

Bloomfield Township Public

Library

**Bloomfield Township Public Library
Board of Trustees**

Library Board Meeting
September 15, 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, September 15, 2015 7:00 p.m.

#	<u>NUMBERED ITEMS</u>	<u>DATE DELIVERED</u>
1	Agenda	9/11/15
2a	Request to remove items from the Consent Agenda for Discussion	9/11/15
2b	Motion to approve the order of items for the regular and consent agendas	9/11/15
5	Motion to approve remaining consent agenda items 6-8d	9/11/15
6	Regular Board Meeting Minutes of 8-18-15	9/11/15
6a	Public Budget Meeting Minutes of 8-18-15	9/11/15
6b	Special Meeting Minutes of 8-4-15	9/11/15
7a	Cash Disbursements	9/11/15
7b	Revenues/Expenditures Budget Report	9/11/15
7c	Energy Report	9/11/15
8a	President's Report	9/11/15
8b	Director's Report	9/11/15
8c	Tentative Schedule Calendar	9/11/15
8d	Bloomfield Township Liaison –no report	
8d	Cranbrook – no report	
8d	Art Committee – Meeting Minutes of 8-24-15	9/11/15
8d	Development – no report	
8d	Finance Committee – no report	
8d	Friends of the Library Liaison – no report	
8d	Building/Grounds – no report	
8d	Jeanette P. Myers Scholarship Committee –no report	
8d	Landscape-Interiors Committee – no report	
8d	Personnel Committee – no report	
8d	Policy Committee – no report	
11a	Investment Services Bid	9/11/15
13	Motion to approve any items removed from the consent agenda	9/11/15

UNNUMBERED ITEMS

DATE DELIVERED

Memo regarding Strategic Plan Update	9/11/15
Memo regarding Copier and Printer Services RFP	9/11/15
Administrative Calendar- October 2015	9/11/15
Directors Monthly Report to Friends of Library	9/11/15

AGENDA
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, September 15, 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 August 18, 2015
- 6a Public Budget Hearing meeting minutes of August 18, 2015
- 6b Special Meeting minutes of 8-31-2015

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

REGULAR AGENDA ITEMS

9. Call to the public, communications
10. Unfinished Business
11. New Business
 - a. Investment Services Bid
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, October 20, 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, August 18, 2015

At 6:45 p.m. the 2015 Jeanette P. Myers Memorial Scholarship Award was presented. Pam Williams and Eli Greenbaum, Trustees on the Myers Scholarship Committee, thanked the family of the late Rodman Myers on behalf of the Library and this community. Aeneas Koosis was awarded \$800.00. Aeneas is attending Michigan State University. Rodman Myers, Jr. and his family congratulated Aeneas. The Myers Scholarship reception concluded at 7:07 p.m.

At 7:16 p.m. the Bloomfield Township Public Library's Public Budget Hearing was called to order by President Joan Luksik.

At 7:24 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; Finance Coordinator, Beth Sulek-LaHousse; Director's Secretary, Andrea Aragona

Guests: Klaren Gerhart, Township resident, and Robin Lang, SOC representative

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

Nays: None

MOTION CARRIED

President's Verbal Report:

Joan stated that we had a wonderful summer here at the Library with all our programs and without summer Sunday closings! Joan stated that the Friends of the Library had their largest 2nd Saturday Sale with revenue in the amount of \$4,000.00! She commended the Friends on all their hard work and all they do for the Library.

Director's Verbal Report:

Carol stated that we had a special visit in July from a group of students from China. The twenty students from China were partnered with twenty students at the International Academy. The students were in the computer lab and took advantage of Mango Languages and also the World Language Collection in our Youth Room during their tour of the Library. It was a very special day and we were honored to have the students here at the Library.

The 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, really compliments our Zen Garden. Members of the Ikebana Society came to view the tree and shared their memories of the Japanese Garden planted over 40 years ago at the Library. This original Japanese Garden unfortunately was sacrificed during the building expansion.

Carol shared several wonderful remarks she received from patrons regarding the Library with the Trustees.

CONSENT AGENDA MOTION:

After discussion, a motion was made by Pam Williams, seconded by Judy Lindstrom, **TO APPROVE THE ITEMS ON THE CONSENT AGENDA AS PRESENTED WITH THE EXCEPTION OF THE FOLLOWING: CASH DISBURSEMENTS.**

A vote was taken for approval of the motion.

Ayes: Cohen, Gerhart, Greenbaum, Lindstrom, Williams

Nays: None

MOTION CARRIED

REGULAR AGENDA:

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

UNFINISHED BUSINESS:

No items for discussion

NEW BUSINESS:

Proposed 2016 Calendar

Carol stated that 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. 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. Carol received several inquiries as to whether or not we were going to be open on Sunday, July 3, 2015. Carol stated that on July 5, 2015, just under 1600 items were borrowed and 443 visitors came to the Library. These figures are about one half of the usual Sunday statistics. The Trustees felt it is really important to have a place to come on a holiday if patrons did not have other plans and this warranted remaining open on Sunday, July 3, 2016.

After discussion, a motion was made by Grant Gerhart, seconded by Pam Williams, **TO APPROVE THE PROPOSED 2016 LIBRARY CALENDAR OF HOLIDAYS AND CLOSINGS AS PRESENTED.**

A vote was taken for approval of the motion.

Ayes: Cohen, Gerhart, Greenbaum, Lindstrom, Williams

Nays: None

MOTION CARRIED

DISCUSSION OF ITEMS REMOVED FROM THE CONSENT AGENDA

A question was raised with regard to the "0" amount check written to Goldner Walsh Nursery on the check register. Carol explained that we pre-purchase a garden maintenance agreement in March and the charges for maintenance we receive are charged against that certificate and will not reflect as a dollar amount on the check register.

OTHER:

Joan reminded the Trustees of our Investment Services interviews on Monday August 31, 2015 beginning at 1:00 p.m.

Meeting adjourned at 7:45 p.m.

The next meeting of the Bloomfield Township Public Library Board of Trustees is Tuesday, September 15, 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**

Bloomfield Township Public Library
Oakland County, Michigan
Tuesday, August 18, 2015

The Bloomfield Township Public Library's Public Budget Hearing was held in the Bloomfield Township Public Library on Tuesday, August 18, 2015. The Meeting was called to order by President Joan Luksik at 7:16 p.m., following the Jeanette P. Myers Scholarship presentation.

Present: Trustees: Peggy Cohen, Grant Gerhart, Eli Greenbaum, 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: Klaren Gerhart, Township resident, and Robin Lang, SOC representative

Presentation and Discussion of Preliminary Budget, Fiscal Year April 1, 2016 – March 31, 2017.

President Joan Luksik commended Library Director, Carol Mueller and Finance Coordinator Beth Sulek-LaHousse for their hard work preparing the preliminary budget. The final budget for 2016-2017 will be approved in March 2016.

Call to the Public:

Joan welcomed Klaren Gerhart and Robin Lang.

Motion to Approve the Preliminary Fiscal Year 2016-2017 General Fund Budget:

Upon review and discussion of the preliminary General Fund Budget, a motion was made by Peggy Cohen, seconded by Judy Lindstrom:

•TO APPROVE THE PRELIMINARY GENERAL FUND BUDGET, AS ATTACHED, FOR FISCAL YEAR APRIL 1, 2016 - MARCH 31, 2017, IN THE AMOUNT OF \$7,191,648 FOR THE ANTICIPATED REVENUES AND \$6,694,992 FOR THE ANTICIPATED EXPENDITURES FOR THE SUPPORT AND MAINTENANCE OF BLOOMFIELD TOWNSHIP PUBLIC LIBRARY FOR THAT FISCAL YEAR.

•THAT THE APPROVED GENERAL FUND BUDGET BE FORWARDED TO THE CHARTER TOWNSHIP OF BLOOMFIELD OFFICES AND THAT THE LIBRARY BOARD REQUEST FULL ASSESSMENT FOR LIBRARY PURPOSES OF THE 2.0 APPROVED MILLS ADJUSTED BY MANDATED HEADLEE-AMENDMENT ROLL BACK ON EACH DOLLAR OF TAXABLE PROPERTY OF THE TOWNSHIP.

A vote was taken for approval of the motion.

Ayes: Cohen, Gerhart, Greenbaum, Lindstrom, Williams

Nays: None

MOTION CARRIED

Motion to Approve the Preliminary Fiscal Year 2016-2017 Gift Fund Budget:

Upon review and discussion of the Preliminary Gift Fund Budget, a motion was made by Judy Lindstrom, seconded by Pam Williams:

•TO APPROVE THE PRELIMINARY GIFT FUND BUDGET, AS ATTACHED, FOR FISCAL YEAR APRIL 1, 2016-MARCH 31, 2017, IN THE AMOUNT OF \$700 FOR THE ANTICIPATED REVENUES AND \$500 FOR THE ANTICIPATED EXPENDITURES FOR THE SUPPORT AND MAINTENANCE OF BLOOMFIELD TOWNSHIP PUBLIC LIBRARY FOR THAT FISCAL YEAR.

A vote was taken for approval of the motion.

Ayes: Cohen, Gerhart, Greenbaum, Lindstrom, Williams

Nays: None

MOTION CARRIED

The meeting adjourned at 7:24 p.m.

Submitted by:

Pam Williams, Secretary

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

Bloomfield Township Public Library
Oakland County, Michigan
Monday, August 31, 2015
1:00 p.m.

Present: Trustees: Margaret Cohen, Eli Greenbaum, Judy Lindstrom, Joan Luksik, Pamela Williams.

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

The purpose of this meeting was to conduct on-site interviews of firms proposing to provide investment services to the Library. The interviews and deliberations were open to the public.

Five firms submitted proposals in response to the RFP. Of those, three firms were invited to be interviewed. The firms interviewed were Comerica Bank, Umbaugh Cash Advisory Services, and Gregory Schwartz and Company. A standard set of questions was asked of each firm. Interviews were kept to 45 minutes. Each Trustee completed a rating sheet following each interview.

After all interviews were completed, the Trustees deliberated the qualities and strengths of each firm. The Trustees asked for input from Carol Mueller, Tera Moon, and especially Beth Sulek-LaHousse, who would work mostly closely with the chosen firm.

After discussion, the Trustees eliminated Comerica Bank and Umbaugh Cash Advisory Services from further consideration. Four Trustees stated they are in favor of Schwartz and Company and noted their strengths, including their 40 years of experience providing investment services for institutional clients; their deep knowledge of PA 20; and their record of providing investment services to the Library for the past 11 years. During that time, Schwartz and Company has always responded quickly and comprehensively to all requests for information about the Library's account, and has reliably handled all account transactions. Additionally, Schwartz and Company report to the Library Board of Trustees and the Finance Committee twice annually and as requested. Schwartz and Company's location within Bloomfield Township was also noted as a positive attribute.

The Trustees present asked Administration to call the references provided by Schwartz and Co. This information will be shared in the September 15, 2015 meeting packet. Further discussion regarding the investment services bid award will take place at this regularly scheduled meeting of the Library Board of Trustees.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

Cash Disbursements Comments September 2015

New Vendors:

Different Roads is a new vendor for books.

Ervin Monroe is a new vendor for a concert performance of the Metropolitan Detroit Flute Choir on October 16, 2015.

Harris Communications is a new vendor for books.

Judith Burdick is a new vendor for a library workshop called "Transforming Loss" to be held on October 3, 2015.

Kimberly Bolan and Associates is a new vendor for library strategic planning process consultants.

Springfield Public Library is a new vendor for reimbursement of a book borrowed by our library for a Bloomfield Township resident that was returned damaged.

Tom Fivenson LLC is a new vendor for a PJ Theatre program.

General Fund Advance

- Check #15299 payable to Bloomfield Township in the amount of \$3,690.27 is payment for the Library's June/July water and sewer bill.
- Check #15301 payable to Dynamic Telecommunications, Inc. in the amount of \$282.00 is payment for replacement telephones.
- Check #15313 payable to The Library Network in the amount of \$30.00 is payment for attendance at a workshop for one library employee.

General Fund

- Check #15314 payable to the Arbor Oakland Group in the amount of \$2,052.46 is payment for printing of our fall, 2015 library newsletter.

- Check #15319 payable to Bloomfield Township in the amount of \$252,039.50 was payment for two payrolls including FICA, HRA contributions, pension, etc. as usual.
- Check #15322 payable to C&G Publishing in the amount of \$48.00 was payment for an advertisement publicizing our annual public budget hearing.
- Check #15338 payable to L.J. Rolls Refrigeration Co., Inc. in the amount of \$3,833.31 was payment for HVAC system repairs in July.
- Check #15340 payable to Midwest Collaboration for Library Services in the amount of \$1,002.49 was payment for catalog records and an online database.
- Check #15341 payable to Metcom, Inc. in the amount of \$7,926.13 was payment for RFID tags.
- Check #15342 payable to Michigan Government Finance Officers Association in the amount of \$115.00 was payment for an annual membership.
- Check #15358 payable to Sage Software in the amount of \$1,845.00 was payment for our financial software annual subscription.
- Check #15361 payable to Springfield Township Public Library in the amount of \$21.00 was payment for replacement of a book borrowed through Melcat for a Bloomfield Township resident that was returned damaged.
- Check #15365 payable to The Library Network in the amount of \$2,832.09 was payment for a new server and extended warranty for our library network.
- Check #15366 payable to Tutor.com in the amount of \$8,230.00 was payment for our annual subscription to this online tutoring program.
- Check #15369 payable to W.T. Cox Information Services in the amount of \$23,907.99 was payment for our annual periodicals subscriptions.

Gift Fund

- Check #4599 payable to Bloomfield Township Public Library in the amount of \$15.00 was reimbursement to the Library for the purchase of gift cards used for library programming.

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

Check Register - General Fund

Check #	Date	Payee	Cash Account	Amount
ADVANCE CHECKS:				
15289	8/7/15	PETTY CASH - BTPL	104.01	176.15
15290	8/7/15	Elizabeth Clauder	104.01	38.78
15291	8/7/15	Joel Dion	104.01	41.53
15292	8/7/15	Emily Hudak	104.01	26.50
15293	8/7/15	Tera Moon	104.01	52.90
15294	8/7/15	Amy Young	104.01	28.90
15295	8/7/15	Karrie Yukon	104.01	15.33
15296	8/17/15	Joel Dion	104.01	59.50
15297	8/17/15	AT&T	104.01	488.00
15298	8/17/15	BARNES & NOBLE, INC.	104.01	71.95
15299	8/17/15	BLOOMFIELD TOWNSHIP	104.01	3,690.27
15300	8/17/15	COMCAST	104.01	130.71
15301	8/17/15	DYNAMIC TELECOMMUNICATIONS, INC	104.01	282.00
15302	8/17/15	FLAGSTAR BANK	104.01	2,657.33
15303	8/17/15	PACIFIC TELEMANAGEMENT SERVICES	104.01	78.00
15304	8/17/15	VERIZON WIRELESS	104.01	201.08
15305	8/31/15	Karrie Yukon	104.01	182.85
15306	8/31/15	AMAZON.COM	104.01	3,301.83
15307	8/31/15	AT&T	104.01	514.78
15308	8/31/15	AT&T LONG DISTANCE	104.01	32.57
15309	8/31/15	CONSUMERS ENERGY	104.01	4,805.28
15310	8/31/15	DTE ENERGY	104.01	21,814.32
15311	8/31/15	HOME DEPOT CR. SERV.	104.01	200.85
15312	8/31/15	PRINCIPAL LIFE INS CO-SBD GRANDE ISLAND	104.01	697.81
15313	8/31/15	THE LIBRARY NETWORK	104.01	30.00
Total				\$39,619.22
REGULAR CHECKS:				
15314	9/4/15	ARBOR OAKLAND GROUP	104.01	2,052.46
15315	9/4/15	BACKER LANDSCAPING, INC.	104.01	1,777.14
15316	9/4/15	BAKER & TAYLOR, INC.	104.01	9,625.74
15316a	9/4/15	VOID	104.01	
15316b	9/4/15	VOID	104.01	
15317	9/4/15	BERNAN ASSOCIATES	104.01	42.00
15318	9/4/15	BLACKSTONE AUDIO, INC.	104.01	179.99
15319	9/4/15	BLOOMFIELD TOWNSHIP	104.01	252,039.50
15320	9/4/15	BRILLIANCE PUBLISHING, INC.	104.01	164.95
15321	9/4/15	JUDITH BURDICK	104.01	200.00
15322	9/4/15	C & G PUBLISHING	104.01	48.00
15323	9/4/15	CAR TRUCKING, INC.	104.01	199.50
15324	9/4/15	CAVENDISH SQUARE	104.01	263.40
15325	9/4/15	CENGAGE LEARNING/GALE	104.01	859.71
15326	9/4/15	CENTRAL BUSINESS SYSTEMS, INC.	104.01	112.35
15327	9/4/15	DIFFERENT ROADS	104.01	914.12
15328	9/4/15	DU ALL CLEANING, INC	104.01	4,730.00
15329	9/4/15	TOM FIVENSON LLC	104.01	375.00
15330	9/4/15	GARETH STEVENS PUBLISHING	104.01	771.90
15331	9/4/15	GAYLORD BROTHERS, INC.	104.01	83.16
15332	9/4/15	GOLDNER WALSH NURSERY, INC.	104.01	
15333	9/4/15	HARRIS COMMUNICATIONS	104.01	268.43
15334	9/4/15	INSTITUTE OF CONT. LEGAL EDUCATION	104.01	133.50
15335	9/4/15	INFOBASE LEARNING	104.01	4,150.25
15336	9/4/15	INGRAM LIBRARY SERVICES	104.01	95.41

Check #	Date	Payee	Cash Account	Amount
15337	9/4/15	KIMBERLY BOLAN AND ASSOCIATES	104.01	4,475.00
15338	9/4/15	LJ ROLLS REFRIGERATION CO., INC	104.01	3,833.31
15339	9/4/15	LERNER PUBLISHING GROUP	104.01	12.71
15340	9/4/15	MIDWEST COLLABORATIVE for LIB. SVCS	104.01	1,002.49
15341	9/4/15	METCOM, INC.	104.01	7,926.13
15342	9/4/15	MICH. GOVERNMENT FINANCE OFFICERS ASSN.	104.01	115.00
15343	9/4/15	MIDWEST TAPE	104.01	4,239.28
15343a	9/4/15	VOID	104.01	
15343b	9/4/15	VOID	104.01	
15344	9/4/15	NATIONAL SIGN COMPANY	104.01	975.00
15345	9/4/15	NETECH CORP	104.01	155.00
15346	9/4/15	NICHOLS/NETWORK SERVICES CO	104.01	436.99
15347	9/4/15	OMNIGRAPHICS	104.01	236.30
15348	9/4/15	OVERDRIVE	104.01	7,151.97
15349	9/4/15	PARTNERS BOOK DISTRIBUTING, INC.	104.01	1,806.98
15349a	9/4/15	VOID	104.01	
15350	9/4/15	PENGUIN RANDOM HOUSE, INC.	104.01	587.99
15350a	9/4/15	VOID	104.01	
15351	9/4/15	THE PENWORTHY CO.	104.01	749.85
15352	9/4/15	QUALITY BOOKS INC.	104.01	39.56
15353	9/4/15	READING HOUSE LLC	104.01	3,000.00
15354	9/4/15	RECORDED BOOKS, LLC	104.01	862.67
15355	9/4/15	RICOH USA, INC	104.01	2,918.76
15356	9/4/15	ROSEN PUBLISHING	104.01	585.60
15357	9/4/15	ROURKE PUBLISHING LLC	104.01	789.25
15358	9/4/15	SAGE SOFTWARE	104.01	1,845.00
15359	9/4/15	SALEM PRESS, INC.	104.01	716.00
15360	9/4/15	SHOWCASES	104.01	156.86
15361	9/4/15	SPRINGFIELD TWP PUBLIC LIBRARY zv086	104.01	21.00
15362	9/4/15	STAPLES ADVANTAGE	104.01	1,093.58
15363	9/4/15	TANTOR MEDIA	104.01	89.36
15364	9/4/15	THE BOOK FARM, INC.	104.01	1,346.38
15365	9/4/15	THE LIBRARY NETWORK	104.01	2,832.09
15366	9/4/15	TUTOR.COM	104.01	8,230.00
15367	9/4/15	UNIQUE MANAGEMENT SERVICES, INC.	104.01	80.55
15368	9/4/15	VIGILANTE SECURITY	104.01	1,950.00
15369	9/4/15	WT COX INFORMATION SERVICES	104.01	23,907.99
Total				<u>\$363,255.16</u>

Check Register - Gift Fund

Check #	Date	Payee	Cash Account	Amount
ADVANCE CHECKS:				
4597	8/17/15	Brooke Hoskins	102.03	140.00
4598	8/17/15	Marian Rafal	102.03	100.00
4599	8/17/15	BLOOMFIELD TWP. PUBLIC LIBRARY	102.03	15.00
4600	8/17/15	FLAGSTAR BANK	102.03	5,169.34
4601	8/31/15	AMAZON.COM	102.03	934.31
4602	8/31/15	HOME DEPOT CREDIT SERVICES	102.03	48.16
				<u>\$6,406.81</u>
REGULAR CHECKS:				
4603	9/4/15	BAKER & TAYLOR	102.03	108.85
4604	9/4/15	DEMCO	102.03	237.65
4605	9/4/15	DIFFERENT ROADS TO LEARNING	102.03	161.60
4606	9/4/15	MIDWEST TAPE	102.03	2,516.57
4607	9/4/15	ERVIN MONROE	102.03	1,200.00
4608	9/4/15	PENGUIN RANDOM HOUSE LLC	102.03	33.75
4609	9/4/15	SHOWCASES	102.03	110.70

Check #	Date	Payee	Cash Account	Amount
Total				\$4,369.12



Bloomfield Township Public Library 2015-2016 General Fund Budget

7b

PRESENTED: SEPTEMBER 15, 2015 FOR THE MONTH OF: AUGUST 2015

Five months 41%

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
<u>Revenues</u>						
Taxes	\$6,631,643	\$6,679,297	\$0	(\$658)	-0.01%	(\$6,679,955)
Penal Fines	\$55,009	\$55,009	\$0	\$82,987	150.86%	\$27,978
State Aid	\$24,198	\$24,198	\$0	\$12,207	50.45%	(\$11,991)
Circulation Fines & Fees	\$127,296	\$127,296	\$9,211	\$48,829	38.36%	(\$78,467)
Charges for Services	\$11,910	\$11,910	\$2,967	\$6,989	58.68%	(\$4,921)
Investment earnings	\$114,613	\$114,613	(\$103)	\$9,796	8.55%	(\$104,817)
Miscellaneous	\$9,334	\$9,334	\$291	\$9,331	99.96%	(\$3)
Total Revenues	\$6,974,003	\$7,021,657	\$12,367	\$169,480	2.41%	(\$6,852,177)
<u>Expenditures</u>						
Personnel	\$3,693,694	\$3,664,619	\$251,737	\$1,545,909	42.18%	(\$2,118,710)
Library Services	\$770,071	\$778,571	\$86,342	\$302,584	38.86%	(\$475,987)
Facilities & Equipment	\$1,073,472	\$1,079,857	\$57,964	\$404,964	37.50%	(\$674,893)
Other Operating Expenditures	\$449,121	\$453,621	\$6,026	\$103,688	22.86%	(\$349,933)
Total Expenditures	\$5,986,358	\$5,976,668	\$402,070	\$2,357,145	39.44%	(\$3,619,523)
Fund Balance - Beginning	\$8,858,516	\$9,061,611		\$9,061,611		
Net revenue (expenditure)	\$987,645	\$1,044,989		(\$2,187,665)		
Fund Balance - Ending	\$9,846,161	\$10,106,600		\$6,873,946		

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	\$4,463,328
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: SEPTEMBER 15, 2015 FOR THE MONTH OF: AUGUST 2015

Five Months 41%

ACCOUNT NAME	2015-2016 ADOPTED BUDGET AS OF MAR 17, 2015	2015-2016 AMENDED BUDGET AS OF AUG 31, 2015	REVENUE/ EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	VARIANCE
<u>Revenues</u>						
Gift Income	\$643	\$16,767	\$35	\$14,991	89.41%	(\$1,776)
Investment Earnings	\$157	\$157	\$12	\$68	43.50%	(\$89)
Miscellaneous Revenue	\$0	\$0	\$0	\$0	0.00%	\$0
Total Revenues	\$800	\$16,924	\$47	\$15,059	88.98%	(\$1,865)
<u>Expenditures</u>						
Library Services	\$20,194	\$31,399	\$5,840	\$13,288	42.32%	(\$18,111)
Facilities & Equipment	\$59,476	\$61,726	\$4,902	\$27,787	45.02%	(\$33,939)
Other Operating Expenditures	\$95,794	\$98,233	\$34	\$13,708	13.95%	(\$84,524)
Total Expenditures	\$175,464	\$191,357	\$10,776	\$54,782	28.63%	(\$136,575)
Fund Balance	\$100,970	\$102,514		\$102,514		
Reserved Fund Bal.	\$73,852	\$73,852		\$73,852		
Net revenue (expenditures)	(\$174,664)	(\$174,433)		(\$39,723)		
Fund Balance - Ending	\$158	\$1,933		\$136,643		

Amendments to the budget:
All changes due to gifts received

Bloomfield Township Public Library
Asset Allocation Summary
August 2015

Fund	Type	Annual Yield	Date	Amount on Hand
General Fund				
	5th 3rd Checking (Ecommerce)	0.00%	8/31/2015	\$67,085.06
	Flagstar Public Funds Savings	0.35%	8/31/2015	\$206,615.61
	Flagstar Premier Public Entities Checking	0.25%	8/31/2015	\$16,819.61
	RBC Capital Cash/Money Market	0.01%	8/31/2015	\$3.82
	RBC Capital - Investments	1.48%	8/31/2015	\$6,949,648.98
	Total General Fund			<u><u>\$7,173,088.02</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%	8/31/2015	\$84,559.63
	Huntington CD (Charnov gift) - matures 02/02/17	0.45%	8/31/2015	\$50,000.00
	Fifth Third Bank Business Standard Checking	0.00%	8/31/2015	\$6,452.60
	Total Gift Fund			<u><u>\$141,012.23</u></u>

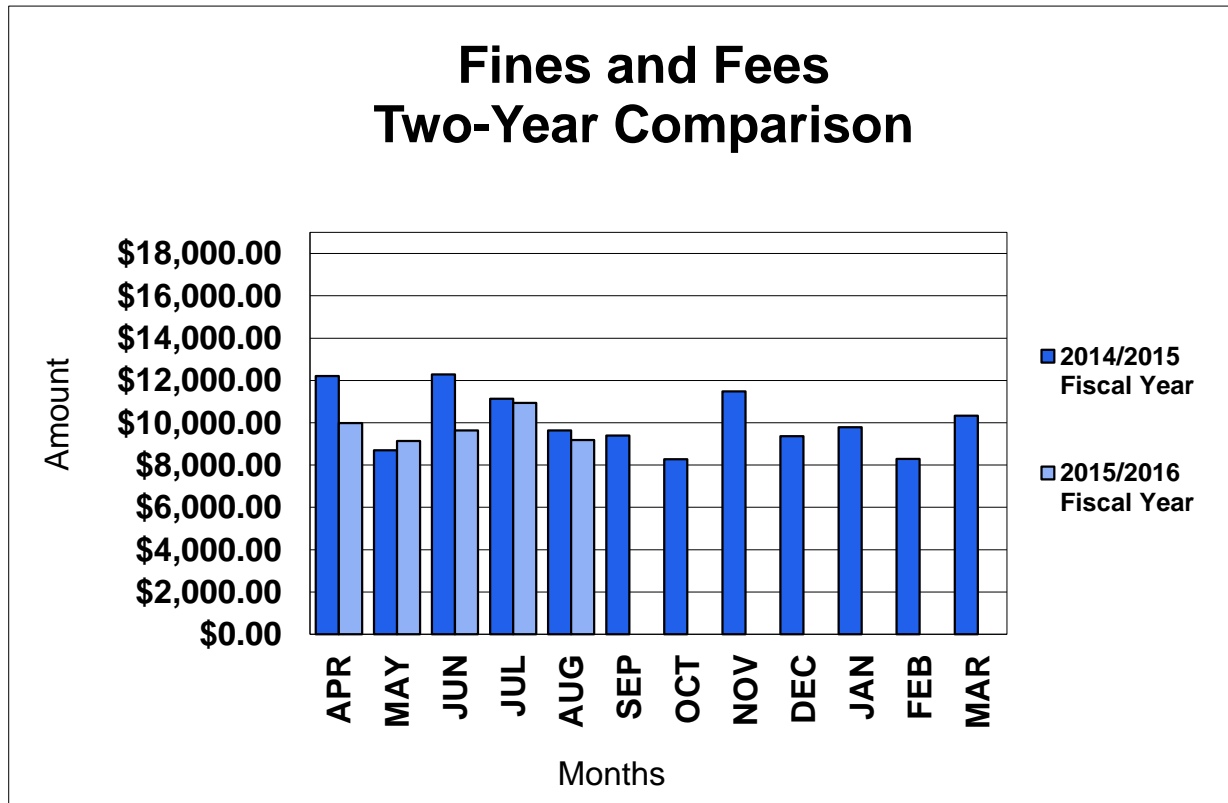
CFSEM

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
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
Total CFSEM holdings		<u><u>\$131,933.00</u></u>

FINES AND FEES - TWO-YEAR COMPARISON

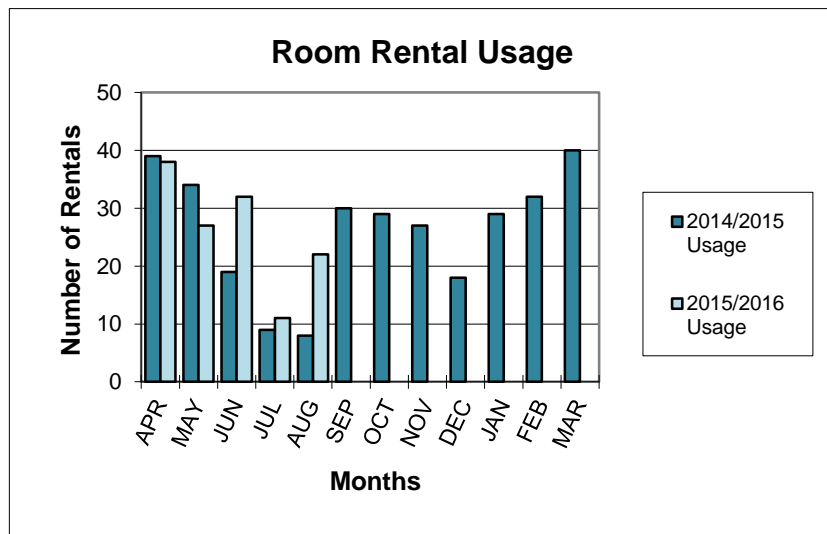
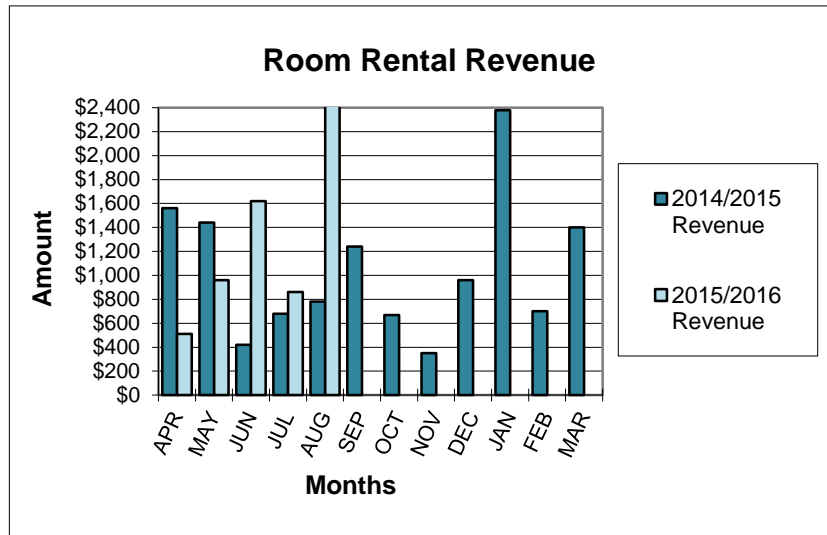
Month	2014/2015 Fiscal Year	2015/2016 Fiscal Year	Difference
APR	\$12,209.70	\$9,986.61	(\$2,223.09)
MAY	\$8,696.66	\$9,134.31	\$437.65
JUN	\$12,283.41	\$9,636.30	(\$2,647.11)
JUL	\$11,136.86	\$10,931.35	(\$205.51)
AUG	\$9,638.91	\$9,178.79	(\$460.12)
SEP	\$9,388.48		(\$9,388.48)
OCT	\$8,275.12		(\$8,275.12)
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	\$48,867.36	(\$72,025.69)



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	\$3,000.00	\$2,220.00	8	22	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	\$6,950.00	YTD Difference (\$5,630.00)	314	130	



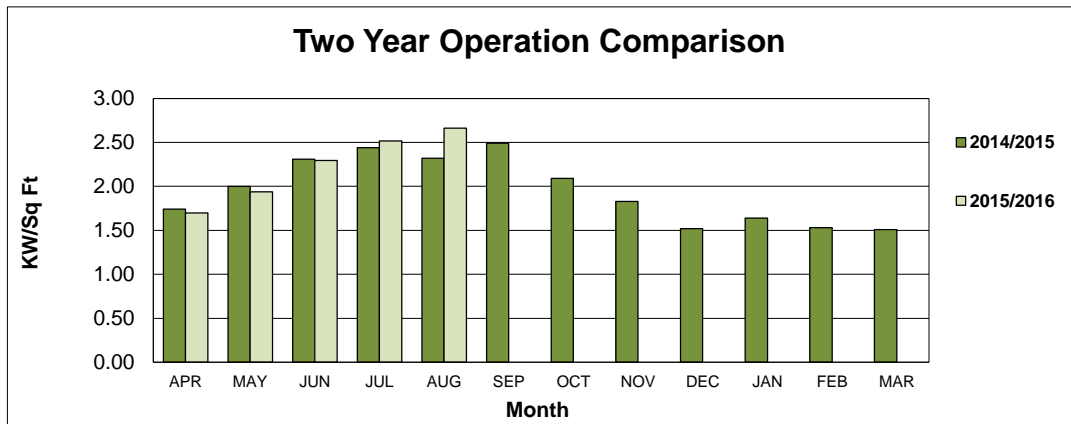
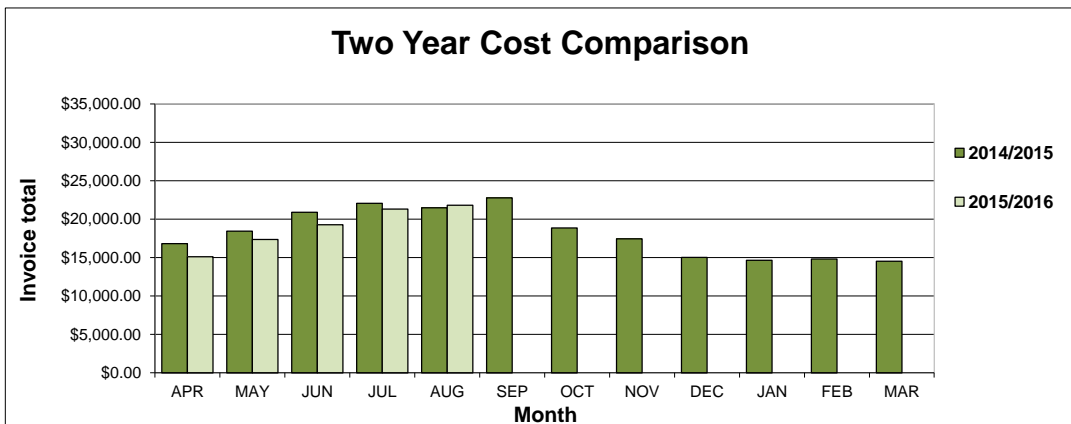
Bloomfield Township Public Library Electricity Analysis

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	\$21,814.32	\$328.75	268,940	\$0.08	361.48	2.66	\$29.32	\$0.22
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
TOTAL	\$217,737.83	\$94,853.10	YTD Difference (\$122,884.73)						

NOTES:

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

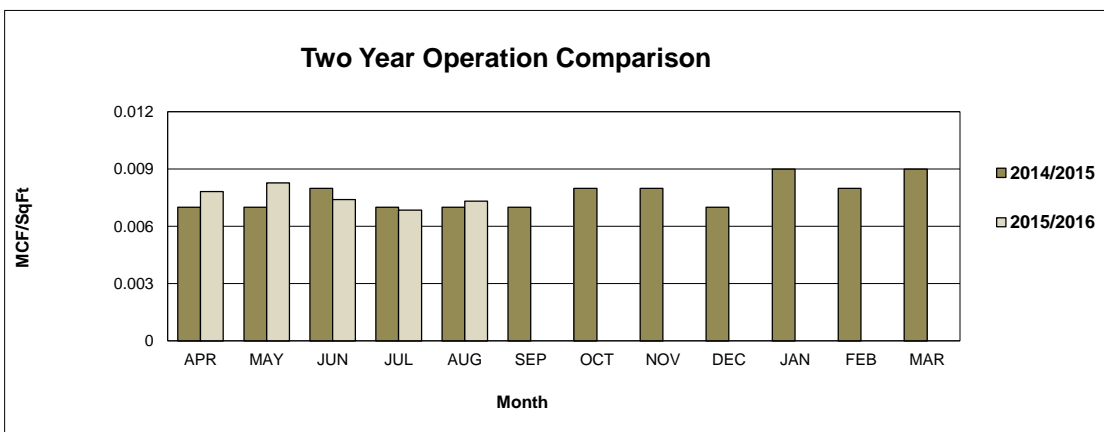
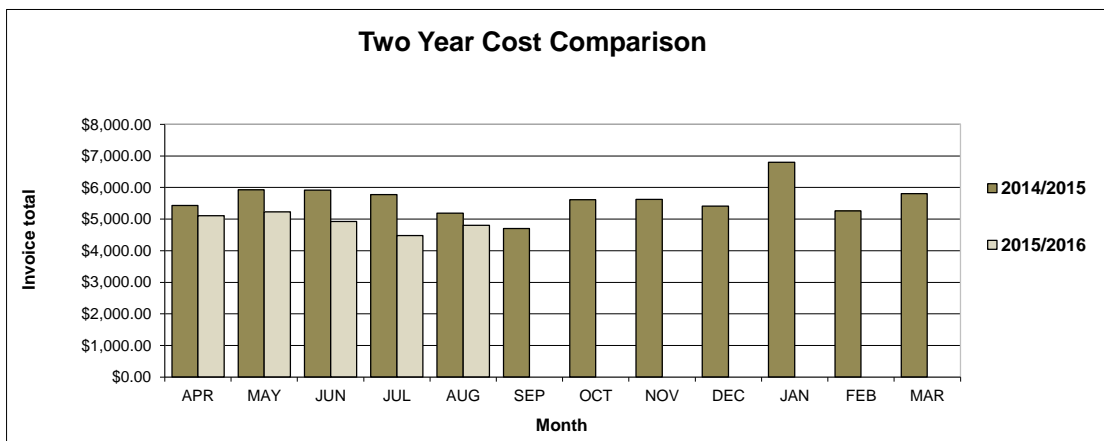


Bloomfield Township Public Library Natural Gas Analysis

Building Area = 101,023

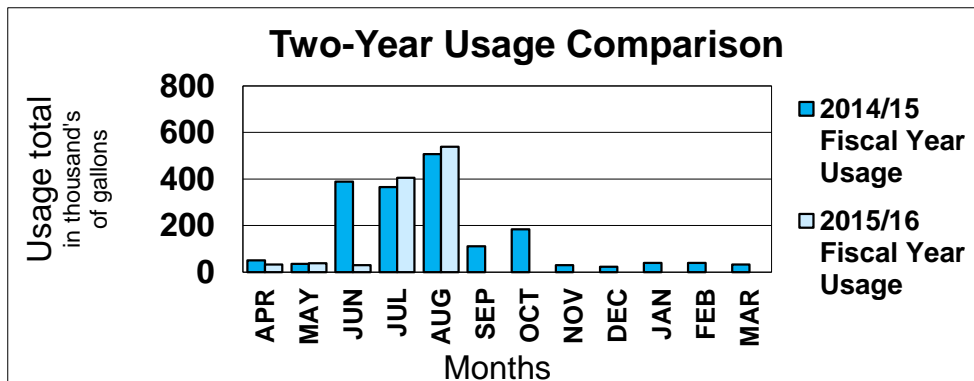
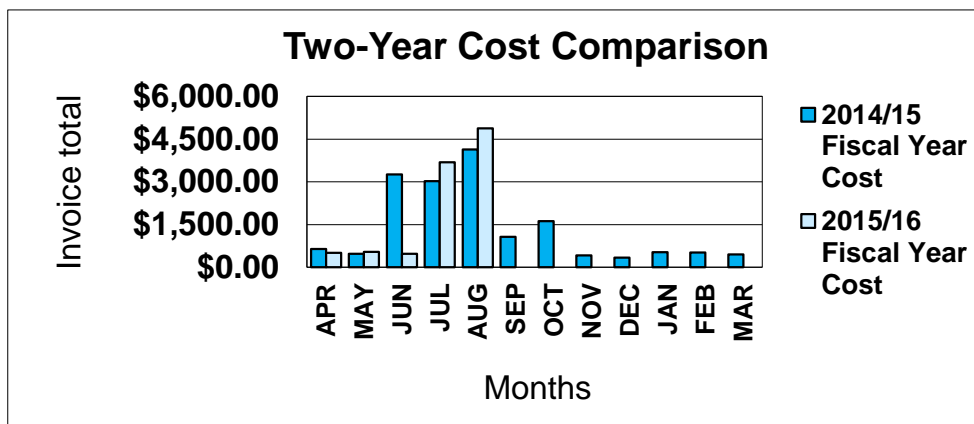
1 Cu. Ft. = 1000 BTU

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	\$4,805.28	(\$379.45)	739.7	\$6.50	744	0.99	0.007	6.46	0.047
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	\$24,538.91	(\$42,918.16)							



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	\$4,879.55	\$740.55	507	539	32
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	\$10,099.51	(\$6,382.57)	1,806	1,045	(761)



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

Our Chamber Concerts series begins again on Friday, September 25 at 7:30pm with the Sally Pullar Memorial Concert. Our bookmarks announcing this 6th season of Chamber music concerts includes a tribute to Sally on the back of these. University of Michigan School of Music Professor Christopher Harding will be one of the performers at this special concert, sponsored by the Friends of the Library.

September is National Library Card Sign-Up Month! Encourage your Bloomfield Township neighbors and friends to come to Bloomfield Township Public Library to get their library card if they don't already have one. Everyone is invited to stop by the Youth Room to create an origami card holder too!

It's Baby Safety Month all September long also! To celebrate, the Library is hosting a diaper drive from September 19 – 26. Any size, brand or types of diaper – even open packages of diapers – are accepted. Additional information about this program is available in Youth Services.

I am pleased to announce a new service now available at the Library – wireless printing! Anyone can now print documents at the Library from anywhere – your home, your office, from your favorite coffee shop, the parking lot – really anywhere! Print wirelessly from a PC or most mobile devices such as a tablet or smart phone. Called *PRINTERON*, it's easy to do. Just follow the directions available on the Library website, in the Library at each public service desk or call the Library's Help Desk!

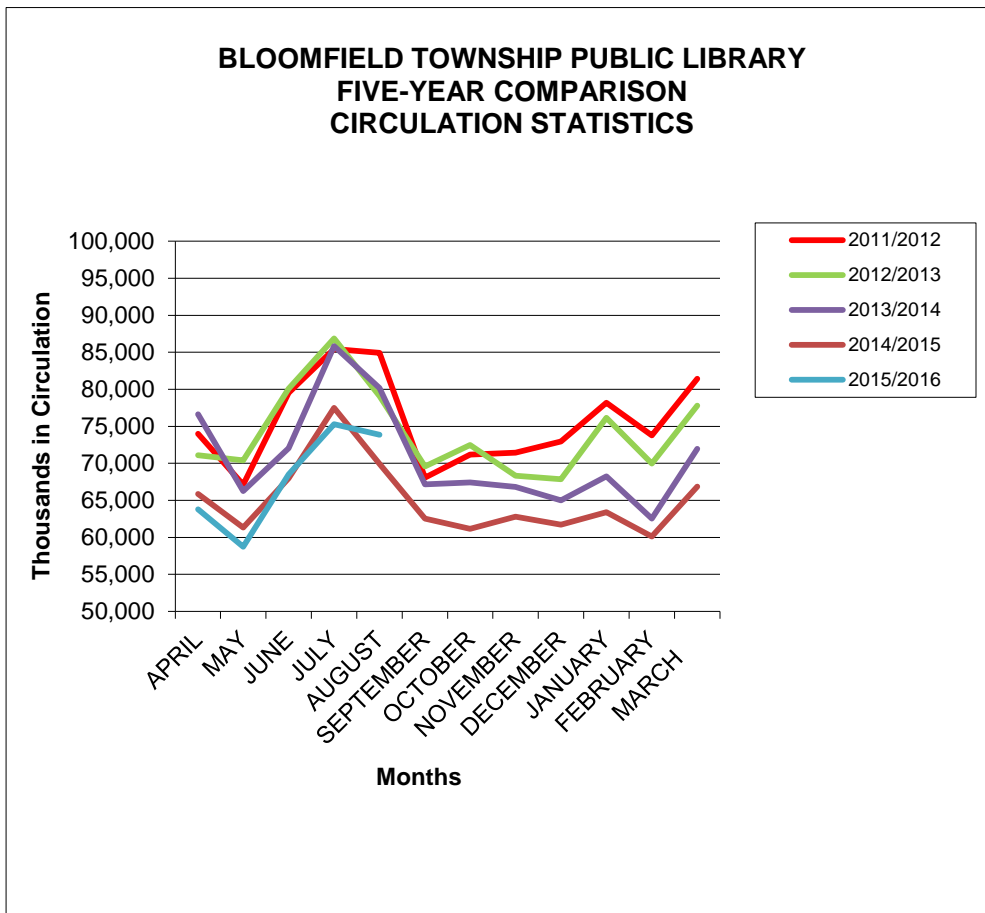
Respectfully Submitted,

*Carol Mueller
Director*

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
FIVE YEAR CIRCULATION

9/10/2015

	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	73,868
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	340,213



	2014		2015	
COLLECTION				
Book Collection:	279,226		280,535	
Media Collection:	60,687		62,052	
Total e-books:	27,777		28,570	
Overdrive	6,330		6,987	
EBSCOhost	19,226		19,223	
Total downloadable audiobooks:	4,701		5,114	
Materials Total:	372,391		376,271	
CIRCULATION				
Circulation Total:	69,931		73,868	
Bloomfield Township Circulation:	64,495		68,771	
Virtual Circulation Total	4,498		6,284	
Circulation of Youth materials:	27,177		28,125	
Circulation of Media:	28,133		27,368	
Circulation of Cranbrook passes:	403		427	
Self-checkout machine use:	24,776	35.4%	29,553	40.0%
Library by Mail:	102	26 patrons	125	25 patrons
BUILDING & EQUIPMENT USAGE				
Door Count:	26,083 *		27,613	
Gate Count:	28,191		29,088	
Meeting rooms by public:	8 **		22	
Meeting rooms by staff:	38		42	
VIRTUAL USE				
Home page hits/Database services:	18,178		39,071	
e-book access:	2,152		2,699	
Overdrive	2,125		2,671	
EBSCOhost	27		28	
Audiobook access: (Overdrive)	806		1,194	
Music download access:	1,150		1,249	
Magazine download access:	390		639	
Tutor.com sessions:	10		10	
Hoopla access:	n/a		503 ^	
Library Computer Use				
Resident Use	2,179		2,035	
Guest Use	837		775	
*Library closed Sundays August 3, 10, 17, 24 & 31				
**Meeting Rooms 1, 2, & 3 unavailable				
^New as of July 20, 2015				

	2014		2015	
OUTREACH & PROGRAMS				
<i>New Patrons and Accounts</i>				
Township:	201		234	
Cranbrook:	3		5	
Total new patrons:	300		322	
<i>Adult Program Attendance</i>				
Staff-led:	2 events	9 attended	3 events	9 attended
Speaker-led:	5 events	46 attended	6 events	112 attended
Book clubs:	3 events	31 attended	3 events	31 attended
Tours/visits on-site:	0	0	1 event	10 attended
Tours/visits off-site:	1 event	5 attended	0	0
<i>Systems Program Attendance</i>				
Staff-led:	2 events	11 attended	3 events	31 attended
<i>Teen Program Attendance</i>				
Staff-led:	1 event	12 attended	1 event	0 attended
<i>Youth Program Attendance</i>				
Staff-led:	11 events	871 attended	10 events	868 attended
Speaker-led:	1 event	65 attended	2 events	69 attended
Tours/visits on-site:	0	0	0	0
Tours/visits off-site:	0	0	1 event	27 attended
TOTAL:	26 events	1,050 attended	30 events	1,157 attended
<i>Volunteers:</i>				
	26 people	324.50 hours	37 people	314.50 hours
	Shop: 7	82	Shop: 9	100
	Court: 1	2.5	Court: 2	25.25
	Students: 8	144	Students: 14	111.5
	Dept. Vol: 10	96	Dept. Vol: 12	77.75
<i>Patron Remarks</i>				
Patron Comments:	13		9	
Ask BTPL:	1		6	
Ask Us:	13		42	
DISPLAYS				
Lobby	STEM Collections			
Media	Adult: Season 1 Television Shows, Movies with Red Covers			
	Youth: Feature Film Movies, Movies Based off of Books			
Local History	STEM Collections			

TENTATIVE SCHEDULE CALENDAR

- **Tuesday, September 15, 2015 - 7:00 p.m., Regular Board Meeting in the Board Room.**

Upcoming meetings and events:

- Monday, September 21, 2015 – 3:00 p.m. Policy Committee Meeting in the Director’s Office.
- Wednesday, October 7, 2015 – 12:30 p.m., Friends of the Library Board of Directors meeting in the Board Room.
- Thursday, October 15, 2015 All Day Strategic Planning Retreat in the Library Board Room.
- **Tuesday, November 17, 2015 – 7:00p.m., Regular Board Meeting in the Board Room.**

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

Bloomfield Township Public Library
Oakland County, Michigan
Monday, August 24, 2015
2:00 p.m.

Present: Trustees: Judy Lindstrom, Pam Williams

Library Staff: Carol Mueller, Director; Tera Moon, Assistant Director; Sue Barr, Youth Services Librarian; Connie Silver, Adult Services Assistant Department Head

OLD BUSINESS:

Tork Works Rendering Status

Carol stated that there is no longer a donor for this project. The project will remain on hold until a donor comes forward.

New Business:

Cranbrook Student Proposal

Tera shared a proposal from a recent graduate of Cranbrook's architecture program. Keyi creates 3D models using computer software and then projects the images into space to create new planes. She proposes creating videos of her projections in the Library. The committee approved this project with the suggestion that a contract be created and signed by the artist. Tera will work with Keyi to establish a schedule and space for Keyi to make videos without disturbing library business.

Art in the Library

Carol brought a soap stone sculpture of a figure fishing that was donated to the library in 1979 by Vaughn Elementary School. The sculpture has been in storage for several years. The committee agreed that the sculpture needs a new base and should be displayed in the Staff Conference Room.

Carol shared that the Library has several READ posters, which feature celebrities promoting reading. The committee agreed that these posters are very outdated and should be donated to the Friends for their used materials sale.

Carol stated that a request for funding for a collage of historic photos for the east wall in the Community Room has been included on the Library wish list. When funding is received for this project, the Art Committee will work together to select appropriate photos.

Carol shared a proposal from a resident who creates laser-cut metal silhouettes. The committee agreed to decline purchasing any of these works.

The committee walked around the Library to look for blank walls or other spaces that could house future donated art pieces. The following locations were identified as potential spaces:

- Administration hallway walls
- Community Room east wall
- Youth Terrace
- Youth entrance in place of current plant – something whimsical
- Study rooms – several do not have anything on the walls currently

Sue shared sample bookmarks that encourage visitors to discover the art pieces in the Youth Room.

Judy proposed that the Library hold a photography contest as a fundraiser. Submissions would be photos of the Library, either exterior or interior subjects. Judy will propose this idea to the Development Committee at their fall meeting.

Meeting adjourned at 4:00 p.m.

No future meeting has been scheduled at this time.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees

FROM: Carol Mueller

DATE: September 10, 2015

SUBJECT: Investment Services Proposals

On July 6, 2015, Bloomfield Township Public Library released a request for proposals (RFP) for investment services. Copies of this RFP were mailed to 17 companies, posted on the Library website and available in print at the Library's Welcome Desk. The deadline for proposals was Friday, July 24 at 4:00pm. We received five proposals from the following firms: Comerica Bank, Gregory J. Schwartz and Co., LS Investment Advisors, UBS Financial Services and Umbaugh Cash Advisory Services. The Hantz Group declined the opportunity to submit a proposal. A public bid opening of all five responses was held at 4:02pm on Friday, July 24 at the Library. No representatives from any of the firms who submitted proposals or any members of the public were present at the bid opening.

At the special Library Board meeting on Tuesday, August 4, the investment services proposals and process were discussed. The analysis completed by Administration on all proposals received is provided again for your reference. At this meeting, the Library Board decided to hold interviews on August 31 with three firms – Comerica Bank, Schwartz and Co. and Umbaugh Cash Advisory Services. Interviews with all three firms were completed on August 31 as scheduled. After further discussion after the interviews, the Library Board eliminated Comerica Bank and Umbaugh Cash Advisory Services from further consideration.

Administration was asked to call the references provided by Schwartz and Company in their proposal. Three references were contacted. Judy Fandale is the Retirement Administrator for Oakland County and oversees the defined contributions and deferred compensation investments there. She works primarily with Ed Schwartz and stated that Schwartz and Company monitors the portfolios, recommends new investments and adheres to Oakland County's investment policy. Judy stated that she feels Schwartz and Company is very good at what they do and she has been very pleased with their performance.

Bruce Nyberg, Finance Committee Chair at the First Foundation, also provided a reference for Schwartz and Company. Schwartz and Company has been this company's investment advisors for over ten years. Bruce feels that Schwartz and Company is very thorough and has done a great job for the First Foundation. Bruce has referred Schwartz and Company to several other investors and to a church as a result. He gives them very high marks in all aspects of what they do.

Orchard Lake Schools Business Manager Timothy Bailey stated that Schwartz and Company has been one of their investment advisors for over ten years. He works primarily with Ed Schwartz and Matt Whitty. Tim stated that he has a high regard for their abilities and that Schwartz and Company does a good job managing the schools investments. He stated that Schwartz and Company attend the quarterly Investment Committee meetings to review the Schools investments and discuss alternatives. Tim stated that Schwartz and Company always comes to the table with a good solution. He also shared that they recently gave Schwartz and Company a bigger piece of their endowment funds to invest and that they will continue to use them for investment advisory services into the future.

After completing a very thorough review of all proposals, being present at the interviews and receiving additional information from references, it is Administration's recommendation to award the bid for investment advisory services to Schwartz and Company. If you agree, the following motion will need to be approved at the September 15, 2015 meeting.

Thank you for your review and consideration.

MOTION: I move to award the investment services bid to Gregory J. Schwartz and Co., 3707 West Maple Road, Bloomfield Hills, Michigan.

Investment Services Firm Analysis – 2015 RFP

	PROPOSAL	QUALIFICATIONS	EXPERIENCE	INVESTMENT PHILOSOPHY	REPORTING & COMMUNICATION	FEES	OTHER SERVICES	REF.
COMERICA BANK	Comprehensive & complete; met deadline	Firm in business since 1849; 33 institutional clients with \$5 million or more; HQ in Texas – Municipality Group is in Detroit, MI	Team assigned to Library has combined 76 yrs experience at Comerica; \$22.7 billion in assets under management	Explained well; does not mention PA20	Quarterly; complicated statements; meets with board annually, and as needed	.30% on first \$5 million .15% on next \$20 million, plus annual account fee, plus other fees	Online services, plus more	6
GREGORY J. SCHWARTZ & CO, INC	Comprehensive & complete; met deadline	Firm in business since 1976; 62 institutional clients with \$5 million or more; office in Bloomfield Township, MI	Team assigned to Library has combined 68 yrs experience in investment svcs; \$5 billion in assets under management	Explained well; understands PA20	Quarterly; meets with Board twice per year; at minimum monthly communication with Finance Coordinator	.71% total cost	Not addressed	3
LS INVESTMENT ADVISORS	Comprehensive & complete; met deadline	Spin-off in business since 2008; 42 institutional clients with \$5 million or more; office in Bloomfield Hills, MI	Team assigned to Library has combined 28 yrs experience with LS and Loomis Sayles; \$3.2 billion in assets under management	Included; does not mention PA20; recommends corporate bonds & large cap core equities	Quarterly statements and upon request	.70% on first \$2 million .60% on next \$3 million .50% on next \$5 million plus other fees	Not addressed	3
UBS	Incomplete; met deadline	Firm in business for 6 years; 6 institutional clients; office in Troy, MI	26 yrs in investment advising; \$140 million in assets under management	Knows PA20 but does not address investment philosophy in general	Sample statement included but frequency and guiding principles not addressed	\$150 per year	Not addressed	0
UMBAUGH CASH ADVISORY SERVICES, LLC	Comprehensive & complete; met deadline	Subsidiary of Indiana CPA firm in business since 2005; in Michigan since 2001; 42 institutional clients with \$5 million or more; HQ in Indiana with local office in Okemos, MI	Team assigned has 19 yrs experience with Umbaugh; \$436 million in assets under management; primarily issue municipal bonds	Explained well; understands PA20	Quarterly statements and upon request	.10% of total investments, plus other fees	Advise on banking services; debt issuance; construction fund management	3

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: September 8, 2015
SUBJECT: Strategic Plan Update

The first round of focus groups took place on August 4. Rob and Kim Cullin, our consultants, spoke with 48 people total, including patrons, staff, and trustees. 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 public survey remains open until September 18.

The entire strategic planning team plus Library Board of Trustees, Library Department Heads, 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 the Library. At this meeting, Kim and Rob will share information they have gathered, including data from the focus groups and public and staff surveys. The group will synthesize this information into several future directions for the Library.

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

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Library Board of Trustees

FROM: Tera Moon, Assistant Director

DATE: September 8, 2015

SUBJECT: Copier and Printer Services RFP

On Monday, September 14, a RFP for replacement of the Library's copiers and public printers will be released. The RFP will be available on the Library's website and at the Welcome Desk and mailed out to several companies. Deadline for submission of proposals is Monday, October 5. A draft version of the RFP is attached for your information. The award of this bid is scheduled for the November 17 regular meeting of the Library Board of Trustees.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

1099 Lone Pine Rd.
Bloomfield Township, MI 48302

REQUEST FOR PROPOSALS

Copier and Printer Replacement and Maintenance Agreement

The Bloomfield Township Public Library requests proposals from qualified firms for the lease or purchase of ten (10) multifunction print (MFP) devices and for a service agreement for maintenance of equipment.

Proposal guidelines are listed below. This request for proposals is available on the Library's website at www.btpl.org, at the Library's Welcome Desk at Bloomfield Township Public Library, 1099 Lone Pine Road, Bloomfield Township, MI 48302, or by calling Tera Moon, Assistant Director, at (248) 642-5800, ext. 112.

Please deliver six (6) copies of the proposal in a sealed envelope marked with the name of the proposer and entitled "Copier Replacement" 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.

Proposals must arrive no later than **3:00 p.m., E.S.T., Monday, October 5, 2015** addressed to:

Tera Moon, Assistant Director
Bloomfield Township Public Library
1099 Lone Pine Road
Bloomfield Township, MI 48302

All proposals will be publicly opened immediately thereafter at the Library at 3:01 p.m. Verbal, telephone, fax, or electronic mail proposals are invalid and will not receive consideration.

An optional walk-through of the Library copiers and printers may be attended by interested bidders on Thursday, September 24, 2015 at 10:00 a.m.

All questions regarding this request for proposals should be directed to Tera Moon, Bloomfield Township Public Library by email or phone at moontera@btpl.org or (248) 642-5800, ext. 112.

SCOPE OF SERVICES

The Bloomfield Township Public Library currently owns nine (9) Ricoh Aficio copiers and ten (10) Ricoh printers for staff and public use. Quantity – model number (year of purchase) are listed below:

Ricoh Aficio copiers:

- 5 - MP 2550 (2008)
- 1 - MP C2500 (2008)
- 1 - 3260C (2007)
- 2 - MP 2000 (2007)

Ricoh printers:

- 5 - AP 410N (2007)
- 3 - SP 8100DN (2007)
- 2 - SP C811DN (2007)

PUBLIC USE OF COPIERS AND PRINTERS

The Library has over 900 visitors every day. Patrons rely on the copiers and printers available in each of these areas of the Library: Adult Services; Computer Center; Copy Center; Local History; and Youth Services (refer to the diagrams on the last two pages).

The Library desires to replace all current public copiers and printers with eight (8) new MFPs. Due to their age and constant use, the current copiers and printers are becoming difficult to maintain and require frequent service calls. In addition, the new generation of MFPs offers vast improvements in functionality and performance. Proposals should include pricing for the following MFPs for **Public**:

- 2 – B/W MFPs with document feeder
- 2 – B/W MFPs without document feeder
- 2 – Color MFPs with document feeder
- 2 – Color MFPs without document feeder

The Library requires the following for all PUBLIC devices:

- Must be able to copy, print, scan, fax.
- Must print from publicly accessed networked computers.
- Must have display panel that is customizable and user friendly.
- Must provide the ability to perform automated meter reads.
- Must be compatible with Envisionware print management software (LPT:One).
- Must be compatible with Envisionware wireless and mobile printing (PrinterOn).
- Must be compatible with ITC Systems Fusion model 5300/5400 coin-op vending devices:

- I. B/W copy needs simple key counter interface.

- II. Color copy needs to be able to charge differing amounts (i.e. one amount for B/W and another amount for color).
 - III. Must have by-pass key.
 - IV. Must integrate coin, bill and print card (magnetic strip) capabilities.
- Must be able to scan to email – Specify how this will be implemented in a highly secure manner for patron privacy.
 - Must be able to print from and scan to USB drive.
 - Must be able to scan to online cloud storage such as Dropbox, Google Drive, iCloud, OneDrive.

STAFF USE OF COPIERS AND PRINTERS

A Ricoh 3260C is located in the Administration Department and is the workhorse for staff printing. It averages over 9,000 print/copy jobs per month. One (1) MP 2550 is located in our staff hallway and it averages 2,700 copies per month. Proposals should include pricing for the following MFPs for **Staff**:

- 1 – Color MFP to replace Ricoh 3260C
- 1 – Color MFP to replace Ricoh MP 2550

The Library requires the following for all STAFF devices:

- Must be able to copy, print, scan, fax.
- Must print from networked computers – staff secured network.
- Must have display panel that is customizable and user friendly.
- Must have the ability to print securely.
- Must have auto color feature.
- Must provide the ability to perform automated meter reads.
- Must be able to scan to email on Exchange server using Active Directory.
- Must be able to print from and scan to USB drive.
- Must have document server feature and the ability to connect to network drives.

Requirements for replacement of the Ricoh 3260C are as follows:

- Must include a finisher and large capacity cassette/tray.
- The finisher must include stapling, 2 and 3 hole punch, saddle stitch and fold.
- Must handle and accept 65 and 110 pound card stock and glossy paper.
- Must have the ability to print 12" x 18" from tray.

PROPOSAL REQUIREMENTS

Proposals must specifically address:

- The full name of the company, local address, telephone number, name and title of the contact person, and the date of submission.
- A description of company background (history, mission, current size).
- A list of current customers with contact names and phone numbers that we may contact as a reference.
- The product line in which the firm specializes.
- Specific models recommended for public and staff use - include specifications and how bidder will meet all library requirements.
- Response times for service calls and product delivery, i.e. toner.
- Schedule for machine maintenance and cleaning.
- Cost and terms for a 48 and 60 month lease including maintenance.
- Cost to purchase same equipment with maintenance.
- Cost per page for both black/white and color, and any copy/print minimums.
- Cost of equipment removal if not included in standard installation service.
- Scope of training that will be included with installation.

TAXES

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

METHOD OF EVALUATING PROPOSALS

Proposals will be evaluated with strict emphasis on quality of MFP devices and service. Attributes which will be analyzed include:

- Ability to meet proposal requirements

- Customer reference responses
- Equipment provided with features outlined
- Response times for machine repair or replacement and to address product shortages.

After technical qualities have been evaluated, cost and other considerations will be evaluated.

CONTRACT AWARD

The contract will be awarded in the form of a signed proposal sheet mailed to the vendor selected. Once all factors have been evaluated, a recommendation will be made to the Library Board of Trustees at their regular meeting on November 18, 2015. We will notify the successful proposer by Wednesday, November 19, 2015.

WITHDRAWAL OF PROPOSALS

Any proposer may withdraw the proposal at any time prior to the deadline for receipt of proposals.

NEGOTIATION

Bloomfield Township Public Library solicits this proposal subject to review and negotiation with one or more of the firms under consideration. It is understood that negotiation may lead to proposal revision.

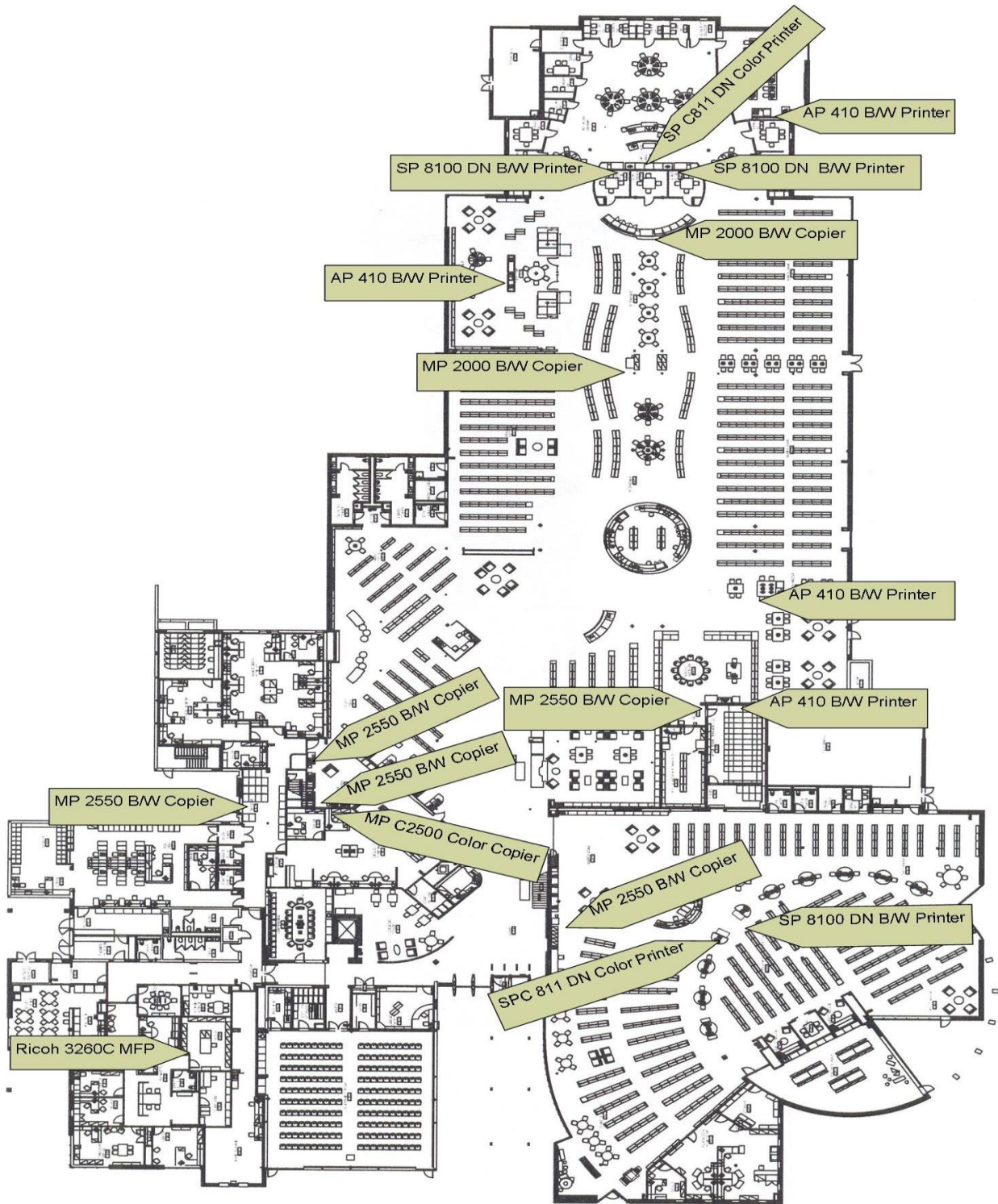
All proposals submitted will remain firm for a period of ninety (90) days.

The Bloomfield Township Public Library reserves the right to accept or reject any or all proposals submitted, either in whole or in part; to request additional information from all proposers; to award contract to other than the low proposer; 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. Any contract awarded will be made to the vendor who, based on evaluation of all responses, all criteria and oral interviews, if necessary, is determined to be the best qualified to provide copier/printer services.

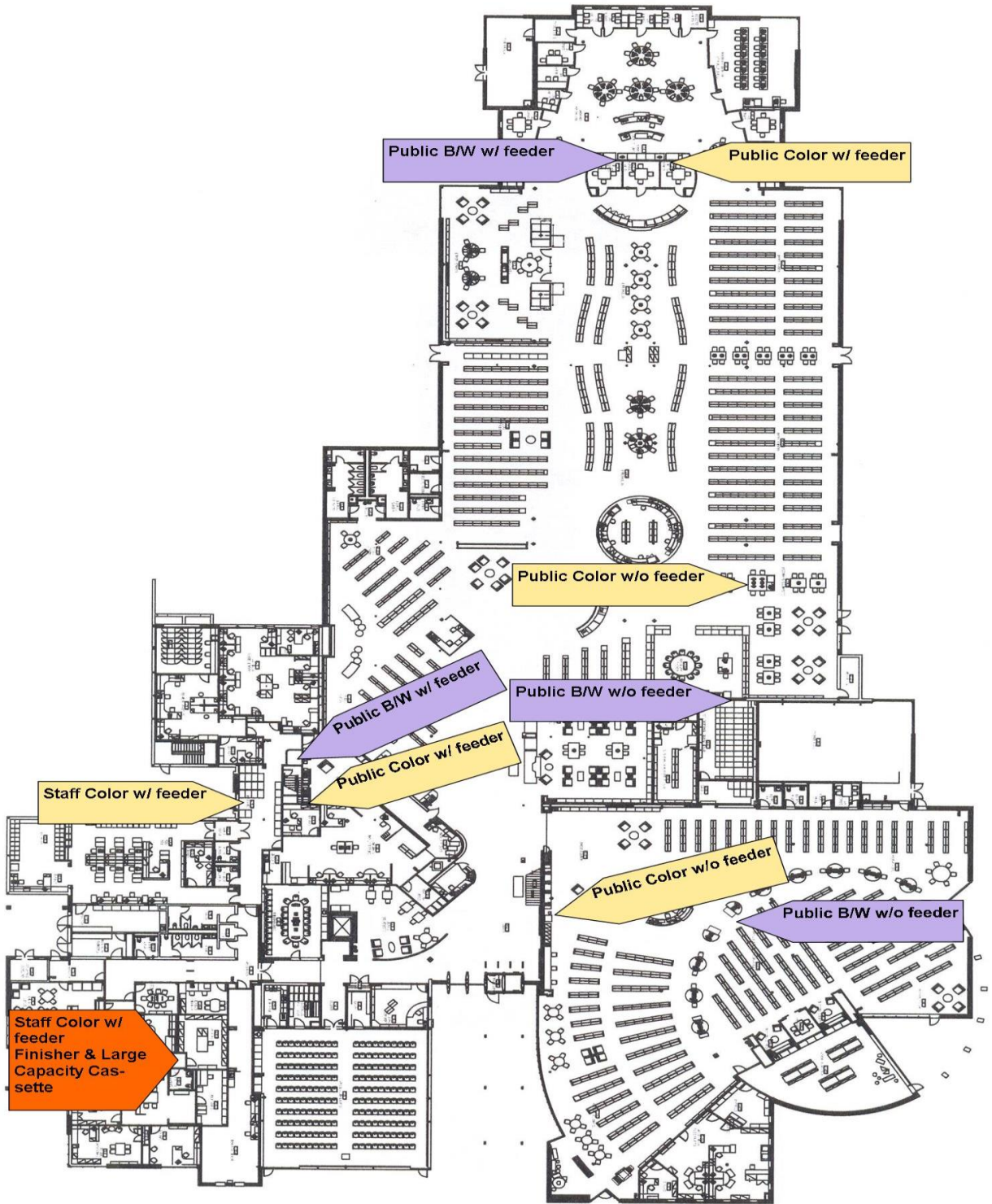
Successful proposer will declare and stipulate that its proposal is made in good faith, without collusion or connection with any other person or persons bidding for the same work, and that the prices quoted include all terms, insurance, royalties, transportation charges, allowances, taxes, use of all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

Awards will be made for all or part of the copier/printer services, using the proposal entirely or in part, at the Library's discretion, in a manner most favorable to Bloomfield Township Public Library.

Current Copier/Printer Layout Sept, 2015



Proposed Locations for New MFPs



BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

FRIENDS OF THE LIBRARY MONTHLY DIRECTOR'S REPORT

September, 2015

- 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. As part of this process, several focus groups have been planned. One such focus group has been arranged for the Friends Board members on **Wednesday, September 9 at 12noon** in the Board Room. Lunch will be provided. We hope you can join Rob and Kim as they ask for your thoughts about and ideas for Bloomfield Township Public Library.
- Save the date of **Saturday, December 5** for the annual holiday party! This event will take place at The Heathers will a delicious dinner in a lovely venue. More details will be provided in formal invitations coming soon from our Staff Organization Committee.
- Our Chamber Concerts series begins on **Friday, September 25 at 7:30pm** with the very special Sally Pullar Memorial Concert. Our bookmarks announcing our 6th season of concerts includes a tribute to Sally on the back of these. I have brought extra copies today – additional bookmarks are available at the Library's Welcome Desk. As requested, Professor Harding will be one of the performers at this special concert.
- The Friends support of summer library programs resulted in a great summer for all! In Youth Services, 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. Thank you for your support!
- The Library's audit for fiscal year 2014/2015 has been completed. Once again, we received an unqualified opinion from our auditors, Doeren Mayhew. The auditors commended the Library as there were no areas of concern. Special thanks, once again, to Beth Sulek-LaHousse, our Finance Coordinator, for her detailed work and careful management of library finances!
- I am pleased to present to you the Library Annual Report for 2014/2015 also! Each year, I am amazed at all that has been accomplished! Library staff is never short on ideas, innovation and enthusiasm. The Friends gift of funding of over \$70,000 helped the Library immensely! Thank you!

- At the August 18, 2015 Library Board meeting, the Trustees approved the preliminary Fiscal Year 2016/2017 library budget and the 2016 calendar. A copy of the 2016 calendar is attached to this report for your information. Please note the eleven closed days for holidays and one early closing for Thanksgiving Day eve.
- Congratulations on your highest Second Saturday sale earning yet! Well done Friends!
- The monthly gifts expended report is attached to this report for your information.
- Thank you for your consideration of the many items on our Wish List.

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>Aug 2015</u>	<u>Amount left in gift</u>	
1500040101	2015	FOL	2016/2017 Gale Courses	\$3,000.00		\$3,000.00	
1401080101	2014	FOL	S.T.E.M. collection	\$1,900.00		\$1,900.00	
1500060101	2015	FOL	Teen Books	\$1,425.00		\$1,425.00	
1500070101	2015	FOL	Large Print books	\$950.00		\$950.00	
1500090101	2015	FOL	SciFi/Graphic Novel Collection	\$1,425.00		\$1,425.00	
1401050101	2014	FOL	Classic movies processing	\$125.00	(\$125.00)	\$0.00	
1401090101	2014	FOL	S.T.E.M. collection processing	\$100.00	(\$100.00)	\$0.00	
1500060101A	2015	FOL	Teen Books processing	\$75.00	(\$75.00)	\$0.00	
1500070101A	2015	FOL	Large Print books processing	\$50.00		\$50.00	
1400390101	2014	FOL	TS DVD's of guest speakers	\$180.00		\$170.00	
1401040101	2014	FOL	Classic movies	\$2,375.00	(\$2,375.00)	\$0.00	
1400280101	2014	FOL	Additional materials for collection and All-in-one Skill b	\$2,664.98	(\$270.45)	\$2,381.98	
1300480101	2013	FOL	2014 Everyone's Reading	\$216.15		\$141.57	Carry over for April 2015 - to be all spent per CS
1400260101	2014	FOL	2014 AS Summer Reading	\$1,000.00	(\$227.57)	\$290.62	Carry over for 2015
1400480101	2014	FOL	2015/2016 AS Concert series	\$3,000.00	(\$1,200.00)	\$0.00	Carry over for 2015
1401010101	2014	FOL	Maker Space programs	\$600.00		\$600.00	
1401020101	2014	FOL	Pop up Librarian programs	\$600.00		\$74.47	
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	
1500080101	2015	FOL	Wee Play program updates	\$500.00	(\$251.98)	\$114.90	
1300540101	2013	FOL	Admin 2014/2015 Program Budget	\$832.53		\$832.53	
1300880101	2013	FOL	2014/2015 Chamber Concert Series	\$1,038.34		\$838.34	
1400490101	2014	FOL	Det. Historical Society Exhibits	\$1,000.00		\$1,000.00	
1500050101	2015	FOL	2015/2016 Chamber Concert Series	\$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		\$2,010.00	Carry over for 2015 - balance to be used for replacement plantings
1500110101	2015	FOL	Adm Seasonal Arrangement at Entrance	\$2,250.00		\$2,250.00	
1400300101	2014	FOL	Admi Library Shop Lighting	\$2,000.00		\$2,000.00	Carry over for 2015
1400430101	2014	FOL	Admi Redirected to Library Shop Lighting	\$412.42		\$412.42	Redirected April 2015 from Circ hold carts
1401070101	2014	FOL	YS Sea Life play cube	\$600.00		\$6.96	
0800220101	2008	FOL	YS Velcro Design Wall	\$1,458.74	(\$48.16)	\$356.50	Redirected Feb 2014 from MY LIBRARY book
1300440101	2013	FOL	Systems Technology upgrade (to bring total to \$25,000 with 4 redirected gifts)	\$16,668.62		\$5,182.41	
1401060101	2014	FOL	YS Ipads and applications	\$5,175.00	(\$4,854.10)	\$320.90	
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 develop.	\$457.60		\$59.60	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
1500100101	2015	FOL	Retractable and Portable Banner	\$380.00		\$380.00	

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY – ADMINISTRATIVE CALENDAR

2015

OCTOBER

2015

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 Mother Goose Club 10am	2 Sign & Play -10am First Friday at Library 7pm	3 Transforming Loss Workshop 10am
4 Wee Play 2pm	5 Bouncing Babies 10am	6 Tinker Tales 10am Knit n Stitch 10am Teen Advisory Board 4pm Intro to scanning 6pm	7 Movers & Shakers 10am Great Books Club 6:45pm	8 Mother Goose Club 10am Tasteful Tales 6:30pm	9 Sign & Play 10am Teen Afterhours Book Prom 6:30pm	10 Crayon Crew 11am FOL 2 nd Sat Sale 9:30-3:30
11 FOL Bag Day Noon Wee Play 2pm Madcap Puppets 2pm	12 Bouncing Babies 10am Octoberfest Trader Joes 7pm	13 Tinker Tales 10am Memoir Writers Group 1pm Lego club 6:30pm	14 Movers & Shakers 10am Ebooks Apps 2pm Little Foodies 6:30pm Nonfiction Book Club 7pm Writers Rendezvous 7pm	15 Mother Goose Club 10am Tablet Tales 1pm Intro to Excel 6pm	16 Sign & Play 10am Coffee & conversation 10am Metro Detroit Flute Choir 7:30pm	17 Books & Beats 11am
18 Wee Play 2pm	19 Bouncing Babies 10am 30 min lunchtime book club 1pm Full STEAM ahead 6:30pm	20 Tinker Tales 10am Tuesday Book Club 10am	21 Movers & Shakers 10am Mystery Book Club 1pm Teen Movie Club 4pm Great Books Club 6:45p Relationship Matter\$ 7p PJ Theater 6:30pm	22 Mother Goose Club 10am Eleanor Book Club 10am Read for the Record 2pm	23 Sign & Play 10am Fan Fridays 4:30pm	24 Shake, Rhythm & Rhyme 11am
25 Wee Play 2pm	26	27 Spooktacular 6:30pm Memoir Writers Group 1pm	28 Relationship Matter\$ 7pm Writers Rendezvous 7pm	29 Uncover the Catalogs many features 2pm	30 Sign & Play 10am	31 Intro to Power Point 2pm