

Bloomfield Township Public

Library

**Bloomfield Township Public Library
Board of Trustees**

Library Board Meeting
August 16, 2016
7:00 p.m.
John Rumsey Board Room

Trustees:

libraryboard@btpl.org

Joan Luksik, President

Pamela Williams, Vice President

Judy Lindstrom, Secretary

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, August 16, 2016
7:00 p.m.

#	<u>NUMBERED ITEMS</u>	<u>DATE DELIVERED</u>
1	Agenda	8/12/16
2a	Request to remove items from the Consent Agenda for Discussion	8/12/16
2b	Motion to approve the order of items for the regular and consent agendas	8/12/16
5	Motion to approve remaining consent agenda items 6-8d	8/12/16
6	Regular Board Meeting Minutes of 7-14-16	8/12/16
7a	Cash Disbursements	8/12/16
7b	Revenues/Expenditures Budget Report	8/12/16
7c	Energy Report	8/12/16
8a	President's Report	8/12/16
8b	Director's Report	8/12/16
8c	Bloomfield Township Liaison –no report	
8c	Cranbrook –no report	
8c	Art Committee –Meeting Minutes of 8-8-16	8/12/16
8c	Building, Grounds, Landscaping, Interiors Committee – no report	
8c	Development Committee – Meeting Minutes of 8-8-16	8/12/16
8c	Finance Committee – Meeting Minutes of 8-8-16	8/12/16
8c	Friends of the Library Liaison – no report	
8c	Investment Committee – Meeting Minutes of 8-8-16	8/12/16
8c	Jeanette P. Myers Scholarship Committee –no report	
8c	Personnel Committee – no report	
8c	Policy Committee – no report	
11a	Proposed 2017 Library holiday calendar	8/12/16
13	Motion to approve any items removed from the consent agenda	8/12/16
	<u>UNNUMBERED ITEMS</u>	<u>DATE DELIVERED</u>
	Strategic Plan Update	8/12/16
	Administrative Calendar – September 2016	8/12/16
	Directors Report – FOL meeting 8-3-16	8/12/16

AGENDA
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, August 16, 2016
Regular Board Meeting
7:00 P.M.

**Brief ceremony to award Myers Scholarship at 6:45 p.m. and*Public Budget Hearing at 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 July 19, 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. Proposed 2017 Library holiday calendar
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, September 20, 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
Thursday, July 14, 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: Grant Gerhart, Eli Greenbaum, Judy Lindstrom, Joan Luksik, Pam Williams

Administration: Library Director, Carol Mueller; Assistant Director, Tera Moon; Director's Secretary, Andrea Aragona; Finance Coordinator, Beth Sulek-LaHousse; Finance Coordinator, Sandi Bird.

Guests: Brooke Hoskins, SOC; Alan Panter CPA, Abraham & Gaffney, P.C.

After discussion, a motion was made by Judy Lindstrom, 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: Gerhart, Greenbaum, Lindstrom, Luksik, Williams

Nays: None

MOTION CARRIED

President's Verbal Report:

Joan thanked Carol Mueller, Tera Moon, Beth Sulek-LaHousse and Joan Wu for their work on the Board Packet this month. She was impressed with the immense amount of work that went into the audit, annual report and the request for consulting on the IT systems.

Joan read a resolution from the Library Board of Trustees to Adult Services Assistant Department Head, Connie Silver, on the occasion of her retirement.

Director's Verbal Report:

Carol shared an invitation to the Trustees to attend Connie Silver's retirement party on July 27th. Carol stated that Brooke Hoskins will begin her new position as Adult Services Assistant Department Head on August 1. Interviews for the Director's Secretary position will begin next week.

The Read to Seed Garden is thriving. The Youth Services staff extended a big Thank You to the Board for supporting the funding for this project.

The Friends of the Library had their second largest Saturday sale on July 9th and 10th with revenues of \$4674.50!

Pokémon GO was released on July 6th. Carol stated that we were surprised to find out that we have three stops in the Library!

CONSENT AGENDA MOTION:

After discussion, a motion was made by Pam Williams, seconded by Grant Gerhart **TO APPROVE THE ITEMS ON THE CONSENT AGENDA AS PRESENTED.**

A vote was taken for approval of the motion.

Ayes: Gerhart, Greenbaum, Lindstrom, Luksik, Williams

Nays: None

MOTION CARRIED

REGULAR AGENDA:

Call to the Public:

Joan welcomed Brooke Hoskins, SOC representative.

UNFINISHED BUSINESS:

No discussion items at this time.

NEW BUSINESS:

11a Audit

Alan Panter from Abraham & Gaffney P.C. presented the Independent Auditor's Report and Management Letter to the Trustees. We received a favorable report from Abraham & Gaffney for FY 2015-2016. The auditors commended the Library and stated that they have given the Library a clean opinion as there were no journal entries needed and there are no areas of concern.

The Trustees thanked Beth Sulek-LaHousse, Finance Coordinator, for her very detailed work and careful management of our financial records. They stated they will miss her next year after her retirement, and will think of her fondly when we are doing our audit.

11b FY 2015/2016 Annual Report

Carol shared the Annual Report with the Trustees. She stated that it is truly a pleasure to review the previous year's activities. Carol thanked Tera Moon for preparing the report and the Library Department Heads for submitting their summaries of the year's activities in their respective departments. The Annual Investment Report was also presented to the Trustees. The report compared our investment returns with the standard national average to reassure the Trustees that the Library is investing under relatively standard circumstances. The Annual Report will be posted on the website.

After discussion, a motion was made by Judy Lindstrom, seconded by Grant Gerhart **TO ACCEPT THE LIBRARY ANNUAL REPORT AND ANNUAL INVESTMENT REPORT FOR FISCAL YEAR 2015/2016.**

A vote was taken for approval of the motion.

Ayes: Gerhart, Greenbaum, Lindstrom, Luksik, Williams

Nays: None

MOTION CARRIED

DISCUSSION OF ITEMS REMOVED FROM THE CONSENT AGENDA

No items removed.

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: Gerhart, Greenbaum, Lindstrom, Luksik, Williams

Nays: None

MOTION CARRIED

OTHER:

Joan reminded everyone that August 4, 2016 is the Finance and Investment joint Committee meeting open to the entire Board at 10:00am in the Library Board Room to review the preliminary budget. Schwartz & Co. will attend to give investment overview. This is an open meeting and will be posted.

Meeting adjourned at 7:50 p.m.

The next meeting of the Bloomfield Township Public Library Board of Trustees is Tuesday, August 16, 2016 at 7:00 p.m. in the Library Board Room.

Submitted by:

Judy Lindstrom, Secretary

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

Cash Disbursements Comments

August 2016

New Vendors:

Brian Granader is a new vendor for a library program.

Farukh Navaid is a new vendor for a meeting room refund.

G & S Window Washing is a new vendor for library window cleaning.

Integrity Business Solutions is a new vendor for library office supplies.

World Trade Press is a new vendor for a database on world travel.

General Fund Advance

- Check #16273 payable to the Bloomfield Township in the amount of \$4,428.69 was payment for the May 17 – June 20, 2016 water and sewer bill.
- Check #16279 payable to The Library Network (TLN) in the amount of \$3,174.88 was payment for the Library's internet service.
- Check #16284 payable to the Plumbing Professors in the amount of \$1,500.00 was payment for jetting of the storm water pipes.

General Fund

- Check #16311 payable to Bloomfield Township in the amount of \$276,777.76 was payment for two payrolls, including FICA, HRA contributions, pension, etc. as usual.
- Check #16321 payable to Goldner Walsh in the amount of \$4003.80 was payment for installation of the "Read to Seed" permanent garden on the Youth Terrace.

- Check #16329 payable to Michigan Governmental Finance Officers Association in the amount of \$125.00 was payment for one annual membership for our Finance Coordinator.
- Check #16330 payable to the Michigan Municipal League in the amount of \$153.80 was payment for advertising the Director's Secretary job announcement.
- Check #16338 payable to Professional Engineering Associates, Inc. in the amount of \$1,650.00 was payment for work on our water remediation project.
- Check #16339 payable to Proquest-CSA, LLC in the amount of \$7,350.00 was payment for database subscriptions to the Detroit News, New York Times, and Wall Street Journal newspapers online.

Gift Fund

- Check #4718 payable to the Goldner Walsh in the amount of \$2,548.97 was payment for drive up lane landscaping.
- Check #4721 payable to Wayne State University – Financial Aid Scholars in the amount of \$1225.00 was payment for the Myers Scholarship award in Jamie Jasper's name.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
CHECK REGISTERS
FOR THE MONTH OF JULY 2016**

Check #	Date	Payee	Cash Account	Amount
General Fund				
ADVANCE CHECKS:				
16266	7/6/16	Elizabeth Clauder	104.01	116.87
16267	7/6/16	Marian Rafal	104.01	57.98
16268	7/18/16	Joel Dion	104.01	23.22
16269	7/18/16	Martha McGee	104.01	38.62
16270	7/18/16	Jennifer Taggart	104.01	1,284.23
16271	7/18/16	Beth Sulek-LaHousse	104.01	51.84
16272	7/18/16	Killian Weston	104.01	44.73
16273	7/18/16	BLOOMFIELD TOWNSHIP	104.01	4,428.69
16274	7/18/16	CDW GOVERNMENT, INC.	104.01	477.79
16275	7/18/16	COMCAST	104.01	130.73
16276	7/18/16	FLAGSTAR BANK	104.01	1,886.72
16277	7/18/16	MOSAIC YOUTH THEATRE OF DETROIT	104.01	500.00
16278	7/18/16	PACIFIC TELEMAGEMENT SERVICES	104.01	78.00
16279	7/18/16	THE LIBRARY NETWORK	104.01	3,174.88
16280	7/18/16	UNIFY INC.	104.01	494.23
16281	7/18/16	UNITED STATES POSTAL SERVICE	104.01	1,815.00
16282	7/18/16	VIGILANTE SECURITY	104.01	1,950.00
16283	7/18/16	R. L. DEPPMANN	104.01	1,482.24
16284	7/18/16	PLUMBING PROFESSORS	104.01	1,500.00
16285	7/18/16	VERIZON WIRELESS	104.01	204.73
16286	7/26/16	Elizabeth Clauder	104.01	183.45
16287	7/26/16	Maeve Devlin	104.01	67.78
16288	7/26/16	Brooke Hoskins	104.01	142.96
16289	7/26/16	Emily Hudak	104.01	76.75
16290	7/26/16	APPLIED IMAGING	104.01	481.33
16291	7/26/16	AT&T LONG DISTANCE	104.01	0.36
16292	7/26/16	PETTY CASH - BTPL	104.01	155.35
16293	7/26/16	CENGAGE LEARNING/GALE	104.01	88.17
16294	7/26/16	CONSUMERS ENERGY	104.01	4,294.67
16295	7/26/16	DTE ENERGY	104.01	21,811.53
16296	7/26/16	GENPOWER PRODUCTS, INC.	104.01	796.00
16297	7/26/16	FARUKH NAVAJD	104.01	100.00
16298	7/26/16	PRINCIPAL LIFE INS CO-SBD GRANDE ISLAND	104.01	715.37
16299	8/3/16	Marianne Abdo	104.01	87.92
16300	8/3/16	Maeve Devlin	104.01	9.83
16301	8/3/16	Brooke Hoskins	104.01	60.00
16302	8/3/16	Martha McGee	104.01	46.81
16303	8/3/16	AMAZON.COM	104.01	2,144.68
16304	8/3/16	AT&T	104.01	961.79
Total				51,965.25
REGULAR CHECKS:				
16305	8/5/16	ACE LAWN CARE & SNOW REMOVAL	104.01	3,050.00
16306	8/5/16	AMERICAN PEST CONTROL	104.01	1,594.50
16307	8/5/16	ASSA ABLOY ENTRANCE SOLUTIONS	104.01	695.25
16308	8/5/16	BAKER & TAYLOR, INC.	104.01	11,700.08
16308a	8/5/16	VOID	104.01	
16308b	8/5/16	VOID	104.01	
16308c	8/5/16	VOID	104.01	
16308d	8/5/16	VOID	104.01	
16309	8/5/16	BERNAN ASSOCIATES	104.01	64.00
16310	8/5/16	BLACKSTONE AUDIO, INC.	104.01	446.23
16311	8/5/16	BLOOMFIELD TOWNSHIP	104.01	276,777.76

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
CHECK REGISTERS
FOR THE MONTH OF JULY 2016**

Check #	Date	Payee	Cash Account	Amount
16312	8/5/16	BRILLIANCE PUBLISHING, INC.	104.01	189.94
16313	8/5/16	BUTZEL LONG	104.01	156.00
16314	8/5/16	CAR TRUCKING, INC.	104.01	199.50
16315	8/5/16	CAVENDISH SQUARE	104.01	23.95
16316	8/5/16	CENGAGE LEARNING/GALE	104.01	1,208.31
16316a	8/5/16	VOID	104.01	
16316b	8/5/16	VOID	104.01	
16317	8/5/16	DEMCO, INC.	104.01	557.13
16318	8/5/16	DU ALL CLEANING, INC	104.01	4,730.00
16319	8/5/16	G&S WINDOW WASHING	104.01	1,826.00
16320	8/5/16	GARETH STEVENS PUBLISHING	104.01	55.81
16321	8/5/16	GOLDNER WALSH NURSERY, INC.	104.01	4,003.80
16322	8/5/16	GRAPHIC SCIENCES, INC.	104.01	590.00
16323	8/5/16	H. V. BURTON CO.	104.01	450.00
16324	8/5/16	INFORMATION TODAY, INC.	104.01	369.50
16325	8/5/16	INGRAM LIBRARY SERVICES	104.01	666.67
16325a	8/5/16	VOID	104.01	
16326	8/5/16	INTEGRITY BUSINESS SOLUTIONS	104.01	509.41
16327	8/5/16	LJ ROLLS REFRIGERATION CO., INC	104.01	2,210.29
16328	8/5/16	LAFORCE	104.01	859.06
16329	8/5/16	MICHIGAN GOV'T FINANCE OFFICERS ASSOC.	104.01	125.00
16330	8/5/16	MICHIGAN MUNICIPAL LEAGUE	104.01	153.80
16331	8/5/16	MIDWEST TAPE	104.01	3,175.13
16331a	8/5/16	VOID	104.01	
16331b	8/5/16	VOID	104.01	
16332	8/5/16	NBS	104.01	1,653.00
16333	8/5/16	NICHOLS/NETWORK SERVICES CO	104.01	5,069.36
16334	8/5/16	OCPHS	104.01	20.00
16335	8/5/16	OVERDRIVE	104.01	7,557.20
16336	8/5/16	PENGUIN RANDOM HOUSE LLC	104.01	727.75
16336a	8/5/16	VOID	104.01	
16337	8/5/16	PREFERRED DATA SYSTEMS, LLC	104.01	7,346.12
16338	8/5/16	PROFESSIONAL ENGINEERING ASSOC., INC.	104.01	1,650.00
16339	8/5/16	PROQUEST-CSA LLC	104.01	7,350.00
16340	8/5/16	READING HOUSE LLC	104.01	3,000.00
16341	8/5/16	RECORDED BOOKS, LLC	104.01	4,575.51
16341a	8/5/16	VOID	104.01	
16342	8/5/16	ROSEN PUBLISHING	104.01	19.70
16343	8/5/16	SCHOLASTIC LIBRARY PUBLISHING	104.01	17.84
16344	8/5/16	SHOPLET.COM	104.01	50.67
16345	8/5/16	SHOWCASES	104.01	43.30
16346	8/5/16	STAPLES ADVANTAGE	104.01	451.27
16347	8/5/16	SUMMIT ELECTRIC, INC.	104.01	1,045.05
16348	8/5/16	THE MAILBOX YEARBOOK	104.01	39.95
16349	8/5/16	THYSSENKRUPP ELEVATOR CORP	104.01	263.32
16350	8/5/16	ULINE	104.01	218.44
16351	8/5/16	UNIQUE MANAGEMENT SERVICES, INC.	104.01	98.45
16352	8/5/16	U.S. TOY CO.	104.01	53.52
16353	8/5/16	WALLACEBURG BOOKBINDING & MFG	104.01	406.00
16354	8/5/16	WESTON WOODS	104.01	239.80
16355	8/5/16	WILCOX BROS.	104.01	1,272.00
16356	8/5/16	WORLD TRADE PRESS	104.01	500.00
16357	8/5/16	WT COX INFORMATION SERVICES	104.01	517.80
16358	8/5/16	GREY HOUSE PUBLISHING	104.01	460.05
Total				<u>361,033.22</u>

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
CHECK REGISTERS
FOR THE MONTH OF JULY 2016**

Check #	Date	Payee	Cash Account	Amount
Gift Fund				
ADVANCE CHECKS:				
4715	7/18/16	FLAGSTAR BANK	102.03	2,463.80
4716	7/18/16	LISA GRODSKY	102.03	100.00
4717	8/3/16	AMAZON.COM	102.03	<u>256.70</u>
Total				<u><u>2,820.50</u></u>
REGULAR CHECKS:				
4718	8/5/16	GOLDNER WALSH NURSERY, INC.	102.03	2,548.97
4719	8/5/16	BRIAN GRANADER	102.03	100.00
4720	8/5/16	INGRAM LIBRARY SERVICES	102.03	347.50
4721	8/5/16	WAYNE STATE UNIVERSITY-FIN.AID/SCHOLARS	102.03	<u>1,225.00</u>
Total				<u><u>4,221.47</u></u>

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

7b

PRESENTED: AUGUST 16, 2016 FOR THE MONTH OF: JULY 2016

Four Months 33%

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	(\$499)	(\$5,589)	-0.08%	(\$6,851,868)
Penal Fines	\$55,845	\$55,845	\$0	\$0	0.00%	(\$55,845)
State Aid	\$34,507	\$34,507	\$0	\$13,339	38.66%	(\$21,168)
Circulation Fines & Fees	\$100,000	\$100,000	\$9,048	\$33,876	33.88%	(\$66,124)
Charges for Services	\$11,987	\$11,987	\$519	\$4,450	37.13%	(\$7,537)
Investment earnings	\$81,546	\$81,546	\$10,021	\$67,794	83.14%	(\$13,752)
Miscellaneous	\$10,470	\$10,470	\$245	\$8,427	80.49%	(\$2,043)
Total Revenues	\$7,140,634	\$7,140,634	\$19,335	\$122,297	1.71%	(\$7,018,337)
<u>Expenditures</u>						
Personnel	\$3,842,532	\$3,842,532	\$275,994	\$1,262,326	32.85%	(\$2,580,206)
Library Services	\$834,856	\$834,856	\$48,452	\$235,521	28.21%	(\$599,335)
Facilities & Equipment	\$1,289,805	\$1,289,805	\$75,832	\$305,413	23.68%	(\$984,393)
Other Operating Expenditures	\$905,593	\$905,593	\$11,482	\$59,187	6.54%	(\$846,406)
Total Expenditures	\$6,872,786	\$6,872,786	\$411,760	\$1,862,448	27.10%	(\$5,010,339)
Fund Balance - Beginning	\$10,269,038	\$10,595,205		\$10,595,205		
Net revenue (expenditure)	\$267,848	\$267,848		(\$1,740,150)		
Fund Balance - Ending	\$10,536,886	\$10,863,053		\$8,855,055		

Amendments to the budget:
None

Changes made to the line items:
None

Non-spendable Fund Balance (includes all fixed assets)	\$25,123,307	\$24,221,713
Restricted Fund Balance (nothing)	\$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 \$550,000 capital improvements)	\$5,967,695	\$6,293,862
Unassigned Fund Balance (is the unplanned emergency amount)	\$100,000	\$100,000

Bloomfield Township Public Library
2016-2017 Gift Fund Budget

7b

PRESENTED: AUGUST 16, 2016 FOR THE MONTH OF: JULY 2016

Four Months 33%

ACCOUNT NAME	2016-2017 ADOPTED BUDGET AS OF MAR 15, 2016	2016-2017 AMENDED BUDGET AS OF JULY 31, 2016	REVENUE/ EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	VARIANCE
<u>Revenues</u>						
Gift Income	\$500	\$21,901	\$195	\$21,901	100.00%	\$0
Investment Earnings	\$200	\$200	\$14	\$52	25.76%	(\$149)
Miscellaneous Revenue	\$0	\$0	\$0	\$0	0.00%	\$0
Total Revenues	\$700	\$22,101	\$209	\$21,953	99.33%	(\$149)
<u>Expenditures</u>						
Library Services	\$25,523	\$38,239	\$1,013	\$10,084	26.37%	(\$28,155)
Facilities & Equipment	\$30,594	\$36,229	\$2,549	\$3,487	9.63%	(\$32,742)
Other Operating Expenditures	\$96,533	\$100,340	\$3,480	\$9,997	9.96%	(\$90,343)
Total Expenditures	\$152,650	\$174,808	\$7,042	\$23,569	13.48%	(\$151,239)
Fund Balance - Beginning	\$78,311	\$78,839		\$78,839		
Reserved Fund Bal.	\$73,838	\$74,066		\$74,066		
Net revenue (expenditures)	(\$151,950)	(\$152,706)		(\$1,616)		
Fund Balance - Ending	\$200	\$200		\$151,289		

Amendments to the budget:

 All changes due to gifts received

Changes made to the line items:

 All changes due to gifts received

Bloomfield Township Public Library
Asset Allocation Summary
July 2016

Fund	Type	Annual Yield	Date	Amount on Hand
General Fund				
	5th 3rd Checking (Ecommerce)	0.00%	7/31/2016	\$164,087.67
	Flagstar Public Funds Savings	0.35%	7/31/2016	\$210,294.98
	Flagstar Premier Public Entities Checking	0.29%	7/31/2016	\$5,642.63
	RBC Capital Cash/Money Market	0.01%	7/31/2016	\$39.40
	RBC Capital - Investments	2.48%	7/31/2016	\$8,836,772.03
	Total General Fund			<u><u>\$9,052,749.04</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%	7/31/2016	\$104,010.44
	Huntington CD (Charnov gift) - matures 02/02/17	0.45%	7/31/2016	\$50,228.12
	Fifth Third Bank Business Standard Checking	0.00%	7/31/2016	\$1,528.77
	Total Gift Fund			<u><u>\$155,767.33</u></u>

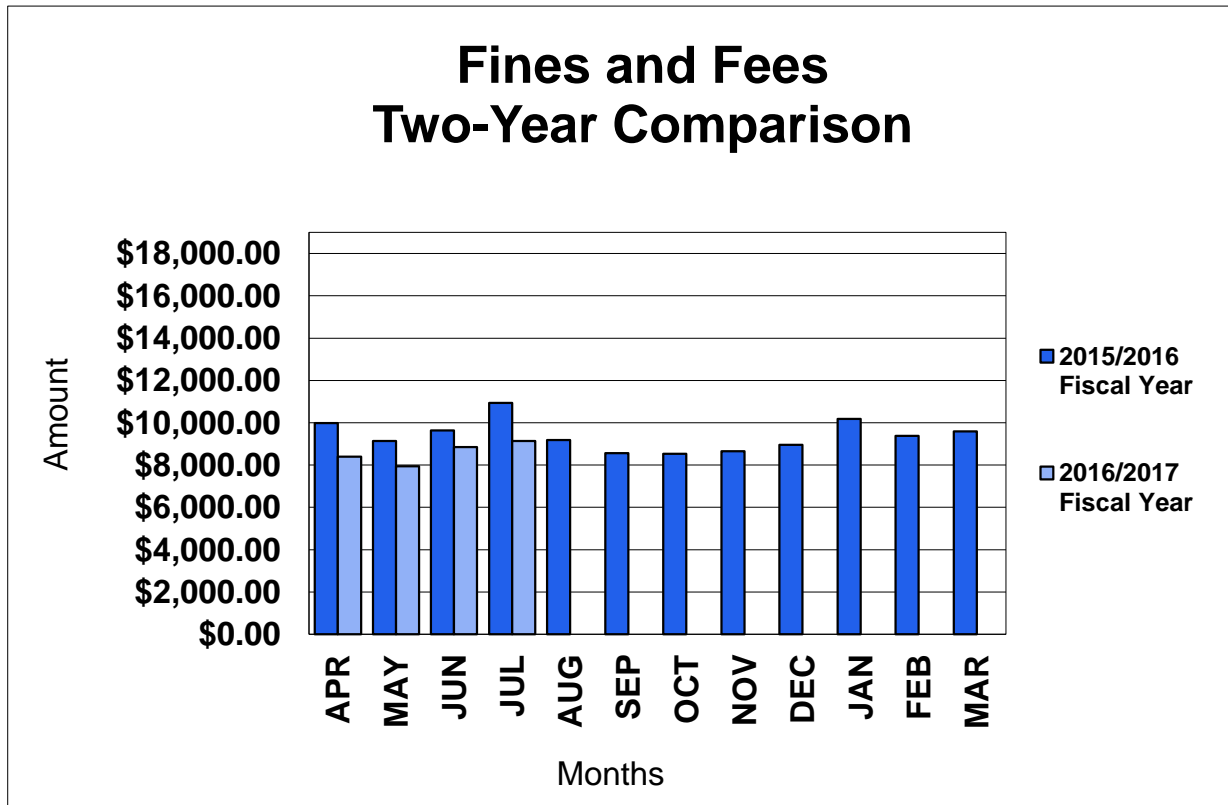
CFSEM

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

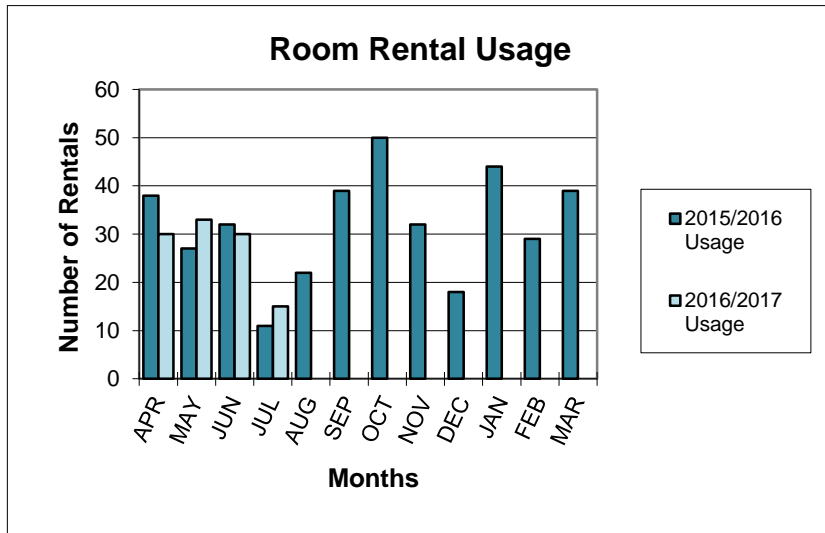
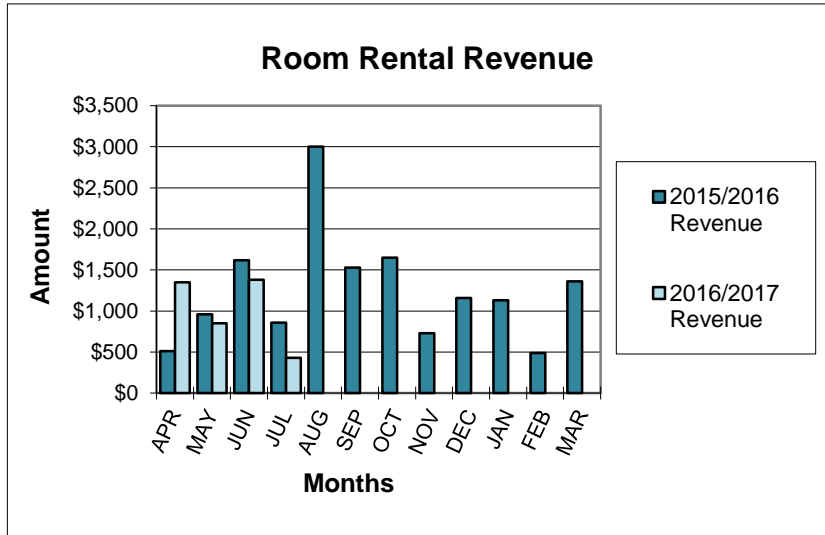
Month	2015/2016 Fiscal Year	2016/2017 Fiscal Year	Difference
APR	\$9,986.61	\$8,389.09	(\$1,597.52)
MAY	\$9,134.31	\$7,946.70	(\$1,187.61)
JUN	\$9,636.30	\$8,843.80	(\$792.50)
JUL	\$10,931.35	\$9,136.96	(\$1,794.39)
AUG	\$9,178.79		(\$9,178.79)
SEP	\$8,567.73		(\$8,567.73)
OCT	\$8,525.53		(\$8,525.53)
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)
TOTAL	\$112,721.38	\$34,316.55	YTD Difference (\$78,404.83)



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	\$850.00	(\$110.00)	27	33	MAY
JUN	\$1,620.00	\$1,380.00	(\$240.00)	32	30	JUN
JUL	\$860.00	\$430.00	(\$430.00)	11	15	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	\$4,010.00	YTD Difference (\$10,990.00)	381	108	



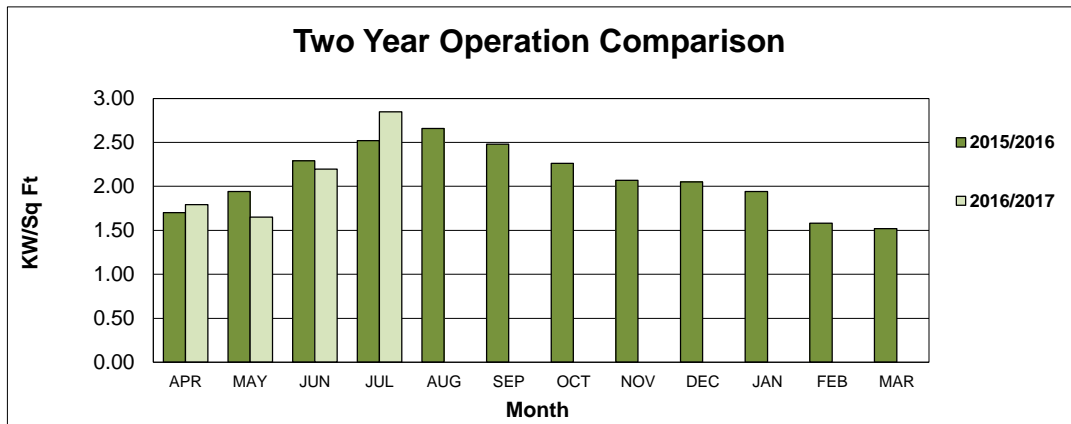
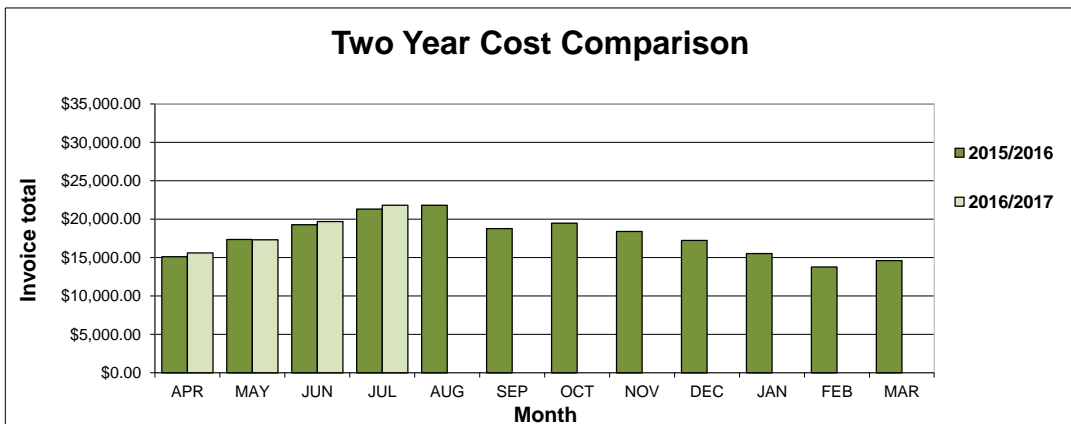
Bloomfield Township Public Library Electricity Analysis

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	\$19,698.58	\$441.37	221,760	\$0.09	308.00	2.20	\$27.36	\$0.19
JUL	\$21,323.77	\$21,811.53	\$487.76	287,630	\$0.08	386.60	2.85	\$29.32	\$0.22
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	\$74,419.27	YTD Difference (\$138,157.44)						

NOTES:

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

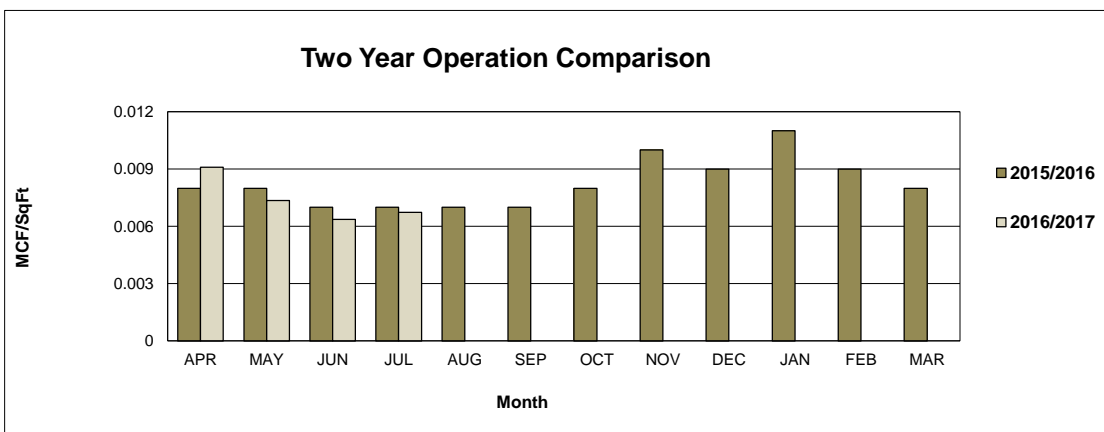
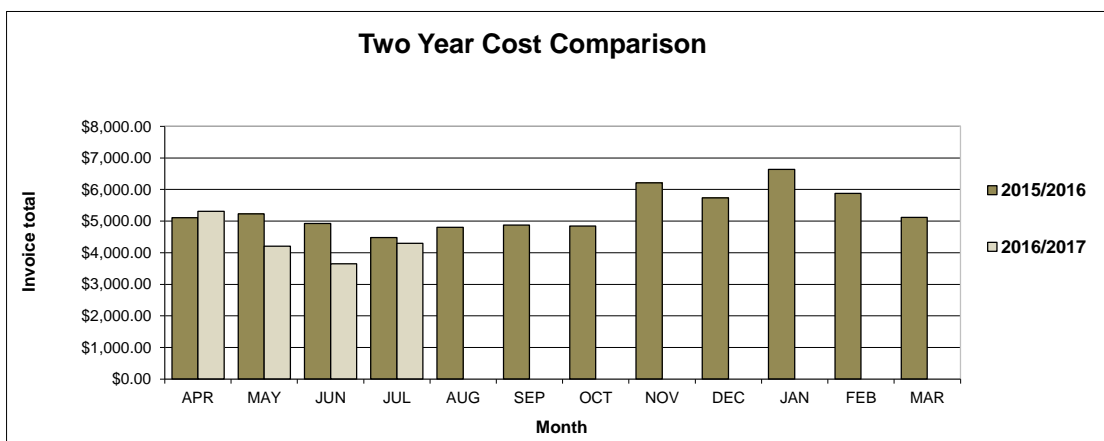


Bloomfield Township Public Library Natural Gas Analysis

Building Area = 101,023

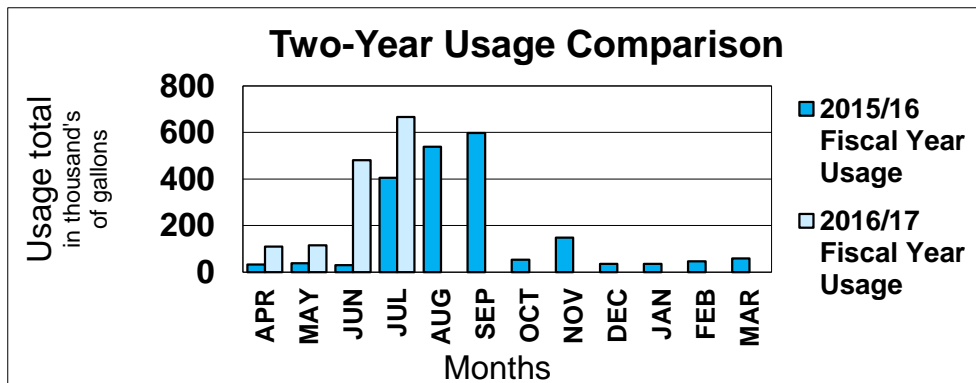
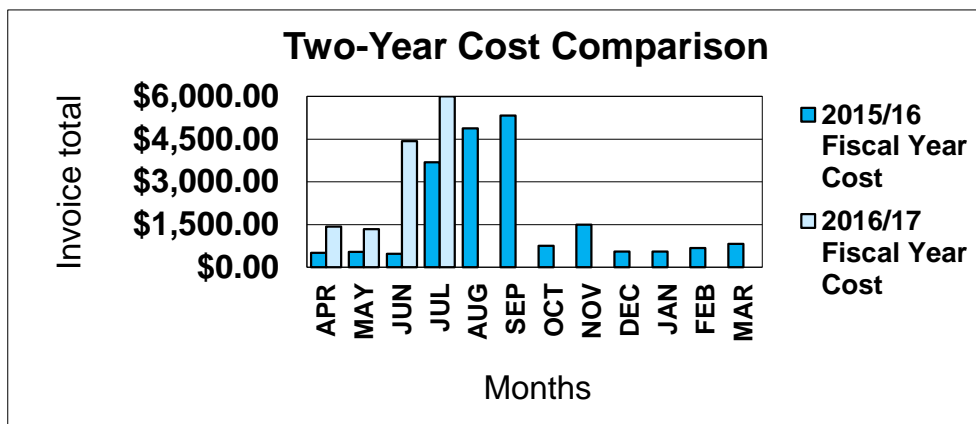
1 Cu. Ft. = 1000 BTU

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	\$3,652.86	(\$1,267.67)	643.1	\$5.68	720	0.89	0.006	5.07	0.036
JUL	\$4,475.51	\$4,294.67	(\$180.84)	680.7	\$6.31	744	0.91	0.007	5.77	0.042
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	\$17,464.08	(\$46,380.38)							



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	\$4,428.69	\$3,953.82	30	480	450
JUL	\$3,690.27	\$5,997.81	\$2,307.54	405	666	261
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	\$13,192.64	(\$7,085.32)	2,022	1,370	(652)



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

The Library Board Trustee vacancy has been announced with a lobby poster, a poster in the Library Copy Center, and on the Library's website (www.btpl.org) with links to the informational brochure and application. In addition, a press release announcing this vacancy has been sent out widely to our media sources. The brochure and application for this vacancy can be obtained at the Library's Welcome Desk also.

This year's Michigan Library Association annual conference will be held on October 26-28, 2016 in Lansing. Last year, two Trustees attended and found it to be informative and interesting. The conference schedule is now available. Please let me know if you are interested in receiving this.

Work has begun to replace the sewer line in the lower level that burst and caused the Library to be closed two days in April, 2016. This work will be completed soon and will give us peace of mind that the same situation should not happen again.

The Friends of the Library are excited to share that they are working with the Detroit Impact Center to bring them donated and gently used children's books. Detroit Impact works with youth in the community to teach, mentor, guide, motivate and encourage. The donated books will be given to Detroit public and charter schools where there are not many books available to the students. Some books will be used to stock little free libraries around the city of Detroit as well. Hooray for our Friends!

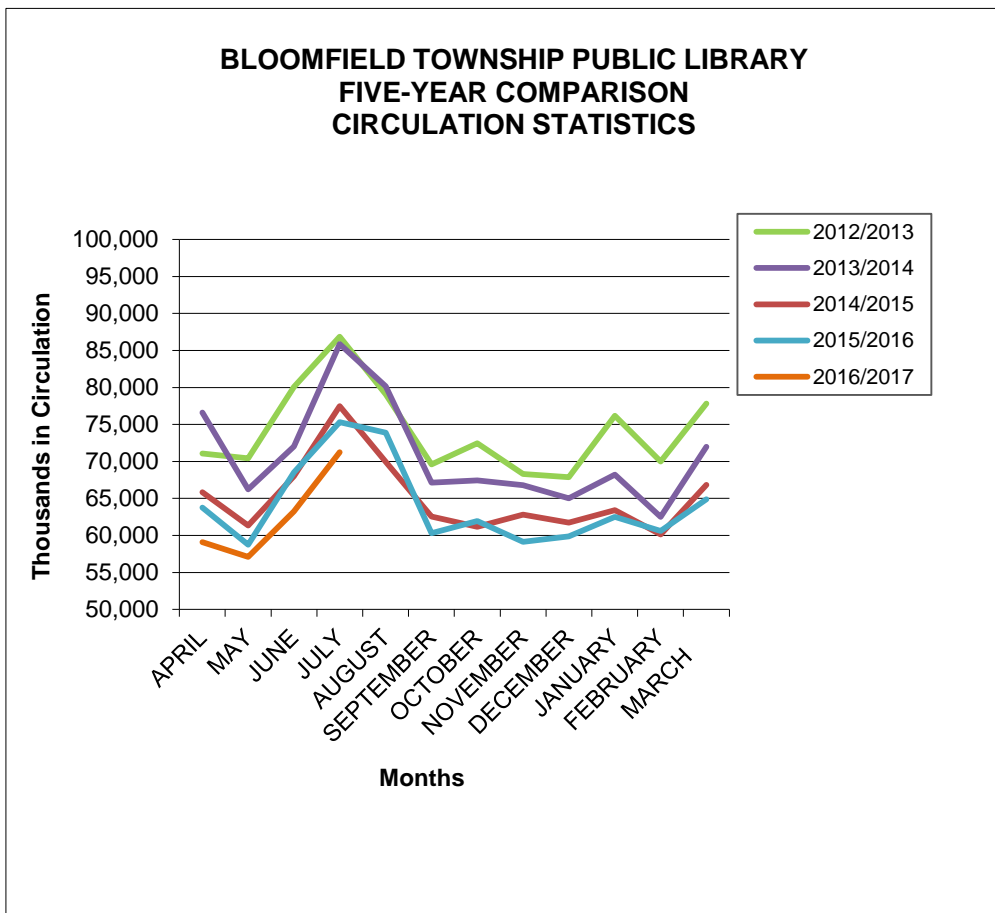
Respectfully Submitted,

*Carol Mueller
Director*

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
FIVE YEAR CIRCULATION

8/12/2016

	<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	57,125
JUNE	80,069	72,030	67,987	68,518	63,243
JULY	86,867	85,844	77,485	75,304	71,265
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	250,723



	2015		2016	
COLLECTION				
Book Collection:	281,025		278,603	
Media Collection:	61,621		62,556	
Total e-books:	28,555		31,080	
Overdrive	6,960		8,683	
EBSCOhost	19,223		19,197	
Total downloadable audiobooks:	5,062		4,863	
Materials Total:	376,263		377,102	
CIRCULATION				
Circulation Total:	75,304		63,711	
Bloomfield Township Circulation:	70,038		66,399	
Virtual Circulation Total	6,106		7,554	
Circulation of Youth materials:	29,691		28,131	
Circulation of Media:	27,583		23,595	
Circulation of Cranbrook passes:	417		350	
Self-checkout machine use:	29,370	39.0%	28,824	45.2%
Library by Mail:	100	24 patrons	80	29 patrons
BUILDING & EQUIPMENT USAGE				
Door Count:	27,575 *		24,334 *	
Gate Count:	29,920		29,434	
Meeting rooms by public:	11		15	
Meeting rooms by staff:	60		63	
VIRTUAL USE				
Home page hits/Database services:	38,967		32,123	
e-book access:	2,589		2,536	
Overdrive	2,550		2,495	
EBSCOhost	39		41	
Audiobook access: (Overdrive)	1,236		1,248	
Music download access:	1,490		1,077	
Magazine download access:	572		1,668	
Tutor.com sessions:	18		17	
Hoopla access:	219 **		1,025	
Library Computer Use				
Resident Use	1,948		1,622	
Guest Use	802		738	
*Library closed July 4 for Independence Day				
**New as of July 20, 2015				

	2015		2016	
OUTREACH & PROGRAMS				
<i>New Patrons and Accounts</i>				
Township:	197		191	
Cranbrook:	4		1	
Total new patrons:	282		277	
<i>Adult Program Attendance</i>				
Staff-led:	5 events	28 attended	8 events	105 attended
Speaker-led:	6 events	147 attended	9 events	79 attended
Book clubs:	3 events	32 attended	3 events	29 attended
Tours/visits on-site:	0	0	1 event	8 attended
Tours/visits off-site:	2 events	70 attended	1 event	5 attended
<i>Systems Program Attendance</i>				
Staff-led:	3 events	31 attended	9 events	95 attended
<i>Teen Program Attendance</i>				
Staff-led:	1 event	2 attended	2 events	30 attended
<i>Youth Program Attendance</i>				
Staff-led:	21 events	970 attended	15 events	589 attended
Speaker-led:	4 events	215 attended	3 events	102 attended
Tours/visits on-site:	1 event	31 attended	0	0
Tours/visits off-site:	0	0	0	0
TOTAL:	46 attended	1,526 attended	51 events	1,042 attended
<i>Volunteers:</i>				
	39 people	463.50 hours	39 people	362.75 hours
	Shop: 9	133	Shop: 9	100.75
	Court: 1	44	Court: 2	33.75
	Students: 17	163	Students: 17	147.25
	Dept. Vol: 12	123.5	Dept. Vol: 11	81
<i>Patron Remarks</i>				
Patron Comments:	10		16	
Ask BTPL:	3		13	
Ask Us:	45		33	
DISPLAYS				
Lobby	Great Lakes Maritime from the Detroit Historical Museum			
Media	Adult: Summer Reading Program, Getting Fit, Blockbusters			
	Youth: Summer Reading Program, Getting Fit and Movies			
Local History	Summer Reading			

**MINUTES OF THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
INVESTMENT AND FINANCE COMMITTEES**

The Joint meeting of the Investment and Finance Committees of the Bloomfield Township Public Library Board was held in the Library on Thursday, August 4, 2016 at 10:00 AM.

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

Administration: Library Director Carol Mueller; Assistant Library Director Tera Moon
Finance Coordinators Beth Sulek-LaHousse & Sandi Bird

Others: Matt Whitty, Ed Schwartz, Wally Schwartz, Schwartz & Co.

Library Investment Review – Schwartz and Co.

Matt Whitty provided a market update and an update on the Library's portfolio. Discussion followed regarding funds assigned by the Library Board to fund the OPEB obligations. The Board expressed a desire to find out what investment vehicles or other options are available for this money. Carol will contact legal counsel, Butzel Long, to ask for guidance.

Carol asked Matt for the procedure to authorize new Finance Coordinator Sandi Bird as a signer on the Library accounts with Schwartz & Co. upon Beth's retirement. Matt responded that an authorization letter will be updated to include Sandi's name.

Representatives from Schwartz & Co. will attend the September 16, 2016 regular meeting of the Library Board of Trustees to provide a library portfolio update.

Proposed FY 2017/2018 Budget Review

Carol provided an update on our FY 2016/2017 budget. She also reviewed the proposed FY 2017/2018 budget, which includes several building projects and other activities related to the strategic plan. The committee members agreed to the general directions proposed. The proposed FY 2017/2018 budget will be presented for public review and comment at the public budget hearing on August 16, 2016.

Proposed 2017 Library Holiday calendar

Carol presented a proposed 2017 library holiday calendar that included a recommendation to close the Library on Sunday, December 31, 2017. This change will be presented at the August 16, 2016 regular monthly meeting of the Library Board of Trustees for review and approval.

No future meeting of the Investment and Finance Committee has been set.

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

Bloomfield Township Public Library
Oakland County, Michigan
Monday, August 8, 2016
2:00 p.m.

Present: Trustee: Judy Lindstrom

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

Guests: Pennie Ellis, Conant Elementary School; Laurie Blume, Graphic Designer

Old Business:

Conant Art Unveiling and Reception

Pennie Ellis provided an update on the Conant Elementary School art mosaic. Pennie hopes to coordinate installation of the piece before school starts. The piece will stay covered until the unveiling event. The unveiling invitation, guest list, and reception details were finalized.

Community Room Historic Photo Project

Laurie Blume is a Bloomfield Township resident and graphic designer being considered as a consultant on this project. Laurie shared examples of her work with the Detroit Historical Museum and Jewish Historical Society of Michigan. The group shared concepts discussed previously and also viewed the Community Room space with Laurie. The group decided to create a small subcommittee to review the historical photos and items owned by the Library and pick the best items for display.

Subcommittee to review materials for exhibit: Connie Silver, Judy Lindstrom, Nancy Kulish, and Marty McGee.

The target date to unveil a concept rendering is early December.

The next meeting will be on Tuesday, September 13, 2016 at 2pm.

**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 Monday, August 8, 2016 at 1:00 p.m.

Present: Trustees: Grant Gerhart, Eli Greenbaum, Judy Lindstrom, Joan Luksik

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

Old Business:

Read-a-thon

Tera shared the logo designed by Laurie Blume for *Bloomfield Township Reads: Fall for Dahl* and reported on publicity plans. This event is featured on the front page of the fall newsletter which will arrive at Bloomfield Township residents' homes the week of August 15.

Emily and Marcia updated the group on hired entertainment, staff-planned activities, and decorations. Judy suggested considering activities for adults. Music played over the library's PA system will be considered and tested by Tera.

September 1 is the deadline for refreshments to be confirmed in order to be included in the program and publicity.

Next meeting: Thursday, September 1, 2016 at 2pm

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Library Board of Trustees
FROM: Carol Mueller, Library Director
DATE: August 10, 2016
SUBJECT: Proposed 2017 Calendar

The proposed 2017 calendar includes twelve total days closed to the public and only one early closing. This is one additional closed day than in 2016. The one evening the Library closes early for is Thanksgiving Eve on Wednesday, November 23. New Year's Eve falls on a Sunday in 2017. I am proposing that the Library close on New Year's Eve in 2017 as a result. Use of the Library on Thursday, December 31, 2015 was very low - even with a well-attended "Countdown to Noon" program that morning - on this traditional holiday. Sunday hours are in addition to library staff regular hours during the week so the impact on staff pay and schedules would be minimal.

The proposed 2017 calendar is shown in the traditional January through December calendar format. However, as the Library's fiscal year begins April 1 and ends March 31, the first three months of the 2018 calendar year are included to show the complete April 1 - March 31 2017/2018 fiscal year.

Please review the attached proposed 2017 calendar for the 2017/2018 fiscal year. I also have attached the approved 2016 calendar for the 2016/2017 fiscal year for your comparison.

Thank you for your review and consideration of this proposal.

ACTION NEEDED:

I move to approve the proposed 2017 Library calendar of Holidays and Closings as presented.

Bloomfield Township Public Library
2016 calendar

LIBRARY CALENDAR **2016** HOLIDAY AND CLOSINGS

January 1	CLOSED	Friday	*New Year's Day
January 18	open	Monday	Martin Luther King Day Observance
February 15	open	Monday	President's Day
March 25	open	Friday	*Good Friday +
March 26	open	Saturday	Easter Weekend
March 27	CLOSED	Sunday	Easter
April 23	open	Saturday	Passover
May 6	CLOSED	Friday	*Staff Development Day +
May 28	open	Saturday	Memorial Day Weekend
May 29	CLOSED	Sunday	Memorial Day Weekend
May 30	CLOSED	Monday	*Memorial Day Observance
July 4	CLOSED	Monday	*Independence Day
September 3	open	Saturday	Labor Day Weekend
September 4	CLOSED	Sunday	Labor Day Weekend
September 5	CLOSED	Monday	*Labor Day
October 3	open	Monday	Rosh Hashanah
October 10	open	Monday	Columbus Day Observance
October 12	open	Wednesday	Yom Kippur
November 11	open	Friday	Veterans Day
November 23	Close at 5:30 p.m.	Wednesday	Thanksgiving Eve
November 24	CLOSED	Thursday	*Thanksgiving Day
December 24	CLOSED	Saturday	Hanukkah
December 24	CLOSED	Saturday	*Christmas Eve
December 25	CLOSED	Sunday	*Christmas Day
December 31	Close at 5:30 p.m.	Saturday	New Year's Eve

2017

January 1	CLOSED	Sunday	*New Year's Day
January 16	open	Monday	Martin Luther King Day
February 20	open	Monday	President's Day

+Floating holidays: Good Friday and Staff Development Day should be scheduled within the pay period of their occurrence or after their occurrence prior to the end of the fiscal year as approved by the supervisor. Staff Development Day is awarded if employee attends the full day of Staff Development Day and employee is eligible for holidays.

*Library-approved paid holidays

Daylight Savings Time begins: Sunday, March 13, 2016
 Daylight Savings Time ends: Sunday, November 6, 2016

Approved 8-18-2015

DRAFT

Bloomfield Township Public Library
Proposed 2017 calendar

PROPOSED LIBRARY CALENDAR 2017 HOLIDAY AND CLOSINGS

January 1	CLOSED	Sunday	*New Year's Day
January 16	open	Monday	Martin Luther King Day Observance
February 20	open	Monday	President's Day
April 11	open	Tuesday	Passover
April 14	open	Friday	*Good Friday +
April 15	open	Saturday	Easter Weekend
April 16	CLOSED	Sunday	Easter
May 5	CLOSED	Friday	*Staff Development Day +
May 27	open	Saturday	Memorial Day Weekend
May 28	CLOSED	Sunday	Memorial Day Weekend
May 29	CLOSED	Monday	*Memorial Day Observance
July 4	CLOSED	Tuesday	*Independence Day
September 2	open	Saturday	Labor Day Weekend
September 3	CLOSED	Sunday	Labor Day Weekend
September 4	CLOSED	Monday	*Labor Day
September 21	open	Thursday	Rosh Hashanah
September 30	open	Saturday	Yom Kippur
October 9	open	Monday	Columbus Day Observance
November 11	open	Saturday	Veterans Day
November 22	Close at 5:30 p.m.	Wednesday	Thanksgiving Eve
November 23	CLOSED	Thursday	*Thanksgiving Day
December 13	open	Wednesday	Hanukkah
December 24	CLOSED	Sunday	*Christmas Eve
December 25	CLOSED	Monday	*Christmas Day
December 31	CLOSED	Sunday	New Year's Eve

2018

January 1	CLOSED	Monday	*New Year's Day
January 15	open	Monday	Martin Luther King Day
February 19	open	Monday	President's Day

+Floating holidays: Good Friday and Staff Development Day should be scheduled within the pay period of their occurrence or after their occurrence prior to the end of the fiscal year as approved by the supervisor. Staff Development Day is awarded if employee attends the full day of Staff Development Day and employee is eligible for holidays.

*Library-approved paid holidays

Daylight Savings Time begins: Sunday, March 12, 2017

Daylight Savings Time ends: Sunday, November 5, 2017

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: August 9, 2016
SUBJECT: Strategic Plan Update

The six strategic plan work teams are working on the six priority investments to be accomplished in fiscal year 2016/2017.

1. Develop a marketing plan.

This team is beginning to draft a marketing plan using templates and ideas found through research.

2. Offer tours to new and existing patrons.

This group is discussing the content of the tours and who will give these.

3. Improve wayfinding.

In addition to conducting a literature review of articles and books about wayfinding in public buildings and places, this group is planning an activity involving the public to gauge knowledge of the layout of the Library.

4. Develop consistency in application of policies by staff and increase staff awareness in order to reduce user redirecting.

This team is reviewing the results of the staff survey to find out where inconsistency in policy application and procedure are occurring.

5. Create a coordinated programming plan focusing on quality over quantity.

This group is evaluating the quarterly newsletter as the focus around which programming is scheduled.

6. Re-evaluate the layout, size, and functionality of various spaces throughout the building, with consideration to appropriate volume levels and activities.

Based on their observations of specific areas of the Library, this group provided documentation of a variety of improvements possible in many spaces in the Library. The group also created a list of space planning consultants.

These investments will move us toward accomplishing our four strategic goals:

- Expand awareness, use, and support of the Library and its services.
- Further develop the highest level of customer service for Bloomfield Township residents.
- Increase use of and customer satisfaction with the Library's services and collections.
- Provide an attractive, easy-to-use, and flexible facility and grounds that meet a variety of users' needs.

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

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

FRIENDS OF THE LIBRARY

MONTHLY DIRECTOR'S REPORT

August, 2016

- The Library's audit for fiscal year 2015/2016 has been completed. Once again, we received an unqualified opinion from our auditors, Abraham & Gaffney. The auditors commended the Library as there were no areas of concern. Special thanks to Beth Sulek-LaHousse, our Finance Coordinator, for her detailed work and careful management of library finances!
- I am pleased to present to you the Library Annual Report for fiscal year 2015/2016 also! I am amazed at all that has been accomplished this past year. Library staff is never short on ideas, innovation and enthusiasm. The Friends gift of funding of over \$66,000 helped the Library immensely by supporting programs, collections and services. Thank you!
- Save the date! On Thursday, September 22, 2016 at 5:00pm, please join us for the unveiling of a new gift of art, made just for the Library by the Conant Elementary 4th grade art students in art teacher Pennie Ellis's class. Brief remarks, the unveiling and light refreshments will take place starting at 5:00pm.
- Bloomfield Township Reads – Fall for Dahl takes place on Saturday, October 8! The Library's first ever read-a-thon will feature the book, *Charlie and the Chocolate Factory*, by Roald Dahl, which will be read aloud in the Library starting at 1:00pm. Following the reading, the celebration continues with a library fundraiser called "An Evening of Pure Imagination" from 7:00 – 9:00pm that same evening. Delicious food and fun entertainment are sure to delight! Funds raised at this event will help buy a new puppet theatre for our Youth Services Department. Tickets for the evening event are \$10 per adult and \$5 per child.
- The monthly gifts expended report is attached to this report for your information.
- The updated Wish List, dated August 3, 2016, is attached for your review. Thank you for your consideration of the many items on this list.

THANK YOU for your hard work and all that you do for Bloomfield Township Public Library!

Friends Gifts Expended 2016-2017
For the 4 Months Ended July 31, 2016

<u>Gift Accession</u>	<u>Year Rec'd</u>	<u>Donor</u>	<u>Purpose</u>	<u>Gift Amount</u>	<u>Amount Left in Gift Fund</u>	
1401080101	2014	FOL	S.T.E.M. collection	\$677.93	\$677.93	
1500070101	2015	FOL	Large Print books	\$612.92	\$612.92	
1500650101	2016	FOL	World Language Books	\$1,425.00	\$1,425.00	
1500730101	2016	FOL	Book Club books	\$3,800.00	\$2,913.26	
1600250101	2016	FOL	Replacement of worn out books	\$4,000.00	\$4,000.00	
1600280101	2016	FOL	Teen Book Club kits	\$400.00	\$400.00	
1500720101	2016	FOL	One World, Many Countries Book set	\$500.00	\$21.20	
1500650101A	2016	FOL	Processing of AS World Language Books	\$75.00	\$75.00	
1500700101A	2016	FOL	Processing of AS Replacement DVD's	\$150.00	\$150.00	
1500730101A	2016	FOL	Processing of AS Book Club books	\$200.00	\$200.00	
1500700101	2016	FOL	Replacement DVD's	\$2,850.00	\$2,850.00	
1500300101	2015	FOL	Health/Safety Program & Vitality Kits	\$64.51	\$64.51	
1600260101	2016	FOL	Vitality program and 3 vitality kits	\$600.00	\$400.00	
1400280101	2014	FOL	Additional materials for collection and All-in-one Skill Kits	\$1,180.22	\$1,180.22	
1401010101	2014	FOL	Maker Space programs	\$600.00	\$200.00	
1500250101	2015	FOL	2016/2017 Concerts	\$1,500.00	\$500.00	
1500080101	2015	FOL	Wee Play program updates	\$114.90	\$101.94	
1500230101	2015	FOL	Fairy Fest	\$500.00	\$66.80	
1600210101	2016	FOL	March 2017 First Grade Readers Rally	\$2,000.00	\$2,000.00	
1400390101	2014	FOL	TS DVD's of guest speakers	\$160.00	\$150.00	
1600240101	2016	FOL	3 Ozobot 2.0 duel packs	\$375.00	\$6.01	
1300540101	2013	FOL	Admin 2014/2015 Program Budget	\$268.94	\$156.66	
1500630101	2016	FOL	2016 Summer Fundraiser seed money	\$5,000.00	\$5,000.00	
1500690101	2016	FOL	Oct 2016 Bloomfield Township Open House costs	\$1,000.00	\$1,000.00	
1600200101	2016	FOL	Admin Chamber Concert Series	\$1,500.00	\$1,500.00	
1600230101	2016	FOL	Admin Detroit Historical Society Exhibit	\$2,000.00	\$1,500.00	
1500110101	2015	FOL	Adm Seasonal Arrangement at Entrance	\$1,165.08	\$624.66	
1500740101	2016	FOL	Drive-up Lane Landscaping	\$3,000.00	\$451.03	
1600270101	2016	FOL	Entrance arrangements	\$2,034.96	\$2,034.96	
0800220101	2008	FOL	YS Velcro Design Wall	\$356.50	\$356.50	
1500670101	2016	FOL	Admi Community Room Historic Photo Display	\$9,000.00	\$9,000.00	
1500680101	2016	FOL	Facilities Community Room Divider Panels	\$550.00	\$550.00	
1500750101	2016	FOL	AS Task Lighting at Public Service Desk	\$1,200.00	\$1,200.00	
1500760101	2016	FOL	YS Terrace Shading	\$10,000.00	\$10,000.00	
1300440101	2013	FOL	Systems Technology upgrade (to bring total to \$25,000 with 4 redirected gifts)	\$5,182.41	\$5,182.41	
1600220101	2016	FOL	AS Overdrive Media Station	\$3,200.00	\$3,200.00	
1500660101	2016	FOL	Mobile Work Bench & Tool Chest	\$300.00	\$2.00	
1500710101	2016	FOL	Steel Scaffolding	\$100.00	\$0.04	To be redesignated
0700010101	2007	FOL	Printing	\$6,290.00	\$6,290.00	
1500100101	2015	FOL	Retractable and Portable Banner	\$380.00	\$380.00	
1500240101	2015	FOL	Recycled plastic book bags	\$3,215.00	\$215.00	To be redesignated
1500480201		FOL members	Honor of V. Smith	\$115.00	\$115.00	
Totals					<u><u>\$66,753.05</u></u>	

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY – ADMINISTRATIVE CALENDAR
SEPTEMBER**

2016

2016

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 Development Committee 2pm Teen Quidditch Club 6pm	2	3
4	5	6 Knit n Stitch Circle 10am Intro to Microsoft Word 6pm	7 FOL Board of Directors Meeting 12:30pm Intro to Google Docs 6pm	8	9 English Language Conversation Hour 2pm	10 FOL Book Sale 9:30-3:30pm
11	12 Mother Goose Club 10am Adult & Teen Sensory Story Time 11am Grand Parenting with Lisa Grodsky 2pm	13 Shake Rhythm & Rhyme 10am Memoir Writers Group 1pm Art Committee 2pm Mindfulness w/Brian Granadar 2pm Teen Advisory Board 4pm	14 Wee Play 10am Stroke Awareness 2pm Little Foodies 6:30pm Nonfiction Book Club 7pm Writers Rendezvous 7pm	15 Tinker Tales 10am Parkinson's Disease Awareness 2pm	16 Coffee & Conversation 10am Movers & Shakers 10am Fan Fridays 4:30pm	17 Sensational Story Time 2:30pm
18	19 Mother Goose Club 10am 30 Minute Lunchtime Book Club 1pm Full Steam Ahead 6:30pm	20 Tuesday Book Club 10am Tablet Tales 2pm Library Board Meeting 7pm	21 Wee Play 10am Mystery book Club 1pm Book Club Tips 1pm Digital Reads 6:30pm	22 Eleanor's Book Club 10am Tinker Tales 10am Not you Mothers Pesto 7pm	23 Movers & Shakers 10am	24 Getting started with Genealogy 11am Dogs vs. Cats Story Time 11am Computer Basics 2pm
25	26 Mother Goose Club 10am Special Need Focus Group 1pm Books in Bars @Mex 6pm	27 Memoir Writers Group 1pm Intro to Excel 6pm Kitchen Lab 6:30pm	28 Wee Play 10am Pizza & Pages 6:30pm Writers Rendezvous 7pm	29 Tinker Tales 10am Your Library Online 2pm	30 Movers & Shakers 10am	