

Bloomfield Township Public

**Library**

**Bloomfield Township Public Library  
Board of Trustees**

Library Board Meeting  
**May 20, 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, May 20, 7:00 p.m.

<b>#</b>	<b><u>NUMBERED ITEMS</u></b>	<b><u>DATE DELIVERED</u></b>
1	Agenda	5/16/14
2a	Request to remove items from the Consent Agenda for Discussion	5/16/14
2b	Motion to approve the order of items for the regular and consent agendas	5/16/14
5	Motion to approve remaining consent agenda items 6-8d	5/16/14
6	Regular Board Meeting Minutes of 4-22-14	5/16/14
7a	Cash Disbursements	5/16/14
7b	Revenues/Expenditures Budget Report	5/16/14
7c	Energy Report	5/16/14
8a	President's Report	
8b	Director's Report	5/16/14
8c	Tentative Schedule Calendar	5/16/14
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 5-7-14 & 5/14/14	5/16/14
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	"Library of the Future" presentation	5/16/14
11b	Investment and Depository Designation Resolution Update	5/16/14
13	Motion to approve any items removed from the consent agenda	5/16/14
	<b><u>UNNUMBERED ITEMS</u></b>	<b><u>DATE DELIVERED</u></b>
	Memo regarding Strategic Plan Update	5/16/14
	Memo regarding General Fund Balance	5/16/14
	FOL gifts expended – April 2014	5/16/14
	Administrative Calendar–June 2014	5/16/14

AGENDA  
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
BOARD OF TRUSTEES  
Tuesday, May 20, 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 April 22, 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. "Library of the Future" presentation
  - b. Investment and Depository Designation Resolution Update
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, June 17, 2014
16. 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**

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Bloomfield Township Public Library  
Oakland County, Michigan  
**Tuesday, April 22, 2014**

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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; Assistant Director, Tera Moon; Director's Secretary, Andrea Aragona; Joel Dion, Facility Service Department Head.

Upon discussion, a motion was made by Peggy Cohen, 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 stated that Trustee Judy Lindstrom received the President's Award on April 16, 2014 from Cranbrook. Judy has many years of volunteer service at the Cranbrook House and on the Garden Auxiliary and has contributed much to the preservation of the institution. The Trustees congratulated Judy on this accomplishment and stated they are very fortunate to have Judy on our Library Board of Trustees.

**Director's Verbal Report:**

Carol stated that we had a special 50<sup>th</sup> Anniversary program at the Library on April 7<sup>th</sup> that featured a DSO Brass Quintet. We had 140 people in attendance. Bill Lucas is a musician in the quintet and Township resident. The program opened with the Library fanfare he composed for the Library's Rededication in 2008. This has become our Library theme song and is typically what one would here when placed on hold calling the Library.

Carol informed the Trustees to watch our Library display cases next month as they will feature a 1980's theme of paper dresses created by paper artist Matt Richmond. One of the featured dresses will be a replica of sorts of a Cyndi Lauper dress. These displays are in keeping with the decade's theme of our 50<sup>th</sup> Anniversary Year celebration.

Carol stated that April 1<sup>st</sup> is the beginning of our new fiscal year. Along with the start of our new budget year, we also update our patron databases at this time. The updated databases show that 29,542 township residents have their library cards and that equates to 72% of our residents having library cards.

Carol was pleased to share that our newly designed website is off to a great start. We are a little more than a month with the website and our databases in general have had twice the number of visitors than we had last year. Our database page is now the second most visited page after our home page! We have received many positive comments from patrons on the ease of use with the website.

Carol shared some very adorable Thank You notes received from St Regis School students who attended our First Grade Readers Rally.

Carol shared with the Trustees a copy of the book *Kakurebocchi de Asobo*, by Setsuko Mashima, which was obtained for the Library by Asae Shichi, a Township resident. Ms. Shichi taught Japanese to Isabelle Charnov, a former Library Trustee and longtime Library volunteer. Isabelle had translated this book from Japanese into English and we have received the book along with Isabelle's translation for our Youth Services collection. Carol stated we are very grateful for Ms. Shichi's efforts to obtain a copy of this book from its publisher in Japan and it will be given a place of honor in our Youth Services collection in memory of Isabelle Charnov.

**CONSENT AGENDA MOTION:**

After discussion, a motion was made by Eli Greenbaum, seconded by Grant Gerhart, **TO APPROVE THE ITEMS ON THE CONSENT AGENDA AS PRESENTED WITH THE EXCEPTION OF THE FOLLOWING: CASH DISBURSEMENT COMMENTS; 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 Robin Lang, SOC representative.

**UNFINISHED BUSINESS:**

*No items for discussion*

**NEW BUSINESS:**

*Cleaning Services Bids:*

Carol thanked Tera Moon and Joel Dion for the complete and thorough process used to conduct this request for proposals. Tera worked along with Joel and RFP's were sent to twenty-two cleaning companies in the Metro Detroit area. The RFP was also posted on our website. A mandatory walk-through was held and representatives from five cleaning companies attended. The Library received proposals from three cleaning companies: Du All Cleaning, Inc., Metro Cleaning Services, and Road Runr Maintenance. All three proposals were carefully reviewed and after analysis of all proposals and reference calls, it is the Library's recommendation to award the contract to Du All Cleaning, Inc.

At this time the Trustees questioned the condition of the Lobby floor. Joel explained that the material/tiles used are not able to withstand the amount of foot traffic in that area. The company that installed the flooring is no longer in business and therefore our warranty is null and void. Carol and Joel will research options for replacement costs and bring that information to the Building and Grounds Committee for review.

After discussion, a motion was made by Judy Lindstrom, seconded by Pam Williams **TO AWARD THE CONTRACT TO PROVIDE CLEANING SERVICES FOR BLOOMFIELD TOWNSHIP PUBLIC LIBRARY COMMENCING ON JUNE 2, 2014 TO DU ALL CLEANING, INC., 47465 BARBARA ROAD, MACOMB, MICHIGAN 48044.**

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

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

*Nays: None*

**MOTION CARRIED**

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

A question was raised with regard to checks paid to various libraries for items lost in a stolen MelCat delivery truck. Carol explained that we contract with a company called ProMed for our delivery of MelCat books along with books borrowed from other network libraries. One of the ProMed trucks was stolen. This had taken a long time for the Library of Michigan to sort out and in the meantime we had billed these other libraries for the materials they had not returned. Since the materials were stolen, we then had to reimburse these other libraries and then in turn we were reimbursed by the Library of Michigan.



A question was raised with regard to the decline in room rentals. Carol stated that there was really no explanation for this other than the fact that the meeting rooms are also used for Library sponsored programs and availability may have been a factor.

A comment was made regarding the amount of fines and fees collected over the year and how great that was. Carol stated that the Circulation Department staff has done a wonderful job settling these accounts. Carol thanked the Circulation staff as this is not always an easy task.

A motion was made by Peggy Cohen seconded by Judy Lindstrom, **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:**

A question was raised regarding election dates available to place a possible library millage proposal on the ballot. Carol spoke with Jan Roncelli, Bloomfield Township Clerk, and learned that townships hold elections in the even numbered years. There are two elections scheduled this year in August, 2014 and November, 2014. Carol reviewed the Library's millage history with the Trustees and options were discussed. No action was presented at this time.

Meeting adjourned at 7:48 p.m.

The next meeting of the Bloomfield Township Public Library Board of Trustees is Tuesday, May 20, 2014 at 7:00 p.m. in the Board Room.

Submitted by

Eli Greenbaum, Secretary

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

Baker College of Clinton Township Library is a MelCat lending library.

Lovend Publishing, LLC. Is a source for Adult Services books and reference sources.

Jack Pyle is a public speaker and spoke at our Staff Development Day 2014.

**General Fund Advance**

- Check # 13932 payable to the Bloomfield Township Gift Fund in the amount of \$20.00 is gift funding received through the Library website.
- Check #13933 payable to Envisionware, Inc. in the amount of \$87,100.00 is a deposit on equipment and services to begin our RFID project.
- Check #13943 payable to Bloomfield Township in the amount of \$189,051.32 is payment for pension funding.
- Check #13949 payable to Principal Library Insurance Co. in the amount of \$670.66 is our May payment for life insurance for 28 part time employees.

**General Fund**

- Check #13956 payable to Baker College of Clinton Township Library in the amount of \$25.00 was payment for a lost book borrowed through Melcat by a patron.
- Check #13958 payable to Bloomfield Township in the amount of \$314,505.54 was payment for two payrolls including FICA, HRA contributions, pension, etc. as usual. Also included in this amount is \$640 for water and sewer services, our \$1,200 annual accounting fee, \$67,356 annual building insurance and \$897 for our portion of the actuary report.
- Check #13961 payable to Capital Area District Library in the amount of \$39.35 was payment for a lost book borrowed through MelCat by a patron.

- Check #13967 payable to Envisionware, Inc. in the amount of \$59,768.50 was payment for a large supply of RFID tags to start the conversion project.
- Check #13968 payable to Genesee District Library in the amount of \$24.00 was payment for a lost book borrowed through MelCat by a patron.
- Check #13969 payable to GovConnection in the amount of \$2,886.02 was payment for computer equipment.
- Check #13975 payable to Library Ideas, LLC. in the amount of \$11,200.00 was payment for our annual subscription to Freegal, a music download service.
- Check #13978 payable to Midwest Collaborative for Library Services in the amount of \$19,700.00 was payment for our annual cataloging services, Skyriver, and DVD cases.
- Check #13982 payable to Michigan Library Association in the amount of \$2,388.00 was payment for our annual membership to our professional association.
- Check #13985 payable to Petoskey Public Library in the amount of \$188.75 was payment for a lost book borrowed through MelCat for a patron.
- Check #13997 payable to The Library Network in the amount of \$9,633.59 was payment for computer equipment, our internet service provider and our annual Zinio ezine subscription.
- Check #14005 payable to Vigilante Security in the amount of \$3,900 was payment for May, 2014 and June, 2014 security services.

### **Gift Fund Advance**

- Check #4339 payable to Jeff Wawrzaszek in the amount of \$310.00 was payment for a PJ Theatre performance on April 9, 2014.
- Check #4352 payable to Jack Pyle in the amount of \$200.00 was payment for speaking at our Staff Development Day 2014.

### **Gift Fund**

- Check #4355 payable to Bloomfield Township Public Library in the amount of \$362.48 was reimbursement for postage for our Library by Mail service.
- Check #4357 payable to Randy Kaplan in the amount of \$350.00 was payment for a summer library concert on June 24, 2014.

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

**Check Register - General Fund**

Check #	Date	Payee	Cash Account	Amount
<b>ADVANCE CHECKS:</b>				
13932	4/11/14	BTPL Gift Fund	104.01	20.00
13933	4/11/14	ENVISIONWARE, INC.	104.01	87,100.00
13934	4/11/14	GRATITUDE STEEL BAND	104.01	150.00
13935	4/11/14	HOME DEPOT CR. SERV.	104.01	62.43
13936	4/11/14	PACIFIC TELEMANAGEMENT SERVICES	104.01	78.00
13937	4/29/14	Ruweed Bibi	104.01	165.49
13938	4/29/14	Joel Dion	104.01	75.32
13939	4/29/14	Martha McGee	104.01	66.16
13940	4/29/14	Angelo Ortiz	104.01	39.90
13941	4/29/14	AMAZON.COM	104.01	1,465.51
13942	4/29/14	AT&T	104.01	372.87
13943	4/29/14	BLOOMFIELD TOWNSHIP	104.01	189,051.32
13944	4/29/14	COMCAST	104.01	129.11
13945	4/29/14	CONSUMERS ENERGY	104.01	5,429.97
13946	4/29/14	DTE ENERGY	104.01	16,804.85
13947	4/29/14	FLAGSTAR BANK	104.01	4,791.17
13947a	4/29/14	VOID	104.01	
13948	4/29/14	PITNEY BOWES, INC.	104.01	252.00
13949	4/29/14	PRINCIPAL LIFE INS CO-SBD GRANDE ISLAND	104.01	670.66
13950	4/29/14	VERIZON WIRELESS	104.01	200.52
13951	4/29/14	AT&T LONG DISTANCE	104.01	27.59
Total				<u><u>\$306,952.87</u></u>
<b>REGULAR CHECKS:</b>				
13952	5/9/14	ABDO-SPOTLIGHT-MAGIC WAGON	104.01	135.60
13953	5/9/14	AMERICAN LIBRARY ASSOCIATION	104.01	308.96
13954	5/9/14	ASSA ABLOY ENTRANCE SOLUTIONS	104.01	430.61
13955	5/9/14	BAKER & TAYLOR, INC.	104.01	10,522.53
13955a	5/9/14	VOID	104.01	
13955b	5/9/14	VOID	104.01	
13955c	5/9/14	VOID	104.01	
13956	5/9/14	BAKER COLLEGE OF CLINTON TWP LIBRARY	104.01	25.00
13957	5/9/14	BLACKSTONE AUDIO, INC.	104.01	336.00
13958	5/9/14	BLOOMFIELD TOWNSHIP	104.01	314,505.54
13959	5/9/14	BRILLIANCE PUBLISHING, INC.	104.01	332.90
13960	5/9/14	BUTZEL LONG	104.01	97.50
13961	5/9/14	CAPITAL AREA DISTRICT LIBRARY	104.01	39.35
13962	5/9/14	CAR TRUCKING, INC.	104.01	203.30
13963	5/9/14	CENGAGE LEARNING/GALE	104.01	4,247.98
13964	5/9/14	DEMCO, INC.	104.01	405.58
13965	5/9/14	DU ALL CLEANING, INC	104.01	4,600.00
13966	5/9/14	ENSLow PUBLISHERS, INC.	104.01	53.85
13967	5/9/14	ENVISIONWARE, INC.	104.01	59,768.50
13968	5/9/14	GENESEE DISTRICT LIBRARY zv122	104.01	24.00
13969	5/9/14	GOVCONNECTION, INC.	104.01	2,886.02
13970	5/9/14	GREY HOUSE PUBLISHING	104.01	310.75
13971	5/9/14	INVESTOR ADVISORY SERVICE	104.01	417.00
13972	5/9/14	JCR SUPPLY CO/BEDARD BROS	104.01	728.47
13973	5/9/14	LJ ROLLS REFRIGERATION CO., INC	104.01	1,278.00
13974	5/9/14	LERNER PUBLISHING GROUP	104.01	1,031.54
13975	5/9/14	LIBRARY IDEAS LLC	104.01	11,200.00
13976	5/9/14	LOVEND PUBLISHING LLC	104.01	58.00
13977	5/9/14	MAGIC DRAGON	104.01	39.00

Check #	Date	Payee	Cash Account	Amount
13978	5/9/14	MIDWEST COLLABORATIVE for LIB. SVCS	104.01	19,700.89
13979	5/9/14	MERGENT, INC.	104.01	1,098.00
13980	5/9/14	MIDWEST TAPE	104.01	9,351.58
13980a	5/9/14	VOID	104.01	
13980b	5/9/14	VOID	104.01	
13981	5/9/14	MITCHELL LANE PUBLISHERS, INC.	104.01	141.90
13982	5/9/14	MICHIGAN LIBRARY ASSOCIATION	104.01	2,388.00
13983	5/9/14	OVERDRIVE	104.01	1,784.21
13984	5/9/14	PARTNERS BOOK DISTRIBUTING, INC.	104.01	1,868.15
13984a	5/9/14	VOID	104.01	
13985	5/9/14	PETOSKEY PUBLIC LIBRARY	104.01	188.75
13986	5/9/14	QMI GROUP, INC.	104.01	94.28
13987	5/9/14	QUILL CORPORATION	104.01	364.24
13988	5/9/14	RANDOM HOUSE, INC.	104.01	132.00
13989	5/9/14	RECORDED BOOKS, LLC	104.01	1,519.46
13989a	5/9/14	VOID	104.01	
13990	5/9/14	RELIABLE OFFICE SUPPLIES	104.01	320.96
13991	5/9/14	ROSEN PUBLISHING	104.01	1,081.25
13992	5/9/14	MICHAEL D. SCHLOFF, PLLC	104.01	261.25
13993	5/9/14	SHOPLET.COM	104.01	486.66
13994	5/9/14	STANDARD & POOR'S	104.01	6,847.00
13995	5/9/14	STATE INDUSTRIAL PRODUCTS	104.01	1,692.51
13996	5/9/14	TANTOR MEDIA	104.01	406.72
13997	5/9/14	THE LIBRARY NETWORK	104.01	9,633.59
13998	5/9/14	THE LIBRARY STORE, INC.	104.01	801.33
13999	5/9/14	THOMSON REUTERS (MARKETS) LLC	104.01	619.95
14000	5/9/14	THOMSON REUTERS	104.01	994.70
14001	5/9/14	THYSSENKRUPP ELEVATOR CORP	104.01	246.97
14002	5/9/14	ULINE	104.01	200.44
14003	5/9/14	UNIFY INC.	104.01	484.54
14004	5/9/14	UNIQUE BOOKS INC.	104.01	115.81
14005	5/9/14	VIGILANTE SECURITY	104.01	3,900.00
14006	5/9/14	WALLACEBURG BOOKBINDING & MFG	104.01	725.50
14007	5/9/14	WORLD BOOK, INC.	104.01	387.00
Total				<u>\$481,823.62</u>

### Check Register - Gift Fund

Check #	Date	Payee	Cash Account	Amount
<b>ADVANCE CHECKS:</b>				
4339	4/8/14	JEFF WAWRZASZEK	102.03	310.00
4349	4/29/14	AMAZON.COM	102.03	111.08
4350	4/29/14	Elizabeth Clauder	102.03	624.70
4351	4/29/14	FLAGSTAR BANK	102.03	2,281.52
4352	4/29/14	JACK PYLE	102.03	200.00
4353	4/29/14	SQUARE LAKE DELI	102.03	550.00
4354	4/29/14	THE LIBRARY NETWORK	102.03	10.00
				<u>\$4,087.30</u>
<b>REGULAR CHECKS:</b>				
4355	5/9/14	BLOOMFIELD TWP. PUBLIC LIBRARY	102.03	362.48
4356	5/9/14	DISCOUNT SCHOOL SUPPLY	102.03	324.69
4357	5/9/14	RANDY KAPLAN	102.03	350.00
4358	5/9/14	MIDWEST TAPE	102.03	105.95
4359	5/9/14	ORIENTAL TRADING CO., INC.	102.03	69.99
Total				<u>\$1,213.11</u>

**Bloomfield Township Public Library  
2014-2015 General Fund Budget**

7b

PRESENTED: MAY 20, 2014 FOR THE MONTH OF: APRIL 2014

ACCOUNT NAME	2014-2015	2014-2015	REVENUE/EXPENSE CURRENT MONTH	REVENUE/EXPENSE YTD	% OF BUDGET YTD	8% VARIANCE
	ADOPTED BUDGET AS OF MAR 18, 2014	AMENDED BUDGET AS OF MAR 18, 2014				
<b><u>Revenues</u></b>						
Taxes	\$4,755,210	\$4,755,210	(\$1,452)	(\$1,452)	-0.03%	(\$4,756,662)
Penal Fines	\$56,445	\$56,445	\$0	\$0	0.00%	(\$56,445)
State Aid	\$21,448	\$21,448	\$0	\$0	0.00%	(\$21,448)
Circulation Fines & Fees	\$145,464	\$145,464	\$12,160	\$12,160	8.36%	(\$133,304)
Charges for Services	\$14,278	\$14,278	\$1,610	\$1,610	11.27%	(\$12,668)
Investment earnings	\$90,245	\$90,245	\$12,497	\$12,497	13.85%	(\$77,748)
Miscellaneous	\$9,369	\$9,369	\$5,858	\$5,858	62.53%	(\$3,511)
<b>Total Revenues</b>	<b>\$5,092,459</b>	<b>\$5,092,459</b>	<b>\$30,672</b>	<b>\$30,672</b>	<b>0.60%</b>	<b>(\$5,061,787)</b>
<b><u>Expenditures</u></b>						
Personnel	\$3,335,738	\$3,335,738	\$417,212	\$417,212	12.51%	(\$2,918,526)
Library Services	\$788,530	\$788,530	\$137,838	\$137,838	17.48%	(\$650,692)
Facilities & Equipment	\$1,064,343	\$1,064,343	\$155,236	\$155,236	14.59%	(\$909,107)
Other Operating Expenditures	\$245,642	\$245,642	\$64,378	\$64,378	26.21%	(\$181,264)
<b>Total Expenditures</b>	<b>\$5,434,253</b>	<b>\$5,434,253</b>	<b>\$774,665</b>	<b>\$774,665</b>	<b>14.26%</b>	<b>(\$4,659,588)</b>
Fund Balance - Beginning	\$7,402,218	\$7,488,790		\$7,488,790		
Net revenue (expenditure)	(\$341,794)	(\$341,794)		(\$743,993)		
Fund Balance - Ending	\$7,060,424	\$7,146,996		\$6,744,797		

Amendments to the budget:

Beginning Fund Balance was updated with actual amount

Fund Balance Designations below were updated with actual amounts

**Fund Balance Designations**

Non-spendable Fund Balance (includes all fixed assets)	\$26,628,930	\$25,930,328
Restricted Fund Balance (nothing included here)	\$0	\$0
Committed Fund Balance (is 8-months of expenditures amount)	\$3,446,271	\$3,446,271
Assigned Fund Balance (is \$446,125 (3/31/14 compensated absences accrual) plus \$3,191,986 (63.5327% funding of the OPEB obligation of \$5,024,164) plus \$9,951 (3 months of ACA health costs))	\$3,614,153	\$3,648,062
Unassigned Fund Balance (is the unplanned emergency amount)	\$0	\$52,663

**Bloomfield Township Public Library  
2014-2015 Gift Fund Budget**

7b

PRESENTED: MAY 20, 2014 FOR THE MONTH OF: APRIL 2014

One Month 8%

ACCOUNT NAME	2014-2015 ADOPTED BUDGET AS OF MAR 18, 2014	2014-2015 AMENDED BUDGET AS OF APR 30, 2014	REVENUE/ EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	VARIANCE
<b><u>Revenues</u></b>						
Gift Income	\$500	\$2,835	\$2,335	\$2,335	82.36%	(\$500)
Investment Earnings	\$200	\$200	\$14	\$14	7.16%	(\$186)
Miscellaneous Revenue	\$0	\$0	\$0	\$0	0.00%	\$0
<b>Total Revenues</b>	<b>\$700</b>	<b>\$3,035</b>	<b>\$2,349</b>	<b>\$2,349</b>	<b>77.41%</b>	<b>(\$686)</b>
<b><u>Expenditures</u></b>						
Library Services	\$38,373	\$38,416	\$3,341	\$3,341	8.70%	(\$35,074)
Facilities & Equipment	\$32,300	\$33,751	\$655	\$655	1.94%	(\$33,096)
Other Operating Expenditures	\$91,456	\$93,546	\$1,668	\$1,668	1.78%	(\$91,878)
<b>Total Expenditures</b>	<b>\$162,129</b>	<b>\$165,713</b>	<b>\$5,665</b>	<b>\$5,665</b>	<b>3.42%</b>	<b>(\$160,048)</b>
Fund Balance	\$95,632	\$98,726		\$98,726		
Reserved Fund Bal.	\$65,997	\$64,152		\$64,152		
Net revenue (expenditures)	(\$161,429)	(\$162,678)		(\$3,315)		
Fund Balance - Ending	\$200	\$200		\$159,563		

Amendments to the budget:

Amended budget due to gifts still on hand as of April 1, 2014

All other amendments due to gifts received

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

7b

Fund	Type	Annual Yield	Date	Amount on Hand
<b>General Fund</b>				
	Chase Checking (Ecommerce)	0.00%	4/30/2014	\$191,372.54
	Flagstar Public Funds Savings	0.35%	4/30/2014	\$167,007.02
	Flagstar Premier Public Entities Checking	0.25%	4/30/2014	\$15,093.68
	RBC Capital Cash/Money Market	0.01%	4/30/2014	\$45,491.99
	RBC Capital - Investments	1.41%	4/30/2014	\$6,802,943.29
	<b>Total General Fund</b>			<b><u>\$7,221,908.52</u></b>
Please see General Fund budget for notes on how this amount is earmarked				
<b>Gift Fund</b>	Huntington Public Fund Business Interest Checking	0.15%	4/30/2014	\$108,696.09
	Huntington CD (Charnov gift) - matures 5/7/14	0.76%	4/30/2014	\$52,591.89
	<b>Total Gift Fund</b>			<b><u>\$161,287.98</u></b>

**CFSEM**

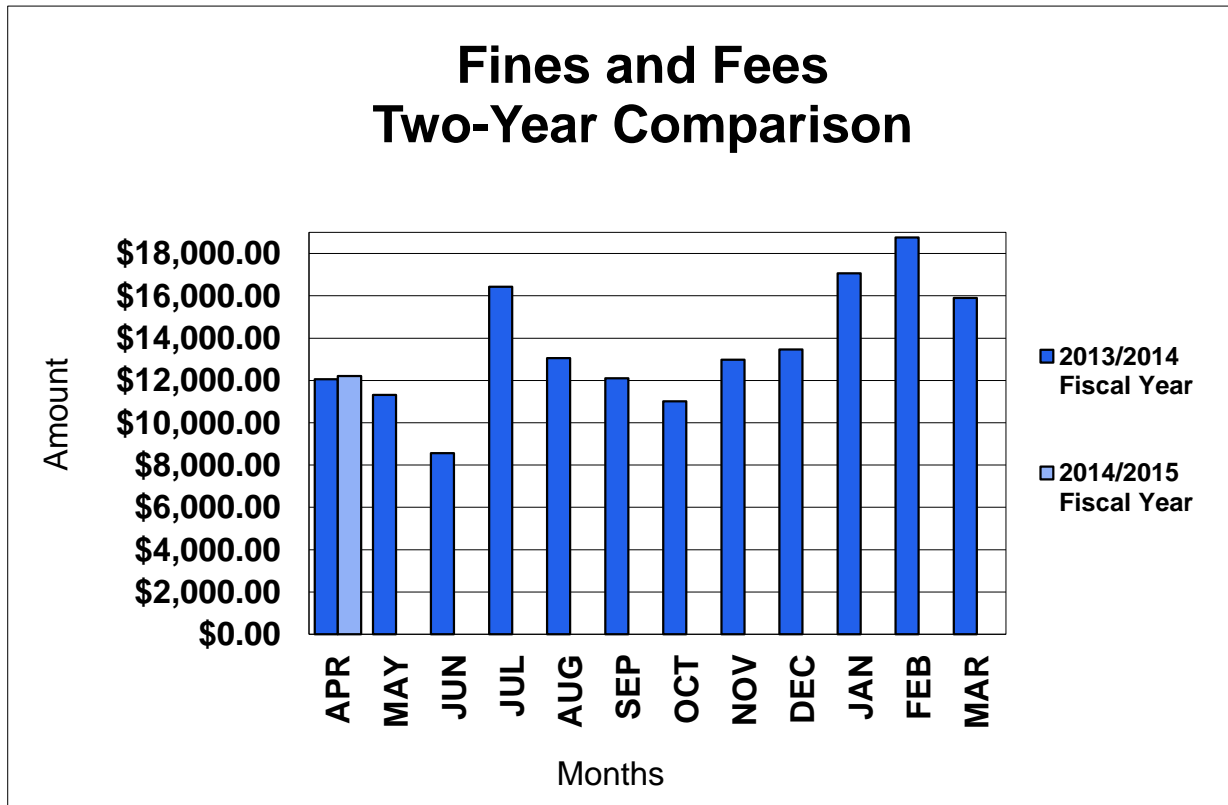
The following endowment funds are administered by the Community Foundation for Southeast Michigan (CFSEM). CFSEM maintains unilateral variance power and legal ownership of the endowment funds, and therefore, principal is not available to BTPL. Earnings are available for distribution to the Library for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

Jeanette P. Myers Memorial Scholarship Fund	12/31/2013	\$13,815.00
Yvonne T. Atkinson Fund	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
<b>Total CFSEM holdings</b>		<b><u>\$132,475.00</u></b>



**FINES AND FEES - TWO-YEAR COMPARISON**

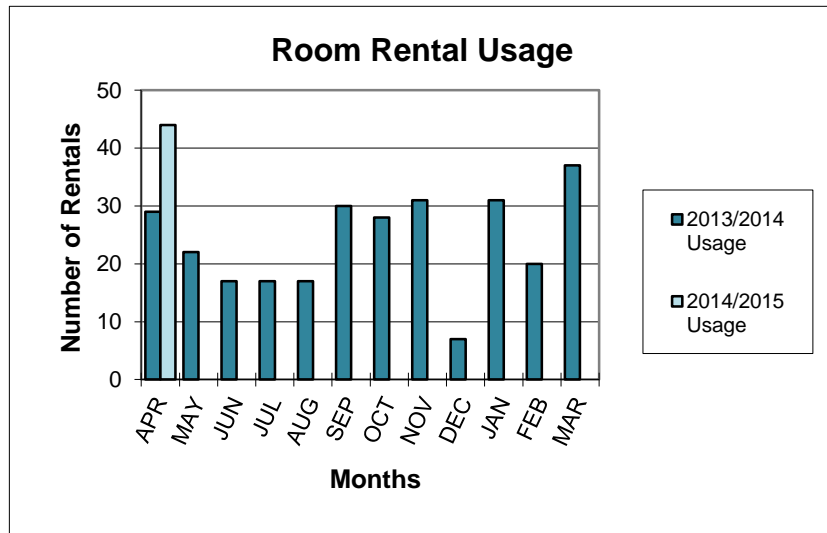
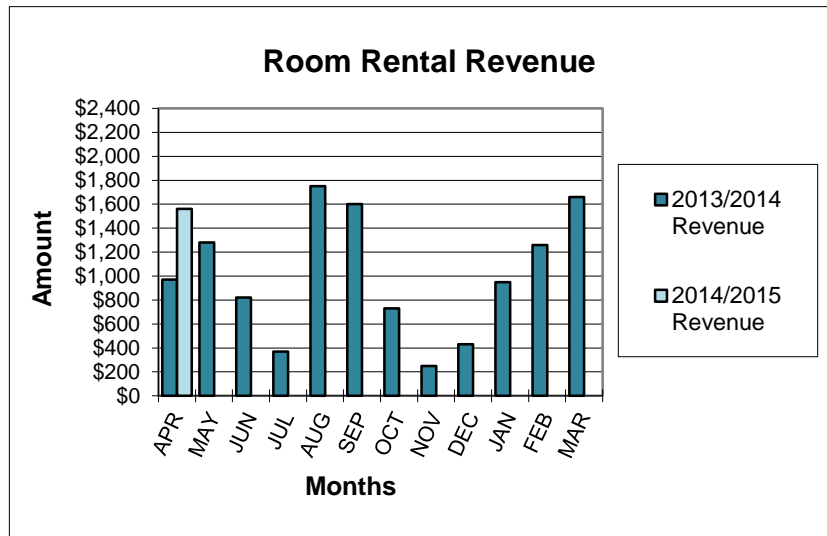
Month	2013/2014 Fiscal Year	2014/2015 Fiscal Year	Difference
APR	\$12,058.52	\$12,209.70	\$151.18
MAY	\$11,311.82		(\$11,311.82)
JUN	\$8,567.53		(\$8,567.53)
JUL	\$16,428.37		(\$16,428.37)
AUG	\$13,062.09		(\$13,062.09)
SEP	\$12,098.00		(\$12,098.00)
OCT	\$11,014.75		(\$11,014.75)
NOV	\$12,978.24		(\$12,978.24)
DEC	\$13,470.53		(\$13,470.53)
JAN	\$17,059.39		(\$17,059.39)
FEB	\$18,758.60		(\$18,758.60)
MAR	\$15,904.78		(\$15,904.78)
			YTD Difference
<b>TOTAL</b>	<b>\$162,712.62</b>	<b>\$12,209.70</b>	<b>(\$150,502.92)</b>



## ROOM RENTAL - TWO-YEAR COMPARISON

7b

<u>Month</u>	2013/2014 <u>Revenue</u>	2014/2015 <u>Revenue</u>	<u>Difference</u>	2013/2014 <u>Usage</u>	2014/2015 <u>Usage</u>	<u>Month</u>
APR	\$970.00	\$1,560.00	\$590.00	29	44	APR
MAY	\$1,280.00		(\$1,280.00)	22		MAY
JUN	\$820.00		(\$820.00)	17		JUN
JUL	\$370.00		(\$370.00)	17		JUL
AUG	\$1,750.00		(\$1,750.00)	17		AUG
SEP	\$1,600.00		(\$1,600.00)	30		SEP
OCT	\$730.00		(\$730.00)	28		OCT
NOV	\$250.00		(\$250.00)	31		NOV
DEC	\$430.00		(\$430.00)	7		DEC
JAN	\$950.00		(\$950.00)	31		JAN
FEB	\$1,260.00		(\$1,260.00)	20		FEB
MAR	\$1,660.00		(\$1,660.00)	37		MAR
<b>TOTAL</b>	<b>\$12,070.00</b>	<b>\$1,560.00</b>	<b>YTD Difference (\$10,510.00)</b>	<b>286</b>	<b>44</b>	



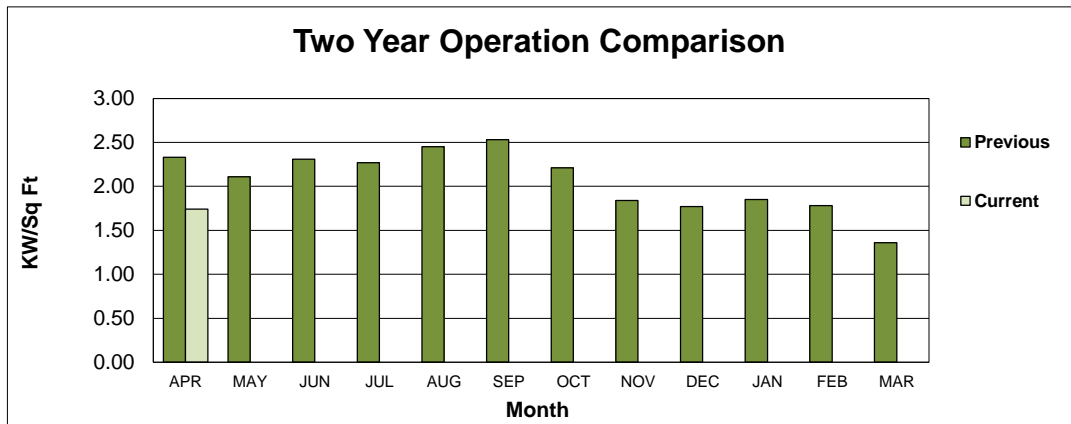
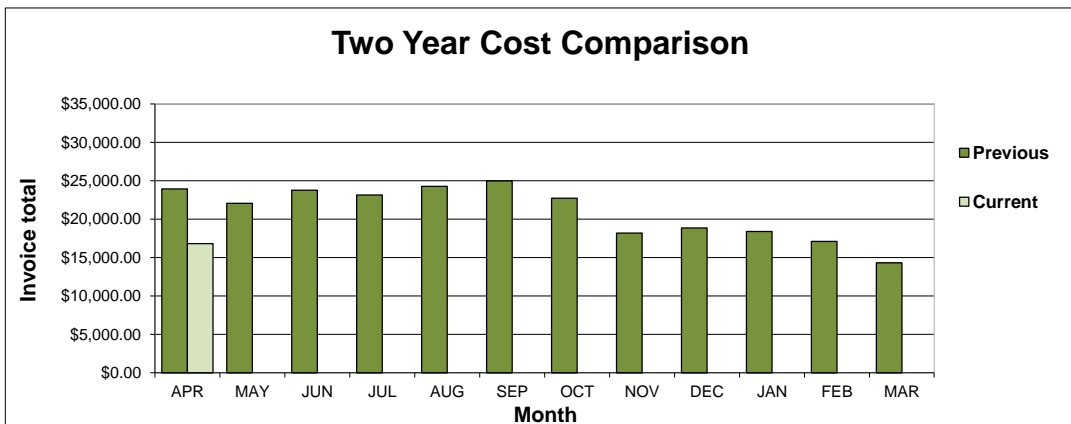
## Bloomfield Township Public Library Electricity Analysis

Building Area = 101,023 Sq ft.

TWO YEAR COST COMPARISON				CURRENT YEAR OPERATION					
Month	2013/2014	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	\$23,924.85	\$16,804.85	(\$7,120.00)	175,910	\$0.10	244.32	1.74	\$23.34	\$0.17
MAY	\$22,040.98		(\$22,040.98)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
JUN	\$23,747.63		(\$23,747.63)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
JUL	\$23,128.92		(\$23,128.92)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
AUG	\$24,264.13		(\$24,264.13)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
SEP	\$24,952.03		(\$24,952.03)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
OCT	\$22,741.30		(\$22,741.30)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
NOV	\$18,183.53		(\$18,183.53)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
DEC	\$18,858.90		(\$18,858.90)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
JAN	\$18,391.36		(\$18,391.36)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
FEB	\$17,100.73		(\$17,100.73)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
MAR	\$14,317.08		(\$14,317.08)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
			YTD Difference						
<b>TOTAL</b>	<b>\$251,651.44</b>	<b>\$16,804.85</b>	<b>(\$234,846.59)</b>						

**NOTES:**

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

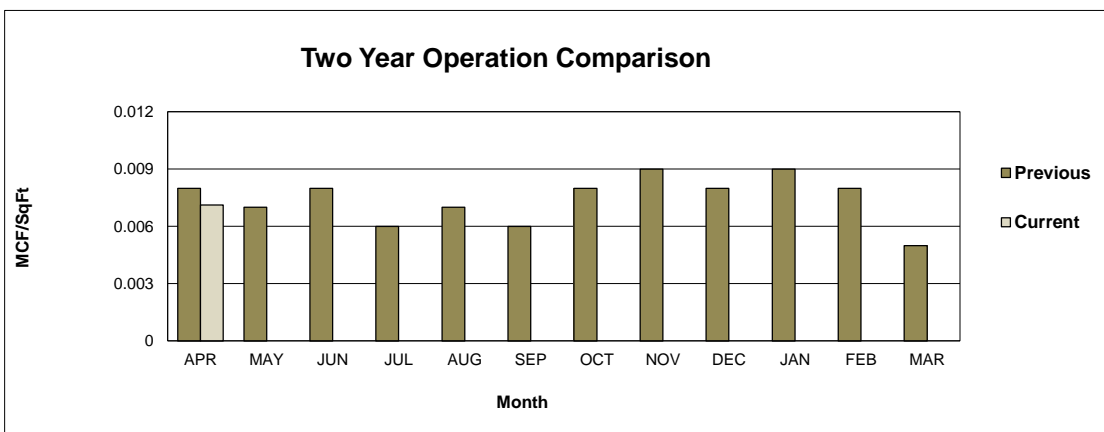
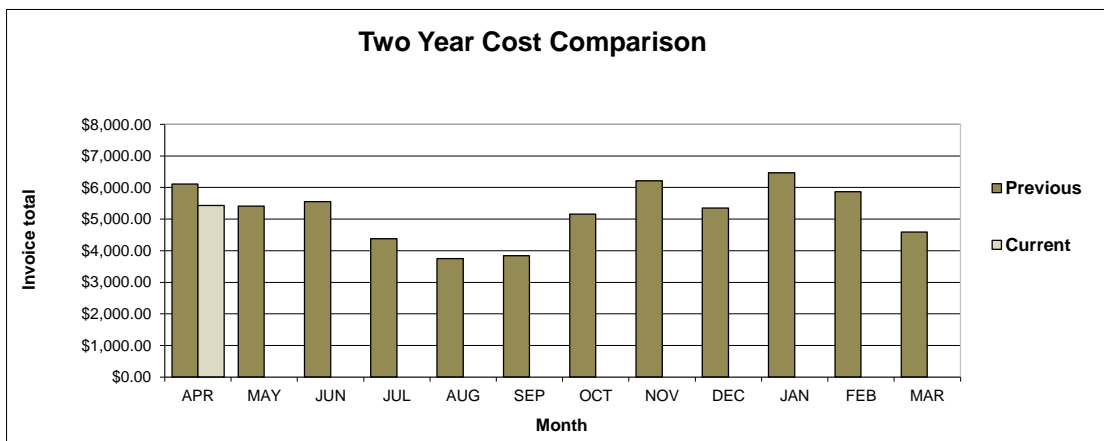


## Bloomfield Township Public Library Natural Gas Analysis

Building Area = 101,023

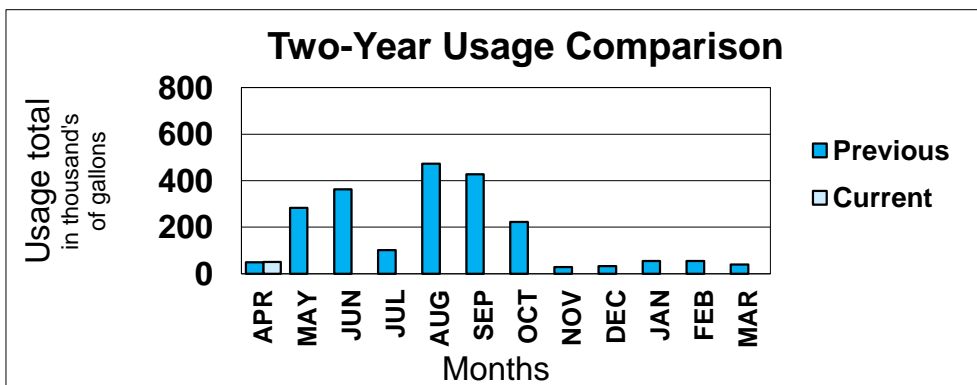
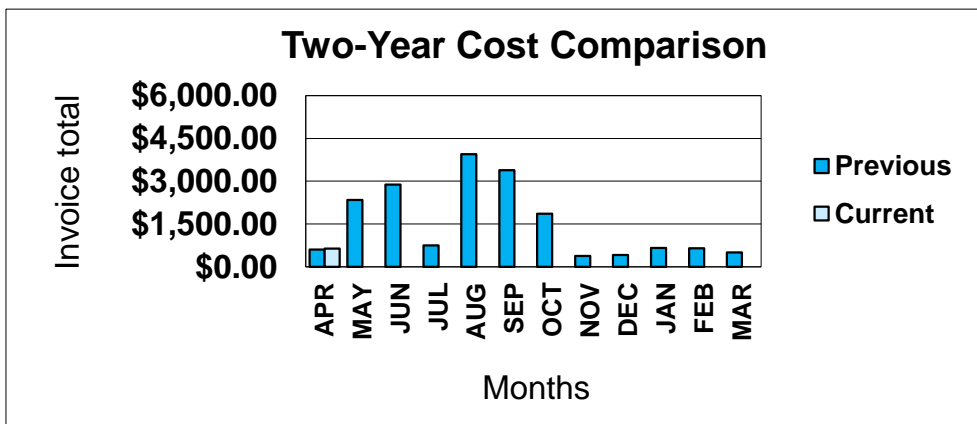
1 Cu. Ft. = 1000 BTU

TWO YEAR COST COMPARISON				OPERATION						
Month	2013/2014	2014/2015 (3)	Difference	MCF	COST/MCF	HOURS (24 x no. days per month)	MCF/HR	MCF/SqFt	\$/HR	\$/SqFt
APR	\$6,110.36	\$5,429.97	(\$680.39)	719.7	\$7.54	720	1.00	0.007	7.54	0.053
MAY	\$5,408.69		(\$5,408.69)		#DIV/0!	744	0.00	0.000	0.00	0.000
JUN	\$5,555.45		(\$5,555.45)		#DIV/0!	720	0.00	0.000	0.00	0.000
JUL	\$4,379.99		(\$4,379.99)		#DIV/0!	744	0.00	0.000	0.00	0.000
AUG	\$3,751.62		(\$3,751.62)		#DIV/0!	744	0.00	0.000	0.00	0.000
SEP	\$3,845.47		(\$3,845.47)		#DIV/0!	720	0.00	0.000	0.00	0.000
OCT	\$5,160.88		(\$5,160.88)		#DIV/0!	744	0.00	0.000	0.00	0.000
NOV	\$6,210.54		(\$6,210.54)		#DIV/0!	720	0.00	0.000	0.00	0.000
DEC	\$5,354.15		(\$5,354.15)		#DIV/0!	744	0.00	0.000	0.00	0.000
JAN	\$6,465.35		(\$6,465.35)		#DIV/0!	744	0.00	0.000	0.00	0.000
FEB	\$5,867.56		(\$5,867.56)		#DIV/0!	696	0.00	0.000	0.00	0.000
MAR	\$4,588.99		(\$4,588.99)		#DIV/0!	744	0.00	0.000	0.00	0.000
YTD Difference										
<b>TOTAL</b>	<b>\$62,699.05</b>	<b>\$5,429.97</b>	<b>(\$57,269.08)</b>							



## Bloomfield Township Public Library Water Analysis

Month	2013/14 Fiscal Year Cost	2014/15 Fiscal Year Cost	Difference	2013/14 Fiscal Year Usage	2014/15 Fiscal Year Usage	Difference
APR	\$608.49	\$640.33	\$31.84	49	50	1
MAY	\$2,347.63		(\$2,347.63)	283		(283)
JUN	\$2,886.18		(\$2,886.18)	363		(363)
JUL	\$753.30		(\$753.30)	102		(102)
AUG	\$3,948.12		(\$3,948.12)	473		(473)
SEP	\$3,383.98		(\$3,383.98)	427		(427)
OCT	\$1,861.07		(\$1,861.07)	223		(223)
NOV	\$383.76		(\$383.76)	29		(29)
DEC	\$415.77		(\$415.77)	32		(32)
JAN	\$661.18		(\$661.18)	55		(55)
FEB	\$650.51		(\$650.51)	54		(54)
MAR	\$501.13		(\$501.13)	40		(40)
			YTD Difference			YTD Difference
<b>TOTAL</b>	<b>\$18,401.12</b>	<b>\$640.33</b>	<b>(\$17,760.79)</b>	<b>2,130</b>	<b>50</b>	<b>(2,080)</b>



**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**

**LIBRARY BOARD OF TRUSTEES  
MONTHLY DIRECTOR'S REPORT**

**May, 2014**

Our Library once again provided a wonderful opportunity for others to learn more about serving those with special needs on April 30. Called Adaptive Umbrella, this workshop drew 60 participants from around this area and from areas as far away as Lansing and Grand Rapids! I am quite proud that our Library is a recognized leader in this area. Many thanks to our Youth Services staff, especially Jen Taggart, for organizing this workshop, blazing the trail and sharing what we have learned with others.

The weekend of April 26 was designated as "Clean Sweep" in Bloomfield Township. The Library had a great team of volunteers who walked around the entire Library site picking up and cleaning up. Their most unusual finds were a mail box, toothbrush and pair of gloves! I am very grateful to Technical Services Department Head Marianne Abdoo and her children Anatasia and Kuzma, Adult Services Librarian Marcia Preston, and Circulation Services Clerk Teneia Combs' son, Remy Combs.

Please note that the enclosed Strategic Plan update includes our fiscal year 2014/2015 short term goals. This is the last year of our five year strategic plan. Next year we will begin a new strategic planning process.

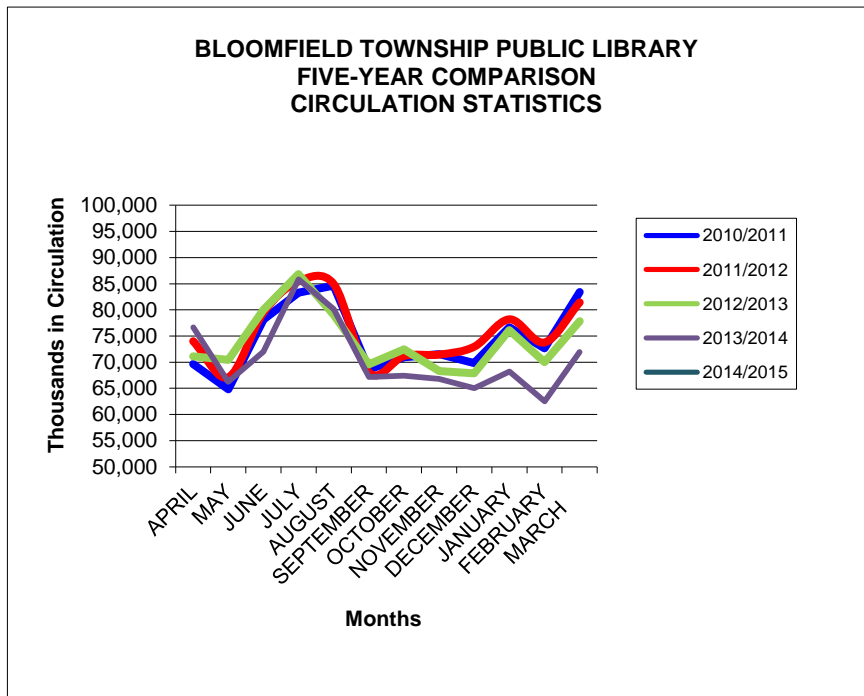
Respectfully Submitted,

Carol Mueller  
Director

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
FIVE YEAR CIRCULATION

5/16/2014

	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015
APRIL	69,666	74,009	71,094	76,629	65,851
MAY	64,825	67,127	70,411	66,250	
JUNE	78,169	79,512	80,069	72,030	
JULY	83,272	85,456	86,867	85,844	
AUGUST	84,618	84,937	79,094	80,163	
SEPTEMBER	68,596	68,066	69,592	67,145	
OCTOBER	70,926	71,180	72,467	67,436	
NOVEMBER	71,551	71,456	68,318	66,813	
DECEMBER	69,841	72,964	67,864	65,007	
JANUARY	76,712	78,197	76,156	68,232	
FEBRUARY	72,657	73,778	69,992	62,534	
MARCH	83,408	81,433	77,819	71,961	
<b>TOTAL</b>	<b>894,241</b>	<b>908,115</b>	<b>889,743</b>	<b>850,044</b>	<b>65,851</b>



	2013		2014	
<b>COLLECTION</b>				
Book Collection:	282,706		280,118	
Media Collection:	62,061		60,325	
Total e-books:	26,717		27,546	
Overdrive	5,465		6,094	
EBSCOhost	19,227		19,227	
Total downloadable audiobooks:	4,233		4,582	(Overdrive)
Materials Total:	375,717		372,571	
<b>CIRCULATION</b>				
Circulation Total:	76,629		65,851	
Bloomfield Township Circulation:	68,946		60,146	
Virtual Circulation Total	3,844		3,833	
Circulation of Youth materials:	28,083		25,168	
Circulation of Media:	32,375		26,921	
Circulation of Cranbrook passes:	237		152	
Circulation of MI Big Green Gym pass:	n/a		n/a	
Self-checkout machine use:	26,986*	35.2%	22,625	34.4%
Library by Mail:	122	30 patrons	79	25 patrons
<b>BUILDING &amp; EQUIPMENT USAGE</b>				
Door Count:	30,107**		26,298	
Gate Count:	30,008		27,574	
Meeting rooms by public:	29		44	
Meeting rooms by staff:	70		64	
<b>VIRTUAL USE</b>				
Home page hits/Database services:	27,957		21,135	
e-book access:	1,726		1,770	
Overdrive	1,657		1,737	
EBSCOhost	69		33	
Audiobook access: (Overdrive)	599		651	
Music download access:	1519		1,090	
Magazine download access:	n/a		322	
TutorMe! sessions:	34		47	
<b>Library Computer Use</b>				
Resident Use	2,876		2,455	
Guest Use	948		820	
*YS self-check not working April 23-28				
**Library emergency closing April 18				



	2013		2014	
<b>OUTREACH &amp; PROGRAMS</b>				
<b><i>New Patrons and Accounts</i></b>				
Township:	179		162	
Cranbrook:	8		3	
Total new patrons:	295		237	
<b><i>Adult Program Attendance</i></b>				
Staff-led:	8 events	51 attended	4 events	59 attended
Speaker-led:	5 events	473 attended	11 events	374 attended
Book clubs:	6 events	62 attended	4 events	53 attended
Tours/visits on-site:	0	0	0	0
Tours/visits off-site:	1 event	18 attended	0	0
Chamber Music Concert	1 event	202 attended	1 event	180 attended
Bloomfield Historical Society	1 event	55 attended	1 event	45 attended
<b><i>Systems Program Attendance</i></b>				
Staff-led:	2 events	24 attended	4 events	41 attended
<b><i>Teen Program Attendance</i></b>				
Staff-led:	3 events	24 attended	2 events	11 attended
Homework coaching		15 attendees		6 attendees
<b><i>Youth Program Attendance</i></b>				
Staff-led:	26 events	646 attended	15 events	306 attended
Speaker-led:	4 events	107 attended	5 events	235 attended***
Tours/visits on-site:	2 events	127 attended	0	0
Tours/visits off-site:	1 event	16 attended	0	0
TOTAL:	60 events	1,820 attended	47 events	1,310 attended
<b><i>Volunteers:</i></b>				
	33 people	277.75 hours	33 people	263.75 hours
	Shop: 7	98.75	Shop: 7	80
	Court: 0	0	Court: 1	11
	Students: 5	19	Students: 9	25
	Stu. Tutors: 6	31.50	Stu. tutors: 1	1.50
	Dept. Vol: 15	128.50	Dept. Vol: 15	146.25
<b><i>Patron Remarks</i></b>				
Patron Comments:	9		2	
Ask BTPL:	18		10	
Ask Us:	39		27	
<b>DISPLAYS</b>				
Lobby	1970's artifacts from the Detroit Historical Society			
Media	Adult: I Love the 70's, Celebrate Library Week, Mickey Rooney Youth: Mystery audiobooks, Disney Pixar, Hockey, Baseball DVDs			
Local History	National Poetry Month			
***Includes the joint Adult and Youth Storytelling Festival 2014 with 80 attending				

## TENTATIVE SCHEDULE CALENDAR

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- **Tuesday, May 20, 2014 - 7:00 p.m., Regular Board Meeting in the Board Room.**

Upcoming meetings and events:

- Monday, May 26, 2014 Library Closed for Memorial Day.
- Wednesday, June 4, 2014 – 12:30 p.m. FOL Board of Director's Meeting in the Board Room.
- **Tuesday, June 17, 2014 – 7:00 p.m. Regular Board Meeting in the Board Room.**
- Thursday, June 19, 2014 – 3:00 p.m. Finance Committee 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 Wednesday May 7, 2014 at 3 p.m.

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

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

### **Investment and Depository Designation Resolution Update**

Two of the Library's current designated depositories recently changed names due to buy outs by other banks. Citizen's Bank is now First Merit Bank and Fidelity Bank is now Huntington Bank. The Investment and Depository Designation Resolution has been updated with these name changes: First Merit Bank's name replaces Citizen's Bank and Fidelity Bank has been deleted since Huntington Bank was already an approved depository. These changes were approved by the Finance Committee.

### **Short Term Investments**

The money market accounts with Gregory Schwartz & Co. are currently yielding 0.02%. Beth noticed that this is less than our banks offer and questioned Schwartz & Co. about it. Schwartz & Co. are recommending that the Library transfer approximately \$600,000 in the Eaton Vance US Gov't Money Market Fund into the Eaton Vance Short Duration US Gov't Fund which is currently at a 1.19% yield. The Finance Committee agreed with this transfer. Beth will notify Matt to make it as soon as possible.

The Finance Committee expressed concern that Schwartz & Co. didn't approach us about this and asked Administration to inquire of them what their protocol is for looking at our portfolio. Carol will follow up with Schwartz and Co.

### **OPEB and Vacation/Sick Leave Payout Review**

The updated actuarial report regarding the Library's Other Post-Employment Benefits (OPEB) obligations, dated July 1, 2013, was received from Bloomfield Township recently. Our total accrued liability for all current eligible employees and current retirees increased from \$3,312,000 to \$5,024,164, a \$1,712,164 increase.

In 2013/2014, we fully funded the OPEB obligation. This increase in predicted obligations means that these are no longer fully funded. The Library has been prudent about designating an amount for these obligations. However, in 2014/2015, the amount

designated for OPEB obligations will amount to 63.5327% funded as of April 1, 2014. This will be reflected as such on the general fund balance sheet. Any benefited employee hired after May, 2011 will not receive these benefits, essentially ending our legacy costs into the future. The vacation/sick leave payout also was discussed. This figure increased from \$416,579 in 2013/2014 to \$446,124 for 2014/2015, a difference of \$29,545.

The Finance Committee recommends that the Library Board Reports be updated with these new figures to ensure our reporting is as transparent as possible. Beth will update this information on the May Board Reports

### **Election Information**

Carol shared election information she received from Bloomfield Township Clerk Jan Roncelli with the Finance Committee. The Finance Committee asked Carol to set up a meeting between them and Jan to discuss the election process.

The Finance Committee will meet again on June 19, 2014 at 3 pm. Schwartz & Co. will be invited to attend to provide an update on investments. Doeren Mayhew will be present also to review the FY 2013/2014 audit.

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**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 Wednesday, May 14, 2014 at 3 p.m.

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

**Administration:** Library Director, Carol Mueller, Assistant Director Tera Moon.

**Others:** Bloomfield Township Supervisor Leo Savoie, Bloomfield Township Treasurer Dan Devine, Bloomfield Township Clerk Jan Roncelli

The Finance Committee briefly reviewed Library finances with Bloomfield Township officials. The recent actuary report received from the Township indicating our Other Post Retirement Benefits (OPEB) obligation increase was discussed as was the decision to close on summer Sundays. Building concerns, particularly the library roof and lower level water issues, were discussed as well. Township officials suggested that we identify our building needs and prepare a replacement schedule based on the life expectancy of capital items. Leo said that they are working on such a plan now for the Township and will share their plan with the Library when ready. They also offered to help answer questions that we may have in the future.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
MEMORANDUM**

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**TO:** Library Board of Trustees

**FROM:** Carol Mueller, Library Director

**DATE:** May 12, 2014

**SUBJECT: Presentation**

In celebration of the Library's 50th anniversary this year, our Friends of the Library featured our Library for its presentation at the Friends Annual meeting on Wednesday, May 7. Assistant Director Tera Moon and Adult Services Librarian Ed Niemchak gave an interesting and informative presentation on "The Future of the Library". I have invited them to share this presentation with you at the May 20 Library Board meeting. As part of this presentation, Youth Services Librarian Liz Clauder will provide a preview of our newest addition to library services - early literacy iPads, funded with a generous, anonymous gift from a Bloomfield Township resident. I hope you find this brief presentation to be an informative overview of all that the Library has to offer today and what is on the horizon for tomorrow and beyond.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
MEMORANDUM**

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**TO:** Library Board of Trustees

**FROM:** Carol Mueller, Library Director

**DATE:** May 7, 2014

**SUBJECT: Investment and Depository Designation Resolution**

Our Investment and Depository Designation Resolution was last updated on September 18, 2012. Since that time, two banks that the Library has designated as depositories were purchased by other banks and changed names. Our policy now needs updating to reflect these changes. On page two, Citizen's Bank changed their name to First Merit Bank. Also on page two, Fidelity Bank was bought out by Huntington Bank and the name, Fidelity Bank, has been deleted from our policy since we already have Huntington Bank designated as a depository. These changes are reflected in the updated and attached policy for your review and approval. The Finance Committee reviewed and approved these changes at their May 7, 2014 meeting. No other changes to this resolution are proposed at this time.

**ACTION: I move to accept the changes to the Investment and Depository Designation Resolution as presented.**

## **Bloomfield Township Public Library**

### **INVESTMENT AND DEPOSITORY DESIGNATION RESOLUTION**

#### **1. Statement of Purpose**

WHEREAS, the Board of Bloomfield Township Public Library, Oakland County, in exercising its fiduciary responsibilities, desires to safeguard the funds of the library that may be invested from time to time, and

WHEREAS, Public Act 77 of 1989, MCL 41.77, requires that the library board designate the banks or depositories for the money belonging to the library, including the time for which the deposits shall be made and all details for carrying into effect the authority given in this act, and

WHEREAS, Public Act 167 of 1997, MCL 129.91, et seq., requires library boards, in consultation with the library Director, to adopt an investment policy, now

#### **2. Scope of Policy**

THEREFORE BE IT RESOLVED, That this policy is applicable to all public funds belonging to Bloomfield Township Public Library and in the custody of the library Director.

#### **3. Delegation of Authority to Make Investments**

BE IT FURTHER RESOLVED, That the Bloomfield Township Public Library Director is authorized to manage funds belonging to the library by depositing funds in approved financial institutions and administering investments in conformance with MCL 41.77 and the policies as set forth in this resolution.

BE IT FURTHER RESOLVED, The firm of Gregory J. Schwartz and Co. shall advise the Board of Library Trustees regarding investment and invest such funds as determined by the Board of Trustees.

#### **4. Approved Depositories**

BE IT FURTHER RESOLVED, That the board approves the following financial institutions as depositories of library funds:

Bank of America  
J P Morgan Chase  
Comerica Bank  
Fifth Third Bank



**Bloomfield Township Public Library  
Investment And Depository Designation Resolution**

First Merit Bank  
Flagstar Bank  
Huntington Bank  
PNC Bank

and such other appropriate financial institutions as may be recommended from time to time by the Finance Committee and approved by the Board of Trustees.

**5. Safekeeping and Custody of Deposits and Investments**

BE IT FURTHER RESOLVED, That the Director shall recommend financial institutions for approval for the safekeeping of library funds based on an evaluation of the performance and solvency of the institution, as well as past performance in exercising due care and prudence in managing the custody of library funds held in trust, if applicable. The Director shall periodically evaluate approved and potential financial depositories and shall make recommendations as to appropriate changes in approved depositories when warranted.

BE IT FURTHER RESOLVED, The Director may elect to have certificates and other evidence of investments held by a financial institution, provided that the financial institution presents to the library Director sufficient documentation and acknowledgment of the investment instruments held on behalf of the library.

To satisfy safekeeping and custody qualifications, financial institutions must document a minimum capital requirement of at least \$10,000,000 and at least five years of operation. All financial institutions shall be pre-qualified by supplying the following:

- Audited financial statements,
- Proof of NASD certification or FDIC insurance,
- Proof of state registration and
- Certification of having read, understood and agreement to comply with the Bloomfield Township Public Library investment policy.

The Director shall annually examine the financial condition and registrations of qualified financial institutions by obtaining annual updates of the information listed above.

**Bloomfield Township Public Library  
Investment And Depository Designation Resolution**

**6. Authorized Investment Instruments**

BE IT FURTHER RESOLVED, That when the Director's analysis of the library's cash flow requirements reveals that surplus funds will not be required to meet current expenditures for a specific length of time, the Director is authorized to make prudent investments for a length of time that will provide a reasonable return on investment, yet ensure that such funds will be available when needed and will not be exposed to undue risk.

The Director is authorized to invest library funds only in the following instruments:

**a)** In bonds, securities, and other obligations of the United States, or an agency or instrumentality of the United States in which the principal and interest is fully guaranteed by the United States. This subdivision shall include securities issued or guaranteed by the Governmental National Mortgage Association, Federal National Mortgage Association, Federal Home Loan Mortgage Corporation, or the Federal Home Loan Banks;

**b)** In certificates of deposit, savings accounts, investment pools organized under the surplus funds investment pool act, 1982 PA 367, 129.111 to 129.118, deposit accounts, or depository receipts of a bank which is a member of the Federal Deposit Insurance Corporation or a savings and loan association which is a member of the Federal Savings and Loan Insurance Corporation or a credit union which is insured by the National Credit Union Administration, but only if the bank, savings and loan association, or credit union meets all criteria as a depository of public funds contained in state law

**c)** In mutual funds registered under the Federal Investment Company Act of 1940, composed of the investment vehicles described above that are AAA rated by Standard & Poors, have maturities of five years or less, are readily marketable, and have significant trading volume within a continuous market. Mutual funds may also include securities whose net asset value per share may fluctuate on a periodic basis.

**7. Investment Objectives**

BE IT FURTHER RESOLVED, That the objectives of this policy are foremost, to maintain safety of principal of library funds; secondarily, to maintain a diversified investment portfolio; maintain adequate liquidity, and achieve a market rate of return on relatively safe investment instruments.

To accomplish these objectives, decisions and actions involving the library's investment portfolio shall meet the following criteria:

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**Safety:** Safety of principal is the foremost objective of Bloomfield Township Public Library's investment practices. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall investment portfolio. The Director shall minimize credit risk by investing only in the safer types of securities, pre-qualifying financial institutions, intermediaries, and advisers with whom the library will do business; and diversifying the investment portfolio so that the impact on the investment portfolio resulting from losses on individual securities will be minimized.

**Diversification:** The investments shall be diversified by avoiding over concentration in securities from a specific issuer or business sector, excluding U.S. Treasury securities. Investments shall have varying maturities. Investment instrument selection shall avoid high credit risks and shall include use of readily available funds, such as local government investment pools or mutual funds to maintain sufficient liquidity.

**Liquidity:** The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. Securities shall have maturity date concurrent with cash flow needs. Securities with active secondary or resale markets, as well as money market mutual funds offering same-day liquidity for short-term funds shall also be used to ensure liquidity. The Director shall minimize interest rate risk by avoiding the need to sell securities prior to maturity and investing operating funds primarily in short term-securities, money market mutual funds or similar public investment pools. Securities shall not normally be sold prior to maturity except to minimize loss of principal; to improve the quality, yield or target duration in the portfolio, or to meet liquidity needs.

**Return on Investment:** The investment portfolio shall be designed to attain a market average rate of return during budgetary and economic cycles while taking into account investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to safety and liquidity objectives. The core of investments is limited to relatively low-risk securities, and a fair rate of return relative to risk is assumed.

**8. Standard of Prudence**

BE IT FURTHER RESOLVED, That the Director shall make such investments and only such investments as a prudent person would make in dealing with the property of another, having in view the preservation of the principal and the amount and regularity of the income to be derived.

The standard of prudence to be used shall be the "prudent investor" standard and shall be applied in context of managing an overall portfolio.

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**Bloomfield Township Public Library  
Investment And Depository Designation Resolution**

**9. Statement of Ethics**

BE IT FURTHER RESOLVED, That the library Director shall refrain from personal business activity that could conflict with the proper execution and management of library investments, or that could impair the library Director's ability to make impartial investment decisions.

**10. Investment Activity Report**

BE IT FURTHER RESOLVED, That the library Director shall annually provide a written report to the library Board concerning the investment of library funds.

BE IT FURTHER RESOLVED, That the library shall comply with all applicable statutory standards for investment of public funds as they now exist or as they may be subsequently amended. Any provisions of this resolution that conflicts with applicable statutory requirements and standards is void.

NOW, THEREFORE BE IT RESOLVED, That on this 15 day of September, 1998, the Bloomfield Township Public Library Board of Trustees hereby approves this Investment Policy And Depository Resolution and authorizes that it take effect on September 30, 1998.

Approved by the Library Board of Trustees, September 15, 1998  
Revised by the Library Board of Trustees, February 20, 2001  
Revised by the Library Board of Trustees, August 17, 2004  
Revised by the Library Board of Trustees, August 16, 2005  
Revised by the Library Board of Trustees, June 20, 2006  
Revised by the Library Board of Trustees, December 18, 2007  
Updated LaSalle Bank name changed to Bank of America, May 20, 2008  
Updated National City Bank name changed to PNC Bank, June 7, 2010  
Approved by the Library Board of Trustees, July 20, 2010  
Approved by the Library Board September 18, 2012  
Updated Fidelity Bank was bought out by Huntington Bank and Citizen's Bank name changed to First Merit Bank, May 20, 2014

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**

**MOTION TO APPROVE ANY ITEMS REMOVED FROM THE CONSENT AGENDA**

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

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
MEMORANDUM**

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**TO:** Library Board of Trustees

**FROM:** Tera Moon, Assistant Director

**DATE:** May 12, 2014

**SUBJECT:** Strategic Plan Update

Recently the Management Advisory Committee discussed short term goals for FY 2014/2015. Library staff will begin working on the seven short term goals listed below:

- Invitations offering “First Meeting Free” will be sent to Bloomfield Township neighborhood association in August, 2014, inviting them to meet at the Library one time at no charge. Groups scheduling a meeting will be welcomed by a Library staff person who will share information about our services, collections and programs
- The Library Rewards program will be offered in September, 2014 in conjunction with American Library Association’s “National Library Card Sign Up” month. This popular program for Bloomfield Township residents helps bring awareness to the value of their library card!
- In celebration of the Library’s 50<sup>th</sup> anniversary, our "Pop Up Librarian" will appear at various locations throughout Bloomfield Township to promote all the Library has to offer.
- The Library's social media presence will be strengthened by expanding our use of Facebook and enewsletters and adding our library's presence on Pinterest.
- 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 local history information and determine future directions for our local history collection.
- The staff Wayfinding Committee will continue to investigate technology and equipment to improve patron access to the building, services and collections.
- Adult Services staff will continue to develop and promote services, collections and programs of particular interest to seniors.

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  
MEMORANDUM**

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**TO:** Library Board of Trustees

**FROM:** Carol Mueller, Library Director

**DATE:** May 12, 2014

**SUBJECT: General Fund Balance Sheet Update**

This month's General Fund balance sheet includes updated figures for the assigned fund balance, specifically for the OPEB (other post-employment benefits) and compensated absences accrual. The Library received an updated actuarial report, dated July 1, 2013, regarding our OPEB obligations. Our total accrued liability for all current eligible employees and current retirees increased from \$3,312,000 to \$5,024,164. The Library has always been very prudent about designating an amount for these obligations. As of April 1, 2014, these obligations are 63.5% funded.

The Library has budgeted \$108,000 this fiscal year to meet our current retiree health care and life insurance benefits costs. There are 19 current employees who have been promised these benefits upon qualifying for and actually retiring from the Library. Any benefitted employee hired after May, 2011 will not receive these benefits, essentially ending our legacy costs into the future.

Another part of our assigned fund balance is our obligation for funding accrued absences. Upon review of our employees' vacation and sick leave banks for the annual audit, our obligation in 2014/2015 is \$446,124. This is the amount we would be obligated to pay out should all eligible benefitted staff use their accrued leave as of March 31, 2014.

Friends gifts expended 2014-2015

<u>Gift Accession</u>	<u>Year rec'd</u>	<u>Donor</u>	<u>Purpose</u>	<u>Amount</u>	<u>Apr 2014</u>	<u>Amount left in gift</u>	
1300870101	2013	FOL	Complete set LgPrint Agatha Christie books	\$1,090.00		\$1,090.00	
1200480101	2012	FOL	AS DVD purchases	\$1,760.32	(\$57.10)	\$1,703.22	
1300460101	2013	FOL	2013/2014 Three concerts	\$2,400.00		\$2,400.00	
1300470101	2013	FOL	2013/2014 Four Art Lectures	\$600.00		\$600.00	
1300480101	2013	FOL	2014 Everyone's Reading	\$365.45		\$365.45	
1300830101	2013	FOL	2014/2015 Teen Programming	\$500.00		\$500.00	
1300500101	2013	FOL	2014/2015 PJ Theater program	\$2,000.00	(\$635.00)	\$1,365.00	
1300820101	2013	FOL	YS Adaptive Umbrella Workshop	\$1,431.19	(\$735.00)	\$696.19	
1300840101	2013	FOL	2014 YS Summer Reading Program	\$5,000.00	(\$819.27)	\$4,180.73	
1300860101	2013	FOL	2014/2015 YS Programming	\$8,000.00	(\$69.99)	\$7,930.01	
1000490101	2010	FOL	Redirect by FOL for 50th Anni.	\$10,000.00	(\$744.97)	\$9,255.03	Was Comm. mailings -now earmarked for 50th Anni.
1100270101	2011	FOL	Det. Historical Society Exhibits	\$500.00		\$500.00	
1100780101	2011	FOL	BTPL's 50th Anniversary seed money	\$180.03	(\$180.03)	\$0.00	
1200150101	2012	FOL	Chamber Concert Series	\$77.34		\$77.34	
1200660101	2012	FOL	Ruth McNair donations for concerts	\$1,381.00		\$1,381.00	
1300540101	2013	FOL	Admin 2014/2015 Program Budget	\$1,500.00	(\$39.60)	\$1,460.40	
1300880101	2013	FOL	2014/2015 Chamber Concert Series	\$1,500.00		\$1,500.00	
1300550101	2013	FOL	Spring 2014 Arborist Tree Pruning	\$200.00		\$200.00	
1300810101	2013	FOL	Tree & Flower bed mulch	\$7,000.00		\$7,000.00	
1300520101	2013	FOL	10 chairs for Public Café	\$375.00		\$375.00	Need to get this redirected
1100760101	2011	FOL	Systems Redirect by FOL for Tech. upgrade 9/2013	\$94.03		\$94.03	Was Math & Science kits -now Technology upgrade
0900750101	2009	FOL	Systems Redirect by FOL for Tech. upgrade 9/2013	\$56.10		\$56.10	Was Apr2010 Nat.Library Week -now Tech. upgrade
1000520101	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
1200650101	2012	FOL	Systems Redirect by FOL for Tech. upgrade 9/2013	\$6,681.25		\$6,681.25	Was backdrop for stage - 50% dep-now Tech. upgrade
1300440101	2013	FOL	Systems Technology upgrade (to bring total to \$25,000 with 4 redirected gifts)	\$16,668.62		\$16,668.62	
1100250101	2011	FOL	Technology related workshops/training	\$1,476.79		\$1,476.79	
0900600101	2009	FOL	YS ALA conference attend.-Summer 2014 for J.Taggart	\$1,770.00	(\$203.00)	\$1,567.00	Was Display panels-now ALA confer. attend. in Summer 2014
1300530101	2013	FOL	For 2014/2015 staff development	\$1,500.00	(\$55.00)	\$1,445.00	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.
1300530101AS	2013	FOL	For 2014/2015 AS staff develop.	\$700.00		\$700.00	Reallocated from SMS Alert Serv. gift given in 10/13
300530101CIR	2013	FOL	For 2014/2015 Circ staff develop.	\$100.00		\$100.00	Reallocated from SMS Alert Serv. gift given in 10/13
100530101SYS	2013	FOL	For 2014/2015 Sys staff develop.	\$100.00		\$100.00	Reallocated from SMS Alert Serv. gift given in 10/13
1300530101TS	2013	FOL	For 2014/2015 TS staff develop.	\$100.00		\$100.00	Reallocated from SMS Alert Serv. gift given in 10/13
1300530101YS	2013	FOL	For 2014/2015 YS staff develop.	\$700.00	(\$10.00)	\$690.00	Reallocated from SMS Alert Serv. gift given in 10/13
0700010101	2007	FOL	New Welcome brochures	\$6,290.00		\$6,290.00	
0800220101	2008	FOL	MY LIBRARY book project	\$1,458.74		\$1,458.74	
1300510101	2013	FOL	Recycled plastic book bags	\$1,375.00		\$1,375.00	
				<u>\$86,430.86</u>	<u>(\$3,548.96)</u>	<u>\$82,881.90</u>	



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

2014

2014

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3 Knit N Stitch Circle 10:00 am	4 <b>FOL Board Meeting</b> <b>12:30 pm</b>  Great Books Club 6:45 pm	5	6	7  Intro to Excel 2:00 pm
8	9	10 Zinio –Download Free Magazines 2:00 pm  Memoir Writers’ Group 1:00 pm	11 Non Fiction Book Club 7:00 pm  Writers’ Rendezvous 7:00 pm	12	13	14 Friends Saturday Book Sale 9:30 am-3:30pm  Intro to Scanning and Photo Editing 2:00 pm
15	16 Fizz Boom Read! Summer Reading Kick-Off 6-8 pm  Make it @ Your Library Summer Reading Kick-Off 6-8pm	17 Tuesday Book Club Luncheon (off site)  <b>Library Board Meeting</b> <b>7:00 pm</b>	18 STEAM Maker Story Time 10:30am  Mystery Book Club 1:00 pm  Great Books Club 6:45pm	19 Plant Science w/Bowers Farm 11:00 am	20 Coffee & Conversation 10:00 am	21 Teen Inventors Maker Faire 12:00 pm  Intro to Excel 2:00 pm
22	23 Mat Emerick Dr. Droppenstein 1:00pm	24 Memoir Writers’ Group 1:00 pm Randy Kaplan Concert 7:00pm	25 Breaker Buddies 2:00 pm  Writers’ Rendezvous 7:00 pm	26 Eleanor’s Book Club 10:00 am  Art Lab 11:00am  Video Editing for Social Media 6:00 pm	27	28 Lego Club 11:00 am  Intro to Scanning and Photo Editing 2:00 pm
29	30 STEAM Maker Story Time 10:30 am  Maker Lab: Paper Crafts and the Hexaflexagon 4:00 pm	<i>The Library will be closed on Sunday from June 22, 2014 through August 31, 2014</i>				