



Bloomfield Township Public
Library

**Bloomfield Township Public Library
Board of Trustees**

Library Board Meeting
November 18, 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, November 18, 2014 7:00 p.m.

#	<u>NUMBERED ITEMS</u>	<u>DATE DELIVERED</u>
1	Agenda	11/14/14
2a	Request to remove items from the Consent Agenda for Discussion	11/14/14
2b	Motion to approve the order of items for the regular and consent agendas	11/14/14
5	Motion to approve remaining consent agenda items 6-8d	11/14/14
6	Regular Board Meeting Minutes of 10-21-14	11/14/14
7a	Cash Disbursements	11/14/14
7b	Revenues/Expenditures Budget Report	11/14/14
7c	Energy Report	11/14/14
8a	President's Report	
8b	Director's Report	11/14/14
8c	Tentative Schedule Calendar	11/14/14
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	Election of Officers	11/14/14
11b	Appointment of Committees	11/14/14
11c	2015 Library Calendar of Holidays & Closings	11/14/14
13	Motion to approve any items removed from the consent agenda	11/14/14
	<u>UNNUMBERED ITEMS</u>	<u>DATE DELIVERED</u>
	Memo regarding Strategic Plan Update	11/14/14
	FOL gifts expended –October 2014	11/14/14
	Monthly Director's Report FOL – 11-5-14	11/14/14
	Administrative Calendar–December 2014	11/14/14

AGENDA
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, November 18, 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 October 21, 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. Election of Officers
 - b. Appointment of Committees
 - c. 2015 Library Calendar
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, December 16, 2014 at 7:00 p.m.
16. Adjournment

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

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

I REQUEST THAT ITEM (S):

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

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

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

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

OPTION - NO AMENDMENT NEEDED:

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

OPTION - AMENDMENT TO AGENDA:

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

- the **REGULAR AGENDA** as follows:

- the **CONSENT AGENDA** as follows:

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

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

CONSENT AGENDA ITEMS MOTION

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

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

Bloomfield Township Public Library
Oakland County, Michigan
Tuesday, October 21, 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: Grant Gerhart, Eli Greenbaum, Judy Lindstrom, Joan Luksik, and Pam Williams

Unable to Attend: Trustee, Peggy Cohen

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

Guests: Bala Cramer, Adult Services Librarian; Dana Kratt, Adult Services Librarian; Marianne Abdoo, SOC; Klaren Gerhart, Township resident

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

A vote was taken for approval of the motion.

Ayes: Gerhart, Greenbaum, Lindstrom, Luksik, Williams

Nays: None

MOTION CARRIED

President's Verbal Report:

Joan hoped everyone had a wonderful time at the 50th Anniversary Gala on October 18th. She thanked the Trustees for all their hard work planning the event along with staff and volunteers. Many positive comments were received and all those attending had a great time!

Director's Verbal Report:

Carol stated what an amazing and magical night the *Night At The Library* was. Many helped to make this so very special. It all started with the Trustees and their great vision. Countless hours of planning, meeting and collecting donations resulted in a perfect evening. Memories for the 220 guests in attendance will be amazing. Everyone had a fabulous time and couldn't believe the Library's transformation for the evening! Carol extended thanks to all and stated the anniversary year doesn't end with this event. During October we have our story walk throughout the Library with 15 story boards of the book *Beatrice Doesn't Want To*. After following the story, you end up in the Youth Services Department where a special prize awaits. The final event for the anniversary year is the time capsule. This will not be the traditional time capsule format as we will put our items in an archival box to be stored in the Library Archives and not to be opened for another 25 years! Carol has been receiving many positive comments on how enjoyable the anniversary Gala was on Saturday.

CONSENT AGENDA MOTION:

After discussion, a motion was made by Pam Williams, seconded by Eli Greenbaum, **TO APPROVE THE ITEMS ON THE CONSENT AGENDA AS PRESENTED.** *A vote was taken for approval of the motion.*

Ayes: 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. Marianne invited the Trustees to the Staff Holiday Party held at the Heathers Club on December 7th at 6:30pm. Invitations were distributed.

UNFINISHED BUSINESS:

No items for discussion

NEW BUSINESS:

11a Downloads at the Library Presentation

Carol shared 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. Two of our Adult Services Librarians, Bala Cramer and Dana Kratt gave a brief presentation on Downloads at the Library. They showed how the new tablet works for accessing Zinio, our e-magazine service. They also shared information about our music download service called Freegal. This service is available to Bloomfield Township residents to download up to five songs per week. They concluded the presentation with general information about downloading ebooks at the Library and what's on the horizon for downloading at our Library.

11b Building Update

Carol stated quotes have been received on the lower level check valve replacement. It will cost approximately \$6,740.00 to replace and install the lower level check valve.

Carol stated that the mechanical room leak had been happening for quite some time. Conduit electric lines run from the north end of the building along the west side leading to Telegraph Road and into our mechanical room. During strong storms this conduit leaks water in the mechanical room and we have been very fortunate not to have anything catastrophic happen up to this point. To remedy this problem we will have to disconnect the lines to the mechanical room and seal the conduit and re-hook up to stop water from coming into the room. It will be somewhat disruptive to Library service but we will not have to close the Library. The estimate for this part of the repair will be approximately \$8,170.00. Joel Dion will oversee this project with Summit Electric.

DISCUSSION OF ITEMS REMOVED FROM THE CONSENT AGENDA

No discussion at this time.

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

A vote was taken for approval of the motion.

Ayes: Gerhart, Greenbaum, Lindstrom, Luksik, Williams

Nays: None

MOTION CARRIED

Other:

Joan Luksik stated that Peggy Cohen and Grant Gerhart agreed to be on the Nominating Committee.

Judy Lindstrom would like the Landscape Committee to meet in February or March of 2015 to discuss the shrubs by the drive in book drop.

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

A vote was taken for approval of the motion.

Ayes: Gerhart, Greenbaum, Lindstrom, Luksik, Williams

Nays: None

MOTION CARRIED

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

Grace Haugenstein Library – Aquinas College is being reimbursed for a lost item borrowed by a Bloomfield Township Public Library resident.

General Fund Advance

- Check #14444 payable to BTPL Gift Fund in the amount of \$1,000.00 is payment for October 18 Gala tickets and program ads.
- Check #14451 payable to BTPL Gift Fund in the amount of \$1,000.00 is payment for Gala tickets.
- Check #14464 payable to Principal Life Insurance Com – SBD Grande Island in the amount of \$644.23 is our November payment for life insurance for 27 part time employees.

General Fund

- Check #14469 payable to Backer Landscaping, Inc. in the amount of \$5,945.00 was payment for the 2014/2015 snow removal contract.
- Check #14474 payable to Bloomfield Township in the amount of \$242,145.10 was payment for two payrolls including FICA, HRA contributions, pension, etc. as usual.
- Check #14476 payable to BTPL Gift Fund in the amount of \$550.00 was payment for Gala tickets
- Check #14478 payable to Canton Public Library in the amount of \$24.99 was payment for a lost item borrowed by a Bloomfield Township Public Library resident.
- Check #14480 payable to Envisionware, Inc. in the amount of \$730.96 was payment for our annual renewal of computer management system software.
- Check #14484 payable to Innovative Interfaces, Inc. in the amount of \$54,336.00 was payment for the annual renewal of our integrated library system platform, Sierra.

- Check #14493 payable to Midwest Collaboration for Library Services in the amount of \$8,692.00 was payment for annual renewals for two online databases and cataloging records.
- Check #14517 payable to The Library Network (TLN) in the amount of \$4,804.53 was payment for renewal of our internet services.

Gift Fund

- Check #4452 payable to Ron Aldrich in the amount of \$225.00 was payment for Gala entertainment.
- Check #4455 payable to Wild Swan Theatre in the amount of \$750.00 was payment for a 50th anniversary/Bloomfield Township open house performance at the Library.
- Check #4460 payable to Friends of BTPL in the amount of \$500.00 was payment for credit card purchases of Gala raffle tickets.
- Check #4461 payable to Paul Keller in the amount of \$925.00 was payment for Gala entertainment.
- Check #4465 payable to Westborn Market in the amount of 3,237.50 was payment for catering at the Gala.
- Check #4471 payable Bloomfield Township Public Library was payment for postage for mailing Gala programs to sponsors not able to attend.

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

Check Register - General Fund

Check #	Date	Payee	Cash Account	Amount
ADVANCE CHECKS:				
14443	10/10/14	AMAZON.COM	104.01	1,286.32
14444	10/10/14	BTPL Gift Fund	104.01	1,000.00
14445	10/10/14	Elizabeth Clauder	104.01	37.87
14446	10/10/14	PACIFIC TELEMAGEMENT SERVICES	104.01	78.00
14447	10/10/14	Marian Rafal	104.01	67.82
14448	10/10/14	Beth Sulek-LaHousse	104.01	72.70
14449	10/10/14	Deutsche Sprachschule Bloomfie	104.01	200.00
14450	10/17/14	AT&T	104.01	483.42
14451	10/17/14	BTPL Gift Fund	104.01	1,000.00
14452	10/17/14	COMCAST	104.01	129.00
14453	10/17/14	FLAGSTAR BANK	104.01	1,421.55
14454	10/17/14	PITNEY BOWES, INC.	104.01	261.50
14455	10/29/14	CONSUMERS ENERGY	104.01	5,618.78
14456	10/29/14	HOME DEPOT CR. SERV.	104.01	314.87
14457	10/29/14	AT&T	104.01	399.74
14458	10/29/14	AT&T LONG DISTANCE	104.01	29.34
14459	10/29/14	DTE ENERGY	104.01	18,852.35
14460	10/29/14	VERIZON WIRELESS	104.01	200.36
14461	10/29/14	AMAZON.COM	104.01	2,518.05
14462	10/30/14	Brooke Hoskins	104.01	2.68
14463	10/30/14	Elizabeth Clauder	104.01	10.40
14464	10/30/14	PRINCIPAL LIFE INS CO-SBD GRANDE ISLAND	104.01	644.23
14462V	10/30/14	Brooke Hoskins	104.01	-2.68
14463V	10/30/14	Elizabeth Clauder	104.01	-10.40
Total				<u><u>\$34,615.90</u></u>

REGULAR CHECKS:

14465	11/7/14	ABC-CLIO, INC.	104.01	250.70
14466	11/7/14	ABDO PUBLISHING CO.	104.01	3,259.95
14467	11/7/14	AMERICAN LIBRARY ASSOCIATION	104.01	70.00
14468	11/7/14	ASSA ABLOY ENTRANCE SOLUTIONS	104.01	1,096.25
14469	11/7/14	BACKER LANDSCAPING, INC.	104.01	5,945.00
14470	11/7/14	BAKER & TAYLOR, INC.	104.01	11,730.81
14470a	11/7/14	VOID	104.01	
14470b	11/7/14	VOID	104.01	
14470c	11/7/14	VOID	104.01	
14471	11/7/14	BEARPORT PUBLISHING CO.	104.01	227.40
14472	11/7/14	BERNAN ASSOCIATES	104.01	165.85
14473	11/7/14	BLACKSTONE AUDIO, INC.	104.01	281.98
14474	11/7/14	BLOOMFIELD TOWNSHIP	104.01	242,145.10
14475	11/7/14	BRILLIANCE PUBLISHING, INC.	104.01	206.44
14476	11/7/14	BTPL Gift Fund	104.01	550.00
14477	11/7/14	BUTZEL LONG	104.01	58.50
14478	11/7/14	CANTON PUBLIC LIBRARY	104.01	24.99
14479	11/7/14	CENGAGE LEARNING/GALE	104.01	1,301.26
14480	11/7/14	ENVISIONWARE, INC.	104.01	730.96
14481	11/7/14	FLY ROD & REEL	104.01	41.95
14482	11/7/14	INFOBASE LEARNING	104.01	2,238.22
14483	11/7/14	INFORMATION TODAY, INC.	104.01	404.05
14484	11/7/14	INNOVATIVE INTERFACE, INC	104.01	54,336.00
14485	11/7/14	J W PEPPER & SON, INC	104.01	68.92
14486	11/7/14	JCR SUPPLY CO/BEDARD BROS	104.01	1,368.00
14487	11/7/14	KELLERMEYER CO.	104.01	340.08

Check #	Date	Payee	Cash Account	Amount
14488	11/7/14	LAFORCE	104.01	577.00
14489	11/7/14	LEADERSHIP DIRECTORIES, INC.	104.01	442.00
14490	11/7/14	LERNER PUBLISHING GROUP	104.01	1,234.12
14491	11/7/14	LOOKOUT BOOKS	104.01	570.16
14492	11/7/14	MASON CREST PUBLISHERS	104.01	407.10
14493	11/7/14	MIDWEST COLLABORATIVE for LIB. SVCS	104.01	8,692.00
14494	11/7/14	MERGENT, INC.	104.01	1,760.00
14495	11/7/14	MICHIGAN EDUCATION DIRECTORY	104.01	29.75
14496	11/7/14	MICROMARKETING LLC	104.01	81.80
14497	11/7/14	MIDWEST TAPE	104.01	4,755.53
14497a	11/7/14	VOID	104.01	
14497b	11/7/14	VOID	104.01	
14497c	11/7/14	VOID	104.01	
14498	11/7/14	MIKERO MOH	104.01	500.00
14499	11/7/14	MORNINGSTAR, INC.	104.01	175.00
14500	11/7/14	OVERDRIVE	104.01	2,163.39
14501	11/7/14	PARTNERS BOOK DISTRIBUTING, INC.	104.01	1,723.19
14501a	11/7/14	VOID	104.01	
14502	11/7/14	PROQUEST-CSA LLC	104.01	2,875.00
14503	11/7/14	QUALITY BOOKS INC.	104.01	833.99
14504	11/7/14	RANDOM HOUSE, INC.	104.01	1,416.40
14504a	11/7/14	VOID	104.01	
14505	11/7/14	RECORDED BOOKS, LLC	104.01	852.10
14506	11/7/14	REMINISCE	104.01	29.98
14507	11/7/14	RICOH USA, INC	104.01	16.58
14508	11/7/14	SENTIMENTAL PRODUCTIONS	104.01	250.00
14509	11/7/14	SHOPLET.COM	104.01	396.64
14510	11/7/14	SHOWCASES	104.01	143.14
14511	11/7/14	STAPLES ADVANTAGE	104.01	438.85
14512	11/7/14	TANTOR MEDIA	104.01	340.71
14513	11/7/14	TECH LOGIC CORP.	104.01	230.13
14514	11/7/14	THE BOOK FARM, INC.	104.01	2,131.51
14515	11/7/14	THE CHILD'S WORLD	104.01	1,410.20
14516	11/7/14	THE CREATIVE COMPANY	104.01	2,018.00
14517	11/7/14	THE LIBRARY NETWORK	104.01	4,804.53
14518	11/7/14	ULINE	104.01	683.65
14519	11/7/14	UNIFY INC.	104.01	484.54
14520	11/7/14	UNIQUE MANAGEMENT SERVICES, INC.	104.01	187.95
14521	11/7/14	VALUE LINE PUBLISHING, INC	104.01	1,000.00
14522	11/7/14	VIGILANTE SECURITY	104.01	1,950.00
14523	11/7/14	WESTON WOODS	104.01	59.90
14524	11/7/14	WOLTERS KLUWER LAW & BUSINESS	104.01	250.06
Total				<u>\$372,757.31</u>

Check Register - Gift Fund

Check #	Date	Payee	Cash Account	Amount
ADVANCE CHECKS:				
4451	10/10/14	Amy Young	102.03	143.42
4452	10/10/14	RON ALDRICH	102.03	225.00
4453	10/10/14	Brooke Hoskins	102.03	19.17
4454	10/10/14	Carol Mueller	102.03	103.63
4455	10/10/14	WILD SWAN THEATER	102.03	750.00
4454V	10/10/14	Carol Mueller	102.03	-103.63
4456	10/13/14	Carol Mueller	102.03	
4457	10/17/14	JOHN BUCKLEY	102.03	100.00
4458	10/17/14	FLAGSTAR BANK	102.03	876.08
4459	10/17/14	Andrew Heuser	102.03	43.58
4460	10/18/14	FRIENDS OF THE BTPL	102.03	500.00
4461	10/20/14	PAUL KELLER	102.03	925.00

Check #	Date	Payee	Cash Account	Amount
4462	10/28/14	AMAZON.COM	102.03	31.29
4463	10/28/14	Brooke Hoskins	102.03	162.40
4464	10/28/14	JUDY LINDSTROM	102.03	1,157.62
4465	10/28/14	WESTBORN MARKET	102.03	3,237.50
4466	10/28/14	Amy Young	102.03	50.47
4464V	10/28/14	JUDY LINDSTROM	102.03	-1,157.62
4467	10/28/14	JUDY LINDSTROM	102.03	1,157.62
4468	10/30/14	DAROLD GONZALES	102.03	300.00
4469	10/30/14	Emily Hudak	102.03	46.64
				<u>\$8,568.17</u>

REGULAR CHECKS:

4470	11/10/14	4TH WALL THEATRE COMPANY, LLC	102.03	230.00
4471	11/10/14	BLOOMFIELD TWP. PUBLIC LIBRARY	102.03	72.80
4472	11/10/14	DEMCO	102.03	215.92
4473	11/10/14	DETROIT HISTORICAL SOCIETY	102.03	500.00
4474	11/10/14	NUTECH GRAPHICS, INC.	102.03	549.50
4475	11/10/14	ORIENTAL TRADING CO., INC.	102.03	73.62
4476	11/10/14	THE BOOK FARM	102.03	15.98
4477	11/10/14	THE LIBRARY STORE, INC.	102.03	21.93

Total				<u>\$1,679.75</u>
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**Bloomfield Township Public Library
2014-2015 General Fund Budget**

7b

PRESENTED: NOVEMBER 18, 2014 FOR THE MONTH OF: OCTOBER 2014

Seven months 58%

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	(\$60)	(\$7,995)	-0.17%	(\$4,763,205)
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	\$8,275	\$71,483	49.14%	(\$73,981)
	Charges for Services	\$14,278	\$14,278	\$747	\$7,003	49.05%	(\$7,275)
	Investment earnings	\$90,245	\$90,245	\$18,752	\$59,711	66.17%	(\$30,534)
	Miscellaneous	\$9,369	\$9,369	\$334	\$9,884	105.50%	\$515
	Total Revenues	\$5,092,459	\$5,092,459	\$28,047	\$214,010	4.20%	(\$4,878,449)
	<u>Expenditures</u>						
	Personnel	\$3,335,738	\$3,335,738	\$242,729	\$1,998,014	59.90%	(\$1,337,724)
	Library Services	\$788,530	\$788,530	\$59,224	\$464,215	58.87%	(\$324,315)
	Facilities & Equipment	\$1,064,343	\$1,064,343	\$94,251	\$604,061	56.75%	(\$460,282)
	Other Operating Expenditures	\$245,642	\$245,642	\$7,242	\$214,638	87.38%	(\$31,004)
	Total Expenditures	\$5,434,253	\$5,434,253	\$403,446	\$3,280,928	60.37%	(\$2,153,325)
	Fund Balance - Beginning	\$7,402,218	\$7,488,790		\$7,488,790		
	Net revenue (expenditure)	(\$341,794)	(\$341,794)		(\$3,066,918)		
	Fund Balance - Ending	\$7,060,424	\$7,146,996		\$4,421,872		

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: NOVEMBER 18, 2014 FOR THE MONTH OF: OCTOBER 2014

Seven Months 58%

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	\$7,294	\$39,152	122.89%	\$7,294
Gift Revenue	\$0	\$11,774	\$5,577	\$17,351	147.37%	\$5,577
Friends of the Library	\$0	\$16,960	\$1,717	\$18,677	110.12%	\$1,717
Atkinson Trust	\$0	\$702	\$0	\$702	100.00%	\$0
Investment Earnings	\$200	\$200	\$0	\$481	240.46%	\$281
Miscellaneous Revenue	\$0	\$0	\$0	\$0	0.00%	\$0
Total Revenues	\$700	\$32,058	\$7,294	\$39,633	123.63%	\$7,575
<u>Expenditures</u>						
Library Services	\$38,373	\$46,536	\$7,468	\$32,418	69.66%	(\$14,117)
Facilities & Equipment	\$32,300	\$44,646	\$0	\$8,537	19.12%	(\$36,109)
Other Operating Expenditures	\$91,456	\$103,555	\$171	\$11,238	10.85%	(\$92,317)
Total Expenditures	\$162,129	\$194,736	\$7,639	\$52,193	26.80%	(\$142,544)
Fund Balance	\$95,632	\$98,726		\$98,726		
Reserved Fund Bal.	\$65,997	\$64,152		\$64,152		
Net revenue (expenditures)	(\$161,429)	(\$162,678)		(\$12,559)		
 Fund Balance - Ending	 \$200	 \$200		 \$150,319		

Amendments to the budget:

 All amendments due to gifts received

Changes made to the line items:

 All changes due to gifts received

Bloomfield Township Public Library
Asset Allocation Summary
October 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%	10/31/2014	\$220,996.18
	Flagstar Premier Public Entities Checking	0.25%	9/30/2014	\$49,695.86
	RBC Capital Cash/Money Market	0.01%	10/31/2014	\$10.86
	RBC Capital - Investments	1.90%	10/31/2014	\$4,385,083.72
Total General Fund				\$4,655,786.62
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%	10/31/2014	\$6,499.60
Total Gift Fund				\$158,402.91

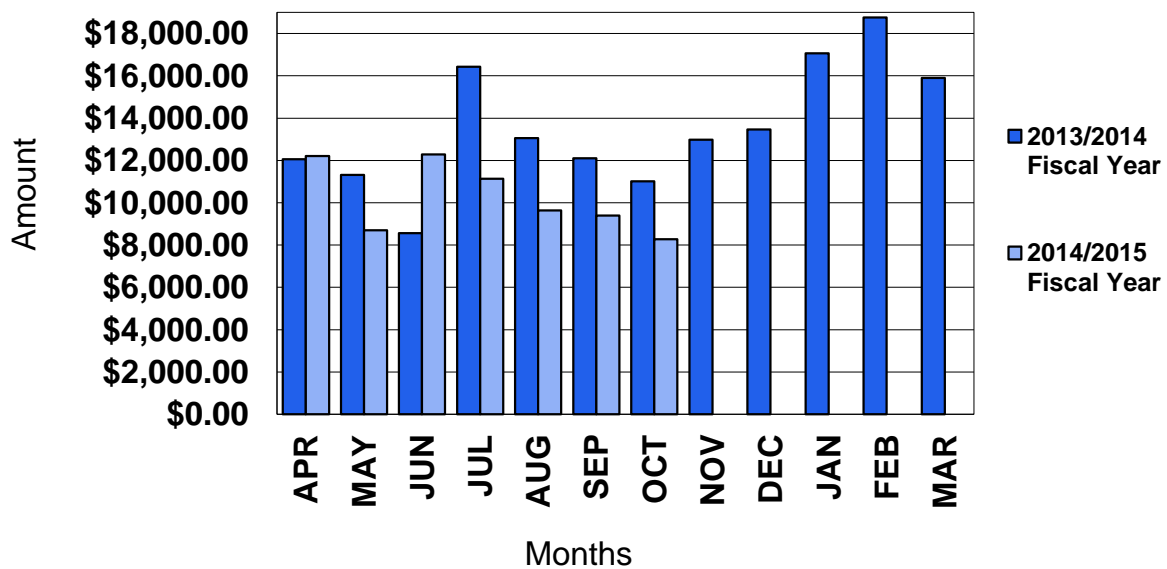
CFSEM The following endowment funds are administered by the Community Foundation for Southeast Michigan (CFSEM). CFSEM maintains unilateral variance power and legal ownership of the endowment funds, and therefore, principal is not available to BTPL. Earnings are available for distribution to the Library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

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	\$8,275.12	(\$2,739.63)
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>\$71,629.14</u>	<u>(\$91,083.48)</u>

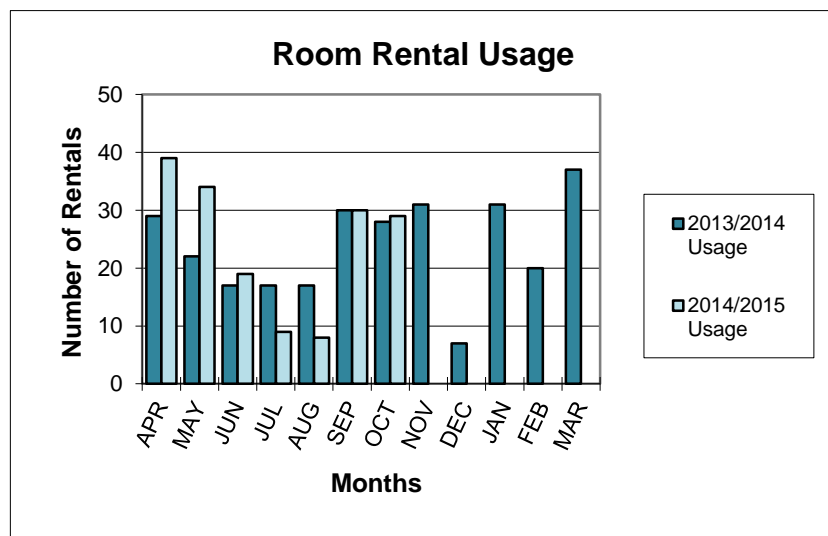
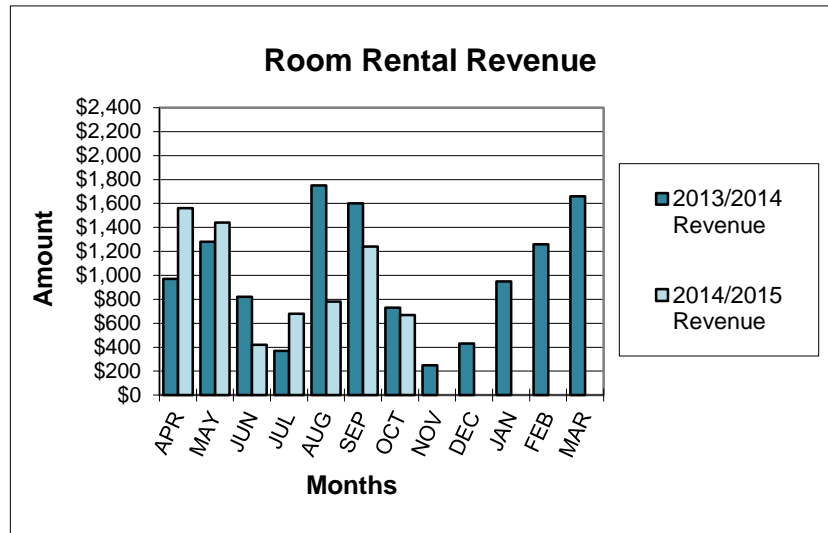
Fines and Fees Two-Year Comparison



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	\$670.00	(\$60.00)	28	29	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	\$6,790.00	(\$5,280.00)	286	168	



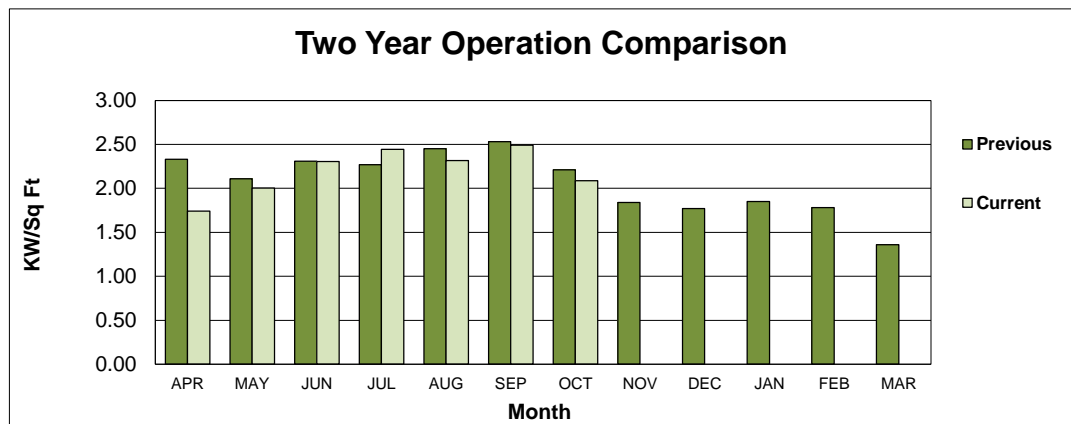
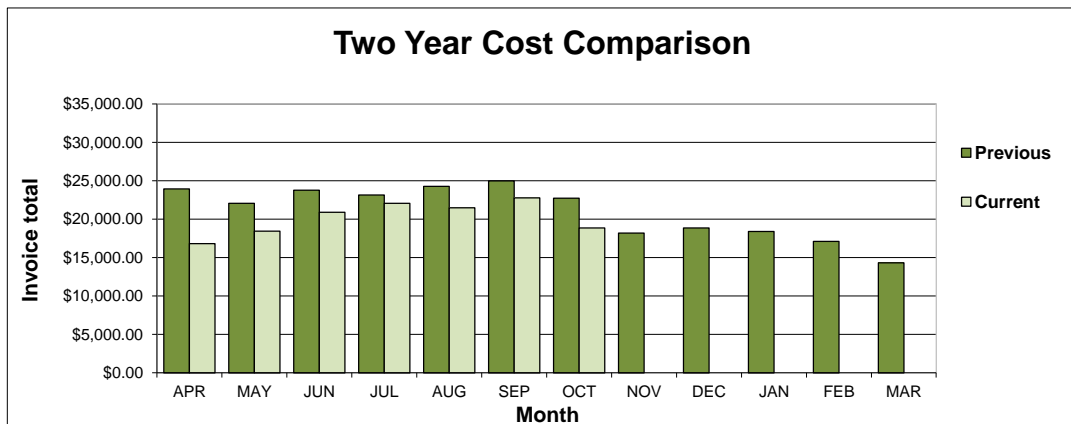
Bloomfield Township Public Library Electricity Analysis

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	\$18,852.35	(\$3,888.95)	210,700	\$0.09	283.20	2.09	\$25.34	\$0.19
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	\$141,277.03	(\$110,374.41)						

NOTES:

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



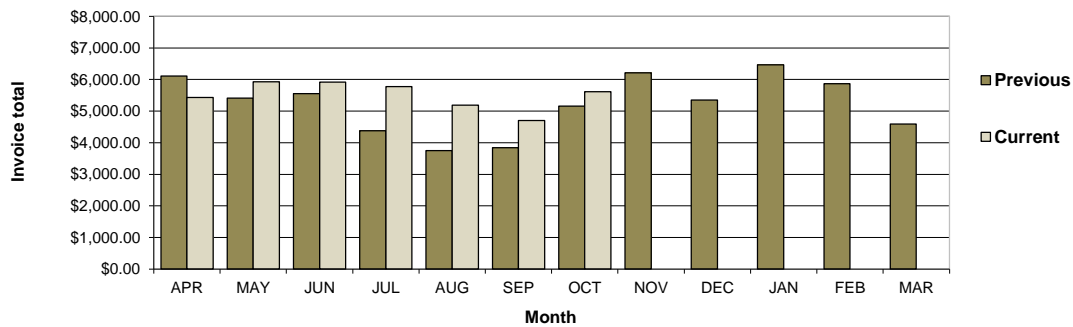
Bloomfield Township Public Library Natural Gas Analysis

Building Area = 101,023

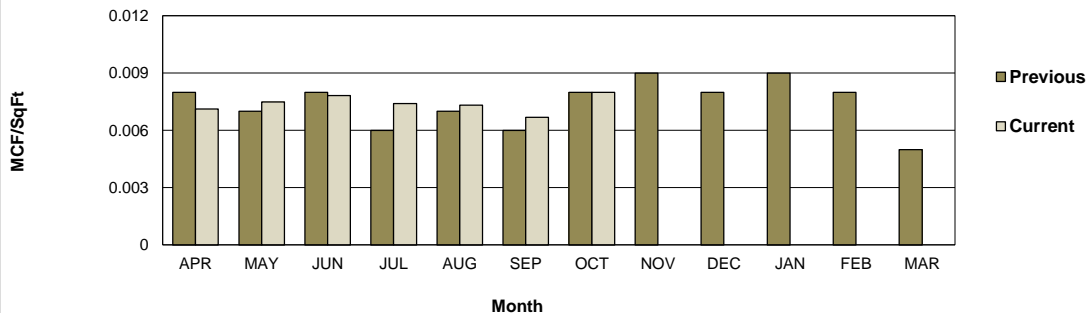
1 Cu. Ft. = 1000 BTU

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	\$4,697.83	\$852.36	676.0	\$6.95	720	0.94	0.007	6.52	0.046
OCT	\$5,160.88	\$5,618.78	\$457.90	807.3	\$6.96	744	1.09	0.008	7.55	0.055
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	\$38,553.94	(\$24,145.11)							

Two Year Cost Comparison



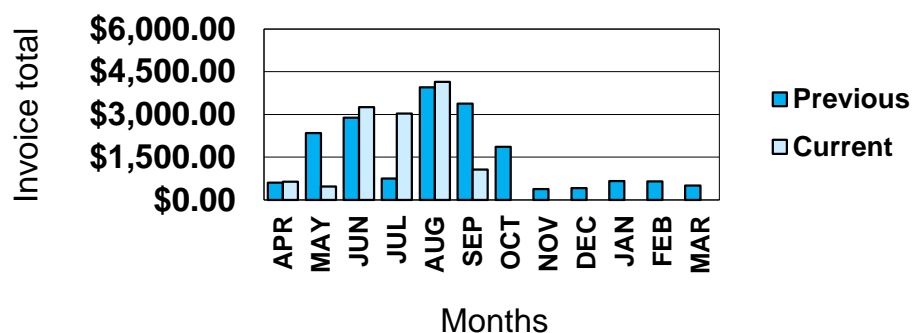
Two Year Operation Comparison



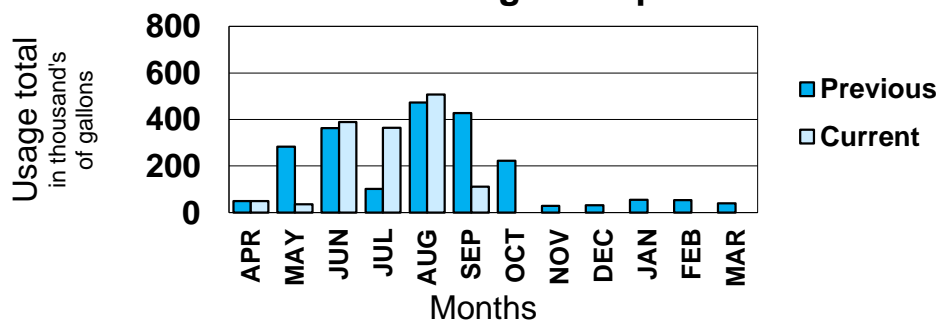
Bloomfield Township Public Library Water Analysis

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	\$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	<u>\$18,401.12</u>	<u>\$12,606.16</u>	<u>(\$5,794.96)</u>	<u>2,130</u>	<u>1,457</u>	<u>(673)</u>

Two-Year Cost Comparison



Two-Year Usage Comparison



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

At the October meeting I updated everyone on the status of two important and urgent building projects – the installation of a check valve on a storm water pipe in the parking lot and sealing the west side conduit that leads into the lower level mechanical room. I have further updates on these two projects. Measurements for the check valve were taken on Friday, November 7. According to Gene Ferrera, Rewold and Son, the contractor will order the device now to be installed later this month. Unfortunately, the west side conduit sealing will be delayed until 2015. The need for an onsite generator complicates the project tremendously. This project can be completed much more quickly and easily if done on a day when the Library is closed. The ideal time for this project is during the summer as well. We will work with the contractor to schedule this work on a closed day next spring or summer.

Our Library is becoming known as the leader in serving differently-abled patrons! In December, our Youth Services staff will be hosting an informal meeting for interested librarians to learn more from our staff about offering services to children, teens and adults with special needs. Programming ideas, resources available and ways to serve differently-abled patrons better will be discussed. The Michigan Library Association promoted this new group in their weekly newsletter recently. To date, 24 librarians from around Michigan are planning to participate. I am quite proud of our Youth Services staff for being leaders in this area.

Just a reminder that the Library Holiday party is on Sunday, December 7, starting at 6:30pm at the Heathers. We are very thankful to our Friends of the Library for their financial support of this event. If you have not already sent in your reply, please do so.

I wish everyone a very happy Thanksgiving!

Small cheer and great welcome makes a merry feast. ~William Shakespeare

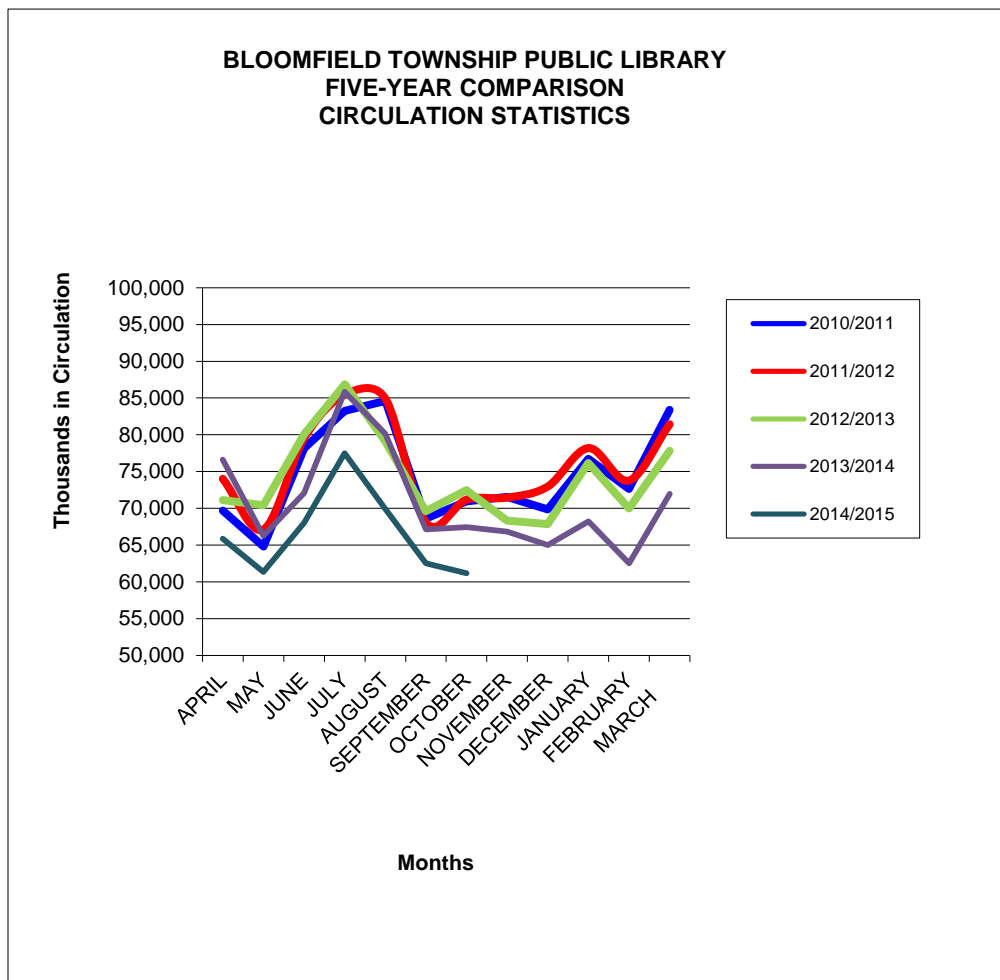
Respectfully Submitted,

*Carol Mueller
Director*

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
FIVE YEAR CIRCULATION**

11/13/2014

	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	61,177
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	466,314



	2013		2014	
COLLECTION				
Book Collection:	285,261		280,661	
Media Collection:	62,300		60,434	
Total e-books:	27,131		27,960	
Overdrive	5,772		6,515	
EBSCOhost	19,227		19,224	
Total downloadable audiobooks:	5,542		4,817	
Materials Total:	380,234		373,872	
CIRCULATION				
Circulation Total:	67,436		61,177	
Bloomfield Township Circulation:	60,924		56,333	
Virtual Circulation Total	3,998		4,546	
Circulation of Youth materials:	24,679		22,257	
Circulation of Media:	27,272		22,859	
Circulation of Cranbrook passes:	170		174	
Self-checkout machine use:	23,729	35.2%	21,159	34.6%
Library by Mail:	101	31 patrons	96	28 patrons
BUILDING & EQUIPMENT USAGE				
Door Count:	27,810		28,168	
Gate Count:	12,511 *		30,678	
Meeting rooms by public:	28		29	
Meeting rooms by staff:	76		67	
VIRTUAL USE				
Home page hits/Database services:	23,717		18,022	
e-book access:	1,817		1,868	
Overdrive	1,757		1,818	
EBSCOhost	60		50	
Audiobook access: (Overdrive)	697		836	
Music download access:	1,143		1,380	
Magazine download access:	341		462	
TutorMe! sessions:	60		113	
Library Computer Use				
Resident Use	2,891		2,452	
Guest Use	1,022		844	
*Counter not working Oct. 1-18, 2013				

	2013		2014	
OUTREACH & PROGRAMS				
<i>New Patrons and Accounts</i>				
Township:	178		159	
Cranbrook:	12		3	
Total new patrons:	296		228	
<i>Adult Program Attendance</i>				
Staff-led:	2 events	44 attended	4 events	53 attended
Speaker-led:	10 events	210 attended	6 events	106 attended
Book clubs:	4 events	56 attended	4 events	52 attended
Tours/visits on-site:	0	0	1 event	8 attended
Tours/visits off-site:	0	0	3 events	655 attended
Bloomfield Historical Society	1 event	88 attended	0	0
Chamber Music Concert	0	0	1 event	168 attended
<i>Systems Program Attendance</i>				
Staff-led:	3 events	20 attended	3 events	28 attended
<i>Teen Program Attendance</i>				
Staff-led:	3 events	10 attended	4 events	12 attended
<i>Youth Program Attendance</i>				
Staff-led:	18 events	412 attended	22 events	675 attended
Speaker-led:	9 events	311 attended	6 events	209 attended
Tours/visits on-site:	1 event	2 attended	0	0
Tours/visits off-site:	6 events	110 attended	3 events	59 attended
TOTAL:	57 events	1,263 attended	57 events	2,025 attend
<i>Volunteers:</i>				
	30 people	316.50 hours	27 people	276.75 hours
	Shop: 7	115	Shop: 7	81.25
	Court: 0	0	Court: 2	46
	Students: 4	42	Students: 7	44
	Stu. tutors: 6	37.25	Stu. Tutors: n/a	n/a
	Dept. Vol: 13	122.25	Dept. Vol: 11	105.5
<i>Patron Remarks</i>				
Patron Comments:	6		9	
Ask BTPL:	12		10	
Ask Us:	35		11	
DISPLAYS				
Lobby	2000s artifacts on loan from BTPL staff			
Media	Adult: Halloween & Comedy DVDs, TV shows to binge watch			
	Youth: Black and White and READ all over Audiobooks, Halloween			
Local History	BTPL 50th Anniversary			

TENTATIVE SCHEDULE CALENDAR

- **Reminder: November 18, 2014 at 6:45 pm Eli will be sworn in by Jan Roncelli.**
- **Tuesday, November 18, 2014 - 7:00 p.m., Regular Board Meeting in the Board Room.**

Upcoming meetings and events:

- Wednesday, December 3, 2014 – 12:30 p.m. Friends of the Library Board of Directors Meeting in the Board Room.
- Monday, December 8, 2014 – 2:00 p.m. Personnel Committee meeting in Board Room.
- **Tuesday, December 16, 2014 – 7:00 p.m. Regular Board Meeting in the Board Room.**

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
LIBRARY BOARD OF TRUSTEES OFFICERS**

December 2013 – November 2014

Current Officers are:

PRESIDENT: Joan Luksik

VICE PRESIDENT: Pam Williams

SECRETARY: Eli Greenbaum



Board of Trustees Standing Committee Appointments

December 2013 – November 2014

Current Committee appointments are:

Art Committee	Judy Lindstrom Pam Williams
Bloomfield Township Liaison	Joan Luksik Pam Williams
Building & Grounds	Peggy Cohen Pam Williams
Cranbrook	Judy Lindstrom Joan Luksik
Development	Eli Greenbaum Judy Lindstrom
Finance	Peggy Cohen Judy Lindstrom
FOL Liaison	Joan Luksik Grant Gerhart
Jeanette P. Myers Scholarship Selection	Eli Greenbaum Pam Williams
Landscaping/Interiors	Peggy Cohen Eli Greenbaum
Personnel/Director Evaluation	Grant Gerhart Joan Luksik
Policy	Grant Gerhart Eli Greenbaum

Revised November 2013

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

c

TO: Library Board of Trustees

FROM: Carol Mueller, Library Director

DATE: November 12, 2015

SUBJECT: Proposed 2015 Calendar

The proposed 2015 calendar includes eleven total days closed to the public and early closing on two evenings. Thankfully, this calendar does not include any closings on summer Sundays as a result of the approval by Bloomfield Township voters of the library millage proposal! In 2015, the Library will be closed ten fewer days in total to the public than in 2014.

The proposed 2015 calendar is shown in the traditional January through December calendar format. However, as the fiscal year begins April 1 and ends March 31, the first three months of the 2016 calendar year are also included to show the complete 2015/2016 fiscal year.

Please review the attached proposed 2015 calendar for the 2015-2016 fiscal year. I also have attached the approved 2014 calendar for the 2014/2015 fiscal year for your comparison.

Thank you for your review and consideration of this proposal.

ACTION NEEDED:

I move to approve the proposed 2015 Library calendar of Holidays and Closings as presented.

Bloomfield Township Public Library
APPROVED 2014 calendar

LIBRARY CALENDAR 2014 HOLIDAY AND CLOSINGS
Including 10 Summer Sunday Closings

January 1	CLOSED	Wednesday	*New Year's Day (2013 Fiscal Year)
January 20	open	Monday	Martin Luther King Day Observance
February 17	open	Monday	President's Day
April 14	open	Monday	Passover
April 18	open	Friday	*Good Friday +
April 19	open	Saturday	Easter Weekend
April 20	CLOSED	Sunday	Easter
May 2	CLOSED	Friday	*Staff Development Day+
May 24	open	Saturday	Memorial Day Weekend
May 25	CLOSED	Sunday	Memorial Day Weekend
May 26	CLOSED	Monday	*Memorial Day Observance
June 22	CLOSED	Sunday	Summer Sunday Closing
June 29	CLOSED	Sunday	Summer Sunday Closing
July 4	CLOSED	Friday	*Independence Day
July 6	CLOSED	Sunday	Summer Sunday Closing
July 13	CLOSED	Sunday	Summer Sunday Closing
July 20	CLOSED	Sunday	Summer Sunday Closing
July 27	CLOSED	Sunday	Summer Sunday Closing
August 3	CLOSED	Sunday	Summer Sunday Closing
August 10	CLOSED	Sunday	Summer Sunday Closing
August 17	CLOSED	Sunday	Summer Sunday Closing
August 24	CLOSED	Sunday	Summer Sunday Closing
August 30	open	Saturday	Labor Day Weekend
August 31	CLOSED	Sunday	Labor Day Weekend
September 1	CLOSED	Monday	*Labor Day
September 24	open	Wednesday	Rosh Hashanah
October 4	open	Saturday	Yom Kippur
October 13	open	Monday	Columbus Day Observance
October 18	Close at 4:30 p.m.	Saturday	BTPL 50 th Anniversary Gala Event
November 11	open	Tuesday	Veterans Day
November 26	Close at 5:30 p.m.	Wednesday	Thanksgiving Eve
November 27	CLOSED	Thursday	*Thanksgiving Day
December 16	open	Tuesday	Hanukkah
December 24	CLOSED	Wednesday	*Christmas Eve
December 25	CLOSED	Thursday	*Christmas Day
December 31	Close at 5:30 p.m.	Wednesday	New Year's Eve

2015

January 1	CLOSED	Thursday	*New Year's Day
January 19	open	Monday	Martin Luther King Day
February 16	open	Monday	President's Day

+Floating holidays: Good Friday and Staff Development Day should be scheduled within the pay period of their occurrence or after their occurrence prior to the end of the fiscal year as approved by the supervisor. Staff Development Day is awarded if employee attends the full day of Staff Development Day and employee is eligible for holidays.

*Library-approved paid holidays

Daylight Savings Time begins: Sunday, March 9, 2014

Daylight Savings Time ends: Sunday, November 2, 2014

Approved 2-18-2014

Bloomfield Township Public Library

DRAFT 2015 calendar

LIBRARY CALENDAR **2015** HOLIDAY AND CLOSINGS

No Summer Sunday Closings

January 1	CLOSED	Thursday	*New Year's Day
January 19	open	Monday	Martin Luther King Day Observance
February 16	open	Monday	President's Day
April 3	open	Friday	*Good Friday +
April 4	open	Saturday	Passover
April 4	open	Saturday	Easter Weekend
April 5	CLOSED	Sunday	Easter
May 1	CLOSED	Friday	*Staff Development Day+
May 23	open	Saturday	Memorial Day Weekend
May 24	CLOSED	Sunday	Memorial Day Weekend
May 25	CLOSED	Monday	*Memorial Day Observance
July 4	CLOSED	Saturday	*Independence Day
September 5	open	Saturday	Labor Day Weekend
September 6	CLOSED	Sunday	Labor Day Weekend
September 7	CLOSED	Monday	*Labor Day
September 14	open	Monday	Rosh Hashanah
September 23	open	Wednesday	Yom Kippur
October 12	open	Monday	Columbus Day Observance
November 11	open	Wednesday	Veterans Day
November 25	Close at 5:30 p.m.	Wednesday	Thanksgiving Eve
November 26	CLOSED	Thursday	*Thanksgiving Day
December 7	open	Monday	Hanukkah
December 24	CLOSED	Thursday	*Christmas Eve
December 25	CLOSED	Friday	*Christmas Day
December 31	Close at 5:30 p.m.	Thursday	New Year's Eve

2016

January 1	CLOSED	Friday	*New Year's Day
January 18	open	Monday	Martin Luther King Day
February 15	open	Monday	President's Day
March 25	open	Friday	*Good Friday
March 27	CLOSED	Sunday	Easter

+Floating holidays: Good Friday and Staff Development Day should be scheduled within the pay period of their occurrence or after their occurrence prior to the end of the fiscal year as approved by the supervisor. Staff Development Day is awarded if employee attends the full day of Staff Development Day and employee is eligible for holidays.

*Library-approved paid holidays

Daylight Savings Time begins: Sunday, March 8, 2015

Daylight Savings Time ends: Sunday, November 1, 2015

Proposed 11/18/14

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: November 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 future and promoting our time capsule.
- The Library's gained 30 new followers on Facebook in October!
- 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

November, 2014

- What a magical "Night at the Library" it was! We are so glad many of you were able to join us for this evening celebration of the Library's 50th anniversary. Thank you all so very much for being the major sponsor of this event and for requesting the one day liquor license and gaming license. We had over 240 ticket reservations and approximately \$20,000 was raised for the Library! This funding will allow us to refurbish the well-used pink alcoves in the Youth Serves area. Again, thank you for all your support of the Library, especially as a major sponsor of this event. It was a wonderful evening enjoyed by many.
- Two building projects will be taking place soon at the Library. One is the installation of a check valve on a storm water pipe located in the parking lot. Some parking spaces may not be accessible during this work. The other project will begin on Monday, November 10 to seal an electrical conduit on the west side of the building. A temporary generator will be on site to provide power to the north end of the building while this work is being completed. There should be only very brief disruptions of power during this work.
- Just a reminder to mark your calendars for Sunday, December 7, 6:30pm and return your RSVP for 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. We hope to see you there!
- Thank you very much for your continued generosity toward the Library by approving funding for so many items on the Wish List! None of these items are included in our current budget nor would these be for the foreseeable future.
- The monthly gifts expended report is attached to this report for your information.

Small cheer and great welcome makes a merry feast. ~William Shakespeare

Wishing you all a very happy Thanksgiving!

Friends gifts expended 2014-2015

<u>Year rec'd</u>	<u>Donor</u>	<u>Purpose</u>	<u>Amount</u>	<u>Sep 2014</u>	<u>Amount left in gift</u>	
2013	FOL	Complete set LgPrint Agatha Christie books	\$1,090.00		\$67.81	
2013	FOL	10 chairs for Public Café	\$375.00		\$13.80	Was left from Café chairs - now for Archival File Document Boxes
2012	FOL	AS DVD purchases	\$1,760.32	(\$1,080.64)	\$140.96	
2014	FOL	Additional materials for collection and All-in-one Skill Kits	\$4,500.00	(\$127.22)	\$4,372.78	
2013	FOL	2013/2014 Three concerts	\$2,400.00	(\$600.00)	\$1,400.00	
2013	FOL	2013/2014 Four Art Lectures	\$600.00	(\$150.00)	\$250.00	
2013	FOL	2014 Everyone's Reading	\$365.45		\$216.15	
2013	FOL	2014/2015 Teen Programming	\$500.00	(\$19.17)	\$198.13	
2014	FOL	2014 AS Summer Reading	\$1,000.00		\$1,000.00	
2014	FOL	Book Page	\$460.00	(\$460.00)	\$0.00	
2013	FOL	2014/2015 PJ Theater program	\$2,000.00	(\$570.00)	\$500.00	
2013	FOL	YS Adaptive Umbrella Workshop	\$1,431.19		\$6.37	
2013	FOL	2014 YS Summer Reading Program	\$5,000.00	(\$0.46)	(\$0.00)	
2013	FOL	2014/2015 YS Programming	\$8,000.00	(\$1,203.60)	\$5,066.21	
2010	FOL	Redirect by FOL for 50th Anni.	\$10,000.00	(\$3,164.88)	\$3,139.43	Was Comm. mailings -now earmarked for 50th Anni.
2012	FOL	Ruth McNair donations for concerts	\$1,381.00		\$1,338.34	
2013	FOL	Admin 2014/2015 Program Budget	\$1,500.00		\$1,455.10	
2013	FOL	2014/2015 Chamber Concert Series	\$1,500.00		\$1,500.00	
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	(\$1,251.20)	\$155.58	
2013	FOL	For 2014/2015 staff development	\$1,500.00	(\$30.00)	\$1,370.00	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	(\$80.00)	\$620.00	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		\$630.00	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

DECEMBER

2014

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2 Wee Play 10am Knit N Stitch Circle 10am	3 Movers & Shakers 10am FOL Board of Directors 12 pm Great Books Club 6:45 pm	4 Mother Goose Club 10am	5 Tinker Tales 10am First Friday/Date Night 7pm	6 Intro to Powerpoint 2pm
7	8	9 Wee Play 10am Memoir Writers Group 1pm Teen Advisory Board 4pm Intro to Scanning 2pm	10 Movers & Shakers 10am Middle Earth Film Fest 5pm Little Foodies 6:30pm Nonfiction Book Club 7pm Writers' Rendezvous 7pm	11 Mother Goose Club 10am Middle Earth Film Fest 6pm	12 Tinker Tales 10am Chamber Music Lecture Series Noon	13 FOL 2 nd Saturday Book Sale 9:30am-3:30pm Shake, Rhythm & Rhyme 11am Middle Earth Film Festival Noon
14	15 Tablet Tales 1pm Middle Earth Film Fest 5pm Teen Book Discussion 7pm	16 Middle Earth Film Fest 5pm Library Board Mtg. 7pm	17 Mystery Book Club 1pm	18 Eleanor's Book Club 10am Intro to Microsoft Word 6pm	19 Coffee & Conversation 10am	20 Lego Club 11am
21	22	23 Paddington Party 2pm	24 LIBRARY CLOSED	25 LIBRARY CLOSED	26	27
28	29 4 th Wall Theater Co. 1pm Harry Potterathon 2pm	30 Bits & Bridles 1pm Maker Space for Teens & Adults 2pm Harry Potterathon 2pm	31 Countdown to Noon 11am Harry Potterathon 2pm LIBRARY CLOSSES AT 5:30 PM			