

Bloomfield Township Public

Library

**Bloomfield Township Public Library
Board of Trustees**

Library Board Meeting
May 19, 2015
7:00 p.m.
John Rumsey Board Room

Trustees:

libraryboard@btpl.org

Joan Luksik, President

Judy Lindstrom, Vice President

Pamela Williams, Secretary

Margaret Cohen

Grant Gerhart

Eli Greenbaum

Director:

muellerc@btpl.org

Carol Mueller

All meetings are open to the public.

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

1099 Lone Pine Road, Bloomfield Township, MI 48302 248.642.5800

THE PLACE TO

DISCOVER

AGENDA
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, May 19, 2015
Regular Board Meeting
7:00 P.M.

REGULAR AGENDA ITEMS #1-5

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

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

6. Regular Board meeting minutes of April 28, 2015
7. Budget
 - a. Cash Disbursements
 - b. Monthly Revenues & Expenditures
 - c. Energy Report
8. Written Reports:
 - a. President: *Joan Luksik
 - b. Director: *Carol Mueller
 - c. Tentative Schedule
 - d. Committee:
 - *Art Committee *Ad Hoc*
 - *Bloomfield Township Liaison
 - *Building & Grounds
 - *Cranbrook
 - *Development
 - *Finance
 - *Friends of the Library Liaison
 - *Jeanette P. Myers Scholarship Selection
 - *Landscaping/Interiors
 - *Personnel
 - *Policy

REGULAR AGENDA ITEMS

9. Call to the public, communications
10. Unfinished Business
11. New Business
 - a. Strategic Planning Process – Conference call with Rob Cullen, Kimberly Bolan and Associates.
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, June 16, 2015 at 7:00 p.m.
16. Adjournment

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

LIBRARY BOARD INFORMATION PACKETS

List of Contents

Items included in pre-board delivery for the REGULAR BOARD MEETING SCHEDULED
for TUESDAY, May 19, 2015 7:00 p.m.

#	<u>NUMBERED ITEMS</u>	<u>DATE DELIVERED</u>
1	Agenda	5/15/15
2a	Request to remove items from the Consent Agenda for Discussion	5/15/15
2b	Motion to approve the order of items for the regular and consent agendas	5/15/15
5	Motion to approve remaining consent agenda items 6-8d	5/15/15
6	Regular Board Meeting Minutes of 4-28-15	5/15/15
7a	Cash Disbursements	5/15/15
7b	Revenues/Expenditures Budget Report	5/15/15
7c	Energy Report	5/15/15
8a	President's Report	5/15/15
8b	Director's Report	5/15/15
8c	Tentative Schedule Calendar	5/15/15
8d	Bloomfield Township Liaison –no report	
8d	Cranbrook – no report	
8d	Art Committee – no report	
8d	Development – no report	
8d	Finance Committee – no report	
8d	Friends of the Library Liaison – no report	
8d	Building/Grounds – no report	
8d	Jeanette P. Myers Scholarship Committee – no report	
8d	Landscape-Interiors Committee – no report	
8d	Personnel Committee – no report	
8d	Policy Committee – no report	
11a	Strategic Planning Process- Rob Cullen, Kimberly Bolan and Associates	5/15/15
13	Motion to approve any items removed from the consent agenda	5/15/15
	 <u>UNNUMBERED ITEMS</u>	 <u>DATE DELIVERED</u>
	Library Fines and Fees Follow up	5/15/15
	Gale Course Follow up	5/15/15
	Administrative Calendar – June 2015	5/15/15

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

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

I REQUEST THAT ITEM (S):

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

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

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

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

OPTION - NO AMENDMENT NEEDED:

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

OPTION - AMENDMENT TO AGENDA:

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

the **REGULAR AGENDA** as follows:

the **CONSENT AGENDA** as follows:

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

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

CONSENT AGENDA ITEMS MOTION

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

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

Bloomfield Township Public Library
Oakland County, Michigan
Tuesday, April 28, 2015

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

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

Unable to attend: Trustee: Judy Lindstrom

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

Guests: Connie Silver, Youth Services Librarian; Klaren Gerhart, Township resident.

Upon discussion, a motion was made by Eli Greenbaum, 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, Luksik, Williams

Nays: None

MOTION CARRIED

President's Verbal Report:

Joan welcomed everyone. Joan stated that she hoped everyone got a chance to read the Friends of the Library's Annual Report. It is just wonderful celebrating their 50th Anniversary! She stated that she especially enjoyed the individual focus on several of the Friends of the Library's Board of Director members in the report this year. Joan shared the following resolution for the Friends of the Library on the event of their 50th Anniversary from the Library Board of Trustees:

Friends of the Bloomfield Township Public Library
Resolution

WHEREAS, The FRIENDS of the Bloomfield Township Public Library have worked tirelessly for the Library since its inception in 1964, and

WHEREAS, The FRIENDS , over these 50 years, have remained committed to supporting excellence in public library service through their many activities, programs and book sales, and

WHEREAS, THE FRIENDS have very generously given the Bloomfield Township Public Library more than \$1 million since 1995 for programs, collections and special items not included in the library budget, and

WHEREAS, THE FRIENDS have greatly enhanced the library building and grounds with exceptional landscaping and the generous addition of many art works throughout the Library, now, therefore, let it be

RESOLVED, The Bloomfield Township Public Library Board of Trustees commends and expresses sincere appreciation to our wonderful FRIENDS and offers heartfelt congratulations to them for reaching this special 50th anniversary milestone.

Joan was also delighted with the Library's application for Library of the Year prepared by Carol Mueller and Tera Moon. She extended gratitude to Elaine Asher and Brooke Hoskins, Adult Services Librarians and Jen Taggart, Youth Service Assistant Department Head, who along with Carol and Tera contributed greatly to the application process.

Director's Verbal Report:

Carol reminded the Trustees that the reception for the Art from the Hills student art displays will be Tuesday, May 12th at 5:45pm in the Community Room.

Carol stated the Marian Rafal, Youth Services Department Head, has been accepted as an Association for Library Service to Children (ALA) Mentor. This is quite a nice honor and Carol stated that she personally felt Marian will be a wonderful mentor as she has a wealth of experience in Youth Services. Marian firmly believes in encouraging and helping young professionals to be successful in the profession.

Carol stated that the Library was unexpectedly closed on Saturday, April 18th due to a sewer line break in the lower level. The pipe was actually scheduled to be replaced on Friday, May 1!

Carol shared with the Trustees our brand new database called Gale Courses. It provides access to hundreds of online courses on professional and career development topics, computer skills, and personal enrichment topics. For BTPL cardholders these can be very conveniently accessed from their home, office or school any time of the day or night. Since it's unveiling on April 13, 28 patrons have enrolled in 74 courses!

Carol informed the Trustees that the annual Everyone's Reading program will kick off on May 11. Brad Meltzer, author of the Culper Ring Trilogy, is this year's featured author. He will be speaking at the Rochester and West Bloomfield Libraries. Ticket information will be on our website.

CONSENT AGENDA MOTION:

After discussion, a motion was made by Peggy Cohen, seconded by Grant Gerehart, **TO APPROVE THE ITEMS ON THE CONSENT AGENDA AS PRESENTED WITH THE EXCEPTION OF THE FOLLOWING: FINES AND FEES COMPARISON.**

A vote was taken for approval of the motion.

Ayes: Cohen, Gerhart, Greenburg, Luksik, Williams

Nays: None

MOTION CARRIED

REGULAR AGENDA:

Call to the Public: Joan welcomed Connie Silver, Adult Services Librarian, representing SOC; Klaren Gerhart, Township resident.

UNFINISHED BUSINESS:

No items for discussion

NEW BUSINESS:

11a Strategic Plan consultant Recommendation

Carol stated that in February, 2015 requests for proposals for strategic planning services were mailed out to over 10 companies, available at the Library's Welcome Desk and publicized on the Library's web page. Seven proposals were received for our consideration from Donna Fletcher Consulting, Highland Park, IL; Growth Management Consulting, Grand Rapids, MI; Hennen Library Consulting, Mt. Pleasant, MN; Kimberly Bolan and Associates, Zionsville, IN; Library Strategies Consulting, St. Paul, MN; Mark Ranum & Associates, Tower, MN; WJ Schroer Company, Battle Creek, MI. All of the proposals received were evaluated by Administration based on bid criteria- their strategic planning experience, previous experience working with public libraries, how comprehensive their proposal was availability to meet our timeline and cost. Administration chose three companies for interviews and recommended to the Board of Trustees that Kimberly Bolan and Associates be awarded the bid for strategic plan consulting services for the Bloomfield Township Public Library.

After discussion, a motion was made by Peggy Cohen, seconded by Pam Williams, **TO APPROVE THE AWARD OF THE STRATEGIC PLAN CONSULTING SERVICES BID TO KIMBERLY BOLAN AND ASSOCIATES, 650 SPRING HILLS DRIVE, ZIONSVILLE, IN, 46077 FOR AN AMOUNT NOT TO EXCEED \$17,900.00**

A vote was taken for approval of the motion.

Ayes: Cohen, Gerhart, Greenbaum, Luksik, Williams

Nays: None

MOTION CARRIED

DISCUSSION OF ITEMS REMOVED FROM THE CONSENT AGENDA

A question was raised with regard to the drop in circulation and in fines and fees. One reason for this drop in circulation is our 2014 Summer Sundays closing. Carol stated that the budget was such that we did not purchase multiple copies of many items so fewer items were circulated to patrons as they had to wait to receive the item. This would account for a drop in items being checked out and if you don't have as many items checked out and circulating, you will have less in the fine and fee area also. Peggy stated it would be interesting to see a comparison of this year to the year prior to contracting with the collection agency to see how the figures relate. Carol will follow up on this suggestion.

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

A vote was taken for approval of the motion.

Ayes: Cohen, Gerhart, Greenbaum, Luksik, Williams

Nays: None

MOTION CARRIED

OTHER:

Carol reminded the Trustees that June 1, 2015 is the deadline for applications for the Jeanette P. Myers Memorial Scholarship and encouraged them to share this information with anyone who is pursuing post-secondary education and meets the scholarship requirements. The brochure, guidelines and applications are available on the Library website and at the Welcome Desk.

Meeting adjourned at 7:52 p.m.

The next meeting of the Bloomfield Township Public Library Board of Trustees is Tuesday, May 19, 2015 at 7:00 p.m. in the Board Room.

Submitted by:

Pam Williams, Secretary

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

Cash Disbursements Comments May 2015

New Vendors:

English Gardens is a new vendor for a program presenter.

Librarian's Choice is a new vendor for materials for our collections.

Scott Kodrik is a new vendor as a program presenter.

Vault of Midnight is a new vendor as a program presenter.

General Fund Advance

- Check #14866 payable to Bloomfield Township in the amount of \$168,954.32 is payment for the FY 2015/2016 pension contribution.
- Check #14872 payable to Frank Rewold and Son, Inc. in the amount of \$14,387.11 is payment for manufacturing and installation of the storm water line check valve.
- Check #14943 payable to Quinn Evans in the amount of \$2,450.00 was payment for design work for our Youth Alcoves.

General Fund

- Check #14968 payable to Bloomfield Township in the amount of \$347,867.00 was payment for two payrolls including FICA, HRA contributions, pension, etc. as usual.
- Check #14978 payable to Du All Cleaning in the amount of \$10,557.03 was payment for our April cleaning services and special cleaning on April 18 from the sewer line break.
- Check #14990 payable to L.J. Rolls Refrigeration Co., Inc. in the amount of \$7,461.00 was payment for our FY 2015/2016 maintenance agreement.
- Check #14992 payable to Library Ideas, LLC. in the amount of \$11,200.00 was payment for our subscription to Hoopla, a new service.

- Check #14993 payable to Midwest Collaborative for Library Services in the amount of \$18,011.46 was payment for annual cataloging records from Skyriver.
- Check #15012 payable to Service Heating and Cooling in the amount of \$1,389.12 was payment for our ruptured sewer line repair.
- Check #15015 payable Standard and Poor's in the amount of \$6,847.00 was payment for Netadvantage, an online business database.
- Check #15020 payable to The Library Network in the amount of \$4,781.20 was payment for our annual Zinio e-magazine subscription and our Library's internet service.
- Check #15023 payable to Tutor.com in the amount of \$3,805.00 was payment for our annual subscription.

Gift Fund

- Check #4557 payable to Quinn Evans in the amount of \$8,779.46 was payment for a 50% deposit to order furniture, carpet and materials for our two Youth Service alcoves.
- Check #4563 payable to Nichols – Network Services Co. in the amount of \$1,814.00 was payment for a new wet vac.

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

Check Register - General Fund

Check #	Date	Payee	Cash Account	Amount
ADVANCE CHECKS:				
14861	4/6/15	Joel Dion	104.01	37.95
14862	4/6/15	Beth Sulek-LaHousse	104.01	57.68
14863	4/6/15	BTPL - ADULT SERVICES VERTICAL FILE	104.01	300.00
14864	4/6/15	BTPL - YOUTH SERVICES VERTICAL FILE	104.01	200.00
14865	4/6/15	PETTY CASH - BTPL	104.01	273.20
14866	4/6/15	BLOOMFIELD TOWNSHIP	104.01	168,954.32
14867	4/6/15	BLOOMFIELD YOUTH GUIDANCE	104.01	35.00
14868	4/6/15	LARA GALLOWAY	104.01	150.00
14869	4/6/15	PACIFIC TELEMAGEMENT SERVICES	104.01	78.00
14870	4/6/15	MAUREEN SCHIFFMAN	104.01	250.00
14871	4/6/15	WORLDS OF MUSIC	104.01	100.00
14872	4/8/15	FRANK REWOLD AND SON, INC.	104.01	14,387.11
14935	4/17/15	Elizabeth Clauder	104.01	94.84
14936	4/17/15	Brooke Hoskins	104.01	168.27
14937	4/17/15	Emily Hudak	104.01	75.35
14938	4/17/15	AT&T	104.01	486.71
14939	4/17/15	COMCAST	104.01	131.25
14940	4/17/15	FLAGSTAR BANK	104.01	4,430.55
14941	4/17/15	MD HALL HOLDINGS INC	104.01	40.00
14942	4/17/15	VERIZON WIRELESS	104.01	200.92
14943	4/17/15	QUINN EVANS ARCHITECTS	104.01	2,450.00
14944	4/20/15	ARTS AND SCRAPS	104.01	1,050.00
14945	4/23/15	Qiong Wu	104.01	744.05
14946	4/23/15	Amy Young	104.01	64.43
14947	4/23/15	AMAZON.COM	104.01	1,863.24
14948	4/23/15	AT&T LONG DISTANCE	104.01	29.11
14949	4/23/15	DTE ENERGY	104.01	15,097.13
14950	4/23/15	STANLEY ZYDEK	104.01	150.00
14951	4/30/15	Brooke Hoskins	104.01	160.68
14952	4/30/15	Carol Mueller	104.01	74.75
14953	4/30/15	AT&T	104.01	448.78
14954	4/30/15	CONSUMERS ENERGY	104.01	5,104.45
14955	4/30/15	HOME DEPOT CR. SERV.	104.01	412.64
14956	4/30/15	PACIFIC TELEMAGEMENT SERVICES	104.01	78.00
14957	4/30/15	PITNEY BOWES, INC.	104.01	261.50
14958	4/30/15	PRINCIPAL LIFE INS CO-SBD GRANDE ISLAND	104.01	633.88
14959	4/30/15	SHERWIN-WILLIAMS CO	104.01	134.62
14960	4/30/15	UNITED STATES POSTAL SERVICE	104.01	1,200.00
14961	4/30/15	Barbara Arens	104.01	120.00
Total				<u><u>\$220,528.41</u></u>
REGULAR CHECKS:				
14962	5/8/15	AERO FILTER, INC	104.01	3,081.33
14963	5/8/15	ASSA ABLOY ENTRANCE SOLUTIONS	104.01	1,767.41
14964	5/8/15	BACKER LANDSCAPING, INC.	104.01	1,477.14
14965	5/8/15	BAKER & TAYLOR, INC.	104.01	12,430.18
14965a	5/8/15	VOID	104.01	
14965b	5/8/15	VOID	104.01	
14966	5/8/15	BEARPORT PUBLISHING CO.	104.01	480.30
14967	5/8/15	BLACKSTONE AUDIO, INC.	104.01	581.21
14968	5/8/15	BLOOMFIELD TOWNSHIP	104.01	347,867.00
14969	5/8/15	BRILLIANCE PUBLISHING, INC.	104.01	236.94
14970	5/8/15	PETTY CASH - BTPL	104.01	75.88

Check #	Date	Payee	Cash Account	Amount
14971	5/8/15	CAR TRUCKING, INC.	104.01	399.00
14972	5/8/15	CCH INCORPORATED	104.01	94.89
14973	5/8/15	CDW GOVERNMENT, INC.	104.01	1.90
14974	5/8/15	CENGAGE LEARNING/GALE	104.01	1,499.83
14975	5/8/15	CENTRAL BUSINESS SYSTEMS, INC.	104.01	62.05
14976	5/8/15	CREATIVE LIBRARY SALES	104.01	1,955.15
14977	5/8/15	DEMCO, INC.	104.01	190.95
14978	5/8/15	DU ALL CLEANING, INC	104.01	10,557.03
14979	5/8/15	EBSCO INFORMATION SERVICES	104.01	1,832.00
14980	5/8/15	ENGLISH GARDENS	104.01	110.00
14981	5/8/15	ENLOW PUBLISHERS, INC.	104.01	420.90
14982	5/8/15	ENVISIONWARE, INC.	104.01	429.00
14983	5/8/15	EVANCED SOLUTIONS, LLC	104.01	485.00
14984	5/8/15	FAIRYTALE ENTERTAINMENT	104.01	180.00
14985	5/8/15	GENPOWER PRODUCTS, INC.	104.01	223.87
14986	5/8/15	GREY HOUSE PUBLISHING	104.01	2,217.00
14987	5/8/15	H. V. BURTON CO.	104.01	400.00
14988	5/8/15	INGRAM LIBRARY SERVICES	104.01	24.12
14989	5/8/15	KNIGHT TECHNOLOGY GROUP, INC.	104.01	300.00
14990	5/8/15	LJ ROLLS REFRIGERATION CO., INC	104.01	7,461.00
14991	5/8/15	LIBRARIANS' CHOICE	104.01	877.93
14992	5/8/15	LIBRARY IDEAS LLC	104.01	11,200.00
14993	5/8/15	MIDWEST COLLABORATIVE for LIB. SVCS	104.01	18,011.46
14994	5/8/15	METRO/ANCHOR SAFE CO., INC.	104.01	375.00
14995	5/8/15	MIDWEST TAPE	104.01	13,547.65
14995a	5/8/15	VOID	104.01	
14995b	5/8/15	VOID	104.01	
14996	5/8/15	NA PUBLISHING, INC.	104.01	777.95
14997	5/8/15	NBS	104.01	1,653.00
14998	5/8/15	NICHOLS PAPER & SUPPLY CO	104.01	1,015.27
14999	5/8/15	ORG. FOR BAT CONSERVATION	104.01	260.00
15000	5/8/15	OVERDRIVE	104.01	1,656.50
15001	5/8/15	PARTNERS BOOK DISTRIBUTING, INC.	104.01	1,838.54
15001a	5/8/15	VOID	104.01	
15002	5/8/15	PENGUIN RANDOM HOUSE, INC.	104.01	948.20
15002a	5/8/15	VOID	104.01	
15001V	5/8/15	PARTNERS BOOK DISTRIBUTING, INC.	104.01	-1,838.54
15002V	5/8/15	PENGUIN RANDOM HOUSE, INC.	104.01	-948.20
15003	5/8/15	PARTNERS BOOK DISTRIBUTING, INC.	104.01	1,984.84
15003a	5/8/15	VOID	104.01	
15004	5/8/15	PENGUIN RANDOM HOUSE, INC.	104.01	801.90
15005	5/8/15	QUALITY BOOKS INC.	104.01	17.56
15006	5/8/15	QMI GROUP, INC.	104.01	211.58
15007	5/8/15	QUILL CORPORATION	104.01	71.86
15008	5/8/15	RECORDED BOOKS, LLC	104.01	775.41
15009	5/8/15	RELIABLE OFFICE SUPPLIES	104.01	53.37
15010	5/8/15	RICOH USA, INC	104.01	27.57
15011	5/8/15	SECURITY DESIGNS INC.	104.01	25.00
15012	5/8/15	SERVICE HEATING & PLUMBING	104.01	1,389.12
15013	5/8/15	SHOPLET.COM	104.01	450.49
15014	5/8/15	SHOWCASES	104.01	102.60
15015	5/8/15	STANDARD & POOR'S	104.01	6,847.00
15016	5/8/15	STAPLES ADVANTAGE	104.01	613.66
15017	5/8/15	TANTOR MEDIA	104.01	241.92
15018	5/8/15	TERRYBERRY	104.01	56.51
15019	5/8/15	THE GREAT COURSES	104.01	79.95
15020	5/8/15	THE LIBRARY NETWORK	104.01	4,781.20
15021	5/8/15	THOMSON REUTERS	104.01	1,037.53
15022	5/8/15	THYSSENKRUPP ELEVATOR CORP	104.01	2,177.45
15023	5/8/15	TUTOR.COM	104.01	3,805.00
15024	5/8/15	UNIFY INC.	104.01	484.54
15025	5/8/15	VIGILANTE SECURITY	104.01	1,950.00

Check #	Date	Payee	Cash Account	Amount
15026	5/8/15	WALLACEBURG BOOKBINDING & MFG	104.01	731.30
15027	5/8/15	WESCO DISTRIBUTION	104.01	1,312.18
15028	5/8/15	WESTON WOODS	104.01	119.90
15029	5/8/15	WOODS & POOLE ECONOMICS	104.01	299.50
15030	5/8/15	WORLD BOOK, INC.	104.01	299.00
Total				<u><u>\$476,963.78</u></u>

Check Register - Gift Fund

Check #	Date	Payee	Cash Account	Amount
ADVANCE CHECKS:				
4544	4/6/15	Elizabeth Clauder	102.03	51.52
4545	4/6/15	Qiong Wu	102.03	22.24
4546	4/6/15	DETROIT INSTITUTE OF ARTS	102.03	100.00
4547	4/6/15	GINO FANELLI	102.03	500.00
4556	4/17/15	FLAGSTAR BANK	102.03	964.58
4557	4/17/15	QUINN EVANS ARCHITECTS	102.03	8,779.46
4558	4/23/15	AMAZON.COM	102.03	794.45
4559	4/30/15	Marianne Abdoo	102.03	58.66
				<u><u>\$11,270.91</u></u>
REGULAR CHECKS:				
4560	5/8/15	BLOOMFIELD HILLS SCHOOLS	102.03	250.00
4561	5/8/15	DAROLD GONZALES	102.03	150.00
4562	5/8/15	SCOTT KODRIK	102.03	200.00
4563	5/8/15	NICHOLS - NETWORK SERVICES CO.	102.03	1,814.00
4564	5/8/15	OVERDRIVE, INC.	102.03	1,987.25
4565	5/8/15	VAULT OF MIDNIGHT	102.03	150.00
Total				<u><u>\$4,551.25</u></u>

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

7b

PRESENTED: MAY 19, 2015 FOR THE MONTH OF: APRIL 2015

ACCOUNT NAME	2015-2016	2015-2016	REVENUE/EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	One month 8% VARIANCE
	ADOPTED BUDGET AS OF MAR 17, 2015	AMENDED BUDGET AS OF APR 30, 2015				
Revenues						
Taxes	\$6,631,643	\$6,631,643	(\$145)	(\$145)	0.00%	(\$6,631,788)
Penal Fines	\$55,009	\$55,009	\$0	\$0	0.00%	(\$55,009)
State Aid	\$24,198	\$24,198	\$0	\$0	0.00%	(\$24,198)
Circulation Fines & Fees	\$127,296	\$127,296	\$9,984	\$9,984	7.84%	(\$117,312)
Charges for Services	\$11,910	\$11,910	\$512	\$512	4.30%	(\$11,398)
Investment earnings	\$114,613	\$114,613	(\$126)	(\$126)	-0.11%	(\$114,739)
Miscellaneous	\$9,334	\$9,334	\$253	\$253	2.71%	(\$9,082)
Total Revenues	\$6,974,003	\$6,974,003	\$10,477	\$10,477	0.15%	(\$6,963,526)
Expenditures						
Personnel	\$3,693,694	\$3,693,694	\$416,033	\$416,033	11.26%	(\$3,277,661)
Library Services	\$770,071	\$770,071	\$94,896	\$94,896	12.32%	(\$675,175)
Facilities & Equipment	\$1,073,472	\$1,073,472	\$134,019	\$134,019	12.48%	(\$939,453)
Other Operating Expenditures	\$449,121	\$449,121	\$23,778	\$23,778	5.29%	(\$425,343)
Total Expenditures	\$5,986,358	\$5,986,358	\$668,726	\$668,726	11.17%	(\$5,317,632)
Fund Balance - Beginning	\$8,858,516	\$9,061,611		\$9,061,611		
Net revenue (expenditure)	\$987,645	\$987,645		(\$658,248)		
Fund Balance - Ending	\$9,846,161	\$10,049,256		\$8,403,363		

Amendments to the budget:

Brought Fund Balance up to correct amount

Changes made to the line items:

Brought Fund Balance up to correct amount

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

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

7b

PRESENTED: MAY 19, 2015 FOR THE MONTH OF: APRIL 2015

One Month 8%

ACCOUNT NAME	2015-2016 ADOPTED BUDGET AS OF MAR 17, 2015	2015-2016 AMENDED BUDGET AS OF APR 30, 2015	REVENUE/ EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	VARIANCE
<u>Revenues</u>						
Gift Income	\$643	\$843	\$200	\$200	23.72%	(\$643)
Investment Earnings	\$157	\$157	\$15	\$15	9.52%	(\$142)
Miscellaneous Revenue	\$0	\$0	\$0	\$0	0.00%	\$0
Total Revenues	\$800	\$1,000	\$215	\$215	21.49%	(\$785)
<u>Expenditures</u>						
Library Services	\$20,194	\$21,814	\$4,072	\$4,072	18.67%	(\$17,741)
Facilities & Equipment	\$59,476	\$59,476	\$1,814	\$1,814	3.05%	(\$57,662)
Other Operating Expenditures	\$95,794	\$95,920	\$9,134	\$9,134	9.52%	(\$86,785)
Total Expenditures	\$175,464	\$177,209	\$15,020	\$15,020	8.48%	(\$162,189)
Fund Balance	\$100,970	\$102,514		\$102,514		
Reserved Fund Bal.	\$73,852	\$73,852		\$73,852		
Net revenue (expenditures)	(\$174,664)	(\$176,209)		(\$14,806)		
Fund Balance - Ending	\$158	\$157		\$161,561		

Amendments to the budget:

Updated with carry over figures from 2014/2015 & new fund balance

All other changes due to gifts received

Bloomfield Township Public Library
Asset Allocation Summary
April 2015

Fund	Type	Annual Yield	Date	Amount on Hand
General Fund				
	5th 3rd Checking (Ecommerce)	0.00%	4/30/2015	\$46,007.71
	Flagstar Public Funds Savings	0.35%	4/30/2015	\$236,354.84
	Flagstar Premier Public Entities Checking	0.25%	4/30/2015	\$34,588.79
	RBC Capital Cash/Money Market	0.01%	4/30/2015	\$3.62
	RBC Capital - Investments	1.42%	4/30/2015	\$8,561,112.32
	Total General Fund			<u><u>\$8,832,059.57</u></u>
Please see General Fund budget for notes on how this amount is earmarked				
Gift Fund				
	Huntington Public Fund Business Interest Checking	0.15%	4/30/2015	\$109,658.51
	Huntington CD (Charnov gift) - matures 02/02/17	0.45%	4/30/2015	\$50,000.00
	Fifth Third Bank Business Standard Checking	0.00%	4/30/2015	\$6,499.60
	Total Gift Fund			<u><u>\$166,158.11</u></u>

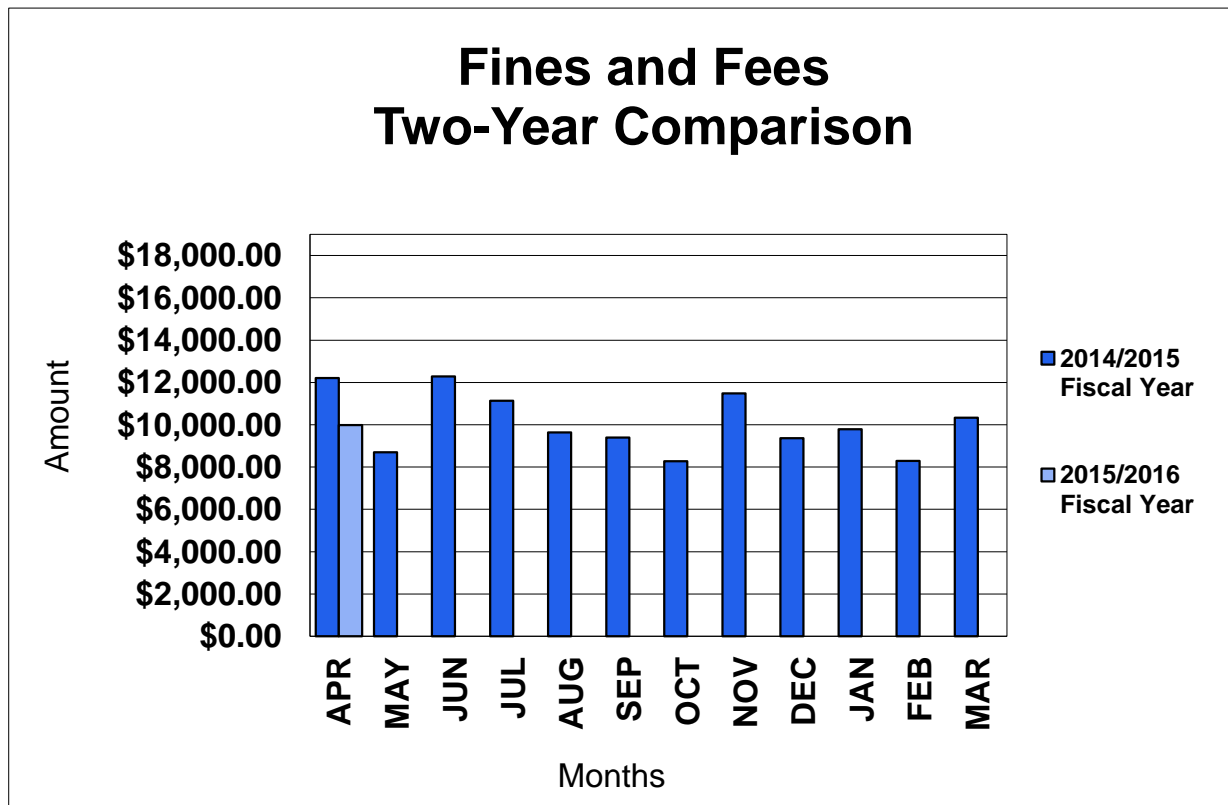
CFSEM

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

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

FINES AND FEES - TWO-YEAR COMPARISON

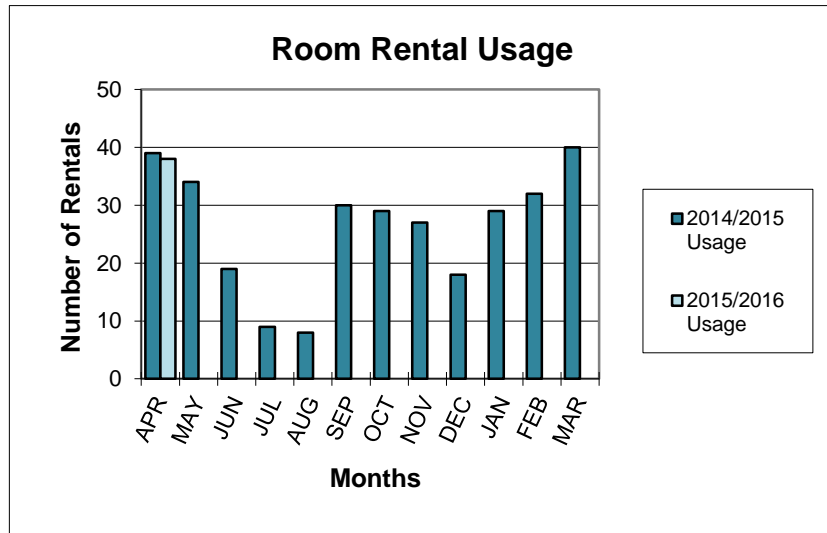
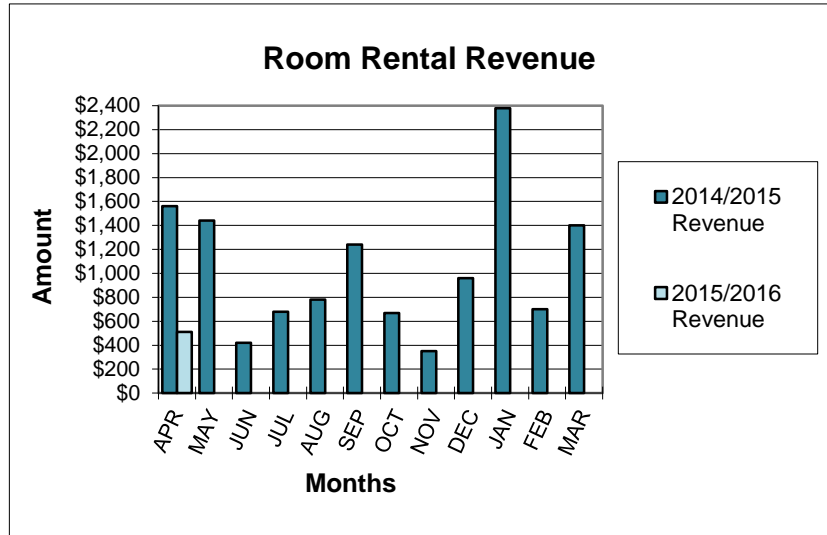
Month	2014/2015 Fiscal Year	2015/2016 Fiscal Year	Difference
APR	\$12,209.70	\$9,986.61	(\$2,223.09)
MAY	\$8,696.66		(\$8,696.66)
JUN	\$12,283.41		(\$12,283.41)
JUL	\$11,136.86		(\$11,136.86)
AUG	\$9,638.91		(\$9,638.91)
SEP	\$9,388.48		(\$9,388.48)
OCT	\$8,275.12		(\$8,275.12)
NOV	\$11,484.10		(\$11,484.10)
DEC	\$9,370.84		(\$9,370.84)
JAN	\$9,780.91		(\$9,780.91)
FEB	\$8,293.01		(\$8,293.01)
MAR	\$10,335.05		(\$10,335.05)
			YTD Difference
TOTAL	\$120,893.05	\$9,986.61	(\$110,906.44)



ROOM RENTAL - TWO-YEAR COMPARISON

7b

<u>Month</u>	2014/2015 <u>Revenue</u>	2015/2016 <u>Revenue</u>	<u>Difference</u>	2014/2015 <u>Usage</u>	2015/2016 <u>Usage</u>	<u>Month</u>
APR	\$1,560.00	\$510.00	(\$1,050.00)	39	38	APR
MAY	\$1,440.00		(\$1,440.00)	34		MAY
JUN	\$420.00		(\$420.00)	19		JUN
JUL	\$680.00		(\$680.00)	9		JUL
AUG	\$780.00		(\$780.00)	8		AUG
SEP	\$1,240.00		(\$1,240.00)	30		SEP
OCT	\$670.00		(\$670.00)	29		OCT
NOV	\$350.00		(\$350.00)	27		NOV
DEC	\$960.00		(\$960.00)	18		DEC
JAN	\$2,380.00		(\$2,380.00)	29		JAN
FEB	\$700.00		(\$700.00)	32		FEB
MAR	\$1,400.00		(\$1,400.00)	40		MAR
TOTAL	\$12,580.00	\$510.00	YTD Difference (\$12,070.00)	314	38	

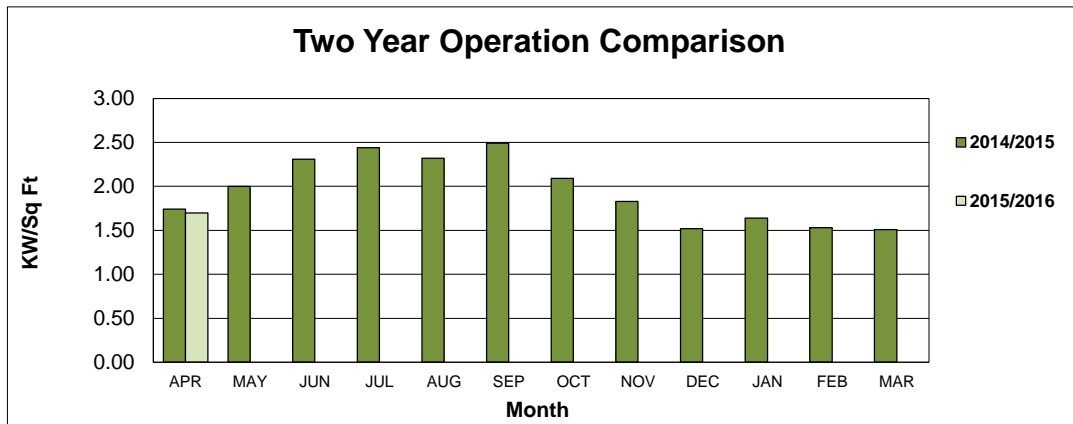
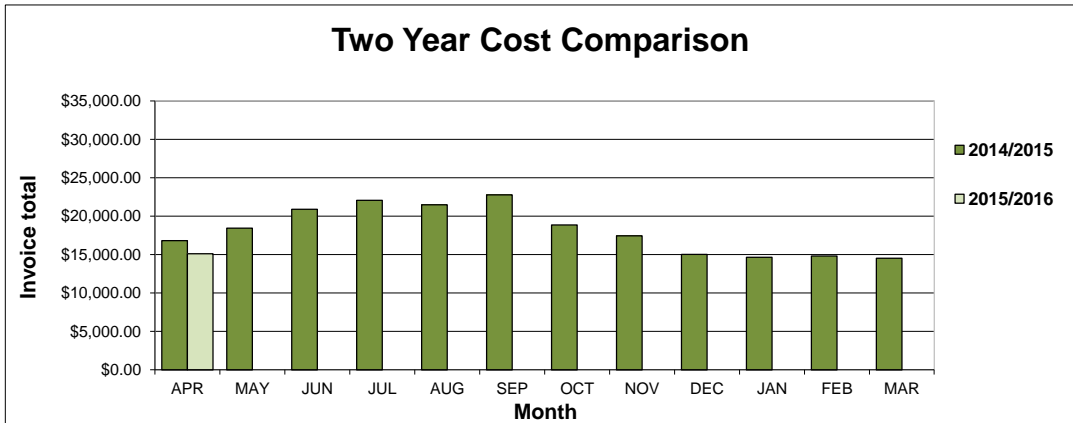


Bloomfield Township Public Library Electricity Analysis

Building Area = 101,023 Sq ft.

TWO YEAR COST COMPARISON				CURRENT YEAR OPERATION					
Month	2014/2015	2015/2016	Difference	TOTAL	COST/KWH	KWH/HR	KWH/SQ FT	COST/HR	COST/SQ FT.
		(3)		(1)	(3)/(1)	(1) / (24 x no.days per month)	(1)/101,023	(3) / (24 x no. days per month)	(3)/101,023
APR	\$16,804.85	\$15,097.13	(\$1,707.72)	171,360	\$0.09	238.00	1.70	\$20.97	\$0.15
MAY	\$18,418.83		(\$18,418.83)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
JUN	\$20,895.87		(\$20,895.87)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
JUL	\$22,046.99		(\$22,046.99)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
AUG	\$21,485.57		(\$21,485.57)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
SEP	\$22,772.57		(\$22,772.57)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
OCT	\$18,852.35		(\$18,852.35)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
NOV	\$17,447.10		(\$17,447.10)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
DEC	\$15,000.01		(\$15,000.01)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
JAN	\$14,664.69		(\$14,664.69)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
FEB	\$14,826.92		(\$14,826.92)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
MAR	\$14,522.08		(\$14,522.08)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
			YTD Difference						
TOTAL	\$217,737.83	\$15,097.13	(\$202,640.70)						

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

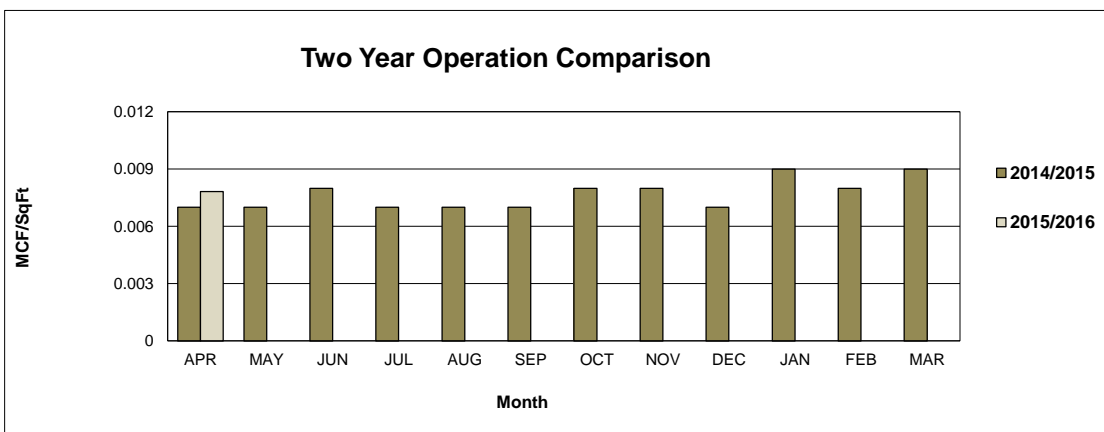
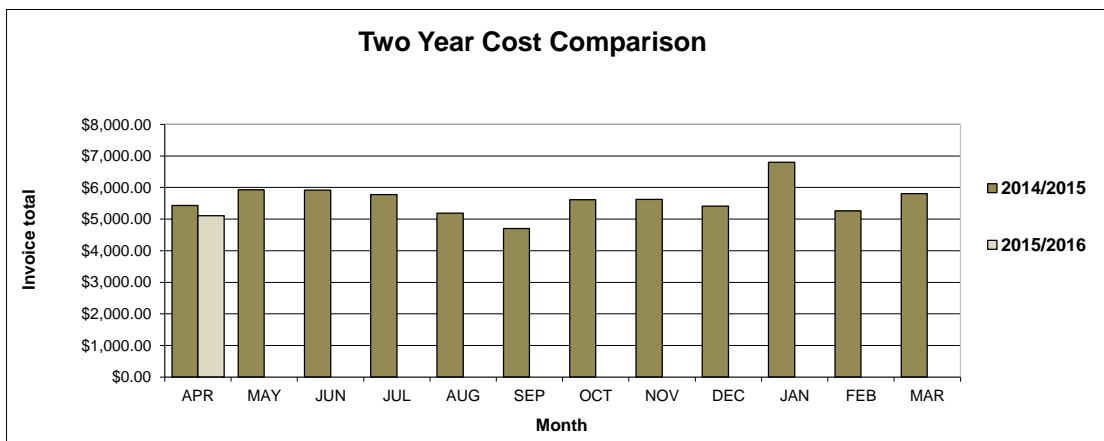


Bloomfield Township Public Library Natural Gas Analysis

Building Area = 101,023

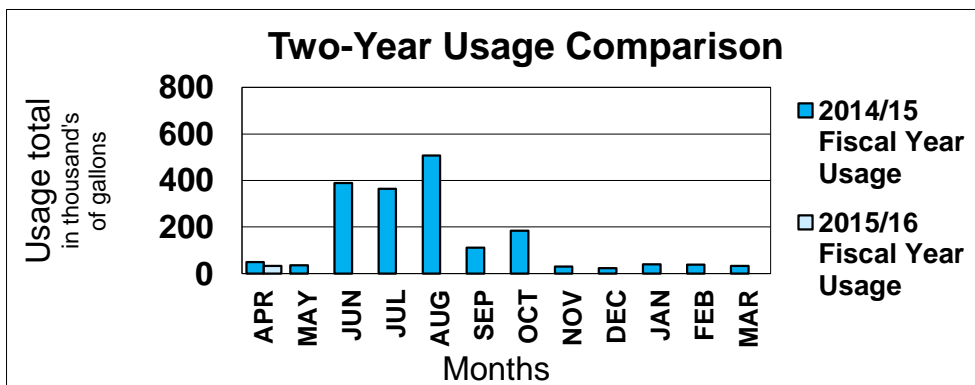
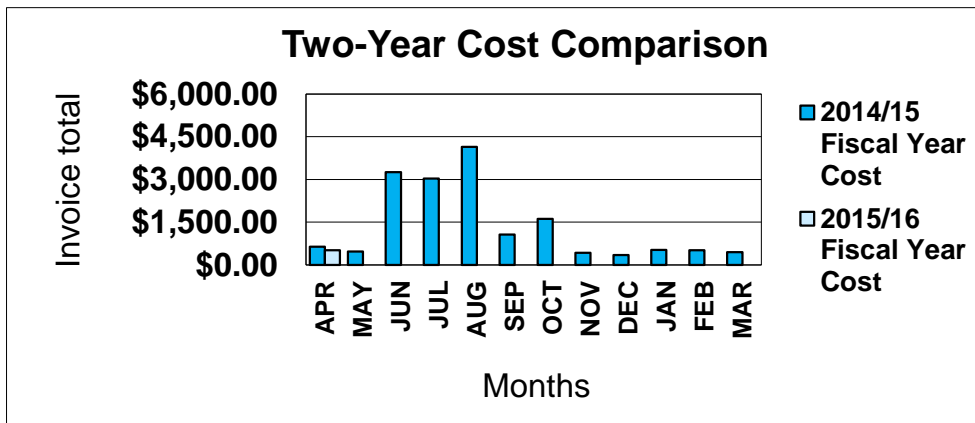
1 Cu. Ft. = 1000 BTU

TWO YEAR COST COMPARISON				OPERATION						
Month	2014/2015	2015/2016 (3)	Difference	MCF	COST/MCF	HOURS (24 x no. days per month)	MCF/HR	MCF/SqFt	\$/HR	\$/SqFt
APR	\$5,429.97	\$5,104.45	(\$325.52)	789.6	\$6.46	720	1.10	0.008	7.09	0.050
MAY	\$5,927.64		(\$5,927.64)		#DIV/0!	744	0.00	0.000	0.00	0.000
JUN	\$5,921.55		(\$5,921.55)		#DIV/0!	720	0.00	0.000	0.00	0.000
JUL	\$5,773.44		(\$5,773.44)		#DIV/0!	744	0.00	0.000	0.00	0.000
AUG	\$5,184.73		(\$5,184.73)		#DIV/0!	744	0.00	0.000	0.00	0.000
SEP	\$4,697.83		(\$4,697.83)		#DIV/0!	720	0.00	0.000	0.00	0.000
OCT	\$5,618.78		(\$5,618.78)		#DIV/0!	744	0.00	0.000	0.00	0.000
NOV	\$5,627.06		(\$5,627.06)		#DIV/0!	720	0.00	0.000	0.00	0.000
DEC	\$5,416.09		(\$5,416.09)		#DIV/0!	744	0.00	0.000	0.00	0.000
JAN	\$6,797.57		(\$6,797.57)		#DIV/0!	744	0.00	0.000	0.00	0.000
FEB	\$5,254.12		(\$5,254.12)		#DIV/0!	696	0.00	0.000	0.00	0.000
MAR	\$5,808.29		(\$5,808.29)		#DIV/0!	744	0.00	0.000	0.00	0.000
YTD Difference										
TOTAL	\$67,457.07	\$5,104.45	(\$62,352.62)							



Bloomfield Township Public Library Water Analysis

Month	2014/15 Fiscal Year Cost	2015/16 Fiscal Year Cost	Difference	2014/15 Fiscal Year Usage	2015/16 Fiscal Year Usage	Difference
APR	\$640.33	\$510.99	(\$129.34)	50	33	(17)
MAY	\$474.43		(\$474.43)	35		(35)
JUN	\$3,259.37		(\$3,259.37)	389		(389)
JUL	\$3,025.69		(\$3,025.69)	365		(365)
AUG	\$4,139.00		(\$4,139.00)	507		(507)
SEP	\$1,067.34		(\$1,067.34)	111		(111)
OCT	\$1,614.37		(\$1,614.37)	184		(184)
NOV	\$419.13		(\$419.13)	30		(30)
DEC	\$341.71		(\$341.71)	23		(23)
JAN	\$529.73		(\$529.73)	40		(40)
FEB	\$518.67		(\$518.67)	39		(39)
MAR	\$452.31		(\$452.31)	33		(33)
			YTD Difference			YTD Difference
TOTAL	\$16,482.08	\$510.99	(\$15,971.09)	1,806	33	(1,773)



BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

LIBRARY BOARD OF TRUSTEES MONTHLY DIRECTOR'S REPORT

May, 2015

“Building on our Strengths” was the theme for this year’s Staff Development Day, held on Friday, May 1. The Director and Co-founder of Arts and Scraps, Peg Upmeyer, led library staff through two team building exercises. Our morning exercise challenged us to work as a team of four from different library departments to build a structure as tall as we could. During the afternoon exercise, we put together summer library program kits to be given to the Detroit Public Library to kick off their summer library programs. Over 2,250 youth will be impacted by our preparation of these kits, something they would not otherwise have. Thank you, Library Board, for this opportunity to work together to strengthen our team!

Our 2015 summer library program theme for children is “Every Hero has a Story” and “Escape the Ordinary” for teens and adults. Kick-off events start on Saturday, June 13 with the Youth Services “Super Hero Academy” and a “Super Strawberry Social” on Monday, June 15 for teens and adults. Youth Services and Adult Services librarians are visiting Bloomfield Township area schools to promote our summer library programs. Included in your gray folder is a copy of our brochure announcing our exciting summer line up of fun programs!

Save the date of Saturday, June 27 for our next Library Used Equipment Sale! Sale hours are 10:00am – 1:00pm with the first 30 minutes limited to Bloomfield Township residents. More information about this sale will be coming soon!

Respectfully Submitted,

Carol Mueller
Director

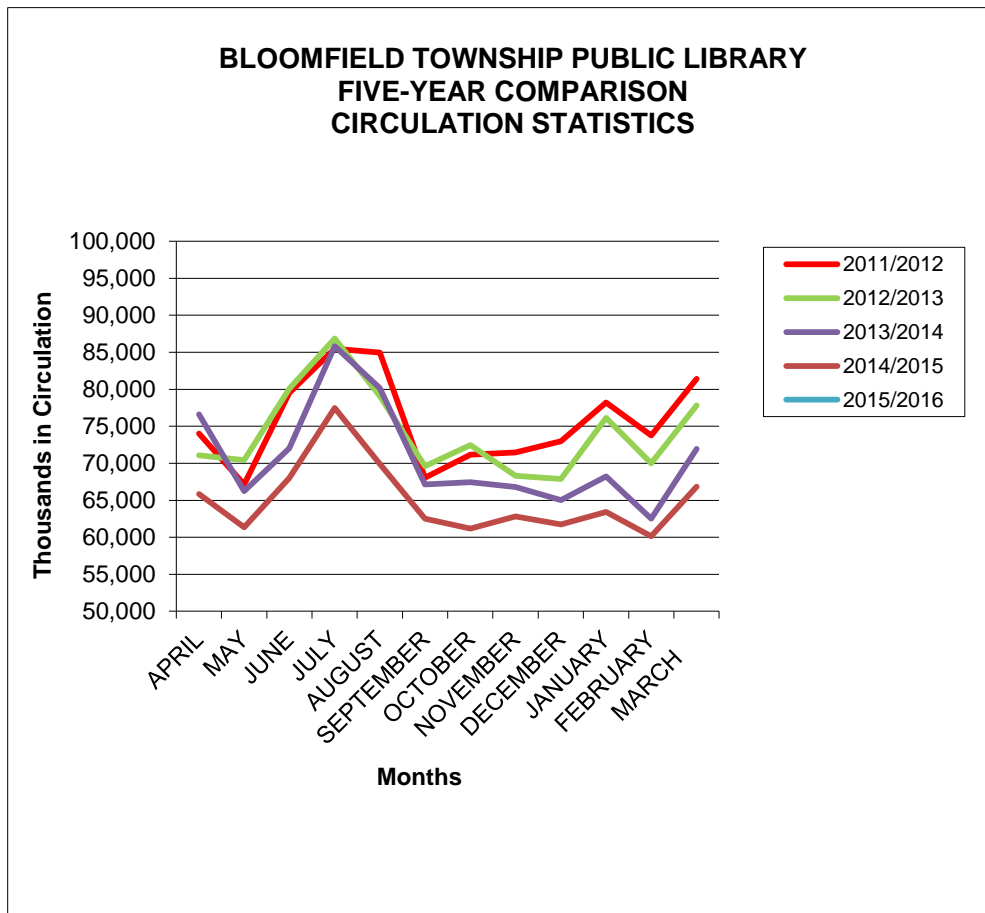
	2014		2015	
COLLECTION				
Book Collection:	280,118		281,302	
Media Collection:	60,325		61,682	
Total e-books:	27,546		28,297	
Overdrive	6,094		6,829	
EBSCOhost	19,227		19,223	
Total downloadable audiobooks:	4,582		4,993	(Overdrive)
Materials Total:	372,571		376,274	
CIRCULATION				
Circulation Total:	65,851		63,783	
Bloomfield Township Circulation:	60,146		58,787	
Virtual Circulation Total	3,833		5,429	
Circulation of Youth materials:	25,168		24,712	
Circulation of Media:	26,921		23,301	
Circulation of Cranbrook passes:	152		188	
Circulation of MI Big Green Gym pass:	n/a		n/a	
Self-checkout machine use:	22,625	34.4%	23,181	36.3%
Library by Mail:	79	25 patrons	86	27 patrons
BUILDING & EQUIPMENT USAGE				
Door Count:	26,298		25,389	*
Gate Count:	27,574		25,789	
Meeting rooms by public:	44		38	
Meeting rooms by staff:	64		83	
VIRTUAL USE				
Home page hits/Database services:	21,135		17,576	
e-book access:	1,770		2,230	
Overdrive	1,737		2,187	
EBSCOhost	33		43	
Audiobook access: (Overdrive)	651		982	
Music download access:	1,090		1,470	
Magazine download access:	322		747	
TutorMe! sessions:	47		195	
Library Computer Use				
Resident Use	2,455		1,903	
Guest Use	820		741	
*Library closed April 5 for Easter and April 18 for building problem				

	2014		2015	
OUTREACH & PROGRAMS				
<i>New Patrons and Accounts</i>				
Township:	162		125	
Cranbrook:	3		3	
Total new patrons:	237		195	
<i>Adult Program Attendance</i>				
Staff-led:	4 events	59 attended	5 events	92 attended
Speaker-led:	11 events	374 attended	14 events	503 attended
Book clubs:	4 events	53 attended	4 events	52 attended
Tours/visits on-site:	0	0	0	0
Tours/visits off-site:	0	0	0	0
Chamber Music Concert	1 event	180 attended	1 event	173 attended
Bloomfield Historical Society	1 event	45 attended	1 event	56 attended
<i>Systems Program Attendance</i>				
Staff-led:	4 events	41 attended	3 events	36 attended
<i>Teen Program Attendance</i>				
Staff-led:	2 events	11 attended	2 events	8 attended
Homework coaching		6 attendees		n/a
<i>Youth Program Attendance</i>				
Staff-led:	15 events	306 attended	24 events	494 attended
Speaker-led:	5 events	235 attended**	5 events	138 attended
Tours/visits on-site:	0	0	1 event	10 attended
Tours/visits off-site:	0	0	1 event	27 attended
TOTAL:	47 events	1,310 attended	61 events	1,589 attended
<i>Volunteers:</i>				
	33 people	263.75 hours	23 people	232.25 hours
	Shop: 7	80	Shop: 6	76.75
	Court: 1	11	Court: 1	10.5
	Students: 9	25	Students: 5	33
	Stu. Tutors: 1	1.50	Stu. tutors:	n/a
	Dept. Vol: 15	146.25	Dept. Vol: 11	112
<i>Patron Remarks</i>				
Patron Comments:	2		15	
Ask BTPL:	10		8	
Ask Us:	27		26	
DISPLAYS				
Lobby	Month of Celebrations			
Media	Adult: Brangelina DVDs; Caught on Good Reading Bulletin Board			
	Youth: Eeyore Board; So Many Audiobooks, So Little Time Display			
Local History	National Poetry Month			
**Includes the joint Adult and Youth Storytelling Festival 2014 with 80 attending				

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
FIVE YEAR CIRCULATION

5/14/2015

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



TENTATIVE SCHEDULE CALENDAR

- **Tuesday, May 19, 2015 - 7:00 p.m., Regular Board Meeting in the Board Room.**

Upcoming meetings and events:

- Wednesday, June 3, 2015 – 12:30 p.m. Friends of the Library Board of Directors Meeting in the Board Room.
- Thursday, June 11, 2015 – 3:30 p.m. Finance Committee Meeting in the Board Room.
- **Tuesday, June 16, 2015 – 7:00 p.m. Regular Board Meeting in the Board Room.**

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Library Board of Trustees

FROM: Carol Mueller, Library Director

DATE: May 14, 2015

SUBJECT: Strategic Plan Process

Our strategic planning consultant, Rob Cullen from Kimberly Bolan and Associates, will be joining us via conference call at our May 19 Library Board meeting. Rob will introduce himself and his company to all at the meeting. In addition, Rob will talk about our strategic planning process and preliminary timeline and the expected outcomes and benefits of our process. He will answer any questions we may have as well.

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 – ADMINISTRATIVE CALENDAR

2015

JUNE

2015

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2 Knit N Stitch Circle 10-11:30am	3 Friends BOD Meeting 12:30pm Great Books Club 6:45-8:45pm Kitchen Herb Gardens 7pm	4 Intro to Microsoft Excel 2-4pm	5 First Friday @ the Library 7pm Unbroken	6
7	8	9 Memoir Writers' Group 1-3pm	10 Nonfiction Book club 7-8:30pm Writers Rendezvous 7-8:30pm	11 Free Ebooks & E-Audiobooks- An App Away 2-3:30pm	12	13 Friends Saturday Book Sale 9:30am-3:30pm Super Hero Movie Saturday Noon Super Hero Training Academy 1-3pm
14	15 Strawberry Social Super Summer Reading Kick-off for Adults & Teens 6-8pm	16 Library Board of Trustees Meeting 7pm	17 Breakfast of Heroes 10am Mystery Book Club 1pm Intro to Social Networking 6-8pm Great Books Club 6:45-8:45pm	18 Read to Seed 11am-12:30pm	19 Coffee & Conversation 10-11am	20 Fantastic Fest: Superheroes, Villains, and Beyond 10am-4pm Lego Club 11am
21	22 Water Safety 10:30am Fairy & Miniature Gardens with English Gardens - 7pm	23 Memoir Writers Group 1-3pm Beaker Buddies 6:30pm	24 Superhero Olympics 2pm Writers Rendezvous 7-8:30pm	25 Eleanor's Book Club 10am Family Story Time 10:30am	26	27 Super Hero Movie Saturday Noon Zinio-Free Magazines Online 2-3pm Intro to Powerpoint 2-4pm
28	29	30 The Amazing Race Library Edition 2-3:30pm				

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees
FROM: Carol Mueller
DATE: May 11, 2015
SUBJECT: Library Fines and Fees Follow up

At the April 28 Library Board meeting, a question was asked about how the Library's overdue fines and fees collected compare from pre-collection agency to post-collection agency. Below are the annual totals for our fines and fees from FY 2010/2011 through 2014/2015 along with our circulation annual totals. We began sending long overdue accounts to our collection agency, Unique Management Services (UMS), in March, 2013.

	Circulation Annual Totals	Fines and Fees Annual Totals
2010/2011	894,241	\$142,585.74
2011/2012	908,115	\$127,966.57
2012/2013	889,743	\$132,691.80
2013/2014	850,044	\$162,712.62
2014/2015	781,244	\$120,893.05

Since the Library began using UMS services, 72% of the accounts sent to them have been collected and settled. This service has resulted in 821 long overdue items returned to us and over \$88,000 in fines and fees collected.

Please let me know if you have any additional questions.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees

FROM: Carol Mueller

DATE: May 11, 2015

SUBJECT: Gale Course Follow up

At the April 28 Library Board meeting, a question was asked about what is given upon completion of one of the online courses taken through the Library's new database called "Gale Courses". Gale Courses provided this additional information.

Upon completion of a course, patrons receive a certificate of completion. These certificates remain in the patron's personal Gale Courses account indefinitely. There are 18 courses in the nursing area that offer certification with Allegra, an accredited provider of continuing nursing education. Course offered by the Project Management Institute (PMI) also offer continuing education units. Courses are turned off ten days after completing the final exam for the course. However, patrons can sign up and take courses as many times as desired.

Please let me know if you have any additional questions.