

Bloomfield Township Public
Library

**Bloomfield Township Public Library
Board of Trustees**

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

Trustees:

libraryboard@btpl.org

Joan Luksik, President

Pamela Williams, Vice President

Eli Greenbaum, Secretary

Margaret Cohen

Grant Gerhart

Judy Lindstrom

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, December 17, 2013, 7:00 p.m.

#	<u>NUMBERED ITEMS</u>	<u>DATE DELIVERED</u>
1	Agenda	12/13/13
2a	Request to remove items from the Consent Agenda for Discussion	12/13/13
2b	Motion to approve the order of items for the regular and consent agendas	12/13/13
5	Motion to approve remaining consent agenda items 6-8d	12/13/13
6	Regular Board Meeting Minutes of 11-19-13	12/13/13
7a	Cash Disbursements	12/13/13
7b	Revenues/Expenditures Budget Report	12/13/13
7c	Energy Report	12/13/13
8a	President's Report	12/13/13
8b	Director's Report	12/13/13
8c	Tentative Schedule Calendar	12/13/13
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 12-5-13	12/13/13
8d	Friends of the Library Liaison – no report	
8d	Gala Committee (50 th Anniversary) – Meeting Minutes of 11-19-13	12/13/13
8d	Building/Grounds –no report	
8d	Jeanette P. Myers Scholarship Committee	
8d	Landscape Committee –no report	
8d	Personnel Committee –Meeting Minutes of 12-9-13	12/13/13
8d	Policy Committee – no report	
11a	PA 152 Publically funded Health Insurance Contribution Act	12/13/13
13	Motion to approve any items removed from the consent agenda	12/13/13
	<u>UNNUMBERED ITEMS</u>	<u>DATE DELIVERED</u>
	Memo regarding Director's Evaluation	12/13/13
	Memo regarding Vending RFP	12/13/13
	Memo regarding Board Meeting Follow Up	12/13/13
	Memo regarding Strategic Plan Update	12/13/13
	FOL meeting minutes of 11/6/13	12/13/13
	Administrative Calendar–January 2014	12/13/13

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

REGULAR AGENDA ITEMS #1-5

1. Call to order of regular meeting
- 2a. Request to remove items from the Consent Agenda for Discussion
- 2b. MOTION to approve the order of items for the Regular and Consent Agendas
3. President's Verbal Report
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 November 19, 2013
7. Budget
 - a. Cash Disbursements
 - b. Monthly Revenues & Expenditures
 - c. Energy Report
8. Written Reports:
 - a. President: *Joan Luksik
 - b. Director: *Carol Mueller
 - c. Tentative Schedule
 - d. Committee:
 - * 50th Anniversary Gala Committee *Ad Hoc*
 - * 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. PA 152 Publically Funded Health Insurance Contribution Act
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, January 21, 2014 at 7 p.m.
16. Adjournment

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

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

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

**BE REMOVED FROM THE CONSENT AGENDA FOR DISCUSSION
DURING REGULAR AGENDA ITEM 12.**

If amended, CONSENT AGENDA items will be moved to REGULAR AGENDA–ITEM #12 for discussion and REGULAR AGENDA–ITEM #13 for approval.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**MOTION TO APPROVE THE ORDER OF ITEMS FOR THE REGULAR
AND CONSENT AGENDAS**

- **OPTION - NO AMENDMENT NEEDED:**

I move to approve the order of items as listed on the REGULAR and CONSENT AGENDAS as presented.

- ▶ **OPTION - AMENDMENT TO AGENDA:**

I move to approve the order of items as listed on the AGENDAS, with the following items to be moved from

- the **REGULAR AGENDA** as follows:

- the **CONSENT AGENDA** as follows:

If amended, CONSENT AGENDA items will be moved to REGULAR AGENDA-ITEM #12 for discussion and REGULAR AGENDA-ITEM #13 for approval.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

CONSENT AGENDA ITEMS MOTION

I move to approve the remaining items on the consent agenda.

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

Bloomfield Township Public Library
Oakland County, Michigan
Tuesday, November 19, 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; Assistant Director, Tera Moon; Director's Secretary, Andrea Aragona

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, Luksik, Williams

Nays: None

MOTION CARRIED

President's Verbal Report:

Judy welcomed everyone to the meeting and also wished everyone a wonderful Thanksgiving. Judy commented on the fact that this evening is the 150th anniversary of Lincoln's Gettysburg Address, which is one of the best known speeches in American history. As the words of the Gettysburg Address are celebrated, Judy stated the Library celebrates words every day. She had the opportunity to look at our collection of civil war books and stated that it was an astounding collection!

Director's Verbal Report:

Carol congratulated Trustees Judy Lindstrom, Joan Luksik, and Pam Williams on their 5-year milestone of service on the Library Board.

Carol introduced our new Assistant Director, Tera Moon, to the Board. Carol stated that Tera brings an impressive list of accomplishments and we are thrilled to have her at Bloomfield Township Public Library.

Carol thanked Pam Williams for arranging the opportunity for Judy Lindstrom and Carol to highlight the Library's 50th Anniversary on the program *At Your Service* with Bloomfield Township Clerk, Jan Roncelli.

Carol was happy to report the roof repair project is moving along wonderfully well. She was also happy to report that during the fierce storms that were in the area last Sunday, the new sump pump in the lower level worked perfectly and the Library had no lower level water issues!

Carol encouraged the Trustees to take a look at the local history display cases honoring our veterans during the month of November. Included in the display are photos of staff family members who are currently serving or have served our country.

The first Chamber Music Concert is this Friday, November 22 at 7:30 p.m. Programs were included for the Trustees. Carol shared a letter of congratulations from *Yelp*, an online business review site, stating the Library had excellent reviews on the site.

Carol thanked the Board for being a great Board to work with and wished all a very Happy Thanksgiving.

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 EXCEPTION OF THE FOLLOWING: SMS ALERT SYSTEM, WATER AND ELECTRIC REPORTS.**

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:

No guests in attendance this evening.

UNFINISHED BUSINESS:

No items for discussion

NEW BUSINESS:

11a Election of Officers

The following nominations were made:

Joan Luksik, President; Pam Williams, Vice President; Eli Greenbaum, Secretary.

After discussion, a motion was made by Peggy Cohen, seconded by Grant Gerhart **TO ELECT JOAN LUKSIK AS PRESIDENT, PAM WILLIAMS AS VICE PRESIDENT, AND ELI GREENBAUM AS SECRETARY OF THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY BOARD FOR THE 2013-2014 TERM.**

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

Peggy thanked Judy Lindstrom for the wonderful job she did as President of the Library Board for the past three years. Peggy stated that Judy served with fairness and dignity and represented the Library very well.

11b Appointment of Committees

The following Committee appointments were approved for the 2013-2014 term.

Art Committee: Judy Lindstrom, Pam Williams

Bloomfield Twp. 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: Joan Luksik, Grant Gerhart

Jeanette P. Myers Scholarship Selection: Eli Greenbaum, Pam Williams

Landscaping/Interiors: Peggy Cohen, Eli Greenbaum

Personnel/Director Evaluation: Grant Gerhart, Joan Luksik

Policy: Grant Gerhart, Eli Greenbaum

DISCUSSION OF ITEMS REMOVED FROM THE CONSENT AGENDA

A question was raised with regard to the SMS Alert Service. Carol explained that we now send courtesy notices to our patrons through email and by telephone using special equipment. The

telephone notification system equipment is quite old and won't last much longer. The SMS Alert Service from Innovative would allow library courtesy notices to be sent to mobile devices by text message. This service is an approved Wish List item from the Friends of the Library.

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

No Discussion

Meeting adjourned at 7:28 p.m. The next meeting of the Bloomfield Township Public Library Board of Trustees is Tuesday, December 17, 2013 at 7:00 p.m. in the Board Room.

Submitted by:

Eli Greenbaum, Secretary

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

Cash Disbursements Comments December, 2013

New Vendors:

Contrast Mechanical – supplied and installed the lower level sump pump.

Flagstar Bank – is a new vendor for library credit card services.

William Molnar Roofing Company – is the company awarded the roofing project bid to repair the Library's roof.

The Prewitt Group – supplies Youth Services books.

General Fund Advance

- Check # 13514 payable to Michigan Library Association in the amount of \$2,388.00 was payment for annual membership dues for the Library.
- Check #13515 payable to Sage Software in the amount of \$ 1,722.00 was payment for annual maintenance of our accounting software program.
- Check # 13517 payable to Bloomfield Township in the amount of \$ 1,861.07 was payment for library water and sewer fees.
- Check #13519 payable to Duross Painting Co. in the amount of \$3,700.00 was payment for refinishing of the library portico.
- Check #13527 payable to Principal Life Insurance Company in the amount of \$630.31 was payment for life insurance for our 26 part time employees.

General Fund

- Check # 13530 payable to Anderson, Eckstein and Westrick, Inc. in the amount of \$2,775.00 was payment for the final 75% of work done to investigate reasons for lower level flooding.
- Check # 13532 payable to Assa Abloy Entrance solutions in the amount of \$675.00 was payment for door maintenance.

- Check #13539 payable to Bloomfield Township in the amount of \$ 229,180.69 was payment for two payrolls in November, 2013 including FICA, HRA contributions, etc. as usual.
- Check # 13543 payable to Business Communication Systems Inc. in the amount of \$2,190.00 was payment for library telephone system maintenance.
- Check #13549 payable to Bloomfield Township in the amount of \$10.00 was payment for a Chamber music DVD.
- Check #13550 payable to Contrast Mechanical in the amount of \$12,211.48 was payment for the supply of and installation of the lower level sump pump.
- Check #13553 payable to Eastman Fire Protection, Inc. in the amount of \$592.25 was payment for the annual fire system testing.
- Check #13554 payable to Goldner Walsh in the amount of \$1,158.63 was payment for fall clean up of the library gardens.
- Check #13561 payable to Metronet Library Consortium in the amount of \$2,601.06 was payment for books, database and Everyone's Reading supplies.
- Check #13562 payable to the State of Michigan in the amount of \$185.00 was payment for our elevator inspection.
- Check #13577 payable to Roofing Technology Associates, Ltd. in the amount of \$4,749.00 was payment for project management of our roofing work.
- Check #13578 payable to Michael Schloff in the amount of \$380.00 was payment for a review of a FOIA request and review of our roofing project contract.
- Check #13581 payable to Signing Grace in the amount of \$375.00 was payment for a Youth Services program presenter, "Sign and Play".
- Check #13582 payable to SQBOX Solutions Ltd. in the amount of \$1,600.00 was payment for our annual intranet maintenance.
- Check #13585 payable to The Storytellers in the amount of \$350.00 was payment for a Youth Services program featuring musical folktales to be held at the Library on January 15, 2014.
- Check #13590 payable to Unique Management Services, Inc. in the amount of \$331.15 was payment for 35 accounts sent for collections in October, 2013.
- Check #13595 payable to William Molnar Roofing Co. in the amount of \$127,264.37 was payment for 90% of our roof project. The remaining 10% will be paid upon approval of our grounds repair.

Gift Fund

- Check #4263 payable to Bloomfield Township Public Library in the amount of \$29.12 was reimbursement for postage for 50th Anniversary fundraising mailings.
- Check #4265 payable to 4th Wall Theatre Company, LLC in the amount of \$360.00 was payment for two theatre workshop programs to be held at the Library on December 27, 2013.
- Check #4266 payable to Bloomfield Township Public Library in the amount of \$291.59 was payment for Library by Mail postage.
- Check #4267 payable to Bloomfield Township in the amount of \$110.00 was payment for BCTV DVDs.
- Check #4268 payable to Goldner Walsh in the amount of \$521.00 was payment for garden bulbs.

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

7b

PRESENTED: DECEMBER 17, 2013 FOR THE MONTH OF: NOVEMBER 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	Eight Months 66% VARIANCE
<u>Revenues</u>						
Taxes	\$4,625,869	\$4,621,195	(\$4,172)	(\$18,041)	-0.39%	(\$4,639,236)
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	\$12,900	\$97,200	69.20%	(\$43,264)
Charges for Services	\$14,114	\$14,114	\$328	\$8,089	57.31%	(\$6,025)
Investment earnings	\$178,767	\$178,767	\$5,892	(\$120,917)	-67.64%	(\$299,684)
Miscellaneous	\$9,556	\$9,556	\$1,573	\$7,131	74.63%	(\$2,425)
Total Revenues	\$5,047,593	\$5,042,919	\$16,521	\$38,268	0.76%	(\$5,004,651)
<u>Expenditures</u>						
Personnel	\$3,377,158	\$3,293,590	\$225,639	\$2,187,666	66.42%	(\$1,105,924)
Library Services	\$783,043	\$781,473	\$50,039	\$466,401	59.68%	(\$315,072)
Facilities & Equipment	\$1,042,081	\$1,043,181	\$46,071	\$674,641	64.67%	(\$368,540)
Other Operating Expenditures	\$131,896	\$398,768	\$152,428	\$237,295	59.51%	(\$161,473)
Total Expenditures	\$5,334,178	\$5,517,012	\$474,177	\$3,566,003	64.64%	(\$1,951,009)
Fund Balance - Beginning	\$7,792,567	\$7,972,537		\$7,972,537		
Net revenue (expenditure)	(\$286,585)	(\$474,093)		(\$3,527,735)		
Fund Balance - Ending	\$7,505,982	\$7,498,444		\$4,444,802		

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**

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PRESENTED: DECEMBER 17, 2013 FOR THE MONTH OF: NOVEMBER 2013

Eight Months 66%

ACCOUNT NAME	2013-2014 ADOPTED BUDGET AS OF MAR 19, 2013	2013-2014 AMENDED BUDGET AS OF NOV 30, 2013	REVENUE/ EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	VARIANCE
<u>Revenues</u>						
Gift Income	\$500	\$62,713	\$1,850	\$62,713	100.00%	\$0
Investment Earnings	\$300	\$300	\$14	\$97	32.36%	(\$203)
Miscellaneous Revenue	\$0	\$0	\$0	\$0	0.00%	\$0
Total Revenues	\$800	\$63,013	\$1,864	\$62,810	99.68%	(\$203)
<u>Expenditures</u>						
Library Services	\$39,727	\$50,908	\$2,731	\$27,675	54.36%	(\$23,232)
Facilities & Equipment	\$19,144	\$45,453	\$521	\$10,549	23.21%	(\$34,904)
Other Operating Expenditures	\$94,884	\$122,639	\$629	\$24,033	19.60%	(\$98,606)
Total Expenditures	\$153,755	\$218,999	\$3,882	\$62,257	28.43%	(\$156,743)
Fund Balance	\$92,733	\$94,964		\$94,964		
Reserved Fund Bal.	\$61,022	\$61,022		\$61,022		
Net revenue (expenditures)	(\$152,955)	(\$155,986)		\$554		
Fund Balance - Ending	\$800	\$0		\$156,540		

Amendments to the budget:

All amendments due to gifts received

Bloomfield Township Public Library
Asset Allocation Summary
NOVEMBER 2013

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Fund	Type	Annual Yield	Date	Amount on Hand
General Fund				
	Chase Checking (Ecommerce)	0.00%	11/30/2013	\$154,088.47
	Flagstar Public Funds Savings	0.15%	11/30/2013	\$187,748.81
	Flagstar Premier Public Entities Checking	0.10%	11/30/2013	\$4,937.41
	RBC Capital Cash/Money Market	0.044%	11/30/2013	\$341.20
	RBC Capital - Investments	1.69%	11/30/2013	\$4,538,516.46
Total General Fund				\$4,885,632.35

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

Gift Fund				
	Huntington Public Fund Business Interest Checking	0.15%	11/30/2013	\$107,728.44
	Huntington CD (Charnov gift) - matures 5/7/14	0.76%	11/30/2013	\$52,195.00
Total Gift Fund				\$159,923.44

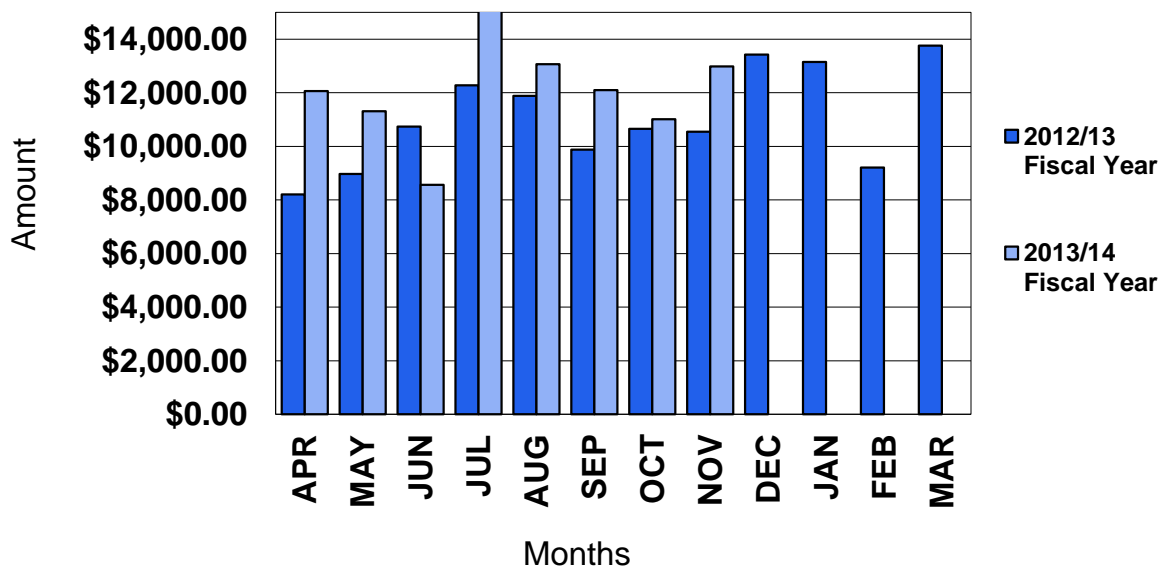
CFSEM The following endowment funds are administered by the Community Foundation for Southeast Michigan (CFSEM). CFSEM maintains unilateral variance power and legal ownership of the endowment funds, and therefore, principal is not available to BTPL. Earnings are available for distribution to the Library for its operations at the discretion of CFSEM.

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

FINES AND FEES - TWO-YEAR COMPARISON

Month	2012/13 Fiscal Year	2013/14 Fiscal Year	Difference
APR	\$8,206.59	\$12,058.52	\$3,851.93
MAY	\$8,971.89	\$11,311.82	\$2,339.93
JUN	\$10,741.83	\$8,567.53	(\$2,174.30)
JUL	\$12,280.42	\$16,428.37	\$4,147.95
AUG	\$11,885.13	\$13,062.09	\$1,176.96
SEP	\$9,879.04	\$12,098.00	\$2,218.96
OCT	\$10,650.27	\$11,014.75	\$364.48
NOV	\$10,547.64	\$12,978.24	\$2,430.60
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>\$97,519.32</u>	<u>(\$35,172.48)</u>

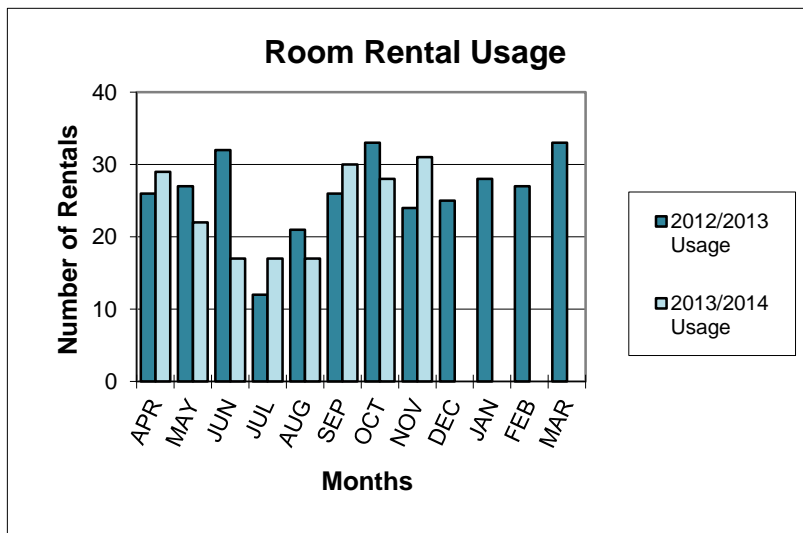
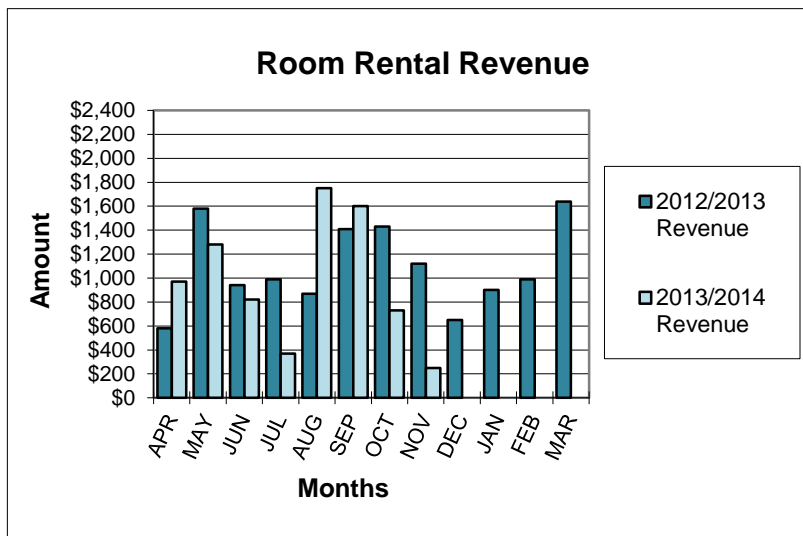
Fines and Fees Two-Year Comparison



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	\$730.00	(\$700.00)	33	28	OCT
NOV	\$1,120.00	\$250.00	(\$870.00)	24	31	NOV
DEC	\$650.00		(\$650.00)	25		DEC
JAN	\$900.00		(\$900.00)	28		JAN
FEB	\$990.00		(\$990.00)	27		FEB
MAR	\$1,640.00		(\$1,640.00)	33		MAR
			YTD Difference			
TOTAL	<u>\$13,100.00</u>	<u>\$7,770.00</u>	<u>(\$5,330.00)</u>	<u>314</u>	<u>191</u>	



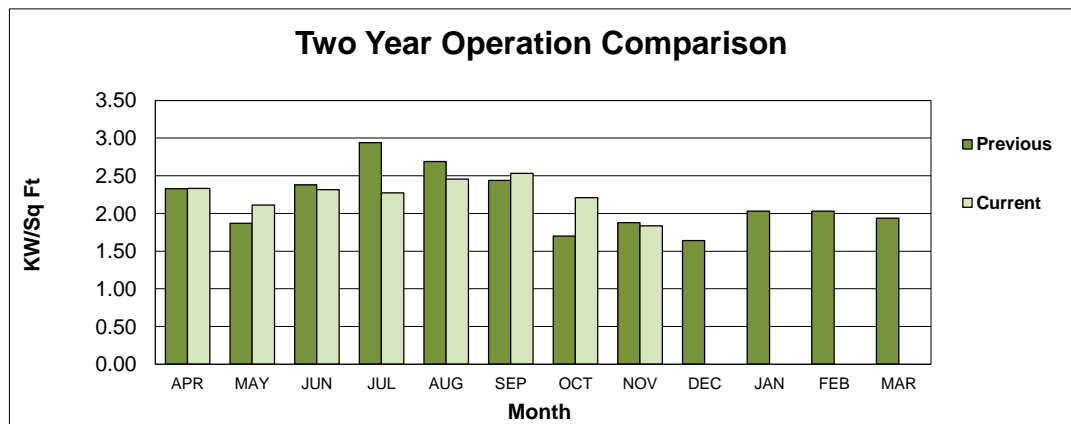
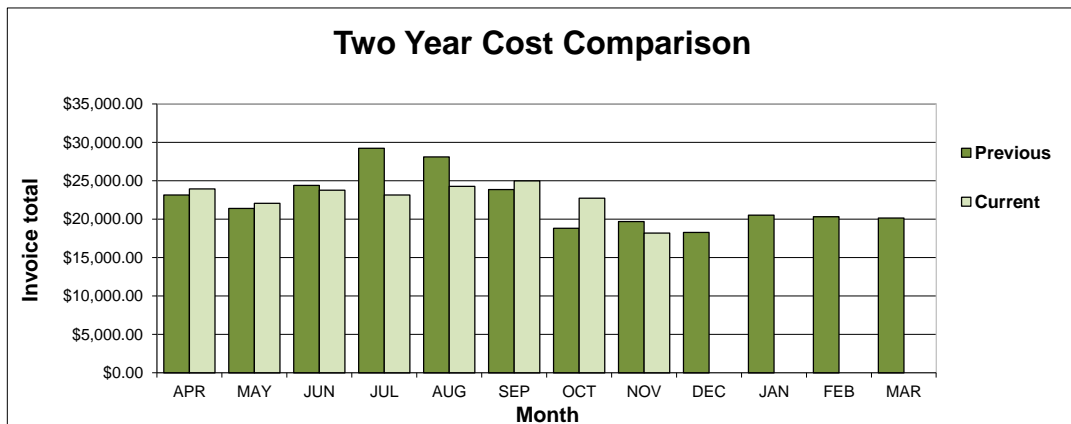
Bloomfield Township Public Library Electricity Analysis

Building Area = 101,023 Sq ft.

TWO YEAR COST COMPARISON				CURRENT YEAR OPERATION					
Month	2012/2013	2013/2014 (3)	Difference	TOTAL KWH (1)	COST/KWH (3)/(1)	KWH/HR (1) / (24 x no. days per month)	KWH/SQ FT (1)/101,023	COST/HR (3) / (24 x no. days per month)	COST/SQ FT. (3)/101,023
APR	\$23,140.58	\$23,924.85	\$784.27	235,620	\$0.10	327.25	2.33	\$33.23	\$0.24
MAY	\$21,388.95	\$22,040.98	\$652.03	213,430	\$0.10	286.87	2.11	\$29.62	\$0.22
JUN	\$24,402.61	\$23,747.63	(\$654.98)	233,800	\$0.10	324.72	2.31	\$32.98	\$0.24
JUL	\$29,211.88	\$23,128.92	(\$6,082.96)	229,810	\$0.10	308.88	2.27	\$31.09	\$0.23
AUG	\$28,113.58	\$24,264.13	(\$3,849.45)	248,010	\$0.10	333.35	2.45	\$32.61	\$0.24
SEP	\$23,837.69	\$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	\$18,183.53	(\$1,501.86)	185,430	\$0.10	257.54	1.84	\$25.25	\$0.18
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	\$182,983.37	(\$44,524.97)						

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

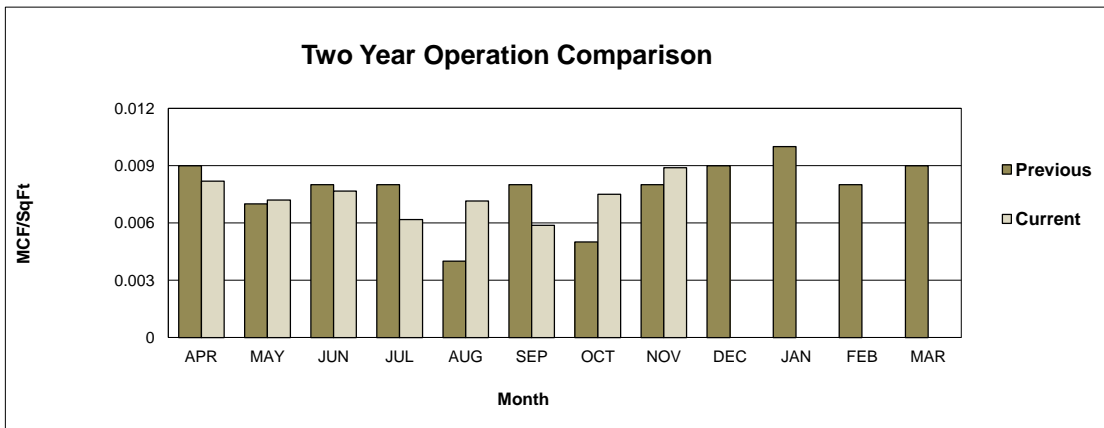
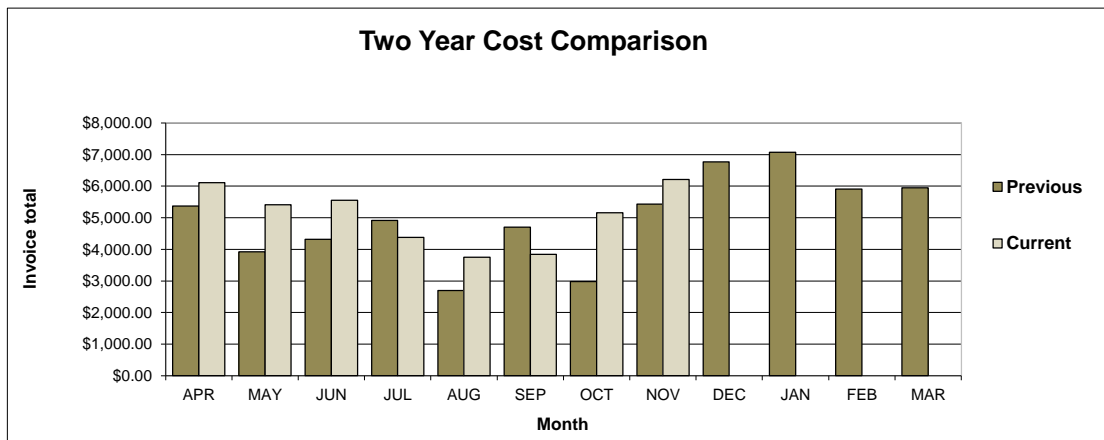
Building Area = 101,023

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	\$6,210.54	\$776.61	897.9	\$6.92	720	1.25	0.009	8.63	0.061
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	\$40,423.00	(\$19,614.44)							

NOTES:

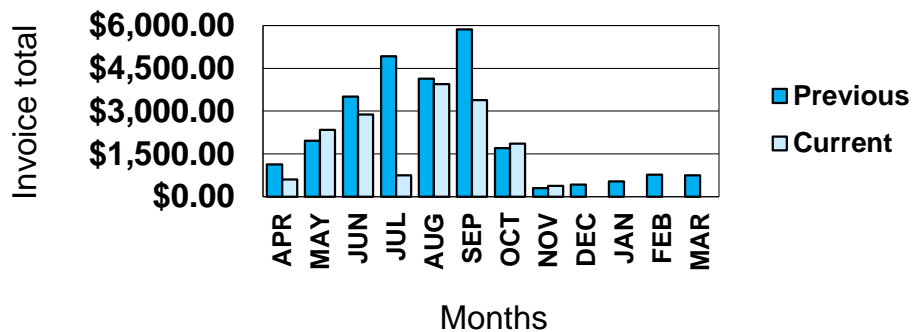
All boilers are on line as of January 1, 2010 and operating at 33%
Alternative provider service began in November 2010



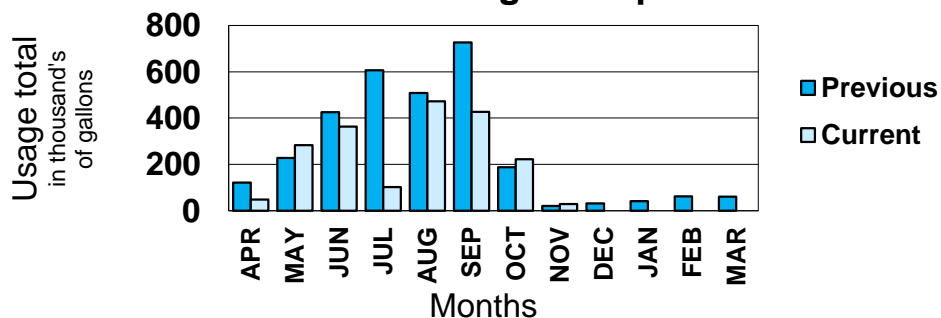
Bloomfield Township Public Library Water Analysis

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	\$383.76	\$81.56	21	29	8
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>\$16,172.53</u>	<u>(\$9,830.73)</u>	<u>3,023</u>	<u>1,949</u>	<u>(1,074)</u>

Two-Year Cost Comparison



Two-Year Usage Comparison



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

- ☐ I am happy to report that the Library's roof project has been completed ahead of schedule and with very few unexpected repairs. The grounds also have been restored very nicely. While we have only had one strong storm in the area during the project to test it, we did not experience any leaks at that time.
- ☐ The Library currently contracts with Corporate Dining Concepts for its vending services in both the public vending café and in the staff lounge. Our contract with this company expires on March 31, 2014. Included in your Board packet as an unnumbered item is a memo outlining the request for proposals (RFP) process and a copy of the RFP, for your information.
- ☐ Library staff is putting the finishing touches on plans for the Library's 50th anniversary kickoff event on Saturday, January 25. Called "Feeling Groovy at the Library", a variety of afternoon activities are planned followed by an afterhours concert featuring Toppermost, a Beatles tribute band. Volunteers are welcome to help with this event!
- ☐ As 2013 comes to a close, I look forward to an exciting 2014 as the Library celebrates 50 years of serving the Bloomfield Township community! Thank you all for embracing the planning of our October 18, 2014 event so readily.

Warm holiday wishes to you and yours!

Respectfully submitted,

Carol Mueller
Library Director

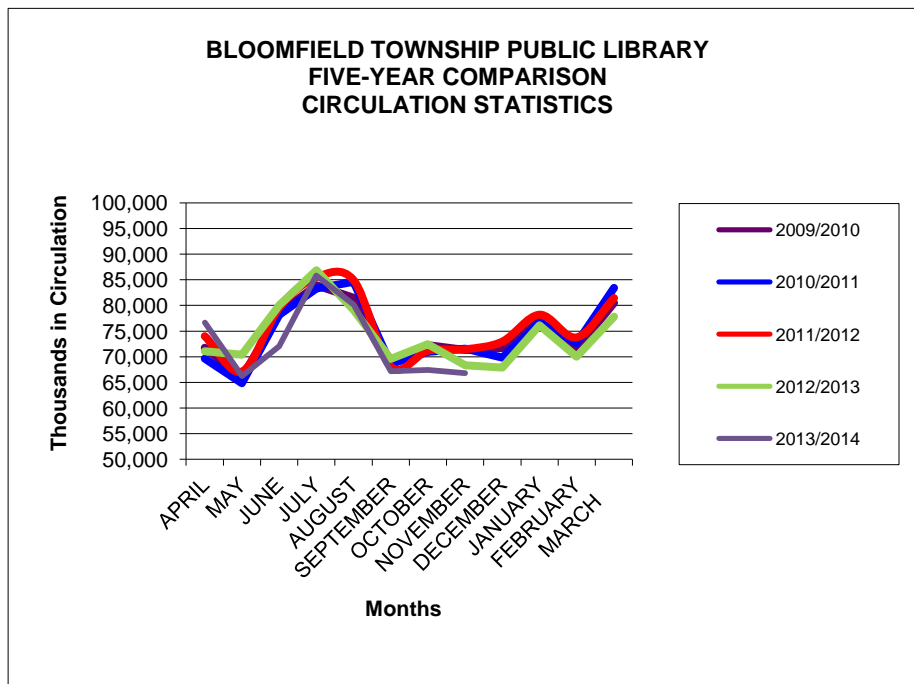
	2012		2013	
COLLECTION				
Book Collection:	283,461		284,794	
Media Collection:	60,454		61,944	
Total e-books:	26,203		27,172	
Overdrive	5,200		5,814	
EBSCOhost	19,227		19,227	
Total downloadable audiobooks:	4,073		5,542	
Materials Total:	374,191		379,452	
CIRCULATION				
Circulation Total:	68,318		66,813	
Bloomfield Township Circulation:	62,080		60,802	
Virtual Circulation Total:	3,088		3,950	
Circulation of Youth materials:	24,552		25,179	
Circulation of Media:	30,730		28,430	
Circulation of Cranbrook passes:	206		148	
Self-checkout machine use:	27,224	39.8%	23,532	35.2%
Library by Mail:	143	31 patrons	143	29 patrons
BUILDING & EQUIPMENT USAGE				
Door Count:	27,373		26,320	
Gate Count:	27,086		28,739	
Meeting rooms by public:	24		31	
Meeting rooms by staff:	61		54	
VIRTUAL USE				
Home page hits/Database services:	26,881		22,836	
e-book access:	1,460		1,849	
Overdrive	1,405		1,791	
EBSCOhost	55		58	
Audiobook access: (Overdrive)	460		693	
Music download access:	1,168		1,138	
Magazine download access:	n/a		270	
TutorMe! sessions:	20		67	
Library Computer Use				
Resident Use	2,763		2,653	
Guest Use	908		944	

	2012		2013	
OUTREACH & PROGRAMS				
<i>New Patrons and Accounts</i>				
Township:	177		151	
Cranbrook:	7		5	
Total new patrons:	283		251	
<i>Adult Program Attendance</i>				
Staff-led:	7 events	27 attended	3 events	12 attended
Speaker-led:	8 events	358 attended	5 events	101 attended
Book clubs:	5 events	62 attended	6 events	69 attended
Tours/visits on-site:	0	0	0	0
Tours/visits off-site:	0	0	0	0
Chamber Music Concert	0	0	1 event	164 attended
<i>Systems Program Attendance</i>				
Staff-led:	2 events	10 attended	2 events	24 attended
<i>Teen Program Attendance</i>				
Staff-led:	1 event	8 attended	2 events	10 attended
Homework Coaching		13 attended		10 attended
<i>Youth Program Attendance</i>				
Staff-led:	26 events	424 attended	14 events	342 attended
Speaker-led:	1 event	45 attended	9 events	214 attended
Tours/visits on-site:	1 event	1 attended	1 event	9 attended
Tours/visits off-site:	1 event	5 attended	0	0
TOTAL:	52 events	953 attended	43 events	945 attended
<i>Volunteers:</i>				
	33 people	301.25 hours	31 people	317.50 hours
	Shop: 9	106	Shop: 7	86.5
	Court: 0	0	Court: 0	0.0
	Students: 5	34	Students: 4	55.5
	Stu. tutors: 5	34.5	Stu. Tutors: 5	25.0
	Dept. Vol: 14	126.75	Dept. Vol: 15	150.5
<i>Patron Remarks</i>				
Patron Comments:	11		6	
Ask BTPL:	16		23	
Ask Us:	51		35	
DISPLAYS				
Lobby	Discover All That Cranbrook Has to Offer!!			
Media	Adult: BBC/Masterpiece Theatre, Holiday DVDs, Space			
	Youth: Puppets on Parade, Planes, Trains & Automobiles			
Local History	Veterans			

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
FIVE YEAR CIRCULATION

12/13/2013

	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014
APRIL	71,743	69,666	74,009	71,094	76,629
MAY	65,968	64,825	67,127	70,411	66,250
JUNE	78,496	78,169	79,512	80,069	72,030
JULY	83,937	83,272	85,456	86,867	85,844
AUGUST	81,506	84,618	84,937	79,094	80,163
SEPTEMBER	68,621	68,596	68,066	69,592	67,145
OCTOBER	72,256	70,926	71,180	72,467	67,436
NOVEMBER	71,324	71,551	71,456	68,318	66,813
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	582,310



TENTATIVE SCHEDULE CALENDAR

- **Tuesday, December 17, 2013- 7:00 p.m., Regular Board Meeting in the Board Room.**

Upcoming meetings and events:

- Monday, January 6, 2014 – 2:00 p.m. 50th Anniversary Committee Meeting in the Community Room.
- Wednesday, January 8, 2014– 12:30 p.m. FOL Board of Directors Meeting in the Board Room.
- Thursday, January 9, 2014 – 3:30 p.m. Art Committee in the Board Room.
- Monday, January 13, 2014 – 2:00 p.m. Personnel Committee in the Board Room.
- Friday, January 17, 2014 – 7:30 p.m. Chamber Music Concert
- **Tuesday, January 21, 2014– 7:00 p.m., Regular Board Meeting in the Board Room.**

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

The Finance Committee meeting of the Bloomfield Township Public Library Board was held in the Library on Thursday December 5, 2013 at 2:00 p.m.

Trustees: Peggy Cohen, Judy Lindstrom

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

Public Act 152

Public Act 152, the Publicly Funded Health Insurance Contribution Act, requires public employees to contribute to their health insurance costs. This Act gives public employers three options to choose for funding health care costs: the hard cap option, 80/20 option or to be exempt. The Library does not qualify to be exempt as it is not, by definition, a local unit of government. Each December, the Library Board must decide which of two available options to implement for the next fiscal year. For the past two years, the Trustees have approved the hard cap option for budgeting purposes. In previous years, no library employees were impacted by this Act. In 2014, our two new full-time employees will be impacted by the Board's decision and in 2015, it will also affect the ten 30-hour employees who will be offered health insurance coverage as of January 1, 2015.

The Finance Committee reviewed the costs for the employee and the Library for the hard cap option and the 80/20 option. The Finance Committee looked again at the advantages and disadvantages of both options. For the past two years, the Library Board has approved the hard cap option for budgeting purposes. Although Administration recommended the hard cap option for 2014, the Finance Committee decided to recommend the 80/20 option to the full Library Board for the 2014/2015 Fiscal Year. This decision is fiscally sound as it will decrease costs slightly in the Library budget than the hard cap option would but it will require employees to pay more for health care benefits. This option will require affected employees who have family coverage to contribute approximately \$140 per pay period and employees with single coverage to contribute approximately \$50 per pay period beginning in April, 2014.

Patient Protection Affordable Care Act (PPACA) Update

The PPACA requires large employers, such as the Library, to offer health care to employees who work 30 hours or more per week. These 30 hours employees will be affected by the PA 152 decision also if they choose to accept health care benefits as of January 1, 2015. In November, we had thirteen 30-hour employees. As of December 12, 2013, we now have 11 30 hours employees with one PPACA exemption for a total of 10 employees who will be offered health care benefits as of January 1, 2015..

Youth Services staffing

Recently, two 30-hour Youth Services librarians have asked that their hours be reduced to 20 hours per week. Due to the reduced hours they will be receiving, Administration recommends creating a new 20-hour Youth Services librarian position with these extra hours. The Finance Committee agreed with this recommendation also.

Other

The Finance Committee would like to invite Schwartz & Co. to the next Finance Committee meeting to provide a review of our library investments. Beth will contact Ed Schwartz and Matt Whitty to see if they can attend.

The next Finance Committee meeting will be held February 6, 2014 at 2 pm.

**MINUTES OF THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
50TH ANNIVERSARY GALA COMMITTEE**

Bloomfield Township Public Library
Oakland County, Michigan
Tuesday, November 19, 2013

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

Library Staff: Carol Mueller, Director; Tera Moon, Assistant Director; Andrea Aragona,
Director's Secretary.

OLD BUSINESS:

Rentals:

Judy checked with three rental companies and compared prices on tables, linens, glassware, chairs, etc. After discussion, the Committee agreed that 36 inch tall cocktail tables would be preferred. They also agreed to rent wine glasses for the event as opposed to plastic ware. The preference at this time would be white table linens with gold ribbon accents. An estimated budget for rentals at this time is \$500.00.

Entertainment:

Eli reported that many of the performers he was considering are not within the price range for our budget. After much research, Eli recommended string bassist, Paul Keller. Paul is the leader of several jazz ensembles which consist of a quartet with singer Sarah D'Angelo, mini big band of 7 musicians, and a 15 musician orchestra. Eli recommended the quartet with the singer. The Committee agreed with Eli's recommendation and he will get a formal commitment and contract with Paul Keller. The estimated budget for this portion of the entertainment will be \$1850.00. Set up for this performance will be in the media area.

Grant stated that he is looking for additional acts to perform during the event. He is pursuing discussion with Oakland University choral music department along with Cranbrook to have graduate and or current students to perform. He will also review cost. The budget for this portion of the entertainment will be \$1000.00.

FOOD:

The Committee discussed which types of food they would prefer at the event. Discussion was also had with regard to having a catered event or separate stations served by vendors who donated food. The cost of a liquor license for the Gala will also be investigated. Peggy and Pam have not made any contacts at this time.

PROGRAMS/INVITATION PRINTING:

An estimate for 650 programs with color printing on the outside and black and white inside printing was \$1000.00.

FLOWERS/TABLE DECORATIONS:

Judy is investigating floral options. Arrangements donated from the Ikebana Society and Goldner Walsh will also be throughout the Library.

OTHER:

Coat rack and hanger rentals will need to be investigated. Options for a schematic for the raffle items will need to be created and positioned as not to clutter the entrance to the event.

Meeting adjourned at 6:55 p.m.

No meeting scheduled at this time.

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

The Personnel Committee meeting of the Bloomfield Township Public Library Board was held in the Library on Monday December 9, 2013 at 3:30 p.m.

Trustees: Joan Luksik

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

Public Act 152

Public Act 152, the Publicly Funded Health Insurance Contribution Act, requires public employees to contribute to their health insurance costs. This Act gives public employers three options to choose for funding health care costs: the hard cap option, 80/20 option or to be exempt. The Library does not qualify to be exempt as it is not, by definition, a local unit of government. Each December, the Library Board must decide which of two available options to implement for the next fiscal year. For the past two years, the Trustees have approved the hard cap option for budgeting purposes. In previous years, no library employees were impacted by this Act. In 2014, our two new full-time employees will be impacted by the Board's decision and in 2015, it will also affect the ten 30-hour employees who will be offered health insurance coverage as of January 1, 2015.

Discussion followed about the costs for the employee and the Library for the hard cap option and the 80/20 option. The Personnel Committee looked again at the advantages and disadvantages of both options. Administration again recommended the hard cap option for budgeting purposes. The Finance Committee recommended the 80/20 option as it saves the Library some funding. Joan will speak with Grant about this decision and will communicate with Carol what their recommendation is.

Youth Services staffing

Recently, two 30-hour Youth Services librarians have asked that their hours be reduced to 20 hours per week. Due to the reduced hours they will be receiving, Administration recommends creating a new 20-hour Youth Services librarian position with these extra hours. The Personnel Committee agreed with this recommendation also.

Director's evaluation

Each Trustee will receive a performance evaluation form in the December Board packet and in the gray folder to be used to review the Library Director's performance. The completed evaluation form should be returned to the Personnel Committee trustees, Joan or Grant, by January 15, 2014. They will then meet with Carol before February 8, 2014. Finally, the Personnel Committee will write up a summary and present their recommendation to the Trustees during a closed session at the February 18, 2014 Board meeting.

The next Personnel Committee meeting will be held January 13, 2014 at 2 pm.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees

FROM: Carol Mueller, Library Director

DATE: December 10, 2013

SUBJECT: PA 152

In 2011, both the Bloomfield Township Trustees and the Library Board reviewed the new Michigan law, Public Act 152, with our labor attorney, Malcolm Brown of Butzel Long. PA 152, the Publicly Funded Health Insurance Contribution Act, requires public employees to contribute to their health care costs. PA 152 gives public employers three options from which to choose for funding health care costs. These options for 2014/2015 are:

1. A public employer shall pay no more for a medical benefits plan than a total equal to \$5,857.58 for single coverage, \$11,715.17 for employee and spouse (not available for our health care coverage), or \$15,975.23 for family coverage for each eligible employee. This is referred to utilizing "hard cap" and would mean our eligible employees would pay the difference between the total annual cost of the medical benefits plan and the hard cap noted above.
2. By a majority vote of its governing body, a public employer shall pay not more than 80% of the total annual costs of the medical benefit plans it offers. Our eligible employees would be required to pay 20% or more of the total annual costs of that plan.
3. By a 2/3 vote of its governing body, a local unit of government may exempt itself from the requirements of this act.

The amounts specified in the amended act have been increased 2.9% for the 2014 calendar year and are updated in the options above.

Malcolm Brown stated that the Library needs to implement one of the three options by January 1 of each year. According to Malcolm and recently confirmed by the Michigan Department of Treasury, the Library does not meet the criteria for option #3 as a local unit of governmental which has the option to exempt itself.

The Library Board approved the hard cap option in 2011 and in 2012. This decision can be continued or changed each calendar year. We now have an opportunity to continue the hard cap option for the 2014/2015 fiscal year or switch to the 80/20 percentage option.

As you can see from the attached cost breakdown sheet, it would benefit our new full time employees to elect option 1, the hard cap option, as this has a lower cost to them than option 2, the 80/20 option. It would benefit the Library to elect option 2 as our costs to provide health care coverage would be less than option 1. It is likely that health care costs will continue to increase so the 80% would continue to increase respectively. Budgeting would benefit from having a hard cap as these would be known costs to include in the budget. The actual costs to the Library with either option are estimated to be very close. Our legal counsel interprets the law to allow for the most beneficial option to be changed if desired in the future before the beginning of a new calendar year (i.e. before January 1, 2015), but the change must be affirmatively made by a majority vote of the Trustees.

PA 152 affects all current library employees who receive health care benefits. However, 21 full-time employees signed a contract, in effect through March 31, 2017, and, according to Section 5 (1), "the requirements of section 3 or 4 (of PA 152) do not apply to that group of employees until the contract expires." The decision of which option we choose will affect our newest full time employees in 2014, our 30 hour employees in 2015 and all current employees receiving health care benefits in 2017.

It is recommended by the Finance Committee and the Personnel Committee to adopt Option 2, known as the 80/20 option, because of its savings to the library's budget.

ACTION RECOMMENDED: I move to recommend adoption of the 80/20 option as stated in PA 152, effective April 1, 2014.



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

ANDY DILLON
STATE TREASURER

September 19, 2013

**PUBLIC EMPLOYER CONTRIBUTIONS TO MEDICAL BENEFIT PLANS
ANNUAL COST LIMITATIONS – CALENDAR YEAR 2014**

For a medical benefit plan coverage year beginning on or after January 1, 2012, MCL 15.563 sets a limit on the amount that a public employer may contribute to a medical benefit plan.

For medical benefit plan coverage years beginning on or after January 1, 2013, MCL 15.563 provides that the dollar amounts that are multiplied by the number of employees with each coverage type be adjusted annually. Specifically, the dollar amounts shall be adjusted, by October 1 of each year, by the change in the medical care component of the United States consumer price index for the most recent 12-month period for which data are available. For calendar year 2013, the limit on the amount that a public employer may contribute to a medical benefit plan was set to the sum of the following:

- \$5,692.50 times the number of employees with single person coverage
- \$11,385.00 times the number of employees with individual and spouse coverage
- \$15,525.00 times the number of employees with family coverage.

The limits for 2014 will equal the 2013 limits increased by the percentage change in the medical care component from the period September 2011-August 2012 to the period September 2012-August 2013, which equaled an increase of **2.9 percent**.

Thus, for medical benefit plan coverage years beginning on or after January 1, 2014, the limit on the amount that a public employer may contribute to a medical benefit plan equals the sum of the following:

- **\$5,857.58** times the number of employees with single person coverage
- **\$11,715.17** times the number of employees with individual and spouse coverage
- **\$15,975.23** times the number of employees with family coverage.

A handwritten signature in black ink, appearing to read "Andy Dillon", written over a horizontal line.

Andy Dillon
State Treasurer

September 19, 2013

MICHIGAN PUBLIC ACT 152

Provides for employee healthcare premium contribution/sharing beginning January 1, 2012 for all *new* BTPL employees

For 2014

HARD CAP

	Single	Family
Current* annual health care costs (medical only)	\$6,398.00	\$17,915.00
Hard cap amount (BTPL maximum annual cost)	<u>\$5,857.58</u>	<u>\$15,975.23</u>
Amount employee would pay annually	\$540.42	\$1,939.77
divided by 26 pay periods		
Amount employee would pay per paycheck	\$20.79	\$74.61

80/20 SPLIT

Current* annual health care costs (medical only)	\$6,398.00	\$17,915.00
A. 80% = BTPL annual cost	\$5,118.40	\$14,332.00
B. 20% = employee's annual cost	\$1,279.60	\$3,583.00
B divided by 26 pay periods		
Amount employee would pay per paycheck	\$49.22	\$137.81

* Health care costs as of 11/01/13 with 5% budgeted increase for 2014

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

MOTION TO APPROVE ANY ITEMS REMOVED FROM THE CONSENT AGENDA

I move to approve the items previously removed from the consent agenda for discussion.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM

TO: Trustees

FROM: Carol Mueller

DATE: December 10, 2013

SUBJECT: Director's Evaluation

Included in this month's board packet and in your gray folder is the annual performance evaluation form used by the Trustees in reviewing the Library Director's performance. The Personnel Committee, Joan Luksik and Grant Gerhart, requests that you each complete and return an evaluation form to one of them by January 15, 2014. The Personnel Committee will use this input to complete the Library Director's performance evaluation and make a recommendation to the full Library Board regarding the Director's performance and contract at the February 18, 2014 Library Board meeting.

I sincerely look forward to receiving your comments and suggestions as I complete my first six months as Library Director at Bloomfield Township Public Library.

**Bloomfield Township Public Library
Library Director
Annual Evaluation Criteria**

Please evaluate the level of job performance of the Director for the period of August 1, 2013 through the present in the following areas of responsibility using the following scale:

1 Needs Improvement

2 Meets Expectations

3 Exceeds Expectations

Management Skills / Communication

How would you evaluate the Director's performance in regard to managing the operations and resources of the library? Are the Director's managerial skills satisfactory with regard to the staff, the Board, Friends, volunteers, township residents, library users, township government and the numerous organizations with which the BTPL interfaces? Are communications with these areas satisfactory?

Level of Performance: _____

Comments: _____

BTPL Representative / Personal Characteristics

Does the Director represent the library to the community in a way which meets your expectations? Does the Director maintain high standards of ethics, honesty and integrity?

Level of Performance: _____

Comments: _____

Financial / Business Management

Is the Director a good steward of the library's financial resources? Are proper systems in place to insure the financial integrity of BTPL? Is there proper accounting for all library financial transactions?

Level of Performance: _____

Comments: _____

Technology / Systems / Innovation

Does the Director keep up to date on technologies which may enhance the operation of the library and incorporate those new technologies, systems and/or innovations which would improve the efficient operation of the library and/or improve the usefulness of the library to users? Is the Director innovative regarding new library programs and uses?

Level of Performance: _____

Comments: _____

Goals / Vision

Does the Director have and convey a suitable vision for the future of the BTPL? Is the vision in keeping with the approved Strategic Plan? Are annual goals for the organization realistic and relative to the vision?

Level of Performance: _____

Comments: _____

Other

Other comments regarding the job performance of the Director:

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Library Board of Trustees

FROM: Tera Moon, Assistant Director

DATE: December 9, 2013

SUBJECT: Vending Bids RFP

Corporate Dining Concepts has provided vending machines in the staff and public areas since April, 2011. The three-year contract with Corporate Dining Concepts expires March 30, 2014. This contract is now up for bid and the Library is seeking proposals. A request for proposals has been mailed to 14 vendors, posted to our web site, and is available at the Welcome Desk.

The deadline for proposals is 3:00 p.m. Friday, January 3, 2014 at which time all proposals received will be publicly opened. The proposals will be analyzed between January 3 and January 17. Interviews will be scheduled the week of January 20. A recommendation from Administration as to which company to award the vending services bid to will be brought to the Library Board at the February 18, 2014 board meeting for your consideration.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
REQUEST FOR PROPOSAL
VENDING SERVICES**

The Bloomfield Township Public Library requests proposals from qualified firms for snack and beverage machines and services.

Vending services are presently provided in both staff and public areas. Services in our staff lounge include a snack machine with packaged foods and candy (no refrigeration); a beverage machine with bottles and cans, including pop, juice, and water; and a coffee/cocoa machine. These machines serve approximately 110 employees. Gross sales are in the \$350.00 - \$400.00 range per month.

The Library has over 900 visitors every day. The vending café has comfortable seating and is located immediately to the left of the library entrance. It offers three machines—cold beverage, hot beverage, and snack machines. Gross monthly sales of the public machines are in the range of \$2,000-\$3,000 with an average of \$2,555 per month. Fast food and similar outlets are located no less than one mile from the library. In addition to traditional library services, this Library offers four meeting rooms and 18 study rooms. Library visitors and staff enjoy food and beverage offered on-site.

Proposal guidelines are listed below. This request for proposals also can be obtained on the Library's web site at www.btpl.org, at the Library's Welcome Desk at Bloomfield Township Public Library, 1099 Lone Pine Road, Bloomfield Township, MI 48302, or by calling Tera Moon, Assistant Director, at (248) 642-5800, ext. 112.

Please deliver four (4) copies of the proposal in a sealed envelope marked with the name of the proposer and entitled "Vending Café Services," to the Welcome Desk of the Bloomfield Township Public Library during open library hours:

Monday-Thursday, 9:30 a.m. - 9:00 p.m.

Friday, 9:30 a.m. - 6:30 p.m.

Saturday, 9:30 a.m. - 5:30 p.m.

Sunday, Noon - 5:30 p.m.

Proposals must arrive no later than **3:00 p.m., E.D.S.T., Friday, January 3, 2014** addressed to:

Tera Moon, Assistant Director
Bloomfield Township Public Library
1099 Lone Pine Road
Bloomfield Township, MI 48302

All proposals will be publicly opened immediately thereafter at the Library. Verbal, telephone, fax, or electronic mail proposals are invalid and will not receive consideration.

All questions regarding this request for proposals should be directed to Tera Moon, Assistant Director, Bloomfield Township Public Library via email at: moontera@btpl.org

PROPOSAL GUIDELINES

Please provide:

- The full name of the firm, local address, telephone number, name and title of the contact person, and the date of submission.
- A description of company background (history, mission, current size).
- A list of current references with contact names and phone numbers must be included with the proposal.

Proposals must specifically address:

- Percentage or portion of revenues from snack and beverage machines to be returned to the Bloomfield Township Public Library, including an example of a monthly sales report that will be required if awarded the bid. Two separate sales reports, one for staff vending and one for public vending, will be required each month. Also, two separate checks, one for staff vending and one for public café vending will be required.
- Specific schedule for such payments
- Specific manner of return (check or cash)
- Time line for any re-evaluation of revenue return.
- Manner and time frame in which requested changes in snack and beverage machine contents will be met.
- Schedule for turnover of product and stocking machines.
- Number of communities/sites served by a single route.
- Response time required to address shortages of product.
- Response time for machine repair or replacements.
- Removal of empty beverage containers.
- Procedure for reimbursement of funds lost in machines.
- Schedule for machine maintenance and cleaning.
- Cups and lids MUST be provided. A listing of other supplies provided such as cup sleeves would be helpful.

- List of available brands for beverages, snacks, and candy.
- Availability of Coke and Pepsi products in one machine.
- Suggestions for service improvements in number, configuration, and/or content of machines.
- Photo with dimensions of equipment and equipment electrical, plumbing or other specifications.
- Energy efficiencies of proposed vending machines.
- Money changing capabilities of all machines and/or description of the type of change machine provided with vending machines.
- Availability of vending machines that accept RFID and/or magnetic stripe and/or credit/debit cards to purchase items.

TAXES

State and local sales and use taxes are not applicable and should not be included in the proposal.

CONTRACT AWARD

The contract will be awarded in the form of a signed proposal sheet mailed to the vendor selected. It is the intent of the Library to award the bid for vending services on February 18, 2014 with implementation by April 1, 2014 through March 31, 2015.

METHOD OF EVALUATING PROPOSALS

Proposals will be evaluated with strict emphasis on quality. Attributes which will be analyzed include:

- Reference responses
- Response times for machine repair or replacement and to address product shortages
- Schedule for stocking machines, turnover of product and machine maintenance and cleaning
- Revenue percentage shared with the Library, schedule for payments and report
- Products offered
- Equipment provided with features outlined

After technical qualities have been evaluated, cost and other considerations will be evaluated. Once all factors have been evaluated, the vendor chosen will be notified. We hope to be able to notify the successful vendor by Wednesday, February 19, 2014.

WITHDRAWAL OF PROPOSALS

Any proposer may withdraw the proposal at any time prior to the deadline for receipt of proposals.

WALK-THROUGH

Proposers are welcome to schedule an appointment to visit the Library for a walk-through of the existing staff lounge and public vending café. Please call Tera Moon at (248) 642-5800, ext. 112 to arrange.

NEGOTIATION

Bloomfield Township Public Library solicits this proposal subject to review and negotiation with one or more of the firms under consideration. It is understood that negotiation may lead to proposal revision.

All proposals submitted will remain firm for a period of ninety (90) days.

The Bloomfield Township Public Library reserves the right to accept or reject any or all proposals submitted, either in whole or in part; to request additional information from all proposers; to award contract to other than the low proposer; to waive any irregularities and/or informalities; and in general, to make awards in any manner deemed to be in the best interests of the Library. Any contract awarded will be made to the vendor who, based on evaluation of all responses, all criteria and oral interviews, if necessary, is determined to be the best qualified to provide vending services.

Successful proposer will declare and stipulate that its proposal is made in good faith, without collusion or connection with any other person or persons bidding for the same work, and that the prices quoted include all terms, insurance, royalties, transportation charges, allowances, taxes, use of all tools and equipment, overhead, profit, etc., necessary to fully provide the requested services in accordance with the proposal parameters.

Awards will be made for all or part of the vending services, using the proposal entirely or in part, at the Library's discretion, in a manner most favorable to Bloomfield Township Public Library.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Library Board of Trustees

FROM: Carol Mueller, Library Director

DATE: December 9, 2013

SUBJECT: Board Meeting Follow Up

At the November Library Board meeting, a question was asked about requesting a traffic signal or flashing light at the corner of Timber Lake Drive and Lone Pine Road. At peak times, it is very difficult to turn left from Timber Lake Drive to head west on Lone Pine Road. There is a "Do not block the intersection" sign posted on the north side of Lone Pine Road to the immediate east of Timber Lake Drive. Lone Pine Road is a county road so our investigation started with Oakland County.

Joel Dion submitted an inquiry regarding this intersection to the Oakland County Road Commission (OCRC). They followed up very quickly with us. While the "Do not block the intersection" sign is still in place, OCRC no longer installs such signs as these are ineffective and not enforceable by local police departments. We need to hope that courteous drivers abide by this sign.

In addition, a traffic signal or flashing light is installed only when traffic warrants one. OCRC has considered requests for such lights at busier intersections than ours and denied the request.

Unfortunately, it does not appear that there is much more we can do regarding this situation at this time.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Library Board of Trustees

FROM: Tera Moon, Assistant Director

DATE: December 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 were made on December 12.
- 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 a 2014 MAC (Management Advisory Committee) meeting.
- For the months of December and January, the Local History display cases are featuring an exhibit of Cranbrook student art. 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.
- We have been offering Vitality kits to our patrons for one year. 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".

**FOL Board Meeting Minutes
November 6, 2013**

President Glenda Bard called meeting to order at 12:30 p.m.

Glenda Bard, Wolf Chayt, Kathy Conner, Nancy Lambert, Germaine Mack, Pat Miotke, Bob Pullar, Cathy Ranke, Larry Sabbath, Barbara Smalley, Virginia Smith

Others present: Pam Williams, Library Trustee; Carol Mueller, Library Director; Andrea Aragona, Dir. Secretary

President's Report

- Shared letter of thanks from library for last month's gifts.
- Still need a chairman for the Annual Meeting Committee.
- FOL holiday "**white elephant**" party scheduled for Dec. 11th.
- "Thank You" card from Karen Kotulis-Carter for tree planted in her honor.

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

Pat M. motioned to accept the minutes and Bob P. seconded.

Minutes approved.

Treasurer Report: Larry S.

- Distributed and reviewed the report.
Motion made by Germaine M. to accept the report. Motion seconded by Cathy R.

Financial reports approved.

- Shared a pie chart, created by Kathy C. of FOL gifts by program.
- Cost of the tree planted to honor Karen Kotulis-Carter is \$862.44. This does not reflect cost of a plaque/ marker.

Membership Report: Cathy R.

- Cathy R. reported that the current membership is 360.

Bookstore: Cathy R.

- Cathy R. reported that the bookstore took in \$2092.52 last month.

SSS: Virginia S.

- Reported that we made \$2124.00 at the October book sale.
- Reviewed plans for the November book sale. Saturday will be same as other Saturday sales. Sunday will be "inventory clearance". Adult books will be \$.25 & children's books and small paperbacks will be \$.10.

Trustee Report: Pam Williams, Trustee

- Contract for stage one roof repairs has been awarded to contractor, Molner. Should be minimal disruption and take 3 days to complete.

Director's Report: Carol Mueller

- Monthly Director's Report, library schedule and Friends Gifts Expended Report distributed.

- Thanked FOL for last month's gifts.
- Library roof repairs should start in 2 weeks.
- Have hired a new assistant director who is scheduled to start on November 11th.
- First Chamber Music Concert scheduled for November 12.
- Working on update of the website which should make it more user friendly.
- Thanked FOL for the commemorative tree planted in honor of Karen Kotulis-Carter. Karen does not want a plaque.

New Business:

- Need cookies for the concert series. Sally P. & Nancy L. have been making them. However, Sally is/will be unable to make them. Nancy is willing to continue making (20 doz.) but we need someone else to do the other 20 doz. After much discussion it was decided that we will purchase the cookies.
- A card for Sally will be available for signing at the concert.
- Virginia S. invited board to her birthday party on December 18th at 11:30 in meeting room at library.
- Virginia brought up the tree planted in appreciation of Karen Kotulis-Carter and a way to label it. Since Karen does not want a plaque it was suggested that a "Tree Hugger" be explored. Carol M. will explore that idea with Karen K.
- Kathy C. shared that she had heard from former FOL Board member and sorter Allan Carlson and he asked that she extend his hello. All going well for him and his wife.

Old Business:

- Larry S. reported planning for the Anniversary is progressing. Marti McG. Volunteer coordinator will let us know what help is needed and when.
- January 25th will be the kick-off events.

Motion to adjourn made by Nancy L. and seconded by Germaine . Motion approved.
Meeting adjourned.

Minutes prepared by: Barbara Smalley

Minutes approved 11/6/2013

Friends gifts expended 2013-2014

<u>Year rec'd</u>	<u>Donor</u>	<u>Purpose</u>	<u>Amount</u>	<u>Oct 2013</u>	<u>Amount left in gift</u>	
2011	FOL	AS High Demand DVD's	\$3,330.48	(\$1,237.62)	\$488.53	
2012	FOL	AS DVD purchases	\$2,371.05		\$2,371.05	
2012	FOL	YS DVD purchases	\$700.29	(\$31.98)	\$47.89	
2011	FOL	YS Special Needs collection	\$2,872.22	(\$104.20)	\$2,162.27	
2010	FOL	YS Adaptive Umbrella Workshop	\$21.43		\$21.43	
2012	FOL	Spring 2013 9th Annual Story Telling Festival	\$200.00		\$174.13	
2012	FOL	YS 2013/14 FY program budget	\$7,191.00	(\$1,160.09)	\$1,492.44	
2013	FOL	March 2014 First Grade Readers Rally	\$2,400.00		\$2,400.00	
2013	FOL	Spring 2014 10th Annual Story Telling Festival	\$400.00		\$400.00	
2013	FOL	2013/2014 PJ Theater program	\$2,000.00		\$2,000.00	
2012	FOL	AS 2013 Teen Programs	\$700.00		\$243.58	
2013	FOL	2013/2014 Three concerts	\$3,000.00		\$3,000.00	
2013	FOL	2013/2014 Four Art Lectures	\$600.00		\$600.00	
2013	FOL	2014 Everyone's Reading	\$500.00		\$500.00	
2010	FOL	Redirect by FOL for 50th Anniversary	\$10,000.00		\$10,000.00	Was Comm. mailings -now earmarked for 50th Anni.
2011	FOL	Det. Historical Society Exhibits	\$1,500.00	(\$500.00)	\$1,000.00	
2011	FOL	BTPL's 50th Anniversary seed money	\$4,733.22	(\$1,238.65)	\$3,494.57	
2012	FOL	Chamber Concert Series	\$2,372.07		\$1,767.34	
2012	FOL	Ruth McNair donations for concerts	\$1,381.00		\$1,381.00	
2013	FOL	Admin 2013/2014 Program Budget	\$1,500.00		\$1,500.00	
2013	FOL	Spring 2014 Arborist Tree Pruning	\$2,000.00		\$2,000.00	
2013	FOL	Innovative's SMS Alert Service	\$5,000.00		\$5,000.00	
2013	FOL	10 chairs for Public Café	\$2,900.00		\$2,900.00	
2012	FOL	YS Replace 2 AWE computers	\$7,100.00	(\$163.40)	\$4.20	
2011	FOL	Systems Redirect by FOL for Tech. upgrade 9/2013	\$94.03		\$94.03	Was Math & Science kits -now Technology upgrade
2009	FOL	Systems Redirect by FOL for Tech. upgrade 9/2013	\$301.30		\$56.10	Was Apr2010 Nat. Library Week -now Tech. upgrade
2010	FOL	Systems Redirect by FOL for Tech. upgrade 9/2013	\$1,500.00		\$1,500.00	Was Apr.2011 Nat. Library Week -now Tech. upgrade
2012	FOL	Systems Redirect by FOL for Tech. upgrade 9/2013	\$9,567.50		\$6,681.25	Was backdrop for stage - 50% dep-now Tech. upgrade
2013	FOL	Systems Technology upgrade (to bring total to \$25,000 with 4 redirected gifts)	\$16,668.62		\$16,668.62	
2011	FOL	Technology related workshops/training	\$6,268.97		\$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 confer. attend. in Summer 2014
2007	FOL	New Welcome brochures	\$6,290.00		\$6,290.00	
2008	FOL	MY LIBRARY book project	\$1,458.74		\$1,458.74	
2012	FOL	Recycled plastic book bags	\$1,675.00		\$1,675.00	
2013	FOL	Recycled plastic book bags	\$3,425.00		\$3,425.00	

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

FRIENDS OF THE LIBRARY MONTHLY DIRECTOR'S REPORT

December, 2013

- I am very happy to introduce you to our new Assistant Director, Tera Moon! Many of you have already met Tera and warmly welcomed her to the Library. I know you will all enjoy working with Tera on book sales and other events.
- Congratulations on another successful book sale! I also congratulate you for trying a new approach for the Sunday sale and always thinking of ways to improve what you do!
- The updated Wish List, dated October 3, 2013, is attached for your review. Thank you for your consideration of the many items on this list.
- The monthly gifts expended report also is attached to this report for your information.
- Copies of the winter, 2014 edition of the Bloomfield Township Public Library newsletter are now available. Please note that our 50th anniversary kickoff event is highlighted on the front cover. We hope you can all join us as our yearlong anniversary celebration begins on January 25. Thank you for providing the funding to make this event possible!
- Just a reminder that our annual holiday party is planned for Sunday, December 8 at 6:00pm – dinner and a movie at the Birmingham Palladium. Thank you, Friends, for supporting this event!

Happy Holidays to you and yours!

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY – ADMINISTRATIVE CALENDAR

2014

JANUARY

2014

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 LIBRARY CLOSED	2 All Downton All Day 10am An Afternoon W/Felicity 2pm Great Books Club 6:45	3	4 Family Story Time 11am Intro to Excel 2pm
5	6 Ebooks: for your Tablet or Smart Phone 7pm	7 Movers & Shakers 10am Knit n Stitch Circle 10am	8 Family Story Time 2pm Non Fiction Book Club 7pm Writers Rendezvous 7pm	9 Just Us Kids 10am	10 Sign and Play 10am	11 Friends Second Saturday Sale 9:30am – 3:30pm
12	13 Itsy Bitsy Yoga 10am	14 Movers & Shakers 10am Memoir Writers Group 1pm Teen Advisory Board 4pm	15 PJ Theater 6:30pm Ebooks for you Tablet or Smartphone 7pm Mystery Book club 1pm and 6pm Great Books Club 6:45pm	16 Just Us Kids 10am Predators & Prey 6:30pm	17 Sign & Play 10am Coffee & Conversation 10am Chamber Music Concert 7:30pm	18 Sensory Saturday 2pm Intro to Word 2pm
19	20 Itsy Bitsy Yoga 10am	21 Movers & Shakers 10am Tue. Book Club 10am Library Board Meeting 7pm	22 Family Story Time 2:00 pm Writers Rendezvous 7pm	23 Just Us Kids 10am Eleanor's Book Club 10am	24 Sign & Play 10am	25 Celebrate BTPL's 50 th Anniversary 1-5pm Let the wild rumpus start 1pm Toppermost Beatles Tribute Concert 7:30pm
26 James Scripps Booth & the Early Car 4pm @ Cranbrook	27 Itsy Bitsy Yoga 10am	28 Movers & Shakers 10am Memoir Writers Group 1pm Teen Advisory Board 4pm	29 Mad Science 6:30pm	30 Just Us Kids 10am	31 Sign & Play 10am	