



Bloomfield Township Public  
**Library**

**Bloomfield Township Public Library  
Board of Trustees**

Library Board Meeting  
**September 16, 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, September 16, 2014 7:00 p.m.

<b>#</b>	<b><u>NUMBERED ITEMS</u></b>	<b><u>DATE DELIVERED</u></b>
1	Agenda	9/12/14
2a	Request to remove items from the Consent Agenda for Discussion	9/12/14
2b	Motion to approve the order of items for the regular and consent agendas	9/12/14
5	Motion to approve remaining consent agenda items 6-8d	9/12/14
6	Regular Board Meeting Minutes of 8-19-14	9/12/14
6a	Public Budget Hearing Meeting Minutes of 8-19-14	9/12/14
7a	Cash Disbursements	9/12/14
7b	Revenues/Expenditures Budget Report	9/12/14
7c	Energy Report	9/12/14
8a	President's Report	
8b	Director's Report	9/12/14
8c	Tentative Schedule Calendar	9/12/14
8d	50 <sup>th</sup> Anniversary Gala Committee <i>Ad Hoc</i> - no report	
8d	Bloomfield Township Liaison –no report	
8d	Cranbrook – no report	
8d	Art Committee – no report	
8d	Development – no report	
8d	Finance Committee – no report	
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 – Meeting Minutes of 8-28-14	9/12/14
11a	Policy Review	9/12/14
13	Motion to approve any items removed from the consent agenda	9/12/14
	<b><u>UNNUMBERED ITEMS</u></b>	<b><u>DATE DELIVERED</u></b>
	Memo regarding Strategic Plan Update	9/12/14
	Monthly Director's Report FOL – 8-6-14	9/12/14
	Administrative Calendar–October 2014	9/12/14

AGENDA  
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
BOARD OF TRUSTEES  
Tuesday, September 16, 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 August 19, 2014
- 6a Public Budget Hearing meeting minutes of August 19, 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:
    - \*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. Policy Review
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, October 21, 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):**

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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, August 19, 2014**

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At 7:07 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; Finance Coordinator, Beth Sulek-LaHousse; Director's Secretary, Andrea Aragona

**Guests:** Marianne Abdoo, SOC; Klaren Gerhart, Township resident; Ann Williams, Adult Services Department Head.

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, Luksik, Williams*

*Nays: None*

**MOTION CARRIED**

**President's Verbal Report:**

Joan reflected back on this busy and wonderful summer at the Library. We had so many accomplishments and activities! We had wonderful reading programs for all ages and all groups, completed our RFID project and had great displays in the lobby cases reminiscent of decades past in conjunction with the Library's 50<sup>th</sup> Anniversary. The Art in the Hills student art display was fabulous and our Friends of the Library had many successful book sales. All of these successes were due to the hard work of our staff and our Director and Assistant Director and the Board of Trustees acknowledges all of their collective efforts.

**Director's Verbal Report:**

Carol began by reporting on our lower level water issues. The survey work has been completed on the elevations of the storm water pipes in the parking lot. The camera crew came, but lines were full of water so they were able to proceed only so far. The next step is likely a check valve. Further investigation of the west side water leak in the conduit coming into our mechanical room will be discussed with the Building & Grounds Committee.

Carol shared a "Thank You" card received from the winner of the Mini Ipad from Youth Services. Youth Services had 778 patrons participate in our summer reading program. Adult Services had 190 participants in the Teen/Adult themed summer reading program. Congratulations to both departments on a very successful summer library program series!

Invitations for our 'Night at the Library' have been mailed out. Posters and postcards will go out to the community soon. SOC is sponsoring a Staff Reunion on Thursday, September 11 from 1:00-4:00pm. Carol invited the Trustees to stop in and visit with former and current staff.

The Library was represented at the Dream Cruise this past weekend. Carol thanked Pam Williams for arranging this and Elaine Asher, Adult Services Librarian, for representing the Library. Youth Services Librarian, Amy Young, will represent the Library at the "Touch a Truck" event on September 6.

**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: CASH DISBURSEMENTS**

*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 Marianne Abdoo, SOC representative and Klaren Gerhart, Township resident, to the meeting.

**UNFINISHED BUSINESS:**

*No items for discussion*

**NEW BUSINESS:**

***11a Myers Scholarship***

Carol thanked the Scholarship Committee. We received five applications this year and Linnea Anderson was chosen to receive the scholarship in the amount of \$650.00. Pam Williams reviewed the Scholarship procedure and Eli Greenbaum gave a brief presentation of Linnea's career goals. Linnea is currently enrolled at Oakland University and works part time as a library page in the Adult Services Department. Linnea was unable to attend the scholarship presentation and Ann Williams, Adult Services Department Head, accepted the award on her behalf. Ann read a "Thank You" letter from Linnea to the Trustees and the Myers Family.

***11b Ratification of Revised Ballot Language***

Carol stated that 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. The Board must now ratify the new wording as approved by the Bloomfield Township Board.

After discussion, a motion was made by Peggy Cohen, seconded by Judy Lindstrom **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.**

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 a check payable to Bernan Associates. Carol stated that Bernan Associates is a publisher used for Adult Services reference items.

A question was raised with regard to the amount of the water bill for July 2014 in comparison to July of 2013. Carol explained that this is most likely due to the timing of the bills and when they were paid.

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, Luksik, Williams*

*Nays: None*

**MOTION CARRIED**

**Other:**

Pam Williams suggested that the Preservation Bloomfield Corn Roast might be an opportunity for a "Pop Up Librarian" visit. Carol will investigate this possibility.

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, Luksik, Williams

Nays: None

**MOTION CARRIED**

Meeting adjourned at 7:36 p.m.

The next meeting of the Bloomfield Township Public Library Board of Trustees is Tuesday, September 16, 2014 in the Board Room.

Submitted by:

Eli Greenbaum, Secretary

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

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Bloomfield Township Public Library  
Oakland County, Michigan  
**Tuesday, August 19, 2014**

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The Bloomfield Township Public Library's Public Budget Hearing was held in the Bloomfield Township Public Library on Tuesday, August 19, 2014. The meeting was called to order by President Joan Luksik at 7:00 p.m.

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

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

**Guests:** Marianne Abdoo, SOC representative, Klaren Gerhart, Township resident, Ann Williams, Adult Services Department Head.

*Presentation and Discussion of Preliminary Budget, Fiscal Year April 2, 2015 – March 31, 2016.*

President Joan Luksik commended Library Director, Carol Mueller and Finance Coordinator Beth Sulek-LaHousse for their hard work preparing the preliminary budget. The final budget for 2015-2016 will be approved in March 2015.

Call to the Public:

Joan welcomed Marianne Abdoo, Ann Williams, and Klaren Gerhart.

*Motion to Approve the Preliminary Fiscal Year 2015-2016 General Fund Budget:*

Upon review and discussion of the preliminary General Fund Budget, a motion was made by Pam Williams, seconded by Peggy Cohen: **TO APPROVE THE PRELIMINARY GENERAL FUND BUDGET, AS ATTACHED, FOR FISCAL YEAR APRIL 1, 2015-MARCH 31, 2016 IN THE AMOUNT OF \$5,175,602 FOR THE ANTICIPATED REVENUES AND \$5,175,602 FOR THE ANTICIPATED EXPENDITURES FOR THE SUPPORT AND MAINTENANCE OF BLOOMFIELD TOWNSHIP PUBLIC LIBRARY FOR THAT FISCAL YEAR. THAT THE APPROVED GENERAL FUND BUDGET BE FORWARDED TO THE CHARTER TOWNSHIP OF BLOOMFIELD OFFICES AND THAT THE LIBRARY BOARD REQUEST FULL ASSESSMENT FOR LIBRARY PURPOSES OF THE 1.7874 APPROVED MILLS ADJUSTED BY MANDATED HEADLEE-AMENDMENT ROLL BACK ON EACH DOLLAR OF TAXABLE PROPERTY OF THE TOWNSHIP.**

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

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

*Nays: None*

**MOTION CARRIED**

*Motion to Approve the Preliminary Fiscal Year 2015-2016 Gift Fund Budget:* Upon review and discussion of the Preliminary Gift Fund Budget, a motion was made by Judy Lindstrom, seconded by Eli Greenbaum: **TO APPROVE THE PRELIMINARY GIFT FUND BUDGET, AS ATTACHED, FOR FISCAL YEAR APRIL 1, 2015-MARCH 31, 2016, IN THE AMOUNT OF \$700 FOR THE ANTICIPATED REVENUES AND \$500 FOR THE ANTICIPATED EXPENDITURES FOR THE SUPPORT AND MAINTENANCE OF BLOOMFIELD TOWNSHIP PUBLIC LIBRARY FOR THAT FISCAL YEAR.**

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

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

*Nays: None*

**MOTION CARRIED**

The meeting adjourned at 7:07 p.m.

Submitted By:

Eli Greenbaum, Secretary

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

Amazing Clark Entertainment is a new performer for our PJ Theatre series.

DigitalBrain LLC is a website consulting company.

Mitchell Research & Communications, Inc. is a strategic planning survey firm.

Peach Cobbler Books is a new book vendor.

Quality Books Inc. is a new book vendor specializing in small press paperbacks.

Reading House LLC is a vendor of a new database called "Select Reads".

**General Fund Advance**

- Check #14286 payable to Reading House LLC in the amount of \$3,000.00 is payment for a new database called Select Reads.
- Check #14291 payable to BTPL Gift Fund in the amount of \$525.00 is payment for October 18 Gala tickets and donations.
- Check #14186 payable to Principal Life Insurance Com – SBD Grande Island in the amount of \$691.19 is our September payment for life insurance for 29 part time employees.

**General Fund**

- Check #14297 payable to Backer Landscaping, Inc. in the amount of \$6,652.14 was payment for September landscaping service and sod and brick paver repair.
- Check #14300 payable to Bloomfield Township in the amount of \$319,476.19 was payment for three payrolls including FICA, HRA contributions, pension, etc. as usual.
- Check #14302 payable to BTPL Gift Fund in the amount of \$375.00 was payment for October 18 Gala tickets and donations.
- Check #14310 payable to DigitalBrain, LLC in the amount of \$600.00 was payment for website consulting services.

- Check #14311 payable to Envisionware, Inc. in the amount of \$613.00 was payment for RFID tags.
- Check #14331 payable to Sage Software in the amount of \$1,774.00 was payment for our annual renewal of our financial software.
- Check #14337 payable to The Library Network in the amount of \$4,357.03 was payment for our quarterly internet service.
- Check #14345 payable to WT Cox Information Services in the amount of \$26,875.47 was payment for our annual renewal of periodical subscriptions as approved by the Library Board at the June 17, 2014 regular meeting.

### **Gift Fund**

- Check #4424 payable to Amazing Clark Entertainment in the amount of \$295.00 was payment for PJ Theatre puppet show and magic tricks on September 10, 2014.
- Check #4425 payable to Bloomfield Township Public Library in the amount of \$112.37 was payment for reimbursement for Library by Mail postage.
- Check #4428 payable to Bloomfield Township Public Library in the amount of \$384.23 was payment for tree pruning and October 18 Gala postage.
- Check #4429 payable to European Painting Council in the amount of \$200.00 was payment for an art lecture by DIA Curator Dr. Salvador Salort-Pons on September 18, 2014.
- Check #4430 payable to Paul Keller in the amount of \$925.00 was payment for the remaining balance of his fee for our October 18 Gala performance.

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>				
14276	8/12/14	HOME DEPOT CR. SERV.	104.01	204.22
14277	8/12/14	PACIFIC TELEMAGEMENT SERVICES	104.01	78.00
14278	8/12/14	UNITED STATES POSTAL SERVICE	104.01	1,000.00
14279	8/12/14	Karrie Yukon	104.01	31.19
14280	8/20/14	Edward Niemchak	104.01	64.08
14281	8/20/14	AT&T LONG DISTANCE	104.01	39.29
14282	8/20/14	BARNES & NOBLE, INC.	104.01	19.80
14283	8/20/14	DTE ENERGY	104.01	21,485.57
14284	8/20/14	FLAGSTAR BANK	104.01	646.26
14285	8/20/14	PITNEY BOWES, INC.	104.01	50.14
14286	8/20/14	READING HOUSE LLC	104.01	3,000.00
14287	8/20/14	VERIZON WIRELESS	104.01	200.32
14288	8/20/14	MARIE NICOLE SCHMIDT	104.01	31.95
14289	8/27/14	AT&T	104.01	405.95
14290	8/27/14	BACKER LANDSCAPING, INC.	104.01	1,477.14
14291	8/27/14	BTPL Gift Fund	104.01	525.00
14292	8/27/14	COMCAST	104.01	129.00
14293	8/27/14	CONSUMERS ENERGY	104.01	5,184.73
14294	8/27/14	PRINCIPAL LIFE INS CO-SBD GRANDE ISLAND	104.01	691.19
14295	8/27/14	SINGER, LEEMON & ASSOC., INC.	104.01	720.00
Total				<u><u>\$35,983.83</u></u>
<b>REGULAR CHECKS:</b>				
14296	9/5/14	AM BEST COMPANY, INC.	104.01	1,254.25
14297	9/5/14	BACKER LANDSCAPING, INC.	104.01	6,652.14
14298	9/5/14	BAKER & TAYLOR, INC.	104.01	10,178.31
14298a	9/5/14	VOID	104.01	
14298b	9/5/14	VOID	104.01	
14299	9/5/14	BLACKSTONE AUDIO, INC.	104.01	332.99
14300	9/5/14	BLOOMFIELD TOWNSHIP	104.01	319,476.19
14301	9/5/14	BOTTOM LINE PERSONAL	104.01	39.00
14302	9/5/14	BTPL Gift Fund	104.01	375.00
14303	9/5/14	PETTY CASH - BTPL	104.01	115.99
14304	9/5/14	CANTON PUBLIC LIBRARY	104.01	18.95
14305	9/5/14	CAR TRUCKING, INC.	104.01	203.30
14306	9/5/14	CAVENDISH SQUARE	104.01	197.70
14307	9/5/14	CENGAGE LEARNING/GALE	104.01	49.58
14308	9/5/14	CENTRAL BUSINESS SYSTEMS, INC.	104.01	190.20
14309	9/5/14	DIAMOND LAKE BOOK CO.	104.01	719.62
14310	9/5/14	DIGITALBRAIN LLC	104.01	600.00
14311	9/5/14	ENVISIONWARE, INC.	104.01	613.00
14312	9/5/14	GARETH STEVENS PUBLISHING	104.01	1,549.80
14313	9/5/14	GAYLORD BROTHERS, INC.	104.01	112.42
14314	9/5/14	HATZEL & BUEHLER, INC	104.01	581.77
14315	9/5/14	INFORMATION TODAY, INC.	104.01	329.00
14316	9/5/14	INGRAM LIBRARY SERVICES	104.01	84.67
14317	9/5/14	JCR SUPPLY CO/BEDARD BROS	104.01	1,204.15
14318	9/5/14	KERN FOUNDATION	104.01	20.00
14319	9/5/14	MIDWEST COLLABORATIVE for LIB. SVCS	104.01	1,101.55
14320	9/5/14	MIDWEST TAPE	104.01	3,914.07
14320a	9/5/14	VOID	104.01	
14320b	9/5/14	VOID	104.01	
14320c	9/5/14	VOID	104.01	

Check #	Date	Payee	Cash Account	Amount
14321	9/5/14	MITCHELL RESEARCH & COMMUNICATIONS, INC	104.01	12,950.00
14322	9/5/14	OVERDRIVE	104.01	3,625.32
14323	9/5/14	PARTNERS BOOK DISTRIBUTING, INC.	104.01	1,517.53
14323a	9/5/14	VOID	104.01	
14324	9/5/14	PC GAMER	104.01	19.95
14325	9/5/14	PEACH COBBLER BOOKS	104.01	137.96
14326	9/5/14	QUILL CORPORATION	104.01	334.47
14327	9/5/14	RANDOM HOUSE, INC.	104.01	486.25
14327a	9/5/14	VOID	104.01	
14328	9/5/14	RECORDED BOOKS, LLC	104.01	534.48
14329	9/5/14	RELIABLE OFFICE SUPPLIES	104.01	466.17
14330	9/5/14	RICOH USA, INC	104.01	2,906.10
14330a	9/5/14	VOID	104.01	
14331	9/5/14	SAGE SOFTWARE	104.01	1,774.00
14332	9/5/14	SHOPLET.COM	104.01	144.45
14333	9/5/14	STAPLES ADVANTAGE	104.01	87.64
14334	9/5/14	TANTOR MEDIA	104.01	268.75
14335	9/5/14	TECH LOGIC CORP.	104.01	53.64
14336	9/5/14	THE GREAT COURSES	104.01	379.80
14337	9/5/14	THE LIBRARY NETWORK	104.01	4,357.03
14338	9/5/14	THE MAILBOX YEARBOOK	104.01	119.85
14339	9/5/14	THYSENKRUPP ELEVATOR CORP	104.01	246.97
14340	9/5/14	UNIQUE MANAGEMENT SERVICES, INC.	104.01	393.80
14341	9/5/14	UNIQUE BOOKS INC.	104.01	13.93
14342	9/5/14	VIGILANTE SECURITY	104.01	1,950.00
14343	9/5/14	WALLACEBURG BOOKBINDING & MFG	104.01	937.08
14344	9/5/14	WESCO DISTRIBUTION	104.01	4,554.55
14345	9/5/14	WT COX INFORMATION SERVICES	104.01	26,875.47
Total				<u><u>\$415,048.84</u></u>

### Check Register - Gift Fund

Check #	Date	Payee	Cash Account	Amount
<b>ADVANCE CHECKS:</b>				
4421	8/8/14	Brooke Hoskins	102.03	51.66
4423	8/20/14	Brooke Hoskins	102.03	34.76
4424	8/20/14	AMAZING CLARK ENTERTAINMENT	102.03	295.00
4425	8/20/14	BLOOMFIELD TWP. PUBLIC LIBRARY	102.03	112.37
4426	8/20/14	FLAGSTAR BANK	102.03	620.35
4427	8/27/14	BARNES & NOBLE	102.03	125.00
				<u><u>\$1,239.14</u></u>
<b>REGULAR CHECKS:</b>				
4428	9/5/14	BLOOMFIELD TWP. PUBLIC LIBRARY	102.03	384.23
4429	9/5/14	EUROPEAN PAINTING COUNCIL	102.03	200.00
4430	9/5/14	PAUL KELLER	102.03	925.00
4431	9/5/14	MIDWEST TAPE	102.03	552.78
4432	9/5/14	NUTECH GRAPHICS, INC.	102.03	969.93
Total				<u><u>\$3,031.94</u></u>



# Bloomfield Township Public Library 2014-2015 General Fund Budget

7b

PRESENTED: SEPTEMBER 16, 2014      FOR THE MONTH OF: AUGUST 2014

Five months 41%

	2014-2015	2014-2015			Five months 41%	
ACCOUNT	ADOPTED BUDGET	AMENDED BUDGET	REVENUE/EXPENSE	REVENUE/	% OF	
NAME	AS OF	AS OF	CURRENT	EXPENSE	BUDGET	
	MAR 18, 2014	MAR 18, 2014	MONTH	YTD	YTD	VARIANCE
<u>Revenues</u>						
Taxes	\$4,755,210	\$4,755,210	\$0	(\$7,910)	-0.17%	(\$4,763,120)
Penal Fines	\$56,445	\$56,445	\$0	\$61,712	109.33%	\$5,267
State Aid	\$21,448	\$21,448	\$0	\$12,213	56.94%	(\$9,235)
Circulation Fines & Fees	\$145,464	\$145,464	\$9,643	\$53,819	37.00%	(\$91,645)
Charges for Services	\$14,278	\$14,278	\$776	\$5,026	35.20%	(\$9,252)
Investment earnings	\$90,245	\$90,245	\$12,642	\$42,890	47.53%	(\$47,355)
Miscellaneous	\$9,369	\$9,369	\$454	\$9,187	98.05%	(\$182)
Total Revenues	\$5,092,459	\$5,092,459	\$23,515	\$176,936	3.47%	(\$4,915,523)
<u>Expenditures</u>						
Personnel	\$3,335,738	\$3,335,738	\$325,837	\$1,468,623	44.03%	(\$1,867,115)
Library Services	\$788,530	\$788,530	\$60,143	\$353,402	44.82%	(\$435,128)
Facilities & Equipment	\$1,064,343	\$1,064,343	\$56,674	\$413,290	38.83%	(\$651,053)
Other Operating Expenditures	\$245,642	\$245,642	\$8,810	\$128,302	52.23%	(\$117,340)
Total Expenditures	\$5,434,253	\$5,434,253	\$451,464	\$2,363,616	43.49%	(\$3,070,637)
Fund Balance - Beginning	\$7,402,218	\$7,488,790		\$7,488,790		
Net revenue (expenditure)	(\$341,794)	(\$341,794)		(\$2,186,680)		
Fund Balance - Ending	\$7,060,424	\$7,146,996		\$5,302,110		

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: SEPTEMBER 16, 2014    FOR THE MONTH OF: AUGUST 2014**

Five Months 41%

ACCOUNT NAME	2014-2015 ADOPTED BUDGET AS OF MAR 18, 2014	2014-2015 AMENDED BUDGET AS OF AUG 31, 2014	REVENUE/ EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	VARIANCE
<b><u>Revenues</u></b>						
Gift Income	\$500	\$28,095	\$2,990	\$28,095	100.00%	\$0
Investment Earnings	\$200	\$200	\$13	\$468	234.14%	\$268
Miscellaneous Revenue	\$0	\$0	\$0	\$0	0.00%	\$0
<b>Total Revenues</b>	<b>\$700</b>	<b>\$28,295</b>	<b>\$3,004</b>	<b>\$28,563</b>	<b>100.95%</b>	<b>\$268</b>
<b><u>Expenditures</u></b>						
Library Services	\$38,373	\$46,511	\$3,911	\$17,530	37.69%	(\$28,981)
Facilities & Equipment	\$32,300	\$44,646	\$200	\$8,367	18.74%	(\$36,279)
Other Operating Expenditures	\$91,456	\$99,816	\$209	\$9,267	9.28%	(\$90,549)
<b>Total Expenditures</b>	<b>\$162,129</b>	<b>\$190,973</b>	<b>\$4,320</b>	<b>\$35,163</b>	<b>18.41%</b>	<b>(\$155,810)</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)		(\$6,600)		
Fund Balance - Ending	\$200	\$200		\$156,278		

Amendments to the budget:

All amendments due to gifts received

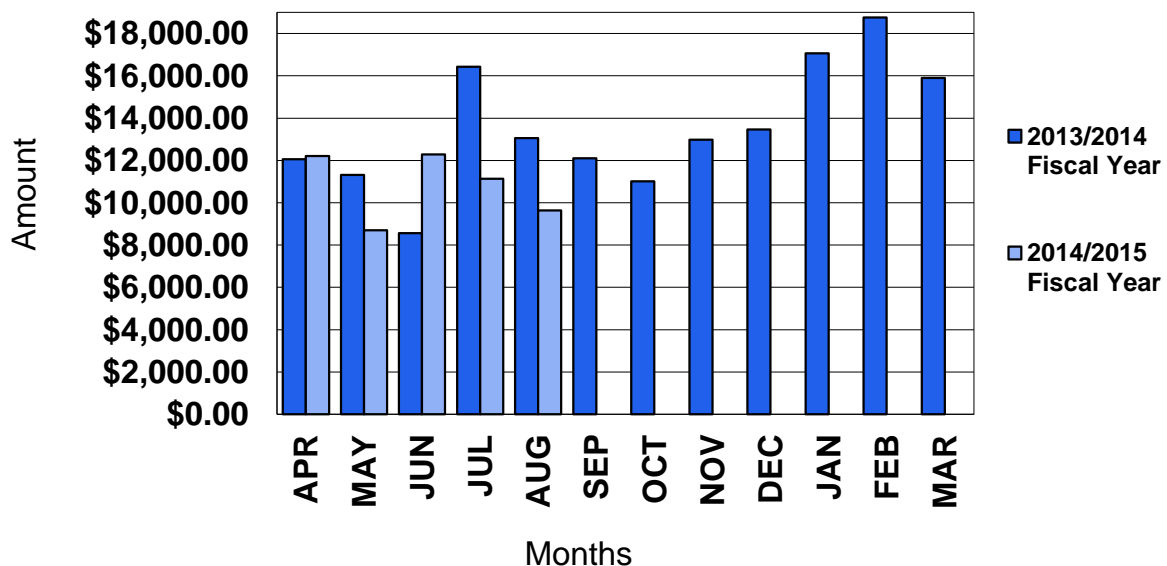
**Bloomfield Township Public Library**  
**Asset Allocation Summary**  
**August 2014**

Fund	Type	Annual Yield	Date	Amount on Hand
<b>General Fund</b>				
	5th 3rd Checking (Ecommerce)	0.00%	8/31/2014	\$154,526.59
	Chase Checking (Ecommerce)	0.00%	8/31/2014	\$0.00
	Flagstar Public Funds Savings	0.35%	8/31/2014	\$230,864.58
	Flagstar Premier Public Entities Checking	0.25%	8/31/2014	\$33,401.64
	RBC Capital Cash/Money Market	0.01%	8/31/2014	\$92.58
	RBC Capital - Investments	1.90%	8/31/2014	\$5,298,361.55
<b>Total General Fund</b>				<b>\$5,562,720.35</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%	8/31/2014	\$102,434.33
	Huntington CD (Charnov gift) - matures 02/02/15	0.20%	8/31/2014	\$52,991.81
	Fifth Third Bank Business Standard Checking	0.00%	8/31/2014	\$3,984.00
<b>Total Gift Fund</b>				<b>\$159,410.14</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	\$9,638.91	(\$3,423.18)
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>\$53,965.54</u>	<u>(\$108,747.08)</u>

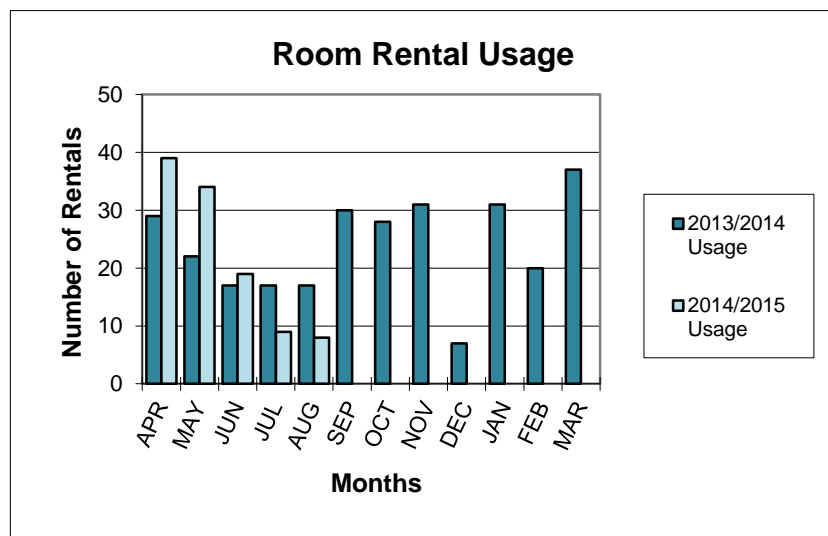
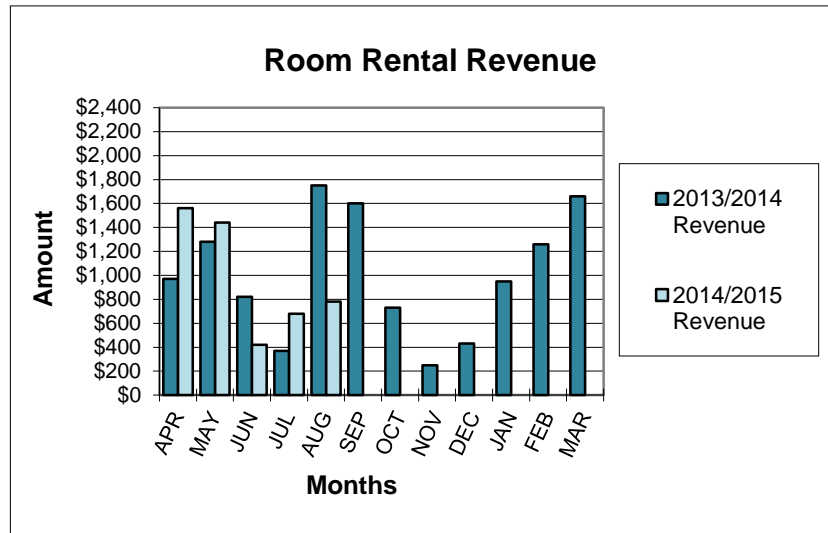
### Fines and Fees Two-Year Comparison



## 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	\$780.00	(\$970.00)	17	8	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	\$4,880.00	(\$7,190.00)	286	109	



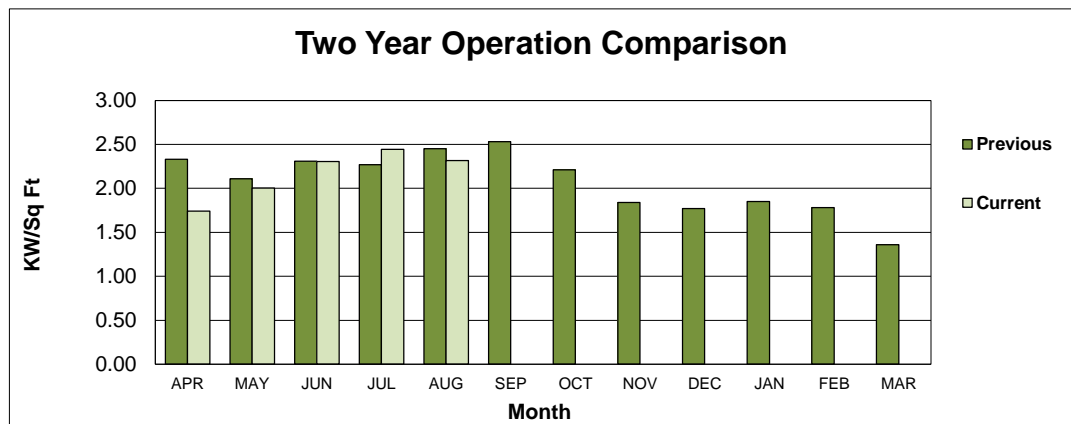
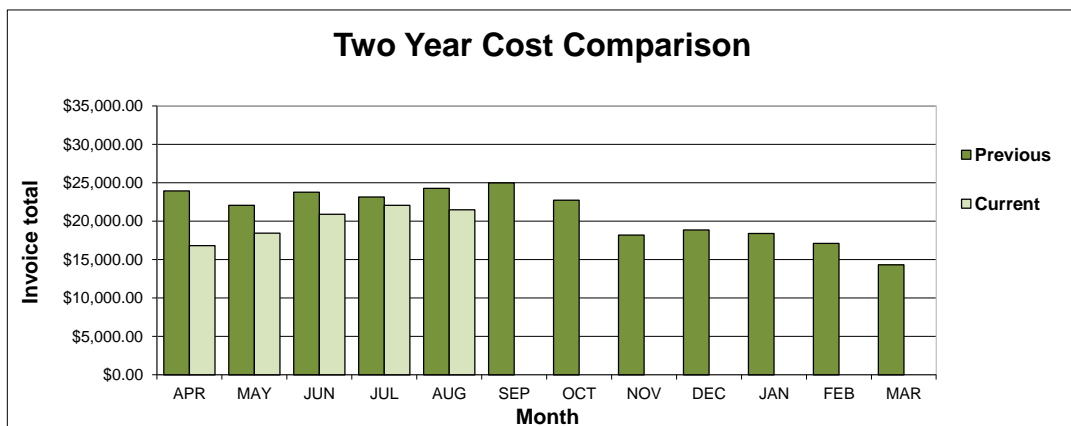
## Bloomfield Township Public Library Electricity Analysis

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	\$21,485.57	(\$2,778.56)	234,080	\$0.09	314.62	2.32	\$28.88	\$0.21
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	\$99,652.11	(\$151,999.33)						

**NOTES:**

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



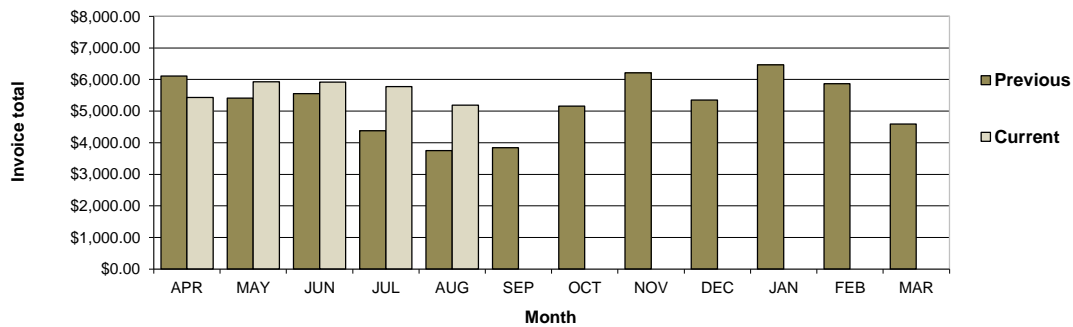
## Bloomfield Township Public Library Natural Gas Analysis

Building Area = 101,023

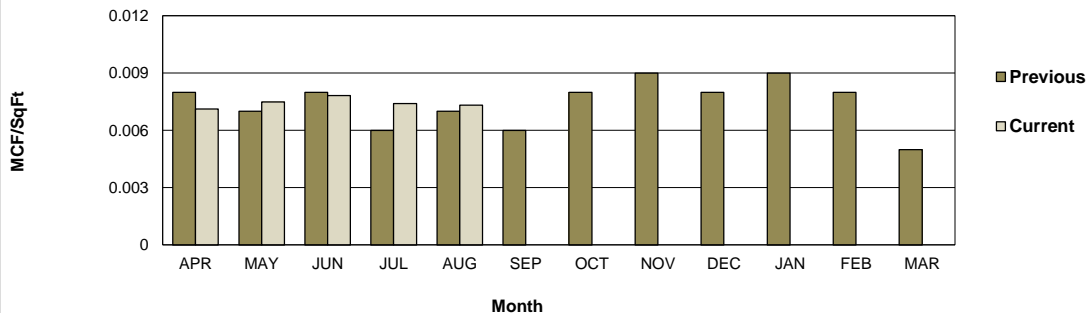
1 Cu. Ft. = 1000 BTU

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	\$5,184.73	\$1,433.11	739.7	\$7.01	744	0.99	0.007	6.97	0.051
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	\$28,237.33	(\$34,461.72)							

### Two Year Cost Comparison



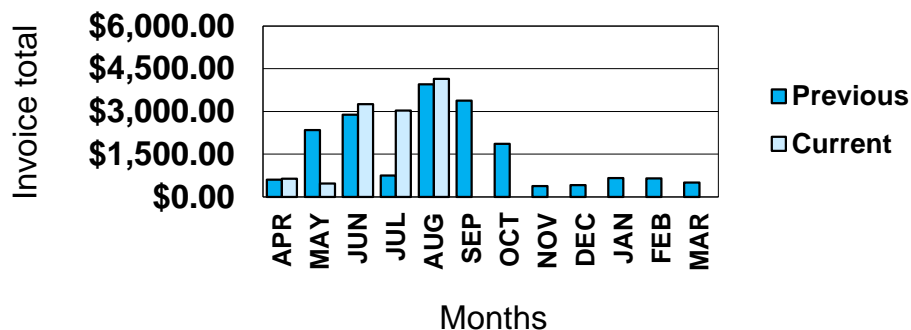
### Two Year Operation Comparison



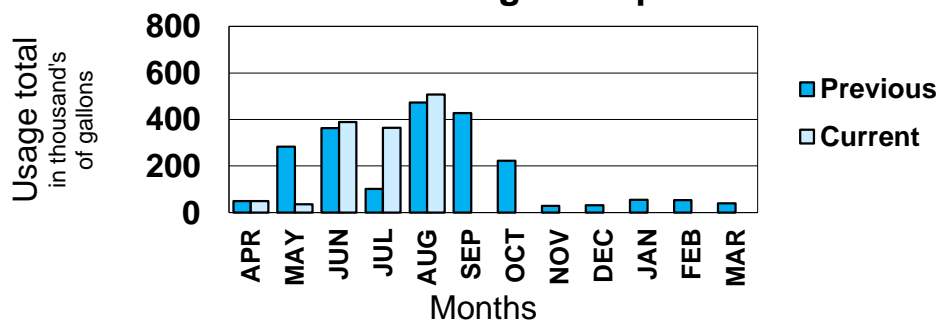
## Bloomfield Township Public Library Water Analysis

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	\$4,139.00	\$190.88	473	507	34
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>\$11,538.82</u>	<u>(\$6,862.30)</u>	<u>2,130</u>	<u>1,346</u>	<u>(784)</u>

### Two-Year Cost Comparison



### Two-Year Usage Comparison





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

- September is National Library Card Sign Up Month! To celebrate, the Library encourages everyone to bring in a Bloomfield Township friend or neighbor who does not already have a library card. New cardholders receive not only a library card but also a library welcome packet and a chance to win a gift basket of library logo items. This promotion is one of the ways we hope to increase the number of Bloomfield Township residents who have library cards!
- A new library collection was recently unveiled! Located near the Adult Services Desk, a new collection of S.T.E.M. (Science, Technology, Engineering and Mathematics) materials includes books, encyclopedias and handbooks, science projects, atlas and much more. S.T.E.M. is an education curriculum which integrates the four disciplines— science, technology, engineering and mathematics – into a cohesive learning system with real-world applications. This new collection is a wonderful complement to our local school's curriculum.
- As we cheer on the Detroit Tigers this fall, it's the perfect opportunity to learn more about Walter O. Briggs during the time he owned the Detroit Tigers. Mr. Briggs had a summer home in the Bloomfield area, called Walbri. Bloomfield Historical Society is offering a program on Sunday, September 21 at 3:00pm. Society Historian and Bloomfield Township resident John Marshall will share stories and a virtual tour of the estate of Walter Briggs.
- It is with regret that I share with you the announcement of Virginia Smith's retirement from the Friends of the Library Board of Directors. Virginia submitted her letter of resignation at the September 3 Friends Board meeting stating it was time for her to step down from the Board but that she will still be actively involved in the Friends activities, particularly the Saturday sales. Virginia has been involved with the Friends intermittently for 49 years!

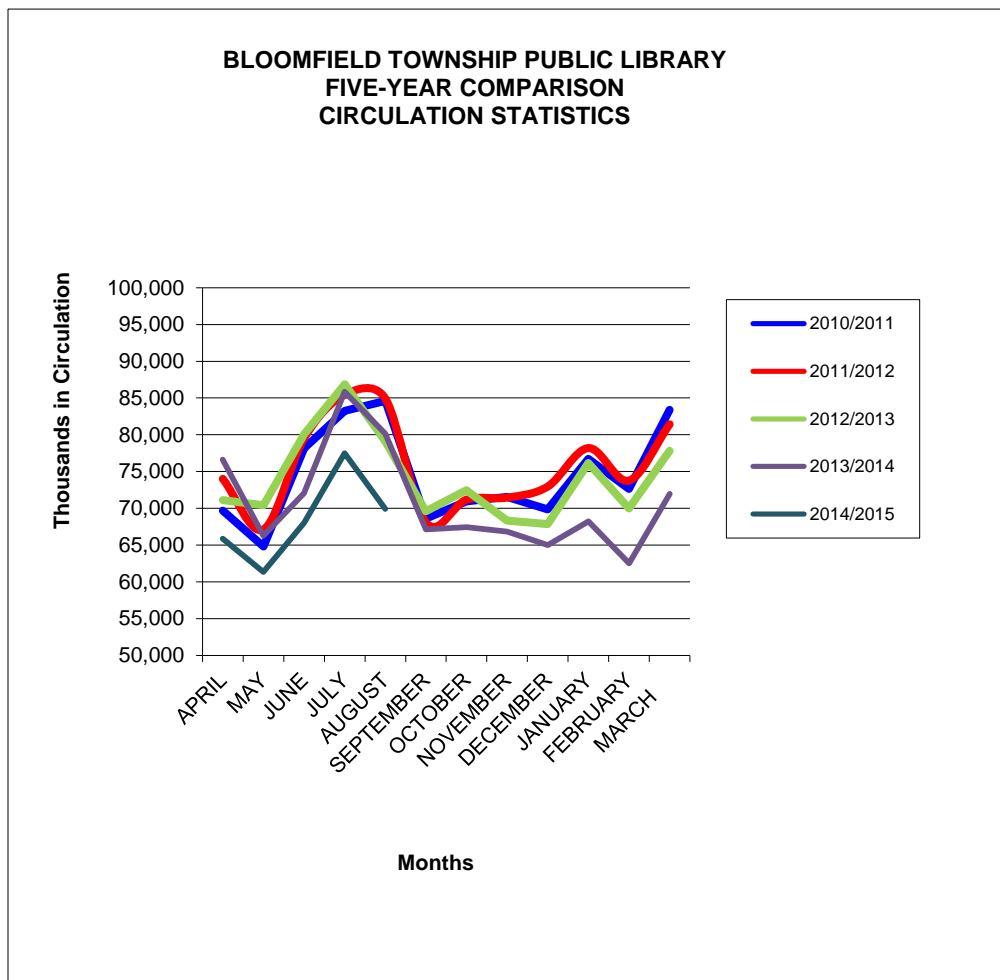
*Respectfully Submitted,*

*Carol Mueller  
Library Director*

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
FIVE YEAR CIRCULATION

9/12/2014

	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	69,931
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>342,601</b>



	2013		2014	
<b>COLLECTION</b>				
Book Collection:	284,465		279,226	
Media Collection:	62,021		60,687	
Total e-books:	26,838		27,777	
Overdrive	5,524		6,330	
EBSCOhost	19,227		19,226	
Total downloadable audiobooks:	4,378		4,701	
Materials Total:	377,702		372,391	
<b>CIRCULATION</b>				
Circulation Total:	80,163		69,931	
Bloomfield Township Circulation:	73,515		64,495	
Virtual Circulation Total	4,023		4,498	
Circulation of Youth materials:	30,229		27,177	
Circulation of Media:	34,504		28,133	
Circulation of Cranbrook passes:	408		403	
Circulation of MI Big Green Gym pass	26		n/a	
Self-checkout machine use:	29,522	36.8%	24,776	21.6%
Library by Mail:	143	32 patrons	102	26 patrons
<b>BUILDING &amp; EQUIPMENT USAGE</b>				
Door Count:	29,919		26,083	*
Gate Count:	30,732		28,191	
Meeting rooms by public:	17		8	**
Meeting rooms by staff:	33		38	
<b>VIRTUAL USE</b>				
Home page hits/Database services:	26,048		18,178	
e-book access:	1,836		2,152	
Overdrive	1,776		2,125	
EBSCOhost	60		27	
Audiobook access: (Overdrive)	745		806	
Music download access:	1,194		1,150	
Magazine download access:	248		390	
TutorMe! sessions:	4		10	
<b>Library Computer Use</b>				
Resident Use	2,886		2,179	
Guest Use	1,010		837	
*Library closed Sundays August 3, 10, 17, 24 & 31				
**Meeting Rooms 1, 2, & 3 unavailable				

	2013		2014	
<b>OUTREACH &amp; PROGRAMS</b>				
<b><i>New Patrons and Accounts</i></b>				
Township:	222		201	
Cranbrook:	2		3	
Total new patrons:	320		300	
<b><i>Adult Program Attendance</i></b>				
Staff-led:	2 events	9 attended	2 events	9 attended
Speaker-led:	2 events	10 attended	5 events	46 attended
Book clubs:	3 events	29 attended	3 events	31 attended
Tours/visits on-site:	0	0	0	0
Tours/visits off-site:	0	0	1 event	5 attended
<b><i>Systems Program Attendance</i></b>				
Staff-led:	1 event	8 attended	2 events	11 attended
<b><i>Teen Program Attendance</i></b>				
Staff-led:	1 event	0 attended	1 event	12 attended
<b><i>Youth Program Attendance</i></b>				
Staff-led:	7 events	755 attended	11 events	871 attended
Speaker-led:	3 events	115 attended	1 event	65 attended
Tours/visits on-site:	0	0	0	0
Tours/visits off-site:	0	0	0	0
TOTAL:	19 events	926 attended	26 events	1,050 attend
<b><i>Volunteers:</i></b>				
	31 people	326.50 hours	26 people	324.50 hours
	Shop: 7	105.5	Shop: 7	82
	Court: 0	0	Court: 1	2.5
	Students: 12	94.5	Students: 8	144
	Stu. tutors: 0	0	Stu. Tutors: 0	0
	Dept. Vol: 12	126.5	Dept. Vol: 10	96
<b><i>Patron Remarks</i></b>				
Patron Comments:	13		13	
Ask BTPL:	13		1	
Ask Us:	40		13	
<b>DISPLAYS</b>				
Lobby	1990s artifacts on loan from the Detroit Historical Society			
Media	Adult: Lauren Bacall Memorial Display, Music of the 2000s			
	Youth: Back to School; American Girl & Disney Movies			
Local History	1990s			

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

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Bloomfield Township Public Library  
Oakland County, Michigan  
**Thursday, August 28, 2014**

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The meeting of the Bloomfield Township Public Library Board of Trustees Policy Committee was held in the Library on Thursday, August 28, 2014 at 2:00p.m.

**Present:** Trustees Grant Gerhart and Eli Greenbaum

**Administration:** Carol Mueller, Library Director

**Annual Policy Review**

The Policy Committee conducted its yearly review of the current approved Library policies. Two policies reviewed – Bylaws of the Library Board of Trustees and Fixed Asset Management Policy – revealed that minor updates were required.

As discussed at our June, 2014 Library Board meeting, the recent amendments to PA 164, the law under which Bloomfield Township Public Library is organized, require some minor changes to the Bylaws of the Library Board of Trustees. Specifically, the amendments are more specific about the month (November) the next general election occurs and the reasons for a vacancy on the Library Board. The Policy Committee approved these revisions to the Bylaws.

The Fixed Asset Management Policy was updated for clarity – to indicate “Fixed assets may be acquired through taxes, gifts, or grants consistent with the public’s needs as approved the by the Library’s operating budget”. The word “public” was changed to “community”.

Both revised policies will be presented to the full Library Board at the September 16 regular meeting for their consideration and approval.

A concern was expressed about cell phone users disturbing others in the Library with load conversations. A poster will be placed in the lobby asking patrons to use this area for such conversations and library staff will be reminded to direct patrons here.

No date has been scheduled for a future Policy Committee meeting.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
MEMORANDUM**

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**TO:** Library Board of Trustees

**FROM:** Carol Mueller, Library Director

**DATE:** September 12, 2014

**SUBJECT:** Annual Library Policy Review

The Policy Committee conducted its yearly review of the current approved Library policies. Two policies reviewed – Bylaws of the Library Board of Trustees and Fixed Asset Management Policy – revealed that minor updates were required.

As discussed at our June, 2014 Library Board meeting, the recent amendments to PA 164, the law under which Bloomfield Township Public Library is organized, required some minor changes to the Bylaws of the Library Board of Trustees. Specifically, the amendments are more specific about the month (November) the next general election occurs and the reasons for a vacancy on the Library Board. The Policy Committee approved these revisions to the Bylaws. The updated Bylaws with changes highlighted are attached for your review.

The Fixed Asset Management Policy was updated for clarity – to indicate “Fixed assets may be acquired through taxes, gifts, or grants consistent with the public’s needs as approved the by the Library’s operating budget”. The word “public” was changed to “community”. This policy also is attached with this one change highlighted for your review.

**ACTION:** I move to approve the revised Bylaws of the Library Board of Trustees originally approved by the Board of Trustees on September 6, 1963 and amended on February 10, 1987, January 18, 1998, January 19, 1999, January 20, 2004, January 16, 2007 and September 20, 2011.

I also move to approve the revised Fixed Asset Management policy originally approved by the Board of Trustees on December 18, 2001 and amended on September 18, 2007.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
POLICY MANUAL**

**SECTION II: ADMINISTRATION, GOVERNANCE, AND PUBLIC OPERATION**

**BYLAWS OF THE LIBRARY BOARD OF TRUSTEES**

**ARTICLE I**

**BOARD OF TRUSTEES**

**Section 1** - The Library Board of Bloomfield Township Public Library shall consist of six trustees elected as provided by the laws of the State of Michigan.

**Section 2** - The responsibilities of the Library Board of Trustees as defined in Michigan Compiled Laws Public Act 397.205 include “make and adopt such by-laws, rules, and regulations for their own guidance and for the government of the library and reading room, as may be expedient; ...the exclusive control of the expenditure of all moneys collected to the credit of the library fund, and of the construction of any library building, and of the supervision, care, and custody of the grounds, rooms, or buildings constructed, leased, or set apart for that purpose; ...to purchase or lease grounds, to occupy, lease, or erect an appropriate building or buildings for the use of said library...to appoint a suitable librarian and necessary assistants, and fix their compensation; and ...to remove such appointees.”

**Section 3** - In the event of a vacancy, the Board shall appoint a qualified person to hold the vacant office until the next general **November** election. The appointed trustee shall be selected by a process as outlined in the Library Board of Trustees-approved “Bloomfield Township Public Library Board of Trustees Vacancy Procedure.”

**ARTICLE II**

**OFFICERS**

**Section 1** - The Officers of the Board of Trustees shall be a President, a Vice President, and a Secretary

**Section 2** - The President, Vice President, and Secretary of the Board shall be elected annually at the annual meeting of the Library Board of Trustees. Each officer shall hold office until a successor shall have been duly elected or until **death, resignation, conviction of a felony, removal from office by the Governor under the State Constitution or ceases to be a qualified elector of Bloomfield Township.** Vacancies in an office shall be filled for the unexpired portion of the term, at the next regular meeting of the Library Board of Trustees after such vacancy occurs.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
POLICY MANUAL**

**SECTION II: ADMINISTRATION, GOVERNANCE, AND PUBLIC OPERATION**

**Section 3** - The President of the Board shall preside at all meetings, appoint all committees, authorize calls for any special meetings, and generally perform the duties of a presiding officer. The President shall have the authority to sign on behalf of the Board of Trustees all instruments, contracts, or documents necessary or proper to be executed as approved by a majority of the Library Board of Trustees. The President may delegate such authority to the Library Director as approved by the Library Board of Trustees.

**Section 4** – The Vice President of the Board, in the absence of the President, shall preside at all meetings, appoint all committees, authorize calls for any special meetings, and generally perform the duties of a presiding officer. The Vice President shall have the authority to sign on behalf of the Library Board of Trustees all instruments, contracts, or documents necessary or proper to be executed as approved by a majority of the Library Board of Trustees.

**Section 5** - The Secretary of the Board shall approve an accurate and permanent account of the proceedings of the Board meetings, and generally perform the duties associated with that office. In the President's and Vice President's absences, the Secretary shall preside at Board meetings, and assume the authority to act on behalf of the President and Vice President.

**ARTICLE III**

**MEETINGS**

**Section 1** - The regular monthly meetings of the Library Board shall be held at the Library on the third Tuesday of the month at 7 p.m., or the fourth Tuesday of April at 7 p.m., or at a time stated from the proceedings of the previous meeting unless otherwise ordered by the Library Board of Trustees.

**Section 2** - The first regular meeting of the Library Board in November shall be known as the annual meeting and shall be for the purpose of electing officers and the appointment to committees, in addition to any other business that may arise.

**Section 3** - Special meetings may be called by the President or upon written request of three members of the Board, for the transaction of business stated in the call for the meeting.

**Section 4** - Notices of all regular meetings and any special meetings shall be distributed from the Library to all members at least three (3) days before the meeting; provided, however, that notice of any meeting may be waived by any Trustee.

**Section 5** - Public notice of all meetings of the Library Board of Trustees shall



**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
POLICY MANUAL**

**SECTION II: ADMINISTRATION, GOVERNANCE, AND PUBLIC OPERATION**

be posted in advance of such meetings, pursuant to the Michigan “Open Meetings Act,” Michigan Compiled Laws Public Act 267 of 1976, as amended.

**Section 6** - A quorum for the transaction of business shall consist of not less than four (4) members of the Board. The affirmative vote of a majority of the members present of the Library Board of Trustees present is required for the approval of any action or decision of the Board, unless the vote of a larger number is required by law. If a quorum shall not be present at any meeting of the Board, the members of the Board present may adjourn the meeting from time to time, without notice other than announcement at the meeting, until a quorum shall be present.

**Section 7** – A member of the Library Board of Trustees may participate in a meeting using communications equipment by means of which all persons participating in the meeting can hear each other. Participation in a meeting pursuant to this section constitutes a presence in person at the meeting.

**ARTICLE IV**

**COMMITTEES**

**Section 1** – The President of the Board shall appoint members to standing committees such as Finance, Personnel, and Policy, among others. These committees shall make periodic reports to the Board.

**Section 2** – The President of the Board shall appoint members to special, select, or *ad hoc* committees created for specific purposes, such as the study and investigation of special issues, and other *ad hoc* committees as the President shall deem appropriate. These committees shall make periodic reports to the Board as requested.

**ARTICLE V**

**LIBRARY DIRECTOR**

**Section 1** - Pursuant to Michigan Compiled Laws Public Act 397.205, the Board of Trustees “shall have power to appoint a suitable librarian” to serve as Library Director and “shall also have power to remove such appointees.” The appointed Library Director shall be selected by a process as outlined in the Library Board of Trustees-approved “Bloomfield Township Public Library Director Vacancy Procedure.”

**Section 2** - The Library Director shall be considered the executive officer of the Library and shall have sole charge of the administration of the Library under the direction and review of the Library Board of Trustees.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
POLICY MANUAL**

**SECTION II: ADMINISTRATION, GOVERNANCE, AND PUBLIC OPERATION**

**Section 3** -The Library Director shall be responsible for the Library's services and resources offered to the community; for the operation of the Library under the financial conditions set forth in the annual budget; for the employment and direction of the staff; and for the care of the buildings and equipment. The Library Director shall attend all meetings of the Library Board of Trustees.

**ARTICLE VI**

**PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert's Rules of Order shall govern the Board in all cases to which they are applicable and in which they are not inconsistent with these By-Laws and any special rules of order the Board may adopt.

**ARTICLE VII**

**AMENDMENTS**

The bylaws may be amended at any regular meeting of the Board by the affirmative vote of four (4) members of the Board of Trustees, provided that the proposed amendment was stated in the call for the meeting.

By-Laws adopted: 9/6/63  
Amended: 2/10/87  
Amended: 1/18/98  
Amended: 1/19/99  
Amended: 1/20/04  
Amended: 1/16/07  
Amended: 9/20/11  
Proposed: 9/16/14

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
POLICY MANUAL  
SECTION III – FINANCE, FUND-RAISING, AND GIFTS**

**FIXED ASSET MANAGEMENT POLICY**

It is the policy of the Bloomfield Township Public Library to care for the community's investment in its public library, i.e., its property, equipment, furnishings, and collection. Fixed assets may be acquired through taxes, gifts, or grants consistent with the public's community's needs as approved by the library's operating budget.

These fixed assets shall be protected and their value maintained until they are no longer useful for library service. The monies received upon disposal of fixed assets shall be returned to the library.

Separate procedures established by the Library Director shall govern the acquisition and disposal of the collection.

Approved: December 18, 2001  
Revised: September 18, 2007  
Proposed: September 16, 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:** September 16, 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:

- Three neighborhood associations have taken advantage of First Meeting Free. In August, invitations offering a “First Meeting Free” were sent to Bloomfield Township neighborhood associations. Associations will also be contacted by telephone. 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 is happening this month, 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 2000s and also the Library’s history. 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 e-newsletters and adding our library’s presence on Pinterest.
- The Library continues to enjoy a strong partnership with the Cranbrook Educational Community. In late August, Carol and Tera met with Greg Wittkopp from Cranbrook. Cross-promotional displays will be arranged for 2015.
- 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**

September, 2014

- Invitations to the "Night at the Library" 50th anniversary gala celebration on Saturday, October 18, 2014 have been mailed. Tickets are now available to purchase in the Library or on the Library's website. Please take postcard invitations to share with your friends and neighbors. Volunteers are still needed if you would like to help. Just let me know!
- On Monday, August 25, the Bloomfield Township Board of Trustees unanimously approved the Friends application for a one day Gaming License for the October 18 50th anniversary event. This application has now been sent to the state of Michigan Licensing Bureau for their approval. If approved, this license should be received in September. Please let me know when this arrives.
- The Friends support of summer library programs resulted in a great summer for all! In Youth Services, 778 young patrons participated in our 8 week program series with a theme of "Fizz, Boom, Read". Our creative staff offered many fun, science based programs throughout the summer. In Adult Services, a record number of teens and adults participated in the "Make it @ Your Library" summer series - 190 people! A variety of programs were offered, such as a Maker Lab, Cake Wars and an after-hours Teen program – Zombie Apocalypse. Thank you for your support!
- As you may know, a library millage proposal will be on the November 4, 2014 ballot. Informational meetings regarding the Library Millage Proposal are planned for Wednesday, September 3 at 2:00pm and again on Thursday, October 9 at 7:00pm at the Library. I hope you can attend to learn more about this proposal and ask any questions you may have.
- Congratulations on your second highest August Saturday sale! Well done Friends!
- The monthly gifts expended report is attached to this report for your information.
- Thank you for your consideration of the many items on our Wish List.

THANK YOU for all that you do for Bloomfield Township Public Library!

Friends gifts expended 2014-2015

Year rec'd	Donor	Purpose	Amount	July 2014	Amount left in gift	
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	\$365.46		\$216.15	
2013	FOL	2014/2015 Teen Programming	\$500.00	(\$148.40)	\$352.06	
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	(\$548.93)	\$259.43	
2013	FOL	2014/2015 YS Programming	\$8,000.00	(\$559.80)	\$6,696.19	
2010	FOL	Redirect by FOL for 50th Annl.	\$10,000.00	(\$271.56)	\$8,383.47	Was Comm. mailings -now earmarked for 50th Annl.
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

OCTOBER

2014

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			<div>1</div> <div>Movers &amp; Shakers 10am</div> <div>PJ Theater 6:30pm</div>	<div>2</div> <div>Mother Goose Club 10am</div> <div>Great Books Club 6:45pm</div>	<div>3</div> <div>Tinker Tales 10am</div> <div>Date Night @ the Library 7pm</div>	<div>4</div>
<div>5</div>	<div>6</div> <div>Sign &amp; Play 10am</div>	<div>7</div> <div>Wee Play 10am</div> <div>Knit n' Stitch Circle 10am</div>	<div>8</div> <div>Movers &amp; Shakers 10am</div> <div>Non Fiction Book Club 7pm</div> <div>Writers Rendezvous 7pm</div> <div>Apps &amp; Apps 7pm</div>	<div>9</div> <div>Mother Goose Club 10am</div> <div>Career Open House 5pm</div>	<div>10</div> <div>Tinker Tales 10am</div> <div>Chamber Music Lecture Series Noon</div> <div>Book Prom Teen After Hours 6:30pm</div>	<div>11</div> <div>Shake, Rhythm &amp; Rhyme 11am</div> <div>Friends Second Sat. Sale 9:30am-3:30pm</div> <div>Intro to Scanning &amp; Photo Editing 2pm</div>
<div>12</div> <div>Wild Swan Theater 2pm</div>	<div>13</div> <div>Sign &amp; Play 10am</div> <div>Movie Divergent 4pm</div>	<div>14</div> <div>Wee Play 10am</div> <div>Memoir Writers Group 1pm</div> <div>Teen Advisory Board 4pm</div>	<div>15</div> <div>Movers &amp; Shakers 10am</div> <div>Mystery Book Club 1pm</div> <div>Enders Game 4pm</div> <div>Intro to Social Networking 6pm</div> <div>Little Foodies 6:30pm</div> <div>Great Books Club 6:45pm</div>	<div>16</div> <div>Mother Goose Club 10am</div> <div>Movie: Book Thief 4pm</div>	<div>17</div> <div>Tinker Tales 10am</div> <div>Coffee &amp; Conversation 10am</div>	<div>18</div> <div>Lego Club 11am</div> <div><b>LIBRARY CLOSING AT 4:30 FOR 50<sup>TH</sup> GALA</b></div> <div>A Night at the Library- Gala 7pm</div>
<div>19</div>	<div>20</div> <div>Sign &amp; Play 10am</div> <div>Tablet Tales 1pm</div>	<div>21</div> <div>Wee Play 10am</div> <div>Tue Book Club 10am</div> <div>Beaker Buddies 6:30pm</div> <div>Library Board Mtg. 7pm</div>	<div>22</div> <div>Harvest Hoedown 6:30pm</div> <div>Writers Rendezvous 7pm</div>	<div>23</div> <div>Eleanor's Book Club 10am</div>	<div>24</div> <div>Chamber Music Concert 7:30pm</div>	<div>25</div> <div>Crayon Crew 11am</div> <div>Intro to Power Point 2pm</div>
<div>26</div>	<div>27</div> <div>Sign &amp; Play 10am</div>	<div>28</div> <div>Memoir Writers Group 1pm</div> <div>Teen Tech Lab 4pm</div> <div>Spooktacular 6:30pm</div>	<div>29</div> <div>Great Female Artists of Detroit 7pm</div> <div>Teen Halloween Double Feature 4pm</div>	<div>30</div> <div>Teen Halloween Double Feature 4pm</div>	<div>31</div>	