

Bloomfield Township Public  
**Library**

**Bloomfield Township Public Library  
Board of Trustees**

Library Board Meeting  
***February 18, 2014***  
7:00 p.m.  
John Rumsey Board Room

Trustees:

[libraryboard@btpl.org](mailto:libraryboard@btpl.org)

Joan Luksik, President

Pamela Williams, Vice President

Eli Greenbaum, Secretary

Margaret Cohen

Grant Gerhart

Judy Lindstrom

Director:

[muellerc@btpl.org](mailto: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](http://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, February 18, 7:00 p.m.

<b>#</b>	<b><u>NUMBERED ITEMS</u></b>	<b><u>DATE DELIVERED</u></b>
1	Agenda	2/14/14
2a	Request to remove items from the Consent Agenda for Discussion	2/14/14
2b	Motion to approve the order of items for the regular and consent agendas	2/14/14
5	Motion to approve remaining consent agenda items 6-8d	2/14/14
6	Regular Board Meeting Minutes of 1-21-14	2/14/14
7a	Cash Disbursements	2/14/14
7b	Revenues/Expenditures Budget Report	2/14/14
7c	Energy Report	2/14/14
8a	President's Report	2/14/14
8b	Director's Report	2/14/14
8c	Tentative Schedule Calendar	2/14/14
8d	50 <sup>th</sup> Anniversary Gala Committee <i>Ad Hoc</i>	
8d	Bloomfield Township Liaison –no report	
8d	Cranbrook – no report	
8d	Art Committee – no report	
8d	Development – no report	
8d	Finance Committee –Meeting Minutes for 2-6-14	2/14/14
8d	Friends of the Library Liaison – no report	
8d	Building/Grounds –no report	
8d	Jeanette P. Myers Scholarship Committee – no report	
8d	Landscape Committee –no report	
8d	Personnel Committee –no report	
8d	Policy Committee – no report	
11a	Vending Services Bids	2/14/14
11b	Revised 2014 Holiday Calendar	2/14/14
13	Motion to approve any items removed from the consent agenda	2/14/14
	<b><u>UNNUMBERED ITEMS</u></b>	<b><u>DATE DELIVERED</u></b>
	Memo regarding Cleaning Services	2/14/14
	Memo regarding Strategic Plan Update	2/14/14
	FOL meeting Monthly Director's report and FOL gifts expended 2-12-14	2/14/14
	Administrative Calendar–March 2014	2/14/14

AGENDA  
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
BOARD OF TRUSTEES  
Tuesday, February 18, 2014  
**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 January 21, 2014
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:
    - \* 50<sup>th</sup> 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. Vending Services Bids
  - b. Revised 2014 Holiday Calendar
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, March 18, 2014
16. Executive Session regarding Director Performance Review and Contract
17. Adjournment

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**

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

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

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**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, January 21, 2014**

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

**Present:** Trustees: Peggy Cohen (via conference call), 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 Judy Lindstrom, seconded by Peggy Cohen, **TO APPROVE THE ORDER OF ITEMS FOR THE REGULAR AND CONSENT AGENDAS.**

*A vote was taken for approval of the motion.*

*Ayes: Cohen, Lindstrom, Luksik, Williams*

*Nays: None*

**MOTION CARRIED**

**President's Verbal Report:**

Joan welcomed everyone. Joan extended congratulations on behalf of the Board to Peggy Cohen on the birth of her granddaughter on January 4<sup>th</sup>. Joan also stated that over the weekend, she had the pleasure of being with township residents and was pleased to have the opportunity to discuss the Library with them. She explained our many programs and services, many of which they didn't know were available, and was pleased to share all our Library has to offer its residents.

**Director's Verbal Report:**

Carol wished everyone a Happy New Year! She stated that 2014 will be an exciting year for the Library. This Saturday, January 25<sup>th</sup>, will be a very fun and family friendly day at the Library with our "Feeling Groovy" at the Library event. The 1960's themed event kicking off the Library's 50<sup>th</sup> Anniversary Celebration will begin at 1:00 p.m. and conclude at 7:30 in the evening with a special after hours concert by Beatles tribute band Toppermost. Carol thanked the Trustees for their assistance with the planning and great suggestions as we start our anniversary year! Carol reminded the Trustees to view the lobby cases display with the 1960's themed items put together by the staff.

Carol was happy to say we did survive the first polar vortex! We had many inches of snow and some icicles on the roof, but no leaks! Carol was very thankful to the Facilities staff who worked hard in the freezing temperatures to make sure the parking lot and sidewalks were clear for patrons and staff.

Carol shared a *Thank You* letter from Virginia Smith regarding her 96<sup>th</sup> birthday celebration.

Carol stated we received a very generous donation from an anonymous donor for three early literacy iPads for our Youth Room. These iPads will be loaded with apps based on books and will be age appropriate for our young patrons.

**CONSENT AGENDA MOTION**

After discussion, a motion was made by Pam Williams, seconded by Judy Lindstrom, **TO APPROVE THE ITEMS ON THE CONSENT AGENDA AS PRESENTED WITH THE EXCEPTION OF THE FOLLOWING: CASH DISBURSEMENTS**

*A vote was taken for approval of the motion.*

*Ayes: Cohen, Lindstrom, Luksik, Williams*

Nays: None

**MOTION CARRIED**

**REGULAR AGENDA:**

Call to the Public: No guests in attendance

**UNFINISHED BUSINESS:**

*No items for discussion*

**NEW BUSINESS:**

*11a Proposed Fines & Fees Schedule 2014*

Carol stated that the Department Heads and Administration conducted an annual review of the Fines & Fees schedule in preparation for completing the 2014/2015 Library budget. All items on this schedule were carefully reviewed for relevant changes to recommend. Only a few changes are suggested this year for consideration to implement at the start of the next fiscal year on April 1, 2014. The following changes were proposed:

- ELS Audio Book, ESL Book, ESL Media Kit and ESL Video-recommended to change the number of times these items may be renewed from unlimited renewal to three renewals.
- Games-recommended to change the borrowing limit to *no limit* from a *4 item per card limit*.
- Leap Pad-recommended to remove from schedule. This collection has been removed
- Park & Read Pass-recommended to remove this item as it is now an online program only.
- Holds-recommend holds be placed on up to 99 items rather than unlimited

Carol thanked the Trustees for their review of the Fines & Fees schedule and consideration of our proposed changes.

After discussion, a motion was made by Judy Lindstrom, seconded by Pam Williams **TO APPROVE THE SCHEDULE OF FINES & FEES AS PRESENTED WITH IMPLEMENTATION TO BEGIN ON APRIL 1, 2014.**

*A vote was taken for approval of the motion.*

*Ayes: Cohen, Lindstrom, Luksik, Williams*

*Nays: None*

**MOTION CARRIED**

**DISCUSSION OF ITEMS REMOVED FROM THE CONSENT AGENDA**

A question was raised with regard to the \$5.00 check to Dayton Metro Library. Carol stated that this happens very seldom where we would need to get a book from an out of state library. This is the fee charged by that Library. We don't charge our patrons this fee and most of our materials we receive from other Michigan Libraries come through MelCat.

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

*A vote was taken for approval of the motion.*

*Ayes: Cohen, Lindstrom, Luksik, Williams*

*Nays: None*

**MOTION CARRIED**

**Other:** No Discussion

Meeting adjourned at 7:25 p.m. The next meeting of the Bloomfield Township Public Library Board of Trustees is Tuesday, February 18, 2014 at 7:00 p.m. in the Board Room.

Submitted by

Eli Greenbaum, Secretary



**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY****Cash Disbursements Comments  
February, 2014****New Vendors:**

Chamber Music Society of Detroit – is a program presenter at the Library on March 8, 2014.

Lawrence Irwin – is a patron who has been issued a meeting room refund.

**General Fund Advance**

- Check # 13678 payable to Pitney Bowes, Inc. in the amount of \$261.50 was payment for our quarterly rental of the postage machine.

**General Fund**

- Check # 13683 payable to Bloomfield Township in the amount of \$340,902.10 was payment for three payrolls including FICA, HRA contributions, pension, etc. as usual.
- Check # 13684 payable to Bloomfield Hills Schools in the amount of \$350.00 was payment for small farm animals visiting the Library as part of First Grade Readers Rally in March, 2014.
- Check # 13689 payable to BTPL Gift Fund in the amount of \$505.00 was payment for gifts received in honor of the Library's 50<sup>th</sup> anniversary.
- Check #13691 payable to Butzel Long in the amount of \$234.00 was payment for legal advice regarding P.A. 152 - the Publicly Funded Health Insurance Contribution Act.
- Check # 13695 payable to Charter Township of Bloomfield in the amount of \$10.00 was payment for a recording produced by BCTV of the January, 2014 Chamber Music Concert.
- Check #13698 payable to Frank Rewold and Son, Inc. in the amount of \$ 3,025.00 was payment for the final invoice for their library roof management services.
- Check #13704 payable to L.J. Rolls in the amount of \$8,575.00 was payment for boiler repairs.

- Check # 13707 payable to Metronet Library Consortium in the amount of \$9,630.26 was payment for several annual subscriptions to databases.
- Check # 13711 payable to Oakland County Historical Resources in the amount of \$600.00 was payment for our annual membership.
- Check # 13725 payable to The Library Network (TLN) in the amount of \$4,934.53 was payment for internet services and a Youth database, Tumblebooks.
- Check # 13729 payable to Unique Management Services, Inc. in the amount of \$3,544.20 was payment for 396 long overdue library accounts sent in December, 2013.
- Check # 13730 payable to the University of Michigan in the amount of \$270 was payment for three programs on predators offered this winter at the Library.
- Check # 13735 payable to William Molnar Roofing Company in the amount of \$8,998.13 was payment for final invoice for the library roof project.

#### **Gift Fund Advance**

- Check #4289 payable to Bloomfield Township Public Library in the amount of \$1,800.00 was payment for tree pruning on library grounds.
- Check # 4292 payable to Jean Schneider in the amount of \$450.00 was payment for accompanist for the January, 2014 Chamber Music Concert.

#### **Gift Fund**

- Check # 4295 payable to Bloomfield Hills Schools in the amount of \$175.00 was payment for small farm animals visiting the Library as part of First Grade Readers Rally.
- Check # 4296 payable to Bloomfield Township Public Library in the amount of \$285.01 was payment for reimbursement of postage for the Library by Mail program.
- Check #4297 payable to Charter Township of Bloomfield in the amount of \$80.00 was payment for recordings produced by BCTV of the January, 2014 Chamber Music Concert.
- Check #4299 payable to Innovative Users Group in the amount of \$1800.00 was payment for annual conference registration.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
CHECK REGISTERS  
FOR THE MONTH OF JANUARY 2014

**Check Register - General Fund**

Check #	Date	Payee	Cash Account	Amount
<b>ADVANCE CHECKS:</b>				
13670	1/10/14	Amy Young	104.01	82.04
13671	1/10/14	AT&T	104.01	380.76
13672	1/10/14	AT&T LONG DISTANCE	104.01	150.45
13673	1/10/14	PACIFIC TELEMAGEMENT SERVICES	104.01	78.00
13674	1/20/14	LAWRENCE L. IRWIN	104.01	50.00
13675	1/20/14	AMAZON.COM	104.01	1,669.00
13676	1/20/14	COMCAST	104.01	129.11
13677	1/20/14	FLAGSTAR BANK	104.01	4,325.19
13678	1/20/14	PITNEY BOWES, INC.	104.01	261.50
13679	1/20/14	VERIZON WIRELESS	104.01	200.40
Total				<u><u>\$7,326.45</u></u>
<b>REGULAR CHECKS:</b>				
13680	2/7/14	ASSA ABLOY ENTRANCE SOLUTIONS	104.01	188.48
13681	2/7/14	BAKER & TAYLOR, INC.	104.01	13,121.71
13681a	2/7/14	VOID	104.01	
13681b	2/7/14	VOID	104.01	
13681c	2/7/14	VOID	104.01	
13682	2/7/14	BLACKSTONE AUDIO, INC.	104.01	1,106.22
13683	2/7/14	BLOOMFIELD TOWNSHIP	104.01	340,902.10
13684	2/7/14	BLOOMFIELD HILLS SCHOOLS	104.01	350.00
13685	2/7/14	BOOK BEAT	104.01	244.67
13686	2/7/14	BOOKS GALORE INC.	104.01	28.95
13687	2/7/14	BRESSER'S INFORMATION SERVICE	104.01	756.00
13688	2/7/14	BRILLIANCE AUDIO, INC.	104.01	393.55
13689	2/7/14	BTPL Gift Fund	104.01	505.00
13690	2/7/14	PETTY CASH - BTPL	104.01	104.86
13691	2/7/14	BUTZEL LONG	104.01	234.00
13692	2/7/14	CAR TRUCKING, INC.	104.01	203.30
13693	2/7/14	GALE/CENGAGE LEARNING	104.01	750.91
13694	2/7/14	CHAMBER MUSIC SOCIETY OF DETROIT	104.01	300.00
13695	2/7/14	CHARTER TOWNSHIP OF BLOOMFIELD	104.01	10.00
13696	2/7/14	DEMCO, INC.	104.01	517.03
13697	2/7/14	DU ALL CLEANING, INC	104.01	4,600.00
13698	2/7/14	FRANK REWOLD AND SON, INC.	104.01	3,025.00
13699	2/7/14	GAYLORD BROTHERS, INC.	104.01	187.36
13700	2/7/14	GOVCONNECTION, INC.	104.01	10.00
13701	2/7/14	INGRAM LIBRARY SERVICES	104.01	12.37
13702	2/7/14	JCR SUPPLY CO/BEDARD BROS	104.01	500.44
13703	2/7/14	KNOWBUDDY RESOURCES	104.01	158.80
13704	2/7/14	LJ ROLLS REFRIGERATION CO., INC	104.01	8,575.00
13705	2/7/14	LAFORCE	104.01	778.02
13706	2/7/14	MERGENT, INC.	104.01	6,930.00
13707	2/7/14	METRONET LIB. CONSORT.	104.01	9,630.26
13708	2/7/14	MICHIGAN MUNICIPAL LEAGUE	104.01	24.00
13709	2/7/14	MIDWEST TAPE	104.01	8,750.95
13709a	2/7/14	VOID	104.01	
13709b	2/7/14	VOID	104.01	
13709c	2/7/14	VOID	104.01	
13710	2/7/14	MORNINGSTAR, INC.	104.01	175.00
13711	2/7/14	OAKLAND COUNTY HISTORICAL RESOURCES	104.01	600.00
13712	2/7/14	OMNIGRAPHICS	104.01	414.09
13713	2/7/14	ORIENTAL TRADING CO., INC.	104.01	137.29

Check #	Date	Payee	Cash Account	Amount
13714	2/7/14	PARTNERS BOOK DISTRIBUTING, INC.	104.01	779.41
13715	2/7/14	QUILL CORPORATION	104.01	207.18
13716	2/7/14	RANDOM HOUSE, INC.	104.01	677.75
13717	2/7/14	RECORDED BOOKS, LLC	104.01	1,125.49
13717a	2/7/14	VOID	104.01	
13718	2/7/14	RED BOOKS LLC	104.01	2,811.55
13719	2/7/14	RELIABLE OFFICE SUPPLIES	104.01	131.43
13720	2/7/14	SAFETYNET	104.01	406.25
13721	2/7/14	SALEM PRESS, INC.	104.01	90.25
13722	2/7/14	SHOPLET.COM	104.01	169.74
13723	2/7/14	STAPLES ADVANTAGE	104.01	163.13
13724	2/7/14	TANTOR MEDIA	104.01	255.44
13725	2/7/14	THE LIBRARY NETWORK	104.01	4,934.53
13726	2/7/14	THE LIBRARY STORE, INC.	104.01	338.35
13727	2/7/14	THOMSON REUTERS	104.01	104.73
13728	2/7/14	UNIFY INC.	104.01	484.54
13729	2/7/14	UNIQUE MANAGEMENT SERVICES, INC.	104.01	3,544.20
13730	2/7/14	UNIVERSITY OF MICHIGAN	104.01	270.00
13731	2/7/14	UPSTART	104.01	878.55
13732	2/7/14	VIGILANTE SECURITY	104.01	2,355.00
13733	2/7/14	WALLACEBURG BOOKBINDING & MFG	104.01	462.20
13734	2/7/14	WESTON WOODS	104.01	299.75
13735	2/7/14	WILLIAM MOLNAR ROOFING CO.	104.01	8,998.13
13736	2/7/14	WORLD BOOK, INC.	104.01	1,943.40
13737	2/7/14	WT COX INFORMATION SERVICES	104.01	165.00
Total				<u><u>\$435,821.36</u></u>

### Check Register - Gift Fund

Check #	Date	Payee	Cash Account	Amount
<b>ADVANCE CHECKS:</b>				
4289	1/17/14	BLOOMFIELD TWP. PUBLIC LIBRARY	102.03	1,800.00
4290	1/17/14	FLAGSTAR BANK	102.03	45.51
4291	1/17/14	TERRY LOVE	102.03	7.00
4292	1/17/14	JEAN SCHNEIDER	102.03	450.00
4293	1/20/14	AMAZON.COM	102.03	119.76
				<u><u>\$2,422.27</u></u>
<b>REGULAR CHECKS:</b>				
4294	2/7/14	BAKER & TAYLOR	102.03	185.35
4295	2/7/14	BLOOMFIELD HILLS SCHOOLS	102.03	175.00
4296	2/7/14	BLOOMFIELD TWP. PUBLIC LIBRARY	102.03	285.01
4297	2/7/14	CHARTER TOWNSHIP OF BLOOMFIELD	102.03	80.00
4298	2/7/14	DAROLD GONZALES	102.03	150.00
4299	2/7/14	INNOVATIVE USERS GROUP	102.03	1,800.00
4300	2/7/14	MIDWEST TAPE	102.03	210.07
4301	2/7/14	SCOTT NELSON	102.03	260.00
4302	2/7/14	NUTECH GRAPHICS, INC.	102.03	358.13
4303	2/7/14	OVERDRIVE, INC.	102.03	44.85
4304	2/7/14	PARTNERS BOOK DISTRIBUTING, INC	102.03	89.70
4305	2/7/14	RECORDED BOOKS	102.03	100.73
4306	2/7/14	SCHOLASTIC INC	102.03	2,136.00
4307	2/7/14	TANTOR MEDIA	102.03	95.98
4308	2/7/14	THE BOOK FARM	102.03	142.93
4309	2/7/14	WESTON WOODS STUDIOS	102.03	127.75
4310	2/7/14	WORLD BOOK, INC.	102.03	299.00
4311	2/7/14	MICHIGAN DEPARTMENT OF TREASURY	102.03	113.54
Total				<u><u>\$6,654.04</u></u>

Check #	Date	Payee	Cash Account	Amount
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**Bloomfield Township Public Library**  
**2013-2014 General Fund Budget**

7b

PRESENTED: FEBRUARY 18, 2014      FOR THE MONTH OF: JANUARY 2014

Ten Months 83%

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	VARIANCE
<b><u>Revenues</u></b>						
Taxes	\$4,625,869	\$4,621,195	\$2,039,171	\$2,812,506	60.86%	(\$1,808,689)
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	\$17,060	\$127,704	90.92%	(\$12,760)
Charges for Services	\$14,114	\$14,114	\$950	\$9,496	67.28%	(\$4,618)
Investment earnings	\$178,767	\$178,767	\$19,115	(\$112,404)	-62.88%	(\$291,171)
Miscellaneous	\$9,556	\$9,556	\$1,935	\$9,469	99.09%	(\$87)
<b>Total Revenues</b>	<b>\$5,047,593</b>	<b>\$5,042,919</b>	<b>\$2,078,231</b>	<b>\$2,911,575</b>	<b>57.74%</b>	<b>(\$2,131,344)</b>
<b><u>Expenditures</u></b>						
Personnel	\$3,377,158	\$3,293,590	\$340,827	\$2,763,225	83.90%	(\$530,365)
Library Services	\$783,043	\$781,473	\$60,180	\$570,525	73.01%	(\$210,948)
Facilities & Equipment	\$1,042,081	\$1,043,181	\$45,667	\$773,723	74.17%	(\$269,458)
Other Operating Expenditures	\$131,896	\$398,768	\$22,258	\$266,187	66.75%	(\$132,581)
<b>Total Expenditures</b>	<b>\$5,334,178</b>	<b>\$5,517,012</b>	<b>\$468,932</b>	<b>\$4,373,661</b>	<b>79.28%</b>	<b>(\$1,143,351)</b>
Fund Balance - Beginning	\$7,792,567	\$7,972,537		\$7,972,537		
Net revenue (expenditure)	(\$286,585)	(\$474,093)		(\$1,462,086)		
Fund Balance - Ending	\$7,505,982	\$7,498,444		\$6,510,451		

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: FEBRUARY 18, 2014    FOR THE MONTH OF: JANUARY 2014

Ten Months 83%

ACCOUNT NAME	2013-2014 ADOPTED BUDGET AS OF MAR 19, 2013	2013-2014 AMENDED BUDGET AS OF JAN 31, 2014	REVENUE/ EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	VARIANCE
<b><u>Revenues</u></b>						
Gift Income	\$500	\$70,009	\$3,588	\$70,009	100.00%	\$0
Investment Earnings	\$300	\$300	\$410	\$521	173.78%	\$221
Miscellaneous Revenue	\$0	\$0	\$0	\$0	0.00%	\$0
<b>Total Revenues</b>	<b>\$800</b>	<b>\$70,309</b>	<b>\$3,998</b>	<b>\$70,531</b>	<b>100.31%</b>	<b>\$221</b>
<b><u>Expenditures</u></b>						
Library Services	\$39,727	\$51,188	\$4,370	\$34,793	67.97%	(\$16,395)
Facilities & Equipment	\$19,144	\$47,803	\$1,800	\$12,349	25.83%	(\$35,454)
Other Operating Expenditures	\$94,884	\$127,305	\$2,401	\$30,523	23.98%	(\$96,782)
<b>Total Expenditures</b>	<b>\$153,755</b>	<b>\$226,295</b>	<b>\$8,571</b>	<b>\$77,665</b>	<b>34.32%</b>	<b>(\$148,631)</b>
Fund Balance	\$92,733	\$94,964		\$94,964		
Reserved Fund Bal.	\$61,022	\$61,022		\$61,022		
Net revenue (expenditures)	(\$152,955)	(\$155,986)		(\$7,134)		
Fund Balance - Ending	\$800	\$0		\$148,852		

Amendments to the budget:

All amendments due to gifts received

**Bloomfield Township Public Library**  
**Asset Allocation Summary**  
**JANUARY 2014**

7b

Fund	Type	Annual Yield	Date	Amount on Hand
<b>General Fund</b>				
	Chase Checking (Ecommerce)	0.00%	1/31/2014	\$168,585.52
	Flagstar Public Funds Savings	0.19%	1/31/2014	\$197,822.77
	Flagstar Premier Public Entities Checking	0.14%	1/31/2014	\$28,990.76
	RBC Capital Cash/Money Market	0.010%	1/31/2014	\$2,501,623.61
	RBC Capital - Investments	1.42%	1/31/2014	\$4,071,826.40
<b>Total General Fund</b>				<b>\$6,968,849.06</b>

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

**Gift Fund**

Huntington Public Fund Business Interest Checking	0.15%	1/31/2014	\$101,484.11
Huntington CD (Charnov gift) - matures 5/7/14	0.76%	1/31/2014	\$52,591.89
<b>Total Gift Fund</b>			<b>\$154,076.00</b>

**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.

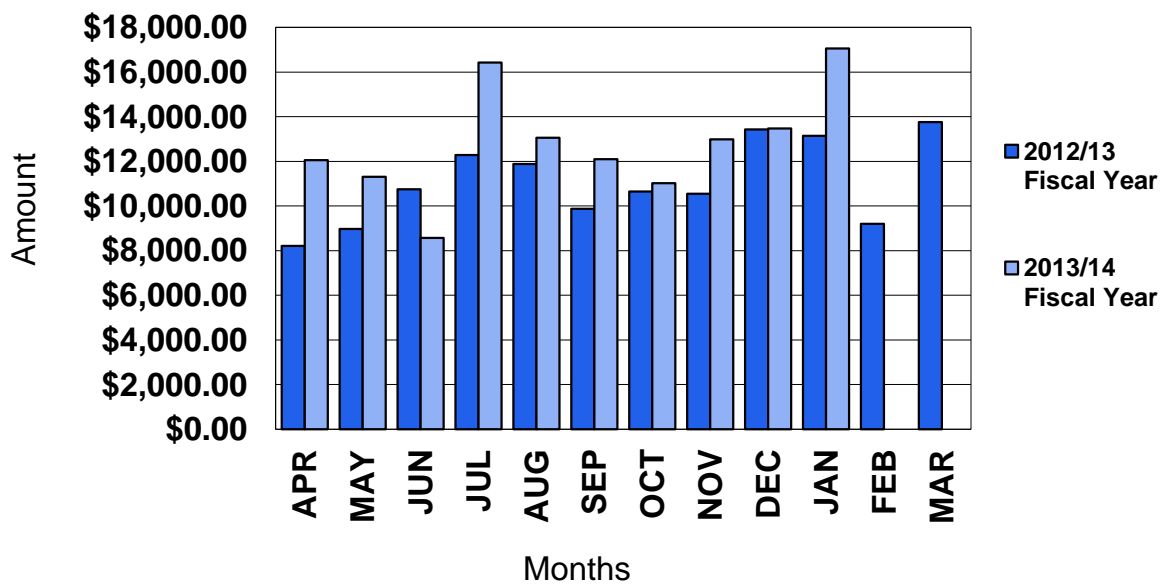
Jeanette P. Myers Memorial Scholarship Fund	12/31/2012	\$13,244.00
Yvonne T. Atkinson	12/31/2012	\$28,784.00
Isabel and Lawrence Smith Challenge Grant	12/31/2012	\$29,871.00
BTPL Endowment Fund	12/31/2012	\$27,574.00
Fair Radom Garden Endowment Fund	12/31/2012	\$14,685.00
Library Director's Legacy Fund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



### 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	\$13,470.53	\$48.58
JAN	\$13,148.01	\$17,059.39	\$3,911.38
FEB	\$9,203.90		(\$9,203.90)
MAR	\$13,755.13		(\$13,755.13)
			YTD Difference
TOTAL	<u>\$132,691.80</u>	<u>\$128,049.24</u>	<u>(\$4,642.56)</u>

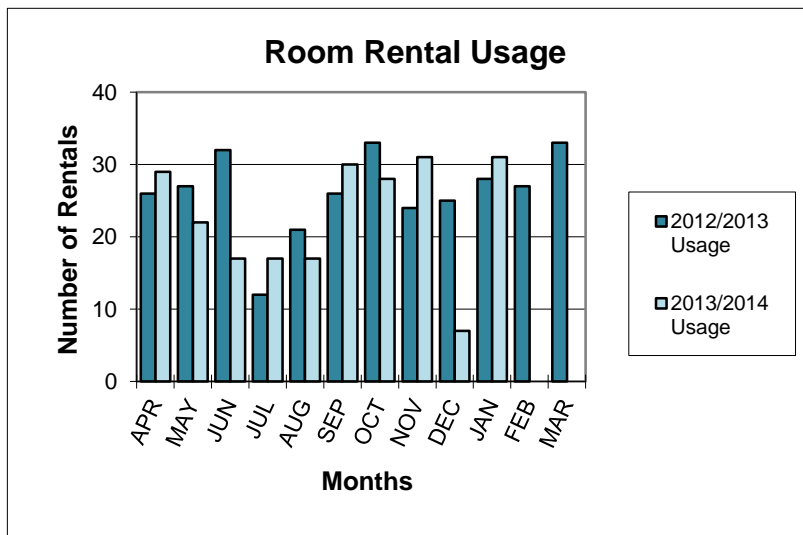
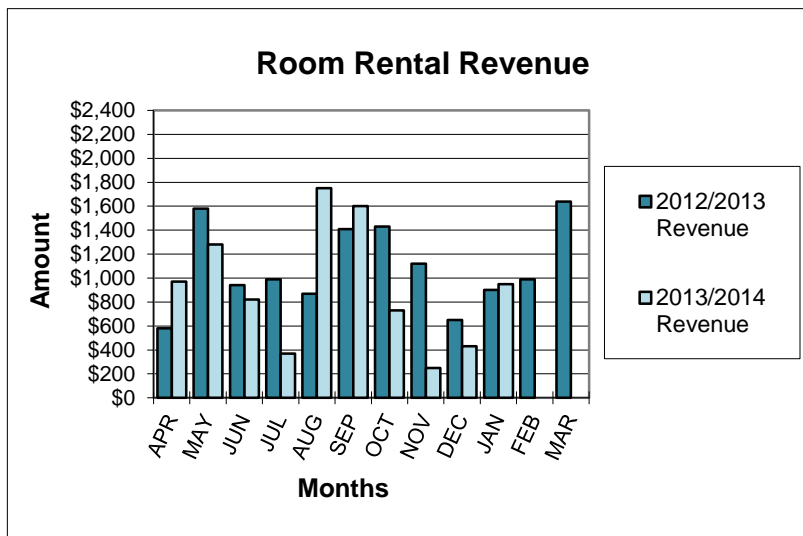
### Fines and Fees Two-Year Comparison



## 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	\$430.00	(\$220.00)	25	7	DEC
JAN	\$900.00	\$950.00	\$50.00	28	31	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>\$9,150.00</u>	<u>(\$3,950.00)</u>	<u>314</u>	<u>229</u>	



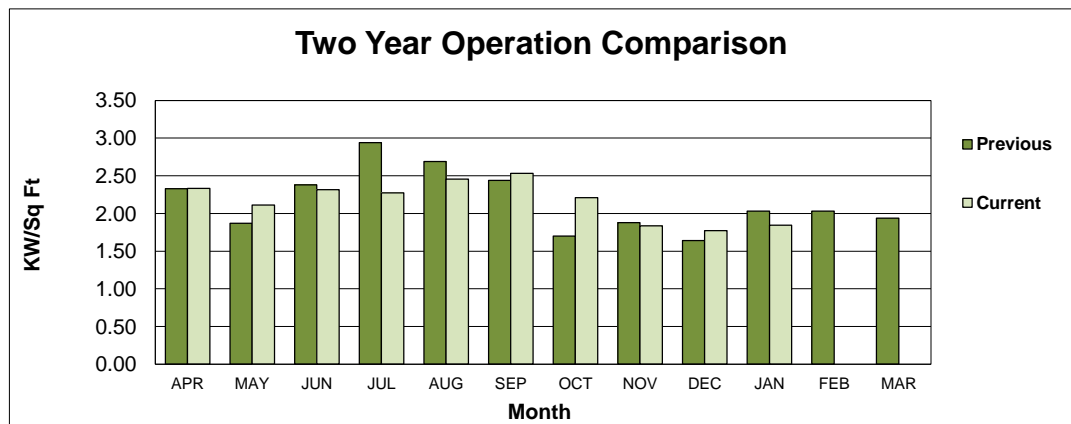
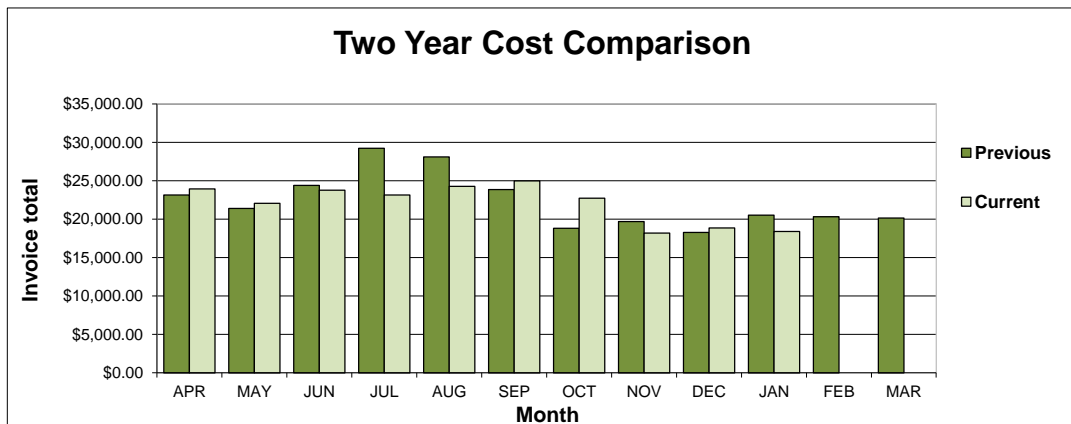
## Bloomfield Township Public Library Electricity Analysis

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	\$18,858.90	\$607.23	178,850	\$0.11	240.39	1.77	\$25.35	\$0.19
JAN	\$20,526.33	\$18,391.36	(\$2,134.97)	186,550	\$0.10	250.74	1.85	\$24.72	\$0.18
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	\$220,233.63	(\$7,274.71)						

## 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

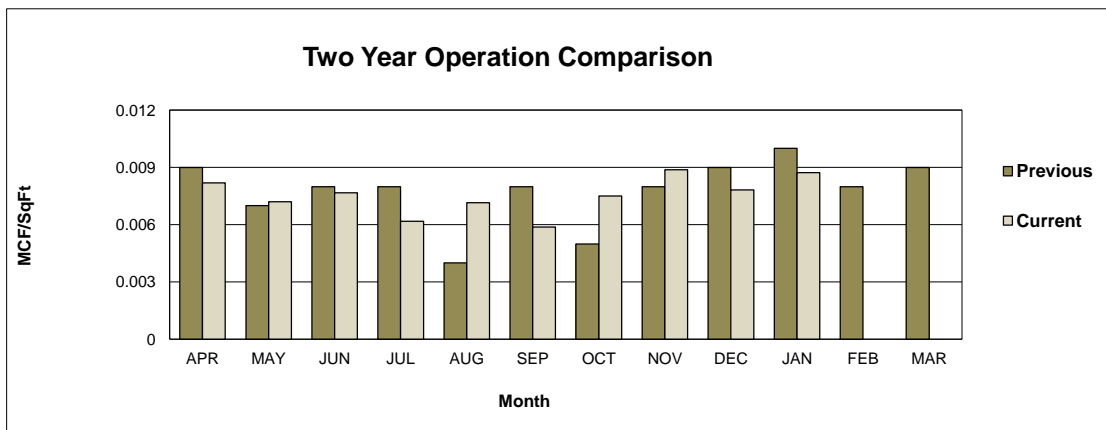
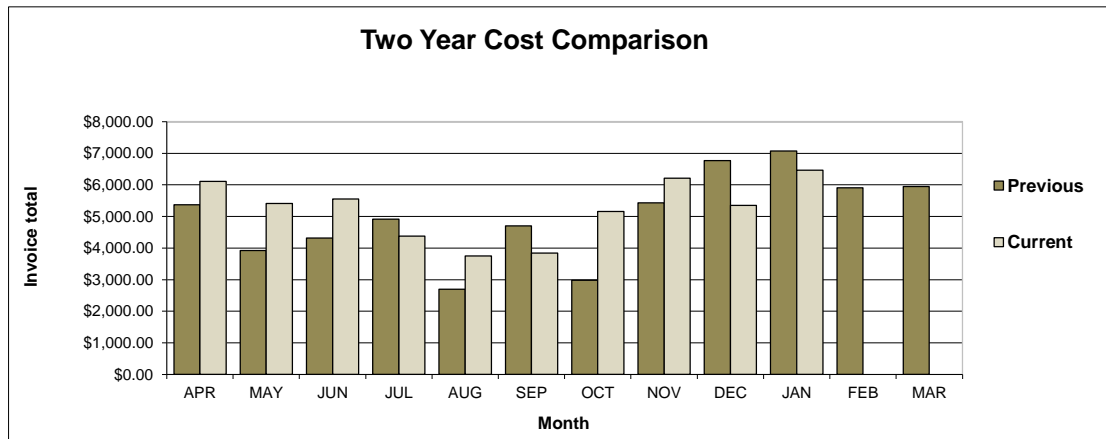
Building Area = 101,023

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	\$5,354.15	(\$1,418.73)	790.8	\$6.77	744	1.06	0.008	7.20	0.052
JAN	\$7,075.63	\$6,465.35	(\$610.28)	881.1	\$7.34	744	1.18	0.009	8.69	0.063
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	\$52,242.50	(\$7,794.94)							

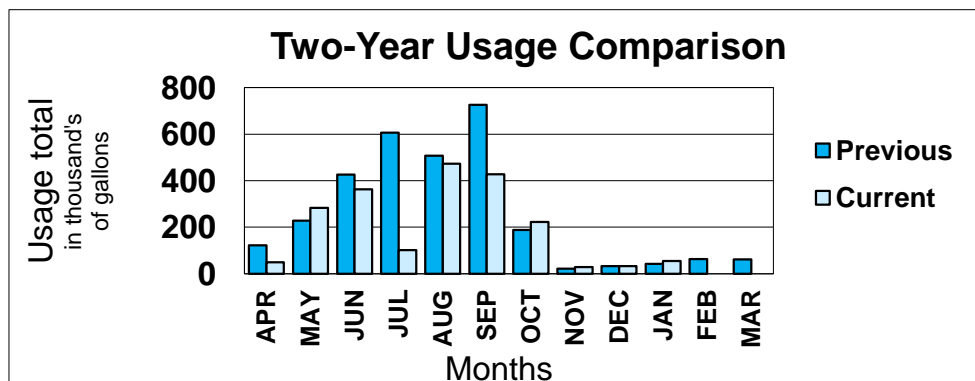
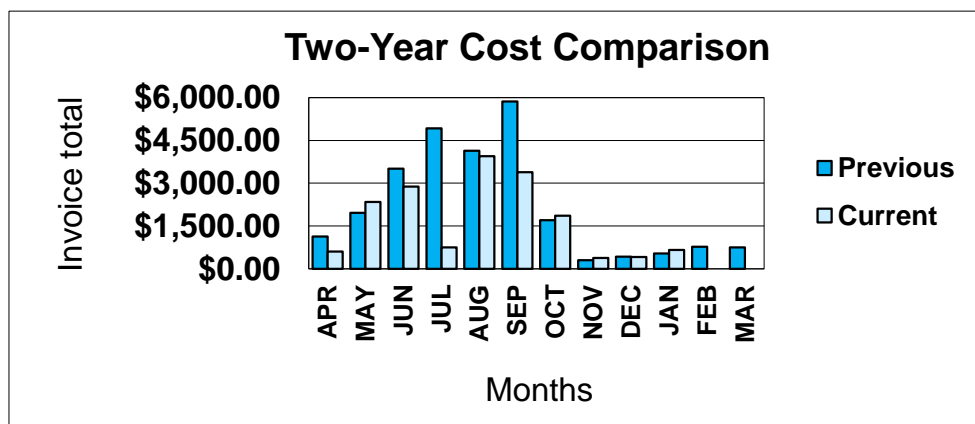
## NOTES:

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	\$415.77	(\$9.19)	32	32	0
JAN	\$536.56	\$661.18	\$124.62	42	55	13
FEB	\$770.92		(\$770.92)	63		(63)
MAR	\$748.60		(\$748.60)	61		(61)
			YTD Difference			YTD Difference
<b>TOTAL</b>	<b>\$26,003.26</b>	<b>\$17,249.48</b>	<b>(\$8,753.78)</b>	<b>3,023</b>	<b>2,036</b>	<b>(987)</b>



**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY****LIBRARY BOARD OF TRUSTEES  
MONTHLY DIRECTOR'S REPORT****February, 2014**

- The Friends of the Library continue to be a wonderful sponsor of our 50<sup>th</sup> anniversary “Night at the Library” gala event on October 18, 2014. At their February 12 Friends Board meeting, they approved a motion to apply for a one day liquor license for this event. This Friend Board resolution is required as part of the Michigan Department of Licensing and Regulatory Affairs – Liquor Control Commission application.
- The Library currently contracts with DuAll Cleaning, Inc. for its library cleaning services. Our contract with this company expires on June 1, 2014. Included in your Board packet as unnumbered items is a memo outlining the cleaning services request for proposals (RFP) process, RFP schedule and a copy of the cleaning services RFP, for your information. Bids are due on March 14 and a recommendation for an award of library cleaning services bid will be presented at the April 22, 2014 Library Board meeting.
- After a rainy summer and fall spent dealing with ceiling leaks and water in the lower level, our wonderful Facilities Staff has all been working very hard to keep our floors free of salt and our sidewalks and entrances free of snow in sub-zero temperatures. Once again I would like to commend our Facilities staff for their extra efforts keeping our lobby entrance and sidewalks clear this challenging winter.
- Thank you all for your comments regarding the Director's Performance Review. I greatly appreciate the time the Personnel Committee took to compile your comments and to share these with me. Thank you, also, for your support and guidance during my first six months as Library Director.
- Per the Open Meetings Act, I am requesting that the discussion regarding the Library Director Performance Review and Contract be held in closed session. If any action needs to be conducted, it can be approved when the regular meeting is re-convened to adjourn the February Board meeting.

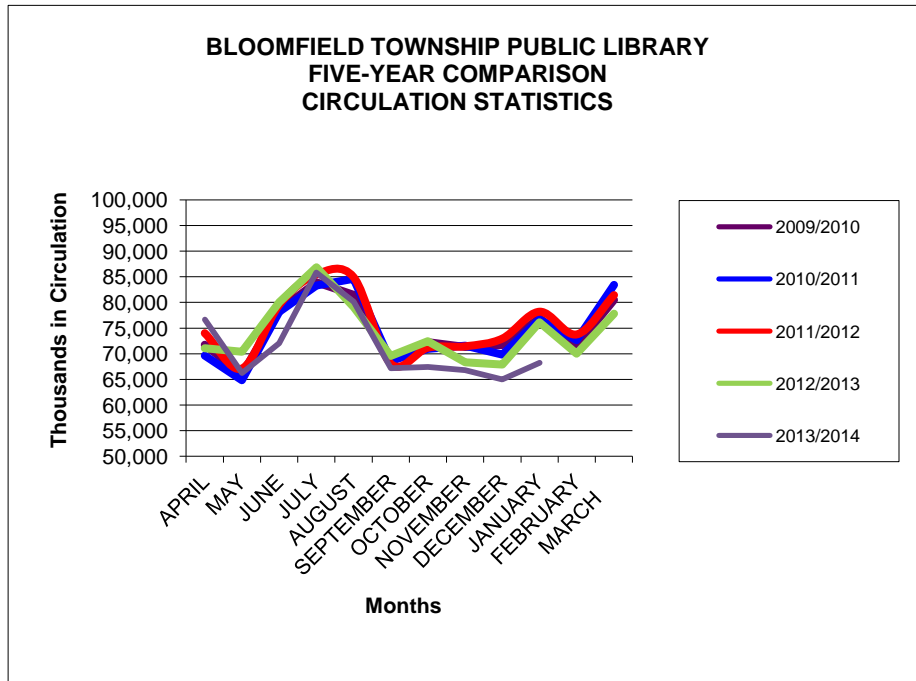
*Respectfully Submitted,*

*Carol Mueller  
Director*

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
FIVE YEAR CIRCULATION

2/14/2014

	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	65,007
JANUARY	76,935	76,712	78,197	76,156	68,232
FEBRUARY	71,503	72,657	73,778	69,992	
MARCH	80,470	83,408	81,433	77,819	
<b>TOTAL</b>	<b>894,426</b>	<b>894,241</b>	<b>908,115</b>	<b>889,743</b>	<b>715,549</b>



	2013		2014	
<b>COLLECTION</b>				
Book Collection:	283,302		283,236	
Media Collection:	61,161		61,861	
Total e-books:	26,552		27,405	
Overdrive	5,391		6,036	
EBSCOhost	19,227		19,227	
Total downloadable audiobooks:	4,208		5,616	
Materials Total:	375,223		378,118	
<b>CIRCULATION</b>				
Circulation Total:	76,156*		68,232**	
Bloomfield Township Circulation:	68,833		62,694	
Virtual Circulation Total:	4,215		4,658	
Circulation of Youth materials:	26,583		24,794	
Circulation of Media:	33,285		29,753	
Circulation of Cranbrook passes:	188		157	
Self-checkout machine use:	27,653	36.3%	23,377	34.3%
Library by Mail:	146	29 patrons	91	29 patrons
<b>BUILDING &amp; EQUIPMENT USAGE</b>				
Door Count:	29,671		24,947	
Gate Count:	32,102		29,047	
Meeting rooms by public:	28		31	
Meeting rooms by staff:	70		73	
<b>VIRTUAL USE</b>				
Home page hits/Database services:	29,066		25,068	
e-book access:	2,134		2,087	
Overdrive	2,050		2,024	
EBSCOhost	84		63	
Audiobook access: (Overdrive)	580		817	
Music download access:	1,585		1,278	
Magazine download access:	n/a		476	
TutorMe! sessions:	90		92	
<b>Library Computer Use</b>				
Resident Use	2,831		2,036	
Guest Use	911		676	
*January 1, 2013 library closed for New Year's Day				
*January 29, 2013 library closed at noon due to ice storm				
**January 1, 2014 library closed for New Year's Day				
**January 5 & 6, 2014 library closed due to inclement weather				



	2013		2014	
<b>OUTREACH &amp; PROGRAMS</b>				
<b><i>New Patrons and Accounts</i></b>				
Township:	210		153	
Cranbrook:	9		17	
Total new patrons:	325		245	
<b><i>Adult Program Attendance</i></b>				
Staff-led:	7 events	35 attended	6 events	15 attended
Speaker-led:	6 events	300 attended	6 events	60 attended
Book clubs:	6 events	67 attended	6 events	56 attended
Tours/visits on-site:	0	0	0	0
Tours/visits off-site:	2 events	43 attended	0	0
50th Anniversary Kick-off Event			9 events	750 attend
Chamber Music Concert	1 event	183 attended	1 event	145 attended
<b><i>Systems Program Attendance</i></b>				
Staff-led:	1 event	15 attended	2 events	24 attended
<b><i>Teen Program Attendance</i></b>				
Staff-led:	2 events	12 attended	2 events	11 attended
Homework Coaching		12 attended		15 attended
<b><i>Youth Program Attendance</i></b>				
Staff-led:	28 events	689 attended	16 events	240 attended
Speaker-led:	3 events	99 attended	9 events	241 attended
Tours/visits on-site:	0	0	1 event	4 attended
Tours/visits off-site:	5 events	106 attended	2 events	24 attended
TOTAL:	61 events	1,561 attended	60 events	1,585 attend
<b><i>Volunteers:</i></b>				
	35 people	300.75 hours	33 people	290.50 hours
	Shop: 7	81.5	Shop: 7	84.75
	Court: 1	11.75	Court: 1	3
	Students: 8	45.75	Students: 7	27
	Stu. tutors: 6	46.5	Stu. Tutors: 5	31.5
	Dept. Vol: 13	115.25	Dept. Vol: 13	144.25
<b><i>Patron Remarks</i></b>				
Patron Comments:	7		7	
Ask BTPL:	0		4	
Ask Us:	48		21	
<b>DISPLAYS</b>				
Lobby	1960s artifacts gathered by the 50th Anniversary committee			
Media	Adult: Award Winning Audiobooks, the 60s, Discover Display			
	Youth: New Year New You, MLKing Media, Isaac Newton DVDs			
Local History	Cranbrook Student Art			

## **TENTATIVE SCHEDULE CALENDAR**

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- **Tuesday, February 18, 2014 - 7:00 p.m., Regular Board Meeting in the Board Room.**

Upcoming meetings and events:

- Friday, February 21, 2014 – 7:30 p.m. Chamber Music Concert in the Community Room.
- Wednesday, March 5, 2014 – 12:30 p.m. FOL Board of Director's Meeting in the Board Room.
- **Tuesday, March 18, 2014– 7:00 p.m., Regular Board Meeting in the Board Room.**

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

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The Finance Committee meeting of the Bloomfield Township Public Library Board was held in the Library on Thursday, February 6, 2014 at 2:00 p.m.

**Trustees:** Peggy Cohen, Judy Lindstrom, Joan Luksik

**Administration:** Library Director, Carol Mueller, Finance Coordinator, Beth Sulek-LaHousse, Assistant Director, Tera Moon

**Guests:** Matthew Whitty, Edward Schwartz, and Walter Schwartz of Schwartz & Co.

### **Changes to Investment Portfolio**

Matthew Whitty of Schwartz & Co., presented a review of the Library's investment portfolio and explained proposed changes in asset allocation of the Library's General Fund. See the attached "New Asset Allocation of General Fund". The "Pro Forma" column shows the proposed reallocation. All monies currently allocated to the DWS GNMA will be withdrawn from the fund and reallocated to other funds within the portfolio. Funds in the Tamarack Prime Money fund will be reduced to 14.4%. Allocation to the Wells Fargo Advantage Adjustable Government Bond will increase from 13.7% to 36% and allocations to the Loomis Sayles Limited Term Government Bond will increase from 26.9% to 30%. All other allocations remain the same. The Finance Committee approved these changes.

### **Review of General Fund for Fiscal Year April 1, 2013 – March 31, 2014**

Carol provided 2013-2014 budget highlights. There was an overall \$272,272 decrease in budget revenues. The bulk of this decrease - \$248,010 - came from investment earnings and the volatility of the bond market. A slight increase of \$15,458 in estimated expenditures was the result of adding in summer Sundays after they had been taken out of the budget, and the unplanned and unbudgeted building projects, which total \$177,670. The personnel budget experienced the greatest savings because of many staff changes, a delay in the start of the Affordable Care Act, and a delay in filling vacancies. When the investment earnings didn't recover quickly, the RFID project was delayed and the investigation into flooding of the lower level was suspended. In 2013-2014, the Library will make an early payment of \$27,000.00 on our pension obligation in order to reduce the slightly larger payment we will have to make next year.

### **Review of General Fund for Fiscal Year April 1, 2014 – March 31, 2015**

Carol provided a review of the General Fund budget for the 2014-2015 fiscal year. The largest increase in expenditures is in the Personnel category, specifically in retirement. This is due to a larger initial payment required for the Library's portion on the bond sold

by Bloomfield Township in order to fully fund the defined benefit pension plan. The amount of the 2014 – 2015 payment is \$238,000.

A 1% wage increase for staff was proposed. Fortunately, furlough days are not scheduled for the second year in a row. However revenues have not improved enough to allow movement through salary ranges or to award merit pay for the fifth year.

The RFID project was discussed. The Library's RFID equipment needs to be updated in order to continue to provide the collection handling efficiencies and collection security that it has provided for the last 10 years. Because of unexpected expenditures in the 2013-2014 fiscal year, the project has not begun beyond the planning stages. Carol and Beth presented two versions of the 2014-2015 budget, one including the project and one without it. Completing the project in the 2014-2015 fiscal year creates a negative unassigned fund balance. Carol and Beth proposed borrowing the amount from the OPEB funding with a commitment to repay the balance as soon as sufficient revenues come in.

Carol revisited the proposal to close on 10 summer Sundays to help offset some of the RFID costs. This is the third year this proposal has been discussed, with it being approved in March 2013 and then reversed at the April 2013 board meeting. Closing on 10 summer Sundays would save approximately \$30,000 and wear and tear on the building. Closing on these days would have less impact on public service than our closed furlough days had.

The Finance Committee approved these proposed changes: the 1% wage increase for staff; moving forward with the RFID project and borrowing from the fully funded OPEB balance to help fund it; and closing on 10 summer Sundays. In addition, Carol and Beth will inquire of our auditors how to account for the change in asset value of the Library investments.

The Finance Committee complimented Carol and Beth on their thorough and thoughtful work on this budget.

No future meeting of the Finance Committee has been scheduled at this time.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
MEMORANDUM**

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**TO:** Library Board of Trustees

**FROM:** Carol Mueller, Library Director

**DATE:** February 18, 2014

**SUBJECT:** Vending Bids

Corporate Dining Concepts has provided library vending services in the staff and public areas since April, 2010. The three-year contract with Corporate Dining Concepts expires March 31, 2014.

A request for proposals for vending services was posted on the library website, available at the Library's Welcome Desk, and mailed to 14 metro Detroit companies in December, 2013 with a January 3, 2014 deadline for responses. Proposals were opened at a public bid opening on January 3, 2014 at 3:01 PM. The RFP received proposals from three companies: Corporate Dining Concepts, Variety Food Services, and Vendtek.

Bids were reviewed against predetermined criteria such as company vending experience, service response time and schedule, equipment age and features, overall product variety provided, and sales reporting. Also taken into account were the results of both a public and staff vending services survey conducted in October, 2013.

Interviews were held on January 23 and 24, 2014. Tera Moon, Marianne Abdoo, and a representative from the Staff Organization Committee (SOC) conducted these interviews. Each company representative was asked the same list of questions. In addition to these on-site interviews, references for each company were contacted.

Corporate Dining Concepts has provided excellent service for the past three years. They keep the vending machines well-stocked, clean, and maintained. They respond to calls for service in a 2-4 hour time frame, even on the weekends. They are the only company to offer the Seattle's Best fresh grind coffee machine, which is very popular with the public and staff based on our survey conducted in October, 2013. Corporate Dining Concepts offers a guaranteed commission of \$6,000.00 annually to be paid at the beginning of each contract year. They will send the Library another check at the end of the contract year if library commissions exceed the \$6,000.00 guarantee.

Variety Food Service would provide older, rebuilt machines. Variety does not offer the Seattle's Best fresh-grind coffee machine. For these reasons, we do not recommend that Variety Food Service be considered further in this process.

Vendtek Wholesale Equipment Company, Inc. would provide newer machines with a remote monitoring system. However, they do not guarantee to respond to calls on weekends. As weekends are a very busy time in the Library and vending services are in high demand, we feel this lack of weekend service is not acceptable for our library vending services. The interview committee felt that a heavy reliance on the remote monitoring system would result in less frequent visits. In addition, Vendtek does not offer a fresh-grind coffee machine. As a result, we do not recommend that Vendtek be considered further in this process.

It is the recommendation of Administration to award the bid for library vending services to Corporate Dining Concepts based on their very thorough proposal and excellent track record of vending services during the last three years.

**ACTION:** I move that Corporate Dining Concepts, 1645 West Hamlin, Rochester Hills, Michigan, be awarded the contract to provide vending services for Bloomfield Township Public Library.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
MEMORANDUM**

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**TO:** Library Board of Trustees

**FROM:** Carol Mueller, Library Director

**DATE:** February 18, 2014

**SUBJECT:** Revised 2014 Holiday Calendar

We were very fortunate last April, 2013 to find funding to stay open on 10 summer Sundays after deciding to close on these days at the March, 2013 Board meeting. Sadly, I am again proposing for the 2014-2015 fiscal year that we close on 10 summer Sundays. While revenues are starting to increase very slowly, it will be several more years before our revenues fully recover from this economic downturn. Meanwhile, our building maintenance needs are increasing and the age of our computer and audio visual equipment, specifically in the public meeting rooms, is quite concerning. In addition, we hope to complete the RFID project in 2014/2015. \$31,032 in funding will be saved by closing these Sundays. Also, there would be slightly less wear and tear on our building and equipment if the Library is not open on these days. By closing on Sundays in late June, July and August, when school is not in session and during popular travel months, the impact on public service is not as great as when we closed for furlough days.

While our Sunday statistics don't represent the entire picture of library use, it does give us some indication of our residents' use. On average, we have approximately 850 visitors on Sundays during the school year and approximately 600 visitors on summer Sundays. On the circulation side, approximately 1,500 items are borrowed on Sundays during the school year and 1,300 during summer Sundays. Anecdotally, staff observes many patrons using the library for quiet study on summer Sundays. Few reference and readers advisory questions are asked of our librarians. If our library is closed on Sundays, due to our reciprocity with The Library Network (TLN) member libraries and by special agreement with Troy, our residents are able to use and borrow from the Baldwin Public Library, Farmington Public Library, Troy Public Library and West Bloomfield Public Library at any time but also on summer Sundays as these libraries are open on Sundays year round.

The impact of closing on 10 summer Sundays on staff salaries is not as great as when furlough days were in place as Sunday hours are in addition to their regular work week. In addition, many staff are not scheduled or elect not to work on Sundays.

Attached for your review and consideration is a revised 2014 holiday calendar indicating the 10 summer Sundays I propose to close.

**ACTION:** I move to approve the revised 2014 Holiday calendar as presented with 10 summer Sundays closed in June, July and August, 2014.

Bloomfield Township Public Library  
**Proposed revised 2014 calendar**

LIBRARY CALENDAR **2014** HOLIDAY AND CLOSINGS

**Including 10 Summer Sunday Closings**

January 1	CLOSED	Wednesday	*New Year's Day (2013 Fiscal Year)
January 20	open	Monday	Martin Luther King Day Observance
February 17	open	Monday	President's Day
April 14	open	Monday	Passover
April 18	open	Friday	*Good Friday +
April 19	open	Saturday	Easter Weekend
April 20	CLOSED	Sunday	Easter
May 2	CLOSED	Friday	*Staff Development Day+
May 24	open	Saturday	Memorial Day Weekend
May 25	CLOSED	Sunday	Memorial Day Weekend
May 26	CLOSED	Monday	*Memorial Day Observance
June 22	CLOSED	Sunday	Summer Sunday Closing
June 29	CLOSED	Sunday	Summer Sunday Closing
July 4	CLOSED	Friday	*Independence Day
July 6	CLOSED	Sunday	Summer Sunday Closing
July 13	CLOSED	Sunday	Summer Sunday Closing
July 20	CLOSED	Sunday	Summer Sunday Closing
July 27	CLOSED	Sunday	Summer Sunday Closing
August 3	CLOSED	Sunday	Summer Sunday Closing
August 10	CLOSED	Sunday	Summer Sunday Closing
August 17	CLOSED	Sunday	Summer Sunday Closing
August 24	CLOSED	Sunday	Summer Sunday Closing
August 30	open	Saturday	Labor Day Weekend
August 31	CLOSED	Sunday	Labor Day Weekend
September 1	CLOSED	Monday	*Labor Day
September 24	open	Wednesday	Rosh Hashanah
October 4	open	Saturday	Yom Kippur
October 13	open	Monday	Columbus Day Observance
October 18	Close at 4:30 p.m.	Saturday	BTPL 50 <sup>th</sup> Anniversary Gala Event
November 11	open	Tuesday	Veterans Day
November 26	Close at 5:30 p.m.	Wednesday	Thanksgiving Eve
November 27	CLOSED	Thursday	*Thanksgiving Day
December 16	open	Tuesday	Hanukkah
December 24	CLOSED	Wednesday	*Christmas Eve
December 25	CLOSED	Thursday	*Christmas Day
December 31	Close at 5:30 p.m.	Wednesday	New Year's Eve

**2015**

January 1	CLOSED	Thursday	*New Year's Day
January 19	open	Monday	Martin Luther King Day
February 16	open	Monday	President's Day

+Floating holidays: Good Friday and Staff Development Day should be scheduled within the pay period of their occurrence or after their occurrence prior to the end of the fiscal year as approved by the supervisor. Staff Development Day is awarded if employee attends the full day of Staff Development Day and employee is eligible for holidays.

\*Library-approved paid holidays

Daylight Savings Time begins: Sunday, March 9, 2014

Daylight Savings Time ends: Sunday, November 2, 2014

Proposed 2-18-2014



**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  
REQUEST FOR PROPOSAL  
CLEANING SERVICES**

The Bloomfield Township Public Library requests proposals from qualified firms for Library cleaning services.

Services presently provided include nightly cleaning, seven days a week, excluding holidays and scheduled closings.

The Library has over 1,000 visitors every day. It has 86,660 square feet of public and office space on the main level and 15,905 sq ft on the lower level. The library is open to the public 68.5 hours per week. **Cleaning services are expected to commence promptly at the close of business on each day and conclude by 1:00 a.m., Monday through Thursday; and 10:30 p.m., Friday through Sunday.**

Library hours are:

- Monday through 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, 12:00 p.m. – 5:30 p.m.

Proposal guidelines are listed below. This request for proposals also can be obtained on the Library's web site at [www.btpl.org](http://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.

**A mandatory pre-bid walk-through of the Library will be held on February 20 at 11:00 a.m. All prospective bidders must attend.**

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

Proposals must be addressed to:

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

Proposals must arrive no later than **3:00 p.m., E.D.S.T., Friday, March 14, 2014**

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](mailto: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 date of submission.
- A description of the company's background (history, mission, current size).
- A current list of clients with contact names and phone numbers must be included with the proposal.
- Library / commercial cleaning experience.
- Number of personnel required to perform all specified work including site supervisor.
- Quality assurance methodology.
- Aggregate sum of general liability and worker's compensation insurance.
- Licensing & Bonding.
- Response time required to address corrective measures.
- IICRC and/or SCRT certification.
- Equipment list.
- Cost of annual service with monthly billing breakdown.
- Cost of emergency clean-up for incidental flooding caused by storm water sewer back up and solid waste sewage with bio-hazardous clean up. Proposed methodology for clean ups water extraction, and mold control.
- Schedule and proposed methodology for tiled and vinyl floor care.
- A listing of materials brought on-site such as, cleaning agents and solvents complete with material safety data sheets (MSDS).
- Rates for unspecified cleaning including time and material:
  - ✓ Upholstery and leather cleaning.
  - ✓ Carpet cleaning per square foot.
  - ✓ Restroom ceramic finishing per square foot

## **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 cleaning services at the regularly scheduled Library Board of Trustees meeting on April 22, 2014 with implementation by June 2, 2014.

Proposals will be evaluated with strict emphasis on quality. After technical qualities have been evaluated, cost and other considerations will be evaluated. Once all factors have been evaluated, a recommendation for the award of bid for library cleaning services will be made to the Library Board of Trustees. We hope to notify the successful proposer by Wednesday, April 23, 2014.

## **WITHDRAWAL OF PROPOSALS**

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

## **WALK-THROUGH**

**A mandatory pre-bid walk-through of the Library will be held on February 20, 2014 at 11:00 a.m. All prospective bidders must attend.** Please arrive prior to that time and gather in the Rumsey Board Room located on the main level.

## **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 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 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 cleaning services, using the proposal entirely or in part, at the Library's discretion, in a manner most favorable to Bloomfield Township Public Library.

## **BUILDING SPECIFICATIONS**

Number of Floors	2
Total Square Feet (Public Space)	76,245
Carpeted Square Feet	72,662
Non-Carpeted Square Feet	3583
Restrooms	12
Café	1
Stairwells	1
Elevators	1
Drinking Fountains	6
Entrance ways	2
Study Rooms	19
Service Desks	5
Computer stations	22
Computer lab	1

Restricted areas include Administration workroom and offices, Technical Services workroom, Systems workroom, Adult Services workroom, Youth Services workroom, all meeting rooms, Friends office, Donation Room and Board Room. These areas are restricted and should not be included in a proposal for cleaning services.

**FREQUENCY AND DESCRIPTION  
OF SERVICES TO BE RENDERED**

**CARPETED FLOORS**

Daily	Vacuum all carpets (including under desks, chairs)
Daily	Remove debris and vacuum traffic areas and all public space
Daily	Remove debris and vacuum all walk-off mats at entrances
Weekly	Vacuum perimeter along walls

**NON-CARPETED FLOORS**

Daily	Damp mop
Bi-Weekly	Auto Scrub
Monthly	Ceramic Tile Floors buff/finish (not wax/slip proof)
Quarterly	Clean cove moldings

**DOORS**

Daily	Clean Lobby Entrance Glass Doors
Weekly	Clean all interior glass doors including door side panels and panels above doors
Monthly	Clean all non-glass doors
Twice weekly	Clean glass panels adjacent to doors

**ENTRANCEWAYS, VESTIBULE AND STAIRS**

Daily	Sweep and damp mop (water must be changed frequently)
Daily	Sweep all outside entranceways
Daily	Vacuum all stairways
Daily	Clean stairway, landing and interior glass
Daily	Empty trash can outside combination door

## **WASTEBASKETS**

Daily	Empty and change liner.
Quarterly	Clean inside and outside of wastebasket

## **TRASH CONTAINERS**

Daily	Empty and store in designated area. Trash disposal area will be specified.
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## **LEDGES AND HIGH SHELVES**

Weekly	Dust
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## **DESK PHONES**

Weekly	Clean and sanitize
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## **BOOK SHELVES/SHELVING**

Twice weekly	Dust
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## **DUSTING: COBWEBS AND ABOVE SIX FEET**

Monthly	General dusting, air vents
Daily	Public tables (monitor graffiti)

## **STAFF LOUNGE – LUNCHROOM & KITCHENETTE, STUDY ROOMS, AND HALLWAYS**

Daily	Empty wastebaskets and change liners (Lunchroom)
Daily	Wash Countertops (all)
Daily	Clean tables
Daily	Vacuum carpet
Daily	Clean sink with cleanser
Weekly	Clean exteriors of trash containers

Monthly	Clean exteriors only of refrigerator
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## **WATER FOUNTAINS**

Daily	Clean, sanitize and polish stainless steel
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## **RESTROOMS**

Monthly	Clean & polish stainless steel partitions
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Daily	Clean and sanitize commodes and urinals
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Daily	Clean mirrors
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Daily	Clean sinks and fixtures: fill soap dispensers as needed.
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Daily	Clean and fill paper towel dispenser
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Daily	Empty and clean towel disposal; change liner as needed
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Daily	Fill toilet paper dispensers (do <b>NOT</b> leave extra rolls on dispenser)
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Daily	Empty and sanitize sanitary napkin disposal area
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Daily	Empty trash containers
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Daily	Mop Floors with bleach/water mixture or commercial anti-bacterial
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Daily	Clean and sanitize diaper stations
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Monthly	Introduce disinfectant into drains
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## **LIGHT FIXTURES**

Twice Yearly	Clean glass panels covering fixtures
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## **ELEVATORS**

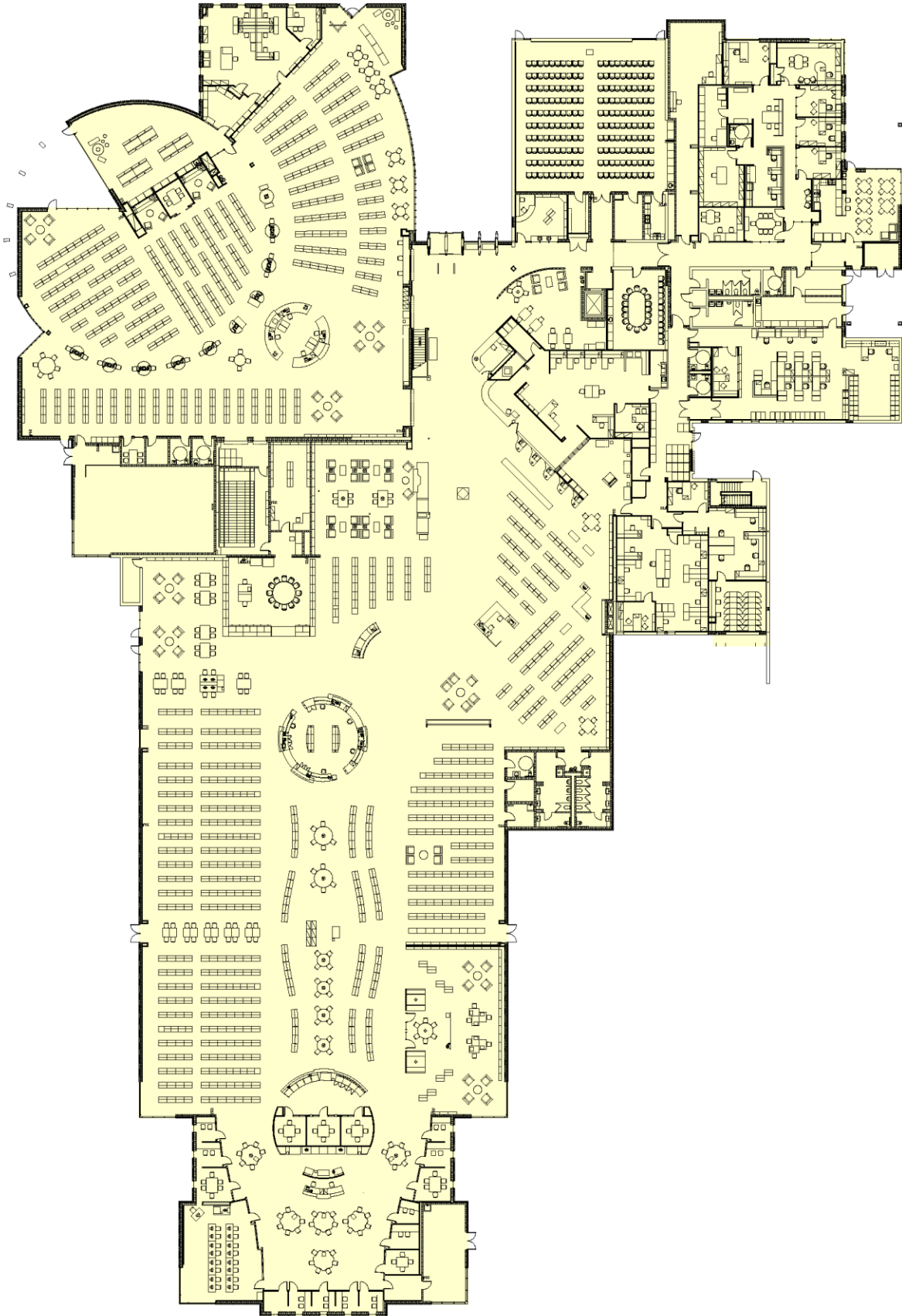
Daily	Vacuum
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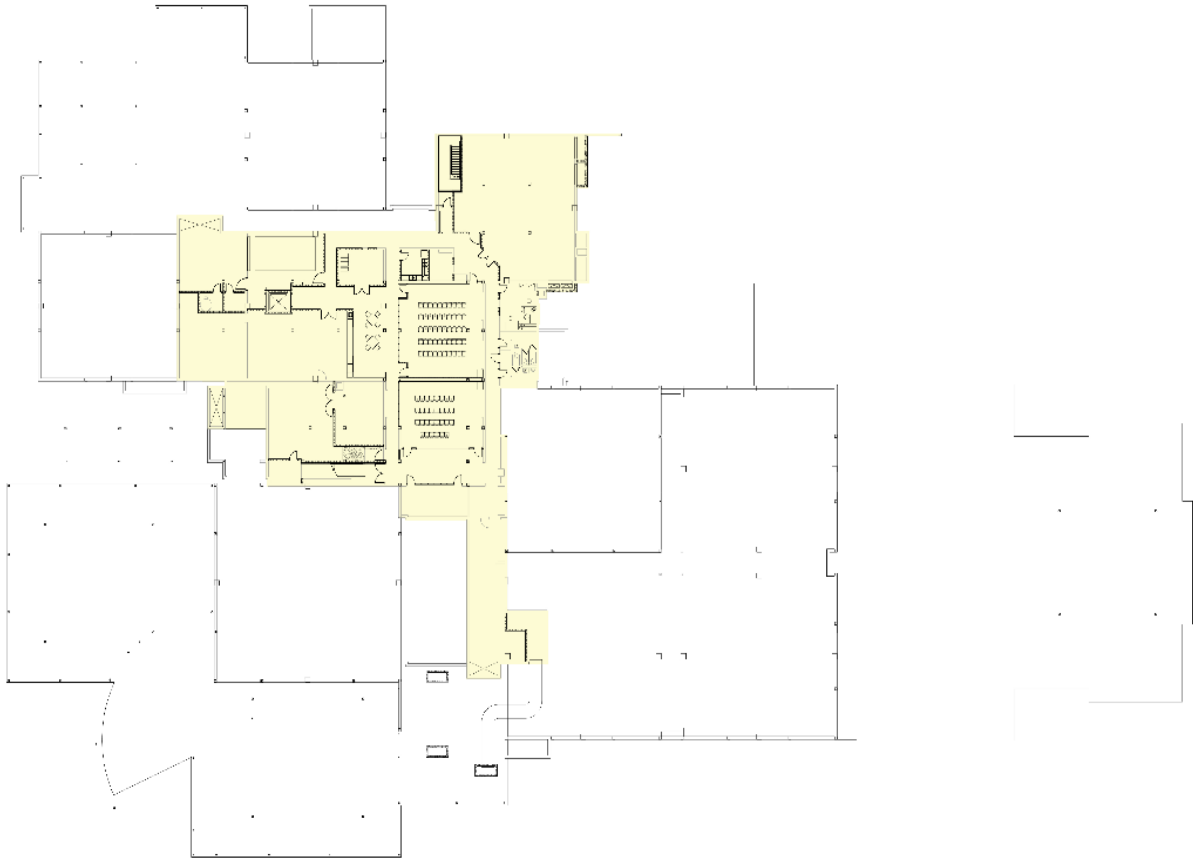
Daily	Clean handrails and touch pads
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Weekly	Polish doors
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Bloomfield Township Public Library main level and lower level floor plans follow on page 8 and 9 respectively.







**CLEANING SERVICES BID  
PROCESS SCHEDULE - 2014**

**FEBRUARY 2014**

Proposals mailed, posted on website, placed at Welcome Desk	Week of 2/4
Mandatory Library walk-through for potential bidders	2/20 @ 11 AM

**MARCH 2014**

Proposals due / Public bid opening	3/14 @ 3 PM
Analysis of proposals	3/14 –4/4

**APRIL 2014**

Analysis of proposals	3/14 –4/4
Interviews & references checked	Week of 3/24
Prepare recommendation	Week of 4/7
Recommendation of award / Board approval	4/22
Successful proposal notified	4/23

**JUNE 2014**

Start of new contract	6/2
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**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
MEMORANDUM**

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**TO:** Library Board of Trustees

**FROM:** Tera Moon, Assistant Director

**DATE:** February 18, 2014

**SUBJECT:** Strategic Plan Update

Staff have 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 Spring, 2014 newsletter to publicize how to use the "My Reading History" feature. This is 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.
- On January 26, a special joint program was held at Cranbrook. The Library promoted the event and encouraged resident cardholders to take advantage of the free Cranbrook pass available for check out. For the months of December and January, the Local History display cases featured 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".

Friends gifts expended 2013-2014

<u>Year</u>	<u>rec'd</u>	<u>Donor</u>	<u>Purpose</u>	<u>Amount</u>	<u>Jan 2014</u>	<u>Amount left in gift</u>	
2011	FOL		AS High Demand DVD's	\$3,330.48		\$307.61	
2012	FOL		AS DVD purchases	\$2,371.05		\$2,371.05	
2011	FOL		YS Special Needs collection	\$2,872.22		\$56.14	
2010	FOL		YS Adaptive Umbrella Workshop	\$21.43		\$21.43	
2012	FOL	Spring 2013	9th Annual Story Telling Festival	\$200.00	(\$45.51)	\$128.62	
2012	FOL		YS 2013/14 FY program budget	\$7,191.00	(\$171.93)	\$642.51	
2013	FOL	March 2014	First Grade Readers Rally	\$2,400.00	(\$2,282.00)	\$118.00	
2013	FOL	Spring 2014	10th Annual Story Telling Festival	\$400.00		\$400.00	
2013	FOL		2014/2015 PJ Theater program	\$2,000.00		\$2,000.00	
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	(\$134.55)	\$365.45	
2010	FOL		Redirect by FOL for 50th Anni.	\$10,000.00		\$10,000.00	Was Comm. mailings -now earmarked for 50th Anni.
2011	FOL		Det. Historical Society Exhibits	\$1,500.00		\$1,000.00	
2011	FOL		BTPL's 50th Anniversary seed money	\$4,733.22	(\$358.13)	\$1,196.67	
2012	FOL		Chamber Concert Series	\$2,372.07	(\$940.00)	\$567.34	
2012	FOL		Ruth McNair donations for concerts	\$1,381.00		\$1,381.00	
2013	FOL	Admin	2014/2015 Program Budget	\$1,500.00		\$1,500.00	
2013	FOL	Spring 2014	Arborist Tree Pruning	\$2,000.00	(\$1,800.00)	\$200.00	
2013	FOL		10 chairs for Public Café	\$2,900.00		\$2,900.00	
2012	FOL		YS Replace 2 AWE computers	\$7,100.00		\$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 Apr2011 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 attend.-Summer 2014 for J.Taaqart	\$2,000.00		\$2,000.00	Was Display panels-now ALA confer. attend. in Summer 2014
2013	FOL		For 2014/2015 staff development	\$1,500.00		\$1,500.00	Reallocated \$5,000 1/8/14 to Staff Development and redistributed part of it to depts from Innov. SMS Alert Serv. gift given in Oct. 2013. \$723 earmarked for Internet Librarian conference for Systems
2013	FOL		For 2014/2015 AS staff develop.	\$700.00		\$700.00	Reallocated from SMS Alert Serv. gift given in 10/13
2013	FOL		For 2014/2015 Circ staff develop.	\$700.00	(\$600.00)	\$100.00	Reallocated from SMS Alert Serv. gift given in 10/13
2013	FOL		For 2014/2015 Sys staff develop.	\$700.00	(\$600.00)	\$100.00	Reallocated from SMS Alert Serv. gift given in 10/13
2013	FOL		For 2014/2015 TS staff develop.	\$700.00	(\$600.00)	\$100.00	Reallocated from SMS Alert Serv. gift given in 10/13
2013	FOL		For 2014/2015 YS staff develop.	\$700.00		\$700.00	Reallocated from SMS Alert Serv. gift given in 10/13
2007	FOL		New Welcome brochures	\$6,290.00		\$6,290.00	
2008	FOL		MY LIBRARY book project	\$1,458.74		\$1,458.74	
2013	FOL		Recycled plastic book bags	\$3,425.00		\$1,375.00	

## BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

### FRIENDS OF THE LIBRARY MONTHLY DIRECTOR'S REPORT

February, 2014

- What a great start to our 50th anniversary year! Our "Feeling Groovy at the Library" kickoff on Saturday, January 25 was a great success with over 750 people participating in our fun afternoon and after hours concert. Thank you all for your help and support in making this a fun day, from start to finish. A scrapbook documenting this day is being created and will be shared with you soon.
- Library staff is so very pleased to have some funding for staff development this year! Thank you all again for reallocating your recent gift of \$5,000 to staff development.
- Please check your FOL mailbox for a 2014 **BTPL Emergency Medical Information Form**. We need this information updated every year. Please turn in your confidential form to Andrea Aragona by February 14.
- The gifts expended report is attached for your review.
- Thank you for your consideration of the Library's Wish List!

***THANK YOU*** for everything you each do to make our library *The Place To Discover!!*

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

2014

2014

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						<b>1</b>  Seuss-sational Saturday 11am  Intro to Powerpoint 2pm
<b>2</b>	<b>3</b>  Itsy Bitsy Yoga 10am	<b>4</b>  Knit n Stitch 10am  Lego Club 6:30pm	<b>5</b>  Cranbrook & Auto Industry 10am  Great Books Club 6:45pm	<b>6</b>	<b>7</b>  Wee Play 10am	<b>8</b>  FOL Saturday Book Sale 9:30-3:30  Family Story Time 11am  Intro to Social Networking 2pm  Duo Sonidos 3pm
<b>9</b>	<b>10</b>  Itsy Bitsy Yoga 10am  Earth Friendly Landscapes 6pm	<b>11</b>  Memoir Writers Group 1pm  Teen Advisory Board 4pm	<b>12</b>  PJ Theater 6:30pm Nonfiction Book Club 7pm Writers Rendezvous 7pm	<b>13</b>	<b>14</b>	<b>15</b>  Family Story Time 11am  Speak Like a Pirate Day 1pm
<b>16</b>	<b>17</b>  Itsy Bitsy Yoga 10am  Earth Friendly Landscapes 6pm	<b>18</b>  Tuesday Book Club 10am  Library Board Meeting 7 pm	<b>19</b>  Mystery Book Club 1pm  Mad Science 6:30pm Great Books Club 6:45pm  Ebooks 7pm  Environmentally Friendly Eating w/Trader Joes 7pm	<b>20</b>  Predators & Prey 6:30pm	<b>21</b>  Coffee & Conversation 10am  Chamber Music Concert 7:30pm	<b>22</b>  The Art of Storytelling 11am  Sensory Saturdays 2pm  Intro to MS Excel 2pm
<b>23</b>	<b>24</b>  Itsy Bitsy Yoga 10am  Earth Friendly Landscapes 6pm	<b>25</b>  Memoir Writers Group 1pm  Teen Advisory Board 4pm	<b>26</b>  Writers Rendezvous 7pm	<b>27</b>  Eleanor's Book Club 10am	<b>28</b>	<b>29</b>  Family Story Time 11am  Intro to Powerpoint 11am
<b>30</b>	<b>31</b>  Earth Friendly Landscapes 6pm					