

Bloomfield Township Public

**Library**

**Bloomfield Township Public Library  
Board of Trustees**

Library Board Meeting  
***November 17, 2015***  
3:00 p.m.  
Bloomfield Hills High School

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, November 17, 2015 3:00 p.m.

<b>#</b>	<b><u>NUMBERED ITEMS</u></b>	<b><u>DATE DELIVERED</u></b>
1	Agenda	11/13/15
2a	Request to remove items from the Consent Agenda for Discussion	11/13/15
2b	Motion to approve the order of items for the regular and consent agendas	11/13/15
5	Motion to approve remaining consent agenda items 6-8d	11/13/15
6	Regular Board Meeting Minutes of 10-20-15	11/13/15
7a	Cash Disbursements	11/13/15
7b	Revenues/Expenditures Budget Report	11/13/15
7c	Energy Report	11/13/15
8a	President's Report	11/13/15
8b	Director's Report	11/13/15
8d	Bloomfield Township Liaison –no report	
8d	Cranbrook – no report	
8d	Art Committee – no report	
8d	Development – Meeting Minutes 11-3-15	11/13/15
8d	Finance Committee – no report	
8d	Friends of the Library Liaison – no report	
8d	Building/Grounds – Meeting Minutes 11-10-15	11/13/15
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	Election of Officers	11/13/15
11b	Appointment of Committees	11/13/15
11c	Copier Bid Award	11/13/15
13	Motion to approve any items removed from the consent agenda	11/13/15

**UNNUMBERED ITEMS**

**DATE DELIVERED**

Memo regarding Strategic Plan Update	11/13/15
Memo regarding Library Audit Services	11/13/15
Board Follow-up Memo	11/13/15
Directors Monthly Report to Friends of Library	11/13/15
Administrative Calendar – December 2015	11/13/15

AGENDA  
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
BOARD OF TRUSTEES  
Tuesday, November 17, 2015  
**Regular Board Meeting**  
**3:00 P.M.**  
**Bloomfield Hills High School**

**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 October 20, 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. Election of Officers
  - b. Appointment of Committees
  - c. Copier Bid Award
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, December 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, October 20, 2015**

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

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

**Unable to attend:** Eli Greenbaum, Judy Lindstrom

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

**Guests:** Emily Hudak, SOC representative

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

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

*Ayes: Cohen, Gerhart, Williams*

*Nays: None*

**MOTION CARRIED**

**President's Verbal Report:**

Joan stated that she felt the Strategic Planning retreat was really worthwhile and a great learning experience.

Joan stated that October 18-24 is National Friends of the Library Week. On behalf of the Library Board of Trustees, Joan read the following Resolution for the Bloomfield Township Public Library Friends of the Library:

WHEREAS, The Friends of the Bloomfield Township Public Library raise money that enables our library to move from good to great—providing the resources for additional programming, much needed equipment, support for summer reading and special events throughout the year;

WHEREAS, The work of the Friends highlights on an on-going basis the fact that our library is the cornerstone of the community providing opportunities for all to engage in the joy of life-long learning and connect with the thoughts and ideas of others from ages past to the present;

WHEREAS, The Friends understand the critical importance of well-funded libraries and advocate to ensure that our library gets the resources it needs to provide a wide variety of services to all ages including access to print and electronic materials, along with expert assistance in research, readers' advisory, and children's services;

WHEREAS, The Friends' gift of their time and commitment to the library sets an example for all in how volunteerism leads to positive civic engagement and the betterment of our community.

Therefore it is RESOLVED, The Bloomfield Township Public Library proclaims October 18-24, 2015, as Friends of the Library week in Bloomfield Township, and urges everyone to join the Friends of the Library and thank them for all they do to make our library and community so much better.

**Director's Verbal Report:**

Carol thanked the Trustees for attending the Strategic Planning Retreat.

Carol stated that the Library was represented at the Bloomfield Township Open House on October 11<sup>th</sup>. Adult Service Librarian, Karrie Yukon, was at the Senior Center handing out little giveaways and talked to about 250 people! The Library also presented a live performance by Mad Cap Puppets in connection with the open house.

Carol informed the Trustees about many new programs at the Library this fall as a result of our additional funding. New computer classes, after school and after hours programs for upper elementary and lower middle school age children, and a brand new story time for our youngest patrons from 6-12 months of age! Many new adult programs will begin this fall also, including a "30 Minute Lunchtime Book Club" which will be held on the 3<sup>rd</sup> Monday of the month at 1:00 p.m. We are very excited about the addition of the many new programs to our Library events.

Carol shared our new iPad Minis with the Trustees and gave a brief demonstration. The Friends of the Library gave funding to purchase 16 of the iPad Minis for the Youth Service Department Story Times.

Carol reminded the Trustees that the November 17<sup>th</sup> Board Meeting will be at the new Bloomfield Hills High School at 3:00 p.m.

**CONSENT AGENDA MOTION:**

After discussion, a motion was made by Peggy Cohen, seconded by Pam Williams, **TO APPROVE THE ITEMS ON THE CONSENT AGENDA AS PRESENTED WITH THE EXCEPTION OF THE FOLLOWING: INVESTMENT PORTFOLIO.**

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

*Ayes: Cohen, Gerhart, Williams*

*Nays: None*

**MOTION CARRIED**

**REGULAR AGENDA:**

*Call to the Public:*

Joan welcomed Emily Hudak, SOC representative. Emily invited the Board to attend the Holiday Party on December 5<sup>th</sup>.

**UNFINISHED BUSINESS:**

*No items for discussion*

**NEW BUSINESS:**

*Policy Review*

Grant stated that the Policy Committee conducted its annual review of the current approved Library policies. The Library Rules of Conduct needed minor updates. Carol shared that recently a question was raised with regard to the use of electronic cigarettes in the Library. At this time, these were not listed as restricted in the Library Rules of Conduct. After researching the electronic cigarettes we found that cities and public buildings are erring on the side of caution and are not allowing use of electronic cigarettes in their buildings. The concern expressed in our research is how marketing and seeing others use electronic cigarettes impacts teens and children as far as thinking this type of smoking is acceptable. The Policy Committee recommended adding a restriction on electronic cigarette use to the Library Rules of Conduct and to broaden this restriction to include the use of tobacco and tobacco like products. Carol also reviewed other minor changes at this time.

After discussion, a motion was made by Grant Gerhart, seconded by Pam Williams, **TO APPROVE THE REVISED LIBRARY RULES OF CONDUCT EFFECTIVE OCTOBER 10, 2007 AS PRESENTED**

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

*Ayes: Cohen, Gerhart, Williams*

*Nays: None*

**MOTION CARRIED**



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

A question was raised with regard to the change in value of priced securities. Peggy stated that these are very short term securities and the value shown on the report is what it would be if all investments were sold today. What you are seeing on the report would be called a “paper loss” and not an actual loss to the Library at this point in time.

After discussion, a motion was made by Grant Gerhart, seconded by Peggy Cohen, **TO APPROVE THE REMOVED ITEMS FROM THE CONSENT AGENDA AND ACCEPT THE REPORTS AND RECOMMENDATIONS AS PRESENTED.**

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

*Ayes: Cohen, Gerhart, Williams*

*Nays: None*

**MOTION CARRIED**

**OTHER:**

No discussion at this time.

Meeting adjourned at 7:39 p.m.

The next meeting of the Bloomfield Township Public Library Board of Trustees is Tuesday, November 17, 2015 at 3:00 p.m. at Bloomfield Hills High School.

Submitted by:

Pam Williams, Secretary

## BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

### Cash Disbursements Comments November 2015

#### **New Vendors:**

Donald Borsand is a new vendor for a library program.

PEA (Professional Engineering Associates, Inc.) is a new vendor for civil engineering work on our lower level water investigation.

#### **General Fund Advance**

- Check #15474 payable to Siemens Industry, Inc. in the amount of \$16,739.35 is payment for final work and staff training on our new building management system.

#### **General Fund**

- Check #15494 payable to Bloomfield Township in the amount of \$253,127.94 is payment for two payrolls including FICA, HRA contributions, pension, etc. as usual.
- Check #15501 payable to the Charter Township of Bloomfield in the amount of \$30.00 is payment for three DVDs from a library program.
- Check #15503 payable to Detroit Institute of Arts in the amount of \$100.00 was payment for a library program.
- Check #15507 payable to Healey Fire Protection, Inc. in the amount of \$969.00 was payment for fire alert inspection and testing.
- Check #15511 payable to Innovative Interfaces, Inc. in the amount of \$12,500.00 was payment for annual renewal of Encore, our library catalog.
- Check #15513 payable to L.J. Rolls Refrigeration Co., Inc. in the amount of \$7,763.93 was payment for repairs to the Library's HVAC system.
- Check #15520 payable to the Mosaic Youth Theatre of Detroit in the amount of \$750.00 was payment for a library program.

- Check #15521 payable to NBS in the amount of \$1,653.00 was payment for quarterly carpet cleaning.
- Check #15527 payable to PEA in the amount of \$1,560.00 was payment for civil engineering work and investigation into the lower level flooding and subsequent proposal to remediate further flooding.
- Check #15530 payable to Preferred Data Systems, LLC. in the amount of \$3,104.00 was payment for the Library's annual firewall software.
- Check #15536 to Siemens Industry Inc. in the amount of \$9,902.33 was payment for the final phase of the building management system upgrade.
- Check #15540 payable to The Library Network in the amount of \$447.50 was payment for software for our library systems.
- Check #15552 payable to Kimberly Bolan and Associates in the amount of \$4,475.00 was payment for our second phase of the library strategic planning process.

#### **Gift Fund**

- Check #4623 payable to Library Design Associates in the amount of \$1,400.00 was payment for study room table repairs.
- Check #4626 payable to the Charter Township of Bloomfield in the amount of \$50.00 was payment for five DVDs from a library program.

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

**Check Register - General Fund**

<b>Check #</b>	<b>Date</b>	<b>Payee</b>	<b>Cash Account</b>	<b>Amount</b>
<b>ADVANCE CHECKS:</b>				
15462	10/9/15	Joel Dion	104.01	71.25
15463	10/9/15	Connie Silver	104.01	466.20
15464	10/9/15	Beth Sulek-LaHousse	104.01	51.17
15465	10/9/15	LIFE GUIDE 360	104.01	450.00
15466	10/20/15	Brooke Hoskins	104.01	77.14
15467	10/20/15	Martha McGee	104.01	209.70
15468	10/20/15	Edward Niemchak	104.01	92.90
15469	10/20/15	Amy Young	104.01	66.11
15470	10/20/15	AT&T	104.01	487.87
15471	10/20/15	COMCAST	104.01	130.71
15472	10/20/15	FLAGSTAR BANK	104.01	4,262.57
15472a	10/20/15	VOID	104.01	
15473	10/20/15	LIBRARY DESIGN ASSOCIATES INC.	104.01	1,111.30
15474	10/20/15	SIEMENS INDUSTRY, INC.	104.01	16,739.35
15475	10/29/15	Todd Von Schulze	104.01	29.66
15476	10/29/15	AMAZON.COM	104.01	3,258.84
15477	10/29/15	AT&T	104.01	512.12
15478	10/29/15	AT&T LONG DISTANCE	104.01	24.00
15479	10/29/15	CONSUMERS ENERGY	104.01	4,847.90
15480	10/29/15	DTE ENERGY	104.01	19,458.96
15481	10/29/15	HOME DEPOT CR. SERV.	104.01	41.12
15482	10/29/15	PITNEY BOWES, INC.	104.01	261.50
15483	10/29/15	PRINCIPAL LIFE INS CO-SBD GRANDE ISLAND	104.01	719.49
15484	10/29/15	VERIZON WIRELESS	104.01	576.01
Total				\$53,945.87
<b>REGULAR CHECKS:</b>				
15485	11/6/15	ABC-CLIO, INC.	104.01	69.00
15486	11/6/15	ABDO-SPOTLIGHT-MAGIC WAGON	104.01	2,352.30
15487	11/6/15	AMIGO MOBILITY CENTER	104.01	107.80
15488	11/6/15	ASSA ABLOY ENTRANCE SOLUTIONS	104.01	695.25
15489	11/6/15	AVERAGE JOE SERIES	104.01	64.99
15490	11/6/15	BACKER LANDSCAPING, INC.	104.01	7,422.14
15491	11/6/15	BAKER & TAYLOR, INC.	104.01	13,076.37
15491a	11/6/15	VOID	104.01	
15491b	11/6/15	VOID	104.01	
15492	11/6/15	BEARPORT PUBLISHING CO.	104.01	107.70
15493	11/6/15	BLACKSTONE AUDIO, INC.	104.01	449.99
15494	11/6/15	BLOOMFIELD TOWNSHIP	104.01	253,127.94
15495	11/6/15	BOOKSOURCE	104.01	70.16
15496	11/6/15	BOTTOM LINE PERSONAL	104.01	39.00
15497	11/6/15	BRILLIANCE PUBLISHING, INC.	104.01	173.95
15498	11/6/15	BROAD REACH	104.01	1,042.90
15499	11/6/15	CDW GOVERNMENT, INC.	104.01	640.00
15500	11/6/15	CENGAGE LEARNING/GALE	104.01	1,069.75
15501	11/6/15	CHARTER TOWNSHIP OF BLOOMFIELD	104.01	30.00
15502	11/6/15	DEMCO, INC.	104.01	409.45
15503	11/6/15	DETROIT INSTITUTE OF ARTS	104.01	100.00
15504	11/6/15	DU ALL CLEANING, INC	104.01	4,730.00
15505	11/6/15	ENSLow PUBLISHERS, INC.	104.01	214.13
15506	11/6/15	GRAINGER, INC	104.01	2,290.60
15507	11/6/15	HEALEY FIRE PROTECTION, INC	104.01	969.00
15508	11/6/15	INSTITUTE OF CONT. LEGAL EDUCATION	104.01	133.50

Check #	Date	Payee	Cash Account	Amount
15509	11/6/15	INFOBASE LEARNING	104.01	63.75
15510	11/6/15	INFORMATION TODAY, INC.	104.01	404.53
15511	11/6/15	INNOVATIVE INTERFACE, INC	104.01	12,500.00
15512	11/6/15	J. APPELESEED	104.01	5,735.11
15513	11/6/15	LJ ROLLS REFRIGERATION CO., INC	104.01	7,763.93
15514	11/6/15	LEADERSHIP DIRECTORIES, INC.	104.01	461.00
15515	11/6/15	LERNER PUBLISHING GROUP	104.01	598.33
15516	11/6/15	MASON CREST	104.01	742.45
15517	11/6/15	MICHIGAN EDUCATION DIRECTORY	104.01	29.75
15518	11/6/15	MICHIGAN GARDNER	104.01	36.00
15519	11/6/15	MIDWEST TAPE	104.01	4,387.41
15519a	11/6/15	VOID	104.01	
15519b	11/6/15	VOID	104.01	
15520	11/6/15	MOSAIC YOUTH THEATRE OF DETROIT	104.01	750.00
15521	11/6/15	NBS	104.01	1,653.00
15522	11/6/15	NICHOLS/NETWORK SERVICES CO	104.01	906.73
15523	11/6/15	ORIENTAL TRADING CO., INC.	104.01	293.85
15524	11/6/15	OVERDRIVE	104.01	7,215.20
15525	11/6/15	OXFORD UNIVERSITY PRESS	104.01	514.43
15526	11/6/15	PARTNERS BOOK DISTRIBUTING, INC.	104.01	1,805.97
15527	11/6/15	PEA	104.01	1,560.00
15528	11/6/15	PENGUIN RANDOM HOUSE LLC	104.01	1,296.00
15528a	11/6/15	VOID	104.01	
15529	11/6/15	THE PENWORTHY CO.	104.01	37.47
15530	11/6/15	PREFERRED DATA SYSTEMS, LLC	104.01	3,104.00
15531	11/6/15	RECORDED BOOKS, LLC	104.01	700.53
15532	11/6/15	RICOH USA, INC	104.01	33.81
15533	11/6/15	SALEM PRESS, INC.	104.01	90.25
15534	11/6/15	SHOPLET.COM	104.01	470.36
15535	11/6/15	SHOWCASES	104.01	434.93
15536	11/6/15	SIEMENS INDUSTRY, INC.	104.01	9,902.33
15537	11/6/15	STAPLES ADVANTAGE	104.01	1,800.64
15538	11/6/15	TANTOR MEDIA	104.01	265.52
15539	11/6/15	THE GREAT COURSES	104.01	11.95
15540	11/6/15	THE LIBRARY NETWORK	104.01	447.50
15541	11/6/15	THE LIBRARY STORE, INC.	104.01	489.91
15542	11/6/15	THYSSENKRUPP ELEVATOR CORP	104.01	263.32
15543	11/6/15	UNIFY INC.	104.01	484.54
15544	11/6/15	VIGILANTE SECURITY	104.01	1,950.00
15545	11/6/15	WALLACEBURG BOOKBINDING & MFG	104.01	334.95
15546	11/6/15	WAYNE STATE UNIVERSITY PRESS	104.01	146.26
15547	11/6/15	WEISS RATINGS INC	104.01	451.05
15548	11/6/15	WESCO DISTRIBUTION	104.01	988.88
15549	11/6/15	WOLTERS KLUWER LAW & BUSINESS	104.01	783.46
15550	11/6/15	WORLD BOOK, INC.	104.01	459.00
15551	11/6/15	WORST PILLS, BEST PILLS NEWS	104.01	36.00
15552	11/6/15	KIMBERLY BOLAN AND ASSOCIATES	104.01	4,475.00
Total				<u>\$366,265.02</u>

### Check Register - Gift Fund

Check #	Date	Payee	Cash Account	Amount
<b>ADVANCE CHECKS:</b>				
4622	10/20/15	FLAGSTAR BANK	102.03	75.62
4623	10/20/15	LIBRARY DESIGN ASSOCIATES	102.03	1,400.00
4624	10/29/15	AMAZON.COM	102.03	1,433.22
				<u>\$2,908.84</u>

**REGULAR CHECKS:**

<b>Check #</b>	<b>Date</b>	<b>Payee</b>	<b>Cash Account</b>	<b>Amount</b>
4625	11/6/15	BAKER & TAYLOR	102.03	303.81
4626	11/6/15	CHARTER TOWNSHIP OF BLOOMFIELD	102.03	50.00
4627	11/6/15	MIDWEST TAPE	102.03	487.06
4628	11/6/15	WAYNE STATE UNIVERSITY PRESS	102.03	25.00
Total				<u>\$865.87</u>

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

**7b**

PRESENTED: NOVEMBER 17, 2015      FOR THE MONTH OF: OCTOBER 2015

Seven months 58%

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	(\$152)	(\$1,359)	-0.02%	(\$6,680,656)
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	\$8,532	\$65,778	51.67%	(\$61,518)
Charges for Services	\$11,910	\$11,910	\$1,644	\$10,313	86.59%	(\$1,597)
Investment earnings	\$114,613	\$114,613	(\$1,943)	\$1,185	1.03%	(\$113,428)
Miscellaneous	\$9,334	\$9,334	\$511	\$10,340	110.78%	\$1,006
<b>Total Revenues</b>	<b>\$6,974,003</b>	<b>\$7,021,657</b>	<b>\$8,591</b>	<b>\$181,451</b>	<b>2.58%</b>	<b>(\$6,840,206)</b>
<b><u>Expenditures</u></b>						
Personnel	\$3,693,694	\$3,664,619	\$252,695	\$2,105,500	57.45%	(\$1,559,119)
Library Services	\$770,071	\$778,571	\$53,537	\$425,242	54.62%	(\$353,329)
Facilities & Equipment	\$1,073,472	\$1,079,857	\$75,168	\$549,417	50.88%	(\$530,440)
Other Operating Expenditures	\$449,121	\$453,621	\$41,224	\$158,838	35.02%	(\$294,783)
<b>Total Expenditures</b>	<b>\$5,986,358</b>	<b>\$5,976,668</b>	<b>\$422,624</b>	<b>\$3,238,997</b>	<b>54.19%</b>	<b>(\$2,737,671)</b>
Fund Balance - Beginning	\$8,858,516	\$9,061,611		\$9,061,611		
Net revenue (expenditure)	\$987,645	\$1,044,989		(\$3,057,546)		
Fund Balance - Ending	\$9,846,161	\$10,106,600		\$6,004,065		

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: NOVEMBER 17, 2015      FOR THE MONTH OF: OCTOBER 2015

Seven Months 58%

ACCOUNT NAME	2015-2016 ADOPTED BUDGET AS OF MAR 17, 2015	2015-2016 AMENDED BUDGET AS OF SEP 30, 2015	REVENUE/ EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	VARIANCE
<b><u>Revenues</u></b>						
Gift Income	\$643	\$29,607	\$12,665	\$27,831	94.00%	(\$1,776)
Investment Earnings	\$157	\$157	\$11	\$90	57.36%	(\$67)
Miscellaneous Revenue	\$0	\$0	\$0	\$0	0.00%	\$0
<b>Total Revenues</b>	<b>\$800</b>	<b>\$29,764</b>	<b>\$12,676</b>	<b>\$27,921</b>	<b>93.81%</b>	<b>(\$1,843)</b>
<b><u>Expenditures</u></b>						
Library Services	\$20,194	\$40,999	\$2,349	\$17,041	41.56%	(\$23,958)
Facilities & Equipment	\$59,476	\$61,726	\$1,400	\$29,799	48.28%	(\$31,927)
Other Operating Expenditures	\$95,794	\$101,473	\$190	\$14,981	14.76%	(\$86,492)
<b>Total Expenditures</b>	<b>\$175,464</b>	<b>\$204,197</b>	<b>\$3,939</b>	<b>\$61,820</b>	<b>30.27%</b>	<b>(\$142,377)</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)		(\$33,899)		
Fund Balance - Ending	\$158	\$1,933		\$142,467		

Amendments to the budget:

    All changes due to gifts received



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

Fund	Type	Annual Yield	Date	Amount on Hand
<b>General Fund</b>				
	5th 3rd Checking (Ecommerce)	0.00%	10/31/2015	\$76,631.92
	Flagstar Public Funds Savings	0.35%	10/31/2015	\$176,744.26
	Flagstar Premier Public Entities Checking	0.25%	10/31/2015	\$12,099.13
	RBC Capital Cash/Money Market	0.01%	10/31/2015	\$3.82
	RBC Capital - Investments	1.44%	10/31/2015	\$6,105,844.43
	<b>Total General Fund</b>			<b><u>\$6,294,691.64</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%	10/31/2015	\$92,044.64
	Huntington CD (Charnov gift) - matures 02/02/17	0.45%	10/31/2015	\$50,000.00
	Fifth Third Bank Business Standard Checking	0.00%	10/31/2015	\$1,452.60
	<b>Total Gift Fund</b>			<b><u>\$143,497.24</u></b>

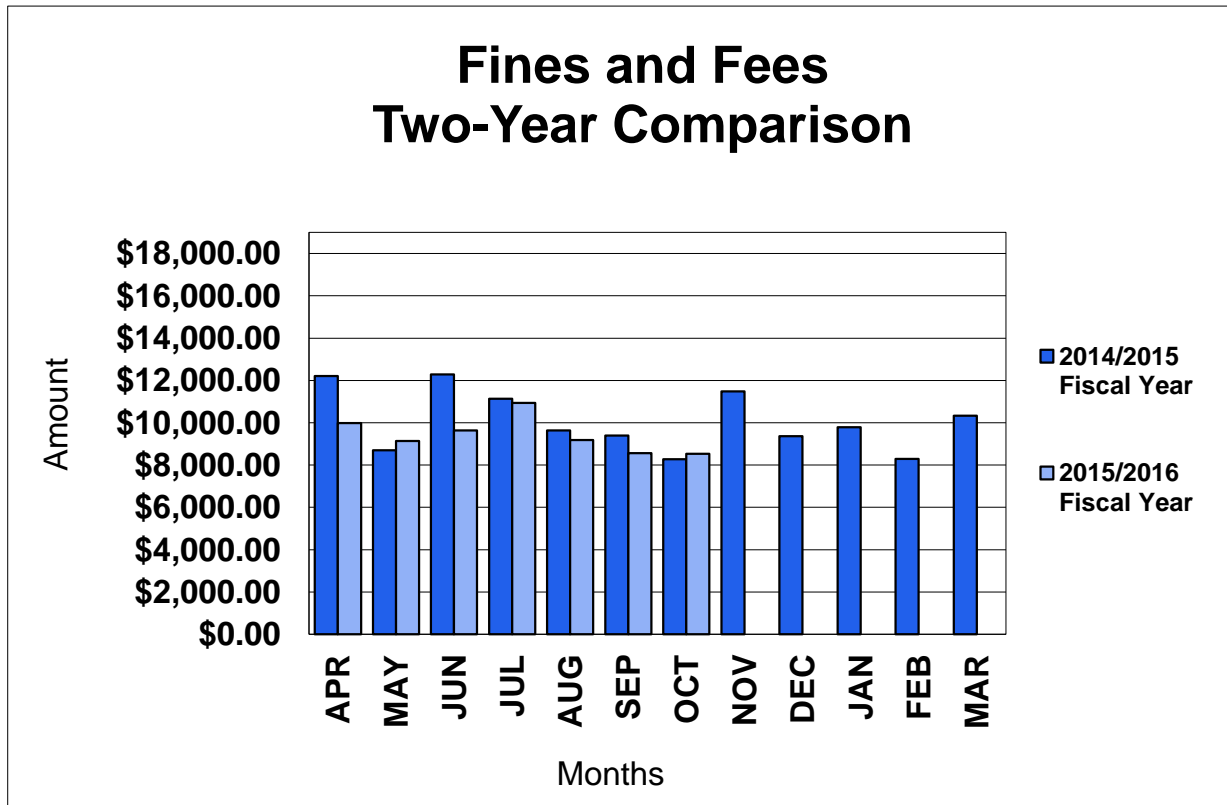
**CFSEM**

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>\$131,933.00</u></b>

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

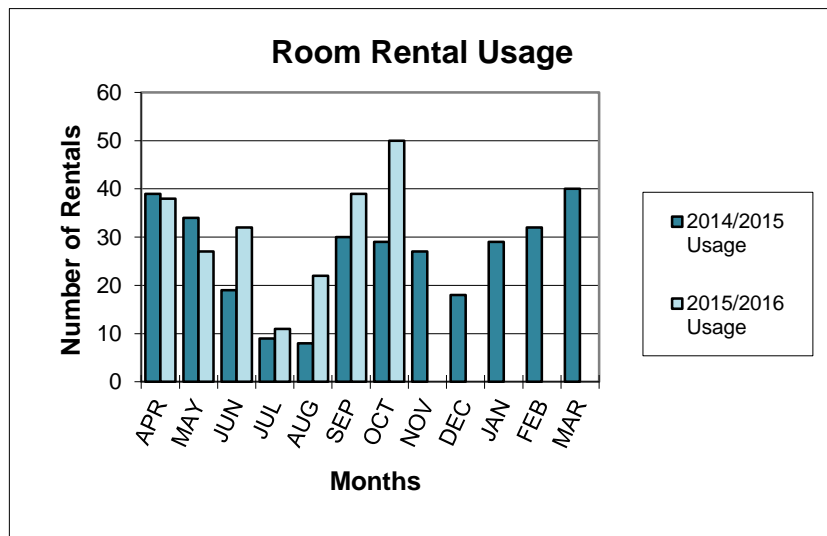
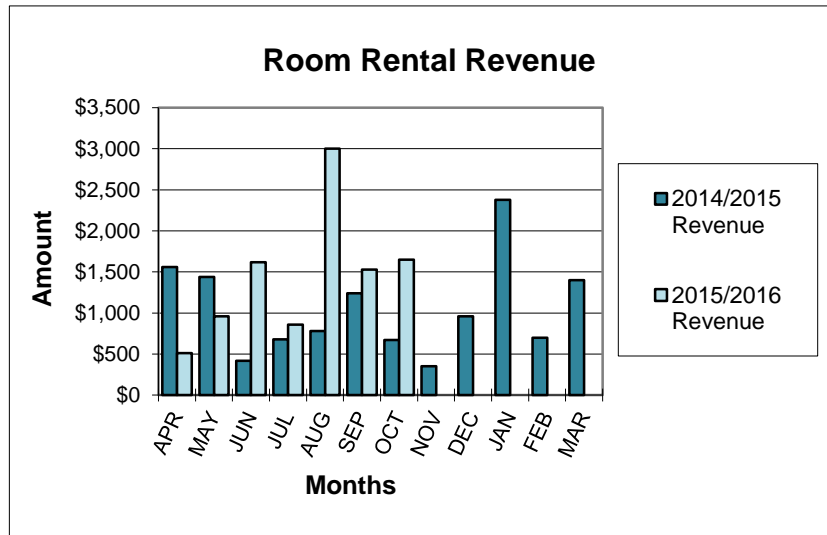
Month	2014/2015 Fiscal Year	2015/2016 Fiscal Year	Difference
APR	\$12,209.70	\$9,986.61	(\$2,223.09)
MAY	\$8,696.66	\$9,134.31	\$437.65
JUN	\$12,283.41	\$9,636.30	(\$2,647.11)
JUL	\$11,136.86	\$10,931.35	(\$205.51)
AUG	\$9,638.91	\$9,178.79	(\$460.12)
SEP	\$9,388.48	\$8,567.73	(\$820.75)
OCT	\$8,275.12	\$8,525.53	\$250.41
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
<b>TOTAL</b>	<b>\$120,893.05</b>	<b>\$65,960.62</b>	<b>(\$54,932.43)</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	\$3,000.00	\$2,220.00	8	22	AUG
SEP	\$1,240.00	\$1,530.00	\$290.00	30	39	SEP
OCT	\$670.00	\$1,650.00	\$980.00	29	50	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>\$10,130.00</b>	<b>YTD Difference (\$2,450.00)</b>	<b>314</b>	<b>219</b>	



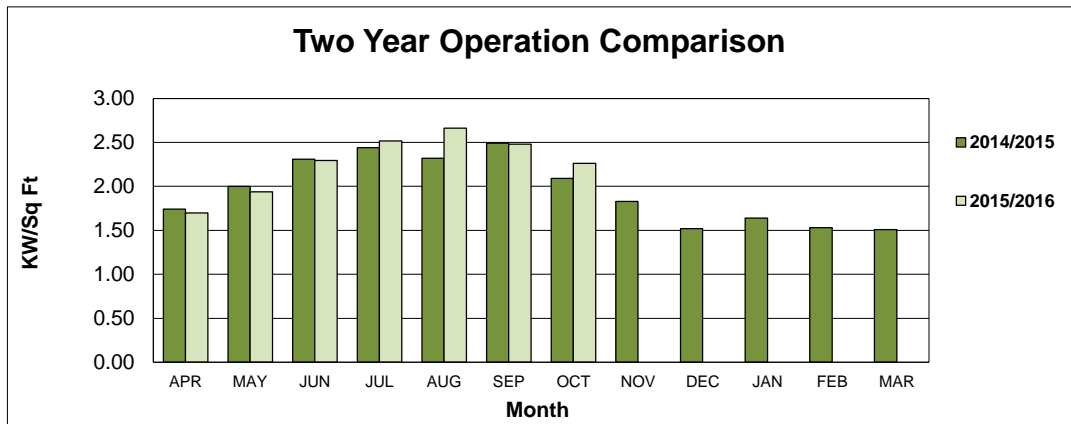
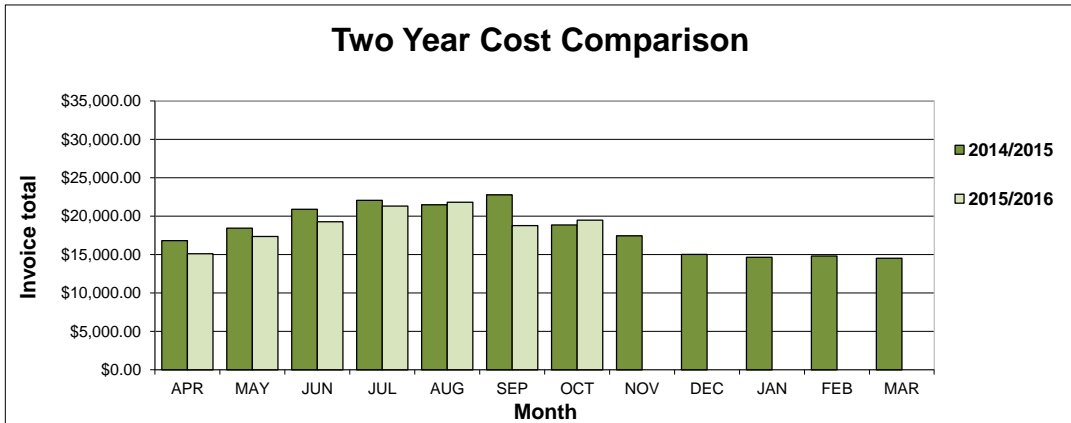
## Bloomfield Township Public Library Electricity Analysis

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	\$21,814.32	\$328.75	268,940	\$0.08	361.48	2.66	\$29.32	\$0.22
SEP	\$22,772.57	\$18,760.03	(\$4,012.54)	250,670	\$0.07	348.15	2.48	\$26.06	\$0.19
OCT	\$18,852.35	\$19,458.96	\$606.61	228,410	\$0.09	307.00	2.26	\$26.15	\$0.19
NOV	\$17,447.10		(\$17,447.10)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
DEC	\$15,000.01		(\$15,000.01)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
JAN	\$14,664.69		(\$14,664.69)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
FEB	\$14,826.92		(\$14,826.92)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
MAR	\$14,522.08		(\$14,522.08)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
YTD Difference									
<b>TOTAL</b>	<b>\$217,737.83</b>	<b>\$133,072.09</b>	<b>(\$84,665.74)</b>						

**NOTES:**

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

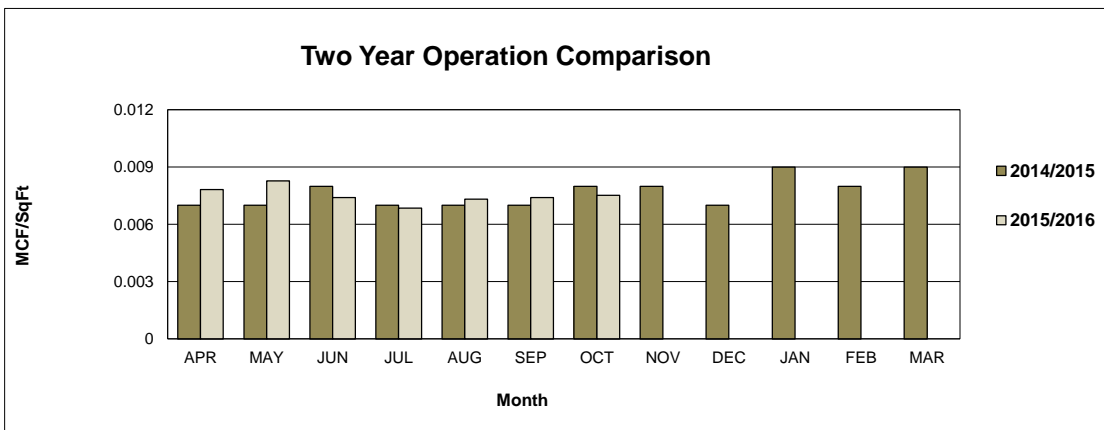
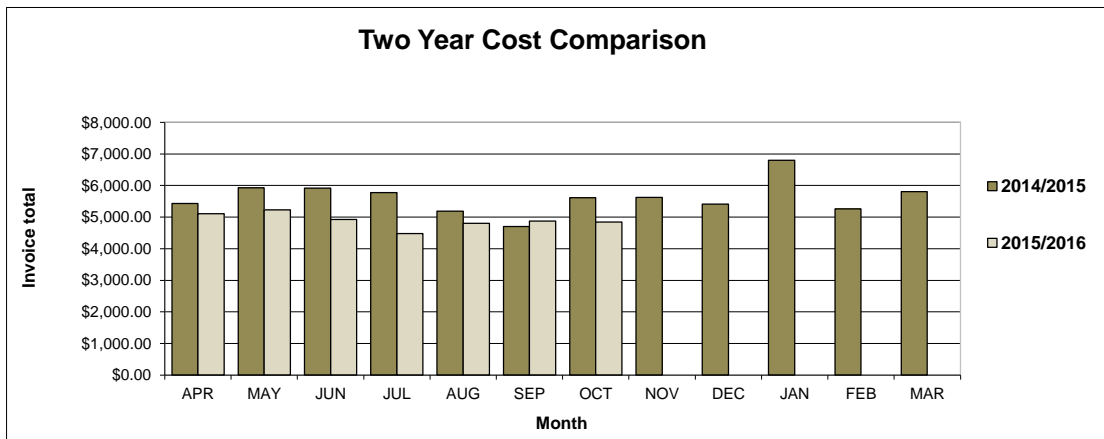


## Bloomfield Township Public Library Natural Gas Analysis

Building Area = 101,023

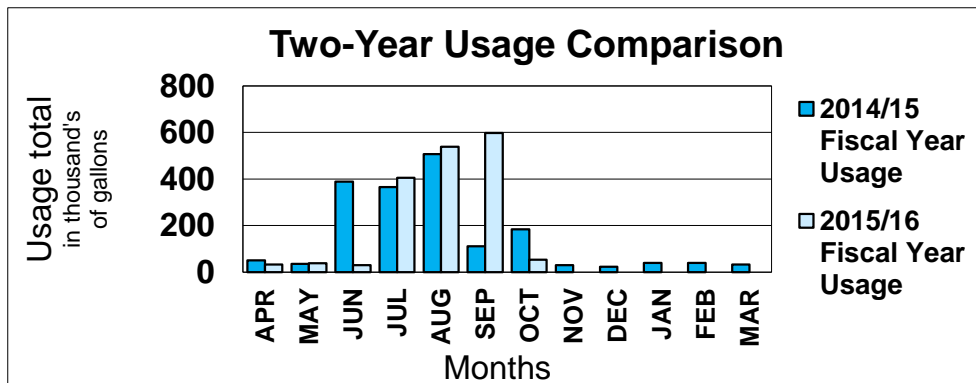
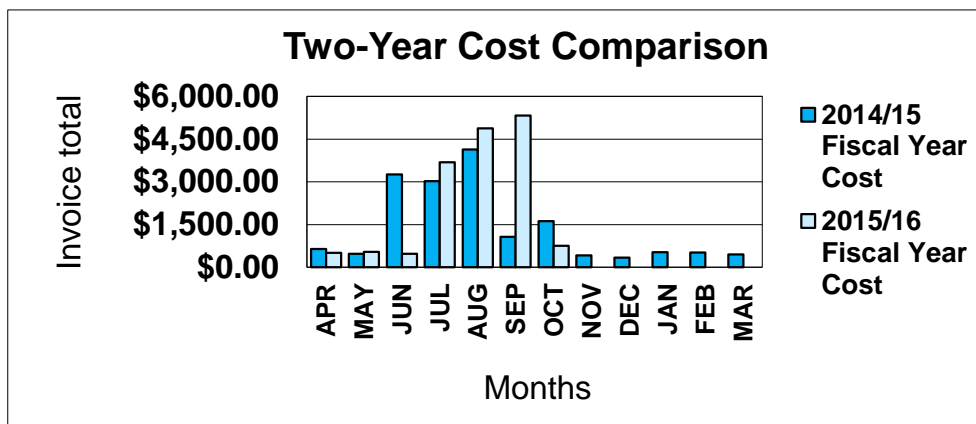
1 Cu. Ft. = 1000 BTU

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	\$4,805.28	(\$379.45)	739.7	\$6.50	744	0.99	0.007	6.46	0.047
SEP	\$4,697.83	\$4,874.11	\$176.28	748.6	\$6.51	720	1.04	0.007	6.77	0.048
OCT	\$5,618.78	\$4,847.90	(\$770.88)	759.6	\$6.38	744	1.02	0.008	6.52	0.047
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>\$34,260.92</b>	<b>(\$33,196.15)</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	\$4,879.55	\$740.55	507	539	32
SEP	\$1,067.34	\$5,329.99	\$4,262.65	111	598	487
OCT	\$1,614.37	\$751.79	(\$862.58)	184	53	(131)
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>\$16,181.29</b>	<b>(\$300.79)</b>	<b>1,806</b>	<b>1,696</b>	<b>(110)</b>



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

The annual Michigan Library Association conference was held October 28 – 30, 2015 in Novi, Michigan. The close location and restored funding for staff development made it possible for several library staff members to attend this year in addition to two Library Board Trustees. We will share information from sessions we attended at the December Library Board meeting.

The Library of Michigan has purchased a statewide membership with United for Libraries for all Michigan public libraries. Membership includes access to training and other resources of interest to Library Board Trustees, such as fundraising ideas and training on a variety of topics. In addition, a subscription to *The Voice*, a bi-monthly newsletter published by United for Libraries, is included in this membership. The September/October issue is included in the Board pass around folder for your review. Check out this Library Board resource at [www.ala.org/united/michigan](http://www.ala.org/united/michigan). Login is michigan and the password is greatlake1837.

Just a reminder to mark your calendars for the Library's annual holiday party on Saturday, December 5, 6:30pm and return your RSVP by November 20. Again this year, our S.O.C. (Staff Organization Committee) has planned an evening dinner at The Heathers in Bloomfield Township. This event is sponsored by the Friends of the Library. We hope to see you there!

The Library's Grounds Maintenance and Snow Removal bids expire on March 31, 2016. We are in the process of creating a request for proposals that will be released by mid-November with a mid-December deadline. Bid award for both grounds maintenance and snow removal will take place at the January 19 Library Board meeting.

*Small cheer and great welcome makes a merry feast. ~William Shakespeare*

*Wishing you all a very happy Thanksgiving!*

*Respectfully Submitted,*

*Carol Mueller  
Director*

	2014		2015	
<b>COLLECTION</b>				
Book Collection:	280,661		280,659	
Media Collection:	60,434		62,147	
Total e-books:	27,960		30,053	
Overdrive	6,515		7,974	
EBSCOhost	19,224		19,223	
Total downloadable audiobooks:	4,817		4,535	
Materials Total:	373,872		377,394	
<b>CIRCULATION</b>				
Circulation Total:	61,177		61,960	
Bloomfield Township Circulation:	56,333		56,122	
Virtual Circulation Total	4,546		5,685	
Circulation of Youth materials:	22,257		23,034	
Circulation of Media:	22,859		22,264	
Circulation of Cranbrook passes:	174		193	
Self-checkout machine use:	21,159	34.6%	23,503	37.9%
Library by Mail:	96	28 patrons	110	25 patrons
<b>BUILDING &amp; EQUIPMENT USAGE</b>				
Door Count:	28,168		26,423	
Gate Count:	30,678		27,690	
Meeting rooms by public:	29		50	
Meeting rooms by staff:	67		87	
<b>VIRTUAL USE</b>				
Home page hits/Database services:	18,022		35,795	
e-book access:	1,868		2,311	
Overdrive	1,818		2,284	
EBSCOhost	50		27	
Audiobook access: (Overdrive)	836		1,109	
Music download access:	1,380		1,163	
Magazine download access:	462		665	
Tutor.com sessions:	113		186	
Hoopla access:	n/a		437	
<b>Library Computer Use</b>				
Resident Use	2,452		1,913	
Guest Use	844		751	

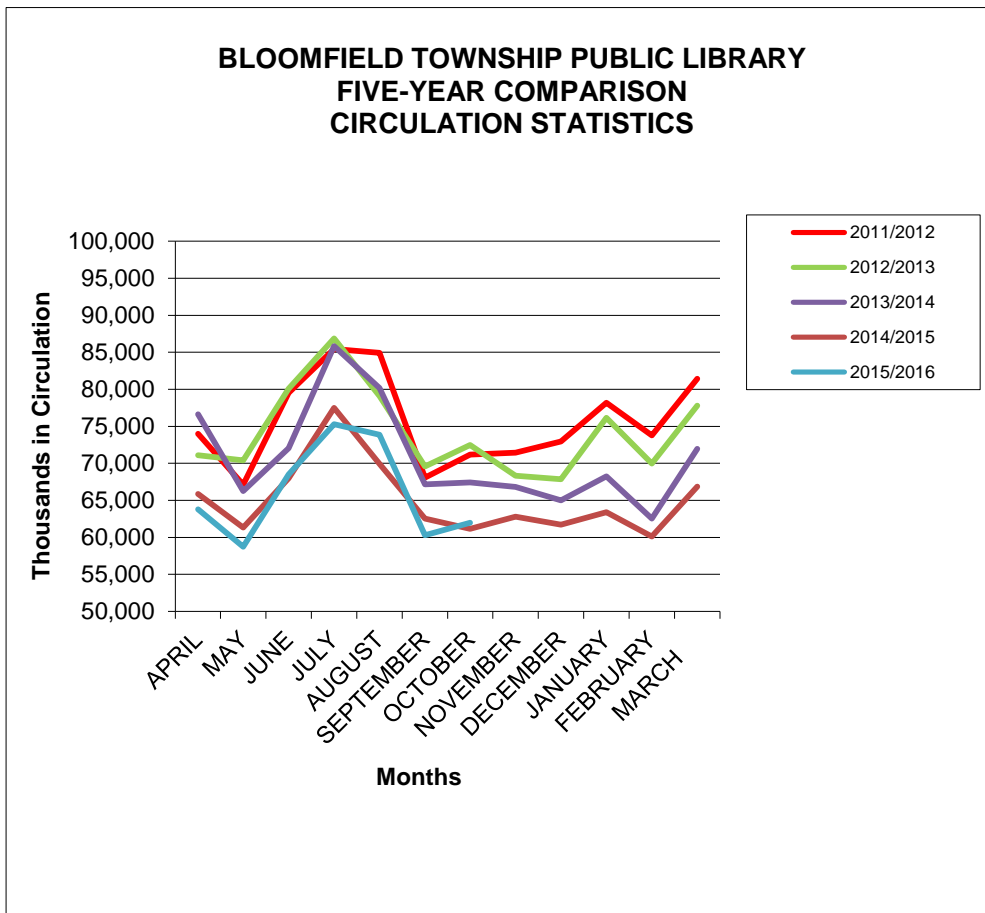


	2014		2015	
<b>OUTREACH &amp; PROGRAMS</b>				
<b><i>New Patrons and Accounts</i></b>				
Township:	159		169	
Cranbrook:	3		10	
Total new patrons:	228		244	
<b><i>Adult Program Attendance</i></b>				
Staff-led:	4 events	53 attended	4 events	25 attended
Speaker-led:	6 events	106 attended	10 events	234 attended
Book clubs:	4 events	52 attended	4 events	56 attended
Tours/visits on-site:	1 event	8 attended	0	0
Tours/visits off-site:	3 events	655 attended	1 event	300 attended
Bloomfield Historical Society	0	0	1 event	91 attended
Chamber Music Concert	1 event	168 attended	0	0
<b><i>Systems Program Attendance</i></b>				
Staff-led:	3 events	28 attended	3 events	21 attended
<b><i>Teen Program Attendance</i></b>				
Staff-led:	4 events	12 attended	3 events	11 attended
<b><i>Youth Program Attendance</i></b>				
Staff-led:	22 events	675 attended	29 events	784 attended
Speaker-led:	6 events	209 attended	7 events	193 attended
Tours/visits on-site:	0	0	1 event	10 attended
Tours/visits off-site:	3 events	59 attended	1 event	115 attended**
TOTAL:	57 events	2,025 attend	64 events	1,840 attended
<b><i>Volunteers:</i></b>				
	27 people	276.75 hours	25 people	255 hours
	Shop: 7	81.25	Shop: 8	99
	Court: 2	46	Court: 1	25
	Students: 7	44	Students: 4	19.5
	Dept. Vol: 11	105.5	Dept. Vol: 12	111.5
<b><i>Patron Remarks</i></b>				
Patron Comments:	9		22*	
Ask BTPL:	10		12	
Ask Us:	11		48	
<b>DISPLAYS</b>				
Lobby	Oakland County Historical Resources			
Media	Adult: Scary Movies, Maureen O'Hara Movies, World Films			
	Youth: Halloween Movies, World Films			
Local History	Downloads			
*Includes some comments from September 2015				
**Includes the joint Adult & Youth Wing Lake School Open House with 115 attending				

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
FIVE YEAR CIRCULATION

11/13/2015

	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	60,292
OCTOBER	71,180	72,467	67,436	61,177	61,960
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>462,465</b>



## MINUTES OF THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY DEVELOPMENT COMMITTEE

---

The meeting of the Bloomfield Township Public Library Board of Trustees Development Committee was held in the Library on Tuesday, November 3, 2015 at 11:00 a.m.

**Present:** Trustees Judy Lindstrom and Eli Greenbaum

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

### **Old Business:**

Carol provided an overview of the past fundraising activities of the Development Committee and all the avenues by which interested parties can give gifts to the Library. She also reviewed the Library's Development Policy; an update on the Library's endowment funds; and the current Library Wish List presented to the Friends of the Library on September 2, 2015.

### **New Business:**

Several fundraising ideas were discussed.

- Carol shared that there were comments from the strategic planning process about the desire for an event similar to the 50th Anniversary Gala. Judy suggested using a well-known literary figure's birthday as a theme for such an event. Judy offered to chair this event. This could possibly occur in summer, 2016.
- Judy suggested holding a contest to garner unique designs for a Little Free Library. Carol stated that the Library has been working with the Bloomfield Township Senior Center on starting a Little Free Library within the Senior Center as a pilot project. We will see how this small start works out and then proceed on a larger scale if there is community interest.
- Judy has reached out to Woodward Camera about participating in a photography contest with the library.
- Eli suggested asking local businesses to offer matching gifts if their employees were to make a donation to the Library, similar to public radio.
- Eli suggested that some in the community may be interested in donating funds if naming rights were a benefit. Judy explained that there has been a longstanding policy against the use of plaques or other public recognition of donors.

### **Next Steps:**

Tera will investigate the possibility of including the Tribute envelope and a written explanation in the winter 2016 newsletter.

Carol and Tera will continue to work with the Bloomfield Township Senior Center on a Little Free Library Pilot Project.

Judy will investigate the timing of the Village Club's grant application to gage whether the raised planting beds for the Youth Terrace a good candidate.

The committee will start preliminary plans for a summer 2016 fundraising event at the next Development Committee meeting. Library staff – Emily Hudak and Marcia Preston – will be asked to attend.

Carol will look at dates to hold an event that will showcase the refurbished study alcoves in the Youth Room.

**Next meeting: Monday, December 7, 2:00pm**

## MINUTES OF THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY BUILDINGS AND GROUNDS COMMITTEE

---

The meeting of the Bloomfield Township Public Library Board of Trustees Building and Grounds Committee was held in the Library on Tuesday, November 10, 2015 at 11:00 a.m.

**Present:** Trustees: Peggy Cohen, Eli Greenbaum, Pam Williams

**Administration:** Carol Mueller, Library Director; Tera Moon, Assistant Library Director

**Others:** Joel Dion, Facilities Department Head; John Dell'Isola, Senior Project Manager, Professional Engineers Associates (PEA); Gene Ferrara, Rewold and Son

### **Lower Level Water Investigation**

John Dell'Isola, PEA, presented a plan to reroute two of the building's roof drains that bring the most water to the lower level west sump pit. The water would be rerouted out of the building at roof level and then out to the retention basin under the west side parking lot, instead of coming into the lower level west sump and being pumped out. This would reduce the likelihood of the west sump pit overflowing, especially if one of the sump pumps malfunctions. The Committee agreed to begin moving forward with this plan. The next step is for PEA to create drawings and prepare bid documents for the construction work. Gene Ferrara was asked if he could provide a proposal for his company to oversee the construction project. Construction of this project will cause the Friends donation room, the staff entrance, and the drive-up lane to be inaccessible for a period of time, probably 1-2 weeks.

### **Lobby Flooring**

The Committee looked at several tile options and preliminarily selected a tile from Florida Tile's Legend series in the color Apollo. The Committee requested to see a public installation of this tile. Carol will forward details of public installations to the group. The Committee agreed that once a tile selection is made, Gene Ferrara, Rewold and Son, will handle the proposal process and oversee this work.

### **Community Room Stage Screen Wall**

The Committee approved a proposal from United Mills to build a screen wall on the Community Room stage which will hide the railings and chair storage. This work will be completed in January 2016.

### **Grounds Maintenance and Snow Removal Request for Proposals**

Carol reported that a request for proposals for grounds maintenance and snow removal will be released soon. In the past, this bid included lawn care, snow removal, garden maintenance, and tree and lawn fertilization. It was proposed that the landscaping portion be contracted to Goldner Walsh and the tree fertilization be contracted to Dr. William Pickhardt with American Lawn and Tree Arbotists. Goldner Walsh has a long standing track record of providing quality garden maintenance at the Library and has been the only proposer for these services for many years. As several trees on Library grounds have been ailing, we suggest staying with Dr. Pickhardt, a certified arborist, and his plan to bring these trees back to health. The Committee agreed to proceed in this fashion.

A future meeting of the Building and Grounds Committee has not been scheduled at this time.



**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
LIBRARY BOARD OF TRUSTEES OFFICERS**

December 2014 – November 2015

*Current Officers are:*

PRESIDENT: Joan Luksik  
VICE PRESIDENT: Judy Lindstrom  
SECRETARY: Pam Williams



## Board of Trustees Standing Committee Appointments

December 2014 – November 2015

### ***Current Committee appointments are:***

Art Committee	Judy Lindstrom Pam Williams
Bloomfield Township Liaison	Joan Luksik Pam Williams
Building & Grounds	Peggy Cohen Pam Williams
Cranbrook	Judy Lindstrom Joan Luksik
Development	Eli Greenbaum Judy Lindstrom
Finance	Peggy Cohen Judy Lindstrom
FOL Liaison	Joan Luksik Grant Gerhart
Jeanette P. Myers Scholarship Selection	Eli Greenbaum Pam Williams
Landscaping/Interiors	Peggy Cohen Eli Greenbaum
Personnel/Director Evaluation	Grant Gerhart Joan Luksik
Policy	Grant Gerhart Eli Greenbaum

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
MEMORANDUM**

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**TO:** Trustees

**FROM:** Carol Mueller

**DATE:** November 10, 2015

**SUBJECT:** Copier Proposals

A request for proposals for copier and printer equipment and service was released on September 14, 2015 with a deadline of October 5, 2015. Copies of the proposal were mailed to six firms, posted on the Library website and available in print at the Library's Welcome Desk. We received proposals from five firms: Applied Imaging; Central Business Systems, Inc.; Eagle Office Solutions, Inc.; MBM Computer System Solutions; and RICOH USA, Inc. A public bid opening of all five responses was held at 3:01pm on Monday, October 5, 2015. Ron Angell from RICOH USA, Inc. attended the bid opening.

Attached for your review is a spreadsheet listing key elements from each of the five proposals. Copies of all five proposals will be available to review in my office prior to the November 17 Library Board meeting and at the meeting as well. In addition, the request for proposals is attached for your reference.

All five proposals were independently reviewed by Administration and Systems staff against pre-established criteria including company qualifications, equipment recommended, service response time, staff training and costs to lease or buy the proposed equipment. All five reviewers unanimously agreed that two companies could best meet library needs based on our criteria— Ricoh U.S.A., Inc. and Applied Imaging. In addition, These two companies were the lowest bid and second lowest bid respectively.

Representatives from Ricoh USA, Inc. and Applied Imaging were invited to the Library for interviews on October 21, 2015. We asked both firms to bring sample prints of our library annual report and a program flyer – printed on the proposed equipment - to the interview. Questions asked focused on each firm's experience, specifically experience with equipment placed in public libraries; leasing versus buying equipment; service response time and training provided. Several scenarios were posed to each firm also to see how each would respond to different real library situations. Both firms have similar service response times and offer similar staff training. Pricing for the recommended equipment is quite close as well. Both firms also have public library accounts and experience. During the interviews, there were a couple of differences. The Applied Imaging team seemed more knowledgeable about their product and was forward thinking in offering



cloud based security and automated supply management. In addition, we found the sample prints of our annual report and flyer from the Canon equipment to be more crisp and true in color than the sample prints from the Ricoh machines. Finally, we found the Applied Imaging team to be stronger in their approach to handling service problems.

During the interviews, both firms invited library staff to visit their showrooms and examine the equipment being proposed. Five staff visited both firms' showrooms on November 3, 2015. Compared to the proposed Ricoh machines, staff felt that the Canon machines proposed by Applied Imaging offer a more simple and user-friendly interface. The

Canon machines also are shorter which makes the user-interface easier to read and use for a wide variety of patrons.

Three references for each firm were contacted. References for Ricoh U.S.A., Inc. were satisfied with the service provided by Ricoh. One reference was not satisfied with the Ricoh machines, and two references indicated that they chose Ricoh because they offered the lowest price. References for Applied Imagine were satisfied. One reference said that he would not use another vendor as he was very pleased with their Canon equipment and Applied Imaging service. All references praised Applied Imaging's training and support services.

After completing a very thorough review of all proposals, conducting interviews with the top two firms and receiving additional information from references and showroom visits, it is Administration's recommendation to award the bid for copier services to Applied Imaging to purchase Canon equipment. If you agree, the following motion will need to be approved at the November 17, 2015 Library Board meeting.

Thank you for your review and consideration.

**MOTION:** I move to award the copier bid to Applied Imaging, 46620 Ryan Court, Novi, Michigan, 48377.

Copier Services Firm Analysis – 2015 RFP

	PROPOSAL	QUALIFICATIONS	PROPOSED EQUIPMENT	SERVICE & MAINTENANCE	TRAINING	COST TO PURCHASE & PER-COPY PRICE	REFERENCES
<b>APPLIED IMAGING</b>	Comprehensive & complete; met deadline	28yrs; largest independently owned document output company in MI; local (Novi) service copiers at other public libraries	Canon; 10 machines total (4 B/W, 5 color, 1 color with finishing features)	Guarantees 2-4 hour response time & 98% of calls completed on first visit; techs have parts on-board; techs perform maintenance checks on all equipment when on site; offer online communication of service errors & toner needs with automatic toner replenishment	Provides comprehensive training to any staff at installation & as needed after that	\$49,558.00 B/W \$0.0049 Color \$0.056	Positive reviews from all references provided: Rochester Hills Lib; Sterling Hts Lib; St Clair County Lib System – all good
<b>CENTRAL BUSINESS SYSTEMS</b>	Comprehensive & complete; met deadline	23yrs; primary business is providing payment solutions for public copiers	Xerox; 10 machines total	Provide service through several third-parties; response within 8-24 hours	Provides training as needed	\$49,835.00 B/W \$0.010-\$0.011 Color \$0.040-\$0.045	Domino's Pizza; Lake Trust Credit Union; Hayes Green Beach Hospital; Dura Corporation; Judson Center
<b>EAGLE OFFICE SOLUTIONS</b>	Met deadline	10yrs	Kyocera; 10 machines total	Not specified	Not specified	\$61,008.00 B/W \$0.0069 Color \$0.059	Art Van; Ventra Delaware; Clinton Township; Paslin Company; Parkway Chrysler; City of Rochester Hills
<b>MBM</b>	Met deadline	30yrs	Konica Minolta; 10 machines total (4 B/W, 5 color, 1 color with finishing features)	Not specified	Provides training as needed	\$75,200.14 B/W \$0.0085 Color \$0.065	City of Northville; Northville Police Department; Mega Printing; Mellen, Smith
<b>RICOH</b>	Comprehensive & complete; met deadline	30yrs; manufacturer; local (Novi); service copiers at several public libraries & some school districts;	RICOH; 10 machines total (4 B/W, 5 color, 1 color with finishing features)	98% of service requests are answered within 4 hours; most problems fixed during call; rarely have to order parts; offer online portal to place calls; offer automatic, online communication of service errors & toner needs; technician checks all machines when on site	Provides comprehensive training to any staff at installation & as needed after that	\$49,440.00 B/W \$0.004-\$0.005 Color \$0.0078-\$0.0569	West Bloomfield Twp Lib; Riverview Schools; City of Troy (includes lib) – all good; 2 picked RICOH for better pricing

	Model	48-month lease	60-month lease	Purchase	CPP B/W	CPP Color
Applied Imaging	Canon 5255 (Admin)	389.56 /month	332.22 /month	14,700.40	0.0049	0.056
	Canon C3330i Color x 5	627.60 /month	535.20 /month	23,683.20		
	Canon 4225 B/W x 4	296.12 /month	252.52 /month	11,174.40		
	Totals per month/10 units	1313.28 /month	1119.94 /month			
	Totals for 48 and 60 month	63,037.44	67,196.40	49,558.00		
Ricoh	Ricoh MPC6502 (Admin)	501.14 /month	422.39 /month	17,898.00	Staff 0.004	B/W 0.0078
	Ricoh MPC3003 Color x 5	577.10 /month	486.40 /month	20,610.00	Public 0.005	0.0569
	Ricoh MP2554SP B/W x 4	306.08 /month	258.00 /month	10,932.00		
	Totals per month/10 units	1384.32 /month	1166.79 /month			
	Totals for 48 and 60 month	66,447.36	70,007.40	49,440.00		
CBS	Xerox 7855 (Admin)	269.00 /month	212.00 /month	12,350.00	0.011	0.045
	Xerox 8700 Color	96.00 /month	79.00 /month	4,165.00	0.01	0.04
	Xerox 8700 B/W & Color x 8	768.00 /month	632.00 /month	33,320.00		
	Totals per month/10 units	1133.00 /month	923.00 /month			
	Totals for 48 and 60 month	54,384.00	55,380.00	49,835.00		
Eagle	Kyocera 4551ci (Admin)	290.05 /month	220.50 /month	11,583.00	0.0069	0.059
	Kyocera 3051ci Color x 5	799.75 /month	608.00 /month	31,985.00		
	Kyocera 3010i B/W x 4	450.40 /month	342.40 /month	17,440.00		
	Totals per month/10 units	1540.20 /month	1170.90 /month			
	Totals for 48 and 60 month	73,929.60	70,254.00	61,008.00		
MBM	Konica Minolta C754e (Admin)	551.30 /month	458.19 /month	24,502.25	0.0085	0.065
	Konica Minolta C308 Color x 5	703.15 /month	584.40 /month	31,253.05		
	Konica Minolta 287 B/W x 4	437.48 /month	363.60 /month	19,444.84		
	Totals per month/10 units	1691.93 /month	1406.19 /month			
	Totals for 48 and 60 month	81,212.64	84,371.40	75,200.14		

## **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](http://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](mailto: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.

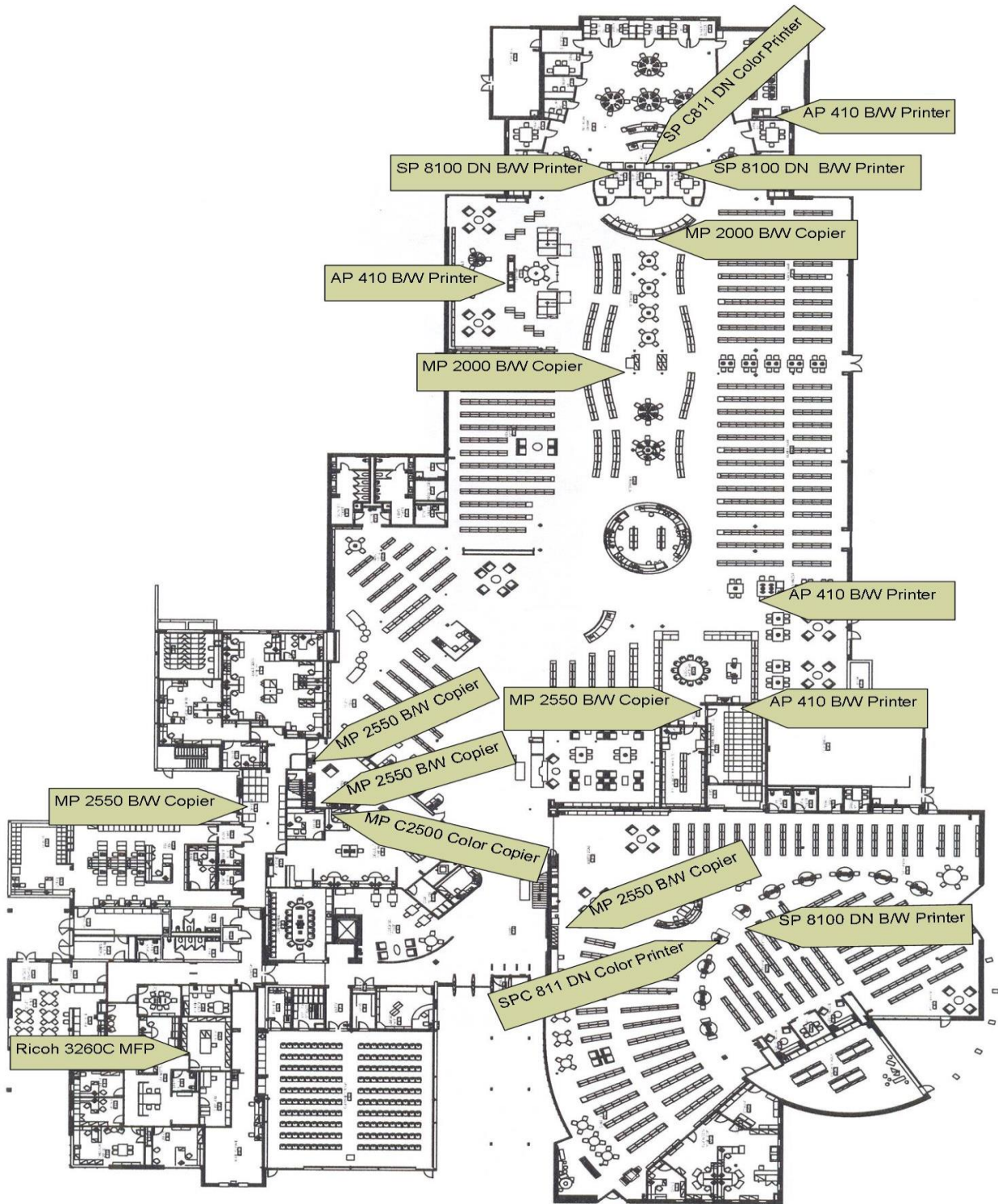
The Bloomfield Township Public Library reserves the right to accept or reject any or all proposals submitted, either in whole or in part; to request additional information from all proposers; to award contract to other than the low proposer; to waive any irregularities and/or informalities; and in general, 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.

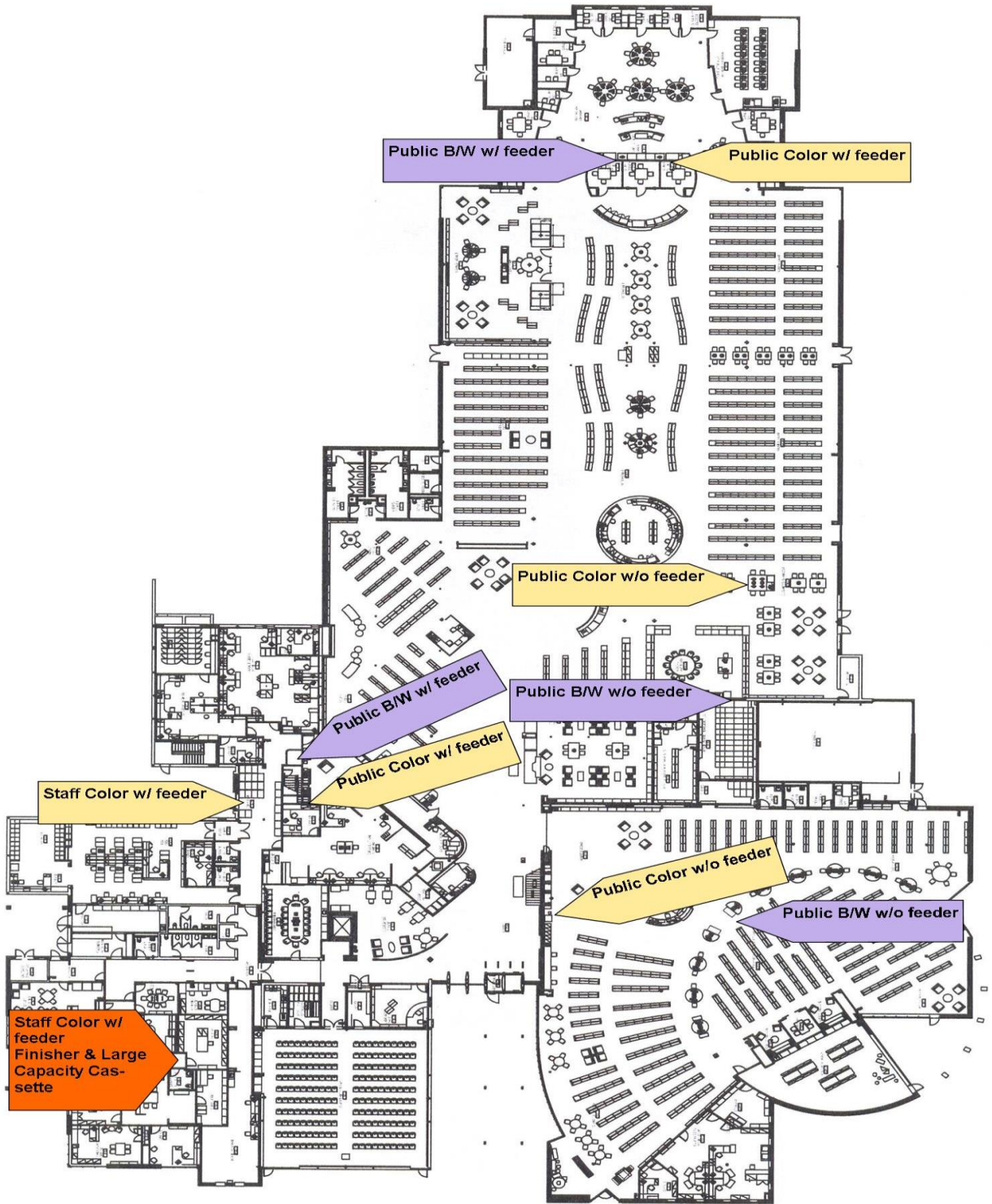
Awards will be made for all or part of the copier/printer services, using the proposal entirely or in part, at the Library's discretion, in a manner most favorable to Bloomfield Township Public Library.



# Current Copier/Printer Layout Sept, 2015



# Proposed Locations for New MFPs



**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**

**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:** November 10, 2015

**SUBJECT:** Strategic Plan Update

A strategic planning meeting was held at the Library on October 15, 2015. Participating in this meeting were the Library Board of Trustees, Department Heads, Administration, Friends President, strategic planning team, Bloomfield Historical Society president, and a Bloomfield Township resident. Several reports were prepared by our strategic planning consultants, Kim Bolan Cullin and Rob Cullin, and shared with the group. Kim and Rob reviewed these reports with the group and led us through several brainstorming exercises. By the end of the day, several broad themes emerged.

Since that meeting, Rob and Kim have written a preliminary draft of a strategic plan. This plan includes four strategic foci along with supporting goals, investments (or objectives), and the desired outcomes of each focus. The themes are customer service, public awareness of library services and events, fundraising, collections, and library spaces. The plan will be further refined and presented to you at the December 15, 2015 meeting.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
MEMORANDUM**

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**TO:** Library Board of Trustees

**FROM:** Tera Moon, Assistant Director

**DATE:** November 10, 2015

**SUBJECT:** Library Audit Services RFP

An RFP for library audit services was released on Wednesday, November 11. The RFP was sent to nine firms, posted on the Library's website, and made available at the Welcome Desk. The deadline for proposals is 3:00pm Monday, December 7. A recommendation will be made to the Library Board of Trustees at the regularly scheduled meeting on January 19, 2015. The RFP is included for your information.

## **BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**

1099 Lone Pine Rd.  
Bloomfield Township, MI 48302  
November 10, 2015

### **REQUEST FOR PROPOSALS**

#### **AUDIT SERVICES**

The Bloomfield Township Public Library requests proposals from qualified firms of certified public accountants for the financial audit of the Library's financial statements. The Library has historically conducted an annual audit. The purpose of the audit is to determine whether the basic financial statements are fairly presented in conformity with generally accepted accounting principles in the United States of America as applicable to governmental units, including related Government Accounting Standards Board (GASB). Currently, the Library has an operating budget of \$6.6 million. The Library maintains a General Fund and a separate Gift Fund. The Library's fiscal year is April 1 – March 31.

Proposal guidelines are listed below. This request for proposals also can be obtained on the Library's web site at [www.btpl.org](http://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 the Library at (248) 642-5800, extension 112.

Please deliver four (4) copies of the proposal in a sealed envelope marked with the name of the proposer and entitled "Audit Proposal" 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, 12noon – 5:30 p.m.

Proposals must arrive no later than **3:00 p.m., Monday, December 7, 2015** addressed to:

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

All proposals received will be publicly opened immediately thereafter at the Library. Verbal, telephone, fax or electronic mail proposals are invalid and will not receive consideration. All questions should be directed to Tera Moon, Assistant Director, Bloomfield Township Public Library via email at [moontera@btpl.org](mailto:moontera@btpl.org).

#### **AUDITING STANDARDS**

The annual audit shall be conducted in accordance with accounting principles generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller of the United States. In addition the annual audit should meet Michigan Department of Treasury

guidelines. Each year, the audit should review all updated compliance with laws, regulations, pronouncements, internal controls and all changes in Governmental Accounting Standards.

## **MANDATORY QUALIFICATIONS OF THE AUDITOR**

The following information must be affirmed in the proposal response:

- The proposer is properly licensed in Michigan for public practice as a Certified Public Accountant.
- The proposer meets the independence requirements of generally accepted auditing standards issued by the American Institute of Certified Public Accountants (AICPA) and meets the independence standards of Government Auditing Standards as issued by the Comptroller General of the United States.
- The proposer does not have a record of substandard audit work as obtained from references. Please disclose the controls your firm has in place to ensure quality standards have been met. Also, disclose whether your firm is subject to an external quality control review process.

## **DESIRABLE QUALIFICATIONS OF THE AUDITOR**

The following qualifications are highly desirable and should be described in the proposal:

- Experience with Sage 50 Accounting Systems
- Experience with fund accounting.
- Experience with municipal accounting.
- Experience with public libraries.
- Experience with GASB standards, especially those pertaining to public libraries and local government.

## **FORMAT OF THE PROPOSAL RESPONSE**

It is suggested that the proposal response be formatted as follows:

### **Title Page**

The response should identify the proposal subject and the full name of the independent auditor, local address, telephone number, name and title of contact person and date of submission. The period for which the proposal is to cover should also be disclosed.

### **Letter of Transmittal**

The letter of transmittal should contain the following information:

- A brief understanding of the audit service to be performed.
- A positive commitment to perform the service by June 15 following the close of each fiscal year for which the audit is prepared.
- The names of persons authorized to represent the proposer, their titles, addresses, phone numbers, and e-mail addresses. This may be important if different from the individual who signs the transmittal letter.

## Profile of the Independent Auditor

The proposer is requested to provide a profile of general background information. This should include:

- The organization and size of the proposer, whether it is local, regional, national or international in operations.
- The location of the office from which the work is to be done and the number of professional staff by staff level employed at that office.
- A description of the range of activities performed by the local office such as auditing, accounting, tax service or management services.
- A positive statement that the following mandatory criteria are satisfied:
  - An affirmation that the proposer's auditing personnel are properly licensed in Michigan for practice as certified public accountants.
  - An affirmation that the proposer meets the independence requirements of the Standards for Audit of Governmental Organizations, Programs, Activities and Function, published by the U.S. General Accounting Office.
  - An affirmation that the proposer does not have a record of substandard work.

## Summary of the Proposer's Qualifications

- Identify the audit managers, field supervisors, and other staff who will work on the audit, including staff from other than the local office. Resumes including relevant experience and continuing education for auditor-in-charge up to the individual with final responsibility for the engagement should be included. (The resumes may be included as an appendix.)
- Describe auditing experience with governmental units or not-for-profit clients similar to the Library. Provide contact information for three such clients that may be contacted as a reference.
- Other members of the firm who are participating in the audit are also required to provide evidence of qualifications.

## Proposer's Approach to the Examination

Submit a work plan to accomplish the scope of the audit including an explanation of the audit methodology to be followed. The work plan should include time estimates for each significant segment of the work and the staff level to be assigned. Where possible, individual staff members should be named and their titles provided. The planned use of specialists should be specified. The audit work plan should completely cover what audit work will be accomplished to allow the auditor to render:

- A report on the organization's control system to assure compliance and whether the organization has complied with laws and regulations that may have an effect on each major federal or state assistance program.
- Management letter with all findings, comment and recommendations.
- Separate statements for the General and Gift Funds.
- Draft revisions of all documents presented in a timely manner for thorough review by Library Administration in advance of the audit



presentation to the Library Director and Board of Trustees' Finance Committee.

- A pre-audit meeting with the Library Director, Finance Coordinator and others as requested.
- Presentation to Library Director and Board of Trustees' Finance Committee prior to the regularly scheduled Board of Trustees' meeting in June of each year.
- Presentation to the full Board of Trustees as desired.

#### Summary of Fees

- Fee for three consecutive year audits, including preparing the financial statements for the General and Gift Funds; management letters; specific recommendations; and reports for the General and Gift Funds.
- Fee for accounting questions posed throughout the year to assure the Library's compliance with current accounting standards.

### **MONITORING**

To ensure the quality of the audit, the Library may request, from time to time, a report on the progress of the audit. In addition, prior to completion of the fieldwork, an audit exit conference will be held to discuss the results of the audit.

### **WORKING PAPERS**

The auditor's working papers shall be retained for at least three years. The working papers are to be available for examination by authorized representatives of the State of Michigan, and, if required, the appropriate federal audit agencies and the General Accounting Office and future Bloomfield Township Public Library auditors.

### **NUMBER OF COPIES OF AUDITOR'S REPORTS**

The auditor shall furnish the Library thirteen (13) hard copies and an electronic file in PDF format of all required final reports. In addition, the auditor shall furnish the requested number of copies to each federal and state agency, as applicable, and posted to the Michigan.gov website.

All reports shall be presented and formatted in accordance with generally accepted accounting principles, Government Auditing Standards, Government Accounting Standards Board, Government Finance Officers Association, National Council on Government Accounting, United States Office of Management and Budget and the State of Michigan Department of Treasury.

### **CONTRACTUAL ARRANGEMENTS**

Invoices for service will be paid within 55 days of receipt. The total amount to be invoiced shall not exceed the amount of the bid unless other arrangements have been negotiated with the library first.

All bids should be quoted for three fiscal years – ending March 31, 2016, 2017, and 2018. Please quote each individual year separately. The award of the bid will be for a minimum of one year with the option of renewal for two additional years at the discretion of Bloomfield Township Public Library. The Library reserves the right to terminate the contract for audit services at any time.

## **METHOD OF EVALUATING PROPOSALS**

Proposals will be evaluated with a strict emphasis on quality. Attributes analyzed include:

- Number of governmental entities audited by the firm proposing
- Firm's governmental resources available
- Training and technical expertise of personnel in governmental and fund accounting auditing
- Qualifications of the audit team to be assigned to the audit
- Reference responses
- Internal quality control procedures and external quality control review

After technical qualities have been evaluated, cost and other considerations will be evaluated. Once all factors have been evaluated, the audit firm chosen will be notified. We hope to be able to notify the successful bidder by Wednesday, January 20, 2016.

## **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 one hundred twenty (120) 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 the 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 independent auditor who, based on evaluation of all responses, all criteria and oral interviews is determined to be the best qualified to do the audit.

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 audit services, using the proposal entirely or in part, at the Library's discretion, in a manner most favorable to Bloomfield Township Public Library.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
MEMORANDUM**

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**TO:** Trustees

**FROM:** Carol Mueller

**DATE:** October 16, 2015

**SUBJECT:** Investment Question Follow up

I contacted Schwartz and Company for their response to the question asked at our October Library Board meeting regarding the change in asset value for our investments. Matt Whitty's response is below. Please let me know if you have any further questions regarding library investments. Schwartz and Co. will be scheduled for their semi-annual library investment review with the Library Board in January.

Thanks for the question from the Trustee. The answer to the question is ... No, we are not losing money on the investments. In fact, over the 10 months in 2015 (January through October), we have made unrealized gains. The same can be said for 2014, as well as the cumulative five plus years (July 2010 - October 2015) we have been working with the BTPL's General Fund.

In terms of the portfolio's total net return, it is comprised of both net asset movement and income earned. In the case of 2015, through October 31st, the portfolio has earned \$85,196.78 in annual income, while the net asset value has declined \$71,494.29. When combining both figures (which are both expected to be positive factors over longer periods), the total net return of the portfolio on a year-to-date basis is \$13,702.49 or 0.20% (20 basis points). If we apply the same calculation to the 2014 activity, the portfolio earned \$91,276.26 and the net asset value declined \$10,040.80 for a total net return of \$81,235.46 or 1.43% (143 basis points).

The net asset value will move based upon daily fluctuation in the price of the mutual funds that are owned in the portfolio. Over the course of the time we have invested in this portfolio (since July 2010), the portfolio has appreciated in value by \$173,544 or 0.90% annually. That figure takes into account both the net asset value movement and the income earned, so as to account for the total net return to BTPL.

As far as the current bond market goes, we are cautious to the point where we have decreased the average duration of the portfolio to under one year. Currently, the portfolio's average duration is at 0.8 year, which allows us to absorb some of the volatility within interest rates. I agree with some of the information in the attached piece from Merrill Lynch. In particular, on the bottom of the left side and top of the right side of the page, the statement that reads, "Even though bond yields are relatively low, bonds continue to be an essential part of most balanced portfolios. High-quality bonds can help to provide safety, diversification and cash flow." This relates to how we approach investing assets for the BTPL. Time horizon, liquidity needs and risk tolerance are primary goals we consider for the BTPL. Please let me know if I can provide any further details or explanation. Thanks.

Matt

Matthew J. Whitty  
Director  
Institutional Services  
Gregory J. Schwartz & Co., Inc.  
3707 West Maple Road  
Bloomfield Hills, MI 48301

## BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

### FRIENDS OF THE LIBRARY

#### MONTHLY DIRECTOR'S REPORT

November, 2015

- Thank you to everyone who participated in our strategic planning process. We received 270 responses to our survey – online and print! Of these, 266 were from Bloomfield Township residents. Over 120 people participated in our 12 focus group sessions – residents, staff and patrons. All of the information gathered was shared with our strategic planning retreat participants on October 15. Several broad themes emerged from the summaries provided and discussions that followed that day. We are now working with our consultants to put these themes into specific goals.
- The Library of Michigan has purchased a statewide membership with United for Libraries for all Michigan public libraries. Membership includes access to training and other resources of interest to Friends groups, among others, such as fundraising ideas and training on a variety of topics. Check it out at [www.ala.org/united/michigan](http://www.ala.org/united/michigan). Login is michigan and the password is greatlake1837.
- Just a reminder to mark your calendars for Saturday, December 5, 6:30pm and return your RSVP for the Library's annual holiday party. Again this year, our S.O.C. (Staff Organization Committee) has planned an evening dinner at The Heathers in Bloomfield Township. We hope to see you there!
- Thank you very much for your continued generosity toward the Library by approving funding for so many items on the Wish List!
- The monthly gifts expended report is attached to this report for your information.

*Small cheer and great welcome makes a merry feast. ~William Shakespeare*

*Wishing you all a very happy Thanksgiving!*

Friends gifts expended 2015-2016

<b>BUDGETED AMOUNTS</b>						
<u>Gift Accession ID</u>	<u>Year rec'd</u>	<u>Donor</u>	<u>Purpose</u>	<u>Amount</u>	<u>Oct 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	(\$618.41)	\$831.39
1500060101	2015	FOL	Teen Books	\$1,425.00	(\$303.81)	\$1,121.19
1500070101	2015	FOL	Large Print books	\$950.00		\$950.00
1500090101	2015	FOL	SciFi/Graphic Novel Collection	\$1,425.00	(\$814.81)	\$610.19
1500290101A	2015	FOL	Processing of YS DVD's	\$25.00		\$25.00
1400390101	2014	FOL	TS DVD's of guest speakers	\$180.00	(\$10.00)	\$160.00
1500290101	2015	FOL	DVD collection	\$475.00	(\$336.38)	\$138.62
1500300101	2015	FOL	Health/Safety Program & Vitality Kits	\$600.00		\$600.00
1400280101	2014	FOL	Additional materials for collection and All-in-one Skill Kits	\$2,664.98		\$2,098.13
1300480101	2013	FOL	2014 Everyone's Reading	\$216.15		\$141.57
1400260101	2014	FOL	2014 AS Summer Reading	\$1,000.00	(\$40.00)	\$0.62
1401010101	2014	FOL	Maker Space programs	\$600.00		\$600.00
1401020101	2014	FOL	Pop up Librarian programs	\$600.00		\$74.47
1500220101	2015	FOL	2016 Everyone's Reading	\$1,000.00		\$1,000.00
1500250101	2015	FOL	2016/2017 Concerts	\$3,000.00		\$3,000.00
1300820101	2013	FOL	YS Adaptive Umbrella Workshop	\$6.37		\$6.37
1400470101	2014	FOL	March 2015 First grade readers rally	\$1,099.77		\$1,099.77
1500080101	2015	FOL	Wee Play program updates	\$500.00		\$114.90
1500230101	2015	FOL	Fairy Fest	\$500.00		\$500.00
1500260101	2015	FOL	March 2016 First grade readers rally	\$1,500.00		\$1,500.00
1500270101	2015	FOL	Adaptive Umbrella	\$750.00		\$750.00
1500280101	2015	FOL	2016 Summer Reading	\$1,600.00		\$1,600.00
1300540101	2013	FOL	Admin 2014/2015 Program Budget	\$832.53		\$832.53
1300880101	2013	FOL	2014/2015 Chamber Concert Series	\$1,038.34	(\$40.62)	\$797.72
1400490101	2014	FOL	Det. Historical Society Exhibits	\$1,000.00		\$500.00
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)	\$0.00
1400400101	2014	FOL	Fac Tree Pruning	\$6,500.00		\$2,010.00
1500110101	2015	FOL	Adm Seasonal Arrangement at Entrance	\$2,250.00		\$1,888.80
1400300101	2014	FOL	Admi Library Shop Lighting	\$2,000.00		\$2,000.00
1400430101	2014	FOL	Admi Redireced to Library Shop Lighting	\$412.42		\$412.42
1401070101	2014	FOL	YS Sea Life play cube	\$600.00		\$6.96
0800220101	2008	FOL	YS Velcro Design Wall	\$1,458.74		\$356.50
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		\$70.05
1401110101	2014	FOL	Systems Community Room AV upgrade	\$20,000.00		\$20,000.00
1300530101	2013	FOL	For 2014/2015 staff development	\$555.75		\$374.16
0700010101	2007	FOL	New Welcome brochures	\$6,290.00		\$6,290.00
1300510101	2013	FOL	Recycled plastic book bags	\$1,375.00		\$1,375.00
1500100101	2015	FOL	Retractable and Portable Banner	\$380.00		\$380.00
1500240101	2015	FOL	Recycled plastic book bags	\$3,215.00		\$3,215.00

Carry over for April 2015 - to be all spent per CS note on 7/9/15

YS used previously purchased books for 2015. This gift will be combined with 2016 gift if received.

balance to be used for replacement plantings

Redirected April 2015 from Circ hold carts

Redirected Feb 2014 from MY LIBRARY book project

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.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY – ADMINISTRATIVE CALENDAR**

2015

**DECEMBER**

2015

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 Tinker Tales 10am  Knit N Stitch Circle 10am	2 Movers & Shakers 10am  <b>FOL Board of Directors Meeting 12:30pm</b>  20 Americans @ Detroit Institute of Arts 7pm  Great Books Club 6:45pm	3 Mother Goose Club 10am  <b>Finance Committee 2pm</b>  PJ Theater 6:30pm	4 Hoopla 2pm  Celebrate National Cookie Day 4pm  Mosaic Youth Theater 7pm	5 Crayon Crew 11am  Intro to Powerpoint 2pm
6	7 Bouncing Babies 10am  <b>Development Committee 2pm</b>  Free Ebooks an App Away 7pm	8 Tinker Tales 10am  Memoir Writers Group 1pm  Teen Advisory Board 4pm  Intro to Word 6pm  Full Steam Ahead 6:30pm	9 Movers & Shakers 10am  Learn Gale Courses 2pm  Nonfiction Book Club 7pm  Writers Rendezvous 7pm	10 Mother Goose Club 10am	11 English Language Conversation Hour 2pm  Star Wars Teen After Hours 6:30pm	12 Friends Saturday Book Sale 9:30-3:30  Star Wars Day 11am  Intro to Scanning & Photo Editing 2pm
13	14	15 Tuesday Book Club 10am  Gale Courses Graduation Party 2pm-3pm  <b>LIBRARY BOARD MEETING 7:00 PM</b>	16 Mystery Book Club 1pm  Little Foodies 6:30pm  Zinio: Download Magazine 7pm	17 Eleanor's Book Club 10am  Tablet Tales 1pm	18 Coffee & conversation 10-11am  Fan Fridays 4:30pm	19 Shake, Rhythm & Rhyme 11am
20	21 No 30 Minute Lunchtime Book Club this month	22 LEGO Club 1pm  Memoir Writers Group 1pm	23 Teen Movie Club 4pm	24 <b>LIBRARY CLOSED</b>	25 <b>LIBRARY CLOSED</b>	26
27	28 Stuffed Animal Tea Party 2pm	29 Build a Gingerbread House 2pm	30	31 Countdown to Noon 11am  <b>LIBRARY CLOSES @ 5:30PM</b>		