

Bloomfield Township Public
Library

**Bloomfield Township Public Library
Board of Trustees**

Library Board Meeting
November 19, 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, November 19, 2013, 7:00 p.m.

#	<u>NUMBERED ITEMS</u>	<u>DATE DELIVERED</u>
1	Agenda	11/15/13
2a	Request to remove items from the Consent Agenda for Discussion	11/15/13
2b	Motion to approve the order of items for the regular and consent agendas	11/15/13
5	Motion to approve remaining consent agenda items 6-8d	11/15/13
6	Regular Board Meeting Minutes of 10-15-13	11/15/13
7a	Cash Disbursements	11/15/13
7b	Revenues/Expenditures Budget Report	11/15/13
7c	Energy Report	11/15/13
8a	President's Report	11/15/13
8b	Director's Report	11/15/13
8c	Tentative Schedule Calendar	11/15/13
8d	Bloomfield Township Liaison –no report	
8d	Cranbrook – no report	
8d	Art Committee – no report	
8d	Development – no report	
8d	Finance Committee –Meeting Minutes of 11-11-13	11/15/13
8d	Friends of the Library Liaison – no report	
8d	Building/Grounds – Meeting Minutes of 10-14-13	11/15/13
8d	Jeanette P. Myers Scholarship Committee	
8d	Landscape Committee –no report	
8d	Personnel Committee –Meeting Minutes of 11-11-13	11/15/13
8d	Policy Committee – no report	
11a	Election of Officers	11/15/13
11b	Appointment of Committees	11/15/13
13	Motion to approve any items removed from the consent agenda	11/15/13
	<u>UNNUMBERED ITEMS</u>	<u>DATE DELIVERED</u>
	FOL approved meeting minutes of 10/2/13	11/15/13
	Director's Report to FOL- 11-6-13	11/15/13
	Administrative Calendar –December 2013	11/15/13
	Strategic Planning Update	11/15/13

AGENDA
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, November 19, 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 October 15, 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. Election of Officers
 - b. Appointment of Committees
12. Discussion of items removed from the Consent Agenda
13. MOTION to approve any items removed from the Consent Agenda
14. Other
15. Next scheduled meeting: Tuesday, December 17, 2013 7p.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, October 15, 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, Joan Luksik, Pam Williams

Administration: Library Director, Carol Mueller; Director's Secretary, Andrea Aragona; Systems Department Head, Joan Wu; Systems Assistant, Ruweed Bibi; Joel Dion, Facility Services Department Head

Guests: Klaren Gerhart, Township resident; Sarah Fitzgerald, OCC student; Gene Ferrera, Frank Rewold and Son.

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

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

President's Verbal Report:

Judy welcomed everyone to the meeting.

Director's Verbal Report:

Carol introduced Sarah Fitzgerald to the Trustees. Sarah is an Oakland Community College student completing her degree requirements as a Library Technician. Sarah has been interning at the Library since September as part of that requirement. She has been spending time in each of the seven library departments to observe all of the activities and functions of a public library.

Carol informed the Trustees that in July of this year, the Friends of the Library presented Karen Kotulis-Carter with a gift of a tree in honor of her retirement. A Korean Mountain Ash will be planted on the west side of the Library this Friday, October 18, at 11:00 a.m. and Karen will be present to put in the first shovel of soil. Carol extended an invitation to the Trustees to attend.

Carol stated that at their October meeting, the Friends of the Library approved \$23,725.00 in gifts for the Library. Youth and Adult Services and Administration programming will receive \$10,400.00. Also included in this amount are ten new chairs for the Library Café and arborist tree pruning of our pine trees. This gift is in addition to the July gift of \$25,000.00 for Library Technology. This makes a total of \$48,725.00 given to the Library from the Friends so far this year! The Trustees applauded the Friends and thanked them.

We are requesting proposals for vending services again as our current contract expires. We have vending machine survey forms available for our patrons and staff. It is helpful to get their suggestions so we will better know what type of questions to ask when meeting with prospective companies. A form is available in the gray folder for the Trustees.

Carol thanked Cranbrook for a donation of 110 new books, DVD's and CD's mostly in the science subjects. We have chosen many of them to add to our Youth and Adult Collections. Carol also

thanked Judy Lindstrom for making this donation possible.

CONSENT AGENDA MOTION

After discussion, a motion was made by Eli Greenbaum, seconded by Joan Luksik, **TO APPROVE THE ITEMS ON THE CONSENT AGENDA AS PRESENTED WITH THE EXCEPTIONS OF THE FOLLOWING; FINES AND FEES, WATER ANALYSIS,**

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

REGULAR AGENDA:

Call to the Public:

Judy welcomed Klaren Gerhart, Township resident and Sarah Fitzgerald, OCC student; Joel Dion, Facility Services Department Head and Joan Wu, Systems Department Head.

UNFINISHED BUSINESS:

No items for discussion

NEW BUSINESS:

11a Roof Repair Bid

Carol introduced Gene Ferrera and thanked him for the wonderful work he has done with us on this project. Gene reviewed background information on the bids for the Trustees. Bids were solicited with a due date of October 9, 2013. Competitive bids were received from three companies: Esko Roofing & Sheet Metal, Inc., Newton Crane Roofing, Inc., and Wm. Molnar Roofing Co. Inc. All three bidders were interviewed by Gene Ferrera, Frank Rewold and Son, and Mike Bode from Roofing Technology Associates (RTA). Esko Roofing & Sheet Metal, Inc. withdrew their bid due to oversights within the bid. After review, Frank Rewold and Son and RTA recommend awarding the roof repair bid to Wm. Molnar Roofing Co. Inc. in the amount of \$134,364. This was presented to the Building & Grounds Committee at their October 14, 2013 meeting and they recommended proceeding with the project to the full Board. Gene reminded the Trustees that we are entering the third phase of the roofing work and this phase encompasses RTA's work to do the inspections during the construction. He did stress that this is a "repair" and not a completely new roof. The Library Board will need to authorize the third phase of this contract with an estimated amount of \$11,000.00 for RTA.

Staging will be the next discussion. The staging is a difficult decision as it needs to be in an isolated area for patron safety. The preferred location is to shut down the book drop. However, that may be quite disruptive to Library services. The parking lot adjacent to the Youth Services Room is another area being considered. It is estimated that the roof repair will take at least three weeks and will start as soon as possible.

After discussion, a motion was made by Peggy Cohen, seconded by Pam Williams **TO AWARD THE BID FOR BLOOMFIELD TOWNSHIP PUBLIC LIBRARY ROOF REPAIRS TO WM. MOLNAR ROOFING CO. INC., 12455 HALE STREET, RIVERVIEW, MI, 48193.**

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

Carol stated that the Board had already approved the three phases for RTA, but when we get the phase three cost information, if the Board agreed, she would like to forward this to the Building & Grounds Committee for approval.

A motion was made by Joan Luksik, seconded by Grant Gerhart **TO DELEGATE APPROVAL FOR PHASE 3 TO THE BUILDING AND GROUNDS COMMITTEE.**

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

11b Library Website Review

Carol thanked Joan Wu and Ruweed Bibi for their work on the Library website. The Library will be upgrading its website software to Drupal-version 7. The look and feel of the website will change with this upgrade. The Systems Department has been working on moving our Library website to this new version. This upgrade will enable us to improve features that we have found are not as intuitive to our patrons as originally intended. Ruweed Bibi presented an overview of the proposed changes to the Library website. The Trustees like the proposed design changes to the website.

11c Annual Policy Review

Eli Greenbaum stated that the Policy Committee met on October 3, 2013 to conduct a yearly review of the current approved Library policies. At this time there were no specific changes to any Library policies recommended.

DISCUSSION OF ITEMS REMOVED FROM THE CONSENT AGENDA

A question was raised with regard to insurance reimbursement from the damages caused by the lower level flooding. Carol stated that we have received reimbursement from the insurance company for our claim.

A question was raised with regard to the fluctuating water bill amounts each month. Carol will present questions to Joel Dion and forward his explanation to the Trustees.

The Trustees were pleased with regard to the statistics stating that 91% of what is borrowed from the Library is being borrowed by Bloomfield Township residents.

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

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

Other:

The Trustees agreed to meet at 6:00 p.m. prior to the start of the November 19th Library Board Meeting to discuss the 50th Anniversary Gala. The next general meeting of the 50th Anniversary Committees is scheduled for Monday, December 2, 2013 at 2:00 p.m. in the Community Room.

Judy appointed Peggy Cohen and Grant Gerhart as the nominating committee. The election of Board of Trustee officers will be held at the November 19, 2013 Board Meeting along with the appointment of Board Committee members.

Meeting adjourned at 8:08p.m. The next meeting of the Bloomfield Township Public Library Board of Trustees is Tuesday, November 19, 2013 at 7:00 p.m. in the Board Room.

Submitted by:

Joan Luksik, Secretary

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

Check Register - General Fund

Check #	Date	Payee	Cash Account	Amount
ADVANCE CHECKS:				
13408	10/8/13	Joel Dion	104.01	74.56
13409	10/8/13	Beth Sulek-LaHousse	104.01	56.50
13410	10/8/13	CONSUMERS ENERGY	104.01	3,845.47
13411	10/8/13	FEDEX	104.01	10.99
13412	10/8/13	HOME DEPOT CR. SERV.	104.01	182.01
13413	10/8/13	PACIFIC TELEMANAGEMENT SERVICES	104.01	78.00
13414	10/25/13	Elizabeth Clauder	104.01	94.92
13415	10/25/13	AMAZON.COM	104.01	1,601.50
13416	10/25/13	AT&T LONG DISTANCE	104.01	353.78
13417	10/25/13	BUTZEL LONG	104.01	1,319.00
13418	10/25/13	COMCAST	104.01	126.52
13419	10/25/13	CONSUMERS ENERGY	104.01	5,160.88
13420	10/25/13	DTE ENERGY	104.01	22,741.30
13421	10/25/13	MICHIGAN MUNICIPAL MANAGEMENT AUTHORITY	104.01	2,522.80
13422	10/25/13	PITNEY BOWES, INC.	104.01	261.50
13423	10/25/13	PNC BANK	104.01	2,594.53
13424	10/25/13	VERIZON WIRELESS	104.01	199.92
13425	10/31/13	SVETLANA LEBEDINSKI	104.01	21.00
13426	10/31/13	KRISTINE FARAH	104.01	25.00
13427	10/31/13	AT&T	104.01	338.64
13428	10/31/13	HOME DEPOT CR. SERV.	104.01	4.85
13429	10/31/13	PACIFIC TELEMANAGEMENT SERVICES	104.01	78.00
13430	10/31/13	PRINCIPAL LIFE INS CO-SBD GRANDE ISLAND	104.01	630.31
13431	10/31/13	UNITED STATES POSTAL SERVICE	104.01	1,500.00
Total				\$43,821.98
REGULAR CHECKS:				
13432	11/8/13	ABDO-SPOTLIGHT-MAGIC WAGON	104.01	1,441.45
13433	11/8/13	ANDERSON, ECKSTEIN AND WESTRICK, INC.	104.01	925.00
13434	11/8/13	APPLE BOOKS	104.01	525.70
13435	11/8/13	ASSA ABLOY ENTRANCE SOLUTIONS	104.01	675.00
13436	11/8/13	BACKER LANDSCAPING, INC.	104.01	6,370.00
13437	11/8/13	BAKER & TAYLOR, INC.	104.01	13,466.38
13437a	11/8/13	VOID	104.01	
13437b	11/8/13	VOID	104.01	
13437c	11/8/13	VOID	104.01	
13437d	11/8/13	VOID	104.01	
13438	11/8/13	BEARPORT PUBLISHING CO.	104.01	618.29
13439	11/8/13	BERNAN ASSOCIATES	104.01	176.55
13440	11/8/13	BLACKSTONE AUDIO, INC.	104.01	1,431.95
13441	11/8/13	BLOOMFIELD TOWNSHIP	104.01	211,467.02
13442	11/8/13	THE BOOK FARM, INC.	104.01	1,164.36
13443	11/8/13	BRILLIANCE AUDIO, INC.	104.01	892.76
13444	11/8/13	CAR TRUCKING, INC.	104.01	203.30
13445	11/8/13	CAVENDISH SQUARE	104.01	1,101.95
13446	11/8/13	CDW GOVERNMENT, INC.	104.01	222.13
13447	11/8/13	GALE/CENGAGE LEARNING	104.01	849.77
13448	11/8/13	CENTRAL BUSINESS SYSTEMS, INC.	104.01	75.60
13449	11/8/13	CHECKPOINT SYSTEMS INC	104.01	50.75
13450	11/8/13	CITY OF ADRIAN	104.01	28.95
13451	11/8/13	DEMCO, INC.	104.01	484.87
13452	11/8/13	DU ALL CLEANING, INC	104.01	4,600.00
13453	11/8/13	ENSLow PUBLISHERS, INC.	104.01	475.70

Check #	Date	Payee	Cash Account	Amount
13454	11/8/13	ENVISIONWARE, INC.	104.01	2,192.80
13455	11/8/13	FRANK REWOLD AND SON, INC.	104.01	4,193.70
13456	11/8/13	GARETH STEVENS PUBLISHING	104.01	358.05
13457	11/8/13	GAYLORD BROTHERS, INC.	104.01	163.91
13458	11/8/13	GOVCONNECTION, INC.	104.01	654.00
13459	11/8/13	GREY HOUSE PUBLISHING	104.01	433.05
13460	11/8/13	GERALD M. GROSS	104.01	552.00
13461	11/8/13	HATCH TRANSFORMERS	104.01	1,556.52
13462	11/8/13	INFOBASE LEARNING	104.01	3,262.13
13463	11/8/13	INFORMATION TODAY, INC.	104.01	385.05
13464	11/8/13	INGRAM LIBRARY SERVICES	104.01	46.47
13465	11/8/13	INNOVATIVE INTERFACE, INC	104.01	50,064.00
13466	11/8/13	J W PEPPER & SON, INC	104.01	89.95
13467	11/8/13	JCR SUPPLY CO/BEDARD BROS	104.01	910.81
13468	11/8/13	LJ ROLLS REFRIGERATION CO., INC	104.01	8,661.00
13469	11/8/13	LERNER PUBLISHING GROUP	104.01	232.18
13470	11/8/13	LIVE OAK MEDIA	104.01	54.56
13471	11/8/13	MIDWEST COLLABORATIVE for LIB. SVCS	104.01	10,593.16
13472	11/8/13	MICHIGAN EDUCATION DIRECTORY	104.01	28.75
13473	11/8/13	MICROMARKETING LLC	104.01	141.40
13474	11/8/13	MIDWEST TAPE	104.01	6,952.98
13474a	11/8/13	VOID	104.01	
13474b	11/8/13	VOID	104.01	
13474c	11/8/13	VOID	104.01	
13475	11/8/13	MIKERO MOH	104.01	500.00
13476	11/8/13	MITCHELL LANE PUBLISHERS, INC.	104.01	114.95
13477	11/8/13	MONROE COUNTY LIBRARY SYSTEM	104.01	14.00
13478	11/8/13	MORNINGSTAR, INC.	104.01	175.00
13479	11/8/13	NATIONAL SIGN COMPANY	104.01	1,741.00
13480	11/8/13	OVERDRIVE	104.01	5,043.27
13481	11/8/13	OXFORD UNIVERSITY PRESS	104.01	359.72
13482	11/8/13	PARTNERS BOOK DISTRIBUTING, INC.	104.01	3,715.69
13482a	11/8/13	VOID	104.01	
13483	11/8/13	QUILL CORPORATION	104.01	455.58
13484	11/8/13	RANDOM HOUSE, INC.	104.01	907.50
13484a	11/8/13	VOID	104.01	
13485	11/8/13	RECORDED BOOKS, LLC	104.01	3,498.35
13485a	11/8/13	VOID	104.01	
13486	11/8/13	RELIABLE OFFICE SUPPLIES	104.01	146.43
13487	11/8/13	RICOH USA, INC	104.01	318.27
13488	11/8/13	ROOFING TECHNOLOGY ASSOCIATES, LTD	104.01	2,220.00
13489	11/8/13	ROSEN PUBLISHING	104.01	1,082.35
13490	11/8/13	SALEM PRESS, INC.	104.01	521.25
13491	11/8/13	SENSOURCE	104.01	434.51
13492	11/8/13	SHOPLET.COM	104.01	1,172.18
13493	11/8/13	SIEMENS COMMUNICATIONS, INC	104.01	484.54
13494	11/8/13	STAPLES ADVANTAGE	104.01	191.51
13495	11/8/13	STATE INDUSTRIAL PRODUCTS	104.01	573.53
13496	11/8/13	SUMMIT ELECTRIC, INC.	104.01	1,132.90
13497	11/8/13	TANTOR MEDIA	104.01	457.71
13498	11/8/13	THE CREATIVE COMPANY	104.01	1,469.20
13499	11/8/13	THE LIBRARY NETWORK	104.01	7,249.00
13500	11/8/13	THOMAS M. COOLEY LAW LIBRARIES	104.01	80.00
13501	11/8/13	THYSSENKRUPP ELEVATOR CORP	104.01	2,127.64
13502	11/8/13	UNIQUE BOOKS INC.	104.01	1,202.62
13503	11/8/13	VIGILANTE SECURITY	104.01	1,950.00
13504	11/8/13	WALLACEBURG BOOKBINDING & MFG	104.01	370.50
13505	11/8/13	WESCO DISTRIBUTION	104.01	794.76
13506	11/8/13	WESTON WOODS	104.01	839.30
13507	11/8/13	WOLTERS KLUWER LAW & BUSINESS	104.01	441.00
13508	11/8/13	WORLD BOOK, INC.	104.01	429.00

Check #	Date	Payee	Cash Account	Amount
Total				\$380,987.21

Check Register - Gift Fund

Check #	Date	Payee	Cash Account	Amount
ADVANCE CHECKS:				
4245	10/8/13	Amy Young	102.03	28.99
4246	10/25/13	AMAZON.COM	102.03	110.72
4247	10/25/13	Elizabeth Clauder	102.03	51.64
4248	10/25/13	TERRY LOVE	102.03	19.00
4249	10/25/13	PNC BANK	102.03	1,143.41
				\$1,353.76
REGULAR CHECKS:				
4250	11/8/13	BAKER & TAYLOR	102.03	189.30
4251	11/8/13	BLOOMFIELD TWP. PUBLIC LIBRARY	102.03	774.50
4252	11/8/13	CHARTER TOWNSHIP OF BLOOMFIELD	102.03	12.00
4253	11/8/13	DETROIT HISTORICAL SOCIETY	102.03	500.00
4254	11/8/13	MIDWEST TAPE	102.03	2,151.69
4255	11/8/13	NUTECH GRAPHICS, INC.	102.03	804.09
4256	11/8/13	NICHOLAS P. PIPINO ASSOCIATES, INC.	102.03	163.40
4257	11/8/13	ALEX THOMAS	102.03	331.64
Total				\$4,926.62

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

PRESENTED: NOVEMBER 19, 2013 FOR THE MONTH OF: OCTOBER 2013

ACCOUNT NAME	2013-2014	2013-2014	REVENUE/EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	Seven Months 58% VARIANCE
	ADOPTED BUDGET AS OF MAR 19, 2013	AMENDED BUDGET AS OF AUG 20, 2013				
<u>Revenues</u>						
Taxes	\$4,625,869	\$4,621,195	(\$2)	(\$13,868)	-0.30%	(\$4,635,063)
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	\$11,023	\$84,300	60.02%	(\$56,164)
Charges for Services	\$14,114	\$14,114	\$721	\$7,761	54.99%	(\$6,353)
Investment earnings	\$178,767	\$178,767	\$13,016	(\$126,809)	-70.94%	(\$305,576)
Miscellaneous	\$9,556	\$9,556	\$294	\$5,558	58.16%	(\$3,998)
Total Revenues	\$5,047,593	\$5,042,919	\$25,053	\$21,747	0.43%	(\$5,021,172)
<u>Expenditures</u>						
Personnel	\$3,377,158	\$3,293,590	\$232,639	\$1,962,027	59.57%	(\$1,331,563)
Library Services	\$783,043	\$781,473	\$71,370	\$416,362	53.28%	(\$365,111)
Facilities & Equipment	\$1,042,081	\$1,043,181	\$116,914	\$628,570	60.26%	(\$414,611)
Other Operating Expenditures	\$131,896	\$398,768	\$3,838	\$84,867	21.28%	(\$313,901)
Total Expenditures	\$5,334,178	\$5,517,012	\$424,761	\$3,091,826	56.04%	(\$2,425,186)
Fund Balance - Beginning	\$7,792,567	\$7,972,537		\$7,972,537		
Net revenue (expenditure)	(\$286,585)	(\$474,093)		(\$3,070,079)		
Fund Balance - Ending	\$7,505,982	\$7,498,444		\$4,902,458		

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: NOVEMBER 19, 2013 FOR THE MONTH OF: OCTOBER 2013

Seven Months 58%

ACCOUNT NAME	2013-2014 ADOPTED BUDGET AS OF MAR 19, 2013	2013-2014 AMENDED BUDGET AS OF OCT 31, 2013	REVENUE/ EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	VARIANCE
<u>Revenues</u>						
Gift Income	\$500	\$60,863	\$40,586	\$60,863	100.00%	\$0
Investment Earnings	\$300	\$300	\$12	\$83	27.78%	(\$217)
Miscellaneous Revenue	\$0	\$0	\$0	\$0	0.00%	\$0
Total Revenues	\$800	\$61,163	\$40,598	\$60,947	99.65%	(\$217)
<u>Expenditures</u>						
Library Services	\$39,727	\$50,808	\$4,669	\$24,944	49.09%	(\$25,864)
Facilities & Equipment	\$19,144	\$45,453	\$163	\$10,028	22.06%	(\$35,425)
Other Operating Expenditures	\$94,884	\$120,889	\$1,486	\$23,403	19.36%	(\$97,485)
Total Expenditures	\$153,755	\$217,149	\$6,318	\$58,375	26.88%	(\$158,774)
Fund Balance	\$92,733	\$94,964		\$94,964		
Reserved Fund Bal.	\$61,022	\$61,022		\$61,022		
Net revenue (expenditures)	(\$152,955)	(\$155,986)		\$2,572		
Fund Balance - Ending	\$800	\$0		\$158,558		

Amendments to the budget:

All amendments due to gifts received

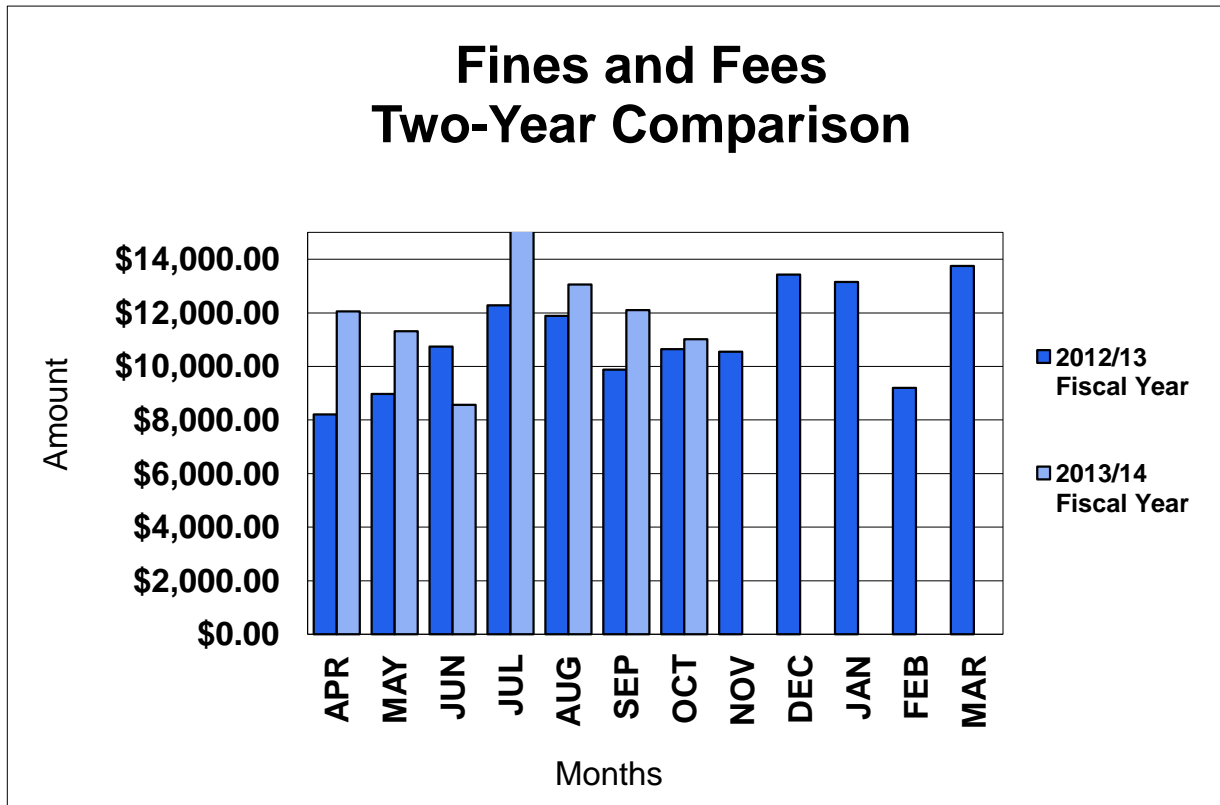
Bloomfield Township Public Library
Asset Allocation Summary
OCTOBER 2013

7b

Fund	Type	Annual Yield	Date	Amount on Hand
General Fund				
	Chase Checking (Ecommerce)	0.00%	10/31/2013	\$148,117.92
	Flagstar Public Funds Savings	0.15%	10/31/2013	\$187,725.67
	Flagstar Premier Public Entities Checking	0.10%	10/31/2013	\$6,345.50
	RBC Capital Cash/Money Market	0.044%	10/31/2013	\$31.98
	RBC Capital - Investments	1.69%	10/31/2013	\$4,942,966.73
	Total General Fund			<u>\$5,285,187.80</u>
	Please see General Fund budget for notes on how this amount is earmarked			
Gift Fund				
	Huntington Public Fund Business Interest Checking	0.15%	10/31/2013	\$111,356.16
	Huntington CD (Charnov gift) - matures 5/7/14	0.76%	10/31/2013	\$52,195.00
	Total Gift Fund			<u>\$163,551.16</u>
<hr/>				
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			<u>\$126,658.00</u>

FINES AND FEES - TWO-YEAR COMPARISON

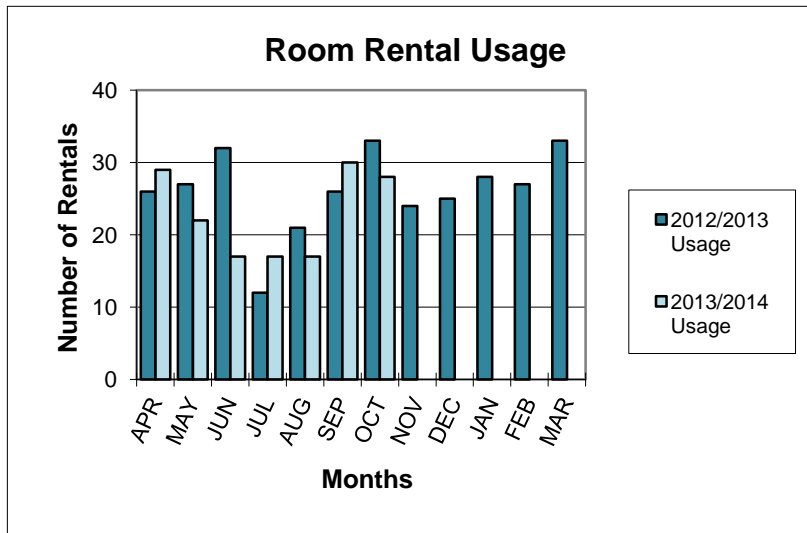
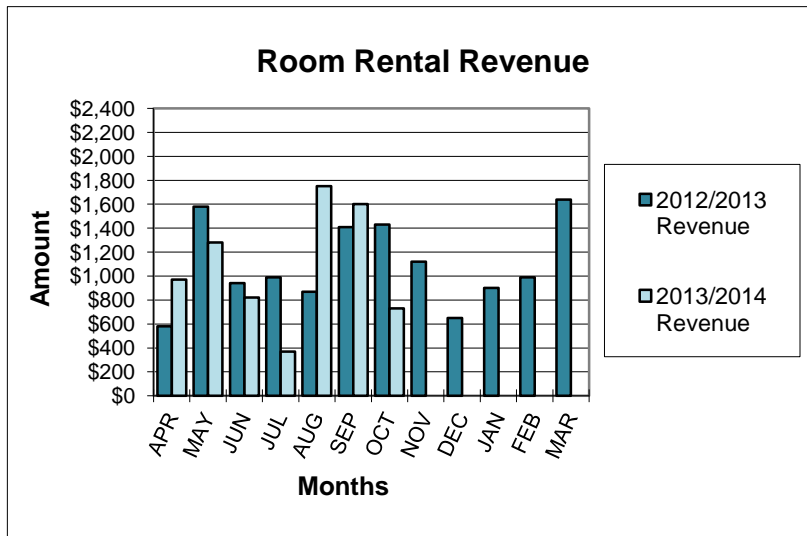
Month	2012/13 Fiscal Year	2013/14 Fiscal Year	Difference
APR	\$8,206.59	\$12,058.52	\$3,851.93
MAY	\$8,971.89	\$11,311.82	\$2,339.93
JUN	\$10,741.83	\$8,567.53	(\$2,174.30)
JUL	\$12,280.42	\$16,428.37	\$4,147.95
AUG	\$11,885.13	\$13,062.09	\$1,176.96
SEP	\$9,879.04	\$12,098.00	\$2,218.96
OCT	\$10,650.27	\$11,014.75	\$364.48
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	\$132,691.80	\$84,541.08	(\$48,150.72)



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	\$730.00	(\$700.00)	33	28	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
TOTAL	\$13,100.00	\$7,520.00	YTD Difference (\$5,580.00)	314	160	



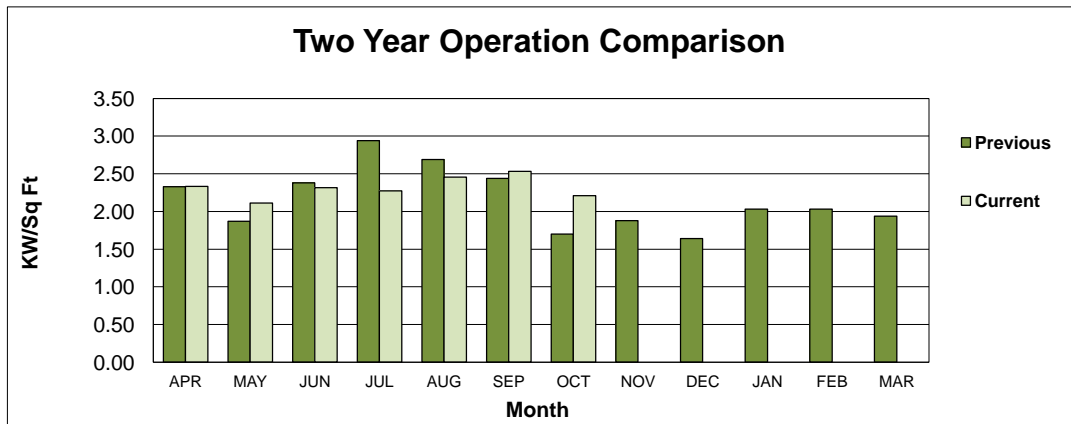
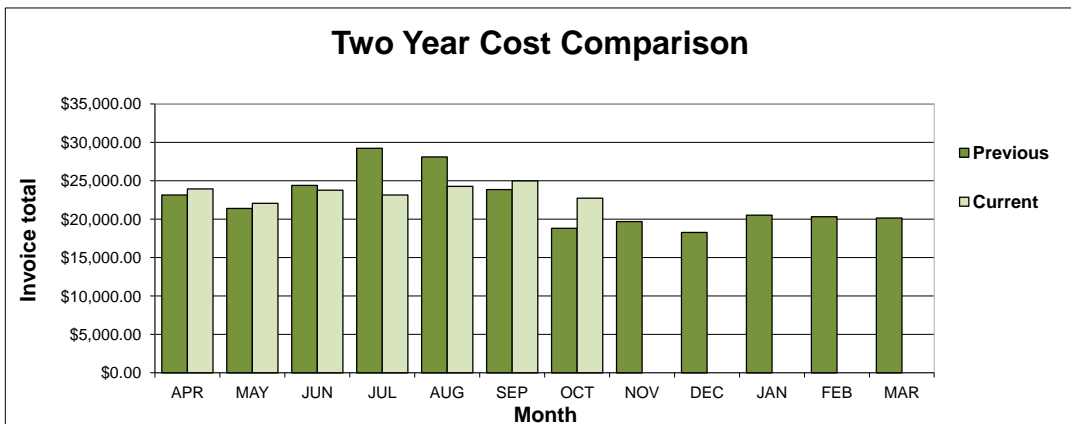
Bloomfield Township Public Library Electricity Analysis

Building Area = 101,023 Sq ft.

TWO YEAR COST COMPARISON				CURRENT YEAR OPERATION					
Month	2012/2013	2013/2014	Difference	TOTAL	COST/KWH	KWH/HR	KWH/SQ FT	COST/HR	COST/SQ FT.
		(3)		(1)	(3)/(1)	(1) / (24 x no.days per month)	(1)/101,023	(3) / (24 x no. days per month)	(3)/101,023
APR	\$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	\$24,952.03	\$1,114.34	255,710	\$0.10	355.15	2.53	\$34.66	\$0.25
OCT	\$18,820.02	\$22,741.30	\$3,921.28	223,300	\$0.10	300.13	2.21	\$30.57	\$0.23
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	\$164,799.84	(\$62,708.50)						

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

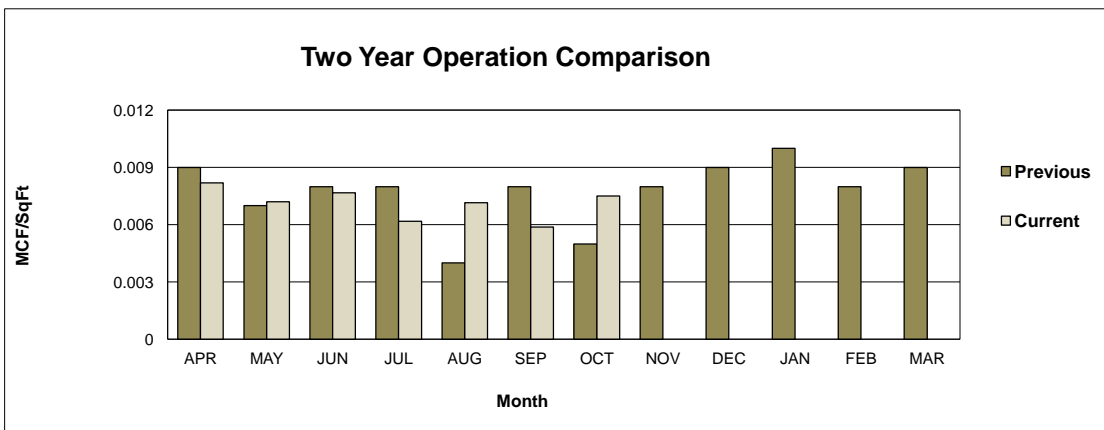
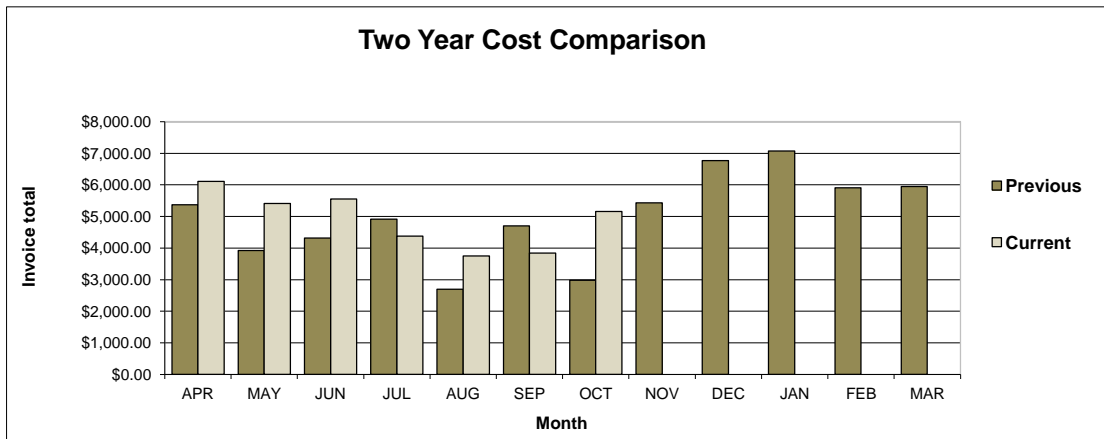
Building Area = 101,023

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	\$5,160.88	\$2,181.13	758.3	\$6.81	744	1.02	0.008	6.94	0.050
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	\$34,212.46	(\$25,824.98)							

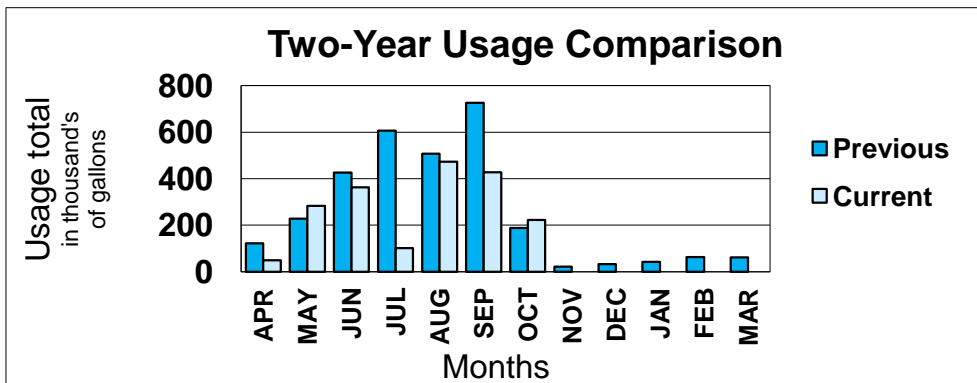
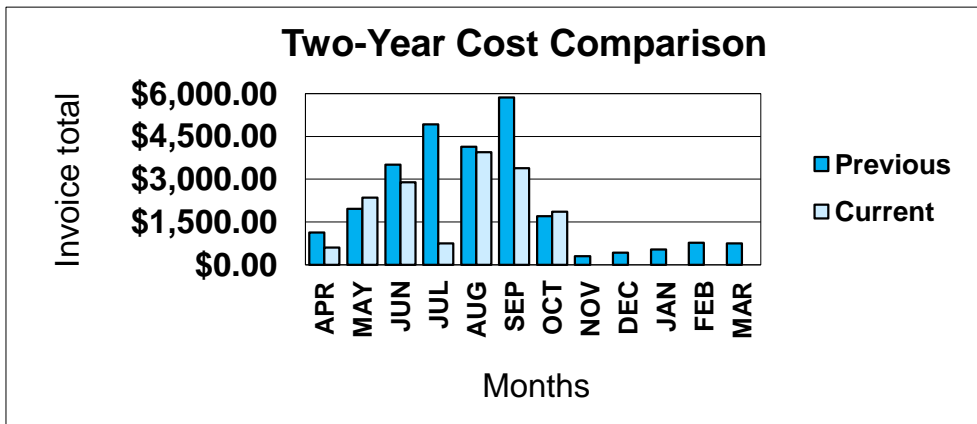
NOTES:

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	\$1,861.07	\$163.15	188	223	35
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)
TOTAL	\$26,003.26	\$15,788.77	YTD Difference (\$10,214.49)	3,023	1,920	YTD Difference (1,103)



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

- Bloomfield Township Public Library was highlighted in a recent article by Jim Slezinski, Goldner Walsh, regarding our majestic Dawn Redwood trees. These trees were originally planted by A.H. Goldner in the 1960's. Several photos of our three Dawn Redwood trees, located on the east side of the building, are included in the November/December, 2013 issue of *Michigan Gardener*.
- On Saturday, November 2, the Library was the location for a possible new world record! A Bloomfield Township resident set up 1,111 unique toy soldiers in the Local History display cases. The previous record was a display of 661 toy soldiers. The display was then viewed and all toy soldiers counted by official World Book judges. Our resident has now sent in his application listing Bloomfield Township Public Library as the location for his display. An official determination should be made within 30 days.
- On Monday, November 4, the Library was the chosen location for the first edition of "Coffee Chat" – a conversation between Bloomfield Hills Schools Superintendent Rob Glass and Bloomfield Patch Editor Art Aisner. We were happy to host this event and pleased that Rob mentioned the Library was the perfect setting for Coffee Chat and shared that the 50th anniversary of the Library is coming up in 2014 as part of his introductory comments.
- Friends of the Library held their larger book sale on Saturday, November 9 and Sunday, November 10. This well attended event raised \$4,199 for our very hard working Friends of the Library!

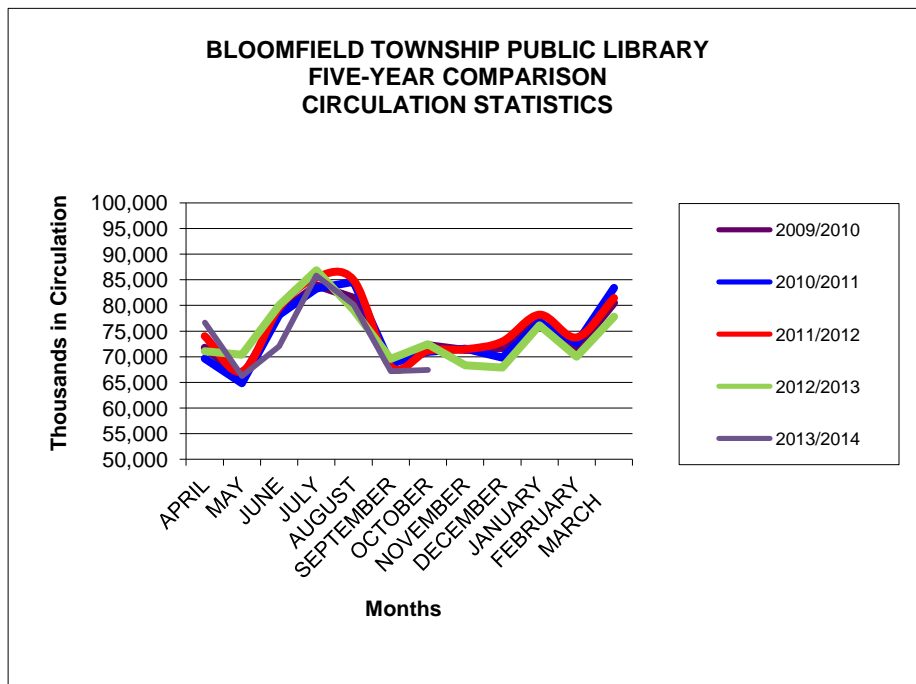
Respectfully submitted,

Carol Mueller
Library Director

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
FIVE YEAR CIRCULATION

11/15/2013

	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	67,436
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	515,497



	2012		2013	
COLLECTION				
Book Collection:	284,126		285,261	
Media Collection:	60,278		62,300	
Total e-books:	25,989		27,131	
Overdrive	5,178		5,772	
EBSCOhost	19,227		19,227	
Total downloadable audiobooks:	4,043		5,542	
Materials Total:	374,436		380,234	
CIRCULATION				
Circulation Total:	72,467		67,436	
Bloomfield Township Circulation:	65,835		60,924	
Virtual Circulation Total:	3,358		3,998	
Circulation of Youth materials:	26,174		24,679	
Circulation of Media:	30,974		27,272	
Circulation of Cranbrook passes:	225		170	
Self-checkout machine use:	27,724	38.3%	23,729	35.2%
Library by Mail:	137	30 patrons	101	31 patrons
BUILDING & EQUIPMENT USAGE				
Door Count:	28,884		27,810	
Gate Count:	28,588		12,511*	
Meeting rooms by public:	33		28	
Meeting rooms by staff:	61		76	
VIRTUAL USE				
Home page hits/Database services:	27,622		23,717	
e-book access:	1,541		1,817	
Overdrive	1,448		1,757	
EBSCOhost	93		60	
Audiobook access: (Overdrive)	544		697	
Music download access:	1,273		1,143	
Magazine download access:	n/a		341	
TutorMe! sessions:	72		60	
Library Computer Use				
Resident Use	3,092		2,891	
Guest Use	987		1,022	
*Counter not working Oct 1-18				

	2012		2013	
OUTREACH & PROGRAMS				
<i>New Patrons and Accounts</i>				
Township:	180		178	
Cranbrook:	6		12	
Total new patrons:	283		296	
<i>Adult Program Attendance</i>				
Staff-led:	10 events	131 attended	2 events	44 attended
Speaker-led:	9 events	250 attended	10 events	210 attended
Book clubs:	6 events	51 attended	4 events	56 attended
Tours/visits on-site:	0	0	0	0
Tours/visits off-site:	0	0	0	0
Bloomfield Historical Society	0	0	1 event	88 attended
Chamber Music Concert	1 event	195 attended	0	0
<i>Systems Program Attendance</i>				
Staff-led:	2 events	24 attended	3 events	20 attended
<i>Teen Program Attendance</i>				
Staff-led:	3 events	25 attended	3 events	10 attended
Homework Coaching		10 attended		
<i>Youth Program Attendance</i>				
Staff-led:	24 events	543 attended	18 events	412 attended
Speaker-led:	2 events	156 attended	9 events	311 attended
Tours/visits on-site:	0	0	1 event	2 attended
Tours/visits off-site:	4 events	102 attended	6 events	110 attended
TOTAL:	61 events	1,487 attended	57 events	1,263 attend
<i>Volunteers:</i>				
	35 people	271.25 hours	30 people	316.50 hours
	Shop: 7	82.5	Shop: 7	115
	Court: 0	0	Court: 0	0
	Students: 9	52	Students: 4	42
	Stu. tutors: 4	15.5	Stu. Tutors: 6	37.25
	Dept. Vol: 15	121.25	Dept. Vol: 13	122.25
<i>Patron Remarks</i>				
Patron Comments:	22		6	
Ask BTPL:	20		12	
Ask Us:	14		35	
DISPLAYS				
Lobby	Musical Instruments from the Detroit Historical Society			
Media	Adult: Scary Movies, Space, Discover Horror Display			
	Youth: Wild Animals, Dig Into Reading, Mystery Audiobook			
Local History	Cats			

TENTATIVE SCHEDULE CALENDAR

- Tuesday, November 19, 2013 – 6:00 p.m. 50th Anniversary Trustee meeting in the Board Room.
- **Tuesday, November 19, 2013- 7:00 p.m., Regular Board Meeting in the Board Room.**

Upcoming meetings and events:

- Wednesday, December 4, 2013 – 12:30 p.m. FOL Board of Directors Meeting in the Board Room.
- Tuesday, December 17, 2013 – 7:00 p.m., Regular Board Meeting in the Board 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 Monday, October 14, 2013 at 3:30 p.m.

Present: Trustees Peggy Cohen and Pam Williams

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

Others: Gene Ferrera, Frank Rewold and Son; John Dell'Isola, Anderson, Eckstein And Westrick, Inc.

Roof Repair Bid Process:

Roofing Technology Associates prepared bid specifications as part of phase two of the roof repair project. Bids were due October 9, 2013. The three companies that submitted bids were Esko Roofing & Sheet Metal, Inc., Newton Crane Roofing, Inc., and Wm. Molnar Roofing Co. Inc. Gene Ferrera, Frank Rewold and Son, and Mike Bode, Roofing Technology Assoc. reviewed the bids and conducted interviews onsite at the Library. Esko Roofing & Sheet Metal, Inc. had to withdraw their bid due to oversights within the bid. After review, Rewold and Son and RTA recommend awarding the roof repair bid to Wm. Molnar Roofing Co. Inc. in the amount of \$134,364. The Building and Grounds Committee agreed and this will be presented to the full Library Board of Trustees at the October 15, 2013 Board Meeting for final approval.

Lower Level Storm Sewer Drainage Review:

John Dell'Isola presented a Storm Sewer Drainage Study addressing our lower level flooding issues. See attached. His findings did support the installation of the second sump pump at the West Sump location. John felt we should investigate the storm sewer drain onsite as well as on the street. He suggested asking the Township for permission to go down and investigate the manholes into the street while we are investigating our issues on-site at the Library. He also reviewed Near-Term Mitigation and Long-Term Mitigation solutions. He felt it was important to consider separating roof drainage from the west pump if at all possible. Gene Ferrera and John Dell'Isola felt further investigation should be done. John will make a proposal for a series of investigations with cost broken down for each investigation and submit to Gene Ferrera. Gene will forward John's report as well as the survey done to the Library and suggested the Library submit these findings to Bloomfield Township. Carol will take the initial findings to Bloomfield Township, while we continue our investigations, for any suggestions they may have with regard to the flooding issues. A meeting with Bloomfield Township and the Building & Grounds Committee should be set up within the next few weeks.

Other:

Carol presented the Tork Works Art Project to the Committee. The Art Committee has been working with Tork Works and the Jones Family who have donated the funds for this project in memory of their Mother, Claudia Jones. The tree will be 6 feet tall and 7 ½ feet wide, made from stainless steel and UV stable cast resin, and the leaf colors will incorporate our Library Logo colors. Pam and Peggy approved of the Tork Works tree that would be placed on the Youth Services wall at the Library entrance. However, Peggy stated that she would like to have a "full size rendering" or "full size template" of the tree and also wondered what the tree trunk would look like. Carol will follow up on these questions.

Carol informed the Committee of the Tree Planting in honor of Karen Kotulis-Carter's retirement taking place Friday, October 18 at 11:00 a.m. The Friends of the Library presented Karen with a Korean Mountain Ash which will be planted on the west side of the Library.

Meeting adjourned at 4:35 p.m. No future meeting date was set at this time.



Storm Sewer Drainage Study

Prepared for

Bloomfield Township Public Library
1099 Lone Pine Road
Bloomfield Township, MI 48302

Date

AEW Project No. 1328-0001

Prepared by

Anderson, Eckstein and Westrick, Inc.

Civil Engineers
Surveyors
Architects



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EXECUTIVE SUMMARY

1.0 STUDY BACKGROUND AND PURPOSE

The Bloomfield Township Public Library has been experiencing basement flooding during rain events. As the basement is used for Library operations, record storage, and public use, the Library has sought to diagnose the cause of the problem and find solutions to mitigate and potentially eliminate the flooding occurrences in the future. AEW was contracted to review existing records, make site observances and consider past occurrences of flooding to identify the problem or problems and make recommendations to the Library for their consideration.

2.0 EXISTING CONDITIONS

2.1 *Exterior Site Drainage System*

There are three main contributing areas that collect and convey the storm drainage on-site. For the sake of this study we have identified East Storm Sewer System, a West Storm Sewer System, and a North Storm Sewer System. Please refer to Figure 1.0-1 for the Storm Drainage System Location Map.

East Storm Sewer System

The storm sewer within the east half of the parking lot was constructed with the original building construction and receives drainage from the building (roof and floor drain), the east parking lot surface runoff, and discharges from the West Parking Lot and North Storm Sewer System. The East parking Lot storm sewer discharges all of the site's collected storm water through a 15" storm sewer which outlets to an existing 21" storm sewer in Timber Lake Drive along the east side of the property. This main line storm sewer discharging to the public right-of way is substantially deep with an invert

approximately 4 feet below the basement floor elevation which makes it capable of dewatering the basement level by gravity flow dependent upon downstream conditions.

West Storm Sewer System

The west parking lot was constructed in 2006 and receives storm water runoff from the building roof and the west parking area. It was not confirmed whether floor drains within the basement are also connected to the West Storm Sewer System. This area contains an existing underground detention system within the parking lot that discharges to the East System via an 8" storm sewer. The storm sewer and detention area within the West System is approximately 4' higher than the basement floor elevation which would require pump discharge from the basement level to dewater a basement flood event.

North Storm Sewer System

The North Storm Sewer was also constructed in 2006 as part of the building additions and generally runs from the midpoint of the building on the west side to the north, below the building to the east side (where no basement exists), and south along the east side of the building to the East Storm Sewer System. This sewer receives local drainage from lawn areas, shallow edge drains, and roof drainage and is located two feet and higher above the basement floor requiring pump discharge to facilitate basement dewatering.

2.2 Interior Drainage System

The limits of study within the interior of the building were the two locations where flooding has occurred - a West Sump and a Central Sump.

The Central Sump (Photo 2.2-1) is located below the main entrance doors and discharges via pressure head to the exterior East Storm Sewer System. This sump was observed to have a submerged outlet pipe at the sump due to the pipe sloping from a manhole structure within the parking lot to the sump at the building and the potential condition of the pipe restricting discharge to the exterior system. A floor drain pipe discharges into the sump from the north side above the normal water elevation and is

believed to convey roof drainage via upstream roof drain connections that were made and/or modified over time.

The West Sump (Photo 2.2-2) contains a single pump within the structure which discharges to the upstream end of the North Storm Sewer System via an approximately 110-foot long connection to the existing foundation drain system on the west side of the building. At the time of inspection, a second temporary pump was available for use to facilitate the discharge of the storm water at the sump. The sump was confirmed to have two incoming pipes – one solely discharging roof runoff and another floor drain connection handling roof runoff from connections upstream.



Photo 2.2-1 Central Sump (Wet System Operation)



Photo 2.2-2 Westerly Sump Pump Structure with Secondary External Pump

2.3 On-site Flooding Observances and Historical Data

Based on our conversations with the Library and Frank Rewold & Son, we have noted the following regarding the basement flooding occurrences and the existing storm drainage conveyance system:

1. The basement flooding occurs from rising water within the two basement sump locations only. Previously flooding was found to be entering the basement via floor and/or wall cracks but this condition was eliminated with the construction of the West Sump.
2. The West Sump is the first of the two sumps to reach a flooding condition when significant rain occurs.
3. Recent flooding was avoided with the use of a secondary pump at the West Sump location. This flooding would have occurred within the first 10 minutes of that significant rain event.
4. Record plans suggest a connection of floor drains between the Central Sump and West Sump however this has not been confirmed. The Library has attempted to televise the floor drain system to identify connection locations but was unable to complete this effort due to existing pipe conditions.

5. Roof drains within the building basement influence are shown as being connected to floor drains within the basement which then connect to existing sumps before discharge to the exterior storm sewer system. Record information on the location of these drains is not consistent or accurate with what is seen at the Central Sump.
6. Basement flood waters recede after rain stoppage. No pumping is required to dewater the basement which indicates a functioning Central Sump outlet.
7. The North Storm Sewer System was televised as part of a condition survey and was found to be functional and in acceptable condition from the upstream structure on the west side of the building to the first downstream manhole on the east side of the building.
8. It was noted that during significant rain events, localized backup of landscape and trench drains near the building that discharge to the west detention system have caused water to enter the building at the first floor level and to pond in lawn areas on the west side of the building.

3.0 IDENTIFICATION OF POTENTIAL FLOOD CAUSES

3.1 *On-Site Storm Drainage System*

Common causes of basement flooding are sewer back-ups outside of the building which cause waters to rise via building sewer connections to the on-site system. As noted in the previous section, the outlet sewer within the East Storm Sewer System lies below the basement floor elevation while other conveyance sewers in the West and North areas lie above basement grade. While these facts can help identify the potential impact of storm sewer back-ups on-site, significant study is required to review the hydraulics of the public and private storm sewer systems downstream for the backwater elevations during significant rain events. With basement flood waters receding after rain stoppage, it is noted that backwater may have an impact on basement flooding.

3.2 Floor Drain and Roof Drainage System

Based on the recent rain event that would have otherwise caused a basement flood event at the West Sump within the first 10 minutes of the rain, we can determine that the flooding is occurring here first due to the minimal sump size and pump capability relative to incoming flow. This eliminates the first cause of flooding as being a back-up of the on-site storm sewer system. This does not eliminate concerns for back-ups that may occur within the on-site storm sewer system during rain events of significant intensity and duration.

The locations of all roof drain connections to basement floor drains are not known do to inconsistent historical records and the inability to televise the floor drain system. This shortage of information and access do not allow this study to encompass a tributary flow analysis at the west sump to begin to review the size of the sump and the pump(s) required within it.

4.0 BASEMENT FLOOD MITIGATION

4.1 Near-Term Mitigation

Understanding that mitigating the frequency of flooding is a primary concern of the Library in the short term, with flood potential within the first 10 minutes of a substantial rain event, we recommend the following be considered for immediate review and/or implementation:

1. Proceed with the planned addition of a second pump at the West Sump location in lieu of the temporary second pump to facilitate dewatering during hours when no staff may be present to monitor or operate the system.
2. Consider separating the roof drain connection from the West Sump as a part of the pending roof project to reduce loading on the pumps. If ceiling space permits, a discharge point through an exterior wall (with acceptable architectural

elements) and physical below grade connection to the North or West storm sewer systems.

3. Consider an alternate route for the pumped discharge from the West Sump to the exterior of the building and/or construct a gravity flow, solid wall PVC pipe connection from the existing exterior wall penetration to the nearest downstream catch basin. A check valve system with assurance of positive drainage would be required on the west side of the building given the poor overland drainage and potential high water condition in the sewer.

4.2 Long-Term Mitigation

Potential solutions requiring additional study are offered below that may prove to be viable options in reducing maintenance and utility costs as well as potentially limit the impact of significant rain events on the basement level:

1. Analyze the functioning of the existing on-site storm sewer system for backwater elevations that may be causing basement flooding via the Central Sump. Mitigating measures may be implemented in response to the findings and/or downstream improvements may be considered to minimize a high water condition that may be causing flooding in the basement.
2. Determine the discharge locations of all roof drain locations and separate as many of them as possible to an exterior building location for connection to the on-site storm sewer. This will reduce loading on both sumps and subsequent maintenance on the pumps at the West Sump, increasing the system reliability. The discharge volume to the pumped outlet, if known, could facilitate the most efficient pump design and operation. Figure 1.0-1 indicates some approximation of roof drainage district limits however due to limited accurate plan records of building addition construction and re-routing of floor drains, mapping of roof drainage discharge would be required.
3. Map floor drain locations for connections to the Central and West Sump to determine improvements that may be made. One possible alteration may be to increase discharge to the Central Sump which discharges by pressure head to

the existing on-site storm sewer without use of pumps (Proposal No. 1 must be considered in conjunction with this option).

5.0 CONCLUSION

Based on our review of the existing records, local knowledge of flooding events and storm water drainage on-site, we have identified the above-options to address near and longer-term efforts to reduce or eliminate basement flooding conditions. While some of the options will require additional study and design to determine their feasibility, we welcome additional discussion to determine an approach for the Library to pursue.

**MINUTES OF THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
JOINT FINANCE/PERSONNEL COMMITTEE**

The joint meeting of the Bloomfield Township Public Library Board of Trustees Finance Committee and Personnel Committee was held in the Library on Monday, November 11, 2013 at 3:30 p.m.

Trustees: Peggy Cohen, Judy Lindstrom, and Joan Luksik

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

Patient Protection Affordable Care Act (PPACA) review

With the delay in the PPACA implementation to January, 2015 and more recent knowledge of requirements of this Act, a review of the February, 2013 scenarios and decision to offer health care benefits to Library 30 hour employees was held. Administration has devoted countless hours in attending seminars, listening to podcasts, in conversations with Bloomfield Township officials, and in updating the different scenarios to review with the Trustees.

During this joint committee meeting, Carol presented the prior personnel and benefit changes that have been made since 2008 and reviewed the updated PPACA scenarios for our 30-hour employees. A discussion followed this presentation.

Both committees agreed that the original decision to provide health care to our 30-hour employees is still recommended at this time but only for library employees with five years or more of service. Those employees with less than 5 years of services will be reduced to 28 hours per week beginning December 1, 2013. Further, as 30 hour positions become vacant, these positions will be reduced to below 30 hours per week. Both committees also stated that it is prudent to do more research into other cost saving options and directed Administration to investigate the following:

- 1.) Research offering only individual health care to qualifying employees and retirees. (PPACA requires that any employee's child under the age of 26 also would need to be covered).
- 2.) Research providing health care through a library policy rather than participation through Bloomfield Township.

Administration will closely monitor future implications of PPACA and impact on the Library and schedule a review as necessary.



**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
LIBRARY BOARD OF TRUSTEES OFFICERS**

December 2012 – November 2013

Current Officers are:

PRESIDENT: Judy Lindstrom

VICE PRESIDENT: Pam Williams

SECRETARY: Joan Luksik



Board of Trustees Standing Committee Appointments

December 2012 – November 2013

Current Committee appointments are:

Art Committee	Judy Lindstrom Pam Williams
Bloomfield Township Liaison	Joan Luksik Pam Williams
Building & Grounds	Peggy Cohen Pam Williams
Cranbrook	Judy Lindstrom Joan Luksik
Development	Eli Greenbaum Judy Lindstrom
Finance	Peggy Cohen Judy Lindstrom
FOL Liaison	Grant Gerhart Pam Williams
Jeanette P. Myers Scholarship Selection	Eli Greenbaum Joan Luksik
Landscaping/Interiors	Peggy Cohen Eli Greenbaum
Personnel/Director Evaluation	Grant Gerhart Joan Luksik
Policy	Grant Gerhart Eli Greenbaum

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.

FOL Board Meeting Minutes
October 2, 2013

President Glenda Bard called meeting to order at 12:30

Board members present:

Glenda Bard, Wolf Chayt, 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
SOC Committee: Celia Domalewski; Beth McCiory; Marcia Preston

Meeting Convened at 12:30

President introduced SOC Committee who expressed their thanks to the FOL for money given for the holiday party. Also, informed board this "Casual Dress Month".

President's Report: Glenda Bard

- Nominating Committee
 - Still need a chairman for the Nominating Committee.
 - Terry Love has volunteered to assist the Chair at the Annual Meeting.
 - Nancy L. agreed to chair.

- Need a chair for the Annual Meeting. Anyone interested should contact Glenda.

Secretary Report: Barbara S. submitted minutes for the September meeting.

Bob P. motioned to accept the minutes and Sally P. seconded.

Motion to accept the minutes approved by board.

Treasurer Report: Larry S.

- Distributed and reviewed the report.

Motion made by Pat M. to accept the report. Motion seconded by Cathy R.

Motion approved by board.

- Financial Procedures and Guidelines passed out. Discussed whether they need board approval. Agreed they should be filed with Treasurer's "Job Description."

Membership Report: Cathy R.

- Cathy R. reported that the current membership is 363, the same as last month.

Bookstore: Cathy R.

- Cathy R. reported that the bookstore took in \$2497.86 last month.

SSS: Virginia S.

- Reported that we made \$3,174 at the September book sale.

Trustee Report: Pam Williams, Trustee

- Just finished “Diaper Drive” collected over 10,000 diapers.
- RFID which includes security tags & chips affixed to DVD’s & CD’s has to be replaced. Trustees have awarded Envision Ware the contract for \$233,000.
- Roof leaks on 4 of the pavilions will be repaired.
- Still working on cause of and corrective action need to stop recent flooding.

Director’s Report: Carol Mueller

- Monthly Director’s Report, library schedule and Friends Gifts Expended Report distributed.
- Congratulation on successful book sale.
- Concert schedule handed out.
- Handed out “Book Page”
- Presentation tonight on Henry Ford.
- Township Open House is coming up. The Michigan Opera Theater will be presenting “Red Riding Hood” in the library as part of event.
- Reminded people to stop by and look at the display of historical musical instruments. This is paid for with gift monies from FOL.

New Business:

- Wolf C. brought up procedure for obtaining access/ swipe cards for volunteers. Glenda B. stated that after the library expressed concern over the number of cards being handed out a protocol was decided upon with the library. A request for a card must be authorized by the FOL President or Vice President.

Wolf C. motioned that the names of persons who:

- have a need to enter the building outside of the library’s public hours of business and;
- have, been volunteering for at least 6 months be brought to the board for approval of issuance of a “swipe card” at 6 month intervals.

Motion seconded by Germaine M. Motion not approved by board.

Wish List Committee: Germaine M. chair

- Wish List Committee met to review and make recommendations on the “Pending Gift Fund Wish List- June 6, 2013” presented for consideration on August 7, 2013 by the library director.
- Germaine M. reviewed which Priority Items were recommended for funding based on available funds.

Much discussion regarding, Priority #7 Administrative—Innovatives' SMS Alert Service” (\$5,000). Committee was not recommending for funding at this time. Carol Mueller explained that the current system may fail at any time and because of age cannot be repaired.

Motion made by Nancy L. to approve gift of \$5,000 for Priority #7, "Administrative-Innovatives' SMS Alert Service". Motion seconded by Sally P.

Motion approved by board for \$5,000.

Motion made by Nancy L. & seconded by Cathy R. to approve Priority Items:

- #1 - Youth Services - First Grade Reader Rally 2014, \$2,400;
- #2 - Adult Services- program budget, \$4,100.
- #3 - Youth Services - 10th Annual Storytelling Festival 2014, \$400;
- #4 – Youth Services - PJ Theater Program, \$2,000;
- #5 – Administration - Recycled Plastic book bag, \$3,425;
- #6 – Administration - 10 chairs for Public Vending Café, \$2,900;
- #8 – Administration - program budget for FY 2013/2014, \$1,500;
- #10- Facility Services - Arborist Tree Pruning, \$2,000;

Motion Approved by board for \$18,725

- **Money gifted at this meeting totals: \$23,725**
- Larry S. brought up the status of Priority #16 on the Wish List, "Administration—Stage Backdrop". He suggested that a committee be established to explore ways to improve the appearance of the area behind the stage. Glenda B. pointed out that we had agreed previously not to expend additional money on this item. So no need for committee at this time.

Old Business:

- Virginia S. reviewed the plans for the November book sale. It will be two days Saturday & Sunday. Need volunteers for both days as we are not hiring any laborers as in the past. Carol M. has identified several dealers who may buy leftover books in bulk.
- Larry S. reported on the status of the 50th Anniversary celebration planning.
 - Liquor License for one night (Gala) will need to be issued to the FOL.
 - Volunteers are still needed for opening day events and throughout year.

Motion to adjourn made by Germaine M. and seconded by Sally P. Motion approved.

Meeting adjourned.

Next meeting: November 6, 2013

Minutes prepared by: Barbara Smalley

Friends gifts expended 2013-2014

Year	rec'd	Donor	Purpose	Amount	Sep 2013	Amount left in gift	
2011	FOL		AS High Demand DVD's	\$3,330.48		\$1,726.15	
2012	FOL		AS DVD purchases	\$2,371.05		\$2,371.05	
2012	FOL		YS DVD purchases	\$700.29		\$79.87	
2011	FOL		Special Needs collection	\$2,872.22		\$2,266.47	
2010	FOL		Adaptive Umbrella Workshop	\$21.43		\$21.43	
2012	FOL	Spring 2013	9th Annual Story Telling Festival	\$200.00		\$174.13	Will be used in March 2014 per BSL
2012	FOL		YS 2013/14 FY program budget	\$7,191.00	(\$1,724.94)	\$2,652.53	
2012	FOL		2013 Teen Programs	\$700.00		\$243.58	
2012	FOL	Due Oct 2013	Book Page purchase	\$456.00	(\$456.00)	\$0.00	
2011	FOL		Det. Historical Society Exhibits	\$1,500.00		\$1,500.00	
2011	FOL		BTPL's 50th Anniversary seed money	\$4,733.22		\$4,733.22	
2012	FOL		Chamber Concert Series	\$2,372.07		\$1,767.34	
2012	FOL		Ruth McNair donations for concerts	\$1,381.00		\$1,381.00	
2012	FOL	YS	Replace 2 AWE computers	\$7,100.00	(\$163.40)	\$167.60	
2011	FOL		Redirect by FOL for Tech. upgrade 9/2013	\$94.03		\$94.03	Was Math & Science kits -now Technology upgrade
2009	FOL	April 2010	Redirect by FOL for Tech. upgrade 9/2013	\$301.30		\$56.10	Was April 2010 National Library Week -now Technology upgrade
2010	FOL	April 2011	Redirect by FOL for Tech. upgrade 9/2013	\$1,500.00		\$1,500.00	Was April 2011 National Library Week -now Technology upgrade
2012	FOL	Admin	Redirect by FOL for Tech. upgrade 9/2013	\$9,567.50		\$6,681.25	Was backdrop for stage - 50% deposit -now Technology upgrade
2011	FOL		Technology related workshops/training	\$6,268.97	(\$275.00)	\$1,476.79	
2009	FOL	YS	ALA conference attendance in Summer 2014 for J.Taggart	\$2,000.00		\$2,000.00	Was Display panels-now ALA conference attendance
2007	FOL		New Welcome brochures	\$6,290.00		\$6,290.00	
2008	FOL		MY LIBRARY book project	\$1,458.74		\$1,458.74	
2010	FOL		Redirect by FOL for 50th Anniversary	\$10,000.00		\$10,000.00	Was Admin-Community mailings -now earmarked for 50th
2012	FOL		Recycled plastic book bags	\$1,675.00		\$1,675.00	

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

FRIENDS OF THE LIBRARY MONTHLY DIRECTOR'S REPORT

November, 2013

- I am very pleased to welcome Tera Moon to the Library as Assistant Director. Tera's first day at BTPL is Monday, November 18. She brings a wide variety of experience to our library. I look forward to introducing Tera to the Friends Board at the December meeting.
- Thank you for recently approving \$23,725 in funding for a variety of our wish list requests. With your support, we are able to continue many of our popular programs such as PJ Theatre, the Storytelling Festival, art lectures, concerts and Everyone's Reading, among others. We will once again be able to provide biodegradable plastic bags to library patrons to protect library items during inclement weather. An order for 15,000 bags has been placed! Funding to purchase 10 additional Library Cafe chairs will be a most welcome addition to this popular area. Thank you, Friends, for all that you do to support Bloomfield Township Public Library!
- Thank you also for planting the beautiful Korean Mountain Ash in celebration of Karen Kotulis-Carter's retirement and 26 years of service at Bloomfield Township Public Library. The tree is planted on the west side of the Library parking lot near the Delivery Zone. As it offers four season interest, this tree is a wonderful addition to the Library grounds and will be enjoyed by many for years to come. I know Karen was extremely touched by your gift.
- Friday, November 22 is the first chamber music concert of the 2013/2014 series, our fourth season! This is one of the most popular and well attended programs the Library offers. We appreciate your sponsorship of this concert series.
- Attached to this report is the monthly gifts expended report for your review.

In this season of thankfulness, I am very thankful for each and every one of you and all that you do to make Bloomfield Township Public Library the great library it is.

Happy Thanksgiving!

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

2013

2013

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3 Movers & Shakers 10am Knit N Stitch Circle 10am Collaging & Scrapbooking for teens 4-5pm	4 Great Books Club 6:45pm	5 Just Us Kids 10am	6	7 Iron Chef Bloomfield 1-2:30pm Intro to PowerPoint 2-4pm
8	9	10 Movers & Shakers 10am Memoir Writers Group 1:00pm	11 Family Story Time 2pm Non Fiction Book Club 7:00pm Writers Rendezvous 7:00 pm	12 Just Us Kids 10am	13	14 FOL Saturday Book Sale 9:30 am-3:30pm Intro to Scanning & Photo Editing 2:00pm
15	16	17 Library Board of Trustees Meeting 7:00 pm	18 PJ Theater 6:30pm Mystery Book Club 1:00pm	19 Eleanor's Book Club 10:00 am	20 Coffee & Conversation 10:00am	21 Lego Club 11am Intro to PowerPoint 2:00pm
22	23	24 LIBRARY CLOSED	25 LIBRARY CLOSED	26 All Downton all Day 10am, 2pm 6:30pm	27 All Downton all Day 10am, 2pm 4 TH Wall Theatre Workshop 1-2pm Hunger Games After-Hours 7:30pm	28 All Downton All Day 10am, 2pm
29	30 All Downton All Day 10am, 2pm, 6:30pm A Day With Mo Willems 11am	31 All Downton All Day 10am, 2pm LIBRARY CLOSES AT 5:30 P.M.				

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Library Board of Trustees

FROM: Carol Mueller, Library Director

DATE: November 12, 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. Follow up telephone calls to these groups will be made this month.
- The Survey Committee has written a short article for the winter, 2014 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.
- The Library Rewards program offered in September in conjunction with American Library Association’s “National Library Card Sign Up” month resulted in 176 residents receiving 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.
- In November, the Lobby display cases feature an exhibit showcasing the Cranbrook House and Gardens and Institute of Science. The Local History display cases will feature an exhibit of Cranbrook student art in December. We are pleased to be working more closely with Cranbrook to highlight this wonderful organization in our backyard!
- The staff Wayfinding Committee continues to investigate technology and equipment to improve patron access to the building, services and collections. Recently, a poster size floor plan was placed in the lobby to assist patrons with locating areas and collections.
- November marks the one year anniversary of offering Vitality kits to our patrons. The collection now includes 40 kits, an increase from our original 17 kits! Staff from nearby libraries has visited to view the collection and gather more information from us about this unique 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".