

Bloomfield Township Public

Library

**Bloomfield Township Public Library
Board of Trustees**

Library Board Meeting
June 21, 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, June 21, 2016 7:00 p.m.

#	<u>NUMBERED ITEMS</u>	<u>DATE DELIVERED</u>
1	Agenda	6/17/16
2a	Request to remove items from the Consent Agenda for Discussion	6/17/16
2b	Motion to approve the order of items for the regular and consent agendas	6/17/16
5	Motion to approve remaining consent agenda items 6-8d	6/17/16
6	Regular Board Meeting Minutes of 5-17-16	6/17/16
7a	Cash Disbursements	6/17/16
7b	Revenues/Expenditures Budget Report	6/17/16
7c	Energy Report	6/17/16
8a	President's Report	6/17/16
8b	Director's Report	6/17/16
8c	Bloomfield Township Liaison –no report	
8c	Cranbrook –no report	
8c	Art Committee –Meeting Minutes of 6-15-16	6/17/16
8c	Building, Grounds, Landscaping, Interiors Committee – no report	
8c	Development Committee – Meeting Minutes of 5-18-16	6/17/16
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	Periodical Bids	6/17/16
13	Motion to approve any items removed from the consent agenda	6/17/16

	<u>UNNUMBERED ITEMS</u>	<u>DATE DELIVERED</u>
	Strategic Plan Update	6/17/16
	Monthly Director's Report to FOL	6/17/16
	Administrative Calendar – July 2016	6/17/16

AGENDA
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, June 21, 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 May 17, 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. Periodical Bids
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, July 19, 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, May 17, 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, Judy Lindstrom, Joan Luksik, Pam Williams

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

Guests: Maeve Devlin, SOC; Randy Ross, Community Foundation of Southeast Michigan

After discussion, a motion was made by Judy Lindstrom, seconded by Peggy Cohen **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, Luksik, Williams

Nays: None

MOTION CARRIED

President's Verbal Report:

Joan expressed how honored she was to be present for Staff Development Day 2016. She stated she is honored to give staff their services awards each year since she has been Board President. She stated that staff had a very productive day at the Troy Public Library.

Director's Verbal Report:

Carol thanked Joan for attending Staff Development Day. She stated that this year we were very fortunate to team up with and visit 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 on how to accomplish this. On behalf of the staff, Carol thanked the Board for the opportunity to work together to strengthen our team.

Carol shared the summer library reading program themes for Youth and Adult Services. "On Your Mark, Get Set, Read" is the youth theme and "Exercise Your Mind" is the theme for teens and adults this year. Many programs and special events are planned for this year's summer reading!

Carol stated the Friends of the Bloomfield Township Public Library held their annual meeting and Board of Director's elections. The following were elected for the 2016/2017 term:

President: Nancy Lambert

Vice President: Jacki Boyer

Recording Secretary: Barbara Smalley

Corresponding Secretary: Germaine Sliny

Assistant Treasurer and acting Treasurer: Bob Schnorbus

The office of Treasurer remains open at this time.

The Friends also had a record sale for May with revenues at \$4200.00!

Carol informed the Board of the passing of longtime Friends Board member and Treasurer for the past 20 years, Larry Sabbath. He will be greatly missed.

The Library passed our yearly Fire Department inspection along with our security alarm's annual testing with flying colors! Every area was up to the Fire Marshall's code.

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.**

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

REGULAR AGENDA:

Call to the Public:

Joan welcomed Maeve Devlin, SOC representative.

UNFINISHED BUSINESS:

No discussion items at this time.

NEW BUSINESS:

11a CFSEM Review

Randy Ross, Associate Vice President of Donor Relations presented an overview of the Community Foundation of Southeast Michigan's investments and the Library's Endowment Funds with CFSEM.

11b Lower Level Water Remediation

Carol stated that John Dell'Isola, Senior Project Engineer, PEA, met with the Building and Grounds Committee 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. The Building and Grounds Committee Trustees, Peggy Cohen and Eli Greenbaum agreed to move forward with this plan. Project drawings will be created and bid documents prepared for construction work. The timeframe for this project requires timely decisions. Carol stated that all information will be shared regularly with the Building and Grounds Committee. Carol asked the Board to delegate authority to the Building and Grounds Committee Trustees to approve contracts for work in order to keep the project moving forward in a timely manner.

After discussion, a motion was made by Pam Williams, seconded by Judy Lindstrom, **TO DELEGATE AUTHORITY TO THE BUILDING AND GROUNDS COMMITTEE TO APPROVE CONTRACTS FOR WORK TO REMEDIATE LOWER LEVEL FLOODING NOT TO EXCEED \$180,000.00**

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

DISCUSSION OF ITEMS REMOVED FROM THE CONSENT AGENDA

No discussion at this time.

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, Lindstrom, Luksik, Williams

Nays: None

MOTION CARRIED

OTHER:

At this time Tera Moon, Assistant Library Director, informed the Trustees she is enrolled in the Michigan Library Association Leadership Academy. She will attend 4 sessions ending in October. Tera commented on the fact that her second session was covering the topic of Library budgets and unknown to her, Bloomfield Township Public Library was used as an example of an impressive budget with an exceptional attention to detail. The speaker also complimented the Library for its transparency with publishing our entire Public Budget Hearing Packet on the website for patrons to view.

Judy Lindstrom asked if any comments have been received with regard to the new sample tile in the Lobby. Carol stated the flooring has only been down for eight weeks, but seems to be doing well. There were a few patron comments stating the floor seems to be a bit slippery when wet.

Meeting adjourned at 7:55 p.m.

The next meeting of the Bloomfield Township Public Library Board of Trustees is Tuesday, June 21, 2016 at 7:00 p.m. in the Library Board Room.

Submitted by:

Judy Lindstrom, Secretary

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

Cash Disbursements Comments June 2016

New Vendors:

Abetter Elevator, LLC. is a new vendor for elevator maintenance.

Abraham and Gaffney is a new vendor as our auditors.

Apple-Eye Productions is a new vendor for a library program.

Bear Paw Creek is a new vendor for program supplies.

Bloomfield Band & Orchestra Boosters is a new vendor for a library program.

Bloomfield Boosters is a new vendor for a library program.

Flying Aces is a new vendor for a library program.

Kevin Manning is a new vendor for a library program.

Loretta Polish is a new vendor for a meeting room refund.

Lyceum Agency is a new vendor for Everyone's Reading author arrangements.

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

General Fund Advance

- Check #16087 payable to Bloomfield Township in the amount of \$1,432.45 was payment for the March 14,2016 – April 13, 2016 water and sewer bill.
- Check #16088 payable to Bloomfield Band & Orchestra Boosters in the amount of \$250.00 was payment for a deposit for a June 2, 2016 jazz concert at the Library.
- Check #16089 payable to Bloomfield Boosters in the amount of \$100.00 was payment for Benny the Blackhawk to attend the June 18, 2016 summer reading program kick-off.

General Fund

- Check #16095 payable to Abetter Elevator, LLC. in the amount of \$3,400.00 was payment for elevator maintenance.
- Check #16096 payable to Abraham & Gaffney in the amount of \$8,000.00 was payment for conducting the Library's audit.
- Check #16106 payable to Bloomfield Township in the amount of \$276,306.70 was payment for two payrolls, including FICA, HRA contributions, pension, etc. as usual.
- Check #16133 payable to the Midwest Collaborative for Library Services in the amount of \$1,816.00 was payment for a database, Oxford Reference Online.
- Check #16134 payable to Michigan Municipal League in the amount of \$166.20 was payment for a job announcement for our Finance Coordinator position.
- Check #16136 payable to the Michigan Library Association in the amount of \$85.00 was payment for an employee's annual membership.
- Check #16141 payable to Professional Engineering Associates, Inc. in the amount of \$8,050.00 was payment for work on our water remediation project.
- Check #16153 payable to Siemens Industry, Inc. in the amount of \$10,109.00 was payment for the Library's building automation system annual maintenance agreement.
- Check #16158 payable to The Library Network in the amount of \$5,212.94 was payment for the Library's annual Zinio subscription.

Gift Fund

- Check #4699 payable to Bloomfield Hills Schools in the amount of \$250.00 was payment for the annual Library program, "Read to Seed".

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

Check Register - General Fund

Check #	Date	Payee	Cash Account	Amount
ADVANCE CHECKS:				
16076	5/4/16	MICHAEL D SINGER	104.01	120.00
16077	5/4/16	AT&T	104.01	1,012.70
16078	5/4/16	PETTY CASH - BTPL	104.01	105.26
16079	5/4/16	HOME DEPOT CR. SERV.	104.01	220.32
16080	5/4/16	PACIFIC TELEMANAGEMENT SERVICES	104.01	78.00
16081	5/4/16	T MOBILE	104.01	33.98
16082	5/4/16	Elizabeth Clauder	104.01	119.40
16083	5/4/16	Emily Hudak	104.01	68.89
16084	5/18/16	Emily Hudak	104.01	28.08
16085	5/18/16	Martha McGee	104.01	60.53
16086	5/18/16	AT&T	104.01	489.80
16087	5/18/16	BLOOMFIELD TOWNSHIP	104.01	1,432.45
16088	5/18/16	BLOOMFIELD BAND & ORCHESTRA BOOSTERS	104.01	250.00
16089	5/18/16	BLOOMFIELD BOOSTERS	104.01	100.00
16090	5/18/16	COMCAST	104.01	130.81
16091	5/18/16	FLAGSTAR BANK	104.01	2,262.11
16091a	5/18/16	VOID	104.01	
16092	5/18/16	VERIZON WIRELESS	104.01	201.88
16093	5/18/16	Elizabeth Clauder	104.01	43.66
Total				<u><u>\$6,757.87</u></u>
REGULAR CHECKS:				
16094	6/9/16	ABDO-SPOTLIGHT-MAGIC WAGON	104.01	2,143.55
16095	6/9/16	ABETTER ELEVATOR, LLC	104.01	3,450.00
16096	6/9/16	ABRAHAM & GAFFNEY, P.C.	104.01	8,000.00
16097	6/9/16	ACE LAWN CARE & SNOW REMOVAL	104.01	3,410.00
16098	6/9/16	AERO FILTER, INC	104.01	3,272.50
16099	6/9/16	AMERICAN PEST CONTROL	104.01	960.80
16100	6/9/16	APPLE-EYE PRODUCTION	104.01	500.00
16101	6/9/16	APPLIED IMAGING	104.01	1,083.88
16102	6/9/16	ARBOR OAKLAND GROUP	104.01	3,095.27
16103	6/9/16	BAKER & TAYLOR, INC.	104.01	12,427.78
16103a	6/9/16	VOID	104.01	
16103b	6/9/16	VOID	104.01	
16103c	6/9/16	VOID	104.01	
16104	6/9/16	BEAR PAW CREEK LLC	104.01	107.00
16105	6/9/16	BLACKSTONE AUDIO, INC.	104.01	1,151.21
16106	6/9/16	BLOOMFIELD TOWNSHIP	104.01	276,306.70
16107	6/9/16	BLOOMFIELD BAND & ORCHESTRA BOOSTERS	104.01	250.00
16108	6/9/16	BRILLIANCE PUBLISHING, INC.	104.01	160.45
16109	6/9/16	BUSINESS COMMUNICATION SYSTEMS, INC.	104.01	495.48
16110	6/9/16	CAR TRUCKING, INC.	104.01	199.50
16111	6/9/16	CAVENDISH SQUARE	104.01	1,930.05
16112	6/9/16	CDW GOVERNMENT, INC.	104.01	1,504.25
16113	6/9/16	CENGAGE LEARNING/GALE	104.01	794.95
16114	6/9/16	DEMCO, INC.	104.01	433.23
16115	6/9/16	DU ALL CLEANING, INC	104.01	9,460.00
16116	6/9/16	ELSEVIER INC.	104.01	1,099.00
16117	6/9/16	ENCYCLOPAEDIA BRITANNICA, INC.	104.01	1,369.00
16118	6/9/16	ENSLow PUBLISHERS, INC.	104.01	18.95
16119	6/9/16	FLYING ACES	104.01	400.00
16120	6/9/16	GARETH STEVENS PUBLISHING	104.01	821.78
16121	6/9/16	GRAINGER, INC	104.01	996.24

Check #	Date	Payee	Cash Account	Amount
16122	6/9/16	GREY HOUSE PUBLISHING	104.01	163.00
16123	6/9/16	I.COMM	104.01	668.09
16124	6/9/16	INFOBASE LEARNING	104.01	3,076.90
16125	6/9/16	INGRAM LIBRARY SERVICES	104.01	203.62
16126	6/9/16	J W PEPPER & SON, INC	104.01	58.98
16127	6/9/16	J. APPLESEED	104.01	2,240.28
16128	6/9/16	LJ ROLLS REFRIGERATION CO., INC	104.01	4,831.57
16129	6/9/16	LERNER PUBLISHING GROUP	104.01	1,221.38
16130	6/9/16	LEXISNEXIS MATTHEW BENDER	104.01	65.08
16131	6/9/16	KEVIN J MANNING	104.01	200.00
16132	6/9/16	MASON CREST	104.01	23.95
16133	6/9/16	MIDWEST COLLABORATIVE for LIB. SVCS	104.01	1,816.00
16134	6/9/16	MICHIGAN MUNICIPAL LEAGUE	104.01	166.20
16135	6/9/16	MIDWEST TAPE	104.01	6,059.75
16135a	6/9/16	VOID	104.01	
16135b	6/9/16	VOID	104.01	
16135c	6/9/16	VOID	104.01	
16135d	6/9/16	VOID	104.01	
16136	6/9/16	MICHIGAN LIBRARY ASSOCIATION	104.01	85.00
16137	6/9/16	NICHOLS/NETWORK SERVICES CO	104.01	1,120.79
16138	6/9/16	OREGON LAMINATIONS COMPANY	104.01	135.95
16139	6/9/16	OVERDRIVE	104.01	3,100.38
16140	6/9/16	PENGUIN RANDOM HOUSE LLC	104.01	870.00
16140a	6/9/16	VOID	104.01	
16141	6/9/16	PROFESSIONAL ENGINEERING ASSOC., INC.	104.01	8,050.00
16142	6/9/16	QUALITY BOOKS INC.	104.01	1,071.32
16143	6/9/16	QMI GROUP, INC.	104.01	838.86
16144	6/9/16	RECORDED BOOKS, LLC	104.01	1,719.97
16144a	6/9/16	VOID	104.01	
16145	6/9/16	RICOH USA, INC	104.01	1,282.39
16146	6/9/16	ROCKET ENTERPRISE INC.	104.01	756.00
16147	6/9/16	ROSEN PUBLISHING	104.01	1,431.00
16148	6/9/16	SALEM PRESS, INC.	104.01	140.25
16149	6/9/16	MICHAEL D. SCHLOFF, PLLC	104.01	736.25
16150	6/9/16	SCHOOL SPECIALTY	104.01	55.02
16151	6/9/16	SERVICE HEATING & PLUMBING	104.01	981.04
16152	6/9/16	SHOWCASES	104.01	908.28
16153	6/9/16	SIEMENS INDUSTRY, INC.	104.01	10,109.00
16154	6/9/16	STAPLES ADVANTAGE	104.01	1,536.42
16155	6/9/16	SUMMIT ELECTRIC, INC.	104.01	433.60
16156	6/9/16	JOEL TACEY'S TIPTOP ENTERTAINMENT LLC	104.01	425.00
16157	6/9/16	THE CHILD'S WORLD	104.01	37.90
16158	6/9/16	THE LIBRARY NETWORK	104.01	5,212.94
16159	6/9/16	ULINE	104.01	150.36
16160	6/9/16	UNIQUE MANAGEMENT SERVICES, INC.	104.01	250.60
16161	6/9/16	VIGILANTE SECURITY	104.01	1,950.00
16162	6/9/16	VISUAL ENTITIES, INC.	104.01	142.40
16163	6/9/16	WALLACEBURG BOOKBINDING & MFG	104.01	162.40
16164	6/9/16	WESCO DISTRIBUTION	104.01	3,381.90
16165	6/9/16	WESTON WOODS	104.01	68.92
16166	6/9/16	WILCOX BROS.	104.01	1,220.00
Total				<u>\$405,000.31</u>

Check Register - Gift Fund

Check #	Date	Payee	Cash Account	Amount
ADVANCE CHECKS:				
4695	5/5/16	HOME DEPOT CREDIT SERVICES	102.03	99.96
4696	5/5/16	Marian Rafal	102.03	88.14
4697	5/18/16	Tera Moon	102.03	34.69

Check #	Date	Payee	Cash Account	Amount
4698	5/18/16	Constance Silver	102.03	79.18
4699	5/18/16	BLOOMFIELD HILLS SCHOOLS	102.03	250.00
4700	5/18/16	FLAGSTAR BANK	102.03	1,127.10
4701	5/18/16	WARREN GRAHAM	102.03	462.70
4702	5/18/16	LYCEUM AGENCY	102.03	1,228.20
4702V	5/31/16	LYCEUM AGENCY	102.03	-1,228.20
				\$2,141.77
REGULAR CHECKS:				
4703	6/9/16	BAKER & TAYLOR	102.03	260.44
4704	6/9/16	GOLDNER WALSH NURSERY, INC.	102.03	350.02
4705	6/9/16	SCHOLASTIC INC	102.03	1,608.32
4706	6/9/16	THE CHILD'S WORLD	102.03	478.80
Total				\$2,697.58

Bloomfield Township Public Library 2016-2017 General Fund Budget

7b

PRESENTED: JUNE 21, 2016 FOR THE MONTH OF: MAY 2016

Two months 16%

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				
<u>Revenues</u>						
Taxes	\$6,846,279	\$6,846,279	(\$3,379)	(\$5,090)	-0.07%	(\$6,851,369)
Penal Fines	\$55,845	\$55,845	\$0	\$0	0.00%	(\$55,845)
State Aid	\$34,507	\$34,507	\$13,339	\$13,339	38.66%	(\$21,168)
Circulation Fines & Fees	\$100,000	\$100,000	\$7,723	\$15,999	16.00%	(\$84,001)
Charges for Services	\$11,987	\$11,987	\$1,074	\$2,537	21.16%	(\$9,450)
Investment earnings	\$81,546	\$81,546	\$7,461	\$18,452	22.63%	(\$63,094)
Miscellaneous	\$10,470	\$10,470	\$1,900	\$2,153	20.56%	(\$8,317)
Total Revenues	\$7,140,634	\$7,140,634	\$28,118	\$47,390	0.66%	(\$7,093,244)
<u>Expenditures</u>						
Personnel	\$3,842,532	\$3,842,532	\$271,315	\$727,891	18.94%	(\$3,114,641)
Library Services	\$834,856	\$834,856	\$58,201	\$133,997	16.05%	(\$700,859)
Facilities & Equipment	\$1,289,805	\$1,289,805	\$75,708	\$210,203	16.30%	(\$1,079,602)
Other Operating Expenditures	\$905,593	\$905,593	\$29,305	\$65,127	7.19%	(\$840,466)
Total Expenditures	\$6,872,786	\$6,872,786	\$434,528	\$1,137,218	16.55%	(\$5,735,568)
Fund Balance - Beginning	\$10,269,038	\$10,595,205		\$10,595,205		
Net revenue (expenditure)	\$267,848	\$267,848		(\$1,089,828)		
Fund Balance - Ending	\$10,536,886	\$10,863,053		\$9,505,377		

Amendments to the budget:

None

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: JUNE 21, 2016 FOR THE MONTH OF: MAY 2016

Two Months 16%

ACCOUNT NAME	2016-2017 ADOPTED BUDGET AS OF MAR 15, 2016	2016-2017 AMENDED BUDGET AS OF MAY 31, 2016	REVENUE/ EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	VARIANCE
<u>Revenues</u>						
Gift Income	\$500	\$2,961	\$2,375	\$2,461	83.11%	(\$500)
Investment Earnings	\$200	\$200	\$12	\$25	12.51%	(\$175)
Miscellaneous Revenue	\$0	\$0	\$0	\$0	0.00%	\$0
Total Revenues	\$700	\$3,161	\$2,387	\$2,486	78.64%	(\$675)
<u>Expenditures</u>						
Library Services	\$25,523	\$27,107	\$5,046	\$8,329	30.73%	(\$18,778)
Facilities & Equipment	\$30,594	\$30,994	\$648	\$748	2.41%	(\$30,246)
Other Operating Expenditures	\$96,533	\$97,266	\$835	\$6,510	6.69%	(\$90,756)
Total Expenditures	\$152,650	\$155,367	\$6,529	\$15,587	10.03%	(\$139,780)
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)		(\$13,101)		
Fund Balance - Ending	\$200	\$700		\$139,804		

Amendments to the budget:

 All changes due to gifts received

Bloomfield Township Public Library
Asset Allocation Summary
May 2016

Fund	Type	Annual Yield	Date	Amount on Hand
General Fund				
	5th 3rd Checking (Ecommerce)	0.00%	5/31/2016	\$153,938.50
	Flagstar Public Funds Savings	0.35%	5/31/2016	\$230,163.90
	Flagstar Premier Public Entities Checking	0.25%	5/31/2016	\$43,538.94
	RBC Capital Cash/Money Market	0.01%	5/31/2016	\$39.15
	RBC Capital - Investments	1.44%	5/31/2016	\$9,507,614.17
	Total General Fund			<u><u>\$9,781,356.16</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%	5/31/2016	\$92,694.01
	Huntington CD (Charnov gift) - matures 02/02/17	0.45%	5/31/2016	\$50,228.12
	Fifth Third Bank Business Standard Checking	0.00%	5/31/2016	\$1,457.82
	Total Gift Fund			<u><u>\$144,379.95</u></u>

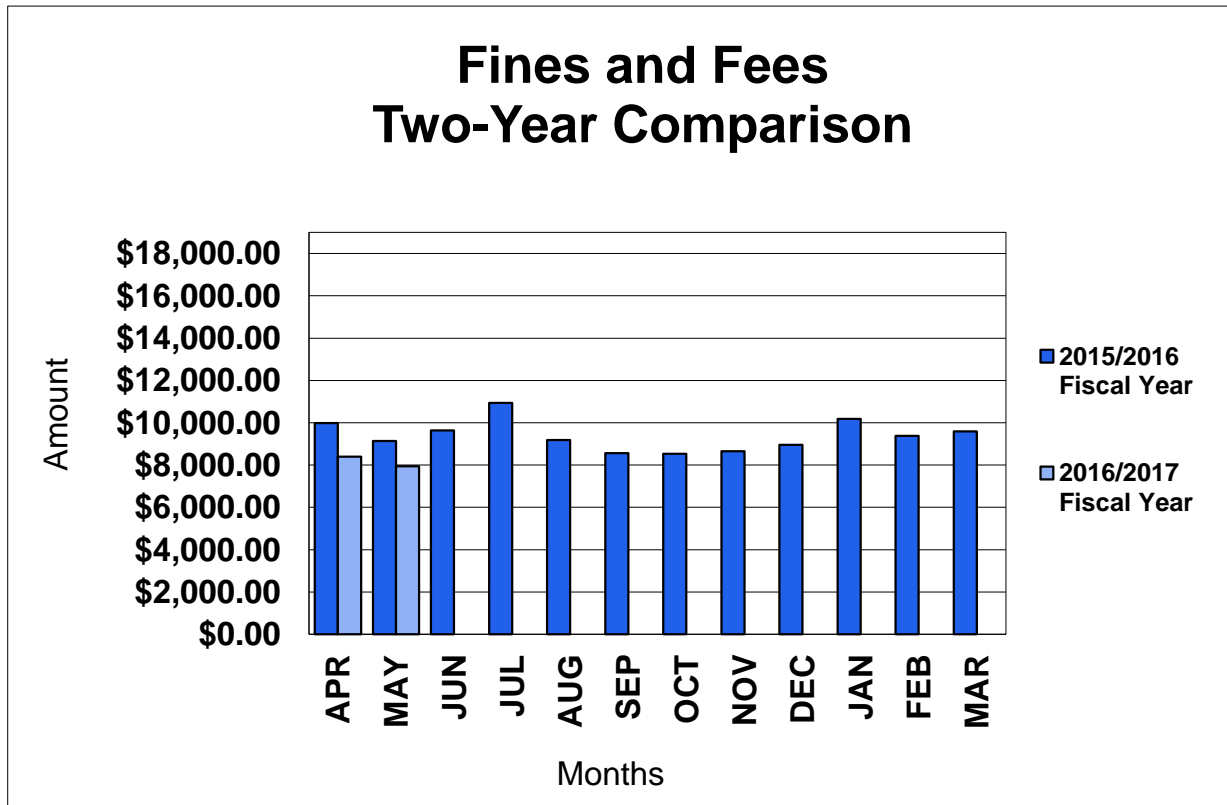
CFSEM

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

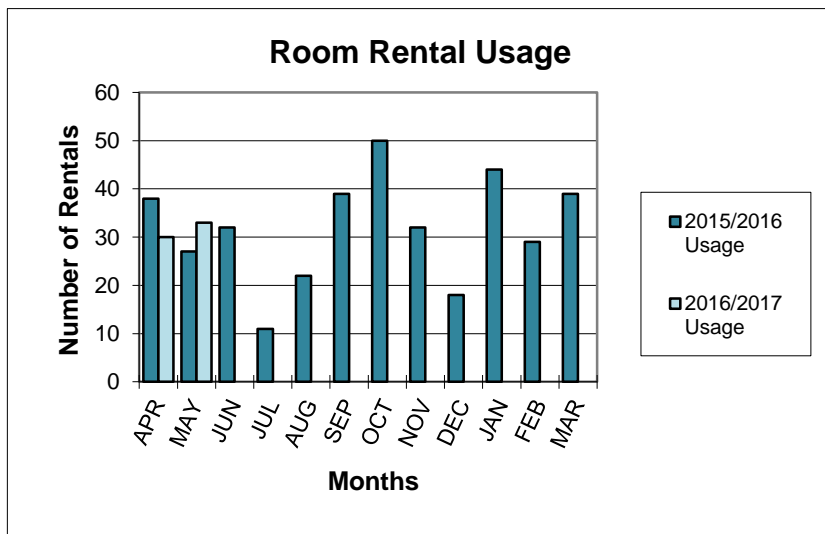
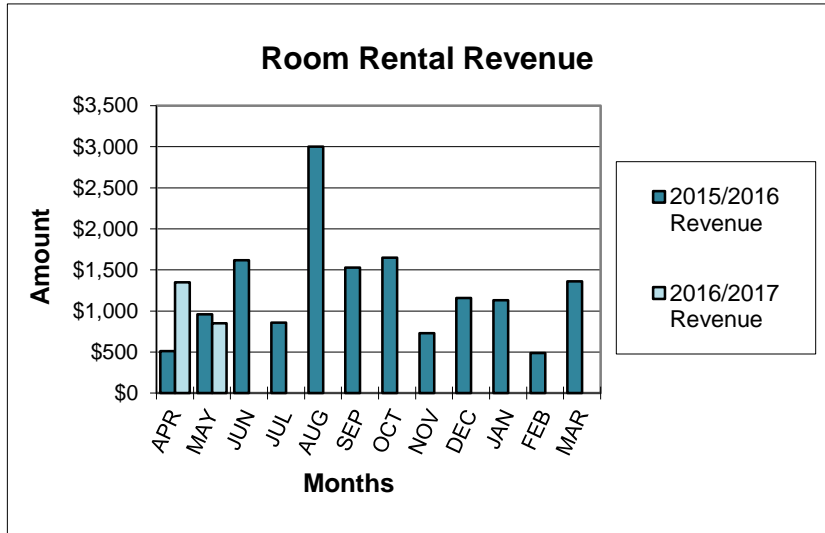
Month	2015/2016 Fiscal Year	2016/2017 Fiscal Year	Difference
APR	\$9,986.61	\$8,389.09	(\$1,597.52)
MAY	\$9,134.31	\$7,946.70	(\$1,187.61)
JUN	\$9,636.30		(\$9,636.30)
JUL	\$10,931.35		(\$10,931.35)
AUG	\$9,178.79		(\$9,178.79)
SEP	\$8,567.73		(\$8,567.73)
OCT	\$8,525.53		(\$8,525.53)
NOV	\$8,653.54		(\$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	\$16,335.79	(\$96,385.59)



ROOM RENTAL - TWO-YEAR COMPARISON

7b

<u>Month</u>	2015/2016 <u>Revenue</u>	2016/2017 <u>Revenue</u>	<u>Difference</u>	2015/2016 <u>Usage</u>	2016/2017 <u>Usage</u>	<u>Month</u>
APR	\$510.00	\$1,350.00	\$840.00	38	30	APR
MAY	\$960.00	\$850.00	(\$110.00)	27	33	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	\$2,200.00	YTD Difference (\$12,800.00)	381	63	

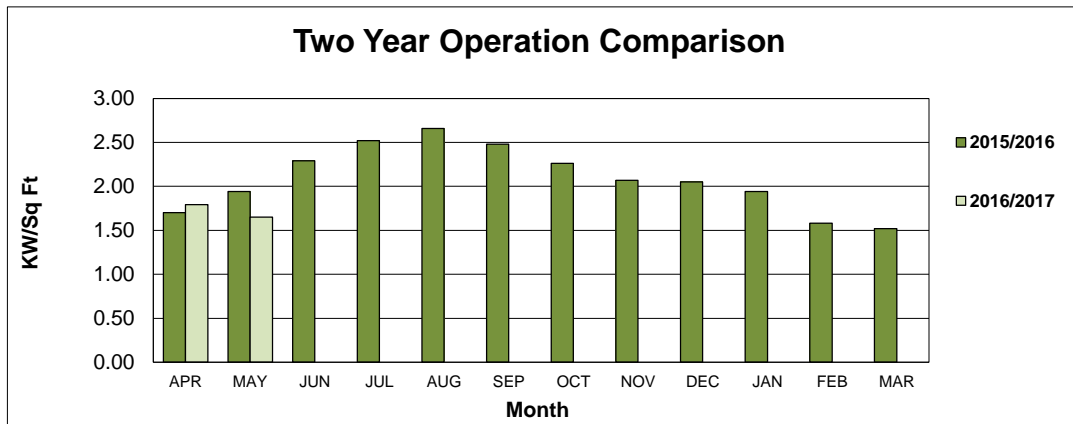
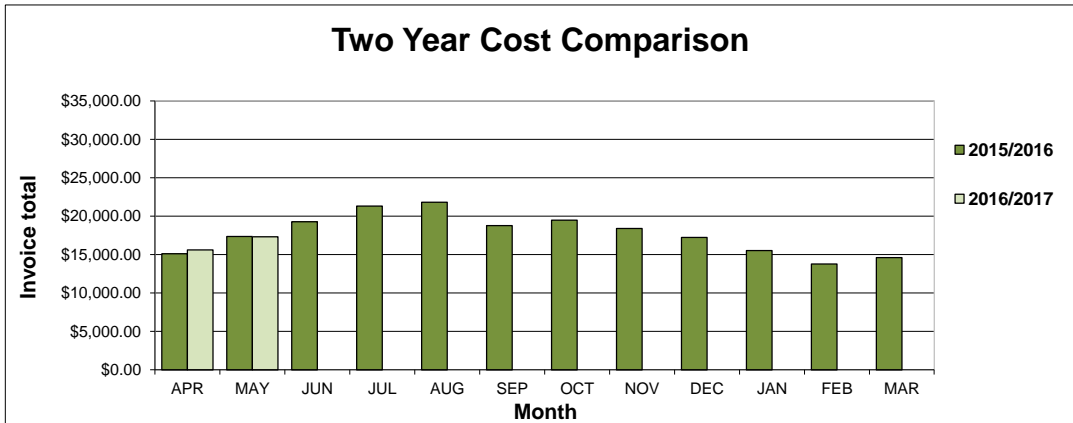


Bloomfield Township Public Library Electricity Analysis

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	\$17,290.02	(\$70.65)	166,670	\$0.10	224.02	1.65	\$23.24	\$0.17
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	\$32,909.16	(\$179,667.55)						

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

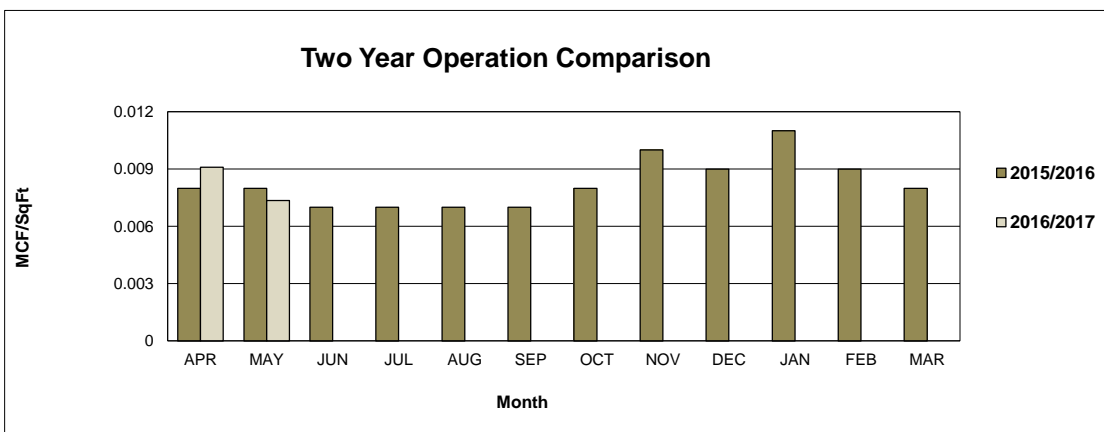
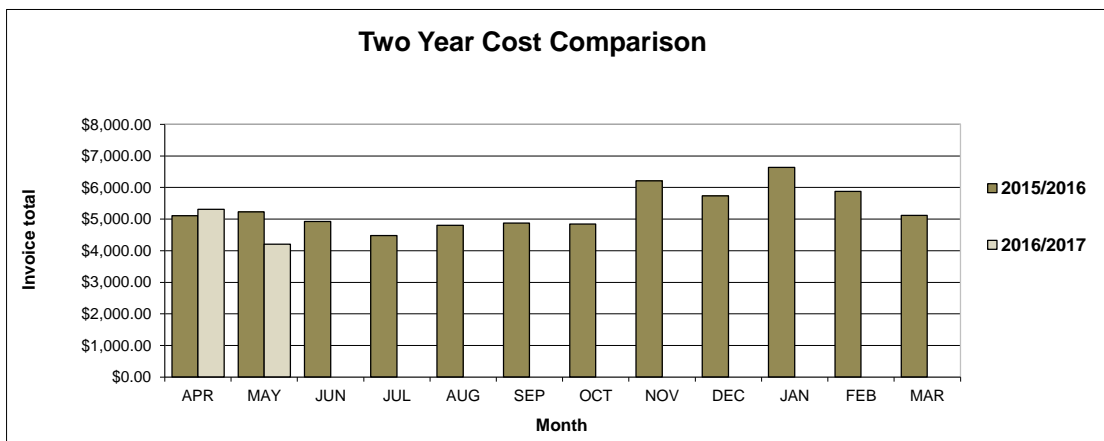


Bloomfield Township Public Library Natural Gas Analysis

Building Area = 101,023

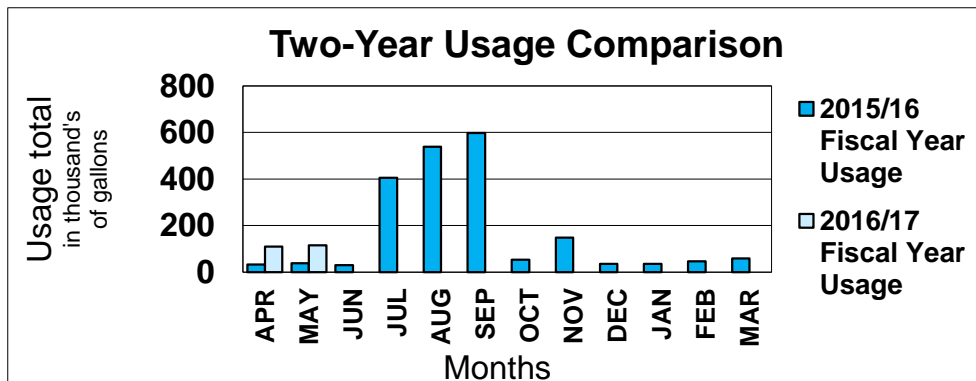
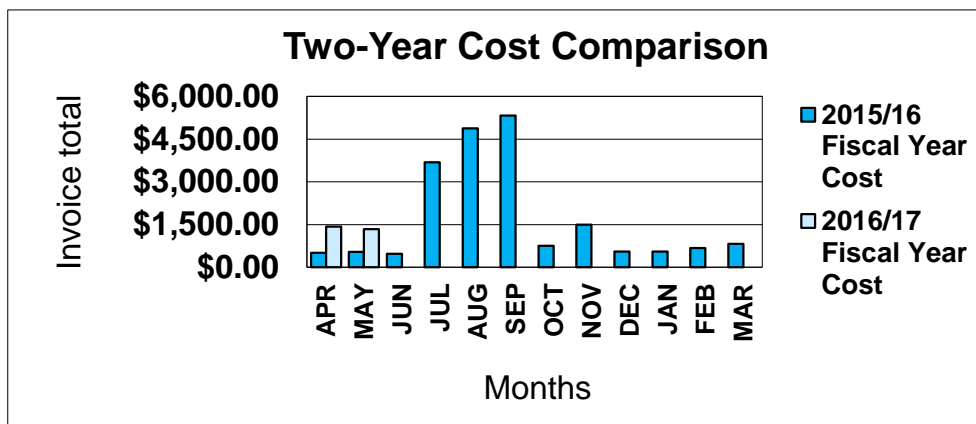
1 Cu. Ft. = 1000 BTU

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	\$4,208.72	(\$1,024.42)	742.2	\$5.67	744	1.00	0.007	5.66	0.041
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	\$9,516.55	(\$54,327.91)							



Bloomfield Township Public Library Water Analysis

Month	2015/16 Fiscal Year Cost	2016/17 Fiscal Year Cost	Difference	2015/16 Fiscal Year Usage	2016/17 Fiscal Year Usage	Difference
APR	\$510.99	\$1,432.45	\$921.46	33	109	76
MAY	\$543.83	\$1,333.69	\$789.86	38	115	77
JUN	\$474.87		(\$474.87)	30		(30)
JUL	\$3,690.27		(\$3,690.27)	405		(405)
AUG	\$4,879.55		(\$4,879.55)	539		(539)
SEP	\$5,329.99		(\$5,329.99)	598		(598)
OCT	\$751.79		(\$751.79)	53		(53)
NOV	\$1,498.87		(\$1,498.87)	148		(148)
DEC	\$547.11		(\$547.11)	36		(36)
JAN	\$547.11		(\$547.11)	36		(36)
FEB	\$679.55		(\$679.55)	47		(47)
MAR	\$824.03		(\$824.03)	59		(59)
			YTD Difference			YTD Difference
TOTAL	\$20,277.96	\$2,766.14	(\$17,511.82)	2,022	224	(1,798)



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

Four applications have been received for consideration for the annual Jeanette P. Myers Scholarship Award. A press release regarding this scholarship was sent to our media contacts. In addition, it was promoted on the Library website, with a large poster in the library lobby, in our e-newsletter and to our community partners, specifically Bloomfield Hills Schools, Cranbrook Educational Community and the University of Michigan School of Music, Theatre and Dance. The applications and scholarship guideline information will be forwarded to the Myers Scholarship Committee for their review. We will inform the chosen applicant(s) by July 15 and present the scholarship at the August 16, 2016 Library Board meeting. The Myers family will be invited to join us for this special award along with the recipient(s).

Two new landscape projects were completed in early June. Thanks to the generosity of the Friends of the Library, there are new plantings along the Library's drive up return lane. These new plantings include dwarf butterfly bush, lavender and candy tuft with some ornamental grasses in the center (photo on left below). A new raised garden bed is in place on the Youth Terrace, just in time for this summer's annual *Read to Seed* program. Very soon, plantings of tomatoes, oregano, peppers and more will be planted and cared for by our younger patrons and their families.



At their June 1 Friends meeting, the Friends Board approved just over \$16,000 in funding for ALL nine items on our current Wish List! Items approved for funding include the 2016/2017 Chamber Music Concert Series, First Grade Readers Rally, Detroit Historical Society Displays, Three Ozobots, Library Entrance Arrangements for 2016/2017, among other items. Thank you Friends!!!

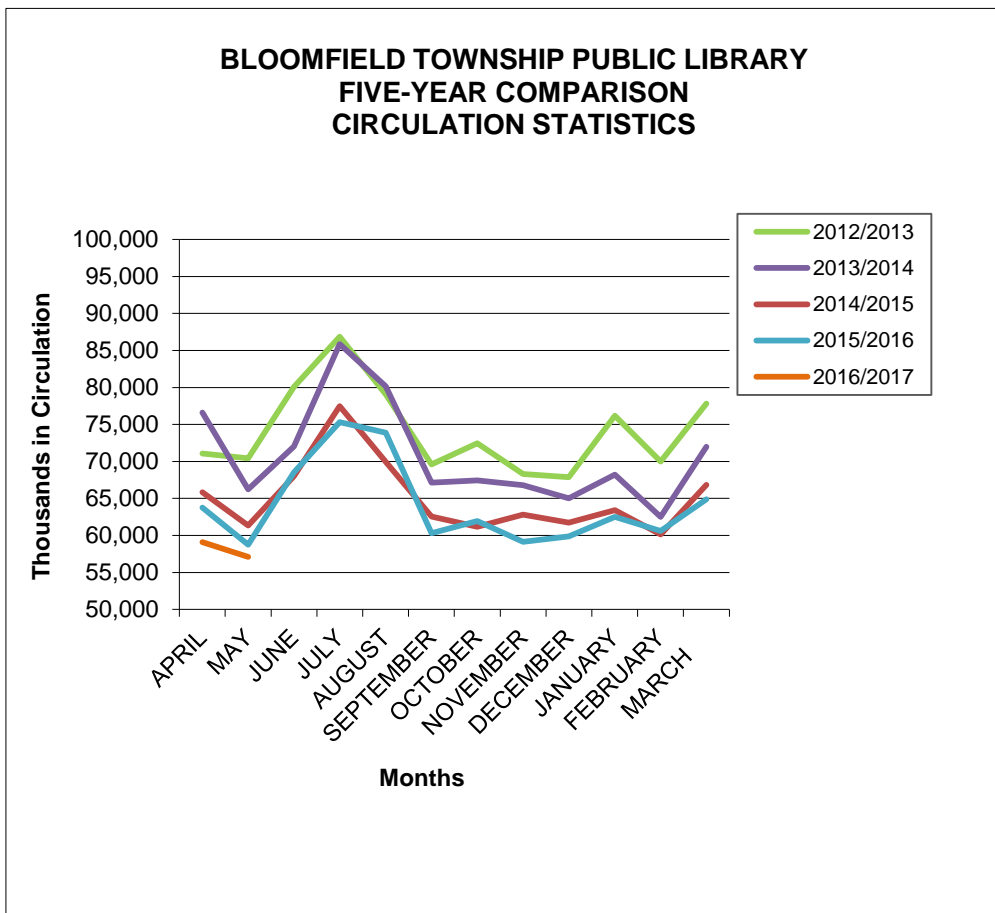
Respectfully Submitted,

*Carol Mueller
Director*

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
FIVE YEAR CIRCULATION

6/16/2016

	<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	57,125
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	116,215



	2015		2016	
COLLECTION				
Book Collection:	281,260		278,970	
Media Collection:	61,602		62,324	
Total e-books:	28,382		30,830	
Overdrive	6,865		8,468	
EBSCOhost	19,223		19,197	
Total downloadable audiobooks:	5,026		4,823	
Materials Total:	376,270		376,947	
CIRCULATION				
Circulation Total:	58,740		57,125	
Bloomfield Township Circulation:	54,369		50,639	
Virtual Circulation Total	5,060		6,278	
Circulation of Youth materials:	20,862		19,665	
Circulation of Media:	21,723		19,940	
Circulation of Cranbrook passes:	137		155	
Self-checkout machine use:	22,617	38.5%	22,247	38.9%
Library by Mail:	78	27 patrons	81	27 patrons
BUILDING & EQUIPMENT USAGE				
Door Count:	24,655 *		22,732 ^	
Gate Count:	26,106		22,566 ^^	
Meeting rooms by public:	27		33	
Meeting rooms by staff:	63		91	
VIRTUAL USE				
Home page hits/Database services:	17,863		22,518	
e-book access:	2,075		2,312	
Overdrive	2,037		2,273	
EBSCOhost	38		39	
Audiobook access: (Overdrive)	942		1,184	
Music download access:	1,359		1,290	
Magazine download access:	684		714	
Tutor.com sessions:	76		54	
Hoopla access:	n/a		778	
Library Computer Use				
Resident Use	1,639		1,416	
Guest Use	659		762	
*Library closed May 1, 2015 for Staff Development Day; and May 24 & 25, 2015 for Memorial Day				
^Library closed May 6, 2016 for Staff Development Day; and May 29 & 30, 2016 for Memorial Day				
^^Counter not working 4 days				

	2015		2016	
OUTREACH & PROGRAMS				
<i>New Patrons and Accounts</i>				
Township:	122		142	
Cranbrook:	3		2	
Total new patrons:	200		221	
<i>Adult Program Attendance</i>				
Staff-led:	5 events	204 attended	11 events	316 attended
Speaker-led:	6 events	81 attended	6 events	54 attended
Book clubs:	4 events	51 attended	4 events	52 attended
Tours/visits on-site:	3 events	43 attended	0	0
Tours/visits off-site:	0	0	0	0
<i>Systems Program Attendance</i>				
Staff-led:	3 events	19 attended	4 events	28 attended
<i>Teen Program Attendance</i>				
Staff-led:	3 events	50 attended	1 event	1 attended
<i>Youth Program Attendance</i>				
Staff-led:	16 events	263 attended	26 events	774 attended
Speaker-led:	1 event	48 attended	1 event	17 attended
Tours/visits on-site:	1 event	1 attended	0	0
Tours/visits off-site:	2 events	331 attended	14 events	1,296 attended
TOTAL:	44 events	1,091 attended	67 events	2,538 attended
<i>Volunteers:</i>				
	21 people	188.75 hours	23 people	241.50 hours
	Shop: 7	68	Shop: 9	92.75
	Court: 0	0	Court: 1	14.25
	Students: 1	2.5	Students: 2	7.75
	Dept. Vol: 13	118.25	Dept. Vol: 11	126.75
<i>Patron Remarks</i>				
Patron Comments:	5		4	
Ask BTPL:	5		3	
Ask Us:	26		21	
DISPLAYS				
Lobby	Art from the Hills: Art display by students from BH schools			
Media	Adult: Historical Films; The Great Outdoors; Prom Films			
	Youth: Action/Adventure Films			
Local History	Travel			

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

The meeting of the Bloomfield Township Public Library Board of Trustees Development Committee was held in the Library on Wednesday, May 18, 2016 at 1:00 p.m.

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

Administration: Library Director, Carol Mueller; Assistant Director, Tera Moon; Youth Services Librarian, Emily Hudak; Volunteer, Nancy Kulish

Old Business:

Read-a-thon

Judy reported on the evening event subcommittee's May 2 meeting and asked for confirmation of several suggestions made by the subcommittee. The group confirmed the suggested time of 7-9pm. After discussion, it was decided that the ticket prices are \$10 for adults and \$5 for children 12 and under. Several food vendors were suggested. Volunteers will ask these vendors for donations of food, primarily chocolate desserts. The group agreed to the suggestion of a golden bookmark to serve as a program for the day's events.

Judy reported on the sponsorship subcommittee's May 12 meeting. The group agreed to the suggested sponsorship levels and names. Judy asked for names and addresses of vendors that are potential sponsors.

At the next meeting assignments for sponsorship requests will be made.

Photo Contest

The theme of the photo contest is reading. The contest will begin in February, 2017 and the deadline will be the week of April 10, 2017 during National Library Week. It was suggested to have an afternoon reception on the day awards are announced, around the beginning of May.

Next meeting: Monday, June 20 at 1:00 p.m.

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

Bloomfield Township Public Library
Oakland County, Michigan
Wednesday, June 15, 2016
11:00 a.m.

Present: Trustee: Judy Lindstrom

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

Guest: Virginia Smith

Old Business:

Community Room Historic Photos Project

The Committee discussed the historic photo project for the Community Room, funded by the Friends of the Library. This idea was proposed by Friends member Virginia Smith several years ago. Virginia attended our meeting today to share her vision for this project – photos that are representative of what happened over the decades at Bloomfield Township Public Library. She would like it to reflect how the Library was started, the people involved in its start and how the Library has grown over the years. Virginia also thinks it would be wise to build into the design a way to add to this photo collage in future years. One suggested way to do this is to use a representative photo to be the anchor in the center of a grouping of related photos. Photos need to be impactful and of good quality.

The title, “Bloomfield Township Public Library: Telling our Story” was suggested as a title for this photo collage. Rather than a chronological photo display, it was suggested that the photos be grouped around themes:

- How to Start a Library (Trustees/Friends)
- Technology/Collections/Things (card catalog, logos, mission statements)
- Community/People (Trustees, Friends, staff, patrons, volunteers)
- Beauty of our building (art, gardens, landscaping, building)
- Programs (Aretha Franklin reading)

From contacts to various organizations about getting assistance with our project, it was suggested that Exhibit Works, located in Livonia, does this type of work. Carol will reach out to them.

New Business:

Bloomfield Hills Schools Art Unveiling and Reception

The unveiling and reception for the art mosaic piece created by Pennie Ellis's Conant Elementary School students will be held on Thursday, September 22, at 5:00pm.

Invitations will be created for this special event. These may be print and/or electronic invitations. Invitations should be sent to all of the Conant Elementary School students involved in this project in addition to Superintendent Rob Glass, Conant Elementary School Principal and Bloomfield Hills Schools Board members as well we our Library Board Trustees, Friends Board and staff.

Brief comments will precede the unveiling. Carol will introduce Pennie Ellis, who will explain the project. Superintendent Rob Glass and Library Board President Joan Luksik will be asked to unveil the art piece. Everyone will be invited to the Community Room to enjoy simple refreshments. Judy will reach out to the Dessert Diva for mosaic style cookies and small bottles of water will be provided. Tera will provide extensive media coverage including arranging for a feature article in The Eagle, information in the Library's fall newsletter and enewsletters as well as Bloomfield Hills Schools enewsletters, among others.

The next meeting will be on Thursday, July 7 at 11:00am.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees

FROM: Carol Mueller

DATE: June 13, 2016

SUBJECT: 2017 Periodical Subscription Services Bid

Each year the Library releases a request for periodical subscription services proposals. A copy of this year's request for proposals is included for your information. Assistant Director Tera Moon and Adult Services Librarian Ed Niemchak conducted this year's bid process for 2017 library periodical subscriptions. A request for proposals was mailed to seven companies – Basch Subscriptions, Inc., EBSCO Information Services, Magazine Subscription Service Agency, Popular Subscription Service, Rivistas Subscription Service, W. T. Cox Information Services, and Wolper Information Delivery – posted on the Library website and available at the Welcome Desk. This year, we included a request for pricing on 38 titles that we currently order directly from publishers. As we rely on our vendor to supply as many titles as possible to keep our accounting and staff time costs low, it is logical to ask our vendor to supply these titles in addition to the 424 titles already being supplied. For this reason, all quotes are higher than last year's.

The deadline to receive all proposals was Friday, May 13, 2016 at 4:00p.m. Proposals from four companies were received and opened at that time. Proposals were received from Basch Subscriptions, Inc., EBSCO Information Services, Popular Subscription Services, and W.T. Cox Information Services. Magazine Subscription Service Agency and Wolper Information Delivery did not submit proposals. The RFP sent to Rivistas Subscription Services was returned undeliverable.

Ed and Tera thoroughly analyzed all four proposals received. Attached is a chart they prepared which describes the pros and cons of each vendor, including comments from references for each company.

Basch Subscriptions, Inc. submitted a bid at \$9,082.67. The reason for this significantly lower bid is that half of the titles we requested were not included in the price list and total quote. It is unclear if Basch is unable to provide these titles or if they were inadvertently omitted. This incomplete list and price make it impossible to compare

Basch's bid to the other companies. In addition, Basch is not providing a discount. Three references contacted were satisfied with the service provided by Basch and experienced only minor problems. Because Basch did not submit a complete bid, nor are they offering any discount, Basch is not recommended to receive our 2017 serials bid.

EBSCO Information Services submitted the third highest bid for periodical subscriptions at \$26,583.80. The bid submitted by EBSCO was not complete. A detailed list of titles and pricing was not provided, neither electronically, as specified in the RFP, nor a hard copy. EBSCO is offering only a 5.5% discount. Both references contacted indicated that overall, they are happy with the service provided by EBSCO. Because a complete bid was not submitted, EBSCO Industries, Inc. is not recommended as the company to receive our 2017 Serials Bid.

Popular Subscription Service submitted the second highest bid at \$27,588.93. However, Popular Subscription Service did not submit a complete proposal. Our proposal specifically asks each vendor to submit a company history, which was not included. Popular is not able to provide 11 titles. We rely on our vendor to supply as many titles as possible to keep our accounting and staff time costs low. Popular offer a 6.3% discount on some titles, but not all. Three references contacted were satisfied with Popular's service, though all purchase significantly fewer titles than we do. We are not recommending Popular Subscription Service at this time.

W. T. Cox Information Services is our current serials vendor. They submitted a proposal for periodical subscriptions of \$30,079.79, the highest bid received. They are offering the highest discount at 18% all discountable titles. Because of our request to include titles ordered directly from publishers, their bid is \$3,000.00 higher than last year. However, if those additional titles were not included, the price increase would be \$300.00. They are able to supply more titles than any other vendor. References contacted indicate that W. T. Cox Information Services delivers quality service in a timely manner. Our experience with their service over the four years has been very good. Our customer service representative is easy to work with and responds quickly to all our inquiries. For these reasons, it is the recommendation of Assistant Director Tera Moon and Librarian Ed Niemchak that we accept the bid from W. T. Cox Subscriptions, Inc. for periodical subscriptions in 2017. I agree with their recommendation. If you agree, the following motion is needed.

ACTION: I move to approve awarding the 2017 Library Serials Bid to W. T. Cox Subscriptions, Inc., 201 Village Road, Shallotte, NC 28470.

Bloomfield Township Public Library
 Serials Quote 2016-17 FY

Company	Bid Package	References	Total Quoted Price	Supplemental Invoices
			\$9,082.67	
Basch Subscriptions, Inc.	The bid was not complete. Price list did not include all titles.	Three of six references were contacted. All three were happy with their services, with only minor problems.	Did not provide a discount; price list provided was not complete making it impossible to compare to other vendors and to Basch's previous quote.	Yes
			\$26,583.80	
EBSCO Information Services	The bid was not complete. Flash drive with price list and title availability not included.	Two of three references were contacted. Both were satisfied with EBSCO's service. One reference was not a working phone number.	EBSCO Subscription Services has the third highest bid. There is an increase over last year of \$538.38, which includes a discount of 5.5%. We are unsure which titles are included in this quote since no pricing list was provided.	Yes
			\$27,588.93	
Popular Subscription Service	Bid packet was incomplete. Did not include company background.	Three of six references were contacted. All were satisfied with Popular's pricing. Service is friendly but not thorough. All libraries have far fewer subscriptions than us.	Popular is not able to provide 11 titles requested in the RFP. Popular is offering a 6.3% discount on group A but no discount on group B.	Not specified in bid
			\$30,079.79	
W. T. Cox Information Services	The bid was complete. References and company history were included.	Three of five references were contacted. One reference was very happy and highly recommends the service. The other two were satisfied.	W. T. Cox is able to provide more titles than any other vendor. They have been our vendor for this service for 4 years and have provided excellent service. W. T. Cox is able to provide many titles that we have been ordering directly from publishers. This streamlines ordering and invoicing.	No

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

1099 Lone Pine Rd.
Bloomfield Township, MI 48302

REQUEST FOR PROPOSALS

SERIALS SUBSCRIPTIONS AND SERVICES

April 1, 2016

The Bloomfield Township Public Library is accepting firm, sealed bids for **serials subscriptions and services**.

Specifications and bid forms can be obtained on the Library's website at www.btpl.org, at the Welcome Desk, Bloomfield Township Public Library, 1099 Lone Pine Road, Bloomfield Township, MI 48302, or by calling Tera Moon, Assistant Director, at 248-642-5800, ext. 112.

Deliver **two (2) copies** of the bid proposal form in a sealed envelope marked with the name of the bidder and entitled **Serials Quote 2017**. Verbal, telephone, fax, or electronic mail bids are invalid and will not receive consideration. Bids must be hand-delivered, delivered by courier, or mailed to arrive no later than **4:00 p.m.**

Friday, May 13, 2016. Address these to:

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

Library hours are:

Monday through Thursday, 9:30am – 9:00pm
Friday, 9:30am – 6:30pm
Saturday, 9:30am – 5:30pm
Sunday, 12noon – 5:30pm

All proposals submitted will remain firm for a period of **90 DAYS**.

The Bloomfield Township Public Library reserves the right to accept or reject any or all bids, either in whole or in part; to award the contract to other than the low bidder; to waive any irregularities and/or informalities; and in general, to make awards in any manner deemed to be in the best interests of the library.

The successful bidder will declare and stipulate that its proposal is made in good faith, without collusion or connection with any other person or persons bidding for the same work, and that the prices quoted include all terms, insurance, royalties, transportation charges, allowances, taxes, use of all tools and equipment,

overhead, profit, etc., necessary to fully complete the work in accordance with the bid documents.

INSTRUCTIONS TO BIDDERS

PROPOSALS

1. Firm, sealed proposals will be received by the Bloomfield Township Public Library, 1099 Lone Pine Road, Bloomfield Township, MI 48302 for the serials quote in accordance with the attached specifications.
2. Proposals will be submitted only on the forms provided. Deliver two (2) copies of the bid proposal form in a sealed envelope marked with the name of the bidder and entitled Serials Quote 2017. Bids must be hand-delivered, delivered by courier, or mailed to arrive no later than 4:00 p.m. Friday, May 13, 2016, at which time all bids will be publicly opened at the Library. These should be addressed to Tera Moon, Assistant Director, Bloomfield Township Public Library, 1099 Lone Pine Road, Bloomfield Township, MI 48302. Verbal, telephone, fax, handwritten, or electronic mail bids are invalid and will not receive consideration.
3. Any questions regarding bid specifications must be received no later than five working days prior to the bid opening. Questions must be submitted in writing to the attention of Tera Moon via the address indicated above or via the library fax at 248-258-2555 or via e-mail to moontera@btpl.org. No response will be made to verbal questions.
4. Proposals must include a description of the company's background (history, mission, growth)
5. Proposals must include a list of references that are **current customers**, including contact names and phone numbers.
6. Bidders **are required to fill in prices in the Excel Spreadsheet** provided on the flash drive included with this bid.
7. Bidders **must** provide a comprehensive total for all subscriptions. Final bid price must reflect Group A: Bloomfield Township Public Library; Group B: Maggie Pub Bloomfield Township Public Library.
8. The Bloomfield Township Public Library reserves the right to accept or reject any or all bids, either in whole or in part; to award the contract to other than the low bidder; to waive any irregularities and/or informalities; and, in general, to make awards in any manner deemed to be in the best interests of the library.

TAXES

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

CONTRACT AWARD

The contract will be awarded in the form of a signed proposal sheet mailed to the vendor selected. It is the intent of the Library to award the bid for serials services at the regularly scheduled Library Board of Trustees meeting on **Tuesday, June**

21, 2016. Notification will be mailed out on June 22, 2016. Awards will be made on a lump-sum basis, in a manner most favorable to Bloomfield Township Public Library.

WITHDRAWAL OF BIDS

Any bidder may withdraw a bid at any time prior to the scheduled time for receipt of bids.

SPECIAL CONDITIONS

- A. The library reserves the right to add or delete titles from the final purchase order submitted. This may be due to a) missed items from this original quote, b) a title has ceased publication, or c) the title is no longer needed by the library.
- B. The library reserves the right to cancel any serial subscriptions deemed unnecessary.

REPORTS & CLAIMING

- A. Bidder must include documentation demonstrating that the bidding company has the capability to accept electronic claims for missing issues via Innovative Interfaces Sierra Serials module.
- B. Bidder must notify the library bi-monthly of ceased publications, suspended publications, publication delays, publishing frequency changes, title changes or title mergers.

INVOICING & CREDIT MEMOS

Bidder must include documentation describing the invoicing procedure for added subscriptions, periodical subscription price increases, and standing order invoices during the course of the fiscal year. Bidder must also provide information describing its CREDIT MEMO procedure. Bidder must also provide information on any technology available to permit delivery of invoices by e-mail in PDF and/or HTML.

DELIVERY

Proposals must include delivery to Bloomfield Township, Michigan, Bloomfield Township Public Library. Deliveries will be made to this one (1) location of 1099 Lone Pine Road, Bloomfield Township, Michigan. There are two accounts for this bid: Group A: Bloomfield Township Public Library; Group B: Maggie Pub Bloomfield Township Public Library. Each group is to be invoiced on the same invoice under separate accounts. If bidder is awarded contract, both accounts must be renewed in a proper and timely fashion.

PAYMENTS

Invoice must be received no later than September 16, 2016. Payment in full will be due and payable as of **November 18, 2016**, providing all subscriptions are renewed and accepted and the contract has been fully renewed.

DOCUMENTATION

Bidder will provide a toll free telephone number, toll free fax number, and e-mail address, and will assign a specific customer service representative and an account services manager to handle this account.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

SERIALS QUOTE

PROPOSAL FORM

Bloomfield Township Public Library
1099 Lone Pine Road
Bloomfield Township, MI 48302
248-642-5800 www.btpl.org

GROUP A TOTAL: \$ _____

GROUP B TOTAL: \$ _____

PROPOSAL GRAND TOTAL: \$ _____

Proposal (is, is not) _____ in complete accordance with specifications and instructions. (If answer is "is not," explanatory descriptive and illustrative materials must be attached.)

The Bloomfield Township Public Library reserves the right to accept or reject any or all bids, either in whole or in part; to award contract to other than the low bidder; to waive any irregularities and/or informalities; and, in general, to make awards in any manner deemed to be in the best interests of the library.

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

Respectfully submitted,

Company _____

By _____

Official
Address _____

Telephone Number _____

E-mail address of contact: _____

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: June 13, 2016
SUBJECT: Strategic Plan Update

This month, I met with the six work teams that have been established around the six priority investments. The teams have between four and six staff representing several departments. Each team has been given a different assignment. The teams will set their own meeting schedules and will report on their progress monthly. The assignments given to the teams are below.

- 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

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

JULY

2016

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2 Saturday Sports Movie 1pm
3 LIBRARY OPEN	4 LIBRARY CLOSED FOR INDEPENDENCE DAY	5 Knit N Stitch Circle 10am	6 LEGO Club 11am Myers Scholarship Committee 11am	7 Your Library Online 2pm Intro to Google Docs 6pm Joel's Page Racer Magical Comedy Show 7pm	8 English Language Conversation Hour 2-3pm After Hours Grossology 6:30-8pm	9 Friends Second Saturday Book Sale 9:30-3:30 Saturday Sports Movie 1pm
10 Friends Extended Book Sale Noon-3:30pm	11 Adult & Teen Sensory Story time 11am On Your Mark, Get Set, Craft 2pm	12 Nursery Rhyme Olympics 10:30am Memoir Writers Group 1pm Mindfulness with Brian Granader 2pm	13 Amazing Race Library Edition 2pm Nonfiction Book Club 7pm Writers Rendezvous 7pm	14 Muggle Quidditch 2pm	15 Coffee & Conversation 10am	16 Saturday Sports Movie 1pm Intro to Excel 2pm
17	18 30 Minute Lunchtime Book Club 1pm Flying Aces 6:30pm Your Library Online 7pm	19 Reading Comes Alive with Yoga 10:30am Library Board of Trustees Meeting 7pm	20 Mystery Book Club 1pm Fresh Foodies 2pm	21 Grand Slam Book Discussion 2pm Intro to Scanning & Photo Editing 6pm	22 Family Story Time 10:30am Teen Murder Mystery After Hours 6:30pm	23 Saturday Sports Movie 1pm
24	25 Books in Bars at Mex 6pm Teen Quidditch Club 6pm	26 Coloring Club for Teens & Adults 11am Memoir Writers Group 1pm Lets Get Digital 3pm	27 Writers' Rendezvous 7pm	28 Eleanor's Book Club 10am Pete the Cat Party 6:30pm	29 On Your Mark, Get Set, Craft 2pm	30 Saturday Sports Movie 1pm Intro to Powerpoint 2pm
31						