

Bloomfield Township Public

**Library**

**Bloomfield Township Public Library  
Board of Trustees**

Library Board Meeting  
***January 19, 2016***  
7:00 p.m.  
John Rumsey Board Room

Trustees:

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

Joan Luksik, President

Pamela Williams, Vice President

Judy Lindstrom, 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, January 19, 2016 7:00 p.m.

<b>#</b>	<b><u>NUMBERED ITEMS</u></b>	<b><u>DATE DELIVERED</u></b>
1	Agenda	1/15/16
2a	Request to remove items from the Consent Agenda for Discussion	1/15/16
2b	Motion to approve the order of items for the regular and consent agendas	1/15/16
5	Motion to approve remaining consent agenda items 6-8d	1/15/16
6	Regular Board Meeting Minutes of 12-15-15	1/15/16
7a	Cash Disbursements	1/15/16
7b	Revenues/Expenditures Budget Report	1/15/16
7c	Energy Report	1/15/16
8a	President's Report	1/15/16
8b	Director's Report	1/15/16
8c	Bloomfield Township Liaison –no report	
8c	Cranbrook – no report	
8c	Art Committee – Meeting Minutes of 1-7-16	1/15/16
8c	Building, Grounds, Landscaping, Interiors Committee – no report	
8c	Development Committee – Meeting Minutes of 1-11-16	1/15/16
8c	Finance Committee – no report	
8c	Friends of the Library Liaison – no report	
8c	Investment Committee	
8c	Jeanette P. Myers Scholarship Committee –no report	
8c	Personnel Committee – no report	
8c	Policy Committee – no report	
11a	Audit Bid Award	1/15/16
11b	Art Proposal	1/15/16
11c	Director's Evaluation	1/15/16
13	Motion to approve any items removed from the consent agenda	1/15/16
	 <b><u>UNNUMBERED ITEMS</u></b>	 <b><u>DATE DELIVERED</u></b>
	Strategic Planning Memo	1/15/16
	Administrative Calendar – February 2016	1/15/16

AGENDA  
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
BOARD OF TRUSTEES  
Tuesday, January 19, 2016  
**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 December 15, 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, Landscaping, Interiors
    - \*Cranbrook
    - \*Development
    - \*Finance
    - \*Friends of the Library Liaison
    - \*Investment
    - \*Jeanette P. Myers Scholarship Selection
    - \*Personnel
    - \*Policy

**REGULAR AGENDA ITEMS**

9. Call to the public, communications
10. Unfinished Business
11. New Business
  - a. Audit Bid Award
  - b. Art Proposal
  - c. Director's Evaluation
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, February 16, 2016 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**

Oakland County, Michigan  
Tuesday, December 15, 2015

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

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

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

**Guests:** Emily Hudak, SOC representative, Rob Cullin, Kimberly Bolan and Associates.

Upon discussion, a motion was made by Eli Greenbaum, seconded by Judy Lindstrom **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 wished everyone a very happy holiday season and stated that we are looking forward to a great new year at the Library.

**Director's Verbal Report:**

Carol stated that this years' holiday party had a record response with almost 120 people in attendance. She thanked Judy Lindstrom for facilitating a very enjoyable holiday quiz during the dinner and also thanked Pam Williams for her gift of two tickets to the musical *Newsies* including parking that was given to a lucky attendee. Big thanks to the Friends of the Library for providing funding for this party and to our SOC representatives, Robin Lang, Connie Silver, and Emily Hudak for planning this wonderful event.

Carol extended her wishes to the Trustees for a wonderful holiday season!

**CONSENT AGENDA MOTION:**

After discussion, a motion was made by Grant Gerhart, seconded by Pam Williams, **TO APPROVE THE ITEMS ON THE CONSENT AGENDA AS PRESENTED WITH THE EXCEPTION OF THE FOLLOWING: NO ITEMS REMOVED**

*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 Emily Hudak, SOC representative.

**UNFINISHED BUSINESS:**

*10a Appointments of Committees*

Joan reviewed the new committee appointments with the Trustees. Joan thanked all the Trustees for serving faithfully on their appointed committees.

**NEW BUSINESS:**

*11a Strategic Plan*

Rob Cullin of Kimberly Bolan and Associates reviewed the final draft of the new strategic plan. This plan addresses the needs and interests of the community as revealed during the twelve community focus groups and 270 online survey responses. All this information was combined with the joint experience of the Board of Trustees, Library Staff and community representatives to develop the goals of the strategic plan that will be implemented over the next five years.

Carol stated she is looking forward to working with staff to implement this new strategic plan. The Trustees agreed that we should have an annual review of the strategic plan as it goes hand in hand with the annual budget. This annual meeting will be set up for the month of December each year.

After discussion, a motion was made by Judy Lindstrom, seconded by Peggy Cohen, **TO APPROVE AND ADOPT THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY STRATEGIC PLAN FOR 2016-2020.**

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

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

*Nays: None*

**MOTION CARRIED**

*11b PA 152*

Carol reviewed that Public Act 152, the Publicly Funded Health Insurance Contribution Act, requires public employees to contribute to their health insurance costs. She reviewed the employer's three options to choose for funding health care costs. Carol stated that it is recommended by the Finance and Personnel committees to adopt Option 1, known as the Hard Cap Option, because of its known costs for our budgeting purposes.

After discussion, a motion was made by Peggy Cohen, seconded by Eli Greenbaum, **TO RECOMMEND ADOPTION OF THE HARD CAP OPTION, AS STATED IN PA 152, EFFECTIVE JANUARY 1, 2016.**

*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**

No items removed from Consent Agenda.

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

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

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

*Nays: None*

**MOTION CARRIED**



**OTHER:**

Carol, Grant and Eli attended the MLA presentation on the Top Ten Issues Every Library Trustee Should Know. Grant and Carol shared some of their notes on this presentation.

Judy reminded everyone that Saturday, December 19<sup>th</sup> is the Ribbon Cutting Ceremony at 10:30 in the newly refurbished Youth Services Alcoves. All are welcome to attend.

Pam was recently at a book signing and obtained an autographed copy of *Big Lessons from a Small Town*, by Bill Schuette which she has donated to the Library collection.

Meeting adjourned at 8:00 p.m.

The next meeting of the Bloomfield Township Public Library Board of Trustees is Tuesday, January 19, 2016 at 7:00 p.m. in the Library Board Room.

Submitted by:

Judy Lindstrom, Secretary

## BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

### Cash Disbursements Comments January 2016

#### **New Vendors:**

Laura Beyer is a new vendor for a library program.

Lillian Dean is a new vendor for a library program.

#### **General Fund Advance**

- Check #15652 payable to Bloomfield Township in the amount of \$1,498.87 is payment for the Library's water and sewer use from October 21 – November 17, 2015.

#### **General Fund**

- Check #15689 payable to Innovative Interfaces, Inc. in the amount of \$56,957.76 is payment for annual software subscription for the Library's integrated library system.
- Check #15693 payable to Midwest Collaborative for Library Service in the amount of \$5,063.00 was payment for a database (Research Center including Value Line) and a fee for one attendance at a workshop.
- Check #15694 payable to Metronet Library Consortium in the amount of \$11,554.86 was payment for several databases and ebooks.
- Check #15704 payable to Proquest-CSA,LLC in the amount of \$5,660.00 was payment for the subscription to the online version of the Detroit Free Press.
- Check #15716 payable to The Library Network in the amount of \$440.00 was payment for our annual Symantic software.
- Check #15723 payable to World Book, Inc. in the amount of \$1,943.40 was payment for a subscription to the online version of World Book Encyclopedia.
- Check #15725 payable to Bloomfield Township in the amount of \$254,367.19 is payment for two payrolls including FICA, HRA contributions, pension, etc. as usual.

## **Gift Fund**

- Check #4642 payable to Bloomfield Township Public Library in the amount of \$18.94 was payment for STEM kit supplies.
- Check #4644 payable to the Bloomfield Township Public Library in the amount of \$1,080.00 was payment for the service charge for donations.
- Check #4646 payable to Bloomfield Township Public Library in the amount of \$500.00 was payment for a gift to purchase virus software.
- Check #4653 payable to Quinn Evans Architects in the amount of \$10,685.71 was final payment for our Youth Services alcoves renovations.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
CHECK REGISTERS  
FOR THE MONTH OF DECEMBER 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>				
15638	12/4/15	Elizabeth Clauder	104.01	299.07
15639	12/4/15	Emily Hudak	104.01	97.50
15640	12/4/15	Martha McGee	104.01	209.84
15641	12/4/15	Marian Rafal	104.01	36.42
15642	12/4/15	Qiong Wu	104.01	786.76
15643	12/4/15	PETTY CASH - BTPL	104.01	146.61
15644	12/4/15	HOME DEPOT CR. SERV.	104.01	103.72
15645	12/4/15	PACIFIC TELEMANAGEMENT SERVICES	104.01	78.00
15646	12/4/15	PRINCIPAL LIFE INS CO-SBD GRANDE ISLAND	104.01	694.26
15647	12/16/15	Elizabeth Clauder	104.01	144.08
15648	12/16/15	Brooke Hoskins	104.01	87.22
15649	12/16/15	Marian Rafal	104.01	170.00
15650	12/16/15	Karrie Yukon	104.01	28.69
15651	12/16/15	AT&T	104.01	487.87
15652	12/16/15	BLOOMFIELD TOWNSHIP	104.01	1,498.87
15653	12/16/15	FLAGSTAR BANK	104.01	3,273.20
15654	12/16/15	VERIZON WIRELESS	104.01	201.04
15655	12/29/15	Elizabeth Clauder	104.01	176.57
15656	12/29/15	Connie Silver	104.01	39.88
15657	12/29/15	AMAZON.COM	104.01	3,214.39
15658	12/29/15	AT&T	104.01	512.46
15659	12/29/15	AT&T LONG DISTANCE	104.01	20.18
15660	12/29/15	COMCAST	104.01	76.95
15661	12/29/15	CONSUMERS ENERGY	104.01	5,732.42
15662	12/29/15	DTE ENERGY	104.01	17,217.24
15663	12/29/15	HOME DEPOT CR. SERV.	104.01	284.96
15664	12/29/15	PRINCIPAL LIFE INS CO-SBD GRANDE ISLAND	104.01	666.15
15665	12/29/15	T MOBILE	104.01	12.48
15666	12/29/15	JEREMY OR ELIZABETH MODELL	104.01	22.00
15667	12/30/15	BTPL Gift Fund	104.01	45,000.00
Total				<u><u>\$81,318.83</u></u>
<b>REGULAR CHECKS:</b>				
15668	1/8/16	AMERICAN LIBRARY ASSOCIATION	104.01	114.50
15669	1/8/16	ARBOR OAKLAND GROUP	104.01	4,118.59
15670	1/8/16	ASSA ABLOY ENTRANCE SOLUTIONS	104.01	1,008.01
15671	1/8/16	BACKER LANDSCAPING, INC.	104.01	1,200.00
15672	1/8/16	BAKERY & TAYLOR, INC.	104.01	12,568.58
15672a	1/8/16	VOID	104.01	
15672b	1/8/16	VOID	104.01	
15672c	1/8/16	VOID	104.01	
15673	1/8/16	BAYSCAN TECHNOLOGIES	104.01	5,344.77
15674	1/8/16	BERNAN ASSOCIATES	104.01	931.68
15675	1/8/16	LAURA BEYER	104.01	150.00
15676	1/8/16	BLACKSTONE AUDIO, INC.	104.01	482.47
15677	1/8/16	BRILLIANCE PUBLISHING, INC.	104.01	169.95
15678	1/8/16	CAR TRUCKING, INC.	104.01	399.00
15679	1/8/16	CDW GOVERNMENT, INC.	104.01	347.00
15680	1/8/16	CENGAGE LEARNING/GALE	104.01	4,123.46
15681	1/8/16	CENTRAL BUSINESS SYSTEMS, INC.	104.01	258.35
15682	1/8/16	LILLIAN DEAN	104.01	500.00
15683	1/8/16	DEMCO, INC.	104.01	336.20
15684	1/8/16	DU ALL CLEANING, INC	104.01	4,730.00

Check #	Date	Payee	Cash Account	Amount
15685	1/8/16	FINANCIAL INFORMATION, INC.	104.01	3,650.00
15686	1/8/16	GENPOWER PRODUCTS, INC.	104.01	472.65
15687	1/8/16	GRAINGER, INC	104.01	1,384.50
15688	1/8/16	INFOBASE LEARNING	104.01	3,618.26
15689	1/8/16	INNOVATIVE INTERFACE, INC	104.01	56,957.76
15690	1/8/16	LJ ROLLS REFRIGERATION CO., INC	104.01	652.00
15691	1/8/16	LEXISNEXIS MATTHEW BENDER	104.01	673.46
15692	1/8/16	STATE OF MICHIGAN/LIBRARY OF MI	104.01	35.00
15693	1/8/16	MIDWEST COLLABORATIVE for LIB. SVCS	104.01	5,063.00
15694	1/8/16	METRONET LIB. CONSORT.	104.01	11,554.86
15695	1/8/16	MIDWEST TAPE	104.01	6,313.51
15695a	1/8/16	VOID	104.01	
15695b	1/8/16	VOID	104.01	
15696	1/8/16	NATIONAL SIGN COMPANY	104.01	640.00
15697	1/8/16	NICHOLS/NETWORK SERVICES CO	104.01	1,616.30
15698	1/8/16	ORIENTAL TRADING CO., INC.	104.01	98.85
15699	1/8/16	OVERDRIVE	104.01	3,442.22
15700	1/8/16	OXFORD UNIVERSITY PRESS USA	104.01	101.20
15701	1/8/16	PARTNERS BOOK DISTRIBUTING, INC.	104.01	685.47
15701a	1/8/16	VOID	104.01	
15702	1/8/16	PEACH COBBLER BOOKS	104.01	114.35
15703	1/8/16	PENGUIN RANDOM HOUSE LLC	104.01	186.75
15704	1/8/16	PROQUEST-CSA LLC	104.01	5,660.00
15705	1/8/16	QUILL CORPORATION	104.01	253.92
15706	1/8/16	RECORDED BOOKS, LLC	104.01	511.18
15707	1/8/16	RICOH USA, INC	104.01	215.98
15708	1/8/16	SALEM PRESS, INC.	104.01	286.90
15709	1/8/16	SCIENTIFIC AMERICAN CONSUMER HEALTH	104.01	165.58
15710	1/8/16	SENSOURCE	104.01	435.84
15711	1/8/16	SHOWCASES	104.01	264.60
15712	1/8/16	ST CLAIR COUNTY LIBRARY	104.01	26.99
15713	1/8/16	STAPLES ADVANTAGE	104.01	777.00
15714	1/8/16	TANTOR MEDIA	104.01	210.93
15715	1/8/16	THE BOOK FARM, INC.	104.01	26.99
15716	1/8/16	THE LIBRARY NETWORK	104.01	440.00
15717	1/8/16	UNIQUE MANAGEMENT SERVICES, INC.	104.01	196.90
15718	1/8/16	VIGILANTE SECURITY	104.01	1,950.00
15719	1/8/16	WALLACEBURG BOOKBINDING & MFG	104.01	263.90
15720	1/8/16	WESCO DISTRIBUTION	104.01	787.34
15721	1/8/16	WOLTERS KLUWER	104.01	101.65
15722	1/8/16	WOLTERS KLUWER LAW & BUSINESS	104.01	385.00
15723	1/8/16	WORLD BOOK, INC.	104.01	1,943.40
15724	1/8/16	WT COX INFORMATION SERVICES	104.01	590.85
15725	1/8/16	BLOOMFIELD TOWNSHIP	104.01	254,367.19
Total				<u>\$403,904.84</u>

### Check Register - Gift Fund

Check #	Date	Payee	Cash Account	Amount
<b>ADVANCE CHECKS:</b>				
4640	12/16/15	FLAGSTAR BANK	102.03	866.64
4641	12/28/15	AMAZON.COM	102.03	258.99
4642	12/28/15	BLOOMFIELD TWP. PUBLIC LIBRARY	102.03	18.94
4643	12/28/15	COMMUNITY FOUNDATION - SE MICH.	102.03	150.00
4644	12/30/15	BLOOMFIELD TWP. PUBLIC LIBRARY	102.03	1,080.00
				<u>\$2,374.57</u>
<b>REGULAR CHECKS:</b>				
4645	1/8/16	BAKER & TAYLOR	102.03	1,010.59

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<b>Check #</b>	<b>Date</b>	<b>Payee</b>	<b>Cash Account</b>	<b>Amount</b>
4646	1/8/16	BLOOMFIELD TWP. PUBLIC LIBRARY	102.03	500.00
4647	1/8/16	SHARON CLAYE	102.03	100.00
4648	1/8/16	DETROIT HISTORICAL SOCIETY	102.03	500.00
4649	1/8/16	PAULA DUREN, PH.D.	102.03	100.00
4650	1/8/16	MARY JANE FAVOT	102.03	25.00
4651	1/8/16	GOLDNER WALSH NURSERY, INC.	102.03	363.83
4652	1/8/16	MIDWEST TAPE	102.03	15.72
4653	1/8/16	QUINN EVANS ARCHITECTS	102.03	10,685.71
Total				<u>\$13,300.85</u>

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**Bloomfield Township Public Library**  
**2015-2016 General Fund Budget**  
 PRESENTED: JANUARY 19, 2016 FOR THE MONTH OF: DECEMBER 2015

**7b**

Nine months 75%

ACCOUNT NAME	2015-2016	2015-2016	REVENUE/EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	VARIANCE
	ADOPTED BUDGET AS OF MAR 17, 2015	AMENDED BUDGET AS OF AUG 18, 2015				
<b>Revenues</b>						
Taxes	\$6,631,643	\$6,679,297	\$1,194,608	\$1,192,952	17.86%	(\$5,486,345)
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	\$8,935	\$83,092	65.27%	(\$44,204)
Charges for Services	\$11,910	\$11,910	\$1,180	\$12,498	104.93%	\$588
Investment earnings	\$114,613	\$114,613	(\$5,124)	(\$10,247)	-8.94%	(\$124,860)
Miscellaneous	\$9,334	\$9,334	\$154	\$10,990	117.74%	\$1,656
<b>Total Revenues</b>	<b>\$6,974,003</b>	<b>\$7,021,657</b>	<b>\$1,199,754</b>	<b>\$1,384,479</b>	<b>19.72%</b>	<b>(\$5,637,178)</b>
<b>Expenditures</b>						
Personnel	\$3,693,694	\$3,664,619	\$253,052	\$2,620,529	71.51%	(\$1,044,090)
Library Services	\$770,071	\$778,571	\$69,010	\$541,731	69.58%	(\$236,840)
Facilities & Equipment	\$1,073,472	\$1,079,857	\$99,280	\$702,375	65.04%	(\$377,482)
Other Operating Expenditures	\$449,121	\$453,621	\$12,202	\$182,622	40.26%	(\$270,999)
<b>Total Expenditures</b>	<b>\$5,986,358</b>	<b>\$5,976,668</b>	<b>\$433,544</b>	<b>\$4,047,257</b>	<b>67.72%</b>	<b>(\$1,929,411)</b>
Fund Balance - Beginning	\$8,858,516	\$9,061,611		\$9,061,611		
Net revenue (expenditure)	\$987,645	\$1,044,989		(\$2,662,778)		
Fund Balance - Ending	\$9,846,161	\$10,106,600		\$6,398,832		

Amendments to the budget:  
None

Changes made to the line items:  
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: JANUARY 19, 2016 FOR THE MONTH OF: DECEMBER 2015

Nine Months 75%

ACCOUNT NAME	2015-2016 ADOPTED BUDGET AS OF MAR 17, 2015	2015-2016 AMENDED BUDGET AS OF DEC 31, 2015	REVENUE/ EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	VARIANCE
<b><u>Revenues</u></b>						
Gift Income	\$643	\$76,357	\$47,971	\$76,357	100.00%	\$0
Investment Earnings	\$157	\$157	\$11	\$113	71.94%	(\$44)
Miscellaneous Revenue	\$0	\$0	\$0	\$0	0.00%	\$0
<b>Total Revenues</b>	<b>\$800</b>	<b>\$76,514</b>	<b>\$47,982</b>	<b>\$76,470</b>	<b>99.94%</b>	<b>(\$44)</b>
<b><u>Expenditures</u></b>						
Library Services	\$20,194	\$41,099	\$2,895	\$21,094	51.33%	(\$20,004)
Facilities & Equipment	\$59,476	\$62,366	\$864	\$33,103	53.08%	(\$29,263)
Other Operating Expenditures	\$95,794	\$149,259	\$11,916	\$28,312	18.97%	(\$120,947)
<b>Total Expenditures</b>	<b>\$175,464</b>	<b>\$252,723</b>	<b>\$15,675</b>	<b>\$82,509</b>	<b>32.65%</b>	<b>(\$170,215)</b>
Fund Balance	\$100,970	\$102,514		\$102,514		
Reserved Fund Bal.	\$73,852	\$73,852		\$73,852		
Net revenue (expenditures)	(\$174,664)	(\$176,209)		(\$6,039)		
Fund Balance - Ending	\$158	\$157		\$170,327		

Amendments to the budget:

    All changes due to gifts received



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

Fund	Type	Annual Yield	Date	Amount on Hand
<b>General Fund</b>				
	5th 3rd Checking (Ecommerce)	0.00%	12/31/2015	\$129,677.12
	Flagstar Public Funds Savings	0.35%	12/31/2015	\$191,855.13
	Flagstar Premier Public Entities Checking	0.25%	12/31/2015	-\$23,998.56
	RBC Capital Cash/Money Market	0.01%	12/31/2015	\$1,090,394.03
	RBC Capital - Investments	1.44%	12/31/2015	\$5,409,464.19
	<b>Total General Fund</b>			<b><u><u>\$6,667,714.79</u></u></b>
	Please see General Fund budget for notes on how this amount is earmarked			
<b>Gift Fund</b>				
	Huntington Public Fund Business Interest Checking	0.15%	12/31/2015	\$135,818.57
	Huntington CD (Charnov gift) - matures 02/02/17	0.45%	12/31/2015	\$50,000.00
	Fifth Third Bank Business Standard Checking	0.00%	12/31/2015	\$1,452.60
	<b>Total Gift Fund</b>			<b><u><u>\$187,271.17</u></u></b>

**CFSEM**

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

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

## Bloomfield Township Public Library Investment Portfolio

Investment Vehicle	Portfolio %	Original Cost	12/31/2015 Market Value	Estimated Annual Inc	Current Yield
Money Market Funds	16.8%	\$1,090,394	\$1,090,394	\$109	0.01%
Wells Fargo Advantage Adjustable Rate Gov't	46.4%	3,001,496	3,013,618	27,563	0.91%
Franklin Adjustable Rate U.S. Government Secs	14.7%	960,840	953,688	12,551	1.32%
Eaton Vance Short Duration Government Income	3.4%	210,000	223,881	6,954	3.11%
Loomis Sayles Limited Term U.S. Gov't & Agency	12.0%	737,720	777,178	12,150	1.56%
Eaton Vance Government Obligations	6.8%	417,603	441,100	17,053	3.87%
<b>Total Portfolio</b>	<b>100.0%</b>	<b>\$6,418,053</b>	<b>\$6,499,858</b>	<b>\$76,381</b>	<b>1.18%</b>

### 4th Quarter Activity - September 30, 2015 - December 31, 2015

#### Cash Activity

Beginning Balance	\$3.82
Deposits & Sales Proceeds	\$2,330,389.47
Withdrawals	(\$1,240,000.00)
Dividends	\$22,045.55
Capital Gains	\$0.00
Net funds to purchase securities	(\$22,044.81)
Ending Balance	\$1,090,394.03

#### Change in Security Value

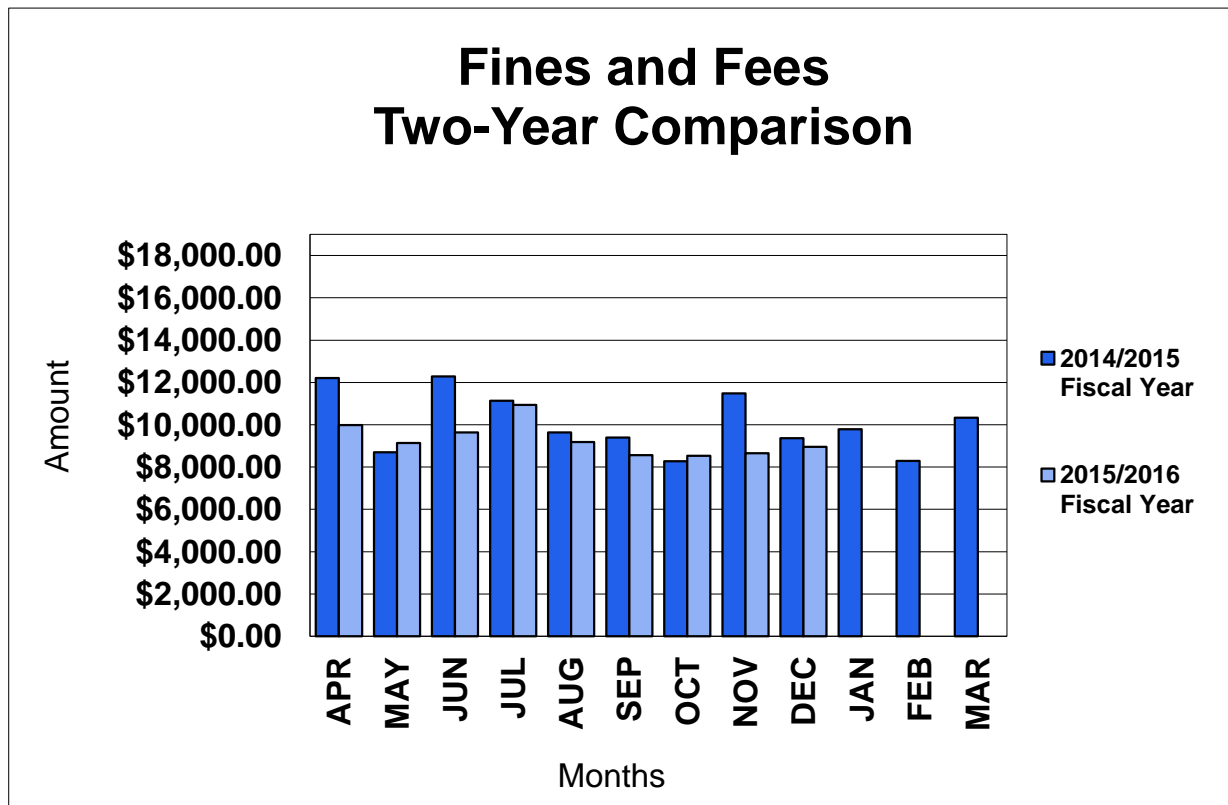
Beginning value of securities	\$6,557,871.15
Securities purchased	\$22,044.81
Securities sold	(\$1,134,800.00)
Change in value of priced securities	(\$35,651.77)
Ending Value of priced securities	\$5,409,464.19

**Total account value as of December 31, 2015**

**\$ 6,499,858.22**

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

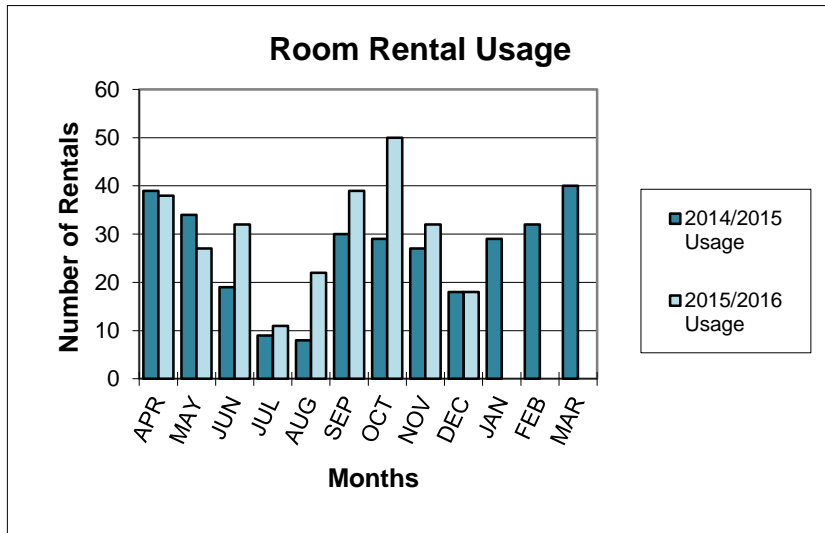
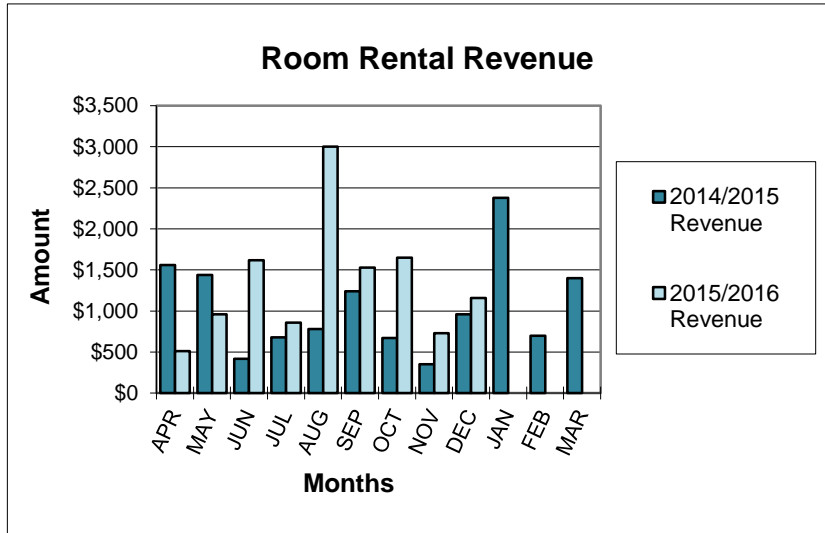
Month	2014/2015 Fiscal Year	2015/2016 Fiscal Year	Difference
APR	\$12,209.70	\$9,986.61	(\$2,223.09)
MAY	\$8,696.66	\$9,134.31	\$437.65
JUN	\$12,283.41	\$9,636.30	(\$2,647.11)
JUL	\$11,136.86	\$10,931.35	(\$205.51)
AUG	\$9,638.91	\$9,178.79	(\$460.12)
SEP	\$9,388.48	\$8,567.73	(\$820.75)
OCT	\$8,275.12	\$8,525.53	\$250.41
NOV	\$11,484.10	\$8,653.54	(\$2,830.56)
DEC	\$9,370.84	\$8,955.43	(\$415.41)
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>\$83,569.59</b>	<b>(\$37,323.46)</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	\$730.00	\$380.00	27	32	NOV
DEC	\$960.00	\$1,160.00	\$200.00	18	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>\$12,020.00</b>	<b>YTD Difference (\$560.00)</b>	<b>314</b>	<b>269</b>	

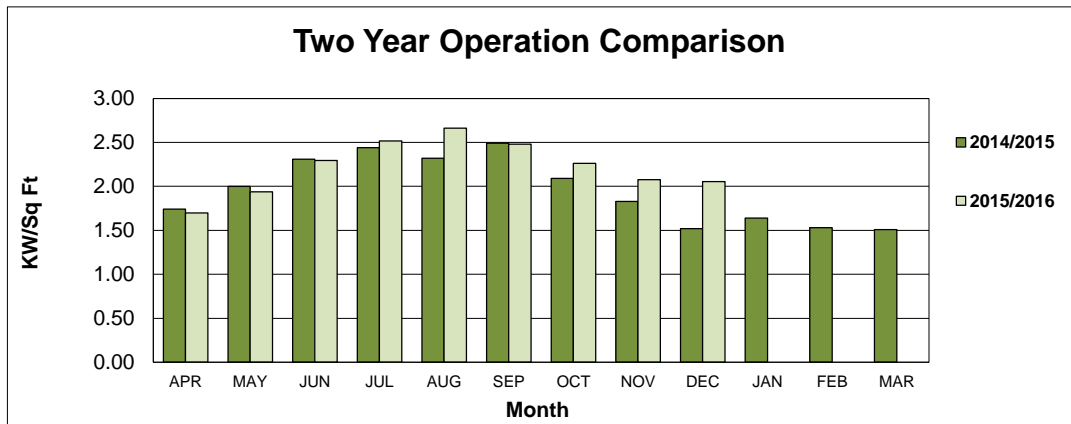
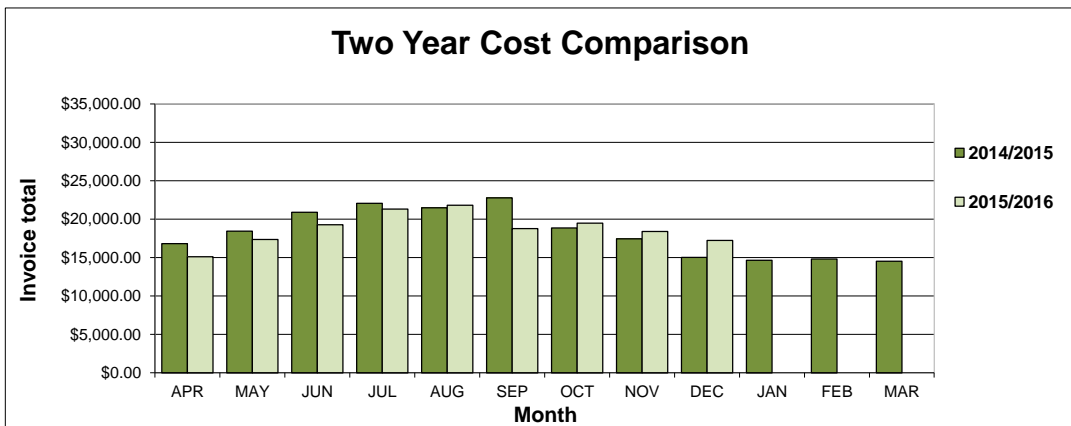


## Bloomfield Township Public Library Electricity Analysis

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	\$18,411.95	\$964.85	209,580	\$0.09	291.08	2.07	\$25.57	\$0.18
DEC	\$15,000.01	\$17,217.24	\$2,217.23	207,550	\$0.08	278.97	2.05	\$23.14	\$0.17
JAN	\$14,664.69		(\$14,664.69)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
FEB	\$14,826.92		(\$14,826.92)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
MAR	\$14,522.08		(\$14,522.08)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
<b>TOTAL</b>	<b>\$217,737.83</b>	<b>\$168,701.28</b>	<b>YTD Difference (\$49,036.55)</b>						

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

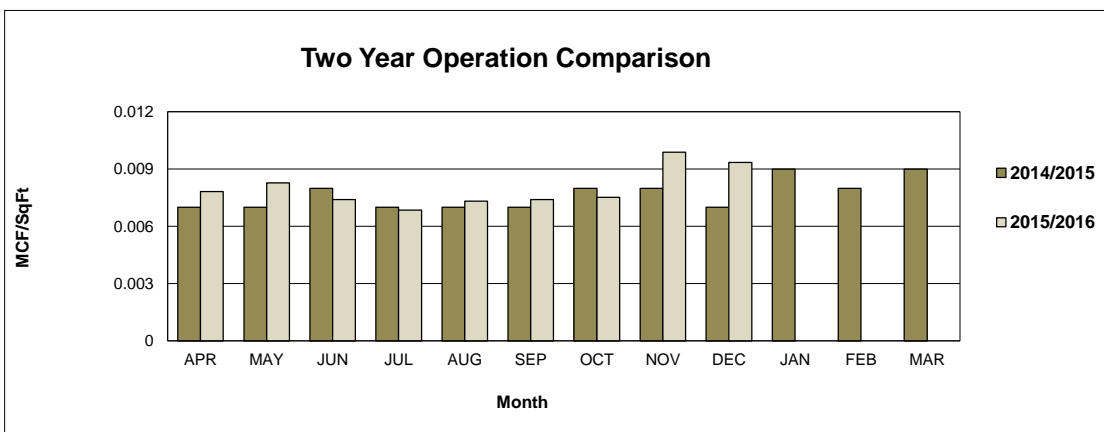
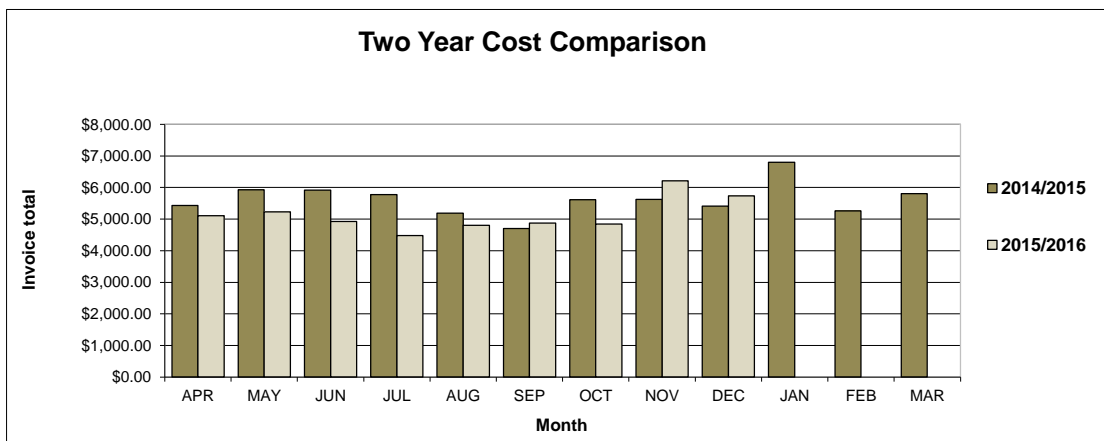


## Bloomfield Township Public Library Natural Gas Analysis

Building Area = 101,023

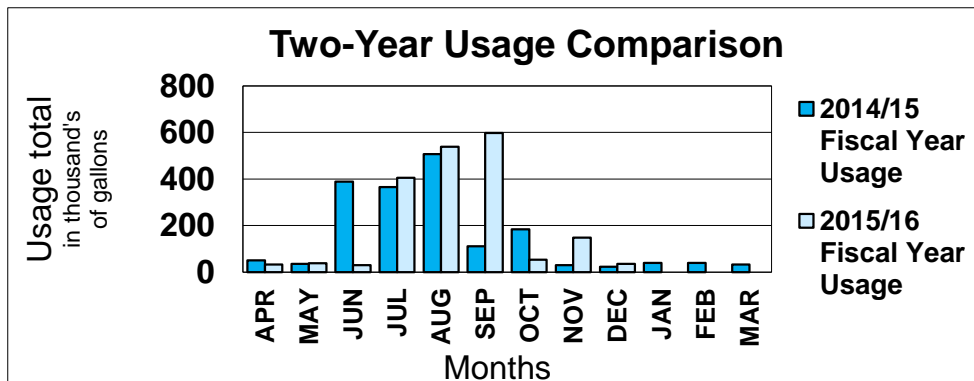
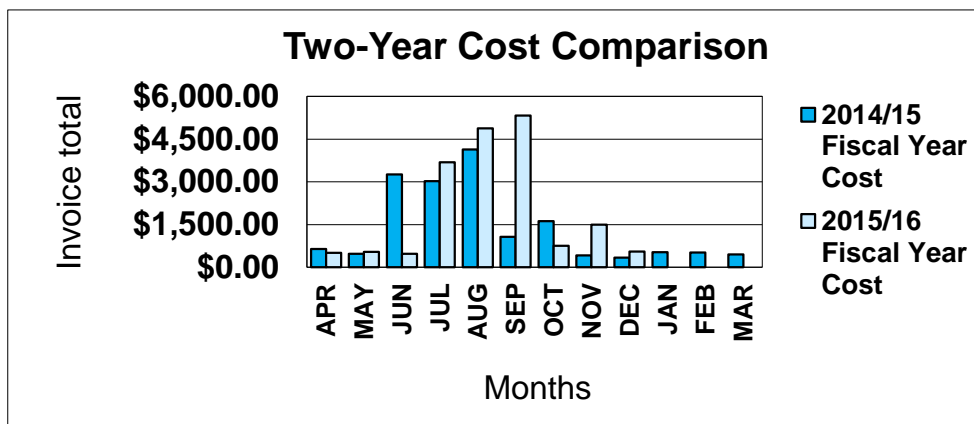
1 Cu. Ft. = 1000 BTU

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	\$6,215.09	\$588.03	998.5	\$6.22	720	1.39	0.010	8.63	0.061
DEC	\$5,416.09	\$5,732.42	\$316.33	944.3	\$6.07	744	1.27	0.009	7.70	0.056
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>\$46,208.43</b>	<b>(\$21,248.64)</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	\$1,498.87	\$1,079.74	30	148	118
DEC	\$341.71	\$547.11	\$205.40	23	36	13
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>\$18,227.27</b>	<b>\$1,745.19</b>	<b>1,806</b>	<b>1,880</b>	<b>74</b>



**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY****LIBRARY BOARD OF TRUSTEES  
MONTHLY DIRECTOR'S REPORT****January, 2016**

In honor of the Library Board of Trustees, November and December Casual Day donations from Library staff have been donated to the Community Foundation of Southeast Michigan. A total of \$358 has been sent to the Bloomfield Township Public Library Endowment Fund as a small gesture of Library staff's appreciation for all that you do for the Library. Thank you!!!

Recently, a grant opportunity became available through the Dollar General Literacy Foundation. Several library staff from the Adult and Youth Services departments worked together to complete a grant application for Bloomfield Township Public Library. The grant is designed to encourage libraries to use teen interns to assist with summer library programs. If awarded to the Library, the grant would provide \$1,000 to pay two teen interns for their assistance with our summer programs. I especially like their idea of creating "Library Ambassadors" through this opportunity. My sincere thanks to Brooke Hoskins, Emily Hudak and Karrie Yukon for their work on this application.

New legislation, SB 571, was recently signed into law by Governor Snyder. This legislation bars libraries, school districts and local governments from spending public funds on ads, mailers or other messages about local ballot proposals 60 days before an election. The Michigan Library Association (MLA) has been actively engaged in challenging this new legislation and advocating for new clarification language to be added to this bill. They view this new legislation as an attack on free and equal access to information which creates criminal and civil penalties for libraries and boards who share factual information about elections within 60 days of an election. Nearly 80% of funding for public libraries in Michigan comes from dedicated millages and eliminating the ability of libraries to share facts about how those funds would be used puts a damper on transparency and leaves voters uninformed, according to MLA Executive Director Gail Madziar. As new information is shared about changes to this bill, I will be sure to keep you informed.

Warm wishes to each of you for a very happy new year!

*Respectfully Submitted,*

*Carol Mueller  
Director*



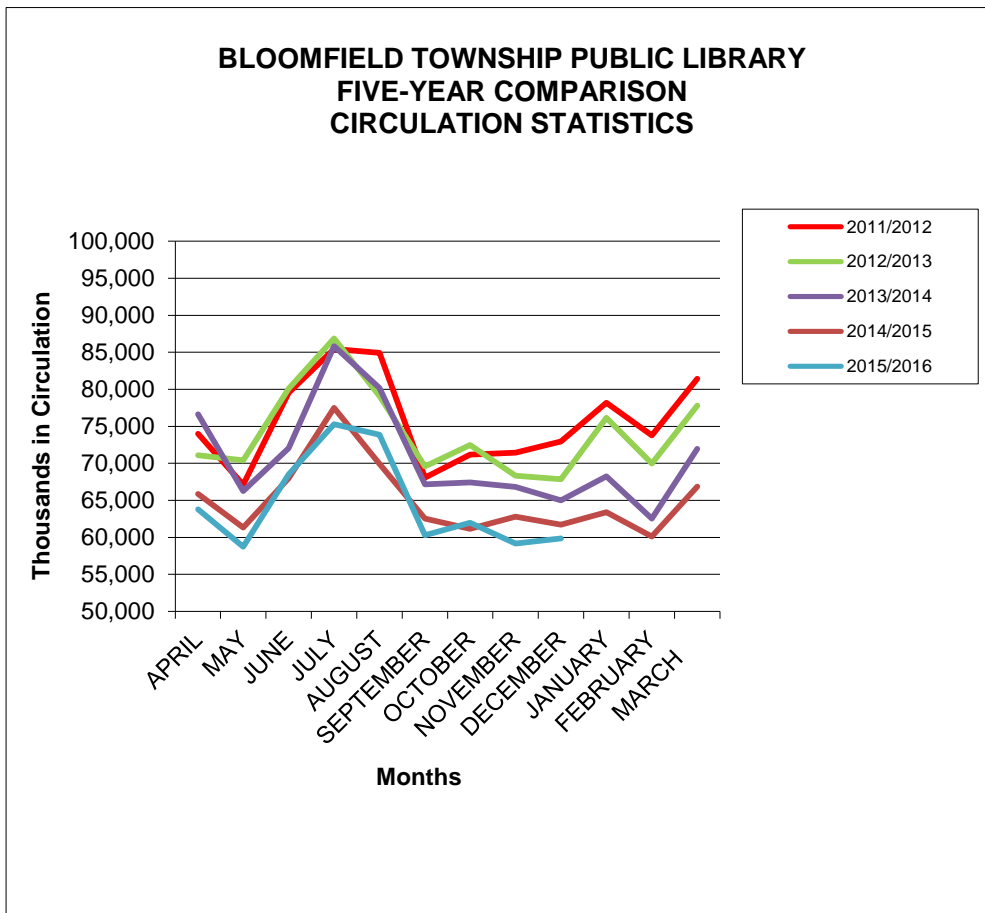
	2014		2015	
<b>COLLECTION</b>				
Book Collection:	280,219		280,687	
Media Collection:	60,813		62,775	
Total e-books:	28,056		30,135	
Overdrive	6,568		8,057	
EBSCOhost	19,223		19,223	
Total downloadable audiobooks:	4,843		4,586	
Materials Total:	373,931		378,183	
<b>CIRCULATION</b>				
Circulation Total:	61,726		59,871	
Bloomfield Township Circulation:	56,757		54,692	
Virtual Circulation Total	4,911		6,026	
Circulation of Youth materials:	21,172		21,835	
Circulation of Media:	26,882		23,671	
Circulation of Cranbrook passes:	246		177	
Self-checkout machine use:	22,281	36.1%	22,921	38.3%
Library by Mail:	85	26 patrons	63	26 patrons
<b>BUILDING &amp; EQUIPMENT USAGE</b>				
Door Count:	23,268 *		21,730 *	
Gate Count:	24,998		25,470	
Meeting rooms by public:	18		18	
Meeting rooms by staff:	55		67	
<b>VIRTUAL USE</b>				
Home page hits/Database services:	17,011		34,194	
e-book access:	2,218		2,236	
Overdrive	2,154		2,189	
EBSCOhost	64		47	
Audiobook access: (Overdrive)	918		1,215	
Music download access:	1,228		1,401	
Magazine download access:	547		562	
Tutor.com sessions:	75		65	
Hoopla access:	n/a		612	
<b>Library Computer Use</b>				
Resident Use	1,880		1,875	
Guest Use	669		674	
*Library closed December 24 & 25 for Christmas holiday				
*Library closed early December 31 for New Year's Eve				

	2014		2015	
<b>OUTREACH &amp; PROGRAMS</b>				
<b><i>New Patrons and Accounts</i></b>				
Township:	141		135	
Cranbrook:	3		7	
Total new patrons:	202		211	
<b><i>Adult Program Attendance</i></b>				
Staff-led:	3 events	32 attended	6 events	38 attended
Speaker-led:	4 events	40 attended	7 events	268 attended
Book clubs:	3 events	31 attended	3 events	32 attended
Tours/visits on-site:	1 event	6 attended	0	0
Tours/visits off-site:	0	0	0	0
<b><i>Systems Program Attendance</i></b>				
Staff-led:	2 events	18 attended	3 events	24 attended
<b><i>Teen Program Attendance</i></b>				
Staff-led:	3 events	16 attended	2 events	14 attended
<b><i>Youth Program Attendance</i></b>				
Staff-led:	15 events	459 attended	20 events	879 attended
Speaker-led:	2 events	22 attended	2 events	223 attended
Tours/visits on-site:	2 events	49 attended	0	0
Tours/visits off-site:	0	0	0	0
TOTAL:	35 events	673 attended	43 events	1,478 attended
<b><i>Volunteers:</i></b>				
	19 people	180.5	26 people	227.25
	Shop: 6	67	Shop: 8	89.5
	Court: 0	0	Court: 0	0
	Students: 1	6	Students: 6	18
	Dept. Vol: 12	107.5	Dept. Vol: 12	119.75
<b><i>Patron Remarks</i></b>				
Patron Comments:	3		6	
Ask BTPL:	2		6	
Ask Us:	44		26	
<b>DISPLAYS</b>				
Lobby	Children's Toys from the Detroit Historical Museum			
Media	Adult: Great Movies, Holiday Movies, Downloadable Items			
	Youth: Holiday Movies, Downloadable Items, Disney Animated			
Local History	Star Wars			

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
FIVE YEAR CIRCULATION

1/15/2016

	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	59,157
DECEMBER	72,964	67,864	65,007	61,726	59,871
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>581,493</b>



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

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Bloomfield Township Public Library  
Oakland County, Michigan  
**Thursday, January 7, 2016**  
**3:00 p.m.**

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**Present:** Trustee: Judy Lindstrom

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

**Guests:** Pennie Ellis, Art Teacher, Conant Elementary School, Bloomfield Hills Schools

**New Business:**

The Art Committee heard a presentation from Pennie Ellis, art teacher at Conant Elementary School regarding the Legacy Project she coordinates each year with her 4th grade class. She has been coordinating this project for 10 years in various mediums. Students help create a permanent art piece to leave as a lasting piece in the school as they move on to middle school. Pennie incorporates art lessons such as symmetry and balance in the piece the students help create. This year, Pennie has received a \$1,500 grant from the Bloomfield Hills School Foundation to create a mosaic piece with her students to be placed in a public building. Her hope is to place this at the Bloomfield Township Public Library.

Pennie supplied images of previous Legacy pieces along with a proposed timeline. She is proposing a mosaic piece for the Library of a non-objective style. She would draw colors from the Library's interior palette and likes the idea of curves or following lines. She will provide the Art Committee with sketches to consider further. Pennie stated that the Library will own this art piece and there are no costs to the Library. Installation funding has been included in her proposal also. She understands that no plaque indicating the artists will be placed with the art piece but that information about the piece would be included in the Library's art brochure. Pennie also would be open to a public reception if the Library chooses.

The Art Committee along with Pennie looked at several locations in the Library for possible placement of this piece. All agreed that the best location is on the right of the entrance to Youth Services, a very visible area that will help draw more attention to Youth Services. At this time a large planter is in this location, which can be easily moved.

The Art Committee moved to proceed with this project pending approval of sketches. Trustee Judy Lindstrom will present this idea to the Library Board at their next regularly scheduled meeting on Tuesday, January 19, 2016.

No future meeting has been scheduled at this time.

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

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The meeting of the Bloomfield Township Public Library Board of Trustees Development Committee was held in the Library on Monday, January 11, 2016 1:00 p.m.

**Present:** Trustees: Peggy Cohen, Eli Greenbaum, Judy Lindstrom, Joan Luksik; Pam Williams

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

**Old Business:**

**Summer Family Fundraising Event**

The group discussed many ideas for this event. It was decided that the library's programming directed at families should remain free. In addition, many families vacation in the summer, which may affect attendance.

**Photography Contest**

Judy talked with Tom Widner of Birmingham Camera. He is willing to donate a camera for a prize. Judy will ask Linda Solomon to judge. This competition would start in fall 2016 and culminate in fall 2017 and only Bloomfield Township residents may participate. Preservation Bloomfield is holding a meeting January 19 at which they will discuss a possible contest of their own. The Development Committee decided we would go ahead with a contest even if they did. Judy will share rules from a contest she chaired at Cranbrook.

**Little Free Library**

Carol and Tera will take books donated by the Friends to the Bloomfield Township Senior Center to begin a pilot Little Free Library. Pam talked preliminarily to the zoning board. They were receptive to the idea saying it would be great if it were a boy/girl scout project.

**New Business:**

**Leave a Legacy**

Carol attended a program about Leave a Legacy that educates the public about leaving money in their estate plans to nonprofit entities. This group would do a program at the library if we desire.

**Donation**

Carol shared that in December 2015 our patrons were very generous and gave the Library almost \$48,000 in gift funding!

**Read-a-thon**

Judy proposed holding a read-a-thon, similar to one that the Oakland Literacy Council put on some years ago. Participants sign up to read several pages of the book, so that by the end of the day, the whole book will be read aloud. Participants will get sponsorships per page, and we will ask for corporate sponsorships. The group supports this idea. Judy will share details and guidelines from her past experience of chairing such an event. Emily will search for a book that appeals to both adults and children and can be read in one day. Carol will share this idea with the Friends and ask if they are interested in participating. Tera will tentatively book all meeting rooms for the weekends of Saturday, October 8 and Saturday, October 15, 2016.

**Next meeting: Monday, February 8, 2016 at 1:00 pm**

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
MEMORANDUM**

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**TO:** Trustees

**FROM:** Carol Mueller

**DATE:** January 14, 2016

**SUBJECT:** Audit Bids

A request for proposals for audit services was released in November, 2015. This request was posted on our website, available at the Library's Welcome Desk, and mailed to eight metro-Detroit firms with a deadline of December 4, 2015. The Library received bids from two firms: Abraham & Gaffney and Doeren Mayhew. Two firms, Ernst and Young and Andrews Hooper Pavlik, declined the opportunity to respond to our request.

Tera, Beth, and I have all individually and collectively reviewed the two bids received. Our compiled bid analysis summary is attached, as are the audit bid timeline and request for proposal document, for your information. Both bid proposals are available for your review.

Both companies meet our basic requirements and are very similar in their qualifications, experience, and work plan submitted for conducting our library audit. Doeren Mayhew has conducted our audit for the past three years. Abraham & Gaffney specializes in audits of governmental entities and non-profits, and wrote a manual for public library financial management for the Library of Michigan.

Fees quoted by each firm are similar as well:

Abraham & Gaffney	Doeren Mayhew
\$9,000	\$8,500
\$9,350	\$8,750
\$9,570	\$9,000

Interviews with both firms were held at the Library on January 5, 2016. Finance Committee Trustee Pam Williams and three members of Administration - Tera, Beth and I - interviewed representatives of the firms. The interview panel felt that Abraham & Gaffney displayed thorough knowledgeable about upcoming GASB changes and had more audit experience with public libraries.

References were contacted for each firm. Both firms received positive responses. However, the references for Abraham & Gaffney from other public library directors were highly complementary. These directors cited their knowledge of nonprofit organizations, specifically public libraries, and GASB requirements as being thorough and complete. Also noted about Abraham & Gaffney is their work with the Library of Michigan teaching public library finance courses and writing the library financial management section for their public library handbook. Abraham & Gaffney shares information about new rules and requirements with their clients throughout the year as relevant. These comments set Abraham & Gaffney apart from Doeren Mayhew and confirmed our thoughts from their answers to our questions during the interviews.

Our recommendation is to award the bid for audit services to Abraham and Gaffney. The Finance Committee also supports this recommendation. If the Library Board agrees, the following motion is needed. Thank you for your review.

**ACTION:** I move to award the bid for auditing services for the Bloomfield Township Public Library to Abraham & Gaffney at \$9,000 for the audit of the Library's 2015/2016 Fiscal Year budget.



## AUDIT SERVICES BID ANALYSIS 2015

	ABRAHAM & GAFFNEY	DOEREN MAYHEW
Received bid on time	YES	YES
Licensed MI CPA	YES	YES
Meets US GAO requirements	YES	YES
Quality standards met	YES	YES
Sage 50 experience	YES	YES
Fund accounting experience	YES	YES
Municipal accounting experience	YES; firm specializes in governmental entities & non-profits	YES
Public library experience	YES; wrote manual on public library financial management for the Library of Michigan; does audits for 18 public libraries in MI	YES; BTPL audit for last 3 years plus Orion (formerly) and TLN
Proposal quality	GOOD; did not specifically address Sage 50 or fund accounting experience	GOOD; error in timetable
<b>Company qualifications:</b> <ul style="list-style-type: none"> <li>• Gov't resources available</li> <li>• Audit experience</li> <li>• Audit staff experience</li> </ul>	In business since 1991; personnel assigned to BTPL have combined 60 years exp.; committed to and focused on governmental entities; express confidence in knowledge of GASB changes	84 years in business; named as a top 100 firm; all team members assigned to BTPL have experience with gov't accounts; experience in other industries; experience with GASB standards
Work plan provided	YES; can accommodate our schedule	YES; can accommodate our schedule
<b>Fees:</b> <ul style="list-style-type: none"> <li>• 2015/2016</li> <li>• 2016/2017</li> <li>• 2017/2018</li> </ul>	<ul style="list-style-type: none"> <li>• \$9,000</li> <li>• \$9,350</li> <li>• \$9,750</li> </ul>	<ul style="list-style-type: none"> <li>• \$8,500</li> <li>• \$8,750</li> <li>• \$9,000</li> </ul>
References provided	<ul style="list-style-type: none"> <li>• Flat River Community Library</li> <li>• Michigan Library Association</li> <li>• Orion Township Public Library (current auditor)</li> <li>• Cromaine Library (current auditor)</li> </ul>	<ul style="list-style-type: none"> <li>• Orion Township Public Library (not current auditor)</li> <li>• The Library Network</li> <li>• City of Huntington Woods</li> </ul>

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
MEMORANDUM

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**TO:** Trustees  
**FROM:** Carol Mueller  
**DATE:** January 14, 2016  
**SUBJECT:** Art Proposal

Pennie Ellis, art teacher at Bloomfield Hills Schools Conant Elementary School, presented a proposal to the Art Committee regarding the Legacy Project she coordinates each year with her 4th grade class. She has been coordinating this project for 10 years in various mediums. Students help create a permanent art piece to leave as a lasting piece in the school as they move on to middle school. This year, Pennie has received a \$1500 grant from the Bloomfield Hills School Foundation to create a mosaic piece with her students to be placed in a public building. Her hope is to place this at the Bloomfield Township Public Library. There is no cost to the Library as the grant includes all funding needed for this project, including installation. Colors included in the piece would be drawn from the Library's interior color palette, especially Youth Services colors. The location determined to be the most ideal area to place this piece is on the wall to the right of the Youth Services entrance. Attached is the proposed timeline for the creation of this piece by Pennie and her students as well as a photo collage of previous pieces she has completed at Conant Elementary School.

The Art Committee supports accepting this art piece. If you agree, the following motion is needed:

**ACTION:** I move to accept the art piece to be created by Bloomfield Hills Schools art teacher Pennie Ellis and her fourth grade class and placed permanently in the Bloomfield Township Public Library.

**January 7, 2016**

**Attn: Art Committee Members**

**Proposal:** A mosaic to be custom designed and created for permanent installation into the Bloomfield Twp. Library. Bloomfield Hills schools Art Teacher, Pennie Ellis, at Conant Elementary school has written and received a grant for the materials and cost of installation. The approximate size will be between 20 and 24 square feet. Proportions are to be determined by space and location. Fourth grade students at Conant Elementary will be part of the creation process both in the making of large ceramic relief elements and the placement of the tesserae (small colored glass tiles). The custom design of the image(s) is to be determined with input from the library's Art Committee and the fourth grade students. The image may be best as a non-representational design in order to accommodate the ability level of the young students and provide some uniformity in quality.

**2016 Timeline:**

**January**

Design phase, measurements, sketches, proposal approval  
Materials are ordered and/or purchased locally and cut to size. Design is laid out on the mdf backing boards.

**February**

Students begin ceramic relief elements in clay, bisque firing.

**March**

Students glaze the relief elements, glaze firing. Relief elements are positioned and affixed to the backing board. Tesserae work begins.

**April-June**

Tesserae work continues to completion.

**July**

Work is installed onto the determined wall space. Small tiles are cut and fit to transition between boards. Mosaic is grouted and buffed. Moldings and trim pieces are added and painted.

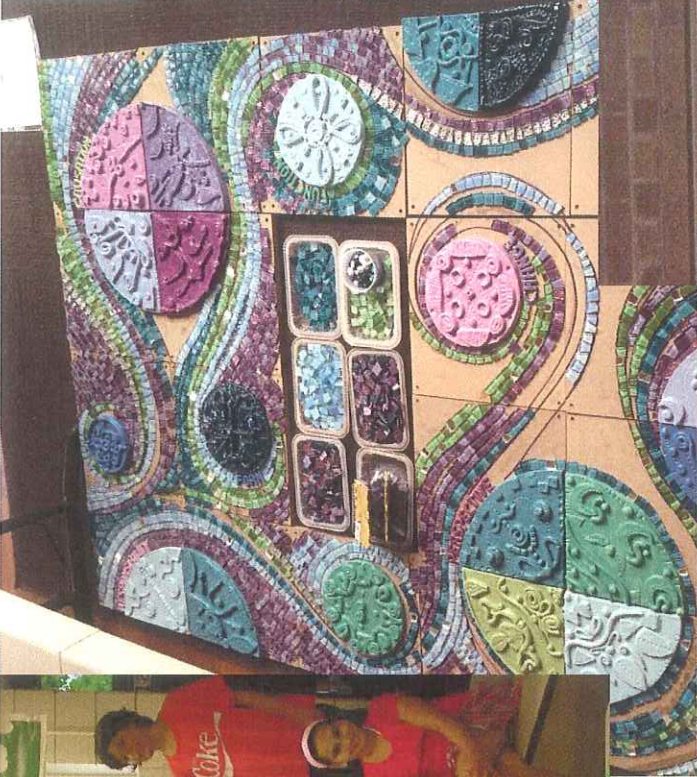
**Contact information:**

**Ms. Pennie K. Ellis, Art Teacher, M.Ed.**  
**Conant Elementary School**  
**Bloomfield Hills Schools**  
**4100 W. Quarton Rd.**  
**Bloomfield Hills, Michigan 48302**

**248.341.7000 Conant Office**  
**586.770.4916 Cell**

**[pellis@bloomfield.org](mailto:pellis@bloomfield.org)**





Conant Elementary's Mosaic Project progression 2014-2015



BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
MEMORANDUM

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**TO:** Trustees

**FROM:** Carol Mueller

**DATE:** January 14, 2016

**SUBJECT:** Director's Evaluation

The Personnel Committee, Joan Luksik and Grant Gerhart, made some revisions to the Director's Evaluation form this year. The final version of the evaluation form is attached. It allows each of you to write or type in your comments for each section. Please return your completed form to either Personnel Committee Trustee. The Personnel Committee then will use this input to complete the Library Director's performance evaluation and make a recommendation to the full Library Board regarding the Director's performance and contract at the March 15, 2016 Library Board meeting.

I sincerely look forward to receiving your comments and suggestions as Library Director at Bloomfield Township Public Library.

**Bloomfield Township Public Library  
Library Director  
Annual Evaluation Criteria**

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**Please evaluate the level of job performance of the Director for the period of April 1, 2015 through the present in the following areas of responsibility.**

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**Management Skills / Communication**

- How would you evaluate the Director's performance in regard to managing the operations and resources of the library?
- Are the Director's managerial skills satisfactory with regard to the staff, the Board, Friends, volunteers, township residents, library users, township government and the numerous organizations with which the BTPL interfaces?
- Are communications with these areas satisfactory?

Comments:

**BTPL Representative / Personal Characteristics**

- Does the Director represent the library to the community in a way which meets your expectations?
- Does the Director maintain high standards of ethics, honesty and integrity?

Comments

**Financial / Business Management**

- Is the Director a good steward of the library's financial resources?
- Are proper systems in place to insure the financial integrity of BTPL?
- Is there proper accounting for all library financial transactions?

Comments:

## **Technology / Systems / Innovation**

- Does the Director keep up to date on technologies which may enhance the operation of the library and incorporate those new technologies, systems and/or innovations which would improve the efficient operation of the library and/or improve the usefulness of the library to users?
- Is the Director innovative regarding new library programs and uses?

Comments:

## **Goals / Vision**

- Does the Director have and convey a suitable vision for the future of the BTPL?
- Is the vision in keeping with the approved Strategic Plan?
- Are annual goals for the organization realistic and relative to the vision?

Comments:

### **Other comments regarding the job performance of the Director:**

- Director has performed successfully
- Director has not performed successfully

**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:** Trustees

**FROM:** Tera Moon

**DATE:** January 13, 2016

**SUBJECT: Strategic Planning Process Update**

We are so pleased to have a board-approved draft of our strategic plan and to begin working toward achieving the ambitious goals set in it. Since May 2015, we have been working with our consultants, Kimberly Bolan Cullin and Rob Cullin, to draft this plan. Community and staff input has been gathered through focus groups and a survey. Trustees, Department Heads, staff and other members of the community distilled all the data into the plan approved at the December 16, 2015 Library Board meeting. Now we will start making that plan a reality.

As you know, there are several “investments” that, when complete, will move us toward reaching each of the four goals. The next step is to prioritize which investments to tackle in FY 2016/2017 year. Carol and I are in the process of meeting with all departments to share the strategic plan goals and to recruit staff to serve on work teams. Four work teams will be formed under the auspices of the four goals of the plan. Teams will be formed by the end of January, at which time they will start the important work of prioritizing the investments.

In May 2015, under the guidance of the Bloomfield Township Public Library's strategic planning committee consisting of the library director, assistant director two library board members and two staff members, the Library began the strategic planning for years 2016 – 2020. Library consultants Kimberly Bolan and Associates, LLC facilitated the process.

### **The Process**

The Library's strategic planning process included the following key areas.

- 1) **Gathering community input and data**, which involved showing Bloomfield staff and residents (both users and non-users) the possibilities for the Library as a thriving 21<sup>st</sup> century library, and then gathering their input and ideas. In addition, benchmark, demographic, SWOT, and collection analysis were completed.
- 2) **Developing solutions** by compiling all gathered data and input and then working with the planning team during a Strategic Retreat to establish key strategic areas, specific goals, and related investments required to implement the goals to help the Library thrive over the next three years and beyond.
- 3) **Providing a path to results** by developing a plan that the Library staff and board can live, breathe, and readily implement on a day-to-day basis.

In total, twelve stakeholder sessions were conducted for the Bloomfield Township Public Library during August and September 2015. Focus group participants included the general public, parents, educators, boomers and seniors, the business community, Friends of the Library, teens, staff members, and trustees. Participants included frequent library users and non-users and ranged in ages and backgrounds. In addition, four one-on-one meetings were held with the township clerk, the township treasurer, the school superintendent, and the township supervisor. Overall, 125 stakeholders participated in the discussions regarding the Library's facility, services, and strategic future. In addition to the stakeholder sessions, an online survey was conducted from August 4 – September 18, 2015. 270 surveys were completed. Survey participants included a mix of library users and non-users with 94% being regular users (i.e., using the library multiple times a month or more) and the remainder being infrequent to non-users. Survey takers ranged from 13 years of age to over 75. 81% were 55 years of age or older.

### **What We Heard**

The community focus groups and online survey explored several topics including customer service, programming, outreach, marketing, technology, collections, overall physical library space. Detailed summaries of all focus group and stakeholder feedback were provided in separate documents to the Library's leadership. All stakeholder input, data analysis, and follow-up exploration work led to the strategic foci, goals, and investments outlined on page 2 of this document.

### **Evaluation & Collaboration**

With the goal of achieving all outlined goals over the next three years, Library administration, staff, and board of trustees will regularly evaluate their progress and achievements. Objectives set forth in this plan will be accomplished as outlined and will be reviewed on a monthly basis at the Library's board meetings. This balanced and systematic process also emphasizes that the resulting plan will be iterative and evolve substantially over the next several years. A strategy screen and work plan will be created by the team in order to best carry out and assess the plan.

The keys to Bloomfield Township Public Library's implementation, evaluation and, ultimately, the success of its strategic plan will be:

- A thorough understanding of the plan as well as active involvement in implementing the plan by staff and the board of trustees
- Frequent and ongoing communication between administration and staff
- Frequent and ongoing communication between Library staff and the public
- Active collaboration between the Library's board of trustees, administration, staff, outside organizations, and the community

**Our Mission:**

Bloomfield Township Public Library champions the power of words to spark discovery and imagination.

Strategic Focus	Goal	Investments	Outcome
Renowned Customer Service	Further develop the highest level of customer service for Bloomfield Township residents	<ul style="list-style-type: none"> <li>• Increase staff awareness in order to reduce user redirecting</li> <li>• Improve wayfinding throughout the building</li> <li>• Offer Library tours to new and existing users</li> <li>• Develop consistency and application of policies by staff</li> <li>• Improve Wi-Fi access: outdoors, terraces &amp; parking lot</li> </ul>	A community that loves the Library as much for the outstanding service as for the resources
Effective Public Awareness & Fundraising	Expand awareness, use and support of the Library and its services	<ul style="list-style-type: none"> <li>• Commit more resources and attention to marketing</li> <li>• Develop a marketing and awareness plan</li> <li>• Work to better personalize the marketing experience</li> <li>• Increase the commitment to social media</li> <li>• Re-evaluate newsletter content and design approach</li> <li>• Expand outreach within the community</li> <li>• Develop opportunities to increase donor commitments</li> </ul>	The Library is viewed as one of the community's most important resources & priorities
Exceptional Services & Collections	Increase use of and customer satisfaction with the Library's services and collections	<ul style="list-style-type: none"> <li>• Create a coordinated programming plan focusing on quality over quantity</li> <li>• Expand the scope and depth of technology training</li> <li>• Increase senior outreach and senior center partnerships</li> <li>• Upgrade the usability of the website and online calendar</li> <li>• Further enhance the local history collections</li> <li>• Further evaluate collection content and merchandising</li> <li>• Engage all staff in continuous learning about library services and collections</li> </ul>	Quality services that engage and elate all users and deliver the most effective use of taxpayer dollars
Quality Spaces & Places	Provide an attractive, easy-to-use and flexible facility and grounds that meet a variety of users' needs	<ul style="list-style-type: none"> <li>• Re-evaluate the layout, size and functionality of various spaces throughout the building including, but not limited to, the computer lab, café, youth room, and teen area</li> <li>• Improve awareness of the use of appropriate volume levels and activities in the respective quiet and active areas</li> <li>• Increase and improve practicality, comfort and flexibility of furnishings</li> <li>• Improve outdoor space usability for programming and individual use</li> </ul>	The community perceives the facility is efficiently and effectively supporting the needs of all users

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY – ADMINISTRATIVE CALENDAR**

2016

FEBRUARY

2016

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 Bouncing Babies 10am	2 Tinker Tales 10am  Knit N Stitch Circle 10am  What's all the Hoopla about? 2pm	3 Movers & Shakers 10am  FOL Board Mtg. 12:30pm  Great Books Club 6:45pm	4 Mother Goose Club 10am  Intro to Power Point 6pm  Tasteful Tales 6:30pm	5 Wee Play 10am  Expressivo! Chamber Music from Spain & Italy 7:30pm	6 Shake, Rhythm & Rhyme 11am  Bookbinding for Beginners 11am
7	8 Bouncing Babies 10am  Development Com. 1pm  Homework Resources for Parents & Teachers 6pm	9 Tinker Tales 10am  Memoir Writers Group 1pm  Teen Advisory Board 4pm  Little Foodies 6:30pm  Education Funding 7pm	10 Movers & Shakers 10am & 11am  Raising your Retirement Portfolio 7pm  Nonfiction Book Club 7pm  Writers Rendezvous 7pm  Computer Basics 6pm	11 Mother Goose Club 10am  Full STEAM Ahead 6:30pm	12 Wee Play 10am  English Language Conversation Hour 2pm  Fan Fridays 4:30pm	13  Friends Book Sale 9:30a,-3:30pm  LEGO Club 11am  Intro to Scanning & Photo Editing 2pm
14	15 Winter Carnival 11am & 4pm  30 min lunchtime Book Club 1pm	16 Tinker Tales 10am  Tue. Book Club 10am  Uncover Catalogs Features 2pm  Library Board Mtg. 7pm	17 Movers & Shakers 10am & 11am  Mystery Book Club 1pm  Great Books Club 6:45pm  PJ Theater 6:30pm  Investment Fees & Retirement Risks 7pm	18 Mother Goose Club 10am  Tablet Tales 1pm  Free Ebooks – an app away 2pm	19 Wee Play 10am  Coffee & Conversation 10am	20  Crayon Crew 11am
21	22 Bouncing Babies 10am	23 Tinker Tales 10am  Memoir Writers Group 1pm	24 Movers & Shakers 10am & 11am  Explore the Library's website 2pm  Teen Movie Club 4pm  Intro to Social Network 6pm  Writers Rendezvous 7pm	25 Mother Goose Club 10am  Eleanor's Book Club 10am	26 Wee Play 10am  Zinio 2pm  Family Fort Night 6:30pm  Chamber Music Concert 7:30pm	27  Books & Beats 11am
28	29 Bouncing Babies 10am					