

Bloomfield Township Public

**Library**

**Bloomfield Township Public Library  
Board of Trustees**

Library Board Meeting  
***August 18, 2015***  
7:00 p.m.  
John Rumsey Board Room

Trustees:

[libraryboard@btpl.org](mailto:libraryboard@btpl.org)

Joan Luksik, President

Judy Lindstrom, Vice President

Pamela Williams, Secretary

Margaret Cohen

Grant Gerhart

Eli Greenbaum

Director:

[muellerc@btpl.org](mailto: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](http://www.btpl.org)

1099 Lone Pine Road, Bloomfield Township, MI 48302 248.642.5800

THE PLACE TO

DISCOVER

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

**LIBRARY BOARD INFORMATION PACKETS**

**List of Contents**

Items included in pre-board delivery for the REGULAR BOARD MEETING SCHEDULED  
for TUESDAY, August 18, 2015 7:00 p.m.

<b>#</b>	<b><u>NUMBERED ITEMS</u></b>	<b><u>DATE DELIVERED</u></b>
1	Agenda	8/14/15
2a	Request to remove items from the Consent Agenda for Discussion	8/14/15
2b	Motion to approve the order of items for the regular and consent agendas	8/14/15
5	Motion to approve remaining consent agenda items 6-8d	8/14/15
6	Regular Board Meeting Minutes of 7-21-15	8/14/15
6a	Special Board Meeting Minutes of 8-4-15	8/14/15
7a	Cash Disbursements	8/14/15
7b	Revenues/Expenditures Budget Report	8/14/15
7c	Energy Report	8/14/15
8a	President's Report	8/14/15
8b	Director's Report	8/14/15
8c	Tentative Schedule Calendar	8/14/15
8d	Bloomfield Township Liaison –no report	
8d	Cranbrook – no report	
8d	Art Committee – no report	
8d	Development – no report	
8d	Finance Committee – Meeting Minutes of 7-30-15	8/14/15
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 – Meeting Minutes of 8-6-15	8/14/15
8d	Policy Committee – no report	
11a	Proposed 2016 Holiday and Closings Calendar	8/14/15
13	Motion to approve any items removed from the consent agenda	8/14/15
	 <b><u>UNNUMBERED ITEMS</u></b>	 <b><u>DATE DELIVERED</u></b>
	Memo regarding Strategic Plan Update	8/14/15
	Administrative Calendar- September 2015	8/14/15

AGENDA  
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
BOARD OF TRUSTEES  
Tuesday, August 18, 2015  
**Regular Board Meeting**  
7:00 P.M.

*\*Brief ceremony to award Myers Scholarship at 6:45 p.m. and\*Public Budget Hearing at 7:00 p.m.*

**REGULAR AGENDA ITEMS #1-5**

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

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

6. Regular Board meeting minutes of July 21, 2015
- 6a. Special Library Board meeting minutes of August 4, 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. Proposed 2016 Holiday and Closings Calendar
12. Discussion of items removed from the Consent Agenda
13. MOTION to approve any items removed from the Consent Agenda
14. Other
15. Next scheduled meeting: Tuesday, September 15, 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):**

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**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**

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Bloomfield Township Public Library  
Oakland County, Michigan  
**Tuesday, July 21, 2015**

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At 7:02 p.m. the Regular Meeting of the Bloomfield Township Public Library Board of Trustees was called to order by Vice President, Judy Lindstrom.

**Present:** Trustees: Peggy Cohen, Grant Gerhart, Judy Lindstrom, and Pam Williams

**Administration:** Library Director, Carol Mueller; Assistant Director, Tera Moon; Finance Coordinator, Beth Sulek-LaHousse; Director's Secretary, Andrea Aragona

**Guests:** Rochelle Vendittelli, Doeren Mayhew; Robin Lang, SOC representative

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

*A vote was taken for approval of the motion.*

*Ayes: Cohen, Gerhart, Lindstrom, Williams*

*Nays: None*

**MOTION CARRIED**

**Vice President's Verbal Report:**

Judy Lindstrom began her report with a brief litany of events that occurred throughout history on July 21<sup>st</sup>, culminating with the fact that July 21<sup>st</sup> was also Carol Mueller's birthday! The Library Board of Trustees wished Carol a Happy Birthday!

**Director's Verbal Report:**

Carol stated that we have lots going on around the Library and with the additional funding we are now able to restore the projects and other things we have needed to do around the Library. We have treated, repaired, and re-stained the wood trim around the Library which was infested with bees and then damaged by woodpeckers! Several dead trees were removed and new plantings will arrive this week. We will also have a lovely new Butterfly Magnolia tree installed on the east side of the Library which was donated by the Ikebana Society in memory of Toshiko Shimoura. In addition, new trees and shrubs will be installed to replace dead ones removed in the north garden and in Linda's Garden at the entrance of the Library.

Carol recently attended a meeting of one of the Library sponsored writer's groups called Memoir Writers. She was presented with copies of their recently published anthology. Copies of their book will be placed in the Local Authors collection, the archives, and our circulating collection. The Library is very proud to be able to support these groups.

Carol shared that the Library's holiday party will take place on Saturday, December 5<sup>th</sup>. She encouraged the Trustees to save the date and hope all will be able to attend.

We had somewhat of a "soft opening" of our Youth alcoves. This project is not completed yet, but some lovely changes have taken place. This project was made possible by our fundraising from the Library's 50<sup>th</sup> Anniversary celebration.

Carol gave the Trustees a brief explanation of the new Hoopla service now being offered at the Library.

**CONSENT AGENDA MOTION:**

After discussion, a motion was made by Grant Gerhart, seconded by Pam Williams, **TO APPROVE THE ITEMS ON THE CONSENT AGENDA AS PRESENTED.**

*A vote was taken for approval of the motion.*

*Ayes: Cohen, Gerhart, Lindstrom, Williams*

*Nays: None*

**MOTION CARRIED**

**REGULAR AGENDA:**

*Call to the Public:* Judy welcomed Robin Lang, SOC representative; Beth Sulek-LaHousse, BTPL Finance Coordinator; Rochelle Vendittelli, Doeren Mayhew.

**UNFINISHED BUSINESS:**

*No items for discussion*

**NEW BUSINESS:**

*11a Audit*

The Library Board of Trustees along with Carol Mueller offered thanks and applause to Beth Sulek-LaHousse for her diligent work on the Library's financial records and stated she always does exemplary work all year for the Library! Carol also thanked Doeren Mayhew for their very good work on the audit. The Trustees received a copy of the final audit and this was reviewed by Rochelle Vendittelli. Once again the Library received another unqualified opinion and the auditors commended the Library as there were no journal entries needed and there are no areas of concern.

*11b 2014-2015 Annual Report & Annual Investment Report*

Carol stated that each year she is amazed at all the Library has accomplished during the past year. Library staff is never short on ideas, innovation or enthusiasm and she commended staff for their continued high level of service, creativity and dedication. Carol highlighted several of the larger projects accomplished and shared the Annual Report notebook which contains the Library wide report along with reports submitted by the Assistant Director, Finance Coordinator, Volunteer Coordinator and Department Heads.

Carol also reviewed the Annual Investment Report which compares our investment returns with the standard national average to reassure the Trustees that the Library is investing under relatively standard circumstances.

After discussion, a motion was made by Peggy Cohen, seconded by Pam Williams, **TO ACCEPT THE LIBRARY ANNUAL REPORT AND ANNUAL INVESTMENT REPORT FOR THE 2014-2015 FISCAL YEAR.**

*A vote was taken for approval of the motion.*

*Ayes: Cohen, Gerhart, Lindstrom, Williams*

*Nays: None*

**MOTION CARRIED**

**DISCUSSION OF ITEMS REMOVED FROM THE CONSENT AGENDA**

*No items removed.*

**OTHER:**

Judy Lindstrom reminded the Trustees of the Special Library Board meeting on August 4<sup>th</sup> to discuss our strategic planning.

Meeting adjourned at 7:39 p.m.

The next meeting of the Bloomfield Township Public Library Board of Trustees is Tuesday, August 18, 2015 at 7:00 p.m. in the Board Room.

Submitted by:

Pam Williams, Secretary



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

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Bloomfield Township Public Library  
Oakland County, Michigan  
**Tuesday, August 4, 2015**

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The special meeting of the Bloomfield Township Public Library Board of Trustees was held in the Library on Tuesday, August 4, 2015. The meeting was called to order by Joan Luksik at 7:00 p.m.

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

**Administration:** Library Director, Carol Mueller; Assistant Director, Tera Moon; Finance Coordinator, Beth Sulek-LaHousse; Director's Secretary, Andrea Aragona

**Guests:** Kim Bolan and Rob Cullin from Kimberly Bolan & Associates

Upon discussion, a motion was made by Eli Greenbaum, seconded by Pam Williams, **TO APPROVE THE ORDER OF ITEMS FOR THE SPECIAL AGENDA.**

*A vote was taken for approval of the motion.*

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

*Nays: None*

**MOTION CARRIED**

**CALL TO THE PUBLIC:**

None present.

**UNFINISHED BUSINESS:**

No discussion at this time.

**NEW BUSINESS:** *Strategic Planning Focus Group/Discussion*

The Trustees participated in a Strategic Planning Focus Group with discussion led by Kim Bolan and Rob Cullin. Mr. Cullin also shared some comments made during the focus groups that were facilitated earlier in the day.

**OTHER:**

The Investment Services proposal process was discussed. The Trustees decided to interview three companies who submitted proposals. Interviews will be scheduled on August 31, 2015. Administration will make arrangements for these interviews.

The next scheduled Regular Board Meeting is Tuesday, August 18, 2015 at 7:00 p.m. in the Board Room.

Meeting adjourned at 10:00 p.m.

## BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

### Cash Disbursements Comments August 2015

#### **New Vendors:**

Fiddle Ensemble is a new vendor for a concert performance.

#### **General Fund Advance**

- Check #15212 payable to Bloomfield Township in the amount of \$474.87 is payment for the Library's May/June water and sewer bill.
- Check #15215 payable to United States Postal Service in the amount of \$1,500.00 is payment for postage to mail the fall, 2015 library newsletter.
- Check #15231 payable to Pitney Bowes, Inc. in the amount of \$261.50 is payment for the annual postage meter rental fee.

#### **General Fund**

- Check #15238 payable to Bloomfield Township in the amount of \$355,847.53 was payment for three payrolls including FICA, HRA contributions, pension, etc. as usual.
- Check #15240 payable to CDW Government, Inc. in the amount of \$0 was documentation of a purchase and credit for the return of the purchase.
- Check #15242 payable to Doeren Mayhew in the amount of \$8,500.00 was payment for the Library's FY 2014/2015 audit.
- Check #15246 payable to Goldner Walsh Nursery, Inc. in the amount of \$0 was documentation of a deduction against the annual certificate purchased in early spring for library garden maintenance.
- Check #15251 payable to L.J. Rolls Refrigeration Co., Inc. in the amount of \$9,567.33 was payment for HVAC system repairs.
- Check #15258 payable to NeTech Corp. in the amount of \$15,684.47 was payment for our annual Cisco maintenance agreement.

- Check #15260 payable to Oakland County Pioneer and Historical Society in the amount of \$20.00 was payment for the Library's annual membership.
- Check #15266 payable to Preferred Data Systems, LLC. in the amount of \$12,044.16 was payment for a new server for our Systems Department.
- Check #15275 payable to Siemens Industry Inc. in the amount of \$22,048.00 was payment for our building management system upgrade.
- Check #15276 payable to Signing Grace in the amount of \$500.00 was payment for a fall, 2015 sign language program called "Sign and Play".
- Check #15278 payable to Summit Electric, Inc. in the amount of \$5,620.00 was payment for the repair of an electrical conduit that was leaking water into our lower level mechanical room.

### **Gift Fund**

- Check #4589 payable Fiddle Ensemble in the amount of \$800.00 was payment for a deposit for an end of summer reading concert.
- Check #4591 payable to Madcap Productions in the amount of \$382.50 was payment for a deposit for a program to be held on October 11, 2015 as part of Bloomfield Township's open house.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
CHECK REGISTERS  
FOR THE MONTH OF 2015

**Check Register - General Fund**

Check #	Date	Payee	Cash Account	Amount
<b>ADVANCE CHECKS:</b>				
15198	7/10/15	AMIGO MOBILITY CENTER	104.01	262.00
15199	7/10/15	AT&T	104.01	488.00
15200	7/10/15	PETTY CASH - BTPL	104.01	150.05
15201	7/10/15	Elizabeth Clauder	104.01	282.47
15202	7/10/15	HOME DEPOT CR. SERV.	104.01	232.19
15203	7/10/15	JCR SUPPLY CO/BEDARD BROS	104.01	527.79
15204	7/10/15	MOSAIC YOUTH THEATRE OF DETROIT	104.01	200.00
15205	7/10/15	PACIFIC TELEMANAGEMENT SERVICES	104.01	156.00
15206	7/10/15	Amy Young	104.01	71.84
15207	7/22/15	Elizabeth Clauder	104.01	76.78
15208	7/22/15	Emily Hudak	104.01	31.58
15209	7/22/15	Martha McGee	104.01	29.24
15210	7/22/15	Beth Sulek-LaHousse	104.01	52.90
15211	7/22/15	Elizabeth Telford	104.01	61.17
15212	7/22/15	BLOOMFIELD TOWNSHIP	104.01	474.87
15213	7/22/15	COMCAST	104.01	130.71
15214	7/22/15	FLAGSTAR BANK	104.01	1,279.64
15214a	7/22/15	VOID	104.01	
15215	7/22/15	UNITED STATES POSTAL SERVICE	104.01	1,500.00
15216	7/22/15	VERIZON WIRELESS	104.01	201.08
15217	7/22/15	FIDDLE ENSEMBLE	104.01	600.00
15218	7/22/15	CENTRAL BUSINESS SYSTEMS, INC.	104.01	160.30
15219	7/30/15	Marianne Abdo	104.01	90.27
15220	7/30/15	Brooke Hoskins	104.01	58.76
15221	7/30/15	Emily Hudak	104.01	114.88
15222	7/30/15	Martha McGee	104.01	34.69
15223	7/30/15	Marian Rafal	104.01	54.53
15224	7/30/15	Amy Young	104.01	60.24
15225	7/30/15	AMAZON.COM	104.01	2,451.81
15226	7/30/15	AT&T	104.01	548.26
15227	7/30/15	AT&T LONG DISTANCE	104.01	39.63
15228	7/30/15	CONSUMERS ENERGY	104.01	4,475.51
15229	7/30/15	DTE ENERGY	104.01	21,323.77
15230	7/30/15	HOME DEPOT CR. SERV.	104.01	103.44
15231	7/30/15	PITNEY BOWES, INC.	104.01	261.50
15232	7/30/15	PRINCIPAL LIFE INS CO-SBD GRANDE ISLAND	104.01	652.37
15233	7/30/15	SHERWIN-WILLIAMS CO	104.01	159.42
Total				\$37,397.69
<b>REGULAR CHECKS:</b>				
15234	8/7/15	AERO FILTER, INC	104.01	224.10
15235	8/7/15	BAKER & TAYLOR, INC.	104.01	8,939.12
15235a	8/7/15	VOID	104.01	
15235b	8/7/15	VOID	104.01	
15236	8/7/15	BERNAN ASSOCIATES	104.01	112.35
15237	8/7/15	BLACKSTONE AUDIO, INC.	104.01	658.48
15238	8/7/15	BLOOMFIELD TOWNSHIP	104.01	355,847.53
15239	8/7/15	BRILLIANCE PUBLISHING, INC.	104.01	272.42
15240	8/7/15	CDW GOVERNMENT, INC.	104.01	
15241	8/7/15	CENGAGE LEARNING/GALE	104.01	2,189.92
15241a	8/7/15	VOID	104.01	
15242	8/7/15	DOERENMAYHEW	104.01	8,500.00
15243	8/7/15	DU ALL CLEANING, INC	104.01	4,730.00

Check #	Date	Payee	Cash Account	Amount
15244	8/7/15	EXCELLENT WINDOW CLEANING INC.	104.01	2,180.00
15245	8/7/15	GENPOWER PRODUCTS, INC.	104.01	773.00
15246	8/7/15	GOLDNER WALSH NURSERY, INC.	104.01	
15247	8/7/15	HATZEL & BUEHLER, INC	104.01	2,059.61
15248	8/7/15	INFORMATION TODAY, INC.	104.01	349.00
15249	8/7/15	INNOVATIVE USERS GROUP	104.01	100.00
15250	8/7/15	J W PEPPER & SON, INC	104.01	118.12
15251	8/7/15	LJ ROLLS REFRIGERATION CO., INC	104.01	9,567.33
15252	8/7/15	LIBRARY DESIGN ASSOCIATES INC.	104.01	121.00
15253	8/7/15	MIDWEST COLLABORATIVE for LIB. SVCS	104.01	30.75
15254	8/7/15	MIDWEST TAPE	104.01	1,986.37
15254a	8/7/15	VOID	104.01	
15254b	8/7/15	VOID	104.01	
15255	8/7/15	MORNINGSTAR, INC.	104.01	199.00
15256	8/7/15	NATIONAL SIGN COMPANY	104.01	975.00
15257	8/7/15	NBS	104.01	1,653.00
15258	8/7/15	NETECH CORP	104.01	15,684.47
15259	8/7/15	NICHOLS/NETWORK SERVICES CO	104.01	576.17
15260	8/7/15	OAKLAND COUNTY PIONEER&HISTORICAL SOC.	104.01	20.00
15261	8/7/15	OVERDRIVE	104.01	6,743.09
15262	8/7/15	OXFORD UNIVERSITY PRESS	104.01	1,505.20
15263	8/7/15	PARTNERS BOOK DISTRIBUTING, INC.	104.01	1,502.93
15263a	8/7/15	VOID	104.01	
15264	8/7/15	PENGUIN RANDOM HOUSE, INC.	104.01	513.45
15264a	8/7/15	VOID	104.01	
15265	8/7/15	PITNEY BOWES POSTAGE BY PHONE PLUS	104.01	5,000.00
15266	8/7/15	PREFERRED DATA SYSTEMS, LLC	104.01	12,044.16
15267	8/7/15	PUMPKIN BOOKS, INC.	104.01	111.33
15268	8/7/15	QUILL CORPORATION	104.01	389.95
15269	8/7/15	RECORDED BOOKS, LLC	104.01	746.04
15270	8/7/15	RICOH USA, INC	104.01	18.31
15271	8/7/15	S & S WORLDWIDE, INC.	104.01	23.67
15265V	8/7/15	PITNEY BOWES POSTAGE BY PHONE PLUS	104.01	-5,000.00
15272	8/7/15	SCHOLASTIC, INC	104.01	1,173.27
15273	8/7/15	SHOPLET.COM	104.01	34.40
15274	8/7/15	SHOWCASES	104.01	342.64
15275	8/7/15	SIEMENS INDUSTRY, INC.	104.01	22,048.00
15276	8/7/15	SIGNING GRACE	104.01	500.00
15277	8/7/15	STAPLES ADVANTAGE	104.01	249.79
15278	8/7/15	SUMMIT ELECTRIC, INC.	104.01	5,620.00
15279	8/7/15	TANTOR MEDIA	104.01	235.10
15280	8/7/15	THE GREAT COURSES	104.01	11.95
15281	8/7/15	THE MAILBOX YEARBOOK	104.01	39.95
15282	8/7/15	THYSSENKRUPP ELEVATOR CORP	104.01	255.03
15283	8/7/15	ULINE	104.01	149.69
15284	8/7/15	UNIFY INC.	104.01	484.54
15285	8/7/15	UNIQUE MANAGEMENT SERVICES, INC.	104.01	143.20
15286	8/7/15	VIGILANTE SECURITY	104.01	1,950.00
15287	8/7/15	WESCO DISTRIBUTION	104.01	3,373.05
15288	8/7/15	PITNEY BOWES RESERVE ACCOUNT	104.01	5,000.00
Total				<u>\$483,075.48</u>

### Check Register - Gift Fund

Check #	Date	Payee	Cash Account	Amount
<b>ADVANCE CHECKS:</b>				
4589	7/22/15	FIDDLE ENSEMBLE	102.03	800.00
4590	7/22/15	FLAGSTAR BANK	102.03	446.08
4591	7/22/15	MADCAP PRODUCTIONS	102.03	382.50
4592	7/30/15	AMAZON.COM	102.03	78.80

<b>Check #</b>	<b>Date</b>	<b>Payee</b>	<b>Cash Account</b>	<b>Amount</b>
4593	7/30/15	Brooke Hoskins	102.03	19.96
				<u>\$1,727.34</u>
<b>REGULAR CHECKS:</b>				
4594	8/7/15	PARTNERS BOOK DISTRIBUTING, INC	102.03	15.58
4595	8/7/15	SHOWCASES	102.03	75.00
4596	8/7/15	SUMMIT ELECTRIC, INC.	102.03	130.00
Total				<u>\$220.58</u>

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# Bloomfield Township Public Library 2015-2016 General Fund Budget

# 7b

PRESENTED: AUGUST 18, 2015    FOR THE MONTH OF: JULY 2015

Four months 33%

ACCOUNT NAME	2015-2016	2015-2016	REVENUE/EXPENSE	REVENUE/	% OF	VARIANCE
	ADOPTED BUDGET AS OF MAR 17, 2015	AMENDED BUDGET AS OF AUG 18, 2015	CURRENT MONTH	EXPENSE YTD	BUDGET YTD	
<b><u>Revenues</u></b>						
Taxes	\$6,631,643	\$6,679,297	(\$449)	(\$658)	-0.01%	(\$6,679,955)
Penal Fines	\$55,009	\$55,009	\$82,987	\$82,987	150.86%	\$27,978
State Aid	\$24,198	\$24,198	\$12,207	\$12,207	50.45%	(\$11,991)
Circulation Fines & Fees	\$127,296	\$127,296	\$10,856	\$39,617	31.12%	(\$87,679)
Charges for Services	\$11,910	\$11,910	\$935	\$4,021	33.76%	(\$7,889)
Investment earnings	\$114,613	\$114,613	\$1,224	\$9,899	8.64%	(\$104,714)
Miscellaneous	\$9,334	\$9,334	\$7,225	\$9,040	96.85%	(\$294)
<b>Total Revenues</b>	<b>\$6,974,003</b>	<b>\$7,021,657</b>	<b>\$114,986</b>	<b>\$157,113</b>	<b>2.24%</b>	<b>(\$6,864,544)</b>
<b><u>Expenditures</u></b>						
Personnel	\$3,693,694	\$3,664,619	\$367,051	\$1,294,172	35.32%	(\$2,370,447)
Library Services	\$770,071	\$778,571	\$32,761	\$216,242	27.77%	(\$562,329)
Facilities & Equipment	\$1,073,472	\$1,079,857	\$83,737	\$346,999	32.13%	(\$732,858)
Other Operating Expenditures	\$449,121	\$453,621	\$39,613	\$97,662	21.53%	(\$355,959)
<b>Total Expenditures</b>	<b>\$5,986,358</b>	<b>\$5,976,668</b>	<b>\$523,162</b>	<b>\$1,955,075</b>	<b>32.71%</b>	<b>(\$4,021,593)</b>
Fund Balance - Beginning	\$8,858,516	\$9,061,611		\$9,061,611		
Net revenue (expenditure)	\$987,645	\$1,044,989		(\$1,797,962)		
Fund Balance - Ending	\$9,846,161	\$10,106,600		\$7,263,649		

Amendments to the budget:

Adjustments made to all Functions to bring budget in line with expected revenues/expenditures

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	\$4,463,328
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	\$136,996

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

**7b**

PRESENTED: AUGUST 18, 2015 FOR THE MONTH OF: JULY 2015

Four Months 33%

ACCOUNT NAME	2015-2016 ADOPTED BUDGET AS OF MAR 17, 2015	2015-2016 AMENDED BUDGET AS OF AUG 18, 2015	REVENUE/ EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	VARIANCE
<b><u>Revenues</u></b>						
Gift Income	\$643	\$16,732	\$50	\$14,956	89.39%	(\$1,776)
Investment Earnings	\$157	\$157	\$14	\$57	36.16%	(\$100)
Miscellaneous Revenue	\$0	\$0	\$0	\$0	0.00%	\$0
<b>Total Revenues</b>	<b>\$800</b>	<b>\$16,889</b>	<b>\$64</b>	<b>\$15,013</b>	<b>88.89%</b>	<b>(\$1,876)</b>
<b><u>Expenditures</u></b>						
Library Services	\$20,194	\$31,364	\$1,357	\$7,448	23.75%	(\$23,916)
Facilities & Equipment	\$59,476	\$61,726	\$130	\$22,884	37.07%	(\$38,841)
Other Operating Expenditures	\$95,794	\$98,233	\$1,292	\$13,674	13.92%	(\$84,558)
<b>Total Expenditures</b>	<b>\$175,464</b>	<b>\$191,322</b>	<b>\$2,779</b>	<b>\$44,007</b>	<b>23.00%</b>	<b>(\$147,316)</b>
Fund Balance	\$100,970	\$102,514		\$102,514		
Reserved Fund Bal.	\$73,852	\$73,852		\$73,852		
Net revenue (expenditures)	(\$174,664)	(\$174,433)		(\$28,994)		
Fund Balance - Ending	\$158	\$1,933		\$147,373		

Amendments to the budget:  
All changes due to gifts received



**Bloomfield Township Public Library**  
**Asset Allocation Summary**  
**July 2015**

Fund	Type	Annual Yield	Date	Amount on Hand
<b>General Fund</b>				
	5th 3rd Checking (Ecommerce)	0.00%	7/31/2015	\$62,229.51
	Flagstar Public Funds Savings	0.35%	7/31/2015	\$206,554.21
	Flagstar Premier Public Entities Checking	0.25%	7/31/2015	\$110,906.92
	RBC Capital Cash/Money Market	0.01%	7/31/2015	\$3.82
	RBC Capital - Investments	1.48%	7/31/2015	\$7,369,856.36
	<b>Total General Fund</b>			<b><u><u>\$7,687,321.31</u></u></b>
Please see General Fund budget for notes on how this amount is earmarked				
<b>Gift Fund</b>				
	Huntington Public Fund Business Interest Checking	0.15%	7/31/2015	\$91,140.50
	Huntington CD (Charnov gift) - matures 02/02/17	0.45%	7/31/2015	\$50,000.00
	Fifth Third Bank Business Standard Checking	0.00%	7/31/2015	\$6,452.60
	<b>Total Gift Fund</b>			<b><u><u>\$147,593.10</u></u></b>

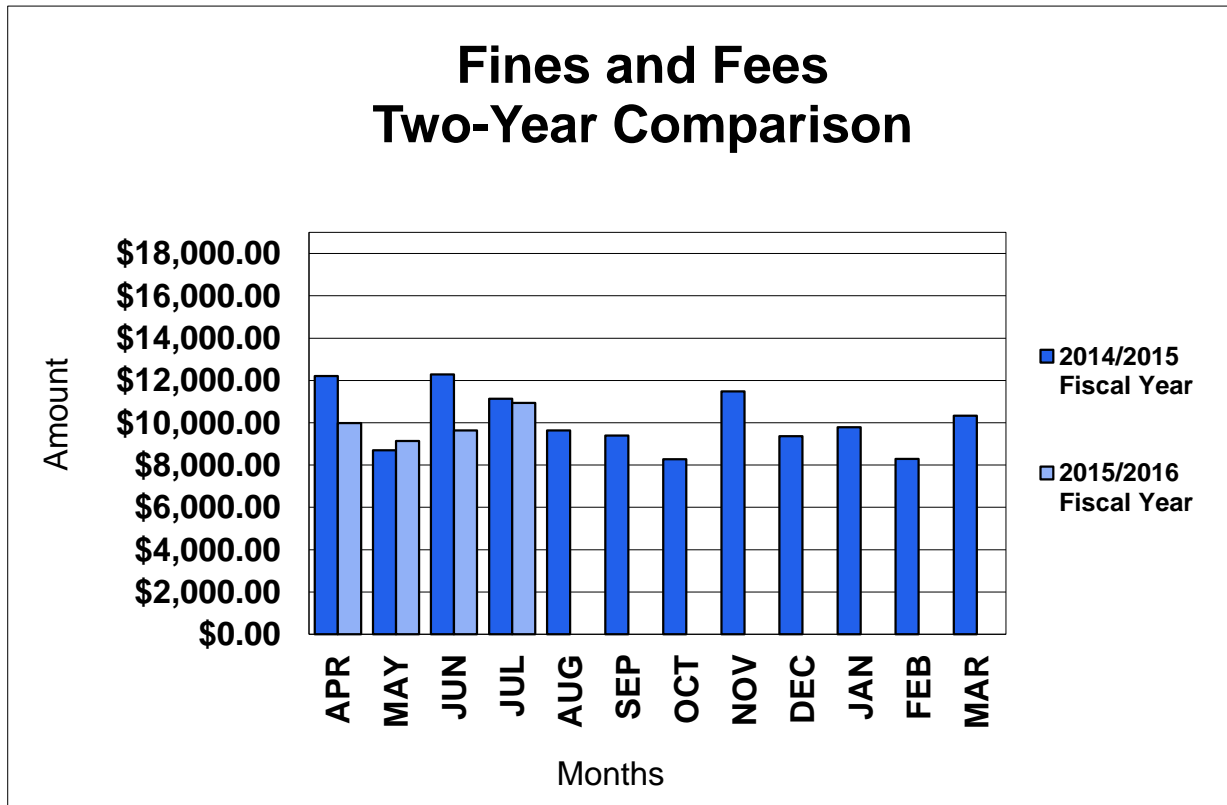
**CFSEM**

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
Lawrence Smith and Isabel Francis Smith Challenge Grant Fund	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
BTPL Director's Legacy Fund	12/31/2014	\$13,260.00
<b>Total CFSEM holdings</b>		<b><u><u>\$131,933.00</u></u></b>

**FINES AND FEES - TWO-YEAR COMPARISON**

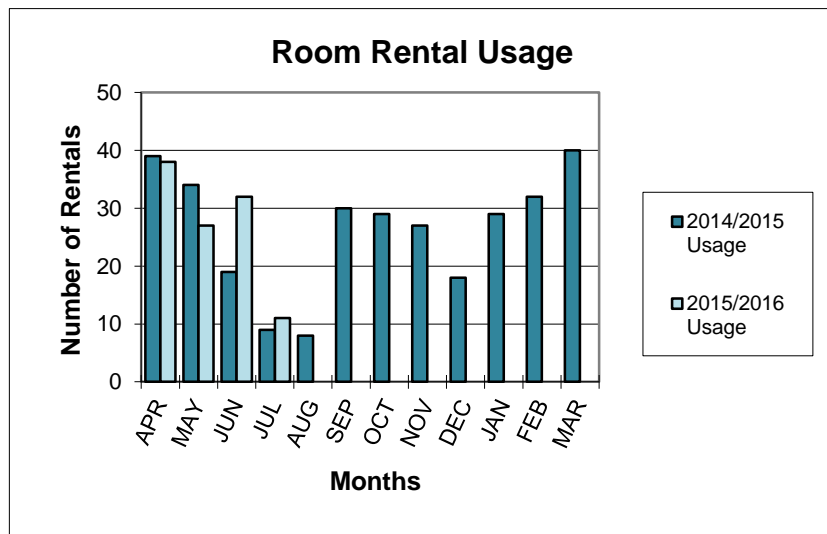
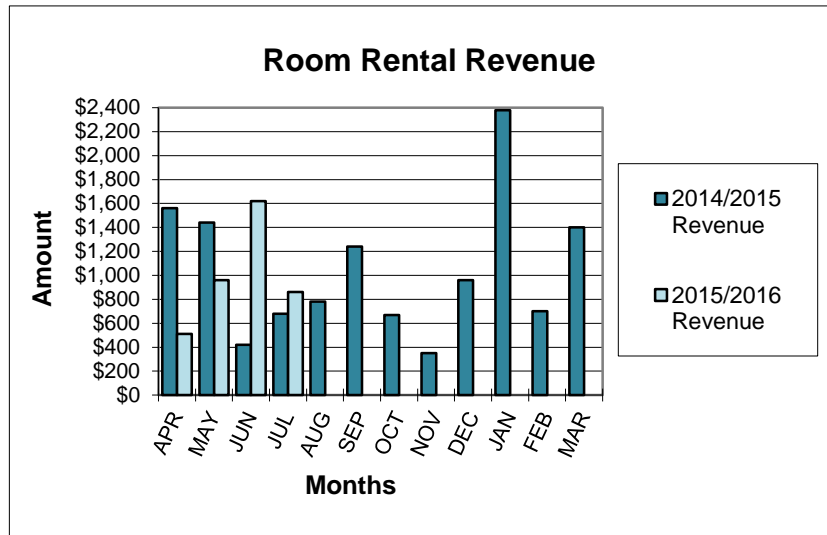
Month	2014/2015 Fiscal Year	2015/2016 Fiscal Year	Difference
APR	\$12,209.70	\$9,986.61	(\$2,223.09)
MAY	\$8,696.66	\$9,134.31	\$437.65
JUN	\$12,283.41	\$9,636.30	(\$2,647.11)
JUL	\$11,136.86	\$10,931.35	(\$205.51)
AUG	\$9,638.91		(\$9,638.91)
SEP	\$9,388.48		(\$9,388.48)
OCT	\$8,275.12		(\$8,275.12)
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)
<b>TOTAL</b>	<b>\$120,893.05</b>	<b>\$39,688.57</b>	<b>YTD Difference (\$81,204.48)</b>



## 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	\$1,620.00	\$1,200.00	19	32	JUN
JUL	\$680.00	\$860.00	\$180.00	9	11	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
<b>TOTAL</b>	<b>\$12,580.00</b>	<b>\$3,950.00</b>	<b>YTD Difference (\$8,630.00)</b>	<b>314</b>	<b>108</b>	

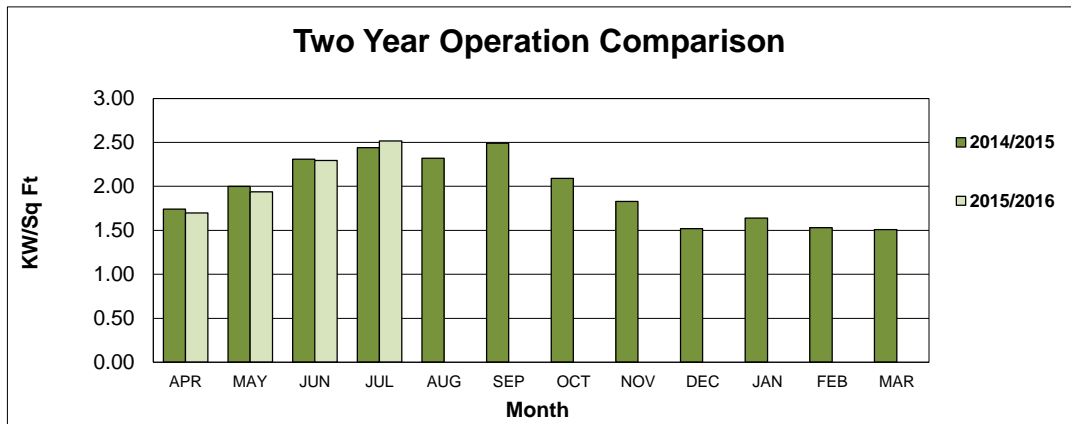
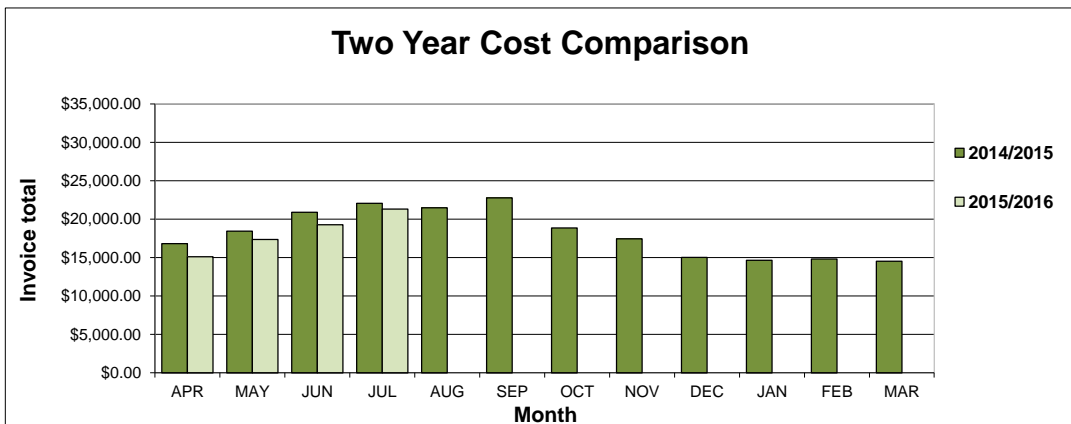


## Bloomfield Township Public Library Electricity Analysis

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	\$19,257.21	(\$1,638.66)	231,840	\$0.08	322.00	2.29	\$26.75	\$0.19
JUL	\$22,046.99	\$21,323.77	(\$723.22)	254,380	\$0.08	341.91	2.52	\$28.66	\$0.21
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
<b>TOTAL</b>	<b>\$217,737.83</b>	<b>\$73,038.78</b>	<b>YTD Difference (\$144,699.05)</b>						

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

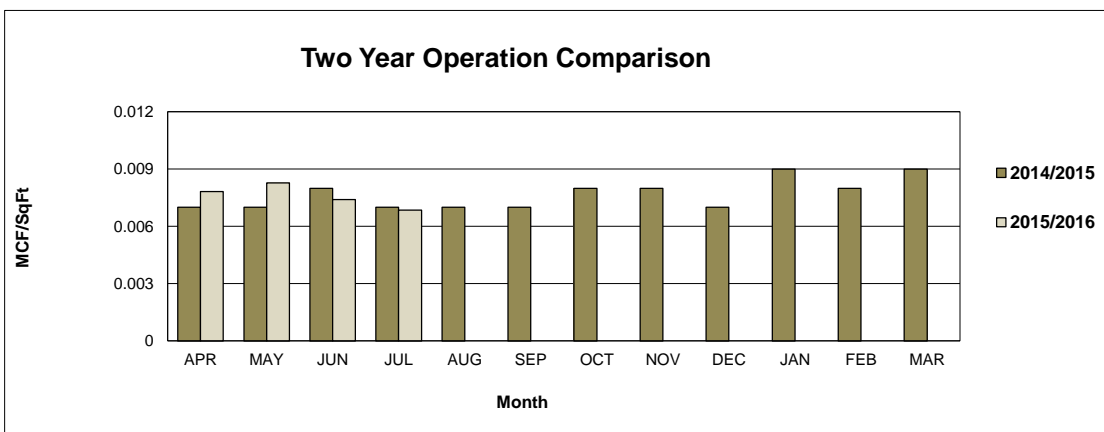
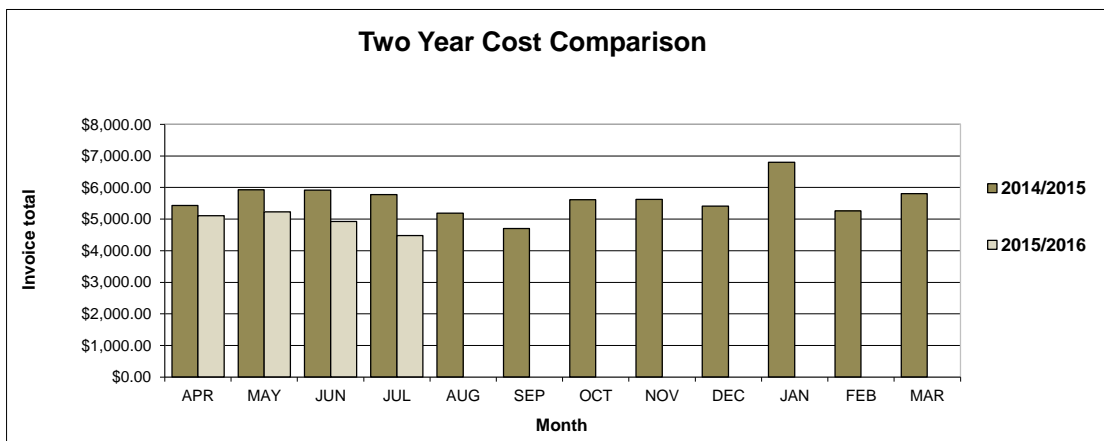


## Bloomfield Township Public Library Natural Gas Analysis

Building Area = 101,023

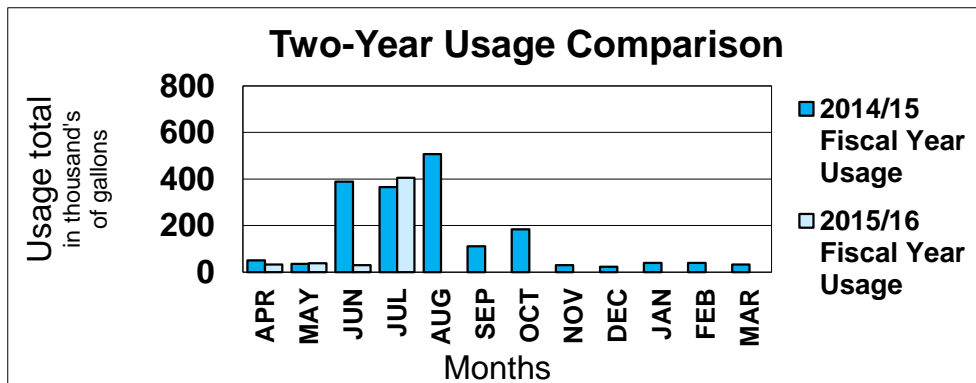
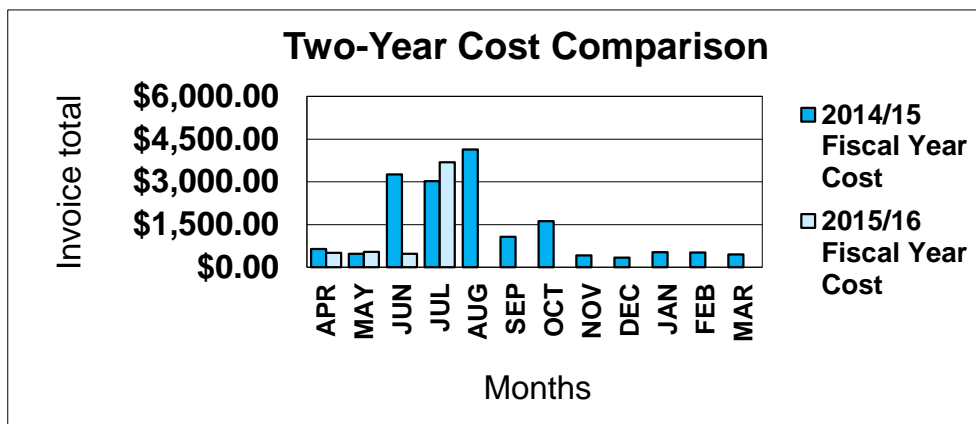
1 Cu. Ft. = 1000 BTU

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	\$4,920.53	(\$1,001.02)	747.6	\$6.58	720	1.04	0.007	6.83	0.048
JUL	\$5,773.44	\$4,475.51	(\$1,297.93)	691.4	\$6.47	744	0.93	0.007	6.02	0.044
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							
<b>TOTAL</b>	<b>\$67,457.07</b>	<b>\$19,733.63</b>	<b>(\$47,723.44)</b>							



## 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	\$474.87	(\$2,784.50)	389	30	(359)
JUL	\$3,025.69	\$3,690.27	\$664.58	365	405	40
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
<b>TOTAL</b>	<b>\$16,482.08</b>	<b>\$5,219.96</b>	<b>(\$11,262.12)</b>	<b>1,806</b>	<b>506</b>	<b>(1,300)</b>



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

As our summer library programs come to a close, I wanted to share with you some statistics from another great series. For our Youth Services "Every Hero has a Story" series, 928 children registered for our summer reading program! A month long story walk and 35 programs were offered this year, including the "Amazing Race Bloomfield", "Superhero Academy" and "A Night at the Library" programs that were enjoyed by many young patrons. 219 teen and adult patrons registered for the "Escape the Ordinary" program series. Such programs as the adult "Zombie Apocalypse", 30 minute book club and outdoor jazz concert were just some of the 15 programs offered. We are very pleased that so many patrons of all ages participated in our summer reading programs this year. Many thanks to our Adult and Youth Services departments for planning such a wonderful summer full of fun activities!

The latest new library service, Hoopla, is off to a great start! In its first three weeks of availability, 183 patrons have registered for this downloadable service and borrowed 353 eBooks, movies and more! We are very pleased to be able to offer this service to our community.

The Library's photocopying machines are eight years old and showing their age. Parts to repair our current machines are becoming increasingly difficult to find. Copy machines have evolved greatly in the last eight years and perform more functions than just making copies. The new machines - called multi-function printers, or MFPs - scan and print from computers, copy in black-and-white and color, and accept USB drives. A request for proposals (RFP) currently is being prepared for release during the week of September 14, 2015. The RFP will be mailed to area firms and available on our website and at the Welcome Desk. The deadline for submittal will be October 2, 2015. A recommendation will be made to the Library Board at the November 17, 2015 regular meeting.

*Respectfully Submitted,*

*Carol Mueller  
Director*

	2014		2015	
<b>COLLECTION</b>				
Book Collection:	279,115		281,025	
Media Collection:	60,609		61,621	
Total e-books:	27,778		28,555	
Overdrive	6,330		6,960	
EBSCOhost	19,226		19,223	
Total downloadable audiobooks:	4,645		5,062	
Materials Total:	372,147		376,263	
<b>CIRCULATION</b>				
Circulation Total:	77,485		75,304	
Bloomfield Township Circulation:	71,608		70,038	
Virtual Circulation Total	4,444		6,106	
Circulation of Youth materials:	31,963		29,691	
Circulation of Media:	29,574		27,583	
Circulation of Cranbrook passes:	461		417	
Self-checkout machine use:	19,604	25.3%	29,370	39.0%
Library by Mail:	170	26 patrons	100	24 patrons
<b>BUILDING &amp; EQUIPMENT USAGE</b>				
Door Count:	30,037	*^	27,575	^
Gate Count:	32,798		29,920	
Meeting rooms by public:	9	**	11	
Meeting rooms by staff:	56		60	
<b>VIRTUAL USE</b>				
Home page hits/Database services:	20,676		38,967	
e-book access:	2,293		2,589	
Overdrive	2,253		2,550	
EBSCOhost	40		39	
Audiobook access: (Overdrive)	772		1,236	
Music download access:	1,001		1,490	
Magazine download access:	378		572	
Tutor.com sessions:	57		18	
Hoopla access:	n/a		219	^
<b>Library Computer Use</b>				
Resident Use	2,624		1,948	
Guest Use	877		802	
*Library closed Sundays July 6, 13, 20 & 27				
^Library closed July 4 for Independence Day				
**Meeting Rooms 1, 2, & 3 unavailable				
^New as of July 20, 2015				

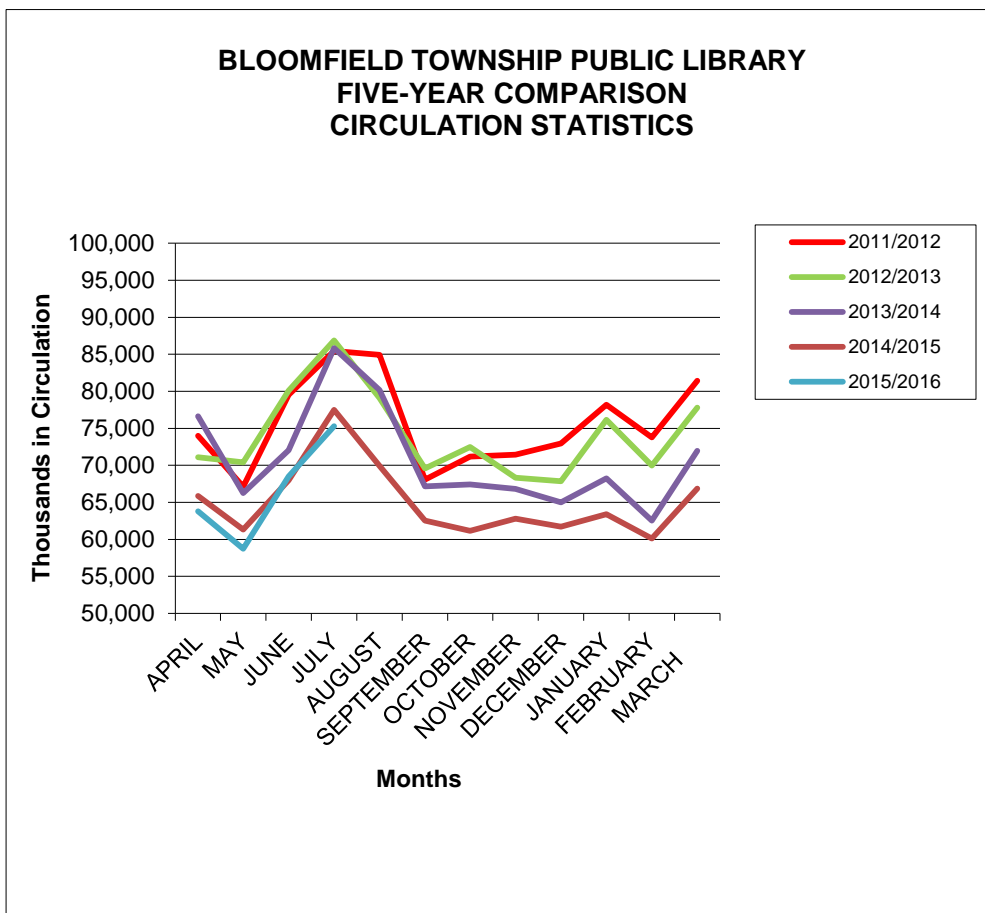


	2014		2015	
<b>OUTREACH &amp; PROGRAMS</b>				
<b><i>New Patrons and Accounts</i></b>				
Township:	175		197	
Cranbrook:	4		4	
Total new patrons:	278		282	
<b><i>Adult Program Attendance</i></b>				
Staff-led:	7 events	44 attended	5 events	28 attended
Speaker-led:	7 events	288 attended	6 events	147 attended
Book clubs:	4 events	57 attended	3 events	32 attended
Tours/visits on-site:	0	0	0	0
Tours/visits off-site:	1 event	100 attended	2 events	70 attended
<b><i>Systems Program Attendance</i></b>				
Staff-led:	2 events	10 attended	3 events	31 attended
<b><i>Teen Program Attendance</i></b>				
Staff-led:	0	0	1 event	2 attended
<b><i>Youth Program Attendance</i></b>				
Staff-led:	12 events	762 attended	21 events	970 attended
Speaker-led:	4 events	298 attended	4 events	215 attended
Tours/visits on-site:	0	0	1 event	31 attended
Tours/visits off-site:	0	0	0	0
TOTAL:	37 events	1,559 attended	46 events	1,526 attended
<b><i>Volunteers:</i></b>				
	32 people	442.25 hours	39 people	463.50 hours
	Shop: 8	104	Shop: 9	133
	Court: 0	0	Court: 1	44
	Students: 14	243.25	Students: 17	163
	Dept. Vol: 10	95	Dept. Vol: 12	123.5
<b><i>Patron Remarks</i></b>				
Patron Comments:	4		10	
Ask BTPL:	11		3	
Ask Us:	15		45	
<b>DISPLAYS</b>				
Lobby	Dolls of the World & travel artifacts from the collection of Christine Blackwell			
Media	Adult: Summer Reading - Escape the Ordinary			
	Youth: 4th of July Bib/Video/CD; Elephant & Piggy Display Bd.			
Local History	Summer Reading			

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
FIVE YEAR CIRCULATION

8/14/2015

	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	58,740
JUNE	79,512	80,069	72,030	67,987	68,518
JULY	85,456	86,867	85,844	77,485	75,304
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	
<b>TOTAL</b>	<b>908,115</b>	<b>889,743</b>	<b>850,044</b>	<b>781,244</b>	<b>266,345</b>



## TENTATIVE SCHEDULE CALENDAR

---

- *Tuesday, August 18, 2015 – 6:45 p.m., Myers Scholarship Presentation in the Board Room prior to start of Board Meeting.*
- **Tuesday, August 18, 2015 - 7:00 p.m., Regular Board Meeting in the Board Room.**

Upcoming meetings and events:

- Monday, August 24, 2015 – 2:00 p.m. Art Committee Meeting in the Board Room.
- Wednesday, September 2, 2015 – 12:30 p.m., Friends of the Library Board of Directors meeting in the Board Room.
- **Tuesday, September 15, 2015 – 7:00p.m., Regular Board Meeting in the Board Room.**
- Monday, September 21, 2015 – 3:00 p.m. Policy Committee Meeting in the Director's Office.

## TENTATIVE SCHEDULE CALENDAR

---

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## MINUTES OF THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY FINANCE COMMITTEE

---

The Finance Committee meeting of the Bloomfield Township Public Library Board was held in the Library on Thursday July 30, 2015 at 10:00 AM.

**Trustees:** Peggy Cohen, Judy Lindstrom, Joan Luksik

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

### Library Budget Review

Carol gave an overview of the changes made to the current 2015/2016 fiscal year budget and a presentation of the 2016/2017 fiscal year Public Budget. After discussion, it was decided to make the following changes to the 2016/2017 budget:

- Include the one exempt employee in the health care benefits offered so all Library 30-hour employees are offered this benefit.
- Add the cost of a protective glass top for the old Library Board table located in Local History to the refurbishing costs.
- Install all three additional parking lot lights to complete the west parking lot lighting project.
- Increase funding to completely gut and renovate four bathrooms (two in the lower level and two in the meeting room hallway) to the already budgeted amount.

Beth will make these changes as part of the Library Board presentation of the Public Budget.

### Investment Services RFP

Discussion was held about the investment services proposals received. The process for continuing this project was explained. An interview date of August 31, 2015, was selected.

Proposals were received from the following firms:

- USB
- Comerica
- Umbaugh Cash Advisor Services, LLC
- LS Investment Advisors (LSIA)
- Gregory J. Schwartz & Co., Inc.

After discussion, the Finance Committee decided to send all five proposals to the remaining trustees for their review as soon as possible. The proposals with cover

memo and Finance Committee analysis will be delivered to the Board members by Friday, July 31<sup>st</sup>, 2015 in advance of the special meeting scheduled for August 4, 2015. The proposals and process will be discussed at that time.

### **Other**

The holiday calendar will be presented at the regularly scheduled August 18, 2015 Library Board meeting for review and approval. It is similar to the current calendar with only 11 closed days.

The committee also suggested that the Library Director's evaluation form needs to be revised. This will be discussed with the Personnel Committee for their input.

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

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The meeting of the Bloomfield Township Public Library Board of Trustees Personnel Committee was held in the Library on Thursday, August 6, 2015 at 11:00 a.m.

**Present:** Trustee Joan Luksik

**Administration:** Library Director Carol Mueller and Assistant Director Tera Moon

**Proposed 2016-2017 Budget**

Carol gave an overview of the 2016/2017 fiscal year Public Budget. She highlighted suggested changes to the budget by the Finance Committee at the July 30, 2015 meeting. Those changes are:

- Include the one exempt employee in the health care benefits offered so all Library 30-hour employees are offered this benefit.
- Add the cost of a protective glass top for the old Library Board table located in Local History to the refurbishing costs.
- Install all three additional parking lot lights to complete the west parking lot lighting project.
- Increase funding to completely gut and renovate four bathrooms (two in the lower level and two in the meeting room hallway) to the already budgeted amount.

These changes will be in the budget that is presented at the August 18, 2015 Library Board Public Budget Hearing.

Carol pointed out that funding is included to continue movement through the proficiency ranges again this year and a 3% merit increase for eligible employees.

Joan approved the proposed FY 2016/2017 budget as presented. This proposed budget will now be presented to the entire Library Board at the August 18 Public Budget Hearing.

**Proposed 2016 Library Holiday Calendar**

The proposed 2016 holiday closing calendar was reviewed. Carol noted that there are 11 closed days in 2016, the same as in 2015. Joan pointed out that the Library is closed on Monday, July 4, 2016 and asked how busy the library will be on Sunday, July 3. Carol will bring statistics from July 5, 2015 to share at the August 18 meeting.

**Director's Performance Appraisal**

The Personnel Committee will discuss this form at a later date. Carol will send the current Library Director's Performance Appraisal form electronically to both Joan and Grant for their review and discussion.

No future meeting of the Personnel Committee has been scheduled.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
MEMORANDUM**

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**TO:** Library Board of Trustees

**FROM:** Carol Mueller, Library Director

**DATE:** August 12, 2015

**SUBJECT: Proposed 2016 Calendar**

The proposed 2016 calendar includes eleven total days closed to the public and only one early closing. This is the same number of closed days as in 2015. The one evening the Library closes early for is Thanksgiving Eve on Wednesday, November 23. New Year's Eve falls on a Saturday in 2016 so no early closing is necessary. Thankfully, this calendar does not include any closings on summer Sundays as a result of the approval by Bloomfield Township voters of the library millage proposal!

The proposed 2016 calendar is shown in the traditional January through December calendar format. However, as the Library's fiscal year begins April 1 and ends March 31, the first three months of the 2017 calendar year are included to show the complete April 1 – March 31 2016/2017 fiscal year.

Please review the attached proposed 2016 calendar for the 2016-2017 fiscal year. I also have attached the approved 2015 calendar for the 2015/2016 fiscal year for your comparison.

Thank you for your review and consideration of this proposal.

**ACTION NEEDED:**

I move to approve the proposed 2016 Library calendar of Holidays and Closings as presented.



Bloomfield Township Public Library

**2016 calendar**

**DRAFT**

**LIBRARY CALENDAR 2016 HOLIDAY AND CLOSINGS**

January 1	CLOSED	Friday	*New Year's Day
January 18	open	Monday	Martin Luther King Day Observance
February 15	open	Monday	President's Day
March 25	open	Friday	*Good Friday +
March 26	open	Saturday	Easter Weekend
March 27	CLOSED	Sunday	Easter
April 23	open	Saturday	Passover
May 6	CLOSED	Friday	*Staff Development Day +
May 28	open	Saturday	Memorial Day Weekend
May 29	CLOSED	Sunday	Memorial Day Weekend
May 30	CLOSED	Monday	*Memorial Day Observance
July 4	CLOSED	Monday	*Independence Day
September 3	open	Saturday	Labor Day Weekend
September 4	CLOSED	Sunday	Labor Day Weekend
September 5	CLOSED	Monday	*Labor Day
October 3	open	Monday	Rosh Hashanah
October 10	open	Monday	Columbus Day Observance
October 12	open	Wednesday	Yom Kippur
November 11	open	Friday	Veterans Day
November 23	Close at 5:30 p.m.	Wednesday	Thanksgiving Eve
November 24	CLOSED	Thursday	*Thanksgiving Day
December 24	CLOSED	Saturday	Hanukkah
December 24	CLOSED	Saturday	*Christmas Eve
December 25	CLOSED	Sunday	*Christmas Day
December 31	Close at 5:30 p.m.	Saturday	New Year's Eve

**2017**

January 1	CLOSED	Sunday	*New Year's Day
January 16	open	Monday	Martin Luther King Day
February 20	open	Monday	President's Day

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

\*Library-approved paid holidays

Daylight Savings Time begins: Sunday, March 13, 2016

Daylight Savings Time ends: Sunday, November 6, 2016

Bloomfield Township Public Library  
**2015 calendar**

**LIBRARY CALENDAR 2015 HOLIDAY AND CLOSINGS**

January 1	CLOSED	Thursday	*New Year's Day
January 19	open	Monday	Martin Luther King Day Observance
February 16	open	Monday	President's Day
April 3	open	Friday	*Good Friday +
April 4	open	Saturday	Passover
April 4	open	Saturday	Easter Weekend
April 5	CLOSED	Sunday	Easter
May 1	CLOSED	Friday	*Staff Development Day +
May 23	open	Saturday	Memorial Day Weekend
May 24	CLOSED	Sunday	Memorial Day Weekend
May 25	CLOSED	Monday	*Memorial Day Observance
July 4	CLOSED	Saturday	*Independence Day
September 5	open	Saturday	Labor Day Weekend
September 6	CLOSED	Sunday	Labor Day Weekend
September 7	CLOSED	Monday	*Labor Day
September 14	open	Monday	Rosh Hashanah
September 23	open	Wednesday	Yom Kippur
October 12	open	Monday	Columbus Day Observance
November 11	open	Wednesday	Veterans Day
November 25	Close at 5:30 p.m.	Wednesday	Thanksgiving Eve
November 26	CLOSED	Thursday	*Thanksgiving Day
December 7	open	Monday	Hanukkah
December 24	CLOSED	Thursday	*Christmas Eve
December 25	CLOSED	Friday	*Christmas Day
December 31	Close at 5:30 p.m.	Thursday	New Year's Eve

**2016**

January 1	CLOSED	Friday	*New Year's Day
January 18	open	Monday	Martin Luther King Day
February 15	open	Monday	President's Day
March 25	open	Friday	*Good Friday
March 27	CLOSED	Sunday	Easter

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

\*Library-approved paid holidays

Daylight Savings Time begins: Sunday, March 8, 2015

Daylight Savings Time ends: Sunday, November 1, 2015

*Approved 11/18/14*

**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**

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**TO:** Library Board of Trustees  
**FROM:** Tera Moon, Assistant Director  
**DATE:** August 13, 2015  
**SUBJECT:** Strategic Plan Update

On Tuesday, August 4, 2015 our strategic planning consultants, Rob Cullin and Kim Bolan, met with two community leaders and facilitated four focus groups. At 11:15 a.m., a meeting for parents and educators was held at the Library followed by 2:00 p.m. meeting for Boomers and Seniors, and a 4:00 p.m. meeting with library staff. The day ended with a 7:00 p.m. special board meeting.

Also on August 4, 2015, a survey was made available to both the public and staff. The survey can be taken online or on paper. Paper copies are available at all public service desk. Staff is handing out bookmarks with the web address for the online survey. As of the writing of this memo, 64 patrons and 16 staff have completed the online survey.

The next round of focus groups takes place on Wednesday, September 9 and Thursday, September 10. Those are:

**September 9**

8:00 a.m. Business community  
10:00 a.m. Library Department Heads and Assistant Department Heads  
4:00 p.m. Teens  
7:00 p.m. General Adult

**September 10**

10:00 a.m. Seniors and Boomers (at the Bloomfield Township Senior Center)  
2:00 p.m. Non-supervisory staff

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 – ADMINISTRATIVE CALENDAR**

**2015**

**SEPTEMBER**

**2015**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 Knit n Stitch 10am	2 Intro to Social Networking 6pm  Great Books Club 6:45pm	3	4	5
6 LIBRARY CLOSED FOR LABOR DAY	7 LIBRARY CLOSED FOR LABOR DAY	8 Memoir Writers Group 1pm  Teen Advisory Board 4pm	9 Nonfiction Book Club 7pm  Writers Rendezvous 7pm	10 Intro to Powerpoint 6pm	11	12 Friends Second Saturday Book Sale 9:30am – 3:30pm  Books & Beats 11am
13	14	15 Tinker Tales 10am  Tuesday Book Club 10am	16 Movers & Shakers 10am  Mystery Book Club 1pm  Little Foodies 6:30pm  Great Books 6:45pm	17 Mother Goose 10am  Tablet Tales 1pm  Fall Prevention w/Sharon Claye 7pm	18 Sign and Play 10am  Coffee & Conversation 10am	19 Shake, Rhythm & Rhyme 11am  Searching for your Ancestors with the D.A.R. 11am
20 We Play 2pm	21 Bouncing Babies 10am  Discover your library for High School students 6pm	22 Tinker Tales 10am  Memoir Writers Group 1pm	23 Movers & Shakers 10am  Teen Movie Club 4pm  Writers Rendezvous 7pm	24 Mother Goose Club 10am  Eleanor’s Book Club 10am  EBooks & E-Audiobooks 2pm  PJ Theater 6:30pm	25 Uncover the Catalog’s Many Features 2pm  Sign & Play 10am Fan Fridays 4:30pm  Sally Pullar Memorial Concert 7:30pm	26 Lego Club 11am  Internet Security 2pm
27 We Play 2pm	28 Bouncing Babies 10am	29 Tinker Tales 10am  Full STEAM Ahead 6:30pm	30 Movers & Shakers 10am  Explore Library Website 2pm  Nutrition for Healthy Aging 7pm			