

Bloomfield Township Public

Library

**Bloomfield Township Public Library
Board of Trustees**

Library Board Meeting
June 16, 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

**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, June 16, 2015 7:00 p.m.

#	<u>NUMBERED ITEMS</u>	<u>DATE DELIVERED</u>
1	Agenda	6/12/15
2a	Request to remove items from the Consent Agenda for Discussion	6/12/15
2b	Motion to approve the order of items for the regular and consent agendas	6/12/15
5	Motion to approve remaining consent agenda items 6-8d	6/12/15
6	Regular Board Meeting Minutes of 5-19-15	6/12/15
7a	Cash Disbursements	6/12/15
7b	Revenues/Expenditures Budget Report	6/12/15
7c	Energy Report	6/12/15
8a	President's Report	6/12/15
8b	Director's Report	6/12/15
8c	Tentative Schedule Calendar	6/12/15
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 – Meeting Minutes of 6-5-15	6/12/15
11a	Library Investment Review-Schwartz and Co.	6/12/15
11b	2015 Periodical Bid Award	6/12/15
11c	Policy Review	6/12/15
13	Motion to approve any items removed from the consent agenda	6/12/15
	 <u>UNNUMBERED ITEMS</u>	 <u>DATE DELIVERED</u>
	Strategic Plan Memo	6/12/15
	Freedom of Information Act Memo	6/12/15
	FOL Library Director's Report	6/12/15
	FOL Gifts Expended-May	6/12/15
	Administrative Calendar- July 2015	6/12/15

AGENDA
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, June 16, 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 May 19, 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. Library Investment Review – Schwartz and Co.
 - b. 2015 Periodical Bid Award
 - c. Policy Review
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, July 21, 2015 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, May 19, 2015

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: Klaren Gerhart, Township resident.

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

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

President's Verbal Report:

Joan welcomed everyone. Joan stated that she was honored to give the opening remarks at this year's Staff Development Day. She was also honored to present the service awards to staff. She thought the team building exercises were wonderful and as a result of the exercises the kits prepared were donated to the DPL youth programs so it was a very productive day.

Joan commented on how great it is that we have communicated to our residents in our newsletter that we have restored hours and service along with materials and programs as a result of the millage passing and their continued support of this Library.

Joan attended the Friends of the Library's Annual Meeting in April and enjoyed the keynote speakers that were several local authors who presented their fascinating books along with their personal stories. It was a wonderful event and enjoyed by all.

Director's Verbal Report:

Carol stated that we have been busy with many building projects. Some of the pavers at the doorways on the Adult and Youth Terraces heaved and have now been replaced with cement slabs.

On April 18th we had an emergency closing due to a ruptured line on our lower level that has now been replaced. Parking lot maintenance work will happen this weekend, weather permitting. The parking lot will be sealed, cracks will be filled, and the entire parking lot will be re-stripped. The drive up returns will not be available for at least a 24 hour period. This has been extensively publicized and nothing will be due this weekend so hopefully it won't be too much of an inconvenience for our patrons. We had some minor flooding on May 8th and we are doing more investigation to make sure our check valve is working properly directing the flow of water from the west side parking lot to the east side parking lot. We will also be doing a "garden hose" test from the roof drains to see where the drains come into the lower level to try to divert this water away from the lower level and away from the building.

The Bloomfield Hills Student Art Exhibit is at the Library. Reception was last Tuesday with over 200 people attending. Bloomfield Hills School Superintendent Rob Glass thanked the Library and the Board of Trustees for hosting this wonderful event for the students.

This year's Everyone's Reading author is Brad Meltzer. He will speak about *The Inner Circle* and his experiences as a writer. Tickets are available on our website for the June 22 date.

Carol introduced Jen Taggart, Youth Services Assistant Department Head, who is here to speak about our new Discovery Skills Kits in our Special Needs Collection. Jen stated that the Friends of the Library generously funded the purchase of 20 Discovery Skills Kits and we now have 8 that are available for circulation. The idea of the kits is to introduce tactile and visual support of learning basic life concepts. Jen demonstrated several concepts to the Trustees. Carol congratulated Jen on developing these kits and our Technical Services Department on getting these kits ready for circulation as they are a processing marvel! The kits have been well received in the community.

CONSENT AGENDA MOTION:

After discussion, a motion was made by Peggy Cohen, seconded by Pam Williams, **TO APPROVE THE ITEMS ON THE CONSENT AGENDA AS PRESENTED WITH THE EXCEPTION OF THE FOLLOWING: CASH DISBURSEMENTS; GENERAL FUND BUDGET.**

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

REGULAR AGENDA:

Call to the Public: Klaren Gerhart, Township resident.

UNFINISHED BUSINESS:

No items for discussion

NEW BUSINESS:

Strategic Planning Process

Carol introduced Rob Cullen of Kimberly Bolan and Associates. Rob is our strategic planning consultant and he presented via web cam. Rob stated they were very excited to be selected and as a company they focus only on libraries. He stated that their process is very heavy on community input from library users and non-users. Rob reviewed our strategic planning process with the Trustees and gave a preliminary timeline for this process along with the outcomes we can expect. The goal is to have this Strategic Plan ready for Board approval at the December 15, 2015 Library Board of Trustees Meeting.

DISCUSSION OF ITEMS REMOVED FROM THE CONSENT AGENDA

A question was raised with regard to the pension contribution. Carol stated that this is for the bond payment. We get this figure from Bloomfield Township. This is the contribution the Library is making towards the pension of retired employees. Employees hired after May 2011 do not have this plan as they have a defined contribution plan.

A question was raised with regard to personnel and library service expenses being a little higher. Carol stated that the personnel expenditure is higher due to the pension contribution and some of our library services are paid for at the beginning of the fiscal year which would contribute to the higher figure.

After discussion, a motion was made by Grant Gerhart, seconded by Judy Lindstrom, **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:

Judy Lindstrom stated we are working on the RFP for qualified Financial Institutions. We are looking for suggestions. It was suggested to possibly check with other Libraries for any recommendations they may have. Judy stated we would like to stay in this area with whatever company is chosen. The Finance Committee will select the final companies and the entire Board of Trustees will be involved with the interview process.

Meeting adjourned at 7:57 p.m.

The next meeting of the Bloomfield Township Public Library Board of Trustees is Tuesday, June 16, 2015 at 7:00 p.m. in the Board Room.

Submitted by:

Pam Williams, Secretary

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

Cash Disbursements Comments June 2015

New Vendors:

Arbor Oakland Group is a new vendor for library printing.

Jerzy Drozd is a new vendor as a program presenter.

Scheer Genis Assembly Shows is a new vendor as a program presenter.

Western Michigan University is a new vendor as a Melcat library.

General Fund Advance

- Check #15034 payable to Bloomfield Township in the amount of \$510.99 is payment for the Library's March/April water and sewer bill.
- Check #15035 payable to the state of Michigan in the amount of \$15.00 is payment for a workshop fee.

General Fund

- Check #15053 payable to Backer Landscaping, Inc. in the amount of \$9,155.34 was payment for May and June grounds maintenance and terrace paver repair.
- Check #15060 payable to Cara Asphalt Services LTD. in the amount of \$12,500.00 was payment for repair, sealing and re-striping of the library parking lot.
- Check #15063 payable to the Charter Township of Bloomfield in the amount of \$30.00 was payment for three DVDs created by BCTV.
- Check #15066 payable to the state of Michigan in the amount of \$185.00 was payment for the annual inspection of the library elevator.
- Check #15072 payable to Jackson District Library in the amount of \$17.95 was payment for a lost library book borrowed by a Bloomfield Township resident.

- Check #15078 payable to Midwest Collaborative for Library Services in the amount of \$5,520.12 was payment for our annual interlibrary loan delivery service and a database subscription.
- Check #15083 payable NBS in the amount of \$2,880.00 was payment for library chair cleaning.
- Check #15094 payable to Service Heating & Plumbing in the amount of \$2,342.87 was payment for the repair of the broken sewer line on April 18.
- Check #15099 payable to The Library Network in the amount of \$14.72 was payment for a new annual e-subscription to the e-magazine, *Highlights for Children*, available through Zinio.
- Check #15106 payable to Western Michigan University in the amount of \$31.95 was payment for a lost book borrowed by a Bloomfield Township resident.
- Check #15107 payable to Michigan Library Association in the amount of \$2,558.00 was payment for the Library's annual membership and three staff memberships.
- Check #15108 payable to Bloomfield Township in the amount of \$256,523.56 was payment for two payrolls including FICA, HRA contributions, pension, etc. as usual.

Gift Fund

- Check #4569 payable to the Charter Township of Bloomfield in the amount of \$60.00 was payment for 6 DVDs created by BCTV.
- Check #4571 payable to Govconnections in the amount of \$1,940.00 was payment for new computer monitors.

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

Check Register - General Fund

Check #	Date	Payee	Cash Account	Amount
ADVANCE CHECKS:				
15031	5/13/15	Elizabeth Clauder	104.01	73.17
15032	5/13/15	Amy Young	104.01	70.36
15033	5/13/15	AT&T	104.01	486.71
15034	5/13/15	BLOOMFIELD TOWNSHIP	104.01	510.99
15035	5/13/15	STATE OF MICHIGAN	104.01	15.00
15036	5/13/15	VERIZON WIRELESS	104.01	200.92
15037	5/27/15	Elizabeth Clauder	104.01	30.04
15038	5/27/15	Emily Hudak	104.01	120.63
15039	5/27/15	Edward Niemchak	104.01	40.00
15040	5/27/15	Connie Silver	104.01	116.95
15041	5/27/15	AMAZON.COM	104.01	969.79
15042	5/27/15	AT&T	104.01	449.65
15043	5/27/15	AT&T LONG DISTANCE	104.01	24.30
15044	5/27/15	COMCAST	104.01	130.75
15045	5/27/15	DTE ENERGY	104.01	17,360.67
15046	5/27/15	FLAGSTAR BANK	104.01	3,159.41
15047	5/27/15	PRINCIPAL LIFE INS CO-SBD GRANDE ISLAND	104.01	685.54
15048	5/27/15	Marianne Abdoo	104.01	741.18
Total				<u><u>\$25,186.06</u></u>
REGULAR CHECKS:				
15049	6/5/15	AERO FILTER, INC	104.01	224.10
15050	6/5/15	AMERICAN LIBRARY ASSOCIATION	104.01	280.50
15051	6/5/15	APPLE BOOKS	104.01	568.21
15052	6/5/15	ARBOR OAKLAND GROUP	104.01	3,321.79
15053	6/5/15	BACKER LANDSCAPING, INC.	104.01	7,054.28
15054	6/5/15	BAKER & TAYLOR, INC.	104.01	9,155.34
15054a	6/5/15	VOID	104.01	
15054b	6/5/15	VOID	104.01	
15054c	6/5/15	VOID	104.01	
15055	6/5/15	BERNAN ASSOCIATES	104.01	218.55
15056	6/5/15	BLACKSTONE AUDIO, INC.	104.01	536.97
15057	6/5/15	BRILLIANCE PUBLISHING, INC.	104.01	249.43
15058	6/5/15	PETTY CASH - BTPL	104.01	83.98
15059	6/5/15	BUTZEL LONG	104.01	433.86
15060	6/5/15	CARA ASPHALT SERVICES LTD	104.01	12,500.00
15061	6/5/15	CDW GOVERNMENT, INC.	104.01	499.34
15062	6/5/15	CENGAGE LEARNING/GALE	104.01	576.60
15063	6/5/15	CHARTER TOWNSHIP OF BLOOMFIELD	104.01	30.00
15064	6/5/15	CREATIVE LIBRARY SALES	104.01	175.60
15065	6/5/15	DEMCO, INC.	104.01	602.01
15066	6/5/15	STATE OF MICHIGAN	104.01	185.00
15067	6/5/15	DU ALL CLEANING, INC	104.01	4,730.00
15068	6/5/15	ELSEVIER INC.	104.01	1,049.00
15069	6/5/15	ENCYCLOPAEDIA BRITANNICA, INC.	104.01	1,120.00
15070	6/5/15	ENGLISH GARDENS	104.01	140.00
15071	6/5/15	GREY HOUSE PUBLISHING	104.01	139.50
15072	6/5/15	JACKSON DISTRICT LIBRARY	104.01	17.95
15073	6/5/15	JERZY DROZD	104.01	200.00
15074	6/5/15	RANDY KAPLAN	104.01	400.00
15075	6/5/15	KNIGHT TECHNOLOGY GROUP, INC.	104.01	150.00
15076	6/5/15	LJ ROLLS REFRIGERATION CO., INC	104.01	1,276.76
15077	6/5/15	LEXISNEXIS MATTHEW BENDER	104.01	54.54

Check #	Date	Payee	Cash Account	Amount
15078	6/5/15	MIDWEST COLLABORATIVE for LIB. SVCS	104.01	5,520.12
15079	6/5/15	MIDWEST TAPE	104.01	3,378.29
15079a	6/5/15	VOID	104.01	
15079b	6/5/15	VOID	104.01	
15082	6/5/15	NATIONAL SIGN COMPANY	104.01	352.00
15083	6/5/15	NBS	104.01	2,880.00
15084	6/5/15	NICHOLS/NETWORK SERVICES CO	104.01	506.49
15085	6/5/15	OVERDRIVE	104.01	1,641.22
15086	6/5/15	PARTNERS BOOK DISTRIBUTING, INC.	104.01	1,821.72
15086a	6/5/15	VOID	104.01	
15087	6/5/15	PENGUIN RANDOM HOUSE, INC.	104.01	732.00
15087a	6/5/15	VOID	104.01	
15088	6/5/15	QUALITY BOOKS INC.	104.01	354.07
15089	6/5/15	QUILL CORPORATION	104.01	298.87
15090	6/5/15	RECORDED BOOKS, LLC	104.01	4,311.38
15091	6/5/15	RICOH USA, INC	104.01	2,423.53
15092	6/5/15	SALEM PRESS, INC.	104.01	297.00
15093	6/5/15	MICHAEL D. SCHLOFF, PLLC	104.01	190.00
15094	6/5/15	SERVICE HEATING & PLUMBING	104.01	2,342.87
15095	6/5/15	SHOPLET.COM	104.01	423.00
15096	6/5/15	SHOWCASES	104.01	93.96
15097	6/5/15	STAPLES ADVANTAGE	104.01	242.14
15098	6/5/15	TANTOR MEDIA	104.01	288.50
15099	6/5/15	THE LIBRARY NETWORK	104.01	14.72
15100	6/5/15	THE LIBRARY STORE, INC.	104.01	534.03
15101	6/5/15	UNIQUE MANAGEMENT SERVICES, INC.	104.01	125.30
15102	6/5/15	USI, INC.	104.01	214.76
15103	6/5/15	VIGILANTE SECURITY	104.01	1,950.00
15104	6/5/15	WALLACEBURG BOOKBINDING & MFG	104.01	319.68
15105	6/5/15	WESCO DISTRIBUTION	104.01	1,358.05
15106	6/5/15	WESTERN MICHIGAN UNIVERSITY	104.01	31.95
15107	6/5/15	MICHIGAN LIBRARY ASSOCIATION	104.01	2,558.00
15108	6/5/15	BLOOMFIELD TOWNSHIP	104.01	256,523.56
Total				<u><u>\$337,700.52</u></u>

Check Register - Gift Fund

Check #	Date	Payee	Cash Account	Amount
ADVANCE CHECKS:				
4566	5/8/15	Constance Silver	102.03	46.12
4567	5/27/15	AMAZON.COM	102.03	39.34
4568	5/27/15	FLAGSTAR BANK	102.03	192.39
				<u><u>\$277.85</u></u>
REGULAR CHECKS:				
4569	6/5/15	CHARTER TOWNSHIP OF BLOOMFIELD	102.03	60.00
4570	6/5/15	DEMCO	102.03	593.04
4571	6/5/15	GOVCONNECTION, INC.	102.03	1,940.00
4572	6/5/15	MIDWEST COLLABORATIVE FOR LIB SERVICES	102.03	12.75
4573	6/5/15	WESTON WOODS STUDIOS	102.03	12.95
Total				<u><u>\$2,618.74</u></u>

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

7b

PRESENTED: JUNE 16, 2015 FOR THE MONTH OF: MAY 2015

Two months 16%

ACCOUNT NAME	2015-2016	2015-2016	REVENUE/EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	VARIANCE
	ADOPTED BUDGET	AMENDED BUDGET				
	AS OF MAR 17, 2015	AS OF APR 30, 2015				
<u>Revenues</u>						
Taxes	\$6,631,643	\$6,631,643	(\$64)	(\$209)	0.00%	(\$6,631,852)
Penal Fines	\$55,009	\$55,009	\$0	\$0	0.00%	(\$55,009)
State Aid	\$24,198	\$24,198	\$0	\$0	0.00%	(\$24,198)
Circulation Fines & Fees	\$127,296	\$127,296	\$9,136	\$19,121	15.02%	(\$108,175)
Charges for Services	\$11,910	\$11,910	\$958	\$1,470	12.34%	(\$10,440)
Investment earnings	\$114,613	\$114,613	\$4,295	\$4,169	3.64%	(\$110,444)
Miscellaneous	\$9,334	\$9,334	\$427	\$679	7.28%	(\$8,655)
Total Revenues	\$6,974,003	\$6,974,003	\$14,753	\$25,230	0.36%	(\$6,948,773)
<u>Expenditures</u>						
Personnel	\$3,693,694	\$3,693,694	\$256,146	\$672,179	18.20%	(\$3,021,515)
Library Services	\$770,071	\$770,071	\$34,570	\$129,465	16.81%	(\$640,606)
Facilities & Equipment	\$1,073,472	\$1,073,472	\$50,697	\$184,716	17.21%	(\$888,756)
Other Operating Expenditures	\$449,121	\$449,121	\$26,904	\$50,682	11.28%	(\$398,439)
Total Expenditures	\$5,986,358	\$5,986,358	\$368,316	\$1,037,042	17.32%	(\$4,949,316)
Fund Balance - Beginning	\$8,858,516	\$9,061,611		\$9,061,611		
Net revenue (expenditure)	\$987,645	\$987,645		(\$1,011,812)		
Fund Balance - Ending	\$9,846,161	\$10,049,256		\$8,049,799		

Amendments to the budget:

None

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

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

7b

PRESENTED: JUNE 16, 2015 FOR THE MONTH OF: MAY 2015

Two Months 16%

ACCOUNT NAME	2015-2016 ADOPTED BUDGET AS OF MAR 17, 2015	2015-2016 AMENDED BUDGET AS OF MAY 31, 2015	REVENUE/ EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	VARIANCE
<u>Revenues</u>						
Gift Income	\$643	\$1,000	\$157	\$357	35.70%	(\$643)
Investment Earnings	\$157	\$157	\$14	\$29	18.36%	(\$128)
Miscellaneous Revenue	\$0	\$0	\$0	\$0	0.00%	\$0
Total Revenues	\$800	\$1,157	\$171	\$386	33.35%	(\$771)
<u>Expenditures</u>						
Library Services	\$20,194	\$21,814	\$123	\$4,195	19.23%	(\$17,619)
Facilities & Equipment	\$59,476	\$59,476	\$2,533	\$4,347	7.31%	(\$55,129)
Other Operating Expenditures	\$95,794	\$96,077	\$194	\$9,328	9.71%	(\$86,748)
Total Expenditures	\$175,464	\$177,366	\$2,850	\$17,871	10.08%	(\$159,496)
Fund Balance	\$100,970	\$102,514		\$102,514		
Reserved Fund Bal.	\$73,852	\$73,852		\$73,852		
Net revenue (expenditures)	(\$174,664)	(\$176,209)		(\$17,485)		
Fund Balance - Ending	\$158	\$157		\$158,882		

Amendments to the budget:
All changes due to gifts received

Bloomfield Township Public Library
Asset Allocation Summary
May 2015

Fund	Type	Annual Yield	Date	Amount on Hand
General Fund				
	5th 3rd Checking (Ecommerce)	0.00%	6/30/2015	\$51,381.78
	Flagstar Public Funds Savings	0.35%	6/30/2015	\$236,425.10
	Flagstar Premier Public Entities Checking	0.25%	6/30/2015	\$37,421.19
	RBC Capital Cash/Money Market	0.01%	6/30/2015	\$3.62
	RBC Capital - Investments	1.42%	6/30/2015	\$8,065,303.53
	Total General Fund			<u><u>\$8,339,153.44</u></u>
Please see General Fund budget for notes on how this amount is earmarked				
Gift Fund				
	Huntington Public Fund Business Interest Checking	0.15%	6/30/2015	\$105,000.30
	Huntington CD (Charnov gift) - matures 02/02/17	0.45%	6/30/2015	\$50,000.00
	Fifth Third Bank Business Standard Checking	0.00%	6/30/2015	\$6,499.60
	Total Gift Fund			<u><u>\$161,499.90</u></u>

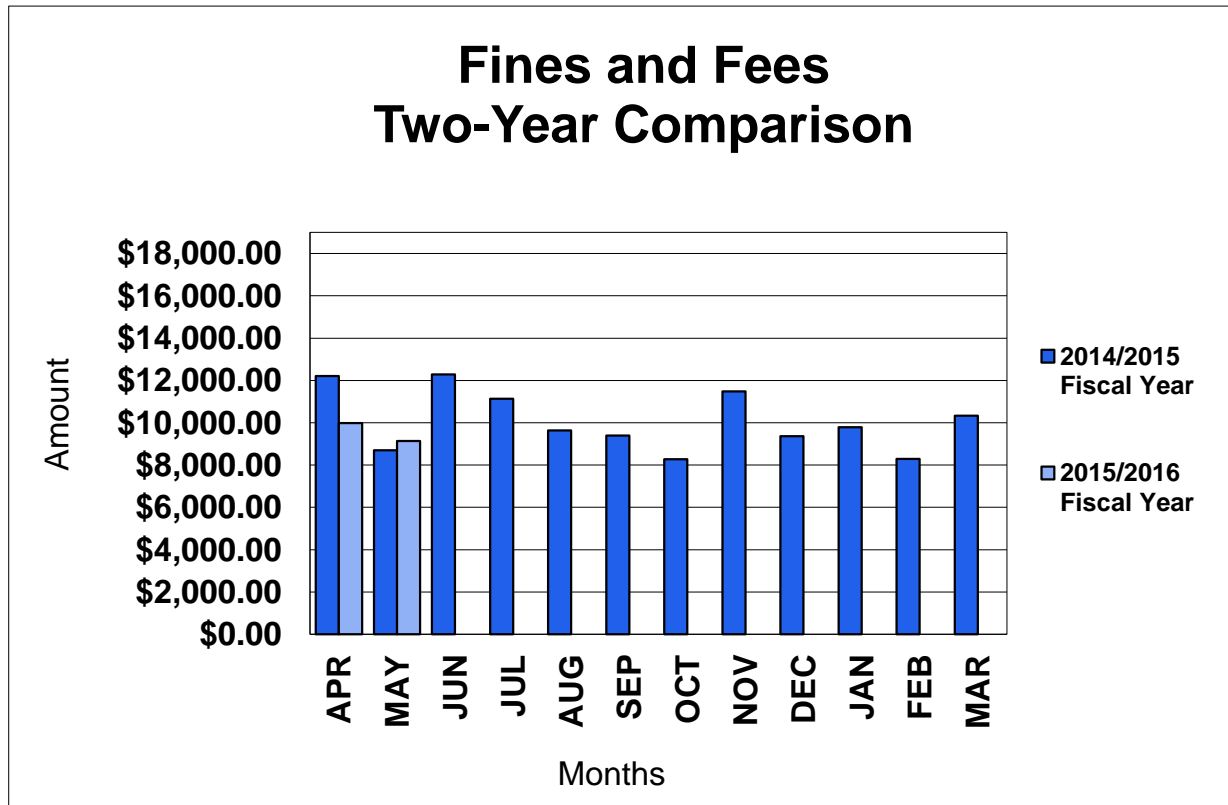
CFSEM

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

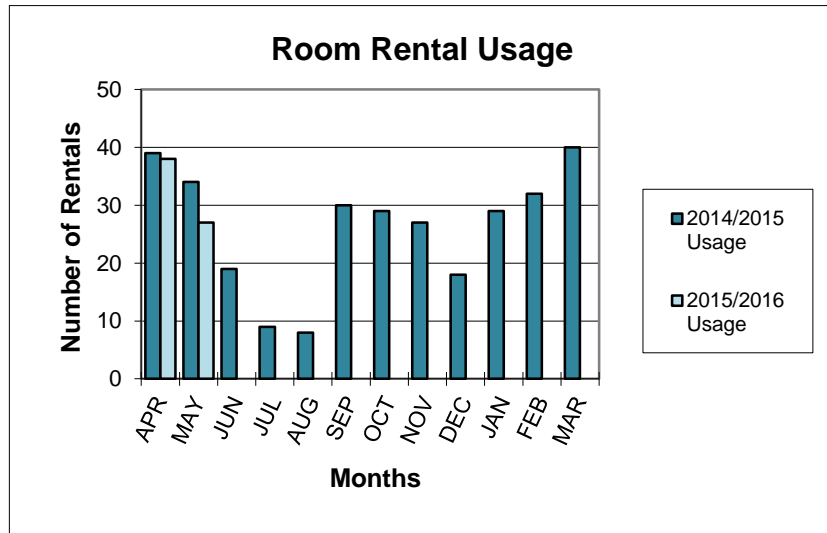
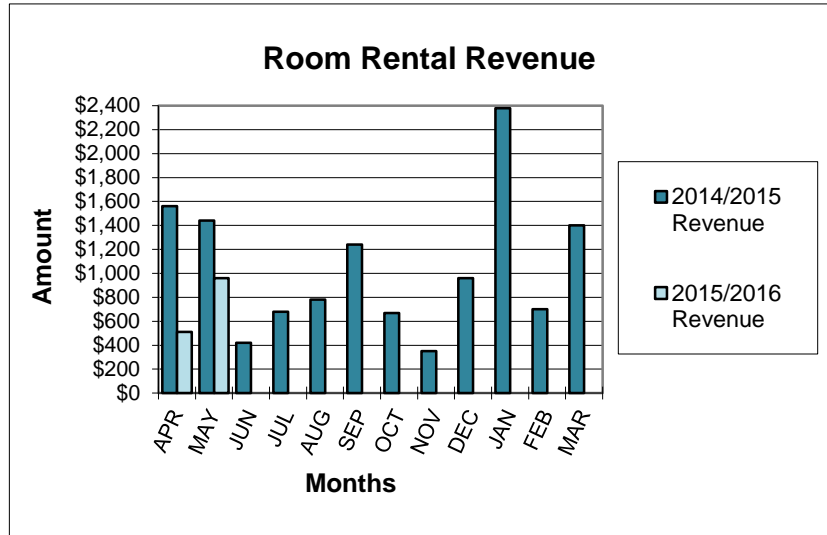
Month	2014/2015 Fiscal Year	2015/2016 Fiscal Year	Difference
APR	\$12,209.70	\$9,986.61	(\$2,223.09)
MAY	\$8,696.66	\$9,134.31	\$437.65
JUN	\$12,283.41		(\$12,283.41)
JUL	\$11,136.86		(\$11,136.86)
AUG	\$9,638.91		(\$9,638.91)
SEP	\$9,388.48		(\$9,388.48)
OCT	\$8,275.12		(\$8,275.12)
NOV	\$11,484.10		(\$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	\$19,120.92	(\$101,772.13)



ROOM RENTAL - TWO-YEAR COMPARISON

7b

<u>Month</u>	2014/2015 <u>Revenue</u>	2015/2016 <u>Revenue</u>	<u>Difference</u>	2014/2015 <u>Usage</u>	2015/2016 <u>Usage</u>	<u>Month</u>
APR	\$1,560.00	\$510.00	(\$1,050.00)	39	38	APR
MAY	\$1,440.00	\$960.00	(\$480.00)	34	27	MAY
JUN	\$420.00		(\$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	\$1,470.00	YTD Difference (\$11,110.00)	314	65	



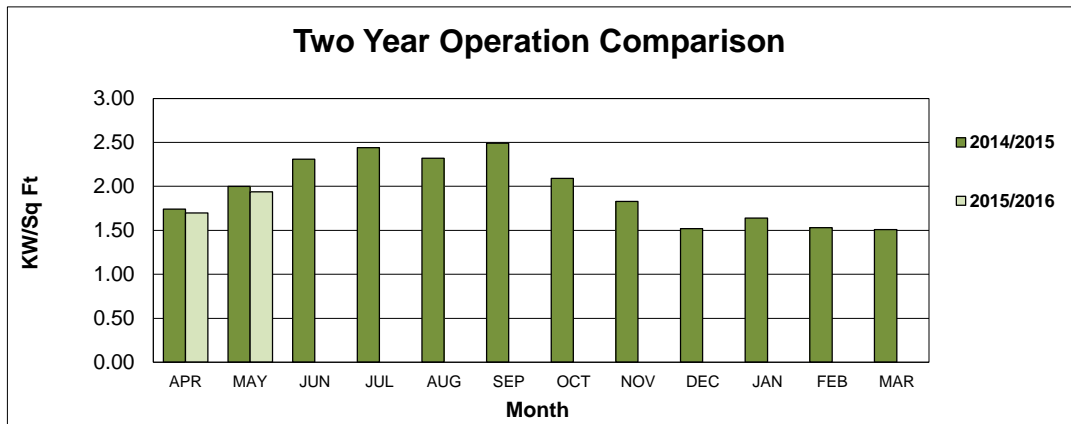
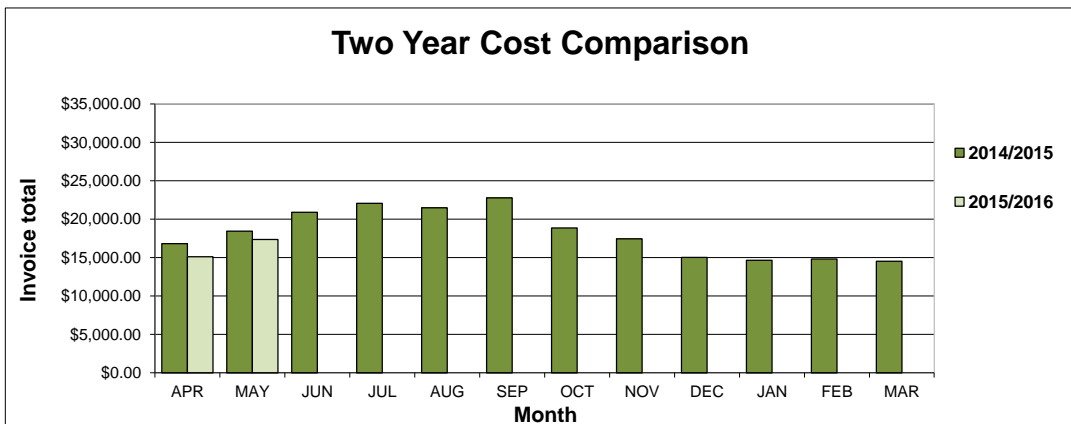
Bloomfield Township Public Library Electricity Analysis

Building Area = 101,023 Sq ft.

TWO YEAR COST COMPARISON				CURRENT YEAR OPERATION					
Month	2014/2015	2015/2016	Difference	TOTAL	COST/KWH	KWH/HR	KWH/SQ FT	COST/HR	COST/SQ FT.
		(3)		(1)	(3)/(1)	(1) / (24 x no.days per month)	(1)/101,023	(3) / (24 x no. days per month)	(3)/101,023
APR	\$16,804.85	\$15,097.13	(\$1,707.72)	171,360	\$0.09	238.00	1.70	\$20.97	\$0.15
MAY	\$18,418.83	\$17,360.67	(\$1,058.16)	195,790	\$0.09	263.16	1.94	\$23.33	\$0.17
JUN	\$20,895.87		(\$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	\$32,457.80	(\$185,280.03)						

NOTES:

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

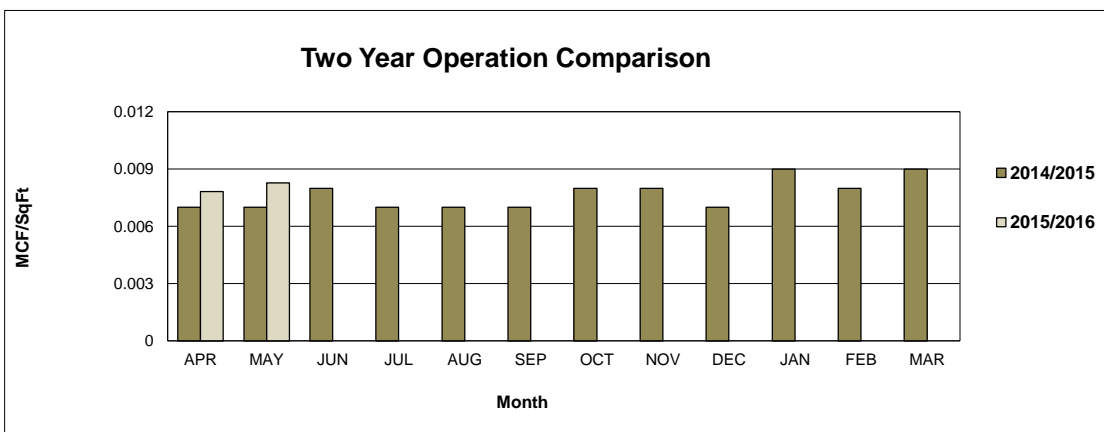
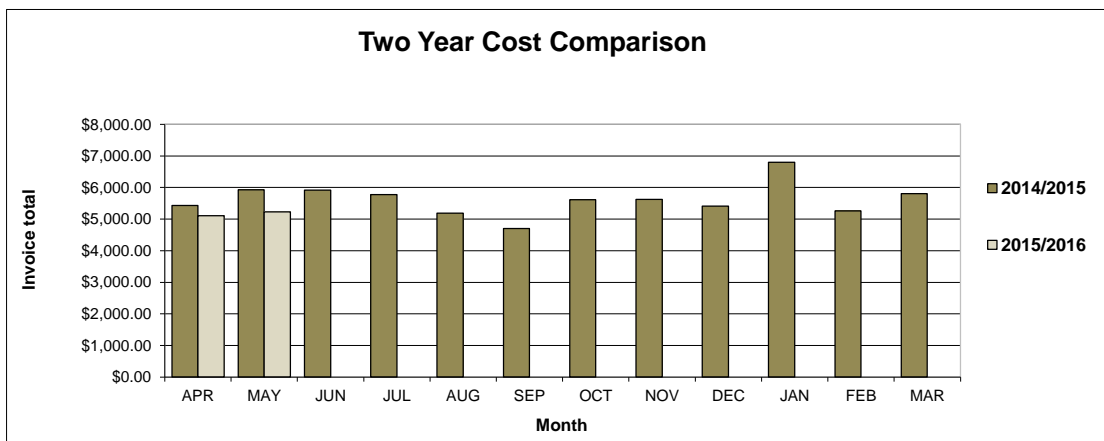


Bloomfield Township Public Library Natural Gas Analysis

Building Area = 101,023

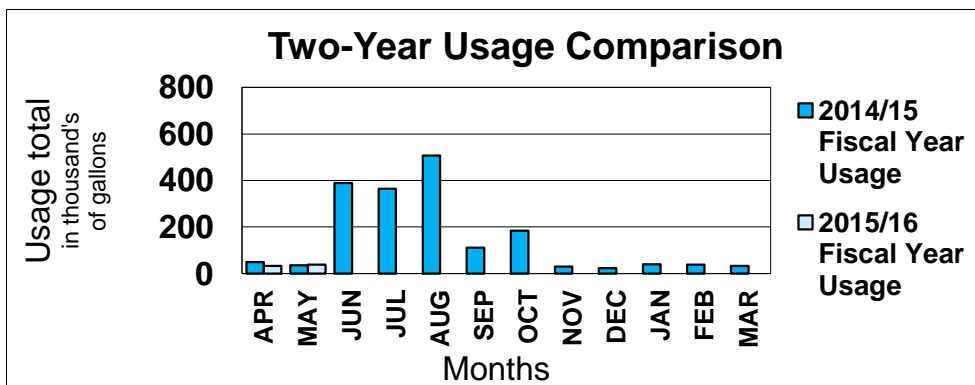
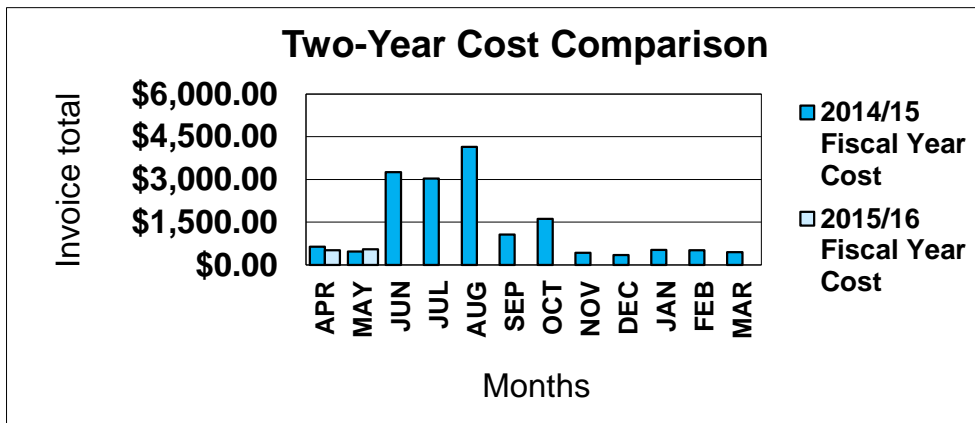
1 Cu. Ft. = 1000 BTU

TWO YEAR COST COMPARISON				OPERATION						
Month	2014/2015	2015/2016 (3)	Difference	MCF	COST/MCF	HOURS (24 x no. days per month)	MCF/HR	MCF/SqFt	\$/HR	\$/SqFt
APR	\$5,429.97	\$5,104.45	(\$325.52)	789.6	\$6.46	720	1.10	0.008	7.09	0.050
MAY	\$5,927.64	\$5,233.14	(\$694.50)	835.8	\$6.26	744	1.12	0.008	7.03	0.051
JUN	\$5,921.55		(\$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	\$10,337.59	(\$57,119.48)							



Bloomfield Township Public Library Water Analysis

Month	2014/15 Fiscal Year Cost	2015/16 Fiscal Year Cost	Difference	2014/15 Fiscal Year Usage	2015/16 Fiscal Year Usage	Difference
APR	\$640.33	\$510.99	(\$129.34)	50	33	(17)
MAY	\$474.43	\$543.83	\$69.40	35	38	3
JUN	\$3,259.37		(\$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	\$1,054.82	(\$15,427.26)	1,806	71	(1,735)



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

Four applications have been received for consideration for the annual Jeanette P. Myers Scholarship Award. A press release regarding this scholarship was sent to our media contacts. In addition, it was promoted on the Library website, with a large poster in the library lobby, in our e-newsletter and to our community partners, specifically Bloomfield Hills Schools and University of Michigan School of Music, Theatre and Dance. The applications and scholarship guideline information will be forwarded to the Myers Scholarship Committee for their review. We will inform the chosen applicant by July 15 and present the scholarship at the August 19, 2014 Library Board meeting.

The Friends of the Bloomfield Township Public Library recently held their election of officers for 2015/2016. Officers are:

President	Nancy Lambert
Vice President	Glenda Bard
Recording Secretary	Barb Smalley
Corresponding Secretary	Germaine Mack
Treasurer	Larry Sabbath
Assistant Treasurer	Kathy Conner

Our wonderful Friends also approved more than \$11,000 in gift funding to the Library for many of our requests for additions to library collections and programs. They also are busy improving their lower level sale area with new signage and a name for this area – the “Book Nook”!

Investigation into lower level water issues continues but I am happy to share some good news on this front! On Wednesday, June 3, the storm line from the east side of the lower level out to the main storm line in the library parking lot was jetted and viewed with a camera. This 1968 era pipe is in great shape with little sign of wear or failure. This work also revealed that our check valve is working as it is intended and is helping prevent lower level flooding during heavy rain. There has been no lower level flooding since May 8 in spite of several recent heavy downpours!

Respectfully Submitted,

Carol Mueller, Library Director

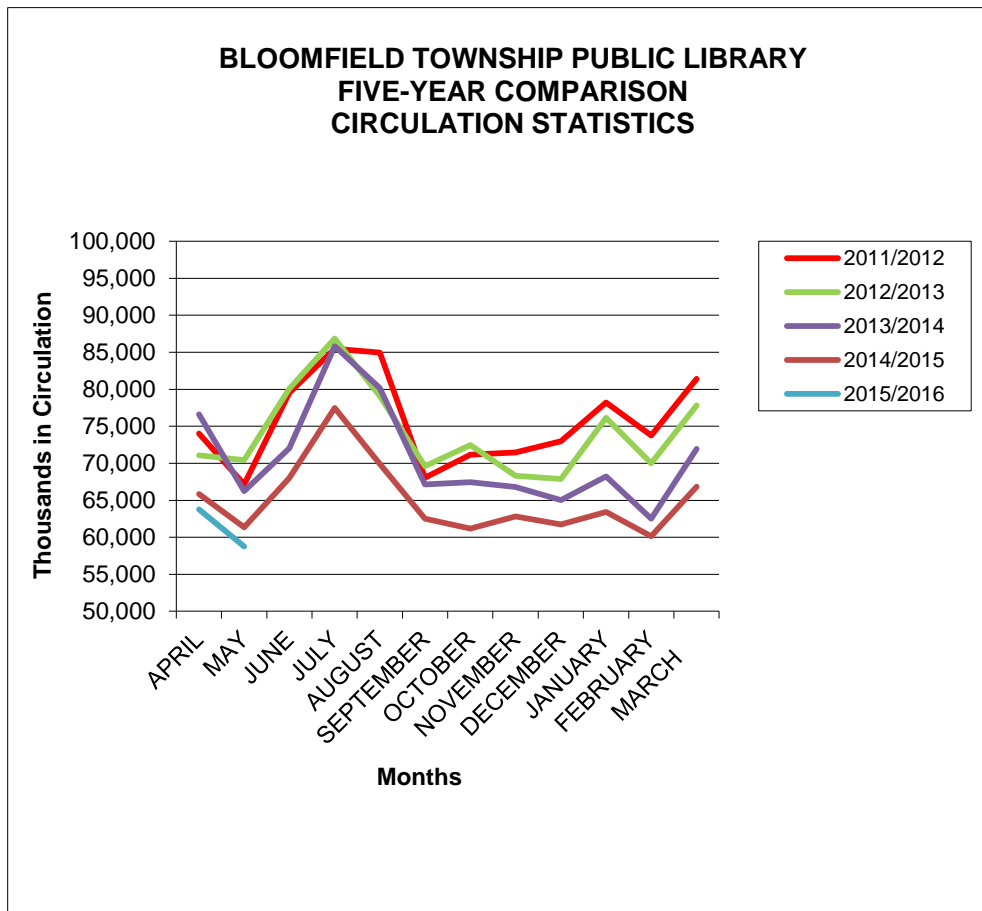
	2014		2015	
COLLECTION				
Book Collection:	279,004		281,260	
Media Collection:	60,313		61,602	
Total e-books:	27,558		28,382	
Overdrive	6,104		6,865	
EBSCOhost	19,227		19,223	
Total downloadable audiobooks:	4,582		5,026	
Materials Total:	371,457		376,270	
CIRCULATION				
Circulation Total:	61,347		58,740	
Bloomfield Township Circulation:	56,281		54,369	
Virtual Circulation Total	3,916		5,060	
Circulation of Youth materials:	21,637		20,862	
Circulation of Media:	25,072		21,723	
Circulation of Cranbrook passes:	157		137	
Circulation of MI Big Green Gym pass:	40		n/a *	
Self-checkout machine use:	20,033	32.7%	22,617	38.5%
Library by Mail:	89	25 patrons	78	27 patrons
BUILDING & EQUIPMENT USAGE				
Door Count:	26,507 **		24,655 ***	
Gate Count:	28,824		26,106	
Meeting rooms by public:	34		27	
Meeting rooms by staff:	68		63	
VIRTUAL USE				
Home page hits/Database services:	20,044		17,863	
e-book access:	1,812		2,075	
Overdrive	1,782		2,037	
EBSCOhost	30		38	
Audiobook access: (Overdrive)	687		942	
Music download access:	1,046		1,359	
Magazine download access:	371		684	
TutorMe! sessions:	41		76	
Library Computer Use				
Resident Use	2,354		1,639	
Guest Use	867		659	
*Now part of Michigan Activity Pass (MAP) on-line				
**Library closed May 2, 2014 for Staff Development Day; and May 25 & 26, 2014 for Memorial Day				
***Library closed May 1, 2015 for Staff Development Day; and May 24 & 25, 2015 for Memorial Day				

	2014		2015	
OUTREACH & PROGRAMS				
<i>New Patrons and Accounts</i>				
Township:	140		122	
Cranbrook:	3		3	
Total new patrons:	222		200	
<i>Adult Program Attendance</i>				
Staff-led:	1 event	3 attended	5 events	204 attended
Speaker-led:	6 events	185 attended	6 events	81 attended
Book clubs:	4 events	52 attended	4 events	51 attended
Tours/visits on-site:	0	0	3 events	43 attended
Tours/visits off-site:	2 events	73 attended	0	0
<i>Systems Program Attendance</i>				
Staff-led:	0	0	3 events	19 attended
<i>Teen Program Attendance</i>				
Staff-led:	3 events	9 attended	3 events	50 attended
Homework coaching:		10 attendees		n/a
<i>Youth Program Attendance</i>				
Staff-led:	13 events	183 attended	16 events	263 attended
Speaker-led:	1 event	68 attended	1 event	48 attended
Tours/visits on-site:	0	0	1 event	1 attended
Tours/visits off-site:	5 events	361 attended	2 events	331 attended
TOTAL:	35 events	944 attended	44 events	1,091 attend
<i>Volunteers:</i>				
	32 people	286.75 hours	21 people	188.75 hours
	Shop: 9	102.75	Shop: 7	68
	Court: 1	9	Court: 0	0
	Students: 4	16.5	Students: 1	2.5
	Stu. tutors: 4	26.25	Stu. Tutors:	n/a
	Dept. Vol: 14	132.25	Dept. Vol: 13	118.25
<i>Patron Remarks</i>				
Patron Comments:	7		5	
Ask BTPL:	0		5	
Ask Us:	16		26	
DISPLAYS				
Lobby	Art from the Hills: Art display by students from BH schools			
Media	Adult: Get Caught on Adult Media; Series & Sequels DVDs			
	Youth: Where Can Youth Media Take You; Paddington Display Board			
Local History	Birds and Bird Watching			

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
FIVE YEAR CIRCULATION

6/12/2015

	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016
APRIL	74,009	71,094	76,629	65,851	63,783
MAY	67,127	70,411	66,250	61,347	58,740
JUNE	79,512	80,069	72,030	67,987	
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	122,523



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

Bloomfield Township Public Library
Oakland County, Michigan
Thursday, June 5, 2015

The meeting of the Bloomfield Township Public Library Board of Trustees Policy Committee was held in the Library on Thursday, June 5, 2015 at 11:00a.m.

Present: Trustees Grant Gerhart and Eli Greenbaum

Administration: Carol Mueller, Library Director

Investment Policy Review

A proposed change to the Library's Investment and Depository Designation Resolution (investment Policy) was discussed. It is proposed to make this policy more generic in our delegation of authority to make investments in section 3. The Policy Committee agreed with this change. The Investment Policy will be included on the June meeting agenda for approval by the entire Library Board.

Freedom of Information Act Procedures (FOIA)

The Policy Committee reviewed the lengthy proposed FOIA procedures as required by the change in Michigan's FOIA as of July 1, 2015. The revised law is quite specific about how a public body, such as the Library, responds to, processes and charges for a FOIA request. Without these procedures in place by July 1, 2015, no charges can be made for a FOIA request. In the past, the Library has received few and simple FOIA requests for which there was no charge. However, if a very large and complex FOIA request was received, we would want to have these procedures in place so that we have the ability to charge. The Policy Committee agreed with these procedures.

The Library Network Plan of Service

In the near future, The Library Network will be proposing slight changes to the Plan of Service and Governance. For many years, Wayne County administered library services in a few of the smaller communities. Due to its large deficit, Wayne County is discontinuing all library service as of June 30, 2015. Only Ecorse, Taylor and the Wayne County Library for the Blind and Physically Handicapped libraries remain under control of Wayne County. It is likely that Ecorse and Taylor public libraries will become city departments by June 30. Unfortunately, the Library for the Blind and Physically Handicapped Library will close on June 30. As a result, the TLN plan of service needs to be updated to take out all references to Wayne County libraries. A revised TLN Plan of Service and request for approval of these revisions will be forthcoming this summer. The Policy Committee supports a yes vote to these proposed changes.

No date has been scheduled for a future Policy Committee meeting.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees
FROM: Carol Mueller
DATE: June 12, 2015
SUBJECT: Library Investment Review

Matthew Whittey and Walter Schwartz, from Schwartz & Co., attended the June 11, 2015 Finance Committee meeting to present an overview of the Library's investments. They will attend the June 16, 2015 Library Board meeting to provide the same overview to the entire Board of Trustees and answer any questions you may have.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees

FROM: Carol Mueller, Library Director

DATE: June 12, 2015

SUBJECT: Award of Periodicals Subscription Bid

Each year the Library releases a request for periodical subscription services proposals. A copy of this year's request for proposals is included for your information. Adult Services Department Head Ann Williams and Librarian Ed Niemchak conducted this year's bid process for 2016 library periodical subscriptions. A request for periodical subscription proposals was mailed to six companies – Basch Subscription Services, Ebsco Subscription Services, Popular Subscription Service, Rivistas Subscription Service, W. T. Cox Information Services and Wolper Subscription Services – posted on the Library website and available at the Welcome Desk.

The deadline to receive all proposals was Friday, May 8, 2015 at 4:00p.m. All proposals received were publically opened at that time. Four proposals were received from Basch Subscription Services, Ebsco Subscription Service, Popular Subscription Services and W.T. Cox Information Services. Rivistas Subscription Service and Wolper Subscription Services did not submit proposals.

Ed and Ann thoroughly analyzed all four proposals received. Attached is a chart they prepared which describes the pros and cons of each vendor, including comments from references for each company.

Basch Subscriptions Inc. submitted the highest bid at \$28,532.35. They are not able to supply 6 titles we requested. In addition, they are only offering a 0.25% discount on the subscriptions. Both references contacted were not satisfied overall with the service provided by Basch. One of the references also stated that they would not be renewing their contract with Basch at the end of their current subscription cycle. For these reasons, Basch is not recommended to receive our 2016 serials bid.

Ebsco Industries, Inc. submitted the third highest bid for periodical subscriptions at \$26,045.42. The bid submitted by Ebsco is thorough, though there are 7 titles which they are not able to supply. Additionally, Ebsco is offering only a 4.25% discount. One reference contacted indicated that overall, they are happy with the service provided by Ebsco. The other reference stated that they would not be renewing their contract with Ebsco due to the length of time it took for Ebsco to resolve claims made. For these reasons, Ebsco Industries, Inc. is not recommended as the company to receive our 2016 Serials Bid.

Popular Subscription Service submitted the lowest bid at \$25,900.14. However, Popular Subscription Service did not submit a complete proposal. Our proposal specifically asks each vendor to submit a company history, which was not included. There are a total of 7 titles which they are not able to supply. We rely on our vendor to supply as many titles as possible to keep our accounting and staff time costs low. They also only offer a 7.3% discount. Additionally, references provided by this company did not return our messages or respond to our requests for information. We are not recommending Popular Subscription Service at this time.

W. T. Cox Information Services is our current serials vendor. They submitted a proposal for periodical subscriptions of \$27,079.04, the second highest bid received. They are offering the highest discount at 18% on magazines and the business/health newsletters. Their bid represents a decrease of \$378.87 over last year's bid. In addition, W. T. Cox will not invoice us for future price increases nor did they quote an inflated price to cover these potential costs. They are able to supply all the titles requested as well. References contacted indicate that W. T. Cox Information Services delivers quality service in a timely manner. Our experience with their service over the last year has been very good. Our customer service representative is easy to work with and responds quickly to all our inquiries. For these reasons, it is the recommendation of Adult Services Department Head Ann Williams and Librarian Ed Niemchak that we accept the bid from W. T. Cox Subscriptions, Inc. for periodical subscriptions in 2016. I agree with their recommendation.

ACTION: I move to approve awarding the 2016 Library Serials Bid to W. T. Cox Subscriptions, Inc., 201 Village Road, Shallotte, NC 28470.

INVITATION TO BID

Serials Quote 2016

The Bloomfield Township Public Library is accepting firm, sealed bids for **serials subscriptions and services**.

Specifications and bid forms can be obtained on the library's web site at www.btpl.org or at the Welcome Desk, Bloomfield Township Public Library, 1099 Lone Pine Road, Bloomfield Township, MI 48302 or by calling Ed Niemchak, Serials Librarian, at 248-642-5800, ext. 140.

Deliver **one (1) copy** of the bid proposal form in a sealed envelope marked with the name of the bidder and entitled **Serials Quote 2016** to the Welcome Desk of the Bloomfield Township Public Library during open library hours (Monday-Thursday, 9:30 a.m. - 9:00 p.m., Friday, 9:30 a.m. - 6:30 p.m., Saturday, 9:30 a.m. - 5:30 p.m., Sunday, Noon - 5:30 p.m.). Bids must be hand delivered, delivered by courier, or mailed to arrive no later than **Friday, May 8 2015 AT 4:00 P.M.**, to Ed Niemchak, Serials Librarian, Bloomfield Township Public Library, 1099 Lone Pine Road, Bloomfield Township, MI 48302. All bids will be publicly opened immediately thereafter at the library. Verbal, telephone, fax, or electronic mail bids are invalid and will not receive consideration.

All proposals submitted will remain firm for a period of **90 DAYS**.

The Bloomfield Township Public Library reserves the right to accept or reject any or all bids, either in whole or in part; to award the contract to other than the low bidder; to waive any irregularities and/or informalities; and in general, to make awards in any manner deemed to be in the best interests of the library.

The successful bidder will declare and stipulate that its proposal is made in good faith, without collusion or connection with any other person or persons bidding for the same work, and that the prices quoted include all terms, insurance, royalties, transportation charges, allowances, taxes, use of all tools and equipment, overhead, profit, etc., necessary to fully complete the work in accordance with the bid documents.

INSTRUCTIONS TO BIDDERS

PROPOSALS

1. Firm, sealed proposals will be received by the Bloomfield Township Public Library, 1099 Lone Pine Road, Bloomfield Township, MI 48302 for **the serials quote** in accordance with the attached specifications.
2. **Proposals will be submitted only on the forms provided and must be enclosed in a sealed envelope marked with the name of the bidder, the title of the work, and the time, place, and date due, and will be hand delivered, delivered by courier, or mailed to arrive no later than Friday, May 8 2015 at 4:00 p.m. to: Ed Niemchak, Serials Librarian, Bloomfield Township Public Library, 1099 Lone Pine Road, Bloomfield Township, MI 48302, at which time all bids will be publicly opened. Verbal, telephone, fax, handwritten, or electronic mail bids are invalid and will not receive consideration.**
3. Any questions regarding bid specifications must be received no later than five working days prior to the bid opening. Questions must be submitted in writing to the attention of Ed Niemchak via the address indicated above or via the library fax at 248-642-4175 or via e-mail to niemchae@btpl.org. No response will be made to verbal questions.
4. Awards will be made on a lump-sum basis, in a manner most favorable to Bloomfield Township Public Library.
5. A description of company background (history, mission, growth) and list of references that are **current customers** with contact names and phone numbers must be included with the bid proposal.
6. Bidders **are required to fill in prices in the Excel Spreadsheet** provided on the flash drive included with this bid.
7. Bidder **must** provide a comprehensive total for all materials. Final bid price must reflect Group A: Bloomfield Township Public Library; Group B: Maggie Pub Bloomfield Township Public Library.
8. The Bloomfield Township Public Library reserves the right to accept or reject any or all bids, either in whole or in part; to award the contract to other than the low bidder; to waive any irregularities and/or informalities; and, in general, to make awards in any manner deemed to be in the best interests of the library.

TAXES

State and local sales and use taxes are not applicable and should not be included in the proposal.

CONTRACT AWARD

The contract will be awarded in the form of a signed proposal sheet mailed to the vendor selected. It is the intent of the Library to award the bid for serials services at the regularly scheduled Library Board of Trustees meeting on **Tuesday, June 16 2015**. Notification will be mailed out on June 18, 2015.

WITHDRAWAL OF BIDS

Any bidder may withdraw a bid at any time prior to the scheduled time for receipt of bids.

SPECIAL CONDITIONS

- A. The library reserves the right to add or delete titles from the final purchase order submitted. This may be due to a) missed items from this original quote, b) a title has ceased publication, or c) the title is no longer needed by the library.
- B. The library reserves the right to cancel any serial subscriptions deemed unnecessary.

REPORTS & CLAIMING

- A. Bidder must include documentation demonstrating that the bidding company has the capability to accept electronic claims for missing issues via Innovative Interfaces Sierra Serials module.
- B. Bidder must notify the library bi-monthly of ceased publications, suspended publications, publication delays, publishing frequency changes, title changes or title mergers.

INVOICING & CREDIT MEMOS

Bidder must include documentation describing the invoicing procedure for added subscriptions, periodical subscription price increases, and standing order invoices during the course of the fiscal year. Bidder must also provide information describing its CREDIT MEMO procedure. Bidder must also provide information on any technology available to permit delivery of invoices by e-mail in PDF and/or HTML.

DELIVERY

Proposals must include delivery to Bloomfield Township, Michigan, Bloomfield Township Public Library. Deliveries will be made to this one (1) location of 1099 Lone Pine Road, Bloomfield Township, Michigan. There are two accounts for this bid; Group A: Bloomfield Township Public Library; Group B: Maggie Pub Bloomfield Township Public Library. Each group is to be invoiced on the same invoice under separate accounts. If bidder is awarded contract, both accounts must be renewed in a proper and timely fashion.

PAYMENTS

Invoice must be received no later than September 15, 2015. Payment in full will be due and payable as of **November 17, 2015**, providing all subscriptions are renewed and accepted and the contract has been fully renewed.

DOCUMENTATION

Bidder will provide a toll free telephone number, toll free fax number, and e-mail address, and will assign a specific customer service representative and an account services manager to handle this account.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

SERIALS QUOTE

PROPOSAL FORM

Bloomfield Township Public Library
1099 Lone Pine Road
Bloomfield Township, MI 48302
248-642-5800 www.btpl.org

Attn: Ed Niemchak, Serials Librarian

GROUP A TOTAL: \$ _____

GROUP B TOTAL: \$ _____

PROPOSAL GRAND TOTAL: \$ _____

Proposal (is, is not) _____ in complete accordance with specifications and instructions. (If answer is "is not," explanatory descriptive and illustrative materials must be attached.)

The Bloomfield Township Public Library reserves the right to accept or reject any or all bids, either in whole or in part; to award contract to other than the low bidder; to waive any irregularities and/or informalities; and, in general, to make awards in any manner deemed to be in the best interests of the library.

Successful bidder will declare and stipulate that its proposal is made in good faith, without collusion or connection with any other person or persons bidding for the same work, and that the prices quoted include all terms, insurance, royalties, transportation charges, allowances, taxes, use of all tools and equipment, overhead, profit, etc., necessary to fully complete the work in accordance with the bid documents.

Respectfully submitted,

Company _____

By _____

Official
Address _____

Telephone Number _____

E-mail address of contact: _____

Company	Background	References	Total Quoted Price	Suppl. Invoices	Recommend				
Basch			\$28,532.35	Yes	No				
	The bid was complete. References and company history were included.	Basch provided 3 references. One reference was out of date. One reference is overall satisfied with the service, but states that Basch is a supplemental supplier for titles they cannot get through Ebsco. She also states that email response times are slow. The third reference was happy with the ease of use of the online account module provided by Basch, but had major problems during the annual renewal process which weren't expected. Since this reference bids their serials on a 3 year cycle, they will not be renewing with Basch due to the many problems during the annual renew process the last few years.	Basch Subscriptions Inc. has the highest bid. They are unable to provide 6 titles on the quote. Basch is only offering a 0.25% discount on publications.	Basch will send invoices to reflect increases and decreases in publisher pricing throughout the year.					
Ebsco			\$26,045.42	Yes	No				
	The bid was complete. References and company history were included.	Ebsco provided 3 references. One reference was out of date. One reference is overall happy with the selection and service provided by Ebsco. The third reference agrees that Ebsco has excellent customer service, but advises against handling subscriptions and claims online. This reference also stated that any issues took a great deal of time to resolve and that his library would not be renewing their contract with Ebsco.	Ebsco Subscription Services has the third highest bid. There is an decrease in price quote with EBSCO under last year of \$1,972.90, as a result of a 4.25% discount. They are unable to provide 7 titles on the quote.	Ebsco sends out monthly supplemental invoices in order to account for periodic price changes.					
Popular			\$25,900.14	Unknown					
	Bid packet was incomplete. Did not include company background.	Popular provided 3 references. One reference was out of date. The other references did not respond or reply to repeated attempts to contact them regarding their service.	Popular Subscription Service is offering the lowest price of the four companies competing for the bid. They are unable to provide 7 titles on the quote. While Popular is offering a 7.3% discount on our titles, their price quote has increased \$2,297.79 over last year, an increase of nearly 9%.						
Rivistas	Bid Not Submitted	Bid Not Submitted	Bid Not Submitted	Bid Not Submitted	No				
W. T. Cox			\$26,700.17	No	Yes				
	The bid was complete. References and company history were included.	W. T. Cox provided 3 references. One reference was out of date. The other two references contacted are overall happy with their service. One reference states not experiencing any issues with timeliness or customer service. The other reference has seen varying levels of timeliness with notices and claim resolution, but has stated that they themselves are lax with submitting requests unless there is a major issue.	Like last year, W. T. Cox is offering an 18% discount on subscription services. However, whereas last year the quote increased by \$646.70 over 2014, this year's quote is \$378.87 less than last year. Also, W. T. Cox does not invoice us for future incremental increases. In addition, we will not need to order any additional titles direct. These factors contribute to W. T. Cox offering the second highest bid.	W. T. Cox does not invoice for future price increases.					
Wolper	Bid Not Submitted	Bid Not Submitted	Bid Not Submitted	Bid Not Submitted	No				

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Library Board of Trustees

FROM: Carol Mueller, Library Director

DATE: June 11, 2015

SUBJECT: Investment and Depository Designation Resolution

Our Investment and Depository Designation Resolution (Investment Policy) was reviewed by the Policy Committee recently and a slight change in wording is proposed. The proposed change is to state in a more generic way our delegation of authority to make investments in section 3. With the forthcoming release of our Investment Services request for proposals, this is an appropriate and timely change.

This change is reflected in the updated and attached policy for your review and approval. The Policy Committee reviewed and approved this change at their June 5, 2015 meeting. No other changes to this resolution are proposed at this time.

ACTION: I move to accept the changes to the Investment and Depository Designation Resolution as presented.

Bloomfield Township Public Library

INVESTMENT AND DEPOSITORY DESIGNATION RESOLUTION

1. Statement of Purpose

WHEREAS, the Board of Bloomfield Township Public Library, Oakland County, in exercising its fiduciary responsibilities, desires to safeguard the funds of the library that may be invested from time to time, and

WHEREAS, Public Act 77 of 1989, MCL 41.77, requires that the library board designate the banks or depositories for the money belonging to the library, including the time for which the deposits shall be made and all details for carrying into effect the authority given in this act, and

WHEREAS, Public Act 167 of 1997, MCL 129.91, et seq., requires library boards, in consultation with the library Director, to adopt an investment policy, now

2. Scope of Policy

THEREFORE BE IT RESOLVED, That this policy is applicable to all public funds belonging to Bloomfield Township Public Library and in the custody of the library Director.

3. Delegation of Authority to Make Investments

BE IT FURTHER RESOLVED, That the Bloomfield Township Public Library Director is authorized to manage funds belonging to the library by depositing funds in approved financial institutions and administering investments in conformance with MCL 41.77 and the policies as set forth in this resolution.

BE IT FURTHER RESOLVED, ~~The firm of Gregory J. Schwartz and Co.~~ An investment firm shall advise the Board of Library Trustees regarding investment and invest such funds as determined by the Board of Trustees.

4. Approved Depositories

BE IT FURTHER RESOLVED, That the board approves the following financial institutions as depositories of library funds:

Bank of America
J P Morgan Chase
Comerica Bank
Fifth Third Bank

**Bloomfield Township Public Library
Investment And Depository Designation Resolution**

First Merit Bank
Flagstar Bank
Huntington Bank
PNC Bank

and such other appropriate financial institutions as may be recommended from time to time by the Finance Committee and approved by the Board of Trustees.

5. Safekeeping and Custody of Deposits and Investments

BE IT FURTHER RESOLVED, That the Director shall recommend financial institutions for approval for the safekeeping of library funds based on an evaluation of the performance and solvency of the institution, as well as past performance in exercising due care and prudence in managing the custody of library funds held in trust, if applicable. The Director shall periodically evaluate approved and potential financial depositories and shall make recommendations as to appropriate changes in approved depositories when warranted.

BE IT FURTHER RESOLVED, The Director may elect to have certificates and other evidence of investments held by a financial institution, provided that the financial institution presents to the library Director sufficient documentation and acknowledgment of the investment instruments held on behalf of the library.

To satisfy safekeeping and custody qualifications, financial institutions must document a minimum capital requirement of at least \$10,000,000 and at least five years of operation. All financial institutions shall be pre-qualified by supplying the following:

- Audited financial statements,
- Proof of NASD certification or FDIC insurance,
- Proof of state registration and
- Certification of having read, understood and agreement to comply with the Bloomfield Township Public Library investment policy.

The Director shall annually examine the financial condition and registrations of qualified financial institutions by obtaining annual updates of the information listed above.

**Bloomfield Township Public Library
Investment And Depository Designation Resolution**

6. Authorized Investment Instruments

BE IT FURTHER RESOLVED, That when the Director's analysis of the library's cash flow requirements reveals that surplus funds will not be required to meet current expenditures for a specific length of time, the Director is authorized to make prudent investments for a length of time that will provide a reasonable return on investment, yet ensure that such funds will be available when needed and will not be exposed to undue risk.

The Director is authorized to invest library funds only in the following instruments:

a) In bonds, securities, and other obligations of the United States, or an agency or instrumentality of the United States in which the principal and interest is fully guaranteed by the United States. This subdivision shall include securities issued or guaranteed by the Governmental National Mortgage Association, Federal National Mortgage Association, Federal Home Loan Mortgage Corporation, or the Federal Home Loan Banks;

b) In certificates of deposit, savings accounts, investment pools organized under the surplus funds investment pool act, 1982 PA 367, 129.111 to 129.118, deposit accounts, or depository receipts of a bank which is a member of the Federal Deposit Insurance Corporation or a savings and loan association which is a member of the Federal Savings and Loan Insurance Corporation or a credit union which is insured by the National Credit Union Administration, but only if the bank, savings and loan association, or credit union meets all criteria as a depository of public funds contained in state law

c) In mutual funds registered under the Federal Investment Company Act of 1940, composed of the investment vehicles described above that are AAA rated by Standard & Poor's, have maturities of five years or less, are readily marketable, and have significant trading volume within a continuous market. Mutual funds may also include securities whose net asset value per share may fluctuate on a periodic basis.

7. Investment Objectives

BE IT FURTHER RESOLVED, That the objectives of this policy are foremost, to maintain safety of principal of library funds; secondarily, to maintain a diversified investment portfolio; maintain adequate liquidity, and achieve a market rate of return on relatively safe investment instruments.

To accomplish these objectives, decisions and actions involving the library's investment portfolio shall meet the following criteria:

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Bloomfield Township Public Library
Investment and Depository Designation Resolution

Safety: Safety of principal is the foremost objective of Bloomfield Township Public Library's investment practices. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall investment portfolio. The Director shall minimize credit risk by investing only in the safer types of securities, pre-qualifying financial institutions, intermediaries, and advisers with whom the library will do business; and diversifying the investment portfolio so that the impact on the investment portfolio resulting from losses on individual securities will be minimized.

Diversification: The investments shall be diversified by avoiding over concentration in securities from a specific issuer or business sector, excluding U.S. Treasury securities. Investments shall have varying maturities. Investment instrument selection shall avoid high credit risks and shall include use of readily available funds, such as local government investment pools or mutual funds to maintain sufficient liquidity.

Liquidity: The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. Securities shall have maturity date concurrent with cash flow needs. Securities with active secondary or resale markets, as well as money market mutual funds offering same-day liquidity for short-term funds shall also be used to ensure liquidity. The Director shall minimize interest rate risk by avoiding the need to sell securities prior to maturity and investing operating funds primarily in short term-securities, money market mutual funds or similar public investment pools. Securities shall not normally be sold prior to maturity except to minimize loss of principal; to improve the quality, yield or target duration in the portfolio, or to meet liquidity needs.

Return on Investment: The investment portfolio shall be designed to attain a market average rate of return during budgetary and economic cycles while taking into account investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to safety and liquidity objectives. The core of investments is limited to relatively low-risk securities, and a fair rate of return relative to risk is assumed.

8. Standard of Prudence

BE IT FURTHER RESOLVED, That the Director shall make such investments and only such investments as a prudent person would make in dealing with the property of another, having in view the preservation of the principal and the amount and regularity of the income to be derived.

The standard of prudence to be used shall be the "prudent investor" standard and shall be applied in context of managing an overall portfolio.

**Bloomfield Township Public Library
Investment and Depository Designation Resolution**

9. Statement of Ethics

BE IT FURTHER RESOLVED, That the library Director shall refrain from personal business activity that could conflict with the proper execution and management of library investments, or that could impair the library Director's ability to make impartial investment decisions.

10. Investment Activity Report

BE IT FURTHER RESOLVED, That the library Director shall annually provide a written report to the library Board concerning the investment of library funds.

BE IT FURTHER RESOLVED, That the library shall comply with all applicable statutory standards for investment of public funds as they now exist or as they may be subsequently amended. Any provisions of this resolution that conflicts with applicable statutory requirements and standards is void.

NOW, THEREFORE BE IT RESOLVED, That on this 15 day of September, 1998, the Bloomfield Township Public Library Board of Trustees hereby approves this Investment Policy And Depository Resolution and authorizes that it take effect on September 30, 1998.

Approved by the Library Board of Trustees, September 15, 1998
Revised by the Library Board of Trustees, February 20, 2001
Revised by the Library Board of Trustees, August 17, 2004
Revised by the Library Board of Trustees, August 16, 2005
Revised by the Library Board of Trustees, June 20, 2006
Revised by the Library Board of Trustees, December 18, 2007
Updated LaSalle Bank name changed to Bank of America, May 20, 2008
Updated National City Bank name changed to PNC Bank, June 7, 2010
Approved by the Library Board of Trustees, July 20, 2010
Approved by the Library Board September 18, 2012
Updated Fidelity Bank was bought out by Huntington Bank and Citizen's Bank name changed to First Merit Bank, May 20, 2014
Proposed revision, June 16, 2015

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: June 5, 2015

SUBJECT: Strategic Plan Timeline & Update

We have started planning meetings and gathering data as work begins on our 2015 strategic planning process. The process launches on June 12, 2015 at 2:00 p.m. – 5:00 p.m., when our consultants, Kim Bolan and Rob Cullin, are on site to meet with the strategic planning team to talk in more detail about the work we will be doing this summer and fall. The strategic planning team members are Joan Luksik, Pam Williams, Carol Mueller, Tera Moon, Anna Pelepchuk, and Liz Clauder.

Throughout June and July, Kim Bolan and Rob Cullin will continue to conduct primary research about our library and its environment. Kim and Rob will have one on one conversations with our key community leaders. An online survey will be developed and published on the library's website to gather information directly from our residents and library users. Kim and Rob will work with library staff to plan several focus groups to be held in the late summer and fall.

On August 4, 2015, the first of several focus groups will meet. Two or three other focus groups will take place that morning and afternoon. That evening, the Library Board of Trustees will meet at a special library board meeting at 7:00 p.m. Between six and seven additional focus groups will meet on September 9 and 10, 2015.

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

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

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees
FROM: Carol Mueller
DATE: June 11, 2015
SUBJECT: Freedom of Information Act

As of July 1, 2015, Michigan's Freedom of Information Act (FOIA) is changing substantially. The revised law is quite specific about how a public body, such as the Library, responds to, processes and charges for a FOIA request. Without these procedures in place, no charges can be made to the person or organization requesting information via a FOIA request. In the past, we have not had reason to charge for the few FOIA requests received. However, if a very large and complex FOIA request was received, we would want to have the ability to charge. As a result, the Library has created appropriate procedures detailing how a request can be received, evaluated, processed and fees assessed. One section of these procedures outlines how an appeal must be handled. For any FOIA request that is denied, the first step is to appeal to the Library Board.

As required by this Act, these procedures will be posted on the Library website and available at the Welcome Desk. Our attorney, Michael Schloff, has reviewed our proposed procedures and has determined that these are in compliance with FOIA.

I have not included these procedures or the complete Act as it is a very large document and its size would require me to send this to you as a separate document. Please do let me know that you would like this and I would be happy to send to you.

As these are FOIA procedures and not policy, this is informational only and no action is required of the Library Board.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

FRIENDS OF THE LIBRARY MONTHLY DIRECTOR'S REPORT

June, 2015

- In honor of the Friends 50th anniversary this year, our Staff Organization Committee (SOC) has made a \$156 contribution to the Community Foundation for Southeast Michigan – Library Endowment Fund. Donations were received from Library staff on causal dress Fridays in March and April, 2015. Happy 50th Anniversary!
- Strategic planning consultants Rob Cullen and Kim Bolan, of Kimberly Bolan and Associates, were selected by the Library Board in April to conduct our library's strategic planning process which was officially started at the May 19 Library Board meeting when Rob Cullen outlined the process to the Trustees. Focus group meetings are tentatively scheduled to take place in August and September with a draft strategic plan scheduled to be presented to the Library Board at their December, 2015 meeting.
- 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. Get your copy of our brochure announcing our exciting summer line up of fun programs and come join the fun this summer!
- The 14th year of the popular author program, Everyone's Reading, brings author Brad Meltzer to our area. A limited number of tickets to hear Brad speak about his works and his experiences as a writer on June 22 are now available! See a librarian at the Adult Services Desk for more information.
- 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!
- The gifts expended report is attached for your review.

THANK YOU for everything you each do to make our library "The Place To Discover"!

Friends gifts expended 2015-2016

<u>Gift Accession</u>	<u>Year rec'd</u>	<u>Donor</u>	<u>Purpose</u>	<u>Amount</u>	<u>May 2015</u>	<u>Amount left in gift</u>	
1401030101	2014	FOL	Ebooks	\$2,000.00	(\$12.75)	\$0.00	
1401080101	2014	FOL	S.T.E.M. collection	\$1,900.00		\$1,900.00	
1401050101	2014	FOL	Classic movies processing	\$125.00		\$125.00	
1401090101	2014	FOL	S.T.E.M. collection processing	\$100.00		\$100.00	
1400390101	2014	FOL	TS DVD's of guest speakers	\$180.00	(\$10.00)	\$170.00	
1401040101	2014	FOL	Classic movies	\$2,375.00		\$2,375.00	
1400280101	2014	FOL	Additional materials for collection and All-in-one Skill Kits	\$2,664.98		\$2,664.98	
1300460101	2013	FOL	2013/2014 Three concerts	\$800.00		\$300.00	\$300 to be spent in July 2015
1300480101	2013	FOL	2014 Everyone's Reading	\$216.15		\$216.15	Carry over for 2015
1400260101	2014	FOL	2014 AS Summer Reading	\$1,000.00		\$650.00	Carry over for 2015
1400480101	2014	FOL	2015/2016 AS Concert series	\$3,000.00		\$3,000.00	Carry over for 2015
1401010101	2014	FOL	Maker Space programs	\$600.00		\$600.00	
1401020101	2014	FOL	Pop up Librarian programs	\$600.00		\$600.00	
1300820101	2013	FOL	YS Adaptive Umbrella Workshop	\$6.37		\$6.37	Carry over for 2015
1400470101	2014	FOL	March 2015 First grade readers rally	\$1,099.77		\$1,099.77	
1300540101	2013	FOL	Admin 2014/2015 Program Budget	\$832.53		\$832.53	
1300880101	2013	FOL	2014/2015 Chamber Concert Series	\$1,038.34	(\$50.00)	\$838.34	
1400490101	2014	FOL	Det. Historical Society Exhibits	\$1,000.00		\$1,000.00	
1400420101	2014	FOL	Fac Study Room table repair	\$1,400.00		\$1,400.00	Carry over for 2015
1400400101	2014	FOL	Fac Tree Pruning	\$6,500.00		\$6,500.00	Carry over for 2015
1400300101	2014	FOL	Admi Library Shop Lighting	\$2,000.00		\$2,000.00	Carry over for 2015
1400430101	2014	FOL	Admi Library Shop Lighting	\$412.42		\$412.42	Redirected April 2015 from Circ hold carts
1401070101	2014	FOL	YS Sea Life play cube	\$600.00	(\$593.04)	\$6.96	
1401100101	2014	FOL	YS Velcro Design Wall	\$341.16		\$341.16	
1400440101	2014	FOL	YS Velcro Design Wall	\$100.10		\$100.10	Redirected Feb 2014 from Commercial salt spreader
0800220101	2008	FOL	YS Velcro Design Wall	\$1,458.74		\$1,458.74	Redirected Feb 2014 from MY LIBRARY book project
1200650101	2012	FOL	Systems Redirect by FOL for Tech. upgrade 9/2013	\$3,005.89	(\$1,940.00)	\$1,065.89	Was backdrop for stage - 50% dep-now Tech. upgrade Carry over for 2015
1300440101	2013	FOL	Systems Technology upgrade (to bring total to \$25,000 with 4 redirected gifts)	\$16,668.62		\$16,668.62	
1401060101	2014	FOL	YS Ipads and applications	\$5,175.00		\$5,175.00	
1401110101	2014	FOL	Systems Community Room AV upgrade	\$20,000.00		\$20,000.00	
1300530101	2013	FOL	For 2014/2015 staff development	\$555.75		\$555.75	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.
1300530101AS	2013	FOL	For 2014/2015 AS staff development	\$457.60		\$457.60	Reallocated from SMS Alert Serv. gift given in 10/13 Carry over for 2015
0700010101	2007	FOL	New Welcome brochures	\$6,290.00		\$6,290.00	Carry over for 2015
1300510101	2013	FOL	Recycled plastic book bags	\$1,375.00		\$1,375.00	Carry over for 2015

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY – ADMINISTRATIVE CALENDAR

2015 JULY 2015

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 Friends BOD Meeting 12:30pm Real Heros 7pm	2 Flip Heroes 11am Intro To Word 6-8pm	3	4 LIBRARY CLOSED FOR INDEPENDENCE DAY
5 LIBRARY OPEN	6	7 Knit n Stitch Circle 10am Batmans Friends in the Library 6:30pm	8 Super Foodies 2pm Non Fiction Book Club 7pm	9 30 minute Lunchtime Book Club 12:30pm Percy Jackson and heroes of Olympus party 7pm	10 Family Story Time 10:30am	11 FOL 2 nd Saturday Sale 9:30-3:30 LEGO club 11am Superhero Movie Saturday Noon
12 FOL Extended 2 nd Saturday Sale Noon-3:30pm	13 Super Discovery Bottles 11am Be a Superhero: Control Clutter 7pm	14 Memoir Writers Group 1pm Intro to Scanning & Photo Editing 6pm Randy Kaplan Concert 6:30pm	15 Breakfast of Heroes 10am Mystery Book Club 1pm	16 Super Tots Story Time 10:30am	17 Coffee & conversation 10am Super Swag 2pm Escape the Ordinary Teen After Hours Event 6:30pm	18 Superhero Movie Saturday noon
19	20 Family Story Time 10:30am Free Ebooks and E- audiobooks-an app away 7pm	21 Super Me 1pm	22 Write with Images Jerzy Drozdz 2pm	23 Eleanor’s Book Club 10am Zinio Download Free Magazines 7pm	24 A Night at the Library 6:30pm Outdoor Jazz Concert with Paul Vornhagen Trio 7:30pm	25 Superhero Movie Saturday noon
26	27 Superhero Stunt Show with Doug Scheer 2pm	28 Water Adventures 11am Memoir Writers Group 1pm Teen Superhero MakerSpace 2pm	29 Superhero Fashion Show 6:30pm	30 Super Tots Story Time 10:30am Intro to Excel 6pm	31 Adult After Hours: Walking Dead Edition 6:30pm	