



Bloomfield Township Public
Library

**Bloomfield Township Public Library
Board of Trustees**

Library Board Meeting
October 21, 2014
7:00 p.m.
John Rumsey Board Room

Trustees:

libraryboard@btpl.org

Joan Luksik, President

Pamela Williams, Vice President

Eli Greenbaum, Secretary

Margaret Cohen

Grant Gerhart

Judy Lindstrom

Director:

muellerc@btpl.org

Carol Mueller

All meetings are open to the public.

We invite you to attend a meeting or watch it online at www.btpl.org

1099 Lone Pine Road, Bloomfield Township, MI 48302 248.642.5800

THE PLACE TO
DISCOVER

**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, October 21, 2014 7:00 p.m.

#	<u>NUMBERED ITEMS</u>	<u>DATE DELIVERED</u>
1	Agenda	10/17/14
2a	Request to remove items from the Consent Agenda for Discussion	10/17/14
2b	Motion to approve the order of items for the regular and consent agendas	10/17/14
5	Motion to approve remaining consent agenda items 6-8d	10/17/14
6	Regular Board Meeting Minutes of 9-16-14	10/17/14
7a	Cash Disbursements	10/17/14
7b	Revenues/Expenditures Budget Report	10/17/14
7c	Energy Report	10/17/14
8a	President's Report	
8b	Director's Report	10/17/14
8c	Tentative Schedule Calendar	10/17/14
8d	50 th 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 – no report	
11a	"Downloads at the Library Presentation	10/17/14
13	Motion to approve any items removed from the consent agenda	10/17/14
	<u>UNNUMBERED ITEMS</u>	<u>DATE DELIVERED</u>
	Memo regarding Strategic Plan Update	10/17/14
	Memo regarding Pine Tree Discussion	10/17/14
	FOL gifts expended –September 2014	10/17/14
	Monthly Director's Report FOL – 10-1-14	10/17/14
	Administrative Calendar–November 2014	10/17/14

AGENDA
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, October 21, 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 September 16, 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. Board Professional Development – Adult Services Staff Presentation
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, November 18, 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, September 16, 2014

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

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

Unable to Attend: Trustee, Eli Greenbaum

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

Guests: Robin Lang, SOC; Klaren Gerhart, Township resident

Upon discussion, a motion was made by Judy Lindstrom, seconded by Grant Gerhart, **TO APPROVE THE ORDER OF ITEMS FOR THE REGULAR AND CONSENT AGENDAS.**

A vote was taken for approval of the motion.

Ayes: Cohen, Gerhart, Lindstrom, Luksik, Williams

Nays: None

MOTION CARRIED

President's Verbal Report:

Joan commented on her cold week spent up in Northern Michigan. The early cold and early changing color of the leaves reminded her that the 50th Anniversary Celebration will be here very soon. Joan thanked all the Trustees, volunteers, and library staff who have been working on the 50th Anniversary Celebration and especially thanked Judy Lindstrom for steering us through any obstacles that presented themselves.

Director's Verbal Report:

Carol reported that our ticket count for the "Night at the Library" is 112 tickets! Most of the ads for the Gala program have been received and everything is coming together nicely. Carol thanked the Trustees for all their hard work in planning this event. We had a wonderful article in the Eagle about our 50th Anniversary Gala along with an article about the millage. A Staff Reunion, sponsored by our SOC, was held on Thursday, September 11. Those present enjoyed reminiscing about their time at the Library and many fond memories were shared.

A fact sheet is available in the Library and on the Library website regarding the Library Millage Proposal. The website includes links to the September 3, 2014 presentation, the fact sheet, Library budget and the most recent audit. Another Public Forum will be held at the Library on Thursday, October 9th at 7:00p.m.

Carol reported that we did have a minor flood in the lower level on Monday, September 1. However, we remained dry in the lower level during the heavy rain on September 10th. The survey work and camera work has been completed and the next step is a check valve. It was discovered that an old pipe running from the lower level maintenance workshop, below Youth Services, and then out to the parking lot is showing signs of broken joints that are allowing dirt to come into the pipe. This will be addressed by possibly lining that pipe. We are waiting on quotes for repairs at this time.

Carol stated that 2015 is a special year for our Friends of the Library as they celebrate 50 years as an organization. The Friends are in the beginning planning stages of a membership drive. The Friends had a record sale over the weekend and the revenues were \$4,937.50!

In keeping with our strategic planning goal of “getting out into the community”, the Library was represented at the “Touch a Truck” event on September 6th by Youth Services Librarian, Amy Young, and Administration Clerk, Celia Domalewski. Over 50 people stopped by the Library table. Connie Silver, Adult Service Librarian, also represented the Library at Trader Joes and 80 people stopped by the Library table there on September 12th.

CONSENT AGENDA MOTION:

After discussion, a motion was made by Pam Williams, seconded by Peggy Cohen, **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, Lindstrom, Luksik, Williams

Nays: None

MOTION CARRIED

REGULAR AGENDA:

Call to the Public: Joan welcomed Robin Lang, SOC representative and Klaren Gerhart, Township resident, to the meeting. Robin informed the Trustees that the Staff Holiday Party will be held at the Heathers Club on December 7th at 6:30pm. Invitations will be out soon.

UNFINISHED BUSINESS:

No items for discussion

NEW BUSINESS:

11a Policy Review

Carol thanked the Policy Committee, Grant Gerhart and Eli Greenbaum, for their yearly review of all fifteen Library policies. The Bylaws of the Library Board of Trustees and Fixed Asset Management Policy had minor updates required. The recent amendments to PA 164, the law under which Bloomfield Township Public Library is organized, required some minor wording changes in the month the next general election occurs and in the reasons for a vacancy on the Library Board. These revisions were approved by the Policy Committee. The Fixed Asset Management Policy was updated to replace the word “public” with “community.”

Trustee, Peggy Cohen, commended former Trustee Jim Bohlander for his meticulous work during his tenure on the Board reviewing all of our Library Policies and revising them to reflect the concise wording they now have.

After discussion, a motion was made by Pam Williams, seconded by Judy Lindstrom, **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. ALSO 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.**

A vote was taken for approval of the motion.

Ayes: Cohen, Gerhart, Lindstrom, Luksik, Williams

Nays: None

MOTION CARRIED

DISCUSSION OF ITEMS REMOVED FROM THE CONSENT AGENDA

Pam Williams questioned the payment of a check from the Gift Fund to cover tree pruning and postage for October 18th Gala. Carol stated that the Gift Fund was reimbursing the General Fund as these two expenses should have been paid using Gift Fund money.

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, Lindstrom, Luksik, Williams

Nays: None

MOTION CARRIED

Other:

Judy Lindstrom suggested having the pine trees near the Library entrance checked for Diplodia. She stated several pines look like they could possibly have this blight and it needs to be treated before it spreads to all the pine trees. Carol will follow up on this request.

Judy also shared dessert samples from Jim Hutter & Nora Sanjian Hutter, owners of the *Dessert Diva LLC*. They have very generously donated 500 bite sized pastries for the “Night at the Library” Gala on October 18th. The Trustees were very grateful for their generosity and enjoyed the delicious desserts!

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, Lindstrom, Luksik, Williams

Nays: None

MOTION CARRIED

Meeting adjourned at 7:25 p.m.

The next meeting of the Bloomfield Township Public Library Board of Trustees is Tuesday, October 21, 2014 in the Board Room.

Submitted by:

Eli Greenbaum, Secretary

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

Cash Disbursements Comments October, 2014

New Vendors:

Suzanne Bilek is a lecturer for an Adult Services program, "Great Female Artists of Detroit".

Genot Picor is a new storyteller for our PJ Theatre series.

Grand Rapids Community College is being reimbursed for a lost item borrowed by a Bloomfield Township Public Library resident.

Grand Valley State University is being reimbursed for a lost item borrowed by a Bloomfield Township Public Library resident.

Vernon Library Supplies, Inc. is a new vendor for supplies.

General Fund Advance

- Check #14350 payable to Thyssenkrupp Elevator Corp. in the amount of \$1,565.00 is payment for a new elevator fan.
- Check #14352 payable to BTPL Gift Fund in the amount of \$200.00 is payment for October 18 Gala tickets.
- Check #14367 payable to BTPL Gift Fun in the amount of \$750.00 is payment for Gala tickets and program ads.
- Check #14373 payable to Principal Life Insurance Com – SBD Grande Island in the amount of \$644.23 is our October payment for life insurance for 27 part time employees.

General Fund

- Check #14374 payable to Anderson, Eckstein and Westrick, Inc. in the amount of \$5,427.00 was payment for civil engineer investigation into our lower level flooding.
- Check #14380 payable to Bloomfield Township in the amount of \$52,124.69 was payment for our semi-annual pension bond payment.

- Check #14381 payable to Bloomfield Township in the amount of \$234,984.49 was payment for three payrolls including FICA, HRA contributions, pension, etc. as usual.
- Check #14396 payable to Envisionware, Inc. in the amount of \$63,899.50 was payment for our final invoice for RFID installation, encoding process and new tags.
- Check #14401 payable to Innovative Interfaces, Inc. in the amount of \$12,500.00 was payment for our annual subscription to the Encore catalog.
- Check #14404 payable to L.J. Rolls Refrigeration Co., Inc. in the amount of \$3,779.68 was payment for HVAC systems repairs.
- Check #14410 payable to National Sign Company in the amount of \$2,473.28 was payment for light bulbs and replacing light bulbs in high locations.
- Check #14411 payable to Netch Corp. in the amount of \$1,497.50 was payment for wireless software.
- Check #14412 payable to NuTech Graphics in the amount of \$3,517.13 was payment for printing of our newsletter and postcards.
- Check #14416 payable to Proquest-CSA, LLC. in the amount of \$5,270.00 was payment for electronic subscriptions to the New York Times, Detroit Free Press and Detroit News.
- Check #14429 payable to Tech Logic Corp. in the amount of \$21,012.00 was payment for our annual maintenance agreement for the automated materials handling system.

Gift Fund

- Check #4436 payable to Westborn Market in the amount of \$2,012.50 was payment for catering for our October 18, 2014 Gala.
- Check #4440 payable to Bloomfield Township Public Library in the amount of \$171.59 was payment for reimbursement for gift fund checks.
- Check #4443 payable to Bookpage in the amount of \$460.00 was payment for our annual subscription.
- Check #4444 payable to Charter Township of Bloomfield was payment for two DVDs.

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

Check Register - General Fund

Check #	Date	Payee	Cash Account	Amount
ADVANCE CHECKS:				
14346	9/5/14	AMAZON.COM	104.01	1,356.12
14347	9/5/14	PACIFIC TELEMAGEMENT SERVICES	104.01	78.00
14348	9/5/14	Beth Sulek-LaHousse	104.01	88.48
14349	9/5/14	BTPL Gift Fund	104.01	50.00
14350	9/5/14	THYSSENKRUPP ELEVATOR CORP	104.01	1,565.00
14351	9/17/14	AT&T	104.01	163.03
14351a	9/17/14	VOID	104.01	
14352	9/17/14	BTPL Gift Fund	104.01	200.00
14353	9/17/14	COMCAST	104.01	129.00
14354	9/17/14	FLAGSTAR BANK	104.01	1,370.27
14355	9/17/14	UNITED STATES POSTAL SERVICE	104.01	3,100.00
14356	9/17/14	VERIZON WIRELESS	104.01	217.46
14357	9/26/14	Todd Von Schulze	104.01	54.60
14358	9/26/14	Karrie Yukon	104.01	59.63
14359	9/26/14	AT&T	104.01	402.78
14360	9/26/14	AT&T LONG DISTANCE	104.01	28.68
14361	9/26/14	BTPL Gift Fund	104.01	750.00
14362	9/26/14	CONSUMERS ENERGY	104.01	4,697.83
14363	9/26/14	DTE ENERGY	104.01	22,772.57
14364	9/26/14	PRINCIPAL LIFE INS CO-SBD GRANDE ISLAND	104.01	644.23
14365	9/26/14	Todd Von Schulze	104.01	54.60
14366	9/26/14	Karrie Yukon	104.01	59.63
14367	9/26/14	BTPL Gift Fund	104.01	750.00
14368	9/26/14	AT&T	104.01	402.78
14369	9/26/14	AT&T LONG DISTANCE	104.01	28.68
14370	9/26/14	CONSUMERS ENERGY	104.01	4,697.83
14371	9/26/14	DTE ENERGY	104.01	22,772.57
14372	9/26/14	HOME DEPOT CR. SERV.	104.01	218.67
14373	9/26/14	PRINCIPAL LIFE INS CO-SBD GRANDE ISLAND	104.01	644.23
14357V	9/29/14	Todd Von Schulze	104.01	-54.60
14358V	9/29/14	Karrie Yukon	104.01	-59.63
14359V	9/29/14	AT&T	104.01	-402.78
14360V	9/29/14	AT&T LONG DISTANCE	104.01	-28.68
14361V	9/29/14	BTPL Gift Fund	104.01	-750.00
14362V	9/29/14	CONSUMERS ENERGY	104.01	-4,697.83
14363V	9/29/14	DTE ENERGY	104.01	-22,772.57
14364V	9/29/14	PRINCIPAL LIFE INS CO-SBD GRANDE ISLAND	104.01	-644.23
Total				<u>\$37,946.35</u>
REGULAR CHECKS:				
14374	10/10/14	ANDERSON, ECKSTEIN AND WESTRICK, INC.	104.01	5,427.00
14375	10/10/14	ASSA ABLOY ENTRANCE SOLUTIONS	104.01	102.95
14376	10/10/14	BACKER LANDSCAPING, INC.	104.01	1,477.14
14377	10/10/14	BAKER & TAYLOR, INC.	104.01	13,506.39
14377a	10/10/14	VOID	104.01	
14377b	10/10/14	VOID	104.01	
14377c	10/10/14	VOID	104.01	
14377d	10/10/14	VOID	104.01	
14378	10/10/14	BLACKSTONE AUDIO, INC.	104.01	28.46
14379	10/10/14	BLOOMFIELD TOWNSHIP	104.01	287,109.18
14379V	10/10/14	BLOOMFIELD TOWNSHIP	104.01	-287,109.18
14380	10/10/14	BLOOMFIELD TOWNSHIP	104.01	52,124.69
14381	10/10/14	BLOOMFIELD TOWNSHIP	104.01	234,984.49

Check #	Date	Payee	Cash Account	Amount
14382	10/10/14	BOOK BEAT	104.01	338.60
14383	10/10/14	BOOKPAGE	104.01	20.00
14384	10/10/14	BOOKS GALORE INC.	104.01	56.88
14385	10/10/14	BOTTOM LINE HEALTH	104.01	29.95
14386	10/10/14	BRILLIANCE PUBLISHING, INC.	104.01	469.38
14387	10/10/14	BUTZEL LONG	104.01	292.50
14388	10/10/14	CAR TRUCKING, INC.	104.01	203.30
14389	10/10/14	CENGAGE LEARNING/GALE	104.01	343.87
14390	10/10/14	CENTRAL BUSINESS SYSTEMS, INC.	104.01	218.55
14391	10/10/14	CHARTER TOWNSHIP OF BLOOMFIELD	104.01	30.00
14392	10/10/14	CONTRAST MECHANICAL	104.01	203.55
14393	10/10/14	THE COUNCIL OF STATE GOVERNMENTS	104.01	89.10
14394	10/10/14	DEMCO, INC.	104.01	189.16
14395	10/10/14	DU ALL CLEANING, INC	104.01	9,460.00
14396	10/10/14	ENVISIONWARE, INC.	104.01	63,899.50
14397	10/10/14	GRAND RAPIDS COMMUNITY COLLEGE	104.01	31.95
14398	10/10/14	GRAND VALLEY STATE UNIVERSITY	104.01	83.79
14399	10/10/14	GREY HOUSE PUBLISHING	104.01	313.50
14400	10/10/14	INGRAM LIBRARY SERVICES	104.01	35.30
14401	10/10/14	INNOVATIVE INTERFACE, INC	104.01	12,500.00
14402	10/10/14	INSTITUTE OF CONT. LEGAL EDUCATION	104.01	132.50
14403	10/10/14	JCR SUPPLY CO/BEDARD BROS	104.01	575.81
14404	10/10/14	LJ ROLLS REFRIGERATION CO., INC	104.01	3,779.68
14405	10/10/14	MICHIGAN MUNICIPAL LEAGUE	104.01	24.00
14406	10/10/14	MICROMARKETING LLC	104.01	85.00
14407	10/10/14	MIDWEST COLLABORATIVE for LIB. SVCS	104.01	127.50
14408	10/10/14	MIDWEST TAPE	104.01	9,484.60
14408a	10/10/14	VOID	104.01	
14408b	10/10/14	VOID	104.01	
14408c	10/10/14	VOID	104.01	
14408d	10/10/14	VOID	104.01	
14409	10/10/14	MONROE COUNTY LIBRARY SYSTEM	104.01	40.00
14410	10/10/14	NATIONAL SIGN COMPANY	104.01	2,473.28
14411	10/10/14	NETECH CORP	104.01	1,497.50
14412	10/10/14	NUTECH GRAPHICS	104.01	3,517.13
14413	10/10/14	OAKLAND COUNTY PIONEER&HISTORICAL SOC.	104.01	20.00
14414	10/10/14	OVERDRIVE	104.01	4,503.75
14415	10/10/14	PARTNERS BOOK DISTRIBUTING, INC.	104.01	2,268.55
14415a	10/10/14	VOID	104.01	
14416	10/10/14	PROQUEST-CSA LLC	104.01	5,270.00
14417	10/10/14	QUILL CORPORATION	104.01	632.36
14418	10/10/14	RANDOM HOUSE, INC.	104.01	1,244.50
14418a	10/10/14	VOID	104.01	
14419	10/10/14	RECORDED BOOKS, LLC	104.01	719.28
14420	10/10/14	RELIABLE OFFICE SUPPLIES	104.01	92.83
14421	10/10/14	RICOH USA, INC	104.01	310.09
14422	10/10/14	RESEARCH TECHNOLOGY INT.	104.01	701.95
14423	10/10/14	SCHOLASTIC LIBRARY PUBLISHING	104.01	676.00
14424	10/10/14	SHOWCASES	104.01	717.21
14425	10/10/14	SIERRA	104.01	15.00
14426	10/10/14	STAPLES ADVANTAGE	104.01	258.58
14427	10/10/14	SUMMIT ELECTRIC, INC.	104.01	630.00
14428	10/10/14	TANTOR MEDIA	104.01	475.11
14429	10/10/14	TECH LOGIC CORP.	104.01	21,012.00
14430	10/10/14	THE BOOK FARM, INC.	104.01	29.90
14431	10/10/14	THE LIBRARY NETWORK	104.01	12,597.09
14432	10/10/14	THOMSON REUTERS/THOMSON WEST	104.01	4,176.36
14433	10/10/14	THYSSENKRUPP ELEVATOR CORP	104.01	206.92
14434	10/10/14	UNIQUE MANAGEMENT SERVICES, INC.	104.01	205.85
14435	10/10/14	UNIQUE BOOKS INC.	104.01	21.75
14436	10/10/14	VERNON LIBRARY SUPPLIES, INC	104.01	20.90
14437	10/10/14	VIGILANTE SECURITY	104.01	1,950.00

Check #	Date	Payee	Cash Account	Amount
14438	10/10/14	WEST BRANCH PUBLIC LIBRARY	104.01	21.95
14439	10/10/14	WESTON WOODS	104.01	179.70
14440	10/10/14	WOLTERS KLUWER LAW & BUSINESS	104.01	471.00
14441	10/10/14	WORLD BOOK, INC.	104.01	404.00
14442	10/10/14	WT COX INFORMATION SERVICES	104.01	49.20
Total				<u><u>\$478,078.83</u></u>

Check Register - Gift Fund

Check #	Date	Payee	Cash Account	Amount
ADVANCE CHECKS:				
4433	9/5/14	AMAZON.COM	102.03	25.00
4434	9/5/14	Linda Sessine	102.03	5.30
4435	9/5/14	Qiong Wu	102.03	70.01
4436	9/15/14	WESTBORN MARKET	102.03	2,012.50
4437	9/17/14	FLAGSTAR BANK	102.03	2,858.25
4438	9/19/14	THE LIBRARY NETWORK	102.03	30.00
4439	9/30/14	AMAZON.COM	102.03	381.27
4440	9/30/14	BLOOMFIELD TWP. PUBLIC LIBRARY	102.03	171.59
				<u><u>\$5,553.92</u></u>
REGULAR CHECKS:				
4441	10/10/14	BELIGHTFUL YOGA, LLC	102.03	400.00
4442	10/10/14	SUZANNE BILEK	102.03	150.00
4443	10/10/14	BOOKPAGE	102.03	460.00
4444	10/10/14	CHARTER TOWNSHIP OF BLOOMFIELD	102.03	20.00
4445	10/10/14	MATT FAULKNER	102.03	450.00
4446	10/10/14	SHEILA LANDIS	102.03	600.00
4447	10/10/14	NUTECH GRAPHICS, INC.	102.03	177.38
4448	10/10/14	ORIENTAL TRADING CO., INC.	102.03	183.91
4449	10/10/14	GENOT PICOR - STORYTELLER, LLC	102.03	120.00
4450	10/10/14	THE BOOK FARM	102.03	238.16
Total				<u><u>\$2,799.45</u></u>

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

7b

PRESENTED: OCTOBER 21, 2014 FOR THE MONTH OF: SEPTEMBER 2014

Six months 50%

ACCOUNT NUMBER	ACCOUNT NAME	2014-2015 ADOPTED BUDGET AS OF MAR 18, 2014	2014-2015 AMENDED BUDGET AS OF MAR 18, 2014	REVENUE/EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	VARIANCE
	<u>Revenues</u>						
410.01	Taxes	\$4,755,210	\$4,755,210	(\$24)	(\$7,935)	-0.17%	(\$4,763,145)
420.01	Penal Fines	\$56,445	\$56,445	\$0	\$61,712	109.33%	\$5,267
422.01	State Aid	\$21,448	\$21,448	\$0	\$12,213	56.94%	(\$9,235)
430.01	Circulation Fines & Fees	\$145,464	\$145,464	\$9,388	\$63,208	43.45%	(\$82,256)
	Charges for Services	\$14,278	\$14,278	\$1,230	\$6,256	43.82%	(\$8,022)
	Investment earnings	\$90,245	\$90,245	(\$1,931)	\$40,959	45.39%	(\$49,286)
	Miscellaneous	\$9,369	\$9,369	\$364	\$9,550	101.94%	\$181
	Total Revenues	\$5,092,459	\$5,092,459	\$9,027	\$185,963	3.65%	(\$4,906,496)
	<u>Expenditures</u>						
	Personnel	\$3,335,738	\$3,335,738	\$286,662	\$1,755,285	52.62%	(\$1,580,453)
	Library Services	\$788,530	\$788,530	\$51,590	\$404,991	51.36%	(\$383,539)
	Facilities & Equipment	\$1,064,343	\$1,064,343	\$96,519	\$509,810	47.90%	(\$554,533)
	Other Operating Expenditures	\$245,642	\$245,642	\$79,094	\$207,396	84.43%	(\$38,246)
	Total Expenditures	\$5,434,253	\$5,434,253	\$513,865	\$2,877,482	52.95%	(\$2,556,771)
	Fund Balance - Beginning	\$7,402,218	\$7,488,790		\$7,488,790		
	Net revenue (expenditure)	(\$341,794)	(\$341,794)		(\$2,691,519)		
	Fund Balance - Ending	\$7,060,424	\$7,146,996		\$4,797,271		

Amendments to the budget:
None

Changes made to the line items:
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: OCTOBER 21, 2014 FOR THE MONTH OF: SEPTEMBER 2014

Six Months 50%

ACCOUNT NAME	2014-2015 ADOPTED BUDGET AS OF MAR 18, 2014	2014-2015 AMENDED BUDGET AS OF SEPT 30, 2014	REVENUE/ EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	VARIANCE
<u>Revenues</u>						
Gift Income	\$500	\$31,858	\$3,764	\$31,858	100.00%	\$0
Investment Earnings	\$200	\$200	\$13	\$481	240.46%	\$281
Miscellaneous Revenue	\$0	\$0	\$0	\$0	0.00%	\$0
Total Revenues	\$700	\$32,058	\$3,776	\$32,339	100.88%	\$281
<u>Expenditures</u>						
Library Services	\$38,373	\$46,536	\$7,420	\$24,950	53.61%	(\$21,586)
Facilities & Equipment	\$32,300	\$44,646	\$170	\$8,537	19.12%	(\$36,109)
Other Operating Expenditures	\$91,456	\$103,555	\$1,800	\$11,067	10.69%	(\$92,488)
Total Expenditures	\$162,129	\$194,736	\$9,391	\$44,554	22.88%	(\$150,183)
Fund Balance	\$95,632	\$98,726		\$98,726		
Reserved Fund Bal.	\$65,997	\$64,152		\$64,152		
Net revenue (expenditures)	(\$161,429)	(\$162,678)		(\$12,214)		
Fund Balance - Ending	\$200	\$200		\$150,664		

Amendments to the budget:

All amendments due to gifts received

Bloomfield Township Public Library
Asset Allocation Summary
September 2014

Fund	Type	Annual Yield	Date	Amount on Hand
General Fund				
	5th 3rd Checking (Ecommerce)	0.00%	9/30/2014	\$159,739.08
	Flagstar Public Funds Savings	0.35%	9/30/2014	\$220,930.51
	Flagstar Premier Public Entities Checking	0.25%	9/30/2014	\$49,695.86
	RBC Capital Cash/Money Market	0.01%	9/30/2014	\$92.58
	RBC Capital - Investments	1.90%	9/30/2014	\$4,874,343.47
Total General Fund				\$5,145,062.42
Please see General Fund budget for notes on how this amount is earmarked				
Gift Fund				
	Huntington Public Fund Business Interest Checking	0.15%	9/30/2014	\$98,911.50
	Huntington CD (Charnov gift) - matures 02/02/15	0.20%	9/30/2014	\$52,991.81
	Fifth Third Bank Business Standard Checking	0.00%	9/30/2014	\$4,419.45
Total Gift Fund				\$156,322.76

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

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

Bloomfield Township Public Library
Investment Portfolio

Investment Vehicle	Portfolio %	Original Cost	9/30/2014 Market Value	Estimated Annual Inc	Current Yield
Money Market Funds	0.0%	\$92	\$93	-	0.01%
Wells Fargo Advantage Adjustable Rate Gov't	35.7%	\$1,723,205	\$1,740,240	\$13,781	0.79%
Eaton Vance Short Duration Government Income	12.4%	\$600,000	\$602,510	\$19,449	3.23%
Loomis Sayles Limited Term U.S. Gov't & Agency	32.8%	\$1,571,450	\$1,600,502	\$33,085	2.07%
Eaton Vance Government Obligations	12.4%	\$587,603	\$605,234	\$28,309	4.68%
Wells Fargo Advantage Government Securities	6.7%	\$340,100	\$325,858	\$3,211	0.99%
Total Portfolio	100.0%	\$4,822,450	\$4,874,436	\$97,837	2.01%

3rd Quarter Activity - June 30, 2014 - September 30, 2014

Cash Activity

Beginning Balance	\$92.48
Deposits & Sales Proceeds	\$1,142,000.00
Withdrawals	(\$1,142,000.00)
Dividends	\$25,932.58
Capital Gains	\$0.00
Net funds to purchase securities	(\$25,932.48)
Ending Balance	\$92.58

Change in Security Value

Beginning value of securities	\$6,005,195.13
Securities purchased	\$25,932.48
Securities sold	(\$1,142,000.00)
Change in value of priced securities	(\$14,784.14)
Ending Value of priced securities	\$4,874,343.47

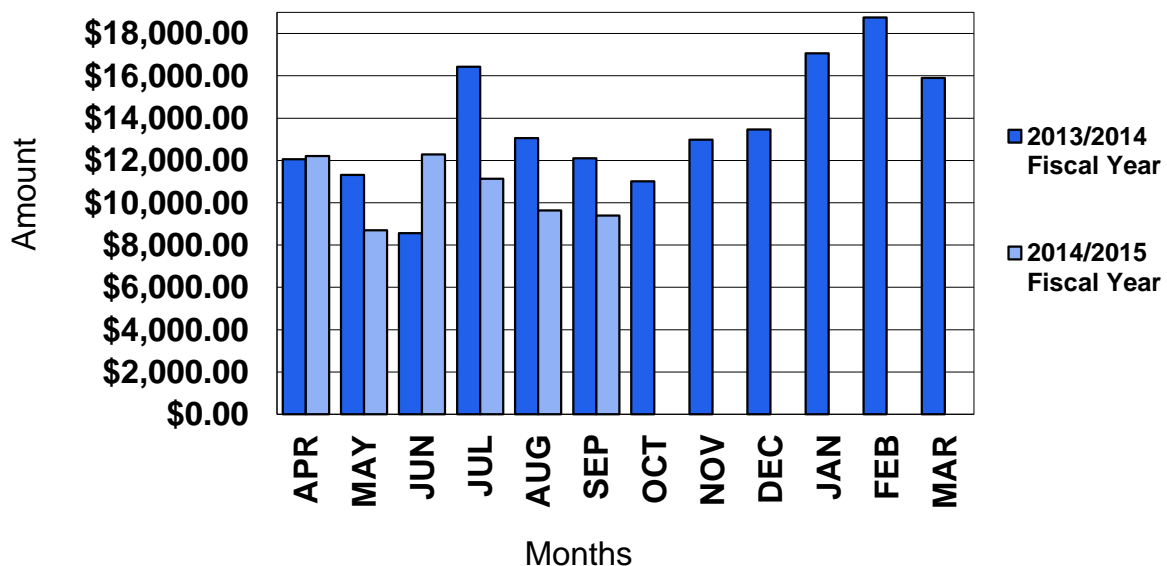
Total account value as of September 30, 2014

\$ 4,874,436.05

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	\$9,388.48	(\$2,709.52)
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>\$63,354.02</u>	<u>(\$99,358.60)</u>

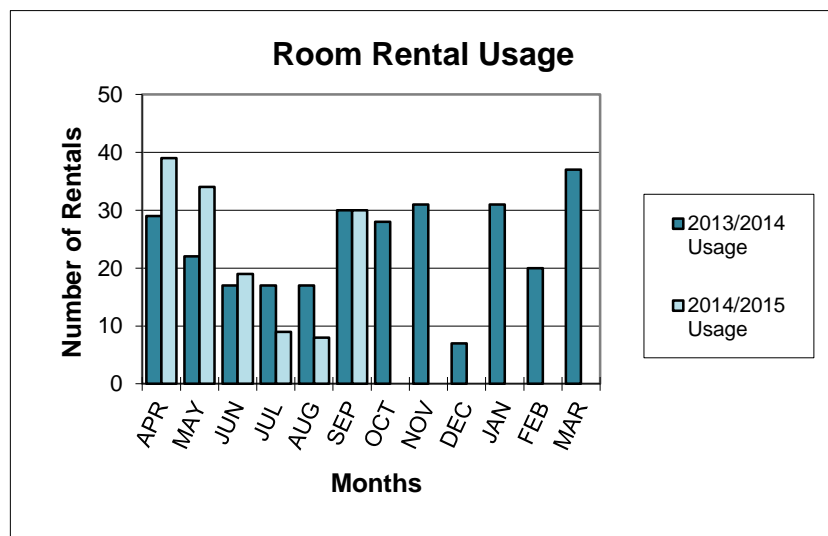
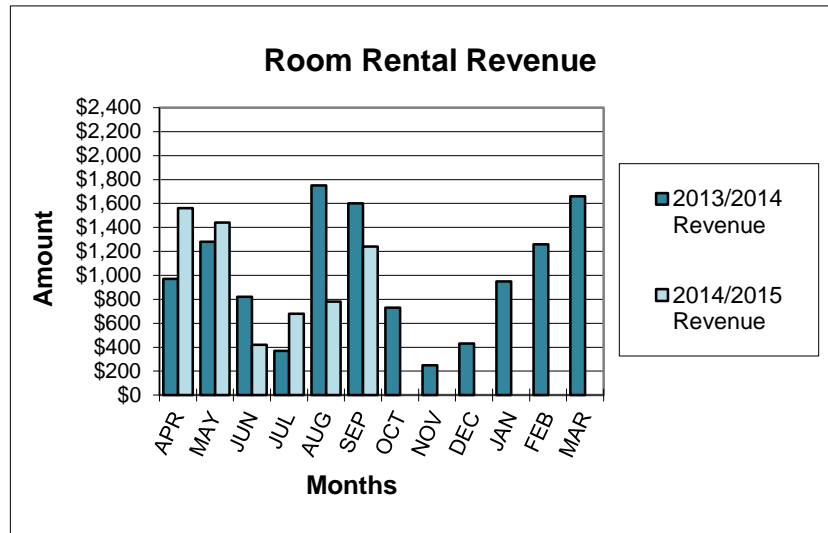
Fines and Fees Two-Year Comparison



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	\$1,240.00	(\$360.00)	30	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	\$6,120.00	(\$5,950.00)	286	139	



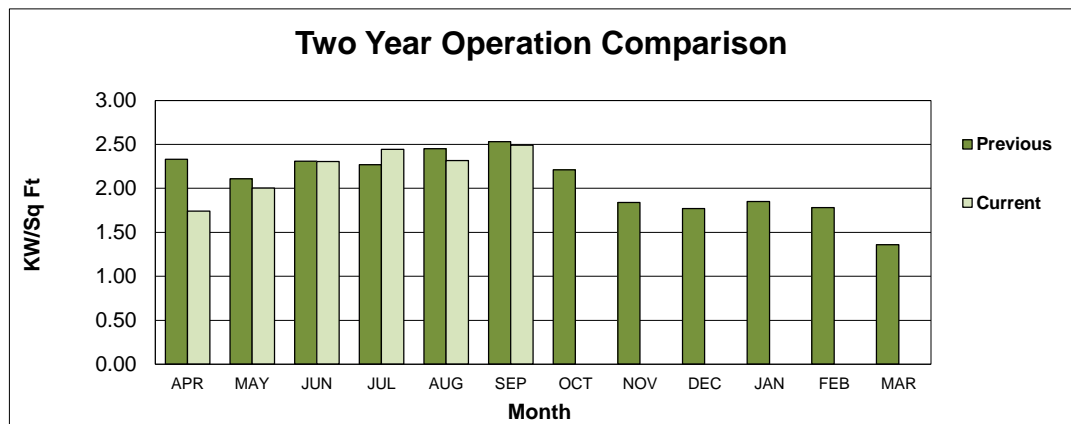
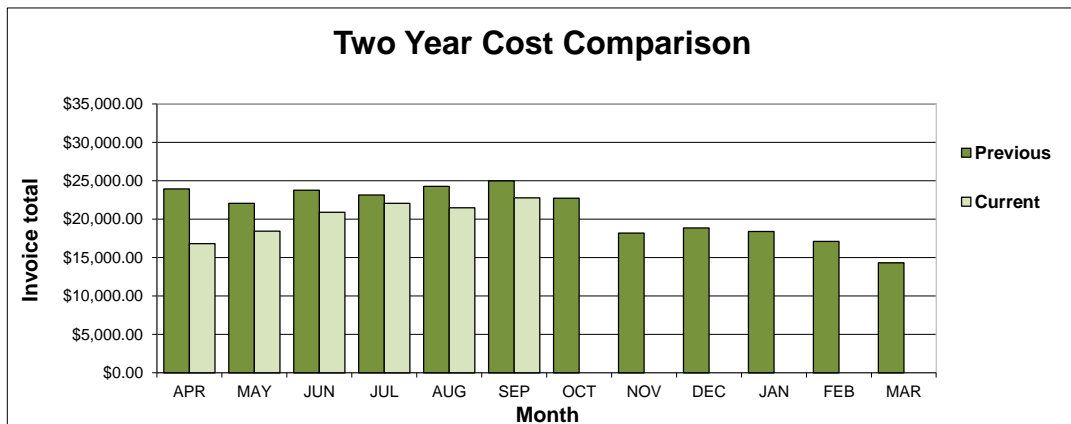
Bloomfield Township Public Library Electricity Analysis

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	\$22,772.57	(\$2,179.46)	251,650	\$0.09	349.51	2.49	\$31.63	\$0.23
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	\$122,424.68	(\$129,226.76)						

NOTES:

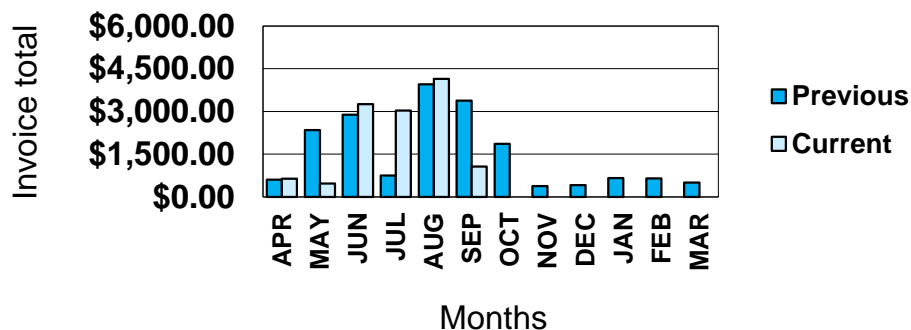
Mar 2013 - found that electric meter was malfunctioning. \$25,000 is estimated credit DTE to issue in April



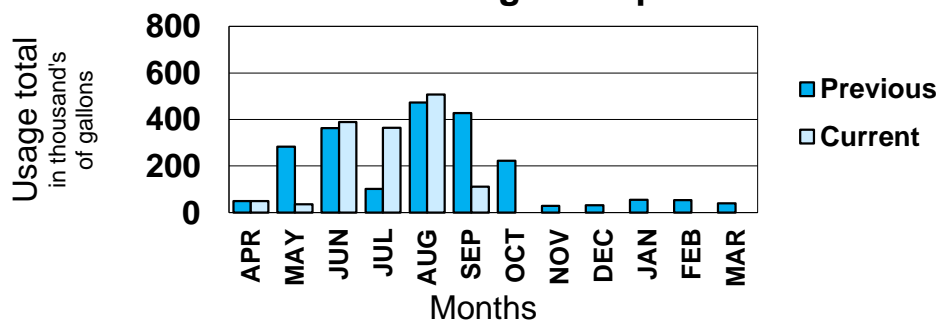
Bloomfield Township Public Library Water Analysis

Month	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	\$1,067.34	(\$2,316.64)	427	111	(316)
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	\$18,401.12	\$12,606.16	(\$5,794.96)	2,130	1,457	(673)

Two-Year Cost Comparison



Two-Year Usage Comparison



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

Once again the Library held a promotion in September in celebration of National Library Card Sign Up month. Any Bloomfield Township resident who does not have a Bloomfield Township Public Library card was invited to come in and get one. We enjoy this opportunity to let our residents know about all the collections, services and programs they can access with their library card. As a result of this promotion, 194 Bloomfield Township residents entered their name into a drawing to win a basket of Library logo items. In total, we had 199 residents get a new Bloomfield Township Public Library card in September! Congratulations to our Circulation Department on a very successful promotion!

Bloomfield Township Public Library has been selected as a repository for the *Tier 1 Draft Environmental Impact Statement* from the Departments of Transportation of Michigan, Illinois and Indiana concerning a proposed Chicago – Detroit – Pontiac passenger rail corridor program. This item is available at the Adult Services desk or available in our catalog electronically as a web link at www.GreatLakesRail.org. Public hearings on this project are scheduled for late October. Interested patrons may now find this information at our library.

On October 15, two Adult Services librarians - Brooke Hoskins and Karrie Yukon – represented the Bloomfield Township Public Library at the Michigan Library Association annual conference. They presented information about the Library's "Vitality Kits", a very unique collection among public libraries. Thank you, Brooke and Karrie!

Our very popular Chamber music concert series begins again on Friday, October 24 at 7:30pm. This is our fifth season offering this series with our partner, the University of Michigan School of Music, Theatre & Dance. Additional concert dates are listed on the bookmark in your folder and also in the Library.

The Library continues to have a presence in the community! On Sunday, October 12, Adult Services librarians Brooke Hoskins and Bala Cramer represented the Library at Bloomfield Township's open house. Over 200 people chatted with Brooke and Bala about library services, programs and collections. In turn, residents shared comments about how much they love the Library! At the Library, Youth Services librarian Liz Clauder hosted the Wild Swan Theatre group for a presentation of *Strega Nona*. 89 people enjoyed this live performance very much!

Respectfully Submitted,

*Carol Mueller
Director*

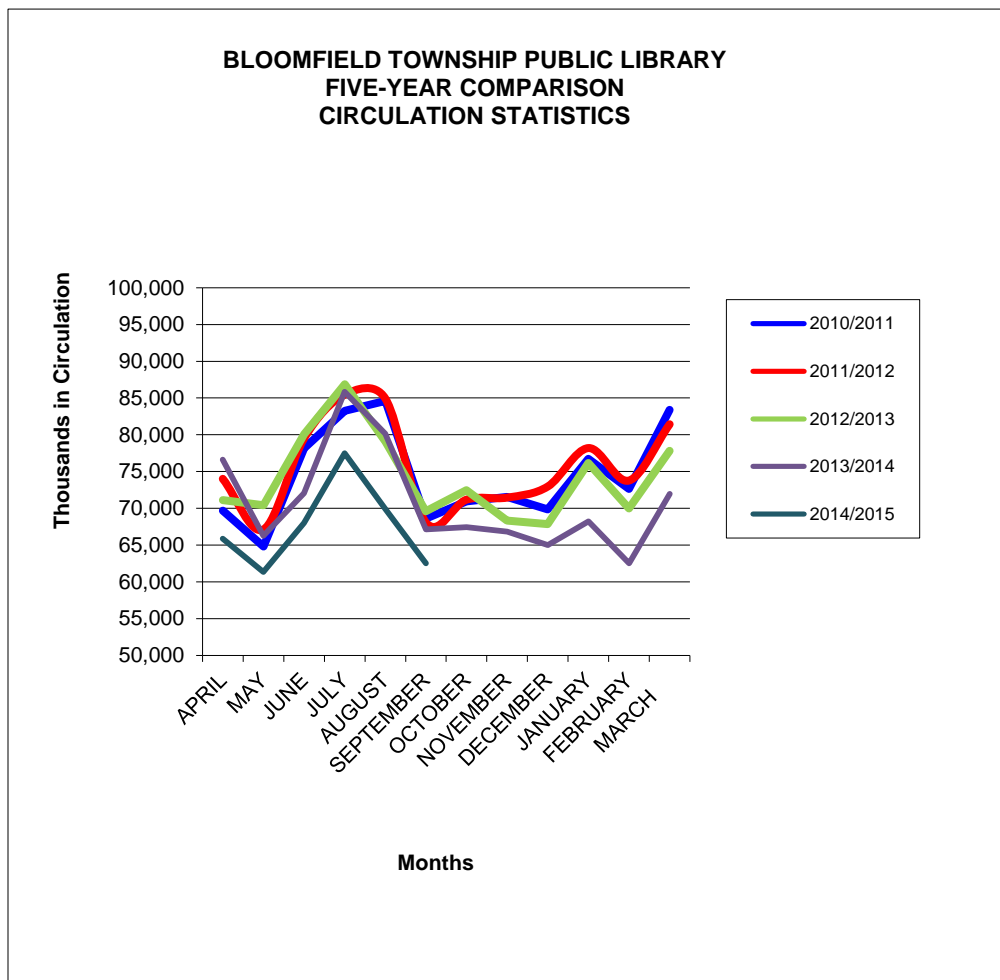
	2013		2014	
COLLECTION				
Book Collection:	285,300		279,822	
Media Collection:	62,000		60,840	
Total e-books:	26,849		27,897	
Overdrive	5,524		6,450	
EBSCOhost	19,227		19,226	
Total downloadable audiobooks:	5,563		4,802	
Materials Total:	379,712		373,361	
CIRCULATION				
Circulation Total:	67,145		62,536	
Bloomfield Township Circulation:	61,584		57,545	
Virtual Circulation Total	3,932		4,304	
Circulation of Youth materials:	24,339		22,621	
Circulation of Media:	27,087		24,054	
Circulation of Cranbrook passes:	204		242	
Circulation of MI Big Green Gym pass	1		n/a	
Self-checkout machine use:	23,759	35.4%	22,500	36.0%
Library by Mail:	144	32 patrons	118	27 patrons
BUILDING & EQUIPMENT USAGE				
Door Count:	25,686		26,157	
Gate Count:	17,244 *		26,106	
Meeting rooms by public:	30		30	
Meeting rooms by staff:	52		69	
VIRTUAL USE				
Home page hits/Database services:	24,037		18,053	
e-book access:	1,788		1,942	
Overdrive	1,727		1,871	
EBSCOhost	61		71	
Audiobook access: (Overdrive)	755		804	
Music download access:	1,113		1,135	
Magazine download access:	276		423	
TutorMe! sessions:	62		71	
Library Computer Use				
Resident Use	2,712		2,342	
Guest Use	914		836	
*Gate not working 9 days				

	2013		2014	
OUTREACH & PROGRAMS				
<i>New Patrons and Accounts</i>				
Township:	262		199	
Cranbrook:	7		3	
Total new patrons:	377		294	
<i>Adult Program Attendance</i>				
Staff-led:	2 events	12 attended	4 events	55 attended
Speaker-led:	6 events	74 attended	9 events	156 attended
Book clubs:	6 events	72 attended	4 events	53 attended
Tours/visits on-site:	0	0	0	0
Tours/visits off-site:	0	0	1 event	80 attended
Oakland County Historical Resources	1 event	31 attended		
Bloomfield Historical Society	0	0	1 event	49 attended
<i>Systems Program Attendance</i>				
Staff-led:	4 events	45 attended	3 events	15 attended
<i>Teen Program Attendance</i>				
Staff-led:	3 events	24 attended	4 events	13 attended
<i>Youth Program Attendance</i>				
Staff-led:	11 events	179 attended	21 events	420 attended
Speaker-led:	4 events	120 attended	3 events	90 attended
Tours/visits on-site:	1 event	9 attended	0	0
Tours/visits off-site:	0	0	1 event	100 attended
TOTAL:	37 events	535 attended	51 events	1,031 attend
<i>Volunteers:</i>				
	22 people	189 hours	23 people	202 hours
	Shop: 7	90	Shop: 6	75.25
	Court: 0	0	Court: 1	12.25
	Students: 0	0	Students: 5	25
	Stu. tutors: 3	10	Stu. Tutors: 0	0
	Dept. Vol: 12	89	Dept. Vol: 12	89.5
<i>Patron Remarks</i>				
Patron Comments:	6		4	
Ask BTPL:	11		8	
Ask Us:	30		36	
DISPLAYS				
Lobby	2000's artifacts on loan from BTPL Staff			
Media	Adult: Music of 2000s; Banned books and movies			
	Youth: Now Showing DVDs; Magic School Bus Board			
Local History	Banned books			

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
FIVE YEAR CIRCULATION**

10/17/2014

	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	62,536
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	
TOTAL	894,241	908,115	889,743	850,044	405,137



TENTATIVE SCHEDULE CALENDAR

- **Tuesday, October 21, 2014 - 7:00 p.m., Regular Board Meeting in the Board Room.**

Upcoming meetings and events:

- Wednesday, October 22, 2014 – 50th Wrap Up Luncheon at Noon in Meeting Room #1
- Wednesday, November 5, 2014 – 12:30 p.m. Friends of the Library Board of Directors Meeting in the Board Room.
- Friday, October 24, 2014 – 7:30 p.m. Chamber Music Concert in the Community Room.
- **Tuesday, November 18, 2014 – 7:00 p.m. Regular Board Meeting in the Board Room.**

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Library Board of Trustees

FROM: Carol Mueller, Library Director

DATE: October 15, 2014

SUBJECT: “Downloads at the Library” Presentation

I am pleased to share that recently a tablet offering access to our electronic collection of magazines was added to the magazine area of the Library. This new service was made possible with gift funding given to the Library.

As a result of this new service, I have asked Adult Services librarians Bala Cramer and Dana Kratt to give a brief presentation on “Downloads at the Library”. They will show how the new tablet works for accessing Zinio, our e-magazine service. In addition, they will share information about our music download service, called Freegal, available to Bloomfield Township residents to download up to five songs per week. Finally, Bala and Dana will share general information about downloading ebooks and more at the Library and what’s on the horizon for downloading at your library.

Our hope is that you will find this presentation interesting and informative!

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: October 21, 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:

- Seven homeowners' associations have taken advantage of First Meeting Free. In August, invitations offering a "First Meeting Free" were sent to Bloomfield Township neighborhood associations. 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 was a great success! One-hundred and ninety-four residents signed up for a library card and entered the drawing to win a gift basket. This popular program for Bloomfield Township residents helps bring awareness to the value of their library card!
- In celebration of the Library's 50th anniversary, the lobby display cases are featuring a collection of items representing the 2000s and also the Library's history.
- 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. 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
MEMORANDUM**

TO: Library Board of Trustees

FROM: Carol Mueller, Library Director

DATE: October 15, 2014

SUBJECT: Board Question Follow Up

At the September 16, 2014 Library Board meeting, a question was raised about the pine trees located near the drive into the Library parking lot. Several pines look like they could possibly have Diplodia.

Joel Dion, Facilities Services Department Head, has been carefully monitoring our trees for several years. Unfortunately, we do have several pine trees that have been diagnosed with Diplodia. He provided the following update:

These pine trees were diagnosed with Diplodia and treated by an arborist 2 years ago. There is no cure and though unsightly, it will not usually kill the tree. Branches die off and new growth must be treated before spores set in. I have had them treated each year since with fungicides as recommended but with very little luck. We've cut one pine tree down on the south greenbelt earlier this year. Two more infected pine trees remain.

The following excerpt is from a website www.thecareoftrees.com developed by arborist at the Davey Tree Company:

“Diplodia tip blight is a fungal disease of Austrian, Scots, mugo, red, and other two needled pines. The disease does not usually kill the tree, but results in brown shoot tips that many people find unattractive. When large numbers of shoot tips are affected over several years, entire branches may die. Shoot tips that have already been infected by the Diplodia fungus cannot be cured. New shoot tips that form each spring can be protected with fungicides. The fungicides must be applied prior to fungal attack. Trees in stressful situations may be more seriously affected. Also, individual trees vary in their susceptibility.”

Joel will continue to carefully monitor the health of all trees on library grounds and treat as necessary and recommended.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

FRIENDS OF THE LIBRARY

MONTHLY DIRECTOR'S REPORT

October, 2014

- The Library's "Night at the Library" 50th anniversary gala celebration on Saturday, October 18 is just 17 days away! We hope you can all join us as we celebrate this important milestone in the Library's history that evening. Thank you for all your support of the Library, especially as a major sponsor of this event. It is sure to be a wonderful evening
- As you know, a library millage proposal will be on the November 4, 2014 ballot. An informational meeting regarding this proposal is planned for 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. Please vote on November 4!
- Please mark your calendars for Sunday, December 7, 6:30pm! This is the date of the Library's annual holiday party. This year, our S.O.C. (Staff Organization Committee) has planned an evening dinner at The Heathers in Bloomfield Township. Invitations will be sent out soon!
- 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

<u>Gift Accession</u>	<u>Year rec'd</u>	<u>Donor</u>	<u>Purpose</u>	<u>Amount</u>	<u>Aug 2014</u>	<u>Amount left in gift</u>	
1300870101	2013	FOL	Complete set LgPrint Agatha Christie books	\$1,090.00		\$67.81	
1300520101	2013	FOL	10 chairs for Public Café	\$375.00		\$13.80	Was left from Café chairs - now for Archival File Document Boxes
1200480101	2012	FOL	AS DVD purchases	\$1,760.32	(\$461.63)	\$1,221.60	
1400280101	2014	FOL	Additional materials for collection and All-in-one Skill Kits	\$4,500.00		\$4,500.00	
1300460101	2013	FOL	2013/2014 Three concerts	\$2,400.00		\$2,000.00	
1300470101	2013	FOL	2013/2014 Four Art Lectures	\$600.00	(\$200.00)	\$400.00	
1300480101	2013	FOL	2014 Everyone's Reading	\$365.45		\$216.15	
1300830101	2013	FOL	2014/2015 Teen Programming	\$500.00	(\$34.76)	\$217.30	
1400260101	2014	FOL	2014 Summer Reading	\$1,000.00		\$1,000.00	
1400290101	2014	FOL	Book Page	\$460.00		\$460.00	
1300500101	2013	FOL	2014/2015 PJ Theater program	\$2,000.00	(\$295.00)	\$1,070.00	
1300820101	2013	FOL	YS Adaptive Umbrella Workshop	\$1,431.19		\$6.37	
1300840101	2013	FOL	2014 YS Summer Reading Program	\$5,000.00	(\$258.97)	\$0.46	
1300860101	2013	FOL	2014/2015 YS Programming	\$8,000.00	(\$426.38)	\$6,269.81	
1000490101	2010	FOL	Redirect by FOL for 50th Anni.	\$10,000.00	(\$2,079.16)	\$6,304.31	Was Comm. mailings -now earmarked for 50th Anni.
1200660101	2012	FOL	Ruth McNair donations for concerts	\$1,381.00		\$1,338.34	
1300540101	2013	FOL	Admin 2014/2015 Program Budget	\$1,500.00	(\$5.30)	\$1,455.10	
1300880101	2013	FOL	2014/2015 Chamber Concert Series	\$1,500.00		\$1,500.00	
1300550101	2013	FOL	Spring 2014 Arborist Tree Pruning	\$200.00	(\$200.00)	\$0.00	
1400270101	2014	FOL	Circ Collection Agency Module	\$9,000.00		\$9,000.00	
1400300101	2014	FOL	Library Shop Lighting	\$2,000.00		\$2,000.00	
1100760101	2011	FOL	Systems Redirect by FOL for Tech. upgrade 9/2013	\$94.03		\$94.03	Was Math & Science kits -now Technology upgrade
0900750101	2009	FOL	Systems Redirect by FOL for Tech. upgrade 9/2013	\$56.10		\$56.10	Was Apr2010 Nat.Library Week -now Tech. upgrade
1000520101	2010	FOL	Systems Redirect by FOL for Tech. upgrade 9/2013	\$1,500.00		\$1,500.00	Was Apr2011 Nat. Library Week -now Tech. upgrade
1200650101	2012	FOL	Systems Redirect by FOL for Tech. upgrade 9/2013	\$6,681.25		\$6,681.25	Was backdrop for stage - 50% dep-now Tech. upgrade
1300440101	2013	FOL	Systems Technology upgrade (to bring total to \$25,000 with 4 redirected gifts)	\$16,668.62		\$16,668.62	
1100250101	2011	FOL	Oct 2014 Technology related workshops/training	\$1,476.79	(\$70.01)	\$1,406.78	
1300530101	2013	FOL	For 2014/2015 staff development	\$1,500.00		\$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.
1300530101AS	2013	FOL	For 2014/2015 AS staff develop.	\$700.00		\$700.00	Reallocated from SMS Alert Serv. gift given in 10/13
300530101CIR	2013	FOL	For 2014/2015 Circ staff develop.	\$100.00		\$13.24	Reallocated from SMS Alert Serv. gift given in 10/13
100530101SYS	2013	FOL	For 2014/2015 Sys staff develop.	\$100.00		\$13.24	Reallocated from SMS Alert Serv. gift given in 10/13
1300530101TS	2013	FOL	For 2014/2015 TS staff develop.	\$100.00		\$13.24	Reallocated from SMS Alert Serv. gift given in 10/13
1300530101YS	2013	FOL	For 2014/2015 YS staff develop.	\$700.00	(\$60.00)	\$630.00	Reallocated from SMS Alert Serv. gift given in 10/13
0700010101	2007	FOL	New Welcome brochures	\$6,290.00		\$6,290.00	
0800220101	2008	FOL	MY LIBRARY book project	\$1,458.74		\$1,458.74	
1300510101	2013	FOL	Recycled plastic book bags	\$1,375.00		\$1,375.00	

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY – ADMINISTRATIVE CALENDAR

2014

NOVEMBER

2014

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
						1	
2	3 Sign & Play 10am Jeffery Deaver on Writing Thrillers 7pm	4 Wee Play 10am Knit n Stitch 10am Intro to Scanning 6pm DIY Identity Flags 6:30pm	5 Movers & Shakers 10am Great Books Club 6:45	6 Mother Goose Club 10am Practical Ways to Avoid Running out of Money with rick Bloom 7pm	7 Tinker Tales 10am Date Night @ the Library 7pm	8 FOL Book Sale 9:30-3:30 Shake, Rhythm, & Rhyme 11am Apps & Apps 1pm Hunger Games Series 2pm	
9 Friends Inventory Bag Day Noon-4:30pm	10 Sign & Play 10am Teen Creative Writers Group 6pm	11 Wee Play 10am Memoir Writers Group 1pm Teen Advisory Board 4pm	12 Movers & Shakers 10am Nonfiction Book Club 7pm Writers Rendezvous 7pm	13 Mother Goose Club 10am What's Cooking With Trader Joes 7pm	14 Tinker Tales 10am Chamber Music of Detroit Lecture Series Noon Shelia Landis sings Ella Fitzgerald 7:30pm	15 Lego Club 11am Intro to MS Word 2pm Hunger Games Series 2pm	
16	17	18 Wee Play 10am Tue Book Club 10am Library Board Meeting 7pm	19 Movers & Shakers 10am Mystery Book Club 1pm Great Books Club 6:45pm	20 Mother Goose Club 10am Eleanor's Book Club 10am Intro to Excel 6pm Ken Bloom Strategies 7pm	21 Tinker Tales 10am Coffee & conversation 10am	22 Crayon Crew 11am	
23	24	25 Wee Play 10am Beaker Buddies 6:30pm	26 Movers & Shakers 10am LIBRARY CLOSING AT 5:30 PM	27 LIBRARY CLOSED FOR THANKSGIVING HOLIDAY	28 Tinker Tales 10am	29	30