



Bloomfield Township Public  
**Library**

**Bloomfield Township Public Library  
Board of Trustees**

Library Board Meeting  
**August 19, 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, August 19, 2014 7:00 p.m.

<b>#</b>	<b><u>NUMBERED ITEMS</u></b>	<b><u>DATE DELIVERED</u></b>
1	Agenda	8/15/14
2a	Request to remove items from the Consent Agenda for Discussion	8/15/14
2b	Motion to approve the order of items for the regular and consent agendas	8/15/14
5	Motion to approve remaining consent agenda items 6-8d	8/15/14
6	Regular Board Meeting Minutes of 7-15-14	8/15/14
6a	Special Board Meeting Minutes of 8-6-14	8/15/14
7a	Cash Disbursements	8/15/14
7b	Revenues/Expenditures Budget Report	8/15/14
7c	Energy Report	8/15/14
8a	President's Report	
8b	Director's Report	8/15/14
8c	Tentative Schedule Calendar	8/15/14
8d	50 <sup>th</sup> Anniversary Gala Committee <i>Ad Hoc</i> - Meeting Minutes of 7-28-14	8/15/14
8d	Bloomfield Township Liaison –no report	
8d	Cranbrook – no report	
8d	Art Committee – no report	
8d	Development – no report	
8d	Finance Committee –Meeting Minutes of 8-1-14	8/15/14
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 –Meeting Minutes of 8-7-14	8/15/14
8d	Policy Committee – no report	
11a	Myers Scholarship	8/15/14
11b	Ratification of Revised Ballot Language	8/15/14
13	Motion to approve any items removed from the consent agenda	8/15/14
	<b><u>UNNUMBERED ITEMS</u></b>	<b><u>DATE DELIVERED</u></b>
	Memo regarding Strategic Plan Update	8/15/14
	FOL gifts expended – July 2014	8/15/14
	Monthly Director's Report FOL –	8/15/14
	Administrative Calendar - September 2014	8/15/14

AGENDA  
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
BOARD OF TRUSTEES  
Tuesday, August 19, 2014  
**Regular Board Meeting**  
**7:00 P.M.**

*\*Public Budget Hearing at 7:00 p.m.*

<b>REGULAR AGENDA ITEMS #1-5</b>
----------------------------------

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

<b>CONSENT AGENDA ITEMS #6-8d</b> <b>Items removed will be discussed under Item #12</b>
--

6. Regular Board meeting minutes of July 15, 2014
- 6a Special Board meeting minutes of August 6, 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 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

<b>REGULAR AGENDA ITEMS</b>
-----------------------------

9. Call to the public, communications
10. Unfinished Business
11. New Business
  - a. Myers Scholarship Award
  - b. Ratification of revised ballot language.
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, September 16, 2014 at 7:00 p.m.
16. Adjournment

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**

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

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

---

---

---

---

---

---

---

---

---

---

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

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

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**

**MOTION TO APPROVE THE ORDER OF ITEMS FOR THE REGULAR  
AND CONSENT AGENDAS**

**OPTION - NO AMENDMENT NEEDED:**

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

**OPTION - AMENDMENT TO AGENDA:**

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

- the **REGULAR AGENDA** as follows:
  
- the **CONSENT AGENDA** as follows:

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

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**

**CONSENT AGENDA ITEMS MOTION**

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

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

---

Bloomfield Township Public Library  
Oakland County, Michigan  
**Tuesday, July 15, 2014**

---

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

**Present:** Trustees: Peggy Cohen, Grant Gerhart, Eli Greenbaum, Judy Lindstrom, and Pam Williams

**Unable to attend:** Joan Luksik

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

**Guests:** Marianne Abdoo, SOC; Klaren Gerhart, Township resident; Rochelle Vendittelli, Doeren Mayhew; Matthew Whitty, Walter Schwartz, Edward Schwartz, Gregory Schwartz & Co., Inc.

Upon discussion, a motion was made by Peggy Cohen, seconded by Judy Lindstrom, **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, Williams*

*Nays: None*

**MOTION CARRIED**

**President's Verbal Report:**

Vice President Pam Williams presided. Pam welcomed everyone. Pam stated that she was very pleased that we are almost done with our RFID project! On her recent visit to Alaska, Pam visited the library at Fort Wainwright. She stated the books were very well used on the base!

**Director's Verbal Report:**

Carol stated that we are in the finishing stages of the RFID project. The new gates were just installed this morning and should be operational by next week. Approximately 212,500 items have been reprocessed! The new self-check stations were installed in the Circulation area and our automated materials handling system will be upgraded with new hardware and software during the week. Carol stated that our self-check use statistics are much lower than usual due to this project and we expect to see a steady increase once the new stations are in place.

Carol stated we are continuing with our lower level investigation and the pipes were successfully flushed out on July 8<sup>th</sup>. The next step with regard to the pipes in the lower level is to view these pipes with a camera. As it began to rain that day and the lower level began to flood, the plumbers and project manager were able to experience firsthand what happens during these flooding events. It was noted that during this downpour it appeared that the retention system in our parking lot is not draining water quickly enough, which may be a contributing factor in the lower level flooding. As a result, we now need to proceed with the expertise of a civil engineer. Carol will inform the Building and Grounds Committee and schedule a meeting if necessary. All meetings in the lower level meeting rooms have been relocated to the Board Room and Community Room in anticipation of this work.

The Friends of the Library recently gave the Library \$16,960 in gift funding. These gifts will fund a collection agency module, purchase items for the Special Needs collection, sponsor Teen and Adult Summer library programs, continue our subscription to Book Page and provide additional showcase lighting in the Library Shop. The Trustees expressed how very thankful they are for our Friends of the Library and all they do for Bloomfield Township Public Library!

Carol shared a copy of the Michigan Gardner Magazine that featured the Library's Friends Gardens located at the entrance to the Library.

**CONSENT AGENDA MOTION:**

After discussion, a motion was made by Judy Lindstrom, seconded by Grant Gerhart, **TO APPROVE THE ITEMS ON THE CONSENT AGENDA AS PRESENTED WITH THE EXCEPTION OF THE FOLLOWING: NO EXCEPTIONS LISTED.**

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

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

*Nays: None*

**MOTION CARRIED**

**REGULAR AGENDA:**

*Call to the Public:* Pam welcomed Marianne Abdoo, SOC representative and Klaren Gerhart, Township resident to the meeting. Klaren Gerhart suggested the Library look into the possibility of using Crypton fabric as a reupholstering material in the Youth Room. She felt it was a very durable fabric and worth keeping as an option if and when reupholstering is needed.

**UNFINISHED BUSINESS:**

*No items for discussion*

**NEW BUSINESS:**

***11a Audit***

Rochelle Vendittelli provided a verbal overview of the FY 2013-2014 audit in which the Library received another unqualified opinion. The auditors commended the Library and stated that they have given the Library a clean opinion as there were no journal entries needed and there are no areas of concern. A copy of the audit was provided in the Trustees Board packet. Carol thanked the Finance Committee for their careful review and counseling and gave a special thanks to Beth Sulek-LaHousse for her diligence and hard work all year on the Library's finances. The Trustees expressed their thanks to Beth for the stellar job she does with the Library's finances.

***11b Library Investment Review***

Matt Whitty, Ed Schwartz, and Wally Schwartz provided updated information on Library investments, reviewed our portfolio, and explained their process for monitoring our investments. After the presentation, a Trustee expressed concern over how our investments are monitored and felt his question on this matter was not answered to his satisfaction. It was suggested to put this question in writing and have Schwartz & Co. answer in writing for further clarification. Carol will follow up on this correspondence.

***11c Annual Report***

Carol shared the FY 2013-14 Annual Report with the Trustees. She stated it is always amazing to see all we have accomplished this past year in spite of a tight budget. The Library staff is never short on ideas, innovation or enthusiasm. Carol commended staff for their continued high level of service, creativity and dedication with limited resources. Carol highlighted several of the Library's accomplishments of the past year. The Annual Report will be posted on our website.

Carol stated that as required, the Annual Investment Report was also provided to the Trustees. This report compares our investment returns with the standard national average to reassure the Trustees that the Library is investing under relatively standard circumstances.



After discussion, a motion was made by Judy Lindstrom, seconded by Eli Greenbaum, **TO ACCEPT THE LIBRARY ANNUAL REPORT AND ANNUAL INVESTMENT REPORT FOR THE 2013-2014 FISCAL YEAR**

A vote was taken for approval of the motion.

Ayes: Cohen, Gerhart, Greenbaum, Lindstrom, Williams

Nays: None

**MOTION CARRIED**

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

No discussion at this time.

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

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

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

*Nays: None*

**MOTION CARRIED**

#### **Other:**

Carol reminded the Trustees of the 50<sup>th</sup> Anniversary Committee meeting on Monday, July 21, 2014 at 2:00 p.m.

After discussion, a motion was made by Grant Gerhart seconded by Peggy Cohen, **TO ADJOURN MEETING.**

A vote was taken for approval of the motion.

Ayes: Cohen, Gerhart, Greenbaum, Lindstrom, Williams

Nays: None

**MOTION CARRIED**

Meeting adjourned at 8:23 p.m.

The next meeting of the Bloomfield Township Public Library Board of Trustees is Tuesday, August 19, 2014 at 7:00 p.m. in the Board Room.

Submitted by:

Eli Greenbaum, Secretary

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

---

Bloomfield Township Public Library  
Oakland County, Michigan  
**Wednesday, August 6, 2014**

---

At 10:14 a.m. the Library Board of Trustees Special Meeting was called to order by President, Joan Luksik.

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

**Administration:** Library Director, Carol Mueller; Assistant Director, Tera Moon; Director's Secretary, Andrea Aragona

**Guests:** Steve Mitchell, Mitchell Research & Communications

After discussion, a motion was made by Judy Lindstrom, seconded by Pam Williams **TO APPROVE THE ORDER OF ITEMS ON THE SPECIAL AGENDA.**

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

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

*Nays: None*

**MOTION CARRIED**

**SPECIAL AGENDA:**

Call to the Public: No public in attendance.

**UNFINISHED BUSINESS:**

Discussion was had with regard to the Strategic Planning Survey.

After discussion, a motion was made by Margaret Cohen, seconded by Judy Lindstrom **WHEREAS, the Charter Township of Bloomfield, County of Oakland, State of Michigan (the "Township"), pursuant to Act 164, Public Acts of Michigan, 1877, as amended, has established the Bloomfield Township Public Library; and WHEREAS, the Board of Trustees of the Bloomfield Township Public Library, County of Oakland, Michigan (the "Library") determines that it is necessary for the health, safety and welfare of the Township and its residents that the limitation on taxes which may be imposed each year for library purposes upon taxable property in the Township be increased in an amount not to exceed 0.5410 mills (\$0.5410 per \$1,000 of taxable value) for a period of ten (10) years, commencing in 2014, on all taxable property in the Township in order to provide funds for library purposes. NOW, THEREFORE, BE IT RESOLVED THAT:**

1. **The following proposition be submitted to a vote of the qualified electors of the Charter Township of Bloomfield, County of Oakland, Michigan, at the general election to be held by the Township on Tuesday, November 4, 2014:**

## **PROPOSAL TO RESTORE AND SUPPLEMENT LIBRARY MILLAGE**

**Shall the limitation on taxes which may be imposed each year for library purposes upon taxable property in the Charter Township of Bloomfield, County of Oakland, Michigan, be increased in an amount not to exceed 0.5410 mills (\$0.5410 per \$1,000 of taxable value) for a period of ten (10) years, 2014 to 2023, inclusive, as new additional millage, of which .3284 mills is to restore millage authorization previously approved by the electors in order to provide library funds for all library purposes authorized by law for the Bloomfield Township Public Library? If approved and levied in its entirety in 2014, this millage would raise an estimated \$1,756,000 for the Library. Yes/No**

- 2. The Secretary is directed to request the clerk of the Charter Township of Bloomfield to post and publish notice of registration and of the election in the manner required by law.**
- 3. The President is hereby directed to pay the costs of publishing and posting the notices required with respect to the submission of the proposition set forth above at the general election.**
- 4. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same hereby are rescinded.**

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

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

*Nays: None*

### **OTHER:**

Carol shared the final invitation and poster for the 50<sup>th</sup> Anniversary Gala with the Trustees.

Carol stated that the continued flooding of the lower level has become extreme. After meeting with Gene Fererra and John Dell'Isola, Senior Project Engineer with Anderson, Eckstein and Westrick, Inc., it was suggested that the parking lot is contributing to this flooding. AEW will complete a survey of the external storm sewer system from the most downstream parking lot structure to the upstream structure at the detention basin. This will include elevation and description data for in-building structures as the central and west sumps as well as clean-out elevations where rising water was seen above the rims. If this is the problem, a check valve to be specifically designed was recommended as a solution. Carol requested the Trustees to approve this survey.

After discussion, a motion was made by Margaret Cohen, seconded by Eli Greenbaum **TO APPROVE INVESTIGATION OF WATER PROBLEM.**

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

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

*Nays: None*

Meeting adjourned at 10:58 a.m.

The next regular meeting of the Board of Trustees is Tuesday, August 19, 2014 at 7:00 p.m. in the Board Room.

Submitted by:

Eli Greenbaum, Secretary

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

Merrick Weingarten is a new book vendor.

Two of a Kind is a new book vendor.

**General Fund Advance**

- Check #14171 payable to Bloomfield Township in the amount of \$3,259.37 is payment for the May/June water and sewer bill.
- Check #14173 payable to Envisionware, Inc. in the amount of \$10,847.50 is payment for RFID readers and installation services.
- Check #14186 payable to Principal Life Insurance Com – SBD Grande Island in the amount of \$650.84 is our August payment for life insurance for 28 part time employees.

**General Fund**

General Fund checks #14187 – 14203 were voided checks as the result of the wrong date being printed on these checks. One of the goals of Administration this year is to complete cross training, particularly in financial reports. Training in preparing checks occurred this month and some errors were made as a result.

- Check #14190 payable to Assa Abloy Entrance Solutions in the amount of \$1,096.25 was payment for quarterly door maintenance.
- Check #14196 payable to Bloomfield Township in the amount of \$236,182.72 was payment for two payrolls including FICA, HRA contributions, pension, etc. as usual.
- Check #14222 payable to Doeren Mayhew in the amount of \$8,250.00 was payment for the 2013/2014 fiscal year audit.
- Check #14225 payable to Envisionware, Inc. in the amount of \$11,842.25 was payment for RFID tags and installation.

- Check #14228 payable to Grand Rapids Public Library in the amount of \$10.00 was payment for a lost MelCat book for which our Bloomfield Township patron who borrowed this item was billed.
- Check #14232 payable to Innovative Interfaces, Inc. in the amount of \$18,000.00 was payment for Item Status API, software needed to connect our RFID system to our Innovative system.
- Check #14236 payable to Lapeer District Library in the amount of \$39.95 was payment for a lost MelCat book for which the Bloomfield Township patron who borrowed this item was billed.
- Check #14243 payable to Netech Corp. in the amount of \$14,734.07 was payment for our wireless system annual maintenance agreement.
- Check #14261 payable to Tutor.com in the amount of \$6,088.00 was payment for our annual subscription to this resource that offers one-to-one learning solutions for students and professionals such as for homework help, tutoring, peer coaching, professional development, training, and career help.
- Check #14264 payable to Unique Management Services, Inc. in the amount of \$259.55 was payment for 29 accounts sent to them to pursue long overdue library materials, fines and fees in June, 2014.

#### **Gift Fund**

- Check #4411 payable to Backer Landscaping Inc. in the amount of \$195.00 was payment for removal of a dead pine tree.
- Check #4413 payable to Bloomfield Township Public Library in the amount of \$260.12 was payment for reimbursement for Library by Mail postage.
- Check #4419 payable to Oakland University in the amount of \$650.00 was payment for the Myers Scholarship award for Linnea Anderson.

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

**Check Register - General Fund**

Check #	Date	Payee	Cash Account	Amount
<b>ADVANCE CHECKS:</b>				
14168	7/3/14	AMAZON.COM	104.01	3,070.41
14169	7/3/14	AT&T	104.01	367.29
14170	7/3/14	AT&T LONG DISTANCE	104.01	34.96
14171	7/18/14	BLOOMFIELD TOWNSHIP	104.01	3,259.37
14172	7/18/14	COMCAST	104.01	129.00
14173	7/18/14	ENVISIONWARE, INC.	104.01	10,847.50
14174	7/18/14	FLAGSTAR BANK	104.01	1,258.16
14175	7/18/14	PACIFIC TELEMANAGEMENT SERVICES	104.01	78.00
14176	7/18/14	PITNEY BOWES, INC.	104.01	261.50
14177	7/18/14	VERIZON WIRELESS	104.01	200.44
14178	7/18/14	GRACE FLYNN	104.01	167.00
14179	7/30/14	Elizabeth Clauder	104.01	293.31
14180	7/30/14	Karrie Yukon	104.01	40.36
14181	7/30/14	AMAZON.COM	104.01	1,668.24
14182	7/30/14	AT&T	104.01	410.44
14183	7/30/14	AT&T LONG DISTANCE	104.01	33.15
14184	7/30/14	CONSUMERS ENERGY	104.01	5,773.44
14185	7/30/14	DTE ENERGY	104.01	22,046.99
14186	7/30/14	PRINCIPAL LIFE INS CO-SBD GRANDE ISLAND	104.01	650.84
Total				<u><u>\$50,590.40</u></u>

**REGULAR CHECKS:**

14187	7/1/14	AERO FILTER, INC	104.01	217.08
14188	7/1/14	AM BEST COMPANY, INC.	104.01	1,254.25
14189	7/1/14	APPLE BOOKS	104.01	487.36
14190	7/1/14	ASSA ABLOY ENTRANCE SOLUTIONS	104.01	1,096.25
14191	7/1/14	BACKER LANDSCAPING, INC.	104.01	4,429.28
14192	7/1/14	BAKER & TAYLOR, INC.	104.01	11,018.61
14192a	7/1/14	VOID	104.01	
14192b	7/1/14	VOID	104.01	
14192c	7/1/14	VOID	104.01	
14193	7/1/14	BAYSCAN TECHNOLOGIES	104.01	4,396.50
14194	7/1/14	BERNAN ASSOCIATES	104.01	346.25
14195	7/1/14	BLACKSTONE AUDIO, INC.	104.01	384.00
14196	7/1/14	BLOOMFIELD TOWNSHIP	104.01	236,182.72
14197	7/1/14	BOOKS GALORE INC.	104.01	2,929.62
14198	7/1/14	BRILLIANCE PUBLISHING, INC.	104.01	290.42
14199	7/1/14	PETTY CASH - BTPL	104.01	131.51
14200	7/1/14	BUTZEL LONG	104.01	429.00
14201	7/1/14	CAR TRUCKING, INC.	104.01	406.60
14202	7/1/14	CENGAGE LEARNING/GALE	104.01	308.71
14203	7/1/14	CENTRAL BUSINESS SYSTEMS, INC.	104.01	1,550.00
14187V	7/31/14	AERO FILTER, INC	104.01	-217.08
14188V	7/31/14	AM BEST COMPANY, INC.	104.01	-1,254.25
14189V	7/31/14	APPLE BOOKS	104.01	-487.36
14190V	7/31/14	ASSA ABLOY ENTRANCE SOLUTIONS	104.01	-1,096.25
14191V	7/31/14	BACKER LANDSCAPING, INC.	104.01	-4,429.28
14192V	7/31/14	BAKER & TAYLOR, INC.	104.01	-11,018.61
14193V	7/31/14	BAYSCAN TECHNOLOGIES	104.01	-4,396.50
14194V	7/31/14	BERNAN ASSOCIATES	104.01	-346.25
14195V	7/31/14	BLACKSTONE AUDIO, INC.	104.01	-384.00
14196V	7/31/14	BLOOMFIELD TOWNSHIP	104.01	-236,182.72
14197V	7/31/14	BOOKS GALORE INC.	104.01	-2,929.62

Check #	Date	Payee	Cash Account	Amount
14198V	7/31/14	BRILLIANCE PUBLISHING, INC.	104.01	-290.42
14199V	7/31/14	PETTY CASH - BTPL	104.01	-131.51
14200V	7/31/14	BUTZEL LONG	104.01	-429.00
14201V	7/31/14	CAR TRUCKING, INC.	104.01	-406.60
14202V	7/31/14	CENGAGE LEARNING/GALE	104.01	-308.71
14203V	7/31/14	CENTRAL BUSINESS SYSTEMS, INC.	104.01	-1,550.00
14204	8/8/14	AERO FILTER, INC	104.01	217.08
14205	8/8/14	AM BEST COMPANY, INC.	104.01	1,254.25
14206	8/8/14	APPLE BOOKS	104.01	487.36
14207	8/8/14	ASSA ABLOY ENTRANCE SOLUTIONS	104.01	1,096.25
14208	8/8/14	BACKER LANDSCAPING, INC.	104.01	4,429.28
14209	8/8/14	BAKER & TAYLOR, INC.	104.01	11,018.61
14209a	8/8/14	VOID	104.01	
14209b	8/8/14	VOID	104.01	
14209c	8/8/14	VOID	104.01	
14210	8/8/14	BAYSCAN TECHNOLOGIES	104.01	4,396.50
14211	8/8/14	BERNAN ASSOCIATES	104.01	346.25
14212	8/8/14	BLACKSTONE AUDIO, INC.	104.01	384.00
14213	8/8/14	BLOOMFIELD TOWNSHIP	104.01	236,182.72
14214	8/8/14	BOOKS GALORE INC.	104.01	2,929.62
14215	8/8/14	BRILLIANCE PUBLISHING, INC.	104.01	290.42
14216	8/8/14	PETTY CASH - BTPL	104.01	131.51
14217	8/8/14	BUTZEL LONG	104.01	429.00
14218	8/8/14	CAR TRUCKING, INC.	104.01	406.60
14219	8/8/14	CENGAGE LEARNING/GALE	104.01	308.71
14220	8/8/14	CENTRAL BUSINESS SYSTEMS, INC.	104.01	1,550.00
14221	8/8/14	DEMCO, INC.	104.01	141.50
14222	8/8/14	DOERENMAYHEW	104.01	8,250.00
14223	8/8/14	DU ALL CLEANING, INC	104.01	9,460.00
14224	8/8/14	ELSEVIER INC.	104.01	949.00
14225	8/8/14	ENVISIONWARE, INC.	104.01	11,842.25
14226	8/8/14	GENPOWER PRODUCTS, INC.	104.01	773.00
14227	8/8/14	GOVCONNECTION, INC.	104.01	236.97
14228	8/8/14	GRAND RAPIDS PUBLIC LIBRARY	104.01	10.00
14229	8/8/14	GRAPHIC SCIENCES, INC.	104.01	590.00
14230	8/8/14	GREY HOUSE PUBLISHING	104.01	284.50
14231	8/8/14	INGRAM LIBRARY SERVICES	104.01	12.37
14232	8/8/14	INNOVATIVE INTERFACE, INC	104.01	18,000.00
14233	8/8/14	J W PEPPER & SON, INC	104.01	240.61
14234	8/8/14	JCR SUPPLY CO/BEDARD BROS	104.01	735.86
14235	8/8/14	LAFORCE	104.01	577.00
14236	8/8/14	LAPEER DISTRICT LIBRARY	104.01	39.95
14237	8/8/14	LIBRARY RESOURCE CONSULTANTS	104.01	470.00
14238	8/8/14	MERGENT, INC.	104.01	234.00
14239	8/8/14	MIDWEST COLLABORATIVE for LIB. SVCS	104.01	7.50
14240	8/8/14	MORNINGSTAR, INC.	104.01	199.00
14241	8/8/14	NATIONAL REGISTER PUBLISHING	104.01	328.50
14242	8/8/14	NBS	104.01	486.75
14243	8/8/14	NETECH CORP	104.01	14,734.07
14244	8/8/14	OVERDRIVE	104.01	4,836.10
14245	8/8/14	OXFORD UNIVERSITY PRESS	104.01	1,942.25
14246	8/8/14	PARTNERS BOOK DISTRIBUTING, INC.	104.01	2,378.56
14246a	8/8/14	VOID	104.01	
14247	8/8/14	QUALITY BOOKS INC.	104.01	79.16
14248	8/8/14	QUILL CORPORATION	104.01	660.91
14249	8/8/14	RANDOM HOUSE, INC.	104.01	574.75
14249a	8/8/14	VOID	104.01	
14250	8/8/14	RECORDED BOOKS, LLC	104.01	1,721.03
14250a	8/8/14	VOID	104.01	
14251	8/8/14	RELIABLE OFFICE SUPPLIES	104.01	251.12
14252	8/8/14	RICOH USA, INC	104.01	213.75
14253	8/8/14	SALEM PRESS, INC.	104.01	495.00

Check #	Date	Payee	Cash Account	Amount
14254	8/8/14	SERVICE HEATING & PLUMBING	104.01	394.80
14255	8/8/14	SHOPLET.COM	104.01	647.16
14256	8/8/14	SHOWCASES	104.01	735.71
14257	8/8/14	STAPLES ADVANTAGE	104.01	85.33
14258	8/8/14	STATE INDUSTRIAL PRODUCTS	104.01	1,238.02
14259	8/8/14	TANTOR MEDIA	104.01	395.91
14260	8/8/14	THE MAILBOX YEARBOOK	104.01	39.95
14261	8/8/14	TUTOR.COM	104.01	6,088.00
14262	8/8/14	TWO OF A KIND	104.01	44.00
14263	8/8/14	UNIFY INC.	104.01	484.54
14264	8/8/14	UNIQUE MANAGEMENT SERVICES, INC.	104.01	259.55
14265	8/8/14	UNIQUE BOOKS INC.	104.01	36.55
14266	8/8/14	UNIVERSITY PRODUCTS, INC.	104.01	317.84
14267	8/8/14	VIGILANTE SECURITY	104.01	1,950.00
14268	8/8/14	WALLACEBURG BOOKBINDING & MFG	104.01	269.73
14269	8/8/14	MERRICK WEINGARTEN	104.01	10.00
14270	8/8/14	WEISS RATINGS INC	104.01	442.05
14271	8/8/14	WESCO DISTRIBUTION	104.01	1,923.17
14251V	8/8/14	RELIABLE OFFICE SUPPLIES	104.01	-251.12
14257V	8/8/14	STAPLES ADVANTAGE	104.01	-85.33
14272	8/8/14	MIDWEST TAPE	104.01	6,465.80
14272a	8/8/14	VOID	104.01	
14272b	8/8/14	VOID	104.01	
14272c	8/8/14	VOID	104.01	
14272d	8/8/14	VOID	104.01	
14220V	8/8/14	CENTRAL BUSINESS SYSTEMS, INC.	104.01	-1,550.00
14273	8/8/14	CENTRAL BUSINESS SYSTEMS, INC.	104.01	150.00
14274	8/8/14	RELIABLE OFFICE SUPPLIES	104.01	396.59
14275	8/8/14	STAPLES ADVANTAGE	104.01	106.42
Total				<u><u>\$368,208.29</u></u>

### Check Register - Gift Fund

Check #	Date	Payee	Cash Account	Amount
<b>ADVANCE CHECKS:</b>				
4402	7/3/14	AMAZON.COM	102.03	611.88
4403	7/3/14	Elizabeth Clauder	102.03	35.39
4404	7/3/14	Emily Hudak	102.03	11.78
4405	7/3/14	Betsy Telford	102.03	42.22
4406	7/18/14	FLAGSTAR BANK	102.03	1,612.13
4407	7/18/14	Jen Taggart	102.03	17.10
4408	7/30/14	Brooke Hoskins	102.03	96.74
4409	7/30/14	Amy Young	102.03	45.11
4410	7/30/14	AMAZON.COM	102.03	180.73
				<u><u>\$2,653.08</u></u>
<b>REGULAR CHECKS:</b>				
4411	8/8/14	BACKER LANDSCAPING INC.	102.03	195.00
4412	8/8/14	BP IMAGING SOLUTIONS	102.03	945.00
4413	8/8/14	BLOOMFIELD TWP. PUBLIC LIBRARY	102.03	260.12
4414	8/8/14	CENTER POINT	102.03	52.42
4415	8/8/14	DETROIT HISTORICAL SOCIETY	102.03	500.00
4416	8/8/14	GAYLORD BROS., INC.	102.03	361.20
4417	8/8/14	MIDWEST TAPE	102.03	159.94
4418	8/8/14	NUTECH GRAPHICS, INC.	102.03	271.56
4419	8/8/14	OAKLAND UNIVERSITY	102.03	650.00
4420	8/8/14	SIGNING GRACE LLC	102.03	500.00
4417V	8/8/14	MIDWEST TAPE	102.03	-159.94
4422	8/8/14	MIDWEST TAPE	102.03	173.93



Check #	Date	Payee	Cash Account	Amount
Total				\$3,909.23

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

**7b**

PRESENTED: AUGUST 19, 2014      FOR THE MONTH OF: JULY 2014

Four months 33%

ACCOUNT NAME	2014-2015 ADOPTED BUDGET	2014-2015 AMENDED BUDGET	REVENUE/EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	VARIANCE
	AS OF	AS OF				
	MAR 18, 2014	MAR 18, 2014				
<b><u>Revenues</u></b>						
Taxes	\$4,755,210	\$4,755,210	(\$1,625)	(\$7,910)	-0.17%	(\$4,763,120)
Penal Fines	\$56,445	\$56,445	\$61,712	\$61,712	109.33%	\$5,267
State Aid	\$21,448	\$21,448	\$12,213	\$12,213	56.94%	(\$9,235)
Circulation Fines & Fees	\$145,464	\$145,464	\$11,056	\$44,176	30.37%	(\$101,288)
Charges for Services	\$14,278	\$14,278	\$761	\$4,251	29.77%	(\$10,027)
Investment earnings	\$90,245	\$90,245	\$701	\$30,247	33.52%	(\$59,998)
Miscellaneous	\$9,369	\$9,369	\$2,016	\$8,733	93.21%	(\$636)
<b>Total Revenues</b>	<b>\$5,092,459</b>	<b>\$5,092,459</b>	<b>\$86,833</b>	<b>\$153,421</b>	<b>3.01%</b>	<b>(\$4,939,038)</b>
<b><u>Expenditures</u></b>						
Personnel	\$3,335,738	\$3,335,738	\$232,183	\$1,142,786	34.26%	(\$2,192,952)
Library Services	\$788,530	\$788,530	\$59,182	\$293,258	37.19%	(\$495,272)
Facilities & Equipment	\$1,064,343	\$1,064,343	\$105,337	\$356,616	33.51%	(\$707,727)
Other Operating Expenditures	\$245,642	\$245,642	\$17,518	\$119,492	48.64%	(\$126,150)
<b>Total Expenditures</b>	<b>\$5,434,253</b>	<b>\$5,434,253</b>	<b>\$414,220</b>	<b>\$1,912,153</b>	<b>35.19%</b>	<b>(\$3,522,100)</b>
Fund Balance - Beginning	\$7,402,218	\$7,488,790		\$7,488,790		
Net revenue (expenditure)	(\$341,794)	(\$341,794)		(\$1,758,732)		
Fund Balance - Ending	\$7,060,424	\$7,146,996		\$5,730,058		

Amendments to the budget:  
None

**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: AUGUST 19, 2014      FOR THE MONTH OF: JULY 2014

Four Months 33%

ACCOUNT NAME	2014-2015 ADOPTED BUDGET AS OF MAR 18, 2014	2014-2015 AMENDED BUDGET AS OF JULY 31, 2014	REVENUE/ EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	VARIANCE
<b><u>Revenues</u></b>						
Gift Income	\$500	\$25,104	\$17,355	\$25,104	100.00%	\$0
Investment Earnings	\$200	\$200	\$14	\$455	227.43%	\$255
Miscellaneous Revenue	\$0	\$0	\$0	\$0	0.00%	\$0
<b>Total Revenues</b>	<b>\$700</b>	<b>\$25,304</b>	<b>\$17,368</b>	<b>\$25,559</b>	<b>101.01%</b>	<b>\$255</b>
<b><u>Expenditures</u></b>						
Library Services	\$38,373	\$46,486	\$2,943	\$13,619	29.30%	(\$32,867)
Facilities & Equipment	\$32,300	\$44,646	\$195	\$8,167	18.29%	(\$36,479)
Other Operating Expenditures	\$91,456	\$96,851	\$2,774	\$9,058	9.35%	(\$87,793)
<b>Total Expenditures</b>	<b>\$162,129</b>	<b>\$187,982</b>	<b>\$5,913</b>	<b>\$30,843</b>	<b>16.41%</b>	<b>(\$157,139)</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)		(\$5,284)		
Fund Balance - Ending	\$200	\$200		\$157,594		

Amendments to the budget:

All amendments due to gifts received

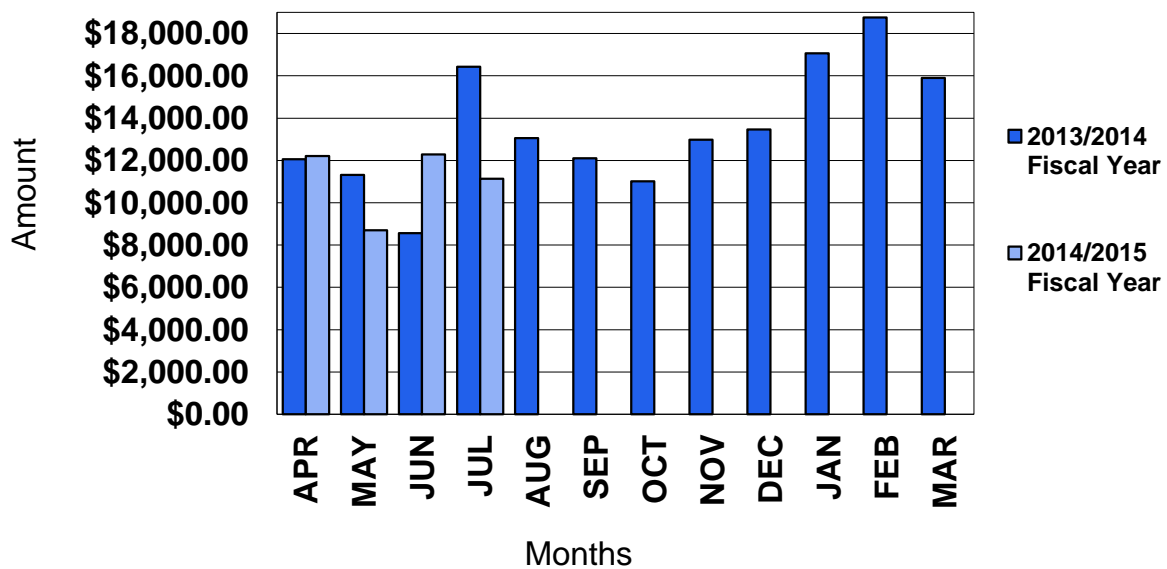
**Bloomfield Township Public Library**  
**Asset Allocation Summary**  
**July 2014**

Fund	Type	Annual Yield	Date	Amount on Hand
<b>General Fund</b>				
	5th 3rd Checking (Ecommerce)	0.00%	7/31/2014	\$150,000.00
	Chase Checking (Ecommerce)	0.00%	7/31/2014	\$41.88
	Flagstar Public Funds Savings	0.35%	7/31/2014	\$230,795.97
	Flagstar Premier Public Entities Checking	0.25%	7/31/2014	\$59,277.23
	RBC Capital Cash/Money Market	0.01%	7/31/2014	\$92.58
	RBC Capital - Investments	1.90%	7/31/2014	\$5,655,809.19
<b>Total General Fund</b>				<b>\$5,946,016.85</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%	7/31/2014	\$104,869.28
	Huntington CD (Charnov gift) - matures 02/02/15	0.20%	7/31/2014	\$52,991.81
	Fifth Third Bank Business Standard Checking	0.00%	7/31/2014	\$3,693.60
<b>Total Gift Fund</b>				<b>\$161,554.69</b>
<b>CFSEM</b>				
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>\$132,475.00</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	\$8,696.66	(\$2,615.16)
JUN	\$8,567.53	\$12,283.41	\$3,715.88
JUL	\$16,428.37	\$11,136.86	(\$5,291.51)
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
TOTAL	<u>\$162,712.62</u>	<u>\$44,326.63</u>	<u>(\$118,385.99)</u>

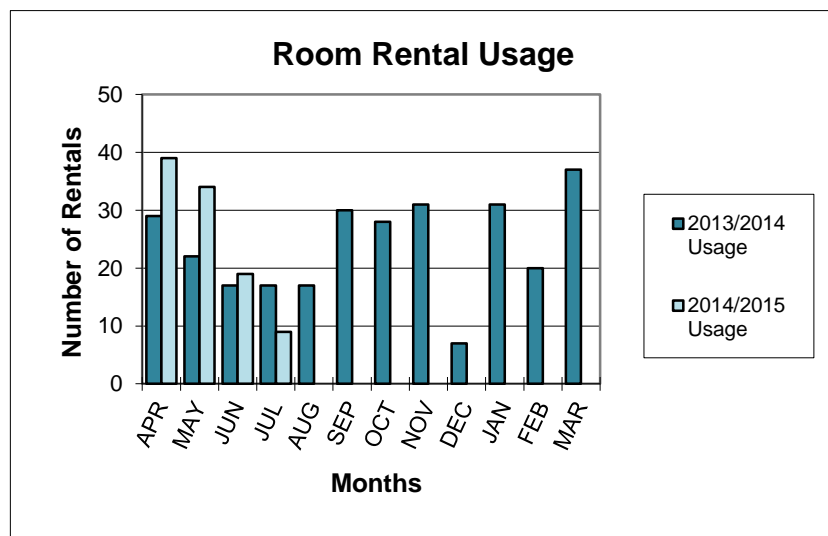
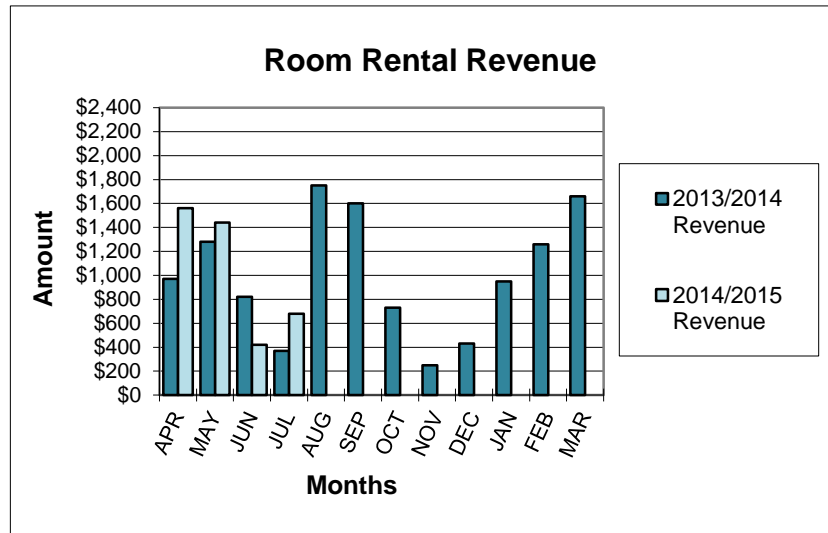
### Fines and Fees Two-Year Comparison



## 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	39	APR
MAY	\$1,280.00	\$1,440.00	\$160.00	22	34	MAY
JUN	\$820.00	\$420.00	(\$400.00)	17	19	JUN
JUL	\$370.00	\$680.00	\$310.00	17	9	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
			YTD Difference			
TOTAL	\$12,070.00	\$4,100.00	(\$7,970.00)	286	101	



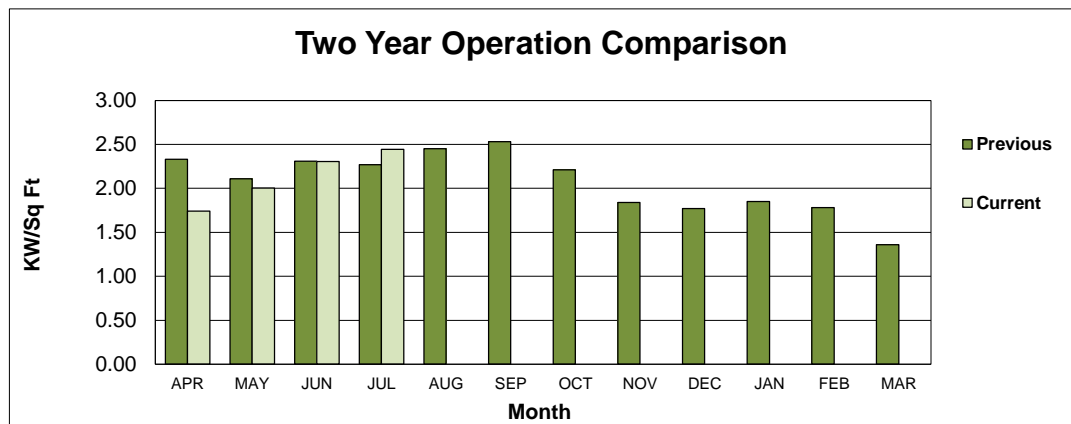
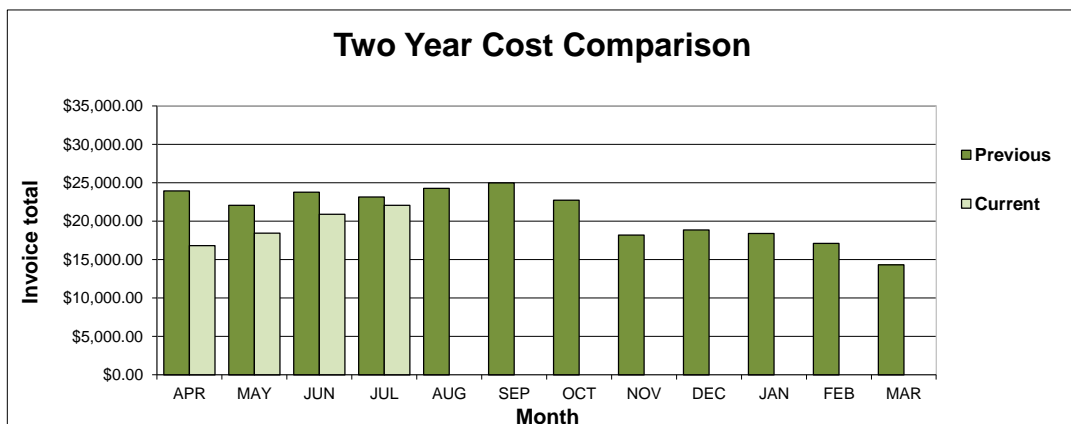
## Bloomfield Township Public Library Electricity Analysis

Building Area = 101,023 Sq ft.

TWO YEAR COST COMPARISON				CURRENT YEAR OPERATION					
Month	2013/2014	2013/2014 (3)	Difference	TOTAL KWH (1)	COST/KWH (3)/(1)	KWH/HR (1) / (24 x no. days per month)	KWH/SQ FT (1)/101,023	COST/HR (3) / (24 x no. days per month)	COST/SQ FT. (3)/101,023
APR	\$23,924.85	\$16,804.85	(\$7,120.00)	175,910	\$0.10	244.32	1.74	\$23.34	\$0.17
MAY	\$22,040.98	\$18,418.83	(\$3,622.15)	202,300	\$0.09	271.91	2.00	\$24.76	\$0.18
JUN	\$23,747.63	\$20,895.87	(\$2,851.76)	232,890	\$0.09	323.46	2.31	\$29.02	\$0.21
JUL	\$23,128.92	\$22,046.99	(\$1,081.93)	246,890	\$0.09	331.84	2.44	\$29.63	\$0.22
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						
TOTAL	\$251,651.44	\$78,166.54	(\$173,484.90)						

**NOTES:**

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



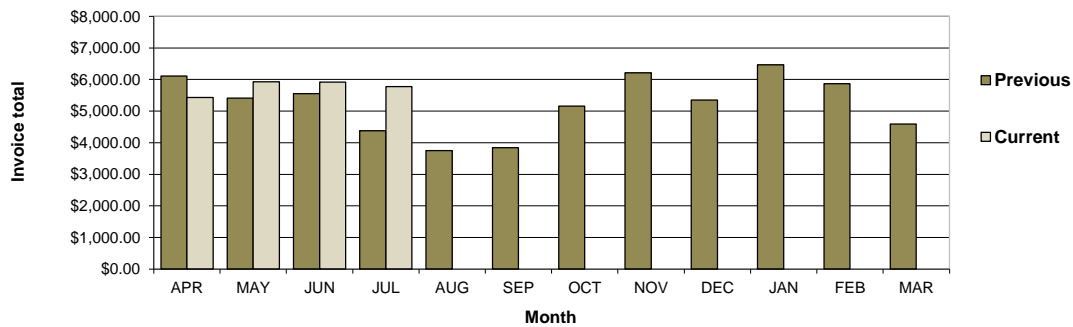
## Bloomfield Township Public Library Natural Gas Analysis

Building Area = 101,023

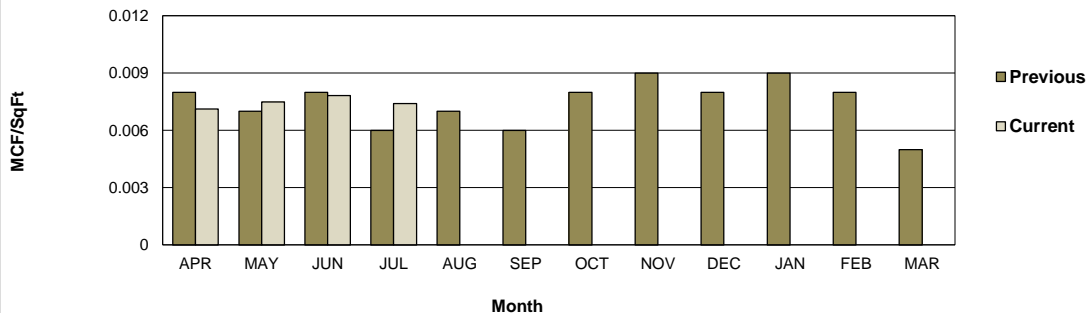
1 Cu. Ft. = 1000 BTU

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	\$5,927.64	\$518.95	756.8	\$7.83	744	1.02	0.007	7.97	0.058
JUN	\$5,555.45	\$5,921.55	\$366.10	789.7	\$7.50	720	1.10	0.008	8.22	0.058
JUL	\$4,379.99	\$5,773.44	\$1,393.45	748.0	\$7.72	744	1.01	0.007	7.76	0.056
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										
TOTAL	\$62,699.05	\$23,052.60	(\$39,646.45)							

### Two Year Cost Comparison



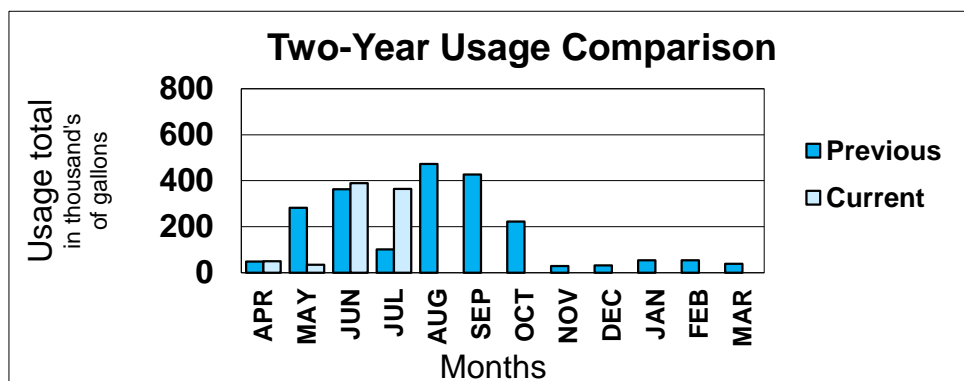
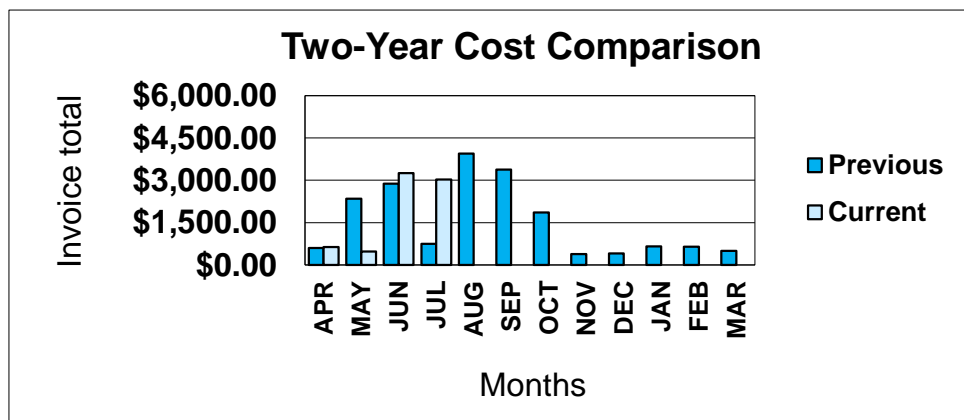
### Two Year Operation Comparison





## 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	\$474.43	(\$1,873.20)	283	35	(248)
JUN	\$2,886.18	\$3,259.37	\$373.19	363	389	26
JUL	\$753.30	\$3,025.69	\$2,272.39	102	365	263
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
TOTAL	<u>\$18,401.12</u>	<u>\$7,399.82</u>	<u>(\$11,001.30)</u>	<u>2,130</u>	<u>839</u>	<u>(1,291)</u>



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

- I am happy to report that the RFID project is now complete! As of August 1, 2014, the Backstage team retagged over 300,000 items and finished one week earlier than planned. The team also found more than 900 items that had been marked missing. With great teamwork from everyone in the Library and patience and understanding from our patrons during this process, the project was completed very smoothly with very few unexpected surprises or problems. Once again I'd like to recognize and thank the RFID Committee – Marianne Abdoo, Joel Dion, Lori Smith-Hoogasian, Elizabeth Korey, Breck McCrory, Anna Pelepchuk, Marian Rafal, Jen Taggart, Joan Wu and Tera Moon, our RFID Project Coordinator.
- Last month a request was made to see if multiple copies of the Michigan Gardener could be available at the Library. This is possible and the Library will soon have these conveniently available in the Adult Services area.
- On Saturday, August 8, the Friends of the Library had their second highest August sale! They earned \$3335.50 through their hard work at this Second Saturday Sale. Well done Friends!
- On this August's Monthly Activity Report, there are a several statistics provided that I want to share some additional information about. First, you will notice that again in July our circulation total is lower than a year ago. I believe this is due to being closed on Sundays during the summer. Our July door and gate counts are higher as a strong storm on Sunday, July 27 knocked out power across much of Bloomfield Township. Our residents were very grateful that the Library had power and was open. Many took refuge in the Library during these days until their home power was restored. Public use of our library meeting rooms is lower this month also. For most of July, use of the lower level meeting rooms was blocked from public use due to the investigation and potential disruptive work to resolve the lower level flooding. Finally, there was record summer use of the Library's Tutor.com service. A total of 57 residents used the service and of this total, 52 were 10<sup>th</sup> graders who used the live one-on-one service primarily in the subject of math. What a great service for our Bloomfield Township students! Homework help, tutoring, peer coaching, professional development, job training and career help, such as preparing a cover letter and resume, are available services also.

Respectfully Submitted,

Carol Mueller  
Library Director

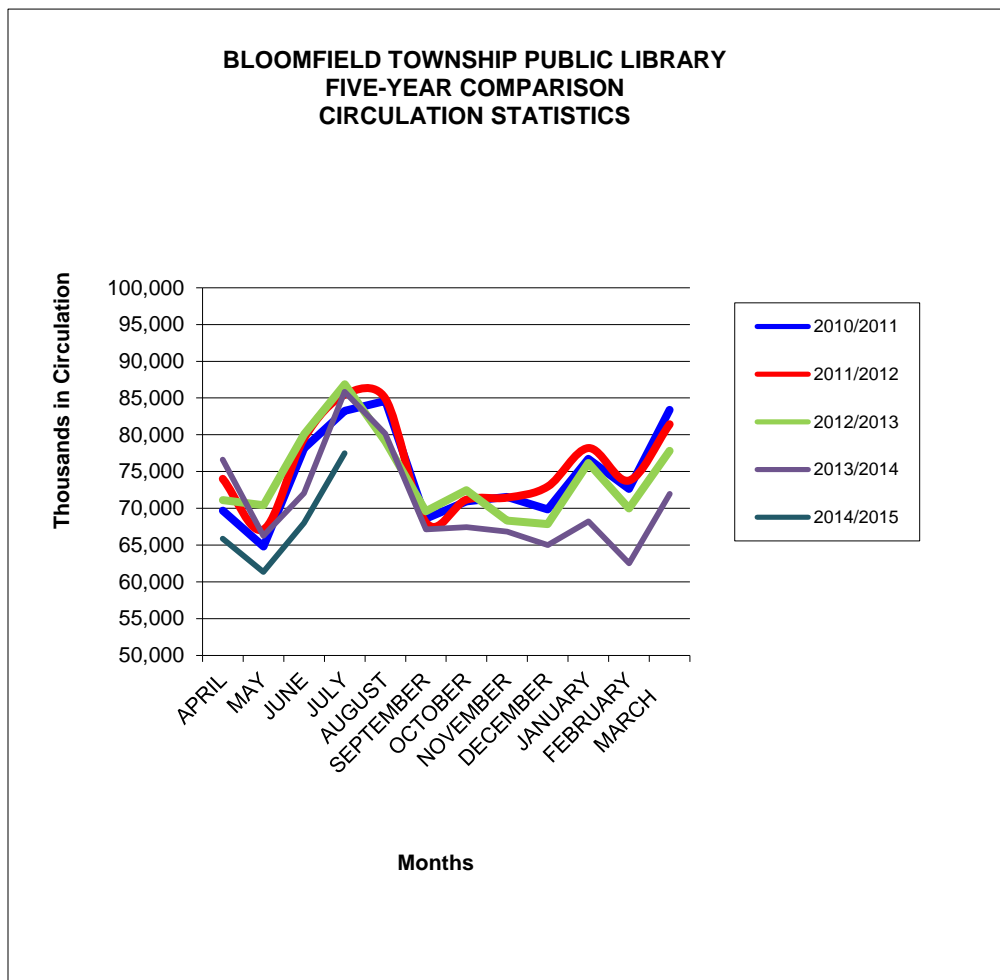
	2013		2014	
<b>COLLECTION</b>				
Book Collection:	283,640		279,115	
Media Collection:	61,831		60,609	
Total e-books:	26,792		27,778	
Overdrive	5,479		6,330	
EBSCOhost	19,227		19,226	
Total downloadable audiobooks:	4,299		4,645	
Materials Total:	376,562		372,147	
<b>CIRCULATION</b>				
Circulation Total:	85,844		77,485	
Bloomfield Township Circulation:	78,918		71,608	
Virtual Circulation Total	4,121		4,444	
Circulation of Youth materials:	32,668		31,963	
Circulation of Media:	35,269		29,574	
Circulation of Cranbrook passes:	408		461	
Circulation of MI Big Green Gym pass	29		0	
Self-checkout machine use:	30,466	35.5%	19,604	21.6%
Library by Mail:	174	31 patrons	170	26 patrons
<b>BUILDING &amp; EQUIPMENT USAGE</b>				
Door Count:	27,143	^	30,037	^*
Gate Count:	27,948		32,798	
Meeting rooms by public:	17		9	
Meeting rooms by staff:	44		56	
<b>VIRTUAL USE</b>				
Home page hits/Database services:	29,054		20,676	
e-book access:	2,057		2,293	
Overdrive	1,964		2,253	
EBSCOhost	93		40	
Audiobook access: (Overdrive)	801		772	
Music download access:	1,263		1,001	
Magazine download access:	n/a		378	
TutorMe! sessions:	6		57	
<b>Library Computer Use</b>				
Resident Use	2,987		2,624	
Guest Use	940		877	
^Library closed July 4 for Independence Day				
*Library closed Sundays July 6, 13, 20 & 27				

	2013		2014	
<b>OUTREACH &amp; PROGRAMS</b>				
<b><i>New Patrons and Accounts</i></b>				
Township:	263		175	
Cranbrook:	1		4	
Total new patrons:	386		278	
<b><i>Adult Program Attendance</i></b>				
Staff-led:	4 events	21 attended	7 events	44 attended
Speaker-led:	9 events	80 attended	7 events	288 attended
Book clubs:	3 events	32 attended	4 events	57 attended
Tours/visits on-site:	0	0	0	0
Tours/visits off-site:	0	0	1 event	100 attended
<b><i>Systems Program Attendance</i></b>				
Staff-led:	2 events	18 attended	2 events	10 attended
<b><i>Teen Program Attendance</i></b>				
Staff-led:	0	0	0	0
<b><i>Youth Program Attendance</i></b>				
Staff-led:	8 events	430 attended	12 events	762 attended
Speaker-led:	12 events	416 attended	4 events	298 attended
Tours/visits on-site:	0	0	0	0
Tours/visits off-site:	0	0	0	0
TOTAL:	38 events	997 attended	37 events	1,559 attend
<b><i>Volunteers:</i></b>				
	39 people	447.25 hours	32 people	442.25 hours
	Shop: 7	96.75	Shop: 8	104
	Court: 1	13.25	Court: 0	0
	Students: 18	214.75	Students: 14	243.25
	Stu. tutors: 0	0	Stu. Tutors: 0	0
	Dept. Vol: 13	122.5	Dept. Vol: 10	95
<b><i>Patron Remarks</i></b>				
Patron Comments:	24		4	
Ask BTPL:	9		11	
Ask Us:	54		15	
<b>DISPLAYS</b>				
Lobby	1990s artifacts on loan from the Detroit Historical Society			
Media	Adult: Emmy Nominations, Origami "Make It At Your Library"			
	Youth: Fizz Boom Read/Watch, Disney & American Girl Doll DVDs			
Local History	1990s			

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
FIVE YEAR CIRCULATION

8/15/2014

	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	61,347
JUNE	78,169	79,512	80,069	72,030	67,987
JULY	83,272	85,456	86,867	85,844	77,485
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>272,670</b>



## TENTATIVE SCHEDULE CALENDAR

---

- **Tuesday, August 19, 2014 - 7:00 p.m., Regular Board Meeting in the Board Room.**

Upcoming meetings and events:

- Thursday, August 28, 2014 – 2:00 p.m. Policy Committee meeting in Director's Office.
- Wednesday, September 3, 2014 – 12:30 p.m. Friends of the Library Board of Directors Meeting in the Board Room.
- **Tuesday, September 16, 2014 – 7:00 p.m. Regular Board Meeting in the Board Room.**

## MINUTES OF THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

### 50<sup>th</sup> Anniversary Gala Committee

---

The 50<sup>th</sup> Anniversary Gala Food Subcommittee meeting was held in the Library on Monday, July 28, 2014 at 2:30 p.m.

**PRESENT:** Jacki Boyer, Peggy Cohen, Eli Greenbaum, Judy Lindstrom, Carol Mueller, Virginia Smith, and Pam Williams.

A list of Bloomfield Township restaurants was shared.

Pam Williams indicated that she will contact Bill Roberts as he owns three Bloomfield Township restaurants. She asked for a few days to contact him as she is hoping he might provide a major donation for our evening. Everyone agreed to wait to hear what Mr. Roberts might donate before pursuing other donations.

It is estimated that a minimum of 50 bottles of red and white wine will be needed for our event. No drink tickets will be issued but bartenders will need to monitor guests who might be overindulging. Carol will ask Connie for her contact at Trader Joe's and share this information with Judy, Eli and Peggy. Either Connie and Eli or Peggy and Eli will then make an appointment to talk to Trader Joe's regarding a wine donation.

Water and coffee also will be served. Judy will talk to Biggby Coffee about a donation of coffee that evening. Peggy and Judy both offered their glass containers to serve water with lemon.

Trustees asked for a packet of information to take with them when visiting vendors. The packet will include a letter explaining the event, a postcard invitation and their business card.

Volunteers will be needed to clean up tables and counters during the event and possibly serve items to our guests.

Our evening program will include information on all the food vendors and donations.

## MINUTES OF THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

### 50<sup>th</sup> Anniversary Gala Committee

---

The 50<sup>th</sup> Anniversary Gala Favors/Raffle Subcommittee meeting was held in the Library on Monday, July 28, 2014 at 2:30 p.m.

**PRESENT:** Jacki Boyer, Celia Domalewski, Robin Lang, Judy Lindstrom, Carol Mueller and Virginia Smith.

10 themed baskets are being created. The minimum value of each basket should be \$100. Books for each basket are being donated by the Friends of the Library. Virginia Smith is collecting books on each theme as she can. Basket donations include:

- The Art of Reading - BTPL Board
- Red Wings - Pam Williams
- Zoo Basket - Celia
- Golf - Carol
- Michigan Products - Tera
- Chocolate - SOC
- Wine - Nancy Frey
- Tiles/Pottery - Judy Lindstrom
- Movies - Adult Services
- Youth - Youth Services

Tickets will cost \$10 each or 6 tickets for \$50. Cash, check or credit cards will be accepted for payment. The winner(s) need not be present to win.

Tickets will be sold at the start of our event at 7:00pm. At 9:00pm, an announcement for last call to purchase tickets will be made. The drawing for winning tickets will take place at 9:15pm. Virginia Smith will draw the winning tickets. We will need to purchase tickets or create our own. Nancy Frey, Pam Williams, Marty McGee, Jacki Boyer and Rita Lindstrom will assist with selling tickets.

The baskets will be placed on tables at the entrance to the Youth Room. (two 6' tables with table cloths and one small café table with chair in this area. Also needed are terra



cotta pots or stacks of books to prop baskets up on.) Pam Williams will ask Bea Engleheart if we can borrow the small glass bowls used for the annual holiday brunch.

Lucite stands with signs will indicate the contents of each basket. Each sign will indicate the books in each basket have been provided by the Friends of the Library. If room permits, the basket information will be included in the program.

October 1 is the deadline for all contents for baskets to be delivered to Administration. These do not have to be assembled at this time.

October 13, 9:30am – 12noon the baskets and favors will be assembled. Judy will create the wording for the cards to be placed with each cookie favor. She also will provide the cellophane and ribbon for the favors and baskets.

A cash box will be supplied by Beth. At the end of the drawing, the cash box needs to be returned to Beth to account for all funds. Beth will supply \$200 in \$5's, \$10 and \$20 (mostly \$10s) in a cash box.

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

---

The Finance Committee meeting of the Bloomfield Township Public Library Board was held in the Library on Friday August 1, 2014 at 11 a.m.

**Trustees:** Peggy Cohen, Judy Lindstrom

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

**Review 2014/2015 Budget Changes**

Carol highlighted changes affecting the current budget such as the Strategic Planning Survey and employee health insurance costs.

**2051/2016 August Public Budget Hearing**

The budget packet for the August Public Budget Hearing was presented to the Committee as a balanced budget. The Committee gave kudos to Carol and Beth but asked that additional funding for materials and an amount for technology and/or facility improvements be included. In order to do this and still have a balanced budget, we will need to close a few more days. The Committee suggested that we plan to do that and present an updated calendar to the Board for approval at a later date. Carol and Beth will revise the budget to be presented to the Library Board.

**Alternative Energy Supplier**

Discussion was held about an alternative energy supplier – Dillon Energy Services. The Committee agreed that we should change our gas supplier since the rates with Dillon are much less than with Integrys, our current alternative energy supplier, or Consumers Energy.

**Auditing Firm for FY 2014/2015**

The Committee decided to continue with Doeren Mayhew for our last year of the audit bid. Their rates were considerably lower than other bids and our management team worked well with their staff. We will, once again, request bids for audit services in 2015.

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

---

The meeting of the Bloomfield Township Public Library Board of Trustees Personnel Committee was held in the Library on Thursday August 7, 2014 at 2:00 p.m.

**Present:** Trustees Grant Gerhart and Joan Luksik

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

**2014/2015 Budget**

Carol highlighted some of the changes to the current fiscal year budget. The revenues did not change at all and the slight expenditure increase is due mainly to budgeting for health insurance costs. There are unknown costs at this time related to the lower level flooding that will increase expenditures this fiscal year.

**2015/2016 Budget**

Administration is pleased to present a very, very lean but balanced budget for 2015/2016! Revenues are slightly increasing by 1.6% overall and expenditures are decreasing by 5.4% overall. The decrease in expenditures is due in large part to the completion of the RFID project and no projected large projects in the next year. All of the cuts made to the 2014/2015 fiscal year – summer Sundays, materials budget, programming, building and technology projects – remain and additional Sunday closings are included.

**2015/2016 Personnel Budget**

A proposed revision to the current Proficiency Level Schedule was discussed. For the past two years, the pay ranges were adjusted by 1%. For fiscal year 2015/2016, Carol and Beth have worked vigorously to produce a revised Proficiency Level Schedule that would allow movement in the levels for each employee grade for eligible employees. By changing the salaries for the various levels and, in many cases, actually lowering them, they were able to produce a Proficiency Level Schedule that had more proportionate increases across the salary range. Using the new schedule, every employee who qualifies will move within the pay range. Administration feels this is sustainable in future years and will be a morale booster for our employees, who have had to deal with frozen wages as well as furlough days over the past five years.

The Personnel Committee supports the recommendation of the new Proficiency Level Schedule for the 2015/2016 fiscal year.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
MEMORANDUM**

---

**TO:** Library Board of Trustees

**FROM:** Carol Mueller, Library Director

**DATE:** August 14, 2014

**SUBJECT:** Jeannette P. Myers Scholarship Award

This year, five applications were received for the Jeannette P. Myers Scholarship. Attached are the scholarship guidelines for your reference and a copy of the winning essay from this year's scholarship recipient. The Myers Scholarship Committee, Eli Greenbaum and Pam Williams, carefully reviewed all five applications. They have chosen Linnea Anderson, a current Bloomfield Township Public Library employee, as the recipient of the 2014 Myers Scholarship. My sincere thanks to Eli and Pam for their thoughtful review of all applications.

We're handling the award of this scholarship a little differently this year. Unfortunately, the Myers family is unable to join us on August 19 to assist in presenting this award. In addition, Linnea Anderson is out of town and unable to attend the presentation on August 19 either. As a result, the Myers Scholarship award will be part of our regular Library Board agenda. In her place, Adult Services Department Head Ann Williams will be attending to read Linnea's personal note of thanks and receive the certificate on her behalf. The scholarship guidelines specify that the award check should be sent directly to the college Linnea is attending. The check will be mailed out soon after the Board meeting.

We have received \$650.00 from the CFSEM this year for disbursement. In addition, Beth Sulek-LaHousse has personally donated \$240 directly to CFSEM for the Myers Scholarship Fund to increase the future scholarship payout given each year. She deserves very special commendation for her continued generosity and support of this scholarship.

The scholarship was promoted in our community newsletter and a press release was sent to all our media contacts. It also was promoted on our website with a link to the downloadable application form, guidelines and brochure. A large poster was placed in the lobby for the entire month of May. In addition, it was promoted in our e-newsletter to the 500+ current subscribers and to our community partners, particularly Bloomfield Hills Schools and University of Michigan School of Music, Theatre and Dance. The guideline pamphlets and application form were available at the Welcome Desk as well.

Awarding the annual Myers Scholarship is always a wonderful highlight of the year!

# 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 Reception desk, by mail to the attention of the Library Director, or emailed to [Myersscholarship@btpl.org](mailto: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.

I intend to sing opera professionally. Music, in general, is my passion. Vocal music, in particular, seems to be my gift. I love it so much that, at first, I shied away from the idea of music as a career for fear that my love would diminish in the face of unpaid bills. So I attended the University of Michigan, Ann Arbor, for a year, taking courses in those areas I most enjoyed in high school and hoping to find a career path that would bring me satisfaction. Though I took pleasure in meeting the challenges presented by my coursework, by the end of my first year I finally realized that nothing but a life spent pursuing my gift for music would satisfy. So I applied to Oakland University in Rochester, MI, and was accepted by the School of Music, Theatre & Dance. There I pursue and have nearly achieved my Bachelor of Music in Vocal Performance.

After completing my degree in May of 2015, I hope to attend another institution for the purpose of acquiring a Master's degree in Vocal Performance (which is, at most schools, a two or three year commitment). Although the receipt of a Master's will likely mark the completion of my formal education, one should never reach a point in life at which he or she has learned all there is to learn in any given field. I suspect and hope that I will never cease to be amazed by the infinite intricacies and nuances of music as I come to learn them.

Following graduate school, it is likely that I will participate in young artist programs around the U.S., and eventually find a more permanent place within the opera world, either in the U.S. or overseas (most likely Western Europe). It is my dearest hope that I will come into a position by virtue of my education and experience where I am able to sing opera professionally and support myself with the proceeds thereof. Nothing would give me greater pleasure, and it is my firm belief that a strong educational foundation will see me well on my way to achieving this goal.

*Statement of Goals*

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
MEMORANDUM**

---

**TO:** Library Board of Trustees

**FROM:** Carol Mueller, Library Director

**DATE:** August 14, 2014

**SUBJECT:** Ratification of Revised Ballot Language

At the August 11, 2014 Bloomfield Township Board of Trustees meeting, the proposed Library Millage wording was changed slightly from what the Library Board had approved on August 6, 2014 and submitted to the Township. As a result, the Library Board must now ratify the new wording as approved by the Bloomfield Township Board.

**ACTION: I move to approve the following resolution:**

WHEREAS, the Charter Township of Bloomfield, County of Oakland, State of Michigan (the "Township"), pursuant to Act 164, Public Acts of Michigan, 1877, as amended, has established the Bloomfield Township Public Library; and

WHEREAS, the Board of Trustees of the Bloomfield Township Public Library, County of Oakland, Michigan (the "Library") has previously determined that it is necessary for the health, safety and welfare of the Township and its residents that the limitation on taxes which may be imposed each year for library purposes upon taxable property in the Township be increased in an amount not to exceed 0.5410 mills (\$0.5410 per \$1,000 of taxable value) for a period of ten (10) years, commencing in 2014, on all taxable property in the Township in order to provide funds for library purposes.

WHEREAS, the Board of Trustees of the Library approved the form of a Proposal to Restore and Supplement Library Millage to be submitted to the Township Board of the Charter Township of Bloomfield; and

WHEREAS, the Township Attorney recommended certain changes to the Proposal to Restore and Supplement Library Millage that provided further clarification as to the portion of the proposed millage that related to the restoration of previous millage approved; and

WHEREAS, it is necessary for the Board of Trustees of the Library to ratify the changes to the Proposal to Restore and Supplement Library Millage.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Board of Trustees of the Library hereby ratifies the Proposal to Restore and Supplement Library Millage set forth below, with such changes as recommended by the Township Attorney:

Proposal to Restore and Supplement Library Millage

Shall the limitation on taxes which may be imposed each year for library purposes upon taxable property in the Charter Township of Bloomfield, County of Oakland, Michigan, be increased in an amount not to exceed 0.5410 mills (\$0.5410 per \$1,000 of taxable value) for a period of ten (10) years, 2014 to 2023, inclusive, as a new additional millage, of which .2946 mills of the increase is to restore the original August 10, 1982 1 mill levy, which had been reduced to .7054 mills by the required millage rollbacks and .0338 mills is to restore the August 6, 2002 .7874 mill levy, which had been reduced to .7536 mills by the required millage rollbacks. The remaining .2126 mills of the proposed .5410 is a millage to provide additional library funds for all library purposes authorized by law for the Bloomfield Township Public Library. It is estimated that this proposal would result in the authorization to collect \$1,756,004.00 in the first year if approved and fully levied.

2. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same hereby are rescinded.



**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**

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

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

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
MEMORANDUM**

---

**TO:** Library Board of Trustees

**FROM:** Tera Moon, Assistant Director

**DATE:** August 19, 2014

**SUBJECT:** Strategic Plan Update

Staff has been, or will be, working on the seven short-term goals listed below for fiscal year 2014/2015:

- Invitations offering “First Meeting Free” have been sent to Bloomfield Township neighborhood associations. Follow up calls are planned for later this fall. Groups are invited 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. Residents who are already library cardholders are encouraged to bring a friend or neighbor to sign up for a library card. 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, the lobby display cases are featuring a collection of items representing the 1990s, and will soon feature items from the 2000s. Tickets are now on sale for the gala “A Night at the Library”!
- 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 Cranbrook Educational Community. Later in August, Carol and Tera will meet with Greg Wittkopp from Cranbrook to explore future partnering opportunities.
- 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. The recent survey posted on our website brought in over 200 responses. The survey committee reviewed the responses and is exploring implementation of some ideas.

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**

## **FRIENDS OF THE LIBRARY**

### **MONTHLY DIRECTOR'S REPORT**

**August, 2014**

- The 50th Anniversary Committee is hard at work finalizing plans for the “Night at the Library” gala celebration on Saturday, October 18, 2014. Tickets are now available to purchase in the Library or on the Library’s website. We hope you all can join us for this special evening. Volunteers are still needed if you would like to help. Just let me know!
- The Library’s audit for fiscal year 2013/2014 has been completed. Once again, we received an unqualified opinion from our auditors, Doeren Mayhew. The auditors commended the Library as there were no areas of concern. Special thanks, once again, to Beth Sulek-LaHousee, our Finance Coordinator, for her detailed work and careful management of library finances!
- I am pleased to present to you the Library Annual Report for 2013/2014 also! In spite of a tight budget, I am amazed at all that has been accomplished this past year. Library staff is never short on ideas, innovation and enthusiasm. The Friends gift of funding of over \$69,000 helped the Library immensely by supporting programs, collections and staff development opportunities. Thank you!
- The monthly gifts expended report is attached to this report for your information.
- The updated Wish List, dated August 4, 2014, is attached for your review. Thank you for your consideration of the many items on this list.

THANK YOU for your hard work and all that you do for Bloomfield Township Public Library!

Friends gifts expended 2014-2015

<u>Year rec'd</u>	<u>Donor</u>	<u>Purpose</u>	<u>Amount</u>	<u>July 2014</u>	<u>Amount left in gift</u>	
2013	FOL	Complete set LgPrint Agatha Christie books	\$1,090.00	(\$52.42)	\$67.81	
2013	FOL	10 chairs for Public Café	\$375.00	(\$361.20)	\$13.80	Was left from Café chairs - now for Archival File Document Boxes
2012	FOL	AS DVD purchases	\$1,760.32		\$1,683.23	
2014	FOL	All-in-one Skill Kits	\$4,500.00		\$4,500.00	
2013	FOL	2013/2014 Three concerts	\$2,400.00		\$2,000.00	
2013	FOL	2013/2014 Four Art Lectures	\$600.00		\$600.00	
2013	FOL	2014 Everyone's Reading	\$365.45		\$216.15	
2013	FOL	2014/2015 Teen Programming	\$500.00	(\$148.40)	\$252.06	
2014	FOL	2014 Summer Reading	\$1,000.00		\$1,000.00	
2014	FOL	Book Page	\$460.00		\$460.00	
2013	FOL	2014/2015 PJ Theater program	\$2,000.00		\$1,365.00	
2013	FOL	YS Adaptive Umbrella Workshop	\$1,431.19		\$6.37	
2013	FOL	2014 YS Summer Reading Program	\$5,000.00	(\$549.93)	\$259.43	
2013	FOL	2014/2015 YS Programming	\$8,000.00	(\$559.80)	\$6,696.19	
2010	FOL	Redirect by FOL for 50th Anni.	\$10,000.00	(\$271.56)	\$8,383.47	Was Comm. mailings -now earmarked for 50th Anni.
2011	FOL	Det. Historical Society Exhibits	\$500.00	(\$500.00)	\$0.00	
2012	FOL	Ruth McNair donations for concerts	\$1,381.00		\$1,338.34	
2013	FOL	Admin 2014/2015 Program Budget	\$1,500.00		\$1,460.40	
2013	FOL	2014/2015 Chamber Concert Series	\$1,500.00		\$1,500.00	
2013	FOL	Spring 2014 Arborist Tree Pruning	\$200.00		\$200.00	
2014	FOL	Circ Collection Agency Module	\$9,000.00		\$9,000.00	
2014	FOL	Library Shop Lighting	\$2,000.00		\$2,000.00	
2011	FOL	Systems Redirect by FOL for Tech. upgrade 9/2013	\$94.03		\$94.03	Was Math & Science kits -now Technology upgrade
2009	FOL	Systems Redirect by FOL for Tech. upgrade 9/2013	\$56.10		\$56.10	Was Apr2010 Nat.Library Week -now Tech. upgrade
2010	FOL	Systems Redirect by FOL for Tech. upgrade 9/2013	\$1,500.00		\$1,500.00	Was Apr2011 Nat. Library Week -now Tech. upgrade
2012	FOL	Systems Redirect by FOL for Tech. upgrade 9/2013	\$6,681.25		\$6,681.25	Was backdrop for stage - 50% dep-now Tech. upgrade
2013	FOL	Systems Technology upgrade (to bring total to \$25,000 with 4 redirected gifts)	\$16,668.62		\$16,668.62	
2011	FOL	Oct 2014 Technology related workshops/training	\$1,476.79		\$1,476.79	\$1,476.79 earmarked for Internet Lib conference for Sys. in 2014/15
2009	FOL	YS ALA conference attend.-Summer 2014 for J.Taggart	\$1,770.00	(\$726.00)	\$0.00	Was Display panels-now ALA confer. attend. in Summer 2014
2013	FOL	For 2014/2015 staff development	\$1,500.00	(\$45.00)	\$1,400.00	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.
2013	FOL	For 2014/2015 AS staff develop.	\$700.00		\$700.00	Reallocated from SMS Alert Serv. gift given in 10/13
2013	FOL	For 2014/2015 Circ staff develop.	\$100.00		\$13.24	Reallocated from SMS Alert Serv. gift given in 10/13
2013	FOL	For 2014/2015 Sys staff develop.	\$100.00		\$13.24	Reallocated from SMS Alert Serv. gift given in 10/13
2013	FOL	For 2014/2015 TS staff develop.	\$100.00		\$13.24	Reallocated from SMS Alert Serv. gift given in 10/13
2013	FOL	For 2014/2015 YS staff develop.	\$700.00		\$690.00	Reallocated from SMS Alert Serv. gift given in 10/13
2007	FOL	New Welcome brochures	\$6,290.00		\$6,290.00	
2008	FOL	MY LIBRARY book project	\$1,458.74		\$1,458.74	
2013	FOL	Recycled plastic book bags	\$1,375.00		\$1,375.00	

# BLOOMFIELD TOWNSHIP PUBLIC LIBRARY – ADMINISTRATIVE CALENDAR

2014

SEPTEMBER

2014

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 LIBRARY CLOSED LABOR DAY	2 Knit n Stitch Circle 10am  Intro to Power Point 2pm	3 Great Books Club 6:45pm	4	5 Date Night @ the Library 7pm	6
7 LIBRARY RE-OPENS ON SUNDAYS NOON-5:30PM	8	9 Wee Play 10 am  Memoir Writers Group 1pm  Teen Advisory Board 4pm	10 Movers & Shakers - 10am  STEM Resources for Teens - 7pm  Nonfiction Book Club - 7pm  Writers Rendezvous -7pm	11 Mother Goose Club 10am	12 Tinker Tales 10am	13 FOL 2 <sup>nd</sup> Sat. Book Sale 9:30-3:30  Shake, Rhythm & Rhyme 11am  Throwback Teen Movies: Retro Double Features Noon-4pm  Intro to Microsoft Excel 2pm
14	15 Tablet Tales 1pm  Teen Creative Writers Group 6pm	16 Wee Play 10 am  Tuesday Book Club 10am  BTPL Board Meeting 7pm	17 Movers & Shakers 10am  Mystery Book Club 1pm  Little Foodies 6:30pm  Great Books Club 6:45pm  What's Cooking @ Trader Joes - 7pm	18 Mother Goose Club 10am  50 Years @ DIA with Dr. Salvador Salort-Pons 10am  Small Business Open House 5pm	19 Tinker Tales 10am  Coffee & Conversation 10am  Chamber Music Lecture Series w/ Dr. Steve Wogaman 12 noon	20 Lego Club 11am  Throwback Teen Movies: Retro Double Features Noon-4pm
21	22 Sign & Play 10am  Pages & Panels 6:30pm  Teen Book Series: Maze Runner 7pm	23 Wee Play 10 am  Memoir Writers Group 1pm  Teen Tech Lab 4pm	24 Movers & Shakers 10am  Writers Rendezvous 7pm	25 Mother Goose Club 10am  Eleanor's Book Club 10am  Intro to MS Word 2pm	26 Tinker Tales 10am	27 Crayon Crew 11am  Throwback Teen Movies: Retro Double Features Noon-4pm
28	29 Sign & Play 10am	30 Wee Play 10 am				