

Bloomfield Township Public

Library

**Bloomfield Township Public Library
Board of Trustees**

Library Board Meeting
May 17, 2016
7:00 p.m.
John Rumsey Board Room

Trustees:

libraryboard@btpl.org

Joan Luksik, President

Pamela Williams, Vice President

Judy Lindstrom, Secretary

Margaret Cohen

Grant Gerhart

Eli Greenbaum

Director:

muellerc@btpl.org

Carol Mueller

All meetings are open to the public.

We invite you to attend a meeting or watch it online at www.btpl.org

1099 Lone Pine Road, Bloomfield Township, MI 48302 248.642.5800

THE PLACE TO

DISCOVER

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

LIBRARY BOARD INFORMATION PACKETS

List of Contents

Items included in pre-board delivery for the REGULAR BOARD MEETING SCHEDULED
for TUESDAY, May 17, 2016 7:00 p.m.

#	<u>NUMBERED ITEMS</u>	<u>DATE DELIVERED</u>
1	Agenda	5/13/16
2a	Request to remove items from the Consent Agenda for Discussion	5/13/16
2b	Motion to approve the order of items for the regular and consent agendas	5/13/16
5	Motion to approve remaining consent agenda items 6-8d	5/13/16
6	Regular Board Meeting Minutes of 4-26-16	5/13/16
7a	Cash Disbursements	5/13/16
7b	Revenues/Expenditures Budget Report	5/13/16
7c	Energy Report	5/13/16
8a	President's Report	5/13/16
8b	Director's Report	5/13/16
8c	Bloomfield Township Liaison –no report	
8c	Cranbrook –no report	
8c	Art Committee –Meeting Minutes of 5-12-16	5/13/16
8c	Building, Grounds, Landscaping, Interiors Committee – Meeting Minutes 5-2-16	5/13/16
8c	Development Committee – no report	
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	Community Foundation of Southeast Michigan Review	5/13/16
11b	Lower Level Water Investigation Update	5/13/16
13	Motion to approve any items removed from the consent agenda	5/13/16
	 <u>UNNUMBERED ITEMS</u>	 <u>DATE DELIVERED</u>
	Strategic Plan Update	5/13/16
	Monthly Director's Report to FOL	5/13/16
	Administrative Calendar – May 2016	5/13/16

AGENDA
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, May 17, 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 April 26, 2016
7. Budget
 - a. Cash Disbursements
 - b. Monthly Revenues & Expenditures
 - c. Energy Report
8. Written Reports:
 - a. President: *Joan Luksik
 - b. Director: *Carol Mueller
 - c. 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. Community Foundation of Southeast Michigan Review
Randy Ross, Associate Vice President, Donor Relations
 - b. Lower Level Water Investigation Update
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, June 21, 2016
16. Adjournment

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

**REQUEST TO REMOVE ITEMS FROM THE CONSENT AGENDA
FOR DISCUSSION**

I REQUEST THAT ITEM (S):

**BE REMOVED FROM THE CONSENT AGENDA FOR DISCUSSION
DURING REGULAR AGENDA ITEM 12.**

If amended, CONSENT AGENDA items will be moved to REGULAR AGENDA ITEM #12 for discussion and REGULAR AGENDA ITEM #13 for approval.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

**MOTION TO APPROVE THE ORDER OF ITEMS FOR THE REGULAR
AND CONSENT AGENDAS**

OPTION - NO AMENDMENT NEEDED:

I move to approve the order of items as listed on the REGULAR and CONSENT AGENDAS as presented.

OPTION - AMENDMENT TO AGENDA:

I move to approve the order of items as listed on the AGENDAS, with the following items to be moved from

the **REGULAR AGENDA** as follows:

the **CONSENT AGENDA** as follows:

If amended, CONSENT AGENDA items will be moved to REGULAR AGENDA ITEM #12 for discussion and REGULAR AGENDA ITEM #13 for approval.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

CONSENT AGENDA ITEMS MOTION

I move to approve the remaining items on the consent agenda.

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

Oakland County, Michigan
Tuesday, April 26, 2016

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, Joan Luksik, Pam Williams

Unable to attend: Judy Lindstrom

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

Guests: Brooke Hoskins, SOC; Klaren Gerhart, township resident

After discussion, a motion was made by Peggy Cohen, seconded by Eli Greenbaum **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, Luksik, Williams

Nays: None

MOTION CARRIED

President's Verbal Report:

At this time, President Joan Luksik read a resolution for Youth Services Assistant Department Head , Jen Taggart. On behalf of the Library Board of Trustees, Joan congratulated Jen on her award as one of the Library Journal's Movers and Shakers 2016.

Director's Verbal Report:

Carol stated that the Library was un-expectantly closed on Sunday, April 3 and Monday, April 4 due to a sewer line break in the lower level. She commended staff members Jerry Ashley, Kathy Hotson, and Lisa Kaptur for their help getting this resolved during this time.

Everyone's Reading with Lisa See was a great success. There were over 100 Bloomfield Township residents that participated and over 900 total attendees!

Carol reminded the Trustees that on Monday, May 2 the new HITS collection starts. The HITS DVDs and Books are a free collection of popular books and DVDs that can be borrowed for a short loan period without charge on a first come first served basis. This will eliminate our "rental" book and DVD collections. Peggy Cohen suggested monitoring the HITS collection to ensure our residents are not being limited by non-resident use of these materials.

Carol stated that the reception for Bloomfield Hills Schools *Art from the Hills 2016* will be taking place on May 10th. The reception will be from 4:30- 6:30pm in the Community Room with brief remarks by Superintendent Rob Glass at 5:30pm.

Carol reminded the Trustees that the Friends of the Library Annual Meeting will be Wednesday, May 4th at 11:30a.m. in the Community Room. Carol also shared a very thoughtful "Thank You" note to the Board of Trustees from Youth Services Librarian, Liz Clauder, expressing her gratitude for their approval to reinstate staff professional development. Liz attended her first National Conference this year.

CONSENT AGENDA MOTION:

After discussion, a motion was made by Peggy Cohen, seconded by Eli Greenbaum, **TO APPROVE THE ITEMS ON THE CONSENT AGENDA AS PRESENTED WITH THE EXCEPTIONS OF THE FOLLOWING: LIBRARY ENDOWMENT FUNDS 2016.**

A vote was taken for approval of the motion.

Ayes: Cohen, Gerhart, Greenbaum, Luksik, Williams

Nays: None

MOTION CARRIED

REGULAR AGENDA:

Call to the Public:

Joan welcomed Brooke Hoskins, SOC representative and Klaren Gerhart, township resident.

UNFINISHED BUSINESS:

No discussion items at this time.

NEW BUSINESS:

11b Cranbrook Reciprocal Agreement Renewal

Carol reviewed our reciprocal agreement with Cranbrook. This unique agreement continues to be very worthwhile to our Bloomfield Township residents and to Cranbrook students and faculty. We each have very different resources to offer each community. Bloomfield Township residents borrowed 2,604 Cranbrook Passes this fiscal year and Cranbrook students and faculty borrowed 2,804 library items. It is the recommendation of Administration and the Cranbrook, DPL, TPL Committee to renew this agreement.

After discussion, a motion was made by Eli Greenbaum, seconded by Peggy Cohen, **TO APPROVE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY RENEW THE AGREEMENT WITH THE CRANBROOK EDUCATIONAL COMMUNITY FOR A THREE YEAR TERM COMMENCING ON MAY 1, 2016.**

A vote was taken for approval of the motion.

Ayes: Cohen, Gerhart, Greenbaum, Luksik, Williams

Nays: None

MOTION CARRIED

11c Detroit Public Library Reciprocal Agreement Renewal

Carol reviewed the Bloomfield Township Public Library's Reciprocal Agreement with the Detroit Public Library which expires on August 1, 2016. While a small number of Bloomfield Township residents use the Detroit Public Library collections and services, there are no other sources for this information. To use their special collections such as the Burton Historical Collection, our residents would be charged a \$100 nonresident fee. It is the recommendation of Administration and the Cranbrook, DPL, TPL Committee to renew this agreement.

After discussion, a motion was made by Pam Williams, seconded by Grant Gerhart, **TO APPROVE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY RENEW THE AGREEMENT WITH THE DETROIT PUBLIC LIBRARY FOR A THREE YEAR TERM COMMENCING ON AUGUST 1, 2016.**

A vote was taken for approval of the motion.

Ayes: Cohen, Gerhart, Greenbaum, Luksik, Williams

Nays: None

MOTION CARRIED

11d Troy Public Library Reciprocal Agreement Renewal

Carol reviewed the Bloomfield Township Public Library's Reciprocal Agreement with the Troy Public Library. This agreement began in July 2013 with automatic renewals. Working with Troy Public Library Director Cathy Russ both agreed that our communities benefit from this agreement and recommend continuing our current agreement. It is also the recommendation of Administration and the Cranbrook, DPL, TPL Committee to renew this agreement.

After discussion, a motion was made by Pam Williams, seconded by Grant Gerhart, **TO APPROVE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY RENEW THE AGREEMENT WITH THE TROY PUBLIC LIBRARY FOR A THREE YEAR TERM COMMENCING ON JULY 1, 2016.**

A vote was taken for approval of the motion.

Ayes: Cohen, Gerhart, Greenbaum, Luksik, Williams

Nays: None

MOTION CARRIED

DISCUSSION OF ITEMS REMOVED FROM THE CONSENT AGENDA

Joan Luksik commented on the fact that most of our Endowment Funds showed losses for the last year. She also had questions regarding the fund investments made by CFSEM. Carol suggested that she would arrange for a representative from the Community Foundation of Southeast Michigan to meet with the Trustees and review our investments.

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

A vote was taken for approval of the motion.

Ayes: Cohen, Gerhart, Greenbaum, Luksik, Williams

Nays: None

MOTION CARRIED

OTHER:

No discussion

Meeting adjourned at 7:51 p.m.

The next meeting of the Bloomfield Township Public Library Board of Trustees is Tuesday, May 17, 2016 at 7:00 p.m. in the Library Board Room.

Submitted by:

Judy Lindstrom, Secretary

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

Cash Disbursements Comments May 2016

New Vendors:

Laura Beyer is a new vendor for a library program.

Yourmembership.com is a new vendor for posting job announcements.

General Fund Advance

- Check #16003 payable to DLI Properties in the amount of \$175.00 was payment for Roary the Lion to visit during a summer library program.
- Check #16004 payable to Warren Graham in the amount of \$1,800.00 was payment for our Staff Development speaker fee that will be split equally with the Troy Public Library.
- Check #16017 payable to United States Postal Service in the amount of \$1,600.00 was payment for newsletter mailing.

General Fund

- Check #16019 payable to Ace Lawn Care & Snow Removal in the amount of \$12,982.25 was payment for mulch, spring cleanup and weeding of tree beds.
- Check #16025 payable to Bloomfield Township in the amount of \$397,475.97 was payment for two payrolls including FICA, HRA contributions, pension, etc. as usual plus our annual building insurance premium in the amount of \$65,988.00.
- Check #16029 payable to the Charter Township of Bloomfield in the amount of \$30.00 was payment for library program DVDs.
- Check #16031 payable to the state of Michigan in the amount of \$370.00 was payment for our boiler inspection and certificates.
- Check #16034 payable to Du All Cleaning Inc. in the amount of \$17,304.52 was payment for cleanup from the April 3, 2016 broken pipe which we have submitted to our insurance company for reimbursement.

- Check #16043 payable to Library Ideas LLC in the amount of \$11,536.00 was payment for our music downloading database, Freegal.
- Check #16046 payable to Midwest Collaborative for Library Services in the amount of \$18,543.84 was payment for catalog records.
- Check #16049 payable to Michigan Library Association in the amount of \$2,459.64 was payment for the Library's annual membership.
- Check #16053 payable to NBS in the amount of \$4,533.00 was payment for our library chair and carpet cleaning.
- Check #16060 payable to Service Heating & Cooling in the amount of \$2,149.21 was payment for repair of our broken sewer line which we have submitted to our insurance company for reimbursement.
- Check #16064 payable to The Library Network (TLN) in the amount of \$231.95 was payment for the purchase of books for the library collection.
- Check #16066 payable to Thyssenkrupp Elevator Corp. in the amount of \$2,577.48 was payment for the inspection and certification of our library elevator after it was flooded on April 3, 2016. This bill also has been submitted to our insurance company for reimbursement.

Gift Fund

- Check #4688 payable to National Trails in the amount of \$1300.00 was payment for Staff Development Day transportation.
- Check #4691 payable to Charter Township of Bloomfield in the amount of \$110.00 was payment for library program DVDs.
- Check #4692 payable to Janway Corporation in the amount of \$4,375.00 was payment for library plastic book bags.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
CHECK REGISTERS
FOR THE MONTH OF APRIL 2016

Check Register - General Fund

Check #	Date	Payee	Cash Account	Amount
ADVANCE CHECKS:				
15995	4/19/16	Elaine Asher	104.01	170.78
15996	4/19/16	Elizabeth Clauder	104.01	1,310.04
15997	4/19/16	Bala Cramer	104.01	1,095.48
15998	4/19/16	Emily Hudak	104.01	90.19
15999	4/19/16	Martha McGee	104.01	165.91
16000	4/19/16	Karrie Yukon	104.01	300.30
16001	4/19/16	AT&T	104.01	489.80
16002	4/19/16	COMCAST	104.01	130.81
16003	4/19/16	DLI PROPERTIES LLC	104.01	175.00
16004	4/19/16	WARREN GRAHAM	104.01	1,800.00
16005	4/19/16	JESSICA KINGSLEY PUBLISHERS	104.01	509.09
16006	4/19/16	JUDITH SIMA	104.01	300.00
16007	4/19/16	VERIZON WIRELESS	104.01	204.26
16008	4/19/16	JULIE A. BEALS	104.01	50.00
16009	4/27/16	Connie Silver	104.01	167.32
16010	4/27/16	Karrie Yukon	104.01	69.94
16011	4/27/16	AMAZON.COM	104.01	369.63
16012	4/27/16	AT&T	104.01	542.15
16013	4/27/16	AT&T LONG DISTANCE	104.01	29.41
16014	4/27/16	CONSUMERS ENERGY	104.01	5,307.83
16015	4/27/16	DTE ENERGY	104.01	15,619.14
16016	4/27/16	PRINCIPAL LIFE INS CO-SBD GRANDE ISLAND	104.01	735.24
16017	4/27/16	UNITED STATES POSTAL SERVICE	104.01	1,600.00
Total				<u><u>\$31,232.32</u></u>
REGULAR CHECKS:				
16018	5/5/16	4TH WALL THEATRE COMPANY, LLC	104.01	200.00
16019	5/5/16	ACE LAWN CARE & SNOW REMOVAL	104.01	12,982.25
16020	5/5/16	APPLIED IMAGING	104.01	345.75
16021	5/5/16	ASSA ABLOY ENTRANCE SOLUTIONS	104.01	695.25
16022	5/5/16	BAKER & TAYLOR, INC.	104.01	11,687.34
16022a	5/5/16	VOID	104.01	
16022b	5/5/16	VOID	104.01	
16022c	5/5/16	VOID	104.01	
16023	5/5/16	BEARPORT PUBLISHING CO.	104.01	343.10
16024	5/5/16	BERNAN ASSOCIATES	104.01	30.00
16025	5/5/16	BLOOMFIELD TOWNSHIP	104.01	397,475.97
16026	5/5/16	BRILLIANCE PUBLISHING, INC.	104.01	257.92
16027	5/5/16	CAR TRUCKING, INC.	104.01	399.00
16028	5/5/16	CENGAGE LEARNING/GALE	104.01	1,412.83
16029	5/5/16	CHARTER TOWNSHIP OF BLOOMFIELD	104.01	30.00
16030	5/5/16	DEMCO, INC.	104.01	954.87
16031	5/5/16	STATE OF MICHIGAN	104.01	370.00
16032	5/5/16	LYNN DOWE	104.01	180.00
16033	5/5/16	DREAMSCAPE MEDIA LLC	104.01	15.00
16034	5/5/16	DU ALL CLEANING, INC	104.01	17,304.52
16035	5/5/16	EBSCO INFORMATION SERVICES	104.01	1,924.00
16036	5/5/16	ENSLow PUBLISHERS, INC.	104.01	661.35
16037	5/5/16	EVANCED SOLUTIONS, LLC	104.01	485.00
16038	5/5/16	FACE FLAIR LLC	104.01	250.00
16039	5/5/16	GREY HOUSE PUBLISHING	104.01	268.50
16040	5/5/16	INFOBASE LEARNING	104.01	22.46
16041	5/5/16	KALAMAZOO COLLEGE CIRCULATION	104.01	15.00

Check #	Date	Payee	Cash Account	Amount
16042	5/5/16	LJ ROLLS REFRIGERATION CO., INC	104.01	7,706.00
16043	5/5/16	LIBRARY IDEAS LLC	104.01	11,536.00
16044	5/5/16	MASON CREST	104.01	377.15
16045	5/5/16	MCGRAW HILL GLOBAL EDUCATION	104.01	3,371.06
16046	5/5/16	MIDWEST COLLABORATIVE for LIB. SVCS	104.01	18,543.84
16047	5/5/16	MIDWEST TAPE	104.01	5,651.85
16047a	5/5/16	VOID	104.01	
16047b	5/5/16	VOID	104.01	
16048	5/5/16	MICHIGAN LIBRARY ASSOCIATION	104.01	155.00
16049	5/5/16	MICHIGAN LIBRARY ASSOCIATION	104.01	2,459.64
16050	5/5/16	NA PUBLISHING, INC.	104.01	822.33
16051	5/5/16	NATIONAL SIGN COMPANY	104.01	975.00
16052	5/5/16	NATIONAL TIME & SIGNAL	104.01	195.00
16053	5/5/16	NBS	104.01	4,533.00
16054	5/5/16	NICHOLS/NETWORK SERVICES CO	104.01	389.46
16055	5/5/16	OVERDRIVE	104.01	4,706.10
16056	5/5/16	PENGUIN RANDOM HOUSE LLC	104.01	264.00
16057	5/5/16	RECORDED BOOKS, LLC	104.01	146.79
16058	5/5/16	RICOH USA, INC	104.01	354.59
16059	5/5/16	S & P CAPITAL IQ LLC	104.01	6,847.00
16060	5/5/16	SERVICE HEATING & PLUMBING	104.01	2,149.21
16061	5/5/16	SHOWCASES	104.01	510.00
16062	5/5/16	STAPLES ADVANTAGE	104.01	1,110.06
16063	5/5/16	TERRYBERRY	104.01	309.95
16064	5/5/16	THE LIBRARY NETWORK	104.01	231.95
16065	5/5/16	THOMSON REUTERS	104.01	1,101.76
16066	5/5/16	THYSSENKRUPP ELEVATOR CORP	104.01	2,577.48
16067	5/5/16	ULINE	104.01	558.60
16068	5/5/16	UNIFY INC.	104.01	484.54
16069	5/5/16	UPSTART	104.01	106.28
16070	5/5/16	VIGILANTE SECURITY	104.01	1,950.00
16071	5/5/16	WALLACEBURG BOOKBINDING & MFG	104.01	345.10
16072	5/5/16	WEISS RATINGS INC	104.01	1,995.00
16073	5/5/16	WESCO DISTRIBUTION	104.01	390.97
16074	5/5/16	WESTON WOODS	104.01	136.38
16075	5/5/16	YOURMEMBERSHIP.COM, INC	104.01	140.00

Total \$531,441.20

Check Register - Gift Fund

Check #	Date	Payee	Cash Account	Amount
ADVANCE CHECKS:				
4686	4/19/16	KEVIN MANNING	102.03	250.00
4687	4/19/16	MOSAIC YOUTH THEATRE OF DETROIT	102.03	1,000.00
4688	4/19/16	NATIONAL TRAILS, INC.	102.03	1,300.00
4689	4/27/16	Betsy Telford	102.03	433.20
				<u><u>\$2,983.20</u></u>
REGULAR CHECKS:				
4690	5/5/16	LAURA BEYER	102.03	150.00
4691	5/5/16	CHARTER TOWNSHIP OF BLOOMFIELD	102.03	110.00
4692	5/5/16	JANWAY COMPANY	102.03	4,375.00
4693	5/5/16	NATIONAL LEKOTEK CENTER	102.03	56.05
4694	5/5/16	SCOTT NELSON	102.03	130.00

Total \$4,821.05

**Bloomfield Township Public Library
2016-2017 General Fund Budget**

7b

PRESENTED: MAY 17, 2016 FOR THE MONTH OF: APRIL 2016

One month 8%

ACCOUNT NAME	2016-2017	2016-2017	REVENUE/EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	VARIANCE
	ADOPTED BUDGET AS OF MAR 15, 2016	AMENDED BUDGET AS OF MAR 15, 2016				
Revenues						
Taxes	\$6,846,279	\$6,846,279	(\$1,711)	(\$1,711)	-0.02%	(\$6,847,990)
Penal Fines	\$55,845	\$55,845	\$0	\$0	0.00%	(\$55,845)
State Aid	\$34,507	\$34,507	\$0	\$0	0.00%	(\$34,507)
Circulation Fines & Fees	\$100,000	\$100,000	\$8,276	\$8,276	8.28%	(\$91,724)
Charges for Services	\$11,987	\$11,987	\$1,463	\$1,463	12.20%	(\$10,524)
Investment earnings	\$81,546	\$81,546	\$10,991	\$10,991	13.48%	(\$70,555)
Miscellaneous	\$10,470	\$10,470	\$253	\$253	2.41%	(\$10,217)
Total Revenues	\$7,140,634	\$7,140,634	\$19,272	\$19,272	0.27%	(\$7,121,362)
Expenditures						
Personnel	\$3,842,532	\$3,842,532	\$456,576	\$456,576	11.88%	(\$3,385,956)
Library Services	\$834,856	\$834,856	\$75,796	\$75,796	9.08%	(\$759,060)
Facilities & Equipment	\$1,289,805	\$1,289,805	\$134,496	\$134,496	10.43%	(\$1,155,309)
Other Operating Expenditures	\$905,593	\$905,593	\$35,822	\$35,822	3.96%	(\$869,771)
Total Expenditures	\$6,872,786	\$6,872,786	\$702,690	\$702,690	10.22%	(\$6,170,096)
Fund Balance - Beginning	\$10,269,038	\$10,595,205		\$10,595,205		
Net revenue (expenditure)	\$267,848	\$267,848		(\$683,418)		
Fund Balance - Ending	\$10,536,886	\$10,863,053		\$9,911,787		

Amendments to the budget:

Updated Fund Balance-Beginning, Non-spendable Fund Balance and Assigned Fund Balance figures

Fund Balance Designations

Non-spendable Fund Balance (includes all fixed assets)	\$25,123,307	\$24,221,713
Restricted Fund Balance (nothing included here)	\$0	\$0
Committed Fund Balance (is 8- months of expenditures amount)	\$4,469,191	\$4,469,191
Assigned Fund Balance (is \$477,493 (3/31/16 compensated absences accrual) plus \$5,257,680 7/1/15 OPEB obligation plus \$558,689 capital improvements)	\$5,967,695	\$6,293,862
Unassigned Fund Balance (is the unplanned emergency amount)	\$100,000	\$100,000

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

7b

PRESENTED: MAY 17, 2016 FOR THE MONTH OF: APRIL 2016

One Month 8%

ACCOUNT NAME	2016-2017 ADOPTED BUDGET AS OF MAR 15, 2016	2016-2017 AMENDED BUDGET AS OF APR 30, 2016	REVENUE/ EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	VARIANCE
<u>Revenues</u>						
Gift Income	\$500	\$586	\$86	\$86	14.68%	(\$500)
Investment Earnings	\$200	\$200	\$13	\$13	6.30%	(\$187)
Miscellaneous Revenue	\$0	\$0	\$0	\$0	0.00%	\$0
Total Revenues	\$700	\$786	\$99	\$99	12.54%	(\$687)
<u>Expenditures</u>						
Library Services	\$25,523	\$25,167	\$3,282	\$3,282	13.04%	(\$21,885)
Facilities & Equipment	\$30,594	\$30,994	\$100	\$100	0.32%	(\$30,894)
Other Operating Expenditures	\$96,533	\$96,830	\$5,675	\$5,675	5.86%	(\$91,155)
Total Expenditures	\$152,650	\$152,991	\$9,057	\$9,057	5.92%	(\$143,934)
Fund Balance - Beginning	\$78,311	\$78,839		\$78,839		
Reserved Fund Bal.	\$73,838	\$74,066		\$74,066		
Net revenue (expenditures)	(\$151,950)	(\$152,205)		(\$8,959)		
Fund Balance - Ending	\$200	\$700		\$143,946		

Amendments to the budget:

- Updated Fund Balance - Beginning
- All other changes due to gifts received

Bloomfield Township Public Library
Asset Allocation Summary
April 2016

Fund	Type	Annual Yield	Date	Amount on Hand
General Fund				
	5th 3rd Checking (Ecommerce)	0.00%	4/30/2016	\$149,916.02
	Flagstar Public Funds Savings	0.35%	4/30/2016	\$230,095.69
	Flagstar Premier Public Entities Checking	0.25%	4/30/2016	\$12,117.25
	RBC Capital Cash/Money Market	0.01%	4/30/2016	\$39.15
	RBC Capital - Investments	1.44%	4/30/2016	\$10,050,252.35
	Total General Fund			<u><u>\$10,292,504.44</u></u>
Please see General Fund budget for notes on how this amount is earmarked				
Gift Fund				
	Huntington Public Fund Business Interest Checking	0.15%	4/30/2016	\$97,269.34
	Huntington CD (Charnov gift) - matures 02/02/17	0.45%	4/30/2016	\$50,228.12
	Fifth Third Bank Business Standard Checking	0.00%	4/30/2016	\$1,457.82
	Total Gift Fund			<u><u>\$148,955.28</u></u>

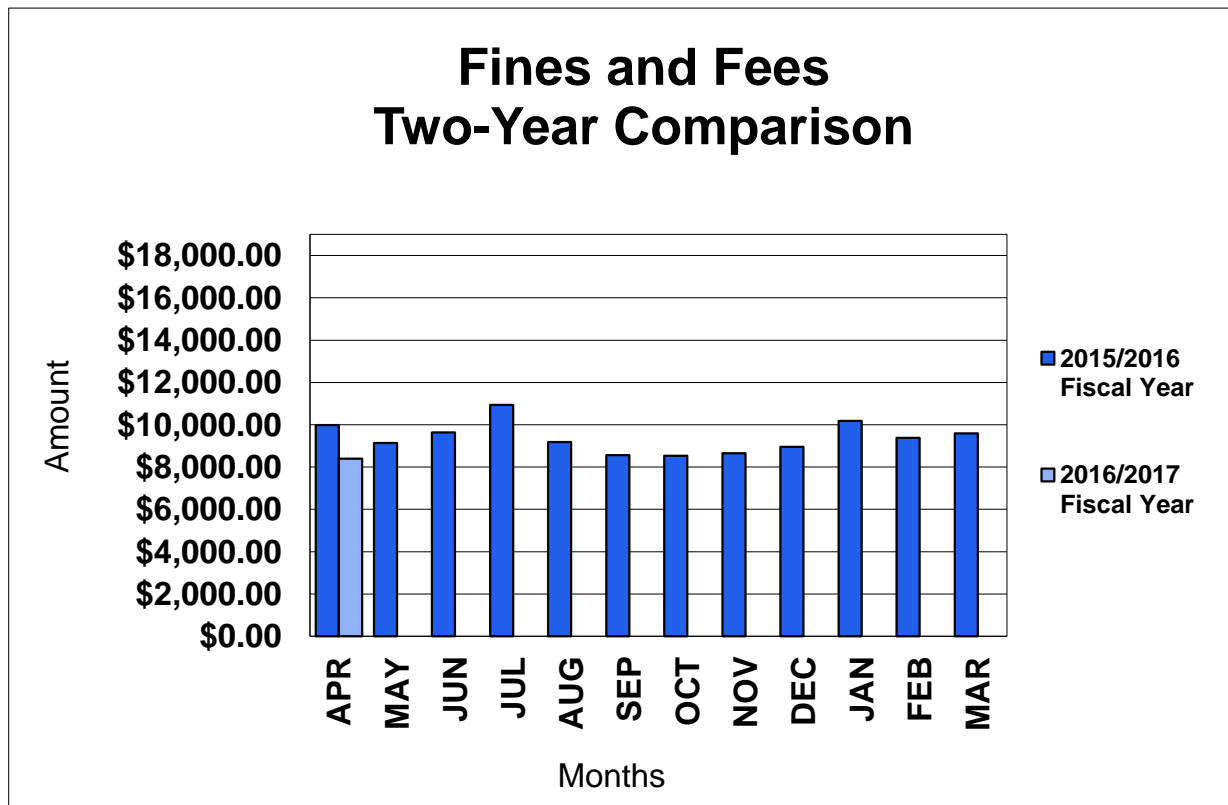
CFSEM

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

Jeanette P. Myers Memorial Scholarship Fund	12/31/2015	\$12,775.00
Yvonne T. Atkinson Fund	12/31/2015	\$27,203.00
Lawrence Smith and Isabel Francis Smith Challenge Grant Fund	12/31/2015	\$30,356.00
BTPL Endowment Fund	12/31/2015	\$28,582.00
Fair Radom Garden Endowment Fund	12/31/2015	\$13,856.00
BTPL Director's Legacy Fund	12/31/2015	\$12,790.00
Total CFSEM holdings		<u><u>\$125,562.00</u></u>

FINES AND FEES - TWO-YEAR COMPARISON

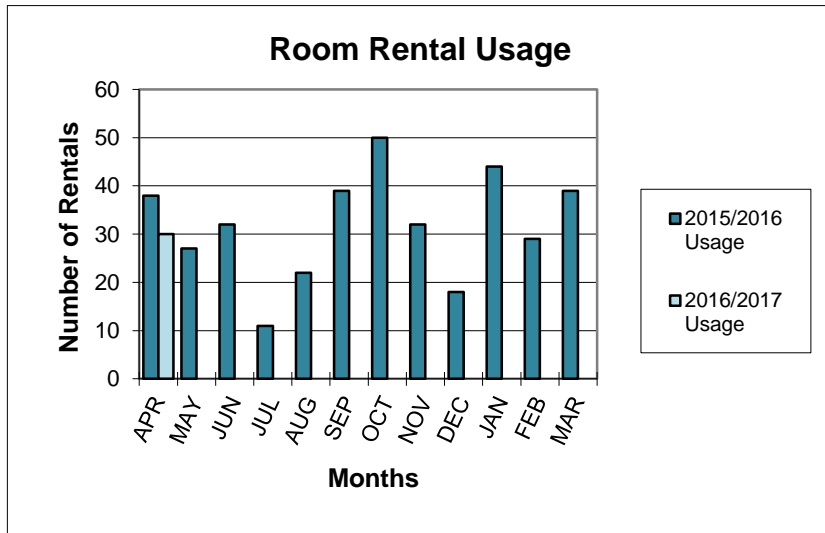
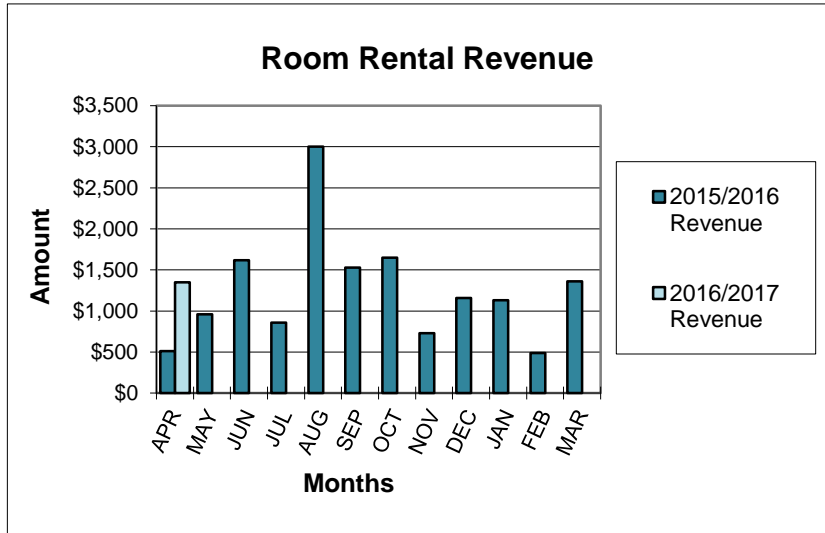
Month	2015/2016 Fiscal Year	2016/2017 Fiscal Year	Difference
APR	\$9,986.61	\$8,389.09	(\$1,597.52)
MAY	\$9,134.31		(\$9,134.31)
JUN	\$9,636.30		(\$9,636.30)
JUL	\$10,931.35		(\$10,931.35)
AUG	\$9,178.79		(\$9,178.79)
SEP	\$8,567.73		(\$8,567.73)
OCT	\$8,525.53		(\$8,525.53)
NOV	\$8,653.54		(\$8,653.54)
DEC	\$8,955.43		(\$8,955.43)
JAN	\$10,177.91		(\$10,177.91)
FEB	\$9,376.66		(\$9,376.66)
MAR	\$9,597.22		(\$9,597.22)
			YTD Difference
TOTAL	\$112,721.38	\$8,389.09	(\$104,332.29)



ROOM RENTAL - TWO-YEAR COMPARISON

7b

<u>Month</u>	<u>2015/2016</u> <u>Revenue</u>	<u>2016/2017</u> <u>Revenue</u>	<u>Difference</u>	<u>2015/2016</u> <u>Usage</u>	<u>2016/2017</u> <u>Usage</u>	<u>Month</u>
APR	\$510.00	\$1,350.00	\$840.00	38	30	APR
MAY	\$960.00		(\$960.00)	27		MAY
JUN	\$1,620.00		(\$1,620.00)	32		JUN
JUL	\$860.00		(\$860.00)	11		JUL
AUG	\$3,000.00		(\$3,000.00)	22		AUG
SEP	\$1,530.00		(\$1,530.00)	39		SEP
OCT	\$1,650.00		(\$1,650.00)	50		OCT
NOV	\$730.00		(\$730.00)	32		NOV
DEC	\$1,160.00		(\$1,160.00)	18		DEC
JAN	\$1,130.00		(\$1,130.00)	44		JAN
FEB	\$490.00		(\$490.00)	29		FEB
MAR	\$1,360.00		(\$1,360.00)	39		MAR
TOTAL	\$15,000.00	\$1,350.00	YTD Difference (\$13,650.00)	381	30	

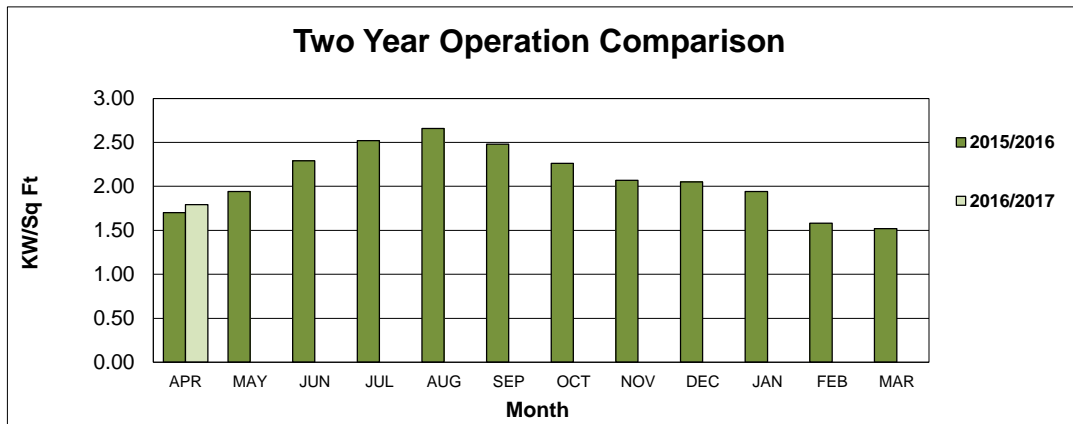
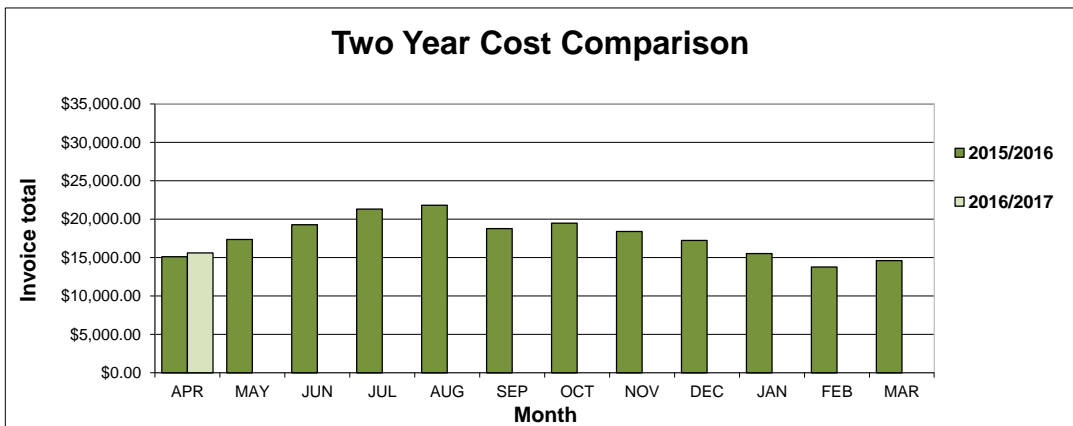


Bloomfield Township Public Library Electricity Analysis

Building Area = 101,023 Sq ft.

TWO YEAR COST COMPARISON				CURRENT YEAR OPERATION					
Month	2015/2016	2016/2017	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	\$15,097.13	\$15,619.14	\$522.01	180,880	\$0.09	251.22	1.79	\$21.69	\$0.15
MAY	\$17,360.67		(\$17,360.67)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
JUN	\$19,257.21		(\$19,257.21)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
JUL	\$21,323.77		(\$21,323.77)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
AUG	\$21,814.32		(\$21,814.32)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
SEP	\$18,760.03		(\$18,760.03)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
OCT	\$19,458.96		(\$19,458.96)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
NOV	\$18,411.95		(\$18,411.95)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
DEC	\$17,217.24		(\$17,217.24)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
JAN	\$15,518.62		(\$15,518.62)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
FEB	\$13,761.89		(\$13,761.89)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
MAR	\$14,594.92		(\$14,594.92)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
TOTAL	\$212,576.71	\$15,619.14	(\$196,957.57)						

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

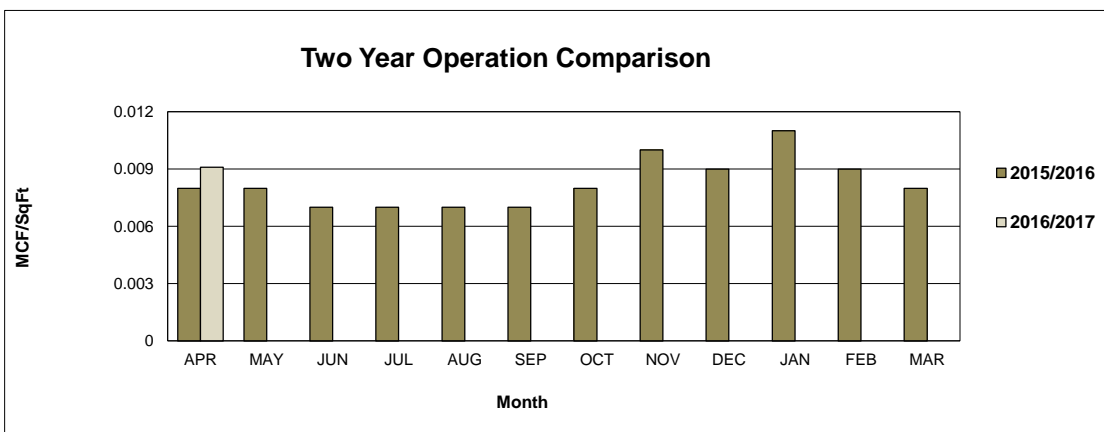
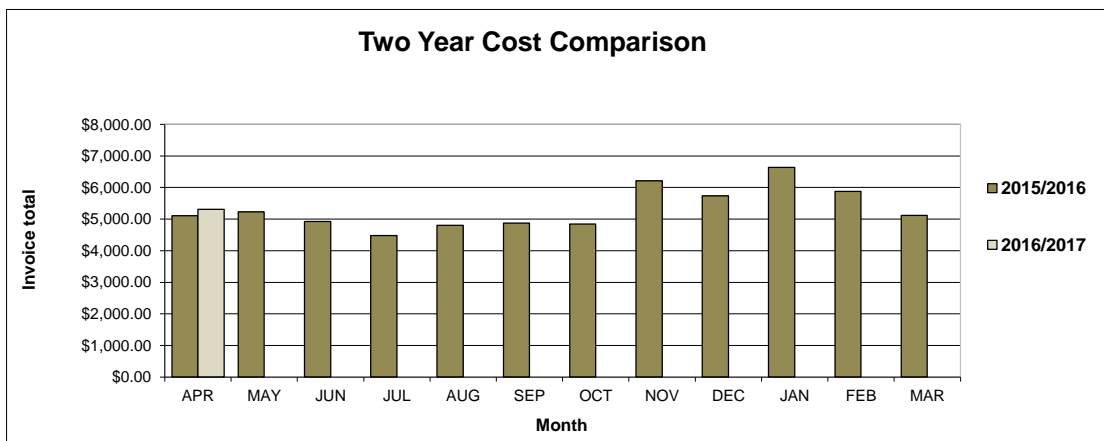


Bloomfield Township Public Library Natural Gas Analysis

Building Area = 101,023

1 Cu. Ft. = 1000 BTU

TWO YEAR COST COMPARISON				OPERATION						
Month	2015/2016	2016/2017 (3)	Difference	MCF	COST/MCF	HOURS (24 x no. days per month)	MCF/HR	MCF/SqFt	\$/HR	\$/SqFt
APR	\$5,104.45	\$5,307.83	\$203.38	919.2	\$5.77	720	1.28	0.009	7.37	0.052
MAY	\$5,233.14		(\$5,233.14)		#DIV/0!	744	0.00	0.000	0.00	0.000
JUN	\$4,920.53		(\$4,920.53)		#DIV/0!	720	0.00	0.000	0.00	0.000
JUL	\$4,475.51		(\$4,475.51)		#DIV/0!	744	0.00	0.000	0.00	0.000
AUG	\$4,805.28		(\$4,805.28)		#DIV/0!	744	0.00	0.000	0.00	0.000
SEP	\$4,874.11		(\$4,874.11)		#DIV/0!	720	0.00	0.000	0.00	0.000
OCT	\$4,847.90		(\$4,847.90)		#DIV/0!	744	0.00	0.000	0.00	0.000
NOV	\$6,215.09		(\$6,215.09)		#DIV/0!	720	0.00	0.000	0.00	0.000
DEC	\$5,732.42		(\$5,732.42)		#DIV/0!	744	0.00	0.000	0.00	0.000
JAN	\$6,640.09		(\$6,640.09)		#DIV/0!	744	0.00	0.000	0.00	0.000
FEB	\$5,880.08		(\$5,880.08)		#DIV/0!	696	0.00	0.000	0.00	0.000
MAR	\$5,115.86		(\$5,115.86)		#DIV/0!	744	0.00	0.000	0.00	0.000
YTD Difference										
TOTAL	\$63,844.46	\$5,307.83	(\$58,536.63)							



BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

**LIBRARY BOARD OF TRUSTEES
MONTHLY DIRECTOR'S REPORT**

May, 2016

Friday, May 6 was our annual Staff Development Day! One of the frequent suggestions by staff each year is to go off site to experience how other organizations offer public service. Another popular suggestion has been to bring in a speaker on how to work more effectively with people. This year, we were very fortunate to accomplish both by teaming up with and visiting our community partner, Troy Public Library. Library security expert and national speaker Warren Graham spoke to both library staffs about working effectively with people and shared techniques and words to use to do so. Our library staff also met with their Troy Public Library counterparts to discuss common themes and share ideas. Staff evaluation comments revealed that many staff thought this was our best Staff Development Day yet and that they learned a lot that will help them be more effective in their positions at the Library. Thank you, Library Board, for this opportunity to work together to strengthen our team!

Our 2016 summer library program theme for children is "On Your Mark, Get Set, Read" and "Exercise Your Mind" for teens and adults. Kick-off events start on Saturday, June 18 at 1:00pm for all ages. Join us for a "Grand Slam Open House" in Youth Services and in the Community Room, meet the Detroit Lion's mascot, Roary the Lion, and Bloomfield Hills Schools mascot, Benny the Blackhawk. Youth Services and Adult Services librarians are visiting Bloomfield Township area schools to promote our summer library programs. Included in your gray folder is a copy of our brochure announcing our exciting summer line up of fun programs!

This month, the Bloomfield Township Fire Department made a surprise visit to inspect the Library for any fire violations. In addition, our fire and security alarm company performed their annual test of our system. I am happy to share that we passed both inspections with flying colors! Every area was up to the Fire Marshall's code. In fact, these are his comments on his annual inspection report: "The Bloomfield Township Fire Department appreciates the concern your organization has for the safety of the employees and visitors to your facility. Annual inspection is unremarkable on all accounts. Facility is meticulously maintained and violation free. Thank you for your diligence to safety and the welfare of the occupants and staff at Bloomfield Township Public Library". Many thanks to our Facilities Department Head, Joel Dion, for maintaining our building so very well and ensuring we meet all safety regulations.

The Friends of Bloomfield Township Public Library recently held their annual meeting and Board elections. Their officers for the 2016/2017 year are:

Nancy Lambert	President
Jacki Boyer	Vice President
Barbara Smalley	Recording Secretary
Germaine Sliny	Corresponding Secretary
Open	Treasurer
Bob Schnorbus	Assistant Treasurer and acting Treasurer
Open	Historian

Respectfully Submitted,

Carol Mueller
Director

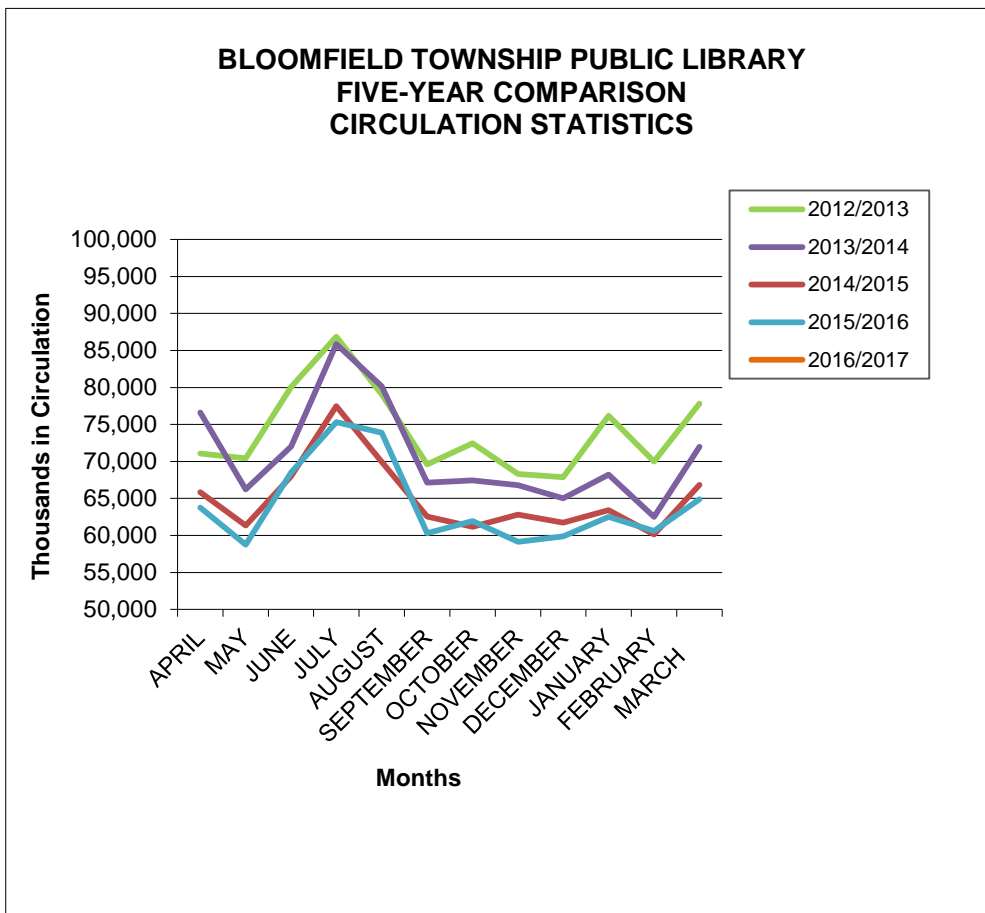
	2015		2016	
COLLECTION				
Book Collection:	281,302		280,836	
Media Collection:	61,682		62,259	
Total e-books:	28,297		30,481	
Overdrive	6,829		8,357	
EBSCOhost	19,223		19,197	
Total downloadable audiobooks:	4,993		4,776	
Materials Total:	376,274		378,352	
CIRCULATION				
Circulation Total:	63,783		59,090	
Bloomfield Township Circulation:	58,787		54,577	
Virtual Circulation Total	5,429		6,088	
Circulation of Youth materials:	24,712		22,128	
Circulation of Media:	23,301		21,115	
Circulation of Cranbrook passes:	188		181	
Self-checkout machine use:	23,181	36.3%	22,783	38.6%
Library by Mail:	86	27 patrons	90	27 patrons
BUILDING & EQUIPMENT USAGE				
Door Count:	25,389 *		22,579 ^	
Gate Count:	25,789		25,306	
Meeting rooms by public:	38		30	
Meeting rooms by staff:	83		89	
VIRTUAL USE				
Home page hits/Database services:	17,576		30,847	
e-book access:	2,230		2,227	
Overdrive	2,187		2,164	
EBSCOhost	43		63	
Audiobook access: (Overdrive)	982		1,197	
Music download access:	1,470		1,197	
Magazine download access:	747		625	
Tutor.com sessions:	195		55	
Library Computer Use				
Resident Use	1,903		1,602	
Guest Use	741		737	
*Library closed April 5 for Easter and April 18 for building problem				
^Library closed April 3 & 4, 2016 for building emergency				

	2015		2016	
OUTREACH & PROGRAMS				
<i>New Patrons and Accounts</i>				
Township:	125		149	
Cranbrook:	3		0	
Total new patrons:	195		216	
<i>Adult Program Attendance</i>				
Staff-led:	5 events	92 attended	8 events	46 attended
Speaker-led:	14 events	503 attended	12 events	995 attended
Book clubs:	4 events	52 attended	4 events	51 attended
Tours/visits on-site:	0	0	1 event	5 attended
Tours/visits off-site:	0	0	3 events	56 attended
Chamber Music Concert	1 event	173 attended	1 event	178 attended
Bloomfield Historical Society	1 event	56 attended	1 event	41 attended
<i>Systems Program Attendance</i>				
Staff-led:	3 events	36 attended	4 events	32 attended
<i>Teen Program Attendance</i>				
Staff-led:	2 events	8 attended	2 events	10 attended
<i>Youth Program Attendance</i>				
Staff-led:	24 events	494 attended	27 events	631 attended
Speaker-led:	5 events	138 attended	3 events	107 attended
Tours/visits on-site:	1 event	10 attended	2 events	53 attended
Tours/visits off-site:	1 event	27 attended	1 event	12 attended
TOTAL:	61 events	1,589 attended	69 events	2,217 attended
<i>Volunteers:</i>				
	23 people	232.25 hours	25 people	262.75 hours
	Shop: 6	76.75	Shop: 8	89.75
	Court: 1	10.5	Court: 1	20
	Students: 5	33	Students: 2	8
	Dept. Vol: 11	112	Dept. Vol: 14	145
<i>Patron Remarks</i>				
Patron Comments:	15		18	
Ask BTPL:	8		16	
Ask Us:	26		24	
DISPLAYS				
Lobby	Blown Glass Exhibit by Epiphany Glass			
Media	Adult: Humor/Laughs, World Films			
	Youth: Animals, National Reading Week			
Local History	Crafts			

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
FIVE YEAR CIRCULATION

5/12/2016

	<u>2012/2013</u>	<u>2013/2014</u>	<u>2014/2015</u>	<u>2015/2016</u>	<u>2016/2017</u>
APRIL	71,094	76,629	65,851	63,783	59,090
MAY	70,411	66,250	61,347	58,740	
JUNE	80,069	72,030	67,987	68,518	
JULY	86,867	85,844	77,485	75,304	
AUGUST	79,094	80,163	69,931	73,868	
SEPTEMBER	69,592	67,145	62,536	60,292	
OCTOBER	72,467	67,436	61,177	61,960	
NOVEMBER	68,318	66,813	62,815	59,157	
DECEMBER	67,864	65,007	61,726	59,871	
JANUARY	76,156	68,232	63,404	62,491	
FEBRUARY	69,992	62,534	60,140	60,612	
MARCH	77,819	71,961	66,845	64,896	
TOTAL	889,743	850,044	781,244	769,492	59,090



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

Bloomfield Township Public Library
Oakland County, Michigan
Thursday, May 12, 2016
11:00 a.m.

Present: Trustee: Judy Lindstrom, Pam Williams

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

Old Business:

Bloomfield Hills Schools Art – Update

Carol updated the Committee on the Conant Elementary School art project mosaic project. It is still on track for a summer installation and a fall unveiling. The group suggested an early evening event during the week of September 12. Carol will ask Pennie Ellis, Conant Elementary School art teacher and coordinator of this art project, for a date and time that works for students and parents.

New Business:

Community Room Historic Photos Project

The Committee discussed the historic photograph project for the Community Room, funded by the Friends of the Library. This idea was proposed by Friends member Virginia Smith several years ago. Funding was not available until now to move forward with this idea. The Committee decided that a consultant is needed to help with the many decisions involved with accomplishing this project. Since we do not have a consultant at this time, committee members will contact some local organizations for possible referrals. Nancy Kulish will contact the DIA and Comerica Park. Tera Moon will contact the Troy Public Library and the Detroit Historical Museum. Judy will ask Laurie Tenant and contacts at Cranbrook.

Carol shared that a Bay City artist contacted her to offer her stained glass art for sale to the Library. The Committee decided the pieces duplicate other works we own.

The next meeting will be on Wednesday, June 15 at 11:00am. Virginia Smith will be invited to attend to share her vision for the historic photo project for the Community Room.

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 Monday, May 2, 2016 at 2:00 p.m.

Present: Trustees: Peggy Cohen, Eli Greenbaum

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

Others: John Dell'Isola, Senior Project Manager, Professional Engineers Associates (PEA); Gene Ferrara, Rewold and Son; Tim Zawodny, Architect, AIA

Lower Level Water Investigation

John Dell'Isola, PEA, and Tim Zawodny reviewed the plan to reroute two of the building's roof drains that bring the most water to the lower level west sump pit. Gene reviewed the bid process, which would take 4-6 weeks to complete. The project could start in fall 2016 and would take about 2 weeks to complete. The project involves running new pipes in the ceiling of the staff hallway, through the staff bathrooms and Technical Services. The staff bathrooms would be unavailable for 1-2 days. The donation room, delivery door at Technical Services, and the staff entrance will be unavailable for a short time during construction.

Peggy suggested that Carol ask the Trustees to approve an amount to be spent on this project, and to delegate approving the details of the project to the Building and Grounds Committee in order to expedite the process.

Drive-up Return Lane Landscaping

A plan to change the landscaping at the drive-up return lane was presented to the committee. Goldner Walsh will be doing the work. Peggy suggested asking Jim Slezinski to recommend a different shrub to replace potentilla.

Youth Terrace Raised Garden Bed

Goldner Walsh has also designed a raised garden bed for the Youth Terrace to accommodate the Read-to-Seed program. Carol will get a sample of the proposed brick from Goldner Walsh.

Other

Carol told the group that we are still working on finding the best way to reinforce the sewage pipe in the lower level storage room. After a solution is found for that problem and the flooding of the sump pits, the lower level meeting rooms and hallways will be renovated with new flooring and wall coverings. We are looking for an interior designer to help with that.

Carol shared that funding for providing shade on the Youth Terrace was granted by the Friends. Carol suggests talking to Jim Mumby who was involved in previous discussions about solving this problem.

Our flag pole is located close to a tree at the front of the building that catches the flags on breezy days. We are looking to move the flag pole a few feet to the east.

Three parking lots lights included in the FY 2016/2017 budget will be installed this July. These are wonderful additions to the parking lot.

Another meeting of the Buildings and Grounds Committee is not scheduled at this time.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees

FROM: Carol Mueller

DATE: May 12, 2016

SUBJECT: Library Endowment Funds

Since discussion regarding our endowment funds at our April, 2016 Library Board meeting, I have been able to arrange for Randy Ross, Associate Vice President , Donor Relations at the Community Foundation of Southeast Michigan (CFSEM) to attend our May 17, 2016 Library Board meeting. Randy will provide an overview of CFSEM investments and answer any questions you may have regarding our library endowment funds.

For your reference, the Library currently has six endowments funds established with CFSEM. These endowment funds are:

Bloomfield Township Public Library Endowment/ Amber Trust Funds and the Smith Challenge Grant Fund – the purpose of these endowment funds is to provide support for the general charitable purposes of the Library.

Fair Radom Garden Endowment Fund – the purpose is to support the beautification, improvement and preservation of the Library’s gardens as well as related educational programs and activities at the Library.

Yvonne T. Atkinson Fund – the purpose of this fund is to support the general charitable purposes of the Library with a preference for programs encouraging and supporting book discussion.

Jeanette P. Myers Scholarship Fund – the purpose of this fund is to provide funds to encourage and support the post-secondary education of past or present employees of the Library or persons who have some relationship with the Library.

Bloomfield Township Public Library Director’s Legacy Fund - the purpose of this fund is to support staff development opportunities and staff training that improves or enhances service to the public.

Along with this memo, I have included our annual report on these endowment funds, prepared by Finance Coordinator Beth Sulek-LaHousse, for your information.

Nonprofit Agency Endowments

The Community Foundation for Southeast Michigan partners with nonprofit agencies throughout Wayne, Oakland, Macomb, Monroe, Washtenaw, St. Clair and Livingston Counties that are building endowments. The Community Foundation supports endowment building because this source of permanent capital helps organizations plan for a stable and secure future.

More than 180 nonprofit agencies have established endowments at the Community Foundation. We enhance their efforts by leveraging our expertise, systems and excellent financial management and oversight.

Many Unique Benefits

Nonprofit agencies that build endowment with the Community Foundation benefit from distinct advantages over agencies that are building endowments elsewhere:

- Reduced overhead and administrative costs. The Community Foundation handles all gift processing, record keeping, tax reporting and audits.
- Providing expert investment oversight – at reduced investment costs – by leveraging existing Community Foundation systems and the “buying power” of our entire endowment investment pool.
- Public visibility of your organization’s endowment through publications such as our Annual Yearbook and social media.
- Providing special recognition for donors who wish to create a named fund for your nonprofit.
- Easily accept all types of gifts including cash, securities, real estate, private business interests, insurance and other complex assets.
- Technical assistance for major and planned gifts to the fund.
- Planned gift options, including charitable gift annuities, allow donors many options for supporting endowment funds.

Increased Donor Satisfaction

Donors want to see their contributions benefit your nonprofit and grow over time. The Community Foundation helps you and your donors by:

- Developing and monitoring an investment program guided by an expert volunteer committee and professional investment counsel.
- Providing an annual Community Foundation investment briefing for agencies and donors.
- Assisting agencies in the marketing of tax and planned gift opportunities.
- Providing support to a donor’s professional advisor to facilitate gift planning.

How to get started

Any 501(c)(3) public charity within southeast Michigan can establish an endowment fund at the Community Foundation in two simple steps:

- Sign a fund agreement with the Community Foundation to establish the endowment
- Make an initial \$10,000 contribution, from your nonprofit agency or from a donor

That's it! Your endowment is ready to receive additional contributions at any time, and in any amount.

Ongoing Administration

The Community Foundation is responsible for the administration of the endowment – which frees the nonprofit agency from the costs and hassles of gift processing, investment and takeout administration, and other recordkeeping. Here's how it works:

- Annual distributions are made by the Community Foundation from the endowment to the nonprofit agency. In most cases, these annual grants are for general operating support.
- The distribution is 4.75 percent of the trailing twelve calendar quarter average value of the endowment determined each December 31st.
- The amount and computation method are reviewed annually and subject to change by the Community Foundation's Board of Trustees. A payout rate of 4.5% is currently under consideration.
- The endowment fund receives its share of the investment return of our endowment investment pool which is designed to grow over time.
- Contributions to the fund will support the nonprofit agency in perpetuity – or, in the event the agency ceases to exist or loses its tax exempt status, similar nonprofit agencies. This assures donors to the endowment that the programs they want to support will be supported now and in the future.
- Assets contributed to the endowment become permanent assets of the Community Foundation though their use is dedicated to support the nonprofit agency.
- The Community Foundation collects a total fee of approximately 1.2% annually from the endowment that covers all administration (.5%) and investment (.7%) expenses – an extremely attractive total fee compared to the costs of independently managed endowments.
- The Community Foundation can support many fundraising activities – but fundraising events (such as golf outings, dinners, etc.) may not be used to directly benefit the endowment fund.

For more information

To learn more about how your nonprofit agency can benefit from the supports offered by the Community Foundation for Southeast Michigan, please contact:

Philanthropic Services
Community Foundation for Southeast Michigan
333 W. Fort Street, Suite 2010
Detroit, MI 48226
313-961-6675
Fax 313-961-2886
www.cfsem.org

Memo

To: Carol Mueller
From: Beth Sulek-LaHousse
Date: 3/10/2016
Subject: BTPL Endowment Funds

The following is a report on endowment funds for which the BTPL Board of Trustees has oversight responsibility. All funds are held by and administered by The Community Foundation of Southeastern Michigan (CFSEM). A similar report will be furnished each year when fiscal year-end (December 31) fund balances are available.

1. Bloomfield Township Public Library (BTPL) Endowment Fund & Lawrence and Isabel Francis Smith Challenge Grant Fund

- a. **BTPL Endowment Fund** established November 22, 1996 from a donation of George & Elizabeth Frost.
Smith Challenge Grant Fund established November 24, 1998 (\$2,000/yr. for five years, to be matched by other donations).
- b. Purpose of Funds: provide support in furtherance of the general charitable purposes of BTPL.
- c. Please note: CFSEM combines Endowment Fund and Smith Challenge Funds together in their reports. The breakdown below is BTPL's best guess of the actual percentages in each fund based on CFSEM's grant distributions to each fund.

1/1/15 Market Value of Endowment Fund	\$ 29,007.00
2015 Contributions Received for Endowment Fund	\$ 620.00
2015 Income (Loss) for Endowment Fund (47%)	\$ (1,045.00)
2015 Grant received from Endowment Fund (47%)	<u>\$ (0)</u>
12/31/15 Market Value (47% of total provide by CFSEM)	\$ 28,582.00

2016 **Endowment Fund** grant available from combined funds' 12/31/15 balance is \$1,373.00. (Distribution was declined.)

1/1/15 Market Value for Smith Challenge Grant Fund	\$ 31,113.00
2015 Contributions Received for Smith Challenge Grant Fund	\$ 1,875.00
2015 Income (Loss) for Smith Challenge Grant Fund (53%)	\$ (1,179.00)
2015 Grant received from Smith Challenge Grant Fund (53%)	<u>\$ (1,453.00)</u>
12/31/15 Market Value for Smith Challenge Grant Fund (53% of total provided by CFSEM)	\$ 30,356.00

2016 **Smith Challenge Grant Fund** grant available from combined funds' 12/31/15 balance is \$1,549.00. (Distribution will be taken in June and December 2016.)

- d. Responsibility for decisions regarding use of Endowment Fund grant: Library Director/Board of Trustees
Responsibility for decisions regarding use of Smith Challenge Fund grant: Committee of Library's Department Heads.

2. Jeanette P. Myers Memorial Scholarship Fund

- a. Established March 24, 1998 from donations by Rodman N. Myers family.
- b. Purpose of fund: Provide funds to encourage and support the post-secondary education of past or present employees of BTPL or persons who have some relationship with the Library, as the Selection Committee shall determine.

c. 1/1/15 Market Value	\$ 13,849.00
2015 Contributions Received	\$ 50.00
2015 Income (Loss)	\$ (481.00)
2015 Grant received	<u>\$ (643.00)</u>
12/31/15 Market Value	\$ 12,775.00

2016 Grant available from 12/31/15 balance is \$648. (Distribution will be taken in June 2016.)

- d. Responsibility for decisions regarding use of grant: Selection Committee comprised of Library Director and two members of the Library Board of Trustees.

3. Yvonne T. Atkinson Fund

- a. Established December 4, 2001 from a donation from the Yvonne T. Atkinson Trust.
- b. Purpose of fund: support the general charitable purposes of BTPL with a preference for programs encouraging and supporting book discussions.

c. 1/1/15 Market Value	\$ 29,617.00
2015 Contributions Received	\$ 0.00
2015 Income (Loss)	\$ (1,024.00)
2015 Grant received	<u>\$ (1,390.00)</u>
12/31/15 Market Value	\$ 27,203.00

2016 Grant available from 12/31/15 balance is \$1,392.00. (Distribution will be taken in June and December 2016.)

- d. Responsibility for decisions regarding use of grant: Library Director/Board of Trustees.

4. Fair Radom Garden Endowment Fund

- a. Established February 12, 2010 from donations by the Fair Radom family.
- b. Purpose of fund: Provide support for the improvement and preservation of the public garden(s) of the Bloomfield Township Public Library as an educational and outreach resource to the public on proper land use and landscaping, and the development and implementation of educational and research programs and activities relating to such public garden(s).

c. 1/1/15 Market Value	\$ 15,087.00
2015 Contributions Received	\$ 0.00
2015 Income (Loss)	\$ (522.00)
2015 Grant received	<u>\$ (709.00)</u>
12/31/15 Market Value	\$ 13,856.00

2016 Grant available from 12/31/15 balance is \$709.00. (Distribution will be taken in June and December 2016.)

- d. Responsibility for decisions regarding use of grant: Library Director/Board of Trustees.

5. Library Director's Legacy Endowment Fund

- a. Established June 28, 2013 from donations from various persons.
- b. Purpose of fund: Provide funds to provide staff development opportunities and staff training that improves or enhances service to the public.

c. 1/1/15 Market Value	\$13,260.00
2015 Contributions Received	\$ 0.00
2015 Income (Loss)	\$ (470.00)
2015 Grant received	\$ (0.00)
12/31/15 Market Value	\$12,790.00

2016 Grant available from 12/31/15 balance is \$622.00. (Distribution was declined.)

d. Responsibility for decisions regarding use of grant: Library Director/Board of Trustees.

NOTES:

1. Monies paid into endowment funds are invested by CFSEM in stocks and bonds. All earnings from these investments are credited to the individual endowment fund.
2. Administrative Fees and Bank Fees are charged to each individual endowment fund by CFSEM. These amounts vary but are usually less than 1% per fund each year. In 2007 CFSEM no longer provides the breakdown for each individual fund, claiming it is a money savings not to do so.
3. When the balance in an endowment is more than \$10,000, a grant of up to 5% is offered to BTPL by CFSEM. The grant may be taken whole, in part, or not at all. Grants are made in June and December. When the balance in an endowment fund is less than \$10,000, no grant is offered by CFSEM. Any net increase in value is credited to the endowment.
4. In the event that the investments return less than 5% or incur a loss for any given year, a distribution of 5% is still offered from each endowment. However, in this type of situation, the CFSEM advises the reinvestment of that distribution rather than the pay out of it to increase the long term value of the fund.
5. The principal amount of money in an endowment may never be withdrawn.
6. In addition to administering endowments, CFSEM makes grants to local charitable and community organizations from money donated to CFSEM. BTPL is eligible to apply for such a grant. Monies in the grant and endowment funds are completely separate accounts.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Library Board of Trustees

FROM: Carol Mueller, Library Director

DATE: May 12, 2016

SUBJECT: Lower Level Water Remediation

John Dell'Isola, Senior Project Engineer, PEA, met with the Building and Grounds Committee trustees recently and reviewed the 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 and into the existing 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 Building and Grounds Committee trustees, Peggy Cohen and Eli Greenbaum, agreed to begin moving forward with this plan. The next steps are for PEA to create project drawings, prepare bid documents for the construction work and bid the process out. Gene Ferrara, Rewold and Son, will oversee this project. Construction of this project will cause the delivery door, Friends donation room, the staff entrance, and the drive-up lane to be inaccessible for a period of time, approximately one week.

The time frame for completing this project requires timely decisions. I will be sharing information regularly with the Building and Grounds Committee regarding the project and bid process that also will need timely approval. I respectfully ask the Library Board to delegate authority to the Building and Grounds Committee trustees to approve contracts for work not to exceed \$180,000 in order to keep this important and necessary project consistently moving forward. If you agree, the motion below is needed.

ACTION: The Board of Trustees moves to delegate authority to the Building and Grounds Committee to approve contracts for work to remediate lower level flooding not to exceed \$180,000.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

MOTION TO APPROVE ANY ITEMS REMOVED FROM THE CONSENT AGENDA

I move to approve the items previously removed from the consent agenda for discussion.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM

TO: Trustees
FROM: Tera Moon
DATE: May 10, 2016
SUBJECT: Strategic Planning Update

Six investments have been chosen as the starting points for achieving the goals we have set for ourselves in our strategic plan. Staff have been assigned to work teams around the six investments. I am coordinating meetings of the six work teams. Next month, the teams will take the first steps toward achieving our goals. To refresh your memory, the six investments are:

- 1. Develop a marketing plan.**
Conduct preliminary research about the elements of a marketing plan, and survey marketing activities at other library similar to BTPL. Evaluate the need for a consultant to assist with creating a marketing plan.
- 2. Offer tours to new and existing patrons.**
Determine audience, timing, promotion
- 3. Improve wayfinding.**
Evaluate need for and solutions to wayfinding
- 4. Develop consistency in application of policies by staff and increase staff awareness in order to reduce user redirecting.**
Identify areas of user redirecting
- 5. Create a coordinated programming plan focusing on quality over quantity.**
- 6. Re-evaluate the layout, size and functionality of various spaces throughout the building, with consideration to appropriate volume levels and activities.**
Conduct research for and draft a request-for-qualifications for a space-planning consultant. Research should include a list of consultants. Draft to be submitted to Administration for review and next steps.

This is an exciting time in our planning process. A few weeks ago, I attended a lecture that encouraged libraries to apply the design thinking process to evaluate and improve library services and operations with an emphasis on remaining relevant to our patrons in the future. The design thinking process is one used regularly by technology firms and many other kinds of organizations with a desire to provide innovative solutions to problems. It is an accessible and flexible tool that anyone can use. The lecture inspired me to consider the design thinking process as a tool to be used in the work on our strategic plan.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

FRIENDS OF THE LIBRARY MONTHLY DIRECTOR'S REPORT

May, 2016

- What a wonderful annual meeting on May 4! Delicious food, great speaker and wonderful company. I heard many comments from those who attended about what an interesting speaker and program you offered. Congratulations!
- Everyone's Reading 2016 featured popular author Lisa See who spoke at Bloomfield Township's Temple Beth El on Tuesday, April 12 at 7:00pm as well as two other locations. Lisa spoke about her book, *Shanghai Girls*, and her experience as a writer. This was our most popular Everyone's Reading yet with over 900 people attending one of the three events offered. Thank you for your support of this great program!
- The biennial Adaptive Umbrella workshop for adults working with kids who have special needs was held on Thursday, April 28. This workshop was filled to capacity as there is so much interest in this topic. Thank you for your continuing support of this important workshop and services to those with special needs.
- Just a reminder that the Library is closed on Sunday, May 29 and Monday, May 30 for Labor Day.
- Thank you for your review of the Wish List items. I am happy to answer any questions you may have.
- The gifts expended report is attached for your review.

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

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY – ADMINISTRATIVE CALENDAR

2016

JUNE

2016

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 FOL Meeting 12:30pm Computer Basics 6pm Great Books Club 6:45pm	2 Bloomfield Hills HS Jazz Band 7pm	3	4
5	6	7 Knit n’ Stitch Circle 10am Intro to MS Excel 6pm	8 Your Library Online 2pm Non-Fiction Book Club 7pm Writers Rendezvous 7pm	9	10 English Language Conversation Hour 2pm Adult & Teen After Hours Mystery Lock in 6:30pm	11 Friends 2 nd Sat. Sale 9:30am Intro to Powerpoint 2pm
12 Yamasaki in Detroit 3pm	13 Adult & Teen Sensory Storytime 11am	14 Memoir Writers’ Group 1pm Your Library Online 7pm	15 Art Committee 11am Mystery Book Club 1pm Great Books Club 6:45pm	16	17 Coffee & Conversation 10am	18 Bookbinding for Adults & Teens 11am Summer Program Kick Off 1pm Grand Slam Open House 1pm
19	20 Read to Seed 11am 30 Minute Lunchtime Book Club 1pm	21 Intro to Photo Scanning 6pm 4 th Wall Theatre Workshop 6:30pm Library Board Meeting 7pm	22 Picnic with Trader Joe’s 1pm Writers Rendezvous 7pm	23 Eleanor’s Book Club 10am Zentangle Art 2pm Finance Committee 2pm	24 On Your Mark Get Set, Craft! 2pm Just Dance Teen After Hours Lock in 6:30pm	25 Saturday Sports Movie Matinee 1pm Poker 101 2pm
26	27 Paw Patrol Party 11am Books in Bars at Mex 6pm Teen Quidditch Club 6pm	28 Reading Comes Alive w/Yoga 10:30am Coloring Club for Teens & Adults 11am Memoir Writers Group 1pm Intro to Word 6pm	29 Star Tour 2016- Astronomy 7pm	30 Family Story Time 10:30am		