

Bloomfield Township Public

Library

**Bloomfield Township Public Library
Board of Trustees**

Library Board Meeting
April 22, 2014
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

AGENDA
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, April 22, 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 March 18, 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:
 - * 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. Cleaning Service Bids
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, May 20, 2014
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 BITEM #12 for discussion and REGULAR AGENDA BITEM #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, March 18, 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, Grant Gerhart, Eli Greenbaum, Judy Lindstrom, Joan Luksik and Pam Williams

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

Upon discussion, a motion was made by Pam Williams, seconded by Eli Greenbaum, **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:

Joan Luksik stated that she hoped everyone has seen and tried the new website. She congratulated Joan Wu, Ruweed Bibi, Carol Mueller and Tera Moon for doing a wonderful job. She thinks the patrons will love it!

During a recent trip to Colorado, Joan visited the Pitkin County Library in Aspen. She found it interesting that their library expansions are partially funded by donations. They received an endowment of over 3 million dollars to defray costs of the newest expansion. The Library also offered Nook Readers for checkout and had "express computer" stations where computer use was available for 15 minutes and the patron just stood at the computer to use it. It is always interesting to visit other libraries and see what they offer their patrons.

Director's Verbal Report:

Carol Mueller stated that March is National Reading Awareness Month. It is also the month for our First Grade Readers Rally. The first presentation was today complete with small farm animals from the Bowers Farm. Every child who attended received a packet including the book *Click Clack Moo* along with other library information. All first grade classes in Bloomfield area schools, private and public were invited. Our Story Telling Festival begins on April 1 and April 2 with presentations from students on the Bloomfield Hills Schools forensic teams.

Carol hoped all the Trustees had a chance to visit the website and she would appreciate any suggestions or comments they have. She stated that we are glad we can make most information only one or two clicks away. The goal was to make navigating the website easier.

Carol informed the Trustees of the upcoming Volunteer Reception on Wednesday, April 16th at 2:00 p.m. in the Community Room. Formal invitations are forthcoming in the mail.

CONSENT AGENDA MOTION:

After discussion, a motion was made by Peggy Cohen, seconded by Grant Gerhart, **TO APPROVE THE ITEMS ON THE CONSENT AGENDA AS PRESENTED WITH THE EXCEPTION OF THE FOLLOWING: MONTHLY ACTIVITY REPORT**

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: Joan welcomed Beth Sulek- LaHousse to the meeting. Beth wanted to express to the Board that she felt they chose very wisely when they chose Carol Mueller as Library Director. Beth stated that Carol is a very caring person regarding the Library and its' employees.

UNFINISHED BUSINESS:

No items for discussion

NEW BUSINESS:

11a Budget Close April 1, 2013-March 31, 2014

Carol thanked Beth for all her work on this very difficult budget! She stated she could not have gotten through this budget process without her help. Carol stated that this has been another challenging budget year with several fiscal challenges and many unknown factors including our recent building issues. Estimated total revenues in March 2013 came in \$272,272 less than originally budgeted in total. This large decrease is due primarily to a change in asset value and investment earnings on library investments. Property taxes also declined and we anticipate receiving \$23,349 less in property tax revenue than originally budgeted. Also, investment earnings did not meet expectations this fiscal year. A large savings was realized by reducing personnel costs over the fiscal year. A savings of \$98,039 in personnel expenditures is expected by year end as a result of staff changes, retirements, delay in filling vacant positions, lower level new staff earning salaries, the delay in implementation of health care benefits as required by the Affordable Care Act, lower health care premiums and a slight decrease in the retirement costs as given to us by the Township. While furlough days were discontinued and staff received a 1% wage increase this fiscal year, this will be the fourth year no merit increases or movement in the proficiency levels were possible. There was a decrease in our Fund Balance of \$103,764 compared to the year-end estimate due to the unanticipated building projects and disappointing performance of our investments. All in all it has been a very challenging fiscal year.

After discussion, a motion was made by Judy Lindstrom, seconded by Pam Williams **TO AMEND THE FUNCTIONS IN THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY GENERAL FUND BUDGET FOR THE APRIL 1, 2013 - MARCH 31, 2014 FISCAL YEAR PER ADMINISTRATIVE RECOMMENDATIONS WITH ANTICIPATED REVENUES AMENDED TO \$4,775,321 AND ANTICIPATED EXPENDITURES AMENDED TO \$5,345,640 USING A PORTION OF THE FUND BALANCE AS NECESSARY.**

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

After discussion, a motion was made by Peggy Cohen, seconded by Eli Greenbaum **TO AMEND THE FUNCTIONS IN THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY GIFT FUND BUDGET FOR THE APRIL 1, 2013 - MARCH 31, 2014 FISCAL YEAR PER ADMINISTRATIVE RECOMMENDATIONS WITH ANTICIPATED REVENUES AMENDED TO \$96,913 AND ANTICIPATED EXPENDITURES AMENDED TO \$91,668.**

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

11b Proposed Budget April 1, 2014-March 31, 2015

Carol stated that revenues for fiscal year 2014-2015 are now projected to decrease by \$83,431 since our proposed budget was approved in August, 2013. The decrease is due in part to recalculating our investment earnings projection based on actual performance in the fiscal year 2013-2014. An increase in our projected Fines and Fees helped to slightly offset the decrease. A small 3.3% increase in property tax revenues is projected and penal fines and state aid are

anticipated to remain stable as projected in August 2013. As investment earnings in fiscal year 2013-14 were below our projections, our estimated earnings for fiscal year 2014-15 have been adjusted to a more realistic revenue number. Total expenditures for fiscal year 2014-15 are estimated to increase by \$88,613 or 1.7% from fiscal year 2013-2014. The largest increase in expenditures is in the Personnel category for retirement. In October 2013, Bloomfield Township sold bonds to fully fund pension obligations for retirees and current employees covered by the defined benefit pension plan. Participation in this plan is now closed. Payment on this bond will be for the next 20 years and then will be paid in full. Fiscal year 2014-2015 will be the fifth year in a row library revenues have not improved enough to resume staff movement through the salary ranges or to award merit pay. We were fortunate to resume our regular schedule of library hours in 2013-14 as no furlough days were scheduled. Our 2014-2015 budget proposes a modest 1% wage increase for staff. Bloomfield Township Public Library salaries remain in the mid-range as compared to similar sized public libraries in the area that have awarded a larger wage increase for their employees in 2014. With the uncertainty of the Affordable Care Act, the estimated cost of providing health care benefits to our 30 hour employees has been budgeted for this fiscal year in the assigned fund balance rather than the general fund. Unfortunately, the Library will close on 10 summer Sundays in the fiscal year 2014-2015. Our building maintenance needs are increasing and age of our computer and audio visual equipment is quite concerning. The RFID project will be completed in fiscal year 2014-2015 also. A savings of \$31,032 will result from the summer Sunday closings along with saving some wear and tear on our building and equipment for those days. Carol expressed her gratitude to the Friends of the Library for their gifts of funding totaling \$65,968.62 in fiscal year 2013-2014. Their generosity allowed the Library to continue offering popular programs, additional chairs for the Library Café, new items for the special collections and for Library grounds maintenance projects of tree pruning and garden mulch. Carol also stated her gratitude for the Library Endowment Funds that give back to the Library every year by supporting the Library as well as the library gardens, garden related programs, book discussions and collections, the annual Myers Scholarship and staff development opportunities.

After discussion a motion was made by Grant Gerhart, seconded by Pam Williams **TO APPROVE THE FUNCTIONS IN THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY PROPOSED GENERAL FUND BUDGET FOR THE APRIL 1, 2014 - MARCH 31, 2015 FISCAL YEAR PER ADMINISTRATIVE RECOMMENDATIONS WITH ANTICIPATED REVENUES IN THE AMOUNT OF \$5,092,459 AND ANTICIPATED EXPENDITURES IN THE AMOUNT OF \$5,434,253 USING A PORTION OF THE FUND BALANCE FOR THE SUPPORT AND MAINTENANCE OF BLOOMFIELD TOWNSHIP PUBLIC LIBRARY FOR THAT FISCAL YEAR.**

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

After discussion a motion was made by Pam Williams, seconded by Eli Greenbaum **TO APPROVE THE FUNCTIONS IN THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY PROPOSED GIFT FUND BUDGET FOR THE APRIL 1, 2014 - MARCH 31, 2015 FISCAL YEAR PER ADMINISTRATIVE RECOMMENDATIONS WITH ANTICIPATED REVENUES IN THE AMOUNT OF \$700 AND ANTICIPATED EXPENDITURES IN THE AMOUNT OF \$162,129 USING A PORTION OF THE FUND BALANCE AS NECESSARY.**

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

At this time, Peggy Cohen, on behalf of the Finance Committee, expressed appreciation to Carol Mueller and Beth Sulek-LaHousse for their work on this very difficult budget. She stated they have done a wonderful job and thought of every possible way to use our funds wisely. She also thanked the staff as the Trustees felt a lot of the hardships were put on the backs of the staff. Staff is giving 150% and have done so through all the difficult times by absorbing unpaid furlough days, frozen salaries and lack of movement through the proficiencies.

She applauded staff for their efforts during these times as the general public using this Library would never see any of this as service and programming were continued at a very high level. The Trustees echoed Peggy's sentiments. The Trustees also expressed concern with closing on ten Sundays during the summer and stated this will be re-evaluated in another year.

DISCUSSION OF ITEMS REMOVED FROM THE CONSENT AGENDA

A question was raised regarding the decrease in February circulation rate. Carol felt this was probably due to weather issues.

A question was raised regarding the decrease in home page hits on the website. Carol felt this was most likely due to issues during the construction of our new website.

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

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

Other:

Peggy Cohen questioned fees for our current gas alternative energy supplier. Since gas prices appear to be decreasing at this time and we have a floating rate with our alternative energy supplier, why have our rates not decreased? Carol stated it would be a good time to investigate all our alternatives.

Meeting adjourned at 8:37 p.m.

The next meeting of the Bloomfield Township Public Library Board of Trustees is Tuesday, April 22, 2014 at 7:00 p.m. in the Board Room.

Submitted by

Eli Greenbaum, Secretary

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

Doug Scheer is a speaker at the April 30, 2014 Adaptive Umbrella workshop

Image Computer Corp. repaired library printers.

Jeff Wawrzaszek was a performer for a PJ Theatre program.

Laurel Falvo is a speaker at the April 30, 2014 Adaptive Umbrella workshop

General Fund Advance

- Check # 13832 payable to Martina Hann in the amount of \$500.00 was payment for a PJ Theatre speed painting program on April 10.
- Check #13848 payable to Principal Life Insurance Company in the amount of \$670.66 was our April payment for life insurance for our 27 part time employees.

General Fund

- Check #13850 payable to Aero Filter, Inc. in the amount of \$3,288.25 was payment for Library HVAC filters.
- Check #13851 payable to Albion College Library in the amount of \$14.00 was payment for a refund of an item borrowed by this library that was presumed lost but in fact had been on a MelCat delivery truck that was stolen.
- Check #13852 payable to Allegan Public Library in the amount of \$25.00 was payment for a refund of an item borrowed by this library that was presumed lost but in fact had been on a MelCat delivery truck that was stolen.
- Check #13854 payable to Backer Landscaping, Inc. in the amount of \$16,192.14 was payment for December, February and March, 2014 snow removal services.
- Check #13858 payable to Bloomfield Township in the amount of \$243,649.00 was payment for two payrolls including FICA, HRA contributions, pension, etc. as usual. Also included in this amount is \$501.13 for water and sewer services.

- Check #13862 payable to Cadillac-Wexford County Public Library in the amount of \$25.95 was payment for a damaged item borrowed by a Bloomfield Township Public Library patron.
- Check #13863 payable to Capital Area District Library in the amount of \$18.95 was payment for a lost item borrowed by a Bloomfield Township Public Library patron.
- Check #13868 payable to Charter Township of Bloomfield in the amount of \$30.00 was payment for three DVDs of a library program taped by BCTV.
- Check #13870 payable to Crawford Door Specialties, Inc. in the amount of \$1,010.00 was payment for repair of the Youth Services fire wall.
- Check #13873 payable to Dowagiac District Library in the amount of \$17.00 was payment for a refund of an item borrowed by this library that was presumed lost but in fact had been on a MelCat delivery truck that was stolen.
- Check #13875 payable to East Lansing Public Library in the amount of \$23.00 was payment for a refund of an item borrowed by this library that was presumed lost but in fact had been on a MelCat delivery truck that was stolen.
- Check #13879 payable to Gladwin County District Library in the amount of \$13.00 was payment for a refund of an item borrowed by this library that was presumed lost but in fact had been on a MelCat delivery truck that was stolen.
- Check #13882 payable to Hillsdale College in the amount of \$11.00 was payment for a refund of an item borrowed by this library that was presumed lost but in fact had been on a MelCat delivery truck that was stolen.
- Check #13885 payable to Innovative Interfaces, Inc. in the amount of \$24,100.00 was payment for a new Sierra server for our bibliographic control system.
- Check #13886 payable to J.C. Wheeler Public Library in the amount of \$23.00 was payment for a refund of an item borrowed by this library that was presumed lost but in fact had been on a MelCat delivery truck that was stolen.
- Check #13890 payable to Lapeer District Library in the amount of \$17.00 was payment for a refund of an item borrowed by this library that was presumed lost but in fact had been on a MelCat delivery truck that was stolen.
- Check #13891 payable to Lenawee District Library in the amount of \$16.00 was payment for a refund of an item borrowed by this library that was presumed lost but in fact had been on a MelCat delivery truck that was stolen.
- Check #13900 payable to Netch Corp. in the amount of \$28,754.00 was payment for a wireless controller, software and hardware.

- Check #13921 payable to The Library Network in the amount of \$5,400.00 was payment for our renewal to Zinio, an emagazine service.
- Check #13923 payable to Unique Management Services, Inc. in the amount of \$492.25 was payment for 55 long overdue accounts sent to them in February and March, 2014.

Gift Fund Advance

- Check #4336 payable to Bloomfield Township Public Library in the amount of \$271.22 was payment for our Library by Mail postage in March, 2014.
- Check #4337 payable to Movie Licensing USA in the amount of \$985.00 was payment for an annual license to show feature films at the Library.
- Check #4338 payable to Erin Seipke-Brown in the amount of \$75.00 was payment for sign language interpretation services at the Storytelling Festival.

Gift Fund

- Check #4340 payable to 4th Wall Theatre Company, LLC. in the amount of \$200.00 was payment for speaker fees for speaking at the April 30, 2014 Adaptive Umbrella workshop.
- Check #4342 payable to Charter Township of Bloomfield in the amount of \$40.00 was payment for four DVDs of a library program taped by BCTV.
- Check #4344 payable to NBS in the amount of \$2,525.00 was payment for ten new Vending Café chairs.
- Check #4347 payable to Doug Scheer in the amount of \$325.00 was payment for performance fees for a PJ Theatre program.
- Check #4348 payable to Social Incities, LLC. in the amount of \$500.00 was payment for speaker fees for speaking at the April 30, 2014 Adaptive Umbrella workshop.

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

Check Register - General Fund

Check #	Date	Payee	Cash Account	Amount
ADVANCE CHECKS:				
13828	3/7/14	Ruweed Bibi	104.01	190.65
13829	3/7/14	Brooke Hoskins	104.01	32.32
13830	3/7/14	PACIFIC TELEMANAGEMENT SERVICES	104.01	78.00
13831	3/7/14	Ruweed Bibi	104.01	290.65
13832	3/7/14	MARTINA HAHN	104.01	500.00
13828V	3/10/14	Ruweed Bibi	104.01	-190.65
13833	3/19/14	Brooke Hoskins	104.01	78.11
13834	3/19/14	COMCAST	104.01	129.11
13835	3/19/14	JOELLE DELROSE	104.01	19.00
13836	3/19/14	FLAGSTAR BANK	104.01	1,533.82
13837	3/19/14	VERIZON WIRELESS	104.01	200.44
13838	3/31/14	Andrea Aragona	104.01	39.53
13839	3/31/14	Edward Niemchak	104.01	47.82
13840	3/31/14	Marian Rafal	104.01	326.62
13841	3/31/14	Beth Sulek-LaHousse	104.01	26.32
13842	3/31/14	Amy Young	104.01	147.65
13843	3/31/14	AMAZON.COM	104.01	2,932.41
13844	3/31/14	AT&T	104.01	369.93
13845	3/31/14	AT&T LONG DISTANCE	104.01	17.43
13846	3/31/14	CONSUMERS ENERGY	104.01	4,588.99
13847	3/31/14	DTE ENERGY	104.01	14,317.08
13848	3/31/14	PRINCIPAL LIFE INS CO-SBD GRANDE ISLAND	104.01	670.66
Total				\$26,345.89
REGULAR CHECKS:				
13849	4/11/14	ABDO-SPOTLIGHT-MAGIC WAGON	104.01	4,011.90
13850	4/11/14	AERO FILTER, INC	104.01	3,288.25
13851	4/11/14	ALBION COLLEGE LIBRARY	104.01	14.00
13852	4/11/14	ALLEGAN PUBLIC LIBRARY	104.01	25.00
13853	4/11/14	BTPL - ADULT SERVICES VERTICAL FILE	104.01	300.00
13854	4/11/14	BACKER LANDSCAPING, INC.	104.01	16,192.14
13855	4/11/14	BAKER & TAYLOR, INC.	104.01	8,012.20
13855a	4/11/14	VOID	104.01	
13855b	4/11/14	VOID	104.01	
13855c	4/11/14	VOID	104.01	
13856	4/11/14	BEARPORT PUBLISHING CO.	104.01	300.21
13857	4/11/14	BLACKSTONE AUDIO, INC.	104.01	298.45
13858	4/11/14	BLOOMFIELD TOWNSHIP	104.01	243,649.90
13859	4/11/14	THE BOOK FARM, INC.	104.01	348.12
13860	4/11/14	BRILLIANCE PUBLISHING, INC.	104.01	359.40
13861	4/11/14	PETTY CASH - BTPL	104.01	165.95
13862	4/11/14	CADILLAC-WEXFORD COUNTY PUBLIC LIBRARY	104.01	25.95
13863	4/11/14	CAPITAL AREA DISTRICT LIBRARY	104.01	18.95
13864	4/11/14	CAR TRUCKING, INC.	104.01	203.30
13865	4/11/14	CCH INCORPORATED	104.01	214.78
13866	4/11/14	CENGAGE LEARNING/GALE	104.01	3,635.00
13867	4/11/14	CENTRAL BUSINESS SYSTEMS, INC.	104.01	195.75
13868	4/11/14	CHARTER TOWNSHIP OF BLOOMFIELD	104.01	30.00
13869	4/11/14	THE CHILD'S WORLD	104.01	1,105.00
13870	4/11/14	CRAWFORD DOOR SPECIALTIES, INC.	104.01	1,010.00
13871	4/11/14	DEMCO, INC.	104.01	420.06
13872	4/11/14	DISCOUNT SCHOOL SUPPLY	104.01	126.86
13873	4/11/14	DOWAGIAC DISTRICT LIBRARY	104.01	17.00

Check #	Date	Payee	Cash Account	Amount
13874	4/11/14	DU ALL CLEANING, INC	104.01	4,600.00
13875	4/11/14	EAST LANSING PUBLIC LIBRARY	104.01	23.00
13876	4/11/14	ENCYCLOPAEDIA BRITANNICA, INC.	104.01	2,641.44
13877	4/11/14	ENSLow PUBLISHERS, INC.	104.01	224.31
13878	4/11/14	GAYLORD BROTHERS, INC.	104.01	161.20
13879	4/11/14	GLADWIN COUNTY DISTRICT LIBRARY	104.01	13.00
13880	4/11/14	GOVCONNECTION, INC.	104.01	2,343.22
13881	4/11/14	GREY HOUSE PUBLISHING	104.01	139.50
13882	4/11/14	HILLSDALE COLLEGE zg019	104.01	11.00
13883	4/11/14	IMAGE COMPUTER CORPORATION	104.01	289.00
13884	4/11/14	INFOBASE LEARNING	104.01	1,638.35
13885	4/11/14	INNOVATIVE INTERFACE, INC	104.01	24,100.00
13886	4/11/14	J C WHEELER PUBLIC LIBRARY	104.01	23.00
13887	4/11/14	J W PEPPER & SON, INC	104.01	157.85
13888	4/11/14	JCR SUPPLY CO/BEDARD BROS	104.01	918.20
13889	4/11/14	LJ ROLLS REFRIGERATION CO., INC	104.01	1,042.00
13890	4/11/14	LAPEER DISTRICT LIBRARY	104.01	17.00
13891	4/11/14	LENAWEE DISTRICT LIBRARY	104.01	16.00
13892	4/11/14	LERNER PUBLISHING GROUP	104.01	1,375.70
13893	4/11/14	MANGO LANGUAGES	104.01	1,496.25
13894	4/11/14	MCGRAW HILL GLOBAL EDUCATION	104.01	2,786.00
13895	4/11/14	MIDWEST COLLABORATIVE for LIB. SVCS	104.01	1,133.40
13896	4/11/14	METCOM, INC.	104.01	862.21
13897	4/11/14	MIDWEST TAPE	104.01	6,528.47
13897a	4/11/14	VOID	104.01	
13897b	4/11/14	VOID	104.01	
13897c	4/11/14	VOID	104.01	
13898	4/11/14	MULTICULTURAL BOOKS & VIDEOS	104.01	3,356.19
13899	4/11/14	NBS	104.01	1,653.00
13900	4/11/14	NETECH CORP	104.01	28,754.00
13901	4/11/14	OVERDRIVE	104.01	10,749.67
13902	4/11/14	PARTNERS BOOK DISTRIBUTING, INC.	104.01	1,868.93
13902a	4/11/14	VOID	104.01	
13903	4/11/14	PROQUEST-CSA LLC	104.01	5,055.00
13904	4/11/14	QUILL CORPORATION	104.01	2,022.62
13905	4/11/14	RANDOM HOUSE, INC.	104.01	249.25
13906	4/11/14	RECORDED BOOKS, LLC	104.01	264.55
13907	4/11/14	RELIABLE OFFICE SUPPLIES	104.01	61.46
13908	4/11/14	RICOH USA, INC	104.01	166.23
13909	4/11/14	RESEARCH TECHNOLOGY INT.	104.01	79.95
13910	4/11/14	SALEM PRESS, INC.	104.01	425.00
13911	4/11/14	MICHAEL D. SCHLOFF, PLLC	104.01	456.65
13912	4/11/14	SECURITY DESIGNS INC.	104.01	353.39
13913	4/11/14	SHOPLET.COM	104.01	1,094.40
13914	4/11/14	STAPLES ADVANTAGE	104.01	1,011.61
13915	4/11/14	SUMMIT ELECTRIC, INC.	104.01	900.00
13916	4/11/14	TANTOR MEDIA	104.01	300.52
13917	4/11/14	TEL SYSTEMS	104.01	501.60
13918	4/11/14	TERRYBERRY	104.01	489.42
13919	4/11/14	THE CREATIVE COMPANY	104.01	1,396.59
13920	4/11/14	THE GREAT COURSES	104.01	4,801.70
13921	4/11/14	THE LIBRARY NETWORK	104.01	5,400.00
13922	4/11/14	ULINE	104.01	293.88
13923	4/11/14	UNIQUE MANAGEMENT SERVICES, INC.	104.01	492.25
13924	4/11/14	UNIQUE BOOKS INC.	104.01	410.84
13925	4/11/14	UNITED STATES POSTAL SERVICE	104.01	1,500.00
13926	4/11/14	VIGILANTE SECURITY	104.01	1,950.00
13927	4/11/14	VISUAL ENTITIES, INC.	104.01	131.90
13928	4/11/14	WALLACEBURG BOOKBINDING & MFG	104.01	204.75
13929	4/11/14	WESTON WOODS	104.01	187.65
13930	4/11/14	WOODS & POOLE ECONOMICS	104.01	299.50
13931	4/11/14	BTPL - YOUTH SERVICES VERTICAL FILE	104.01	200.00

Check #	Date	Payee	Cash Account	Amount
Total				\$413,590.77

Check Register - Gift Fund

Check #	Date	Payee	Cash Account	Amount
ADVANCE CHECKS:				
4330	3/7/14	Martha McGee	102.03	47.64
4331	3/7/14	Constance Silver	102.03	34.97
4332	3/7/14	Amy Young	102.03	35.01
4333	3/19/14	FLAGSTAR BANK	102.03	384.88
4334	3/31/14	Marian Rafal	102.03	86.23
4335	3/31/14	AMAZON.COM	102.03	103.74
4336	3/31/14	BLOOMFIELD TWP. PUBLIC LIBRARY	102.03	271.22
4337	3/31/14	MOVIE LICENSING USA	102.03	985.00
4338	3/31/14	ERIN SEIPKE-BROWN	102.03	75.00
				\$2,023.69

REGULAR CHECKS:

4339 was an April Advance and will show up on April reports

4340	4/11/14	4TH WALL THEATRE COMPANY, LLC	102.03	200.00
4341	4/11/14	BAKER & TAYLOR	102.03	58.89
4342	4/11/14	CHARTER TOWNSHIP OF BLOOMFIELD	102.03	40.00
4343	4/11/14	DAROLD GONZALES	102.03	150.00
4344	4/11/14	NBS	102.03	2,525.00
4345	4/11/14	SCOTT NELSON	102.03	130.00
4346	4/11/14	NUTECH GRAPHICS, INC.	102.03	118.62
4347	4/11/14	DOUG SCHEER	102.03	325.00
4348	4/11/14	SOCIAL INCITES, LLC	102.03	500.00
Total				\$4,047.51

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

7b

PRESENTED: APRIL 22, 2014 FOR THE MONTH OF: MARCH 2014

ACCOUNT NAME	2013-2014	2013-2014	REVENUE/EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	Twelve Months 100% VARIANCE
	ADOPTED BUDGET AS OF MAR 19, 2013	FINAL BUDGET AS OF MAR 18, 2013				
<u>Revenues</u>						
Taxes	\$4,625,869	\$4,602,520	\$279,606	\$4,586,622	99.65%	(\$15,898)
Penal Fines	\$58,353	\$54,543	\$0	\$54,543	100.00%	\$0
State Aid	\$20,470	\$22,254	\$0	\$22,254	100.00%	\$0
Circulation Fines & Fees	\$140,464	\$145,464	\$15,907	\$162,363	111.62%	\$16,899
Charges for Services	\$14,114	\$11,114	\$1,658	\$12,420	111.75%	\$1,306
Investment earnings	\$178,767	(\$69,243)	(\$6,088)	(\$109,382)	157.97%	(\$40,139)
Miscellaneous	\$9,556	\$8,669	\$277	\$9,985	115.18%	\$1,316
Total Revenues	\$5,047,593	\$4,775,321	\$291,360	\$4,738,806	99.24%	(\$36,515)
<u>Expenditures</u>						
Personnel	\$3,377,158	\$3,279,119	\$258,812	\$3,268,315	99.67%	(\$10,804)
Library Services	\$783,043	\$760,478	\$77,221	\$712,707	93.72%	(\$47,771)
Facilities & Equipment	\$1,042,081	\$1,015,637	\$113,330	\$956,449	94.17%	(\$59,188)
Other Operating Expenditures	\$131,896	\$290,406	\$6,577	\$285,083	98.17%	(\$5,323)
Total Expenditures	\$5,334,178	\$5,345,640	\$455,940	\$5,222,553	97.70%	(\$123,087)
Fund Balance - Beginning	\$7,792,567	\$7,972,537		\$7,972,537		
Net revenue (expenditure)	(\$286,585)	(\$570,319)		(\$483,747)		
Fund Balance - Ending	\$7,505,982	\$7,402,218		\$7,488,790		

Amendments to the budget:

Final amendments made at March Library Board meeting

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	\$3,622,835
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	\$3,728,579
Unassigned Fund Balance (is the unplanned emergency amount)	\$207,669	\$50,804

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

7b

PRESENTED: APRIL 22, 2014 FOR THE MONTH OF: MARCH 2014

Twelve Months 100%

ACCOUNT NAME	2013-2014 ADOPTED BUDGET AS OF MAR 19, 2013	2013-2014 FINAL BUDGET AS OF MAR 18, 2014	REVENUE/ EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	VARIANCE
<u>Revenues</u>						
Gift Income	\$500	\$96,364	\$25,830	\$96,414	100.05%	\$50
Investment Earnings	\$300	\$548	\$15	\$548	100.00%	\$0
Miscellaneous Revenue	\$0	\$0	\$0	\$0	0.00%	\$0
Total Revenues	\$800	\$96,912	\$25,845	\$96,962	100.05%	\$50
<u>Expenditures</u>						
Library Services	\$39,727	\$41,453	\$2,571	\$41,453	100.00%	\$1
Facilities & Equipment	\$19,144	\$17,504	\$3,701	\$16,052	91.71%	(\$1,452)
Other Operating Expenditures	\$94,884	\$32,711	\$609	\$32,565	99.55%	(\$147)
Total Expenditures	\$153,755	\$91,668	\$6,880	\$90,070	98.26%	(\$1,598)
Fund Balance	\$92,733	\$94,964		\$94,964		
Reserved Fund Bal.	\$61,022	\$61,022		\$61,022		
Net revenue (expenditures)	(\$152,955)	\$5,244		\$6,892		
Fund Balance - Ending	\$800	\$161,230		\$162,878		

Amendments to the budget:

Final amendments made at March Library Board meeting

Bloomfield Township Public Library
Asset Allocation Summary
MARCH 2014

7b

Fund	Type	Annual Yield	Date	Amount on Hand
General Fund				
	Chase Checking (Ecommerce)	0.00%	3/31/2014	\$184,880.47
	Flagstar Public Funds Savings	0.35%	3/31/2014	\$156,908.46
	Flagstar Premier Public Entities Checking	0.25%	3/31/2014	\$21,342.19
	RBC Capital Cash/Money Market	0.010%	3/31/2014	\$755,487.90
	RBC Capital - Investments	1.41%	3/31/2014	\$6,790,617.96
	Total General Fund			<u>\$7,909,236.98</u>

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

Gift Fund

	Huntington Public Fund Business Interest Checking	0.15%	3/31/2014	\$114,481.59
	Huntington CD (Charnov gift) - matures 5/7/14	0.76%	3/31/2014	\$52,591.89
	Total Gift Fund			<u>\$167,073.48</u>

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		12/31/2013	\$13,815.00
	Yvonne T. Atkinson		12/31/2013	\$30,061.00
	Isabel and Lawrence Smith Challenge Grant		12/31/2013	\$31,565.00
	BTPL Endowment Fund		12/31/2013	\$29,138.00
	Fair Radom Garden Endowment Fund		12/31/2013	\$15,320.00
	Library Director's Legacy Fund		12/31/2013	\$12,576.00
	Total CFSEM holdings			<u>\$132,475.00</u>

Bloomfield Township Public Library
Investment Portfolio

Investment Vehicle	Portfolio %	Original Cost	3/31/2014 Market Value	Estimated Annual Inc	Current Yield
Money Market Funds	10.0%	\$755,488	\$755,488	-	0.01%
Eaton Vance U.S. Government Money Market	8.0%	\$600,000	\$600,000	\$120	0.02%
Wells Fargo Advantage Adjustable Rate Gov't	38.5%	\$2,897,805	\$2,903,187	\$23,986	0.83%
Loomis Sayles Limited Term U.S. Gov't & Agency	31.4%	\$2,353,450	\$2,367,888	\$52,439	2.21%
Eaton Vance Government Obligations	7.9%	\$587,603	\$599,656	\$27,028	4.51%
Wells Fargo Advantage Government Securities	4.2%	\$340,100	\$319,886	\$3,170	0.99%
Total Portfolio	100.0%	\$7,534,446	\$7,546,106	\$106,742	1.41%

1st Quarter Activity - December 31, 2013 - March 31, 2014

Cash Activity

Beginning Balance	\$792,439.47
Deposits & Sales Proceeds	\$3,933,015.40
Withdrawals	(\$1,135,000.00)
Dividends	\$18,106.52
Capital Gains	\$0.00
Net funds to purchase securities	(\$2,853,073.49)
Ending Balance	\$755,487.90

Change in Security Value

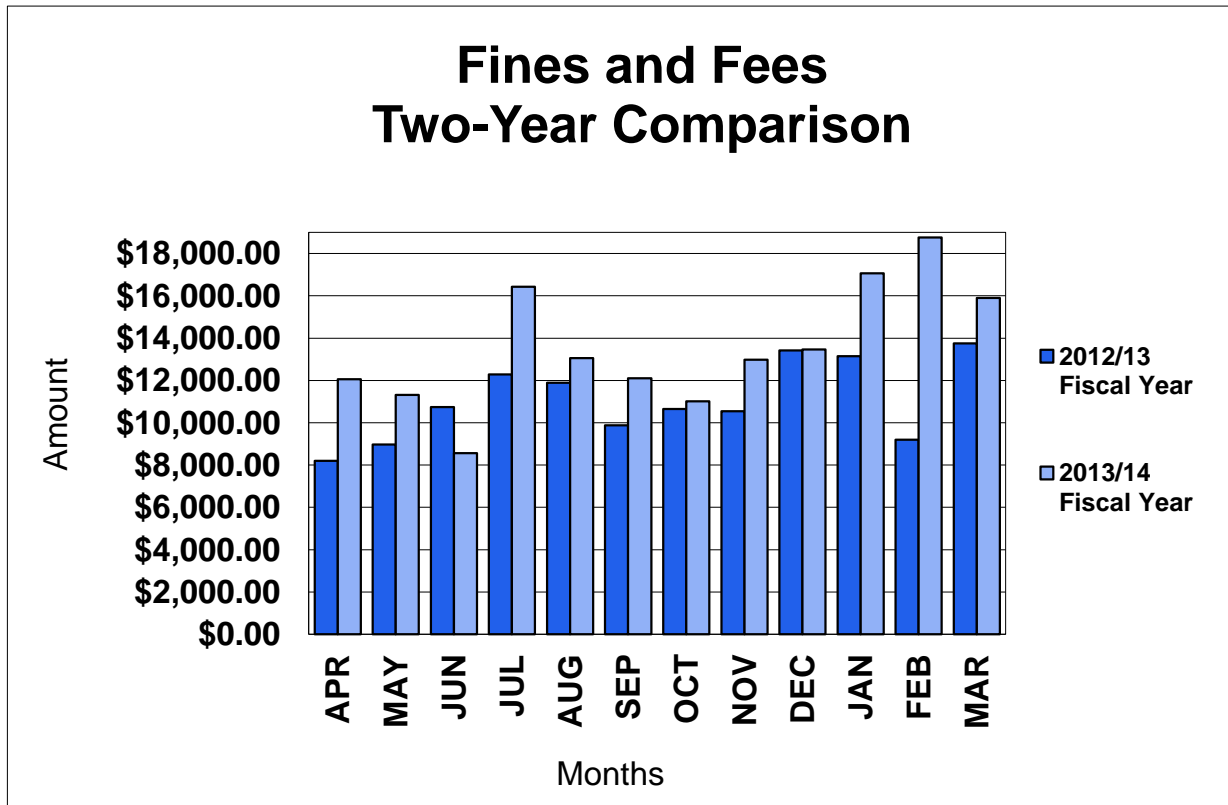
Beginning value of securities	\$4,052,774.59
Securities purchased	\$2,853,073.49
Securities sold	(\$119,109.91)
Change in value of priced securities	\$3,879.79
Ending Value of priced securities	\$6,790,617.96

Total account value as of March 31, 2014

\$ 7,546,105.86

FINES AND FEES - TWO-YEAR COMPARISON

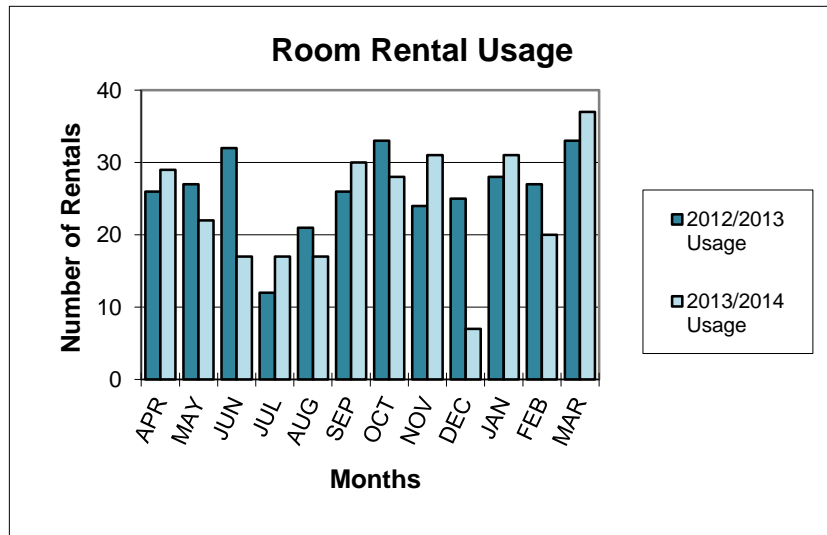
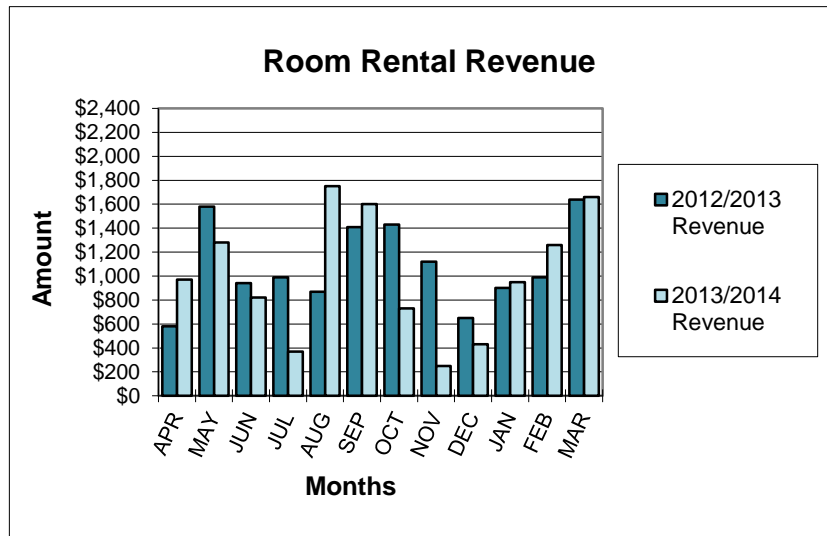
Month	2012/13 Fiscal Year	2013/14 Fiscal Year	Difference
APR	\$8,206.59	\$12,058.52	\$3,851.93
MAY	\$8,971.89	\$11,311.82	\$2,339.93
JUN	\$10,741.83	\$8,567.53	(\$2,174.30)
JUL	\$12,280.42	\$16,428.37	\$4,147.95
AUG	\$11,885.13	\$13,062.09	\$1,176.96
SEP	\$9,879.04	\$12,098.00	\$2,218.96
OCT	\$10,650.27	\$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	\$18,758.60	\$9,554.70
MAR	\$13,755.13	\$15,904.78	\$2,149.65
TOTAL	\$132,691.80	\$162,712.62	\$30,020.82



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	\$1,260.00	\$270.00	27	20	FEB
MAR	\$1,640.00	\$1,660.00	\$20.00	33	37	MAR
TOTAL	\$13,100.00	\$12,070.00	YTD Difference (\$1,030.00)	314	286	



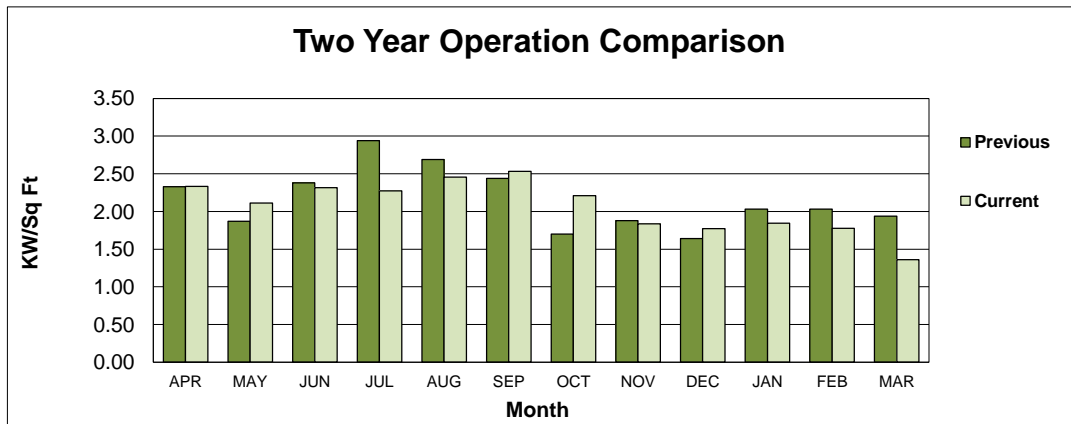
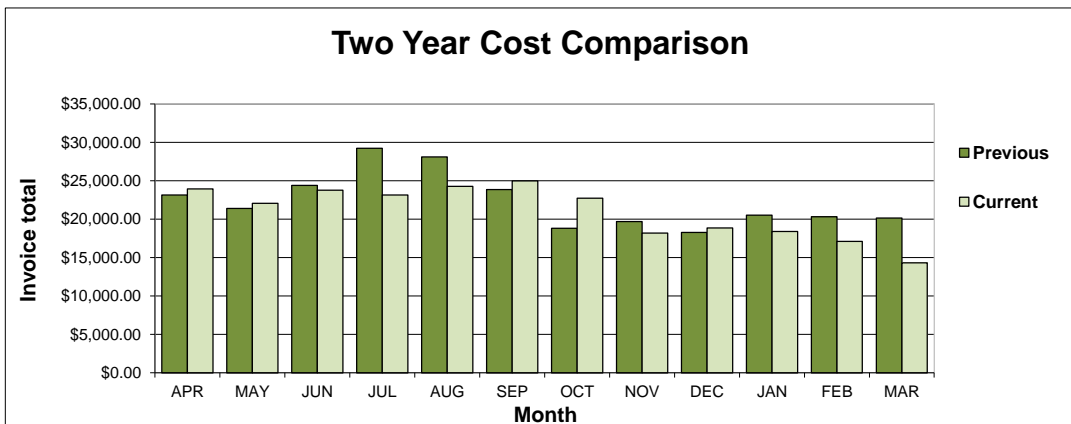
Bloomfield Township Public Library Electricity Analysis

Building Area = 101,023 Sq ft.

TWO YEAR COST COMPARISON				CURRENT YEAR OPERATION					
Month	2012/2013	2013/2014	Difference	TOTAL	COST/KWH	KWH/HR	KWH/SQ FT	COST/HR	COST/SQ FT.
		(3)		(1)	(3)/(1)	(1) / (24 x no.days per month)	(1)/101,023	(3) / (24 x no. days per month)	(3)/101,023
APR	\$23,140.58	\$23,924.85	\$784.27	235,620	\$0.10	327.25	2.33	\$33.23	\$0.24
MAY	\$21,388.95	\$22,040.98	\$652.03	213,430	\$0.10	286.87	2.11	\$29.62	\$0.22
JUN	\$24,402.61	\$23,747.63	(\$654.98)	233,800	\$0.10	324.72	2.31	\$32.98	\$0.24
JUL	\$29,211.88	\$23,128.92	(\$6,082.96)	229,810	\$0.10	308.88	2.27	\$31.09	\$0.23
AUG	\$28,113.58	\$24,264.13	(\$3,849.45)	248,010	\$0.10	333.35	2.45	\$32.61	\$0.24
SEP	\$23,837.69	\$24,952.03	\$1,114.34	255,710	\$0.10	355.15	2.53	\$34.66	\$0.25
OCT	\$18,820.02	\$22,741.30	\$3,921.28	223,300	\$0.10	300.13	2.21	\$30.57	\$0.23
NOV	\$19,685.39	\$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	\$17,100.73	(\$3,188.74)	179,690	\$0.10	267.40	1.78	\$25.45	\$0.17
MAR	\$20,159.83	\$14,317.08	(\$5,842.75)	137480	\$0.10	204.58	1.36	\$21.31	\$0.14
TOTAL	\$267,828.00	\$251,651.44	YTD Difference (\$16,176.56)						

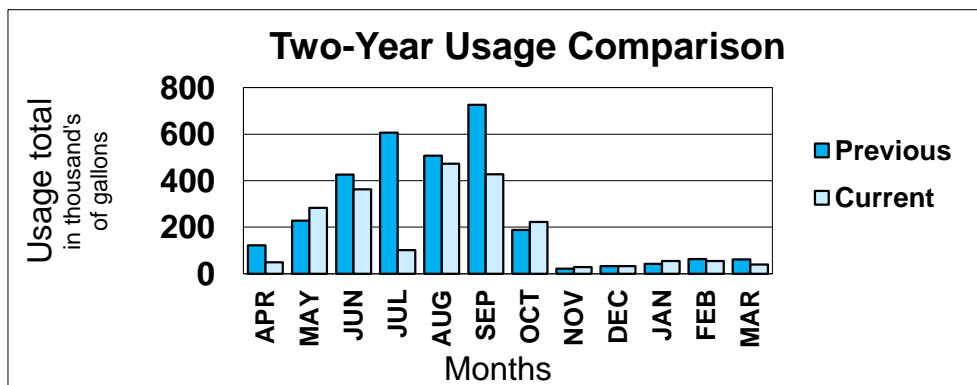
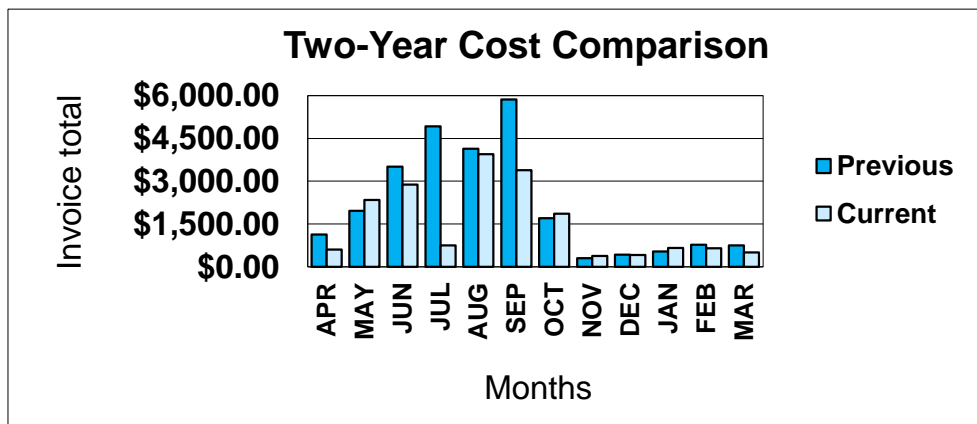
NOTES:

Mar 2013 - found that electric meter was malfunctioning. \$25,000 is estimated credit DTE to issue in April



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	\$650.51	(\$120.41)	63	54	(9)
MAR	\$748.60	\$501.13	(\$247.47)	61	40	(21)
			YTD Difference			YTD Difference
TOTAL	\$26,003.26	\$18,401.12	(\$7,602.14)	3,023	2,130	(893)



Bloomfield Township Public Library Natural Gas Analysis

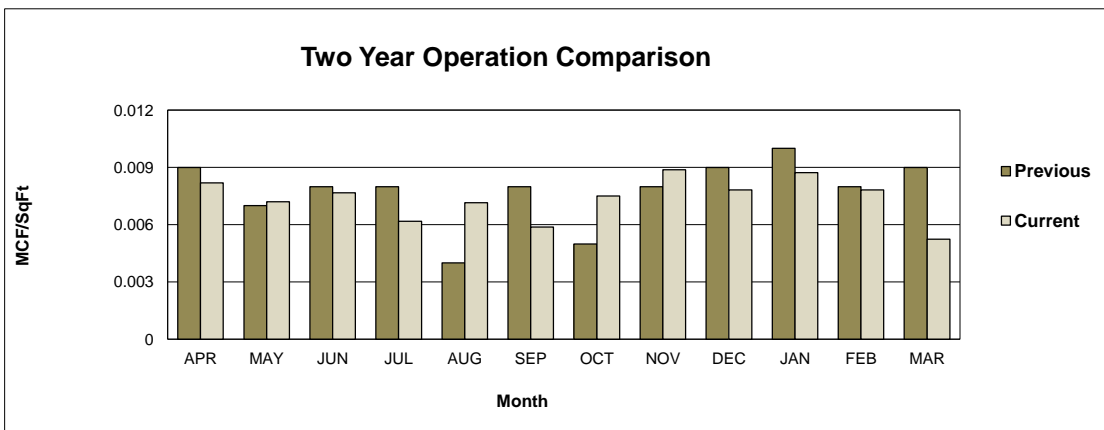
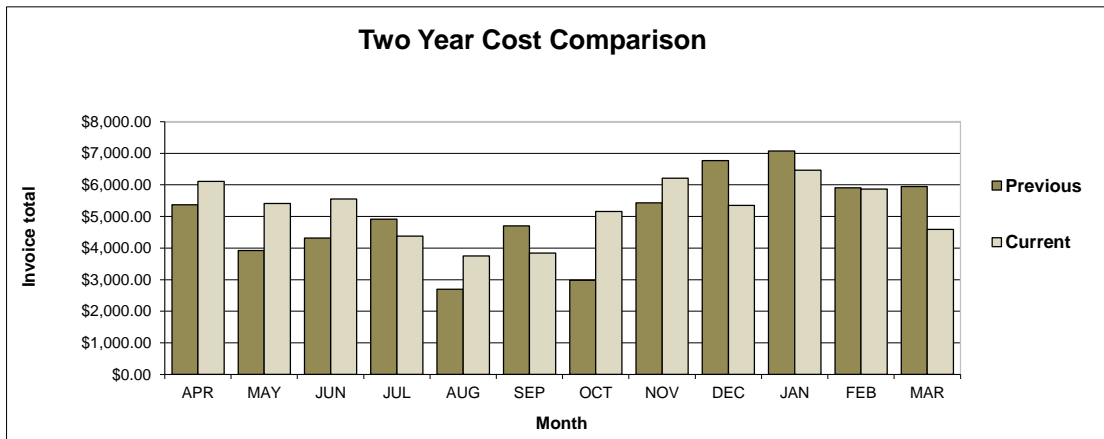
Building Area = 101,023

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	\$5,867.56	(\$40.80)	790.6	\$7.42	696	1.14	0.008	8.43	0.057
MAR	\$5,944.66	\$4,588.99	(\$1,355.67)	529.3	\$8.67	744	0.71	0.005	6.17	0.045
TOTAL	<u>\$60,037.44</u>	<u>\$62,699.05</u>	<u>\$2,661.61</u>							

NOTES:

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



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

- Spring is traditionally the time of year for severe weather. Each year, in recognition of Oakland County's Severe Weather Awareness Week, the Library holds refresher training on tornado warning procedures for library staff and a practice tornado drill for everyone here. Our drill was held on Friday, April 11 at 10:45am and was completed in 7.36 minutes! Considering the size of our building, taking shelter in the lower level within this time is quite impressive! Thank you to Assistant Director Tera Moon for conducting the training and drill.
- Enclosed in your packet is information about and the application for the annual Jeanette P. Myers Memorial Scholarship. This scholarship provides funds to encourage and support the post-secondary education of past or present employees of the Bloomfield Township Public Library, or persons who have some relationship with our Library. Please feel free to share this information with anyone you may know who is pursuing post-secondary education. Applications for this scholarship will be accepted through June 2, 2014.
- The start of our new fiscal year also brought about the next phase of our RFID project. The lengthy contract has been carefully reviewed by our attorney and the Library's RFID Committee, signed by the Library Director and the Envisionware CEO, and sent to Envisionware. We have been assigned an Envisionware Implementation Consultant with whom we will begin planning all of the details of this large project. A third Circulation staff computer station has already been added in place of one self-check station to facilitate patron service during the RFID process. At this point, we are anticipating the start of the conversion project in late May or early June with an early July ending date for this major part of the project.
- The severe and record setting winter certainly took its toll on many things this year, especially our beautiful lobby floor. One of our patrons even offered a possible explanation for what was causing our floors to be dull – a buildup of wax. My thanks to Facility Services Department Head Joel Dion for beginning to research our options to restore our lobby floors. The original company who installed this flooring is now out of business, unfortunately, as our contract indicates we had "lifetime sealing" in place. When more information is gathered regarding options, a meeting of the Building and Grounds Committee will be scheduled.

Respectfully Submitted,

Carol Mueller
Director

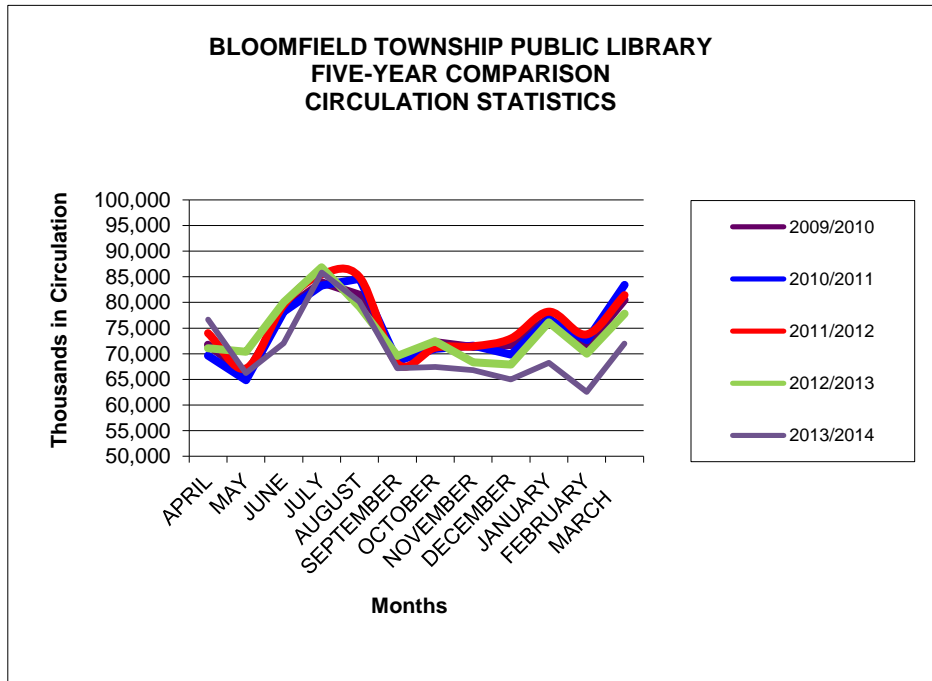
	2013		2014	
COLLECTION				
Book Collection:	282,498		281,550	
Media Collection:	61,578		61,146	
Total e-books:	26,716		27,539	
Overdrive	5,465		6,086	
EBSCOhost	19,227		19,227	
Total downloadable audiobooks:	4,233		5,711	(Overdrive)
Materials Total:	375,025		375,946	
CIRCULATION				
Circulation Total:	77,819		71,961	
Bloomfield Township Circulation:	70,152		66,047	
Virtual Circulation Total:	4,605		4,857	
Circulation of Youth materials:	27,613		27,494	
Circulation of Media:	32,676		28,458	
Circulation of Cranbrook passes:	202		173	
Self-checkout machine use:	27,818	35.7%	22,037	30.6%
Library by Mail:	132	31 patrons	84	32 patrons
BUILDING & EQUIPMENT USAGE				
Door Count:	29,197		27,559*	
Gate Count:	29,002**		27,975	
Meeting rooms by public:	33		37	
Meeting rooms by staff:	61		63	
VIRTUAL USE				
Home page hits/Database services:	28,520		21,998	
e-book access:	2,142		2,257	
Overdrive	2,039		2,196	
EBSCOhost	103		61	
Audiobook access: (Overdrive)	617		795	
Music download access:	1,846		1,298	
Magazine download access:	n/a		507	
TutorMe! sessions:	76		107	
Library Computer Use				
Resident Use	2,680		2,299	
Guest Use	871		875	
*March 12, 2014 library closed at 3p due to snow emergency				
**Counter not working March 17 & 18				

	2013		2014	
OUTREACH & PROGRAMS				
<i>New Patrons and Accounts</i>				
Township:	204		148	
Cranbrook:	3		4	
Total new patrons:	309		231	
<i>Adult Program Attendance</i>				
Staff-led:	6 events	25 attended	7 events	23 attended
Speaker-led:	8 events	297 attended	13 events	309 attended
Book clubs:	6 events	66 attended	4 events	55 attended
Tours/visits on-site:	0	0	0	0
Tours/visits off-site:	0	0	1 event	14 attended
Chamber Music Concert	1 event	186 attended	1 event	204 attended
Bloomfield Historical Society	0	0	1 event	56 attended
<i>Systems Program Attendance</i>				
Staff-led:	4 events	53 attended	4 events	43 attended
<i>Teen Program Attendance</i>				
Staff-led:	2 events	8 attended	2 events	13 attended
Homework Coaching		26 attended		16 attended
<i>Youth Program Attendance</i>				
Staff-led:	12 events	233 attended	9 events	212 attended
Speaker-led:	6 events	191 attend***	5 events	115 attend
Tours/visits on-site:	9 events	662 attended	5 events	599 attended
Tours/visits off-site:	0	0	0	0
TOTAL:	54 events	1,747 attended	52 events	1,659 attend
<i>Volunteers:</i>				
	33 people	281.75 hours	31 people	304.75
	Shop: 8	82	Shop: 7	93.5
	Court: 1	30.25	Court: 0	0
	Students: 5	15.25	Students: 4	19.5
	Stu. Tutors: 6	40.25	Stu. Tutors: 5	29.5
	Dept. Vol: 13	114	Dept. Vol: 15	162.25
<i>Patron Remarks</i>				
Patron Comments:	7		12	
Ask BTPL:	25		4	
Ask Us:	48		28	
DISPLAYS				
Lobby	1970s artifacts on loan from the Detroit Historical Society			
Media	Adult: Love the 70s Display			
	Youth: Opening Day Baseball, Pick Me! Audiobooks, Nat'l Puppy Day			
Local History	Star Wars 1970s			
***Includes the joint Adult and Youth Storytelling Festival 2013 with 111 attending				

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
FIVE YEAR CIRCULATION

4/16/2014

	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	62,534
MARCH	80,470	83,408	81,433	77,819	71,961
TOTAL	894,426	894,241	908,115	889,743	850,044



TENTATIVE SCHEDULE CALENDAR

- **Tuesday, April 22, 2014 - 7:00 p.m., Regular Board Meeting in the Board Room.**

Upcoming meetings and events:

- Friday, April 25, 2014 – U of M Chamber Concert Series @ 7:30 p.m. in the Community Room.
- Friday, May 2, 2014 – Staff Development Day @ 9:00 a.m. in the Community Room.
- Wednesday, May 7, 2014 – 11:30 a.m. FOL Annual Meeting with lunch, elections, and lecture in the Community Room.
- **Tuesday, May 20, 2014 – 7:00 p.m. Regular Board Meeting in the Board Room.**

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

Bloomfield Township Public Library
Oakland County, Michigan
Tuesday, March 18, 2014

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

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

OLD BUSINESS:

Rentals:

Judy thanked everyone for coming. She reviewed the rental options discussed at the last meeting. 36 inch tall cocktail tables with white linens and gold ribbon accents along with renting wine glasses remain the preference. It was suggested to have napkins embossed with 50th Anniversary and a store bought napkin would be fine. An estimated budget for rentals at this time is \$500.00.

Judy reviewed the upcoming 50th Anniversary Events and Displays. A list was given to each Trustee along with a list of sub committees and their members.

Entertainment:

Eli reported that string bassist, Paul Keller and his quartet with singer Sarah D'Angelo has been secured for the event and contracts have been signed. Set up for this performance will be in the media center. Eli also has a signed contract with magician, Steve Ziemann at a cost of \$300.00 to perform at the Gala. Stafford Preston will be playing the piano at the Library entrance area. Judy suggested a balloon performer that she had seen at another event and will give his information to Eli to follow up on.

Grant is continuing discussion with the Oakland University choral music department along with Cranbrook to have graduate and current students perform. He will also review cost. The budget for this portion of the entertainment will be \$1000.00.

FOOD:

Peggy and Pam have not made any contacts at this time and stated that they would start contacting local businesses in July or August. They have suggested having food stations that would have various themes. A meat station, vegetable station, cheese, fruit and cracker station, soup station and pasta station were all suggested. Dessert and coffee will be located in a separate area. They have a list of contacts prepared. They also suggested having small bowls of nuts and chocolates for the tables.

LIQUOR LICENSE:

Carol reported that we have a resolution from the Friends of the Library agreeing to apply for the Liquor License and pay for the \$25.00 fee. Carol will compose the letter for the application stating we will have a monitor on the premises to prevent sales of alcohol to minors. We will have a bartender stationed at the Circulation desk. It was suggested to have pre-poured glasses of wine and water set up to alleviate overcrowding at the bar area.

PROGRAMS/INVITATION PRINTING:

A sample invitation was presented to the Committee. Several changes were suggested in the wording and the placement of artwork. Carol will use the suggestions to re-work the invitation. Ideally the invitations should be printed and mailed by August 1, 2014.

FLOWERS/TABLE DECORATIONS:

Arrangements donated from the Ikebana Society and Goldner Walsh will be throughout the Library. The Ikebana Society will do 20 arrangements and also offered to hang paper cranes in the Library Café. We also have 24 donated battery operated flameless pillar candles that can be disbursed on the tables. Goldner Walsh will be contacted regarding an entranceway arrangement.

DÉCOR/LAYOUT:

The Library has two coat racks with more than 100 hangers, so coat racks will not need to be rented. There will be a division/line so guests will not go to the back of the Library by the computers. There are 137 chairs in the immediate area of the media center that can be used. The Teen Area and Youth Services areas will be closed for the Gala. A map of the potential set up for the event was given to the Trustees.

OTHER:

Options for a schematic for the drawing items will need to be created and positioned as not to clutter the entrance to the event. Ten baskets will be needed for drawing. We have commitments for two baskets at this time.

It was suggested to state proceeds from Gala will go to support Youth Services spaces and activities.

Meeting adjourned at 6:55 p.m.

No meeting scheduled at this time.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Library Board of Trustees

FROM: Carol Mueller, Library Director

DATE: April 11, 2014

SUBJECT: Cleaning Services Bid

On February 10, 2014, a request for proposals (RFP) for library cleaning services was released. This request was mailed to 22 companies in the Metro Detroit area. The RFP was available on the Library's website and at the Welcome Desk.

A mandatory walk-through for any interested proposers was held on Thursday, February 20, 2014. Representatives from five cleaning companies attended the walk-through: Anago Cleaning Systems, Du All Cleaning, Inc., Metro Cleaning Services, Office Maintenance Services, Inc., and Road Runr Maintenance. The deadline for proposals was Friday, March 14, 2014 at 3:00 p.m. with a public bid opening immediately following. A representative from Metro Cleaning Services was present at the bid opening. The Library received proposals from three cleaning services companies: Du All Cleaning, Inc., Metro Cleaning Services, and Road Runr Maintenance. One company, Bloomfield Hills Service Spa, submitted a proposal after the deadline and did not attend the mandatory walk through. Anago Cleaning Systems and Office Maintenance Services, Inc. attended the mandatory walk through but did not submit a proposal. All three proposals received were carefully reviewed by Administration and Facility Services Department Head Joel Dion. A copy of our proposal review is attached for your information.

As Bloomfield Hills Service Spa submitted a proposal after the deadline and did not attend the mandatory walk-through, this company was not considered. When references were checked for Road Runr Maintenance, Inc., one organization gave a very poor reference. As a result, Road Runr was not considered further. Metro Cleaning Services annual fee exceeds the Library's budget for cleaning services. Du All Cleaning, Inc. has been providing cleaning services to the Library since 2011 and provides good service with excellent response to concerns and special projects. In addition, Du All Cleaning Inc. employees respect the Library's security procedures. References for Du All Cleaning Inc. were very positive. One reported that Du All Cleaning Inc. has provided excellent cleaning services after several years of searching for a satisfactory company.

After our analysis of all proposals and reference calls, our recommendation is to award the contract to Du All Cleaning, Inc. They provide cleaning services to several area libraries and busy public buildings, offer seven day cleaning services for \$56,760.00 annually, and meet or exceed our proposal requirements. Our recommendation is to award the library cleaning services bid to Du All Cleaning, Inc. for the low bid of \$56,760.00 annually.

ACTION: I move that Du All Cleaning, Inc., 47465 Barbara Road, Macomb, Michigan, 48044 be awarded the contract to provide cleaning services for Bloomfield Township Public Library commencing on June 2, 2014.

**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 , 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.

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
--------	------

DESK PHONES

Weekly	Clean and sanitize
--------	--------------------

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

WATER FOUNTAINS

Daily Clean, sanitize and polish stainless steel

RESTROOMS

Monthly Clean & polish stainless steel partitions

Daily Clean and sanitize commodes and urinals

Daily Clean mirrors

Daily Clean sinks and fixtures: fill soap dispensers as needed.

Daily Clean and fill paper towel dispenser

Daily Empty and clean towel disposal; change liner as needed

Daily Fill toilet paper dispensers (do **NOT** leave extra rolls on dispenser)

Daily Empty and sanitize sanitary napkin disposal area

Daily Empty trash containers

Daily Mop Floors with bleach/water mixture or commercial anti-bacterial

Daily Clean and sanitize diaper stations

Monthly Introduce disinfectant into drains

LIGHT FIXTURES

Twice Yearly Clean glass panels covering fixtures

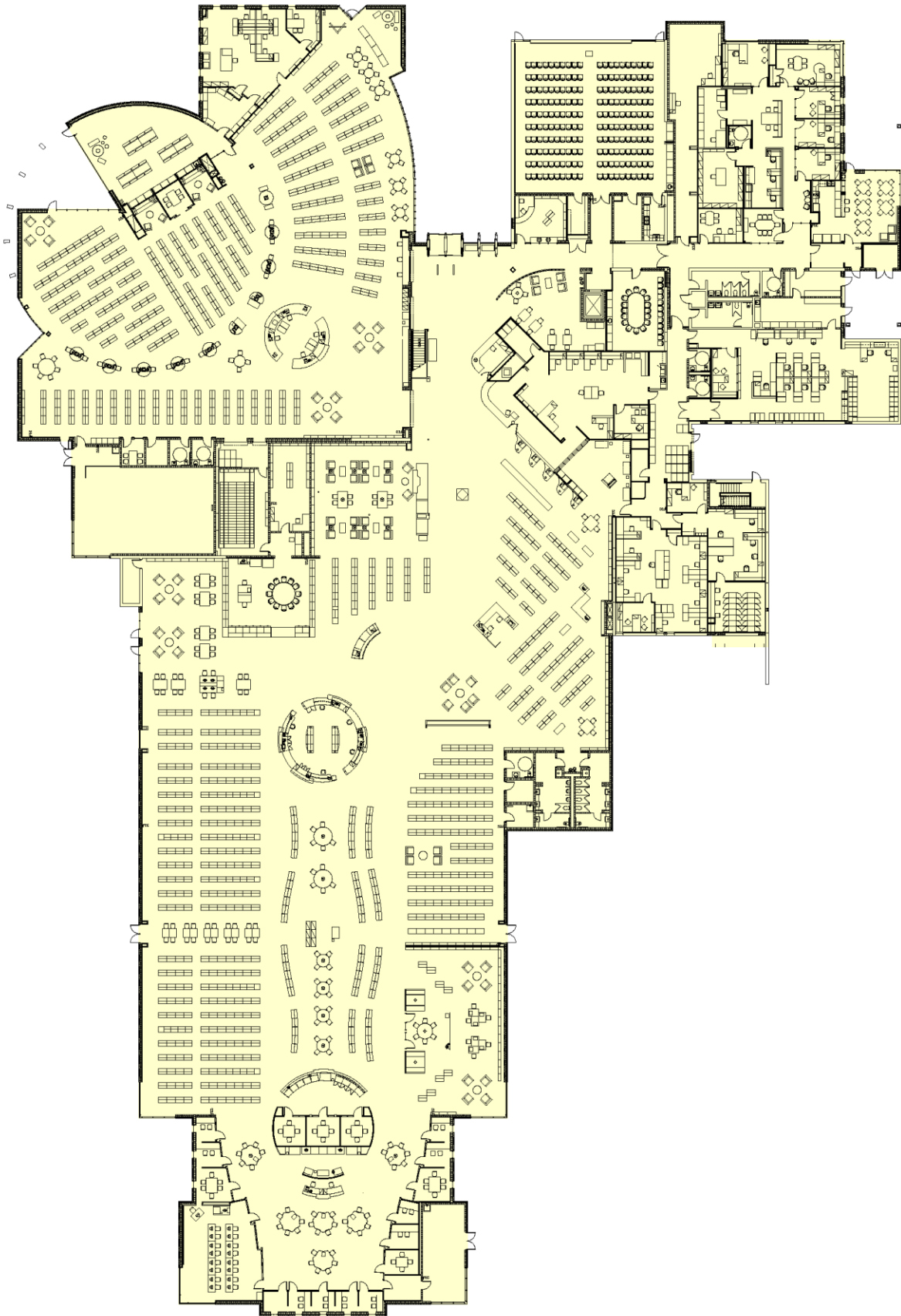
ELEVATORS

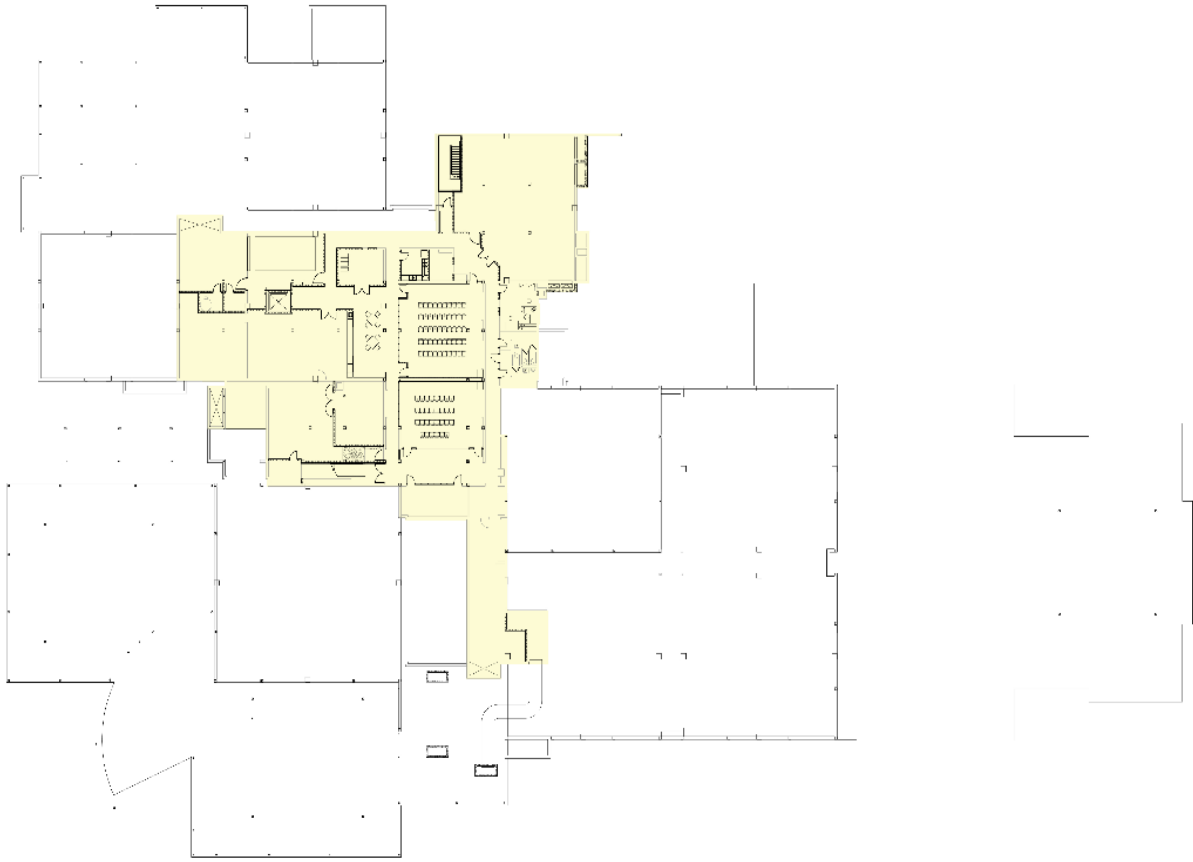
Daily Vacuum

Daily Clean handrails and touch pads

Weekly Polish doors

Bloomfield Township Public Library main level and lower level floor plans follow on page 8 and 9 respectively.





Comparison of Proposals for Cleaning Services Contract –April 2014

	Du-All Cleaning Inc. 13334 W. Star Dr. Shelby Twp, MI 48315	Metro Cleaning Services 25107 Dequindre Madison Heights, MI 48071	Road Runr Maintenance Inc. 747 Orchard Lake Rd. Pontiac, MI 48341
Attended Walk-thru	YES	YES	YES
Proposal contents & completeness	COMPLETE, comprehensive understanding of essential elements. Includes clearly defined a la carte options for unspecified work detail.	COMPLETE, However complicated or overshadowed by company profile and practices. Complex structure seems to lend itself to high overhead and employee turnover.	COMPLETE, However complicated or overshadowed by company profile and practices. Complex structure seems to lend itself to high overhead and employee turnover.
Company Background	Current BTPL contractor since June 2011. Has performed to higher than avg. satisfaction. BBB rated, Employees IICRC certified, owner licensed, bonded & insured.	75 years experience. Co. but short client list. Individual employee bonding & passes employee taxation onto customer. Non gov't entity	38 years exp. Very respectable client list including several area libraries & municipis. Highly accredited BBB, BOMA, IICRC; Owner licensed, insured, emp. bonded.
Library/Commercial Cleaning Experience	Solid library exp. Background: BTPL, WBTP, Novi, Troy. Currently serving 11 municipalities incl: Troy, Roch.Hills, Pontiac, Wayne Co., Ypsi, Waterford	Proficient in medical industry and merchant mall facilities as listed in prop. No municipal or library experience mentioned.	Currently serving 3 libraries & 8 total past exp. Many schools and cont. ed. YMCA.
References	City of Warren (includes libraries) City of Taylor 50 th District Court	Beaumont Healthcare (Troy) Bonsecours Cottage Ottawa Tower/State of MI MHSI MI Head & Spine Institute	City of Huntington Woods City of Lincoln Park
No. of personnel assigned to site	3 (1 shift leader + 2 custodians) 12 working hours 2 staff on call for emergencies	1 working supervisor 1 lead custodian 2 custodians 2 project team members as required	3 cleaners 1 project crew team member 1 site supervisor
Description of Work	Follows library guidelines; tailored to our specifications and schedule	Comprehensive sounding plan...	Also comprehensively planned...
Quality assurance methods	Quality control list which specifies work; employees complete 2 week training plus more when needed; owner inspects sites regularly; log book is kept at site	Task checklists; regular inspections; frequent training; peer reviews; established customer complaint program	Complex chain of command; heavy emphasis on schedules and inspections; web-based communication tools for site and company
Budget for standard cleaning	\$56,760	\$71,190	\$71,700.
Unspecified cleaning rates: 1. Dusting 2. Upholstery 3. Carpet pSF 4. Tile pSF 5. Linoleum 6. Marble/wood	\$5/chair; \$10 executive chair carpet - \$.07/sqft tile stripping - \$.27/sqft tile grout cleaning - \$.60/sqft	\$10/chair \$55/leather chair Carpet - \$.08/sqft Restroom ceramic finishing - \$.18/sqft	\$15/chair (leather = \$75) \$25/sofa (leather = \$90) Carpet - \$.06/sqft Restroom ceramic - \$.09/sqft

Comparison of Proposals for Vending Services Contract (continued)

	Du-All Cleaning Inc. 13334 W. Star Dr. Shelby Twp, MI 48315	Metro Cleaning Services 25107 Dequindre Madison Heights, MI 48071	Road Runr Maintenance Inc. 747 Orchard Lake Rd. Pontiac, MI 48341
Meets Ins. Licensing & bonding requirements	Owner licensed/ bonded though not explained in bid.	Yes	Yes w/cert.
IICRC/SCRT	Spartan Chem Cert (SCRT) equivalent to IICRC	No	Yes
Equipment provided	Yes	Yes	Yes
Tile floor care	Yes	Yes	Yes
Comments	1-2 hour emergency response; provided prices for rentals of restoration equipment; background checks by Ricco; has method for communication; has best rate offer for emergency cleaning; all necessary equipment for extraction work and mold control. Proven reliable & steady performer, best value.	Emergency clean-up labor - \$25/hr Emergency air mover: \$22/day Emergency dehumidifier: \$125/day Good transition plan	Emergency cleaning info included (\$75/hr) One negative reference

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

FRIENDS OF THE LIBRARY MONTHLY DIRECTOR'S REPORT

March, 2014

- Watch our library website for its new look, to be unveiled on March 7! Not only will the website have a new look but it has improved functionality as well. We have learned a great deal in the last four years about the type of features and content our patrons' desire. Information will be one or two clicks away with the new format.
- We have a new enewsletter! It's called "What We're Reading" and is created from library staff reviews of books they have read or listened to. If you haven't subscribed yet, it's easy to do. On our website at the bottom right, there is a link to subscribe to all our enewsletters, including this latest one. And, if you would like to write a review of a book, you are more than welcome to submit your review to Elaine Asher for inclusion on her list, posted on the website and in this enewsletter. Her email is Ashere@btpl.org.
- At the February 18, 2014 Library Board meeting, a revised 2014 Library Holidays and Closing calendar that proposed that the Library close on 10 summer Sundays this year was approved. While our property tax revenues are starting to increase, our expenses are increasing as well. Last year we had the large roof repair project and lower level investigation and subsequent addition of a new sump pump in the lower level – both necessary projects. In 2014/2015, we will complete a new RFID project as our current Checkpoint equipment and security tags are quickly becoming obsolete. This, too, is a necessary project. By closing on Sundays from late June through Labor Day Sunday, we will save some funding and a bit of wear and tear on our building and its equipment. The revised 2014 Library Holidays and Closing calendar is attached for your information.
- Attached is the most recent "Gifts Expended" report – for your information.
- Thank you again for your generous funding of eight wish list items! Your ongoing generosity to and support of the Library allows us to continue offering popular programs, beautiful grounds and a comfortable environment enjoyed by many.

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

**FOL Board Meeting
February 12, 2014**

President Glenda Bard called meeting to order at 12:30

Board members present:

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

Others Present: Carol Mueller, Library Director, Grant Gerhart, BT Library Trustee

President's Report/ Glenda B.

- The Annual Meeting, with Larry S., as chair person will be on Wednesday, May 7, 2014.
- A note from a Jack, Keenen, a long time FOL member, expressed the idea that a different letter be sent for renewals to such long time members, i.e. rather than the usual form letter. It was taken under advisement by the Membership Committee.
- Kathy Connor will make a pie chart and list of expenditures from the profits of the FOL to place in the FOL annual report.

Secretary Report:

- Minutes of the January 2014 meeting will be postponed for approval until the March meeting. The secretary was absent.

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

- Spreadsheets and the check register were explained by Kathy.

MOTION: Cathy R. moved, seconded by Wolf C. that the treasurer's report be accepted as delivered. The motion was approved.

Membership Report: Cathy R

- Total membership is 334

Bookstore: Cathy R

- Cathy reported that the bookstore took in \$2050.94 during January.

SSSS:

- Second Saturday Book Sale brought in \$2403.00.
- Both the Bookstore and the SSSS were impacted by the adverse weather in January.

Library Trustee: Grant G

- The January highlight was the January 25th kickoff of the 50th Anniversary Year for the BTPL. The theme was "Feelin' Groovy" and about 600 patrons enjoyed the day.
- A private anonymous donation was made for iPads for the early literacy program.
- The Trustees approved a fine and fees schedule for the upcoming year. The collection agency is getting about a 4:1 return on the money expended for the library.

Director's Report: Carol Mueller (see attached report)

- Carol spoke to the recent news article on the bookless public library in San Antonio. She is willing to share the articles if anyone desires to read the entire thing. BTPL is, in

addition to a library, a community center and programming hub. People check out 50% media and 50% books. It is not in the same situation as in San Antonio where the demographics are vastly different than Bloomfield Township.

- Carol thanked the FOL for the help and financial support for the January 25 kickoff of the 50th Anniversary Year. About 600 people attended the event and another 150 were at the after-hours Beatles tribute concert that evening.
- Joan Wu, technology department head, and Carol are in the planning phase of how to most effectively spend the \$25,000 FOL gift for technology.

New Business:

1. By-law changes

Correction of number of Board member numbers

MOTION: Pat moved and Germaine seconded a motion to accept the simple mathematical mistakes in the new bylaws. The motion was approved. The changes were in Article VI, Sec. 2 and Sec. 2. The motion was approved.

2. Wish List Recommendations/Approval

The following recommendations were made by the Wish List Committee to the Board:

Priority #1 \$7,000 Facility Services – Tree and Flower Bed Mulch

Priority #2 \$1,500 Youth Services – 3rd Adaptive Umbrella Workshop

Priority #3 \$500 Adult Services – Teen Programming for 2014/2015

Priority #4 \$5,000 Youth Services – 2014 Summer Reading program

Priority #6 \$985 Youth Services – Movie License

Priority #7 \$8,000 Youth Services – 2014-2015 Programming

Priority #8 \$1090 Adult Services – Complete set of Agatha Christie's large print books

Priority #10 \$1,500 Administration – 2014-2015 Chamber Concert Series

MOTION: Kathy C moved, seconded by Cathy R that the Board approve funding of priorities: 1,2,3,4,6,7,8, and 10 at \$1,500. The motion was approved. Total expenditure: **\$25, 575.00**

3. Pre Board Lunches

Virginia suggested that a change be made to the luncheon prior to the Board Meetings. Glenda will take on the remainder of Sally's term of office. In June a new Hospitality Chairperson will be chosen. Changes may be made at that time.-

4. Summer Jazz Concert

Virginia expressed the idea that a summer, out-of-doors Jazz Concert, which would harken back to those sponsored in the 1980s, be part of the 50th Anniversary plans. The committee is working on it.

Germaine moved, seconded by Wolf to adjourn the meeting. Meeting adjourned at 1:46 p.m.

Next meeting March 5th.

Minutes submitted by: Nancy Lambert

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

Jeanette P. Myers Memorial Scholarship

Guidelines

In memory of Jeanette P. Myers, B.S.Ed., M.L.S., a librarian for many years at the Bloomfield Township Public Library, an educational assistance scholarship has been established by the Rodman N. Myers family, subject to amendments from time to time by such family, as follows:

Purpose

The Jeanette P. Myers Memorial Scholarship provides funds to encourage and support the post-secondary education of past or present employees of the Bloomfield Township Public Library, or persons who have some relationship with that Library, as the Selection Committee shall determine.

Criteria for Award

A total annual amount of at least \$500, in the aggregate, will be awarded to scholarship applicants to use for books, tuition or other relevant expenses to assist in working toward an associate, bachelor or graduate degree, or for pursuit of other post secondary education. Applicants must meet the following criteria:

- Completion of the scholarship application forms and submission of all forms to the Library in person at the Welcome Desk, by mail to the attention of the Library Director, or by email at Myersscholarship@btpl.org by the annual deadline of June 2.
- Proof of satisfactory employment of at least three months at the Bloomfield Township Public Library, or other evidence of a connection or relationship with that Library satisfactory to the Selection Committee.
- Evidence of enrollment in an institution of higher education.
- Provide a letter of reference from an academic professional at my current or future institution.

Guidelines for Distribution of Scholarships

Awards will be made using the following guidelines:

- Review of the application forms and statements of goals by a Selection Committee comprised of the Library Director and two members of the Library Board of Trustees. Relatives of a member of the Selection Committee are not eligible for the scholarship.
- Applicants may be interviewed by a member or members of the Selection Committee, either by telephone or in person, in connection with their application.
- Awards may vary in number and in amount of the individual award, but at least one award will be made each year provided there is a qualified applicant.

- Financial need may be a consideration but is not a requirement.
- Scholarships are not automatically renewable. Applicants must apply on an equally competitive basis each year.

Notification of Award

Applicants will be notified by July 15 as to whether or not they will receive an award, and the amount thereof. Successful applicants for awards must complete an acknowledgment form no later than the following September 1 which indicates that they have enrolled in an appropriate institution; the award will be made out to the institution, and sent to the scholarship recipient for application against tuition or eligible expenses. If the recipient fails to attend the institution, the award will be returned to the scholarship fund.

Non-Discrimination

All awards will be made without regard to race, creed, color, sex, religion or national origin.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
Jeanette P. Myers Memorial Scholarship
Application**

PERSONAL INFORMATION

NAME _____ DATE _____

ADDRESS _____

HOME PHONE _____ WORK PHONE _____

EMAIL ADDRESS _____

EDUCATIONAL HISTORY

HIGH SCHOOL _____ FROM _____ TO _____

CURRICULUM _____ GRADUATION YEAR _____

COLLEGE _____ FROM _____ TO _____

COLLEGE _____ FROM _____ TO _____

MAJOR _____ MINOR _____ DEGREE _____ YEAR _____

GRADUATE SCHOOL _____ FROM _____ TO _____

OTHER _____

RELATIONSHIP TO BTPL

RELATIONSHIP _____

DATES: FROM _____ TO _____

APPLICATION REQUIREMENTS

- Application is for relevant educational expenses
- Application is for term or semester beginning (date) _____
- Application is for the amount of: \$ _____

I acknowledge that to be awarded a scholarship from the Jeanette P. Myers Memorial Scholarship of the Bloomfield Township Public Library, I will be required to

- provide proof of past or present satisfactory employment of at least three months at the Bloomfield Township Public Library or have some other relationship with the Library satisfactory to the Selection Committee at the time of application, and, if selected for a scholarship, at the time of the award
- provide evidence of enrollment at an institution of higher education
- promise to use the award for expenses relevant to my study
- provide an acknowledgment of the scholarship

I hereby certify that the statements given in this Application and Statement of Goals are true.

Signed _____ **Date** _____

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Library Board of Trustees

FROM: Tera Moon, Assistant Director

DATE: April 22, 2014

SUBJECT: Strategic Plan Update

Staff has been working on the eight short term goals listed below for fiscal year 2013/2014. The following short term goals were completed:

- Invitations offering “First Meeting Free” were 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. Unfortunately, there was no response to our invitation this year.
- The Survey Committee will conduct a follow-up survey to the April 2013 survey. The survey will be posted to our website from mid-April through May, 2014. This goal of this survey is to gage the effectiveness of the Committee’s efforts to publicize features of our website and online patron accounts.
- 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.
- The Library continues to enjoy a strong partnership with the Bloomfield Historical Society. In addition to three joint programs per year, our two organizations will work together on creating a plan to digitize some materials.
- 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 over 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 continues 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".

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY – ADMINISTRATIVE CALENDAR

2014

MAY

2014

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 Just Us Kids 10a	2 Library Closed	3 Family Story Time 11am
4	5	6 Movers & Shakers 10am Knit n Stitch 10am Teen Advisory Board 4pm	7 Family Story Time 2pm Lego Club 6:30pm Great Books 6:45pm	8 Just Us Kids 10a	9 Wee Play 10am	10 Friends of the Library 2 nd Saturday Sale 9:30-3:30 May Flowers 11am
11	12	13 Movers & Shakers 10am Memoir Writers Group 1pm Ebooks one on one session 10am	14 Ebooks one on one session 2:30pm PJ Theater 6:30pm Non Fiction Book cCub 7pm Writers Rendezvous 7pm	15 Just Us Kids 10a	16 Coffee & Conversation 10am	17
18	19 Fault in our Stars Teen Book Discussion 7pm	20 Tue. Book Club 10am Teen Advisory Board 4pm Board of Trustees Meeting 7pm	21 Mystery Book Club 1pm Family Story Time 2pm Mad Science 6:30pm Great Books 6:45pm	22 Eleanor’s Book Club 10am	23	24 Sensory Saturdays 2pm
25 LIBRARY CLOSED	26 LIBRARY CLOSED	27 Memoir Writers’ Group 1pm	28 Writers’ Rendezvous 7pm	29	30	31