu.

Youth Services created the first-ever Story Walk. The Story Walk encouraged patrons to visit many areas of the library in order to find out why *Beatrice Doesn't Want To*.

Youth Services unveiled three new iPads for patron use in the Youth Department. These iPads are loaded with apps to encourage literacy and a love of reading and learning. These iPads were made possible through an anonymous donation.

An online form allows young readers to discover new books by getting personalized reading recommendations from library staff.

Helping patrons use mobile devices to read ebooks is a priority for both Adult and Youth Services. This year, Adult Services hosted several drop-in sessions designed to give one-on-one assistance to patrons. Known as "Apps and Apps," these sessions provided a relaxed atmosphere of learning.

Adult Services added an iPad to the magazine area. This iPad has the Zinio digital magazine app, which is one of the recent additions to the ways patrons can access digital content.

Collection Development

Adult Services unveiled its new STEM Collection. STEM stands for science, technology, engineering, and math. This collection of books, DVDs, and kits echoes a focus on these topics in the Bloomfield Hills Schools.

Two new online resources were made available to our patrons this year. Writer's Reference Center and a suite of Mergent financial databases were the latest additions to our impressive list of databases.

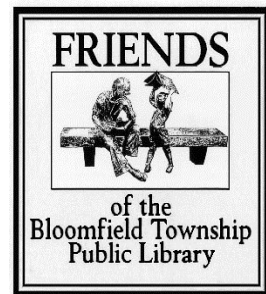


STEM Collection in Adult Services

In Youth Services, many collections were expanded, such as the Book Club Kits and magazines.

Electronic resources for both adults and children continue to grow in popularity and availability. Plans got underway to add an online resource called [hoopla](#). This exciting new resource provides access to streaming movies, TV shows, music, and more!

Gifts and Donations to the Library



In 2014/2015, the Friends contributed \$74,254! The generosity of the Friends has enhanced the Library in so many ways. The Friends have funded Chamber Music Concerts, improvements and maintenance of the gardens, and Adult Services and Youth Services programming. Because this year was such a lean budget year, the Friends' generosity purchased equipment for Facilities and helped to address some shelving needs. The Friends also helped the Library to expand many collections such as Special Needs and STEM. Thank you, Friends!

The Jeanette P. Myers Scholarship was awarded to library page, Linnea Anderson, to pursue her studies at Oakland University. Linnea was awarded \$650.00. The Library is so very grateful to the Myers family for their generosity.

This year, 68 volunteers gave 3,055 hours of their time to complete various tasks around the library, such as ringing sales in the Library Shop, digitizing the Birmingham Bloomfield Eccentric newspaper, and

sorting and pricing books and other items for the Friends Saturday Book Sales.

The Bloomfield Township Public Library endowment funds established at the Community Foundation of Southeast Michigan have a year end value of \$131,933.00, as of December 31, 2014. The funds include the Bloomfield Township Public Library Endowment Fund and the Lawrence Smith & Isabel Francis Smith Challenge Grant Fund, the Jeanette P. Myers Memorial Scholarship Fund, the Yvonne T. Atkinson Fund, the Fair Radom Garden Endowment Fund, and the Bloomfield Township Public Library Director's Legacy Endowment Fund.

Community Collaborations



Bloomfield Historical Society

For another year, the Library was host to the Bloomfield Hills Schools student art exhibit "Art from the Hills". The creative and beautiful artwork of the students was on display from May 12-26.

The Bloomfield Historical Society held three programs at the Library during the year. One program described the process of taking a high resolution digital photograph of a very large watercolor map of the Township. The map was painted in 1915 and its origins are somewhat shrouded in mystery. The Historical Society made the map available to a much wider audience by digitizing it and making it available on their website.

Enduring relationships with several other organizations were deepened throughout the 2014/2015 year as the Library hosted many joint programs with our community partners: Cranbrook Educational Community, Bowers School Farm, Bloomfield Township Fire Department, Bloomfield Historical Society, Detroit Historical Society, Southeastern Oakland County Water Authority, Chamber Music Society of Detroit, Detroit Institute of Arts, and the State of Michigan Office of Finance and Insurance.

The Library has forged a special relationship with Trader Joe's. The Library hosted a series of programs featuring demonstrations of recipes using Trader Joe's items. Trader Joe's in turn invited the Library to have a presence at events held in their store. Many other local businesses and organizations have been featured in programs: the Birmingham Bloomfield Art Center, the Rochester Bakery, Goldner Walsh Nursery, SCORE, and Daughters of the American Revolution.

Library staff participated in the Bloomfield Township Clean Sweep, picking up debris and other items left behind after a long, cold winter.

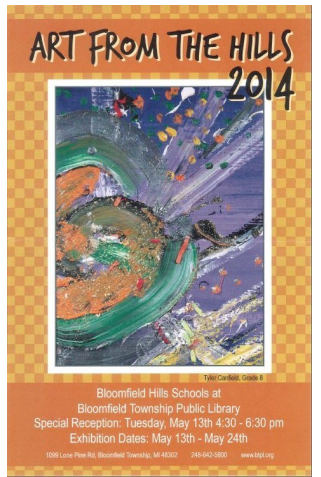


Clean sweep!

Awards and Recognition

Youth Services Assistant Department Head Jen Taggart was a featured panelist at the American Library Association's annual conference on June 28. Jen joined librarians from around the country to discuss serving young patrons with autism.

Adult Services librarians Brooke Hoskins and Karrie Yukon represented the Library at the Michigan Library Association's annual conference in Lansing. Brooke and Karrie participated in a poster session, where they showcased our VITALITY Kits. These themed kits contain resources focused on senior citizens and the many issues they face as they age.



BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

MOTION TO APPROVE ANY ITEMS REMOVED FROM THE CONSENT AGENDA

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

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees
FROM: Carol Mueller
DATE: July 10, 2015
SUBJECT: Jeanette P. Myers Scholarship Winner

The Myers Scholarship Committee is happy to announce the winner of the 2015 scholarship!

Attached are the scholarship guidelines for your reference and a copy of the winning application received this year for the Jeanette P. Myers Scholarship. I would like to thank the Myers Scholarship Committee trustees Pam Williams and Eli Greenbaum for their careful review of all four applications received.

The Library promoted the Myers Scholarship widely again this year. A press release announcing the scholarship was sent to our media contacts. It also was posted on the Library website with a link to a downloadable application form, scholarship guidelines and brochure. In addition, the guideline, brochures and application forms were available at the Welcome Desk. A large poster announcing the scholarship was placed in the lobby for the entire month of May. It was also promoted in our e-newsletter and to our community partners, particularly Bloomfield Hills Schools and the University of Michigan School of Music, Theatre and Dance.

We have received \$643.00 from the Community Foundation of Southeast Michigan (CFSEM) this year to award. We are very appreciative of the generosity and support of this scholarship by the family of Jeanette Myers. In addition, Beth Sulek-LaHousse made a very generous donation of \$157.00 to the Library for the Myers Scholarship Fund to increase the amount of the payout this year. The total amount of the scholarship to be awarded this year is \$800.00.

The recipient will receive an oversized check and a certificate indicating the scholarship amount of \$800.00. These will be awarded by the Myers Scholarship Committee just prior to the start of our August 18, 2015 Library Board meeting. The scholarship guidelines specify that the award check must be sent directly to the college. This check will be mailed out after the August Library Board meeting.

Our 2015 Myers Scholarship award winner is Aeneas Koosis. Aeneas is the grandson of current Library employee, Dagnya Iyla. Currently Aeneas is a student at Michigan State University studying food science. Of particular interest to him is the nutritional makeup and packaging of what we eat and drink. This scholarship will assist Aeneas is paying for the expensive textbooks required for his field of study. In addition, Aeneas stated in his application that "Having grown up for the most part in Bloomfield Township, the Library's youth collection has always been a part of my life. It might still have the very Harry Potter books that I held in my hands years ago! Now in my reading are titles such as *Vitamina*, *The Dorito Effect*, and *Coloring Food*.

We hope the family of Jeanette Myers will also be present to help us celebrate this award.

Statement of Goals

It seems that at times there are coincidences. That is the case recently when looking in my ten year old brother's book to find a dedication by the author "For the late Jeannette P. Myers and all the other librarians who help to find whatever we're looking for."

My grandmother, a Bloomfield Township Public Library employee, had not known Mrs. Myers but was able to tell me about the legacy and scholarship as well as about the late Mr. Rodman Myers.

My curriculum, Food Science, at Michigan State University, is of interest to most since we all must eat. Interesting and important to me is the content, the nutritional make up and the packaging of what we eat and drink. There are many surprises especially in some of the popular prepared foods. Most of us don't read the contents but those who do, are shocked by the products that have been included in preparation. It is the research and the study in this field that is my focus and goal.

In addition to becoming expert with a Bachelor Degree in Food Science, biking, running, and swimming should be included in that which interests me and is enjoyed. Recently, having participated in a triathlon, it was rewarding to have done well. It's also fun to DJ for MSU's Business School's events and to hang out with friends.

In order to help my parents with school's expenses, my spending money has come from refereeing the seasonal intramural soccer games at the university.

Having grown up for the most part in Bloomfield Township, the library's youth collection has always been a part of my life. It might still have the very Harry Potter books that I held in my hands years ago! Now in my reading are titles such as *Vitamina*, *The Dorito Effect*, and *Coloring Food*.

Again, the generosity of the Jeannette P. Myers Memorial Scholarship would be greatly appreciated and would go toward the purchase of the very pricey required textbooks. I would be grateful for consideration for any financial assistance for my next school year at Michigan State University.

I hereby certify that the statements given in this Application and Statement of Goals are true.

Signed:  **Date:** MAY 30, 2015

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Carol Mueller, Library Director

FROM: Tera Moon, Assistant Library Director

DATE: July 9, 2015

SUBJECT: Used Equipment Sale

On Saturday, June 27, 2015, a used equipment sale was held from 10:00 a.m. to 1:00 p.m. The first 30 minutes were reserved for Bloomfield Township residents only. A total of 35 people browsed the sale.

Attached is a list of items offered for sale. Sales were not brisk but a total of \$944 was earned for the Library. Nine CPUs, eight monitors, eight scanners, two iMACs, 11 laptops, 10 keyboards, three fans, one digital camera, one steam vacuum, one puppet theater, and several other miscellaneous items were sold. The remaining CPUs and monitors will be offered for sale through an online source at a reduced rate. All other items were either donated to charity or disposed of.

The sale was promoted through the Library's website, a press release, the print and electronic newsletters, and a poster in the lobby.

Each sale requires assistance from several departments to run smoothly. Facilities staff set up the room, arranged the sale items and disposed of leftover items after the sale. The Systems department prepared the CPUs for sale and answered several technical questions during the sale. In Administration, Beth and Marty provided all the cashiering while Celia and Tera greeted patrons and answered questions. I appreciated everyone's help.

PRICE	QUANTITY AVAILABLE	ITEM DESCRIPTION	NOTES
\$30 each	90	Dell CPU OptiPlex 745	No operating system
\$10 each	13	Dell OptiPlex GX620	No operating system
\$5 each	4	Dell OptiPlex GX270	No hard drive – towers only
\$75 each	2	Apple iMAC G5	Keyboard & mouse included
\$15 each	2	Laptop - Dell Gateway Solo9500	
\$15	1	Laptop - Dell Latitude D510	Includes laptop bag
\$15 each	3	Laptop - Dell Latitude D520	Includes laptop bag
\$10 each	3	Laptop - Dell Latitude D630	
\$5 each	2	Laptop - Dell Latitude D800	No power adapter
\$15	1	Laptop - Dell Latitude D810	Includes laptop bag
\$10 each	17	Scanner – HP G4010	
\$10 each	10	Monitor – NEC AccuSync LCD 7V, 15”	
\$5 each	2	Monitor – NEC MultiSync LCD1530V, 15”	
\$5 each	3	Monitor – NEC MultiSync LCD1550V, 15”	
\$10 each	7	Monitor – NEC MultiSync LCD1760V, 17”	
\$5 each	18	Monitor – Dell E151FPp, 15”	
\$10 each	11	Monitor – Dell E151FPp, 17”	
\$10 each	2	Paper drying rack	
\$50	1	Portable puppet theater	
\$3 each	5	Tin box w/ clasp & handle	
\$50	1	Digital camera – Olympus	
\$5	1	Digital postal scale	
\$25	1	Die Cut Machine - Ellison XL LetterMachine plus Ellison Pad-It X-Press	No dies included; this model is retired
\$10	1	Corner rounder – Lassco Products	
\$5 (for all)	1 box of 75	Rectangular, hanging clothing rack dividers	
\$150	1	Miter saw – <i>Milwaukee</i>	
\$200	1	Vacuum – <i>Wet/dry, Nobles</i> , industrial	
\$25 each	4	Clock – digital, wall	
\$5	1	Soap dispenser – Stoko Stockhausen, wall-mounted	
\$100	1	Vacuum – <i>Hoover</i> , steam	
\$15	6	Paper towel dispenser – <i>Bay West</i> , automated, motion-activated	
\$10	1	Fan – tower	
\$10 each	2	Fan – <i>Home Essentials</i> , tower	
\$5	1	Headset – Labtech	Still in retail package
\$5	1	Headset- LG, Bluetooth	
\$5	1	Headset for Blackberry	
\$6 each	2	Ritelite Wireless LED Slim Light	Still in retail package
\$6 each	3	Ritelite Wireless LED Under Cabinet Light	Still in retail package
\$100	1	Barcode reader – Percon	
\$5	1	Base for barcode reader – Percon	
\$5 each	2	Wooden box paper organizer	

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY – ADMINISTRATIVE CALENDAR

2015

AUGUST

2015

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1 Superhero Movie Saturday 12 noon Intro to Scanning 2-4pm
2	3 30 min lunchtime Book Club 1pm Gus Louis Family concert 6:30pm	4 Knit n Stitch Circle 10am Family Story Time 10:30am	5 Friends of Library Board of Directors Meeting 12:30pm DIY Superhero Robots 2pm	6 Heroic Stories, Songs and Dances of Old Michigan 6:30pm	7 Super Ice Cream Social 3-5pm Farewell to Summer Reading Concert with the Saline Fiddlers 7:30pm	8 Friends Second Saturday Book Sale 9:30am-3:30pm
9	10	11 Memoir Writers' Group 1pm Free Ebooks & E- Audiobooks- an App Away 2pm	12 Gale Courses Begin Today Nonfiction Book Club 7pm	13 Intro to Powerpoint 6pm	14	15 Lego Club 11am
16	17	18 Library Board of Trustees Meeting 7:00pm	19 Mystery Book Club 1pm	20	21 Coffee & Conversation 10am	22
23	24	25 Memoir Writers Group 1pm	26 Teen Movie Club 4pm	27 Eleanor's Book Club 10am	28	29 Intro to Microsoft Word 2pm
30	31					

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Library Board of Trustees
FROM: Tera Moon, Assistant Director
DATE: July 16, 2015
SUBJECT: Strategic Plan Update

Invitations to the first two August 4, 2015 focus groups have been mailed. The focus groups scheduled for that day are:

11:15 a.m.	Parents & Educators
2:00 p.m.	Boomers & Seniors
4:00 p.m.	Staff (non-supervisory)
7:00 p.m.	Library Board (special meeting)

Invitations have been mailed to Parents and Educators and Boomers and Seniors. In addition, staff has been invited to the 4:00 p.m. focus group. We will soon begin working on inviting participants to the focus groups scheduled for September 9. Those are:

8:00 AM	Business community
4:00 PM	Teens
7:00 PM	General Adult

Carol and I have been working with Rob Cullin and Kim Bolan, our consultants, on the presentation that will be used to inspire the focus group participants to talk about their wishes for the library. We have also been fine-tuning two surveys – one for the public and one for staff – which will be released on August 4 and closed on September 18.

Meetings with Township Supervisor Leo Savoie, Township Clerk Jan Roncelli, Township Treasurer Dan Devine, and Superintendent of Bloomfield Hills Schools Rob Glass have been scheduled for August 4 and September 9.

The entire planning team plus Department Heads, Library Board of Trustees, and some members of the community will attend a day-long planning retreat on October 15, 2015 from 9:00 a.m. – 5:00 p.m. At this meeting, Kim and Rob will share information they have gathered, including data from the focus groups and online survey. The group will synthesize this information into several future directions for the Library.

The draft strategic plan will be presented by Kim Bolan and Rob Cullin at the regularly scheduled Library Board meeting on December 15, 2015.