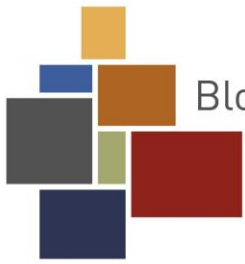


Reminder:

At the November 15
Library Board meeting,
we will have a swearing in
at 6:30pm.

We plan to take a Board photo
after the November 15 meeting
of the six Trustees.



Bloomfield Township Public

Library

**Bloomfield Township Public Library
Board of Trustees**

Library Board Meeting
November 15, 2016
7:00 p.m.
John Rumsey Board Room

Trustees:

libraryboard@btpl.org

Joan Luksik, President

Pamela Williams, Vice President

Judy Lindstrom, Secretary

Tom Deska

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, November 15, 2016
7:00 p.m.

**Brief swearing in ceremony at 6:30 p.m. and Board of Trustees photo to follow*

#	<u>NUMBERED ITEMS</u>	<u>DATE DELIVERED</u>
1	Agenda	11/11/16
2a	Request to remove items from the Consent Agenda for Discussion	11/11/16
2b	Motion to approve the order of items for the regular and consent agendas	11/11/16
5	Motion to approve remaining consent agenda items 6-8d	11/11/16
6	Regular Board Meeting Minutes of 10-17-16	11/11/16
7a	Cash Disbursements	11/11/16
7b	Revenues/Expenditures Budget Report	11/11/16
7c	Energy Report	11/11/16
8a	President's Report	11/11/16
8b	Director's Report	11/11/16
8b1	Circ 5 Year Report	11/11/16
8b2	Activity Report	11/11/16
8c	Bloomfield Township Liaison –no report	
8c	Cranbrook –no report	
8c	Policy Committee –no report	
8c	Development Committee – Meeting Minutes of 11-1-16	11/11/16
8c	Building, Grounds, Landscaping, Interiors Committee – no report	
8c	Art Committee –Meeting Minutes of 11-10-16	11/11/16
8c	Finance Committee – no report	
8c	Friends of the Library Liaison – no report	
8c	Investment Committee – no report	
8c	Personnel Committee – no report	
11a	Library Showcase Memo	11/11/16
13	Motion to approve any items removed from the consent agenda	11/11/16
	<u>UNNUMBERED ITEMS</u>	<u>DATE DELIVERED</u>
	Directors Report – FOL meeting 11-02-16	11/11/16
	Friends' Gifts	11/11/16
	Strategic Plan Update	11/11/16
	Administrative Calendar	11/11/16

AGENDA
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, November 15, 2016
Regular Board Meeting
7:00 P.M.

** The oath of office will be issued for the Library Board of Trustees by Bloomfield Township Clerk, Jan Roncelli, at 6:30 pm, prior to the regular Library Board meeting.*

REGULAR AGENDA ITEMS #1-5

1. Call to order of regular meeting
- 2a. Request to remove items from the Consent Agenda for Discussion
- 2b. MOTION to approve the order of items for the Regular and Consent Agendas
3. President's Verbal Report
4. Director's Verbal Report
5. MOTION to approve the remaining Consent Agenda items 6-8d

CONSENT AGENDA ITEMS #6-8d
Items removed will be discussed under Item #12

6. Regular Board meeting minutes of October 18, 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. Library Showcase
12. Discussion of items removed from the Consent Agenda
13. MOTION to approve any items removed from the Consent Agenda
14. Other
15. Next scheduled meeting: Tuesday, December 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**

Bloomfield Township Public Library
Oakland County, Michigan
Tuesday, October 18, 2016

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

Present: Trustees: Tom Deska, Grant Gerhart, Judy Lindstrom, and Joan Luksik

Administration: Library Director, Carol Mueller; Assistant Director, Tera Moon; Director's Secretary, Linden Godlove

Guests: Brooke Hoskins, Adult Services Librarian; Klaren Gerhart, Bloomfield Township Resident

Upon discussion, a motion was made by Judy Lindstrom, seconded by Grant Gerhart **TO APPROVE THE ORDER OF ITEMS FOR THE REGULAR AND CONSENT AGENDAS.**

A vote was taken for approval of the motion.

Ayes: Deska, Gerhart, Lindstrom

Nays: None

MOTION CARRIED

President's Verbal Report:

Joan Luksik would like to extend a sincere thank you to all Trustees for all their help with the "Fall for Dahl" event. She expressed thanks to Judy Lindstrom for her ideas. Thanks were given to Tera and Carol for their leadership, direction and organization. It was a really fun day, with a fantastic turnout that exceeded expectations. She also expressed her thanks to the staff who worked very hard, particularly in Youth Services and Adult Services. Thanks to Tom Corliss, who did extra cleanup throughout the evening and into the night.

Director's Verbal Report:

Carol Mueller also wanted to thank everyone for all of their help. The Library had just over 140 guests, which exceeded expectations, and earned about \$5,000. The bills for the event were about \$800 and \$5,600 was roughly the total collected in sponsorship and ticket sales. The Board worked so hard with everything, and Carol heard many staff comment about how helpful our Board is. A new puppet theater is part of our strategic plan space assessment objective.

October 9 was the Bloomfield Township Open house and the Library had a table at the Senior Center. Staff gave out coupons to young guests to get a free book at the Library, where they could also enjoy a live performance of "Frog and Toad by Wild Swan Theater." There were about 40 attendees for this performance.

This is Friends of the Library Week, so all are encouraged to thank a Friend if you see one. In October, the Friends approved our entire wish list. Thanks can also be expressed in an email, which can be sent to Tera, who will forward the sentiments to the Friends.

On the Bloomfield Township Public Library's Facebook page, one person left the comment, "my favorite library in East Michigan." There was also praise there for the "Fall for Dahl" event.

A long draft of a bid proposal was included in the Board Packet. This is going out next week for the Library's technology infrastructure, which needs replacement of parts. There will be work behind the scenes which should not impact public services.

REGULAR AGENDA:

Call to the Public: Joan welcomed Brooke Hoskins, Adult Services Librarian, and Klaren Gerhardt, Bloomfield Township Resident

UNFINISHED BUSINESS:

No items for discussion

NEW BUSINESS:

Strategic Plan update and discussion.

Carol gave huge thanks to Tera Moon for coordinating this process, which involved twenty-seven staff members divided into six teams. Carol is pleased with the amount of staff participation at the implementation stage.

Tera Moon reviewed the Library's Strategic Planning Process. Our plan was approved in 2015. The plan concluded eight months of work with the Board, staff, online surveys, and statistical reports. This information was distilled in a daylong meeting where staff prioritized investments in the plan. The investments were narrowed to a total of six, and in May, teams were formed to work on these. Tera then provided an update on all six investments and team recommendations.

1. Improve Way Finding

The team determined the scope of the problem and suggested solutions to resolve this problem. They asked staff to track when people sought help to locate something. For another exercise, patrons were asked to draw map of the library from memory, to get an idea what patrons do and do not use, and what they are not aware of. The team's recommendation is to review Library way finding by hiring a professional consultant.

2. Offer library tours to new and existing users

The team created a short video tour/promo. It is in production now and should be ready at end of the week. A new team will be formed to plan in-person tour details.

3. Develop consistency and application of policy by staff

The team recommended several ways to build awareness of current library happening, events, and procedure reviews in order to provide excellent customer service to our patrons.

4. Developing a marketing and awareness plan.

This team is writing a marketing plan. More resources will be used ensure patrons are

connected with the programs that would interest them. The newsletter will be reevaluated for content and design. They will explore other options to expand outreach in the community. The goals will be prioritized and set into phases.

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

This team will meet regularly to coordinate programming and create themes.

6. Space planning – reevaluate the layout and the spaces

This team was charged with drafting an RFP, with an evaluation of the scope of the problem, assessing what worked and did not. A new team will be formed to draft a RFP for space needs assessment, including wayfinding.

The Board was asked, “What is your one dream for the BTPL?” and a discussion followed.

Judy Lindstrom expressed that she’s thrilled the staff collaborated on this. She expressed that it is challenging to see what is happening in the library and with other non-profits in the community and suggested an app could be created. She also suggested an app could be made, demonstrating what a library card can do. She thought a more frequent e-bulletin would be useful, and thought more targeted emails should be explored.

It was generally discussed that an interactive calendar with touch screens could help cardholders delve deeper into opportunities at the library. They suggested video signage, and more interactive elements on the website.

Pam Williams shared that she always wants to maintain that “wow” factor, but wondered how we could “keep the wow current?” She loved the relationship with Bloomfield Hills Schools with the art mosaic and is excited about other possibilities there might be for us to collaborate together. Pam likes random acts of kindness and surprises, as she witnessed at another library.

Joan Luksik said her dream is that the community would consider this their first stop as an information resource for all types of media.

Tom Deska expressed, “We have such a jewel here,” and wondered how we get consistent and increased usage.

Grant Gerhart feels the evening programs with concert on first and third Fridays are a great way to outreach. What do we want to with this in the future?

Tera thanked the Board for the attention and their thoughts.

DISCUSSION OF ITEMS REMOVED FROM THE CONSENT AGENDA

No items removed.

OTHER:

Joan Luksik announced that the Trustees will be sworn in at 6:30 on Tuesday, November 15 by Bloomfield Township Clerk Jan Roncelli. The Board is going to have an official photograph taken after the meeting.

Joan will be appointing a Nominating Committee at the November meeting. Trustees terms officially begin on November 20. In December, the slate of officers will be presented.

The Development Committee meeting is on November 1 at 11 a.m., where the photography contest will be discussed.

Meeting adjourned at 8:01.

The next meeting of the Bloomfield Township Public Library Board of Trustees is Tuesday November 15, 2016 at 7:00 p.m. in the Board Room, with a swearing in at 6:30 p.m.

Submitted by:

Judy Lindstrom, Secretary

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

Cash Disbursements Comments

November 2016

New Vendors:

City of Oak Park is a new vendor for reimbursement of a lost book borrowed by a Bloomfield Township Public Library patron.

Dawson Jones Equipment is a new vendor for baskets for patron use in the Library.

Kent State University is a new vendor for reimbursement of a lost book borrowed by a Bloomfield Township Public Library patron.

Municipal Analytics is a new vendor for professional services related to compensation and classification study preparation.

Primary Concepts is a new vendor for library materials.

General Fund Advance

- Check #16547 payable to the Bloomfield Township in the amount of \$3,025.97 was payment for the 8/15/2016 – 9/19/2016 water and sewer bill.
- Check #16553 payable to Belightful Yoga, LLC in the amount of \$150 was payment for a family fun night program.

General Fund

- Check #16571 payable to American Library Association in the amount of \$53.56 was payment for a book order.
- Check #16578 payable to Bloomfield Township in the amount of \$281,371.45 was payment for two payrolls, including FICA, HRA contributions, pension, etc. as usual.

- Check # 16581 payable to BTPL Gift Fund in the amount of \$375.00 was payment for tickets purchased to attend the Library's Bloomfield Township Reads: An Evening of Pure Imagination event.
- Check #16590 payable to Grand Valley State University in the amount of \$45.59 was payment for a book borrowed for a Bloomfield Township resident that was lost. Our patron has been billed for this item.
- Check #16594 payable to Innovative Interfaces Inc. in the amount of \$60,211.28 was payment for the annual renewal of the Library's integrated library system, Sierra.
- Check #16598 payable to L.J. Rolls Refrigeration Co.,Inc. in the amount of \$23,589.80 was payment for repairs and maintenance to the Library's HVAC system.
- Check #16601 payable to Library Design Associates, Inc. in the amount of \$3,311.00 was payment for repair of our Local History chairs.
- Check #16602 payable to Kent State University in the amount of \$15.00 was payment for a book borrowed for a Bloomfield Township resident that was lost. Our patron has been billed for this item.
- Check #16604 payable Metcom, Inc. in the amount of \$7,862.24 was payment for RFID tags used in processing library materials.
- Check #16606 payable to Midwest Collaborative for Library Services in the amount of \$9,056.66 was payment for database subscriptions.
- Check #16612 payable to Oak Park Public Library in the amount of \$18.95 was payment for a book borrowed for a Bloomfield Township resident that was lost. Our patron has been billed for this item.
- Check #16624 payable to Service Heating & Plumbing in the amount of \$1,850.05 was payment for replacement of a Library water heater.
- Check #16631 payable to The Library Network (TLN) in the amount of \$9,407.95 was payment for computers.
- Check #16632 payable to Tutor.com in the amount of \$8,230.00 was payment for the Library's annual subscription to this service.

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

Check #	Date	Payee	Cash Account	Amount
General Fund				
ADVANCE CHECKS:				
16543	10/11/16	Joel Dion	104.01	38.34
16544	10/11/16	VOID	104.01	
16545	10/11/16	Killian Weston	104.01	28.92
16546	10/18/16	APPLIED IMAGING	104.01	396.12
16547	10/18/16	BLOOMFIELD TOWNSHIP	104.01	3,025.97
16548	10/18/16	COMCAST	104.01	152.28
16549	10/18/16	VERIZON WIRELESS	104.01	202.63
16550	10/18/16	VIGILANTE SECURITY	104.01	1,950.00
16551	10/18/16	Todd Von Schulze	104.01	41.44
16552	10/18/16	Karrie Yukon	104.01	123.64
16553	10/25/16	BELIGHTFUL YOGA, LLC	104.01	150.00
16554	10/25/16	FLAGSTAR BANK	104.01	2,981.58
16555	10/25/16	Emily Hudak	104.01	71.82
16556	10/25/16	PRINCIPAL LIFE INS CO-SBD GRANDE ISLAND	104.01	785.06
16557	10/25/16	Killian Weston	104.01	60.57
16558	10/27/16	AMAZON.COM	104.01	1,676.54
16559	10/27/16	Elizabeth Clauder	104.01	216.97
16560	10/27/16	CONSUMERS ENERGY	104.01	5,321.19
16561	10/27/16	DTE ENERGY	104.01	19,688.69
16562	10/27/16	Emily Hudak	104.01	215.42
16563	11/2/16	AT&T	104.01	728.28
16564	11/2/16	AT&T LONG DISTANCE	104.01	390.08
16565	11/2/16	Andrea Lebeck	104.01	42.40
16566	11/2/16	Martha McGee	104.01	75.22
16567	11/2/16	T MOBILE	104.01	33.98
Total				38,397.14
REGULAR CHECKS:				
16568	11/4/16	ABDO-SPOTLIGHT-MAGIC WAGON	104.01	3,228.85
16569	11/4/16	ACE LAWN CARE & SNOW REMOVAL	104.01	2,556.25
16570	11/4/16	AERO FILTER, INC	104.01	224.10
16571	11/4/16	AMERICAN LIBRARY ASSOCIATION	104.01	53.56
16572	11/4/16	ARBOR OAKLAND GROUP	104.01	867.00
16573	11/4/16	ARROW OFFICE SUPPLY CO.	104.01	66.02
16574	11/4/16	ASSA ABLOY ENTRANCE SOLUTIONS	104.01	695.25
16575	11/4/16	BAKER & TAYLOR, INC.	104.01	11,303.23
16576	11/4/16	BELIGHTFUL YOGA, LLC	104.01	150.00
16577	11/4/16	BLACKSTONE AUDIO, INC.	104.01	524.98
16578	11/4/16	BLOOMFIELD TOWNSHIP	104.01	281,371.45
16579	11/4/16	BOOKPAGE	104.01	480.00
16580	11/4/16	BRILLIANCE PUBLISHING, INC.	104.01	228.93
16581	11/4/16	BTPL Gift Fund	104.01	375.00
16582	11/4/16	BUTZEL LONG	104.01	39.00
16583	11/4/16	CAR TRUCKING, INC.	104.01	199.50
16584	11/4/16	CDW GOVERNMENT, INC.	104.01	992.49
16585	11/4/16	CENGAGE LEARNING/GALE	104.01	1,617.55
16586	11/4/16	DEAR READER READING HOUSE	104.01	367.00
16587	11/4/16	DEMCO, INC.	104.01	1,141.38
16588	11/4/16	DU ALL CLEANING, INC	104.01	4,730.00
16589	11/4/16	ENSLow PUBLISHERS, INC.	104.01	810.10
16590	11/4/16	GRAND VALLEY STATE UNIVERSITY	104.01	45.59
16591	11/4/16	GREY HOUSE PUBLISHING	104.01	447.75
16592	11/4/16	INSTITUTE OF CONT. LEGAL EDUCATION	104.01	134.50

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

Check #	Date	Payee	Cash Account	Amount
16593	11/4/16	INGRAM LIBRARY SERVICES	104.01	774.42
16594	11/4/16	INNOVATIVE INTERFACE, INC	104.01	60,211.28
16595	11/4/16	INTEGRITY BUSINESS SOLUTIONS	104.01	58.92
16596	11/4/16	J. APPLESEED	104.01	3,997.81
16597	11/4/16	JESSICA KINGSLEY PUBLISHERS	104.01	412.20
16598	11/4/16	LJ ROLLS REFRIGERATION CO., INC	104.01	23,589.80
16599	11/4/16	LEADERSHIP DIRECTORIES, INC.	104.01	471.00
16600	11/4/16	LERNER PUBLISHING GROUP	104.01	2,611.65
16601	11/4/16	LIBRARY DESIGN ASSOCIATES INC.	104.01	3,311.00
16602	11/4/16	MAIN LIBRARY BUDGET OFFICE	104.01	15.00
16603	11/4/16	MASON CREST	104.01	520.90
16604	11/4/16	METCOM, INC.	104.01	7,862.24
16605	11/4/16	MIDWEST TAPE	104.01	15,857.54
16606	11/4/16	MIDWEST COLLABORATIVE FOR LIB. SERVICES	104.01	9,056.66
16607	11/4/16	MIKERO MOH	104.01	500.00
16608	11/4/16	MUNICIPAL ANALYTICS	104.01	1,139.96
16609	11/4/16	NATIONAL SIGN COMPANY	104.01	471.54
16610	11/4/16	NATIONAL TIME & SIGNAL	104.01	134.00
16611	11/4/16	NICHOLS/NETWORK SERVICES CO	104.01	27.33
16612	11/4/16	OAK PARK PUBLIC LIBRARY	104.01	18.95
16613	11/4/16	OMNIGRAPHICS	104.01	795.30
16614	11/4/16	ORIENTAL TRADING CO., INC.	104.01	247.95
16615	11/4/16	OVERDRIVE	104.01	7,887.48
16616	11/4/16	OXFORD UNIVERSITY PRESS USA	104.01	193.85
16617	11/4/16	PENGUIN RANDOM HOUSE LLC	104.01	824.25
16618	11/4/16	PRESIDIO INFRASTRUCTURE SOLUTIONS LLC	104.01	462.50
16619	11/4/16	PRIMARY CONCEPTS	104.01	302.01
16620	11/4/16	QUILL CORPORATION	104.01	14.48
16621	11/4/16	RECORDED BOOKS, LLC	104.01	557.40
16622	11/4/16	RICOH USA, INC	104.01	44.95
16623	11/4/16	SECURITY DESIGNS INC.	104.01	115.00
16624	11/4/16	SERVICE HEATING & PLUMBING	104.01	1,850.05
16625	11/4/16	SHOWCASES	104.01	258.64
16626	11/4/16	STAPLES ADVANTAGE	104.01	1,702.67
16627	11/4/16	VOID	104.01	
16628	11/4/16	VOID	104.01	
16629	11/4/16	THE BOOK FARM, INC.	104.01	668.78
16630	11/4/16	THE CHILD'S WORLD	104.01	1,035.25
16631	11/4/16	THE LIBRARY NETWORK	104.01	9,407.95
16632	11/4/16	TUTOR.COM	104.01	8,230.00
16633	11/4/16	ULINE	104.01	219.31
16634	11/4/16	UNIFY INC.	104.01	494.23
16635	11/4/16	UNIQUE MANAGEMENT SERVICES, INC.	104.01	134.25
16636	11/4/16	WESCO DISTRIBUTION	104.01	3,104.26
16637	11/4/16	WESTON WOODS	104.01	18.95
16638	11/4/16	WILCOX BROS.	104.01	475.00
16639	11/4/16	WOLTERS KLUWER	104.01	300.30
16640	11/4/16	WORLD BOOK, INC.	104.01	79.00
16641	11/4/16	WT COX INFORMATION SERVICES	104.01	119.91
16642	11/4/16	THE BOOK FARM, INC.	104.01	82.23
Total				483,235.40

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

Check #	Date	Payee	Cash Account	Amount
Gift Fund				
ADVANCE CHECKS:				
4741	10/11/16	Emily Hudak	102.03	147.27
4742	10/11/16	JUDY LINDSTROM	102.03	98.47
4743	10/25/16	FLAGSTAR BANK	102.03	242.35
4744	10/27/16	AMAZON.COM	102.03	<u>1,166.99</u>
Total				<u><u>1,655.08</u></u>
REGULAR CHECKS:				
4745	11/4/16	ARBOR OAKLAND GROUP	102.03	197.00
4746	11/4/16	GOLDNER WALSH NURSERY, INC.	102.03	269.56
4747	11/4/16	JANWAY COMPANY	102.03	371.58
4748	11/4/16	MIDWEST TAPE	102.03	787.11
4749	11/4/16	MULTICULTURAL BOOKS & VIDEOS	102.03	850.00
4750	11/4/16	ROCKET ENTERPRISE INC	102.03	892.50
4751	11/4/16	SHOWCASES	102.03	<u>425.00</u>
Total				<u><u>3,792.75</u></u>

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

7b

PRESENTED: NOVEMBER 15, 2016 FOR THE MONTH OF: OCTOBER 2016

ACCOUNT NAME	2016-2017	2016-2017	REVENUE/EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	Seven Months 58% VARIANCE
	ADOPTED BUDGET AS OF MAR 15, 2016	AMENDED BUDGET AS OF AUGUST 16, 2016				
<u>Revenues</u>						
Taxes	\$6,846,279	\$6,805,797	\$0	(\$8,649)	-0.13%	(\$6,814,446)
Penal Fines	\$55,845	\$86,868	\$0	\$86,868	100.00%	\$0
State Aid	\$34,507	\$34,507	\$0	\$26,856	77.83%	(\$7,651)
Circulation Fines & Fees	\$100,000	\$100,000	\$8,723	\$59,220	59.22%	(\$40,780)
Charges for Services	\$11,987	\$11,987	\$1,806	\$9,164	76.45%	(\$2,823)
Investment earnings	\$81,546	\$81,546	(\$7,754)	\$66,014	80.95%	(\$15,532)
Miscellaneous	\$10,470	\$10,470	\$314	\$9,596	91.65%	(\$874)
Total Revenues	\$7,140,634	\$7,131,175	\$3,089	\$249,070	3.49%	(\$6,882,105)
<u>Expenditures</u>						
Personnel	\$3,842,532	\$3,842,532	\$281,157	\$2,269,467	59.06%	(\$1,573,065)
Library Services	\$834,856	\$834,856	\$86,983	\$447,956	53.66%	(\$386,900)
Facilities & Equipment	\$1,289,805	\$1,287,605	\$145,687	\$603,821	46.89%	(\$683,784)
Other Operating Expenditures	\$905,593	\$906,593	\$7,323	\$109,307	12.06%	(\$797,286)
Total Expenditures	\$6,872,786	\$6,871,586	\$521,149	\$3,430,551	49.92%	(\$3,441,035)
Fund Balance - Beginning	\$10,269,038	\$10,595,205		\$10,595,205		
Net revenue (expenditure)	\$267,848	\$259,589		(\$3,181,481)		
Fund Balance - Ending	\$10,536,886	\$10,854,794		\$7,413,724		

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 included here)	\$0	\$0
Committed Fund Balance (is 8-months of expenditures)	\$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 \$550,430 capital improvements)	\$5,967,695	\$6,285,603
Unassigned Fund Balance (is the unplanned emergency)	\$100,000	\$100,000

Bloomfield Township Public Library 2016-2017 Gift Fund Budget

PRESENTED: NOVEMBER 15, 2016 FOR THE MONTH OF: OCTOBER 2016

Seven Months 58%

ACCOUNT NAME	2016-2017 ADOPTED BUDGET AS OF MAR 15, 2016	2016-2017 AMENDED BUDGET AS OF OCTOBER 30, 2016	REVENUE/ EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	VARIANCE
<u>Revenues</u>						
Gift Income	\$500	\$46,768	\$1,035	\$46,782	100.03%	\$14
# Investment Earnings	\$200	\$200	\$15	\$93	46.38%	(\$108)
# Miscellaneous Revenue	\$0	\$0	\$0	\$0	0.00%	\$0
Total Revenues	\$700	\$46,969	\$1,049	\$46,875	99.80%	(\$93)
<u>Expenditures</u>						
Library Services	\$25,523	\$48,562	\$3,815	\$21,773	44.83%	(\$26,789)
Facilities & Equipment	\$30,594	\$41,575	\$1,162	\$4,997	12.02%	(\$36,578)
Other Operating Expenditures	\$96,533	\$109,538	\$471	\$11,955	10.91%	(\$97,582)
Total Expenditures	\$152,650	\$199,675	\$5,448	\$38,725	19.39%	(\$160,949)
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)		\$8,150		
Fund Balance - Ending	\$200	\$200		\$161,055		

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
October 2016

Fund	Type	Annual Yield	Date	Amount on Hand
General Fund				
	5th 3rd Checking (Ecommerce)	0.00%	10/31/2016	\$84,467.74
	Flagstar Public Funds Savings	0.43%	10/31/2016	\$305,510.29
	Flagstar Premier Public Entities Checking	0.29%	10/31/2016	\$20,624.14
	RBC Capital Cash/Money Market	0.01%	10/31/2016	\$40.17
	RBC Capital - Investments	2.64%	10/31/2016	\$7,484,668.57
	Total General Fund			<u><u>\$7,810,843.17</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%	10/31/2016	\$111,174.76
	Huntington CD (Charnov gift) - matures 02/02/17	0.45%	10/31/2016	\$50,228.12
	Fifth Third Bank Business Standard Checking	0.00%	10/31/2016	\$3,445.00
	Total Gift Fund			<u><u>\$164,847.88</u></u>

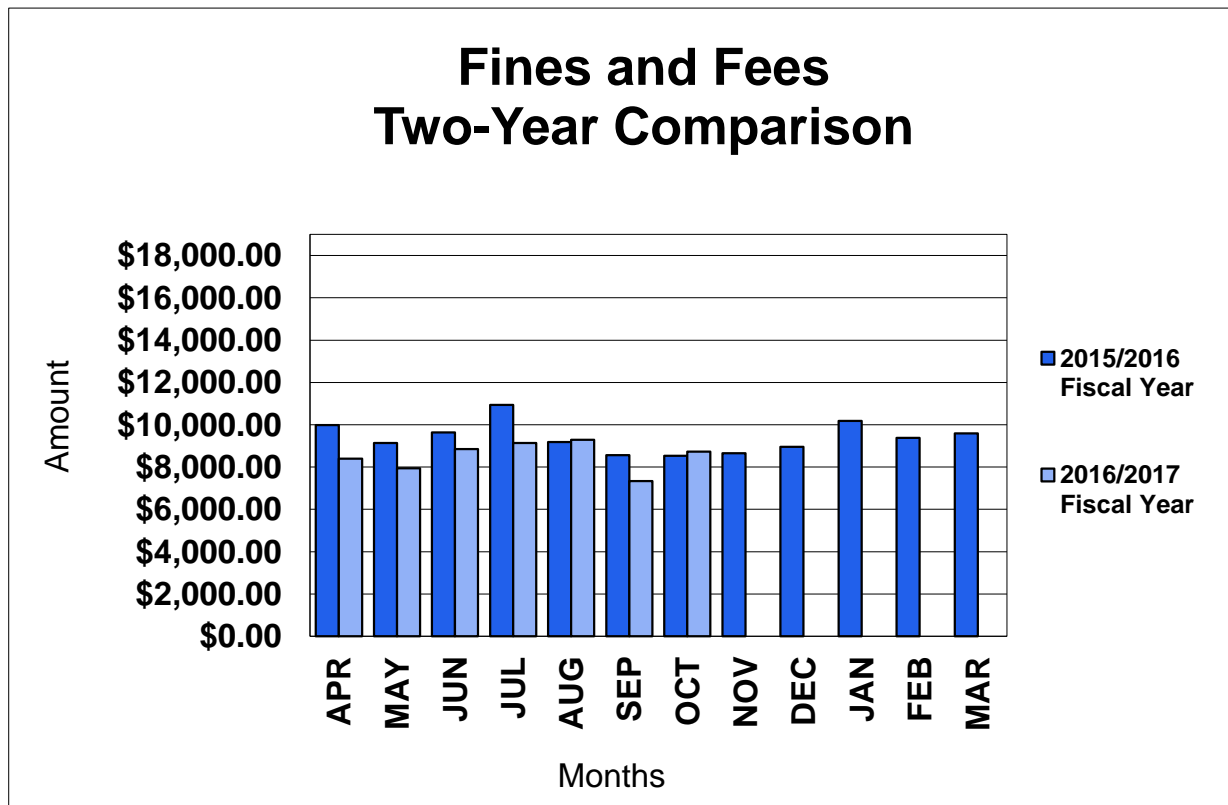
CFSEM

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

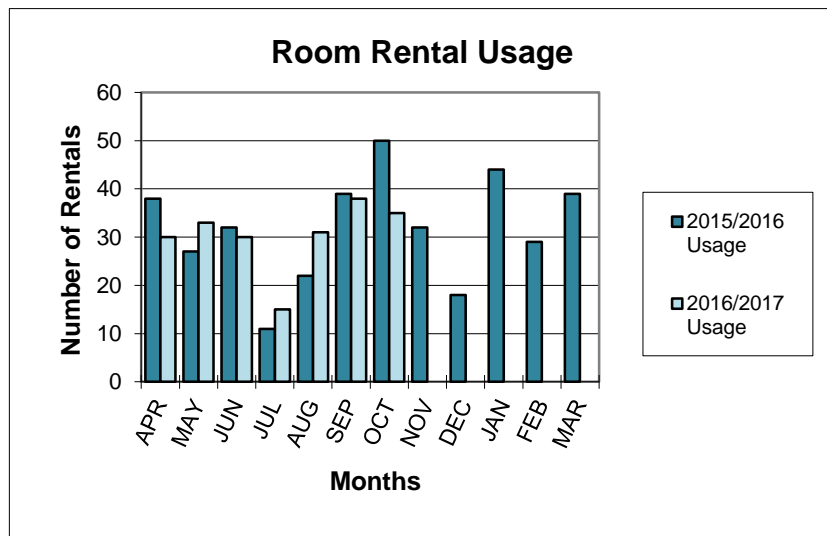
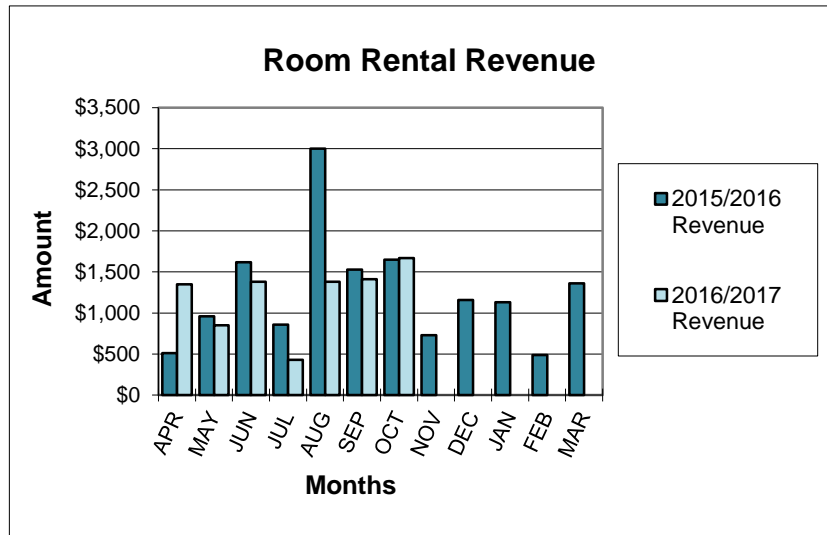
Month	2015/2016 Fiscal Year	2016/2017 Fiscal Year	Difference
APR	\$9,986.61	\$8,389.09	(\$1,597.52)
MAY	\$9,134.31	\$7,946.70	(\$1,187.61)
JUN	\$9,636.30	\$8,843.80	(\$792.50)
JUL	\$10,931.35	\$9,136.96	(\$1,794.39)
AUG	\$9,178.79	\$9,285.82	\$107.03
SEP	\$8,567.73	\$7,334.64	(\$1,233.09)
OCT	\$8,525.53	\$8,723.00	\$197.47
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	\$59,660.01	(\$53,061.37)



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	\$1,380.00	(\$240.00)	32	30	JUN
JUL	\$860.00	\$430.00	(\$430.00)	11	15	JUL
AUG	\$3,000.00	\$1,380.00	(\$1,620.00)	22	31	AUG
SEP	\$1,530.00	\$1,410.00	(\$120.00)	39	38	SEP
OCT	\$1,650.00	\$1,670.00	\$20.00	50	35	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	\$8,470.00	YTD Difference (\$6,530.00)	381	212	



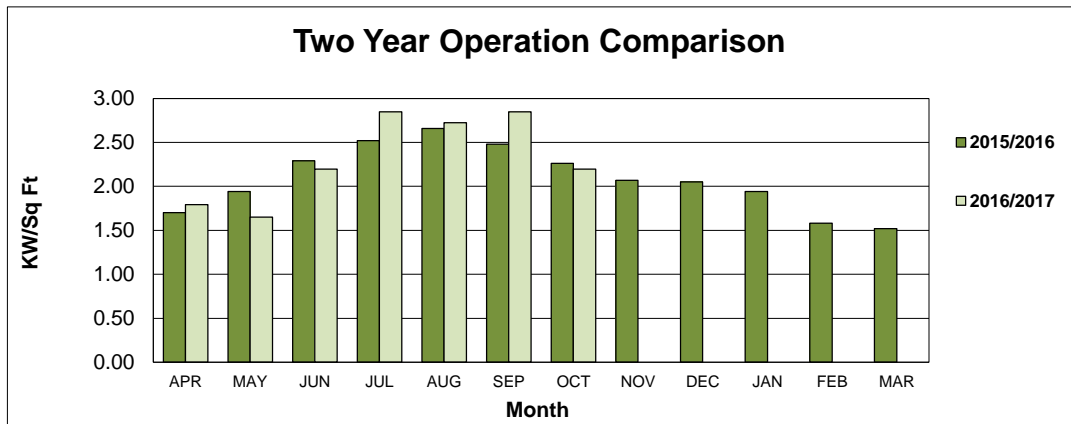
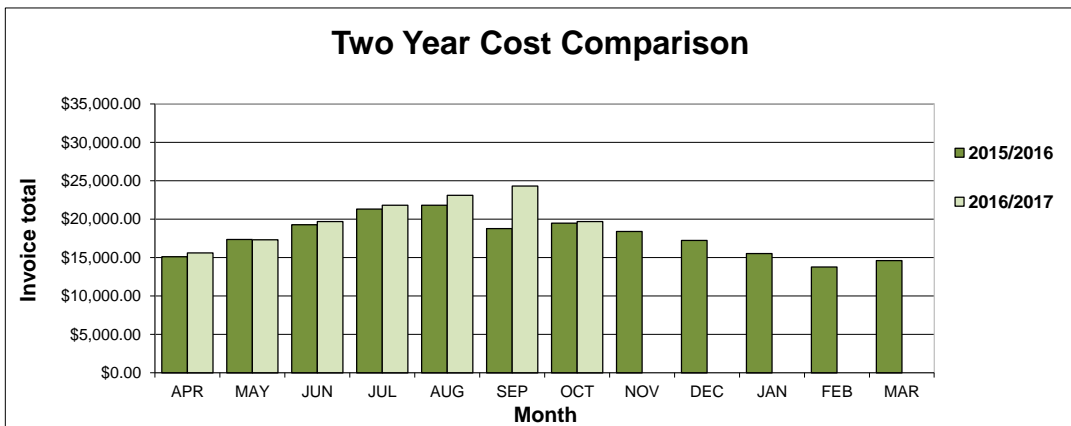
Bloomfield Township Public Library Electricity Analysis

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	\$23,088.13	\$1,273.81	275,100	\$0.08	369.76	2.72	\$31.03	\$0.23
SEP	\$18,760.03	\$24,303.34	\$5,543.31	287,840	\$0.08	399.78	2.85	\$33.75	\$0.24
OCT	\$19,458.96	\$19,688.69	\$229.73	221,690	\$0.09	297.97	2.19	\$26.46	\$0.19
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
YTD Difference									
TOTAL	\$212,576.71	\$141,499.43	(\$71,077.28)						

NOTES:

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

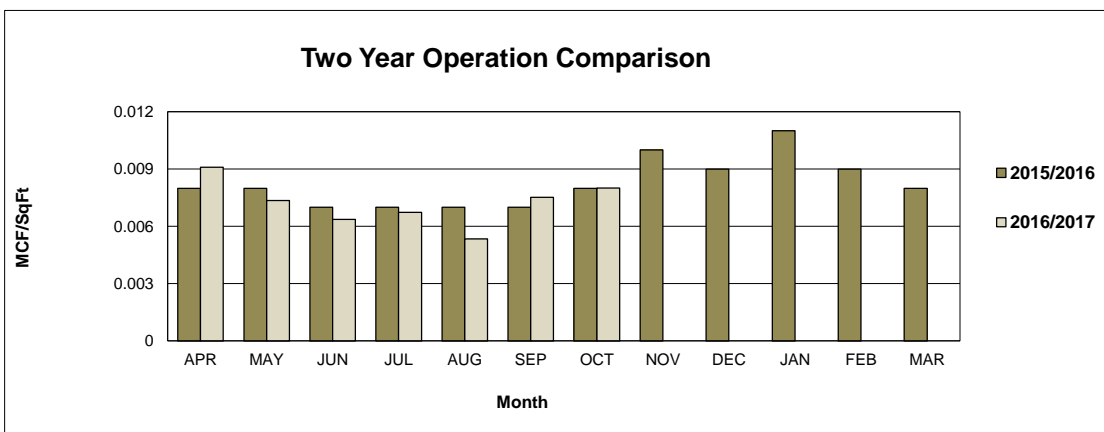
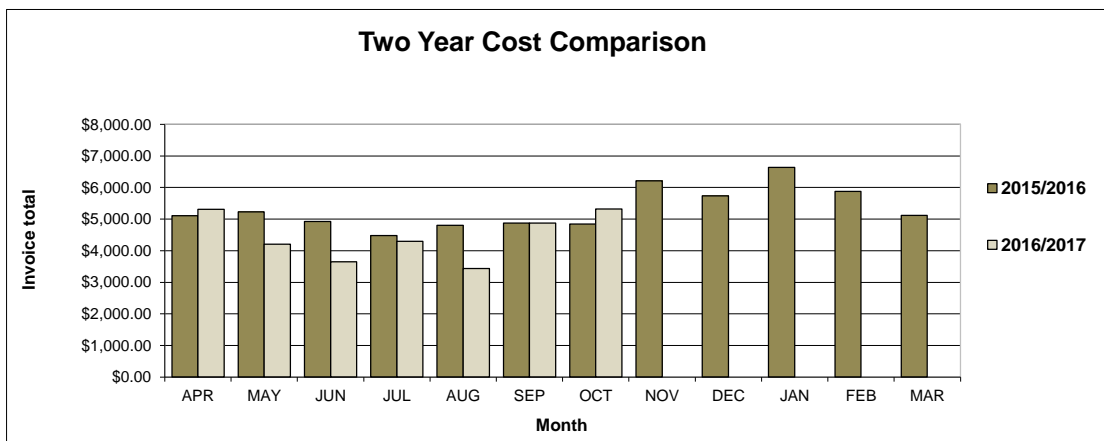


Bloomfield Township Public Library Natural Gas Analysis

Building Area = 101,023

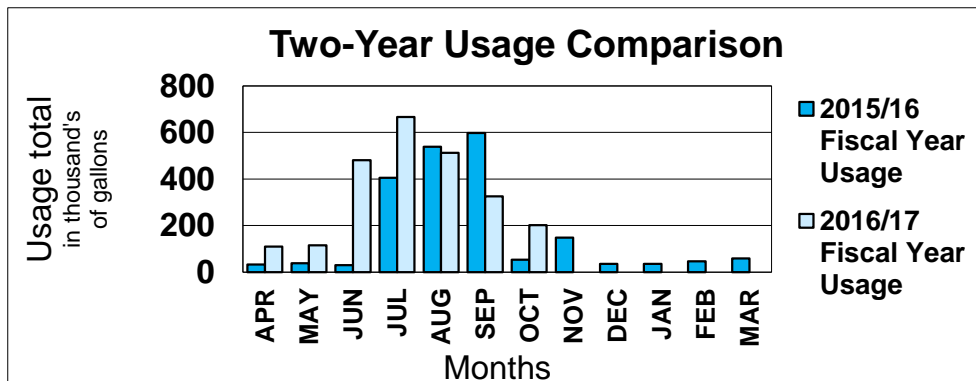
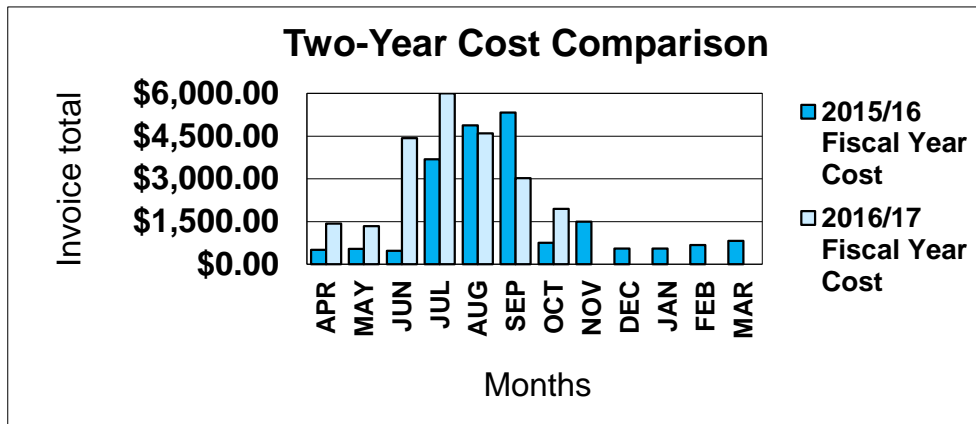
1 Cu. Ft. = 1000 BTU

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	\$3,437.53	(\$1,367.75)	539.1	\$6.38	744	0.72	0.005	4.62	0.034
SEP	\$4,874.11	\$4,874.40	\$0.29	760.3	\$6.41	720	1.06	0.008	6.77	0.048
OCT	\$4,847.90	\$5,321.19	\$473.29	808.3	\$6.58	744	1.09	0.008	7.15	0.052
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	\$31,097.20	(\$32,747.26)							



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	\$4,595.09	(\$284.46)	539	512	(27)
SEP	\$5,329.99	\$3,025.97	(\$2,304.02)	598	326	(272)
OCT	\$751.79	\$1,945.05	\$1,193.26	53	201	148
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	\$22,758.75	\$2,480.79	2,022	2,409	387



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

Congratulations on your re-election to the Bloomfield Township Public Library Board of Trustees! I am honored to work with such wonderful Trustees who are excellent stewards of the community's investment. Thank you for all that you do to make this Library truly "The Place to Discover".

Our November 15, 2016 Library Board meeting will be our first meeting after the November 8 election. Bloomfield Township Clerk Jan Roncelli will be at the Library at 6:30pm for the swearing in of each of you as Trustee. Everyone is invited to attend. In addition, we would like to take this opportunity to update our Library Board photo after the meeting.

The eighth season of our Chamber music concerts, provided by the talented students from the University of Michigan School of Music, Theater and Dance, begins again on Friday, November 18 at 7:30pm. This is one of the library's most popular programs. We are so grateful to the Friends of Bloomfield Township Public Library for their support of this wonderful musical series.

Bloomfield Township has approved our permit to begin the construction project to reroute two roof drains to the south side of the Library campus in order to alleviate the lower level flooding. With this approval now received, our project will begin on Monday, November 21 and should be completed, weather permitting, by December 16. During this time, all deliveries, donations and employees will be directed to use the Library's main entrance. In addition, the drive up lane to the book returns will not be accessible. However, the book returns will be open but patrons using this service will need to park along the drive up lane curb and walk a short distance to return their materials. Large signs and snow fencing will be placed to direct everyone away from the project area and to the front entrance.

In this season of thankfulness, I am very thankful for the opportunity to work with such wonderful Trustees and so very grateful for all that you do for Bloomfield Township Public Library.

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

Wishing you all a very happy Thanksgiving!

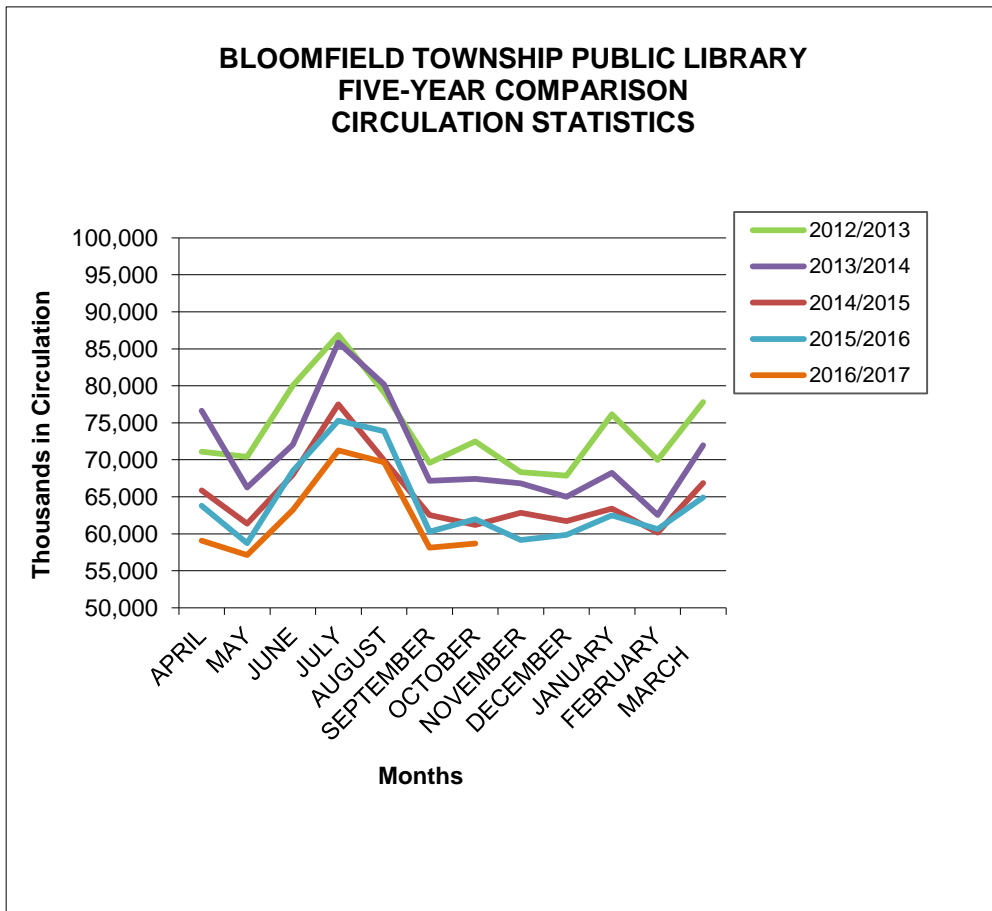
Respectfully Submitted,

*Carol Mueller
Director*

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
FIVE YEAR CIRCULATION

11/9/2016

	<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	69,676
SEPTEMBER	69,592	67,145	62,536	60,292	58,100
OCTOBER	72,467	67,436	61,177	61,960	58,678
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	437,177



	2015		2016	
COLLECTION				
Book Collection:	280,659		277,213	
Media Collection:	62,147		62,779	
Total e-books:	30,053		31,328	
Overdrive	7,974		8,916	
EBSCOhost	19,223		19,197	
Total downloadable audiobooks:	4,535		4,986	
Materials Total:	377,394		376,306	
CIRCULATION				
Circulation Total:	61,960		58,678	
Bloomfield Township Circulation:	56,122		54,145	
Virtual Circulation Total	5,685		6,254	
Circulation of Youth materials:	23,034		23,333	
Circulation of Media:	22,264		18,344	
Circulation of Cranbrook passes:	193		185	
Self-checkout machine use:	23,503	37.9%	23,322	39.7%
Library by Mail:	110	25 patrons	79	31 patrons
BUILDING & EQUIPMENT USAGE				
Door Count:	26,423		19,986	
Gate Count:	27,690		29,433	
Meeting rooms by public:	50		35	
Meeting rooms by staff:	87		88	
VIRTUAL USE				
Home page hits/Database services:	35,795		32,571	
e-book access:	2,311		1,978	
Overdrive	2,284		1,942	
EBSCOhost	27		36	
Audiobook access: (Overdrive)	1,109		1,046	
Music download access:	1,163		1,378	
Magazine download access:	665		771	
Tutor.com sessions:	186		112	
Hoopla access:	437		1,081	
Library Computer Use				
Resident Use	1,913		1,797	
Guest Use	751		715	

	2015		2016	
OUTREACH & PROGRAMS				
<i>New Patrons and Accounts</i>				
Township:	169		158	
Cranbrook:	10		14	
Total new patrons:	244		243	
<i>Adult Program Attendance</i>				
Staff-led:	4 events	25 attended	6 events	24 attended
Speaker-led:	10 events	234 attended	7 events	211 attended
Book clubs:	4 events	56 attended	4 events	56 attended
Tours/visits on-site:	0	0	0	0
Tours/visits off-site:	1 event	300 attended	2 events	150 attended
Sally Pullar Memorial Concert	1 event	91 attended		
Fall for Dahl			1 event	140 attended
<i>Systems Program Attendance</i>				
Staff-led:	3 events	21 attended	10 events	75 attended
<i>Teen Program Attendance</i>				
Staff-led:	3 events	11 attended	3 events	10 attended
<i>Youth Program Attendance</i>				
Staff-led:	29 events	784 attended	28 events	828 attended
Speaker-led:	7 events	193 attended	4 events	128 attended
Tours/visits on-site:	1 event	10 attended	0	0
Tours/visits off-site:	1 event	115 attended*	2 events	68 attended
TOTAL:	64 events	1,840 attended	67 events	1,690 attended
<i>Volunteers:</i>				
	25 people	255 hours	23 people	229.75
	Shop: 8	99	Shop: 10	128.25
	Court: 1	25	Court: 0	0
	Students: 4	19.5	Students: 0	0
	Dept. Vol: 12	111.5	Dept. Vol: 13	101.5
<i>Patron Remarks</i>				
Patron Comments:	22**		4	
Ask BTPL:	12		5	
Ask Us:	48		13	
DISPLAYS				
Lobby	Alcohol Ink Art by Sue Filbin & Art Work by Mary Tassone			
Media	Adult: Films To "Fall" For; Halloween Hoopla Movies			
	Youth: Spooky and Not So Spooky DVDs			
Local History	Careers			
*Includes the joint Adult & Youth Wing Lake School Open House with 115 attending				
**Includes some comments from September 2015				

DEVELOPMENT COMMITTEE

The meeting of the Bloomfield Township Public Library Board of Trustees Development Committee was held in the Library on **Tuesday, November 1, 2016 at 11:00am**

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

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

Old Business:

Fall for Dahl Recap

Carol reviewed the October 8, 2016 Fall for Dahl read-a-thon and evening event. It took 16 readers 3.5 hours to read all 155 pages of *Charlie and the Chocolate Factory* in the afternoon. Readers ranged in age from 7 to 70s. At our wonderful "An Evening of Pure Imagination" event there were 137 attendees. Between sponsorships and ticket sales, \$5,520 was raised. Expenses for both events were \$833.40. All committee members agreed that this event generated a lot of community involvement and was a wonderful success. A link to the video of the read-a-thon is available via the BCTV website.

Photo Contest

The contest outline was reviewed in detail. The only suggested change was to add a "best in show" category to the awards. More detail will be added to the draft contest entry form and two release forms – one for Library use of photos and one for permission from any person(s) included in the photos submitted. Promotion of the contest will start in December. It was tentatively decided that the award reception will take place on Saturday, April 29, 2017 in the afternoon.

Next meeting: Tuesday, November 29 at 2:00pm

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

Bloomfield Township Public Library
Oakland County, Michigan
Thursday, November 10
10:00 a.m.

Present: Trustee: Judy Lindstrom; Pam Williams

Library Staff: Carol Mueller, Director; Tera Moon, Assistant Director; Linden Godlove, Director's Secretary; Susan Barr, Youth Service Librarian; Connie Silver, Volunteer; Nancy Kulish, Volunteer

Old Business:

Community Room Historic Photo Project

The Committee reviewed the photos further, selecting which photos they favored out of the previous selections. Then, over 60 photos were rated with a score card, based on different points of merit.

In the next meeting, the Committee will discuss further framing options. They will review the highest ranking photographs and determine whether the selected photos should be of a specific historical period, across a span of time, or portraying some other factor.

No New Business.

The next meeting will be on Tuesday, November 29 at 3pm.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Library Board of Trustees

FROM: Carol Mueller, Library Director

DATE: November 11, 2016

SUBJECT: Library Showcase

Our wonderful library staff has been busy this year adding new programs, services and collections! I'd like to take some time at our meeting this month to showcase just a few of the new things happening at Bloomfield Township Public Library!

In Youth Services, a new program using Ozobots is being offered this fall. Our young patrons learn basic coding skills while playing with Ozobot robots! Color codes control these small robots and complete various challenges. Youth Services Librarian Killian Weston will demonstrate how these small robots work at our meeting.

This summer, a new computer class called Google CS was offered and, by popular demand, continues this fall. The focus of these series of classes is learning computer coding for young patrons. At our meeting, Mary Miner, Systems Assistant, will tell us more about these classes.

The Library now has an Overdrive Media station, making it easier to search for and borrow ebooks and audiobooks. Adult Services Librarian Drew Heuser will demonstrate how easy this new station is to use!

New items are being added to the STEM (Science, Technology, Engineering, Math) and Special Needs collections. Adult Services Department Head Ann Williams will bring some items from these collections to showcase.

Books and reading will always be our foundation, and, as our mission statement says, words have the power to spark discovery and imagination. Nowhere are discovery and imagination more evident than in the wonderful ways technology connects us with the world and with each other. As we have heard many times, libraries must exploit technology in order to keep the wow current and stay relevant. At the same time we don't want to lose sight of the importance and joy of reading. Library staff is wonderfully creative when it comes to looking for new ways to reach and inspire our patrons, young and old alike, to discover something new through technology while keeping reading at the heart of everything we do.

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: November 8, 2016
SUBJECT: Strategic Plan Update

In May 2016, 27 staff began working in six teams to work on fulfilling six priority investments of our strategic plan. The teams were working with an October deadline to deliver their results. Some teams had a specific deliverable, where others were conducting research in order to make a recommendation.

The teams' results are below:

1. Marketing

This team has drafted a marketing plan with three strategic objectives: 1. rededicate the Library's marketing of Library's programs and services; 2. revitalize the Library's outreach to the community; 3. renew the Library's collaboration opportunities. The team recommends establishing the current members as a committee that will continue work on this plan. The team will now focus on developing a timeline of marketing activities.

2. Tours

This team wrote a script and coordinated filming of a short promo video that highlights various parts of the library. The video is currently in production at BCTV. This will be used on the Library's website and Facebook to familiarize users with and promote the Library.

3. Wayfinding

In addition to conducting a literature review of articles and books about wayfinding in public buildings and places, this group gathered information from the public in order to gauge what areas of the Library are confusing or unknown to patrons. The group feels that an outside consultant is needed to ensure the Library is usable by all our patrons.

4. Policies

After conducting a survey of staff to figure out how frequently patrons are redirected to other departments, this team made several recommendations for ways to improve communication between staff. Some of the recommendations are: hold a daily morning meeting with general announcements, reminders, and reviews shared to all staff present; implement a plan for job shadowing among all departments to instill a greater understanding of each department's procedures, operations, and challenges; schedule regular policy reviews for the monthly drop-in staff training sessions; dedicate Staff Development Day to review policies and procedures.

5. Programming

This group has been focusing on ways to strategically align programming efforts between the three departments that offer programming: Adult Services, Youth Services, and Systems. Discussions focused on the quarterly newsletter. The group recommends adding pages and content to the newsletter and having it redesigned by a professional graphic designer. The

group recommends more news items be included in the newsletter as opposed to being strictly a program guide. Using means other than the print newsletter to promote programs will increase attendance and offer flexibility.

6. Space Planning

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

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.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

FRIENDS OF THE LIBRARY

MONTHLY DIRECTOR'S REPORT

November, 2016

- Fall for Dahl on October 8, 2016 was a splendiferous celebration of reading and chocolate! The day included the Library's first-ever read-a-thon and a magical family-friendly party. It took 16 volunteer readers, from ages 7 to 70, three and a half hours to read all 155 pages of Charlie and the Chocolate Factory. The celebration continued with An Evening of Pure Imagination when the Library was transformed into a scrumdiddlyumptious chocolate world with treats and fun activities. Over 140 guests enjoyed juggling, face painting, balloon art, life size Candy Land and more chocolate desserts and food than you can imagine. Not only did the event bring to life a book that has been beloved by generations of readers, but it raised funds to purchase a new puppet theater for the Library's Youth Department. Thank you for providing the seed money to make this event possible and enjoyed by many Bloomfield Township families.
- During the week of November 14 – 18, our Staff Organization Committee (SOC) will be holding a fundraiser in our Staff Lounge. Gently used bags, purses and jewelry are being accepted by SOC to include in a silent auction. Baked goods will be available to purchases on Monday, November 14 for \$1.00 each. Stop by if you can!
- The eighth season of our Chamber music concerts, provided by the talented students from the University of Michigan School of Music, Theater and Dance, begins again on Friday, November 18 at 7:30pm. This is one of the library's most popular programs. We are so grateful for your support of this wonderful musical series.
- Just a reminder to mark your calendars for Saturday, December 3, 6:30pm and return your RSVP for the Library's annual holiday party. Our S.O.C. (Staff Organization Committee) has planned an evening dinner at The Emagine Theaters in Royal Oak. We hope to see you there!
- Thank you very much for your review of the many items on the Library's current Wish List.
- The monthly gifts expended report is attached to this report for your information.

In this season of thankfulness, I am very thankful for the opportunity to work with such wonderful Friends and so very grateful for all that you do for Bloomfield Township Public Library.

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

Wishing you all a very happy Thanksgiving!

**Friends Gifts Expended 2016-2017
For the 7 Months Ended October 31, 2016**

<u>Gift Accession ID</u>	<u>Year</u> <u>Rec'd</u>	<u>Donor</u>	<u>Purpose</u>	<u>Gift Amount</u>	<u>Amount left</u> <u>in Gift Fund</u>	
1401080101	2014	FOL	S.T.E.M. collection	\$677.93	\$677.93	
1500070101	2015	FOL	Large Print books	\$612.92	\$135.51	
1500730101	2016	FOL	Book Club books	\$3,800.00	\$418.76	
1600250101	2016	FOL	Replacement of worn out books	\$4,000.00	\$1,687.77	
1600280101	2016	FOL	Teen Book Club kits	\$400.00	\$400.00	
1500720101	2016	FOL	One World, Many Countries Book set	\$500.00	\$21.20	To be redesignated
1600810101	2016	FOL	AS Bags/Kits Special Needs	\$400.00	\$28.42	
1400390101	2014	FOL	TS DVD's of guest speakers	\$160.00	\$150.00	
1500700101	2016	FOL	Replacement DVD's	\$2,850.00	\$2,062.89	
1500300101	2015	FOL	Health/Safety Program & Vitality Kits	\$64.51	\$64.51	
1600260101	2016	FOL	Vitality program and 3 vitality kits	\$600.00	\$125.30	
1400280101	2014	FOL	Additional materials for collection and All-in-one Skill Kits	\$1,180.22	\$462.57	
1600780101	2016	FOL	YS Able Tech. Station	\$3,500.00	\$3,500.00	
1401010101	2014	FOL	Maker Space programs	\$600.00	\$200.00	
1500250101	2015	FOL	2016/2017 Concerts	\$1,500.00	\$500.00	
1600770101	2016	FOL	AS 2016-2017 Concert Series	\$3,000.00	\$3,000.00	
1600830101	2016	FOL	YS Movie License	\$1,200.00	\$1,200.00	
1500080101	2015	FOL	Wee Play program updates	\$114.90	\$101.94	
1600210101	2016	FOL	March 2017 First Grade Readers Rally	\$2,000.00	\$2,000.00	
1600240101	2016	FOL	3 Ozobot 2.0 duel packs	\$375.00	\$6.01	
1600790101	2016	FOL	YS Eric Litwin Program	\$2,000.00	\$2,000.00	
1300540101	2013	FOL	Admin 2014/2015 Program Budget	\$268.94	\$156.66	
1500630101	2016	FOL	2016 Summer Fundraiser seed money	\$5,000.00	\$3,969.60	
1500690101	2016	FOL	Oct 2016 Bloomfield Township Open House costs	\$1,000.00	\$7.65	
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	\$355.10	
1500740101	2016	FOL	Drive-up Lane Landscaping	\$3,000.00	\$451.03	To be redesignated
1600270101	2016	FOL	Entrance arrangements	\$2,034.96	\$2,034.96	
1600800101	2016	FOL	FS Flagpole Relocation	\$1,000.00	\$107.50	
0800220101	2008	FOL	YS Velcro Design Wall	\$356.50	\$8.73	
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	
1600820101	2016	FOL	Circ RTI Auto Smart Machine	\$3,950.00	\$3,950.00	
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	To be redesignated
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	
					<u>\$68,803.49</u>	

December 2016

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
			1 10 AM -Tinker Tales 2PM -Holiday Party SOS with Trader Joe's 6PM- Intro to Microsoft Excel	2 10 AM -Movers & Shakers 11 AM - Movers & Shakers 7:30 PM Concert: Dayna Davis Sings Motown & More	3 6:30-8:30 PM – BTPL Holiday Party @ Emagine Royal Oak	4
5 10AM-Mother Goose Club 6:30 PM -Google CS-First Computer Coding with Scratch (ART)	6 10AM -Shake, Rhythm & Rhyme! 10AM -Knit 'n Stitch Circle 11AM – Finance Meeting 2PM -Download Help Drop Ins	7 10AM -Wee Play 12:30 PM – Friends' Meeting 6:30 PM -Google CS-First Computer Coding 6:30 PM Kitchen Lab	8 10AM -Tinker Tales 6:30 PM -Little Foodies	9 10AM -Movers & Shakers 11AM -Movers & Shakers 2 PM -English Language Conversation Hour	10 9:30 AM - 3:30 Friends of the Library Second Saturday Sale	11
12 10AM -Mother Goose Club 11AM -Adult & Teen Sensory Storytime 6:30 PM - Google CS-First Computer Coding	13 1PM -Memoir Writers' Group 2 PM -Tablet Tales 4 PM -Teen Advisory Board	14 Gale Courses begin today 10 AM -Wee Play 6:30 PM -Google CS-First Computer 7 PM -Nonfiction Book Club	15 10 AM -Tinker Tales 2 PM -Gale Courses Graduation	16 10 AM - Movers & Shakers 10 AM - Coffee & Conversation 11 AM- Movers & Shakers	17 2:30 PM SENSEational Story Time	18
19 No "30 Minute Lunchtime Book Club" - See you in January 6:30 PM -Google CS-First Computer Coding)	20 "No Tuesday Book Club"-- See you in January 7:00 PM – Library Board Meeting	21 1PM -Mystery Book Club 6:30 PM -Google CS-First Computer Coding 6:30 PM -Pizza & Pages	22 10 AM -Eleanor's Book Club	23	24 Christmas Eve Day - Library CLOSED - will reopen Monday, December 26 at 9:30 a.m.	25 Christmas Day - Library CLOSED - will reopen Monday, December 26 at 9:30 a.m.
26 December Books in Bars @ Mex is cancelled. 6 PM -Computer Basics	27 1PM -LEGO Club 1PM -Memoir Writers' Group 6PM -Introduction To Scanning & Photo Editing	28 11AM -Stress-free Vacation Yoga 7PM -Writers' Rendezvous	29 1 PM -Leftover Craft Day 6PM -Teen Quidditch Club	30	31	