

Bloomfield Township Public
Library

**Bloomfield Township Public Library
Board of Trustees**

Library Board Meeting
July 17, 2012

7:00 p.m.
John Rumsey Board Room

Trustees:

libraryboard@btpl.org

Judith Lindstrom, President

Pamela Williams, Treasurer

Joan Luksik, Secretary

Margaret Cohen

Joseph Falik

Grant Gerhart

Director:

kotuliscarter@btpl.org

Karen Kotulis-Carter

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

**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 17, 2012, 7:00 p.m.

#	<u>NUMBERED ITEMS</u>	<u>DATE DELIVERED</u>
1	Agenda	7/13/12
2a	Request to remove items from the Consent Agenda for Discussion	7/13/12
2b	Motion to approve the order of items for the regular and consent agendas	7/13/12
5	Motion to approve remaining consent agenda items 6-8d	7/13/12
6	Regular Board Meeting Minutes of 6/19/12	7/13/12
7a	Cash Disbursements	7/13/12
7b	Revenues/Expenditures Budget Report	7/13/12
7c	Energy Report	7/13/12
8a	President's Report	
8b	Director's Report	7/13/12
8c	Tentative Schedule Calendar	7/13/12
8d	Bloomfield Township Liaison Committee –no report	
8d	Cranbrook Committee – no report	
8d	Art Committee – Meeting Minutes of 7/9/12	7/13/12
8d	Development Committee – no report	
8d	Finance Committee – Meeting Minutes of 6/26/12 and 7/10/12	7/13/12
8d	Friends of the Library Liaison Committee – no report	
8d	Building/Grounds Committee – no report	
8d	Jeanette P. Myers Scholarship Committee –no report	
8d	Landscape Committee –no report	
8d	Personnel Committee –no report	
8d	Policy Committee – no report	
10a	Unfinished Business – no reports	
11a	Attached Audit and Management Letter 2011-2012	7/13/12
11b	Annual Report 2011-2012	7/13/12
11c	Investing Funds with Gregory Schwartz & Co.	7/13/12
11d	Combining Funds	7/13/12
13	Motion to approve any items removed from the consent agenda	7/13/12
	<u>UNNUMBERED ITEMS</u>	<u>DATE DELIVERED</u>
	Memo regarding Non-Resident Circulation	7/13/12
	Strategic Plan Update	7/13/12
	Friends Meeting Minutes for 7/11/12	7/13/12
	Administrative Calendar – August 2012	7/13/12

AGENDA
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
Tuesday, July 17, 2012
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 19, 2012
7. Budget
 - a. Cash Disbursements
 - b. Monthly Revenues & Expenditures
 - c. Energy Report
8. Written Reports:
 - a. President: *Judy Lindstrom
 - b. Director: *Karen Kotulis-Carter
 - c. Tentative Schedule
 - d. Committee:
 - *Art Committee *Ad Hoc*
 - *Bloomfield Township Liaison Committee
 - *Building & Grounds Committee
 - *Cranbrook Committee
 - *Development Committee
 - *Finance Committee
 - *Friends of the Library Liaison
 - *Jeanette P. Myers Scholarship Selection Committee
 - *Landscaping/Interiors Committee
 - *Personnel Committee
 - *Policy Committee

REGULAR AGENDA ITEMS

9. Call to the public, communications
10. Unfinished Business
11. New Business
 - a. Audit 2011-2012
 - b. Annual Report 2011-2012
 - c. Investing Funds with Gregory Schwartz & Co.
 - d. Combining Funds
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: August 21, 2012
16. Adjournment

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 19, 2012

At 7:00 p.m. the Library Board of Trustees Meeting was called to order by President Judy Lindstrom.

Present: Trustees: Margaret Cohen, Joseph Falik, Grant Gerhart, Judy Lindstrom, Joan Luksik and Pam Williams

Administration: Library Director, Karen Kotulis-Carter; Assistant Library Director, Carol Mueller; Director's Secretary, Andrea Aragona

Guests: Cynthia Martinek, SOC representative; Sue Bernstein, Township resident.

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

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

President's Verbal Report:

Judy welcomed everyone to the meeting. Judy informed the Trustees of a change on item 11a in the Board Packet. Trustees were given an updated 11a to review prior to the meeting. Judy reported that she was pleased to have had the opportunity to attend a program by Peter Pearson at Grosse Pointe Public Library entitled Best Practices in Library Fundraising and Endowment Building. She stated the program was very informative and she is eager to share this information with the Library Board. Judy, on behalf of the Trustees, congratulated Jan Roncelli, Township Clerk, who was recognized as *Clerk of the Year*. On a light note, Judy stated prior to the meeting she visited with the live farm animals at tonight's *Farm at the Library* program in Youth Services.

Director's Verbal Report:

Karen stated that she appreciated Bowers Farm for bringing the farm animals out tonight for our Youth program. We had a very enthusiastic audience.

The Digital Bookmobile was declared a success. Over 145 patrons attended to learn about all the latest eBook technology available. Karen thanked the Township for allowing us to use their parking lot for this program. Karen also thanked the staff, because all departments were involved in getting this program running. In particular, Ann Williams, Connie Silver, Linda Hart and Joel Dion were instrumental in facilitating this program along with help from the Adult Service Librarians.

Karen was pleased to announce that the grant we applied for in February was approved by the Community Foundation of South Eastern Michigan! The grant will provide \$8,000.00 for our Vitality Kits. The kits are visual and instructive tools to advance living in transitional years. This program is geared to our seniors and goes along with our Strategic Plan to improve service to seniors in our community. Karen thanked Carol Mueller, Brooke Hoskins, Karrie Yukon, Jen Taggart, Ann Williams and Marian Rafal for their efforts in this process.

Karen invited everyone to *Be a Star at Your Library* or *Dream Big* during our summer reading programs at the Library. Over 300 children signed up for our Summer Reading on the first day! Also, 73 people attended the program at the Cranbrook Planetarium last week. Karen thanked Grant Gerhart for his suggestion to develop a program involving the telescope and observatory at Cranbrook and staff are working on this suggestion and utilizing our partnership with Cranbrook.

CONSENT AGENDA MOTION

After discussion, a motion was made by Grant Gerhart, seconded by Pam Williams **TO APPROVE THE ITEMS ON THE CONSENT AGENDA AS PRESENTED WITH THE EXCEPTIONS OF THE FOLLOWING: GENERAL FUND;**

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

REGULAR AGENDA:

Call to the Public:

Judy welcomed Cynthia Martinek, SOC representative and Sue Bernstein, Township resident. Sue raised concerns about her inability to secure a study room when she comes to the Library. Karen stated that our study rooms were very heavily used due to final exam week during which we opened the Community Room to accommodate students. She stated that the study rooms are used for a myriad of reasons and in general there is not an issue with availability. Karen stated that she will work with staff to compile statistics regarding study room usage and have that information available for the Trustees when completed.

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UNFINISHED BUSINESS:

Troy Public Library Reciprocal Agreement:

Since our last Board discussion, we have received statistics for the first full year during which Troy residents were limited to three items at BTPL. These new statistics reveal a different perspective regarding net lending. In 2011-2012, Troy residents only checked out 1952 items from BTPL, whereas Bloomfield cardholders checked out a total of 4,526 from Troy Public Library. Two draft agreements were presented; one with a cumulative three-item limit for both communities and the second limits both communities to ten cumulative items. We will provide informational materials and PR informing the public.

After discussion, a motion was made by Peggy Cohen, seconded by Pam Williams **TO HAVE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY ENTER INTO A ONE-YEAR TRIAL RECIPROCAL BORROWING AGREEMENT WITH THE TROY PUBLIC LIBRARY WHICH INCLUDES A TEN-ITEM CUMULATIVE LIMIT AND A REVIEW AT THE END OF THE TRIAL PERIOD. THE TRIAL PERIOD BEGINS ON JULY 1, 2012.**

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

NEW BUSINESS:

Award of Periodical Subscription Bid:

Karen stated that Karrie Yukon, Adult Services Librarian, and Ann Williams, Adult Services Department Head, conducted a bidding process for Library periodical subscriptions in 2013. A request for periodical subscription proposals was mailed to four companies and posted on the Library website on March 31, 2012. The deadline to receive bids was May 10, 2012 at 4:00 p.m. All bids were publically opened at that time. Four bids were received from Basch Subscriptions, Inc, W.T. Cox, Ebsco Industries, Inc. and cSubs.

After discussion, a motion was made by Pam Williams, seconded by Grant Gerhart **TO APPROVE AWARDING THE 2013 LIBRARY PERIODICAL BID TO W.T. COX SUBSCRIPTIONS, INC., 201 VILLAGE ROAD, SHALLOTTE, NORTH CAROLINA, 28470, FOR AN AMOUNT NOT TO EXCEED \$28,000.00**

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

Karrie Yukon was commended for her thorough review and recommendations.

DISCUSSION OF ITEMS REMOVED FROM THE CONSENT AGENDA:

A question was raised concerning the column entitled Cash Account on the Check Register-General Fund. Karen explained that the Cash Account number is the software account number for our checking accounts, which is our cash, and therefore called Cash Account.

A comment was made with regard to the energy savings chart. We are now in our second year with Integrys and our average savings for the past year was 35.7%.

A motion was made by Joan Luksik, seconded by Pam Williams **TO ACCEPT THE REPORTS AND RECOMMENDATIONS AS PRESENTED.**

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

OTHER:

No discussion

Meeting adjourned at 7:58 p.m.

The next meeting of the Library Board of Trustees is Tuesday, July 17, 2012 at 7:00 p.m. in the Board Room.

Submitted by:

Joan Luksik, Secretary

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**Cash Disbursements Comments
July, 2012****New Vendors:**

Elmore Leonard and **Peter Leonard** will both be speakers at our "From Page to Screen with Stars in between" 7/26/12 program. Legendary novelist and his son will talk about their Hollywood experiences - should be fun!

Cooperfly, Inc was used to schedule Author Kevin Kammeraad on 8/8/12. His completely interactive show is packed with spontaneous ideas from the audience. Each performance is a new creative adventure featuring puppetry, music and movement!

Bayscan Technologies is a new vendor for thermal receipt paper for self checks.

General Fund

- Check #35649 payable to **Butzel Long** in the amount of \$1,365 was payment for legal consul review of our performance appraisal process regarding an employee issue and conference call regarding insurance coverage.
- Check #35698 payable to **Bloomfield Township** in the amount of \$518,678.40 was payment for two months, May and June 2012, of services.

I&R Fund

- Check #12267 payable to **Innovative Interfaces, Inc.** in the amount of \$12,843.75 was our second payment for the Sierra integrated library system. We are receiving a 25% discount as a development partner.

Gift Fund Advance

- Check #3572 payable to **Huntington Bank** in the amount of \$120,000 was payment to open a checking account. I authorized Beth to move our Gift Funds from Chase Bank to Huntington to take advantage of their interest-bearing checking account, improve our FDIC coverage as spread among various banks and reduce our bank charges.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
CHECK REGISTERS
FOR THE MONTH OF JUNE 2012

Check Register - General Fund

Check #	Date	Payee	Cash Account	Amount
ADVANCE CHECKS:				
9959	6/14/12	Joel Dion	105.01	\$25.35
9960	6/14/12	Marian Rafal	105.01	\$52.73
9961	6/14/12	123 NET	105.01	\$2,100.00
9962	6/14/12	AT&T	105.01	\$666.36
9963	6/14/12	BLOOMFIELD TOWNSHIP	105.01	\$1,460.20
9964	6/27/12	Connie Silver	105.01	\$48.03
9965	6/27/12	AMAZON.COM	105.01	\$1,583.59
9966	6/27/12	AT&T	105.01	\$641.40
9966V	6/27/12	AT&T	105.01	-\$641.40
9967	6/27/12	AT&T	105.01	\$614.28
9968	6/27/12	AT&T LONG DISTANCE	105.01	\$27.12
9969	6/27/12	COMCAST	105.01	\$104.26
9970	6/27/12	CONSUMERS ENERGY	105.01	\$4,316.24
9971	6/27/12	DTE ENERGY	105.01	\$24,402.61
9972	6/27/12	FORT DEARBORN LIFE INS. CO.	105.01	\$845.24
9973	6/27/12	ORKIN PEST CONTROL	105.01	\$864.46
9974	6/27/12	PNC BANK	105.01	\$1,643.79
9975	6/27/12	VERIZON WIRELESS	105.01	\$215.28
Total				<u>\$38,969.54</u>
REGULAR CHECKS:				
35637	7/6/12	AMERICAN LIBRARY ASSOCIATION	105.01	\$95.30
35638	7/6/12	APPLE BOOKS	105.01	\$1,359.47
35639	7/6/12	AUDIOGO	105.01	\$547.26
35640	7/6/12	BACKER LANDSCAPING, INC.	105.01	\$1,477.14
35641	7/6/12	BAKER & TAYLOR, INC.	105.01	\$7,630.88
35642	7/6/12	VOID	105.01	
35643	7/6/12	VOID	105.01	
35644	7/6/12	BERNAN ASSOCIATES	105.01	\$171.20
35645	7/6/12	BESAM ENTRANCE SOLUTIONS	105.01	\$452.21
35646	7/6/12	BLACKSTONE AUDIOBOOKS	105.01	\$434.97
35647	7/6/12	BRILLIANCE AUDIO, INC.	105.01	\$345.22
35648	7/6/12	BRODART CO.	105.01	\$192.24
35649	7/6/12	BUTZEL LONG	105.01	\$1,365.00
35650	7/6/12	BWI BOOK WHOLESALERS, INC	105.01	\$1,580.46
35651	7/6/12	VOID	105.01	
35652	7/6/12	CENTRAL BUSINESS SYSTEMS, INC.	105.01	\$92.40
35653	7/6/12	COOPERFLY, INC.	105.01	\$275.00
35654	7/6/12	CRABTREE PUBLISHING COMPANY	105.01	\$123.65
35655	7/6/12	DIVERSE MEDIA, INC.	105.01	\$130.17
35656	7/6/12	EARLY ADVANTAGE	105.01	\$2,300.00
35650V	7/6/12	BWI BOOK WHOLESALERS, INC	105.01	-\$1,580.46
35657	7/6/12	BWI BOOK WHOLESALERS, INC	105.01	\$1,566.84
35658	7/6/12	VOID	105.01	
35659	7/6/12	GALE CENGAGE LEARNING	105.01	\$17,530.24
35660	7/6/12	VOID	105.01	
35661	7/6/12	GARDEN CITY HIGH SCHOOL	105.01	\$31.00
35662	7/6/12	GAYLORD BROTHERS, INC.	105.01	\$175.60
35663	7/6/12	GRAINGER, INC	105.01	\$98.10
35664	7/6/12	HATCH TRANSFORMERS	105.01	\$1,616.02
35665	7/6/12	INGRAM LIBRARY SERVICES	105.01	\$20.38
35666	7/6/12	INSTITUTE OF CONT. LEGAL EDUCATION	105.01	\$102.50
35667	7/6/12	JCR SUPPLY CO/BEDARD BROS	105.01	\$891.26

35668	7/6/12	LJ ROLLS REFRIGERATION CO., INC	105.01	\$7,461.00
35669	7/6/12	ELMORE LEONARD	105.01	\$600.00
35670	7/6/12	PETER LEONARD	105.01	\$600.00
35671	7/6/12	RON LOYD	105.01	\$285.00
35672	7/6/12	MIDWEST COLLABORATIVE for LIB. SVCS	105.01	\$3,569.50
35673	7/6/12	MICROMARKETING LLC	105.01	\$97.60
35674	7/6/12	MIDWEST TAPE	105.01	\$5,730.00
35675	7/6/12	VOID	105.01	
35676	7/6/12	OVERDRIVE	105.01	\$4,400.47
35677	7/6/12	PARTNERS BOOK DISTRIBUTING, INC.	105.01	\$1,601.09
35678	7/6/12	VOID	105.01	
35679	7/6/12	QUILL CORPORATION	105.01	\$355.94
35680	7/6/12	RANDOM HOUSE, INC.	105.01	\$748.25
35681	7/6/12	RECORDED BOOKS, LLC	105.01	\$581.27
35682	7/6/12	RELIABLE OFFICE SUPPLIES	105.01	\$146.43
35683	7/6/12	SHERWIN-WILLIAMS CO	105.01	\$189.69
35684	7/6/12	SHOPLET.COM	105.01	\$207.32
35685	7/6/12	STANDARD & POOR'S	105.01	\$1,451.81
35686	7/6/12	STAPLES ADVANTAGE	105.01	\$50.94
35687	7/6/12	TANTOR MEDIA	105.01	\$747.32
35688	7/6/12	THE LIBRARY STORE, INC.	105.01	\$361.56
35689	7/6/12	THOMSON RIA	105.01	\$449.50
35690	7/6/12	ULINE	105.01	\$232.76
35691	7/6/12	UNIVERSITY PRODUCTS, INC.	105.01	\$252.49
35692	7/6/12	UPSTART	105.01	\$4.50
35693	7/6/12	UNITED STATES POSTAL SERVICE	105.01	\$1,690.00
35694	7/6/12	VIGILANTE SECURITY	105.01	\$1,950.00
35695	7/6/12	WESCO DISTRIBUTION	105.01	\$1,730.82
35696	7/6/12	WESTON WOODS	105.01	\$95.25
35689V	7/6/12	THOMSON RIA	105.01	-\$449.50
35697	7/6/12	THOMSON REUTERS/THOMSON WEST	105.01	\$449.50
35698	7/9/12	BLOOMFIELD TOWNSHIP	105.01	518,678.40
Total				<u><u>\$593,292.96</u></u>

Check Register - I & R Fund

Check #	Date	Payee	Cash Account	Amount
ADVANCE CHECKS:				
		None		0
Total				<u><u>\$0.00</u></u>
REGULAR CHECKS:				
12266	7/6/12	CARA SERVICES, LLC	104.02	\$350.00
12267	7/6/12	INNOVATIVE INTERFACES, INC	104.02	\$12,493.75
Total				<u><u>\$12,843.75</u></u>

Check Register - Gift Fund

Check #	Date	Payee	Cash Account	Amount
ADVANCE CHECKS:				
3572	6/22/12	HUNTINGTON BANK	105.03	\$120,000.00
3573	6/22/12	TERRY LOVE	105.03	\$9.98
3574	6/27/12	PNC BANK	105.03	\$932.94
3574V	6/27/12	PNC BANK	105.03	-\$932.94
3575	6/27/12	PNC BANK	105.03	\$932.94
				<u><u>\$120,942.92</u></u>
REGULAR CHECKS:				

4000	7/6/12	AMERICAN LIBRARY ASSOCIATION	105.03	\$154.75
4001	7/6/12	BWI BOOK WHOLESALERS, INC.	105.03	\$13.62
4002	7/6/12	HIGHSMITH, INC	105.03	\$83.75
4003	7/6/12	KAPLAN EARLY LEARNING CO	105.03	\$350.14
4004	7/6/12	PARTNERS BOOK DISTRIBUTING, INC	105.03	\$1,389.00
4005	7/6/12	THIRD WEEK BOOKS	105.03	\$573.00
4006	7/6/12	UPSTART	105.03	\$282.05
Total				<u>\$2,846.31</u>

Bloomfield Township Public Library
2012-2013 General Fund Budget

7b

PRESENTED: JULY 17, 2012 FOR THE MONTH OF: JUNE 2012

	2012-2013 ADOPTED BUDGET AS OF MAR 20, 2012	2012-2013 AMENDED BUDGET AS OF MAR 20, 2012	REVENUE/EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	Three Months 25% VARIANCE
<u>Revenues</u>						
Taxes	\$4,530,195	\$4,530,195	(\$14,905)	(\$17,372)	-0.38%	(\$4,547,567)
Penal Fines	\$61,258	\$61,258	\$0	\$0	0.00%	(\$61,258)
State Aid	\$18,360	\$18,360	\$0	\$0	0.00%	(\$18,360)
Circulation Fines & Fees	\$128,464	\$128,464	\$10,549	\$28,709	22.35%	(\$99,755)
Charges for Services	\$13,328	\$13,328	\$1,132	\$3,592	26.95%	(\$9,736)
Investment earnings	\$4,475	\$4,475	\$377	\$1,359	30.36%	(\$3,116)
Miscellaneous	\$9,473	\$9,473	\$310	\$2,461	25.98%	(\$7,012)
Total Revenues	\$4,765,553	\$4,765,553	(\$2,537)	\$18,749	0.39%	(\$4,746,804)
<u>Expenditures</u>						
Personnel	\$3,344,208	\$3,344,208	\$504,593	\$739,006	22.10%	(\$2,605,201)
Library Services	\$808,543	\$808,543	\$53,976	\$206,295	25.51%	(\$602,248)
Facilities & Equipment	\$916,019	\$916,019	\$47,674	\$183,711	20.06%	(\$732,308)
Other Operating Expenditures	\$123,129	\$123,129	\$8,053	\$40,801	33.14%	(\$82,327)
Total Expenditures	\$5,191,898	\$5,191,898	\$614,296	\$1,169,814	22.53%	(\$4,022,085)
Fund Balance - Beginning	\$3,444,045	\$3,444,045		\$3,444,045		
Net revenue (expenditure)	(\$426,345)	(\$426,345)		(\$1,151,064)		
Transfer In from I&R	\$0	\$0		\$0		
Transfer out to I&R	\$0	\$0		\$0		
Fund Balance - Ending	\$3,017,700	\$3,017,700		\$2,292,981		

Amendments to the budget:
None

Bloomfield Township Public Library
2012-2013 Improvement and Revolving Fund Budget

7b

PRESENTED: JULY 17, 2012 FOR THE MONTH OF: JUNE 2012

Three Months 25%

ACCOUNT NAME	2012-2013 ADOPTED BUDGET AS OF MAR 20, 2012	2012-2013 AMENDED BUDGET AS OF MAR 20, 2012	REVENUE/ EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	VARIANCE
<u>Revenues</u>						
Interest	\$110,542	\$110,542	\$9,219	\$29,368	26.57%	(\$81,174)
Change in Asset Value	\$0	\$0	(\$5,996)	(\$1,163)	-1163.38%	(\$1,163)
Miscellaneous Revenue	\$0	\$0	\$0	\$0	0.00%	\$0
Total Revenues	\$110,542	\$110,542	\$3,222	\$28,205	25.52%	(\$82,337)
<u>Expenditures</u>						
Facilities & Equipment	\$127,760	\$127,760	\$12,844	\$28,093	21.99%	(\$99,667)
Other Operating Expenditures	\$30,600	\$30,600	\$0	\$3,341	10.92%	(\$27,259)
Total Expenditures	\$158,360	\$158,360	\$12,844	\$31,434	19.85%	(\$126,926)
Fund Balance - Beginning	\$4,733,575	\$4,860,025		\$4,860,025		
Net revenue (expenditures)	(\$47,818)	(\$47,818)		(\$3,229)		
Transfer-in from General Fund	\$0	\$0		\$0		
Transfer-out to General Fund	\$0	\$0		\$0		
Fund Balance - Ending	\$4,685,757	\$4,812,207		\$4,856,796 *		

Amendments to the budget:

None

* Administrative note: There are potential liabilities which could deplete the I&R Fund Balance if they were paid-out in the current year. These include:

Compensated absences that equals a maximum of \$414,319 (Vacation=\$122,910 Sick=\$291,409)

Complete funding of Other Post Employment Benfits that equals \$3,312,000

Future unplanned emergencies that are estimated at \$1,130,477

**Bloomfield Township Public Library
2012-2013 Gift Fund Budget**

7b

PRESENTED: JULY 17, 2012 FOR THE MONTH OF: JUNE 2012

Three Months 25%

ACCOUNT NAME	2012-2013 ADOPTED BUDGET AS OF MAR 20, 2012	2012-2013 AMENDED BUDGET AS OF JUNE 30, 2012	REVENUE/ EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	VARIANCE
<u>Revenues</u>						
Gift Income	\$500	\$29,708	\$25,765	\$27,468	92.46%	(\$2,240)
Investment Earnings	\$200	\$245	\$15	\$245	100.00%	\$0
Miscellaneous Revenue	\$0	\$0	\$0	\$0	0.00%	\$0
Total Revenues	\$700	\$29,953	\$25,779	\$27,714	92.52%	(\$2,240)
<u>Expenditures</u>						
Library Services	\$45,921	\$51,392	\$3,606	\$10,761	20.94%	(\$40,632)
Facilities & Equipment	\$29,731	\$30,831	\$0	\$3,740	12.13%	(\$27,090)
Other Operating Expenditures	\$95,917	\$111,115	\$183	\$2,632	2.37%	(\$108,484)
Total Expenditures	\$171,569	\$193,338	\$3,789	\$17,133	8.86%	(\$176,205)
Fund Balance	\$104,716	\$98,387		\$98,387		
Reserved Fund Bal.	\$66,853	\$67,239		\$67,239		
Net revenue (expenditures)	(\$170,869)	(\$163,385)		\$10,581		
Fund Balance - Ending	\$700	\$2,242		\$176,208		

Amendments to the budget:

All changes due to gifts received or due to expected CFSEM payouts

Bloomfield Township Public Library
Asset Allocation Summary
JUNE 2012

7b

Fund	Type	Annual Yield	Date	Amount on Hand
General Fund				
	Chase Business High Yield Savings	0.20%	6/30/2012	\$2,284,299.07
	Chase Checking	0.00%	6/30/2012	\$376,469.03
	Chase Checking (Ecommerce)	0.00%	6/30/2012	\$221,484.90
Total General Fund				\$2,882,253.00
Improvement & Revolving Fund				
	Fifth Third Maxsaver Plus Checking(T bills purchas	0.20%	6/30/2012	\$249,988.60
	Flagstar Public Funds Savings	0.50%	6/30/2012	\$231,525.05
	Flagstar Premier Public Entities Checking	0.25%	6/30/2012	\$5,994.69
	RBC Capital Cash/Money Market	0.00%	6/30/2012	\$119.08
	RBC Capital - Investments	0.00%	6/30/2012	\$4,382,011.82
Total I&R Fund				\$4,869,639.24
Gift Fund				
	Chase Business High Yield Savings - Closed6/25/1	0.20%	6/30/2012	\$0.00
	Chase Checking	0.00%	6/30/2012	\$6,856.94
	Huntington Public Fund Business Interest Checking	0.15%	6/30/2012	\$120,001.97
	Huntington CD - matures 5/7/14	0.76%	6/30/2012	\$52,195.00
Total Gift Fund				\$179,053.91
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		12/31/2011	\$12,749.00
	Yvonne T. Atkinson		12/31/2011	\$26,715.00
	Isabel and Lawrence Smith Challenge Grant		12/31/2011	\$28,063.00
	BTPL Endowment Fund		12/31/2011	\$25,323.00
	Fair Radom Garden Endowment Fund		12/31/2011	\$13,678.00
Total CFSEM holdings				\$106,528.00

Bloomfield Township Public Library
I & R - Investment Portfolio

Investment Vehicle	Portfolio %	Original Cost	6/30/2012 Market Value	Estimated Annual Inc	Current Yield
Money Market Funds	0.0%	\$119	\$119	-	0.01%
Wells Fargo Advantage Adjustable Rate Gov't	12.0%	\$512,515	\$524,909	\$7,499	1.43%
Sentinel Short Maturity Government	12.0%	\$512,500	\$525,155	\$8,743	1.66%
Loomis Sayles Limited Term U.S. Gov't & Agency	25.1%	\$1,100,000	\$1,100,923	\$26,577	2.41%
Eaton Vance Government Obligations	19.9%	\$832,500	\$870,415	\$32,729	3.76%
DWS GNMA	10.0%	\$410,000	\$439,170	\$19,903	4.53%
Sentinel Government Securities	21.0%	\$857,000	\$921,441	\$29,404	3.19%
Total Portfolio	100.0%	\$4,224,634	\$4,382,131	\$124,854	2.85%

2nd Quarter Activity - March 31, 2012 - June 30, 2012

Cash Activity

Beginning Balance	\$118.69
Deposits	\$130,000.00
Dividends	\$0.39
Capital Gains	\$0.00
Funds to purchase securities	<u>(\$130,000.00)</u>
Ending Balance	\$119.08

Change in Security Value

Beginning value of securities	\$4,226,100.58
Securities purchased	\$1,277,074.62
Securities sold	<u>(\$1,120,000.00)</u>
Change in value of priced securities	<u>(\$1,163.38)</u>
Ending Value of priced securities	\$4,382,011.82

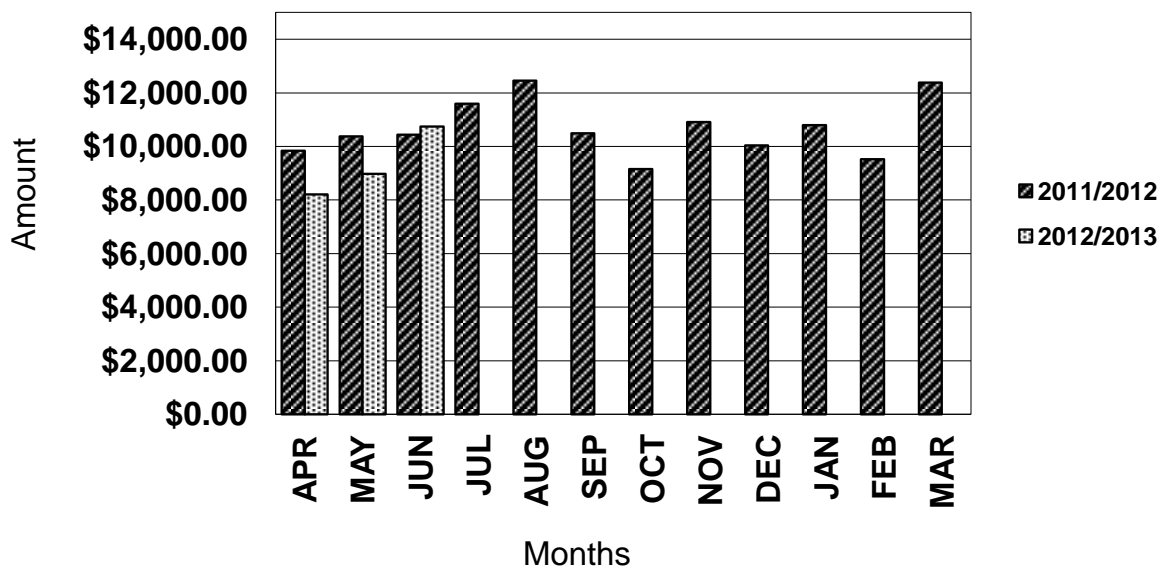
Total account value as of June 30, 2012

\$ 4,382,130.90

FINES AND FEES - TWO-YEAR COMPARISON

Month	2011/12 Fiscal Year	2012/13 Fiscal Year	Difference
APR	\$9,833.22	\$8,206.59	(\$1,626.63)
MAY	\$10,378.73	\$8,971.89	(\$1,406.84)
JUN	\$10,434.82	\$10,741.83	\$307.01
JUL	\$11,589.00		(\$11,589.00)
AUG	\$12,450.47		(\$12,450.47)
SEP	\$10,484.90		(\$10,484.90)
OCT	\$9,151.58		(\$9,151.58)
NOV	\$10,907.40		(\$10,907.40)
DEC	\$10,034.73		(\$10,034.73)
JAN	\$10,796.32		(\$10,796.32)
FEB	\$9,518.42		(\$9,518.42)
MAR	\$12,386.98		(\$12,386.98)
			YTD Difference
TOTAL	<u>\$127,966.57</u>	<u>\$27,920.31</u>	<u>(\$100,046.26)</u>

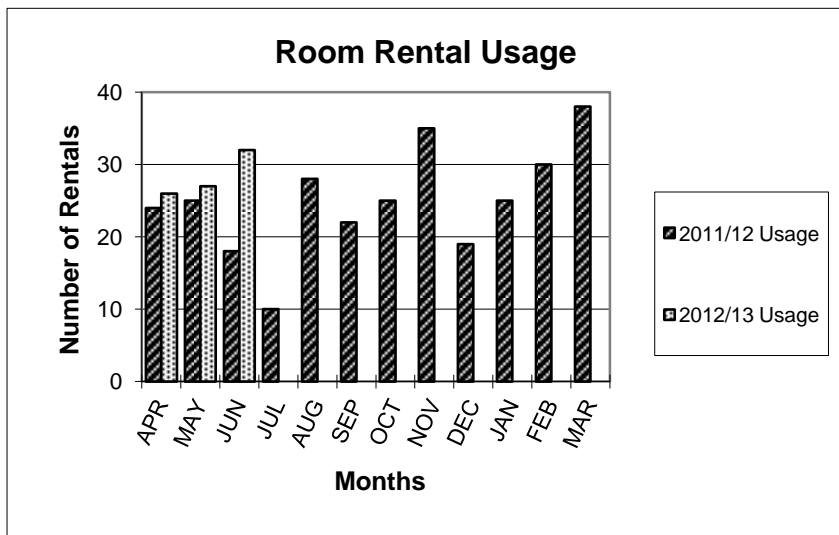
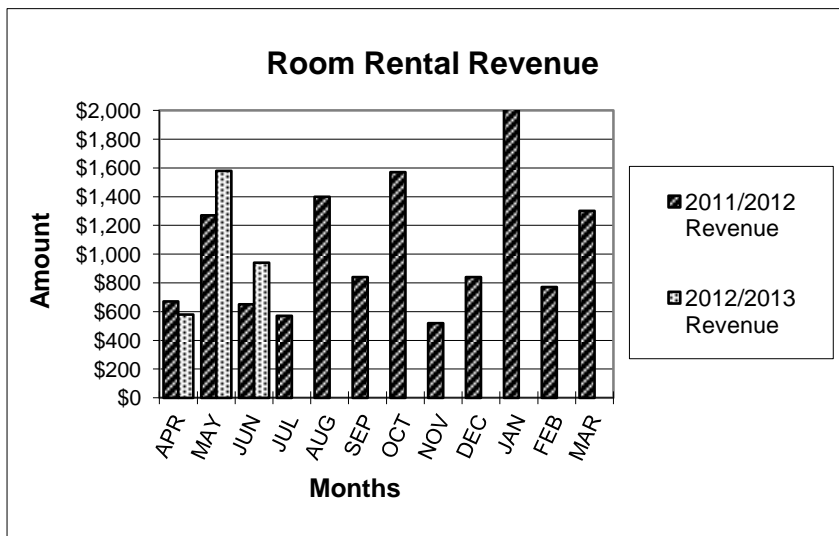
Fines and Fees Two-Year Comparison



ROOM RENTAL - TWO-YEAR COMPARISON

7b

<u>Month</u>	2011/2012 <u>Revenue</u>	2012/2013 <u>Revenue</u>	<u>Difference</u>	2011/12 <u>Usage</u>	2012/13 <u>Usage</u>	<u>Month</u>
APR	\$670.00	\$580.00	(\$90.00)	24	26	APR
MAY	\$1,270.00	\$1,580.00	\$310.00	25	27	MAY
JUN	\$650.00	\$940.00	\$290.00	18	32	JUN
JUL	\$570.00		(\$570.00)	10		JUL
AUG	\$1,400.00		(\$1,400.00)	28		AUG
SEP	\$840.00		(\$840.00)	22		SEP
OCT	\$1,570.00		(\$1,570.00)	25		OCT
NOV	\$520.00		(\$520.00)	35		NOV
DEC	\$840.00		(\$840.00)	19		DEC
JAN	\$2,340.00		(\$2,340.00)	25		JAN
FEB	\$770.00		(\$770.00)	30		FEB
MAR	\$1,300.00		(\$1,300.00)	38		MAR
			YTD Difference			
TOTAL	\$12,740.00	\$3,100.00	(\$9,640.00)	299	85	



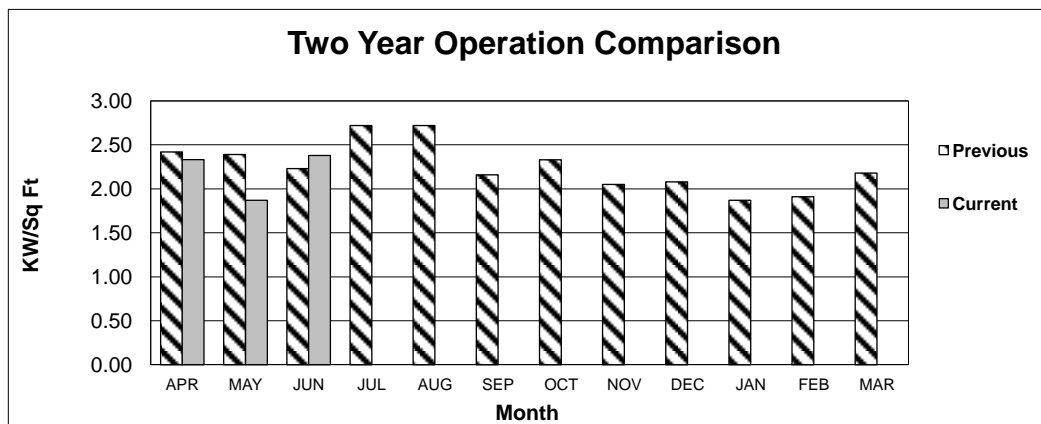
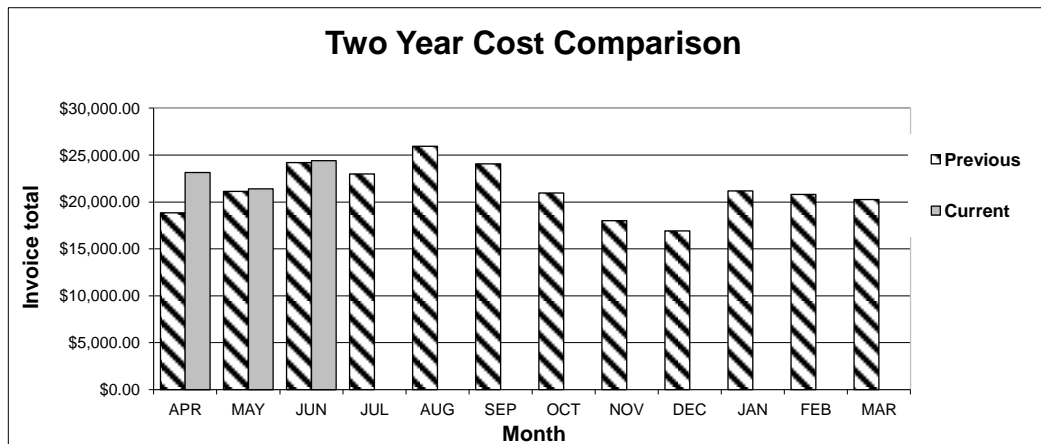
Bloomfield Township Public Library Electricity Analysis

Building Area = 101,023 Sq ft.

TWO YEAR COST COMPARISON				CURRENT YEAR OPERATION					
Month	2011/12	2012/13 (3)	Difference	TOTAL KWH (1)	COST/KWH (3)/(1)	KWH/HR (1) / (24 x no. days per month)	KWH/SQ FT (1)/101,023	COST/HR (3) / (24 x no. days per month)	COST/SQ FT. (3)/101,023
APR	\$18,833.59	\$23,140.58	\$4,306.99	235,620	\$0.10	327.25	2.33	\$32.14	\$0.23
MAY	\$21,122.10	\$21,388.95	\$266.85	189,070	\$0.11	254.13	1.87	\$28.75	\$0.21
JUN	\$24,195.45	\$24,402.61	\$207.16	240,240	\$0.10	333.67	2.38	\$33.89	\$0.24
JUL	\$22,989.35		(\$22,989.35)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
AUG	\$25,940.78		(\$25,940.78)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
SEP	\$24,053.04		(\$24,053.04)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
OCT	\$20,950.90		(\$20,950.90)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
NOV	\$18,011.23		(\$18,011.23)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
DEC	\$16,914.93		(\$16,914.93)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
JAN	\$21,174.95		(\$21,174.95)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
FEB	\$20,798.99		(\$20,798.99)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
MAR	\$20,250.30		(\$20,250.30)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
			YTD Difference						
TOTAL	\$255,235.61	\$68,932.14	(\$186,303.47)						

NOTES:

Chiller unit fully operational April 2011 through present



Bloomfield Township Public Library Natural Gas Analysis

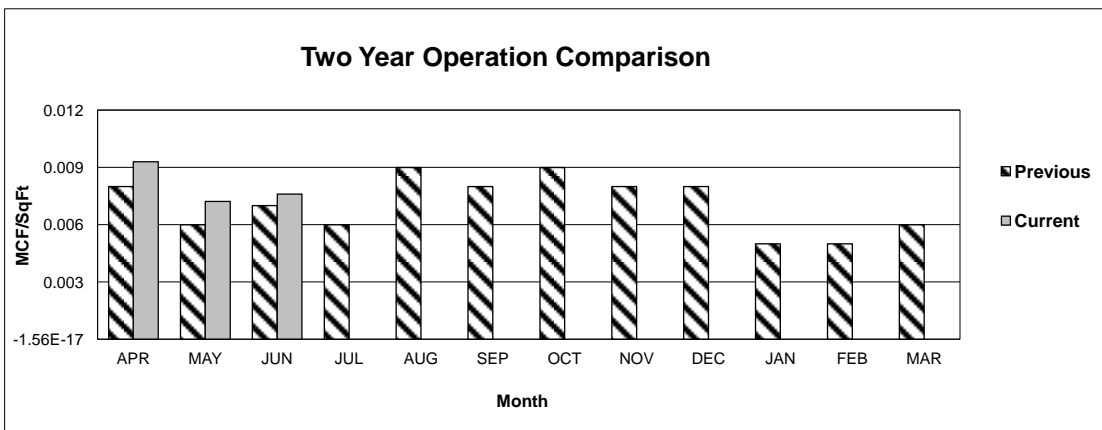
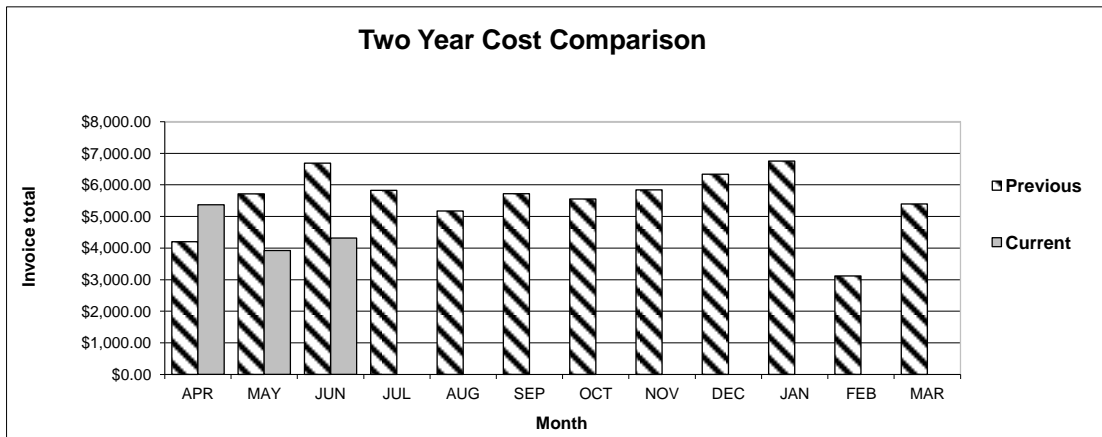
Building Area = 101,023

1 Cu. Ft. = 1000 BTU

TWO YEAR COST COMPARISON				OPERATION						
Month	2011/12	2012/13 (3)	Difference	MCF	COST/MCF	HOURS (24 x no. days per month)	MCF/HR	MCF/SqFt	\$/HR	\$/SqFt
APR	\$4,202.07	\$5,371.71	\$1,169.64	938.8	\$5.72	720	1.30	0.009	7.46	0.052
MAY	\$5,714.52	\$3,919.73	(\$1,794.79)	729.8	\$5.37	744	0.98	0.007	5.27	0.038
JUN	\$6,690.09	\$4,316.24	(\$2,373.85)	768.0	\$5.62	720	1.07	0.008	5.99	0.042
JUL	\$5,828.34		(\$5,828.34)		#DIV/0!	744	0.00	0.000	0.00	0.000
AUG	\$5,171.74		(\$5,171.74)		#DIV/0!	744	0.00	0.000	0.00	0.000
SEP	\$5,721.57		(\$5,721.57)		#DIV/0!	720	0.00	0.000	0.00	0.000
OCT	\$5,554.69		(\$5,554.69)		#DIV/0!	744	0.00	0.000	0.00	0.000
NOV	\$5,839.47		(\$5,839.47)		#DIV/0!	720	0.00	0.000	0.00	0.000
DEC	\$6,336.10		(\$6,336.10)		#DIV/0!	744	0.00	0.000	0.00	0.000
JAN	\$6,755.75		(\$6,755.75)		#DIV/0!	744	0.00	0.000	0.00	0.000
FEB	\$3,116.53		(\$3,116.53)		#DIV/0!	696	0.00	0.000	0.00	0.000
MAR	\$5,393.76		(\$5,393.76)		#DIV/0!	744	0.00	0.000	0.00	0.000
YTD Difference										
TOTAL	\$66,324.63	\$13,607.68	(\$52,716.95)							

NOTES:

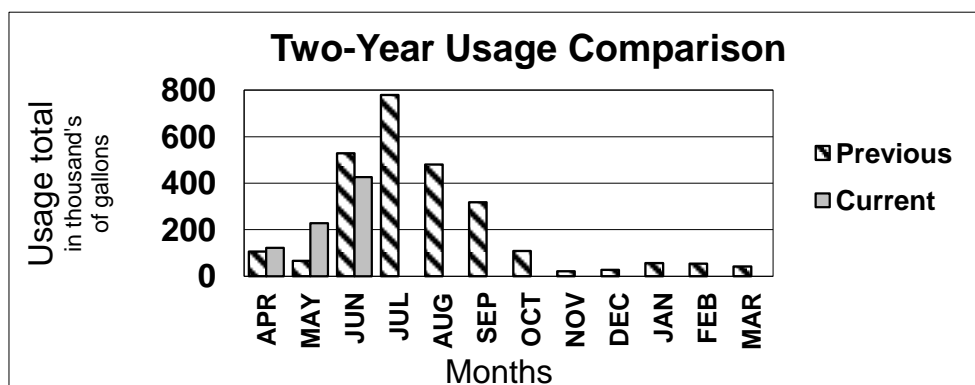
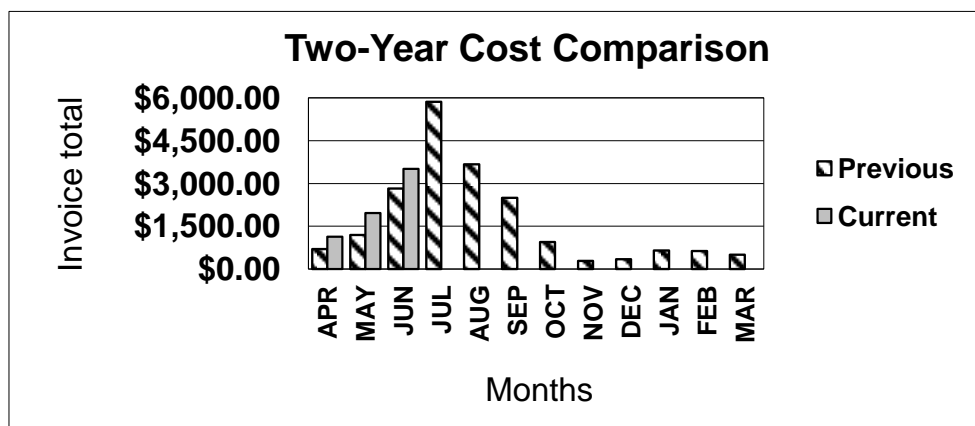
All boilers are on line as of January 1, 2010 and operating at 33%
Alternative provider service began in November 2010



Bloomfield Township Public Library Water Analysis

Month	2011/12 Fiscal Year Cost	2012/13 Fiscal Year Cost	Difference	2011/12 Fiscal Year Usage	2012/13 Fiscal Year Usage	Difference
APR	\$695.66	\$1,130.36	\$434.70	106	122	16
MAY	\$1,195.99	\$1,962.32	\$766.33	66	228	162
JUN	\$2,818.05	\$3,509.00	\$690.95	529	426	(103)
JUL	\$5,863.60		(\$5,863.60)	780		(780)
AUG	\$3,665.83		(\$3,665.83)	480		(480)
SEP	\$2,493.10		(\$2,493.10)	318		(318)
OCT	\$946.68		(\$946.68)	109		(109)
NOV	\$284.98		(\$284.98)	21		(21)
DEC	\$347.02		(\$347.02)	27		(27)
JAN	\$646.88		(\$646.88)	56		(56)
FEB	\$626.20		(\$626.20)	54		(54)
MAR	\$502.12		(\$502.12)	42		(42)
			YTD Difference			YTD Difference
TOTAL	<u>\$20,086.11</u>	<u>\$6,601.68</u>	<u>(\$13,484.43)</u>	<u>2,588</u>	<u>776</u>	<u>(1,812)</u>

Admin note: April 2011 - new OCWRC rate and the cost associated in the differential flow volumes from water meter reading resulted in a 24% increase to the sewer rate



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

July, 2012

- *A signed copy of the final **Reciprocal Agreement with the Troy Public Library** is attached for your reference. We will monitor patron feedback and use to report back to the Board. We have received positive feedback from our taxpayers regarding the new agreement.*
- *The library has received a second generous donation from the **Kline Family Foundation** for \$5,000. It will be used, as agreed, for delivery of materials to our homebound Library By Mail patrons.*
- *The library suffered the loss of two large UPS units during the **April 27, 2012 power outage** to the tune of \$2,180. Our building insurance coverage is through Johnston Lewis Associates, Inc. We were reimbursed \$ 1,180. Our deductible is \$1,000. Fortunately, the library was not closed for this interruption in power. FYI, **UPS (Uninterruptible Power Supply)** is a device that provides battery backup when the electrical power fails or drops to an unacceptable voltage level. We have these on several important servers.*
- *Our natural gas supplier, **Integrlys**, notified us that our savings last month compared to cost per MCF from Consumer's Energy was 33.77%. Although we no longer see this so obviously comparing utility costs on our two-year comparison chart, the savings are still very real and very helpful to our budget.*
- *Thank you to the **Scholarship Committee**, who met to review applications and select this year's award winners, and to the **Art Committee**, who met earlier this month to discuss a potential art donor and our next big project. Thank you also to the **Finance Committee**, who met twice this month to review the audit and to discuss investments.*
- *Members of the **Baldwin Library Building Committee** staff and trustees will be touring our library on July 30. They will be touring five local libraries to assist in their planning.*

Respectfully Submitted,

Karen Kotulis-Carter

RECIPROCAL BORROWING AGREEMENT
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
TROY PUBLIC LIBRARY

This Agreement is entered into on this 19th day of June, 2012, by and between parties Bloomfield Township Public Library (BTPL) and the Troy Public Library (TPL).

This Agreement shall initially be for a one year term, commencing on July 1, 2012. This Agreement shall be automatically renewed for subsequent three year terms unless BTPL or TPL provides written notice of termination to the other party at least 60 days prior to the expiration of the term.

BTPL: All residents of the City of Troy Michigan and employees of TPL possessing valid Troy Public Library Cards will have borrowing privileges of up to ten cumulative items from the BTPL. Additionally, except as set forth above, all residents of the City of Troy Michigan and employees of TPL possessing valid Troy Public Library Cards shall have access to all BTPL collections, per BTPL's existing policy of circulation to non-residents.

TPL: All residents of the Charter Township of Bloomfield Michigan and employees of BTPL possessing valid Bloomfield Township Public Library cards will have borrowing privileges of up to ten cumulative items from the TPL. Additionally all residents of the Bloomfield Township, Michigan and employees of BTPL possessing valid Bloomfield Township Public Library cards shall have access to all TPL collections.

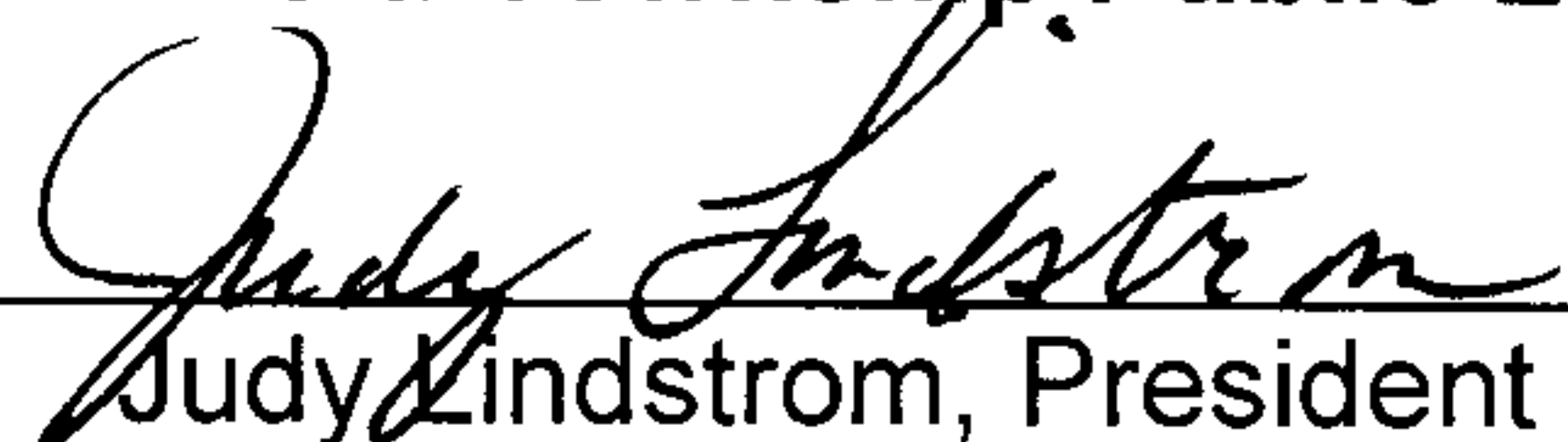
BTPL and TPL agree that residents of the Charter Township of Bloomfield Michigan or residents of the City of Troy and all library employees who use the reciprocal library under this Agreement must comply with the ordinances, regulations, rules and procedures concerning the library. BTPL and TPL will notify the other party if a reciprocal user is in violations of its ordinances, regulations, rules and procedures and specify the nature of the violation for the purposes of determining the effectiveness of the continuation of this Agreement by the parties.

Neither the Charter Township of Bloomfield Michigan or the City of Troy assumes responsibility, financial or otherwise, for accidents or injuries sustained by reciprocal users while on its property.

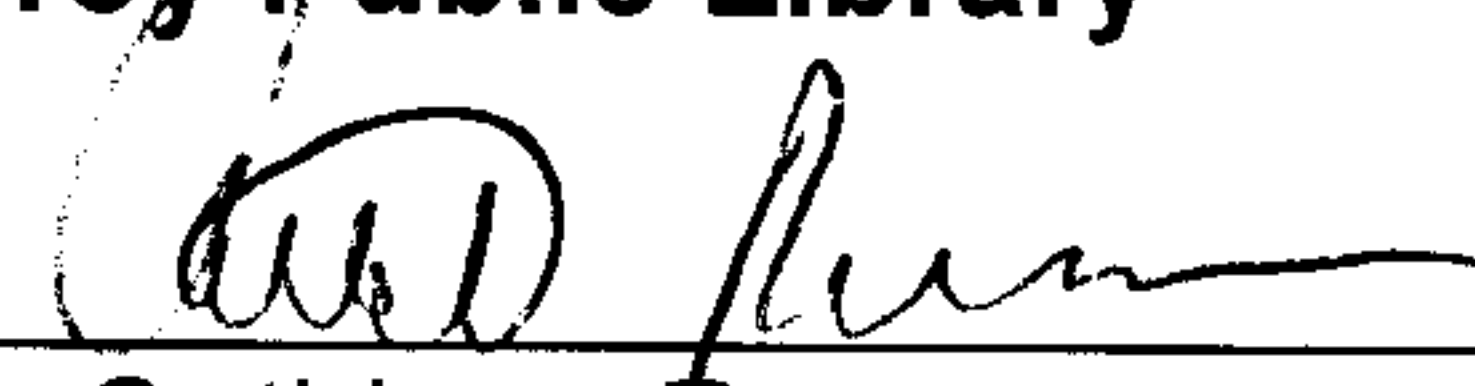
The parties may terminate this Reciprocal Borrowing Agreement at any time, with or without cause, by providing a minimum 60 days written notification to the other party.

Executed by the parties, by their duly authorized officers:

Bloomfield Township Public Library

By: 
Judy Lindstrom, President
Library Board of Trustees

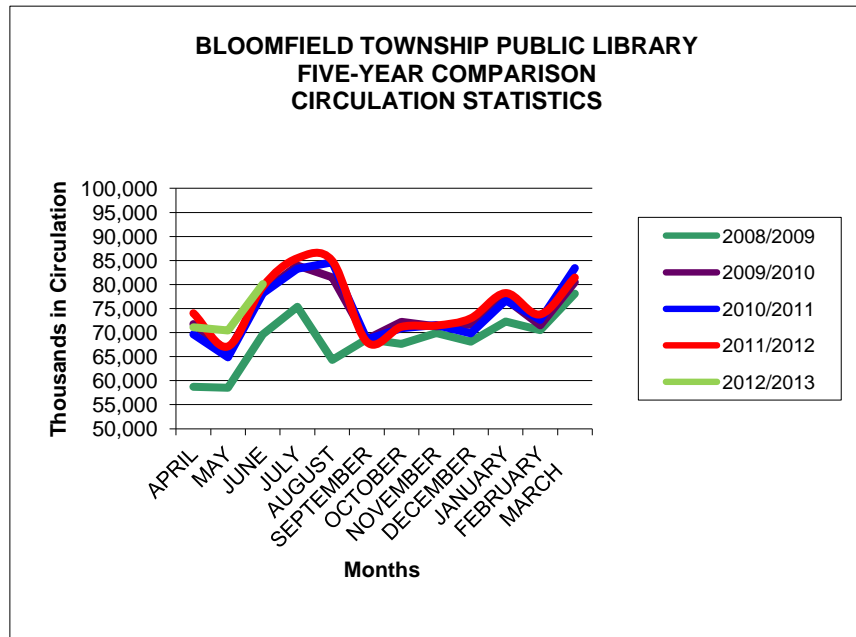
Troy Public Library

By: 
Cathleen Russ
Director and CEO

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
FIVE YEAR CIRCULATION**

7/10/2012

	2008/2009	2009/2010	2010/2011	2011/2012	2012/2013
APRIL	58,720	71,743	69,666	74,009	71,094
MAY	58,543	65,968	64,825	67,127	70,411
JUNE	69,624	78,496	78,169	79,512	80,069
JULY	75,374	83,937	83,272	85,456	
AUGUST	64,322	81,506	84,618	84,937	
SEPTEMBER	68,616	68,621	68,596	68,066	
OCTOBER	67,675	72,256	70,926	71,180	
NOVEMBER	69,901	71,324	71,551	71,456	
DECEMBER	68,101	71,667	69,841	72,964	
JANUARY	72,291	76,935	76,712	78,197	
FEBRUARY	70,528	71,503	72,657	73,778	
MARCH	78,095	80,470	83,408	81,433	
TOTAL	821,790	894,426	894,241	908,115	221,574



	2011		2012	
COLLECTION				
Book Collection:	276,243		285,465	
Media Collection:	56,896		60,491	
Total e-books:	23,597		25,605	
Overdrive	n/a		4,800	
EBSCOhost	n/a		19,227	
Total downloadable audiobooks:	3,509		3,973	(Overdrive)
Materials Total:	360,245		399,561	
CIRCULATION				
Circulation Total:	79,512		80,069	
Bloomfield Township Circulation:	67,472		70,563	
Virtual Circulation Total:	1,243		3,457	
Circulation of Youth materials:	27,508		28,700	
Circulation of Media:	24,374		34,432	
Circulation of Cranbrook passes:	139		276	
Circulation of Museum Adv. passes:	25		n/a*	
Circulation of Park & Read passes:	8		15	
Self-checkout machine use:	36,916	46.4%	33,538	41.9%
Library by Mail:	n/a		106	27 patrons
BUILDING & EQUIPMENT USAGE				
Door Count:	33,240		27,461**	
Gate Count:	32,231		31,562	
Meeting rooms by public:	18		32	
Meeting rooms by staff:	49		44	
VIRTUAL USE				
Home page hits/Database services:	30,115		20,005	
e-book access:	576		1,668	
Overdrive	517		1,585	
EBSCOhost	59		83	
Audiobook access:	399		390	(Overdrive)
Music download access:	266		1399	
TutorMe! sessions:	54		12	
Library Computer Use				
Resident Use	3,684		3,370	
Guest Use	1,132		1,057	
*MAP online				
**Counter not working properly for 7 days				

	2011		2012	
OUTREACH & PROGRAMS				
<i>New Patrons and Accounts</i>				
Township:	219		222	
Cranbrook:	7		5	
Total new patrons:	341		317	
<i>Adult Program Attendance</i>				
Staff-led:	7 events	47 attended	12 events	283 attended
Speaker-led:	8 events	235 attended	0	0
Book clubs:	4 events	50 attended	4 events	48 attended
Tours/visits on-site:	3 events	38 attended	0	0
Tours/visits off-site:	1 event	1 attended	1 event	15 attended
<i>Systems Program Attendance</i>				
Staff-led:	4 events	19 attended	3 events	40 attended
<i>Teen Program Attendance</i>				
Staff-led:	1 event	1 attended	0	0
Homework coaching		7 attendees		18 attendees
<i>Youth Program Attendance</i>				
Staff-led:	9 events	1,676 attend	7 events	1,682 attend
Speaker-led:	4 events	88 attended	2 events	165 attended
Tours/visits on-site:	0	0	0	0
Tours/visits off-site:	8 events	1,224 attend^	9 events	1,107 attend
TOTAL:	49 events	3,386 attend	38 events	3,358 attend
<i>Volunteers:</i>				
	35 people	309.50 hours	47 people	405.75 hours
	Shop: 6	88.75	Shop: 8	99.25
	Court: 0	0	Court: 1	8
	Students: 11	97.25	Students: 17	149.25
	Stu. Tutors: 7	28	Stu. tutors: 5	25.25
	Dept. Vol: 11	95.5	Dept. Vol: 16	124
<i>Patron Remarks</i>				
Patron Comments:	7		20	
Ask BTPL:	4		23	
Ask Us:	13		22	
DISPLAYS				
Lobby	YS & AS Summer Reading Program promotion			
Media	Adult: Summer Movies, BBC, Masterpiece Theatre			
	Youth: Lego Games, National Safety Month, Digital Bookmobile Poste			
Local History	Summer Reading: Be A Star!			
^School visits				

TENTATIVE SCHEDULE CALENDAR

- **Tuesday, July 17, 2012- 7:00 p.m., Regular Board Meeting**

Upcoming meetings and events:

- Thursday, July 26, 2012 – 10:00 a.m. Finance Committee Meeting in the Board Room.
- Monday, July 30, 2012 – 1:00 p.m. Art Committee Meeting in the Board Room.
- Wednesday, August 1, 2012 – 12:30 p.m. FOL Board of Director meeting in the Board Room.
- **Tuesday, August 21, 2012 – 6:45 p.m. Presentation of Myers Scholarship in the Board Room, followed by the Regular Board Meeting at 7:00 p.m. in the Board Room.**

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

Bloomfield Township Public Library
Oakland County, Michigan
Monday, July 9, 2012

Present: Trustees: Judy Lindstrom, Pam Williams

Library Staff: Karen Kotulis-Carter, Director; Carol Mueller, Assistant Director; Karen Imarisio, Adult Services Librarian; Sue Barr, Youth Services Librarian; Andrea Aragona, Director's Secretary

NEW BUSINESS:

50th Anniversary Projects:

Notices will be sent regarding the opportunity to attend a "brainstorming" session with regard to planning for the Library's 50th Anniversary to be celebrated in October 2014. This meeting will be held on Thursday, September 20th from 7-8:30pm. Karen Imarisio stated that the Ikebana women volunteered to provide flower arrangements for the 50th Anniversary celebration.

Community Room:

Discussion was held regarding the possibility of a Library photo installation on the east wall of the Community Room. A wall screen to hide the chairs stored behind the stage along with some minor changes to the stage were also discussed. These suggested projects would be done with a potential gift to the Library celebrating the Library's 50th Anniversary.

Youth Terrace Sculpture:

Karen was contacted by the family of Claudia Jones with regard to making a donation to the Library in her memory. Adam Jones met with Karen and discussed various options regarding the family's donation. Adam was most excited with our Altered Book project of several years ago, and will discuss options with his Father and Grandmother. The family is interested in making a donation of \$5,000.00 toward an art gift. Karen will also contact the Jones family to see if they would like to support the S.N.A.P. Project, discussed later on the agenda.

OLD BUSINESS:

Online "Art Museum"

The Committee further discussed the possibility of displaying the many wonderful pieces of art throughout the Library on our website. Currently photos and a brief description of the art in the Library are in a brochure available for patrons. Sue Barr presented examples of several library websites that include an online Art Museum. Sue volunteered to coordinate this project.

OTHER:

Project S.N.A.P.

Karen Imarisio presented a brief introduction to Project S.N.A.P. (*Share-Nurture-Act-Preserve*)

This is a mosaic mural program in which community members create drawings that are then replicated on acrylic tiles and combined to create the mural. Several libraries in the area have participated and have murals displayed in their library. Karen Imarisio will contact Project S.N.A.P. and Oak Park Library to gather more information. The committee will plan to visit the Detroit Zoo along with the Oak Park Library to view the murals in person at their next meeting.

The next Art Committee meeting has been scheduled for Monday, July 30, 2012 at 1:00 p.m. in the Board Room.

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

The meeting of the Bloomfield Township Public Library Board of Trustees Finance Committee was held in the Library on Tuesday, June 26, 2012 at 10:00 a.m.

Trustees: Peggy Cohen and Judy Lindstrom

Administration: Library Director, Karen Kotulis-Carter; Assistant Library Director, Carol Mueller and Finance Coordinator, Beth Sulek-LaHousse.

Guests: Mark Tschirhart and Tracey Kasperek, Rehmann Robson; Walter Schwartz and matt Whittey, Schwartz & Co.

Mark Tschirhart and Tracey Kasperek from Rehmann Robson began the meeting with a review of our audit process and the Financial Statements. Peggy asked if we were going to receive a Management Letter. Mark stated that there are no recommendations by the auditors presented in the letter. This means there were no areas that the auditors had concerns which needed attention. Peggy asked that the “no recommendations” be put into writing for the public record. Mark stated they can, and will, put it in an Appendix to the Management Letter.

The financial statements are being presented with an unqualified opinion by the auditors. This is the highest “clean” report possible to receive on an audit. Also, no audit adjustments were needed. This is important for the Trustees to understand as it means the auditors did not need to make any adjustment to the books for the 2011/2012 fiscal year. So, when the Trustees review and approve the monthly budgets, payments, etc they can feel comfortable knowing that the books were correctly done for their approvals.

Discussion was held regarding GASB 54 and the Fund Balance designations. The committee was not satisfied regarding how the auditors distributed the fund balance among the newly defined nonspendable, restricted, committed, assigned, and unassigned categories. After much discussion the auditors and the Finance Committee reached an agreement and the financial statements will be changed to reflect that agreement. It was decided to put the 8-month General Fund fund balance into the committed category, the accrued leave and OPEB liabilities into the assigned category, and then the rest into the unassigned category meeting the GASB 54 requirements.

It was noted by the auditors that items to be defined as “assigned” should have Board minutes which show the Board direction giving Administration the authority to designate funds into this category. The Finance Committee did instruct Administration to designate the excess funds in the I & R Fund into the accrued sick/vacation leave, OPEB, and emergency categories which would make them assigned and it would be in the minutes of the Board and Finance Committee from about 3 or 4 years ago.

Mark stated that the Board would need to take a formal action to move the “assigned”

amounts into the “unassigned” category if that is needed and this formal action would have to be done before year end if it changes in future years. (Note: This will be a consideration for the accrued leave liability as it changes yearly.) A motion to this effect will be presented at the August Public Budget Hearing.

The draft financial statements currently do not show that the Township now offers a defined benefit contribution as the retirement option for new employees. Beth will send Tracey information so this can be put into the final version of the 2011/2012 financial statements since it affects new employees hired after May 1, 2011 occurring during the 2011/2012 fiscal year.

Peggy and Judy commended Karen and Beth for doing such a good job with the library finances. Mark and Tracey finished their presentation and left the meeting.

Walter Schwartz and Matt Whittey from Schwartz & Co. joined the meeting. A discussion ensued about the General Fund 8-month fund balance being invested with Schwartz & Co. rather than continuing to hold these funds in a bank account. This discussion was brought about because the financial statements indicate monies held in bank accounts over the \$250,000 maximum are not covered by FDIC insurance and are considered a custodial credit risk. At 2011/2012 year end this amount totaled \$3,102,322. Investments are not shown as a custodial credit risk. Schwartz & Co. will prepare a presentation for the July 17, 2012 Board meeting showing how this money could be invested and still have a monthly amount transferred into the checking account so we can pay the bills. Schwartz & Co. will give the Finance Committee the ability to review this information at a July 10, 2012 meeting at 4pm. Beth will forward information to them about deposits and withdrawals so they know how to invest the money.

Wally and Matt then passed out investment packets and presented the information about the current investments. The investment is making money and currently the returns are above the benchmark figures. The benchmark is Barclays 1-5 year Government bonds. The comparison of returns is as follows:

	3-month	1yr	3yrs	5yrs	10yrs
Barclays returns	.44	2.26	2.75	4.53	3.91
BTPL's investment returns	.69	2.73	3.75	4.81	4.03

Wally and Matt suggested we rebalance the portfolio and purchase a new short term government bond instrument called Loomis Sayles Limited Term Government and Agency. The Finance Committee agreed to this advice. The committee also suggested that about \$3.9 million of this investment would probably not be needed in the near future. Schwartz and Co. will redo their recommendation of how the portfolio should be distributed based on this information and will get that information to Beth for dissemination.

Wally and Matt then thanked the committee for giving them the time to make this presentation and left the meeting.

Discussion ensued about incorporating the I & R Fund into the General Fund since the financial statements will now be combining them. (Mark had previously stated that this wasn't internally necessary even though GASB 54 requires it on the financial statements.) Karen distributed a memo recommending this action and the Finance Committee agreed to do this with the understanding that the assigned amounts currently in the I & R Fund balance would be shown to the Board in their board packets for the General Fund so the amounts would be readily recognizable to future board members. Beth will work out a way to show this on the statements she prepares for the board.

It was decided that a motion should be made at the July Board meeting to officially combine the two funds. This way the August public budgets can all be presented in the same format and be clearer to the trustees and to the public.

Judy would like to look over and review the retiree health care benefits and suggested other Trustees might also like to do this. Karen suggested the Personnel Committee and the Finance Committee might consider a joint review. It was agreed and a future meeting will be scheduled.

Next Finance Committee meetings are as follows:

July 10, 2012 4:00 pm – meet with Schwartz & Co. to review new investment recommendation

July 26, 2012 10:00 am – budget review of August public budget

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

The meeting of the Bloomfield Township Public Library Board of Trustees Finance Committee was held in the Library on Tuesday, July 10, 2012 at 4:00 p.m.

Trustees: Peggy Cohen and Judy Lindstrom

Administration: Library Director, Karen Kotulis-Carter; Assistant Library Director, Carol Mueller and Finance Coordinator, Beth Sulek-LaHousse.

Guests: Ed Schwartz, Walter Schwartz and matt Whittey, Schwartz & Co.

Ed, Wally, and Matt reviewed materials with the Finance Committee for the presentation they plan to give the Board at the July 17th Library Board Meeting. This presentation will include how our investment through Schwartz & Co. has performed since we hired their expertise as well as their investment plan, if the Board approves investing the General Fund monies with them.

Peggy would like to see a memo to the Board include wording that tells them why the Finance Committee is suggesting we invest the 8-month fund balance of the General fund with Schwartz & co. At the meeting with the auditors, it was brought to light that the majority of the General Fund Library funds are not covered by FDIC insurance which is a custodial credit risk due to the fact that they are in local banks with a \$250,000.00 maximum FDIC insured coverage. By investing in the vehicles that Schwartz & Co. can provide, the funds will be backed by the full faith of the US Government and fully insured. Our investments with Schwartz & Co. through the use of RBC Capital Markets, LLC (the "Clearing Firm") are also covered by a \$5,000,000.00 policy that RBC has.

Once we invest these funds with Schwartz & Co. they can transfer the monthly amount needed to pay our bills into our bank account. We will need to give them a Letter of Authorization for them to be able to do this each month. Once this is established, we only need to notify them each month of the amount we want transferred and the date to make the transfer. This is something Beth currently does monthly with the bank so it is a process already in place.

Discussion by the Finance Committee ensued about how we want to handle our bank accounts if the Board agrees to invest the General Fund money with Schwartz & Co. It was decided that we should look for a bank that can provide free checking. We currently have a free checking account with Flagstar that we use for the I & R Fund. If the Board also approves the combination of the General Fund and the I & R Fund, we could use that account as our main account.

The next Finance Committee meeting is Thursday, July 26 at 10:00 a.m. and will be a budget review of the August public budget for 2013-2014.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees

FROM: Karen Kotulis-Carter

DATE: July 9, 2012

SUBJECT: Attached Audit and Management Letter

I am always pleased to report that the library continues to be in good sound financial condition. Reymann Robson was awarded the three-year audit bid in January 2010 after a review of three proposals. The 2011-2012 audit completed the second of the three-year bid. As proposed, their maximum fee was \$13,500 to perform the 2011-2012 audit and \$14,000 for the following 2012-2013 audit were proposed and approved for the term of their proposal. We may wish to put the audit out again for bid this year to see if a better price can be secured for the 2012-2013 audit.

Mark Tschirhart has been our Principal and Tracey Kasperek, CPA, provided on-site auditing fieldwork. Tracey is their Manager of Governmental Services. The on-site audit itself went smoothly for the second year in a row. We again received a favorable report from Reymann Robson for the 2011-2012 fiscal year. The final copy of the audit and management letter is included for your review. Please note in the minutes of our June 26, 2012 Finance Committee meeting, the auditors provided another "unqualified" opinion.

My special thanks once again to Beth Sulek-LaHousse, our Finance Coordinator, for her detailed work and careful management of our finances. We are very happy to report that, despite ever tighter regulations no auditor adjustments were required - not one!

Perhaps the most challenging of the new GASB requirements is the new standard definitions regarding fund balance categories. There is newly established terminology to be applied which specifically defines how the combined fund should be reported. These definitions are included in the glossary of my Management Discussion & Analysis.

GASB 54 also requires that the combined fund balances for all library funds be repackaged according to specific new guidelines. This prompted Administration's request to physically merge our General Fund with the Improvement & Revolving Fund. Both funds are reported as the "General Fund" by the auditors in the Financial Statements. Please see the attached memo to the Finance Committee regarding my recommendation. The Finance Committee agreed with my recommendation and Administration will follow-up with this implementation.

Bloomfield Township Public Library

Year Ended
March 31, 2012

Financial
Statements

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

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INDEPENDENT AUDITORS' REPORT

July 10, 2012

To the Board of Trustees
Bloomfield Township Public Library
Bloomfield Township, Michigan

We have audited the accompanying financial statements of the governmental activities and each major fund of the *Bloomfield Township Public Library* (the "Library"), a component unit of the Charter Township of Bloomfield, as of and for the year ended March 31, 2012, which collectively comprise the Library's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the Library's management. Our responsibility is to express opinions 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 of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

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 Library as of March 31, 2012, and the respective changes in financial position thereof, and the budgetary comparisons for the General Fund and major special revenue fund, for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with Government Auditing Standards, we have also issued a report dated July 10, 2012, on our consideration of the Library's internal control over financial reporting and 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 the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with Government Auditing Standards and should be considered in assessing the results of our audit.

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 4 through 13 and the Other Postemployment Benefit information on page 34 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 placing 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 assurance.

A handwritten signature in black ink, reading "Lehmann Lobson". The script is cursive and fluid, with the first letters of each name being capitalized and prominent.

MANAGEMENT'S DISCUSSION AND ANALYSIS

Using This Annual Report

This annual report consists of four parts:

- Management's Discussion and Analysis (MD&A)
- Glossary of Terms
- Basic financial statements, audited by Rehmann Robson
- Supplemental 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:

Karen Kotulis-Carter, Library Director
Bloomfield Township Public Library
1099 Lone Pine Road
Bloomfield Hills, MI 48302-2410
(248) 642-5800

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

Management's Discussion and Analysis

The Library as a Whole

Despite the fiscal challenges and many unknown factors due to this unusual economy, the library fared well in the 2011-2012 fiscal year and ended on a relatively strong financial note. Please note that, due to GASB 54, the 2011-2012 Financial Statements prepared by our auditors combine both the library's General Fund and Improvement and Revolving Fund as one unit identified as "General Fund." Figures reported in the MD&A specifically separate these two funds to show more analysis and detailed breakdown.

General Fund Budget

Our budgeted total revenues when approved in March, 2011 were \$4,936,090. At year-end, our budgeted estimated total revenues were \$4,792,417. Actual revenues at year-end were \$4,774,191, a difference of \$18,226 less than estimated at year-end.

Property taxes, the major revenue for our library, continued to decline in value. \$39,526 in tax refunds paid back to residents, after review by the Michigan Tax Tribunal, further reduced the revenue line. As a result, we received \$17,178 less than our final budget in property taxes.

Circulation revenue came in under budget by \$2,137. Administration attributes this drop as due to the advance courtesy notices now regularly emailed to patrons which remind them when materials will be due to avoid overdue fines.

Penal Fines received were less than initially estimated. State Aid was slightly more than originally budgeted.

Investment revenue decreased due to our reallocating funds to cover minimum balances to minimize service charges. Interest rates also continued to fall slightly.

Charges for services needed amendment in our final estimates. Photocopy Fees decreased significantly, primarily due to the contract amount being higher than the revenue received for copies. However, Meeting room rental revenue increased significantly. We believe this was due to the completion of Telegraph Road construction. We have also begun to implement the "First Meeting Free" strategic plan goal to encourage new meeting room users.

Miscellaneous revenue also increased due to an increase in Library Shop revenue and receiving slightly more than anticipated from our paper recycling program.

We are showing an actual transfer in from the I&R Fund to the General Fund of \$21,485 compared to the original estimate of zero. Based on the proposed 2012-2013 fiscal year budget, the ending 2011-2012 fund balance needed to be reduced in order to meet the eight-month operating formula for the 2012-2013 fiscal year. The actual year-end figures indicate the fund balance decreased by \$244,556 which was \$21,485 more than what was necessary for the reduction, hence the transfer-in from the I&R Fund.

In general, we always very conservatively spend the approved budget. This held true in 2011-2012 as well, however, with a greatly reduced budget it is much more challenging not to use part of the fund balance. Expenditures were very controlled and regularly monitored throughout the fiscal year. Through careful planning and an overall awareness of the need for conservative expenditures, particularly in light of the huge budget reductions that were implemented, the Library was able to spend \$378,899 less in total than originally budgeted in the General Fund.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

Management's Discussion and Analysis

Personnel salary and benefit costs continue to be a major expense for the Library, shown in the chart below, as audited March 31, 2012. Total personnel expenditures decreased by \$137,615 in our final budget, due mostly to our updating of employee insurances, based on actual amounts rather than estimates. In light of the economic decline, each vacancy of any personnel position was thoroughly reviewed as it occurred and justified prior to hiring a replacement to fill the vacancy. This review process continued to evaluate the changing circumstances of the Library due to technology, changing patron needs and the economy. The proficiency level salary/wage schedule was frozen for the third year and held at the previous 2009-2010 fiscal year levels.

A savings of roughly \$30,000 was realized by the retirement of a long-term part-time librarian in the Adult Services. This position was replaced with minimal substitute hours at a lower hourly rate. Employee insurances were originally budgeted at a higher rate because we did not yet know the actual rates when the budget was approved in March. In total, the actual amount spent was \$63,362 less on Personnel compared to our final estimated and \$200,977 less than originally budgeted.

The actual expenditure on library services was \$24,208 less compared to the final estimated budget. \$8,000 of this was the unused contingency. Another \$8,000 of this reduction was the result of a detailed review of reference materials by Adult Services librarians which identified underutilized sources not warranting renewal.

In anticipation of future reductions in revenue, most controllable expenses were modestly increased or decreased as patron demand dictated. We looked to our Friends of the Library to help with programming and collection support.

Approximately \$20,000 was saved in utilities and salting our parking lot due to our mild winter. In total, our actual expenditure was \$42,332 less for Facilities and equipment compared to our final estimate budget.

Other operating expenditures were decreased by \$15,941 in our final budget. Printing costs were reduced by using a less expensive printer, postage costs were reduced because our Library By Mail service was reimbursed by donations and no consulting services were utilized.

The actual Other Operating expenditures were \$8,757 less compared to our final estimated budget.

Improvement and Revolving Fund Budget

Due to GASB 54, although the library utilizes an I&R Fund, it is no longer reported as a separate fund in the Financial Statements. Both the revenue and expenditures for the I&R are now combined with the library's General Fund revenues and expenditures and reported in the auditor's Financial Statements as the "General Fund." The I&R Fund is doing well. We originally projected our investment earnings at \$109,265 in March, 2011. We received \$141,530 in actual earnings which included an increase in the Change in Asset Value of our investments. The Change in Asset Value is the market value change on our investments administered by Gregory Schwartz & Company.

Our overall I&R Fund actual expenditures decreased from the March 2011 estimate by \$40,313. This was due careful monitoring of projects and conservative spending.

During 2011-2012 the library was able to accomplish many special projects funded by the I&R. Our Strategic Plan implementation furthered many of our goals, such as prioritizing access to our taxpayers. A new Library Integrated Computer system, Sierra, was purchased and will go live in the coming fiscal year. New shelving was added in Media to address storage needs in this expanding and popular collection.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

Management's Discussion and Analysis

Professional Services were decreased by minimizing our need for consulting services. Metro Net did not plan a project this fiscal year which also resulted in saving \$5,000. Postage expenditures were \$10,000 less than anticipated due to mailings actually costing less than projected and being partly paid from the General Fund Postage account. The Strategic Plan projects budget was also reduced by \$3,600 based on actual costs incurred and anticipated before year end.

84% of the I & R fund balance of \$4,860,025 was designated toward facility improvements, compensated absences payouts and full funding of our other post employment benefit obligation. Only 16%, or approximately \$812,000, is being kept on hand for unforeseen future expenses.

The I&R Fund Revenue over Expenditures was a positive \$15,283. In total the final I&R fund balance increased by \$51,093 from the original budget due to our conservative spending. However, the actual year-end fund balance decreased due to a transfer out to the General Fund to meet the eight-month operating formula.

Gift Fund Budget

Like the General Fund, after lengthy and careful review closing the 2011-2012 fiscal year, there were amendments made at the March 2012 Board meeting which brought the Gift Fund Estimated Budget up-to-date for the 2011-2012 fiscal year. These amendments adjusted the budgeted lines to reflect fund activity during the fiscal year.

The Friends very generously donated \$71,086 during 2011-2012 for continued support of popular programming such as chamber concert series, First Grade Reader's Rally, Children's Book Week, Storytelling Festival and a movie license for children and adults. The Friends also funded collection development for our Special Needs Collection, Math and Science Kits, Sesame Street popular books and multiple copies of high demand DVDs. Friends donations also funded special gifts such as Welcome Baby Bags, printing for the Summer Reading Program, technology staff training, exhibits from the Detroit Historical Museum, landscaping and maintenance for our beautiful gardens among other gifts.

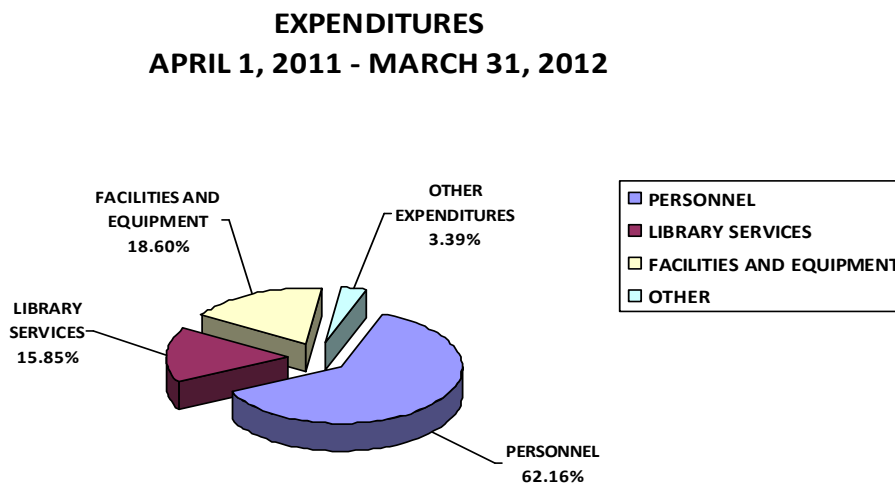
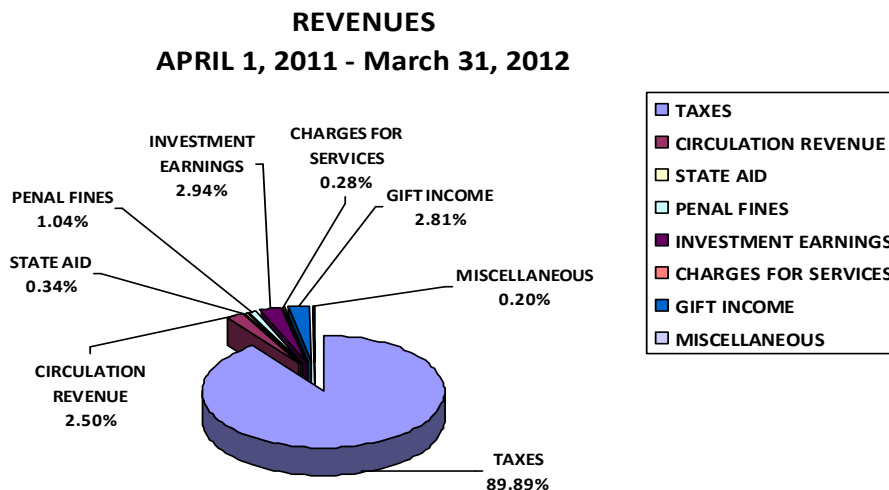
The Gift Fund also received a generous donation of \$57,000 from the estate of Isabelle Charnov, a former Library Trustee. The gift will be used for collection development over a period of several years.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

Management's Discussion and Analysis

The Library's Funds

The budgetary analysis of all three library funds - the General Fund, the Improvement and Revolving Fund, and the Gift Fund is included in the financial statements on pages 17 through 19. The following pie charts illustrate the percentage breakdown of revenues and expenditures for the Library as a Whole, which includes all three funds.



The actual excess of revenue over expenditures (before operating transfers) of the General Fund was a negative \$266,041 as compared to \$74,178 in the prior year. Particular effort has been made again in 2011-2012 to address fund balance and to assure coverage of the Library's necessary expenditures in advance of receipt of the largest portion of revenue - property taxes, which are not received until nine months into the fiscal year.

As noted above, the largest use of resources during the 2011-2012 fiscal year 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 unpaid furlough days.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

Management's Discussion and Analysis

The Improvement and Revolving Fund budget shows an ending fund balance of \$4,860,025, a decrease of \$6,202 from the beginning fund balance. The reason for this decrease is largely due to having to transfer into the General Fund to address our goal of maintaining 8-months of operating costs in the fund balance.

The Gift Fund shows an increase in the fund balance of \$50,574. Although gifts are being spent for collections, furnishings and equipment as requested by the donors, donations received near year-end could not be expended in that same year and the Charnov donation will be spent over several years. The actual fund balance at the close of the fiscal year was \$165,627.

Library's Budgetary Highlights

The General Fund was impacted by the continued decrease in property tax values. Strategic planning implementation continued. The strategic plan for 2010-2015 continues to better serve our taxpayers by improving library service to Bloomfield Township over these five years.

Circulation reached an all-time high and climbed to a grand total of 908,115 items checked out from BTPL. New services, such as FREEGAL, a downloadable music collection, were begun. eBook usage rose 30% this fiscal year to a total virtual circulation of 11,896. 4,066 new patrons registered for a library card. 16,495 patrons of all ages attended a program, concert or workshop presented by the library. Implementation of our new integrated library computer system, Sierra, began and we are preparing to go live in May, 2012. Shelving was purchased to expand storage for our media collection. Our library took over responsibility for Homebound delivery service when Baldwin Public Library relinquished responsibility.

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

Capital Assets and Long-term Debt Activity

At the end of the 2011-2012 fiscal year, the Library had \$27,455,362 invested in land, building and improvements, furniture and equipment, books, and materials, including media. The Library added \$590,460 in new collection items, consisting of new books and various audiovisual materials. (This does not include subscriptions to electronic materials and services.) A total of \$106,146 was spent to replace furniture and equipment. In accordance with the Library's fixed asset disposal policy, the items from the Adult and Children's 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 \$269,104; the value of furnishings and equipment disposed amounted to \$40,340.

The Library's long-term debt activity consists of capped accumulated compensated employee absences (sick leave) to be paid to employees upon retirement (age 55, with eight full years of service). It also consists of our annual Other Post Employment Benefits obligation.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

Management's Discussion and Analysis

Next Year's Anticipated Budget Factors

As we see revenues further decline, all of the budget reductions included in the 2011-2012 budget will likely be continued into the 2012-2013 fiscal year. These include a reduction of purchases for our collection, reduced programming budgets, greatly reduced staff professional development opportunities, and frozen staff wages. The restrictions placed on non-resident use of our facility and collections will likely continue until the economy improves. We are working to reduce the number of unpaid closed furlough days for our public and staff.

With revenue shrinking for the operating fund and our commitment to continue a high level of service to the community, we will once again be budgeting special large projects and purchases using the Improvement and Revolving Fund. As library use continues to increase dramatically, property tax values are only projected to slowly increase as the economy recovers, which poses a serious challenge to providing and enhancing services. To this end, budget planning will need to be even more vigilant. Patron expectations of the renovated and expanded facility are high and we are working to meet those expectations even within the limitations of a reduced 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 first two columns of the financial statements include information about the General Fund (which includes both the Library's General Fund and our Improvement and Revolving Fund) and Gift Fund under the modified accrual method. The modified accrual 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 adjustments column of the financial statements represents adjustments necessary, due to GASB 34, to convert the modified accrual financial statements to the Statement of Net Assets under the full accrual method. The full accrual method of accounting focuses on long-term economic resources.

The Statement of Net Assets column provides both long-term and short-term 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. These columns tell how these services were financed in the short term, as well as what remains for future spending.

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.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

Management's Discussion and Analysis

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, 2011	March 31, 2012
Assets		
Current assets	\$ 9,209,379	\$ 9,153,199
Capital assets	28,268,698	27,455,362
Total assets	37,478,077	36,608,561
Liabilities		
Current liabilities	539,498	683,502
Long-term liabilities	1,021,302	1,276,292
Total liabilities	1,560,800	1,959,794
Net Assets		
Invested in capital assets	28,268,698	27,455,362
Restricted for gifts	115,053	165,627
Unrestricted	7,533,526	7,027,778
Total net assets	\$35,917,277	34,648,767

TABLE 2

	Year Ended	
	March 31, 2011	March 31, 2012
Revenue		
Property taxes	\$ 4,889,001	\$ 4,547,004
Other	318,195	511,293
Total revenue	5,207,196	5,058,297
Expenses	6,314,422	6,326,807
Change in Net Assets	\$ (1,107,226)	\$ (1,268,510)

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

Management's Discussion and Analysis

Glossary of Terms

The Library as a Whole recognizes the complete activity of the Library, all three individual funds, 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 five such endowments. The investments of all five endowments are administered by the Community Foundation of Southeastern Michigan. The purpose of these five 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 interfund 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. These terms are:

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

Restricted amounts 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.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

Management's Discussion and Analysis

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.

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BASIC FINANCIAL STATEMENTS

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

Governmental Funds Balance Sheet/Statement of Net Assets

March 31, 2012

	Governmental Funds		Total	Adjustments	Statement of Net Assets
	General Fund	Gift Fund			
Assets					
Cash and cash equivalents	\$ 4,726,198	\$ 169,507	\$ 4,895,705	\$ -	\$ 4,895,705
Investments	4,226,220	-	4,226,220	-	4,226,220
Accounts receivable	241	-	241	-	241
Prepays	30,883	150	31,033	-	31,033
Capital assets					
Assets not being depreciated	-	-	-	131,015	131,015
Assets being depreciated, net	-	-	-	27,324,347	27,324,347
Total assets	\$ 8,983,542	\$ 169,657	\$ 9,153,199	27,455,362	36,608,561
Liabilities					
Accounts payable	\$ 175,295	\$ 4,030	\$ 179,325	-	179,325
Due to Bloomfield Township	497,844	-	497,844	-	497,844
Accrued liabilities	6,333	-	6,333	-	6,333
Long-term liabilities					
Due within one year	-	-	-	160,193	160,193
Due after one year	-	-	-	254,126	254,126
Net other postemployment benefit obligation	-	-	-	861,973	861,973
Total liabilities	679,472	4,030	683,502	1,276,292	1,959,794
Fund balances/Net assets					
Nonspendable	30,883	150	31,033	(31,033)	-
Restricted	-	165,477	165,477	(165,477)	-
Committed	3,444,045	-	3,444,045	(3,444,045)	-
Assigned	4,058,741	-	4,058,741	(4,058,741)	-
Unassigned	770,401	-	770,401	(770,401)	-
Total fund balances	8,304,070	165,627	8,469,697	(8,469,697)	-
Total liabilities and fund balances	\$ 8,983,542	\$ 169,657	\$ 9,153,199		
Net assets:					
Investment in capital assets				27,455,362	27,455,362
Restricted for gifts				165,627	165,627
Unrestricted				7,027,778	7,027,778
Total net assets				\$ 34,648,767	\$ 34,648,767

The accompanying notes are an integral part of these financial statements.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

Reconciliation of Governmental Fund Balances to

Statement of Net Assets

March 31, 2012

Fund balances - total governmental funds	\$ 8,469,697
Amounts reported for governmental activities in the statement of net assets are different because:	
Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds.	
Add - capital assets	35,899,843
Deduct - accumulated depreciation	(8,444,481)
Certain liabilities are not due and payable in the current period and therefore are not reported in the funds.	
Deduct - other postemployment benefit obligation	(861,973)
Deduct - compensated absences	(414,319)
Net assets of governmental activities	<u>\$ 34,648,767</u>

The accompanying notes are an integral part of these financial statements.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

Statement of Revenues, Expenditures and Changes in Fund Balances and Statement of Activities

Governmental Funds

For the Year Ended March 31, 2012

	General Fund	Gift Fund	Total	Adjustments	Statement of Net Assets
Revenue					
Property taxes	\$ 4,547,004	\$ -	\$ 4,547,004	\$ -	\$ 4,547,004
Circulation revenue	126,327	-	126,327	-	126,327
State aid	17,296	-	17,296	-	17,296
Penal fines	52,774	-	52,774	-	52,774
Investment earnings	148,066	377	148,443	-	148,443
Charges for services	14,380	-	14,380	-	14,380
Gift income	-	142,199	142,199	-	142,199
Miscellaneous	9,874	-	9,874	-	9,874
Total revenue	4,915,721	142,576	5,058,297	-	5,058,297
Expenditures/expenses					
Current:					
Personnel	3,268,713	-	3,268,713	254,990	3,523,703
Library services	806,660	26,673	833,333	9,205	842,538
Facilities and equipment	954,513	23,678	978,191	804,131	1,782,322
Other expenditures	136,593	41,651	178,244	-	178,244
Total expenditures/expenses	5,166,479	92,002	5,258,481	1,068,326	6,326,807
Net change in fund balances	(250,758)	50,574	(200,184)	200,184	-
Change in net assets				(1,268,510)	(1,268,510)
Fund balance/net assets, beginning of year	8,554,828	115,053	8,669,881	27,247,396	35,917,277
Fund balance/net assets, end of year	\$ 8,304,070	\$ 165,627	\$ 8,469,697	\$ 26,179,070	\$ 34,648,767

The accompanying notes are an integral part of these financial statements.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

Reconciliation of the Statement of Revenues, Expenditures and Changes

in Fund Balances to the Statement of Activities

For the Year Ended March 31, 2012

Net change in fund balances - total governmental funds	\$ (200,184)
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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 cost of those assets is allocated over their estimated useful lives and reported as depreciation expense.

Add - capital outlay	696,606
Deduct - depreciation expense	(1,492,036)
Deduct - loss on disposal	(17,906)

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 post employment benefit obligation	(225,489)
Deduct - increase in the accrual for compensated absences	(29,501)

Change in net assets of governmental activities	<u>\$ (1,268,510)</u>
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The accompanying notes are an integral part of these financial statements.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

Statement of Revenues, Expenditures and Changes in Fund Balances

Budget and Actual - General Fund

For the Year Ended March 31, 2012

	Original Budget	Final Budget	Actual	Actual Over (Under) Final Budget
Revenue				
Property taxes	\$ 4,684,327	\$ 4,564,182	\$ 4,547,004	\$ (17,178)
Circulation revenue	131,467	128,464	126,327	(2,137)
State aid	16,263	17,296	17,296	-
Penal fines	61,776	52,774	52,774	-
Investment earnings	127,771	149,585	148,066	(1,519)
Charges for services	15,229	13,328	14,380	1,052
Miscellaneous	8,522	9,662	9,874	212
Total revenue	5,045,355	4,935,291	4,915,721	(19,570)
Expenditures				
Current:				
Personnel	3,469,690	3,332,075	3,268,713	(63,362)
Library services	848,524	830,868	806,660	(24,208)
Facilities and equipment	1,064,989	1,004,091	954,513	(49,578)
Other expenditures	202,488	145,465	136,593	(8,872)
Total expenditures	5,585,691	5,312,499	5,166,479	(146,020)
Net change in fund balances	(540,336)	(377,208)	(250,758)	126,450
Fund balance, beginning of year	8,554,828	8,554,828	8,554,828	-
Fund balance, end of year	\$ 8,014,492	\$ 8,177,620	\$ 8,304,070	\$ 126,450

The accompanying notes are an integral part of these financial statements.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

Statement of Revenues, Expenditures and Changes in Fund Balances

Budget and Actual - Gift Fund Special Revenue Fund

For the Year Ended March 31, 2012

	Original Budget	Final Budget	Actual	Actual Over (Under) Final Budget
Revenue				
Investment earnings	\$ 400	\$ 400	\$ 377	\$ (23)
Gift income	599	142,049	142,199	150
Total revenue	999	142,449	142,576	127
Expenditures				
Current:				
Library services	13,949	27,223	26,673	(550)
Facilities and equipment	15,883	23,862	23,678	(184)
Other expenditures	73,029	41,955	41,651	(304)
Total expenditures	102,861	93,040	92,002	(1,038)
Revenue over (under) expenditures	(101,862)	49,409	50,574	1,165
Fund balance, beginning of year	115,053	115,053	115,053	-
Fund balance, end of year	\$ 13,191	\$ 164,462	\$ 165,627	\$ 1,165

The accompanying notes are an integral part of these financial statements.

NOTES TO THE FINANCIAL STATEMENTS

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

Notes to Financial Statements

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Reporting Entity

The Bloomfield Township Public Library (the “Library”) is a component unit of the Charter Township of Bloomfield and is governed by an autonomous six-member board of trustees.

The Library has determined that no entities should be consolidated into its financial statements as component units. Therefore, the reporting entity consists of the primary government financial statements only. The criteria for including a component unit include significant operational or financial relationships with the Library.

Government-wide and Fund Financial Statements

The Library-wide financial statements (i.e., the statement of net assets and the statement of activities) report information on all of the activities of the Library. For the most part, the effect of interfund activity has been removed from these statements.

Major individual governmental funds are reported as separate columns in the fund financial statements.

Measurement Focus, Basis of Accounting, and Financial Statement Presentation

The Library wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the Library considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

Property taxes, intergovernmental revenue, and investment revenue earned within the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. All other revenue items are considered to be measurable and available only when cash is received by the government.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

Notes to Financial Statements

The Library reports the following major governmental funds:

The General Fund is the Library's primary operating fund. It accounts for all financial resources of the Library, except those required to be accounted for in another fund.

The Gift Fund accounts for gifts and donations given to the Library. The majority of these items are restricted for specific purposes by the donor.

Assets, Liabilities and Equity

Cash and Cash Equivalents/Investments

The Library considers all highly liquid short-term investments with original maturities of three months or less to be cash equivalents. Investments are recorded at fair value, based on quoted market prices.

Receivables and Payables

Activity between funds that are representative of lending/borrowing arrangements outstanding at the end of the fiscal year are referred to as either "due to/from other funds" (i.e., the current portion of interfund loans) or "advances to/from other funds" (i.e., the non current portion of interfund loans).

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 totaled \$152,801.

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 assets lives are not capitalized.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

Notes to Financial Statements

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

Assets	Years
Buildings	60
Furniture and equipment	10
Library books and audiovisual materials	8
Software	5

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 and vacation pay benefits. 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.

Fund Balance

Governmental funds report *nonspendable fund balance* for amounts that cannot be spent because they are either (a) not in 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.

Property Taxes

All trade and property tax receivables are shown as net of allowance for uncollectible amounts, if deemed necessary. Property taxes are levied on each 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 2011 taxable valuation of the property subject to the Library's millage totaled approximately \$3.2 billion, on which ad valorem taxes levied consisted of 1.4590 mills for the Library's operating purposes. The ad valorem taxes raised approximately \$4,547,000 for operations and are recognized in the General Fund financial statements.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

Notes to Financial Statements

2. BUDGETARY INFORMATION

Annual budgets are adopted on a basis consistent with generally accepted accounting principles for the General Fund and Special Revenue Fund. All annual appropriations lapse at fiscal year end.

The budget for the General Fund and Special Revenue 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, 2012, the Library had no expenditures which were in excess of the amounts budgeted.

The budget for the General Fund includes amounts that the Library budgets for in a separate fund for internal reporting purposes, the Improvement and Revolving Fund. These amounts are included with the General Fund for external reporting purposes and includes final budget amounts of \$142,874 in revenue and \$133,608 in expenditures.

3. DEPOSIT AND INVESTMENTS

The balances comprising the cash and cash equivalents on the accompanying balance sheet/statement of net assets are as follows:

Cash on hand	\$ 2,500
Bank deposits (checking and savings accounts and certificates of deposit)	4,893,205
Investments	<u>4,226,220</u>
Total	<u>\$ 9,121,925</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 Library chooses to disclose its investments by specifically identifying each. As of year-end, the Library had the following investments:

	Fair Value
Money market funds	\$ 119
Fixed income mutual funds	<u>4,226,101</u>
	<u>\$ 4,226,220</u>

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

Notes to Financial Statements

Investment and deposit risk

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.

	Fair Value	Investment Maturities (fair value by years)	
		Less than 1	1 - 5
Fixed income mutual funds	\$ 4,226,101	\$ -	\$ 4,226,101

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 - Deposits. Custodial credit risk is the risk that in the event of a bank failure, 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, \$3,102,322 of the Library's bank balance of \$4,960,747 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, 2012 are not subject to custodial credit risk.

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.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

Notes to Financial Statements

4. ASSETS HELD AT COMMUNITY FOUNDATIONS

There are five 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	Total
Balance - January 1, 2011	\$ 25,715	\$ 26,368	\$ 28,997	\$ 12,749	\$ 14,152	\$ 107,981
Contributions	435	-	-	-	-	435
Distributions	(1,179)	-	(1,330)	(599)	(668)	(3,776)
Investment earnings	352	347	396	170	194	1,459
Balance - December 31, 2011	<u>\$ 25,323</u>	<u>\$ 26,715</u>	<u>\$ 28,063</u>	<u>\$ 12,320</u>	<u>\$ 13,678</u>	<u>\$ 106,099</u>

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

Notes to Financial Statements

5. CAPITAL ASSETS

	Beginning Balance	Additions	Disposals	Ending Balance
Governmental Activities				
Capital assets not being depreciated -				
Land	\$ 131,015	\$ -	\$ -	\$ 131,015
Capital assets being depreciated:				
Building	26,677,568	-	-	26,677,568
Furniture and equipment	4,342,504	106,146	(40,340)	4,408,310
Library books and audiovisual materials	4,361,594	590,460	(269,104)	4,682,950
	<u>35,381,666</u>	<u>696,606</u>	<u>(309,444)</u>	<u>35,768,828</u>
Less accumulated depreciation for:				
Building	(3,158,829)	(444,626)	-	(3,603,455)
Furniture and equipment	(1,804,465)	(447,744)	22,434	(2,229,775)
Library books and audiovisual materials	(2,280,689)	(599,666)	269,104	(2,611,251)
	<u>(7,243,983)</u>	<u>(1,492,036)</u>	<u>291,538</u>	<u>(8,444,481)</u>
Total capital assets being depreciated, net	<u>28,137,683</u>	<u>(795,430)</u>	<u>(17,906)</u>	<u>27,324,347</u>
Governmental activities capital assets, net	<u>\$ 28,268,698</u>	<u>\$ (795,430)</u>	<u>\$ (17,906)</u>	<u>\$ 27,455,362</u>

Depreciation expense was charged to the functions of the Library as follows:

Governmental activities	
Library services	\$ 599,666
Facilities and equipment	<u>892,370</u>
Total depreciation expense - governmental activities	<u>\$ 1,492,036</u>

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

Notes to Financial Statements

6. LONG-TERM DEBT

The following is a summary of long-term debt outstanding of the Library for the year ended March 31, 2012:

	Beginning Balance	Additions	Deductions	Ending Balance	Due Within One Year
Governmental activities -					
Compensated absences	\$ 384,818	\$ 253,344	\$ (223,843)	\$ 414,319	\$ 160,193

Compensated absences represent the estimated liability to be paid 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.

7. OTHER INFORMATION

Pension Plan

Plan Description. Qualified, full-time employees of 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 the governmental units of the Charter Township of Bloomfield (the "Township"). The Plan provides retirement benefits for employees attaining age 50 with full vesting. This 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 current rate is 35.51 percent of payroll. The Township's contributions to the Plan for the years ended March 31, 2012, 2011 and 2010 were \$5,512,710, \$6,307,059 and \$5,228,482, respectively, and were equal to the actuarially required contributions for the year.

Defined Contribution Plan

Plan Description. Qualified, full-time employees of 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, 2012 there were no plan members. A stand-alone financial report of the plan has not been issued.

Funding Policy. The obligation to contribute to 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 payroll. The Library's policy does not require or allow contributions from employees. The Library made no contributions to the Plan for the year ended March 31, 2012.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

Notes to Financial Statements

Other Postemployment Benefits

Plan Description. The Library provided retiree healthcare benefits to eligible employees and their spouses. 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. 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, 2012, the Township estimated the cost of providing retiree healthcare benefits for Library retirees through an actuarial valuation as of July 1, 2011. 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.

Annual OPEB Cost and Net OPEB Obligation. For 2012, 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 contribution	\$ 349,000
Interest on net OPEB obligation	47,736
Adjustment to annual required contribution	(43,064)
Annual OPEB cost	353,672
Contributions made	(128,183)
Increase in net OPEB obligation	225,489
Net OPEB obligation, beginning of year	636,484
Net OPEB asset, end of year	\$ 861,973

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
3/31/2010	\$ 457,450	\$ 82,972	18.1%	\$ 374,478
3/31/2011	394,498	132,492	33.6%	636,484
3/31/2012	353,672	128,183	36.2%	861,973

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

Notes to Financial Statements

Funded Status and Funding Progress. The funded status of the Plan for the Library as of July 1, 2011, the date of the latest actuarial valuation, was as follows:

Actuarial accrued liability (AAL)	(1)	\$ 3,312,000	
Actuarial value of assets	(2)	5,000	
Unfunded AAL (UAAL)	(3)	<u>\$ 3,307,000</u>	(1) - (2)
Funded ratio	(4)	<u>0.15%</u>	(2) / (1)
Covered payroll	(5)	<u>\$ 1,218,213</u>	
UAAL as % of covered payroll	(6)	<u>271.46%</u>	(3) / (5)

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 plan members) and include the types of benefits provided at the time of each valuation and the historical pattern of sharing benefit costs between the employer and 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, 2011
Actuarial cost method	Projected unit credit cost
Amortization method	Level percent of payroll
Remaining amortization period	22 years
Investment rate of return	7.5%
Healthcare inflation rate	5.8% initially, 4.4% ultimately

Retirement Health Savings Plan

Plan Description. The Library provides retiree healthcare to eligible employees and their spouses through a Retirement Health Savings Plan. The Plan provides healthcare for employees upon separation of employment from the Library with full vesting. The plan was effective for new full-time hires of the Library hired after May 1, 2011. At March 31, 2012 there were no plan members.

Funding Policy. The obligation to contribute to and maintain the Plan for these employees was established by a resolution of the Library's Board of Trustees and requires an 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 no contributions to the Plan for the year ended March 31, 2012.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

Notes to Financial Statements

Risk Management

The Library is exposed to various risks of loss related to property loss, torts, errors and omissions, employee injuries (workers' compensation), as well as medical benefits provided to employees. The Library participates with the Charter Township of Bloomfield in its risk management program to cover these risks.

Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reporting period. Actual results could differ from those estimates.

8. FUND BALANCES - GOVERNMENTAL FUNDS

The Library adopted the provisions of GASB Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions, in the current year. 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:

	General	Gift Fund	Total
Nonspendable	\$ 30,883	\$ 150	\$ 31,033
Restricted for -			
Gifts	-	165,477	165,477
Committed for -			
Eight months of expenditures	3,444,045	-	3,444,045
Assigned for:			
Compensated absences payouts	395,741	-	395,741
Funding of other postemployment benefit obligation	3,663,000	-	3,663,000
Unassigned	770,401	-	770,401
Total fund balances, governmental funds	\$ 8,304,070	\$ 165,627	\$ 8,469,697

While the classifications of fund balance in the Library's various governmental funds were revised, the implementation of this standard had no effect on total fund balance. Beginning fund balance of the General Fund increased by \$4,866,227, which was comprised of amounts from certain activities previously reported in the Improvement and Revolving Special Revenue Fund.

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REQUIRED SUPPLEMENTARY INFORMATION

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

Required Supplementary Information

Retiree Health Plan

Schedule of Funding Progress

Actuarial Valuation Date	Actuarial Value of Assets (a)	Actuarial Accrued Liability (AAL) (b)	Unfunded AAL (UAAL) (b-a)	Funded Ratio (a / b)	Covered Payroll (c)	UAAL as a Percentage of Covered Payroll ((b-a) / c)
7/1/2007	\$ -	\$ 2,365,000	\$ 2,365,000	0.00%	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%	1,218,213	271.5%

Schedule of Employer Contributions

Year Ended March 31,	Annual Required Contributions	Percentage Contributed
2010	\$ 279,000	29.7%
2011	391,000	33.9%
2012	349,000	36.7%

**INDEPENDENT AUDITORS' 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**

July 10, 2012

To the Finance Committee of the
Board of Trustees
Bloomfield Township Public Library
Bloomfield Township, Michigan

We have audited the financial statements of the governmental activities and each major fund of the Bloomfield Township Public Library (the "Library"), a component unit of the Charter Township of Bloomfield, as of and for the year ended March 31, 2012, which collectively comprise the Library's financial statements, and have issued our report thereon dated July 10, 2012. 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.

Internal Control Over Financial Reporting

Management of Bloomfield Township Public Library is responsible for establishing and maintaining effective internal control over financial reporting. In planning and performing our audit, we considered the Library's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Library's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Library's internal control over financial reporting.

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.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph in this section and was not designed to identify all deficiencies in internal control over financial reporting that might be deficiencies, significant deficiencies, or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Bloomfield Township Public Library's financial statements are free of 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*.

This report is intended solely for the information and use of management, the Board of Trustees, and others within the entity, federal awarding agencies, and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

A handwritten signature in black ink, reading "Lehmann Lohman". The signature is written in a cursive style with a large, stylized 'L' at the beginning.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees

FROM: Karen Kotulis-Carter

DATE: July 10, 2012

SUBJECT: Annual Report

Attached please find the Annual Report for the library's 2011-2012 fiscal year. I hope you enjoy reading about our very successful year.

Once again I am genuinely amazed at all we have accomplished within the span of twelve months. Despite our shrinking budget, our staff is never short on ideas, innovation or enthusiasm. They are definitely to be commended for their continued high level of service and dedication.

Our efforts to prioritize access to our taxpayers continue to be successful as well. Area libraries note declining circulation, however, BTPL circulation has continued to grow - this year to a remarkable and record-breaking 908,115 items!

In addition, our resident circulation grew to 86.12% of the total circulation, resulting in a decrease of our non-resident circulation to less than 15%. Our amended circulation policies have had the desired result of prioritizing access to our taxpayers.

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

The Annual Report will be posted on our website and will be distributed to the Friends and public attending our July meeting.

I will bring the full Annual Report notebook to pass around at our meeting. The notebook contains not only the library-wide report, but the individual reports submitted by the Assistant Director, Volunteer Coordinator and Department Heads. These contain more photos and statistics - and more interesting information. They certainly demonstrate a lot of enthusiasm for public service!

ACTION: I move to accept the Library Annual Report and Annual Investment Report for the 2011-2012 fiscal year.

Bloomfield Township Public Library
Annual Investment Report
Fiscal Year 2011/2012

The past fiscal year saw interest rates hold somewhat steady from a high of 0.65% and a low of 0.20% in April 2011 to 0.50% and 0.15% respectively in March 2012. 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 4/25/2012
Prime rate, fed funds, COFI

	This week	Month ago	Year ago
<u>Wall Street Journal 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>	1.206	1.224	1.469

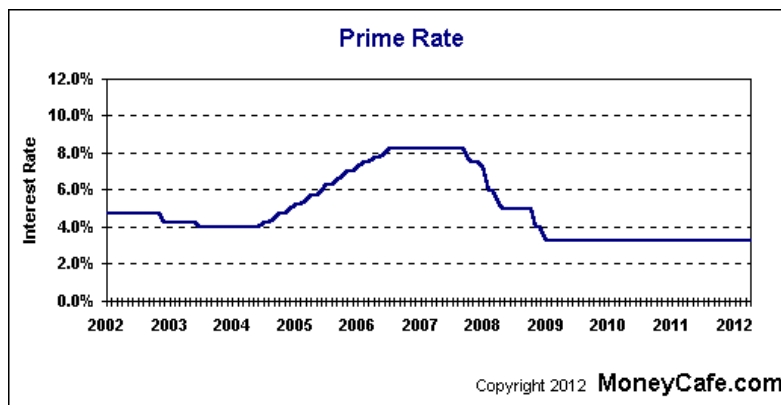
Source: Bankrate.com

Chart: <http://www.bankrate.com/rates/interest-rates/prime-rate.aspx>

[Ratings methodology](#)

What's included? The fed funds rate is the primary tool that the Federal Open Market Committee uses to influence interest rates and the economy. Changes in the fed 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 fed 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.

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 2012.



<http://www.moneycafe.com/library/primerate.htm>

The Library's High Balance Savings investment portfolio started the fiscal year with an interest rate of 0.45%. The fiscal year ended with the interest rate at 0.22%. The total of the High Balance Savings investments as of March 31, 2012 was \$2,797,979. The interest-bearing Public Funds investment portfolio totaled \$168,152 as of March 31, 2012 and had an average ending interest rate of 0.57% for the year. The Other Types of Savings investment portfolio totaled \$572,348 as of March 31, 2012 and had an average ending interest rate of 0.20% for the year.

The Library's Certificate of Deposit investment portfolio started the year with an average interest rate of about 0.75%. Once again the Library continued to minimize its investments in CD's. Funds from the I & R Fund have been invested in CDs only to take advantage of exceptionally higher interest rate earnings. Funds that were not expected to be spent in the current year from the Gift Fund have been invested in CDs to take advantage of interest rates higher than saving accounts.

We held one CD at Fidelity Bank and one at Huntington Bank as of March 31, 2012. The Certificate of Deposit investment portfolio was valued at \$286,213 with an average interest rate of 0.63%.

The Library did not purchase Treasury bills during the year

The Library continued to diversify the investments this year with the investments in government obligation funds with Gregory Schwartz & Co. These funds are invested for one to five years. \$4,092,307 was invested between July 2011 and November 2011 in five different funds and one Money Market account. All proceeds from these investments have been reinvested in the funds. As of March 31, 2012 the market value of the Investment Portfolio was \$4,226,101 with an average yield of 2.78%.

The total 2011/2012 investment return for all Library funds was \$148,444. 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 Highline Bank and Savings & Loan Quarterly December 2011 publication. This is a peer group rating system that ranges from 0 (worst) to 99 (best).

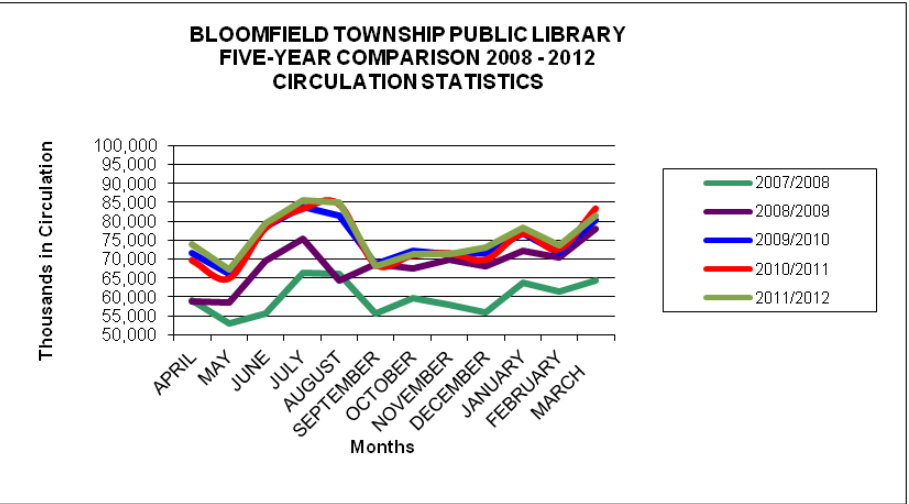
<u>Bank Name</u>	<u>FDIC Commercial Banks</u>								
	<u>2012</u>	<u>2011</u>	<u>2009</u>	<u>2008</u>	<u>2007</u>	<u>2006</u>	<u>2005</u>	<u>2004</u>	<u>2003</u>
Bank of America – Charlotte, NC	36	27	16	17	31	49		-	-
Citizen’s Bank – Flint, MI	48	8	2	3	20	37	44		
Comerica – Dallas, TX	55	43	24	21	39	50	66	58	46
Fifth Third Bank – Cincinnati, OH	63	47	34	15	31	45	56		
Fidelity Bank – Dearborn, MI	6	1	0	0	16	46	59		
Huntington – Columbus, OH	56	40	0	8	8	29	34	-	-
J.P.Morgan Chase - Colum., OH	41	26	17	21	37	38	33	22	28
PNC – Wilmington, DE	51	38	25	22	-	-	-	-	-

The Michigan state average rating for Commercial Banks was 46 for 2011.

<u>Bank Name</u>	<u>Savings and Loans</u>								
	<u>2012</u>	<u>2011</u>	<u>2009</u>	<u>2008</u>	<u>2007</u>	<u>2006</u>	<u>2005</u>	<u>2004</u>	<u>2003</u>
Flagstar Bank – Troy, MI	29	13	0	4	13	17	24	34	76

The Michigan state average rating for Savings and Loans was 47 for 2011.

LIBRARY FACTS AT A GLANCE



LIBRARY USE

Items borrowed:	908,115
Library visits:	356,515
Website visits:	351,124
Collection size:	372,388
Library cardholders:	45,709
Program attendance:	16,495



Annual Report
April 1, 2011 – March 31, 2012

This past year, Bloomfield Township Public Library reached another milestone! 908,115 items were borrowed from the Library. Of that number, 85% of the items were borrowed by Bloomfield Township residents. At a time when other libraries are experiencing a decline, our circulation is increasing! Our dedicated Library Board of Trustees and staff work hard so that the Library provides the collections, services and programs our residents want. As our mission statement states, *Bloomfield Township Public Library champions the power of words to spark discovery and imagination.*

Library revenues continued to shrink this past year. Since 2008, the Library has lost 20% of its revenue or approximately \$1.2 million less to spend on collections, services and other operating costs. This economic reality called for a review of the nonresident borrowing policy as one way to conserve library resources for Bloomfield Township taxpayers. The Bloomfield Township Public Library Board of Trustees concluded that the previous nonresident borrowing policy could no longer be sustained. The Board reluctantly adopted a policy at its April 26, 2011 meeting that restricted the borrowing privileges of nonresidents. As of July 1, 2011, nonresidents who live in communities that contract for services with another library will not be able to borrow materials from the Bloomfield Township Public Library. Nonresidents may borrow Bloomfield Township Public Library materials if their home library has a reciprocal borrowing agreement with the Library or if their home library is a member of The Library Network. As one Library Board member described, this was a “wrenching” decision. However, the Library Board felt this difficult decision was in the best interests of Bloomfield Township taxpayers to help assure that they have prioritized access to materials and services.

Library Board President, Judy Lindstrom, announced the resignation of Trustee ,Lyle Dahlberg, at the May 17, 2011 Board meeting. Lyle stated that “my resignation comes because I must honor my commitments to my employer. I have enjoyed my time of service and heartily endorse the actions of the Board during my tenure. The Trustees have a true gem in their care and I know they will continue to make it sparkle.” Mr. Dahlberg joined the Library Board in March, 2010.

The Bloomfield Township Public Library Board of Trustees welcomed Joseph Falik to the Board in August, 2011, filling the vacancy created by the resignation of Trustee Lyle Dahlberg. The Library Board unanimously selected Mr. Falik to be appointed to the position of Trustee based on his strong legal, fundraising and volunteer experience. Mr. Falik shared that “the Bloomfield Township Public Library is an outstanding institution -- both in the quality of its information services, and in its role in building and sustaining Bloomfield Township as a community. I'm honored and enthusiastic about serving on the Board.”

Two important library leaders passed away in 2011. Longtime Library supporter Isabelle Charnov passed away in March, 2011. Isabelle served this Library in several capacities for many years – as a volunteer, as President of the Friends and as a Library Board Trustee. We were honored to have been the recipient of a \$57,000 donation in her memory to be used to purchase books.

The Library's longest serving Library Board Trustee, Robert W. Spencer, passed away in September, 2011. Bob was a Trustee for twenty-seven years and made many lasting contributions to the Library. During his term as Trustee, Mr. Spencer worked successfully to accomplish two renovation projects and two major expansion building projects.

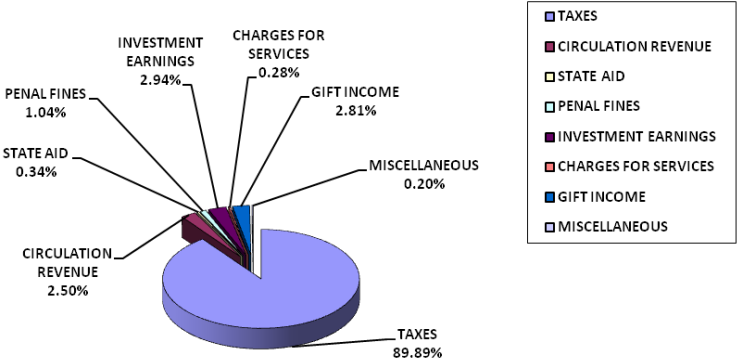
FINANCIAL REVIEW 2011/2012

BUDGET

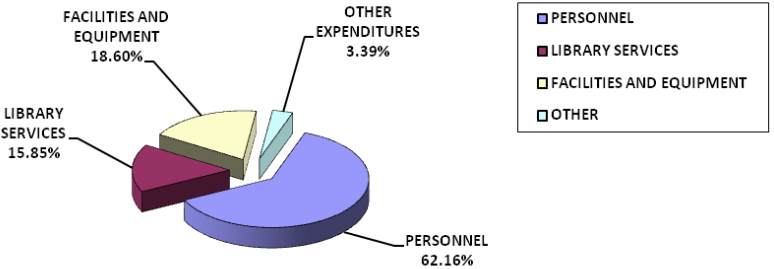
Revenues	\$5,045,355
Expenditures	\$5, 585,691

View Online Audit: www.michigan.gov

REVENUES
APRIL 1, 2011 - March 31, 2012



EXPENDITURES
APRIL 1, 2011 - MARCH 31, 2012



HIGHLIGHTS OF THE YEAR

In spite of a limited budget, 35,468 new items were added to library collections. In addition, the number of electronic titles in our catalog increased to 24,998 ebooks and 3,818 downloadable audiobooks.



As with all public libraries, Bloomfield Township Public Library saw a huge increase in demand for downloadable eBooks for Nooks, Kindles, smart phones, iPads, and other devices after the winter holidays. Use of eBooks increased 29% this year to a total of 11,658 books downloaded. Purchasing of ebooks was increased also to reflect this growing demand. 4,916 audio books were downloaded this year also.

While eBooks and downloadable audio books were popular, we also started a new popular service called Freegal, a subscription that allows Bloomfield Township Public Library cardholders to download and keep three music titles a week. Bloomfield Township Public Library patrons average 789 downloads a month for a total of 7,891 downloads from the start of this new service in June, 2011 through March, 2012.

Bloomfield Township Public Library began free home delivery of movies, music, books and more to Bloomfield Township residents who are eligible for this service if temporarily or permanently homebound. A special mailing pouch is provided with each delivery to mail back items at no charge. The Library began this service and was dedicated to making sure our homebound service was uninterrupted when Baldwin Public Library discontinued this service to Bloomfield Township residents on July 1, 2011.



The Library was honored to be selected as part of the 2011 American Institute of Architects (AIA) Detroit Chapter Home Tour on Sunday, September 25, 2011. We served as home base for the day-long tour and enjoyed greeting many extra visitors who toured our building and community.

Once again a Library print newsletter is mailed to all Bloomfield Township homes. It is a new, economical and concise format that includes brief information on library programs, services and collections. The very first library Senior newsletter was produced and sent out! Called *Boomers and Beyond*, the focus this newsletter is on information of interest to Bloomfield Township seniors.

Bloomfield Township Public Library was pleased to announce that we were selected to be a development partner with Innovative Interfaces Inc. for a new integrated library system platform called Sierra. Library staff will begin beta testing this new system later this year.



Follow the Library on Facebook! The library launched a Facebook page in June, 2011. Initially our presence was limited to library staff, but recently we actively promoted it and now have over 200 friends!

COMMUNITY COLLABORATIONS



The Detroit Institute of Arts (DIA) announced in January, 2012 that Bloomfield Township was selected as one of the communities to participate in the popular DIA Inside/Out program in spring, 2012. The Library, along with the Birmingham Bloomfield Art Center, Bloomfield Hills Schools, Bloomfield Township Hall, and Bloomfield Township Senior Services worked with the DIA to plan educational programs and fun activities. This was a unique and positive opportunity for our organizations to celebrate art in public places with the Bloomfield community.

Chamber Music Concerts — The Library, working in partnership with the University of Michigan School of Music, Dance and Theatre and their talented students, once again offered the popular series of Chamber Music concerts. This third season was sponsored by the Friends of the Bloomfield Township Public Library and has been tremendously successful having 1,284 people attend this season!

Art from the Hills

The Library was pleased to once again host the Bloomfield Hills Schools annual art exhibit from May 17 – 27. Hundreds of excited students with their proud families and friends attended an opening reception on May 18 at the Library.



The 8th annual Storytelling Festival featured talented student storytellers from the Bloomfield Hills Schools forensic teams who delighted audiences with their stories. The Festival is a joint effort between the Library's Adult Services and Youth Services departments and is co-sponsored by the Friends of Bloomfield Township Public Library and Bloomfield Hills Schools.

Volunteers — Bloomfield Township residents of all ages donated over 3,481 volunteer hours of their time this year to help the Library in various ways!

MAJOR GIFTS

Isabelle Charnov generously named the Library as a beneficiary of a life insurance policy valued at \$57,000. Our book collection will be enhanced with Isabelle's legacy to the Library, as was her wish.

The Library also received a very generous gift from the Gerald Kline Family Foundation of \$5,000. This money was used toward developing the Special Needs collection and delivering materials to the homebound.

Staff Development Day 2011 was held on Friday, May 13 with a theme of excellence. Our day was generously supported by the Lindstrom Family in memory of John Lindstrom.

New gardens have "sprung up" on the north side of the Library grounds this past year. A thoughtful gift of the Friends of Bloomfield Township Public Library provided the funding for this beautiful new landscaping. The Friends also contributed \$62,515 to the Library for funding of programs such as First Grade Reader's Rally and Children's Book Week; to develop our Special Needs collection, Book Club collection and high demand DVDs and to provide such special gifts as Welcome Baby bags and special exhibits from the Detroit Historical Museum, to name just a few. Thank you Friends, for all of these wonderful gifts to the Library and community we serve.



**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees

FROM: Karen Kotulis-Carter

DATE: July 11, 2012

SUBJECT: Investing Funds with Gregory Schwartz & Co.

The Finance Committee, as the July 10, 2012 minutes reflect, met with representatives from our Investment firm of Gregory Schwartz & Co. to review our current investments. Their firm has done an outstanding job of conservatively investing our funds, surpassing our projected growth goals, carefully monitoring growth and keeping Administration and the Finance Committee up to date. Representatives from Gregory Schwartz & Co. have been invited to also meet with the full board at our July meeting to provide a status report to the trustees. Materials provided by Gregory Schwartz & Co. are attached.

When the Finance Committee met with our auditors, Rehmann & Robson, it was suggested that funds invested in banks are not fully covered by FDIC insurance and could be considered a custodial credit risk. FDIC coverage only extends to \$250,000 and some of our bank accounts are significantly higher despite our attempts to keep them spread as much as possible. By investing in the vehicles that Schwartz & Co. can provide, the funds would be backed by the full faith of the U.S. Government. Our investments with Schwartz & Co. through the use of RBC Capital Markets, LLC (the "Clearing Firm") are also covered by a \$5,000,000 policy.

The Finance Committee recommends that we also invest the 8-month fund balance of the General Fund with Schwartz & Co. Once we invest these funds with Schwartz & Co. they can transfer the monthly amount needed to pay our bills into our bank account. We will need to give them a Letter of Authorization for them to be able to do this each month. Once this is established, we only need to notify them each month of the amount we want transferred and the date to make the transfer. This is something Beth currently does monthly with the bank so it is a process already in place.

The Finance Committee proposes the following motion for your consideration.

ACTION:

I move that the library invest the General Fund 8-month fund balance with Gregory Schwartz & Co. through RBC Capital Markets, LLC (the "Clearing Firm") in instruments that follow the guidelines set forth in the Bloomfield Township Public Library Investment and Depository Designation Resolution.

About RBC

COMPANY PROFILE

RBC (TSX, NYSE: RY), the master brand name of Royal Bank of Canada and its subsidiaries, is one of North America's leading diversified financial services firms. Collectively they provide personal and commercial banking, wealth management services, insurance, corporate and investment banking, and transaction processing services worldwide. RBC employs approximately 74,000 people who serve close to 15 million personal, business, public sector, and institutional clients worldwide.

RBC's core values and culture of integrity have earned it a worldwide reputation for fiscal reliability and financial strength.

- Named the safest bank in North America and one of the safest banks in the world by *Global Finance* Magazine. (Based on the annual ranking "The World's Safest Banks" 2009, 2010 and 2011.)
- Named to the "Global 100: Most Sustainable Corporations in the World" list in 2011 for the seventh consecutive year (World Economic Forum).
- Recognized among the world's financial, social and environmental corporate leaders for the eleventh consecutive year (2011 Dow Jones Sustainability World Index).

RBC's vision, "Always earning the right to be our clients' first choice," is supported by its strong stewardship values. Those values include a deep sense of duty to clients, employees, the environment, and the communities in which it operates.

For more information, please visit www.RBC.com.

KEY FACTS

- RBC is the largest company in Canada and among the largest banks in the world based on market capitalization.
- RBC maintains strong capital ratios (Tier 1 is 13.3% and an assets to capital multiple of 16.1x) and credit ratings (Moody's Aa3, Standard & Poor's AA-, and Fitch AA).
- RBC has paid continuous dividends to its shareholders since 1870.

FINANCIAL HIGHLIGHTS*

Revenue YTD	\$27.11 billion USD
Assets	\$744.0 billion USD
Market Capitalization	\$67 billion USD

** The 1/23/2012 CAD/USD equivalency rate of .98 was used to calculate figures.*

RBC BUSINESS SEGMENTS

ROYAL BANK OF CANADA				
Capital Markets	Wealth Management	Canadian Banking	International Banking	Insurance
<ul style="list-style-type: none"> ■ Capital Markets Sales and Trading ■ Corporate and Investment Banking 	<ul style="list-style-type: none"> ■ Canadian Wealth Management ■ U.S. and International Wealth Management ■ Correspondent and Advisor Services ■ Global Asset Management 	<ul style="list-style-type: none"> ■ Personal Financial Services ■ Business Financial Services ■ Cards and Payment Solutions 	<ul style="list-style-type: none"> ■ U.S. Banking ■ RBC Dexia Investor Services (Global Institutional Investor Services Market) 	<ul style="list-style-type: none"> ■ Canadian Insurance ■ U.S. Insurance ■ International & Other Insurance

About RBC, continued

CAPITAL MARKETS

This segment comprises global banking businesses that provide wholesale products and services to corporate, public sector, and institutional clients worldwide. These businesses raise capital, access markets, mitigate risk, and acquire and dispose of assets in 100 countries. RBC Capital Markets, LLC, is recognized as a top-20 global investment bank.

For more information, visit www.rbccm.com.

WEALTH MANAGEMENT

This segment includes businesses that serve clients globally with a full suite of investment, trust, and other wealth management solutions.

- Separately managed geographic wealth management businesses in the U.S., Canada, the U.K., and emerging markets operate under the brand name RBC Wealth Management. They have a combined total of more than \$521 billion USD in assets under administration, and approximately 4,500 Financial Advisors, private bankers, and trust officers.

For more information, visit www.RBCWealthManagement.com

- In the U.S., RBC Wealth Management operates as a division of RBC Capital Markets, LLC, with approximately 2,100 Financial Advisors operating in over 200 locations in 42 states.
- The U.S. business also consists of two other divisions of RBC Capital Markets, LLC: RBC Correspondent Services, which provides clearing, custody, and execution services for independent broker-dealers, and RBC Advisor Services, which provides custody and brokerage services for independent registered investment advisors.

For more information, visit www.RBC-CS.com or www.RBC-AS.com.

- RBC Global Asset Management is a North American-based asset manager with global scope and industry-leading management capabilities. The RBC Global Asset Management group of companies manages approximately \$244 Billion USD in assets worldwide. *For information, visit www.RBCGAM.com.*

BANKING

This segment comprises businesses that operate in Canada, the Caribbean, and the U.S.

- Royal Bank of Canada provides personal and business financial services to more than 10 million clients. Based on market capitalization, it is the largest bank in Canada, the fifth-largest bank in North America, and the 11th-largest bank in the world. It has broad leadership in financial services and has a leading national distribution network.

For more information, go to www.RBCRoyalBank.com.

- RBC Bank, which operates in the U.S., offers a range of personal banking solutions.

For more information, visit www.RBCRoyalBank.com.

INSURANCE

This segment operates under the brand name RBC Insurance. Through its operating entities, it provides a full range of insurance services to more than five million individuals and businesses in North America and to select international markets. It is the largest Canadian bank-owned insurance organization. In the U.S., it offers a suite of life and non-life insurance products. Outside North America, it operates as a reinsurance business.

For more information, visit www.RBCInsurance.com.

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Protecting Your Assets

In today's rapidly changing financial markets, you want to entrust your investments to a strong partner. RBC Capital Markets, LLC (RBC CM), provides the protection you need. We view the safety and security of the assets in your accounts as a priority equal in importance to the work we do helping you build, enjoy and share your wealth.

KEY DISTINCTION BETWEEN BROKERAGES AND BANKS

It is important to understand a fundamental difference between how assets are treated in a bank account versus that of a brokerage account.

Bank Account

Banks are only required to have a fraction of all deposited money on hand to ensure they can meet minimum cash flow needs. Should a bank fail, and not have sufficient funds to fully reimburse its depositors, Federal Deposit Insurance Corporation (FDIC) protects depositors of member banks, up to certain limits.

Brokerage Account

In the brokerage industry, on the other hand, your assets are held in custody by your brokerage firm. Unless you are using margin, we act as a custodian of your assets holding them on your behalf, but not lending them to others. So your assets should always be available to you.

THOROUGH MEASURES TO PROTECT YOUR ASSETS

The assets held in an account at RBC CM have four layers of protection:

1. The fiscal stewardship of RBC CM,
2. Compliance with Securities and Exchange Commission (SEC) requirements,
3. Securities Investor Protection Corporation (SIPC) insurance¹; and
4. An additional insurance policy purchased from Lloyd's of London.¹

FIRST LAYER OF PROTECTION: FISCAL STEWARDSHIP

RBC CM is known for careful, fiscally conscious decision making that benefits our clients and firm as a whole. We believe in taking a more conservative, diversified and longer-term approach to accomplishing our business goals. Plus, we are affiliated with a strong and dependable global leader in diversified financial services — Royal Bank of Canada.³

SECOND LAYER OF PROTECTION: COMPLIANCE WITH SEC REQUIREMENTS

Segregation of Assets

Segregation simply means your assets are kept separate from firm assets, and thus are protected from potential losses of the firm. To segregate your assets, RBC CM complies with SEC rules governing the separation of client assets from firm assets. By segregating your non-margin securities from firm securities — and keeping careful records of margin securities held “in street name” in your margin account — your assets would be readily identifiable in the unlikely event we would need to liquidate our firm.

Capital Requirements

RBC CM also fully complies with SEC rules requiring all broker-dealer firms to maintain sufficient net capital to ensure that you will get your cash and securities back, in the unlikely event that our firm should fail.

THIRD LAYER OF PROTECTION: SIPC INSURANCE

Since RBC CM is a member of SIPC — a nonprofit corporation funded by member securities broker-dealers — you are eligible for SIPC insurance protection.

In the rare event that RBC CM would become insolvent and by some unlikely sequence there were securities missing from your account, SIPC reserve funds would be available to satisfy your claims against the firm, up to \$500,000 per client, including up to \$250,000 in cash.

Protecting Your Assets, continued

All client accounts which are similarly titled are combined for purposes of determining SIPC protection. Accounts with separate legal titles, however, are protected separately. For example, your individual account, your joint tenants account with a spouse and your custodial account for a minor child would each receive separate protection.

Shares of money market funds, although often thought of by investors as cash, are, in fact, securities. If you hold such securities in your account, these shares are protected in the same manner as any other covered security and are not included in the \$250,000 cash threshold.

As stated previously, SEC rules provide for property and possessions of a failed firm to be made available to protect you beyond SIPC's basic coverage. For more information about SIPC coverage, please see the SIPC website at www.sipc.org.

FOURTH LAYER OF PROTECTION: EXCESS SIPC PROTECTION

Another way clients' assets are protected is through an insurance policy purchased by RBC CM from Lloyd's of London that provides coverage in excess of SIPC.

The policy provides additional securities and cash protection up to \$99.5 million per SIPC qualified account (of which \$900,000 may be cash). The firm's excess SIPC policy is subject to a maximum aggregate amount payable of \$400 million.

There has never been a claim paid by an excess SIPC carrier. This is due in part to the segregation rules and the existence of SIPC coverage, which are the first lines of defense in the event of a brokerage firm failure. According to the SIPC website (www.sipc.org), "no fewer than 99 percent of eligible investors get their investments back from SIPC." Excess SIPC insurance is an additional layer of coverage in place for the statistically small chance that SIPC coverage would not be sufficient to settle claims.

ADD IT ALL UP: LAYERS AND LAYERS OF PROTECTION

As outlined previously in this pamphlet, in the highly unlikely event you may need them, RBC CM provides four layers of protection for your assets. The table below illustrates the types of asset protection insurance available and the coverage you can expect to receive (layers three and four) — over and above the financial strength of our firm and the SEC capital and asset segregation requirements with which we comply (layers one and two).

Investment Type	SIPC Coverage	Excess SIPC Coverage ¹	Total Coverage
Securities and cash	\$500,000 (maximum \$250,000 cash)	\$99,500,000 (maximum \$900,000 cash)	\$100,000,000 (maximum of \$1,150,000 cash)

RBC Correspondent Services and/or RBC Advisor Services, divisions of RBC Capital Markets, LLC, member NYSE/FINRA/SIPC, provide custody services for accounts managed by your Financial Advisor. The referenced product or service is available through that relationship.

- 1. Neither SIPC protection, nor protection in excess of that provided by SIPC, covers a decline in the value of your assets due to market loss.*
- 2. Subject to a maximum aggregate of \$400 million.*
- 3. Named safest bank in North America by Global Finance magazine (2009, 2010, 2011) with one of the highest credit ratings of any financial institution (Moody's Aa3, Standard and Poor's AA-, Fitch AA).*

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**Fixed Income
Investment Presentation**

to

**Bloomfield Township Public Library
Board of Directors**

Presented by:

Matthew J. Whitty

and

Walter G. Schwartz

of

Gregory J. Schwartz & Co., Inc.

July 17, 2012

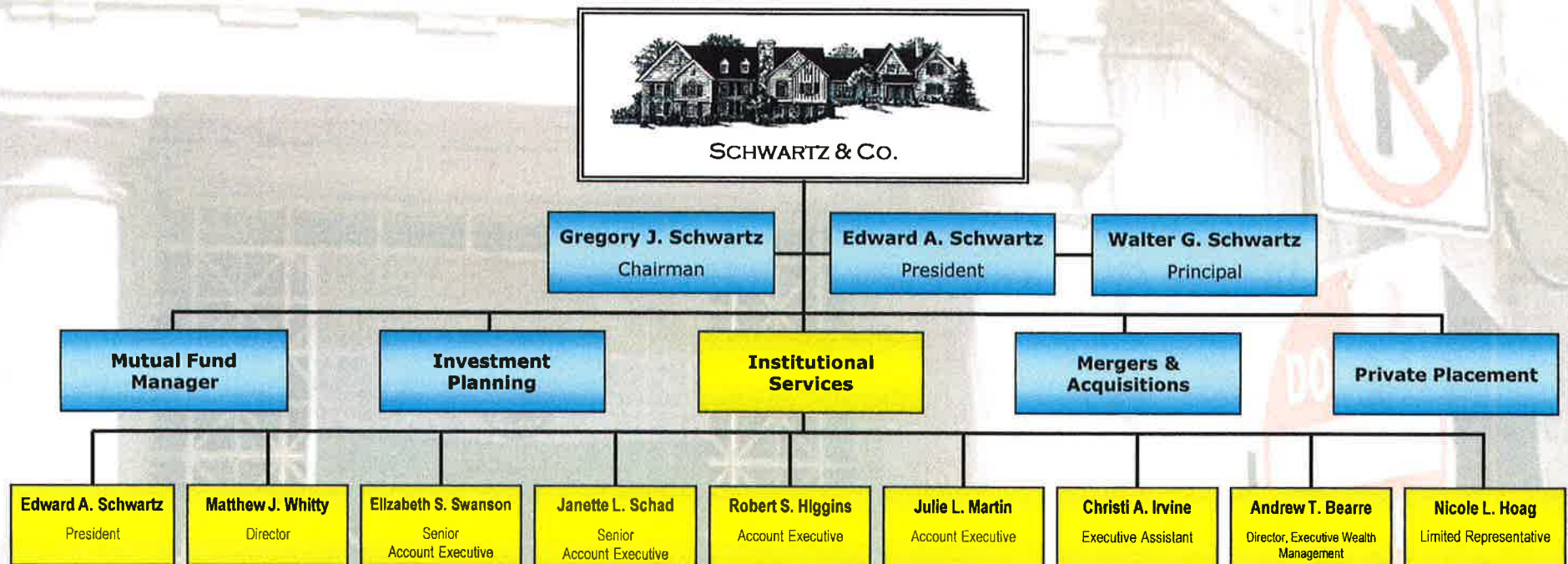
Bloomfield Township Public Library

Schwartz & Co. - Executive Summary

- For the past two years, Schwartz & Co. has managed the Improvement & Revolving Fund for the Bloomfield Township Public Library ("BTPL"). During that time period, the portfolio has grown by \$173,086, which equates to an annualized net rate of return of 2.2%.
- Our firm has utilized the highest grade of investment grade securities ("AAA"), issued by the U.S. Government. The average duration of these fixed income securities has been approximately 2.6 years.
- The total weighted average investment cost to invest in these securities is 0.95% (95 basis points), which compensates both the investment management companies and Schwartz & Co. as your independent investment advisor.
- Prior to working with the BTPL on the management of the I&R Fund, Schwartz & Co. managed the investments within the BTPL's bond offering portfolio. This assignment began in November 2004 and ended in November 2010. Over the course of the six-year assignment, the bond offering investment portfolio earned \$1,342,701, which equates to an annualized net rate of return of 3.1%. For comparison purposes, the projected annualized return for this portfolio at the beginning of the assignment was 2.4%.

Background of Schwartz & Co.

- Established in 1976
- Located in Bloomfield Hills, MI



Schwartz & Co.

Selected Institutional Client References

Bloomfield Township

Total assets approximately \$50,000,000.

priceline.com

Total assets approximately \$35,000,000.

Dura Automotive

Total assets approximately \$90,000,000.

PVS Chemicals, Inc.

Total assets approximately \$40,000,000.

Henniges Automotive

Total assets approximately \$250,000,000.

SEMCO Energy

Total assets approximately \$230,000,000.

New Mexico Gas Company

Total assets approximately \$70,000,000.

SMITHGROUP, Inc.

Total assets approximately \$90,000,000.

Oakland County

Total assets approximately \$550,000,000.

Walbridge

Total assets approximately \$60,000,000.

MARKET INSIGHTS

Weekly Market Recap

July 9, 2012

Headlines

- The ECB cut its policy rate by 0.25% to 0.75%.
- China lowered the 1-year lending and deposit rates.

Economic News

- The ISM Manufacturing index slid below 50 in June.
- Light vehicle sales came in at 14.1mm annualized.
- Jobless Claims fell to 374,000.
- Nonfarm Payrolls: +80K; Unemployment Rate: 8.2%.
- Next Week: Consumer Credit, International Trade.

Thought of the Week

With the 2Q12 earnings season under way, investor focus has turned to the health and growth of corporate profits. Although the absolute level of earnings remains robust, year-over-year earnings growth has slowed during the past few quarters. Additionally, as shown in this week's chart, downward earnings revisions are currently exceeding upward revisions for S&P 500 companies, which has coincided with a broad slowdown in the economy. While earnings are still expected to be up year-over-year, the weakening of the revision data suggests that the outlook for corporate profits has deteriorated. Going forward, revenue growth, rather than margin expansion, will be the main driver of earnings, but even if earnings growth slows, equity valuations remain attractive, particularly relative to fixed income.

Question of the week:

The ISM Manufacturing index has begun signaling contraction, dropping to 49.7 in June; when was the last time the index was below 50?

Prior week's question:

New home sales rose to an annual pace of 369,000 in May; when was the last time the pace of new home sales was at this level?

Answer to prior week's question:

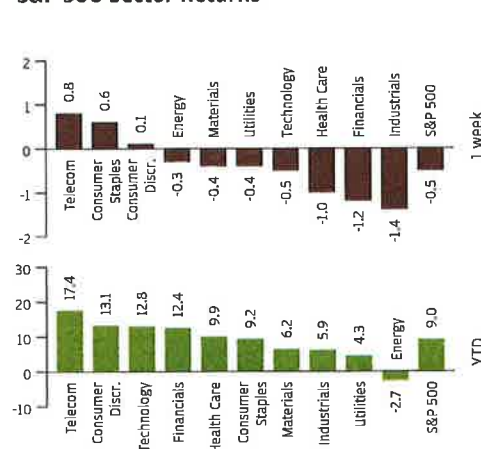
The last time new home sales were at this level was during the homebuyer tax credit-induced bounce in April 2010.

Index Levels	Friday Close 7/6/12	Prior Week 6/29/12	Year End 12/30/11	Year Ago 7/6/11
Dow Jones 30	12,772	12,880	12,218	12,626
S&P 500	1,355	1,362	1,258	1,339
Nasdaq	2,937	2,935	2,605	2,834
Russell 2000	807	798	741	845

Bond Rates				
Fed Funds Target	0.25	0.25	0.25	0.25
2 Year Treasury	0.27	0.31	0.24	0.42
10 Year Treasury	1.55	1.66	1.87	3.10
10 Year Municipal	2.24	2.26	2.45	3.41
High Yield	7.21	7.35	8.36	7.24

Market Returns	1 week		YTD	
	Local	USD	Local	USD
S&P 500	-0.48	-0.48	8.96	8.96
MSCI - EAFE	0.78	-0.64	5.48	2.71
United Kingdom	1.69	0.54	4.16	3.93
Europe ex-UK	0.01	-2.90	4.74	-0.19
Japan	0.23	0.56	7.30	3.81
Asia ex-Japan	1.67	1.71	7.19	7.24

S&P 500 Sector Returns



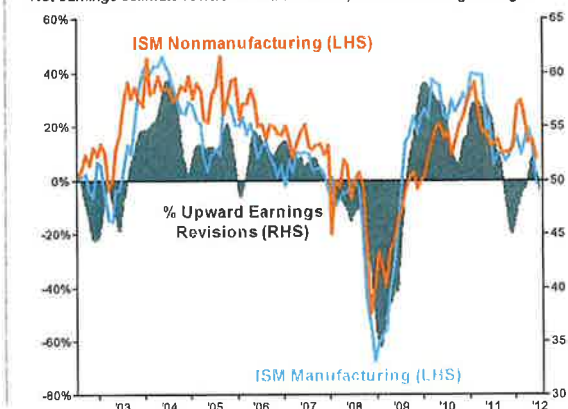
Style Returns

	V	B	G
L	-0.8	-0.5	0.0
M	0.0	0.0	0.0
S	1.2	1.1	-1.1

	V	B	G
L	7.8	9.0	10.1
M	7.7	7.9	8.1
S	9.5	9.7	10.0

Chart of the Week

Earnings Revisions Tend to Track Economic Growth
Net earnings estimate revisions as a % of total, 3-month moving average



Bloomfield Township Public Library

Improvement & Revolving Fund

Asset Update

Fund	Objective	June 30, 2011		September 30, 2011		December 31, 2011	
		\$ Amount	% of Assets	\$ Amount	% of Assets	\$ Amount	% of Assets
Tamarack Prime Reserve	Money Market	\$2,654	0.1 %	\$119	0.0 %	\$119	0.0 %
Federated Gov't Ultrashort Bond Fund	Ultra Short Bond	699,753	16.9	0	0.0	0	0.0
Wells Fargo Advantage Adj. Rate Gov't	Ultra Short Bond	0	0.0	702,835	16.8	705,936	16.8
Sentinel Short Maturity Gov't	Short Term Gov't Bond	1,221,668	29.5	1,225,636	29.3	1,221,391	29.0
Eaton Vance Gov't Obligations	Short Term Gov't Bond	822,623	19.9	835,085	20.0	840,525	20.0
DWS GNMA	Intermediate Gov't Bond	362,628	8.8	368,109	8.8	374,368	8.9
Sentinel Gov't Securities	Intermediate Gov't Bond	1,030,826	24.9	1,053,234	25.2	1,062,908	25.3
TOTAL		\$4,140,152	100.0 %	\$4,185,019	100.0 %	\$4,205,247	100.0 %

Fund	Objective	March 31, 2012		June 30, 2012		July 10, 2012	
		\$ Amount	% of Assets	\$ Amount	% of Assets	\$ Amount	% of Assets
Tamarack Prime Reserve	Money Market	\$119	0.0 %	\$119	0.0 %	\$119	0.0 %
Wells Fargo Advantage Adj. Rate Gov't	Ultra Short Bond	711,886	16.8	524,909	12.0	525,448	12.0
Sentinel Short Maturity Gov't	Short Term Gov't Bond	1,227,799	29.1	525,155	12.0	525,730	12.0
Loomis Sayles Ltd Term Gov't & Agency	Short Term Gov't Bond	0	0.0	1,100,923	25.1	1,102,768	25.1
Eaton Vance Gov't Obligations	Short Term Gov't Bond	842,585	19.9	870,415	19.9	874,175	19.9
DWS GNMA	Intermediate Gov't Bond	375,265	8.9	439,170	10.0	441,438	10.0
Sentinel Gov't Securities	Intermediate Gov't Bond	1,068,566	25.3	921,441	21.0	925,715	21.1
TOTAL		\$4,226,219	100.0 %	\$4,382,131	100.0 %	\$4,395,393	100.0 %

NOTE: A \$130,000 check was received and deposited on May 22, 2012.

Bloomfield Township Public Library

Improvement & Revolving Fund

Internal Rate of Return Analysis

Since Inception

<u>Days</u>	<u>Date</u>	<u>(Inflow)/Outflow \$ Amount</u>	<u>Transaction</u>
0	07/01/10	(\$600,000)	Wire Transfer Received
25	07/26/10	(\$2,075,000)	Wire Transfer Received
27	07/28/10	(\$742,307)	Deposit
90	09/29/10	(\$425,000)	Deposit
123	11/01/10	(\$250,000)	Deposit
691	05/22/12	(\$130,000)	Deposit
740	07/10/12	\$4,395,393	Ending Balance

Inflows:	\$4,222,307
Outflows:	\$0
BTPL - Annualized Net Return:	2.2%

Six Month CD	0.5%
Two Year Treasury	1.1%
Barclays Capital 1-5 Yr. Gov't Bond Index	2.1%

Bloomfield Township Public Library

Improvement & Revolving Fund

Income & Performance Summary

<u>Calendar Quarter</u>	<u>Ending Balance</u>	<u>Income Earned ¹</u>	<u>Quarterly Net Return</u>
2010 Q3	\$3,849,973	\$12,493	0.5%
2010 Q4	\$4,078,014	\$62,505	-0.5%
2011 Q1	\$4,089,362	\$26,126	0.3%
2011 Q2	\$4,140,152	\$26,218	1.2%
2011 Q3	\$4,185,019	\$27,489	1.1%
2011 Q4	\$4,205,247	\$28,568	0.5%
2012 Q1	\$4,226,219	\$27,733	0.5%
2012 Q2	\$4,382,131	\$27,075	0.6%
		<u>\$238,207</u>	

¹ Includes dividends and capital gains earned by the BTPL I&R Portfolio.



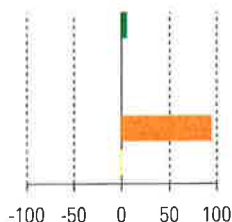
BTPL Improvement and Revolving Fund

Benchmark: Barclays 1-5 Yr Govt Bond

Portfolio Value
\$ 4,382,130.90

Analysis

Composition %	Portfolio	Bmark
Cash	6.15	1.57
US Stocks	0.00	0.00
Non-US Stocks	0.00	0.00
Bonds	95.03	98.40
Other	-1.18	0.03



Current Investment Style

Style	Value	Core	Growth
Large Size			
Medium			
Small			

Fixed-Income Investment Style %

Ltd	Mod	Ext	
68	32		High Quality
			Medium
			Low

Sector Weightings

% of Stocks	Portfolio	Bmark
Cyclical	0.00	0.00
Basic Materials	0.00	0.00
Consumer Cyclical	0.00	0.00
Financial Services	0.00	0.00
Real Estate	0.00	0.00
Sensitive	0.00	0.00
Commun Svs	0.00	0.00
Energy	0.00	0.00
Industrials	0.00	0.00
Technology	0.00	0.00
Defensive	0.00	0.00
Consumer Def	0.00	0.00
Healthcare	0.00	0.00
Utilities	0.00	0.00

Regional Exposure

% of Stocks	Portfolio	Bmark
Americas	NA	NA
North America	NA	NA
Latin America	NA	NA
Greater Europe	NA	NA
United Kingdom	NA	NA
Europe dep	NA	NA
Europe emrg	NA	NA
Africa/Middle East	NA	NA
Greater Asia	NA	NA
Japan	NA	NA
Australasia	NA	NA
Asia dev	NA	NA
Asia emrg	NA	NA
Not Available	100.00	100.00

% 0 5 10 15 20 25 30 35 40 45 50

Performance

Trailing Returns	3 Mo	1 Yr	3 Yr	5 Yr	10 Yr
Pre-Tax Portfolio Return	0.71	3.13	4.10	5.17	4.13
+/- Benchmark Return	0.15	0.96	1.28	0.71	0.34

Best/Worst Time Periods

	3 Months	Return%	1 Year	Return%	3 Years	Return%
Best	11-08/01-09	3.72	11-08/10-09	9.80	07-07/06-10	6.76
Worst	06-03/08-03	-1.58	06-03/05-04	0.04	06-03/05-06	1.55

Risk/Returns Against MF Universe

	3 Yr (20362 funds)	5 Yr (18378 funds)	10 Yr (13741 funds)
Return	95	18	79
Risk	4	3	4

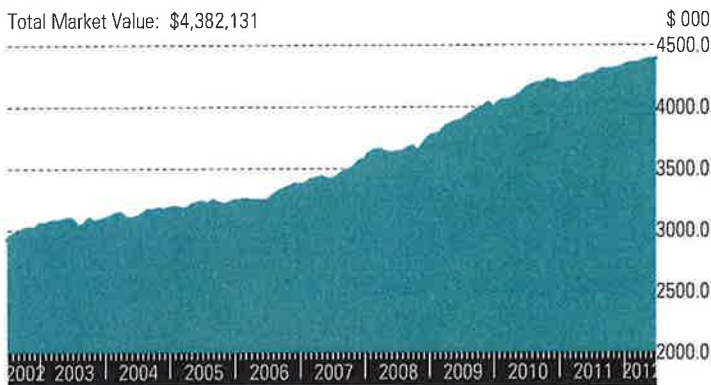
Average Star Rating

Portfolio	3.7 ★(100%)*
Mgd Products	3.7 ★(100%)*
Stocks	0.0 ★ (0%)*

(1=Best, 100=Worst)

*percent of portfolio used in average

Investment Activity Graph



Holdings

Top 7 holdings out of 7

Loomis Sayles Ltd Term Govt and Agency A
Sentinel Government Securities A
Eaton Vance Government Obligations A
Sentinel Short Maturity Govt S
Wells Fargo Advantage Adj Rate Govt Adm
DWS GNMA A
Cash: Money Market - Taxable

Type	Holding Value \$	% Assets
MF	1100922.82	25.12
MF	921441.19	21.03
MF	870414.56	19.86
MF	525154.61	11.98
MF	524908.84	11.98
MF	439169.80	10.02
PY	119.08	0.00



BTPL Improvement and Revolving Fund

Benchmark: Barclays 1-5 Yr Govt Bond

Portfolio Value
\$ 4,382,130.90

Fundamental Analysis

Market Maturity			Geo Avg Market Capitalization (\$Mil)		Valuation Multiples		Portfolio	Bmark	Interest Rate Risk		Portfolio
% of Stocks	Portfolio	Bmark	Portfolio	NA	P/E Ratio TTM	NA	NA	NA	Maturity		4.28
Developed Markets	NA	NA	Benchmark	NA	P/B Ratio TTM	NA	NA	NA	Duration (total portfolio)		2.67
Emerging Markets	NA	NA			P/S Ratio TTM	NA	NA	NA	Avg Credit Quality		AAA
Not Available	NA	NA			P/C Ratio TTM	NA	NA	NA			

Type Weightings

% of US Stocks	Portfolio	Bmark
High Yield	0.00	—
Distressed	0.00	—
Hard Assets	0.00	—
Cyclical	0.00	—
Slow Growth	0.00	—
Classic Growth	0.00	—
Aggressive Growth	0.00	—
Speculative Growth	0.00	—
Not Available	0.00	—

% 0 5 10 15 20 25 30 35 40 45 50

Profitability

% of US Stocks	Portfolio 2011	Bmark 2011
Net Margin	NA	NA
ROE	NA	NA
ROA	NA	NA
Debt/Capital	NA	NA

Credit Quality

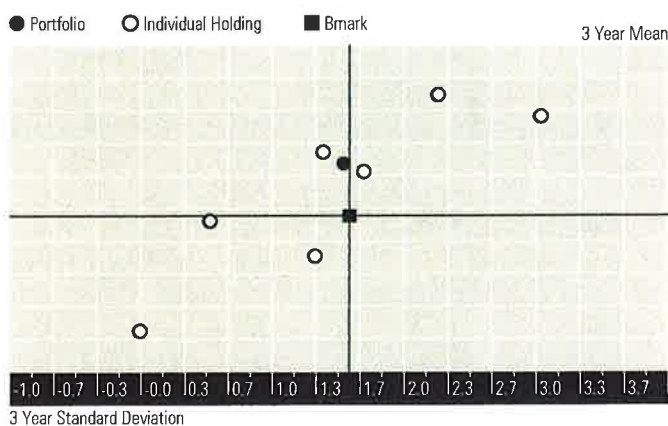
% of Bonds					
AAA	100.00	B			0.00
AA	0.00	Below B			0.00
A	0.00	NR/NA			0.00
BBB	0.00				
BB	0.00				

Fund Statistics

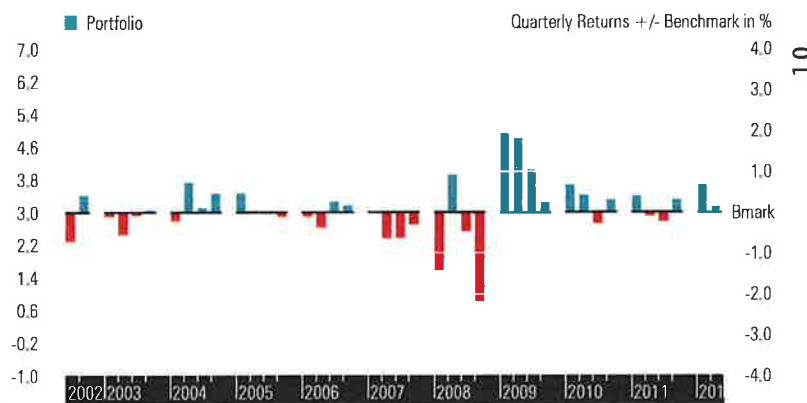
Potential Cap Gains Exposure	-1.99
Avg Gross Exp Ratio	0.95

Risk Analysis

Risk/Reward Scatterplot



Performance History Graph



Risk and Return Statistics

	3 Yr		5 Yr		10 Yr	
	Portfolio	Bmark	Portfolio	Bmark	Portfolio	Bmark
Standard Deviation	1.54	1.59	1.82	2.11	2.07	2.16
Mean	4.10	2.82	5.17	4.45	4.13	3.79
Sharpe Ratio	2.55	1.70	2.34	1.70	1.09	0.90

MPT Statistics

	3 Yr	5 Yr	10 Yr
	Portfolio	Portfolio	Portfolio
Alpha	1.52	1.93	0.66
Beta	0.90	0.65	0.83
R-squared	85	57	75

Bloomfield Township Public Library

Improvement & Revolving Fund

Investment Performance Analysis

Fund	Net Annualized Returns				YTD
	10 Yr.	5 Yr.	3 Yr.	1 Yr.	
Wells Fargo Advantage Adjustable Gov't	3.0%	3.0%	2.7%	2.1%	1.3%
Sentinel Short Maturity Government	2.8%	3.2%	1.8%	0.4%	0.4%
Loomis Sayles Limited Term Gov't and Agency	4.0%	5.1%	4.4%	2.7%	1.5%
Eaton Vance Government Obligations	4.2%	5.5%	3.9%	3.4%	1.2%
Sentinel Government Securities	5.4%	6.7%	5.3%	4.9%	1.7%
DWS GNMA	4.8%	6.5%	5.8%	4.5%	1.3%

NOTE #1: Performance data provided by Morningstar, as of June 30, 2012.

NOTE #2: Inception date was July 1, 2010.

Bloomfield Township Public Library
Improvement & Revolving Fund
Potential Asset Allocation

Fund	Objective	Pro Forma		Average Duration	Average Credit Quality
		\$ Amount	% of Assets		
Short Duration Securities: ¹					
Wells Fargo Advantage Adjustable Gov't	Ultra Short Term Gov't Bond	\$929,309	15.0 %	1.3	AAA
Sentinel Short Maturity Government	Short Term Gov't Bond	557,585	9.0	1.9	AAA
Loomis Sayles Limited Term Gov't and Agency	Short Term Gov't Bond	1,734,710	28.0	2.1	AAA
Eaton Vance Government Obligations	Short Term Gov't Bond	1,115,171	18.0	3.0	AAA
Subtotal - Short Duration Securities		\$4,336,775	70.0 %		
Short-to-Intermediate Duration Securities: ²					
Sentinel Government Securities	Intermediate Gov't Bond	929,309	15.0 %	3.6	AAA
DWS GNMA	Intermediate Gov't Bond	929,309	15.0	4.0	AAA
Subtotal - Short-to-Intermediate Duration Securities		\$1,858,618	30.0 %		
GRAND TOTAL		\$6,195,393	100.0 %		

NOTE: Pro Forma dollar amount includes a potential \$1,800,000 deposit from BTPL.

¹ Includes securities with durations of three years or less.
² Includes securities with durations greater than three years.



BTPL Potential Allocation

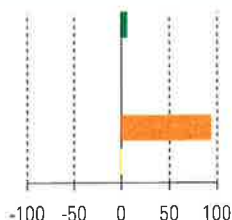
Benchmark: Barclays 1-5 Yr Govt Bond

Portfolio Value

\$ 6,195,393.00

Analysis

Composition %	Portfolio	Bmark
Cash	6.64	1.57
US Stocks	0.00	0.00
Non-US Stocks	0.00	0.00
Bonds	94.50	98.40
Other	-1.14	0.03



Current Investment Style

Style	Value	Core	Growth
Large Size			
Medium			
Small			

Fixed-Income Investment Style %

Ltd	Mod	Ext	
69	31		High Quality
			Medium
			Low

Sector Weightings

% of Stocks	Portfolio	Bmark
Cyclical	0.00	0.00
Basic Materials	0.00	0.00
Consumer Cyclical	0.00	0.00
Financial Services	0.00	0.00
Real Estate	0.00	0.00
Sensitive	0.00	0.00
Commun Svs	0.00	0.00
Energy	0.00	0.00
Industrials	0.00	0.00
Technology	0.00	0.00
Defensive	0.00	0.00
Consumer Def	0.00	0.00
Healthcare	0.00	0.00
Utilities	0.00	0.00

Regional Exposure

% of Stocks	Portfolio	Bmark
Americas	NA	NA
North America	NA	NA
Latin America	NA	NA
Greater Europe	NA	NA
United Kingdom	NA	NA
Europe dep	NA	NA
Europe emrg	NA	NA
Africa/Middle East	NA	NA
Greater Asia	NA	NA
Japan	NA	NA
Australasia	NA	NA
Asia dev	NA	NA
Asia emrg	NA	NA
Not Available	100.00	100.00

% 0 5 10 15 20 25 30 35 40 45 50

Performance

Trailing Returns

Returns Through 06-30-2012

	3 Mo	1 Yr	3 Yr	5 Yr	10 Yr
Pre-Tax Portfolio Return	0.71	3.14	4.15	5.12	4.09
+/- Benchmark Return	0.15	0.96	1.33	0.67	0.30

Best/Worst Time Periods

	3 Months	Return%	1 Year	Return%	3 Years	Return%
Best	11-08/01-09	3.55	11-08/10-09	9.81	07-07/06-10	6.66
Worst	06-03/08-03	-1.50	06-03/05-04	0.01	06-03/05-06	1.54

Risk/Returns Against MF Universe

	3 Yr (20362 funds)	5 Yr (18378 funds)	10 Yr (13741 funds)
Return	94	19	80
Risk	3	3	4

(1 = Best, 100 = Worst)

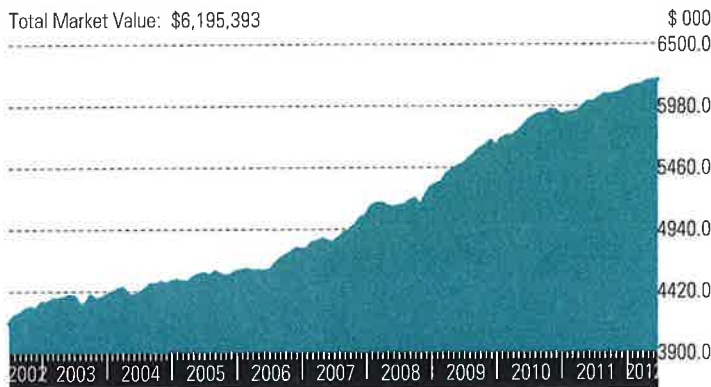
Average Star Rating

Portfolio	3.8 ★ (100%)*
Mgd Products	3.8 ★ (100%)*
Stocks	0.0 ★ (0%)*

*percent of portfolio used in average

Investment Activity Graph

Total Market Value: \$6,195,393



Holdings

Top 7 holdings out of 7

Loomis Sayles Ltd Term Govt and Agency A
Eaton Vance Government Obligations A
DWS GNMA A
Sentinel Government Securities A
Wells Fargo Advantage Adj Rate Govt Adm
Sentinel Short Maturity Govt S
Cash: Money Market- Tax-Free

Type	Holding Value \$	% Assets
MF	1734710.04	28.00
MF	1115170.74	18.00
MF	929308.95	15.00
MF	929308.95	15.00
MF	929308.95	15.00
MF	557585.37	9.00
PY	0.00	0.00



BTPL Potential Allocation

Benchmark: Barclays 1-5 Yr Govt Bond

Portfolio Value
\$ 6,195,393.00

Fundamental Analysis

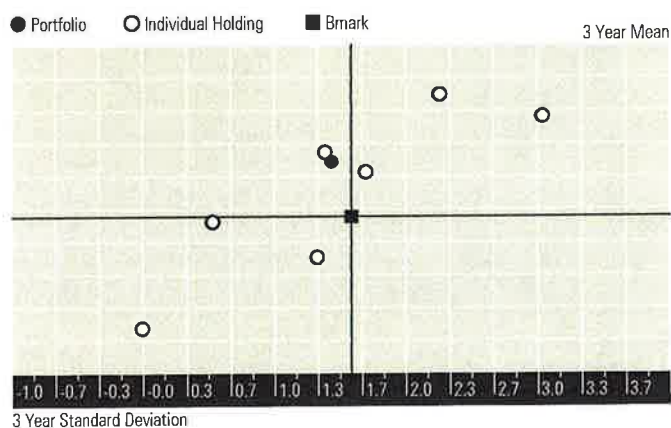
Market Maturity			Geo Avg Market Capitalization (\$Mil)		Valuation Multiples		Portfolio	Bmark	Interest Rate Risk		Portfolio
% of Stocks	Portfolio	Bmark	Portfolio	NA	P/E Ratio TTM	NA	NA	NA	Maturity		4.49
Developed Markets	NA	NA	Benchmark	NA	P/B Ratio TTM	NA	NA	NA	Duration (total portfolio)		2.64
Emerging Markets	NA	NA			P/S Ratio TTM	NA	NA	NA	Avg Credit Quality		AAA
Not Available	NA	NA			P/C Ratio TTM	NA	NA	NA			

Type Weightings			Profitability		Portfolio	Bmark	Credit Quality		
% of US Stocks	Portfolio	Bmark	% of US Stocks		2011	2011	% of Bonds		
High Yield	0.00	—	Net Margin	NA	NA	AAA	100.00	B	0.00
Distressed	0.00	—	ROE	NA	NA	AA	0.00	Below B	0.00
Hard Assets	0.00	—	ROA	NA	NA	A	0.00	NR/NA	0.00
Cyclical	0.00	—	Debt/Capital	NA	NA	BBB	0.00		
Slow Growth	0.00	—				BB	0.00		
Classic Growth	0.00	—							
Aggressive Growth	0.00	—							
Speculative Growth	0.00	—							
Not Available	0.00	—							

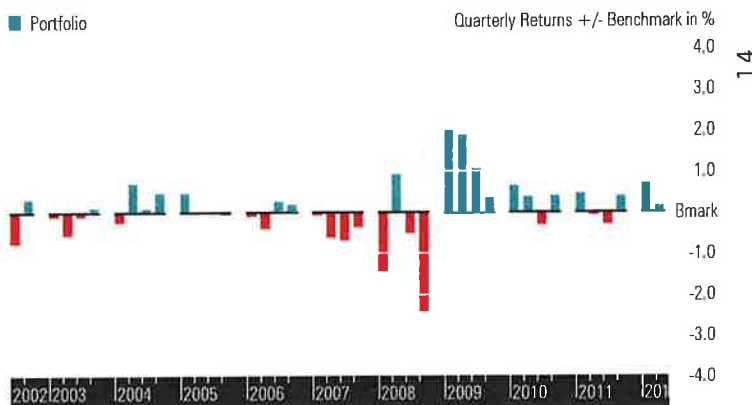
Fund Statistics		
Potential Cap Gains Exposure		-1.99
Avg Gross Exp Ratio		0.94

Risk Analysis

Risk/Reward Scatterplot



Performance History Graph



Risk and Return Statistics	3 Yr		5 Yr		10 Yr	
	Portfolio	Bmark	Portfolio	Bmark	Portfolio	Bmark
Standard Deviation	1.44	1.59	1.77	2.11	2.01	2.16
Mean	4.15	2.82	5.12	4.45	4.09	3.79
Sharpe Ratio	2.77	1.70	2.39	1.70	1.11	0.90

MPT Statistics	3 Yr	5 Yr	10 Yr
	Portfolio	Portfolio	Portfolio
Alpha	1.75	2.04	0.69
Beta	0.83	0.61	0.79
R-squared	83	53	73

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees

FROM: Karen Kotulis-Carter

DATE: July 11, 2012

SUBJECT: Combining Funds

With the advent of GASB 54, I recommended to the Finance Committee that the library physically combine the General Fund and our Improvement & Revolving Fund. Historically, the separation of these two funds helped to maintain a separate capital improvement and contingency fund. But now when both are required to be combined by GASB 54 on our financial statements, the timing is right to consider merging both funds. The Gift Fund, by law, needs to be kept separate and not co-mingled.

The negative ramifications to consider could be the misperception a larger combined fund balance may cause. It would take time for Beth Sulek-LaHousse to combine the lines from the two funds, but it also takes time currently for her and the director to combine the two funds to analyze them for the GASB 54 audit and the Management's Discussion & Analysis. However, the pros far out-weighs the cons for this combination of funds. Combining funds would make our internal accounting consistent with GASB 54 and our audit. Currently the two funds are added together in the audit and we need to "unbury" them to verify totals and accounting. Accounting itself and reconciliation would be simplified by not having two accounts to track and keep separate. The differentiation between the purpose of the separate funds has become hazier with the need for us to use the I&R for some of our operating expenditures. A truer picture of our total operating costs would be presented to trustees and to the public. Because the expenditures could be shown in one combined budget, I believe the budget would be clearer and easier for everyone, especially our taxpayers, to understand. One fund would be easier for our management staff to understand, manage and monitor. Combining funds would save us administrative staff time in monitoring, investing and reporting. The audit itself should cost less to review only two funds instead of three. And finally, in one word, combining two funds into one would simply simplify the budgeting process.

The Finance Committee approved my recommendation for Administration to present the 2013-2014 budget at the August Public Budget Hearing in a combined format for the General and Improvement & Revolving funds and eliminate the I & R Fund completely. Both Carol Mueller and Beth Sulek-LaHousse support this recommendation. The Finance Committee and Administration would now like the Board of Trustees to take action to combine the General Fund with the Improvement & Revolving Fund. This action would result in terminating the I&R as a separate fund.

ACTION:

I move to combine the General Fund and the Improvement & Revolving Fund into one fund titled the General Fund for the current 2012-2013 fiscal year and for all future fiscal years.

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: Karen Kotulis-Carter

DATE: July 10, 2012

SUBJECT: Non-resident Circulation

The library has been monitoring non-resident use more diligently since our serious decline in property tax revenue. We have always sought to prioritize access to our taxpayers. However, our weakened ability to address their needs, due to the 20% reduction in our operating budget since 2008, caused us to restrict non-resident use further.

Over the last two years the Library Board has amended our circulation policies and library access to study rooms and computers by non-residents to result in a fairer level of use. Our efforts to prioritize access to our taxpayers have been successful according to our most recent circulation statistics for the April 1, 2011 - March 31, 2012 fiscal year. These new statistics show a record-breaking total annual circulation of 908,115 items! It is particularly impressive because over 85% of this growing circulation was done by our own taxpayers.

Non-resident circulation has been reduced to the 15% desired goal. We continue to monitor circulation and hope that this level continues. When compared to the historic percentage of 30%, our policy changes have indeed made the desired impact. The 15% level is much fairer and consistent when compared to other libraries.

This represents only one side of the picture, however. We need to also compare statistics which show how much our taxpayers use other libraries. Through our membership in TLN, 65 communities are able to check out materials at BTPL and in turn our residents are able to check out materials from their libraries. In addition, we have individual reciprocal borrowing agreements with Cranbrook, Detroit and Troy. Attached is a chart of this reciprocal circulation comparison. Please note that at this time we were not able to obtain statistics for our resident use of Cranbrook or Detroit. We know that our residents have been using these libraries, but the circulation statistics will not be reported until it is time to consider renewal of these individual agreements.

In total, 90,556 items were checked out from BTPL last year by TLN, Cranbrook, Detroit and Troy Public Library non-resident cardholders. However, our taxpayers checked out 55,914 items from TLN libraries and the Troy Public Library (Detroit and Cranbrook numbers are not available). In total we were a net-lender. In most instances non-residents from other library communities borrow from our library more than our residents borrow from their library.

It is important to note, surprisingly, that there are a handful of other libraries from which our residents checked out more items than their respective residents checked out from BTPL. These net lenders are the West Bloomfield Township Public Library, Troy Public Library and Baldwin Public Library.

Last fiscal year the greatest net lending to BTPL was from the West Bloomfield Township Public Library where West Bloomfield Library records indicate our residents checked out 12,722 more items than their residents checked out from BTPL. Our residents checked out 2,574 more items from the Troy Public Library than their residents checked out from BTPL. Our residents checked out 385 more items from Baldwin Public Library than Birmingham residents checked out from BTPL.

The Troy statistics have been analyzed recently in preparation for our reciprocal agreement discussions. The Troy net lending in this instance can be attributed to our restrictive three-items limit for their residents last fiscal year. This number was increased to ten in the trial agreement and will be monitored to see how this change affects the circulation over this next year.

I have asked the West Bloomfield Township Public Library Director, Clara Bohrer, to investigate their records to make sure no residents of the city of Bloomfield Hills were included in our statistics. Clara indicated that there may be some city residents mixed in with ours. It may be a future project for their library to correct this, but at this time they do not have the time to cull through thousands of records.

So in looking at the big picture, although we strive to be the primary and sole provider of library service to our taxpayers, our residents do take advantage of our reciprocal borrowing arrangements with other libraries. This is important to keep in mind when pondering reciprocity with other libraries for the benefit of our taxpayers.

2011-2012 Circulation Comparison			
LIBRARY	Other Library Use of BTPL	BTPL Use of Other Library	Difference
Addison Twp. (Leonard)	60	0	60
Allen Park-Wayne County Library	6	0	6
Auburn Hills Library	2219	1581	638
Berkley Library	738	315	423
Birmingham-Baldwin Library	20425	20810	-385
Brandon Twp - Ortonville	102	1	101
Brighton Library	6	4	2
Canton Library	276	5	271
Clawson Library	364	138	226
Commerce Library	306	17	289
Cranbrook	7773	NA	7773
Dearborn Henry Ford	0	0	0
Dearborn Heights Library	81	0	81
Detroit Library	2917	NA	2917
Farmington Library	2003	533	1470
Ferndale Library	318	100	218
Franklin Library	7115	772	6343
Grosse Pointe Library	79	0	79
Hamtramck Library	199	0	199
Homebound Services	892	0	892
Hartland Cromaine Library	15	0	15
Hazel Park Library	99	0	99
Highland Township	119	0	119
Huntington Woods Library	219	3	216
Independence Township Library	942	0	942
Livonia Library	481	269	212
Lyon Library	0	1	-1
Madison Heights Library	9	0	9
Milford Township Library	23	15	8
Northville Library	209	2	207
Novi Library	228	27	201
Oak Park Library	436	10	426
Orion Township Library	1195	0	1195
Oxford Library	196	6	190
Plymouth Library	19	0	19
Pontiac Library	8867	3	8864
Redford Township Library	191	6	185
Rochester Hills Library	1390	948	442
Romulus Library	9	0	9
Royal Oak Library	3938	42	3896
Salem-South Lyon Library	3	13	-10
Southfield Library	4791	519	4272
Southgate Wayne County Library	94	0	94
Springfield Township Library	103	0	103
Taylor-Wayne County Library	4	0	4
Trenton-Wayne County Library	32	0	32
Troy Library	1952	4526	-2574
Walled Lake Library	108	0	108
Waterford Library	5547	7	5540
West Bloomfield Library	12419	25141	-12722
Wayne Library	0	1	-1
White Lake Library	785	5	780
Wixom Library	122	94	28
Ypsilanti Library	69	0	69
Westland W.P.F. Library	63	0	63
TOTALS	90556	55914	34642

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Library Board of Trustees

FROM: Carol Mueller, Assistant Director

DATE: June 12, 2012

SUBJECT: Strategic Plan Update

Library staff has begun to work on the following ten short term goals for this year:

- Although our “First Meeting Free” invitations to Bloomfield Township public and private school Parent Teacher Organizations have not yet been sent, one such meeting is scheduled on July 19. The International Academy PTO will meet at the Library and will be welcomed by an Adult Services librarian.
- A Library staff committee has been formed to survey Bloomfield Township residents to determine what they know about the Library and its collections, programs and services. The committee’s first meeting is scheduled for September 12 to begin to determine what questions to ask and decide on the best avenue to collection this information.
- Teen book reviews, with the assistance of the Teen Advisory Board (TAB), will be created for viewing on the Library website and other appropriate avenues starting this fall, 2012 when school resumes again. TAB members will be asked to send in their reviews over the summer.
- Our library rewards program will return again in September, 2012, for Bloomfield Township residents who bring in another resident to get a library card. September is “National Library Card Sign Up Month” and this program fits in perfectly. In addition, the Library will unveil its book, *My Library*, an introduction to Bloomfield Township Public Library, during this month by giving a copy to each young patron who receives their very first library card.
- A welcome brochure draft, highlighting Library collections and services, has been prepared. This new brochure will be given to each person receiving a new Bloomfield Township Public Library card, placed in our new resident welcome packets and available at the Welcome Desk.
- Our relationship with the Bloomfield Historical Society has been strengthened by working as a team to develop our local history collection. Several Historical Society volunteers have been trained to use and assist others in the Library archives. Bloomfield Historical Society documents such as their newsletters, program flyers and board meeting minutes have been added to the collection also.

- Several of the Library's Department Heads will be meeting to discuss and implement, as appropriate, suggested Library catalog improvements for ease of use by our patrons.
- A Library staff committee has been formed to investigate ways to improve patron wayfinding throughout the building. This committee's first meeting is scheduled for August 30.
- Adult Services staff will work to promote programs developed with seniors in mind for greater appeal and attendance.
- The Library was pleased to learn that the Community Foundation for Southeast Michigan (CFSEM) has awarded \$8,000 to the Library to establish a new collection called "Vitality Kits" for the collection. A list of items to purchase is being finalized.

Through our annual short term goals, the Library continues to make progress toward achieving all four long range objectives and to fulfill our mission of "Bloomfield Township Public Library champions the power of words to spark discovery and imagination".

FOL Board Meeting

July 11, 2012

President Glenda Bard called the meeting to order at 12:32 p.m.

Board members present: Glenda Bard, Allen Carlson, Wolf Chayt, Kathy Conner, Nancy Lambert, Germaine, Nancy Lambert, Mack, Pat Miotke, Warren Nielsen, Sally Pullar, Larry Sabbath and Virginia Smith, Also present were Karen Kotulis Carter, Pam Williams, Grant Gerhart and Andrea Aragona.

Present's Report: Glenda

- Thanks for the hard work by the Board during the past month. There was the bag day sale, the job description committee and large amounts of donations to deal with.
- A Chairperson for the annual meeting is needed.

Secretaries Report

Moved by Sally, and seconded by Allen to approve the minutes with prior corrections. The minutes were approved as corrected.

Treasurers Report: (see attached) Larry

Sally moved, seconded by Allen to accept the report. Approved.

Membership Report: Cathy--396 members

Bookstore: Cathy --\$2023.84 collected during April.

SSSS: Virginia.

- Thanks for the three carts, which will be used at the July sale. The sale will feature Christmas in July and vinyl records for \$1.00 each. Vinyl records will no longer be included in the sales.
- Virginia showed a photo, taken by Joel that might make a good note card.

Library Trustee: Pam & Grant

- Prior to the June Board meeting the animals from the Bowers Farm were on the patio of the Children's Room. The visit was enjoyable.
- Pam and about 100 others attended the E-Bookmobile to learn how to use e-Books. It allowed people to compare and contrast the various devices available. The location was at the township office complex.

Director's Report: Karen Also see the attachment

- August 21 is the annual public budget hearing.
- The SOC is featuring a Christmas in July dress up event. It will serve as a fund raiser and also advertise the SSSS Sales events.

New Business:

- Kathy on the job description committee. Committee members are Allen, Kathy, Barb, Nancy and Glenda. The purposed of the committee, as directed by the president, is to work on the job descriptions to help volunteers know what is expected and required by each task. A packet was handed out to each Board member of the twenty-three job descriptions. The top sheet has room to indicate any changed and/or corrections that may be necessary. Board members were directed to read and review the packet, sign the top sheet and turn it in to Kathy by Wednesday, July 25. After approval of the job descriptions a copy will be kept in an online file. Marty will get a copy as will each volunteer. The committee recommends that the job descriptions be reviewed every two years in June.
- Allen on the Big Book Sale. Allen suggests the sale be held in November due to lovely weather and football conflicts. He does not presently plan on any Bag Dale sales before the Big November sale. The second day of the sale will be the Bag Day. The first hour on Saturday will be for members only. The dates would be Friday, November 9 set-up, sales on Saturday, November 10 and 11. Clean up on Tuesday, November 13. The BTPL is closed on Monday, November 13. **Allen moved the Big Sale be held November 10 – 11 with clean-up on Tuesday, November 13. Seconded by Wolf. Approved.**
- Barb on the membership campaign. The ALA has a FOL week scheduled from October 21 – 27, 2012. There are some helpful aides online which may be purchased and use in promoting FOL membership. **Barb moved that**

she be allocated up to \$200 to purchase FOL items for the membership drive. Germaine seconded the motion. Approved.

Karen mentioned that the staff will be having a *My Library Card Week*. This could be tied into the membership campaign. She will confirm the actual dates of the staff event. Virginia noted that a lead time often helps people decide to upon spending on items/memberships etc.

- Glenda brought up a query by the FOL Farmington Public Library. In reviewing library web sites the Farmington group could not find the BTPL FOL on the web site. Karen noted that the entries on the front page of the web site were determined by frequency of access. She will discuss the design with Carol did not encourage the FOL to think the design would change.
- Virginia, in reviewing the June Board materials, noted the SOC letter requesting funds for the annual party. Glenda explained that in 2011 the Board voted to not allow money for the party as it was in conflict with the by-laws of the FOL.

Moved by Allen, and seconded by Wolf that the meeting be adjourned. Meeting adjourned at 1:37 p.m.

The next meeting will be on Wednesday, August, 1, at 12:30 p.m. in the Board Room.

Respectfully submitted,
Nancy Lambert,
Secretary

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

FRIENDS OF THE LIBRARY MONTHLY DIRECTOR'S REPORT

July, 2012

- *Our auditors have completed their review of the 2011-2012 fiscal year and we received the highest standing of an “unqualified opinion. This will be presented at the July Library Board meeting. Administration is also developing the proposed 2013 budget which will be preliminarily adopted at the Library Board **Public Budget Hearing** on August 21.*
- *Our staff have been hard at work developing the next series of short-term goals for our **strategic plan** for the current 2012-2013 fiscal year. A brochure with these goals is attached.*
- *The Bloomfield Township **Special Event application** has been approved by the Township for our upcoming next SSSS from August 2012 through July 2013. Carol Mueller needs to know the dates of the upcoming BIG Book Sale to reserve the meeting rooms and to submit another **Special Event application**.*
- ***THANK YOU** for everything you each do to make our library a THE place to discover!*

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY – ADMINISTRATIVE CALENDAR

2012

AUGUST

2012

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 FOL Board of Directors Meeting 12:30 pm Talent Show 6pm	2 Bubble Banza w/Bubbleman 2pm	3 Campfire Tales 10:30am Ain't Misbehavin Paul Vornhagen Swing Band 7:30 pm	4 Intro to Excel 2-4pm
5	6 Computer Basics 2 2-3:30pm	7 Knit n Stitch Circle 10-11:30am Tue at the Movies 2-4pm	8 Can You Dream It? 2pm Non Fiction Book Club 7-8:30pm Writers Rendezvous 7-8:30pm	9 Moovin & Groovin 2pm	10 Ice Cream Social 2-4pm	11 FOL Second Sat. Sale 9:30-3:30 Intro to Social Networking 2-4pm
12	13	14 Memoir Writers Group 1-3pm	15 Mystery Book Club 1pm and 6pm	16	17 Coffee & Conversation 10-11am	18 Lego Club 11am
19	20	21 BTPL Library Board Meeting 7:00 pm	22 Writers Rendezvous 7-8:30pm	23 Eleanor's Book Club 10am-noon	24	25
26	27	28 Memoir Writers Group 1-3pm	29	30	31	