



Bloomfield Township Public
Library

**Bloomfield Township Public Library
Board of Trustees**

Library Board Meeting
July 15, 2014
7:00 p.m.
John Rumsey Board Room

Trustees:

libraryboard@btpl.org

Joan Luksik, President

Pamela Williams, Vice President

Eli Greenbaum, Secretary

Margaret Cohen

Grant Gerhart

Judy Lindstrom

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, July 15, 2014 7:00 p.m.

#	<u>NUMBERED ITEMS</u>	<u>DATE DELIVERED</u>
1	Agenda	7/11/14
2a	Request to remove items from the Consent Agenda for Discussion	7/11/14
2b	Motion to approve the order of items for the regular and consent agendas	7/11/14
5	Motion to approve remaining consent agenda items 6-8d	7/11/14
6	Regular Board Meeting Minutes of 6-17-14	7/11/14
7a	Cash Disbursements	7/11/14
7b	Revenues/Expenditures Budget Report	7/11/14
7c	Energy Report	7/11/14
8a	President's Report	
8b	Director's Report	7/11/14
8c	Tentative Schedule Calendar	7/11/14
8d	50 th Anniversary Gala Committee <i>Ad Hoc</i> - no report	
8d	Bloomfield Township Liaison –no report	
8d	Cranbrook – no report	
8d	Art Committee – no report	
8d	Development – no report	
8d	Finance Committee –Meeting Minutes for 6-19-14	7/11/14
8d	Friends of the Library Liaison – no report	
8d	Building/Grounds – no report	
8d	Jeanette P. Myers Scholarship Committee	7/11/14
8d	Landscape Committee –no report	
8d	Personnel Committee –no report	
8d	Policy Committee – no report	
11a	Audit Report – Doeren Mayhew	7/11/14
11b	Investment Review – Schwartz and Company	7/11/14
11c	Annual Report	7/11/14
13	Motion to approve any items removed from the consent agenda	7/11/14
	<u>UNNUMBERED ITEMS</u>	<u>DATE DELIVERED</u>
	Memo regarding Strategic Plan Update	7/11/14
	FOL gifts expended – June 2014	7/11/14
	Monthly Director's Report FOL – 7-9-14	7/11/14
	Administrative Calendar–August 2014	7/11/14

AGENDA
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, July 15, 2014
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 17, 2014
7. Budget
 - a. Cash Disbursements
 - b. Monthly Revenues & Expenditures
 - c. Energy Report
8. Written Reports:
 - a. President: *Joan Luksik
 - b. Director: *Carol Mueller
 - c. Tentative Schedule
 - d. Committee:
 - *Art Committee *Ad Hoc*
 - *Bloomfield Township Liaison
 - *Building & Grounds
 - *Cranbrook
 - *Development
 - *Finance
 - *Friends of the Library Liaison
 - *Jeanette P. Myers Scholarship Selection
 - *Landscaping/Interiors
 - *Personnel
 - *Policy

REGULAR AGENDA ITEMS

9. Call to the public, communications
10. Unfinished Business
11. New Business
 - a. Audit - Rochelle Vendittelli from Doeren Mayhew
 - b. Investment Review – Schwartz and Company
 - c. Annual Report
12. Discussion of items removed from the Consent Agenda
13. MOTION to approve any items removed from the Consent Agenda
14. Other
15. Next scheduled meeting: Tuesday, August 19, 2014 at 7:00 p.m.
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 17, 2014

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

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

Administration: Library Director, Carol Mueller; Assistant Director, Tera Moon; Director's Secretary, Andrea Aragona

Guests: Robin Lang, SOC; Klaren Gerhart, Township resident

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

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

President's Verbal Report:

Joan welcomed everyone on this hot summer evening. Joan stated that she was fascinated by the "Little Free Libraries" springing up all over the country. It's a "take a book, return a book" gathering place where neighbors share their favorite literature and stories. In its most basic form, a Little Free Library is a box full of books where anyone may stop by and pick up a book (or two) and bring back another book to share. There are 15,000 of these little libraries in all 50 states. Their statistics state that Oakland County has 10% of these in our area. She felt it was quite an interesting concept.

Director's Verbal Report:

Carol updated the Trustees on the lower level issues. A crew came and put a small camera in our lower level pipes to try and pinpoint the cause of our recent flooding. This was not successful and there is blockage somewhere in the pipes as we suspected. The next step is to flush out our pipes with a high intensity water flush which may open the clogged pipe or at least let us know the vicinity of the clogged area. The Building and Grounds Committee will meet and discuss this in more detail with Gene Ferrera from Rewold and Sons. All lower level meetings scheduled in July and August have been relocated to the Board Room and Community Room on the upper level.

Youth Services now has our three new iPads available for use. Patron response has been very favorable. Carol again thanked our generous anonymous donor for making this new service possible. Carol also thanked the Youth Services Staff for their very thoughtful approach and hard work to offer these to our patrons.

Summer library programs officially started Monday, June 16th. This years' themes are "Fizz, Boom, Read" in Youth Services and "Make it @ your library" for Teen and Adult Services. Many patrons registered at the kick off events.

The Friends of the Library elected their 2014-15 Officers at their June 4th meeting. Nancy Lambert was elected President. Carol is looking forward to working with Nancy in her new role. The Friends also had two new Board members elected to the Board, Jacki Boyer and Larry Reeside.

Our 50th Anniversary celebration continues and on June 6th members of the Leslie Harcourt Green family visited the Library. In 1964, Mr. and Mrs. Leslie Harcourt Green donated four acres of land to the Bloomfield Township Public Library Board. With the Green's permission, this land was sold and our current Library site was purchased for its central location. The family loved the Library and was especially pleased to see the Leslie Harcourt Green Community Room.

Carol extended her thanks to the Library Board for their constant support and guidance. It was last year at this time the Board selected Carol as the new Library Director and although it has been a challenging year it has been interesting and rewarding as well! Carol commended the Trustees on being great stewards of the community's resource and stated that our residents should all be very proud of the good hands they have placed Bloomfield Township Public Library in.

CONSENT AGENDA MOTION:

After discussion, a motion was made by Eli Greenbaum, seconded by Grant Gerhart, **TO APPROVE THE ITEMS ON THE CONSENT AGENDA AS PRESENTED WITH THE EXCEPTION OF THE FOLLOWING: CASH DISBURSEMENTS**

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

REGULAR AGENDA:

Call to the Public: Joan welcomed Robin Lang, SOC representative and Klaren Gerhart, Township resident to the meeting.

UNFINISHED BUSINESS:

No items for discussion

NEW BUSINESS:

11a Award of Periodicals Subscription Bid

Carol stated that each year the Library releases a request for periodical subscription services proposals. A RFP was mailed to four companies: Rivistas Subscription Service, Popular Subscription Service, Ebsco Subscription Services, and W.T. Cox Information Services along with being posted on the website and available at the Welcome Desk. The deadline to receive proposals was May 6, 2014. Three proposals were received. Rivistas Subscription Service did not submit a proposal. These proposals were reviewed by Ann Williams, Adult Services Department Head and Ed Niemchak, Adult Services Librarian. A chart comparing the proposals was included in the Board packet. The recommendation of Ann and Ed was to accept the bid from W. T. Cox Subscriptions, Inc. for the periodical subscriptions in 2015.

After discussion, a motion was made by Peggy Cohen, seconded by Pam Williams **TO APPROVE AWARDING THE 2015 LIBRARY SERIALS BID TO W.T. COX SUBSCRIPTIONS, INC., 201 VILLAGE ROAD, SHALLOTTE, NC 28470.**

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

11b PA 164 Amendment

Carol stated that this past year, the Michigan Association of County Clerks initiated legislation to amend PA 164, the law under which Bloomfield Township Public Library is organized. The goal is to make it more consistent with the Michigan Election Code and the District Library Establishment Act. The amendment, Senate Bill 546 was signed into law on May 28, 2014. This amendment reflects and confirms the way our Library Board currently operates. The Trustees were given a copy of the Michigan Library Association summary of the PA 164 amendment, a copy of SB 546 as approved and a copy of PA 164. Carol highlighted the changes on each document for their reference.

DISCUSSION OF ITEMS REMOVED FROM THE CONSENT AGENDA

A question was raised with regard to the \$3,500.00 paid to Fifth Third Bank for use of PayPal to sell 50th Anniversary Gala tickets. Carol explained this was required to set up the account.

After discussion, a motion was made by Peggy Cohen seconded by Pam Williams, **TO ACCEPT THE REPORTS AND RECOMMENDATIONS AS PRESENTED.**

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

Other:

At this time Peggy Cohen stated that in light of several things; the five year strategic plan winding down, our difficult financial situation, closing on summer Sundays and possibly moving to close on Fridays she asked Carol Mueller to contact Steven Mitchell to begin the process of finding out from our community what they want from this Library. We have used Steve in the past and he was very good to work with. Peggy proposed the Board allot the funds to begin this poll and see where we stand at this time.

After discussion, a motion was made by Peggy Cohen seconded by Pam Williams, **TO CONTRACT SERVICES FROM MITCHELL RESEARCH AND COMMUNICATIONS INC. TO CONDUCT A SURVEY TO GET INFORMATION ON WHAT OUR COMMUNITY WANTS FROM OUR LIBRARY TODAY.**

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

Carol proposed a possible meeting date of Monday, June 30th. Carol will contact Steve for availability and then in turn contact the Trustees.

Meeting adjourned at 7:38 p.m.

The next meeting of the Bloomfield Township Public Library Board of Trustees is Tuesday, July 15, 2014 at 7:00 p.m. in the Board Room.

Submitted by:

Eli Greenbaum, Secretary

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

Bloomfield Township Public Library
Oakland County, Michigan
Monday, June 30, 2014

The special meeting of the Bloomfield Township Public Library Board of Trustees was held in the Library on Monday, June 30, 2014. The meeting was called to order by Joan Luksik at 10: 07 a.m.

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

Administration: Library Director, Carol Mueller; Assistant Director, Tera Moon; Director's Secretary, Andrea Aragona

Guests: Steve Mitchell; Mitchell Research & Communications

Upon discussion, a motion was made by Peggy Cohen, seconded by Judy Lindstrom, **TO APPROVE THE ORDER OF ITEMS FOR THE SPECIAL AGENDA.**

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

CALL TO THE PUBLIC:

None present.

UNFINISHED BUSINESS:

No discussion at this time.

NEW BUSINESS:

Joan welcomed Steve Mitchell. Mr. Mitchell presented a proposal to the Board regarding a Strategic Planning Survey and reviewed a sample survey with the Trustees. Discussion was had regarding the Survey. The Trustees will review materials presented and reconvene at a Special Library Board Meeting on Wednesday, August 6, 2014, at 10:00 a.m. in the Board Room to discuss the Strategic Planning Survey results.

OTHER:

The next scheduled Regular Board Meeting is Tuesday, July 15, 2014 at 7:00 p.m. in the Board Room.

A motion was made by Pam Williams, seconded by Eli Greenbaum **TO ADJOURN MEETING AT 11:05 A.M.**

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**Cash Disbursements Comments
July, 2014****New Vendors:**

Mad Science of Detroit is a summer library program presenter.

Michigan Science Center is a summer library program presenter.

Mollie Makes is a new magazine publisher.

QBI Quality Books, Inc. is a new book vendor.

General Fund Advance

- Checks #14085 – 14097 were voided as these were inadvertently signed by the Library rather than Bloomfield Township officials as usual. These checks were reissued as checks #14098-14108.
- Check #14099 payable to Bloomfield Township in the amount of \$474.43 is payment for the April/May water and sewer bill.
- Check #14105 payable to Orkin Pest Control in the amount of \$1,045.90 is payment for annual pest control services.
- Check #140106 payable to Principal Life Insurance Com – SBD Grande Island in the amount of \$692.88 is our July payment for life insurance for 28 part time employees.

General Fund

- Check #14109 payable to American Library Association in the amount of \$149.50.00 was payment for books for the Youth Services collection.
- Check #14114 payable to Birmingham Bloomfield Art Center in the amount of \$150.00 was payment for an altered books program to be held at the Library on July 26, 2014.
- Check #14116 payable to Bloomfield Township in the amount of \$244,315.37 was payment for two payrolls including FICA, HRA contributions, pension, etc. as usual.

- Check #14120 payable to Butzel Long in the amount of \$58.50 was payment for audit information.
- Check #14127 payable to Early Advantage in the amount of \$2,300.00 was payment for a Youth Service world languages database called Muzzy.
- Check #14128 payable to Envisionware, Inc. in the amount of \$9,475.00 was payment for RFID gates.
- Check #14137 payable to L.J. Rolls Refrigeration Co., Inc. in the amount of \$8,110.00 was payment for our spring preventive maintenance of the HVAC system.
- Check #14145 payable to Portage District Library in the amount of \$40.96 was payment for a lost MelCat book for which the Bloomfield Township patron who borrowed this item was billed.
- Check #14156 payable to Tech Logic Corp. in the amount of \$5,242.75 was payment for new hardware and software for our automated materials handling system as needed for the RFID project.
- Check #14158 payable to The Library Network in the amount of \$33.82 was payment for 16 new magazine titles through our Zinio subscription.
- Check #14159 payable to Thyssenkrupp Elevator Corp. in the amount of \$479.79 was payment for elevator servicing due to the May 28, 2014 lower level flooding, for which our insurance company will be billed.
- Check #14163 payable to the United States Post Office in the amount of \$220.00 was payment for our annual permit fee.

Gift Fund

- Check #4392 payable to Backer Landscaping Inc. in the amount of \$7,005.00 was payment for library grounds mulch.
- Check #4393 payable to Bloomfield Township Public Library in the amount of \$278.30 was payment for reimbursement for Library by Mail postage.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
CHECK REGISTERS
FOR THE MONTH OF JUNE 2014

Check Register - General Fund

Check #	Date	Payee	Cash Account	Amount
ADVANCE CHECKS:				
14080	6/6/14	Andrea Aragona	104.01	26.32
14081	6/6/14	Edward Niemchak	104.01	52.06
14082	6/6/14	Beth Sulek-LaHousse	104.01	47.60
14083	6/6/14	Karrie Yukon	104.01	36.77
14084	6/6/14	PACIFIC TELEMAGEMENT SERVICES	104.01	78.00
14085	6/25/14	Marian Rafal	104.01	34.94
14086	6/25/14	BLOOMFIELD TOWNSHIP	104.01	474.43
14087	6/25/14	COMCAST	104.01	148.11
14088	6/25/14	CONSUMERS ENERGY	104.01	5,921.55
14089	6/25/14	DTE ENERGY	104.01	20,895.87
14090	6/25/14	FLAGSTAR BANK	104.01	2,267.53
14089V	6/25/14	DTE ENERGY	104.01	-20,895.87
14090V	6/25/14	FLAGSTAR BANK	104.01	-2,267.53
14091	6/25/14	DTE ENERGY	104.01	20,895.87
14092	6/25/14	FLAGSTAR BANK	104.01	2,267.53
14093	6/25/14	HOME DEPOT CR. SERV.	104.01	180.51
14094	6/25/14	ORKIN PEST CONTROL	104.01	1,045.90
14095	6/25/14	PRINCIPAL LIFE INS CO-SBD GRANDE ISLAND	104.01	692.88
14096	6/25/14	VERIZON WIRELESS	104.01	200.77
14097	6/25/14	JENNIFER BARTO	104.01	120.00
14085V	6/25/14	Marian Rafal	104.01	-34.94
14086V	6/25/14	BLOOMFIELD TOWNSHIP	104.01	-474.43
14087V	6/25/14	COMCAST	104.01	-148.11
14088V	6/25/14	CONSUMERS ENERGY	104.01	-5,921.55
14091V	6/25/14	DTE ENERGY	104.01	-20,895.87
14092V	6/25/14	FLAGSTAR BANK	104.01	-2,267.53
14093V	6/25/14	HOME DEPOT CR. SERV.	104.01	-180.51
14094V	6/25/14	ORKIN PEST CONTROL	104.01	-1,045.90
14095V	6/25/14	PRINCIPAL LIFE INS CO-SBD GRANDE ISLAND	104.01	-692.88
14096V	6/25/14	VERIZON WIRELESS	104.01	-200.77
14097V	6/25/14	JENNIFER BARTO	104.01	-120.00
14098	6/25/14	Marian Rafal	104.01	34.94
14099	6/25/14	BLOOMFIELD TOWNSHIP	104.01	474.43
14100	6/25/14	COMCAST	104.01	148.11
14101	6/25/14	CONSUMERS ENERGY	104.01	5,921.55
14102	6/25/14	DTE ENERGY	104.01	20,895.87
14103	6/25/14	FLAGSTAR BANK	104.01	2,267.53
14104	6/25/14	HOME DEPOT CR. SERV.	104.01	180.51
14105	6/25/14	ORKIN PEST CONTROL	104.01	1,045.90
14106	6/25/14	PRINCIPAL LIFE INS CO-SBD GRANDE ISLAND	104.01	692.88
14107	6/25/14	VERIZON WIRELESS	104.01	200.77
14108	6/25/14	JENNIFER BARTO	104.01	120.00
Total				<u><u>\$32,223.24</u></u>
REGULAR CHECKS:				
14109	7/3/14	AMERICAN LIBRARY ASSOCIATION	104.01	149.50
14110	7/3/14	AVERY COLOR STUDIOS, INC.	104.01	110.34
14111	7/3/14	BACKER LANDSCAPING, INC.	104.01	690.00
14112	7/3/14	BAKER & TAYLOR, INC.	104.01	7,972.21
14112a	7/3/14	VOID	104.01	
14112b	7/3/14	VOID	104.01	
14113	7/3/14	BERNAN ASSOCIATES	104.01	271.35
14114	7/3/14	BIRMINGHAM BLOOMFIELD ART CENTER	104.01	150.00

Check #	Date	Payee	Cash Account	Amount
14115	7/3/14	BLACKSTONE AUDIO, INC.	104.01	545.99
14116	7/3/14	BLOOMFIELD TOWNSHIP	104.01	244,315.37
14117	7/3/14	BOOKS GALORE INC.	104.01	436.90
14118	7/3/14	BRILLIANCE PUBLISHING, INC.	104.01	243.93
14119	7/3/14	PETTY CASH - BTPL	104.01	58.18
14120	7/3/14	BUTZEL LONG	104.01	58.50
14121	7/3/14	CAVENDISH SQUARE	104.01	20.95
14122	7/3/14	CENGAGE LEARNING/GALE	104.01	839.73
14123	7/3/14	CENTRAL BUSINESS SYSTEMS, INC.	104.01	345.55
14124	7/3/14	CENTRAL MICHIGAN UNIVERSITY	104.01	104.82
14125	7/3/14	DEMCO, INC.	104.01	212.25
14126	7/3/14	DU ALL CLEANING, INC	104.01	4,600.00
14127	7/3/14	EARLY ADVANTAGE	104.01	2,300.00
14128	7/3/14	ENVISIONWARE, INC.	104.01	9,475.00
14129	7/3/14	GAYLORD BROTHERS, INC.	104.01	164.82
14130	7/3/14	GOVCONNECTION, INC.	104.01	100.00
14131	7/3/14	GRAINGER, INC	104.01	225.40
14132	7/3/14	INGRAM LIBRARY SERVICES	104.01	24.74
14133	7/3/14	INSTITUTE OF CONT. LEGAL EDUCATION	104.01	132.50
14134	7/3/14	J W PEPPER & SON, INC	104.01	67.99
14135	7/3/14	JCR SUPPLY CO/BEDARD BROS	104.01	626.03
14136	7/3/14	KALAMAZOO COLLEGE CIRCULATION	104.01	60.00
14137	7/3/14	LJ ROLLS REFRIGERATION CO., INC	104.01	8,110.00
14138	7/3/14	LOOKOUT BOOKS	104.01	449.34
14139	7/3/14	MICROMARKETING LLC	104.01	107.95
14140	7/3/14	MIDWEST TAPE	104.01	6,387.60
14140a	7/3/14	VOID	104.01	
14140b	7/3/14	VOID	104.01	
14140c	7/3/14	VOID	104.01	
14141	7/3/14	MOLLIE MAKES	104.01	19.95
14142	7/3/14	NBS	104.01	1,653.00
14143	7/3/14	OVERDRIVE	104.01	7,832.90
14144	7/3/14	PARTNERS BOOK DISTRIBUTING, INC.	104.01	3,135.57
14144a	7/3/14	VOID	104.01	
14144b	7/3/14	VOID	104.01	
14145	7/3/14	PORTAGE DISTRICT LIBRARY	104.01	40.96
14146	7/3/14	QUALITY BOOKS INC.	104.01	808.85
14147	7/3/14	QUILL CORPORATION	104.01	524.63
14148	7/3/14	RANDOM HOUSE, INC.	104.01	289.50
14149	7/3/14	RECORDED BOOKS, LLC	104.01	701.91
14150	7/3/14	ROCKET ENTERPRISE INC.	104.01	756.00
14151	7/3/14	RESEARCH TECHNOLOGY INT.	104.01	508.35
14152	7/3/14	SHOPLET.COM	104.01	28.38
14153	7/3/14	STANDARD & POOR'S	104.01	389.51
14154	7/3/14	STAPLES ADVANTAGE	104.01	106.33
14155	7/3/14	TANTOR MEDIA	104.01	286.74
14156	7/3/14	TECH LOGIC CORP.	104.01	5,242.75
14157	7/3/14	THE GREAT COURSES	104.01	284.65
14158	7/3/14	THE LIBRARY NETWORK	104.01	33.82
14159	7/3/14	THYSSENKRUPP ELEVATOR CORP	104.01	479.79
14160	7/3/14	ULINE	104.01	479.85
14161	7/3/14	UNIQUE MANAGEMENT SERVICES, INC.	104.01	402.75
14162	7/3/14	UNIQUE BOOKS INC.	104.01	600.51
14163	7/3/14	UNITED STATES POSTAL SERVICE	104.01	220.00
14164	7/3/14	VIGILANTE SECURITY	104.01	1,950.00
14165	7/3/14	WALLACEBURG BOOKBINDING & MFG	104.01	489.51
14166	7/3/14	WESCO DISTRIBUTION	104.01	2,774.95
14167	7/3/14	WORLD BOOK, INC.	104.01	1,447.86

Total

\$320,845.96

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

Check #	Date	Payee	Cash Account	Amount
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ADVANCE CHECKS:

4387	6/24/14	Andrew Heuser	102.03	22.65
4388	6/24/14	Brooke Hoskins	102.03	99.54
4389	6/24/14	Jen Taggart	102.03	300.00
4390	6/24/14	Amy Young	102.03	26.74
4391	6/25/14	FLAGSTAR BANK	102.03	1,132.59

\$1,581.52

REGULAR CHECKS:

4392	7/3/14	BACKER LANDSCAPING INC.	102.03	7,005.00
4393	7/3/14	BLOOMFIELD TWP. PUBLIC LIBRARY	102.03	278.30
4394	7/3/14	CENTER POINT	102.03	969.77
4395	7/3/14	MAD SCIENCE OF DETROIT	102.03	325.00
4396	7/3/14	MICHIGAN SCIENCE CENTER	102.03	600.00
4397	7/3/14	PARTNERS BOOK DISTRIBUTING, INC	102.03	1,506.64
4398	7/3/14	RANDOM HOUSE, INC.	102.03	137.25
4399	7/3/14	RICK MORSE PUPPETS	102.03	325.00
4400	7/3/14	S & S WORLDWIDE, INC	102.03	195.45
4401	7/3/14	JIM SLEZINSKI	102.03	200.00

Total \$11,542.41

**Bloomfield Township Public Library
2014-2015 General Fund Budget**

7b

PRESENTED: JULY 15, 2014 FOR THE MONTH OF: JUNE 2014

ACCOUNT NUMBER	ACCOUNT NAME	2014-2015 ADOPTED BUDGET AS OF MAR 18, 2014	2014-2015 AMENDED BUDGET AS OF MAR 18, 2014	REVENUE/EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	Three months 25% VARIANCE
	<u>Revenues</u>						
410.01	Taxes	\$4,755,210	\$4,755,210	\$0	(\$6,285)	-0.13%	(\$4,761,495)
420.01	Penal Fines	\$56,445	\$56,445	\$0	\$0	0.00%	(\$56,445)
422.01	State Aid	\$21,448	\$21,448	\$0	\$0	0.00%	(\$21,448)
430.01	Circulation Fines & Fees	\$145,464	\$145,464	\$12,269	\$33,120	22.77%	(\$112,344)
	Charges for Services	\$14,278	\$14,278	\$435	\$3,490	24.44%	(\$10,788)
	Investment earnings	\$90,245	\$90,245	\$1,425	\$29,546	32.74%	(\$60,699)
	Miscellaneous	\$9,369	\$9,369	\$424	\$6,717	71.69%	(\$2,652)
	Total Revenues	\$5,092,459	\$5,092,459	\$14,552	\$66,588	1.31%	(\$5,025,871)
	<u>Expenditures</u>						
	Personnel	\$3,335,738	\$3,335,738	\$244,983	\$910,603	27.30%	(\$2,425,135)
	Library Services	\$788,530	\$788,530	\$39,496	\$234,076	29.69%	(\$554,454)
	Facilities & Equipment	\$1,064,343	\$1,064,343	\$67,164	\$251,279	23.61%	(\$813,064)
	Other Operating Expenditures	\$245,642	\$245,642	\$4,566	\$101,974	41.51%	(\$143,668)
	Total Expenditures	\$5,434,253	\$5,434,253	\$356,209	\$1,497,932	27.56%	(\$3,936,321)
	Fund Balance - Beginning	\$7,402,218	\$7,488,790		\$7,488,790		
	Net revenue (expenditure)	(\$341,794)	(\$341,794)		(\$1,431,345)		
	Fund Balance - Ending	\$7,060,424	\$7,146,996		\$6,057,445		

Amendments to the budget:
None

Changes made to the line items:
None

Fund Balance Designations

Non-spendable Fund Balance (includes all fixed assets)	\$26,628,930	\$25,930,328
Restricted Fund Balance (nothing included here)	\$0	\$0
Committed Fund Balance (is 8- months of expenditures amount)	\$3,446,271	\$3,446,271
Assigned Fund Balance (is \$446,125 (3/31/14 compensated absences accrual) plus \$3,191,986 (63.5327% funding of the OPEB obligation of \$5,024,164) plus \$9,951 (3 months of ACA health costs)	\$3,614,153	\$3,648,062
Unassigned Fund Balance (is the unplanned emergency amount)	\$0	\$52,663

**Bloomfield Township Public Library
2014-2015 Gift Fund Budget**

7b

PRESENTED: JULY 15, 2014 FOR THE MONTH OF: JUNE 2014

Three Months 25%

ACCOUNT NAME	2014-2015 ADOPTED BUDGET AS OF MAR 18, 2014	2014-2015 AMENDED BUDGET AS OF MAY 31, 2014	REVENUE/ EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	VARIANCE
<u>Revenues</u>						
Gift Income	\$500	\$7,750	\$3,657	\$7,750	100.00%	\$0
Investment Earnings	\$200	\$200	\$13	\$441	220.64%	\$241
Miscellaneous Revenue	\$0	\$0	\$0	\$0	0.00%	\$0
Total Revenues	\$700	\$7,950	\$3,670	\$8,191	103.04%	\$242
<u>Expenditures</u>						
Library Services	\$38,373	\$40,126	\$2,956	\$10,675	26.61%	(\$29,450)
Facilities & Equipment	\$32,300	\$34,021	\$7,055	\$7,972	23.43%	(\$26,049)
Other Operating Expenditures	\$91,456	\$96,481	\$3,417	\$6,284	6.51%	(\$90,198)
Total Expenditures	\$162,129	\$170,628	\$13,428	\$24,931	14.61%	(\$145,697)
Fund Balance	\$95,632	\$98,726		\$98,726		
Reserved Fund Bal.	\$65,997	\$64,152		\$64,152		
Net revenue (expenditures)	(\$161,429)	(\$162,678)		(\$16,740)		
Fund Balance - Ending	\$200	\$200		\$146,138		

Amendments to the budget:

All amendments due to gifts received

Bloomfield Township Public Library
Asset Allocation Summary
June 2014

7b

Fund	Type	Annual Yield	Date	Amount on Hand
General Fund				
	Chase Checking (Ecommerce)	0.00%	6/30/2014	\$201,510.46
	Flagstar Public Funds Savings	0.35%	6/30/2014	\$162,104.43
	Flagstar Premier Public Entities Checking	0.25%	6/30/2014	\$8,796.87
	RBC Capital Cash/Money Market	0.01%	6/30/2014	\$92.48
	RBC Capital - Investments	1.90%	6/30/2014	\$6,005,195.13
Total General Fund				\$6,377,699.37
Please see General Fund budget for notes on how this amount is earmarked				
Gift Fund				
	Huntington Public Fund Business Interest Checking	0.15%	6/30/2014	\$101,890.20
	Huntington CD (Charnov gift) - matures 02/02/15	0.20%	6/30/2014	\$52,991.81
	Fifth Third Bank Business Standard Checking	0.00%	5/31/2014	\$3,500.00
Total Gift Fund				\$158,382.01
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		12/31/2013	\$13,815.00
	Yvonne T. Atkinson Fund		12/31/2013	\$30,061.00
	Isabel and Lawrence Smith Challenge Grant		12/31/2013	\$31,565.00
	BTPL Endowment Fund		12/31/2013	\$29,138.00
	Fair Radom Garden Endowment Fund		12/31/2013	\$15,320.00
	Library Director's Legacy Fund		12/31/2013	\$12,576.00
Total CFSEM holdings				\$132,475.00

Bloomfield Township Public Library
Investment Portfolio

Investment Vehicle	Portfolio %	Original Cost	6/30/2014 Market Value	Estimated Annual Inc	Current Yield
Money Market Funds	0.0%	\$92	\$92	-	0.01%
Wells Fargo Advantage Adjustable Rate Gov't	40.8%	\$2,443,205	\$2,451,138	\$20,173	0.82%
Eaton Vance Short Duration Government Income	10.0%	\$600,000	\$600,527	\$19,295	3.21%
Loomis Sayles Limited Term U.S. Gov't & Agency	33.7%	\$1,993,450	\$2,022,959	\$43,857	2.17%
Eaton Vance Government Obligations	10.1%	\$587,603	\$605,054	\$27,750	4.59%
Wells Fargo Advantage Government Securities	5.4%	\$340,100	\$325,517	\$3,176	0.98%
Total Portfolio	100.0%	\$5,964,450	\$6,005,288	\$114,250	1.90%

2nd Quarter Activity - March 31, 2014 - June 30, 2014

Cash Activity

Beginning Balance	\$755,487.90
Deposits & Sales Proceeds	\$1,414,600.00
Withdrawals	(\$1,570,000.00)
Dividends	\$25,995.91
Capital Gains	\$0.00
Net funds to purchase securities	(\$625,991.33)
Ending Balance	\$92.48

Change in Security Value

Beginning value of securities	\$6,790,617.96
Securities purchased	\$625,991.33
Securities sold	(\$1,414,600.00)
Change in value of priced securities	\$3,185.84
Ending Value of priced securities	\$6,005,195.13

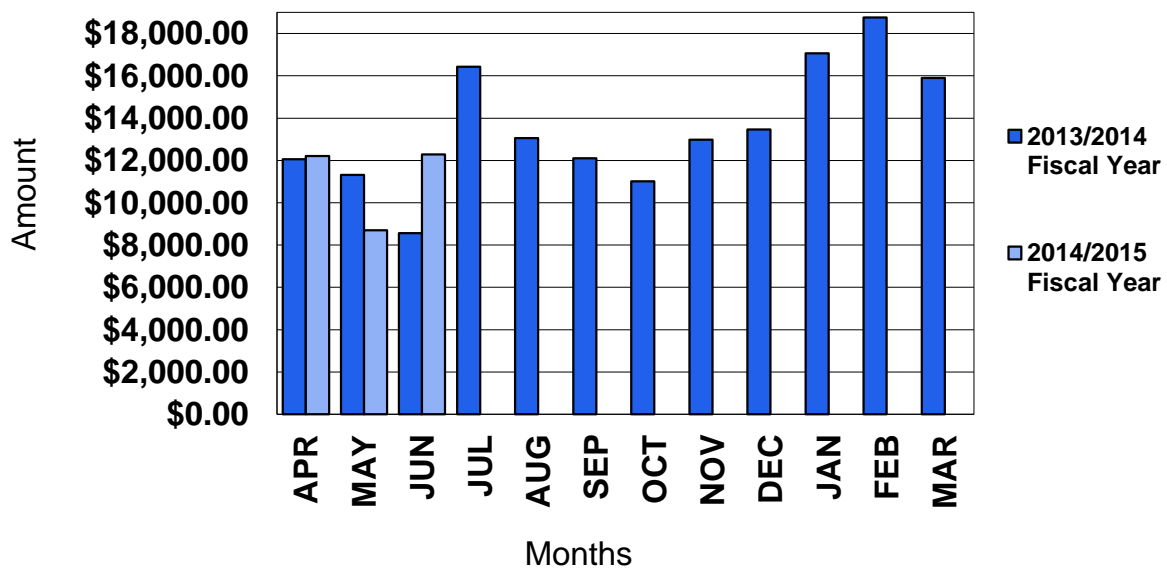
Total account value as of June 30, 2014

\$ 6,005,287.61

FINES AND FEES - TWO-YEAR COMPARISON

Month	2013/2014 Fiscal Year	2014/2015 Fiscal Year	Difference
APR	\$12,058.52	\$12,209.70	\$151.18
MAY	\$11,311.82	\$8,696.66	(\$2,615.16)
JUN	\$8,567.53	\$12,283.41	\$3,715.88
JUL	\$16,428.37		(\$16,428.37)
AUG	\$13,062.09		(\$13,062.09)
SEP	\$12,098.00		(\$12,098.00)
OCT	\$11,014.75		(\$11,014.75)
NOV	\$12,978.24		(\$12,978.24)
DEC	\$13,470.53		(\$13,470.53)
JAN	\$17,059.39		(\$17,059.39)
FEB	\$18,758.60		(\$18,758.60)
MAR	\$15,904.78		(\$15,904.78)
			YTD Difference
TOTAL	\$162,712.62	\$33,189.77	(\$129,522.85)

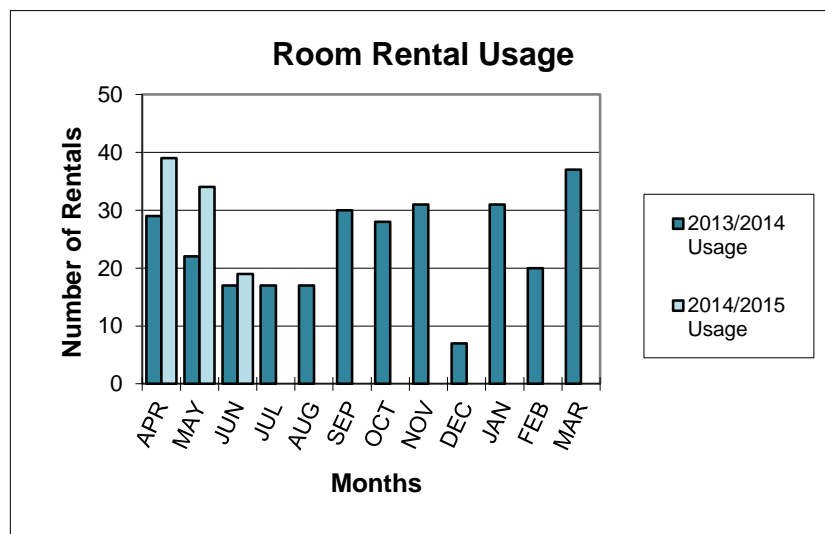
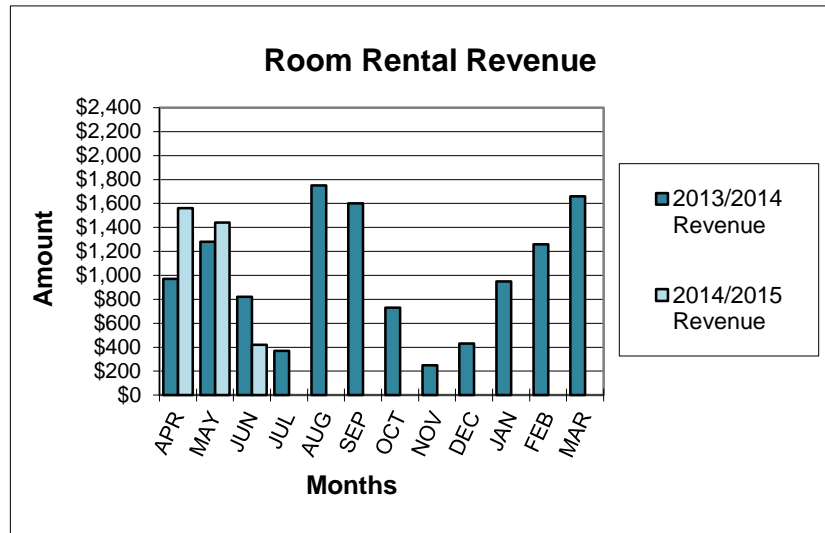
Fines and Fees Two-Year Comparison



ROOM RENTAL - TWO-YEAR COMPARISON

7b

<u>Month</u>	2013/2014 <u>Revenue</u>	2014/2015 <u>Revenue</u>	<u>Difference</u>	2013/2014 <u>Usage</u>	2014/2015 <u>Usage</u>	<u>Month</u>
APR	\$970.00	\$1,560.00	\$590.00	29	39	APR
MAY	\$1,280.00	\$1,440.00	\$160.00	22	34	MAY
JUN	\$820.00	\$420.00	(\$400.00)	17	19	JUN
JUL	\$370.00		(\$370.00)	17		JUL
AUG	\$1,750.00		(\$1,750.00)	17		AUG
SEP	\$1,600.00		(\$1,600.00)	30		SEP
OCT	\$730.00		(\$730.00)	28		OCT
NOV	\$250.00		(\$250.00)	31		NOV
DEC	\$430.00		(\$430.00)	7		DEC
JAN	\$950.00		(\$950.00)	31		JAN
FEB	\$1,260.00		(\$1,260.00)	20		FEB
MAR	\$1,660.00		(\$1,660.00)	37		MAR
			YTD Difference			
TOTAL	\$12,070.00	\$3,420.00	(\$8,650.00)	286	92	



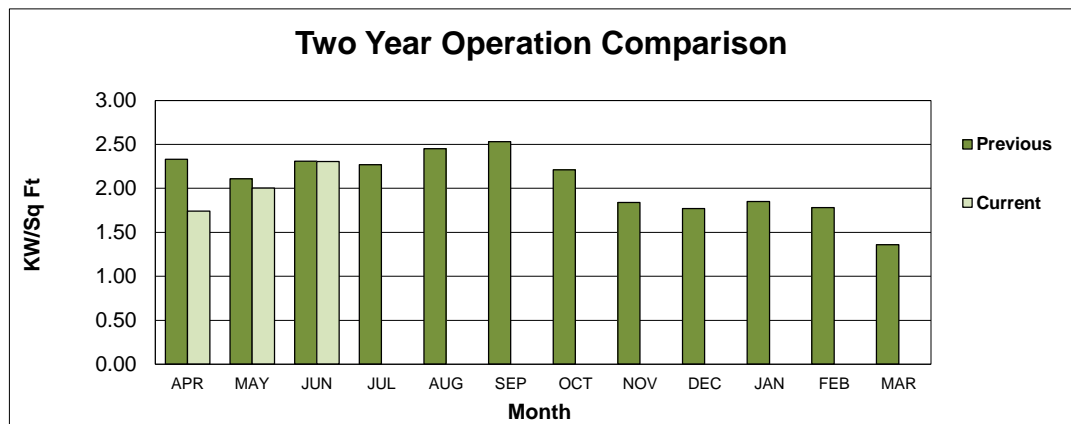
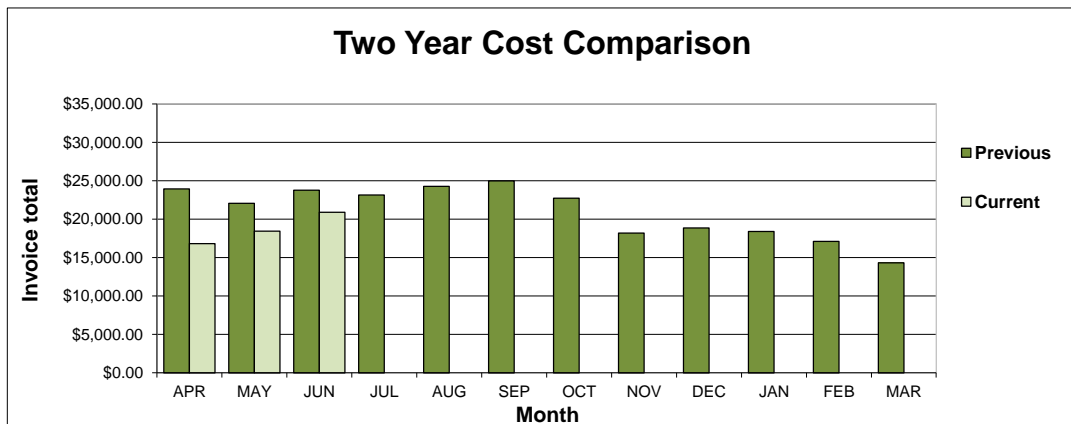
Bloomfield Township Public Library Electricity Analysis

Building Area = 101,023 Sq ft.

TWO YEAR COST COMPARISON				CURRENT YEAR OPERATION					
Month	2013/2014	2013/2014 (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	\$23,924.85	\$16,804.85	(\$7,120.00)	175,910	\$0.10	244.32	1.74	\$23.34	\$0.17
MAY	\$22,040.98	\$18,418.83	(\$3,622.15)	202,300	\$0.09	271.91	2.00	\$24.76	\$0.18
JUN	\$23,747.63	\$20,895.87	(\$2,851.76)	232,890	\$0.09	323.46	2.31	\$29.02	\$0.21
JUL	\$23,128.92		(\$23,128.92)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
AUG	\$24,264.13		(\$24,264.13)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
SEP	\$24,952.03		(\$24,952.03)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
OCT	\$22,741.30		(\$22,741.30)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
NOV	\$18,183.53		(\$18,183.53)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
DEC	\$18,858.90		(\$18,858.90)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
JAN	\$18,391.36		(\$18,391.36)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
FEB	\$17,100.73		(\$17,100.73)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
MAR	\$14,317.08		(\$14,317.08)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
			YTD Difference						
TOTAL	\$251,651.44	\$56,119.55	(\$195,531.89)						

NOTES:

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



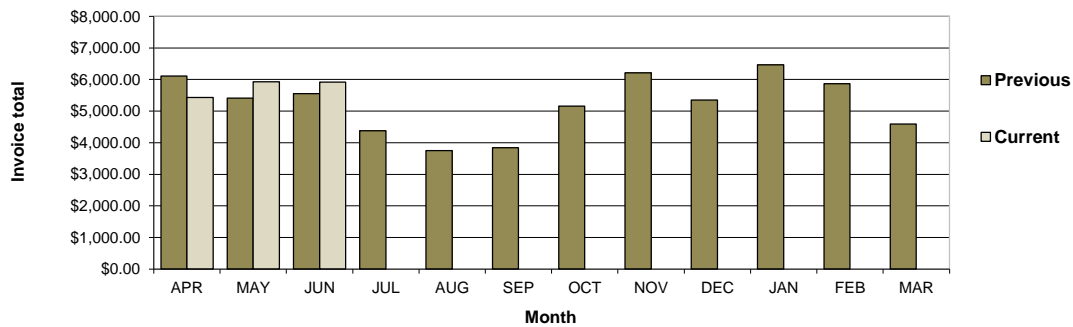
Bloomfield Township Public Library Natural Gas Analysis

Building Area = 101,023

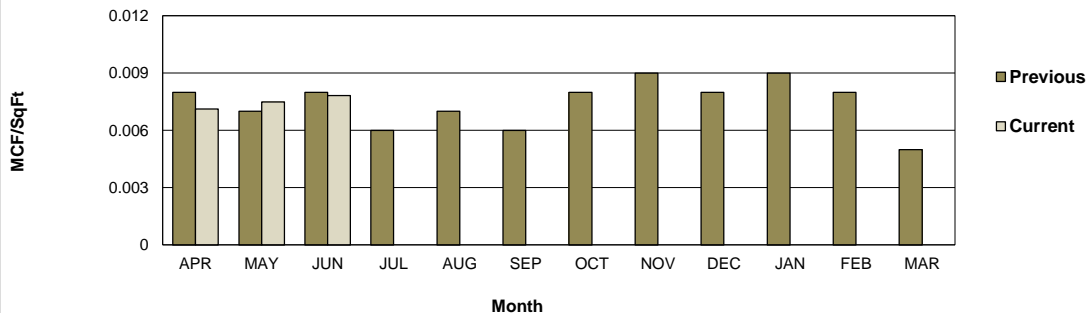
1 Cu. Ft. = 1000 BTU

TWO YEAR COST COMPARISON				OPERATION						
Month	2013/2014	2014/2015 (3)	Difference	MCF	COST/MCF	HOURS (24 x no.days per month)	MCF/HR	MCF/SqFt	\$/HR	\$/SqFt
APR	\$6,110.36	\$5,429.97	(\$680.39)	719.7	\$7.54	720	1.00	0.007	7.54	0.053
MAY	\$5,408.69	\$5,927.64	\$518.95	756.8	\$7.83	744	1.02	0.007	7.97	0.058
JUN	\$5,555.45	\$5,921.55	\$366.10	789.7	\$7.50	720	1.10	0.008	8.22	0.058
JUL	\$4,379.99		(\$4,379.99)		#DIV/0!	744	0.00	0.000	0.00	0.000
AUG	\$3,751.62		(\$3,751.62)		#DIV/0!	744	0.00	0.000	0.00	0.000
SEP	\$3,845.47		(\$3,845.47)		#DIV/0!	720	0.00	0.000	0.00	0.000
OCT	\$5,160.88		(\$5,160.88)		#DIV/0!	744	0.00	0.000	0.00	0.000
NOV	\$6,210.54		(\$6,210.54)		#DIV/0!	720	0.00	0.000	0.00	0.000
DEC	\$5,354.15		(\$5,354.15)		#DIV/0!	744	0.00	0.000	0.00	0.000
JAN	\$6,465.35		(\$6,465.35)		#DIV/0!	744	0.00	0.000	0.00	0.000
FEB	\$5,867.56		(\$5,867.56)		#DIV/0!	696	0.00	0.000	0.00	0.000
MAR	\$4,588.99		(\$4,588.99)		#DIV/0!	744	0.00	0.000	0.00	0.000
YTD Difference										
TOTAL	\$62,699.05	\$17,279.16	(\$45,419.89)							

Two Year Cost Comparison



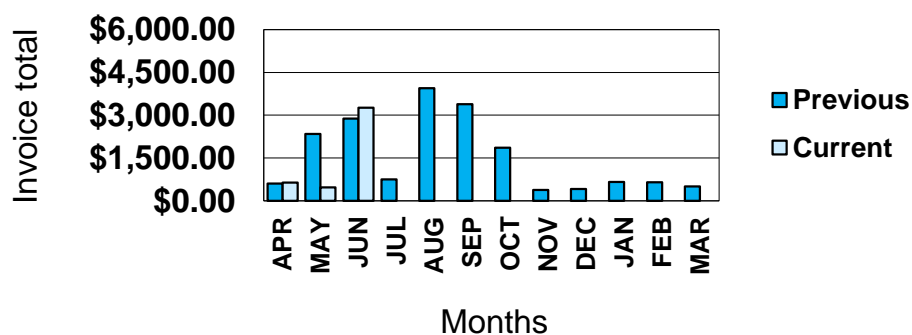
Two Year Operation Comparison



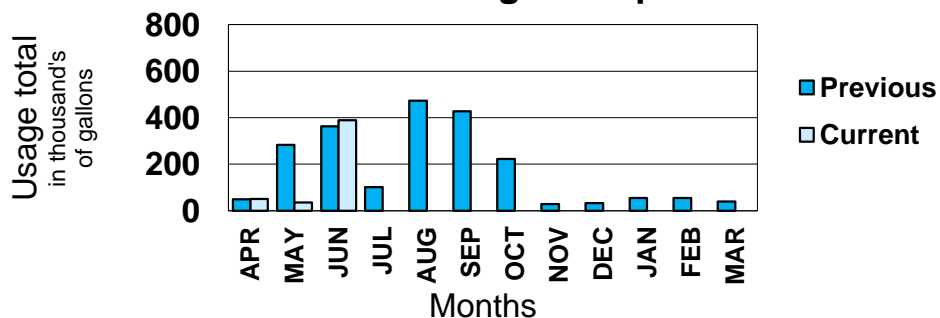
Bloomfield Township Public Library Water Analysis

Month	2013/14 Fiscal Year Cost	2014/15 Fiscal Year Cost	Difference	2013/14 Fiscal Year Usage	2014/15 Fiscal Year Usage	Difference
APR	\$608.49	\$640.33	\$31.84	49	50	1
MAY	\$2,347.63	\$474.43	(\$1,873.20)	283	35	(248)
JUN	\$2,886.18	\$3,259.37	\$373.19	363	389	26
JUL	\$753.30		(\$753.30)	102		(102)
AUG	\$3,948.12		(\$3,948.12)	473		(473)
SEP	\$3,383.98		(\$3,383.98)	427		(427)
OCT	\$1,861.07		(\$1,861.07)	223		(223)
NOV	\$383.76		(\$383.76)	29		(29)
DEC	\$415.77		(\$415.77)	32		(32)
JAN	\$661.18		(\$661.18)	55		(55)
FEB	\$650.51		(\$650.51)	54		(54)
MAR	\$501.13		(\$501.13)	40		(40)
			YTD Difference			YTD Difference
TOTAL	\$18,401.12	\$4,374.13	(\$14,026.99)	2,130	474	(1,656)

Two-Year Cost Comparison



Two-Year Usage Comparison



BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**LIBRARY BOARD OF TRUSTEES
MONTHLY DIRECTOR'S REPORT****July, 2014****Our 50th anniversary celebration continues!**

This month, our lobby display cases feature the 1990's with items on loan from the Detroit Historical Society. Save the date of Friday, July 25 to hear the Tumbao Bravo Cuban Fusion concert at 7:30pm, after hours at the Library! We hope you can join us!

RFID Project update

As of July 7, the RFID project is about 68% complete! Approximately 212,500 items have been reprocessed. During the week of July 7, new self-check stations were installed in the Circulation area. During the week of July 14, our automated materials handling system will be upgraded with new hardware and software. In addition, new gates will be installed at our library entrance. We are still on track to finish this project by the end of July!

If you haven't already, please try out the new self-check stations and let us know what you think! It is our hope that using these new stations is a much more positive experience.

Please note that our self-check use statistics are much lower than usual due to this project. We expect to see a steady increase once the new stations are in place.

Library Staff Recognition

On Saturday, June 28, our very own Youth Services Assistant Department Head Jen Taggart was a presenter at the American Library Association annual conference. Titled "Creative Collaborations: Successful Partnerships Serve Children with Autism", Jen shared her expertise with providing library service for special needs populations at our library and was even blogged about! We are very fortunate to have a recognized leader in this area representing the Library at the national level! The Friends of the Library provided the funding to send Jen to this national conference, for which we are very thankful.

Respectfully Submitted,

Carol Mueller
Director

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MONTHLY ACTIVITY REPORT

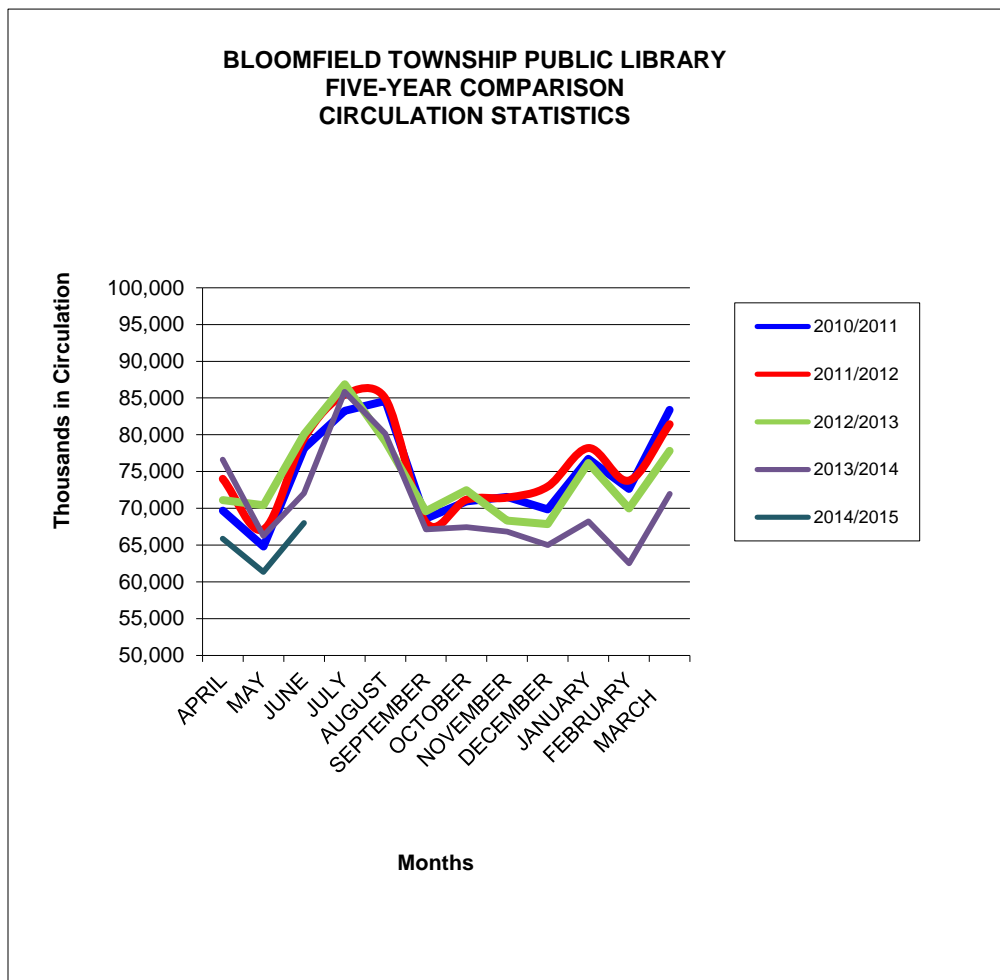
	2013		2014	
COLLECTION				
Book Collection:	282,618		278,825	
Media Collection:	62,211		60,463	
Total e-books:	26,792		27,590	
Overdrive	5,536		6,136	
EBSCOhost	19,227		19,227	
Total downloadable audiobooks:	4,233		4,612	
Materials Total:	375,854		371,490	
CIRCULATION				
Circulation Total:	72,030		67,987	
Bloomfield Township Circulation:	65,834		62,604	
Virtual Circulation Total	3,826		4,608	
Circulation of Youth materials:	26,807		26,510	
Circulation of Media:	30,573		26,890	
Circulation of Cranbrook passes:	275		341	
Circulation of MI Big Green Gym pass	9		28	
Self-checkout machine use:	26,988	37.5%	14,681*	21.6%
Library by Mail:	124	30 patrons	92	25 patrons
BUILDING & EQUIPMENT USAGE				
Door Count:	28,485**		27,585^	
Gate Count:	28,994		30,723	
Meeting rooms by public:	17		19	
Meeting rooms by staff:	62		50	
VIRTUAL USE				
Home page hits/Database services:	27,775		20,412	
e-book access:	1,897		2,250	
Overdrive	1,828		2,218	
EBSCOhost	69		32	
Audiobook access: (Overdrive)	702		656	
Music download access:	1,227		1,234	
Magazine download access:	n/a		468	
TutorMe! sessions:	4		23	
Library Computer Use				
Resident Use	2,553		2,432	
Guest Use	861		908	
*Youth selfchecks removed May 27, 2014; new Envisionware selfchecks installed June 18, 2014				
*Circulation selfchecks turned off June 27, 2014				
**Library closed June 28 & 29, 2013 due to weather emergency				
^Library closed Sundays, June 22 & 29, 2014				

	2013		2014	
OUTREACH & PROGRAMS				
<i>New Patrons and Accounts</i>				
Township:	191		169	
Cranbrook:	5		0	
Total new patrons:	292		247	
<i>Adult Program Attendance</i>				
Staff-led:	5 events	26 attended	9 events	65 attended
Speaker-led:	11 events	345 attended	5 events	60 attended
Book clubs:	4 events	54 attended	4 events	53 attended
Tours/visits on-site:	0	0	0	0
Tours/visits off-site:	1 event	22 attended	1 event	25 attended
<i>Systems Program Attendance</i>				
Staff-led:	4 events	38 attended	3 events	24 attended
<i>Teen Program Attendance</i>				
Staff-led:	1 event	0 attended	1 event	40 attended
Homework coaching:		11 attendees		4 attendees
<i>Youth Program Attendance</i>				
Staff-led:	5 events	1,084 attended	8 events	1,054 attend
Speaker-led:	2 events	53 attended	3 events	173 attended
Tours/visits on-site:	1 event	13 attended	0	0
Tours/visits off-site:	0	0	1 event	350 attended
TOTAL:	34 events	1,646 attended	35 events	1,848 attend
<i>Volunteers:</i>				
	40 people	329.25 hours	33 people	328.25 hours
	Shop: 7	95.75	Shop: 8	147
	Court: 1	17.75	Court: 0	0
	Students: 13	78.5	Students: 12	77.75
	Stu. tutors: 4	22.5	Stu. Tutors: 0	0
	Dept. Vol: 15	114.75	Dept. Vol: 13	103.5
<i>Patron Remarks</i>				
Patron Comments:	8			
Ask BTPL:	16			
Ask Us:	40			
DISPLAYS				
Lobby	1980s Paper Dresses by Matthew Richmond			
Media	Adult: Maya Angelou, D-Day Remembrance Movies			
	Youth: Fizz Boom Read Science DVDs & Audiobooks			
Local History	Summer Reading			

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
FIVE YEAR CIRCULATION

7/11/2014

	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015
APRIL	69,666	74,009	71,094	76,629	65,851
MAY	64,825	67,127	70,411	66,250	61,347
JUNE	78,169	79,512	80,069	72,030	67,987
JULY	83,272	85,456	86,867	85,844	
AUGUST	84,618	84,937	79,094	80,163	
SEPTEMBER	68,596	68,066	69,592	67,145	
OCTOBER	70,926	71,180	72,467	67,436	
NOVEMBER	71,551	71,456	68,318	66,813	
DECEMBER	69,841	72,964	67,864	65,007	
JANUARY	76,712	78,197	76,156	68,232	
FEBRUARY	72,657	73,778	69,992	62,534	
MARCH	83,408	81,433	77,819	71,961	
TOTAL	894,241	908,115	889,743	850,044	195,185



TENTATIVE SCHEDULE CALENDAR

- **Tuesday, July 15, 2014 - 7:00 p.m., Regular Board Meeting in the Board Room.**

Upcoming meetings and events:

- Monday, July 21, 2014 – 2:00 p.m. 50th Anniversary Committee Meeting in the Community Room.
- Friday, August 1, 2014 – 11:00 a.m. Finance Committee Meeting in the Board Room.
- Wednesday, August 6, 2014 – 10:00 a.m. Special Library Board Meeting in the Board Room.
- Wednesday, August 6, 2014 – 12:30 p.m. Friends of the Library Board of Directors Meeting in the Board Room.
- **Tuesday, August 19, 2014 – 7:00 p.m. Regular Board Meeting in the Board Room.**

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

The Finance Committee meeting of the Bloomfield Township Public Library Board was held in the Library on Thursday, June 19, 2014 at 3:00 p.m.

Trustees: Peggy Cohen, Judy Lindstrom, Joan Luksik

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

Others: Matthew Whitty and Edward Schwartz, Schwartz & Co.; Rochelle Vendittelli, Doeren Mayhew

Library Investment Review

Matthew Whitty presented an update of the Library's investments. He also provided information on indicators and factors Schwartz & Co. examines when gaging the performance of the Library's investments. No changes are recommended at this time.

Mr. Whitty and Mr. Schwartz will attend the July 15, 2014 Library Board meeting at 7:00 p.m. to provide the same overview to the entire Board of Trustees.

2013/2014 Audit Review

Rochelle Vendittelli reviewed the draft audit of the Library's 2013/2014 financial statements. Ms. Vendittelli stated that the audit is clean with no areas of concern. All present thanked Beth Sulek-LaHousse for her hard work and diligence.

Peggy and Judy suggested some additions to Next Year's Anticipated Budget Factors.

Minimum Wage

Minimum Wage is increasing to \$8.15 in September 2014. This directly affects the hourly wage of Pages. Carol and Beth are reviewing the Library's salary structure to make sure it is in alignment with this change.

Other

The Finance Committee would like to meet with Bloomfield Township officials to discuss library finances. An early July meeting will be arranged.

A special library board meeting has been scheduled for Monday, June 30 at 10 a.m. at the Library. The purpose of this meeting will be to discuss conducting a strategic planning survey by Mitchell Research and Communication.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees

FROM: Carol Mueller

DATE: July 7, 2014

SUBJECT: Jeanette P. Myers Scholarship Winner

The Myers Scholarship Committee is happy to announce the winner of the 2014 scholarship!

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

The Library promoted the Myers Scholarship widely again this year. A press release announcing the scholarship was sent to our media contacts. It also was posted on the Library website with a link to a downloadable application form, scholarship guidelines and brochure. In addition, the guideline, brochures and application forms were available at the Welcome Desk. A large poster announcing the scholarship was placed in the lobby for the entire month of May. It was also promoted in our e-newsletter, *Discover*, to over 500 subscribers and to our community partners, particularly Bloomfield Hills Schools and the University of Michigan School of Music, Theatre and Dance.

We have received \$650.00 from the Community Foundation of Southeast Michigan (CFSEM) this year to award. We are very appreciative of the generosity and support of this scholarship by the family of Jeanette Myers. In addition, Beth Sulek-LaHousse made a very generous donation directly to CFSEM for the Myers Scholarship Fund with the wish that her donation will grow the fund and increase the amount of the payout in years to come.

The recipient will receive a certificate awarded by the Myers Scholarship Committee just prior to the start of our August 19, 2014 Library Board meeting and a scholarship of \$650. The scholarship guidelines specify that the award check should go directly to the college. This check will be mailed out after the Library Board meeting.

Our award winner is one of our current Library staff members – Linnea Anderson. Currently Linnea is a page in the Library's Adults Services department and is a student of vocal performance at Oakland University's School of Music, Theatre and Dance. Her passion is music in general but she intends to sing opera professionally after completing her Bachelor of Music degree in vocal performance and possibly a Master's degree as well. Linnea strongly believes that her educational foundation will see her through to achieving her goal of singing opera professionally in the future.

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

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

Jeanette P. Myers Memorial Scholarship

Guidelines

In memory of Jeanette P. Myers, B.S.Ed., M.L.S., a librarian for many years at the Bloomfield Township Public Library, an educational assistance scholarship has been established by the Rodman N. Myers family, subject to amendments from time to time by such family, as follows:

Purpose

The Jeanette P. Myers Memorial Scholarship provides funds to encourage and support the post-secondary education of past or present employees of the Bloomfield Township Public Library, or persons who have some relationship with that Library, as the Selection Committee shall determine.

Criteria for Award

A total annual amount of at least \$500, in the aggregate, will be awarded to scholarship applicants to use for books, tuition or other relevant expenses to assist in working toward an associate, bachelor or graduate degree, or for pursuit of other post secondary education. Applicants must meet the following criteria:

- **Completion of the scholarship application forms and submission of all forms to the Library in person at the Reception desk, by mail to the attention of the Library Director, or emailed to Myersscholarship@btpl.org, by the annual deadline of June 2.**
- Proof of satisfactory employment of at least three months at the Bloomfield Township Public Library, or other evidence of a connection or relationship with that Library satisfactory to the Selection Committee.
- Evidence of enrollment in an institution of higher education.
- Provide a letter of reference from an academic professional at my current or future institution.

Guidelines for Distribution of Scholarships

Awards will be made using the following guidelines:

- Review of the application forms and statements of goals by a Selection Committee comprised of the Library Director and two members of the Library Board of Trustees. Relatives of a member of the Selection Committee are not eligible for the scholarship.
- Applicants may be interviewed by a member or members of the Selection Committee, either by telephone or in person, in connection with their application.
- Awards may vary in number and in amount of the individual award, but at least one award will be made each year provided there is a qualified applicant.
- Financial need may be a consideration but is not a requirement.
- Scholarships are not automatically renewable. Applicants must apply on an equally competitive basis each year.

Notification of Award

Applicants will be notified by July 15 as to whether or not they will receive an award, and the amount thereof. Successful applicants for awards must complete an acknowledgment form no later than the following September 1 which indicates that they have enrolled in an appropriate institution; the award will be made out to the institution, and sent to the scholarship recipient for application against tuition or eligible expenses. If the recipient fails to attend the institution, the award will be returned to the scholarship fund.

Non-Discrimination

All awards will be made without regard to race, creed, color, sex, religion or national origin.

I intend to sing opera professionally. Music, in general, is my passion. Vocal music, in particular, seems to be my gift. I love it so much that, at first, I shied away from the idea of music as a career for fear that my love would diminish in the face of unpaid bills. So I attended the University of Michigan, Ann Arbor, for a year, taking courses in those areas I most enjoyed in high school and hoping to find a career path that would bring me satisfaction. Though I took pleasure in meeting the challenges presented by my coursework, by the end of my first year I finally realized that nothing but a life spent pursuing my gift for music would satisfy. So I applied to Oakland University in Rochester, MI, and was accepted by the School of Music, Theatre & Dance. There I pursue and have nearly achieved my Bachelor of Music in Vocal Performance.

After completing my degree in May of 2015, I hope to attend another institution for the purpose of acquiring a Master's degree in Vocal Performance (which is, at most schools, a two or three year commitment). Although the receipt of a Master's will likely mark the completion of my formal education, one should never reach a point in life at which he or she has learned all there is to learn in any given field. I suspect and hope that I will never cease to be amazed by the infinite intricacies and nuances of music as I come to learn them.

Following graduate school, it is likely that I will participate in young artist programs around the U.S., and eventually find a more permanent place within the opera world, either in the U.S. or overseas (most likely Western Europe). It is my dearest hope that I will come into a position by virtue of my education and experience where I am able to sing opera professionally and support myself with the proceeds thereof. Nothing would give me greater pleasure, and it is my firm belief that a strong educational foundation will see me well on my way to achieving this goal.

Statement of Goals

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees

FROM: Carol Mueller

DATE: July 7, 2014

SUBJECT: Attached Audit and Management Letter

Doeren Mayhew was our auditing firm again for fiscal year 2013/2014. James Koepke is our Principal and Rochelle Vendittelli, CPA, and Megan McCandish provided on-site auditing fieldwork. The on-site audit work in May went smoothly. We again received a favorable report from Doeren Mayhew for fiscal year 2013-2014. The final copy of the audit and management letter is included for your review. Please note in the minutes of our June 19, 2014 Finance Committee meeting, the auditors provided another unqualified opinion. The auditors commended the Library and stated that they have given the Library a clean opinion as there were no journal entries needed and there are no areas of concern.

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

Rochelle Vendittelli will attend the July 15, 2014 Library Board meeting to provide a verbal overview of the audit and answer any questions the trustees may have.

**BLOOMFIELD TOWNSHIP
PUBLIC LIBRARY**

FINANCIAL STATEMENTS

MARCH 31, 2014

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Independent Auditor's Report

To the Board of Trustees of the
Bloomfield Township Public Library

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities and each major fund of the Bloomfield Township Public Library as of and for the year ended March 31, 2014, and the related notes to the financial statements, which collectively comprise the Library's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

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

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

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

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the Bloomfield Township Public Library as of March 31, 2014, and the respective changes in financial position, thereof for the year then ended, in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and other postemployment benefit information on pages 3-12 and 38-39 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated July 1, 2014, on our consideration of the Library's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Library's internal control over financial reporting and compliance.



DOEREN MAYHEW

July 1, 2014
Troy, Michigan

Using This Annual Financial Report

This annual report consists of four parts:

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

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

Please direct questions regarding this report to:

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

MANAGEMENT'S DISCUSSION AND ANALYSIS

The Library as a Whole

Fiscal year 2013/2014 once again included several fiscal challenges and many unknown factors including our recent building issues. In addition, longtime Library Director Karen Kotulis-Carter retired on August 1, 2013. In June, 2013, the Library Board of Trustees selected Carol Mueller as the next Bloomfield Township Public Library Director after a national search. Carol, previously the Assistant Director at Bloomfield Township Public Library, assumed the position of Library Director on August 1, 2013.

General Fund Revenues

Our estimated total revenues when approved in March, 2013 were \$5,047,593. We received \$4,738,810, which was \$308,783 less than originally budgeted in total. This large decrease was due primarily to a change in asset value and investment earnings on library investments.

Property taxes also declined. We received \$39,247 less in property tax revenue than originally budgeted due to a slight decrease in taxable value and tax tribunal refunds.

Penal Fines were slightly less than initially estimated by \$3,810. State aid slightly increased by \$1,784.

Fines & Fees increased from our initial estimates by \$21,899. This is largely due to our use of a collection agency to recover long overdue library materials and fines. Photocopy Fees were less than original estimates also. Library meeting room rental fees were greater than original estimates.

Investment earnings did not meet expectations this fiscal year. We originally projected our investment earnings at \$178,767 in March, 2013, based on our previous years' experience. Unfortunately, the volatility in the bond market due to rising interest rates impacted our earnings and asset value. Our year end earnings totaled \$117,552, a decrease of \$61,215. Unfortunately, the change in asset value was a negative \$ 226,934. Together, these decreases impacted our fiscal year 2013/2014 budget negatively by a total of \$288,149.

Miscellaneous revenue increased slightly as our Library shop and Library Café produced more revenue than expected. No used equipment sale was held this year, reducing this line by \$1,000.

General Fund Expenditures

Total overall expenditures were reduced over the fiscal year as Department Heads once again controlled expenditures and looked to reduce the budget in the current year to help offset expenditures in the next fiscal year. Actual expenditures were \$111,619 less than anticipated. Given our unplanned and unbudgeted roof and lower level building projects that totaled \$177,671, this is quite remarkable.

The greatest savings was realized by reducing personnel costs over the fiscal year from our original estimates. A savings of \$108,843 in personnel expenditures over initial estimates was achieved by year end. This savings was realized through several staff changes and retirements, a delay in filling vacant positions, new staff earning salaries at a lower level than their predecessors, the delay in implementation of health care benefits as required by the Affordable Care Act and our health care premiums costing less than budgeted. In December 2012, the Library board approved the hard cap option for fiscal year 2013/2014 as required to comply with PA 152. Our two newest full time employees, hired in 2013, pay a portion of their health care costs as a defined by this Act.

General Fund Expenditures - Continued

While we were able to discontinue closed furlough days and give all staff a 1% wage increase this fiscal year, this is the fourth year movement in the proficiency levels was not possible. In addition, after deciding to close on ten summer Sundays in March, 2013, funding was found to remain open on these Sundays for our residents. The decision to close on 10 summer Sundays was reversed by the Library Board in April, 2013 and funding was added back into the current budget to keep the Library open during the summer.

Library Services decreased overall by \$70,333 from initial estimates by reallocating print and electronic materials expenditures and cutbacks by Department Heads. The Michigan Electronic Library (MeL) subscribed to several databases for all libraries in Michigan that we had been subscribing to, saving funding in this area. In addition, CD Rom and games are collections that are not as popular and are being phased out. Additional funding was saved in this functional category through careful use of budgeted figures.

Facilities & Equipment decreased by \$85,631 from initial estimates. Our building insurance budget was decreased by \$8,700 to reflect the actual cost of our premium. In addition, general building maintenance decreased slightly. Utilities costs decreased significantly by \$31,033 and computer maintenance decreased by \$35,408 as well.

Other Operating Expenditures increased significantly by \$153,188 due in large part to our unplanned and unbudgeted roof and lower level building projects. The total cost of these two projects was \$177,671. These necessary repairs ensured that our building did not experience further damage and disruption to library services.

Fund Balance

Our Fund Balance is estimated to be \$7,488,789 at year end. This is a decrease of \$17,193 compared to the year end estimate at the beginning of the fiscal year. This is due to the above mentioned unanticipated building projects costing \$177,671 and the disappointing performance of our investments resulting in a decrease of \$288,149 in investment revenues after the fiscal year 2013/2014 budget was approved.

Gift Fund Estimated Budget

The Friends of the Library (the "Friends") very generously donated \$65,969 during fiscal year 2013/2014. This funding provided support for many of our popular programs such as Chamber music concerts, PJ Theatre, Everyone's Reading Program, Storytelling Festival and summer reading programs, among others. The Friends' gifts also supported purchases for our various collections such as high demand and popular materials.

A new endowment fund was established in fiscal year 2013/2014 also. Named the Library Director's Legacy Fund, the purpose of this fund is to support Bloomfield Township Public Library in providing staff development opportunities and staff training that improves or enhances service to the public. All six endowment funds, including this one, are held at the Community Foundation for Southeast Michigan.

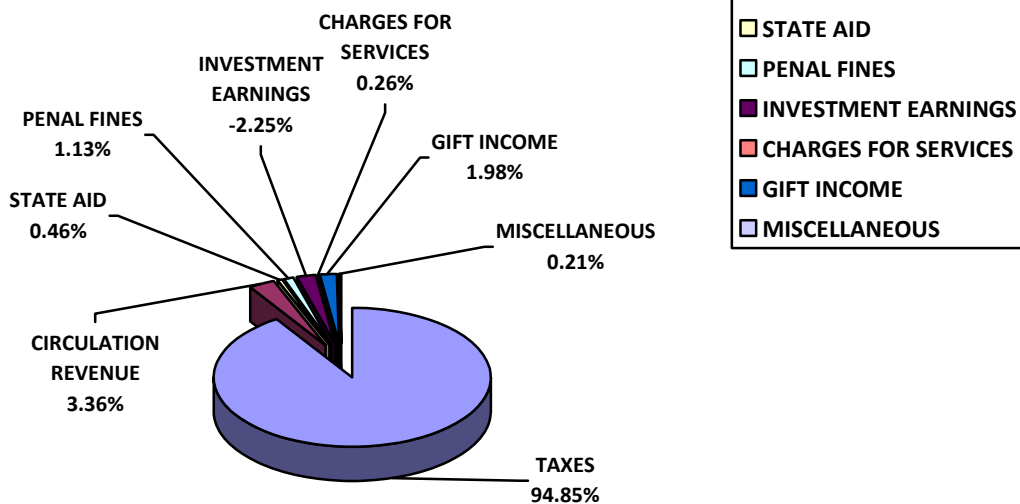
The Library's Funds

The budgetary analysis of both library funds, the General Fund and the Gift Fund, is included in the financial statements on pages 19 through 20. The following pie charts illustrate the percentage breakdown of revenues and expenditures for the Library as a Whole, which includes both funds.

CHARTS

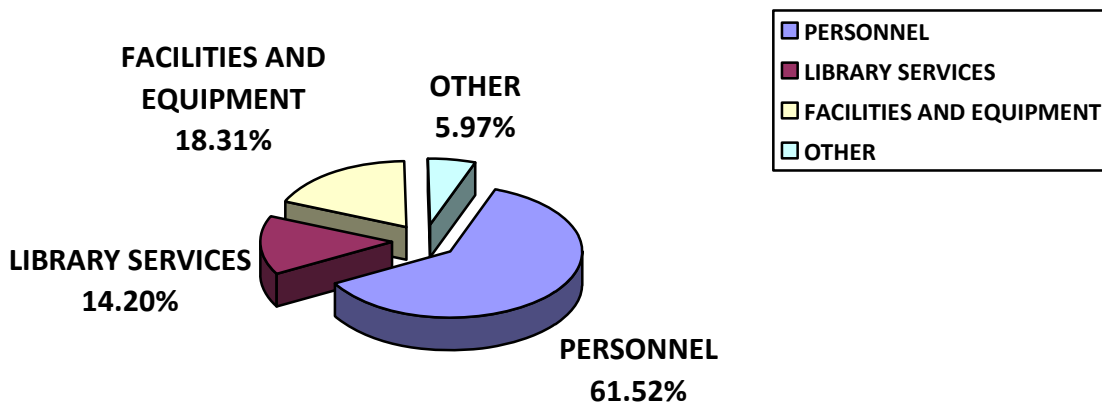
REVENUES

APRIL 1, 2013 - MARCH 31, 2014



EXPENDITURES

APRIL 1, 2013 - MARCH 31, 2014



The Library's Funds - Continued

The actual excess of revenue over expenditures of the General Fund was negative \$483,749 as compared to negative \$331,532 in the prior year. Particular effort has been made again in fiscal year 2013/2014 to address the use of 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 our fiscal year.

The largest use of resources during fiscal year 2013/2014 continued to be for personnel salaries and benefits. This is typical of service organizations that are open to the public seven days a week, year-round. We have kept these expenses to a minimum using wage freezes and carefully reviewing vacated positions as to the need to fill these.

The Gift Fund shows an increased Fund Balance at year end compared to the fiscal year 2012/2013. Although gifts are being spent for collections, furnishings and equipment as requested by the donors, some donations received near year end could not be expended in that same year. For example, the Charnov donation received in fiscal year 2011/2012, will be spent over several years. In addition, funds received in celebration of the Library's 50th anniversary won't be spent until fiscal year 2014/2015. The actual fund balance at the close of the fiscal year was \$162,879.

The Library's Budgetary Highlights

The General Fund was impacted by the continued decrease in property tax values. Fines and Fees revenue increased due to our use of a collection agency for collection of long overdue fines, fees and materials. Over the course of the year, the Library Board of Trustees amended the budgets as needed for each fund to address unplanned needs or donations and events that occurred during the year. The most frequent amendments occurred in contributions and donations to the Gift fund, which cannot be anticipated at the start of the year.

Capital Assets and Long-Term Debt Activity

At the beginning of the 2013/2014 fiscal year, the Library had \$26,628,930 invested in land, building and improvements, furniture and equipment, books, and materials, including media. The Library added \$177,671 for our roof replacement and lower level upgrades and \$523,735 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 \$111,454 was spent to replace furniture and equipment. In accordance with the Library's fixed asset disposal policy, the items from the Adult Services and Youth Services materials collections, which were no longer suitable for public library use, were donated to the Friends of the Library for their used book sales. The total of materials disposed from the collection amounted to \$524,871. The value of furnishings and equipment disposed amounted to \$33,183 and the amount of building replacement amounted to \$161,760.

Capital Assets and Long-Term Debt Activity - Continued

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

Next Year's Anticipated Budget Factors

While Library revenues are increasing slowly, it will be several more years before our revenues fully recover from this economic downturn. Many of the budget reductions included in fiscal year 2013/2014 will continue into fiscal year 2014/2015. These include a large reduction of funding for our materials collection, severely reduced funding for library programs and continued reduced staffing, among others. For the fourth year, there is no movement in pay levels for library staff. In addition, Library open hours continue to be decreased. While closed and unpaid furlough days have been discontinued, the Library will be closed on ten summer Sundays, from June 22 through August 31, 2014. Until revenues increase significantly, the Library will not be able to offer as many open hours as it had before 2010 and anticipates closing additional hours. Library technology replacements, specifically computers, remain on hold until such time as revenues increase more than these have. The age of our computers and audio visual equipment, specifically in the public meeting rooms, is quite concerning considering how quickly computerized equipment becomes obsolete. Meanwhile, our building maintenance needs are increasing. Only urgent building projects are currently completed, such as minor roof repair and parking lot patching. One large and unplanned building project requiring immediate attention is an investigation and solution into water coming into the lower level causing repeated flooding of this area. The probable cause is a collapsed pipe under the lower level floor, necessitating a costly and disruptive repair in 2014/2015. The Library will also undertake and complete a major project in fiscal year 2014/2015 - converting our collection and equipment to new RFID technology. This project is necessary as our current equipment is now obsolete and not being supported. In addition, the RFID tags used in the past will not be manufactured after December, 2014.

In October, 2013, Bloomfield Township sold bonds to fully fund pension obligations for retirees and current employees covered by the defined benefit pension plan. Payment on the Library's share of this bond is required for the next 20 years and then will be paid in full. The first year payment in 2014/2015 has been structured by the bank as a higher payment than the following 19 payments. Participation in this plan is closed to any new employees hired after May, 2011.

An updated actuarial report on the Library's Other Postemployment Benefits (OPEB) was completed in July, 2013. The Library's total accrued OPEB liability for all current eligible employees and current retirees has increased significantly from \$3,312,000 in 2013/2014 to \$5,024,164 in 2014/2015, a \$1,712,164 increase. The Library has been prudent for the past several years about designating an amount of our fund balance for these obligations. In 2013/2014, we fully funded the OPEB obligation, but the new increase in the OPEB obligation means that it will no longer be fully funded. As of April 1, 2014, only 63.53% of the total amount for OPEB obligations will be designated in the 2014/2015 fiscal year. Any benefited employee hired after May, 2011 does not receive these benefits, essentially ending our legacy costs into the future.

Finally, the restrictions placed on non-resident use of our facility and collections will likely continue until the economy improves.

Reviewing the Financial Statements

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

The Balance Sheet on page 15 and Statement of Revenues, Expenditures and Changes in Fund Balance on page 17 show the modified accrual method of reporting. This method of accounting focuses on current financial resources and provides a more detailed view about the accountability of the Library's sources and uses of funds. The Balance Sheet also shows the designated use of fund balance.

The Statement of Net Position on page 13 and Statement of Activities on Page 14 show the General fund and Gift Fund combined in the full accrual method. The reconciliations of these funds used to arrive at the figures are shown on pages 16 and 18 respectively. The reconciliation represents adjustments necessary, due to GASB 34, to convert the modified accrual financial statements to the Statement of Net Position and Statement of Activities under the full accrual method. The full accrual method of accounting focuses on long-term economic resources.

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

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

Condensed Financial Information

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

TABLE 1

	March 31,	
	<u>2013</u>	<u>2014</u>
Assets		
Current assets	\$ 8,570,633	\$ 8,088,929
Less: Due from Gift Fund	(428)	-
Capital assets	<u>26,628,930</u>	<u>25,930,327</u>
Total assets	35,199,135	34,019,256
Liabilities		
Current liabilities	442,109	437,261
Less: Due to Gift Fund	(428)	-
Long-term liabilities	<u>1,520,277</u>	<u>1,873,357</u>
Total liabilities	1,961,958	2,310,618
Net Position		
Investment in capital assets	26,628,930	25,930,327
Gift fund balance - restricted for gifts	155,986	162,879
Unrestricted (including nonspendable, committed, assigned and unassigned less postemployment benefit obligation and other long-term liabilities)	<u>6,452,261</u>	<u>5,615,432</u>
Total net position	<u>\$ 33,237,177</u>	<u>\$ 31,708,638</u>

TABLE 2

	Year Ended March 31,	
	<u>2013</u>	<u>2014</u>
Revenue		
Property taxes	\$ 4,442,311	\$ 4,586,622
Other	<u>406,366</u>	<u>249,151</u>
Total revenue	4,848,647	4,835,773
Expenses	<u>6,260,237</u>	<u>6,364,312</u>
Change in Net Position	<u>\$ (1,411,590)</u>	<u>\$ (1,528,539)</u>

GLOSSARY OF TERMS

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

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

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

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

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

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

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

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

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

GLOSSARY OF TERMS - Continued

GASB 54 - Continued

These terms are:

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

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

Committed amounts can be used only for the specific purposes determined by a formal action of the government's highest level of decision-making authority.

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

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

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

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

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

STATEMENT OF NET POSITION MARCH 31, 2014

Assets

Cash and cash equivalents (note 3)	\$ 532,658
Investments (note 3)	7,546,106
Prepaid expenses	10,165
Capital assets (note 5)	
Assets not being depreciated	131,015
Assets being depreciated, net	<u>25,799,312</u>
Total assets	34,019,256

Liabilities

Accounts payable	178,155
Due to Bloomfield Township (note 1)	243,650
Accrued liabilities	15,456
Long-term liabilities (note 6)	
Due within one year	151,152
Due after one year	294,972
Net other postemployment benefit obligation (note 8)	<u>1,427,233</u>
Total liabilities	2,310,618

Net Position of Governmental Activities

Invested in capital assets	25,930,327
Gift fund balance - restricted for gifts	162,879
Unrestricted (including nonspendable, committed, assigned and unassigned less postemployment benefit obligation and other long-term liabilities)	<u>5,615,432</u>
Total net position of governmental activities	<u><u>\$ 31,708,638</u></u>

See accompanying notes to financial statements

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

STATEMENT OF ACTIVITIES FOR THE YEAR ENDED MARCH 31, 2014

Expenses

Personnel	\$ 3,621,395
Library services	754,162
Facilities and equipment	1,671,105
Other expenditures	<u>317,650</u>

Total expenses	6,364,312
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Revenues

Property taxes	4,586,622
Penal fines	54,543
State aid	22,254
Circulation revenue	162,363
Charges for services	12,420
Investment loss	(108,834)
Gift income	96,415
Miscellaneous	<u>9,990</u>

Total revenues	<u>4,835,773</u>
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Change in Net Position of Governmental Activities

(1,528,539)

Net Position - April 1, 2013

33,237,177

Net Position - March 31, 2014

\$ 31,708,638

See accompanying notes to financial statements

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

GOVERNMENTAL FUNDS BALANCE SHEET MARCH 31, 2014

	General Fund	Gift Fund	Total
Assets			
Cash and cash equivalents (note 3)	\$ 365,584	\$ 167,074	\$ 532,658
Investments (note 3)	7,546,106	-	7,546,106
Prepaid expenses	9,240	925	10,165
Total assets	7,920,930	167,999	8,088,929
Liabilities			
Accounts payable	173,035	5,120	178,155
Due to Bloomfield Township (note 1)	243,650	-	243,650
Accrued liabilities	15,456	-	15,456
Total liabilities	432,141	5,120	437,261
Fund Balances (note 9)			
Nonspendable	9,240	925	10,165
Restricted	-	161,954	161,954
Committed	3,622,835	-	3,622,835
Assigned	3,728,579	-	3,728,579
Unassigned	128,135	-	128,135
Total fund balances	7,488,789	162,879	7,651,668
Total liabilities and fund balances	<u>\$ 7,920,930</u>	<u>\$ 167,999</u>	<u>\$ 8,088,929</u>

See accompanying notes to financial statements

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

RECONCILIATION OF THE GOVERNMENTAL FUND FINANCIAL STATEMENTS TO THE STATEMENT OF NET POSITION FOR THE YEAR ENDED MARCH 31, 2014

Total Fund Balance - Governmental Funds	\$ 7,651,668
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Amounts reported in the statement of net position are different because:

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

Add - capital assets	36,123,840
Deduct - accumulated depreciation	(10,193,513)

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

Deduct - other postemployment benefit obligation	(1,427,233)
Deduct - compensated absences	<u>(446,124)</u>

Net Position of Governmental Activities	<u><u>\$ 31,708,638</u></u>
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See accompanying notes to financial statements

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE - GOVERNMENTAL FUNDS FOR THE YEAR ENDED MARCH 31, 2014

	<u>General Fund</u>	<u>Gift Fund</u>	<u>Total</u>
Revenues			
Property taxes	\$ 4,586,622	\$ -	\$ 4,586,622
Penal fines	54,543	-	54,543
State aid	22,254	-	22,254
Circulation revenue	162,363	-	162,363
Charges for services	12,420	-	12,420
Investment earnings (loss)	(109,382)	548	(108,834)
Gift income	-	96,415	96,415
Miscellaneous	9,990	-	9,990
	<u>4,738,810</u>	<u>96,963</u>	<u>4,835,773</u>
Total revenues	4,738,810	96,963	4,835,773
Expenditures			
Personnel	3,268,315	-	3,268,315
Library services	712,710	41,452	754,162
Facilities and equipment	956,450	16,052	972,502
Other expenditures	285,084	32,566	317,650
	<u>5,222,559</u>	<u>90,070</u>	<u>5,312,629</u>
Total expenditures	5,222,559	90,070	5,312,629
Net Change in Fund Balance	(483,749)	6,893	(476,856)
Fund Balance - April 1, 2013	<u>7,972,538</u>	<u>155,986</u>	<u>8,128,524</u>
Fund Balance - March 31, 2014	<u><u>\$ 7,488,789</u></u>	<u><u>\$ 162,879</u></u>	<u><u>\$ 7,651,668</u></u>

See accompanying notes to financial statements

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES TO THE STATEMENT OF ACTIVITIES FOR THE YEAR ENDED MARCH 31, 2014

Net Change in Fund Balance - Governmental Funds	\$ (476,856)
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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 costs of those assets is allocated
over their estimated useful lives and reported as depreciation
expense:

Add - capital outlay	812,860
Deduct - depreciation expense	(1,466,373)
Deduct - loss on disposal	(45,090)

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

Deduct - increase in other postemployment benefit obligation	(361,253)
Add - decrease in the accrual compensated absences	<u>8,173</u>

Change in Net Position of Governmental Activities	<u><u>\$ (1,528,539)</u></u>
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See accompanying notes to financial statements

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

STATEMENT OF GOVERNMENTAL REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE BUDGET AND ACTUAL - GENERAL FUND FOR THE YEAR ENDED MARCH 31, 2014

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Actual Over (Under) Final Budget</u>
Revenues				
Property taxes	\$ 4,625,869	\$ 4,602,520	\$ 4,586,622	\$ (15,898)
Penal fines	58,353	54,543	54,543	-
State aid	20,470	22,254	22,254	-
Circulation revenue	140,464	145,464	162,363	16,899
Charges for services	14,114	11,114	12,420	1,306
Investment loss	178,767	(69,243)	(109,382)	(40,139)
Miscellaneous	9,556	8,669	9,990	1,321
	<hr/>	<hr/>	<hr/>	<hr/>
Total revenues	5,047,593	4,775,321	4,738,810	(36,511)
Expenditures				
Personnel	3,377,158	3,279,119	3,268,315	(10,804)
Library services	783,043	760,478	712,710	(47,768)
Facilities and equipment	1,042,081	1,015,637	956,450	(59,187)
Other expenditures	131,896	290,406	285,084	(5,322)
	<hr/>	<hr/>	<hr/>	<hr/>
Total expenditures	5,334,178	5,345,640	5,222,559	(123,081)
	<hr/>	<hr/>	<hr/>	<hr/>
Net Change in Fund Balance	(286,585)	(570,319)	(483,749)	86,570
	<hr/>	<hr/>	<hr/>	<hr/>
Fund Balance - April 1, 2013	7,792,567	7,972,538	7,972,538	-
	<hr/>	<hr/>	<hr/>	<hr/>
Fund Balance - March 31, 2014	<u>\$ 7,505,982</u>	<u>\$ 7,402,219</u>	<u>\$ 7,488,789</u>	<u>\$ 86,570</u>

See accompanying notes to financial statements

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

STATEMENT OF GOVERNMENTAL REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE BUDGET AND ACTUAL - GIFT FUND FOR THE YEAR ENDED MARCH 31, 2014

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Actual Over (Under) Final Budget</u>
Revenues				
Gift income	\$ 500	\$ 96,365	\$ 96,415	\$ 50
Investment earnings	<u>300</u>	<u>548</u>	<u>548</u>	<u>-</u>
Total revenues	800	96,913	96,963	50
Expenditures				
Library services	39,727	41,452	41,452	-
Facilities and equipment	19,144	17,504	16,052	(1,452)
Other expenditures	<u>94,884</u>	<u>32,712</u>	<u>32,566</u>	<u>(146)</u>
Total expenditures	<u>153,755</u>	<u>91,668</u>	<u>90,070</u>	<u>(1,598)</u>
Net Change in Fund Balance	(152,955)	5,245	6,893	1,648
Fund Balance - April 1, 2013	<u>153,755</u>	<u>155,986</u>	<u>155,986</u>	<u>-</u>
Fund Balance - March 31, 2014	<u><u>\$ 800</u></u>	<u><u>\$ 161,231</u></u>	<u><u>\$ 162,879</u></u>	<u><u>\$ 1,648</u></u>

See accompanying notes to financial statements

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

NOTES TO FINANCIAL STATEMENTS MARCH 31, 2014

Note 1 - Significant Accounting Policies

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

Financial Reporting Entity

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

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

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

Measurement Focus, Basis of Accounting and Financial Statement Presentation

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

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

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

NOTES TO FINANCIAL STATEMENTS MARCH 31, 2014

Note 1 - Significant Accounting Policies - Continued

Government-Wide Financial Statements

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

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

Fund Financial Statements

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

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

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

NOTES TO FINANCIAL STATEMENTS MARCH 31, 2014

Note 1 - Significant Accounting Policies - Continued

Fund Types and Major Funds

Governmental Funds

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

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

Assets, Liabilities and Equity

Cash and Cash Equivalents

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

Investments

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

Basis of Fair Value Measurements

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

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

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

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

NOTES TO FINANCIAL STATEMENTS MARCH 31, 2014

Note 1 - Significant Accounting Policies - Continued

Assets, Liabilities and Equity - Continued

Investments - Continued

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

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

Accounts Receivable

Accounts receivable are stated at the outstanding principal balance adjusted for any charge-offs. Management closely monitors outstanding balances and writes off receivables when the receivable is deemed uncollectible. Management believes any realization losses on the outstanding balance at March 31, 2014 would be immaterial; accordingly, no allowance is utilized.

Due to Charter Township of Bloomfield

The Charter Township of Bloomfield processed payroll and retirement benefits for the Library. Due to Charter Township of Bloomfield represents the required transfer of funds to the Township for payment of the Library's March payroll as well as a portion of the Library's retirement contribution. The Library's retirement contribution for the year ended March 31, 2014 totaled \$189,316.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

NOTES TO FINANCIAL STATEMENTS MARCH 31, 2014

Note 1 - Significant Accounting Policies - Continued

Assets, Liabilities and Equity - Continued

Capital Assets

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

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

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

Compensated Absences

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

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

NOTES TO FINANCIAL STATEMENTS MARCH 31, 2014

Note 1 - Significant Accounting Policies - Continued

Assets, Liabilities and Equity - Continued

Fund Balance

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

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

Estimates

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

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

NOTES TO FINANCIAL STATEMENTS MARCH 31, 2014

Note 1 - Significant Accounting Policies - Continued

Property Taxes

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

The 2013 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. Net property tax revenues were approximately \$4,587,000 for operations and are recognized in the General Fund financial statement.

Subsequent Events

The financial statements and related disclosures include evaluation of events up through and including July 1, 2014 which is the date the financial statements were available to be issued.

Note 2 - Budgetary Information

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

The budget for the General Fund and Gift Fund are adopted on a functional basis; expenditures at this level in excess of budgeted amounts are a violation of Michigan law. Variances with the Final Budget are shown on the Statements of Revenues, Expenditures and Changes in Fund Balance Budget and Actual. During the year ended March 31, 2014, the Library had no expenditures which were in excess of the budgeted amounts.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

NOTES TO FINANCIAL STATEMENTS MARCH 31, 2014

Note 3 - Deposits and Investments

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

Cash on hand	\$ 2,500
Bank deposits (checking and savings accounts and certificates of deposit)	530,158
Investments	<u>7,546,106</u>
Total	<u>\$ 8,078,764</u>

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

Investments

The table below segregates all financial assets as of March 31, 2014 that are measured at fair value on a recurring basis (at least annually) into the most appropriate level within the fair value hierarchy based on the inputs used to determine the fair value at the measurement date:

	As of March 31, 2014			
	Fair Value Based on			
	Assets Measured At Fair Value	Quoted Prices in Active Markets (Level 1)	Other Observable Inputs (Level 2)	Unobserv- able Inputs (Level 3)
Money Market Funds	\$ 755,488	\$ 755,488	\$ -	\$ -
Fixed Income Mutual Funds	<u>6,790,618</u>	<u>6,790,618</u>	<u>-</u>	<u>-</u>
Total investments	<u>\$ 7,546,106</u>	<u>\$ 7,546,106</u>	<u>\$ -</u>	<u>\$ -</u>

As of March 31, 2014, the Money Market and Mutual Funds' fair values were determined by reference to quoted market prices and other relevant information generated by market transactions.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

NOTES TO FINANCIAL STATEMENTS MARCH 31, 2014

Note 3 - Deposits and Investments - Continued

Interest Rate Risk

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

	Investment Maturities (Fair Value by Years)		
	<u>Fair Value</u>	<u>Less than 1</u>	<u>1 - 5</u>
Fixed Income Mutual Funds	\$ 6,790,618	\$ -	\$ 6,790,618

Credit Risk

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

Custodial Credit Risk

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

Custodial Credit Risk - Investments

For an investment, custodial credit risk is the risk that, in the event of the failure of the counterparty, the Library will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. State law does not require and the Library does not have a policy for investment custodial credit risk. Although, uninsured and unregistered, the Library's investments at March 31, 2014 are not subject to custodial credit risk.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

NOTES TO FINANCIAL STATEMENTS MARCH 31, 2014

Note 3 - Deposits and Investments - Continued

Concentration of Credit Risk

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

Note 4 - Assets Held at Community Foundations

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

	Bloomfield Township Public Library Endowment Fund	Yvonne Y. Atkinson Fund	Lawrence Smith and Isabel Francis Smith Challenge Grant Fund	Jeanette P. Myers Memorial Scholarship Fund	Fair Radom Garden Endowment Fund	Library Director's Legacy Endowment Fund	Total
Balance - January 1, 2013	\$ 27,574	\$ 28,784	\$ 29,871	\$ 13,244	\$ 14,685	\$ -	\$ 114,158
Contributions	-	-	-	-	-	12,500	12,500
Distributions	(1,302)	(1,335)	(1,411)	(629)	(695)	-	(5,372)
Investment Earnings	2,866	2,612	3,105	1,200	1,330	76	11,189
Balance - December 31, 2013	<u>\$ 29,138</u>	<u>\$ 30,061</u>	<u>\$ 31,565</u>	<u>\$ 13,815</u>	<u>\$ 15,320</u>	<u>\$ 12,576</u>	<u>\$ 132,475</u>

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

NOTES TO FINANCIAL STATEMENTS MARCH 31, 2014

Note 5 - Capital Assets

	<u>Balance April 1, 2013</u>	<u>Additions</u>	<u>Reductions/ Disposals</u>	<u>Balance March 31, 2014</u>
Capital assets not being depreciated:				
Land	\$ 131,015	\$ -	\$ -	\$ 131,015
Capital assets being depreciated:				
Building	26,677,568	177,671	(161,760)	26,693,479
Furniture and equipment	4,469,052	111,454	(33,183)	4,547,323
Library books and audiovisual materials	<u>4,753,159</u>	<u>523,735</u>	<u>(524,871)</u>	<u>4,752,023</u>
	<u>36,030,794</u>	<u>812,860</u>	<u>(719,814)</u>	<u>36,123,840</u>
Less accumulated depreciation for:				
Building	(4,048,081)	(449,650)	128,509	(4,369,222)
Furniture and equipment	(2,641,576)	(450,707)	21,344	(3,070,939)
Library books and audiovisual materials	<u>(2,712,207)</u>	<u>(566,016)</u>	<u>524,871</u>	<u>(2,753,352)</u>
	<u>(9,401,864)</u>	<u>(1,466,373)</u>	<u>674,724</u>	<u>(10,193,513)</u>
Net capital assets being depreciated	<u>26,497,915</u>	<u>(653,513)</u>	<u>(45,090)</u>	<u>25,799,312</u>
Net capital assets	<u>\$ 26,628,930</u>	<u>\$ (653,513)</u>	<u>\$ (45,090)</u>	<u>\$ 25,930,327</u>

Note 6 - Long-Term Liabilities

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. The following is a summary of long-term debt outstanding for the year ended March 31, 2014:

Beginning Balance	\$ 454,297
Additions	220,978
Deductions	<u>(229,151)</u>
Ending Balance	<u>\$ 446,124</u>
Due within one year	<u>\$ 151,152</u>

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

NOTES TO FINANCIAL STATEMENTS MARCH 31, 2014

Note 7 - Retirement Programs

Defined Benefit 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 of the governmental units of the Charter Township of Bloomfield (the "Township"). The Plan provides retirement benefits for all employees attaining age 50 with full vesting. The Plan was closed to new employees effective April 1, 2011. The Plan issues a publicly available report that is included in the basic financial statements of the Township. That report may be obtained by writing to the Charter Township of Bloomfield, 4200 Telegraph Road, Bloomfield Hills, Michigan 48302.

Funding Policy

The obligation to contribute to and maintain the system for these employees was established by a resolution of the Library's Board of Trustees and requires a contribution from the employees of 5 percent of gross wages. The Township is required to contribute at actuarially required rates. The Township sold pension obligation bonds and was fully funded as of January 1, 2014. The Township's contributions to the Plan for the years ended March 31, 2014, 2013 and 2012 were \$10,742,763, \$5,542,255 and \$5,512,710, respectively, and were equal to the actuarially required contributions for the year. The Library is required to pay a portion of this for their employees. The Library's contributions to the Plan for the years ended March 31, 2014, 2013 and 2012 were \$157,411, \$157,462 and \$152,801, respectively.

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, 2014, there were two plan members. A stand-alone financial report of the Plan has not been issued.

Funding Policy

The obligation to contribute and maintain the Plan for these employees was established by a resolution of the Library's Board of Trustees and requires a contribution from the Library of 10 percent of participating employees' payroll. The Library's policy does not require or allow contributions from employees. Contributions to the Plan amounted to \$2,835 for the year ended March 31, 2014.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

NOTES TO FINANCIAL STATEMENTS MARCH 31, 2014

Note 8 - Postemployment Benefits

Defined Benefit Plan

Plan Description

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

Funding Policy

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

Funding Progress

For the year ended March 31, 2014, the Township estimated the cost of providing retiree healthcare benefits for Library retirees through an actuarial valuation as of July 1, 2013. Such a valuation computes an *annual required contribution* (ARC) that represents a level of funding that, if paid on an ongoing basis, is projected to cover the normal cost each year and amortize any unfunded actuarial liabilities (or funding excess) over a period not to exceed 25 years.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

NOTES TO FINANCIAL STATEMENTS MARCH 31, 2014

Note 8 - Postemployment Benefits - Continued

Annual OPEB Cost and Net OPEB Obligation

For 2013, the components of the Library's annual OPEB (other postemployment benefit) cost for the year, the amount actually contributed to the plan, and changes in the Library's net OPEB obligation to the plan are as follows:

Annual required contributions	\$ 538,120
Interest on net OPEB obligation	42,639
Adjustment to annual required contributions	<u>(77,077)</u>
Annual OPEB cost	<u>503,682</u>
Contributions made by the Library	<u>(142,429)</u>
Increase in net OPEB obligation	361,253
Net OPEB obligation - Beginning of year	<u>1,065,980</u>
Net OPEB obligation - End of year	<u><u>\$ 1,427,233</u></u>

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

Three-Year Trend Information					
Year Ended	Annual OPEB Cost	Actual Contribution	Percentage of Annual OPEB Cost Contributed	Net OPEB Obligation	
3/31/2012	\$ 353,672	\$ 128,183	36.2%	\$ 861,973	
3/31/2013	353,412	149,405	42.3%	1,065,980	
3/31/2014	503,682	142,429	28.3%	1,427,233	

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

NOTES TO FINANCIAL STATEMENTS MARCH 31, 2014

Note 8 - Postemployment Benefits - Continued

Funded Status and Funding Progress

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

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

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

Actuarial Methods and Assumptions

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

Significant methods and assumptions were as follows:

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

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

NOTES TO FINANCIAL STATEMENTS MARCH 31, 2014

Note 8 - Postemployment Benefits - Continued

Retirement Health Savings Plan

Plan Description

The Library provides retiree healthcare to eligible full-time employees hired on or after May 1, 2011 and their spouses/qualified dependents through a Retirement Health Savings Plan. The plan provides a healthcare account for employees that is portable upon separation of employment from the Library with full vesting. At March 31, 2014, there were two plan members.

Funding Policy

The obligation to contribute and maintain the plan for these employees was established by a resolution of the Library's Board of Trustees and requires annual contribution from the Library of \$2,500 to each employee's account while employed. The employees make an annual contribution of 2% of payroll while employed. Participation is mandatory. The Library made contributions of \$2,212 to the plan for the year ended March 31, 2014.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

NOTES TO FINANCIAL STATEMENTS MARCH 31, 2014

Note 9 - Fund Balances

The Library adopted the provisions of GASB statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions, during the prior 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:

	<u>General Fund</u>	<u>Gift Fund</u>	<u>Total</u>
Nonspendable	\$ 9,240	\$ 925	\$ 10,165
Restricted for - Gifts	-	161,954	161,954
Committed for - Eight months of expenditures	3,622,835	-	3,622,835
Assigned for:			
Compensated absences payouts	416,579	-	416,579
Funding of other postemployment benefit obligation	3,312,000	-	3,312,000
Unassigned	<u>128,135</u>	<u>-</u>	<u>128,135</u>
Total fund balances	<u>\$ 7,488,789</u>	<u>\$ 162,879</u>	<u>\$ 7,651,668</u>

Note 10 - Risk Management

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

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

REQUIRED SUPPLEMENTARY INFORMATION

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

OTHER POSTEMPLOYMENT BENEFITS SCHEDULE OF FUNDING PROGRESS FOR THE YEAR ENDED MARCH 31, 2014

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

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

OTHER POSTEMPLOYMENT BENEFITS SCHEDULE OF EMPLOYER CONTRIBUTIONS

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

Independent Auditor's Report on Internal Control Over
Financial Reporting and on Compliance and Other Matters
Based on an Audit of Financial Statements Performed in
Accordance with *Government Auditing Standards*

To the Board of Trustees of the
Bloomfield Township Public Library

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and each major fund of the Bloomfield Township Public Library as of and for the year ended March 31, 2014, and the related notes to the financial statements, which collectively comprise the Bloomfield Township Public Library's basic financial statements and have issued our report thereon dated July 1, 2014.

Internal Control Over Financial Reporting

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

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

Internal Control Over Financial Reporting - Continued

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified. We did identify certain deficiencies in internal control, described in the accompanying schedule of finding and response that we consider to be a significant deficiency, Item 14-1.

Compliance and Other Matters

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

Library's Response to Findings

The Library's response to the finding identified in our audit is described in the accompanying schedule of finding and response. The Library's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

Purpose of this Report

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


DOEREN MAYHEW

July 1, 2014
Troy, Michigan

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

SCHEDULE OF FINDING AND RESPONSE FOR THE YEAR ENDED MARCH 31, 2014

FINANCIAL STATEMENT AUDIT FINDING

14-1

Finding Type

Significant Deficiency.

Criteria

The definition of internal control over financial reporting is that management has the skills necessary to prepare financial statements in accordance with generally accepted accounting principles (GAAP).

Condition

Currently, the financial statements in accordance with GAAP are prepared with the assistance of its independent auditor.

Cause

Due to the cost and time required to stay informed of changing requirements in financial statement formats and disclosures, it is not cost effective to establish internal controls over the preparation of the financial statements in accordance with GAAP.

Effect

The preparation of the financial statements and required disclosures in accordance with GAAP are outsourced to its independent auditor.

Recommendation

The Library continues to monitor and determine the most cost effective method of preparing its GAAP financial statements.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

SCHEDULE OF FINDING AND RESPONSE FOR THE YEAR ENDED MARCH 31, 2014

FINANCIAL STATEMENT AUDIT FINDING - Continued

14-1 - Continued

Response

The Library has evaluated the cost vs. benefit of establishing internal controls over the preparation of financial statements in accordance with GAAP, and determined that it is in their best interests to outsource this task to its external auditors, and to carefully review the draft financial statements and notes prior to approving them and accepting responsibility for their content and presentation.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees

FROM: Carol Mueller

DATE: July 7, 2014

SUBJECT: Library Investment Review

Matthew Whitley and Ed Schwartz, from Schwartz & Co., attended the June 19 Finance Committee meeting to present an overview of the Library's investments. They also provided information on indicators and factors Schwartz & Co. examine when gauging the performance of the Library's investments. As the Library Board recently expressed concern about how our investments are monitored, Matt Whitley and Ed Schwartz will attend the July 15, 2014 Library Board meeting to provide the same overview to the entire Board of Trustees. They will provide updated information on Library investments, review our portfolio, explain their process for monitoring our investments and answer any questions you may have.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees

FROM: Carol Mueller

DATE: July 7, 2014

SUBJECT: 2013/2014 Annual Report

Attached is the Library's Annual Report for fiscal year 2013-2014 for your review. It is always a pleasure to read our annual report and review the year's activities. I want to thank Tera Moon for drafting this report and the department heads for submitting separate detailed summaries of the year's activities in their respective departments.

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

I would like to highlight just a few of our accomplishments this past year. Several new collections were added including teen book club kits, graphic novels for adults and rental DVDs featuring popular movies. In addition, over 200 magazines are available electronically through a new service called Zinio. Anticipating the RFID project, Adult Services and Youth Services librarians weeded collections thoroughly, discarding out of date and damaged materials. The Library website software was upgraded and a new website design was unveiled. A new newsletter, "What We're Reading" was created. Library staff now works with a collection agency to pursue long overdue library materials. Several library staff members were conference presenters at the state conferences in their areas of expertise. All of this was accomplished in addition to staff learning to work with new Library Administrators, dealing with lower level flooding and a major roof project!

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

The Annual Report will be posted on our website and will be distributed to the Friends Board and to any guests attending the July 15 Library Board meeting.

The complete Annual Report notebook will be available to browse at the July 15 meeting. This notebook contains not only the library-wide report, but the individual reports submitted by the Assistant Director, Finance Coordinator, Volunteer Coordinator and Department Heads and includes more photos and statistics - and more interesting information. I hope you enjoy reviewing the year as much as I did!

ACTION: I move to accept the Library Annual Report and Annual Investment Report for the 2013-2014 fiscal year.

Bloomfield Township Public Library
Annual Investment Report
Fiscal Year 2013/2014

The past fiscal year saw interest rates still holding steady from a high of 0.15% and a low of 0.10% in April 2013 to 0.35% and 0.15% respectively in March 2014. The following graphic is from the Bankrate.com web site and shows the various rates used with explanations of what they are used for.

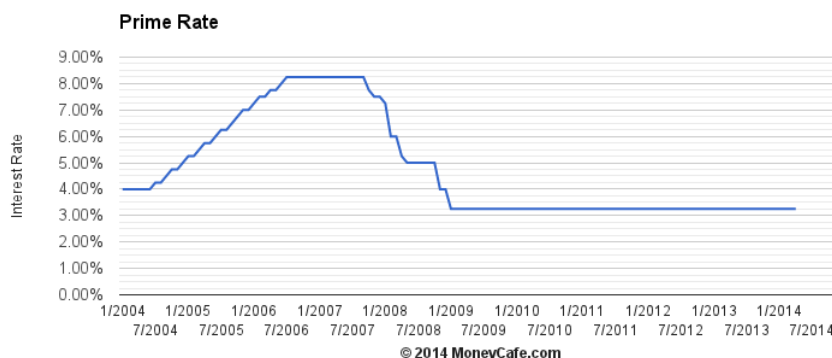
Prime rate, federal funds rate, COFI

	This week	Month ago	Year ago
<u>WSJ Prime Rate</u>	3.25	3.25	3.25
<u>Federal Discount Rate</u>	0.75	0.75	0.75
<u>Fed Funds Rate (Current target rate 0-0.25)</u>	0.25	0.25	0.25
<u>11th District Cost of Funds</u>	0.709	0.709	0.999

Ratings methodology

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

The following graphic is from the MoneyCafe.com web site and shows a leveling off in the Prime Interest Rates beginning in July 2006 and continuing through September 2007 when it began falling. It continued to fall through March 2009 but leveled off again and has continued to stay level through March 2014.



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

The interest-bearing Government Banking investment portfolio started the fiscal year with an interest rate of 0.15%. This investment totaled \$194,566 as of March 31, 2014 and ended with an interest rate of 0.15%.

The Library's Certificate of Deposit investment portfolio started the year with an average interest rate of about 0.76%. Funds from the Gift Fund have been invested in CDs only to take advantage of exceptionally higher interest rate earnings for money that is not expected to be spent for a number of years. We held one CD at Huntington Bank as of March 31, 2014. The Certificate of Deposit investment portfolio was valued at \$52,592. This CD will mature in May 2014 and will likely not be rolled over as the Library continues to minimize its investments in CD's due to the low interest rates offered.

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

All dividends from the investments with Schwartz & Co. have been reinvested in the funds. Throughout the course of the year, investments are sold to cover the Library's monthly expenditures. As of March 31, 2014 the market value of the Investment Portfolio was \$7,546,106 with an average yield of 1.41% which is down dramatically from the 2.48% from a year ago.

The investments experienced a dramatic change in asset value this year that was due mainly to the rapid rise in interest rates between May and September 2013. The steep interest rate rise was historic in terms of the speed with which it climbed (less than four months) and the most rapid rise in interest rates in nearly four decades (from 1.60% to nearly 3.00% for 10-year treasuries). A large part of our investments are in government bonds so the rise in interest rates had a tremendous effect on them. The investments began to recover after September 2013 and posted positive returns late in the year however it was not enough time to recoup the losses felt through the previous five months. In early February 2014 the investments were reallocated by Schwartz & Co. to increase the income potential for our investments for the next fiscal year.

The total 2013/2014 investment return for all Library funds was \$117,552. This amount was reduced by the change in asset value which totaled a negative \$226,934. The funds were invested in governmental securities, short term CDs, Money Markets, and Business Savings accounts at banks approved by the Library Board of Trustees, consistent with the BTPL's Investment Policy. The CDs, Money Markets, and Business Savings accounts are FDIC insured up to \$250,000 in each bank. The governmental securities are fully backed by the United States of America and are insured through the Securities Investor Protection Corporation (SIPC) to \$500,000.

The following chart shows our banks ratings according to the Thomson Reuters Bank Insight Bank and Savings & Loan Quarterly December 2013 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>2009</u>	<u>2008</u>	<u>2007</u>	<u>2006</u>	<u>2005</u>
	<u>2013</u>	<u>2012</u>	<u>2011</u>	<u>2010</u>						
Bank of America – Charlotte, NC	54	44	36	27	16	17	31	49	-	
First Merit Bank – Akron, OH *	52	52	50	-	-	-	-	-	-	-
Comerica – Dallas, TX	61	63	55	43	24	21	39	50	66	
Fifth Third Bank – Cincinnati, OH	72	71	63	47	34	15	31	45	56	
Huntington – Columbus, OH	62	62	56	40	0	8	8	29	34	
J.P.Morgan Chase - Colum., OH	54	46	41	26	17	21	37	38	33	
PNC – Wilmington, DE	56	52	51	38	25	22	-	-	-	

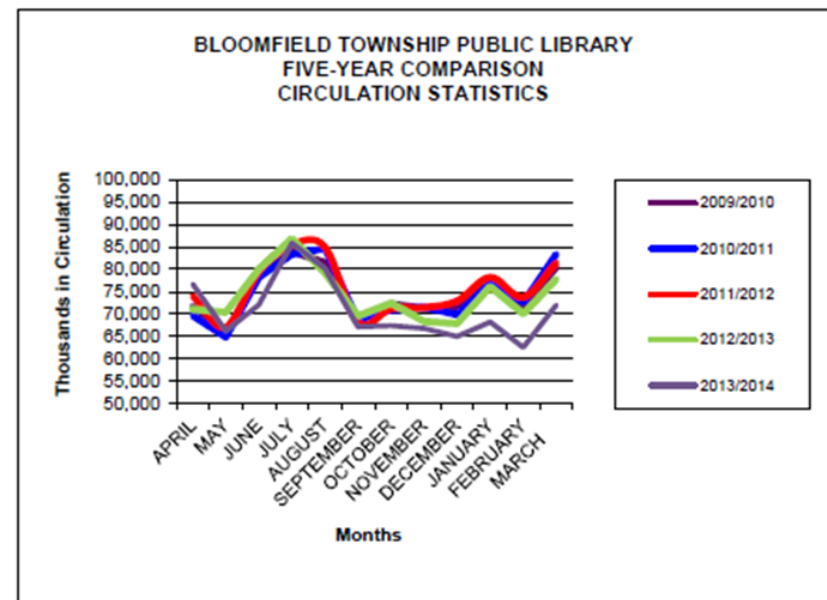
*Citizen's Bank was purchased by First Merit Bank.

The Michigan state average rating for Commercial Banks was 57 for 2013.

<u>Bank Name</u>	<u>Savings and Loans</u>					<u>2009</u>	<u>2008</u>	<u>2007</u>	<u>2006</u>	<u>2005</u>
	<u>2013</u>	<u>2012</u>	<u>2011</u>	<u>2010</u>						
Flagstar Bank – Troy, MI	34	32	29	13	0	4	13	17	24	

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY FIVE YEAR CIRCULATION

	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	80,163
SEPTEMBER	68,621	68,596	68,066	69,592	67,145
OCTOBER	72,256	70,926	71,180	72,467	67,436
NOVEMBER	71,324	71,551	71,456	68,318	66,813
DECEMBER	71,667	69,841	72,964	67,864	65,007
JANUARY	76,935	76,712	78,197	76,156	68,232
FEBRUARY	71,503	72,657	73,778	69,992	62,534
MARCH	80,470	83,408	81,433	77,819	71,961
TOTAL	894,426	894,241	908,115	889,743	850,044



Library Facts at a Glance

Library Use

Items borrowed:	850, 044
Library visits:	318,547
Website visits:	297,227
Collection size:	375,946
Library cardholders:	41,938
Program attendance:	13,161

Financial Review 2013/2014

Budget

Revenues:	\$4,775,321
Expenditures:	\$5,345,640

View Online Audit: www.michigan.gov/treasury



Annual Report April 1, 2013 – March 31, 2014

Highlights of the year

This year the Library saw big changes, challenges, and successes as we looked forward to plan and develop services and collections for the residents of Bloomfield Township, and as we looked back at the last 50 years to plan our 50th anniversary celebration.

In August 2013, Karen Kotulis-Carter retired as Library Director. During Karen's career with the Library, she made significant contributions and left many lasting legacies. She oversaw two major library improvement projects; she formed the Bloomfield Historical Society; she developed partnerships with several community organizations; and she conservatively managed the Library's budget and built six endowments for the Library. Karen truly left her mark on the Bloomfield Township Public Library in so many ways.

In June 2013, Carol Mueller was selected to be the fifth Library Director of Bloomfield Township Public Library. Carol had served the Library as the Assistant Director previously. Before that, she was the Deputy City Librarian at the Southfield Public Library, a position she held for many years. Staff and patrons alike were thrilled to welcome Carol to her new role.



This year brought many challenges to the care and maintenance of the building. Throughout the spring and summer of 2013, the lower level of the Library saw several floods of varying degrees of severity. Then, in June 2013, a rare "100 year storm" caused severe flooding in the lower level of the Library. Six inches of water covered the entire lower level, with more than double that depth in the Maintenance shop where the grade is lower. In November, a new, high-capacity sump pump was installed to pump out rainwater which drains from the roof into subterranean pipes below the Library. Minor flooding continues to be a problem and investigations will resume in the spring.

A harsh winter settled in throughout the months of January, February, and March. Record-breaking snowfalls and bitterly cold temperatures challenged library operations in many ways. The tile flooring in the lobby deteriorated further in these harsh conditions. Library grounds needed more attention than usual to keep snow and ice off driving and walking surfaces.



The 50th Anniversary Committee, led by chair Judy Lindstrom, began planning a year's worth of festivities. On January 25, 2014, our anniversary celebration was kicked off in swingin' 1960s style with "Feeling Groovy at the Library". This family-friendly, FUN event featured Wild Rumpus crafts, face-painting, a photo booth, slogan button-making, karaoke, and dance lessons. The day was capped off with an after-hours concert featuring the Beatles tribute band Toppermost, which had patrons and staff twisting and shouting in the aisles! Despite very snowy conditions outside, the day was a perfect start to a year-long celebration of the Library's history and place in the community.



Innovations

This fall, work began on a major overhaul of the Library’s website. Goals for the new design included making online resources one or two clicks away from the home page; improving the graphic design; and simplifying the staff-side maintenance of the website. The newly designed website was unveiled in March, 2014.

The Library continues to add to its collection of electronic resources. This year a digital magazine platform called Zinio was added. Zinio provides free access to hundreds of digital magazines. Adult Services librarians began providing drop-in sessions to help patrons use Zinio and ebooks of all kinds. Electronic resources and downloadables continue to grow in popularity and use.



The Adult Services department added a new enewsletter called “What We’re Reading”. It features book reviews submitted by staff.

The Youth Services librarians integrate new technologies into the lives of children who visit the Library. This year, touch screen monitors were added to four of the AWE early literacy computers. Plans got underway to add iPads with early literacy apps, thanks to a generous anonymous gift.

Staff in the Circulation, Systems, Technical, Adult, and Youth Services departments all worked together to reduce the amount of paper used in some regular library procedures through the use of Chromebooks to store and manipulate lists of items to be searched.

Collection Development

The Adult Services librarians researched and produced brochures, programs, procedures, and a web page to help patrons navigate the very complex Affordable Care Act.

Zinio, a digital magazine platform, was the latest addition to the Library's growing collection of electronic resources.

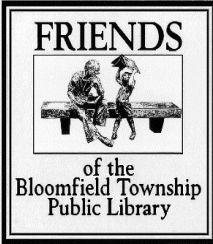
The number of Vitality Kits offered was increased from 17 to 40. Adult Services staff presented a program about the kits to the Rotary Club.

Adult Services staff worked with the Friends of the Library to cull multiple copies of popular titles from donations received for the collection in order to reduce hold wait times for our patrons.

Both Adult Services and Youth Services librarians did extensive weeding of out of date and damaged materials in their collections in anticipation of the RFID project.

Adult Services librarians added a graphic novel collection with popular series like *The Walking Dead* by Robert Kirkman and *300* by Frank Miller.

Gifts and Donations to the Library



In 2013/2014, the Friends contributed \$69,475! The generosity of the Friends has enhanced the Library in so many ways. The Friends have funded Chamber Music Concerts, improvements and maintenance of the library gardens, Adult Services and Youth Services programming and collections. A Friends gift made it possible for Youth Services Assistant Department Head Jen Taggart to represent the Bloomfield Township Public Library as a co-chair at the annual conference of the American Library Association. We get by with a lot of help from our Friends!

The Friends of the Library donated a Korean Mountain Ash tree to the library grounds in honor of the retirement of Karen Kotulis-Carter.

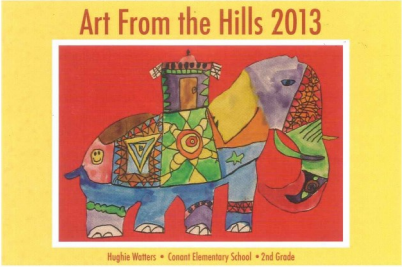
Retiring Library Director Karen Kotulis-Carter presented the Board of Trustees with a \$1,000 donation to establish the Director's Legacy Fund. Karen hopes that future library directors and staff will be able to use this endowment to develop professionally and enhance their service to the public. The fund received an additional \$11,500 in donations, surpassing the amount needed to officially establish this new fund.

Gifts of time and energy were made by 76 volunteers over 3,660 hours! Volunteers assist the Library in myriad ways, from working in the Library Shop to sorting donated books and other materials to helping with various projects.

This year the Jeanette P. Myers Scholarship was awarded to Ruaa Bibi and Michael Yu. Ruaa is a Circulation Clerical Assistant at the Library and is working toward a major in Finance at Oakland University. Michael is the son of Joan Wu, Systems Department Head, and will attend Stanford University with a major in Economics. Ruaa and Michael received \$400 each toward their higher education costs.

Community Collaborations

The Library and the Bloomfield Hills Schools enjoyed another year of working together in various ways. The Library hosted the Bloomfield Hills Schools student art exhibit "Art from the Hills" from May 13 - 27, 2013. A lively reception for art students and their families was held on May 14. Earlier in the year, the Bloomfield Hills Schools robotics team, the Bionic Barons, held a robotics demonstration in the Youth Room.



The 10th annual Storytelling Festival showcased the talented Bloomfield Hills Schools Forensics Team who enchanted the audience with their stories. The Festival is a joint program between the Library's Adult Services and Youth Services departments and is co-sponsored by the Friends of the Library and Bloomfield Hills Schools.



The Chamber Music Concert series continued to draw large audiences to the Library on five Friday nights after the Library closed. Students from the University of Michigan School of Music, Theatre and Dance performed beautiful music for patrons during this popular series, made possible with gifts from the Friends of the Library.

Enduring relationships with several other organizations were deepened throughout the 2013/2014 year as the Library hosted many joint programs with our community partners: Cranbrook Educational Community, Bowers School Farm, Bloomfield Township Fire Department, Bloomfield Historical Society, Detroit Historical Society, Southeastern Oakland County Water Authority, Chamber Music Society of Detroit, Detroit Institute of Arts, and the State of Michigan Office of Finance and Insurance.

Awards and Recognition

Joan Wu, Systems Department Head; Marianne Abdoo, Technical Services Department Head; and Anna Pelepchuk, Circulation Department Head presented a session at the Michigan Innovative Users Group conference.

Deb Smith, Circulation Clerk, presented a session at MeL Users Day.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

MOTION TO APPROVE ANY ITEMS REMOVED FROM THE CONSENT AGENDA

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

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Library Board of Trustees

FROM: Tera Moon, Assistant Director

DATE: July 15, 2014

SUBJECT: Strategic Plan Update

Staff has been, or will be, working on the seven short-term goals listed below for fiscal year 2014/2015:

- Invitations offering “First Meeting Free” will be sent to Bloomfield Township neighborhood association in August 2014, inviting them to meet at the Library one time at no charge. Groups scheduling a meeting will be welcomed by a Library staff person who will share information about our services, collections and programs
- The Library Rewards program will be offered in September 2014 in conjunction with American Library Association’s “National Library Card Sign Up” month. This popular program for Bloomfield Township residents helps bring awareness to the value of their library card!
- In celebration of the Library’s 50th anniversary, the lobby display cases are featuring a collection of items representing the 1990s. The Tumbao Bravo Cuban Fusion concert takes place on July 25, 2014.
- The Library's social media presence will be strengthened by expanding our use of Facebook and enewsletters and adding our library's presence on Pinterest.
- The Library continues to enjoy a strong partnership with the Cranbrook Educational Community. The Library will purchase a recently published book about the Smith House, one of the Frank Lloyd Wright homes in Bloomfield Township. Cranbrook will be offering tours of the house. The Library is pleased to support Cranbrook in this way.
- The staff Wayfinding Committee will continue to investigate technology and equipment to improve patron access to the building, services and collections.
- Adult Services staff will continue to develop and promote services, collections and programs of particular interest to seniors. The recent survey posted on our website brought in over 200 responses. The responses have been analyzed and summarized.

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

FRIENDS OF THE LIBRARY MONTHLY DIRECTOR'S REPORT

July, 2014

- Thank you for your support of the Gaming License needed to sell tickets for a chance to win a gift basket at the October 18 "Night at the Library" 50th anniversary celebration. We are putting the finishing touches on the application and will review the packet of information required with Bloomfield Township Clerk Jan Roncelli on July 15. I will let you know when the license is received.
- Unfortunately, the lower level flooded once again on Tuesday, July 8. However, our Facilities staff was ready with wet vacs and contained the water to the tiled areas. Our luck was with us this time as we had plumbers and Gene Ferrera from Rewold and Son here at the time and they saw firsthand what happens during these heavy down pours. This helped greatly in the investigation. The problem is more complicated than originally thought and will require the expertise of a civil engineer. As always, I will keep you all informed of our next steps when we learn more.
- Tera Moon is preparing the application for a Special Events Permit, granted by Bloomfield Township. This permit allows us to place the "Book Sale Today" banner on the corner of Telegraph Road and Lone Pine Road. The current permit expires in October.
- As of July 7, the Library's RFID project is about 68% complete! Approximately 212,500 items have been updated with a new tag. This week, new self-check stations will be installed the Circulation desk. During the week of July 14, new gates at our entrance will be installed. We are still on track to complete this project by the end of July!
- Our 50th anniversary celebration continues! This month, our lobby display cases feature the 1990's with items on loan from the Detroit Historical Society. Save the date of Friday, July 25 to hear the Tumbao Bravo Cuban Fusion concert at 7:30pm, after hours at the Library!
- Jen Taggart has just returned from the annual American Library Association conference where she was a presenter on special needs. Our sincere thanks again to the Friends for providing the funding to make Jen's participation in this national conference possible.
- The Gifts Expended report is attached for your review.

*As always, **THANK YOU** for everything you each do to make our library The Place To Discover!!*

Friends gifts expended June 2014

<u>Year rec'd</u>	<u>Donor</u>	<u>Purpose</u>	<u>Amount</u>	<u>June 2014</u>	<u>Amount left in gift</u>	
2013	FOL	Complete set LgPrint Agatha Christie books	\$1,090.00	(\$969.77)	\$120.23	
2012	FOL	AS DVD purchases	\$1,760.32		\$1,683.23	
2013	FOL	2013/2014 Three concerts	\$2,400.00		\$2,000.00	
2013	FOL	2013/2014 Four Art Lectures	\$600.00		\$600.00	
2013	FOL	2014 Everyone's Reading	\$365.45		\$216.15	
2013	FOL	2014/2015 Teen Programming	\$500.00	(\$99.54)	\$400.46	
2013	FOL	2014/2015 PJ Theater program	\$2,000.00		\$1,365.00	
2013	FOL	YS Adaptive Umbrella Workshop	\$1,431.19		\$6.37	
2013	FOL	2014 YS Summer Reading Program	\$5,000.00	(\$2,025.24)	(\$165.64)	
2013	FOL	2014/2015 YS Programming	\$8,000.00	(\$23.70)	\$7,855.99	
2010	FOL	Redirect by FOL for 50th Anni.	\$10,000.00		\$8,655.03	Was Comm. mailings -now earmarked for 50th Anni.
2011	FOL	Det. Historical Society Exhibits	\$500.00		\$500.00	
2012	FOL	Ruth McNair donations for concerts	\$1,381.00		\$1,338.34	
2013	FOL	Admin 2014/2015 Program Budget	\$1,500.00		\$1,460.40	
2013	FOL	2014/2015 Chamber Concert Series	\$1,500.00		\$1,500.00	
2013	FOL	Spring 2014 Arborist Tree Pruning	\$200.00		\$200.00	
2013	FOL	Tree & Flower bed mulch	\$7,000.00	(\$7,000.00)	\$0.00	
2013	FOL	10 chairs for Public Café	\$375.00		\$375.00	Need to get this redirected
2011	FOL	Systems Redirect by FOL for Tech. upgrade 9/2013	\$94.03		\$94.03	Was Math & Science kits -now Technology upgrade
2009	FOL	Systems Redirect by FOL for Tech. upgrade 9/2013	\$56.10		\$56.10	Was Apr2010 Nat.Library Week -now Tech. upgrade
2010	FOL	Systems Redirect by FOL for Tech. upgrade 9/2013	\$1,500.00		\$1,500.00	Was Apr2011 Nat. Library Week -now Tech. upgrade
2012	FOL	Systems Redirect by FOL for Tech. upgrade 9/2013	\$6,681.25		\$6,681.25	Was backdrop for stage - 50% dep-now Tech. upgrade
2013	FOL	Systems Technology upgrade (to bring total to \$25,000 with 4 redirected gifts)	\$16,668.62		\$16,668.62	
2011	FOL	Technology related workshops/training	\$1,476.79		\$1,476.79	earmarked for Internet Librarian conference for Systems in 2014/2015
2009	FOL	YS ALA conference attend.-Summer 2014 for J.Taggart	\$1,770.00	(\$841.00)	\$726.00	Was Display panels-now ALA confer. attend. in Summer 2014
2013	FOL	For 2014/2015 staff development	\$1,500.00		\$1,445.00	Reallocated \$5,000 1/8/14 to Staff Development and redistributed part of it to depts from Innov. SMS Alert Serv. gift given in Oct. 2013. \$723 earmarked for Internet Librarian conference for Systems in 2014/15 \$55 for Dion in 2014 \$45 MIUG for Abdoo in 2014 \$233.42 ALA for Taggart in 2014
2013	FOL	For 2014/2015 AS staff develop.	\$700.00		\$700.00	Reallocated from SMS Alert Serv. gift given in 10/13
2013	FOL	For 2014/2015 Circ staff develop.	\$100.00	(\$36.00)	\$13.24	Reallocated from SMS Alert Serv. gift given in 10/13
2013	FOL	For 2014/2015 Sys staff develop.	\$100.00		\$13.24	Reallocated from SMS Alert Serv. gift given in 10/13
2013	FOL	For 2014/2015 TS staff develop.	\$100.00		\$13.24	Reallocated from SMS Alert Serv. gift given in 10/13
2013	FOL	For 2014/2015 YS staff develop.	\$700.00		\$690.00	Reallocated from SMS Alert Serv. gift given in 10/13
2007	FOL	New Welcome brochures	\$6,290.00		\$6,290.00	
2008	FOL	MY LIBRARY book project	\$1,458.74		\$1,458.74	
2013	FOL	Recycled plastic book bags	\$1,375.00		\$1,375.00	

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY – ADMINISTRATIVE CALENDAR
AUGUST

2014

2014

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2 Cake Wars Decorating Contest 2pm
3 CLOSED	4	5 Knit n Stitch 10am Art Lab 2pm	6 Spa Lab 6:30pm	7 S.T.E.A.M. Maker Story Time 10:30am	8 Summer Reading Wrap up/Open House 1-4pm Mad Science Detroit 2pm Zinio: Download Free Magazines 2pm Teen after hours Wrap-Up 6:30pm	9 FOL 2 nd Saturday Book Sale 9:30-3:30
10 CLOSED	11	12 Memoir Writers' Group 1pm	13 Nonfiction Book Club 7pm	14	15 Coffee & Conversation 10-11am	16 LEGO Club 11am
17 CLOSED	18	19 Library Board Meeting 7pm	20 Mystery Book Club 1pm	21	22	23 Intro to MS Word 2pm
24 CLOSED	25	26 Memoir Writers' Group 1pm	27	28 Eleanor's Book Club 10am	29	30 Intro to MS Word 2pm
31 LIBRARY CLOSED FOR LABOR DAY						