

Bloomfield Township Public
Library

**Bloomfield Township Public Library
Board of Trustees**

Library Board Meeting
October 15, 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, October 15, 2013, 7:00 p.m.

#	<u>NUMBERED ITEMS</u>	<u>DATE DELIVERED</u>
1	Agenda	10/11/13
2a	Request to remove items from the Consent Agenda for Discussion	10/11/13
2b	Motion to approve the order of items for the regular and consent agendas	10/11/13
5	Motion to approve remaining consent agenda items 6-8d	10/11/13
6	Regular Board Meeting Minutes of 9-17-13	10/11/13
7a	Cash Disbursements	10/11/13
7b	Revenues/Expenditures Budget Report	10/11/13
7c	Energy Report	10/11/13
8a	President's Report	10/11/13
8b	Director's Report	10/11/13
8c	Tentative Schedule Calendar	10/11/13
8d	Bloomfield Township Liaison –no report	
8d	Cranbrook – no report	
8d	Art Committee – Meeting Minutes of 9-26-13	10/11/13
8d	Development – no report	
8d	Finance Committee –no report	
8d	Friends of the Library Liaison – no report	
8d	Building/Grounds –no report	
8d	Jeanette P. Myers Scholarship Committee	
8d	Landscape Committee –no report	
8d	Personnel Committee –Meeting Minutes of 9-26-13	10/11/13
8d	Policy Committee – Meeting Minutes of 10-3-13	10/11/13
11a	Roof Repair Bid	10/11/13
11b	Website Review	10/11/13
11c	Annual Policy Review	10/11/13
13	Motion to approve any items removed from the consent agenda	10/11/13
	<u>UNNUMBERED ITEMS</u>	<u>DATE DELIVERED</u>
	Strategic Plan Update	10/11/13
	FOL approved meeting minutes of 9/4/13	10/11/13
	Administrative Calendar –November 2013	10/11/13

AGENDA
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, October 15, 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
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 September 17, 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. Roof Repair Bid
 - b. Website Review
 - c. Annual Policy Review
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: Thursday, November 19, 2013
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, September 17, 2013

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

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

Unable to Attend: Trustee: Joan Luksik

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

Guests: Marcia Preston, BTPL SOC; Valerio Imarisio and Karen Imarisio, Township residents.

Upon discussion, a motion was made by Peggy Cohen, 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: Cohen, Gerhart, Greenbaum, Lindstrom, Williams

Nays: None

MOTION CARRIED

President's Verbal Report:

Judy welcomed everyone to the meeting. Judy stated how nice it was to see the entire Library utilized by our patrons. Driving up this evening, the outside terraces were filled with patrons enjoying the Library in the beautiful weather. Judy reminded the Trustees to review their gray folders as there are many items included in the folders.

Judy congratulated Karen Imarisio on her retirement after 30 years as the Assistant Department Head in Adult Services. On behalf of the Library Board, staff and patrons of the Library, Judy presented Karen with the following resolution:

WHEREAS, *Karen Imarisio has served at Bloomfield Township Public Library as Adult Services Assistant Department Head since September 12, 1983; and*

WHEREAS, *Karen has remained committed to providing excellence in public library service and especially devoted to the service of our patrons creating a following of devoted patrons for her art book talks and DIA docent led discussions; and*

WHEREAS, *Karen has represented our library on various professional panels, coordinating joint programming with Cranbrook and the Birmingham Bloomfield Arts Council; and*

WHEREAS, *As one of her many responsibilities, managing the Reference Collection, Karen worked to develop an exceptional collection both in print and online; and*

WHEREAS, *During Karen's term as Adult Services Assistant Department Head, she was a role model coordinating excellent programming such as Art in Public Places, DIA*

lectures and the DIA Inside/Out Project leader and the creator for many new service and programs such as the Altered Book Project; and

WHEREAS, *Karen served enthusiastically on the BTPL Art Committee working to beautify our library building and grounds now, therefore, let it be*

RESOLVED, *The Bloomfield Township Public Library Board of Trustees commends Karen Imarisio on the occasion of her retirement and offers heartfelt thanks to her for her thirty years of service to the community as a valued colleague of the Bloomfield Township Public Library.*

Karen Imarisio thanked the Board and stated that it is sad to leave, but, as a Township resident, she will be visiting the Library quite frequently!

Director's Verbal Report:

Carol congratulated Karen Imarisio on her retirement. Carol shared that September is National Library Card "Sign Up" month. The Library is running a promotion to "bring a friend" to sign up for a Library Card. Both the card holder and new library card recipient will be entered to possibly win a beautiful gift basket with BTPL items. The basket is on display at our Circulation Desk. Carol was happy to report that to date we have had 69 new Library Cards issued!

Carol reminded the Trustees that on Wednesday, September 25th from 4:00-6:00 p.m. there will be an opportunity for patrons to *Meet the New Library Director*. Carol is looking forward to meeting our patrons and answering any questions they may have. All are welcome to attend.

Carol reminded the Trustees of the opportunity to meet author Bruce Feiler on Wednesday, October 30 at 10a.m. at Temple Beth El, in Bloomfield Township. Mr. Feiler's book *Secrets of Happy Families* is this year's Everyone's Reading title. Tickets are required and available to Township cardholders at the Adult Services Desk beginning Tuesday, September 16. Carol also informed the Trustees of the Library's *Stuff the Story Room* diaper drive on September 27 & 28 to benefit the Detroit Area Diaper Bank.

CONSENT AGENDA MOTION

After discussion, a motion was made by Eli Greenbaum, seconded by Pam Williams, **TO APPROVE THE ITEMS ON THE CONSENT AGENDA AS PRESENTED WITH THE EXCEPTIONS OF THE FOLLOWING; MONTHLY DIRECTOR'S REPORT.**

A vote was taken for approval of the motion.

Ayes: Cohen, Gerhart, Greenbaum, Lindstrom, Williams

Nays: None

MOTION CARRIED

REGULAR AGENDA:

Call to the Public:

Judy welcomed Marcia Preston, BTPL SOC representative to the meeting.

UNFINISHED BUSINESS:

No items for discussion

NEW BUSINESS:

11a: RFID Services Bid

Carol stated that the RFID Committee had been working on this project since April 2013. Carol thanked the Committee members, Grant Gerhart, Anna Pelepchuk, Joan Wu, Elizabeth Korey, Breck McCrory, Marianne Abdoo and Lori Smith Hoogasian for all their hard work asking questions and reviewing proposals. The Library currently uses Checkpoint/3M RFID tags and system. 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. 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, a request for proposals was developed and distributed this past spring. Five proposals were received and after careful review by the RFID Committee, it was decided to award the bid for RFID Services to Envisionware, Inc. The Trustees were given a summary of the review of all five proposals. The Committee felt Envisionware is innovative in the Library field, met our requirements for non-proprietary ISO tags and equipment and is flexible in working with us to create our own self check units. In March 2014, Envisionware will have a team come to the Library site and convert our material to the new ISO tags. We hope to have this process complete in 5 weeks.

After discussion, a motion was made by Pam Williams, seconded by Peggy Cohen, **TO AWARD THE BID FOR RFID SERVICES TO ENVISIONWARE, INC., 2855 PREMIERE PARKWAY, SUITE A, DULUTH, GEORGIA, 30097-5201.**

A vote was taken for approval of the motion.

Ayes: Cohen, Gerhart, Greenbaum, Lindstrom, Williams

Nays: None

MOTION CARRIED

11b: Roofing Project Update

Carol stated that Phase One of the Roofing Project, which involved a thorough investigation of the condition of the Library roofs, is completed. The Trustees were given a copy of the complete report of the investigation. 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. Phase two of the project is proceeding as RTA is preparing bid specifications for our roof project and bids will be solicited by the end of September.

Carol stated that at the August Building & Grounds Committee meeting, Gene Ferrera was asked if it was reasonable to investigate if something could be done to help with our flooding problems as part of the roofing project, due to the flooding in the lower level on July 27th. The lower level flooded again on August 30th during a heavy storm. Gene was onsite at the Library during this downpour and agreed that the roof water may be a contributing factor in the lower level water issues, but felt this matter should be investigated further to determine the cause.

Carol stated that the lower level flooding issues are becoming too frequent and too severe. A survey of our storm water lines leading to the detention ponds under the parking lot was done. At this time, Gene Ferrera felt the lower level flooding may not necessarily be related to the roofing issues but part of another problem. He suggested having a civil engineer come and study the situation. Anderson, Eckstein and Westrick, Inc. were contacted to provide consulting engineering services to diagnose and provide potential solutions for the lower level flooding. They reviewed the two locations where sumps exist and where rising storm water enters the lower level. They also received a relative survey data from Reichert Surveying, Inc. (dated 9-13-13); copies of foundation drain location plans with mark-up information; a sanitary sewer and storm sewer plan from Hubbell, Roth & Clark (dated 5/26/67) and site work plans from the Addition and Remodeling plan from Fanning/Howey (dated 1/30/09). The proposal to provide the Storm Water Drainage Review is \$3,700.00.

In the meantime, Gene suggested a plumber be contacted to install a second sump pump in the western pit to address immediate concerns with overflow of the existing sump pump during heavy rains. This would not be a complete solution to the flooding issues, but would temporarily help pump excess water out of the lower level and hopefully limit flooding.

After discussion, a motion was made by Peggy Cohen, seconded by Grant Gerhart, **TO HIRE ANDERSON, ECKSTEIN AND WESTRICK, INC. 51301 SCHOENHERR ROAD, SHELBY TOWNSHIP, MI 48315 FOR THE AMOUNT OF \$3700.00 TO PROVIDE A STORM WATER DRAINAGE REVIEW OF THE LOWER LEVEL FLOODING.**

A vote was taken for approval of the motion.

Ayes: Cohen, Gerhart, Greenbaum, Lindstrom, Williams

Nays: None

MOTION CARRIED

After further discussion, a motion was made by Eli Greenbaum, seconded by Grant Gerhart, **TO DELEGATE THE DECISION TO APPROVE PURCHASE AND INSTALLATION OF A SECOND SUMP PUMP IN THE WESTERN PIT TO THE BUILDING AND GROUNDS COMMITTEE WHEN PROPOSAL IS RECEIVED BY THE LIBRARY DIRECTOR.**

A vote was taken for approval of the motion.

Ayes: Cohen, Gerhart, Greenbaum, Lindstrom, Williams

Nays: None

MOTION CARRIED

Carol thanked the Facilities Services Staff, Joel Dion, Jerry Ashley, Lennard Hollis, and Kathleen Hotson for all their hard work and diligence dealing with the multiple floods in the lower level.

DISCUSSION OF ITEMS REMOVED FROM THE CONSENT AGENDA

A question was raised with regard to payout from the Director's Legacy Fund. Carol stated that we receive two payouts from the Community Foundation for Southeastern Michigan in December and June. A comment was also made stating how wonderful it is that the Director's Legacy Fund was established.

A motion was made by Pam Williams seconded by Peggy Cohen, **TO ACCEPT THE REPORTS AND RECOMMENDATIONS AS PRESENTED.**

A vote was taken for approval of the motion.

Ayes: Cohen, Gerhart, Greenbaum, Lindstrom, Williams

Nays: None

MOTION CARRIED

Other:

Judy reminded the Trustees of the 50th Anniversary Meeting on October 14, 2013 being held in the Community Room. The Trustees scheduled a sub-committee meeting prior to the October 14th meeting on October 1, 2013 at 2:00 p.m. in the Board Room. A copy of the 50th Anniversary Gala subcommittee list will be sent to the Trustees prior to the October 1st meeting.

Meeting adjourned at 8:00p.m. The next meeting of the Bloomfield Township Public Library Board of Trustees is Tuesday, October 15, 2013 at 7:00 p.m. in the Board Room.

Submitted by:

Joan Luksik, Secretary

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

New Vendors:

Books-A-Million – is a new bookstore in the area.

ELZ Publishing – is a new vendor for Youth books.

MAC Life – is a magazine publisher.

Merrymakers, Inc. – is a vendor for Youth program items.

Midwestern MI Library Cooperative – is a library cooperative that offered a workshop on programming a Youth librarian attended.

Nicholas P. Pipino Associates, Inc. – is a vendor who provided headphones for the Youth AWE computers.

General Fund Advance

- Check # 13328 payable to Maureen Anderson in the amount of \$50.00 was payment for a meeting room refund.
- Check #13332 payable to Harendra S. Gandhi Foundation in the amount of \$50.00 was payment for a meeting room refund but was voided as the Foundation returned this fee to the Library as a gift!
- Check # 13338 payable to Bloomfield Township in the amount of \$3,948.12 was payment for the August water and sewer bill.
- Check #13343 payable to Unique Management Services, Inc. in the amount of \$805.50 was payment for processing 90 long overdue library accounts in July, 2013.
- Check #13345 payable to Carol Mueller in the amount of \$68.37 was reimbursement for mileage to attend the New Directors Workshop on September 19 at the Library of Michigan in Lansing, MI and to attend the Metronet Directors meeting on September 23 at the Farmington Public Library.
- Check #13347 payable to Qiong (Joan) Wu in the amount of \$4,772.12 was reimbursement for ordering three MAC computers and one iPad for the Library.

- Check #13350 payable to BTPL Gift Fund in the amount of \$50.00 is the gift from Harenda S. Gandhi Foundation – their meeting room refund was returned to the Library as a gift.
- Check #13352 payable to Principal Life Insurance in the amount of \$611.67 was payment for life insurance for our 27 part time employees.

General Fund

- Check # 13357 payable to Bottom Line Health in the amount of \$29.95 was payment for an annual magazine subscription.
- Check # 13358 payable to Bottom Line Personal in the amount of \$39.00 was payment for an annual magazine subscription.
- Check # 13359 payable to Branch District Library in the amount of \$12.00 was payment for a lost and paid for library book borrowed by a Bloomfield Township Public Library patron.
- Check # 13362 payable to Car Trucking, Inc. in the amount of \$203.30 was payment for hauling yard debris off the site.
- Check # 13367 payable to Du All Cleaning in the amount of \$27,432.10 was payment for August and September cleaning services (\$9,200.00) and assistance with lower level flood recovery on August 31, 2013 (\$15,964.00) and again on September 11, 2013 (\$2,268.00).
- Check # 13368 payable to Genesee District Library in the amount of \$21.98 was payment for a lost and paid for library book borrowed by a Bloomfield Township Public Library patron.
- Check # 13369 payable to Govconnection Inc. in the amount of \$964.00 was payment for a UPS (universal power source) for our Systems server room.
- Check # 133371 payable to Innovative Interface, Inc. in the amount of \$13,650.00 was payment for our annual renewal to the Encore version of our catalog and for replacement records.
- Check # 13374 payable to Kellermeyer Co. in the amount of \$2,563.00 was payment for a replacement vacuum that was flood damaged on June 27. Our insurance company has reimbursed the Library for this loss.
- Check # 13381 payable to Moore Public Library in the amount of \$27.50 was payment for a lost and paid for library book borrowed by a Bloomfield Township Public Library patron.

- Check # 13382 payable to NBS in the amount of \$1,653.00 was payment for quarterly carpet cleaning.
- Check # 13390 payable to Roofing Technology Associates (RTA) in the amount of \$5,180.00 was payment of 75% of phase two work on library roofing specifications and bid process.
- Check #13397 payable to Tech Logic Corp. in the amount of \$21,012.00 was payment for our annual service agreement for our automated materials handling system.
- Check #13399 payable to Thyssenkrupp Elevator Corp. in the amount of \$1,425.00 was payment for elevator service following the August 30, 2013 lower level flood. The Library has been reimbursed by our insurance carrier for this amount.
- Check # 13400 payable to Unique Management Services, Inc. in the amount of \$948.70 was payment for 45 long overdue accounts sent in August and 61 long overdue accounts sent in September.
- Check # 13406 payable to WT Cox Information Services in the amount of \$26,872.88 was payment for our annual magazine subscriptions.
- Check # 13407 payable to Bloomfield Township in the amount of \$361,023.81 was payment for two payrolls in September, 2013 including FICA, HRA contributions, etc. as usual. This amount is slightly less than usual as the Library received a credit of \$35,291.07 for insurance reimbursements submitted for this summer's flooding.

Gift Fund

- Check # 4231 payable to the Wild Swan Theatre in the amount of \$7,50.00 was payment for a PJ Theatre program on September 11, 2013 of "Jack and the Beanstalk".
- Check # 4232 payable to Absolutely Baffling Magic in the amount of \$ 550.00 was payment for a PJ Theatre program on October 9, 2013.
- Check # 4233 payable to The Library Network (TLN) in the amount of \$275.00 was payment for library staff to attend a technology forum.
- Check #4239 payable to Bloomfield Township Public Library in the amount of \$400.00 was reimbursement for September, 2013 postage for the Library by Mail program.

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

Check Register - General Fund

Check #	Date	Payee	Cash Account	Amount
ADVANCE CHECKS:				
13325	9/6/13	Martha McGee	104.01	27.39
13326	9/6/13	Karrie Yukon	104.01	105.60
13327	9/6/13	AMAZON.COM	104.01	3,545.02
13328	9/6/13	MAUREEN ANDERSON	104.01	50.00
13329	9/6/13	AT&T	104.01	351.30
13330	9/6/13	AT&T LONG DISTANCE	104.01	220.10
13331	9/6/13	CONSUMERS ENERGY	104.01	3,751.62
13332	9/6/13	HARENDRA S GANDHI FOUNDATION NPO	104.01	50.00
13333	9/6/13	PACIFIC TELEMANAGEMENT SERVICES	104.01	78.00
13334	9/6/13	PITNEY BOWES RESERVE ACCOUNT	104.01	2,000.00
13335	9/6/13	PNC BANK	104.01	2,916.28
13336	9/19/13	Andrea Aragona	104.01	84.49
13337	9/19/13	AT&T	104.01	680.00
13338	9/19/13	BLOOMFIELD TOWNSHIP	104.01	3,948.12
13339	9/19/13	COMCAST	104.01	126.52
13340	9/19/13	DTE ENERGY	104.01	24,952.03
13341	9/19/13	MIDWESTERN MI LIBRARY COOPERATIVE	104.01	60.00
13342	9/19/13	SAFETYNET	104.01	31.25
13343	9/19/13	UNIQUE MANAGEMENT SERVICES, INC.	104.01	805.50
13344	9/19/13	VERIZON WIRELESS	104.01	199.80
13332V	9/20/13	HARENDRA S GANDHI FOUNDATION NPO	104.01	-50.00
13345	9/26/13	Carol Mueller	104.01	68.37
13346	9/26/13	Ann Williams	104.01	30.51
13347	9/26/13	Qiong Wu	104.01	4,772.12
13348	9/26/13	AT&T	104.01	353.40
13349	9/26/13	AT&T LONG DISTANCE	104.01	178.05
13350	9/26/13	BTPL Gift Fund	104.01	50.00
13351	9/26/13	PNC BANK	104.01	1,915.84
13352	9/26/13	PRINCIPAL LIFE INS CO-SBD GRANDE ISLAND	104.01	611.67
13353	9/26/13	AMAZON.COM	104.01	1,908.70
Total				<u><u>\$53,821.68</u></u>
REGULAR CHECKS:				
13354	10/8/13	BACKER LANDSCAPING, INC.	104.01	1,477.14
13355	10/8/13	BAKER & TAYLOR, INC.	104.01	12,572.34
13355a	10/8/13	VOID	104.01	
13355b	10/8/13	VOID	104.01	
13355c	10/8/13	VOID	104.01	
13356	10/8/13	BOOKS-A-MILLION	104.01	16.19
13357	10/8/13	BOTTOM LINE HEALTH	104.01	29.95
13358	10/8/13	BOTTOM LINE PERSONAL	104.01	39.00
13359	10/8/13	BRANCH DISTRICT LIBRRY	104.01	12.00
13360	10/8/13	BRILLIANCE AUDIO, INC.	104.01	44.99
13361	10/8/13	PETTY CASH - BTPL	104.01	110.96
13362	10/8/13	CAR TRUCKING, INC.	104.01	203.30
13363	10/8/13	GALE/CENGAGE LEARNING	104.01	482.23
13364	10/8/13	THE CHILD'S WORLD	104.01	1,270.65
13365	10/8/13	THE COUNCIL OF STATE GOVERNMENTS	104.01	89.10
13366	10/8/13	DEMCO, INC.	104.01	222.21
13367	10/8/13	DU ALL CLEANING, INC	104.01	27,432.10
13368	10/8/13	GENESEE DISTRICT LIBRARY zv122	104.01	21.98
13369	10/8/13	GOVCONNECTION, INC.	104.01	964.00
13370	10/8/13	GRAINGER, INC	104.01	677.55

Check #	Date	Payee	Cash Account	Amount
13371	10/8/13	INNOVATIVE INTERFACE, INC	104.01	13,650.00
13372	10/8/13	INSTITUTE OF CONT. LEGAL EDUCATION	104.01	132.50
13373	10/8/13	JCR SUPPLY CO/BEDARD BROS	104.01	851.14
13374	10/8/13	KELLERMEYER CO.	104.01	2,563.00
13375	10/8/13	LJ ROLLS REFRIGERATION CO., INC	104.01	1,341.00
13376	10/8/13	LOOKOUT BOOKS	104.01	688.34
13377	10/8/13	MAC LIFE	104.01	24.95
13378	10/8/13	MIDWEST COLLABORATIVE for LIB. SVCS	104.01	2,708.16
13379	10/8/13	MERGENT, INC.	104.01	435.00
13380	10/8/13	MIDWEST TAPE	104.01	3,397.22
13380a	10/8/13	VOID	104.01	
13380b	10/8/13	VOID	104.01	
13381	10/8/13	MOORE PUBLIC LIBRARY	104.01	27.50
13382	10/8/13	NBS	104.01	1,653.00
13383	10/8/13	OVERDRIVE	104.01	3,279.69
13384	10/8/13	PARTNERS BOOK DISTRIBUTING, INC.	104.01	3,612.30
13384a	10/8/13	VOID	104.01	
13385	10/8/13	QUILL CORPORATION	104.01	1,021.24
13386	10/8/13	RANDOM HOUSE, INC.	104.01	644.20
13387	10/8/13	RECORDED BOOKS, LLC	104.01	39.95
13388	10/8/13	RELIABLE OFFICE SUPPLIES	104.01	151.23
13389	10/8/13	RICOH USA, INC	104.01	2,625.07
13389a	10/8/13	VOID	104.01	
13390	10/8/13	ROOFING TECHNOLOGY ASSOCIATES, LTD	104.01	5,180.00
13391	10/8/13	RESEARCH TECHNOLOGY INT.	104.01	595.00
13392	10/8/13	SAGE SOFTWARE	104.01	2,450.00
13393	10/8/13	SALEM PRESS, INC.	104.01	85.50
13394	10/8/13	SCHOLASTIC LIBRARY PUBLISHING	104.01	899.60
13395	10/8/13	SHOPLET.COM	104.01	108.40
13396	10/8/13	TANTOR MEDIA	104.01	113.98
13397	10/8/13	TECH LOGIC CORP.	104.01	21,012.00
13398	10/8/13	THOMSON REUTERS/THOMSON WEST	104.01	3,903.12
13399	10/8/13	THYSSENKRUPP ELEVATOR CORP	104.01	1,425.00
13400	10/8/13	ULINE	104.01	480.81
13401	10/8/13	UNIQUE MANAGEMENT SERVICES, INC.	104.01	948.70
13402	10/8/13	UNIQUE BOOKS INC.	104.01	36.55
13403	10/8/13	VALUE LINE PUBLISHING, INC	104.01	898.00
13404	10/8/13	VIGILANTE SECURITY	104.01	1,950.00
13405	10/8/13	WALLACEBURG BOOKBINDING & MFG	104.01	156.00
13406	10/8/13	WT COX INFORMATION SERVICES	104.01	26,872.88
13407	10/8/13	BLOOMFIELD TOWNSHIP	104.01	361,023.81
Total				<u><u>\$512,650.53</u></u>

Check Register - Gift Fund

Check #	Date	Payee	Cash Account	Amount
ADVANCE CHECKS:				
4228	9/6/13	Martha McGee	102.03	143.61
4229	9/6/13	AMAZON.COM	102.03	286.54
4230	9/6/13	PNC BANK	102.03	1,216.26
4231	9/6/13	WILD SWAN THEATER	102.03	750.00
4232	9/19/13	ABSOLUTELY BAFFLING MAGIC	102.03	550.00
4233	9/19/13	THE LIBRARY NETWORK	102.03	275.00
4234	9/26/13	PNC BANK	102.03	399.96
4235	9/26/13	AMAZON.COM	102.03	1.88
				<u><u>\$3,623.25</u></u>
REGULAR CHECKS:				
4236	10/8/13	BELIGHTFUL YOGA, LLC	102.03	340.00

Check #	Date	Payee	Cash Account	Amount
4237	10/8/13	BOOKPAGE	102.03	480.00
4238	10/8/13	JACKI BOYER	102.03	37.81
4239	10/8/13	BLOOMFIELD TWP. PUBLIC LIBRARY	102.03	400.00
4240	10/8/13	ELZ PUBLISHING	102.03	54.95
4241	10/8/13	MERRYMAKERS, INC.	102.03	29.85
4242	10/8/13	MIDWEST TAPE	102.03	187.86
4243	10/8/13	NICHOLAS P. PIPINO ASSOCIATES, INC.	102.03	163.40
4244	10/8/13	UPSTART	102.03	491.45
Total				<u>\$2,185.32</u>

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

7b

PRESENTED: OCTOBER 15, 2013 FOR THE MONTH OF: SEPTEMBER 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	Six Months 50% VARIANCE
<u>Revenues</u>						
Taxes	\$4,625,869	\$4,621,195	\$0	(\$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	\$0	\$10,261	50.13%	(\$10,209)
Circulation Fines & Fees	\$140,464	\$140,464	\$11,908	\$73,277	52.17%	(\$67,187)
Charges for Services	\$14,114	\$14,114	\$1,790	\$7,040	49.88%	(\$7,074)
Investment earnings	\$178,767	\$178,767	\$21,628	(\$139,825)	-78.22%	(\$318,592)
Miscellaneous	\$9,556	\$9,556	\$2,020	\$5,264	55.08%	(\$4,293)
Total Revenues	\$5,047,593	\$5,042,919	\$37,347	(\$3,307)	-0.07%	(\$5,046,226)
<u>Expenditures</u>						
Personnel	\$3,377,158	\$3,293,590	\$393,538	\$1,729,388	52.51%	(\$1,564,202)
Library Services	\$783,043	\$781,473	\$63,168	\$344,993	44.15%	(\$436,480)
Facilities & Equipment	\$1,042,081	\$1,043,181	\$97,480	\$511,656	49.05%	(\$531,525)
Other Operating Expenditures	\$131,896	\$398,768	\$2,722	\$81,029	20.32%	(\$317,739)
Total Expenditures	\$5,334,178	\$5,517,012	\$556,908	\$2,667,066	48.34%	(\$2,849,946)
Fund Balance - Beginning	\$7,792,567	\$7,972,537		\$7,972,537		
Net revenue (expenditure)	(\$286,585)	(\$474,093)		(\$2,670,372)		
Fund Balance - Ending	\$7,505,982	\$7,498,444		\$5,302,165		

Amendments to the budget:
None

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: OCTOBER 15, 2013 FOR THE MONTH OF: SEPTEMBER 2013

Six Months 50%

ACCOUNT NAME	2013-2014 ADOPTED BUDGET AS OF MAR 19, 2013	2013-2014 AMENDED BUDGET AS OF SEP 30, 2013	REVENUE/ EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	VARIANCE
<u>Revenues</u>						
Gift Income	\$500	\$20,277	\$332	\$20,277	100.00%	\$0
Investment Earnings	\$300	\$300	\$10	\$71	23.75%	(\$229)
Miscellaneous Revenue	\$0	\$0	\$0	\$0	0.00%	\$0
Total Revenues	\$800	\$20,577	\$342	\$20,348	98.89%	(\$229)
<u>Expenditures</u>						
Library Services	\$39,727	\$40,315	\$2,584	\$20,275	50.29%	(\$20,040)
Facilities & Equipment	\$19,144	\$18,884	\$163	\$9,864	52.24%	(\$9,020)
Other Operating Expenditures	\$94,884	\$117,364	\$694	\$21,918	18.67%	(\$95,446)
Total Expenditures	\$153,755	\$176,563	\$3,441	\$52,057	29.48%	(\$124,506)
Fund Balance	\$92,733	\$94,964		\$94,964		
Reserved Fund Bal.	\$61,022	\$61,022		\$61,022		
Net revenue (expenditures)	(\$152,955)	(\$155,986)		(\$31,708)		
Fund Balance - Ending	\$800	(\$0)		\$124,278		

Amendments to the budget:

FOL redirected some gifts towards Technology upgrades - Library Services had \$1,650.13 moved into Facilities & Equipment

FOL redirected some gifts towards Technology upgrades - Facilities & Equipment had \$2,000.00 moved into Other Operating Expenditures

All other amendments due to gifts received

Bloomfield Township Public Library
Asset Allocation Summary
SEPTEMBER 2013

7b

Fund	Type	Annual Yield	Date	Amount on Hand
General Fund				
	Chase Checking (Ecommerce)	0.00%	9/30/2013	\$142,957.10
	Flagstar Public Funds Savings	0.15%	9/30/2013	\$194,701.07
	Flagstar Premier Public Entities Checking	0.10%	9/30/2013	\$28,867.71
	RBC Capital Cash/Money Market	0.044%	9/30/2013	\$31.98
	RBC Capital - Investments	1.69%	9/30/2013	\$5,449,986.45
Total General Fund				\$5,816,544.31

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

Gift Fund

Huntington Public Fund Business Interest Checking	0.15%	9/30/2013	\$74,296.79
Huntington CD (Charnov gift) - matures 5/7/14	0.76%	9/30/2013	\$52,195.00
Total Gift Fund			\$126,491.79

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

Bloomfield Township Public Library
Investment Portfolio

Investment Vehicle	Portfolio %	Original Cost	9/30/2013 Market Value	Estimated Annual Inc	Current Yield
Money Market Funds	0.0%	\$32	\$32	-	0.01%
Eaton Vance U.S. Government Money Market	11.0%	\$600,000	\$600,000	\$120	0.02%
Wells Fargo Advantage Adjustable Rate Gov't	29.9%	\$1,627,114	\$1,627,654	\$13,680	0.84%
Loomis Sayles Limited Term U.S. Gov't & Agency	40.9%	\$2,228,450	\$2,226,747	\$49,377	2.22%
Eaton Vance Government Obligations	6.6%	\$352,603	\$360,843	\$14,217	3.94%
DWS GNMA	5.8%	\$325,600	\$317,365	\$11,987	3.78%
Wells Fargo Advantage Government Securities	5.8%	\$340,100	\$317,377	\$2,480	0.78%
Total Portfolio	100.0%	\$5,473,899	\$5,450,018	\$91,861	1.69%

3rd Quarter Activity - June 30, 2013 - September 30, 2013

Cash Activity

Beginning Balance	\$81.67
Deposits & Sales Proceeds	\$4,040,039.63
Withdrawals	(\$1,264,990.00)
Dividends	\$32,880.15
Capital Gains	\$0.00
Net funds to purchase securities	(\$2,807,979.47)
Ending Balance	\$31.98

Change in Security Value

Beginning value of securities	\$6,708,525.55
Securities purchased	\$2,807,979.47
Securities sold	(\$4,040,039.63)
Change in value of priced securities	(\$26,478.94)
Ending Value of priced securities	\$5,449,986.45

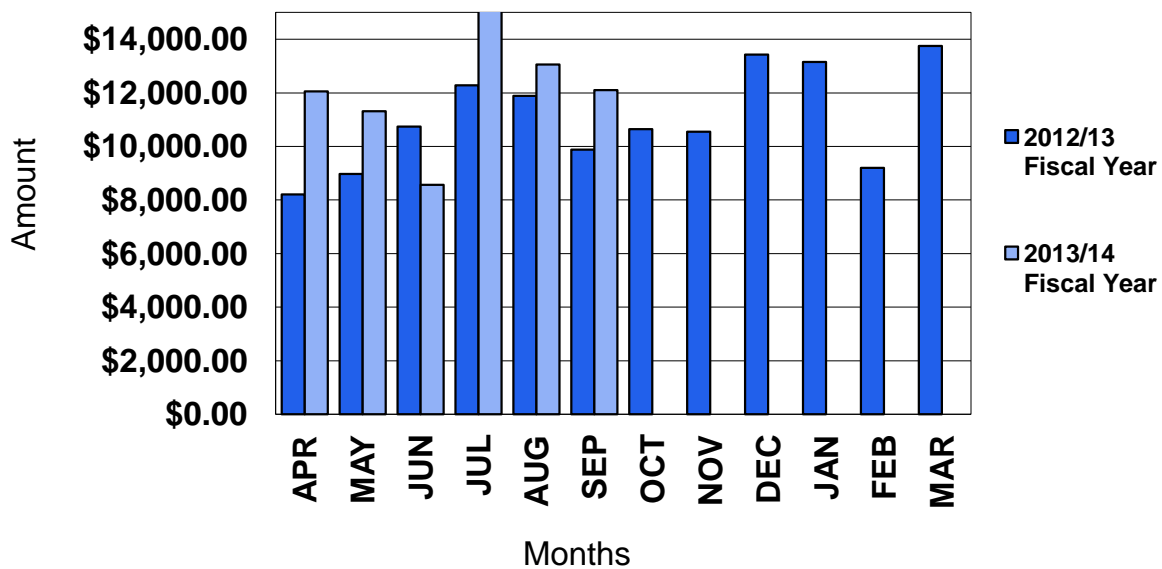
Total account value as of September 30, 2013

\$ 5,450,018.43

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	\$12,098.00	\$2,218.96
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>\$73,526.33</u>	<u>(\$59,165.47)</u>

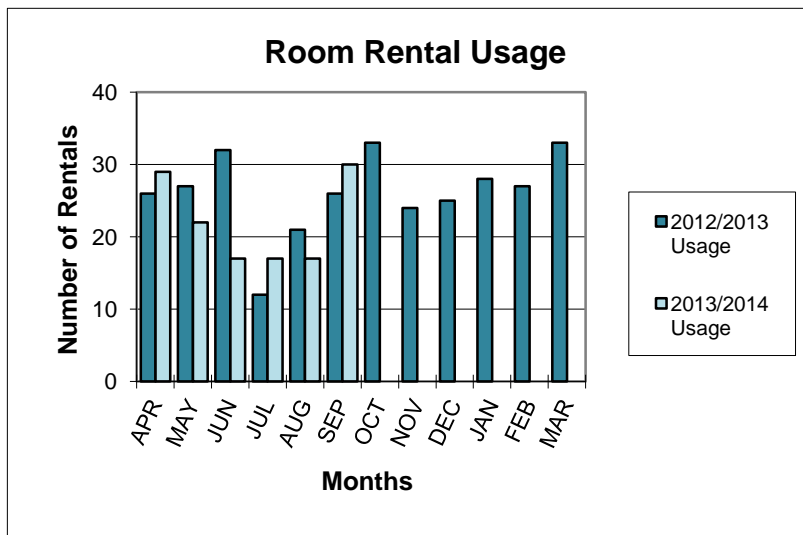
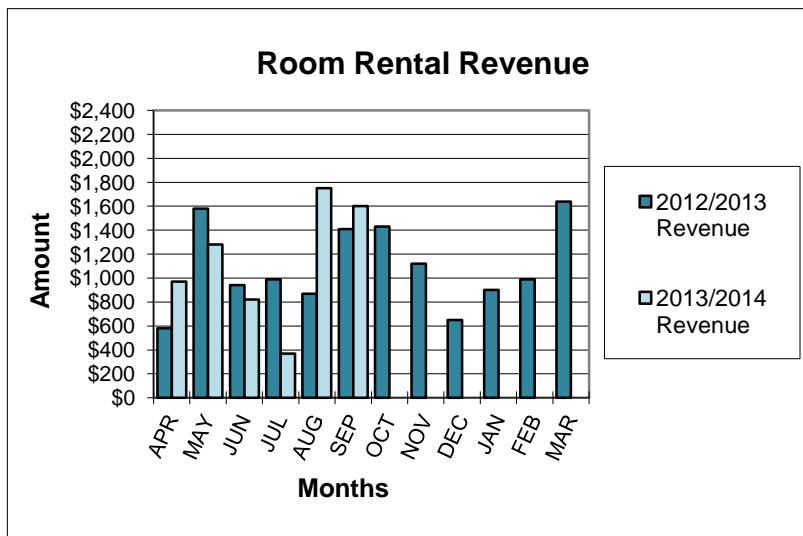
Fines and Fees Two-Year Comparison



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	\$1,600.00	\$190.00	26	30	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	\$13,100.00	\$6,790.00	(\$6,310.00)	314	132	



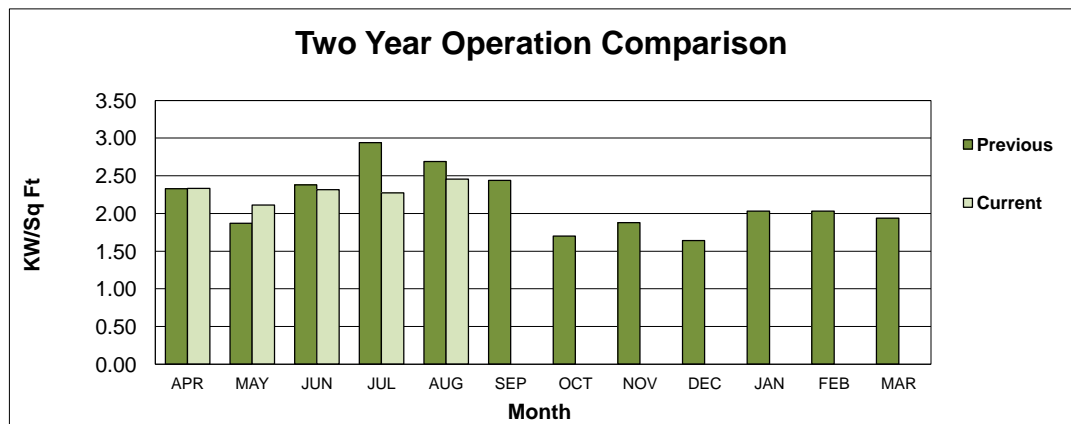
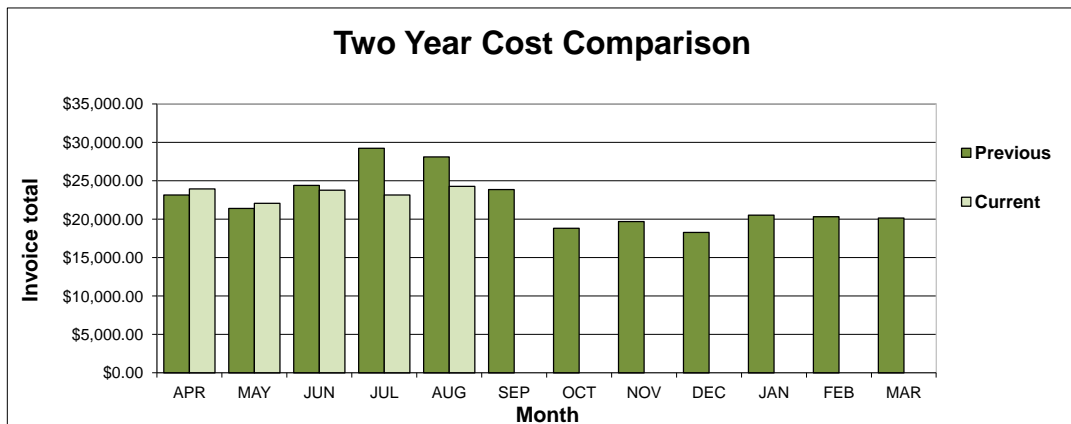
Bloomfield Township Public Library Electricity Analysis

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

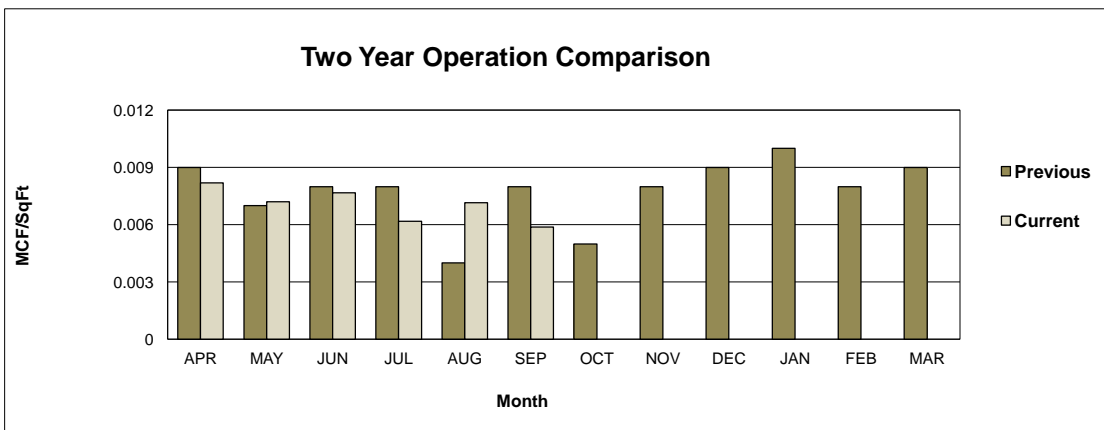
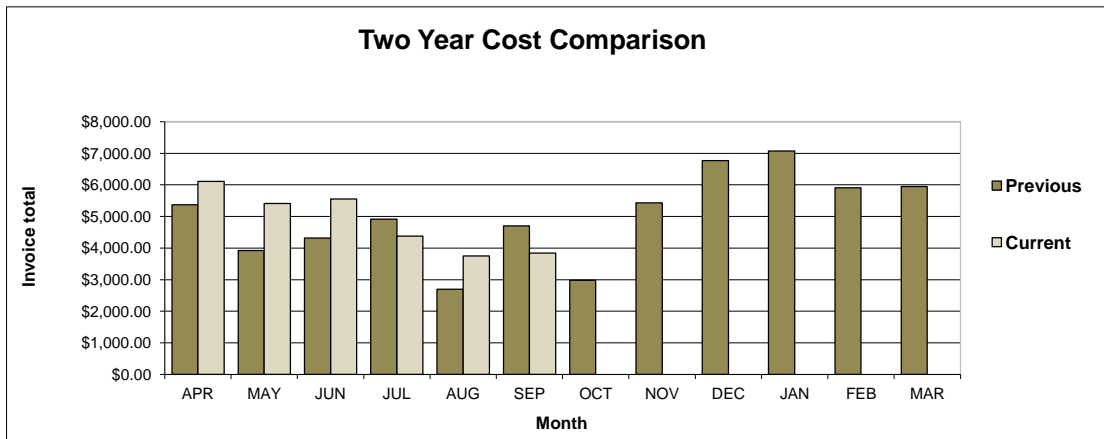
Building Area = 101,023

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	\$3,845.47	(\$860.35)	593.4	\$6.48	720	0.82	0.006	5.34	0.038
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	\$29,051.58	(\$30,985.86)							

NOTES:

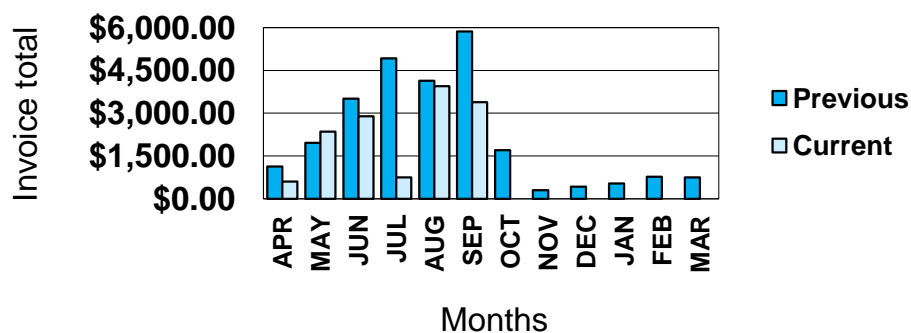
All boilers are on line as of January 1, 2010 and operating at 33%
Alternative provider service began in November 2010



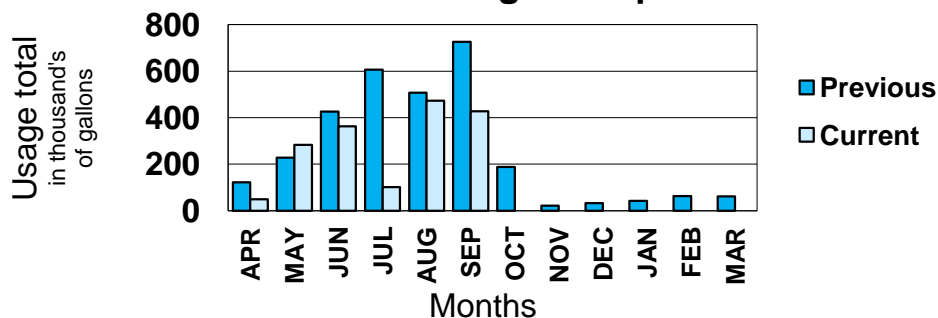
Bloomfield Township Public Library Water Analysis

Month	2012/13 Fiscal Year Cost	2013/14 Fiscal Year Cost	Difference	2012/13 Fiscal Year Usage	2013/14 Fiscal Year Usage	Difference
APR	\$1,130.36	\$608.49	(\$521.87)	122	49	(73)
MAY	\$1,962.32	\$2,347.63	\$385.31	228	283	55
JUN	\$3,509.00	\$2,886.18	(\$622.82)	426	363	(63)
JUL	\$4,919.80	\$753.30	(\$4,166.50)	606	102	(504)
AUG	\$4,138.12	\$3,948.12	(\$190.00)	508	473	(35)
SEP	\$5,862.50	\$3,383.98	(\$2,478.52)	726	427	(299)
OCT	\$1,697.92		(\$1,697.92)	188		(188)
NOV	\$302.20		(\$302.20)	21		(21)
DEC	\$424.96		(\$424.96)	32		(32)
JAN	\$536.56		(\$536.56)	42		(42)
FEB	\$770.92		(\$770.92)	63		(63)
MAR	\$748.60		(\$748.60)	61		(61)
			YTD Difference			YTD Difference
TOTAL	<u>\$26,003.26</u>	<u>\$13,927.70</u>	<u>(\$12,075.56)</u>	<u>3,023</u>	<u>1,697</u>	<u>(1,326)</u>

Two-Year Cost Comparison



Two-Year Usage Comparison



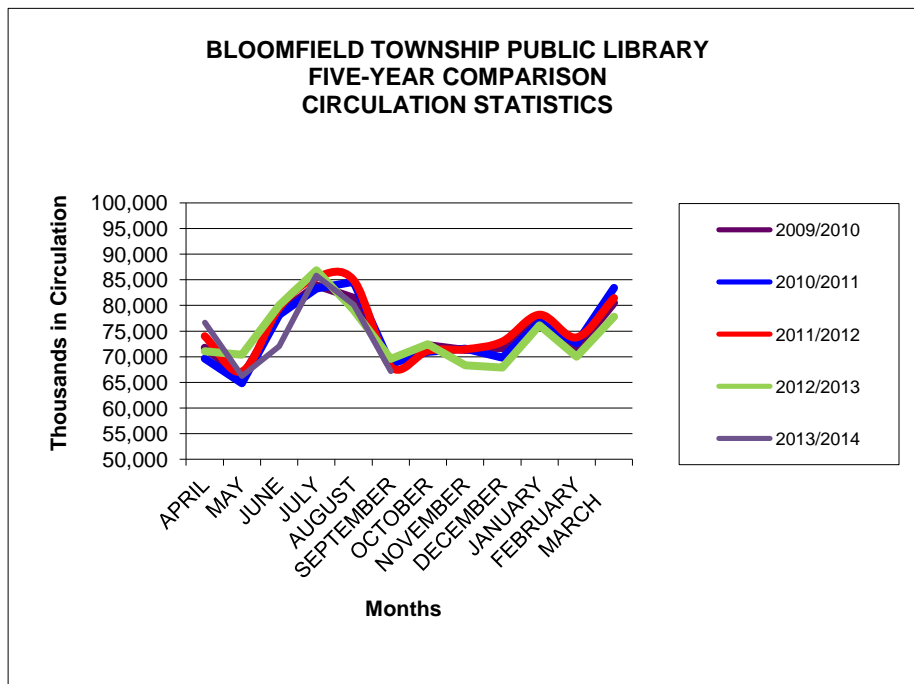
**MONTHLY DIRECTOR'S WRITTEN REPORT
TO THE BOARD OF TRUSTEES
October, 2013**

- ☐ On October 4, The Library Network (TLN) held their popular Technology Forum at the Library. Breck McCrory, our Library's Systems Technician, was a speaker on the technology panel at the end of the day. Breck shared information on our use of scheduling software, wireless use and other topics.
- ☐ Bloomfield Township is holding their annual open house this Sunday, October 13. At the Library, a special performance by the Michigan Opera Theatre of "Little Red Riding Hood" will be presented at 2:00pm that afternoon. Children and adults alike will enjoy this live theatrical interpretation of this classic fairy tale. Everyone is invited to this free family program.
- ☐ The Friends of the Library will be holding their BIG book sale of the year on Saturday, November 9 and Sunday, November 10. This year, the format will be a little different. Saturday will be their usual sale using all rooms in the lower level. On Sunday, instead of a \$5 bag sale, the Friends will be offering a clearance sale with all remaining books available for just \$.25 each and small paperbacks and children's books available for only \$.10 each. Volunteers are needed for this sale, especially on Sunday afternoon.
- ☐ As required for state aid to the Library, I attended a "New Directors" workshop at the Library of Michigan on Thursday, September 19. Speakers from the Library of Michigan presented information on a wide variety of topics such as services available, state aid annual report requirements, state wide programs. Other speakers included Michigan Library Association Executive Director, Gail Madziar, who is watching legislation regarding personal property tax very closely and attorney Richard Butler who provided highlights of the Open Meetings Act, Freedom of Information Act and Michigan Privacy Act.
- ☐ The Friends of the Library recently codified their financial procedures and guidelines. It is very helpful to have these documents for future reference. A copy of this document is included in your gray folder.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
FIVE YEAR CIRCULATION

10/11/2013

	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	67,145
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	448,061



	2012		2013	
COLLECTION				
Book Collection:	284,901		285,300	
Media Collection:	60,188		62,000	
Total e-books:	25,917		26,849	
Overdrive	5,110		5,524	
EBSCOhost	19,227		19,227	
Total downloadable audiobooks:	4,025		5,563	
Materials Total:	375,031		379,712	
CIRCULATION				
Circulation Total:	69,592		67,145	
Bloomfield Township Circulation:	63,387		61,584	
Virtual Circulation Total:	3,120		3,932	
Circulation of Youth materials:	25,443		24,339	
Circulation of Media:	28,865		27,087	
Circulation of Cranbrook passes:	205		204	
Circulation of Big Green Gym passes:	2 (Park & Read)		1	
Self-checkout machine use:	26,838	38.6%	23,759	35.4%
Library by Mail:	140	30 patrons	144	32 patrons
BUILDING & EQUIPMENT USAGE				
Door Count:	26,186		25,686	
Gate Count:	25,123		17,244*	
Meeting rooms by public:	26		30	
Meeting rooms by staff:	52		52	
VIRTUAL USE				
Home page hits/Database services:	28,209		24,037	
e-book access:	1,508		1,788	
Overdrive	1,370		1,727	
EBSCOhost	138		61	
Audiobook access: (Overdrive)	425		755	
Music download access:	1,187		1,113	
Magazine download access:	n/a		276	
TutorMe! sessions:	66		62	
Library Computer Use				
Resident Use	3,002		2,712	
Guest Use	955		914	
*Gate not working 9 days				

	2012		2013	
OUTREACH & PROGRAMS				
<i>New Patrons and Accounts</i>				
Township:	249		262	
Cranbrook:	9		7	
Total new patrons:	363		377	
<i>Adult Program Attendance</i>				
Staff-led:	10 events	54 attended	2 events	12 attended
Speaker-led:	8 events	272 attended	6 events	74 attended
Book clubs:	6 events	72 attended	6 events	72 attended
Tours/visits on-site:	0	0	0	0
Tours/visits off-site:	0	0	0	0
Oakland County Historical Resources	1 event	16 attended	1 event	31 attended
Bloomfield Historical Society	1 event	69 attended	0	0
<i>Systems Program Attendance</i>				
Staff-led:	4 events	57 attended	4 events	45 attended
<i>Teen Program Attendance</i>				
Staff-led:	2 events	15 attended	3 events	24 attended
<i>Youth Program Attendance</i>				
Staff-led:	25 events	436 attended	11 events	179 attended
Speaker-led:	1 event	59 attended	4 events	120 attended
Tours/visits on-site:	0	0	1 event	9 attended
Tours/visits off-site:	2 events	25 attended	0	0
TOTAL:	60 events	1,075 attended	37 events	535 attended
<i>Volunteers:</i>				
	30 people	232 hours	22 people	189 hours
	Shop: 7	99	Shop: 7	90
	Court: 1	5	Court: 0	0
	Students: 7	18.25	Students: 0	0
	Stu. tutors: 0	0	Stu. Tutors: 3	10
	Dept. Vol: 15	109.75	Dept. Vol: 12	89
<i>Patron Remarks</i>				
Patron Comments:	18		6	
Ask BTPL:	19		11	
Ask Us:	21		30	
DISPLAYS				
Lobby	Great Lakes Beadworks Guild			
Media	Adult: Non-feature movies, Discover Display, Space Movies			
	Youth: Animals, Summer, Dig Into Reading, Discover Display			
Local History	Everything Downloadable			

TENTATIVE SCHEDULE CALENDAR

- Monday, October 14, 2013 – 2:00 p.m. 50th Anniversary Meeting in the Community Room
- Monday, October 14, 2013 – 3:30 p.m. Building & Grounds Committee Meeting in the Board Room.
- **Tuesday, October 15, 2013- 7:00 p.m., Regular Board Meeting in the Board Room.**

Upcoming meetings and events:

- Friday, October 18, 2013 – 11:00 a.m. Tree Planting in honor of Karen Kotulis-Carter (west side of parking lot near Delivery Zone)
- Monday, October 21, 2013 – 11:30 a.m. Personnel Committee meet Assistant Library Director candidate
- Wednesday, November 6, 2013 – 12:30 p.m. FOL Board of Directors Meeting in the Board Room.
- Tuesday, November 19, 2013 – 7:00 p.m. Regular Board Meeting in the Board Room.

MINUTES OF THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY ART COMMITTEE

The meeting of the Bloomfield Township Public Library Art Committee was held in the Library on Thursday, September 26, 2013 at 3:00 p.m.

Present: Trustees: Pam Williams

Library Staff: Carol Mueller, Director; Sue Barr, Youth Services Librarian; Connie Silver, Adult Services Assistant Department Head; Karen Imarisio Township resident; Andrea Aragona, Director's Secretary.

OLD BUSINESS:

Jones Family Donation:

A conference call was placed with Mark Lagergren of Tork Inc. and the Committee was able to address any questions they had regarding the proposed art installation. The installation will be a 6 foot tall and 7 to 7 1/2 feet wide tree made from stainless steel and UV stable cast resin. The piece will extend about 3 inches from the Library wall with stainless steel threaded studs epoxied into the brick. The leaves will be made incorporating the Library Logo colors. The colors will be made from our pantone color numbers, but it was stated that they won't be an exact match due to the fact the transparency of the leaves will present differently than the opaque colors we see in the logo. A template will be made with the drill holes for the piece and members of the Art Committee will be able to give their input during the installation of the piece as to placement on the wall if desired. The quote received was \$3,700.00 for the art piece and \$800.00 for the installation. The Art Committee approved moving forward on this project. The donation from the Jones Family in memory of Claudia Jones will cover these costs and also allow for the purchase of lighting for the art piece. Carol will speak with the Jones Family and if approved, the next step will be to present the information to the Building and Grounds Committee for their approval. It was estimated that it would be approximately 10 weeks to create the art piece. The Committee prefers a spring installation. Several members of the Art Committee will plan a visit to Children's Hospital to view the Tork Inc. installation at their Medical Center.

Online Art Museum:

Sue Barr presented a mock up of the online Art Museum. Sue has been working with Ruweed Bibi and great progress is being made. Logo colors have been incorporated to present the different areas in the Library where art is placed. She will need some additional information on the artists for the online museum before completion. Sue also suggested the possibility of creating a *hard cover copy* of the Online Art Museum to be kept at each of the public service desks in the Library.

Donation of Sculpture:

Communication with Eric Drury regarding the donation of his art sculpture to the Library has been nonexistent. At this time, the Art Committee agreed to no longer pursue this project.

Other:

Karen Imarisio stated she will remain on the Art Committee until the completion of the Tork Inc. project. Carol thanked Karen for all her work on the Committee and for seeing this project through until completion.

Meeting adjourned at 4:20 p.m.

No meeting scheduled at this time.

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

The meeting of the Bloomfield Township Public Library Board of Trustees Personnel Committee was held in the Library on Thursday, September 26, 2013 at 1:00 p.m.

Present: Trustees Grant Gerhart and Joan Luksik

Administration: Library Director Carol Mueller and Finance Coordinator Beth Sulek-LaHousse

Systems Department Staffing:

The Personnel Committee discussed the addition of a new 20-hour Systems Assistant position and agreed this new position was needed. The Committee discussed reclassifying the vacated Full-time Systems Assistant position into a Full-time Systems Technician position. The Technician position is required to have a higher degree of education and experience. This allows the department much more flexibility and will enable the Department Head to deal with more complex matters in her department.

The Personnel Committee agreed that these changes would be good for the Systems Department. The Systems Department is doing a wonderful job with the personnel they currently have, but they are probably understaffed for the amount of work they perform in order for the Library to run smoothly. The Committee stated that this is a step towards fixing that by increasing the personnel in Systems.

Assistant Library Director Update:

Carol updated the Committee with the progress in the Assistant Library Director hiring process. She gave the Committee an overview of the final four candidates. She will be interviewing the candidates between September 27th and October 11th. On October 17th she has arranged for the Committee to have lunch with the final candidate. She will then make the job offer to the candidate.

The Committee inquired about the Full Time Librarian position in Adult Services. Carol told them that the job was offered and had been accepted by Ed Niemchak. He was a 20-hour Librarian in Adult Services and the vacancy he left has been posted.

No future meeting of the Personnel Committee has been scheduled.

MINUTES OF THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY POLICY COMMITTEE

The meeting of the Bloomfield Township Public Library Board of Trustees Policy Committee was held in the Library on Thursday, October 3, 2013 at 3:30p.m.

Present: *Trustees Grant Gerhart and Eli Greenbaum*

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

Annual Policy Review

The Policy Committee conducted a yearly review of the current approved Library policies. At this time, there were no specific changes to any Library policies recommended. Carol will continue to review all of the Library's existing policies. Any necessary revisions to policies will be brought before the Policy Committee for their review and consideration.

No date has been scheduled for a future Policy Committee meeting.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Library Board of Trustees

FROM: Carol Mueller, Library Director

DATE: October 10, 2013

SUBJECT: Roof Repair Bids

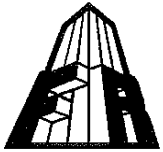
Phase one of the Library Roof Project was completed in August. You may recall that this phase involved a thorough investigation of the condition of the Library roofs. RTA (Roofing Technology Associates) submitted a complete report of their investigation of all Library roofs and included two recommendations in their report. These recommendations were reviewed with the Building and Grounds Committee by Gene Ferrera, Rewold and Son, on August 28. The first recommendation was to repair the nine pavilion roofs that are from 1987. The second recommendation was to replace the entire roof with a different material such as metal which is a more common roof material today. 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.

RTA prepared bid specifications for our roof project as part of phase two of this project. A copy of these specifications is included separately with this packet, due to the large size of the document. Bids were solicited with a due date of October 9, 2013. Bids were received from three companies: Esko Roofing & Sheet Metal, Inc., Newton Crane Roofing, Inc., and Wm. Molnar Roofing Co. Inc. All bids received were thoroughly reviewed by Gene Ferrera, Rewold and Son and Mike Bode, RTA. In addition, all three companies were interviewed by Rewold and Son and RTA on October 9 and 10, 2013.

Upon further follow up with Esko Roofing & Sheet Metal, Inc., it was revealed that their bid was not complete. This company did not include consideration for staging limitations or for protection of the other roofing areas not to be repaired at this time. As a result, Esko asked to withdraw their bid and not be considered further in the process. The other two companies did include staging and protection of current roofs in their bids. Newton Crane Roofing, Inc.'s bid came in at the highest amount at \$157,900. Wm. Molnar Roofing Co. Inc.'s bid came in at \$134,364.

After this thorough review and discussion, both Rewold and Son and RTA recommend that the roof repair bid be awarded to Wm. Molnar Roofing Co. Inc. Gene Ferrera, Rewold and Son, will be present at the Library Board meeting to answer any questions you may have.

ACTION: I move to award the bid for Bloomfield Township Public Library roof repairs to Wm. Molnar Roofing Co. Inc., 12455 Hale Street, Riverview, MI, 48193.



Frank Rewold and Son, Inc.

Construction Manager • General Contractor

333 East Second St. • Rochester, MI 48307
(248) 651-7242 • Fax (248) 651-5174
www.frankrewold.com

Submitted: Oct 10, 2013

Bloomfield Twp Library
1099 Lone Pine Road
Bloomfield Hills, MI 48302-2410
Attn.: Carol Mueller, Director

Re: Roofing Repair Proposals, Recommendation for Award

Dear Ms. Mueller:

Rewold recommends issuance of a purchase order to Wm. Molnar Roofing Co., Inc for Roofing Repairs, described in the Roofing Consultants' specifications and drawings, in the amount of \$134,364.00 for base contract scope of work.

Rewold received proposals from three well qualified commercial Roofing Contractors. Proposals were received from Newton Crane Roofing, Inc (\$155,500), Wm. Molnar Roofing Co., Inc (\$134,364), and Esko Roofing & Sheet Metal, Inc (\$120,400). Additional proposals were solicited from at least four other contractors.

All three bidders were interviewed by Rewold and RTA. Each bidder expressed an understanding of the scope and intent of the work. Esko misunderstood the alternate scope and that price must be added to their base price to establish comparable cost for base contract work with the other two bidders. Each offered unit costs for additional work with Molnar and Esko's unit costs generally similar and lower than Newton Crane unit costs. Each reflected a need to perform the work with high quality.

However, discussions with Esko revealed an incomplete consideration for staging limitations and for protection needs of the existing "to remain" roofing areas. This same concern was not exhibited with comments from the other two bidders. Esko has requested to withdraw their proposal. We suggest it is in the Library's best interest to accept this request and award the work to Wm. Molnar Roofing Company. Additional inspection costs would be incurred if Esko is retained.

Performance and Payment Bond (required by state law for public projects over \$50,000) cost is included in the award amount. The Library's overall roofing project budget should include RTA costs and a contingency. We recommend a minimum of a 10% contingency for this project. Pending approval by the Library we will schedule a pre-construction meeting with the Library facility office, RTA, and Molnar which will include the staging plan as an agenda item.

Frank Rewold & Son, Inc

Gene Ferrera
Sr. Project Manager

Attachments: Bids

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Library Board of Trustees

FROM: Carol Mueller, Library Director

DATE: October 10, 2013

SUBJECT: Library Website Review

The Library uses a content management software platform for its website called Drupal – version 6. Drupal is actually open source software which means that there is no charge for using this software and that many different people create modules and updates to the software. In 2014, Drupal – version 8 will be released. This means a couple of things to the Library. First, like a new model of a car, you want to wait a while before using the newest product so that most of the bugs are worked out. Second, Drupal – version 6, as the older version, will not be supported in 2014. As a result, the Library needs to upgrade its website software to Drupal – version 7.

Our Systems Department has been working on moving our Library website to this new version. In essence, it is like creating our website all over again. Our current website design will change with this new version. In addition, this upgrade allows us to improve features that we have learned over the last three years are not as intuitive to our patrons as originally intended. We have learned a lot since we unveiled our new website in January, 2010 and would like to implement suggestions we have heard from our patrons.

I have invited our Systems Department Head Joan Wu and Systems Assistant Ruweed Bibi to present an overview of the proposed changes to the library website at our meeting on October 15 for your suggestions and comments.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Library Board of Trustees

FROM: Carol Mueller, Library Director

DATE: October 10, 2013

SUBJECT: Annual Policy Review

The Policy Committee's role is to assist the Library Board of Trustees with one of its three most important responsibilities – library policy. Each year, an annual review of all approved library policies ensures that all policies are up to date and continue to meet Library needs. The Policy Committee met recently to review all approved library policies and reaffirmed that all policies continue to comply with Library Board actions and decisions. Our annual review resulted in confirmation that all library policies are relevant and require no changes at this time.

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: October 10, 2013

SUBJECT: Strategic Plan Update

Staff been 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" have been sent out to 37 service related businesses inviting them to meet at the Library one time at no charge. Groups scheduling a meeting will be welcomed by a Library staff person who will share information about our services, collections and programs.
- The Survey Committee has written a short article for the next newsletter to publicize how to freeze your holds - one of the "My Account" features we wish to promote to increase resident's knowledge of these library services.
- A Library Rewards program was offered in September in conjunction with American Library Association's "National Library Card Sign Up" month. Any Bloomfield Township resident who brought in another Bloomfield Township resident to get a library card had their name and their friend's name entered to win a library gift bag! The lucky winner, Katie Clark, stated, "My daughter and I have been enjoying the library tremendously since we registered for our library cards last month!" As a result of this promotion, 176 residents received new library cards.
- Work continues on creating content for a welcome brochure highlighting Library collections and services. A revised draft of a welcome brochure will reviewed at the November 13 MAC (Management Advisory Committee) meeting.
- The Local History display cases will feature an exhibit of Cranbrook student art throughout the month of November. 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 innovative use of an iPad for their current display was very beneficial. Both the Library and Cranbrook agreed to share information about our ideas and use of an iPad with each other.
- 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 Minutes
September 4, 2013**

President Glenda Bard called meeting to order at 12:32

Board members present:

Glenda Bard, Kathy Conner, Nancy Lambert, Germaine Mack, Pat Miotke, Bob Pullar, Sally Pullar. Cathy Ranke, Barbara Smalley, Virginia Smith

Others present: Pam Williams, Library Trustee; Carol Mueller, Library Director

President's Report: Glenda Bard

Thanked those who have helped her this past summer.

Secretary Report: Barbara S. submitted minutes

- Minutes of the July 10, 2013 meeting minutes submitted for approval. Were reviewed at the July meeting, but need approval. Germaine M. motioned for approval & Sally P. seconded. Minutes approved.
- Minutes for August reviewed. Corrections noted. Nancy L. motioned for approval and Larry S. seconded. Minutes approved.

Treasurer's Report: Larry S.

- Spreadsheets for August and the FYTD (attached) were distributed and reviewed by Larry. He identified two corrections on the FYTD Report under "Sales Tax" entered \$377.40 and under "Others" changed to \$20.00.
- Reviewed "Check Register" which reflects all disbursements.
- We have \$49,000 in account to spend.
- Motion to approve financial reports made by Salley P. and seconded by Pat M. Motion approved.

Membership Report: Cathy R.

Total membership as of this morning is 363

Bookstore: Cathy R.

Cathy reported that the bookstore took in \$2,403.87 last month.

SSS: Virginia Smith

- Reported that we made \$2,513.50

- Barbara S. brought up that she & Cathy R., will not be here to handle the membership table for early admission for the next sale on September 14th. Sally P. offered to handle it.

Trustee Report: Pam Williams

- Reported that the Trustees have awarded scholarships of \$500.00 each to Ruaa Bebi and Michael Yu.
- The Assistant Director, position vacancy has been posted. They received 21 applications.
- Library has retrieved \$31,000 in fines and/or products (books, DVDs, etc.) through its contract with Unique Management collection agency from March 2013 thru June, 2013.

Director's Report: Carol Mueller

- Distributed Monthly Director's Report, library schedule, Friends Gifts Expended Report and library newsletter, "Discover."
- Trustees approved new budget. Staff will not have to take furlough days under new budget.
- Invited all to the new Director's meet and greet on September 25th between 4:00-6:00 p.m.
- In Phase #2 for roof repairs. They are getting bids for the repairs. Have decided to repair the problem roof areas and wait to do new roofs for whole building.
- Addressed the basement flooding problems. The cause of flooding is believed to be broken pipes, under the building. They need to have a civil engineer review building plans etc. to identify cause and remedy. Proceeding with contracting for repairs. Have taken temporary measures to be able to pump out and dry flooded areas. Will keep FOL apprised of what is happening so we can plan for sales etc.

New Business:

- Larry S. distributed the "Financial Procedure and Guidelines" prepared by him and Kathy C. Noted that Barbara S. provided input. Will be filed with the job description for Treasurer.
- Larry S. reported that he, Kathy C., Beth, and Carol Mueller had gotten together to review the "Friends Gifts Expended Report". Found four items where monies given haven't and won't be totally expended. Items are: Math & Science Kits (\$94.03); National Library Week 2010 (\$56.10); National Library Week 2011 (\$1,500) and Backdrop for stage (\$6,681.25). Totals \$8,831.38.

Larry motioned that monies be redirected to "Systems --Technology Upgrade".
 Germaine seconded. Motion approved

- Virginia S. informed board that we will be having the Big Book Sale in November. There will not be a "Bag Day". A statement that explains why there will not be Bag Day is being prepared. The Sunday sale will be a clearance day and all remaining books will be priced at \$.25 for adult books and \$.10 for children's books.
- Virginia S. asked that the board reconsider their previous denial of funds for the library staff's holiday party. She motioned that we approve the requested \$3,500. Sally P. seconded. Motion approved with seven in support.

Old Business:

- **"Wish List"**

Carol Mueller addressed the change in prioritization on the "Wish List" of June 6, 2013. Program monies have been cut by 50% in the new budget. So, they need to know asap whether FOL will give money for Priority Items 1 -4 on the Wish List. Priority Item #5 Recycled Plastic Book Bags is high on the list because they are almost completely out of bags.

The board will be reviewing the list and rewarding monies at the next board meeting. The Wish List Committee will meet prior to the board meeting and will have recommendations.

Meeting adjourned at 2:01

Next meeting: October 2, 2013

Minutes prepared by: Barbara Smalley, Recording Secretary

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

FRIENDS OF THE LIBRARY MONTHLY DIRECTOR'S REPORT

October, 2013

- Congratulations on another successful Saturday Sale on September 14 - in spite of a sudden change in plans due to the unavailability of meeting room # 1! We appreciate your patience while we investigate the cause of our lower level flooding.
- The 2013/2014 Chamber Concert Series schedule is set through April, 2014. A bookmark with the five concert dates is attached for your convenience. Please note that the first concert is scheduled for Friday, November 22. Thank you for supporting this popular program again this year.
- Copies of the October, 2013 publication, *BookPage*, are attached to this report. Thank you for your financial support of this subscription for the Library. As you will see, the Everyone's Reading program has been advertised on the back of this issue. We are grateful for your sponsorship of this annual program. Tickets are now available at the adult services desk or on the library's website.
- The monthly gifts expended report is attached for your review. As discussed at the September meeting, four previous unexpended gifts have been reallocated to technology expenditures.
- Thank you for all that you do for Bloomfield Township Public Library!

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY – ADMINISTRATIVE CALENDAR
NOVEMBER

2013

2013

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 Sign and Play 10 am	2 Family Story Time 11 am Family concert w/Justin Hines 3pm
3	4 Itsy Bitsy Yoga 10am	5 Movers & Shakers 10am Knit N Stitch Circle 10am Teen Advisory Board 4pm Estate Planning 7pm	6 PJ Theater 6:30pm Great Books Club 6:45pm	7 Just Us Kids 10am	8 Sign and Play 10 am	9 Friends 2 nd Saturday Sale 9:30-3:30 Intro to Social Networking 2pm
10 Friends Inventory Close-Out- Sale Noon – 4:30pm	11 Itsy Bitsy Yoga 10am	12 Movers & Shakers 10am Memoir Writers Group 1pm	13 Family Story Time 2pm Writers Rendezvous 7pm	14 Just Us Kids 10am	15 Sign and Play 10 am Coffee & Conversation 10am	16 Sensory Saturdays 11am Intro to Microsoft Excel 2pm
17	18 Itsy Bitsy Yoga 10am Ebooks 7pm	19 Movers & Shakers 10am Tuesday Book Club 10am Teen Advisory Board 4pm Library Board Mtg. 7pm	20 Mystery Book Club 1pm Mad Science 6:30pm Great Books Club 6:45	21 Just Us Kids 10am Eleanor's Book Club 10am	22 Sign and Play 10 am Chamber Music Concert 7:30pm	23
24	25 Itsy Bitsy Yoga 10am	26 Movers & Shakers 10am Memoir Writers' Group 1pm	27 Family Story Time 2pm LIBRARY CLOSSES AT 5:30PM	28 LIBRARY CLOSED FOR THANKSGIVING	29 Lego Club 2pm	30