

Bloomfield Township Public
Library

**Bloomfield Township Public Library
Board of Trustees**

Library Board Meeting
September 17, 2013
7:00 p.m.
John Rumsey Board Room

Trustees:

libraryboard@btpl.org

Judith Lindstrom, President

Pamela Williams, Treasurer

Joan Luksik, Secretary

Margaret Cohen

Grant Gerhart

Eli Greenbaum

Director:

muellerc@btpl.org

Carol Mueller

All meetings are open to the public.
We invite you to attend a meeting or watch it online at www.btpl.org

1099 Lone Pine Road, Bloomfield Township, MI 48302 248.642.5800

THE PLACE TO
DISCOVER

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

LIBRARY BOARD INFORMATION PACKETS

List of Contents

Items included in pre-board delivery for the REGULAR BOARD MEETING SCHEDULED
for TUESDAY, September 17, 2013, 7:00 p.m.

#	<u>NUMBERED ITEMS</u>	<u>DATE DELIVERED</u>
1	Agenda	9/13/13
2a	Request to remove items from the Consent Agenda for Discussion	9/13/13
2b	Motion to approve the order of items for the regular and consent agendas	9/13/13
5	Motion to approve remaining consent agenda items 6-8d	9/13/13
6	Regular Board Meeting Minutes of 8-20-13	9/13/13
6a	Preliminary Budget Fiscal Year 4-2-14/3-31-15 Meeting Minutes	9/13/13
7a	Cash Disbursements	9/13/13
7b	Revenues/Expenditures Budget Report	9/13/13
7c	Energy Report	9/13/13
8a	President's Report	9/13/13
8b	Director's Report	9/13/13
8c	Tentative Schedule Calendar	9/13/13
8d	Bloomfield Township Liaison –no report	
8d	Cranbrook – no report	
8d	Art Committee – no report	
8d	Development – no report	
8d	Finance Committee –no report	
8d	Friends of the Library Liaison – no report	
8d	Building/Grounds –Meeting Minutes of 8-28-13	9/13/13
8d	Jeanette P. Myers Scholarship Committee	
8d	Landscape Committee –no report	
8d	Personnel Committee –no report	
8d	Policy Committee – no report	
11a	RFID Bid Award	9/13/13
11b	Roofing Project Update	9/13/13
13	Motion to approve any items removed from the consent agenda	9/13/13
	<u>UNNUMBERED ITEMS</u>	<u>DATE DELIVERED</u>
	Strategic Plan Update	9/13/13
	FOL meeting minutes of 8/7/13	9/13/13
	Administrative Calendar – October 2013	9/13/13

AGENDA
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, September 17, 2013
Regular Board Meeting
7:00 P.M.

REGULAR AGENDA ITEMS #1-5

1. Call to order of regular meeting
- 2a. Request to remove items from the Consent Agenda for Discussion
- 2b. MOTION to approve the order of items for the Regular and Consent Agendas
3. President's Verbal Report – Resolution for Karen Imarisio
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 August 20, 2013
- 6a. Public Budget Hearing meeting minutes of August 20, 2013
7. Budget
 - a. Cash Disbursements
 - b. Monthly Revenues & Expenditures
 - c. Energy Report
8. Written Reports:
 - a. President: *Judy Lindstrom
 - b. Director: *Carol Mueller
 - c. Tentative Schedule
 - d. Committee:
 - *Art Committee *Ad Hoc*
 - *Bloomfield Township Liaison
 - *Building & Grounds
 - *Cranbrook
 - *Development
 - *Finance
 - *Friends of the Library Liaison
 - *Jeanette P. Myers Scholarship Selection
 - *Landscaping/Interiors
 - *Personnel
 - *Policy

REGULAR AGENDA ITEMS

9. Call to the public, communications
10. Unfinished Business
11. New Business
 - a. RFID Bid Award
 - b. Roofing Project Update
12. Discussion of items removed from the Consent Agenda
13. MOTION to approve any items removed from the Consent Agenda
14. Other
15. Next scheduled meeting: Tuesday, October 15, 2013 at 7:00 p.m.
16. Adjournment

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

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

- **I REQUEST THAT ITEM (S):**

**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, August 20, 2013

At 6:45 p.m. the 2013 Jeanette P. Myers Memorial Scholarship Award was presented. Joan Luksik and Eli Greenbaum, Trustees on the Scholarship Committee, thanked Rodman Myers and his family on behalf of the Library and this community. Ruaa Bibi and Michael Yu were each awarded \$400.00. Ruaa is attending Oakland University and Michael will be attending Stanford University. Rod Myers spoke about the deep commitment to public service Jeanette P. Myers possessed. Jeanette was his late wife and in whose memory the scholarship was established. Rod along with his family members congratulated this year's recipients. The Myers Scholarship reception concluded at 7:05 p.m.

At 7:07 p.m. the Bloomfield Township Public Library's Public Budget Hearing was called to order by President Judy Lindstrom.

At 7:20 p.m. the Regular Meeting of the Bloomfield Township Public Library Board of Trustees was called to order by President Judy Lindstrom.

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

Unable to Attend: Trustee: Peggy Cohen

Administration: Library Director, Carol Mueller; Director's Secretary, Andrea Aragona; Finance Coordinator, Beth Sulek-LaHousse

Guests: Celia Domalewski, BTPL SOC; Klaren Gerhart, Township resident,

Upon discussion, a motion was made by Grant Gerhart, seconded by Pam Williams, **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:

Judy welcomed Carol Mueller to her first official Board Meeting as the Library Director. Judy thanked Rod Myers and his family for their continued support and also thanked Beth Sulek-LaHousse for her monetary contribution to the Myers Scholarship. Judy thanked Joan Luksik and Eli Greenbaum for their work on the Scholarship Committee and assisting with the presentation.

Director's Verbal Report:

Carol stated that our summer reading programs are concluding for this year. There were 870 children registered for the Youth Services Summer Reading, "Dig into Reading", and 60 adults and teens participated in the Adult Services Summer Reading "Beneath the Surface". We are always pleased with the participation in these summer programs. Carol thanked the Adult Services staff and Youth Services staff for planning so many wonderful programs.

Update on Unique Management Service: We have been working with them since March 2013 and we have submitted 312 patron delinquent accounts amounting to a little over \$31,000.00. To date we now have 131 of those accounts paid in full which is about 40%. We are above average on this as UMS states typical results are 20%. Carol commended our Circulation Department for keeping very complete patron records and their thorough work has helped to facilitate these results.

Roof Project: Carol stated that we have met with the company investigating our roof issues along with Gene Ferrera from Rewold & Son. Carol will be scheduling a meeting with the Board's Building & Grounds Committee to review the recommendations presented.

Assistant Director Search: Carol was happy to say that the deadline for accepting applications for the new Assistant Director has passed and 21 applications were received. Carol hopes to interview in mid-September and have the new Assistant Director in place mid to late October.

Carol informed the Trustees that Karen Imarisio, Adult Services Assistant Department Head, will be retiring on August 29, 2013 after 30 years at the Library. Karen was an outstanding librarian and brought so much to the Library in terms of partnerships and contributions. She will be truly missed.

CONSENT AGENDA MOTION

After discussion, a motion was made by Eli Greenbaum, seconded by Grant Gerhart, **TO APPROVE THE ITEMS ON THE CONSENT AGENDA AS PRESENTED WITH THE EXCEPTIONS OF THE FOLLOWING: MONTHLY ACTIVITY REPORT, WATER ANALYSIS.**

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:

Judy welcomed Celia Domalewski, BTPL SOC representative and Klaren Gerhart, Township resident to the meeting.

UNFINISHED BUSINESS:

No items for discussion

NEW BUSINESS:

11a: Proposed 2014-2015 Holiday & Closings Calendar

The 2014-2015 Holiday & Closing Calendar was presented. The date of the Library Gala, October 18, 2014, which will have an early closing time of 4:30 p.m., was inadvertently omitted from the calendar. The Board approved the calendar as amended with the October 18, 2014 date and closing time of 4:30 p.m.

After discussion, a motion was made by Pam Williams, seconded by Joan Luksik, **TO ACCEPT THE AMMENDED 2014-2015 HOLIDAY & CLOSINGS CALENDAR.**

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

A comment was made with regard to the slight decrease in meeting room rentals. Carol explained that typically room rentals are not as busy in the summer months.

A comment was made regarding the increase in *Home Page* hits along with *Library By Mail* Circulation. The Trustees were pleased to see these increases.

A comment was made regarding the difference in the costs on the water bill from 2012 to 2013 for the month of July. Carol stated that due to all the rain we have had this summer, we are not using as much water for the lawns. Also, our sprinkler system has sensors that will not turn on if they detect moisture in the soil, thus regulating water usage.

A motion was made by Pam Williams seconded by Joan Luksik, **TO 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:

No discussion at this time.

Meeting adjourned at 7:35p.m. The next meeting of the Bloomfield Township Public Library Board of Trustees is Tuesday, September 17, 2013 at 7:00 p.m. in the Board Room.

Submitted by:

Joan Luksik, Secretary

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

Bloomfield Township Public Library
Oakland County, Michigan
Tuesday, August 20, 2013

The Bloomfield Township Public Library's Public Budget Hearing was held in the Bloomfield Township Public Library on Tuesday, August 20, 2013. The meeting was called to order by President Judy Lindstrom at 7:07 p.m., following the Jeanette P. Myers Scholarship presentation.

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

Administration: Library Director, Carol Mueller; Finance Coordinator, Beth Sulek-LaHousse; Director's Secretary, Andrea Aragona

Guests: Celia Domalewski, SOC representative, Klaren Gerhart, Township resident.

Presentation and Discussion of Preliminary Budget, Fiscal Year April 2, 2014 – March 31, 2015.

President Judy Lindstrom commended Library Director, Carol Mueller and Finance Coordinator Beth Sulek-LaHousse for their hard work preparing the preliminary budget. The final budget for 2014-2015 will be approved in March 2014.

Call to the Public:

Judy welcomed Celia Domalewski, and Klaren Gerhart.

Motion to Approve the Preliminary Fiscal Year 2014-2015 General Fund Budget:

Upon review and discussion of the preliminary General Fund Budget, a motion was made by Eli Greenbaum, seconded by Pam Williams: **TO APPROVE THE PRELIMINARY GENERAL FUND BUDGET, AS ATTACHED, FOR FISCAL YEAR APRIL 1, 2014 - MARCH 31, 2015, IN THE AMOUNT OF \$5,175,890 FOR THE ANTICIPATED REVENUES AND \$5,458,264 FOR THE ANTICIPATED EXPENDITURES, USING A PORTION OF THE FUND BALANCE AS NECESSARY, FOR THE SUPPORT AND MAINTENANCE OF BLOOMFIELD TOWNSHIP PUBLIC LIBRARY FOR THAT FISCAL YEAR. THAT THE APPROVED GENERAL FUND BUDGET BE FORWARDED TO THE CHARTER TOWNSHIP OF BLOOMFIELD OFFICES AND THAT THE LIBRARY BOARD REQUEST FULL ASSESSMENT FOR LIBRARY PURPOSES OF THE 1.7874 APPROVED MILLS ADJUSTED BY MANDATED HEADLEE-AMENDMENT ROLL BACK ON EACH DOLLAR OF TAXABLE PROPERTY OF THE TOWNSHIP.**

A vote was taken for approval of the motion.

Ayes: Gerhart, Greenbaum, Lindstrom, Luksik, Williams

Nays: None

MOTION CARRIED

Motion to Approve the Preliminary Fiscal Year 2014-2015 Gift Fund Budget: Upon review and discussion of the Preliminary Gift Fund Budget, a motion was made by Grant Gerhart, seconded by Joan Luksik: **TO APPROVE THE PRELIMINARY GIFT FUND BUDGET, AS ATTACHED, FOR FISCAL YEAR APRIL 1, 2014-MARCH 31, 2015, IN THE AMOUNT OF \$700 FOR THE ANTICIPATED REVENUES AND \$500 FOR THE ANTICIPATED EXPENDITURES FOR THE SUPPORT AND MAINTENANCE OF BLOOMFIELD TOWNSHIP PUBLIC LIBRARY FOR THAT FISCAL YEAR.**

A vote was taken for approval of the motion.

Ayes: Gerhart, Greenbaum, Lindstrom, Luksik, Williams

Nays: None

MOTION CARRIED

The meeting adjourned at 7:20 p.m.

Submitted By:

Joan Luksik, Secretary

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
Cash Disbursements Comments
September, 2013**

New Vendors:

Maureen Anderson – is for a meeting room refund for a cancelled meeting.

Jacki Boyer – has supplied jewelry for the Library Shop.

Harenda S. Gandhi Foundation NPO – is for a meeting room refund for a cancelled meeting.

Principal Financial Group – is a new vendor for life insurance for our 27 part time employees.

Trend Enterprises, Inc. – a new vendor that provides books for children.

General Fund Advance

- Check # 13274 payable to United States Postal Service in the amount of \$1,500.00 was payment for postage to mail the fall, 2013 library newsletter.
- Check # 13275 payable to Carol Mueller in the amount of \$30 was reimbursement for registration to attend the New Director workshop at the Library of Michigan, as required for state aid to the Library.
- Check # 13279 payable to Principal Life Insurance Co. in the amount of \$648.95 was payment for life insurance for our 27 part time employees.

General Fund

- Check # 13284 payable to Bloomfield Township in the amount of \$373,274.44 was payment for three payrolls in August including FICA, HRA contribution, etc. as usual and a payout to a retiring employee.
- Check # 13287 payable to Checkpoint Systems Inc. in the amount of \$3,760.06 was payment for 5,000 additional RFID tags.
- Check # 13288 payable to Detroit Institute of Arts in the amount of \$50.00 was payment for an October 17, 2013 DIA program about Islamic art at the Library.
- Check # 13290 payable to Doeren Mayhew in the amount of \$1,000.00 was

payment for additional audit report work as requested by the Finance Committee.

- Check # 13291 payable to Grainger in the amount of \$1,626.88 was payment for replacement vacuums (\$1,084) and miscellaneous building supplies. Two new vacuums were ordered to replace two vacuums that were destroyed in the June 27 flood. This amount has been included in our insurance claim.
- Check # 13296 payable to Kalamazoo Public Library in the amount of \$21.99 was payment for a lost book borrowed by our library for a resident.
- Check # 13297 payable to L.J. Rolls Refrigeration Co., Inc. in the amount of \$5,697.40 was payment for library chiller work.
- Check # 13299 payable to Metcom, Inc. in the amount of \$845.38 was payment for labels used in Technical Services to cover the RFID tags.
- Check # 13300 payable to Michigan Opera Theatre in the amount of \$575.00 was payment for a family performance on Sunday, October 13 as part of the Bloomfield Township Open House festivities.
- Check # 13302 payable to Netch Corp. in the amount of \$16,626.23 was payment for Systems Department hardware maintenance - routers, switches, wireless access points, firewalls.
- Check # 13306 payable to Phoenix Lighting Services in the amount of \$ 3,018.90 was payment for lighting products.
- Check # 13310 payable to Ricoh USA, Inc. in the amount of \$ 3,071.73 was payment for quarterly copier use.
- Check # 13311 payable to Roofing Technology Associates, LTD. in the amount of \$2,750.00 was final payment for the completion of phase one - roof investigation.
- Check # 13313 payable to Service Heating & Plumbing in the amount of \$980.00 was payment for jetting the Library's storm water lines.
- Check # 13315 payable to St. Clair Shores Public Library in the amount of \$17.95 was payment for a lost book borrowed by our library for a resident.
- Check # 13320 payable to Tutor.com in the amount of \$ 5,800.00 was payment for our annual subscription to this service.
- Check # 13322 payable to Unique Books, Inc. in the amount of \$805.50 was voided. It should be payable to Unique Management Services for processing payment for 90 long overdue library accounts sent to them in July, 2013. The correct check will be issued as an advance check in September and will appear as

such on the next cash disbursement report.

Gift Fund

- Check # 4218 payable to the Community Foundation of Southeast Michigan in the amount of \$12,500.00 was funding to establish the Director's Legacy Fund, a new endowment for Bloomfield Township Public Library!
- Check # 4219 payable to Belightful Yoga, LLC in the amount of \$ 340.00 was payment for a fall series of yoga programs for children.
- Check # 4221 payable to Bloomfield Township Public Library in the amount of \$469.70 was reimbursement for August, 2013 postage for the Library by Mail program.
- Check # 4226 payable to Signing Grace LLC in the amount of \$500.00 was payment for a fall series of programs called "Sign and Play" for young children to be introduced to sign language.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
CHECK REGISTERS
FOR THE MONTH OF AUGUST 2013

Check Register - General Fund

Check #	Date	Payee	Cash Account	Amount
ADVANCE CHECKS:				
13274	8/9/13	UNITED STATES POSTAL SERVICE	104.01	1,500.00
13275	8/20/13	Carol Mueller	104.01	30.00
13276	8/20/13	AT&T	104.01	500.00
13277	8/20/13	COMCAST	104.01	126.52
13278	8/20/13	DTE ENERGY	104.01	24,264.13
13279	8/20/13	PRINCIPAL LIFE INS CO-SBD GRANDE ISLAND	104.01	648.95
13280	8/20/13	VERIZON WIRELESS	104.01	520.98
Total				<u><u>\$27,590.58</u></u>
REGULAR CHECKS:				
13281	9/6/13	BACKER LANDSCAPING, INC.	104.01	1,733.14
13282	9/6/13	BAKER & TAYLOR, INC.	104.01	9,098.95
13282a	9/6/13	VOID	104.01	
13282b	9/6/13	VOID	104.01	
13283	9/6/13	BLACKSTONE AUDIO, INC.	104.01	634.79
13284	9/6/13	BLOOMFIELD TOWNSHIP	104.01	373,274.44
13285	9/6/13	C& G PUBLISHING	104.01	48.00
13286	9/6/13	GALE/CENGAGE LEARNING	104.01	630.67
13287	9/6/13	CHECKPOINT SYSTEMS INC	104.01	3,760.06
13288	9/6/13	DETROIT INSTITUTE OF ARTS	104.01	50.00
13289	9/6/13	DIVERSE MEDIA, INC.	104.01	23.16
13290	9/6/13	DOERENMAYHEW	104.01	1,000.00
13291	9/6/13	GRAINGER, INC	104.01	1,626.88
13292	9/6/13	INGRAM LIBRARY SERVICES	104.01	90.27
13293	9/6/13	INSTITUTE OF CONT. LEGAL EDUCATION	104.01	132.50
13294	9/6/13	INTERNATIONAL BOOK CENTRE, INC.	104.01	539.05
13295	9/6/13	JCR SUPPLY CO/BEDARD BROS	104.01	412.80
13296	9/6/13	KALAMAZOO PUBLIC LIBRARY	104.01	21.99
13297	9/6/13	LJ ROLLS REFRIGERATION CO., INC	104.01	5,697.40
13298	9/6/13	MIDWEST COLLABORATIVE for LIB. SVCS	104.01	55.12
13299	9/6/13	METCOM, INC.	104.01	845.38
13300	9/6/13	MICHIGAN OPERA THEATRE	104.01	575.00
13301	9/6/13	MIDWEST TAPE	104.01	5,801.27
13301a	9/6/13	VOID	104.01	
13301b	9/6/13	VOID	104.01	
13302	9/6/13	NETECH CORP	104.01	16,626.23
13303	9/6/13	NUTECH GRAPHICS	104.01	1,739.98
13304	9/6/13	OVERDRIVE	104.01	3,448.92
13305	9/6/13	PARTNERS BOOK DISTRIBUTING, INC.	104.01	1,561.53
13305a	9/6/13	VOID	104.01	
13306	9/6/13	PHOENIX LIGHTING SERVICES	104.01	3,018.90
13307	9/6/13	RANDOM HOUSE, INC.	104.01	98.40
13308	9/6/13	RECORDED BOOKS, LLC	104.01	33.00
13309	9/6/13	RELIABLE OFFICE SUPPLIES	104.01	232.87
13310	9/6/13	RICOH USA, INC	104.01	3,071.73
13311	9/6/13	ROOFING TECHNOLOGY ASSOCIATES, LTD	104.01	2,750.00
13312	9/6/13	SECURITY DESIGNS INC.	104.01	353.29
13313	9/6/13	SERVICE HEATING & PLUMBING	104.01	980.00
13314	9/6/13	SHOPLET.COM	104.01	165.75
13315	9/6/13	ST. CLAIR SHORES PUBLIC LIBRARY	104.01	17.95
13316	9/6/13	STEVEN STANFORD	104.01	100.00
13317	9/6/13	STAPLES ADVANTAGE	104.01	166.18
13318	9/6/13	TANTOR MEDIA	104.01	574.01

Check #	Date	Payee	Cash Account	Amount
13319	9/6/13	THE LIBRARY STORE, INC.	104.01	734.30
13320	9/6/13	TUTOR.COM	104.01	5,800.00
13321	9/6/13	ULINE	104.01	148.66
13322	9/6/13	UNIQUE BOOKS INC.	104.01	805.50
13323	9/6/13	VIGILANTE SECURITY	104.01	1,950.00
13324	9/6/13	WALLACEBURG BOOKBINDING & MFG	104.01	509.10

Total				<u><u>\$450,937.17</u></u>
-------	--	--	--	----------------------------

Check Register - Gift Fund

Check #	Date	Payee	Cash Account	Amount
ADVANCE CHECKS:				
4214	8/9/13	Linda Hart	102.03	332.00
4215	8/20/13	Ruweed Bibi	102.03	440.12
4216	8/20/13	Brooke Hoskins	102.03	169.13
4217	8/20/13	Amy Young	102.03	30.90
4218	8/20/13	COMMUNITY FOUNDATION - SE MICH.	102.03	12,500.00
				<u><u>\$13,472.15</u></u>

REGULAR CHECKS:

4219	9/6/13	BELIGHTFUL YOGA, LLC	102.03	340.00
4220	9/6/13	JACKI BOYER	102.03	106.93
4221	9/6/13	BLOOMFIELD TWP. PUBLIC LIBRARY	102.03	469.70
4222	9/6/13	DISCOUNT SCHOOL SUPPLY	102.03	187.52
4223	9/6/13	GAYLORD BROS., INC.	102.03	108.36
4224	9/6/13	MIDWEST TAPE	102.03	63.96
4225	9/6/13	MOVIES UNLIMITED	102.03	34.98
4226	9/6/13	SIGNING GRACE LLC	102.03	500.00
4227	9/6/13	TREND ENTERPRISES, INC.	102.03	48.25
Total				<u><u>\$1,859.70</u></u>

**Bloomfield Township Public Library
2013-2014 General Fund Budget**

7b

PRESENTED: SEPTEMBER 17, 2013 FOR THE MONTH OF: AUGUST 2013

ACCOUNT NAME	2013-2014 ADOPTED BUDGET AS OF MAR 19, 2013	2013-2014 AMENDED BUDGET AS OF AUG 20, 2013	REVENUE/EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	Five Months 41% VARIANCE
<u>Revenues</u>						
Taxes	\$4,625,869	\$4,621,195	(\$2,536)	(\$13,866)	-0.30%	(\$4,635,061)
Penal Fines	\$58,353	\$58,353	\$0	\$54,543	93.47%	(\$3,810)
State Aid	\$20,470	\$20,470	\$10,261	\$10,261	50.13%	(\$10,209)
Circulation Fines & Fees	\$140,464	\$140,464	\$13,010	\$61,369	43.69%	(\$79,095)
Charges for Services	\$14,114	\$14,114	\$1,802	\$5,250	37.20%	(\$8,864)
Investment earnings	\$178,767	\$178,767	(\$4,695)	(\$161,453)	-90.31%	(\$340,220)
Miscellaneous	\$9,556	\$9,556	\$260	\$3,243	33.94%	(\$6,313)
Total Revenues	\$5,047,593	\$5,042,919	\$18,102	(\$40,653)	-0.81%	(\$5,083,572)
<u>Expenditures</u>						
Personnel	\$3,377,158	\$3,293,590	\$371,392	\$1,335,850	40.56%	(\$1,957,740)
Library Services	\$783,043	\$781,473	\$38,959	\$281,825	36.06%	(\$499,648)
Facilities & Equipment	\$1,042,081	\$1,043,181	\$66,410	\$414,176	39.70%	(\$629,005)
Other Operating Expenditures	\$131,896	\$398,768	\$10,213	\$78,307	19.64%	(\$320,461)
Total Expenditures	\$5,334,178	\$5,517,012	\$486,974	\$2,110,158	38.25%	(\$3,406,854)
Fund Balance - Beginning	\$7,792,567	\$7,972,537		\$7,972,537		
Net revenue (expenditure)	(\$286,585)	(\$474,093)		(\$2,150,811)		
Fund Balance - Ending	\$7,505,982	\$7,498,444		\$5,821,726		

Amendments to the budget:
Budget changed to August 20, 2013 public budget

Fund Balance Designations

Non-spendable Fund Balance (includes all fixed assets)	\$27,496,552	\$26,628,930
Restricted Fund Balance (nothing included here)	\$0	\$0
Committed Fund Balance (is 8- months of expenditures amount)	\$3,556,119	\$3,638,843
Assigned Fund Balance (is the compensated absences payouts of \$412,214 and full funding of the OPEB obligation of \$3,312,000)	\$3,742,194	\$3,724,214
Unassigned Fund Balance (is the unplanned emergency amount)	\$207,669	\$135,387

**Bloomfield Township Public Library
2013-2014 Gift Fund Budget**

7b

PRESENTED: SEPTEMBER 17, 2013 FOR THE MONTH OF: AUGUST 2013

Five Months 41%

ACCOUNT NAME	2013-2014 ADOPTED BUDGET AS OF MAR 19, 2013	2013-2014 AMENDED BUDGET AS OF AUG 31, 2013	REVENUE/ EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	VARIANCE
<u>Revenues</u>						
Gift Income	\$500	\$19,944	\$2,148	\$19,945	100.00%	\$0
Investment Earnings	\$300	\$300	\$12	\$61	20.48%	(\$239)
Miscellaneous Revenue	\$0	\$0	\$0	\$0	0.00%	\$0
Total Revenues	\$800	\$20,244	\$2,160	\$20,006	98.82%	(\$238)
<u>Expenditures</u>						
Library Services	\$39,727	\$41,965	\$3,928	\$17,691	42.16%	(\$24,274)
Facilities & Equipment	\$19,144	\$19,234	\$0	\$9,701	50.44%	(\$9,533)
Other Operating Expenditures	\$94,884	\$115,031	\$13,775	\$21,224	18.45%	(\$93,807)
Total Expenditures	\$153,755	\$176,230	\$17,703	\$48,616	27.59%	(\$127,615)
Fund Balance	\$92,733	\$94,964		\$94,964		
Reserved Fund Bal.	\$61,022	\$61,022		\$61,022		
Net revenue (expenditures)	(\$152,955)	(\$155,986)		(\$28,610)		
Fund Balance - Ending	\$800	(\$0)		\$127,376		

Amendments to the budget:

All amendments due to gifts received

Bloomfield Township Public Library
Asset Allocation Summary
AUGUST 2013

7b

Fund	Type	Annual Yield	Date	Amount on Hand
General Fund				
	Chase Checking (Ecommerce)	0.00%	8/31/2013	\$136,932.32
	Flagstar Public Funds Savings	0.15%	8/31/2013	\$194,677.07
	Flagstar Premier Public Entities Checking	0.10%	8/31/2013	\$72,179.29
	RBC Capital Cash/Money Market	0.044%	8/31/2013	\$31.98
	RBC Capital - Investments	2.61%	8/31/2013	\$5,878,388.10
Total General Fund				\$6,282,208.76

Please see General Fund budget for notes on how this amount is earmarked

Gift Fund

Huntington Public Fund Business Interest Checking	0.15%	8/31/2013	\$79,412.36
Huntington CD (Charnov gift) - matures 5/7/14	0.76%	8/31/2013	\$52,195.00
Total Gift Fund			\$131,607.36

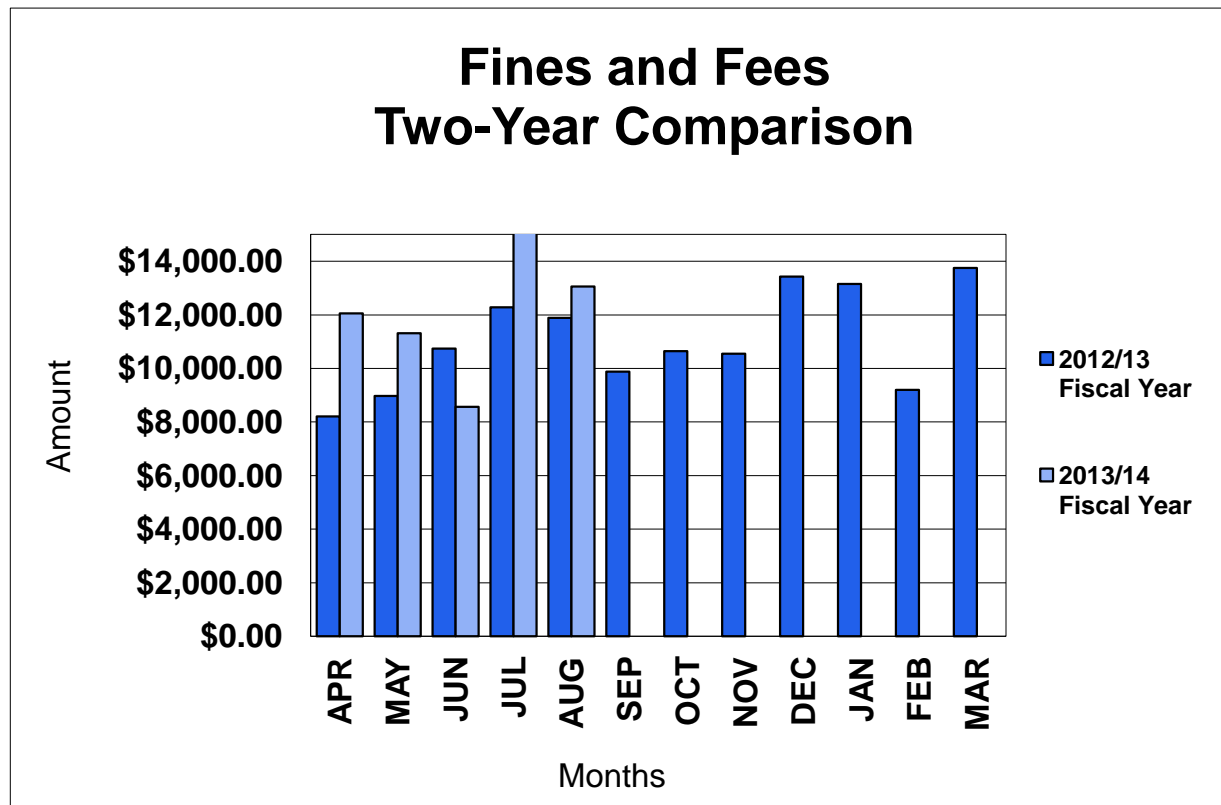
CFSEM

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	12/31/2012	\$13,244.00
Yvonne T. Atkinson	12/31/2012	\$28,784.00
Isabel and Lawrence Smith Challenge Grant	12/31/2012	\$29,871.00
BTPL Endowment Fund	12/31/2012	\$27,574.00
Fair Radom Garden Endowment Fund	12/31/2012	\$14,685.00
Library Director's Legacy Fund	8/31/2013	\$12,500.00
Total CFSEM holdings		\$126,658.00

FINES AND FEES - TWO-YEAR COMPARISON

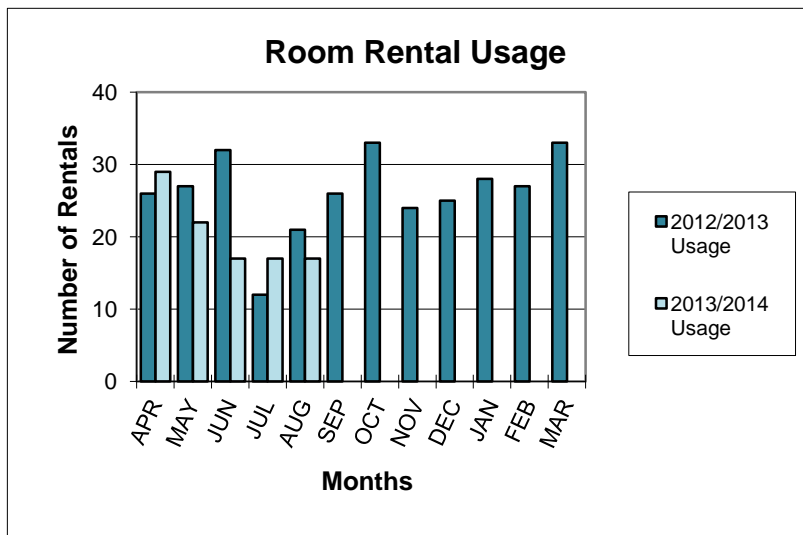
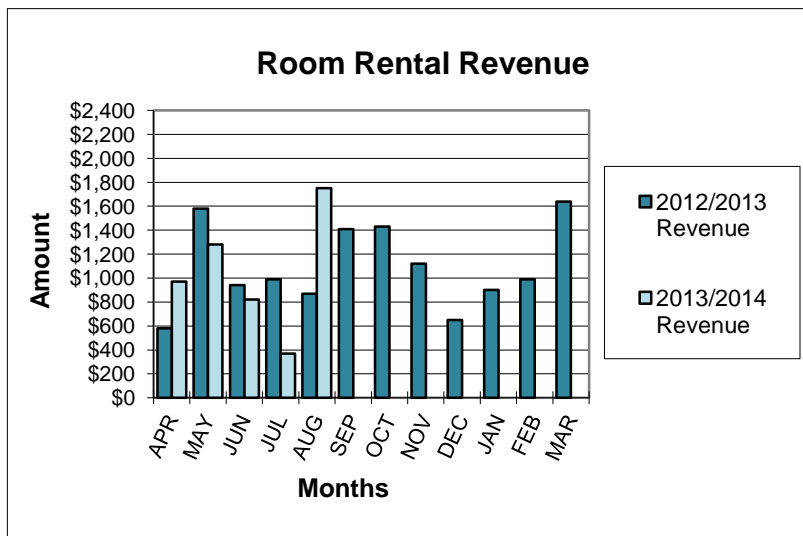
Month	2012/13 Fiscal Year	2013/14 Fiscal Year	Difference
APR	\$8,206.59	\$12,058.52	\$3,851.93
MAY	\$8,971.89	\$11,311.82	\$2,339.93
JUN	\$10,741.83	\$8,567.53	(\$2,174.30)
JUL	\$12,280.42	\$16,428.37	\$4,147.95
AUG	\$11,885.13	\$13,062.09	\$1,176.96
SEP	\$9,879.04		(\$9,879.04)
OCT	\$10,650.27		(\$10,650.27)
NOV	\$10,547.64		(\$10,547.64)
DEC	\$13,421.95		(\$13,421.95)
JAN	\$13,148.01		(\$13,148.01)
FEB	\$9,203.90		(\$9,203.90)
MAR	\$13,755.13		(\$13,755.13)
			YTD Difference
TOTAL	<u>\$132,691.80</u>	<u>\$61,428.33</u>	<u>(\$71,263.47)</u>



ROOM RENTAL - TWO-YEAR COMPARISON

7b

<u>Month</u>	2012/2013 <u>Revenue</u>	2013/2014 <u>Revenue</u>	<u>Difference</u>	2012/2013 <u>Usage</u>	2013/2014 <u>Usage</u>	<u>Month</u>
APR	\$580.00	\$970.00	\$390.00	26	29	APR
MAY	\$1,580.00	\$1,280.00	(\$300.00)	27	22	MAY
JUN	\$940.00	\$820.00	(\$120.00)	32	17	JUN
JUL	\$990.00	\$370.00	(\$620.00)	12	17	JUL
AUG	\$870.00	\$1,750.00	\$880.00	21	17	AUG
SEP	\$1,410.00		(\$1,410.00)	26		SEP
OCT	\$1,430.00		(\$1,430.00)	33		OCT
NOV	\$1,120.00		(\$1,120.00)	24		NOV
DEC	\$650.00		(\$650.00)	25		DEC
JAN	\$900.00		(\$900.00)	28		JAN
FEB	\$990.00		(\$990.00)	27		FEB
MAR	\$1,640.00		(\$1,640.00)	33		MAR
			YTD Difference			
TOTAL	<u>\$13,100.00</u>	<u>\$5,190.00</u>	<u>(\$7,910.00)</u>	<u>314</u>	<u>102</u>	



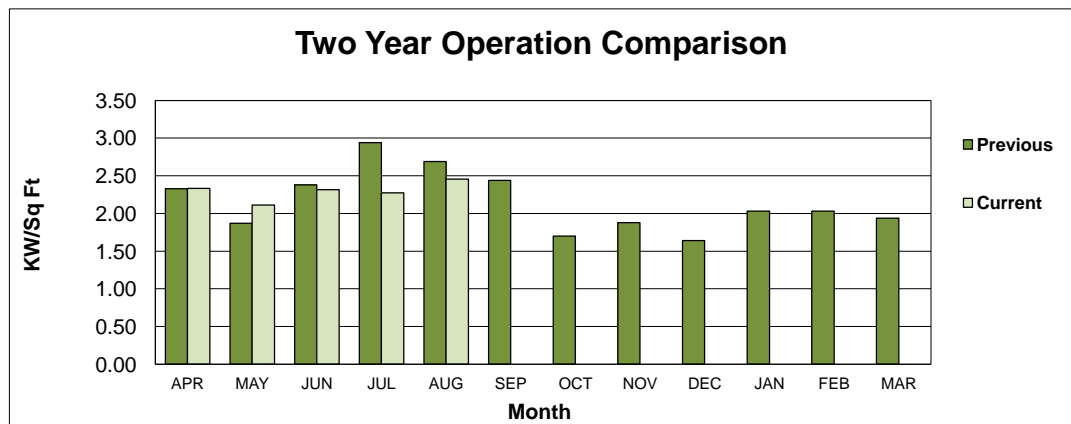
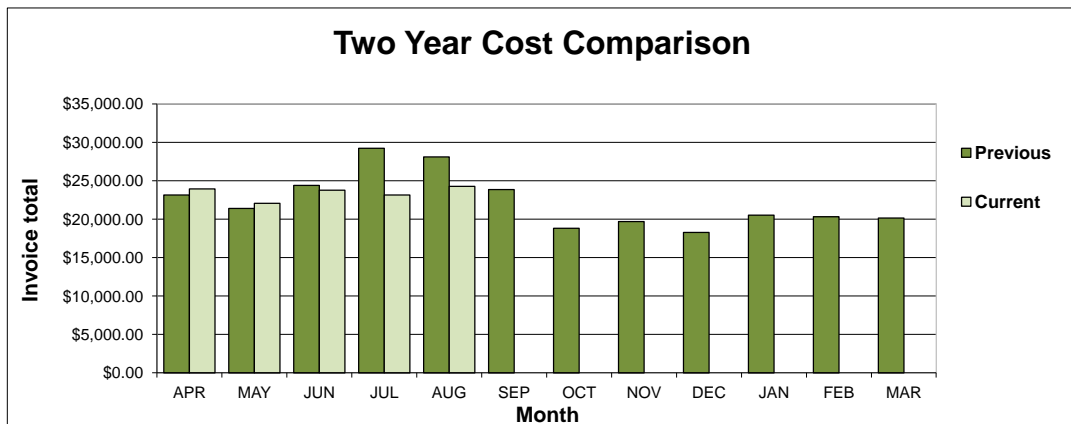
Bloomfield Township Public Library Electricity Analysis

Building Area = 101,023 Sq ft.

TWO YEAR COST COMPARISON				CURRENT YEAR OPERATION					
Month	2012/2013	2013/2014 (3)	Difference	TOTAL KWH (1)	COST/KWH (3)/(1)	KWH/HR (1) / (24 x no.days per month)	KWH/SQ FT (1)/101,023	COST/HR (3) / (24 x no. days per month)	COST/SQ FT. (3)/101,023
APR	\$23,140.58	\$23,924.85	\$784.27	235,620	\$0.10	327.25	2.33	\$33.23	\$0.24
MAY	\$21,388.95	\$22,040.98	\$652.03	213,430	\$0.10	286.87	2.11	\$29.62	\$0.22
JUN	\$24,402.61	\$23,747.63	(\$654.98)	233,800	\$0.10	324.72	2.31	\$32.98	\$0.24
JUL	\$29,211.88	\$23,128.92	(\$6,082.96)	229,810	\$0.10	308.88	2.27	\$31.09	\$0.23
AUG	\$28,113.58	\$24,264.13	(\$3,849.45)	248,010	\$0.10	333.35	2.45	\$32.61	\$0.24
SEP	\$23,837.69		(\$23,837.69)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
OCT	\$18,820.02		(\$18,820.02)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
NOV	\$19,685.39		(\$19,685.39)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
DEC	\$18,251.67		(\$18,251.67)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
JAN	\$20,526.33		(\$20,526.33)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
FEB	\$20,289.47		(\$20,289.47)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
MAR	\$20,159.83		\$20,159.83		#DIV/0!	0.00	0.00	\$0.00	\$0.00
			YTD Difference						
TOTAL	\$267,828.00	\$117,106.51	(\$110,401.83)						

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

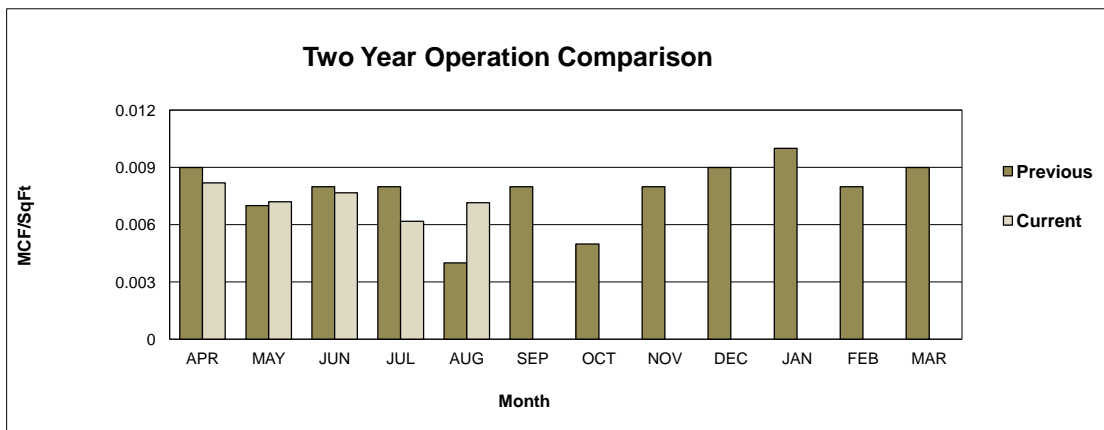
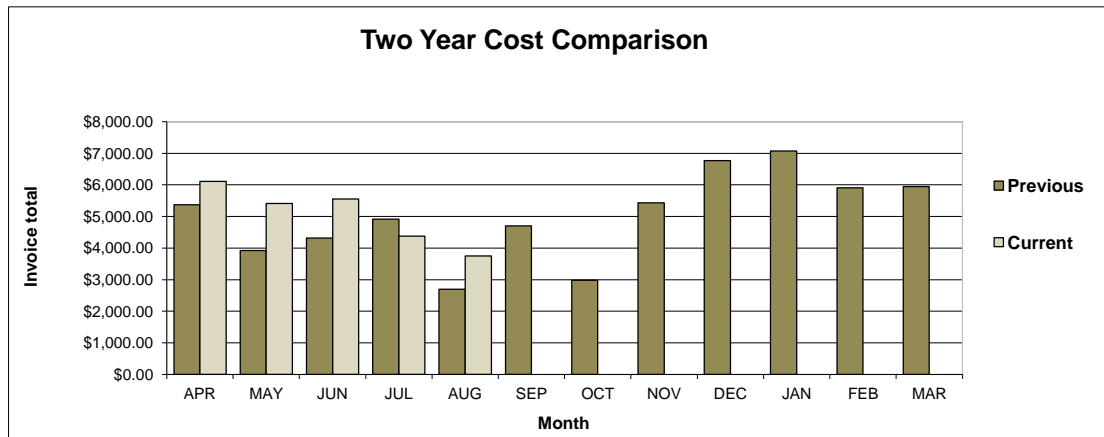
Building Area = 101,023

1 Cu. Ft. = 1000 BTU

TWO YEAR COST COMPARISON				OPERATION						
Month	2012/2013	2013/2014 (3)	Difference	MCF	COST/MCF	HOURS (24 x no. days per month)	MCF/HR	MCF/SqFt	\$/HR	\$/SqFt
APR	\$5,371.71	\$6,110.36	\$738.65	828.4	\$7.38	720	1.15	0.008	8.49	0.060
MAY	\$3,919.73	\$5,408.69	\$1,488.96	727.6	\$7.43	744	0.98	0.007	7.27	0.053
JUN	\$4,316.24	\$5,555.45	\$1,239.21	775.9	\$7.16	720	1.08	0.008	7.72	0.054
JUL	\$4,912.06	\$4,379.99	(\$532.07)	624.3	\$7.02	744	0.84	0.006	5.89	0.043
AUG	\$2,696.67	\$3,751.62	\$1,054.95	722.3	\$5.19	744	0.97	0.007	5.04	0.037
SEP	\$4,705.82		(\$4,705.82)		#DIV/0!	720	0.00	0.000	0.00	0.000
OCT	\$2,979.75		(\$2,979.75)		#DIV/0!	744	0.00	0.000	0.00	0.000
NOV	\$5,433.93		(\$5,433.93)		#DIV/0!	720	0.00	0.000	0.00	0.000
DEC	\$6,772.88		(\$6,772.88)		#DIV/0!	744	0.00	0.000	0.00	0.000
JAN	\$7,075.63		(\$7,075.63)		#DIV/0!	744	0.00	0.000	0.00	0.000
FEB	\$5,908.36		(\$5,908.36)		#DIV/0!	696	0.00	0.000	0.00	0.000
MAR	\$5,944.66		(\$5,944.66)		#DIV/0!	744	0.00	0.000	0.00	0.000
YTD Difference										
TOTAL	\$60,037.44	\$25,206.11	(\$34,831.33)							

NOTES:

All boilers are on line as of January 1, 2010 and operating at 33%
Alternative provider service began in November 2010



BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**LIBRARY BOARD OF TRUSTEES
MONTHLY DIRECTOR'S REPORT*****September, 2013***

- All 21 applications for the position of Assistant Director have been carefully reviewed and have been narrowed down to the ten candidates most qualified for this position. Telephone interviews are underway with the ten candidates to confirm their interest in our position and to clarify information on their resume. Interviews with the top three candidates are scheduled in late September. Christine Tvaroha, Bloomfield Township Senior Services Director, will be assisting me with these interviews. After on-site interviews are concluded, our next step will be to check references of the top candidate. A new Assistant Director should join library staff in late October!
- The popular "Touch A Truck" program was held on Saturday, September 7 at Bloomfield Hills Middle School. Sponsored by Bloomfield Youth Guidance, the Library provided several handouts for this event that featured dozens of big trucks and heavy equipment for children of all ages to climb on and explore.
- Bloomfield Township's annual open house will be held on Sunday, October 13 this year. At the Library, a special performance by the Michigan Opera Theatre of "Little Red Riding Hood" will be presented at 2:00pm that afternoon. Everyone is invited to join us for this family event!
- I am very happy to report that the newest Library endowment fund - the Director's Legacy Fund - has been established at the Community Foundation for Southeast Michigan! Funding to establish this endowment came from a variety of gifts and amounts to \$12,500.00! The fund's purpose is to provide library staff development opportunities and staff training that improves or enhances service to the public. This newest endowment brings the number of Library endowments to six!

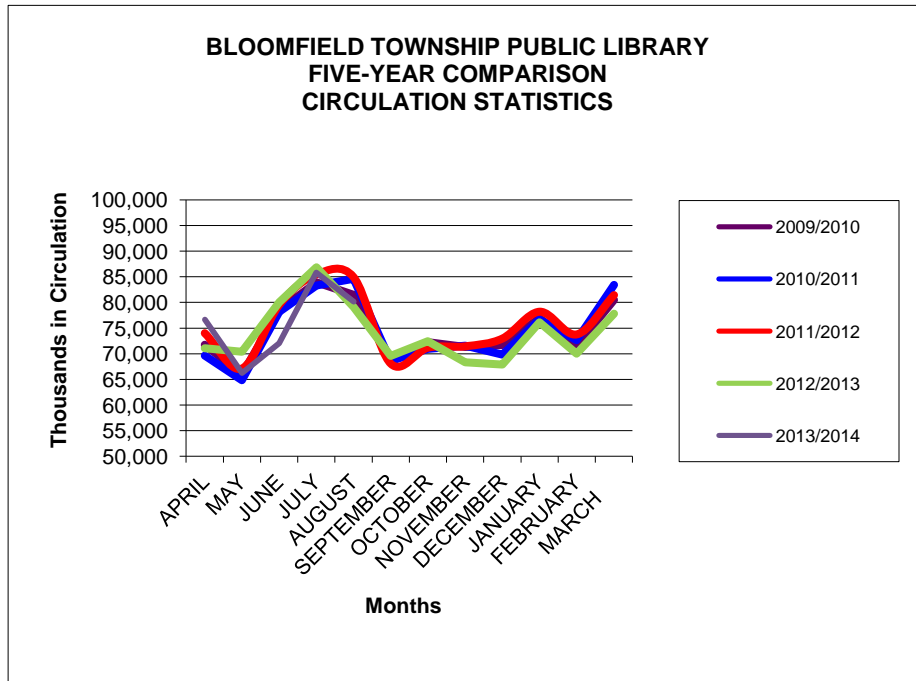
	2012		2013	
COLLECTION				
Book Collection:	284,686		284,465	
Media Collection:	60,160		62,021	
Total e-books:	25,858		26,838	
Overdrive	5,053		5,524	
EBSCOhost	19,227		19,227	
Total downloadable audiobooks:	3,982		4,378	
Materials Total:	374,686		377,702	
CIRCULATION				
Circulation Total:	79,094*		80,163	
Bloomfield Township Circulation:	72,219*		73,515	
Virtual Circulation Total:	3,814*		4,023	
Circulation of Youth materials:	29,245*		30,229	
Circulation of Media:	33,527*		34,504	
Circulation of Cranbrook passes:	396*		408	
Circulation of Big Green Gym passes:	9*		26	
Self-checkout machine use:	28,677*	36.3%	29,522	36.8%
Library by Mail:	156*	26 patrons	143	32 patrons
BUILDING & EQUIPMENT USAGE				
Door Count:	26,422^		29,919	
Gate Count:	31,348		30,732	
Meeting rooms by public:	21		17	
Meeting rooms by staff:	33		33	
VIRTUAL USE				
Home page hits/Database services:	31,569		26,048	
e-book access:	1,862		1,836	
Overdrive	1,804		1,776	
EBSCOhost	58		60	
Audiobook access: (Overdrive)	534		745	
Music download access:	1,418		1,194	
Magazine download access:	n/a		248**	
TutorMe! sessions:	4		4	
Library Computer Use				
Resident Use	3,428		2,886	
Guest Use	1,091		1,010	
*August 9, 2012 statistics not available				
^Door counter not working properly August 7, 21-28, 2012				
**New service as of August 2013				

	2012		2013	
OUTREACH & PROGRAMS				
<i>New Patrons and Accounts</i>				
Township:	261		222	
Cranbrook:	1		2	
Total new patrons:	390		320	
<i>Adult Program Attendance</i>				
Staff-led:	7 events	64 attended	2 events	9 attended
Speaker-led:	5 events	140 attended	2 events	10 attended
Book clubs:	4 events	28 attended	3 events	29 attended
Tours/visits on-site:	3 events	17 attended	0	0
Tours/visits off-site:	0	0	0	0
<i>Systems Program Attendance</i>				
Staff-led:	2 events	17 attended	1 event	8 attended
<i>Teen Program Attendance</i>				
Staff-led:	0	0	1 event	0 attended
<i>Youth Program Attendance</i>				
Staff-led:	8 events	801 attended	7 events	755 attended
Speaker-led:	3 event	174 attended	3 events	115 attended
Tours/visits on-site:	0	0	0	0
Tours/visits off-site:	0	0	0	0
TOTAL:	32 events	1,241 attended	19 events	926 attended
<i>Volunteers:</i>				
	36 people	366.5 hours	31 people	326.50 hours
	Shop: 8		Shop: 7	105.5
	Court: 2		Court: 0	0
	Students: 16		Students: 12	94.5
	Stu. tutors: 0		Stu. Tutors: 0	0
	Dept. Vol: 10		Dept. Vol: 12	126.5
<i>Patron Remarks</i>				
Patron Comments:	3		13	
Ask BTPL:	33		13	
Ask Us:	17		40	
DISPLAYS				
Lobby	Hand blown glass display from Epiphany Studio			
Media	Adult: Discover classic cars, space, non-fiction movies			
	Youth: Wild animals, Dig into Reading, mystery audiobook			
Local History	Classic car watercolor paintings & memorabilia			

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
FIVE YEAR CIRCULATION

9/13/2013

	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014
APRIL	71,743	69,666	74,009	71,094	76,629
MAY	65,968	64,825	67,127	70,411	66,250
JUNE	78,496	78,169	79,512	80,069	72,030
JULY	83,937	83,272	85,456	86,867	85,844
AUGUST	81,506	84,618	84,937	79,094	80,163
SEPTEMBER	68,621	68,596	68,066	69,592	
OCTOBER	72,256	70,926	71,180	72,467	
NOVEMBER	71,324	71,551	71,456	68,318	
DECEMBER	71,667	69,841	72,964	67,864	
JANUARY	76,935	76,712	78,197	76,156	
FEBRUARY	71,503	72,657	73,778	69,992	
MARCH	80,470	83,408	81,433	77,819	
TOTAL	894,426	894,241	908,115	889,743	380,916



TENTATIVE SCHEDULE CALENDAR

- **Tuesday, September 17, 2013- 7:00 p.m., Regular Board Meeting**

Upcoming meetings and events:

- Wednesday, September 25, 2013 – 4:00 p.m. – 6:00 p.m. Meet the New Director in the Board Room.
- Thursday, September 26, 2013 – 3:00 p.m. Art Committee Meeting in the Board Room.
- Wednesday, October 2, 2013 – 12:30 p.m. FOL Board of Directors Meeting in the Board Room.
- Monday, October 14, 2013 – 2:00 p.m. 50th Anniversary Meeting in the Community Room

MINUTES OF THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

BUILDINGS AND GROUNDS COMMITTEE

The meeting of the Bloomfield Township Public Library Board of Trustees Building and Grounds Committee was held in the Library on Wednesday, August 28, 2013 at 3:00 p.m.

Present: Trustees Judy Lindstrom

Unable to Attend: Trustees Peggy Cohen and Pam Williams

Administration: Carol Mueller, Library Director; Joel Dion, Facilities Department Head; Andrea Aragona, Director's Secretary

Others: Gene Ferrera, Frank Rewold and Son

Roof Repairs:

Gene Ferrera stated that there was not a way to entirely solve the roofing problem completely without changing the look of the entire building by replacing the existing roof. He stated that RTA recommended Option 1, which is to repair the roofs of current deficiencies and get a minimum of 5 years from this repair. The estimated cost for these repairs would be \$75,000 to \$90,000. Gene also stated that although this is the lowest cost option, it would be prudent to budget a yearly maintenance cost to cover future repairs as they present themselves. This would be a variable cost from year to year as we wouldn't be able to predict what repairs may be needed and when.

Option 2 recommended by RTA, was to re-roof the original nine pyramids and repair the six new pyramids. RTA recommended roofing the pyramids with something other than shingles due to the ventilation problems. A shingle double roof system would be the most expensive option and a metal roof would be a lower cost option of the two. However, both of these roofs would change the look of the building and the costs for both would be anywhere from \$500,000 to \$1,000,000 depending on what we chose to do.

After much discussion, those present representing the Library felt that since the roofs installed in 2006 on the main roof level are in very good condition, and the roofs between the pyramids appear to be in good condition at this time, Option 1 would be the choice.

They felt with the 5 year minimum life expectancy of the repairs, along with the potential costs for additional possible repairs needed during the 5 years, this option will work best for the Library at this time. All agreed that eventually the entire roof will need to be replaced.

The scope of work will take about until early December to be finished. This work will not impede Library services in any way.

Lower Level Flooding:

RTA did not investigate the flooding in the lower level of the Library. Gene feels the under floor drains that were built in the 1960's failed, or are plugged in some way, or were under designed for the facility in the first place. Gene suggested doing a survey of the main drain line that leaves the sump pump to the outside. This drain was viewed with a camera, but the camera could not view the entire line. This survey may impact the roofing timeline somewhat, but he felt this should be done as quickly as possible.

Meeting adjourned at 4:15 p.m.

No future meeting date was set.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Library Board of Trustees

FROM: Carol Mueller, Library Director

DATE: September 12, 2013

SUBJECT: RFID Services Bid

The Library RFID (radio-frequency identification) committee has been working very hard on this project. To summarize, library RFID technology uses small radio frequency transmitters or "tags" placed on library materials that send out a radio signal containing data on its checkout status and other information programmed into the tags. RFID readers are placed around the library to read these signals allowing patrons a convenient and easy way to check out their own materials at self check stations.

The Library currently uses Checkpoint/3M RFID tags and system. Checkpoint was selected as our RFID vendor in 2004 after extensive research. The library collection of approximately 216,000 items was converted to Checkpoint RFID tags that year and Checkpoint RFID readers, security gates and software were installed at the Library. The Checkpoint software, equipment and tags are proprietary. In 2011, Checkpoint notified the Library that they would no longer be manufacturing RFID equipment for the library sector and that 3M would be supporting existing equipment, such as in our library. In late 2012, Checkpoint/3M announced that their proprietary tags would no longer be manufactured and as of December, 2014, their equipment and software would no longer be supported.

As a result of this news, a request for proposals was developed and distributed this spring. Five proposals have been received from Backstage (conversion work only), Biblioteka, Envisionware, Techlogic and 3M Companies. All proposals have been carefully reviewed by the RFID Committee consisting of Trustee Grant Gerhart, Library Director Carol Mueller, Circulation Department Head Anna Pelepchuk, Assistant Circulation Department Head Elizabeth Korey, Systems Department Head Joan Wu, Systems Technician Breck McCrory, Technical Services Department Head Marianne Abdoo, and Assistant Technical Services Department Head Lori Smith Hoogasian. All committee members are to be commended for attending several vendor demonstrations and meetings to discuss our project and for thoroughly analyzing all proposals received.

During the proposal review process, the committee made several important decisions to change our current way of providing self check capabilities. At the present time, self check use hovers around 40% by our patrons and continues to decrease. We all agreed that the primary reason more patrons do not use our current self check units is due to the difficulty in using the un-lockers when borrowing media items. Many libraries have discontinued using locking cases for media. Our recommendation is to tag individual media items and not use locked media cases when we convert to new tags. This will eliminate the need for un-lockers at the self check units. Not only would this change reduce our cost for self check equipment and locking media cases, but it would create a

favorable experience for patrons using self check units for borrowing media, in particular.

Another important decision made during the review process was to create our own self check units. Our Systems staff will create these units using hardware purchased for this purpose. They then would configure these units to our specifications and support and maintain this equipment. This option will save approximately \$200 per unit than if purchased through a RFID vendor. In addition, no vendor annual maintenance costs will be incurred – whether maintenance was needed or not – going into the future. To support our own self check units, we would then purchase the necessary self check software from our integrated library system provider – Innovative Interfaces Inc. – that would allow for seamless communication between our Innovative circulation module and self check units.

Once the RFID bid is awarded, careful planning with the RFID vendor and staff will begin. This is a large and complex project that will involve all library departments. Our tentative timeline is to begin the conversion project in March, 2014 and be completely using new RFID equipment and tags by the end of April, 2014.

A summary of our review of all five proposals received is attached. Our committee recommendation to the Library Board is to award the RFID Services bid to Envisionware, Inc. Our recommendation is based on several factors. We currently use Envisionware software to manage our public computers. Our experience with Envisionware in this area has been good. References provided by other libraries were generally positive as well. Their bid is competitive with the other three bids provided for RFID services. We feel that Envisionware is innovative in the library field, meets our requirements for non-proprietary ISO (international standards organization) tags and equipment and is flexible in working with us to create our own self check units.

ACTION: I move to award the bid for RFID Services to Envisionware, Inc., 2855 Premiere Parkway, Suite A, Duluth, Georgia, 30097-5201.

RFID VENDOR COMPARISONS SEPTEMBER 2013

		3M	ENVISIONWARE	BIBLIOTECHA	TECHLOGIC (uses Backstage for conversion)	BACKSTAGE (conversion vendor)
PROPOSAL:	met deadline	yes	yes	yes	yes	yes
	comprehensive	yes	yes	very comprehensive	less thorough	yes
EXPERIENCE:	public libraries	yes	yes	yes	yes	yes
	number of years	40	15	since June 2011	13 years	25 working in libraries (not limited to RFID)
	with Checkpoint	yes; has provided service for all Checkpoint customers 2011	yes	yes	yes	yes
CONVERSION:	recommended methods	DecisionOne (service provider) with 3M onsite manager; mobile conversion stations	their team of regular and temp. staff; mobile conversion stations	highly recommends closing library and using all available manpower	they don't handle conversions but have worked with Backstage	their team of regular and temp. staff with vendor's mobile conversion stations
TRAINING:	onsite/online/other	onsite	onsite; extensive online documentation	onsite; online documentation	onsite	n/a
	how many staff attend	not limited	not limited	recommend training key staff to train others	operator training for as many as desired but recommend 6-7	n/a
SERVICE:	availability and response time as excerpted from their proposal	toll-free service calls can be placed by phone or web 365/24/7; on-site service (DecisionOne technicians) available M-F, 8am-5pm; 8 hrs. or less response time goal	toll-free service calls can be placed 24/7 with a 2 hr. or less response time; on-site service dispatched within 4 hrs. --any failure to meet needs results in a credit to our acct. according to the terms of our contract	email and phone support available 365/24/7; on-site service (Bibliotecha technician or in rare cases, subcontractor) available non-holiday weekdays, 8am-6pm.	web-based ticket system available 24/7; toll-free phone support 24/7; access to online Knowledge Base; tier system for on-site service with escalated issues receiving on-site support within 24 hrs.	n/a
COMMENTS:	what sets vendor apart	established Checkpoint relationship; goal of 80% self-check use; print or email receipts	BTPL uses for public computer mgmt, flexible/customizable esp. regarding self-check configurations; email receipts; innovative solutions in library field	extensive documentation on tag placement and security options for media; nifty products like tags for laptops and smartlockers	uses UTAGIT suitcase for conversion work instead of mobile cart set-up	provides temporary service to libraries for projects like conversions, cataloging, digitization, etc.
REFERENCES:	summary of reponses from references we contacted by phone or email	overall good rating but inconsistent strategies for conversion ; BTPL has had some issues with their service of our Checkpoint equipment	overall good rating ; one library reported some problems with conversion that did get resolved	overall good rating but 1/2 of libraries contacted reported some problems with service since company changeover from ITG	after attending this vendor's demo and reviewing their proposal we chose not to contact references ; our experience with this vendor's AMH has been fair	Most libraries used their own staff or hired temporary staff to do conversion, with reports of difficulties and long conversions. None contracted with the RFID vendor for conversion. Some Bibliotecha libraries contracted Backstage and reported a positive experience.
BUDGET:	annual maintenance	\$6,884 (year 2)	\$4,771.25 (year 2)	\$6,959 (year 3)	\$6,600 (year 2)	n/a
	conversion	\$112,200 (approx.)	\$112,200	\$110,850	\$108,900	\$105,600
	total vendor costs	\$221,461	\$233,983	\$230,718	\$244,362	\$105,600 (conversion only)

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Library Board of Trustees

FROM: Carol Mueller, Library Director

DATE: September 12, 2013

SUBJECT: Roofing Project Update

Phase one of the Library Roof Project is now complete. This phase involved a thorough investigation of the condition of the Library roofs. RTA (Roofing Technology Associates) submitted a complete report of their investigation of all Library roofs, which is attached. Of the 15 pavilion roofs, nine pavilions have the original roofs from 1987 and are in need of urgent repair. Six pavilion roofs are from the most recent 2005 - 2008 Improvement project and are in relatively good shape.

RTA included two recommendations in their report. These recommendations were reviewed with the Building and Grounds Committee by Gene Ferrera, Rewold and Son, at an August 28 meeting. The first recommendation is to repair the nine pavilion roofs that are from 1987. These roofs have certainly lasted beyond what is usually expected. RTA feels with substantial repairs these roofs will last a minimum of another 5 years or longer. Repairs will cost between \$75,000 - \$90,000. The look of the current roof will be preserved. Pursuing this avenue will allow the Library to budget appropriately to replace the entire roof with a different material in the future.

The second recommendation is to replace the entire roof with a different material such as metal which is a more common roof material today. This approach would involve replacing six rather new roofs that are in good shape. The look of the current building would change as different roof materials would be used. The cost to replace the current roof would range from \$600,000 - \$1,000,000 depending on the materials selected.

After discussion, it was decided to repair the current roof, budget for potential roof repairs each year and save for a complete roof project in the future. We are proceeding accordingly with phase two of this project. RTA is preparing bid specifications for our roof project. Bids will be solicited by the end of September. Roof work will commence in November to be completed before winter weather arrives.

After the July 27 flooding in the lower level, I asked Gene Ferrera if it was reasonable to investigate if something could be done to help with this water issue as part of the roofing project. He agreed that the roof water may be a contributing factor in the lower level water issues and proceeded to investigate. As part of the August 28 Building and

Grounds meeting, we discussed this topic at length. Gene asked to be called when the lower level flooded again.

Unfortunately, the lower level of the Library flooded again on Friday night, August 30 during a heavy storm. Gene was alerted to the situation and responded by meeting us at the Library. Reinforced by what he observed at the Library on August 30 during the most recent flooding, Gene confirmed that the decision made on August 28 by the Building and Grounds Committee to repair the older roofs is the best way to proceed. We are already proceeding accordingly. In addition, we now need to seriously investigate the cause of our too frequent and severe flooding in the lower level. To quote Gene, the roof project will appear simple in comparison. Gene scheduled a survey of our storm water lines leading to the detention ponds under the parking lot. He also is reviewing building plans. As soon as Gene completes his preliminary investigation of the lower level, a meeting of the Building and Grounds Committee will be scheduled to discuss our next steps.



ROOFING TECHNOLOGY ASSOCIATES, LTD.

38031 SCHOOLCRAFT
LIVONIA, MICHIGAN 48150-1065
(734) 591-4444 • FAX (734) 591-1660 • E-MAIL: rta@rtaltd.com
Web site www.rtaltd.com

August 15, 2013
Project No. 13-057

Ms. Carol Mueller, Director
Bloomfield Twp. Public Library
1099 Lone Pine Road
Bloomfield Township MI 48302

RE: ROOF EVALUATION
Bloomfield Township Public Library
1099 Lone Pine Road
Bloomfield Township, Michigan

Dear Ms. Mueller:

In accordance with our agreement, a roof evaluation and nondestructive moisture survey was performed on the above-referenced library by representatives of Roofing Technology Associates, Ltd. (RTA). The evaluation field work was performed July 24, 2013 and the moisture survey was conducted July 30, 2013. The purpose of the evaluation work was to determine and review the existing conditions of the EPDM roofs and shingle roofs and perform a nondestructive moisture survey on the roofs in order to develop general recommendations for any necessary remedial work.

A roof plan, which depicts the roof areas on the subject library along with the moisture survey results, is attached. The pods were numbered 1 through 15.

The scope of work of our services included a visual survey of the low and steep-sloped roofs and related flashings, test cuts of the roof systems and performance of a nondestructive moisture survey on the roof systems. The interior of the library was also reviewed for signs of roof leakage.

The subject building is a public library. The original building is understood to have been constructed in the 1960's. Additions were reportedly added in the mid 1980's and the building was reroofed at that time. During 2006-2008, an interior renovation was accomplished and new additions were added. The facility is one-story in height and is understood to be approximately 85,000 square feet in area. The current roof systems include single ply EPDM on the low slope areas and asphalt shingles on the steep slope areas. The copper roofs at the building entrance were excluded from the evaluation.



The roofs have reportedly had a long leak history. Repairs to the roofs have been accomplished many times in the past. The leak frequency is understood to be increasing and leak repair efforts currently are not resolving the leaks.

LOW-SLOPED ROOFS:

The EPDM membrane on the top of the oldest pyramids has a date code on the membrane of 1987. These roofs have problems at the perimeter edges of nails backing out and the flashing split at the end joints of the sheet metal. Several wet areas were found with the infrared survey. These roofs are in need of replacement.

On the main roof level, the fully-adhered EPDM roofs installed in 2006 are in a very good condition. Some ponding water occurs in localized areas. Several small roof membrane holes were found. No major work is needed at this time except patching the holes.

Several of the larger EPDM roof areas that are older (2001) have several wet areas. These roofs pond water and are in need of remedial work.

The narrow EPDM roofs between the pyramids appear to be in a good condition at this time. If the shingles are replaced, some consideration should be given to replacing these roof areas.

STEEP-SLOPED ROOFS

The older steep-sloped roofs consist of hip style roofs covered with asphalt shingles. The low portion of the pyramids are sloped 3-inches per foot. The upper portions are sloped 12-inches per foot. The shingles are standard size, fiberglass, 3-tab asphalt shingles. The underlayment consists of one layer of No. 15 asphalt saturated felt. The bottom edges are covered with one row (36-inches wide) of waterproof underlayment called eaves flashing. The waterproof underlayment strips lap onto the EPDM single-ply membrane approximately 4-inches.

The roof deck is ½-inch thick plywood installed on 2 x 10 wood joists. The joist cavities are filled with fiberglass batt insulation. We were unable to determine if the insulation was faced with a vapor retarder.

Some buckled roof deck conditions were observed. The roof deck is secured to the joists with staples. It appears that the staples may have missed the joists at the buckled deck locations. It appears that panel clips are not in place along the side joints in the roof deck. Buckled roof deck conditions usually occur due to moisture problems. Poor ventilation plus staple fasteners which missed their mark lead to buckled roof deck conditions.

The older asphalt shingles are in marginal condition. Surface blistering and moderate granule loss conditions were observed. Some pyramids have areas of shingle replacement.



Roofing nails are used to secure the shingles. The roofing nail heads and shafts are rusted which is indicative of poor ventilation. Shingle securement deficiencies observed include underdriven fasteners which have damaged the overlying shingles and improper fastener placement located above the seal down strip.

The partial shingles located along the tops of the pyramids are sliding out of position due to poor nail placement. Wind damaged and missing shingles were observed in the field of the steep slope roof areas as well. These are due to fastener deficiencies as well.

The sheet metal transition flashing located at the roof slope change and the gravel stop/ fascia along the top edge are not tight to the shingles. Loose endjoints and backed out faster conditions were observed. Numerous caulk repairs are present on the sheet metal flashings.

The newer steep slope roofs are similar to the older steep slope roofs except:

- The underlayment consists of 100% coverage with eaves flashing.
- According to the construction drawings, the roof deck and structure received spray applied foam on the underside. This in effect has made the roof system a compact system with no chance of ventilating the underside of the roof deck. We were unable to determine if the system is a compact system. No visible confirmation was possible from the roof side or the underside.

The roofing nails were rusted similar to the older steep slope pyramid roofs. The sheet metal flashings were in good condition.

Shingles installed on poorly ventilated spaces and compact decks have a typical life expectancy of 8 to 12 years. We do not recommend reinstalling shingles on the steep slope pyramid roofs for the following reasons:

- It would be difficult to effectively ventilate the pyramid roofs unless a product referred to as vented nail base is used. Even with the use of that product, venting of these roofs will be difficult if not impossible.
- Use of vented nail base may change the appearance of the steep slope pyramid roofs.
- Vented nail base may be cost prohibitive.

We would recommend considering other roof system types that do not require ventilation on the underside.

LEAKS:

A map of the reported leaks was overlaid on the roof plan. There are 12 leak areas reported. Six of the leak areas are at or very near roof drains. It was reported that the roofing contractor looking for roof leaks has suggested that some of the leaks are from the drains. It was also



reported that the building has a plumbing drainage problem. It is possible that the drain lines are backing up and leaking at the drain bowls.

The remaining six leaks correspond to the steep slopes and EPDM roofs on top of the pyramids.

RECOMMENDATIONS

There are two options to the roofing/leak problems. One would be to repair the roofs of current deficiencies and get a minimum 5 years out of the roof repairs. The top of the pyramids should be replaced since they are 26 years old and experiencing problems. Cost for repairs would be between \$75,000 to \$90,000

The second option would be to reroof the original nine pyramids and repair the six new pyramids. The pyramids should be roofed with something other than shingles due to the ventilation problems. The older EPDM roofs should be replaced at that same time. The cost for reroof greatly depends upon the final solution.

Sincerely,

ROOFING TECHNOLOGY ASSOCIATES, LTD.

Michael C. Bode, RRC
Sr. Project Manager

Michael V. Mathers, RRC
President

MCB/MVM/lab

Attachments

Cc: Mr. Gene Ferrera – Frank Rewold & Son



APPENDIX

Moisture Survey Roof Area Plan Plate No. 1

Photographs 1 through 32

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: Library Board of Trustees

FROM: Carol Mueller, Library Director

DATE: September 12, 2013

SUBJECT: Strategic Plan Update

Staff has begun working on the eight short term goals listed below for this fiscal year. During 2013/2014, the following short term goals will be completed:

- Invitations offering “First Meeting Free” invitations to Bloomfield Township service related businesses to meet one time at no charge at the Library are being prepared to send out this month.
- The Survey Committee has written a short article for the next newsletter to publicize how to freeze holds - one of the “My Account” features we wish to promote to increase resident’s knowledge of these library services.
- A Library Rewards program is currently underway this September in conjunction with American Library Association’s “National Library Card Sign Up” month. Any Bloomfield Township resident who brings in another Bloomfield Township resident to get a library card will have their name and their friend’s name entered to win a library gift bag!
- Work continues on creating content for a welcome brochure highlighting Library collections and services. A rough draft of a welcome brochure was discussed at the August 28 MAC (Management Advisory Committee) meeting and additional changes are being made.
- In November, the Local History display cases will feature an exhibit of Cranbrook student art. This is one of the ideas that came from a recent meeting with Greg Wittkopp, Judy Dyki, and Kelly Lyons at Cranbrook to discuss ways we can work together more closely.
- The staff Wayfinding Committee is investigating technology and equipment to improve patron access to the building, services and collections. A visit to Cranbrook on Wednesday, September 25 to see their use of an iPad has been arranged.
- Additional Vitality kits continue to be added to this popular new collection.
- Adult Services staff is working with Bloomfield Township Senior Services to offer programs for seniors. Specifically, movies from the Library’s collection have been selected and loaned to the Senior Center to show at their “Friday at the Movies” program.

Through our annual short term goals, the Library continues to make progress toward achieving all four long range objectives and to fulfill our mission of “Bloomfield Township Public Library champions the power of words to spark discovery and imagination”.

**FOL Board Meeting
August 7, 2013**

President Glenda Bard called meeting to order at 12:33

Board members present:

Glenda Bard, Wolf Chayt, Kathy Conner, Nancy Lambert, Pat Miotke, Cathy Ranke, Barbara Smalley, Virginia Smith

Others present: Grant Gerhardt, Library Trustee; Carol Mueller, Library Director & Andrea Aragona, Admin. Assistant

President's Report: made by Glenda Bard

- Noted that there is not a quorum of board members present. It was decided that meeting would proceed with discussion of Agenda items, but no voting can occur.
- Sally P. & Bob P. are absent due to Sally having a surgical procedure.
- Need to start planning for the next Annual Mtg. need someone to chair. Asked for volunteer. No one present indicated they want to do this.
- Need someone to chair the nominating committee. Asked for volunteer. No one present volunteered.

Secretary Report:

- Minutes of the July 10, 2013 meeting submitted for review. Minor edit made. Will have to be approved at next meeting.
- Barb indicated that in the future minutes will be sent to board as a "draft/unapproved" document. After Board approval final version will be distributed with approval date noted.

Treasurer's Report (see attached): Kathy C.

- Spreadsheets for July and the FY to date were distributed and reviewed by Kathy.

Membership Report: Barbara S.

Total membership as of this morning is 367. Membership numbers have stabilized.

Bookstore: Cathy R.

Cathy reported that the bookstore took in \$3136.81 last month.

SSSS: Virginia Smith

Second Saturday Book Sale brought in \$3,003. This was second highest sale.

Virginia S. shared the concern over the growing volume of books. Question is whether we will need a "Big Book Sale" in November and/or strategies for selling more books. No conclusion at this time.

Trustee Report: Grant Gerhardt

- Carol Mueller is new BTPL Director.
- Assistant Director position vacancy has been posted.
- Major repair to roofs over the next year will be occurring. This is an unplanned/ non-budgeted expenditure of over \$200,000.
- Library passed audit with “flying colors”.

Director’s Report: Carol Mueller

- Thanked FOL for support.
- Distributed Monthly Director’s Report, Friends Gifts Expended Report.
- New “Wish List” dated June 6, 2013 with a distribution date of 8/7/2013 distributed.
- Planning for the anniversary party are progressing still need volunteers.
- Library’s Annual Report is available.

New Business:

Virginia S. shared the concern over the growing volume of books. Question is whether we will need a “Big Book Sale” in October and/or strategies for selling more books. No conclusion at this time.

Old Business:

- Kathy C. has prepared a written summary of the tasks involved with the planning and implementation of the Annual Meeting.
- Kathy C. reported that she and Larry S. have drafted written procedures for FOL’s financial transactions. They will send out to board members for their review prior to next board meeting.
- Kathy C. reported that she and Larry S. reviewed the “Friends Gifts Expended Report” prepared by the BTPL. They suggested that rather than having unspent monies in the money received line item section that a new line item be added to the report to reflect those monies. Carol Mueller did not see a problem but would like to have FOL meet with the person who prepares the report.

Meeting adjourned at 12:23

Next meeting: September 4, 2013

Rev: 6/20

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

FRIENDS OF THE LIBRARY MONTHLY DIRECTOR'S REPORT

September, 2013

- The Library fall, 2013 community newsletter was mailed to our residents last week. I have brought additional copies of this newsletter for each of you. Please note that on the back of the newsletter the fall Friends book sales are featured - particularly the November sale.
- The deadline for applications for the position of Assistant Director has come and gone. We have received 21 applications for this position. We are currently narrowing down the candidates to those most qualified for this position. I hope to be able to introduce you to the new Bloomfield Township Public Library Assistant Director at the November Friends Board meeting!
- At the August 20 Library Board meeting, the Trustees approved the preliminary 2014/2015 library budget and the 2014 calendar. I am happy to say that the Library will be open two days more than in 2013 due to the elimination of furlough days. A copy of the 2014 calendar is attached to this report for your information. Please note the eleven closed days for holidays and three early closings for Thanksgiving Day eve, New Year's Eve and for our 50th anniversary gala celebration on October 18, 2014.
- Work is progressing on our library roof project. Phase one of this project - the investigative phase - has been completed and a comprehensive report with recommendations received. Phase two will be requesting and accepting bids to complete the repair of our roof. Phase three - the actual repair work of the roof - will begin later this fall so that the repairs can be complete before the snow begins to fly.
- The monthly gifts expended report is attached to this report for your information.
- I hope you all can join me on Wednesday, September 25 between 4:00 - 6:00pm at an informal "Meet your New Director" gathering. Everyone is welcome and light refreshments will be served. I look forward to getting to know everyone a little better then!

Thank you all very much for all you do for Bloomfield Township Public Library!

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

2013

2013

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 Movers & Shakers 10am Knit n Stitch 10am Collaging & Scrapbooking for Teens 4pm	2 Family Story Time 2pm Great Books Group 6:45pm College Admissions 7pm Henry & Friends 7pm	3 Just Us Kids 10am	4 Sign & Play 10am	5 Family Story Time 11am Intro to Power Point 2pm
6	7 Itsy Bitsy Yoga 10am	8 Movers & Shakers 10am Memoir Writers Group 1pm Teen Advisory Board 4pm	9 PJ theater 6:30 Nonfiction Book Club 7pm Writers Rendezvous 7pm	10 Just Us Kids 10am	11 Sign & Play 10am	12 FOL Book Sale 9:30am-3:30pm Intro to Scanning & Photo Editing 2pm
13 Michigan Opera Theater 2pm	14	15 Movers & Shakers 10am Tuesday Book Club 10am Library Board Meeting 7pm Ebooks 7pm	16 Mystery Book Club 1pm Great Books Group 6:45pm	17 Just Us Kids 10am Explore the DIA Islamic Art Collection 10am	18 Sign & Play 10am Coffee & Conversation 10-11am	19 Sensory Saturdays 11am
20	21 Money smart Teens W/Rohan Sinha 7pm	22 Movers & Shakers 10am Memoir Writers Group 1pm Do you really need a Trust? 7pm	23 Writers Rendezvous 7pm	24 Just Us Kids 10am Eleanors Book Club 10am	25 Sign & Play 10am	26 Intro to Word 2pm
27	28	29 Pumpkin Painting 6:30pm Author Bruce Feiler in Canton 7pm	30 Family Story Time 2pm Mad Science 6:30pm Author Bruce Feiler at Temple Beth El 10am	31		