



Bloomfield Township Public Library Board of Trustees

Library Board Meeting *August 20, 2013* 7:00 p.m. John Rumsey Board Room

> Trustees: libraryboard@btpl.org Judith Lindstrom, President Pamela Williams, Treasurer Joan Luksik, Secretary Margaret Cohen Grant Gerhart Eli Greenbaum

> > Director: muellerc@btpl.org Carol Mueller

All meetings are open to the public. We invite you to attend a meeting or watch it online at www.btpl.org

1099 Lone Pine Road, Bloomfield Township, MI 48302 248.642.5800

THE PLACE TO DISCOVER

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, August 20, 2013, 7:00 p.m.

NUMBERED ITEMS <u>#</u>

DATE DELIVERED

8/16/13

1	Agenda	8/16/13
2a	Request to remove items from the Consent Agenda for Discussion	8/16/13
2b	Motion to approve the order of items for the regular and consent agendas	8/16/13
5	Motion to approve remaining consent agenda items 6-8d	8/16/13
6	Regular Board Meeting Minutes of 7-16-13	8/16/13
7a	Cash Disbursements	8/16/13
7b	Revenues/Expenditures Budget Report	8/16/13
7c	Energy Report	8/16/13
8a	President's Report	8/16/13
8b	Director's Report	8/16/13
8c	Tentative Schedule Calendar	8/16/13
8d	Bloomfield Township Liaison –no report	
8d	Cranbrook – no report	
8d	Art Committee – no report	
8d	Development – no report	
8d	Finance Committee – Meeting Minutes 7-22-13	8/16/13
8d	Friends of the Library Liaison – no report	
8d	Building/Grounds –no report	
8d	Jeanette P. Myers Scholarship Committee- no report	
8d	Landscape Committee –no report	
8d	Personnel Committee – Meeting Minutes 8-13-13	8/16/13
8d	Policy Committee – no report	
11a	2014-15 Holiday and Closings Calendar	8/16/13
13	Motion to approve any items removed from the consent agenda	8/16/13
	UNNUMBERED ITEMS	DATE DELIVERED
		DATE DELIVERED
	Memo regarding Strategic Plan Update	8/16/13
	Memo regarding Roofing Technology Associates, Ltd.	8/16/13
	FOL approved meeting minutes of 7/10/13	8/16/13

Administrative Calendar – September 2013

AGENDA BLOOMFIELD TOWNSHIP PUBLIC LIBRARY BOARD OF TRUSTEES Tuesday, August 20, 2013 **Regular Board Meeting**

7:00 P.M.

*Brief ceremony to award Myers Scholarship at 6:45 p.m. and Public Budget Hearing at 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 July 16, 2013
- 7. Budget
 - a. Cash Disbursements
 - b. Monthly Revenues & Expenditures
 - c. Energy Report
- 8. Written Reports:
 - a. President:
 - b. Director:
 - c. Tentative Schedule
 - d. Committee:

*Judy Lindstrom *Carol Mueller

- *Art Committee Ad Hoc
- *Bloomfield Township Liaison
- *Building & Grounds
- * Cranbrook
- * Development
- * Finance
- * Friends of the Library Liaison
- * Jeanette P. Myers Scholarship Selection
- * Landscaping/Interiors
- * Personnel
- * Policy

REGULAR AGENDA ITEMS

- 9. Call to the public, communications
- 10. Unfinished Business
- 11. New Business
 - a. 2014 Holiday and Closings Calendar
- 12. Discussion of items removed from the Consent Agenda
- 13. MOTION to approve any items removed from the Consent Agenda
- 14. Other
- 15. Next scheduled meeting: Tuesday, September 17, 2013 at 7:00 p.m.
- 16. Adjournment

REQUEST TO REMOVE ITEMS FROM THE CONSENT AGENDA FOR DISCUSSION

• <u>I REQUEST THAT ITEM (S):</u>

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.

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

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

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

► 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.

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, July 16, 2013**

Present:	Trustees: Margaret Cohen, Eli Greenbaum, Judy Lindstrom, Joan Luksik
Unable to Attend:	Grant Gerhart, Pam Williams
Administration:	Assistant Library Director, Carol Mueller; Director's Secretary, Andrea Aragona; Finance Coordinator, Beth Sulek-LaHousse
Guests:	Breck McCrory, BTPL SOC; Rochelle Vandittelli, Doeren Mayhew; Debra Miller, Township resident.

At 7:01 p.m. the Library Board of Trustees Meeting was called to order by President Judy Lindstrom.

Upon discussion, a motion was made by Eli Greenbaum, seconded by Margaret Cohen, <u>TO</u> <u>APPROVE THE ORDER OF ITEMS FOR THE REGULAR AND CONSENT AGENDAS.</u>

A vote was taken for approval of the motion. Ayes: Cohen, Greenbaum, Lindstrom, Luksik, Nays: None **MOTION CARRIED**

President's Verbal Report:

Judy welcomed Carol Mueller to the meeting and thanked her for running the meeting while Karen Kotulis-Carter is on vacation. Carol will begin her duties as Library Director August 1, 2013. Judy congratulated Administration, Department Heads, and staff on the Annual Report. She stated it is amazing all that gets accomplished in one year at the Library! Judy also informed the Board that a very special member of our Friends Board, Virginia Smith, was featured in an article in the July issue of Michigan Gardener Magazine.

Director's Verbal Report:

Carol stated it was an honor to be sitting here and filling in for our Director, Karen Kotulis-Carter. She stated that Karen sent her warm regards to the Board. Carol thanked the Board for the opportunity to serve as the next Library Director and stated she is looking forward to starting on August 1, 2013. Carol informed the Trustees that Karen was honored in many ways last week. She received proclamations for her outstanding leadership of the Library from the State of Michigan, Oakland County and Bloomfield Township at the Township Board Meeting July 8, 2013. The Friends of the Library will be planting a Korean Mountain Ash Tree on Library grounds in honor of Karen's service to the Library, and the Library staff honored Karen with a gift of a \$1000.00 donation to the Director's Legacy Fund. The Director's Legacy Fund is now fully funded and the Community Foundation for Southeast Michigan has established this new endowment for Bloomfield Township Public Library.

Carol stated that the posting for Assistant Library Director has been posted on our website, TLN, Michigan Library Association and the American Library Association. The deadline for the posting is August 19, 2013. Carol is hoping to have the new Assistant Director start by mid October at the latest.

Carol stated that Frank Rewold and Son, Inc. will be overseeing the roofing project and Gene Ferrera will be our consultant and assist with this very large and complex project. He will assist with creating a request for qualifications for the engineering services and a request for qualifications for

roofing contractors. A roofing contractor will be selected in August so that the first and most urgent phase of roof repairs is completed in September/October.

Carol informed the Trustees that next Monday at the Bloomfield Township Board of Trustees Meeting, an amendment to the Townships Defined Contribution Plan will be taken for their approval. This amendment will allow Library employees who have been hired after April 1, 2011 to participate in this plan if they choose.

CONSENT AGENDA MOTION

After discussion, a motion was made by Joan Luksik, seconded by Eli Greenbaum, <u>TO APPROVE</u> <u>THE ITEMS ON THE CONSENT AGENDA AS PRESENTED WITH THE EXCEPTIONS OF THE</u> FOLLOWING; ASSET ALLOCATION SUMMARY

A vote was taken for approval of the motion. Ayes: Cohen, Greenbaum, Lindstrom, Luksik Nays: None **MOTION CARRIED**

REGULAR AGENDA:

Call to the Public: Judy welcomed Breck McCrory, BTPL SOC representative and Rochelle Vendittelli, Doeren Mayhew to the meeting.

UNFINISHED BUSINESS:

No items for discussion

NEW BUSINESS:

11a: Audit

Rochelle Vendittelli from Doeren Mayhew reviewed the Audit for the Trustees. She thanked Beth Sulek-LaHousse, Carol Mueller, and Karen Kotulis-Carter for their help in making a very smooth auditing process. The Trustees thanked Beth for her detailed work and careful management of our finances. The Library received an unqualified opinion from the auditors.

After discussion, a motion was made by Peggy Cohen, seconded by Eli Greenbaum, <u>TO ACCEPT</u> <u>THE AUDIT FOR THE 2012-2013 FISCAL YEAR AS PRESENTED.</u>

A vote was taken for approval of the motion. Ayes: Cohen, Greenbaum, Lindstrom, Luksik Nays: None **MOTION CARRIED**

11b: Annual Report

Carol stated that it is always amazing what Library Staff accomplish in a year's time with a reduced budget and staff. They are never short on ideas, innovation or enthusiasm. Staff is to be commended for their continued high level of service and dedication. Carol highlighted several facts from the Annual Report: Items borrowed, 889.743; Library visits, 343,348; Website visits, 316,204; Collection Size, 375,025; Library cardholders 41,669 and program attendance for 585 programs, 16, 207; new books, 22,748; new media items, 7016 to name a few. The Annual Report will be posted on our website. The Trustees thanked the staff for all their hard work and innovations over this year.

The Annual Investment Report was presented to the Board and compares our investment returns with the standard national average to reassure the Board that our organization is investing under relatively standard circumstances.

After discussion, a motion was made by Joan Luksik, seconded by Peggy Cohen, <u>TO ACCEPT THE</u> <u>LIBRARY ANNUAL REPORT AND ANNUAL INVESTMENT REPORT FOR THE 2012-2013</u> FISCAL YEAR AS PRESENTED.

A vote was taken for approval of the motion. Ayes: Cohen, Greenbaum, Lindstrom, Luksik Nays: None **MOTION CARRIED**

DISCUSSION OF ITEMS REMOVED FROM THE CONSENT AGENDA

Joan questioned the General Fund; RBC Capital –Investments line that stated Annual Yield of 0.00%. Beth stated that she will put the quarterly figure reported from Schwartz and Co. in the report starting next month to reflect the annual yield.

A motion was made by Peggy Cohen, seconded by Eli Greenbaum, <u>TO ACCEPT THE REPORTS</u> <u>AND RECOMMENDATIONS AS PRESENTED.</u>

A vote was taken for approval of the motion. Ayes: Cohen, Greenbaum, Lindstrom, Luksik Nays: None MOTION CARRIED

Other:

Judy informed the Trustees that the Gala celebrating the Library's 50th Anniversary will be on October 18, 2014. Judy encouraged the Trustees to attend one of the Anniversary meetings and see what volunteer opportunities they might be interested in.

Meeting adjourned at 7:35p.m. The next meeting of the Bloomfield Township Public Library Board of Trustees is Tuesday, August 20, 2013 at 7:00 p.m. in the Board Room.

Submitted by:

Joan Luksik, Secretary

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY Cash Disbursements Comments August, 2013

New Vendors:

Cook's Country – is a magazine publisher.

Fairytale Productions – this company will be supplying a photo booth for the Library's 50th anniversary kick off on January 25, 2014.

Midcom Data Technologies – provided service to the Library's plotter used to print posters.

Mold No More – this company conducted an inspection and provided testing of the lower level after the June flooding to ensure our remediation was successful.

Roofing Technology Association – was awarded the bid to complete an investigation and create a report and specifications to repair our roof.

Safetynet – Circulation Desk point of sale software used to track payments

Stanford University – is the university one of the Myers Scholarship winners will be attending.

Steven Stanford – is a speaker for a program called "Henry and Friends: Ford and the Company He Kept" to be held at the Library on October 2, 2013.

Temple Beth EI – this year's Everyone's Reading program will be held at this location.

Unique Management System – is our collection agency.

Women's National Farm & Garden Association – was issued a meeting room rental refund.

General Fund Advance

- Check # 13187 payable to Aero Filter Inc. in the amount of \$ 3,148.72 was payment for filters for the HVAC system.
- Check # 13195 payable to Ricoh in the amount of \$ 0 was recorded for accounting purposes as we are expecting a credit from Ricoh.
- Check # 13208 payable to Mergent, Inc. in the amount of \$ 1,056.00 was payment for a business directory.

General Fund

- Check # 13219 payable to Bloomfield Township in the amount of \$312,345.35 was payment for two payrolls, FICA, HRA contribution, etc. as usual.
- Check # 13230 payable to Du All Cleaning in the amount of \$25,907.00 was payment for assistance pumping water out of the lower level and subsequent clean up of the lower level on June 27 and 28. \$4,600 included in this amount is for our June cleaning service. A claim has been submitted to our building insurance carrier for the additional service.
- Check # 13231 payable to Early Advantage in the amount of \$2,300.00 was payment for a world languages database designed for children called "Muzzy".
- Check # 13236 payable to Goldner Walsh in the amount of \$1,773.46 was payment for repair of the corner sign landscaping for which the Library will be reimbursed by Consumer Energy.
- Check # 13239 payable to Hydrodynamics in the amount of \$1,045.00 was payment for pumping out water from the elevator pit after the June 27 flood. A claim has been submitted to our building insurance carrier for this service.
- Check # 13267 payable to The Library Network (TLN) in the amount of \$4,460.75 was payment for our quarterly internet service.
- Check # 13269 payable to Thyssenkrupp Elevator Corp. in the amount of \$1,460.66 was payment for elevator services after the June 27 flood. A claim including this amount has been submitted to our building insurance carrier for this service.

Gift Fund

• Check #4210 and 4212 payable to Oakland University and Stanford University in the amount of \$400 each was payment for the Myers Scholarship winners. The award is paid directly to their respective college or university.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY CHECK REGISTERS FOR THE MONTH OF JULY 2013

Check Register - General Fund

ADVANCE CHECKS: JUNE JUNE 13180 7/513 Henh Suluk-La Housse 104.01 \$8.19 13180 7/513 Giong Wu 104.01 \$64.13 13182 7/5/13 AT&T 104.01 \$64.13 13182 7/5/13 AT&T 104.01 \$72.65 13184 7/5/13 BARNES & NOBLE, INC. 104.01 \$78.00 13185 7/5/13 BARNES & NOBLE, INC. 104.01 \$38.66 13186 7/19/13 Jercy Ashley 104.01 \$38.67 13189 7/19/13 AT&T 104.01 \$2.886.18 13189 7/19/13 DEARBORN NATIONAL LEE INSURANCE CO 104.01 \$2.65 13190 7/19/13 VERZON WRELESS 104.01 \$5.17 13195 7.25/13 VOID 104.01 \$4.57 13195 7.25/13 VOID 104.01 \$4.57 13195 7.25/13 VOID 104.01 \$4.57 13195 7.25/13 VOID	Check #	Date	Payee Check Register - Genera	Cash Account	Amount
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13191 7/19/13 PTTNEY BOWES, INC. 104.01 261.50 13192 7/19/13 VERIZON WIRELESS 104.01 50.00 13194 7/19/13 COMCAST 104.01 50.00 13195 7/25/13 RICOH USA, INC 104.01 54.57 13195 7/25/13 VOID 104.01 83.05 13195 7/25/13 VOID 104.01 83.05 13196 7/3013 Marianne Abdoo 104.01 83.05 13197 7/3013 Kathleen Hotson 104.01 103.99 13200 7/3013 Kathleen Hotson 104.01 152.67 13201 7/3013 AT&T 104.01 152.67 13202 7/3013 AT&T LOR DISTANCE 104.01 71.95 13203 7/3013 AMAZON COM 104.01 71.95 13204 7/3013 AMAZON COM 104.01 71.95 13205 7/3013 BARNES & NOBLE, INC. 104.01 71.95 13206	13189	7/19/13	BLOOMFIELD TOWNSHIP	104.01	2,886.18
13192 7/19/13 VERIZON WIRELESS 104.01 201.60 13193 7/19/13 WOMENS NATIONAL FARM&GARDEN ASSOC. 104.01 50.00 13194 7/19/13 COMCAST 104.01 50.00 13195 7/25/13 RICOH USA, INC 104.01 104.01 13195 7/25/13 VOID 104.01 103.99 13196 7/30/13 Marianne Abdoo 104.01 103.99 13197 7/30/13 Marianne Abdoo 104.01 103.99 13198 7/30/13 Marianne Abdoo 104.01 1312.67 13200 7/30/13 Kartie Yukon 104.01 1312.67 13200 7/30/13 AT&T LONG DISTANCE 104.01 152.67 13203 7/30/13 BARNES & NOBLE, INC. 104.01 43.379.99 13204 7/30/13 DAMZON COM 104.01 43.79.99 13205 7/30/13 DTE ENERGY 104.01 1.056.00 13204 7/30/13 DTE ENERGY 104.01	13190	7/19/13	DEARBORN NATIONAL LIFE INSURANCE CO	104.01	774.22
13193 7/19/13 WOMEN'S NATIONAL FARM&GARDEN ASSOC. 104.01 50.00 13194 7/19/13 COMCAST 104.01 54.57 13195 7/25/13 RICOH USA, INC 104.01 104.01 13195a 7/25/13 VOID 104.01 104.01 13195 7/25/13 VOID 104.01 103.95 13196 7/30/13 Marianne Abdoo 104.01 103.93 13198 7/30/13 Andrea Aragona 104.01 43.73 13199 7/30/13 Arter LONG DISTANCE 104.01 152.67 13201 7/30/13 Arter LONG DISTANCE 104.01 71.95.27 13202 7/30/13 Arter LONG DISTANCE 104.01 71.95.27 13204 7/30/13 BARNES & NOBLE, INC. 104.01 71.95.27 13205 7/30/13 CONSUMERS ENERGY 104.01 23.12.89.99 13205 7/30/13 MERGENT, INC. 104.01 10.74.50 13207 7/30/13 MERGENT, INC. 104.0	13191	7/19/13	PITNEY BOWES, INC.	104.01	261.50
13194 7/19/13 COMCAST 104.01 54.57 13195 7/25/13 RICOH USA, INC 104.01 131955 7/25/13 VOID 104.01 131956 7/25/13 VOID 104.01 13195 7/30/13 Marianne Abdoo 104.01 103.99 13197 7/30/13 Andrea Aragona 104.01 43.73 13198 7/30/13 Kathleen Hotson 104.01 43.73 13200 7/30/13 AT&T 104.01 131.67 13201 7/30/13 AT&T LONG DISTANCE 104.01 906.35 13203 7/30/13 AMZON COM 104.01 71.95 13204 7/30/13 COMCAST 104.01 71.95 13205 7/30/13 COMSCAST 104.01 4.379.99 13204 7/30/13 DTE ENERGY 104.01 4.379.99 13205 7/30/13 MCREENT, INC. 104.01 1.074.50 13207 7/30/13 MCREENT, INC. 104.01 <td>13192</td> <td>7/19/13</td> <td>VERIZON WIRELESS</td> <td>104.01</td> <td>201.60</td>	13192	7/19/13	VERIZON WIRELESS	104.01	201.60
13195 7/25/13 RICOH USA, INC 104.01 13195b 7/25/13 VOID 104.01 13195b 7/25/13 VOID 104.01 13195 7/25/13 Marianne Abdoo 104.01 83.05 13197 7/30/13 Andrea Aragona 104.01 43.73 13198 7/30/13 Kathleen Holson 104.01 104.373 13199 7/30/13 Kathleen Holson 104.01 104.01 13200 7/30/13 AT&T 104.01 105.267 13201 7/30/13 AT&T LONG DISTANCE 104.01 906.35 13204 7/30/13 AT&T LONG DISTANCE 104.01 7.30/13 13204 7/30/13 COMCAST 104.01 7.35/13 13205 7/30/13 CONSUMERS ENERGY 104.01 23.128/2 13207 7/30/13 MCEENT, INC. 104.01 1.074.50 13209 7/30/13 MERCENT, INC. 104.01 1.074.50 13210 7/30/13 MERCENT	13193	7/19/13	WOMEN'S NATIONAL FARM&GARDEN ASSOC.	104.01	50.00
13195a 725/13 VOID 104.01 13195b 725/13 VOID 104.01 13195b 725/13 VOID 104.01 13197 730/13 Marianne Abdoo 104.01 103.99 13198 730/13 Kathieen Hotson 104.01 143.73 13199 730/13 Katrie Yukon 104.01 132.67 13200 730/13 AT&T 104.01 152.67 13201 730/13 AT&CLONG DISTANCE 104.01 906.35 13202 730/13 BARNES & NOBLE, INC. 104.01 71.95 13205 730/13 COMCAST 104.01 23.128.92 13205 730/13 DTE ENERGY 104.01 23.128.92 13205 730/13 DTE ENERGY 104.01 1.056.00 13209 730/13 HAREJEN PROTINC. 104.01 1.074.50 Total St1.369.87 104.01 1.074.50 13210 730/13 PACIFIC TELEMANAGEMENT SERVICES 104.01	13194	7/19/13	COMCAST	104.01	54.57
13195b 7/25/13 VOID 104.01 13196 7/30/13 Marianne Abdoo 104.01 103.90 13197 7/30/13 Kathleen Hotson 104.01 103.90 13198 7/30/13 Kathleen Hotson 104.01 104.69 13200 7/30/13 Kathleen Hotson 104.01 104.69 13200 7/30/13 Kathleen Hotson 104.01 125.67 13201 7/30/13 AT&T ION GISTANCE 104.01 196.635 13202 7/30/13 BARNES & NOBLE, INC. 104.01 71.95 13204 7/30/13 CONCUMERS ENERGY 104.01 123.128.92 13205 7/30/13 CONSUMERS ENERGY 104.01 23.128.92 13207 7/30/13 HOME DEPT CR. SERV. 104.01 1.056.00 13208 7/30/13 MERGENT, INC. 104.01 1.056.00 13209 7/30/13 PACIFIC TELEMANAGEMENT SERVICES 104.01 1.074.90 13210 7/30/13 PACIFIC TELEMANAGEMENT SERVICES 104.01 2.741.90 13211 8/9/13	13195	7/25/13	RICOH USA, INC	104.01	
13196 7/30/13 Marianne Abdoo 104.01 83.05 13197 7/30/13 Kathleen Hotson 104.01 103.98 13198 7/30/13 Kathleen Hotson 104.01 104.373 13199 7/30/13 Katrie Yukon 104.01 104.69 13200 7/30/13 AT&T 104.01 152.67 13201 7/30/13 AT&T LONG DISTANCE 104.01 195.67 13202 7/30/13 AMAZON.COM 104.01 906.35 13204 7/30/13 BARNES & NOBLE, INC. 104.01 71.95 13205 7/30/13 COMCAST 104.01 71.95 13205 7/30/13 DCOMCAST 104.01 23.128.92 13207 7/30/13 HOME DEPOT CR. SERV. 104.01 1.056.00 13208 7/30/13 PACIFIC TELEMANAGEMENT SERVICES 104.01 1.056.00 13210 7/30/13 PACIFIC TELEMANAGEMENT SERVICES 104.01 2.74.90 13211 8/9/13 AMERICAN LIBRARY ASSOCIATION 104.01 2.74.90 13212 8/9/13 AMERICAN LI	13195a	7/25/13		104.01	
13197 7/30/13 Andrea Aragona 104.01 103.99 13198 7/30/13 Karrie Yukon 104.01 43.73 13199 7/30/13 AT&T 104.01 104.01 104.01 13200 7/30/13 AT&T 104.01 112.67 13201 7/30/13 AT&T LONG DISTANCE 104.01 196.52 13202 7/30/13 AMAZON.COM 104.01 98.52 13204 7/30/13 BARNES & NOBLE, INC. 104.01 71.95 13205 7/30/13 COMCAST 104.01 4,379.99 13206 7/30/13 DTE ENERGY 104.01 23.128.92 13207 7/30/13 DTE ENERGY 104.01 1,056.00 13208 7/30/13 MEGENT, INC. 104.01 1,074.50 13210 7/30/13 PACIEC TELEMANAGEMENT SERVICES 104.01 1,074.50 13210 7/30/13 PACIEC TELEMANAGEMENT SERVICES 104.01 1,074.50 13211 8/9/13 AMERICAN LIBRARY ASSOCIATION 104.01 2,441.90 13212 8/9/13 AMERICAN	13195b	7/25/13	VOID	104.01	
13198 7/30/13 Kathleen Hotson 104.01 43.73 13199 7/30/13 Karrie Yukon 104.01 104.01 13200 7/30/13 AT&T 104.01 132.67 13201 7/30/13 AT&T 104.01 152.67 13202 7/30/13 AMAZON.COM 104.01 906.35 13203 7/30/13 BARNES & NOBLE, INC. 104.01 71.95 13205 7/30/13 COMCAST 104.01 71.95 13205 7/30/13 CONSUMERS ENERGY 104.01 23.128.92 13206 7/30/13 MERGENT, INC. 104.01 1.056.00 13209 7/30/13 MERGENT, INC. 104.01 1.074.50 13210 7/30/13 PACIFIC TELEMANAGEMENT SERVICES 104.01 1.074.50 Total \$41,369.89 \$41,369.89 \$41,369.89 \$41,369.89 REGULAR CHECKS: 104.01 274.90 122.12 \$9/13 AMERICAN LIBRARY ASSOCIATION 104.01 274.90 13214 \$9/13 AMERICAN LIBRARY ASSOCIATION 104.01 623.75	13196	7/30/13	Marianne Abdoo	104.01	83.05
13199 7/30/13 Karrie Yukon 104.01 104.69 13200 7/30/13 AT&T 104.01 312.67 13201 7/30/13 AT&T LONG DISTANCE 104.01 195.67 13202 7/30/13 AMAZON.COM 104.01 906.35 13203 7/30/13 BARNES & NOBLE, INC. 104.01 71.97 13204 7/30/13 CONCAST 104.01 71.97 13205 7/30/13 CONSUMERS ENERGY 104.01 4.379.99 13206 7/30/13 DTE ENERGY 104.01 23.128.92 13207 7/30/13 MOME DEPOT CR. SERV. 104.01 1.056.00 13209 7/30/13 MERGENT, INC. 104.01 1.074.50 Total \$41.369.89 \$41.369.89 REGULAR CHECKS: 13211 8/9/13 AMERICAN LIBRARY ASSOCIATION 104.01 2.74.90 13212 8/9/13 AMERICAN LIBRARY ASSOCIATION 104.01 2.441.90 13212 8/9/13 AMERICAN LIBRARY ASSOCIATION 104.01 2.441.90 13214	13197	7/30/13	Andrea Aragona	104.01	103.99
13200 7/30/13 AT&T 104.01 312.67 13201 7/30/13 AT&T LONG DISTANCE 104.01 152.67 13202 7/30/13 AMAZON.COM 104.01 96.35 13203 7/30/13 BARNES & NOBLE, INC. 104.01 78.26 13204 7/30/13 COMCAST 104.01 71.95 13205 7/30/13 CONSUMERS ENERGY 104.01 23.128.92 13207 7/30/13 DTE ENERGY 104.01 53.647 13208 7/30/13 HOME DEPOT CR. SERV. 104.01 1.056.00 13209 7/30/13 PACIFIC TELEMANAGEMENT SERVICES 104.01 1.074.00 13210 7/30/13 PACIFIC TELEMANAGEMENT SERVICES 104.01 1.074.00 13210 7/30/13 PACIFIC TELEMANAGEMENT SERVICES 104.01 274.90 13212 8/9/13 AMERICAN LIBRARY ASSOCIATION 104.01 274.90 13212 8/9/13 AMERICAN LIBRARY ASSOCIATION 104.01 675.00 13214 8/9/13 AMERICAN LIBRARY ASSOCIATION 104.01 675.00 13214 <td>13198</td> <td>7/30/13</td> <td>Kathleen Hotson</td> <td>104.01</td> <td>43.73</td>	13198	7/30/13	Kathleen Hotson	104.01	43.73
13201 7/30/13 AT&T LONG DISTANCE 104.01 152.67 13202 7/30/13 BARNES & NOBLE, INC. 104.01 996.35 13203 7/30/13 BARNES & NOBLE, INC. 104.01 71.82.67 13204 7/30/13 COMCAST 104.01 71.95.7 13205 7/30/13 CONSUMERS ENERGY 104.01 4.379.99 13206 7/30/13 HORE DEPOT CR. SERV. 104.01 23.128.92 13209 7/30/13 HORE DEPOT CR. SERV. 104.01 1.056.00 13209 7/30/13 PACIFIC TELEMANAGEMENT SERVICES 104.01 7.80.00 13210 7/30/13 PACIFIC TELEMANAGEMENT SERVICES 104.01 7.80.00 13210 7/30/13 PACIFIC TELEMANAGEMENT SERVICES 104.01 1.074.50 Total \$41.369.89 REGULAR CHECKS: 13211 8/9/13 AMERICAN LIBRARY ASSOCIATION 104.01 2.441.90 13212 8/9/13 AMERICAN LIBRARY ASSOCIATION 104.01 2.441.90 13212 8/9/13 AMERICAN LIBRARY ASSOCIATION 104.01	13199	7/30/13	Karrie Yukon	104.01	104.69
13202 7/30/13 AMAZON.COM 104.01 906.35 13203 7/30/13 BARNES & NOBLE, INC. 104.01 78.26 13204 7/30/13 COMCAST 104.01 71.95 13205 7/30/13 CONSUMERS ENERGY 104.01 4.379.99 13206 7/30/13 DTE ENERGY 104.01 23.128.92 13207 7/30/13 HOME DEPOT CR. SERV. 104.01 1.056.00 13208 7/30/13 PACEPTC TELEMANAGEMENT SERVICES 104.01 7.80.00 13210 7/30/13 PACIFIC TELEMANAGEMENT SERVICES 104.01 1.074.50 Total Statistics REGULAR CHECKS: ISUENCE COMPANY, INC. 104.01 2.441.90 13212 8/9/13 AMERICAN LIBRARY ASSOCIATION 104.01 2.441.90 13212 8/9/13 AMERICAN LIBRARY ASSOCIATION 104.01 2.441.90 13212 8/9/13 AMERICAN LIBRARY ASSOCIATION 104.01 2.441.90 13212 8/9/13 APPLE BOOKS 104.01 623.75 1321	13200	7/30/13	AT&T	104.01	312.67
13203 7/30/13 BARNES & NOBLE, INC. 104.01 58.26 13204 7/30/13 COMCAST 104.01 71.95 13205 7/30/13 DCNSUMERS ENERGY 104.01 4,379.99 13206 7/30/13 DTE ENERGY 104.01 23,128.92 13207 7/30/13 HOME DEPOT CR. SERV. 104.01 536.47 13208 7/30/13 MERGENT, INC. 104.01 1,056.00 13209 7/30/13 PACIFIC TELEMANAGEMENT SERVICES 104.01 1,074.50 Set Colspan="3">Set Colspan="3">Colspan="3">Set Colspan="3">Set Colspan="3">Colspan="3">Set Colspan="3">Set Colspan="3">Set Colspan="3">Set Colspan="3">Set Colspan="3">Set Colspan="3">Set Colspan="3">Set Colspan="3">Colspan="3">Set Colspan="3">Set Colspan="3">Set Colspan="3">Set Colspan="3">Set Colspan="3">Set Colspan="3">Set Co	13201	7/30/13	AT&T LONG DISTANCE	104.01	152.67
13204 7/30/13 COMCAST 104.01 71.95 13205 7/30/13 CONSUMERS ENERGY 104.01 4,379.99 13206 7/30/13 HOME DEPOT CR. SERV. 104.01 253,128.92 13208 7/30/13 HOME DEPOT CR. SERV. 104.01 1,056.00 13209 7/30/13 PACIFIC TELEMANAGEMENT SERVICES 104.01 1,074.50 Total \$\$41,369.89 REGULAR CHECKS: 13211 8/9/13 AMERICAN LIBRARY ASSOCIATION 104.01 274.90 13212 8/9/13 AMERICAN LIBRARY ASSOCIATION 104.01 274.90 13212 8/9/13 AMERICAN LIBRARY ASSOCIATION 104.01 24.41.90 13214 8/9/13 AMERICAN LIBRARY ASSOCIATION 104.01 24.41.90 13214 8/9/13 ASSA ABLOY ENTRANCE SOLUTIONS 104.01 675.00 13215 8/9/13 BLACKSTONE AUDIO INC. 104.01 623.75 13217 8/9/13 BLACKSTONE AUDIO INC. 104.01 132.688.51 13217 8/9/13 BLACKSTONE AUDIO, INC. <td>13202</td> <td>7/30/13</td> <td>AMAZON.COM</td> <td>104.01</td> <td>906.35</td>	13202	7/30/13	AMAZON.COM	104.01	906.35
13205 7/30/13 CONSUMERS ENERGY 104.01 4,379.99 13206 7/30/13 DTE ENERGY 104.01 23,128.92 13207 7/30/13 HOME DEPOT CR. SERV. 104.01 536.47 13208 7/30/13 MERGENT, INC. 104.01 1,056.00 13209 7/30/13 PACIFIC TELEMANAGEMENT SERVICES 104.01 78.00 13210 7/30/13 PACIFIC TELEMANAGEMENT SERVICES 104.01 1,074.50 Total \$41,369.89 REGULAR CHECKS: 13211 8/9/13 AMERICAN LIBRARY ASSOCIATION 104.01 274.90 13212 8/9/13 AMERICAN LIBRARY ASSOCIATION 104.01 2,441.90 13213 8/9/13 AMERICAN LIBRARY ASSOCIATION 104.01 2,441.90 13214 8/9/13 AMERICAN LIBRARY ASSOCIATION 104.01 2,441.90 13215 8/9/13 ASA ABLOY ENTRANCE SOLUTIONS 104.01 633.75 13216 8/9/13 BACKSTONE AUDIO INC. 104.01 1,692.14 13217 8/9/13 BACKER LANDSCAPING, IN	13203	7/30/13	BARNES & NOBLE, INC.	104.01	58.26
13206 7/30/13 DTE ENERGY 104.01 23,128.92 13207 7/30/13 HOME DEPOT CR. SERV. 104.01 536.47 13208 7/30/13 MERGENT, INC. 104.01 1,056.00 13209 7/30/13 PACIFIC TELEMANAGEMENT SERVICES 104.01 78.00 13210 7/30/13 PNC BANK 104.01 1,074.50 Total \$41,369.89 REGULAR CHECKS: 13211 8/9/13 AMERICAN LIBRARY ASSOCIATION 104.01 274.90 13212 8/9/13 AMERICAN LIBRARY ASSOCIATION 104.01 274.90 13212 8/9/13 AMERICAN LIBRARY ASSOCIATION 104.01 2,41.90 13212 8/9/13 APPLE BOOKS 104.01 499.47 13214 8/9/13 ASSA ABLOY ENTRANCE SOLUTIONS 104.01 623.75 13215 8/9/13 BLACKSTONE AUDIO INC. 104.01 1,692.14 13217 8/9/13 BACKER LANDSCAPING, INC. 104.01 1,692.14 13217 8/9/13 VOID 104.01 132.68.51 132	13204	7/30/13	COMCAST	104.01	71.95
13207 7/30/13 HOME DEPOT CR. SERV. 104.01 536.47 13208 7/30/13 MERGENT, INC. 104.01 1,056.00 13209 7/30/13 PACIFIC TELEMANAGEMENT SERVICES 104.01 78.00 13210 7/30/13 PNC BANK 104.01 1,074.50 Total \$41,369.89 REGULAR CHECKS: 13211 8/9/13 AMERICAN LIBRARY ASSOCIATION 104.01 274.90 13212 8/9/13 AMERICAN LIBRARY ASSOCIATION 104.01 2,441.90 13212 8/9/13 AM BEST COMPANY, INC. 104.01 623.75 13214 8/9/13 ASSA ABLOY ENTRANCE SOLUTIONS 104.01 623.75 13215 8/9/13 BLACKSTONE AUDIO INC. 104.01 1,692.14 13217 8/9/13 BACKER LANDSCAPING, INC. 104.01 13,688.51 13217 8/9/13 BACKER CINC. 104.01 623.75 13216 8/9/13 BLOOMFIELD TOWNSHIP 104.01 13,688.51 13217 8/9/13 BLOOMFIELD TOWNSHIP 104.01 312,345.35	13205	7/30/13	CONSUMERS ENERGY	104.01	4,379.99
13208 7/30/13 MERGENT, INC. 104.01 1,056.00 13209 7/30/13 PACIFIC TELEMANAGEMENT SERVICES 104.01 78.00 13210 7/30/13 PNC BANK 104.01 1,074.50 Total \$41,369.89 REGULAR CHECKS: 13211 8/9/13 AMERICAN LIBRARY ASSOCIATION 104.01 274.90 13212 8/9/13 AMERICAN LIBRARY ASSOCIATION 104.01 2,441.90 13213 8/9/13 AMERICAN LIBRARY ASSOCIATION 104.01 2,441.90 13214 8/9/13 ASSA ABLOY ENTRANCE SOLUTIONS 104.01 499.47 13215 8/9/13 BLACKSTONE AUDIO INC. 104.01 623.75 13216 8/9/13 BACKER LANDSCAPING, INC. 104.01 13,688.51 13217a 8/9/13 BACKER TAYLOR, INC. 104.01 13,688.51 13217b 8/9/13 VOID 104.01 312,345.35 13217b 8/9/13 VOID 104.01 312,345.35 13217b 8/9/13 BLACKSTONE AUDIO, INC. 104.01 312,345.35 <t< td=""><td>13206</td><td>7/30/13</td><td>DTE ENERGY</td><td>104.01</td><td>23,128.92</td></t<>	13206	7/30/13	DTE ENERGY	104.01	23,128.92
13209 7/30/13 PACIFIC TELEMANAGEMENT SERVICES 104.01 78.00 13210 7/30/13 PNC BANK 104.01 1,074.50 Total \$\$41,369.89 REGULAR CHECKS: 13211 8/9/13 AMERICAN LIBRARY ASSOCIATION 104.01 274.90 13212 8/9/13 AMERICAN LIBRARY ASSOCIATION 104.01 2,441.90 13213 8/9/13 APPLE BOOKS 104.01 2,441.90 13214 8/9/13 ASSA ABLOY ENTRANCE SOLUTIONS 104.01 675.00 13215 8/9/13 BLACKSTONE AUDIO INC. 104.01 1,692.14 13217 8/9/13 BACKER LANDSCAPING, INC. 104.01 13,688.51 13217a 8/9/13 BACKER & TAYLOR, INC. 104.01 13,688.51 13217b 8/9/13 VOID 104.01 13,688.51 13217b 8/9/13 BLOOMFIELD TOWNSHIP 104.01 312,345.35 13219 8/9/13 BLOOMFIELD TOWNSHIP 104.01 312,345.35 13220 <td>13207</td> <td>7/30/13</td> <td>HOME DEPOT CR. SERV.</td> <td>104.01</td> <td>536.47</td>	13207	7/30/13	HOME DEPOT CR. SERV.	104.01	536.47
13210 7/30/13 PNC BANK 104.01 1,074.50 Total \$41,369.89 REGULAR CHECKS: 13211 8/9/13 AMERICAN LIBRARY ASSOCIATION 104.01 274.90 13212 8/9/13 AMERICAN LIBRARY ASSOCIATION 104.01 2,441.90 13213 8/9/13 AM BEST COMPANY, INC. 104.01 2,441.90 13214 8/9/13 ASSA ABLOY ENTRANCE SOLUTIONS 104.01 675.00 13215 8/9/13 BLACKSTONE AUDIO INC. 104.01 1652.75 13216 8/9/13 BACKER LANDSCAPING, INC. 104.01 1,652.14 13217 8/9/13 BAKER & TAYLOR, INC. 104.01 13,688.51 13217a 8/9/13 VOID 104.01 13,245.35 13218 8/9/13 BLOCMFIELD TOWNSHIP 104.01 312,345.35 13220 8/9/13 BRILLIANCE AUDIO, INC. 104.01 70.39 13222 8/9/13 BRILLIANCE AUDIO, INC. 104.01 70.39 13222 8/9/13	13208	7/30/13	MERGENT, INC.	104.01	1,056.00
Security Secu	13209	7/30/13	PACIFIC TELEMANAGEMENT SERVICES	104.01	78.00
REGULAR CHECKS: 13211 8/9/13 AMERICAN LIBRARY ASSOCIATION 104.01 274.90 13212 8/9/13 AM BEST COMPANY, INC. 104.01 2,441.90 13213 8/9/13 APPLE BOOKS 104.01 499.47 13214 8/9/13 ASSA ABLOY ENTRANCE SOLUTIONS 104.01 675.00 13215 8/9/13 BLACKSTONE AUDIO INC. 104.01 623.75 13216 8/9/13 BACKER LANDSCAPING, INC. 104.01 1,692.14 13217 8/9/13 BAKER & TAYLOR, INC. 104.01 13,688.51 13217a 8/9/13 VOID 104.01 13,688.51 13217b 8/9/13 VOID 104.01 13,2688.51 13217c 8/9/13 VOID 104.01 627.87 13218 8/9/13 BLACKSTONE AUDIO, INC. 104.01 312,345.35 13220 8/9/13 BLOOMFIELD TOWNSHIP 104.01 312,345.35 13220 8/9/13 BRILLIANCE AUDIO, INC. 104.01 70.39 13	13210	7/30/13	PNC BANK	104.01	1,074.50
132118/9/13AMERICAN LIBRARY ASSOCIATION104.01274.90132128/9/13AM BEST COMPANY, INC.104.012,441.90132138/9/13APPLE BOOKS104.01499.47132148/9/13ASSA ABLOY ENTRANCE SOLUTIONS104.01675.00132158/9/13BLACKSTONE AUDIO INC.104.01623.75132168/9/13BACKER LANDSCAPING, INC.104.011,692.14132178/9/13BAKER & TAYLOR, INC.104.0113,688.5113217a8/9/13VOID104.0113,688.5113217b8/9/13VOID104.0113,688.5113217c8/9/13VOID104.01627.87132188/9/13BLACKSTONE AUDIO, INC.104.01312,345.35132208/9/13BLOOMFIELD TOWNSHIP104.01312,345.35132208/9/13BRILLIANCE AUDIO, INC.104.0170.39132218/9/13PETTY CASH - BTPL104.0170.39132228/9/13CAPSTONE104.01152.84132238/9/13CAR TRUCKING, INC.104.01406.60	Total				\$41,369.89
132128/9/13AM BEST COMPANY, INC.104.012,441.90132138/9/13APPLE BOOKS104.01499.47132148/9/13ASSA ABLOY ENTRANCE SOLUTIONS104.01675.00132158/9/13BLACKSTONE AUDIO INC.104.01623.75132168/9/13BACKER LANDSCAPING, INC.104.011,692.14132178/9/13BAKER & TAYLOR, INC.104.0113,688.5113217a8/9/13VOID104.0113,688.5113217b8/9/13VOID104.0113,688.5113217c8/9/13VOID104.01627.87132188/9/13BLACKSTONE AUDIO, INC.104.01627.87132198/9/13BLOOMFIELD TOWNSHIP104.01312,345.35132208/9/13BRILLIANCE AUDIO, INC.104.01264.92132218/9/13PETTY CASH - BTPL104.0170.39132228/9/13CAPSTONE104.01152.84132238/9/13CAR TRUCKING, INC.104.01406.60	REGULAI	R CHECKS:			
13213 8/9/13 APPLE BOOKS 104.01 499.47 13214 8/9/13 ASSA ABLOY ENTRANCE SOLUTIONS 104.01 675.00 13215 8/9/13 BLACKSTONE AUDIO INC. 104.01 623.75 13216 8/9/13 BACKER LANDSCAPING, INC. 104.01 1,692.14 13217 8/9/13 BACKER LANDSCAPING, INC. 104.01 13,688.51 13217 8/9/13 BAKER & TAYLOR, INC. 104.01 13,688.51 13217a 8/9/13 VOID 104.01 13,688.51 13217b 8/9/13 VOID 104.01 627.87 13217c 8/9/13 VOID 104.01 627.87 13218 8/9/13 BLACKSTONE AUDIO, INC. 104.01 312,345.35 13220 8/9/13 BLOOMFIELD TOWNSHIP 104.01 312,345.35 13220 8/9/13 BRILLIANCE AUDIO, INC. 104.01 70.39 13221 8/9/13 PETTY CASH - BTPL 104.01 70.39 13222 8/9/13 CAPSTONE 104.01 152.84 13223 8/9/13 CAR TRUCKING, I	13211	8/9/13	AMERICAN LIBRARY ASSOCIATION	104.01	274.90
132148/9/13ASSA ABLOY ENTRANCE SOLUTIONS104.01675.00132158/9/13BLACKSTONE AUDIO INC.104.01623.75132168/9/13BACKER LANDSCAPING, INC.104.011,692.14132178/9/13BAKER & TAYLOR, INC.104.0113,688.5113217a8/9/13VOID104.0113,688.5113217b8/9/13VOID104.01104.0113217c8/9/13VOID104.01627.87132188/9/13BLACKSTONE AUDIO, INC.104.01627.87132198/9/13BLOOMFIELD TOWNSHIP104.01312,345.35132208/9/13BRILLIANCE AUDIO, INC.104.01264.92132218/9/13PETTY CASH - BTPL104.0170.39132228/9/13CAPSTONE104.01152.84132238/9/13CAR TRUCKING, INC.104.01406.60	13212	8/9/13	AM BEST COMPANY, INC.	104.01	2,441.90
132158/9/13BLACKSTONE AUDIO INC.104.01623.75132168/9/13BACKER LANDSCAPING, INC.104.011,692.14132178/9/13BAKER & TAYLOR, INC.104.0113,688.5113217a8/9/13VOID104.0113,688.5113217b8/9/13VOID104.01104.0113217c8/9/13VOID104.01627.87132188/9/13BLACKSTONE AUDIO, INC.104.01627.87132198/9/13BLOOMFIELD TOWNSHIP104.01312,345.35132208/9/13BRILLIANCE AUDIO, INC.104.01264.92132218/9/13PETTY CASH - BTPL104.0170.39132228/9/13CAPSTONE104.01152.84132238/9/13CAR TRUCKING, INC.104.01406.60	13213	8/9/13	APPLE BOOKS	104.01	499.47
132168/9/13BACKER LANDSCAPING, INC.104.011,692.14132178/9/13BAKER & TAYLOR, INC.104.0113,688.5113217a8/9/13VOID104.01104.0113217b8/9/13VOID104.01104.0113217c8/9/13VOID104.01627.87132188/9/13BLACKSTONE AUDIO, INC.104.01627.87132198/9/13BLOOMFIELD TOWNSHIP104.01312,345.35132208/9/13BRILLIANCE AUDIO, INC.104.01264.92132218/9/13PETTY CASH - BTPL104.0170.39132228/9/13CAPSTONE104.01152.84132238/9/13CAR TRUCKING, INC.104.01406.60	13214	8/9/13	ASSA ABLOY ENTRANCE SOLUTIONS	104.01	675.00
13217 8/9/13 BAKER & TAYLOR, INC. 104.01 13,688.51 13217a 8/9/13 VOID 104.01 13217b 8/9/13 VOID 104.01 13217c 8/9/13 VOID 104.01 13217c 8/9/13 VOID 104.01 13217c 8/9/13 BLACKSTONE AUDIO, INC. 104.01 627.87 13219 8/9/13 BLOOMFIELD TOWNSHIP 104.01 312,345.35 13220 8/9/13 BRILLIANCE AUDIO, INC. 104.01 264.92 13221 8/9/13 PETTY CASH - BTPL 104.01 70.39 13222 8/9/13 CAPSTONE 104.01 152.84 13223 8/9/13 CAR TRUCKING, INC. 104.01 406.60		8/9/13	BLACKSTONE AUDIO INC.		623.75
13217a8/9/13VOID104.0113217b8/9/13VOID104.0113217c8/9/13VOID104.01132188/9/13BLACKSTONE AUDIO, INC.104.01627.87132198/9/13BLOOMFIELD TOWNSHIP104.01312,345.35132208/9/13BRILLIANCE AUDIO, INC.104.01264.92132218/9/13PETTY CASH - BTPL104.0170.39132228/9/13CAPSTONE104.01152.84132238/9/13CAR TRUCKING, INC.104.01406.60			BACKER LANDSCAPING, INC.		
13217b 8/9/13 VOID 104.01 13217c 8/9/13 VOID 104.01 13218 8/9/13 BLACKSTONE AUDIO, INC. 104.01 627.87 13219 8/9/13 BLOOMFIELD TOWNSHIP 104.01 312,345.35 13220 8/9/13 BRILLIANCE AUDIO, INC. 104.01 264.92 13221 8/9/13 PETTY CASH - BTPL 104.01 70.39 13222 8/9/13 CAPSTONE 104.01 152.84 13223 8/9/13 CAR TRUCKING, INC. 104.01 406.60	13217	8/9/13	BAKER & TAYLOR, INC.		13,688.51
13217c8/9/13VOID104.01132188/9/13BLACKSTONE AUDIO, INC.104.01627.87132198/9/13BLOOMFIELD TOWNSHIP104.01312,345.35132208/9/13BRILLIANCE AUDIO, INC.104.01264.92132218/9/13PETTY CASH - BTPL104.0170.39132228/9/13CAPSTONE104.01152.84132238/9/13CAR TRUCKING, INC.104.01406.60	13217a				
132188/9/13BLACKSTONE AUDIO, INC.104.01627.87132198/9/13BLOOMFIELD TOWNSHIP104.01312,345.35132208/9/13BRILLIANCE AUDIO, INC.104.01264.92132218/9/13PETTY CASH - BTPL104.0170.39132228/9/13CAPSTONE104.01152.84132238/9/13CAR TRUCKING, INC.104.01406.60				104.01	
132198/9/13BLOOMFIELD TOWNSHIP104.01312,345.35132208/9/13BRILLIANCE AUDIO, INC.104.01264.92132218/9/13PETTY CASH - BTPL104.0170.39132228/9/13CAPSTONE104.01152.84132238/9/13CAR TRUCKING, INC.104.01406.60			VOID		
132208/9/13BRILLIANCE AUDIO, INC.104.01264.92132218/9/13PETTY CASH - BTPL104.0170.39132228/9/13CAPSTONE104.01152.84132238/9/13CAR TRUCKING, INC.104.01406.60					627.87
13221 8/9/13 PETTY CASH - BTPL 104.01 70.39 13222 8/9/13 CAPSTONE 104.01 152.84 13223 8/9/13 CAR TRUCKING, INC. 104.01 406.60	13219	8/9/13	BLOOMFIELD TOWNSHIP	104.01	312,345.35
132228/9/13CAPSTONE104.01152.84132238/9/13CAR TRUCKING, INC.104.01406.60	13220		BRILLIANCE AUDIO, INC.		
13223 8/9/13 CAR TRUCKING, INC. 104.01 406.60					
13224 8/9/13 GALE/CENGAGE LEARNING 104.01 317.48					406.60
	13224	8/9/13	GALE/CENGAGE LEARNING	104.01	317.48

Check #	Date	Payee	Cash Account	Amount
13225	8/9/13	CENTIMARK	104.01	567.98
13226	8/9/13	CENTRAL BUSINESS SYSTEMS, INC.	104.01	217.90
13227	8/9/13	COOK'S COUNTRY	104.01	44.95
13228	8/9/13	DEMCO, INC.	104.01	452.53
13229	8/9/13	DOERENMAYHEW	104.01	8,000.00
13230	8/9/13	DU ALL CLEANING, INC	104.01	25,907.00
13231	8/9/13	EARLY ADVANTAGE	104.01	2,300.00
13232	8/9/13	EDC EDUCATIONAL SERVICES	104.01	271.91
13233	8/9/13	ELSEVIER INC.	104.01	949.00
13234	8/9/13	GAYLORD BROTHERS, INC.	104.01	187.78
13235	8/9/13	GENPOWER PRODUCTS, INC.	104.01	318.80
13236	8/9/13	GOLDNER WALSH NURSERY, INC.	104.01	1,732.46
13237	8/9/13	GOVCONNECTION, INC.	104.01	250.00
13238	8/9/13	GREY HOUSE PUBLISHING	104.01	433.05
13239	8/9/13	HYDRODYNAMICS	104.01	1,045.00
13240	8/9/13	INFORMATION TODAY, INC.	104.01	319.00
13241	8/9/13	JCR SUPPLY CO/BEDARD BROS	104.01	992.38
13242	8/9/13	LJ ROLLS REFRIGERATION CO., INC	104.01	1,425.00
13243	8/9/13	MIDWEST COLLABORATIVE for LIB. SVCS	104.01	1,850.88
13244	8/9/13	MIDCOM DATA TECHNOLOGIES	104.01	450.86
13245	8/9/13	MIDWEST TAPE	104.01	6,336.62
13245a	8/9/13	VOID	104.01	
13245b	8/9/13	VOID	104.01	
13245c	8/9/13	VOID	104.01	
13246	8/9/13	MICHIGAN LIBRARY ASSOCIATION	104.01	50.00
13247	8/9/13	MOLD NO MORE, LLC	104.01	885.00
13248	8/9/13	OAKLAND COUNTY PIONEER&HISTORICAL SOC.	104.01	20.00
13249	8/9/13	OVERDRIVE	104.01	4,152.24
13250	8/9/13	PARTNERS BOOK DISTRIBUTING, INC.	104.01	3,523.62
13250a	8/9/13	VOID	104.01	
13250b	8/9/13	VOID	104.01	
13251	8/9/13	PC GAMER	104.01	14.95
13252	8/9/13	THE PENWORTHY CO.	104.01	1,285.66
13253	8/9/13	QUILL CORPORATION	104.01	485.15
13254	8/9/13	RANDOM HOUSE, INC.	104.01	539.40
13254a	8/9/13	VOID	104.01	
13255	8/9/13	RECORDED BOOKS, LLC	104.01	126.52
13256	8/9/13	RICOH USA, INC	104.01	413.67
13257	8/9/13	ROOFING TECHNOLOGY ASSOCIATES, LTD	104.01	2,750.00
13258	8/9/13	SAFETYNET	104.01	500.00
13259	8/9/13	SERVICE HEATING & PLUMBING	104.01	884.79
13260	8/9/13	SHOPLET.COM	104.01	909.93
13261	8/9/13	SHRED-IT USA, INC	104.01	183.98
13262	8/9/13	SIEMENS COMMUNICATIONS, INC	104.01	484.54
13263	8/9/13	SIERRA	104.01	12.00
13264	8/9/13	STAPLES ADVANTAGE	104.01	146.70
13265	8/9/13	SUMMIT ELECTRIC, INC.	104.01	1,432.80
13266	8/9/13	TANTOR MEDIA	104.01	268.74
13267	8/9/13	THE LIBRARY NETWORK	104.01	4,460.75
13268	8/9/13	THE MAILBOX YEARBOOK	104.01	159.80
13269	8/9/13	THYSSENKRUPP ELEVATOR CORP	104.01	1,460.66
13270	8/9/13	UNIQUE MANAGEMENT SERVICES, INC.	104.01	2,004.80
13271	8/9/13	UNIVERSITY PRODUCTS, INC.	104.01	303.03
13272	8/9/13	VIGILANTE SECURITY	104.01	1,950.00
13273	8/9/13	WALLACEBURG BOOKBINDING & MFG	104.01	175.50
Total				\$417,718.45

Check Register - Gift Fund				
Check #	Date	Payee	Cash Account	Amount

Check #	Date	Payee	Cash Account	Amount
ADVANCE	E CHECKS:			
4201	7/19/13	Elizabeth Conger	102.03	80.00
4202	7/19/13	TERRY LOVE	102.03	5.00
4203	7/30/13	Andrea Aragona	102.03	325.05
4204	7/30/13	PNC BANK	102.03	142.41
				\$552.46
REGULA	R CHECKS:			
4205	8/9/13	BLOOMFIELD HILLS SCHOOLS	102.03	20.00
4206	8/9/13	BLOOMFIELD TWP. PUBLIC LIBRARY	102.03	501.10
4207	8/9/13	FAIRYTALE PRODUCTIONS	102.03	260.00
4208	8/9/13	KAPLAN EARLY LEARNING CO	102.03	183.70
4209	8/9/13	MOVIES UNLIMITED	102.03	1,449.93
4210	8/9/13	OAKLAND UNIVERSITY	102.03	400.00
4211	8/9/13	JIM SLEZINSKI	102.03	200.00
4212	8/9/13	STANFORD UNIVERSITY - FIN. AID OFFICE	102.03	400.00
4213	8/9/13	TEMPLE BETH EL	102.03	700.00
Total				\$4,114.73

Bloomfield Township Public Library 2013-2014 General Fund Budget

PRESENTED: AUGUST 20, 2013 FOR THE MONTH OF: JULY 2013

	2013-2014	2013-2014				Four Months 33%
	ADOPTED BUDGET	AMENDED BUDGET	REVENUE/EXPENSE	REVENUE/	% OF	
ACCOUNT	AS OF	AS OF	CURRENT	EXPENSE	BUDGET	
NAME	MAR 19, 2013	APR 23, 2013	MONTH	YTD	YTD	VARIANCE
Revenues						
Taxes	\$4,625,869	\$4,625,869	(\$3,193)	(\$11,330)	-0.24%	(\$4,637,199)
Penal Fines	\$58,353	\$58,353	\$54,543	\$54,543	93.47%	(\$3,810)
State Aid	\$20,470	\$20,470	\$0	\$0	0.00%	(\$20,470)
Circulation Fines & Fees	\$140,464	\$140,464	\$16,422	\$48,359	34.43%	(\$92,105)
Charges for Services	\$14,114	\$14,114	\$377	\$3,447	24.43%	(\$10,667)
Investment earnings	\$178,767	\$178,767	\$13,218	\$56,573	31.65%	(\$122,194)
Change in Asset Value	\$0	\$0	(\$23,649)	(\$213,331)	-213331%	(\$213,331)
Miscellaneous	\$9,556	\$9,556	\$315	\$2,983	31.22%	(\$6,573)
Total Revenues	\$5,047,593	\$5,047,593	\$58,033	(\$58,755)	-1.16%	(\$5,106,348)
Expenditures						
Personnel	\$3,377,158	\$3,403,220	\$237,873	\$964,458	28.34%	(\$2,438,762)
Library Services	\$783,043	\$783,043	\$45,001	\$242,866	31.02%	(\$540,177)
Facilities & Equipment	\$1,042,081	\$1,042,081	\$130,234	\$347,766	33.37%	(\$694,315)
Other Operating Expenditures	\$131,896	\$131,896	\$41,251	\$68,094	51.63%	(\$63,802)
Total Expenditures	\$5,334,178	\$5,360,240	\$454,359	\$1,623,184	30.28%	(\$3,737,056)
Fund Balance - Beginning	¢7 700 607	¢7,070,507		¢7 070 507		
0 0	\$7,792,567	\$7,972,537		\$7,972,537		
Net revenue (expenditure)	(\$286,585)	(\$312,647)		(\$1,681,939)		
Fund Balance - Ending	\$7,505,982	\$7,659,890		\$6,290,598		
Amendments to the budget: None						
Fund Balance Designations						
Non-spendable Fund Balance (includes all fixed assets)	\$27,496,552	\$26,628,930				
Restricted Fund Balance (nothing included here)	\$0	\$0				
Committed Fund Balance (is 8- months of expenditures amount)	\$3,556,119	\$3,573,493				
Assigned Fund Balance (is the compensated absences payouts \$454,297, full funding of the OPEB obligation \$3,312,000, 3-months funding of ACA health \$15,250, estimated cost of RFID project \$153,908)	\$3,742,194	\$3,935,455				
Unassigned Fund Balance (is the unplanned emergency amount)	\$207,669	\$150,942				

Bloomfield Township Public Library 2013-2014 Gift Fund Budget

PRESENTED: AUGUST 20, 2013 FOR THE MONTH OF: JULY 2013

Four Months 33%

					Fo	ur Months 33%
	2013-2014	2013-2014				
	ADOPTED	AMENDED	REVENUE/			
	BUDGET	BUDGET	EXPENSE	REVENUE/	% OF	
ACCOUNT	AS OF	AS OF	CURRENT	EXPENSE	BUDGET	
NAME	MAR 19, 2013	JUL 31, 2013	MONTH	YTD	YTD	VARIANCE
<u>Revenues</u>						
Gift Income	\$500	\$17,796	\$1,884	\$17,797	100.00%	\$0
Investment Earnings	\$300	\$300	\$12	\$49	16.42%	(\$251)
Miscellaneous Revenue	\$0	\$0	\$0	\$0	0.00%	\$0
Total Revenues	\$800	\$18,096	\$1,896	\$17,846	98.62%	(\$250)
Expenditures						
Library Services	\$39,727	\$41,767	\$3,048	\$13,763	32.95%	(\$28,004)
Facilities & Equipment	\$19,144	\$19,234	\$0	\$9,701	50.44%	(\$9,533)
Other Operating Expenditures	\$94,884	\$113,081	\$1,620	\$7,448	6.59%	(\$105,633)
Total Expenditures	\$153,755	\$174,082	\$4,667	\$30,912	17.76%	(\$143,170)
Fund Balance	\$92,733	\$94,964		\$94,964		
Reserved Fund Bal.	\$61,022	\$61,022		\$61,022		
Net revenue (expenditures)	(\$152,955)	(\$155,986)		(\$13,067)		
Fund Balance - Ending	\$800	(\$0)		\$142,919		

Amendments to the budget: All amendments due to gifts received

Bloomfield Township Public Library Asset Allocation Summary JULY 2013

Fund	Туре	Annual Yield	Date	Amount on Hand			
General Fund			= 10.4 10.0 4.0	* • • • • • • • • •			
	Chase Checking (Ecommerce)	0.00%	7/31/2013	\$129,913.42			
	Flagstar Public Funds Savings	0.15%	7/31/2013	\$194,652.27			
	Flagstar Premier Public Entities Checking	0.10%	7/31/2013	\$74,015.69			
	RBC Capital Cash/Money Market	0.01%	7/31/2013	\$31.98			
	RBC Capital - Investments	2.61%	7/31/2013	\$6,308,118.62			
	Total General Fund			\$6,706,731.98			
	Please see General Fu	nd budget for	notes on how th	is amount is earmarked			
Gift Fund							
	Huntington Public Fund Business Interest Checking	0.15%	7/31/2013	\$94,839.08			
	Huntington CD (Charnov gift) - matures 5/7/14	0.76%	7/31/2013	\$52,195.00			
	Total Gift Fund			\$147,034.08			
CFSEM	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		12/31/2012	\$13,244.00			
	Yvonne T. Atkinson		12/31/2012	\$28,784.00			
	Isabel and Lawrence Smith Challenge Grant		12/31/2012	\$29,871.00			
	BTPL Endowment Fund		12/31/2012	\$27,574.00			
	Fair Radom Garden Endowment Fund		12/31/2012	\$14,685.00			
	Total CFSEM holdings			\$114,158.00			
			1	<i>•••••••••••••••••••••••••••••••••••••</i>			

7b

FINES AND FEES - TWO-YEAR COMPARISON

Month	2012/13 Fiscal Year	2013/14 Fiscal Year	Difference
APR	\$8,206.59	\$12,058.52	\$3,851.93
MAY	\$8,971.89	\$11,311.82	\$2,339.93
JUN	\$10,741.83	\$8,567.53	(\$2,174.30)
JUL	\$12,280.42	\$16,428.37	\$4,147.95
AUG	\$11,885.13		(\$11,885.13)
SEP	\$9,879.04		(\$9,879.04)
OCT	\$10,650.27		(\$10,650.27)
NOV	\$10,547.64		(\$10,547.64)
DEC	\$13,421.95		(\$13,421.95)
JAN	\$13,148.01		(\$13,148.01)
FEB	\$9,203.90		(\$9,203.90)
MAR	\$13,755.13		(\$13,755.13)
			YTD Difference
TOTAL	\$132,691.80	\$48,366.24	(\$84,325.56)



ROOM RENTAL - TWO-YEAR COMPARISON

	2012/2013	2013/2014		2012/2013	2013/2014	
<u>Month</u>	<u>Revenue</u>	<u>Revenue</u>	Difference	<u>Usage</u>	<u>Usage</u>	<u>Month</u>
APR	\$580.00	\$970.00	\$390.00	26	29	APR
MAY	\$1,580.00	\$1,280.00	(\$300.00)	27	22	MAY
JUN	\$940.00	\$820.00	(\$120.00)	32	17	JUN
JUL	\$990.00	\$370.00	(\$620.00)	12	17	JUL
AUG	\$870.00		(\$870.00)	21		AUG
SEP	\$1,410.00		(\$1,410.00)	26		SEP
OCT	\$1,430.00		(\$1,430.00)	33		OCT
NOV	\$1,120.00		(\$1,120.00)	24		NOV
DEC	\$650.00		(\$650.00)	25		DEC
JAN	\$900.00		(\$900.00)	28		JAN
FEB	\$990.00		(\$990.00)	27		FEB
MAR	\$1,640.00		(\$1,640.00)	33		MAR
			YTD Difference			
TOTAL	\$13,100.00	\$3,440.00	(\$9,660.00)	314	85	





Bloomfield Township Public Library Electricity Analysis

Building Area = 101,023 Sq ft.

	TWO YEAR CO	OST COMPARI	SON			CURRENT Y	EAR OPERATI	ON	
				TOTAL					
	2012/2013	2013/2014	Difference	KWH	COST/KWH	KWH/HR	KWH/SQ FT	COST/HR	COST/SQ FT.
Month		(3)		(1)	(3)/(1)	(1) / (24 x no.days	(1)/101,023	(3) / (24 x no. days	(3)/101,023
						per month)		per month)	
APR	\$23,140.58	\$23,924.85	\$784.27	235,620	\$0.10	327.25	2.33	\$33.23	\$0.24
MAY	\$21,388.95	\$22,040.98	\$652.03	213,430	\$0.10	286.87	2.11	\$29.62	\$0.22
JUN	\$24,402.61	\$23,747.63	(\$654.98)	233,800	\$0.10	324.72	2.31	\$32.98	\$0.24
JUL	\$29,211.88	\$23,128.92	(\$6,082.96)	229,810	\$0.10	308.88	2.27	\$31.09	\$0.23
AUG	\$28,113.58		(\$28,113.58)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
SEP	\$23,837.69		(\$23,837.69)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
OCT	\$18,820.02		(\$18,820.02)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
NOV	\$19,685.39		(\$19,685.39)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
DEC	\$18,251.67		(\$18,251.67)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
JAN	\$20,526.33		(\$20,526.33)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
FEB	\$20,289.47		(\$20,289.47)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
MAR	\$20,159.83		\$20,159.83		#DIV/0!	0.00	0.00	\$0.00	\$0.00
	· · · ·		YTD Difference						
TOTAL	\$267,828.00	\$92,842.38	(\$134,665.96)						

NOTES:

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





Bloomfield Township Public Library Natural Gas Analysis

Building Area = 101,023

1 Cu. Ft. = 1000 BTU

	TWO YEAR COST COMPARISON				OPERATION					
Month	2012/2013	2013/2014 (3)	Difference	MCF	COST/MCF	HOURS (24 x no.days per month)	MCF/HR	MCF/SqFt	\$/HR	\$/SqFt
APR	\$5,371.71	\$6,110.36	\$738.65	828.4	\$7.38	720	1.15	0.008	8.49	0.060
MAY	\$3,919.73	\$5,408.69	\$1,488.96	727.6	\$7.43	744	0.98	0.007	7.27	0.053
JUN	\$4,316.24	\$5,555.45	\$1,239.21	775.9	\$7.16	720	1.08	0.008	7.72	0.054
JUL	\$4,912.06	\$4,379.99	(\$532.07)	624.3	\$7.02	744	0.84	0.006	5.89	0.043
AUG	\$2,696.67		(\$2,696.67)		#DIV/0!	744	0.00	0.000	0.00	0.000
SEP	\$4,705.82		(\$4,705.82)		#DIV/0!	720	0.00	0.000	0.00	0.000
OCT	\$2,979.75		(\$2,979.75)		#DIV/0!	744	0.00	0.000	0.00	0.000
NOV	\$5,433.93		(\$5,433.93)		#DIV/0!	720	0.00	0.000	0.00	0.000
DEC	\$6,772.88		(\$6,772.88)		#DIV/0!	744	0.00	0.000	0.00	0.000
JAN	\$7,075.63		(\$7,075.63)		#DIV/0!	744	0.00	0.000	0.00	0.000
FEB	\$5,908.36		(\$5,908.36)		#DIV/0!	696	0.00	0.000	0.00	0.000
MAR	\$5,944.66		(\$5,944.66)		#DIV/0!	744	0.00	0.000	0.00	0.000
_		١	TD Difference							
TOTAL	\$60,037.44	\$21,454.49	(\$38,582.95)							
-										

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	2012/13 Fiscal Year Cost	2013/14 Fiscal Year Cost	Difference	2012/13 Fiscal Year Usage	2013/14 Fiscal Year Usage	Difference
APR	\$1,130.36	\$608.49	(\$521.87)	122	49	(73)
MAY	\$1,962.32	\$2,347.63	\$385.31	228	283	55
JUN	\$3,509.00	\$2,886.18	(\$622.82)	426	363	(63)
JUL	\$4,919.80	\$753.30	(\$4,166.50)	606	102	(504)
AUG	\$4,138.12		(\$4,138.12)	508		(508)
SEP	\$5,862.50		(\$5,862.50)	726		(726)
OCT	\$1,697.92		(\$1,697.92)	188		(188)
NOV	\$302.20		(\$302.20)	21		(21)
DEC	\$424.96		(\$424.96)	32		(32)
JAN	\$536.56		(\$536.56)	42		(42)
FEB	\$770.92		(\$770.92)	63		(63)
MAR	\$748.60		(\$748.60)	61		(61)
			YTD Difference			YTD Difference
TOTAL	\$26,003.26	\$6,595.60	(\$19,407.66)	3,023	797	(2,226)



LIBRARY BOARD OF TRUSTEES MONTHLY DIRECTOR'S REPORT

August, 2013

- A July 10 inspection of the lower level for any occurrence of mold or other water damage resulting from the June 27 flood went exceptionally well. The inspector from Mold No More was impressed to find no trace of moisture within the carpet, base cove or wall board. The walls and carpet were tested with humidity probes and there is not a trace of bacterial mold growth under the carpeting or wall coverings. It appeared to the inspector that nothing ever happened. Our wonderful Facilities Service Department is to be commended for their quick reaction and hard work to extract the water preventing it from permeating and causing permanent structural damage! The damage to the lower level and loss of use of this area for a longer period of time could have been so much worse without their incredible team work!
- In September, the Library will be participating in a diaper drive to benefit the Detroit Area Diaper Bank. Youth Services will be accepting donations of diapers on September 27, 28 and 29 in recognition of "Baby Safety Month". A flyer about this program is in your grey folder.
- As you drive around the corner of Telegraph and Lone Pine Roads, you may have noticed that the garden and grounds have been repaired from the April, 2013 gas leak. We were given approval from Consumers Energy to hire Goldner Walsh to repair the garden around the Library sign to its original beauty. Consumers Energy will reimburse the Library for this work. In addition, another company hired by Consumers Energy repaired the areas on the grounds that were damaged during the repair of the broken gas line. In this area, at least, we have reaped the benefit of a wet summer to help establish the new grass and garden.
- On August 8, the Bloomfield Township Fire Inspector conducted an inspection of the building. I am happy to report that there were very few and easily corrected violations found. The violations noted were for materials being stored on tops of shelving in work areas and have been removed. I thank our library staff for being very safety conscious!

Respectfully Submitted,

Carol Mueller Director

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY MONTHLY ACTIVITY REPORT

r	0040		0010	
	2012		2013	
	005 004		000.040	
Book Collection:	285,391		283,640	
Media Collection:	60,498		61,831	
Total e-books:	25,748		26,792	
Overdrive	4,943		5,479	
EBSCOhost	19,227		19,227	
Total downloadable audiobooks:	3,973		4,299	
Materials Total:	375,610		376,562	
CIRCULATION				
Circulation Total:	86,867*		85,844	
Bloomfield Township Circulation:	76,840*		78,918	
Virtual Circulation Total:	3,681*		4,121	
Circulation of Youth materials:	34,569*		32,668	
Circulation of Media:	36,892*		35,269	
Circulation of Cranbrook passes:	380*		408	
Circulation of Big Green Gym passes:	15*		29	
Self-checkout machine use:	33,727*	38.8%	30,466	35.5%
Library by Mail:	125*	26 patrons	174	31 patrons
BUILDING & EQUIPMENT USAGE				
Door Count:	28,504**		27,143^	
Gate Count:	29,366***		27,948	
Meeting rooms by public:	12		17	
Meeting rooms by staff:	49		44	
VIRTUAL USE				
Home page hits/Database services:	20,663		29,054	
e-book access:	1,898		2,057	
Overdrive	1,720		1,964	
EBSCOhost	1,720		93	
	444			
Audiobook access: (Overdrive)			801	
Music download access:	1,339		1,263	
TutorMe! sessions:	4		6	
Library Computer Use				
Resident Use	3,788		2,987	
Guest Use	1,046		940	
*Sierra server down July 31, 2012				
**Incomplete count for July 11 & July 26, 2012				
***Incomplete count for July 26, 2012				
^Library closed July 4 for Independence Day				

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY MONTHLY ACTIVITY REPORT

	2012		2013			
OUTREACH & PROGRAMS						
New Patrons and Accounts						
Township:	260		263			
Cranbrook:	6		1			
Total new patrons:	375		386			
Adult Program Attendance						
Staff-led:	13 events	146 attended	4 events	21 attended		
Speaker-led:	2 events	45 attended	9 events	80 attended		
Book clubs:	3 events	28 attended	3 events			
Tours/visits on-site:	0	0	0	0		
Tours/visits off-site:	0	0	0	0		
Systems Program Attendance						
Staff-led:	3 events	40 attended	2 events	18 attended		
Teen Program Attendance						
Staff-led:	7 events	66 attended	0	0		
Youth Program Attendance						
Staff-led:	15 events	535 attended	8 events	430 attended		
Speaker-led:	1 event	26 attended	12 events	416 attended		
Tours/visits on-site:	0	0	0	0		
Tours/visits off-site:	0	0	0	0		
TOTAL:	44 events	886 attended	38 events	997 attended		
Volunteers:	42 people	475.75 hours	39 people	447.25 hours		
	Shop: 8		Shop: 7	96.75		
	Court: 3		Court: 1	13.25		
	Students: 19		Students: 18	214.75		
	Stu. tutors: 0	0	Stu. Tutors: 0	0		
	Dept. Vol: 12	73.5	Dept. Vol: 13	122.5		
Patron Remarks						
Patron Comments:	12		24			
Ask BTPL:	15		9			
Ask Us:	14		54			
DISPLAYS						
Lobby	"Then and Now" Collection from Detroit Historical Society					
Media	Adult: Healthy Living, Mad Men, Discover Display					
	Youth: Wild Animals, Mystery Audiobooks, Dig Into Reading					
Local History	Dig into Summ	ner Reading				

	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014
APRIL	71,743	69,666	74,009	71,094	76,629
MAY	65,968	64,825	67,127	70,411	66,250
JUNE	78,496	78,169	79,512	80,069	72,030
JULY	83,937	83,272	85,456	86,867	85,844
AUGUST	81,506	84,618	84,937	79,094	
SEPTEMBER	68,621	68,596	68,066	69,592	
OCTOBER	72,256	70,926	71,180	72,467	
NOVEMBER	71,324	71,551	71,456	68,318	
DECEMBER	71,667	69,841	72,964	67,864	
JANUARY	76,935	76,712	78,197	76,156	
FEBRUARY	71,503	72,657	73,778	69,992	
MARCH	80,470	83,408	81,433	77,819	
TOTAL	894,426	894,241	908,115	889,743	300,753



• Tuesday, August 20, 2013- 7:00 p.m., Regular Board Meeting

Upcoming meetings and events:

- Wednesday, September 4, 2013 12:30 p.m. FOL Board of Director's Meeting in the Board Room.
- Tuesday, September 15, 2013 7:00 p.m. Regular Board Meeting in the Board Room.
- Wednesday, September 25, 2013 4:00 p.m. 6:00 p.m. Meet the New Director in the Board Room.

MINUTES OF THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY FINANCE/POLICY COMMITTEE

The meeting of the Bloomfield Township Public Library Board of Trustees Finance Committee was held in the Library on Monday, July 22, 2013 at 2:00 p.m.

- Trustees: Peggy Cohen and Judy Lindstrom
- Administration: Assistant Library Director, Carol Mueller and Finance Coordinator, Beth Sulek-LaHousse.
- **Guests:** Matthew Whitty and Mike O'Brien from Gregory Schwartz and Co.

Investment Portfolio

Matt and Mike, from Gregory Schwartz and Company, gave a presentation explaining their recommendation to reallocate the Library's current investments. Matt gave an overview of the current market stating that bond prices are falling due to interest rate increases. This is a normal market occurrence but has an impact on library investments.

Gregory Schwartz and Co. suggests reallocating approximately 50% of our current investment portfolio to get better returns and to reduce our timeframe within the market. The attached Potential Asset Allocation shows the amounts invested as of July 17, 2013 and the percentage of the total assets invested in each type of fund. The Pro Forma columns indicate how Schwartz and Co. would like to reallocate those amounts. This recommended reallocation of library investments would reduce the length of time in the bond market from 5 years to approximately 1-1/2 years.

The Finance Committee gave Schwartz and Co. approval to reallocate library investments as recommended. As requested, Matt sent the following explanation of the reallocation in an e-mail after the meeting:

The primary objectives in recommending a rebalance to the BTPL General Fund were to minimize the volatility within the portfolio by cutting the duration of the underlying bond securities within the portfolio by about 40% and still allowing for income participation in future months. In summary, we shifted approximately 35% of the overall allocation into ultrashort bond holdings, where the interest rate volatility will not be as impactful. We also shifted approximately 10% of the overall allocation into a money market fund. As always, we will continue to work with Beth to ensure all monthly cash needs are met and transferred to the Library's Flagstar Bank account in a timely manner.

As a result of this transition, our holdings in intermediate bond positions dropped from

31% to 10% of the overall allocation. The duration of the portfolio was approximately 3.0 years and after the rebalance it will be approximately 1.8 years. This strategy will allow us to decrease the volatility in the portfolio, while allowing BTPL to continue to participate in the upside regarding monthly income. As future money is deposited into the portfolio we will continue to communicate with the Finance Committee and provide advice as to where we would allocate assets.

2014-2015 August Public Budget Hearing

Carol and Beth presented the 2014-2015 August public budget to the Finance Committee. It shows a slight increase in tax revenues based on the Township's predictions for the taxable values for next year. It also includes expenditures for two major projects for the 2013-2014 and 2014-2015 budgets. These are the roof repair project and the RFID project.

With the delay announced recently by the federal government in implementing the Patient Protection Affordable Care Act (PPACA), the Committee agreed that the Library will delay implementation also. The 2014-2015 Assigned Fund Balance does contain a 3 month amount in case the PPACA is implemented in January, 2015.

Our General Fund budget projection for the next three years does predict that our fund balance will continue to increase if the tax revenues continue to climb and if the expenditures remain constant other than the two major projects mentioned above.

The Finance Committee approved presenting the budget to the Library Board at the August meeting as is.

Other:

With the delay in the PPACA implementation, the Finance Committee would like to take a fresh look at what our responsibility as an employer will be to our employees. The Finance Committee suggests a joint meeting with the Personnel Committee to have some dialog on this matter. Carol will try to schedule a September meeting with the two committees.

Bloomfield Township Public Library

General Fund

Potential Asset Allocation

		July 17, 2	0013	Pro Fo	rma	Average	Average Credit
Fund	Objective	\$ Amount	% of Assets	S Amount	% of Assets	Duration	Quality
Money Market, Ultrashort & Short Duration Securi	ties: 1						
Eaton Vance Daily Government Fund	Money Market	\$0	0.0 %	\$632,246	10.0 %	0.2	AAA
Wells Fargo Advantage Adjustable Gov't	Ultra Short Term Bond	330,616	5.2	2,528,982	40.0	0.9	AAA
Loomis Sayles Limited Term Gov't and Agency	Short Term Gov't Bond	2,227,886	35.2	2,212,859	35.0	2.2	AAA
Eaton Vance Government Obligations	Short Term Gov't Bond	1,818,199	28.8	316,123	5.0	2.8	AAA
Subtotal - Money Market to Short Duration Secu	4,376,701	69.2 %	\$5,690,210	90.0 %			
Intermediate Duration Securities: ²							
Wells Fargo Advantage Government Securities	Intermediate Gov't Bond	1,215,131	19.2	316,123	5.0 %	4.0	AAA
DWS GNMA	Intermediate Gov't Bond	669,599	10.6	316,123	5.0	5.1	AAA
Sentinel Government Securities	Intermediate Gov't Bond	61,025	1.0	0	0.0	4.8	AAA
Subtotal - Intermediate Duration Securities	*	1,945,754	<u> </u>	\$632,246	%		
GRAND TOTAL		\$6,322,455	100.0 %	\$6,322,455	<u> </u>		

¹ Includes securities with durations of three years or less.

² Includes securities with durations greater than three years.

MINUTES OF THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY PERSONNEL COMMITTEE

The meeting of the Bloomfield Township Public Library Board of Trustees Personnel Committee was held in the Library on at 2:00 p.m.

- Present: Trustees Grant Gerhart and Joan Luksik
- Administration: Library Director Carol Mueller and Finance Coordinator Beth Sulek-LaHousse

Proposed 2014/2015 Personnel Budget

The proposed 2014/2015 budget was reviewed along with amendments to the current 2013/2014 budget. In the current 2013/2014 fiscal year budget, there is a \$4,674 decrease in tax revenues now expected.

2013/2014 expenditures have increased by \$182,834 due mainly to two major projects being added that were unforeseen when the budget was adopted. These are the RFID project and roof project. Our current RFID equipment will become unsupported in December, 2014. The roofing project is needed due to the age of several pavilion roofs creating major leaks and damage with recent heavy storms. Decreases in health care costs per Bloomfield Township and Administration personnel changes in Director and Assistant Director positions have also saved in expenditures thereby defraying part of the costs of these additional major projects.

Revenues are predicted to increase approximately \$133,000 in the 2014/2015 budget due to an increase in property taxes. Our expenditures will be decreasing approximately \$59,000 even though the completion of the RFID and roof project costs are still budgeted for phase two in 2014/2015. This decrease is due mainly to a recent announcement by the federal government to delay required Affordable Care Act (ACA) compliance by one year to January, 2015. The Finance Committee felt it is prudent to follow the federal government's requirements and delay offering health care to our 30-hour employees until January, 2015. The 2014/2015 budget reflects this decision. The Personnel Committee agreed with the Finance Committee's decision to delay offering the health care to 30 hour library employees.

Due to this change in ACA compliance date, the Finance Committee suggested that we may want to review the decision to provide health care to our 30-hour employees. A joint meeting with the Finance Committee and the Personnel Committee to discuss ACA compliance was suggested. After discussion, the Personnel Committee decided that a wait and see attitude was appropriate at this time as more information about ACA is gathered. The Personnel Committee is still comfortable with their original decision to offer health care to 30 hour Library employees. No joint meeting was necessary at this time.

The 2014/2015 budget does not contain any furlough days or movement to the next salary level for employees. A modest increase of 1% for all library employees has been included. Any vacancies that occur will continue to be closely evaluated to determine the need to fill. With the recent announcement of the retirement of the Adult Services Assistant Department Head, it was decided that a second Assistant Department Head was not needed. Instead, an Adult Services full-time librarian will be hired and the savings from this change will be used to hire another Systems employee. The Personnel Committee supports this change.

The Personnel Committee agreed with the Finance Committee that this budget should be presented as proposed at the August Board meeting.

Assistant Director position update

The timeline for the hiring of the Assistant Director was shared and discussed. The application deadline is August 19th. The applications will be carefully reviewed and interviews will be conducted the week of September 16th. Christine Tvaroha, Bloomfield Township Senior Services, will assist Carol with these interviews. Carol would like to introduce the prospective Assistant Director to the Personnel Committee prior to his/her actual start date. This would likely happen the week of September 23rd or 30th. Joan and Grant will let her know what days would work for them.

No future meeting of the Personnel Committee has been scheduled.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY MEMORANDUM

TO: Library Board of Trustees

FROM: Carol Mueller, Library Director

DATE: August 15, 2013

SUBJECT: Proposed 2014 Calendar

The proposed 2014 calendar includes eleven total days closed to the public and two evenings. This is two fewer closed days in total to the public as compared to the 2013 calendar. Fortunately no furlough days are scheduled in 2014.

The calendar proposed is shown in the traditional January through December calendar format. The fiscal year begins April 1 and ends March 31. The first three months of the 2015 calendar year are also included to show the complete fiscal year.

Please review the attached proposed calendar of Holiday Closings for the 2014 calendar year and the proposed 2014-2015 fiscal year. I have also attached the approved calendar for the 2013 fiscal year for your comparison.

Thank you for your review and consideration of this proposal.

ACTION NEEDED:

I move to approve the proposed 2014 Library calendar of Holidays and Closings as presented.

Bloomfield Township Public Library LIBRARY CALENDAR **2013** HOLIDAY AND CLOSINGS Including no Unpaid Furlough Days in 2013-2014

January 1	CLOSED	Tuesday	*New Year's Day
January 21	open	Monday	Martin Luther King Day Observance
February 18	CLOSED	Monday	President's Day (Unpaid Furlough taken)
March 26	open	Tuesday	Passover
March 29	open	Friday	*Good Friday +
March 30	CLOSED	Saturday	Easter Weekend (Unpaid Furlough already budgeted)
March 31	CLOSED	Sunday	Easter
May 3	CLOSED	Friday	*Staff Development Day+
May 25	open	Saturday	Memorial Day Weekend
May 26	CLOSED	Sunday	Memorial Day Weekend
May 27	CLOSED	Monday	*Memorial Day Observance
July 4	CLOSED	Thursday	*Independence Day
August 31	open	Saturday	Labor Day Weekend
September 1	CLOSED	Sunday	Labor Day Weekend
September 2	CLOSED	Monday	*Labor Day
September 5	open	Thursday	Rosh Hashanah
September 14	open	Saturday	Yom Kippur
October 14	open	Monday	Columbus Day Observance
November 11	open	Monday	Veterans Day
November 27	Close at 5:30 p.m.	Wednesday	Thanksgiving Eve
November 28	CLOSED	Thursday	*Thanksgiving Day/Hanukkah
December 24	CLOSED	Tuesday	*Christmas Eve
December 25	CLOSED	Wednesday	*Christmas Day
December 31	Close at 5:30 p.m.	Tuesday	New Year's Eve
		2014	
January 1	CLOSED	Wednesday	*New Year's Day
January 20	open	Monday	Martin Luther King Day
February 17	open	Monday	President's Day

+Floating holidays: Good Friday to be used any day during same payroll period at the discretion of the supervisor. Staff Development Day to be used prior to the end of the fiscal year at the discretion of the supervisor, if staff member is eligible for holidays and attended Staff Development Day.

*Library-approved paid holidays

Daylight Savings Time begins: Sunday, March 10, 2013 Daylight Savings Time ends: Sunday, November 3, 2013

Approved 4-23-2013

Bloomfield Township Public Library LIBRARY CALENDAR 2014 HOLIDAY AND CLOSINGS PROPOSED

lonuon (1		\//odpoodov/	
January 1	CLOSED	Wednesday	*New Year's Day (2013 Fiscal Year)
January 20	open	Monday	Martin Luther King Day Observance
February 17	open	Monday	President's Day
April 14	open	Monday	Passover
April 18	open	Friday	*Good Friday +
April 19	open	Saturday	Easter Weekend
April 20	CLOSED	Sunday	Easter
May 2	CLOSED	Friday	*Staff Development Day+
May 24	open	Saturday	Memorial Day Weekend
May 25	CLOSED	Sunday	Memorial Day Weekend
May 26	CLOSED	Monday	*Memorial Day Observance
July 4	CLOSED	Friday	*Independence Day
August 30	open	Saturday	Labor Day Weekend
August 31	CLOSED	Sunday	Labor Day Weekend
September 1	CLOSED	Monday	*Labor Day
September 24	open	Wednesday	Rosh Hashanah
October 4	open	Saturday	Yom Kippur
October 13	open	Monday	Columbus Day Observance
November 11	open	Tuesday	Veterans Day
November 26	Close at 5:30 p.m.	Wednesday	Thanksgiving Eve
November 27	CLOSED	Thursday	*Thanksgiving Day/Hanukkah
December 24	CLOSED	Wednesday	*Christmas Eve
December 25	CLOSED	Thursday	*Christmas Day
December 31	Close at 5:30 p.m.	Wednesday	New Year's Eve

2015

January 1	CLOSED	Thursday	*New Year's Day
January 19	open	Monday	Martin Luther King Day
February 16	open	Monday	President's Day

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

*Library-approved paid holidays

Daylight Savings Time begins: Sunday, March 9, 2014 Daylight Savings Time ends: Sunday, November 2, 2014

MOTION TO APPROVE ANY ITEMS REMOVED FROM THE CONSENT AGENDA

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

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY MEMORANDUM

TO: Library Board of Trustees

FROM: Carol Mueller, Director

DATE: August 15, 2013

SUBJECT: Strategic Plan Update

Staff has begun working on the eight short term goals listed below for this fiscal year. During 2013/2014, the following short term goals will be completed:

- Invitations offering "First Meeting Free" invitations to Bloomfield Township service related businesses to meet one time at no charge at the Library are being prepared to send out in early September.
- The Survey Committee has written a short article for the fall newsletter to publicize how to renew library materials online one of the "My Account" features we wish to promote to increase resident's knowledge of these library services.
- A popular Library Rewards program will be offered again in September, 2013 in conjunction with American Library Association's National Library Card Sign Up month.
- Work continues on creating content for a welcome brochure highlighting Library collections and services. A rough draft of a welcome brochure will be discussed at the August 28 MAC (Management Advisory Committee) meeting.
- In November, the Local History display cases will feature an exhibit of Cranbrook student art. This is one of the ideas that came from a recent meeting with Greg Wittkopp, Judy Dyki, and Kelly Lyons at Cranbrook to discuss ways we can work together more closely.
- The staff Wayfinding Committee is investigating technology and equipment to improve patron access to the building, services and collections. A visit to Cranbrook to see their use of an iPad is being arranged.
- Additional Vitality kits continue to be added to this popular new collection.
- Adult Services staff will work with Bloomfield Township Senior Services to offer programs for seniors.

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".

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY MEMORANDUM

TO: Carol Mueller –Library Director / Library Board of Trustees

FROM: Joel Dion, Head of Facility Services

DATE: Wednesday, August 7, 2013

SUBJECT: <u>Roofing Technology Associates, Ltd.</u> (RTA) UPDATE

Roof construction analysis is under way as the library has entered into an agreement with the general contractor, <u>Frank Rewold & Son, Inc.</u> along with a consulting firm named <u>Roofing Technology Associates, Ltd.</u> **RTA** (for short) has begun to study the roof design and material composition in order to determine the proper course of action for long term remediation. They will then devise a repair and reconstruction plan with the submittal of drawings and documentation necessary in the solicitation of public bids for award of contract to a roofing construction company.

RTA is to assist in the oversight of reconstruction along with the support of Frank Rewold & Son, Inc. We anticipate that roof construction will begin sometime in the early part of September but a short season that is dictated by weather will likely make it a two year reconstruction job.

More news and work site advisories will be forthcoming as they become available.

FOL Board Meeting July 10, 2013

President Glenda Bard called meeting to order at 12:45

Board members present:

Glenda Bard, Wolf Chayt, Kathy Conner, Nancy Lambert, Pat Miotke, Sally Pullar, Bob Pullar, Cathy Ranke, Larry Sabbath, Barbara Smalley, Virginia Smith

Others present: Pam Williams, Library Trustee, Carol Mueller, Library Director & Andrea Aragona, Admin. Assistant

President's Report: made by Glenda Bard

 Circulated letters of thanks to the Friends from: Karen Kotulis-Carter, Christ Church/ Glazer Elementary (Detroit) and BTPL for funds to send staff member to ALA National Conference to do presentation on Special Needs Collection.

Secretary Report:

• Minutes of the June 5, 2013 meeting submitted for review and approval. Sally motioned for approval with edits and Wolf seconded. Motion passed.

Treasurer's Report (see attached): Larry S. Treasurer

- Spreadsheets for June and the FY to date were distributed and reviewed by Larry.
- Larry reported that the \$700 bank error was corrected to reflect a receipt of \$7.00.
- Sales revenue has remained steady.
- A motion was made by Kathy C. to accept financial reports Motion seconded by Cathy R. Motion passed.

Membership Report: Cathy Ranke

Total membership as of this morning is 369

Bookstore: Cathy Ranke

Cathy reported that the bookstore took in \$2016.19 last month.

SSSS: Virginia Smith

Second Saturday Book Sale brought in \$2,266.50.

Trustee Report: Pam Williams

- Carol Mueller will be new BTPL Director.
- Periodical contract has been approved.
- Trustees reviewed new policy on selection of materials at last meeting.

Director's Report: Karen Kotulis-Carter

- Thanked FOL for support over the years.
- Distributed Monthly Director's Report, Friends Gifts Expended Report, Copy of Township permit for Book Sale sign display & Staff Organization Committee letter to FOL requesting funds for the holiday party.
- FOL Gift Report reviewed.
- Requested FOL's consideration of the SOC's request for funds for the holiday party.

New Business:

- Cathy R. shared info on table cloth for the Second Saturday "welcome table" with text "Book Sale Today Downstairs". Motioned for approval of purchase. Kathy C. seconded. Motion approved.
- Larry S. presented idea to honor Karen Kotulis-Carter's service to the BTPL by planting of a tree w/ plaque. Met with representative of Goldner-Walsh Landscape regarding the planting of a tree. Two types of trees were recommended, board members preferred Korean Mountain Ash. LS motioned that the purchase and planting of tree and a plaque be purchased. Virginia seconded, motions passed. A motion, to purchase a Korean Mountain Ash was made by Cathy R. seconded by

Wolf. Motioned passed.

Old Business:

- 50th Anniversary: Larry S. Everything moving ahead. Kick-off will be Jan. 25, 2014 and the Gala will be on 10/18/2014. Larry urged people to volunteer to assist with planning or the actual events.
- Glenda addressed question of why there are not term limits on board positions in By-Laws. She reported that it has not been a problem and works because people stay in various for extended periods of time. Asked if board members wanted them added. No response.
- Discussed the SOL's letter requesting \$3500 for the holiday party. After much discussion Sally motioned that the requested be granted. Cathy R. seconded motion. Vote taken motion not passed.

Meeting adjourned at 1:45

Next meeting: August 7, 2013

FRIENDS OF THE LIBRARY MONTHLY DIRECTOR'S REPORT

July, 2013

- Sadly, this will be my last Monthly Director's Report to the Friends Board. I am so proud of the Friends of the Library and wish all of you the very best success. You are an amazing group of volunteers who have helped to make our library a very special place. Thank you Friends!
- Attached is the Friends gifts expended report for May 2013. The report now includes a column indicating the year of your original gift. The oldest gift will soon be expended for our Welcome Brochure project which was a long term strategic planning goal. The 2008 MY LIBRARY Book gift purposely retained funds to update it for our 50th anniversary.
- You will be happy to know the book sales Special Event Permit has been approved by the Township. I want to thank Carol Mueller for following up on the approval process. A copy of the approved permit is attached for your information.
- The SOC is requesting your support of a library-wide special holiday celebration in December 2013. Their letter is attached for your consideration.
- And one last time I want to **THANK YOU** for everything you <u>each</u> do to make our library The Place To Discover!!

With Deep Appreciation,

Karen Kotulis-Carter

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY – ADMINISTRATIVE CALENDAR

2013			SEPTEMBER			2013
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 LIBRARY CLOSED	2 LIBRARY CLOSED	3 Knit N Stitch Circle 10am	4 FOL Board Mtg. 12:30pm Great Books Club 6:45pm	5	6	7 Family Story Time 11am Intro to MS Word 2pm
8	9	10 Memoir Writers Group 1pm	11 PJ Theater 6:30pm Non-fiction Book Club 7pm Writers' Rendezvous 7pm	12	13	14 FOL 2 nd Saturday Book Sale 9:30am-3:30pm Intro to Scanning & Photo Editing 2pm
15	16 Itsy Bitsy Yoga 10am Ebooks: Free from the Library for your Tablet or Smartphone 7pm Money Smart Teens w/Rohan Sinha 7pm	17 Movers & Shakers 10am Tue. Book Club 10am Lego Club 6:30pm Library Board of Trustee Meeting 7pm	18 Mystery Book Club- 1pm Family Story Time -2pm Great Books Club 6:45pm College Admissions 7pm Library Garden Tour w/Jim Slezinski 6pm	19 Just Us Kids 10am	20 Coffee and Conversation 10am	21 Sensory Saturdays 11am Intro to Excel 2pm
22	23 Itsy Bitsy Yoga 10am Fall Prevention Open House 2pm Tips & Tricks for Investment Databases 7pm	24 Movers & Shakers 10am Memoir Writers' Group 1pm Teen Advisory Board 4pm	25 Mad Science 6:30pm Writers' Rendezvous 7pm	26 Just Us Kids 10am Eleanor's Book Club 10am	27	28 Intro to Power Point 2pm
29	30 Itsy Bitsy Yoga 10am					