

Bloomfield Township Public
Library

**Bloomfield Township Public Library
Board of Trustees**

Library Board Meeting
December 16, 2014
7:00 p.m.
John Rumsey Board Room

Trustees:

libraryboard@btpl.org

Joan Luksik, President

Eli Greenbaum, Vice President

Pam Williams, 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, December 16, 2014, 7:00 p.m.

#	<u>NUMBERED ITEMS</u>	<u>DATE DELIVERED</u>
1	Agenda	12/12/14
2a	Request to remove items from the Consent Agenda for Discussion	12/12/14
2b	Motion to approve the order of items for the regular and consent agendas	12/12/14
5	Motion to approve remaining consent agenda items 6-8d	12/12/14
6	Regular Board Meeting Minutes of 11-18-14	12/12/14
7a	Cash Disbursements	12/12/14
7b	Revenues/Expenditures Budget Report	12/12/14
7c	Energy Report	12/12/14
8a	President's Report	12/12/14
8b	Director's Report	12/12/14
8c	Tentative Schedule Calendar	12/12/14
8d	Bloomfield Township Liaison –no report	
8d	Cranbrook – no report	
8d	Art Committee – no report	
8d	Development – no report	
8d	Finance Committee –Meeting Minutes of 12-3-14	12/12/14
8d	Friends of the Library Liaison – no report	
8d	Building/Grounds –no report	
8d	Jeanette P. Myers Scholarship Committee	
8d	Landscape Committee –no report	
8d	Personnel Committee –Meeting Minutes of 12-8-14	12/12/14
8d	Policy Committee – no report	
11a	Library Board Election – vice President	12/12/14
11b	PA 152 Publically funded Health Insurance Contribution Act	12/12/14
11c	Library Investments Requirements Overview	12/12/14
13	Motion to approve any items removed from the consent agenda	12/12/14
	<u>UNNUMBERED ITEMS</u>	<u>DATE DELIVERED</u>
	Memo regarding Director's Evaluation	12/12/14
	Memo regarding Strategic Plan Update	12/12/14
	Director's Report FOL	12/12/14
	Administrative Calendar–January 2015	12/12/14

AGENDA
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, December 16, 2014
Regular Board Meeting
7:00 P.M.

REGULAR AGENDA ITEMS #1-5

1. Call to order of regular meeting
- 2a. Request to remove items from the Consent Agenda for Discussion
- 2b. MOTION to approve the order of items for the Regular and Consent Agendas
3. President's Verbal Report
4. Director's Verbal Report
5. MOTION to approve the remaining Consent Agenda items 6-8d

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

6. Regular Board meeting minutes of November 18, 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. Library Board Election – Vice President
 - b. PA 152 Publically Funded Health Insurance Contribution Act
 - c. Library Investment Requirements Overview
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, January 20, 2015 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, November 18, 2014

At 6:45 p.m. Trustee Eli Greenbaum was sworn in by Bloomfield Township Clerk, Jan Roncelli.

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

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

Unable to Attend: Trustees, Judy Lindstrom and Joan Luksik

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

Guests: Marcia Preston, SOC; Barbara Bloom, Township resident

Upon discussion, a motion was made by Eli Greenbaum, 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, Greenbaum, Williams

Nays: None

MOTION CARRIED

President's Verbal Report:

Vice President Pam Williams presided in Joan Luksik's absence. Pam thanked the township residents for their support of the Library and stated that the Library Board is very appreciative. It is so wonderful to know that our patrons and community are so vested in the Library.

Director's Verbal Report:

Carol stated that on behalf of all staff she wished to congratulate Trustee Eli Greenbaum on his election to the Library Board of Trustees. She also extended her thanks to Trustee Peggy Cohen for her 15 years of Library Board service!

The Friends of the Library held a "bigger" book sale this past weekend and raised almost \$5,000.00 for the Library! They also received twelve new memberships during the sales.

We are still basking in the glow of the 50th Anniversary Celebration and our anniversary year continues with our time capsule. An archival box of items will be sealed to be opened in 25 years on the Library's 75th Anniversary. Carol encouraged the Trustees to offer their suggestions for possible contents to the capsule.

The status of two important and urgent building projects were updated at the October Board Meeting. The measurements for the check valve were taken on November 7 and 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 complicated the project. The 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 on scheduling this in spring or summer of 2015.

Carol stated that we are 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. Carol stated she is quite proud of our Youth Services staff for being leaders in this area.

CONSENT AGENDA MOTION:

After discussion, a motion was made by Peggy Cohen, seconded by Grant Gerhart, **TO APPROVE THE ITEMS ON THE CONSENT AGENDA AS PRESENTED WITH THE EXCEPTION OF THE FOLLOWING: FIVE YEAR CIRCULATION FIGURES.**

A vote was taken for approval of the motion.

Ayes: Cohen, Gerhart, Greenbaum, Williams

Nays: None

MOTION CARRIED

REGULAR AGENDA:

Call to the Public: Pam welcomed Marcia Preston, SOC representative and Barbara Bloom, Township resident, to the meeting. Marcia Preston congratulated Eli Greenbaum on his election to the Board and shared a list of upcoming Adult Services programs.

UNFINISHED BUSINESS:

No items for discussion

NEW BUSINESS:

11a Election of Officers

The Nominating Committee presented the slate of the following officers for 2015; Joan Luksik, President; Eli Greenbaum, Vice President; Pam Williams, Secretary.

After discussion, a motion was made by Peggy Cohen, seconded by Grant Gerhart, **TO ACCEPT THE NOMINATIONS AND AS PRESENTED.**

A vote was taken for approval of the motion.

Ayes: Cohen, Gerhart, Greenbaum, Williams

Nays: None

MOTION CARRIED

11b Board Committees

Peggy Cohen proposed to keep the same committee membership as in the 2014 term. The following committee appointments were proposed:

Art Committee: Judy Lindstrom, Pam Williams

Bloomfield Twp. 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

After discussion, a motion was made by Peggy Cohen, seconded by Eli Greenbaum, **TO ACCEPT THE PROPOSAL FOR COMMITTEE MEMBERSHIP DURING THE 2015-16 TERM AS PRESENTED.**

A vote was taken for approval of the motion.

Ayes: Cohen, Gerhart, Greenbaum, Williams

Nays: None

MOTION CARRIED

11c Proposed 2015 Library Calendar

The proposed 2015 calendar includes eleven total days closed to the public and early closing on two evenings. There are no summer Sunday closings as a result of the approval by Bloomfield Township voters of the library millage proposal.

After discussion, a motion was made by Eli Greenbaum, seconded by Grant Gerhart, **TO ACCEPT THE 2015 LIBRARY CALENDAR OF HOLIDAYS AND CLOSINGS AS PRESENTED.**

A vote was taken for approval of the motion.

Ayes: Cohen, Gerhart, Greenbaum, Williams

Nays: None

MOTION CARRIED

DISCUSSION OF ITEMS REMOVED FROM THE CONSENT AGENDA

Peggy Cohen stated that she noticed a definite pattern of decrease in circulation. Looking at the patron count coming into the Library, and program participants, which are all higher than last year, she questioned the decrease in circulation. Carol stated that we have not been able to purchase as many materials for our collections so patrons have to wait longer for items. We are buying fewer feature DVD's and Best Sellers so that contributes to the decrease. Carol feels if we revisit this in 6 months we will see an increase in circulation as purchasing will resume with the funds acquired through the recent millage passage.

Grant Gerhart raised a question regarding the portable generator mentioned with regard to the west side conduit sealing repair. Carol will follow up with the specifics questioned at the December Board Meeting.

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

A vote was taken for approval of the motion.

Ayes: Cohen, Gerhart, Greenbaum, Williams

Nays: None

MOTION CARRIED

OTHER:

No discussion items at this time.

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: Cohen, Gerhart, Greenbaum, Williams

Nays: None

MOTION CARRIED

Meeting adjourned at 7:38 p.m.

The next meeting of the Bloomfield Township Public Library Board of Trustees is Tuesday, December 16, 2014 at 7:00 p.m. in the Board Room.

Submitted by:

Eli Greenbaum, Secretary

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

Eastern Michigan University – is being reimbursed for a lost item borrowed by a Bloomfield Township Public Library resident.

Eric Gelb – is an entertainer who will be performing at the January PJ Theatre.

Imagine Video Productions – is a company offering DVDs for purchase.

Matthew Ball – is an entertainer who will be performing at a library concert on February 6, 2015.

General Fund Advance

- Check #14541 payable to Sheila Landis in the amount of \$20.00 is payment for two music CDs.

General Fund

- Check #14543 payable to Aero Filter, Inc. in the amount of \$3,176.43 was payment for HVAC air filters.
- Check #14545 payable to Backer Landscaping Inc. in the amount of \$371.25 was payment for our library irrigation shutdown in October.
- Check #14552 payable to Business Communication Systems, Inc. in the amount of \$2,190.00 was payment for our annual Siemens telephone system software.
- Check #14555 payable to Charter Township of Bloomfield in the amount of \$10.00 was payment for an October Chamber concert DVD.
- Check #14557 payable to Du All Cleaning, Inc. in the amount of \$9,460.00 was payment for October, 2014 and November, 2014 cleaning services.
- Check #14558 payable Eastern Michigan University in the amount of \$40.00 was payment a Melcat item borrowed by a Bloomfield Township resident and not returned.
- Check #14559 payable to Eastman Fire Protection, Inc. in the amount of \$318.43 was payment for the annual inspection of library fire extinguishers and fire alert system.

- Check #14561 payable to Goldner Walsh in the amount of \$2,104.18 was payment for fall garden bed cleanup and planting of annual bulbs.
- Check #14562 payable to Grace Hauenstein Library at Aquinas College was payment for a Melcat item borrowed by a Bloomfield Township resident and not returned.
- Check #14570 payable to L.J. Rolls Refrigeration Co., Inc. in the amount of \$9,184.09 was payment for HVAC fall preventive maintenance and boiler repair.
- Check #14572 payable to Midwest Collaborative for Library Services in the amount of \$4,935.00 was payment for the Value Line database.
- Check #14573 payable to Metronet Library Consortium in the amount of \$13,144.26 was payment for four databases and a variety of ebooks.
- Check #14590 payable to SQBox Solutions LTD. in the amount of \$1,800.00 was payment for the library's intranet software.
- Check #14592 payable to The Library Network (TLN) in the amount of \$10,496.66 was payment for a new server.
- Check #14602 payable to Bloomfield Township in the amount of \$233,879.42 was payment for two payrolls including FICA, HRA contributions, pension, etc. as usual.

Gift Fund

- Check #4481 payable to Matthew Ball in the amount of \$300.00 was payment for a library concert in February, 2015.
- Check #4482 payable to Bloomfield Township Public Library in the amount of \$2,139.94 was payment for 50th anniversary supplies and other library program supplies.
- Check #4484 payable to the Detroit Institute of Arts in the amount of \$50.00 was payment for a library art lecture in January, 2015.

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

7b

PRESENTED: DECEMBER 16, 2014 FOR THE MONTH OF: NOVEMBER 2014

	2014-2015	2014-2015				Eight months 66%
ACCOUNT	ADOPTED BUDGET	AMENDED BUDGET	REVENUE/EXPENSE	REVENUE/	% OF	
NAME	AS OF	AS OF	CURRENT	EXPENSE	BUDGET	
	MAR 18, 2014	MAR 18, 2014	MONTH	YTD	YTD	VARIANCE
<u>Revenues</u>						
Taxes	\$4,755,210	\$4,755,210	(\$575)	(\$8,570)	-0.18%	(\$4,763,780)
Penal Fines	\$56,445	\$56,445	\$0	\$61,712	109.33%	\$5,267
State Aid	\$21,448	\$21,448	\$0	\$12,213	56.94%	(\$9,235)
Circulation Fines & Fees	\$145,464	\$145,464	\$11,475	\$82,957	57.03%	(\$62,507)
Charges for Services	\$14,278	\$14,278	\$360	\$7,362	51.56%	(\$6,916)
Investment earnings	\$90,245	\$90,245	\$3,301	\$63,012	69.82%	(\$27,233)
Miscellaneous	\$9,369	\$9,369	\$170	\$10,054	107.31%	\$685
Total Revenues	\$5,092,459	\$5,092,459	\$14,731	\$228,741	4.49%	(\$4,863,719)
<u>Expenditures</u>						
Personnel	\$3,335,738	\$3,335,738	\$232,858	\$2,230,872	66.88%	(\$1,104,866)
Library Services	\$788,530	\$788,530	\$58,094	\$522,309	66.24%	(\$266,221)
Facilities & Equipment	\$1,064,343	\$1,064,343	\$74,320	\$678,381	63.74%	(\$385,962)
Other Operating Expenditures	\$245,642	\$245,642	\$5,047	\$219,685	89.43%	(\$25,957)
Total Expenditures	\$5,434,253	\$5,434,253	\$370,319	\$3,651,246	67.19%	(\$1,783,007)
Fund Balance - Beginning	\$7,402,218	\$7,488,790		\$7,488,790		
Net revenue (expenditure)	(\$341,794)	(\$341,794)		(\$3,422,506)		
Fund Balance - Ending	\$7,060,424	\$7,146,996		\$4,066,284		

Amendments to the budget:
None

Non-spendable Fund Balance (includes all fixed assets)	\$26,628,930	\$25,930,328
Restricted Fund Balance (nothing)	\$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 \$0.051 (2 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: DECEMBER 16, 2014 FOR THE MONTH OF: NOVEMBER 2014

Eight Months 66%

ACCOUNT NAME	2014-2015 ADOPTED BUDGET AS OF MAR 18, 2014	2014-2015 AMENDED BUDGET AS OF NOV 30, 2014	REVENUE/ EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	VARIANCE
<u>Revenues</u>						
Gift Income	\$500	\$58,397	\$19,245	\$58,397	100.00%	\$0
Investment Earnings	\$200	\$200	\$28	\$509	254.61%	\$309
Miscellaneous Revenue	\$0	\$0	\$0	\$0	0.00%	\$0
Total Revenues	\$700	\$58,597	\$19,273	\$58,907	100.53%	\$309
<u>Expenditures</u>						
Library Services	\$38,373	\$53,861	\$1,864	\$34,283	63.65%	(\$19,578)
Facilities & Equipment	\$32,300	\$56,466	\$1,000	\$9,537	16.89%	(\$46,930)
Other Operating Expenditures	\$91,456	\$110,949	\$1,414	\$12,652	11.40%	(\$98,297)
Total Expenditures	\$162,129	\$221,275	\$4,278	\$56,471	25.52%	(\$164,805)
Fund Balance	\$95,632	\$98,726		\$98,726		
Reserved Fund Bal.	\$65,997	\$64,152		\$64,152		
Net revenue (expenditures)	(\$161,429)	(\$162,678)		\$2,436		
Fund Balance - Ending	\$200	\$200		\$165,314		

Amendments to the budget:

All amendments due to gifts received in October and November 2014

Bloomfield Township Public Library
Asset Allocation Summary
November 2014

Fund	Type	Annual Yield	Date	Amount on Hand
General Fund				
	5th 3rd Checking (Ecommerce)	0.00%	11/30/2014	\$170,878.03
	Flagstar Public Funds Savings	0.35%	11/30/2014	\$221,059.75
	Flagstar Premier Public Entities Checking	0.25%	11/30/2014	\$36,670.81
	RBC Capital Cash/Money Market	0.01%	11/30/2014	\$215.73
	RBC Capital - Investments	1.90%	11/30/2014	\$3,977,831.93
Total General Fund				\$4,235,778.22
Please see General Fund budget for notes on how this amount is earmarked				
Gift Fund				
	Huntington Public Fund Business Interest Checking	0.15%	11/30/2014	\$109,518.99
	Huntington CD (Charnov gift) - matures 02/02/15	0.20%	11/30/2014	\$52,991.81
	Fifth Third Bank Business Standard Checking	0.00%	11/30/2014	\$6,499.60
Total Gift Fund				\$169,010.40

CFSEM

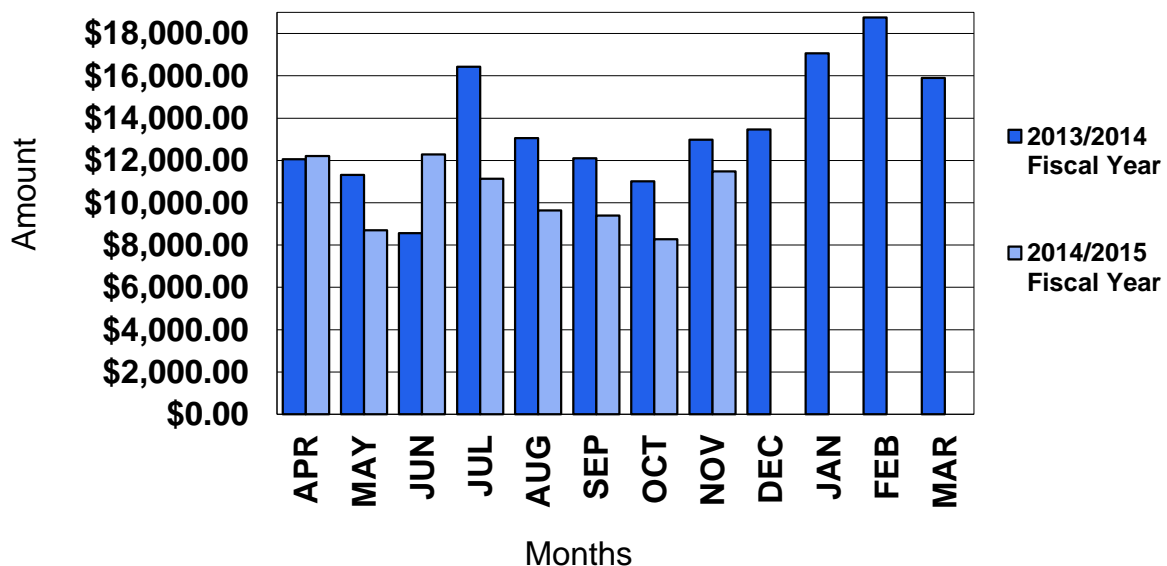
The following endowment funds are administered by the Community Foundation for Southeast Michigan (CFSEM). CFSEM maintains unilateral variance power and legal ownership of the endowment funds, and therefore, principal is not available to BTPL. Earnings are available for distribution to the Library for 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	\$11,484.10	(\$1,494.14)
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>\$83,113.24</u>	<u>(\$79,599.38)</u>

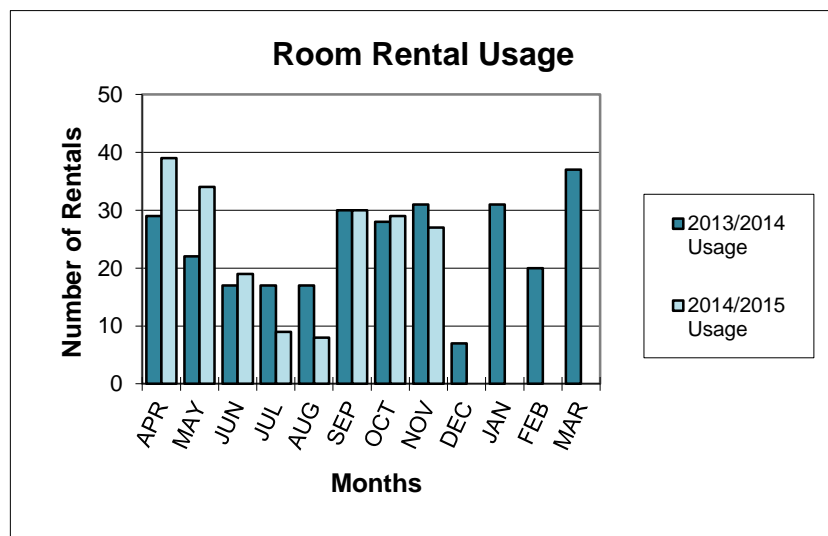
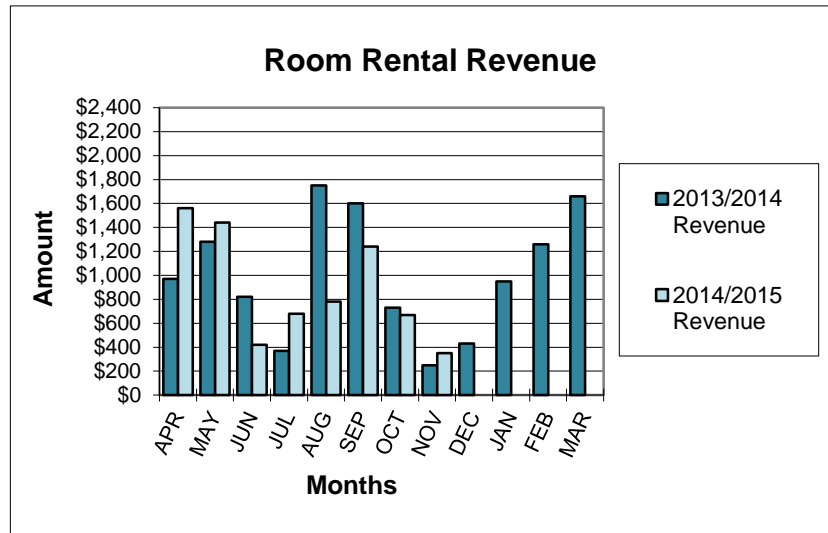
Fines and Fees Two-Year Comparison



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	\$350.00	\$100.00	31	27	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	\$7,140.00	(\$4,930.00)	286	195	



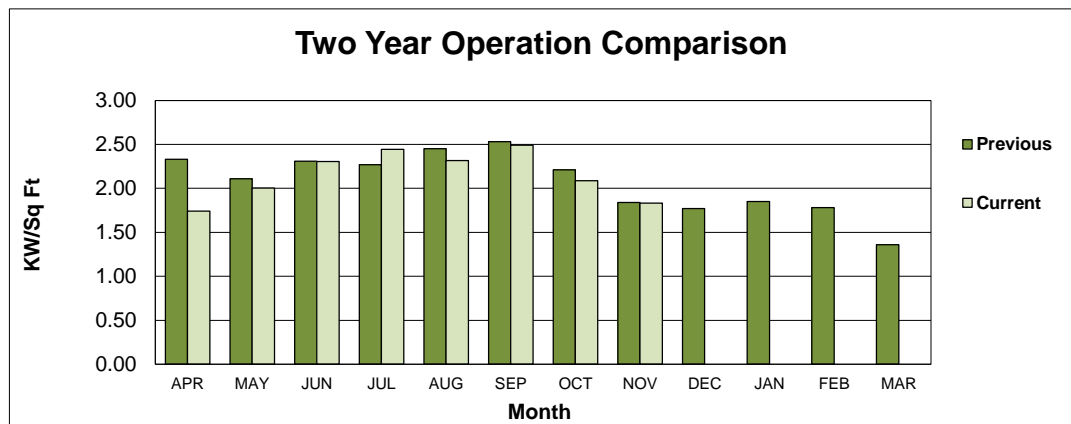
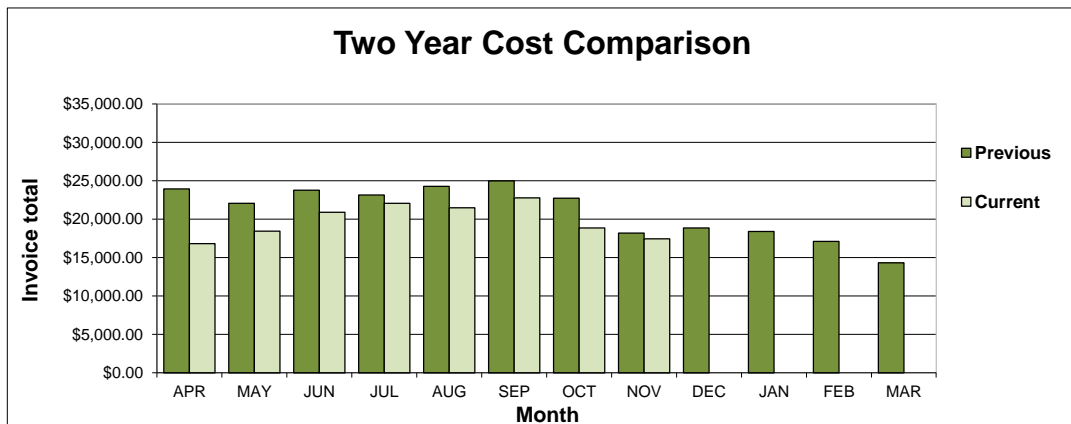
Bloomfield Township Public Library Electricity Analysis

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	\$17,447.10	(\$736.43)	184,940	\$0.09	256.86	1.83	\$24.23	\$0.17
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	\$158,724.13	(\$92,927.31)						

NOTES:

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



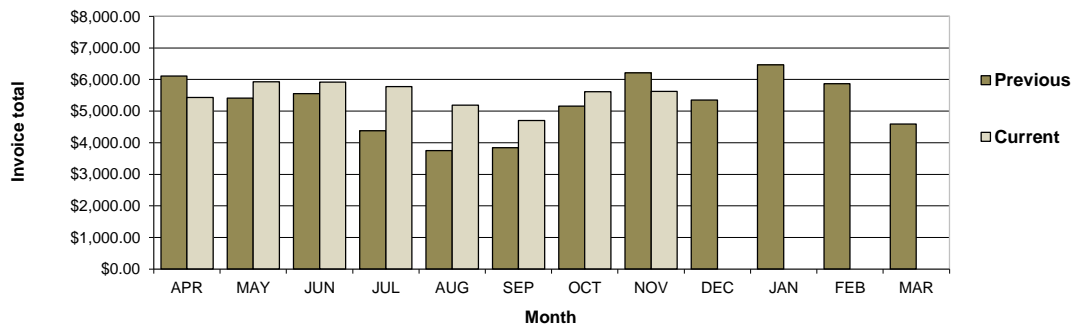
Bloomfield Township Public Library Natural Gas Analysis

Building Area = 101,023

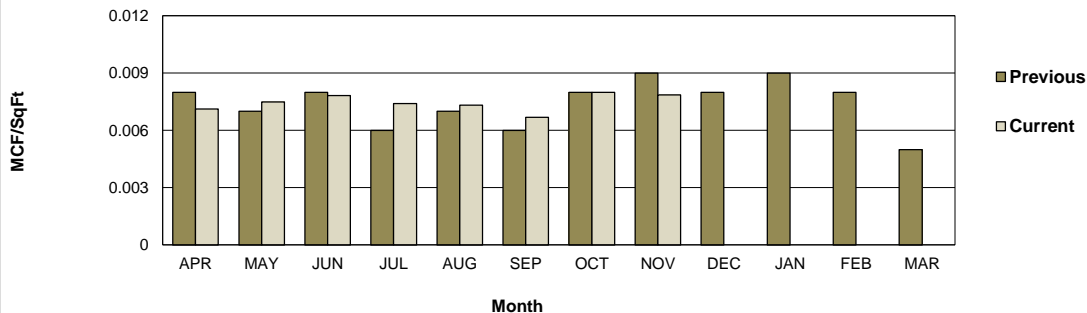
1 Cu. Ft. = 1000 BTU

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	\$5,627.06	(\$583.48)	793.7	\$7.09	720	1.10	0.008	7.82	0.055
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	\$44,181.00	(\$18,518.05)							

Two Year Cost Comparison



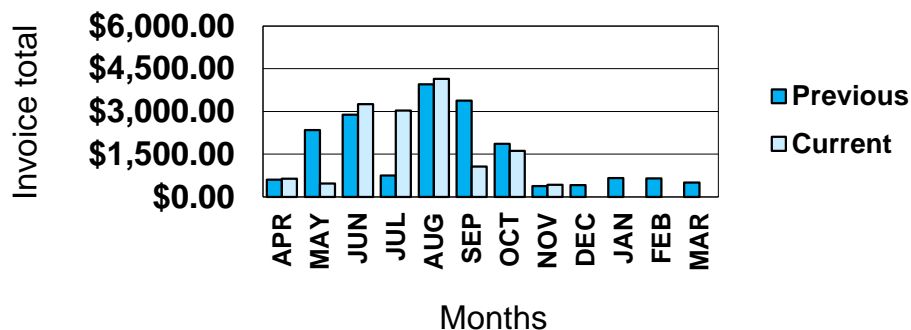
Two Year Operation Comparison



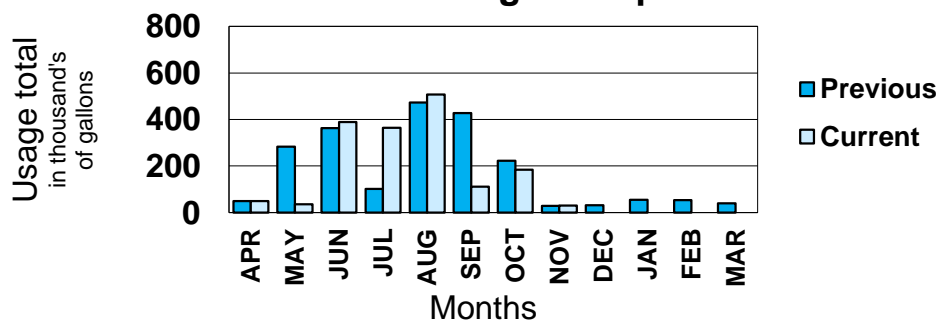
Bloomfield Township Public Library Water Analysis

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	\$1,614.37	(\$246.70)	223	184	(39)
NOV	\$383.76	\$419.13	\$35.37	29	30	1
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	\$14,639.66	(\$3,761.46)	2,130	1,671	(459)

Two-Year Cost Comparison



Two-Year Usage Comparison



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

The Library is once again hosting the "Stuff the Story Room" diaper drive to benefit the Lighthouse of Oakland County PATH program. Any size, brand or type of diapers will be accepted at the Library from Monday, December 15 through Friday, December 19 at 2:00pm, when the donated diapers will be picked up. Donations will be accepted in Youth Services.

Included in your gray folder at Tuesday's meeting is a copy of *Encore*, a new magazine for alumni and friends of Bloomfield Hills Schools. This is the fall, 2014 issue- their premier issue. The Library is happy to have extra copies of this publication available for our patrons.

The Adult Services Department has unveiled new programs this fall! Once such program is called "First Friday" and, of course, is held on the first Friday night of each month. New movies and special events are held after hours in the Library. On January 2, 2015, at 7:00pm, the blockbuster hit of last summer, *Guardians of the Galaxy* will be shown. Adult Services librarians now offer a different approach to helping patrons learn how to download ebooks and other items from the Library's digital collection. Called "Apps and Apps", patrons are encouraged to bring their own tablet, Kindle, smartphone or other device to this program to learn how to download while enjoying appetizers! The next session of "Apps and Apps" will be held on Tuesday, January 6, 2015 from 2 – 4 p.m.

Warm holiday wishes to you and yours!

Respectfully Submitted,

*Carol Mueller
Director*

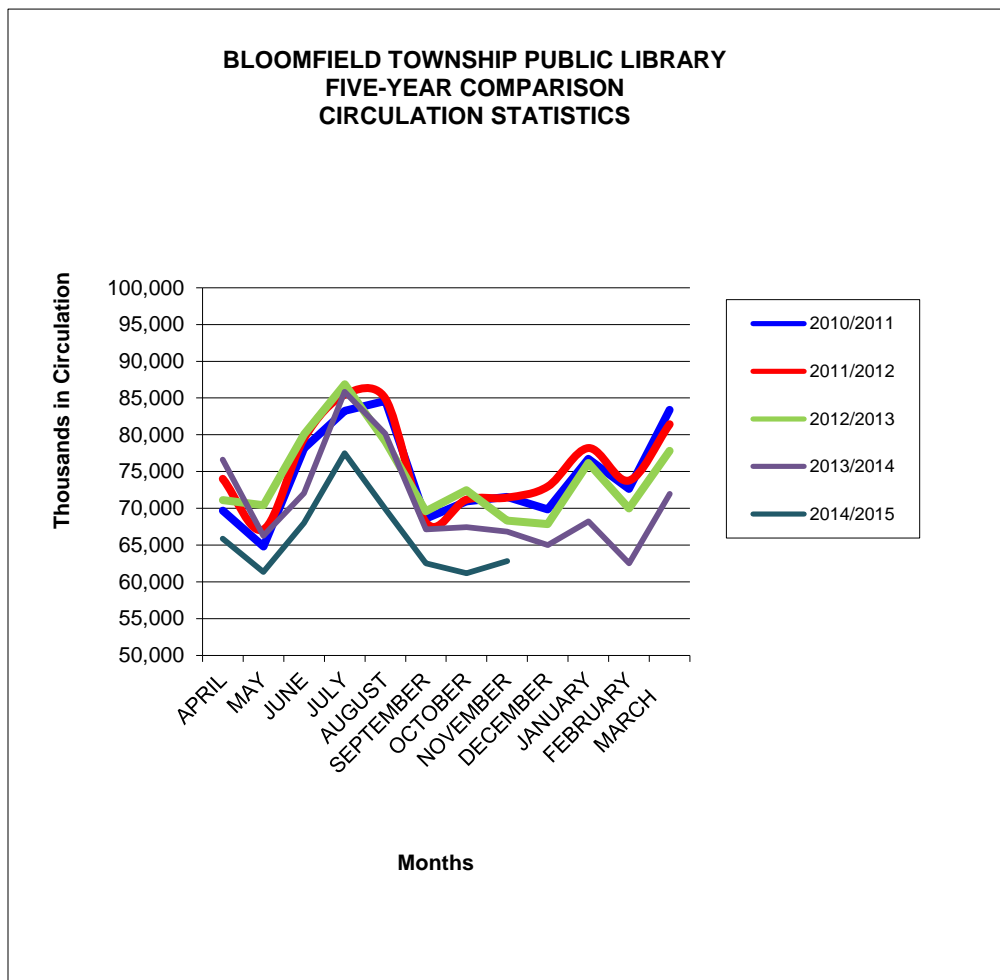
	2013		2014	
COLLECTION				
Book Collection:	284,794		280,238	
Media Collection:	61,944		61,036	
Total e-books:	27,172		27,993	
Overdrive	5,814		6,515	
EBSCOhost	19,227		19,224	
Total downloadable audiobooks:	5,542		4,817	
Materials Total:	379,452		374,084	
CIRCULATION				
Circulation Total:	66,813		62,815	
Bloomfield Township Circulation:	60,802		57,708	
Virtual Circulation Total	3,950		4,466	
Circulation of Youth materials:	25,179		24,709	
Circulation of Media:	28,430		24,766	
Circulation of Cranbrook passes:	148		192	
Self-checkout machine use:	23,532	35.2%	23,328	37.1%
Library by Mail:	143	29 patrons	92	27 patrons
BUILDING & EQUIPMENT USAGE				
Door Count:	26,320 *		24,745 *	
Gate Count:	28,739		26,070	
Meeting rooms by public:	31		27	
Meeting rooms by staff:	54		71	
VIRTUAL USE				
Home page hits/Database services:	22,836		17,225	
e-book access:	1,849		1,960	
Overdrive	1,791		1,907	
EBSCOhost	58		53	
Audiobook access: (Overdrive)	693		839	
Music download access:	1,138		1,175	
Magazine download access:	270		492	
TutorMe! sessions:	67		119	
Library Computer Use				
Resident Use	2,653		2,004	
Guest Use	944		714	
*Library closed at 5:30pm Thanksgiving Eve and all day Thanksgiving				

	2013		2014	
OUTREACH & PROGRAMS				
<i>New Patrons and Accounts</i>				
Township:	151		125	
Cranbrook:	5		1	
Total new patrons:	251		198	
<i>Adult Program Attendance</i>				
Staff-led:	3 events	12 attended	3 events	45 attended
Speaker-led:	5 events	101 attended	9 events	242 attended
Book clubs:	6 events	69 attended	4 events	51 attended
Tours/visits on-site:	0	0	0	0
Tours/visits off-site:	0	0	0	0
Chamber Music Concert	1 event	164 attended	n/a	n/a
<i>Systems Program Attendance</i>				
Staff-led:	2 events	24 attended	2 events	18 attended
<i>Teen Program Attendance</i>				
Staff-led:	2 events	10 attended	4 events	7 attended
<i>Youth Program Attendance</i>				
Staff-led:	14 events	342 attended	19 events	389 attended
Speaker-led:	9 events	214 attended	4 events	95 attended
Tours/visits on-site:	1 event	9 attended	2 events	19 attended
Tours/visits off-site:	0	0	2 events	28 attended
TOTAL:	43 events	945 attended	49 events	894 attended
<i>Volunteers:</i>				
	31 people	317.50 hours	25 people	218 hours
	Shop: 7	86.5	Shop: 7	49.75
	Court: 0	0	Court: 0	0
	Students: 4	55.5	Students: 6	56
	Stu. tutors: 5	25	Stu. tutors: n/a	n/a
	Dept. Vol: 15	150.5	Dept. Vol: 12	112.25
<i>Patron Remarks</i>				
Patron Comments:	6		12	
Ask BTPL:	23		6	
Ask Us:	35		25	
DISPLAYS				
Lobby	The Future and Time Capsules by the Detroit Historical Society			
Media	Adult: Mike Nichols Memorial DVD; Veterans Day display			
	Youth: Harvest bulletin board; Gobble up a Good Audiobook			
Local History	50th Anniversary Display			

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
FIVE YEAR CIRCULATION

12/12/2014

	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015
APRIL	69,666	74,009	71,094	76,629	65,851
MAY	64,825	67,127	70,411	66,250	61,347
JUNE	78,169	79,512	80,069	72,030	67,987
JULY	83,272	85,456	86,867	85,844	77,485
AUGUST	84,618	84,937	79,094	80,163	69,931
SEPTEMBER	68,596	68,066	69,592	67,145	62,536
OCTOBER	70,926	71,180	72,467	67,436	61,177
NOVEMBER	71,551	71,456	68,318	66,813	62,815
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	529,129



TENTATIVE SCHEDULE CALENDAR

- **Tuesday, December 16, 2014 - 7:00 p.m., Regular Board Meeting in the Board Room.**

Upcoming meetings and events:

- Wednesday, January 7, 2015 – 12:30 p.m. Friends of the Library Board of Directors Meeting in the Board Room.
- **Tuesday, January 20, 2015 – 7:00 p.m. Regular Board Meeting in the Board Room.**
- Thursday, January 22, 2015 – 2:00 p.m. Personnel Committee Meeting in the Board Room.

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

The Finance Committee meeting of the Bloomfield Township Public Library Board was held in the Library on Wednesday, December 3, 2014 3:30 p.m.

Trustees: Peggy Cohen, Judy Lindstrom

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

PA 152

Public Act 152, the Publicly Funded Health Insurance Contribution Act, requires public employees to contribute to their health insurance costs. The Act give public employers, such as the Library, three options to choose for funding health care costs: the hard cap option, the 80/20 option or the exempt option. The Library does not qualify to be exempt as it is not, by definition, a local unit of government. Each December, the Library Board must decide which of the two available options to implement for the next fiscal year. In 2011 and 2012, The Library Board chose the hard cap option and in 2013, the Library Board chose the 80/20 option.

The Finance Committee reviewed the costs, advantages and disadvantages for the employees and the Library for both the hard cap and 80/20 options. After their review, the Finance Committee recommends the hard cap option for 2015. This option will help with budgeting as there are known costs to the Library. The employee contribution is less with this option also.

2015/2016 Preliminary Budget Discussion

With the approval of the November 4, 2014 millage proposal, the Library will work toward restoring previous cuts that have been made over the last five years in the 2015/2016 FY library budget. The first such restoration was approval of being open again on summer Sundays in 2015. In addition, we will work toward restoring full funding of Other Post-Employment Benefits (OPEB) and establish a capital fund for building projects, such as a new roof. A detailed review of the 2015/2016 FY budget will take place at the next meeting of the Finance Committee.

GASB 67 and 68

Carol shared information with the committee on a forthcoming change to the annual reporting requirements for pensions as required by GASB (Government Accounting Standards Board) Statements #67 and #68. These requirements will impact the Library's audit for FY 2016/2017.

Schwartz & Co.

Schwartz & Co. will be invited to the next meeting of the Finance Committee for the semi-annual review of the Library investment portfolio.

The next meeting of the Finance Committee will be Tuesday, February 3, 2015 at 2:00 p.m.

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

The meeting of the Bloomfield Township Public Library Board of Trustees Personnel Committee was held in the Library on Monday, December 8, 2014 at 2:00 p.m.

Present: Trustees Grant Gerhart and Joan Luksik

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

PA 152

Carol reviewed information regarding PA 152, the Publicly Funded Health Insurance Contribution Act, which requires public employees to contribute to their health insurance costs. Each December, the Library Board must decide which of the available options to implement for the next fiscal year. The two options the Library can choose from are the 80/20 split or the hard cap. Administration recommends the hard cap as it gives the Library specific costs to use in the budgeting process. The Personnel Committee agrees with this recommendation also.

2014/2015 Personnel Budget

With the recent approval of the library millage, Administration is recommending that the 2014/2015 budget not be adjusted at this time. Revenues received this fiscal year, beyond those needed for budgeted items, will be used to increase the 8 month fund balance needed for expenditures expected in FY 2015/2016 and increase the committed amount needed to fund OPEB (Other Post Employment Benefits) obligations as this obligation currently is underfunded. The Personnel Committee agreed that this would be a prudent use of the new revenues received in FY 2014/2015.

2015/2016 Personnel Budget

As we begin to plan for FY 2015/2016, the preliminary budget approved by the Library Board in August will be revised. Administration presented a number of items to consider in the Personnel line that will revise, renew, or change the budget presented last August.

The Personnel Committee agreed to Administration's proposal to review staff wages, hours and/or positions and staff development funding that had been greatly reduced or eliminated over the last five years. In addition, they agreed that we should increase the OPEB committed amount to work towards the goal of fully funded this obligation. A detailed review of the FY 2015/2016 budget will take place at the next meeting of the Personnel Committee.

Director Evaluation

The Personnel Committee was given packets to review for the Library Director's evaluation process. Evaluation forms will be given to the Library Board members to be returned to the Personnel Committee by a date they choose. The Personnel Committee asked for an electronic version of the evaluation form so each Trustee can fill these out online and return electronically to the Personnel Committee. The Personnel Committee will send the electronic form out to each Trustee with their own cover memo, including a time line for this process. The Director's evaluation should take place at the February Board meeting.

Other items

Brief discussion was held about ways Trustees could be better informed of committee topics, such as PA 152, prior to the Board Packet being received. One suggestion was to have a Trustee blog to share information on items coming up at Board meetings. The Open Meetings concept would need to be carefully considered in these matters.

The Personnel Committee expressed interest in hearing a presentation from Schwartz & Co. regarding library investments. Carol suggested that Schwartz and Co. be invited to the February Library Board meeting to share their investment overview presentation with the entire Library Board.

Shirley Bruursema is a Kent District Library Trustee and a Friends of Michigan Library Board Trustee. She sent information inviting our Library Board to become members of the Friends of Michigan Libraries. This group offers free training sessions on topics of interest to library trustees. The committee agreed and Carol will get our Board enrolled.

Next Personnel Committee meeting will be held January 22, 2015 at 2 p.m. in the Board Room.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Library Board of Trustees

FROM: Carol Mueller, Library Director

DATE: December 10, 2014

SUBJECT: PA 152

Public Act 152, the Publicly Funded Health Insurance Contribution Act, requires public employees to contribute to their health insurance costs. This Act gives public employers three options to choose for funding health care costs: (1) the hard cap option, (2) the 80/20 option or (3) to be exempt.

Option 1 – Hard Cap Option:

A public employer shall pay no more for a medical benefits plan than a total equal to \$5,992.30 for single coverage, \$12,531.75 for employee and spouse (not available for our health care coverage), or \$16,342.66 for family coverage for each eligible employee. This is referred to utilizing “hard cap” and would mean our eligible employees would pay the difference between the total annual cost of the medical benefits plan and the hard cap noted above.

Option 2 – 80/20 Option:

By a majority vote of its governing body, a public employer shall pay not more than 80% of the total annual costs of the medical benefit plans it offers. Our eligible employees would be required to pay 20% or more of the total annual costs of that plan.

Option 3 – Exempt:

By a 2/3 vote of its governing body, a local unit of government may exempt itself from the requirements of this act.

The amounts specified in the amended act have been increased 2.3% for the 2015 calendar year and are updated in the options above. The state of Michigan annual cost limitations announcement is attached for your information.

Each December, the Library Board must decide which of the available options to implement for the next fiscal year. The Library does not qualify to be exempt as it is not, by definition, a local unit of government. Bloomfield Township is the local unit of government and does exempt itself from the requirements of this act.

In 2011 and 2012, the Library Board approved the hard cap option and in 2013, the 80/20 option was approved. This decision can be continued or changed each calendar

year. We now have an opportunity to continue the 80/20 option for 2015 or switch to the hard cap option but the change must be affirmatively made by a majority vote of the Trustees at the December 16, 2014 Library Board meeting. The decision of which option chosen will affect our newest full time employees in 2015, our 30 hour employees in 2016 and all current employees receiving health care benefits in 2017. In fiscal year 2015/2016, three full-time employees hired since May, 2011, will be impacted by the Board's decision. Beginning January 1, 2016, this decision will affect the nine 30-hour employees who will be offered health insurance coverage as required by the Affordable Care Act as of January 1, 2016.

As you can see from the attached cost breakdown sheet, it would benefit our full time employees to elect option 1, the hard cap option, as this has a lower cost to them than option 2, the 80/20% option. It would benefit the Library to elect option 2 as our costs to provide health care coverage would be less than option 1. Budgeting would benefit from having a hard cap as it provides known costs to include in the budget. The actual costs to the Library with either option are close.

Another consideration in which option to choose is this - the Affordable Care Act states that "there is a penalty if the cost of single coverage for the least expensive plan that provides minimum value exceeds 9.5% of each employee's W-2 income". At the 80/20 option, there is no concern that offering coverage with an employee paying 20% of the premium would exceed 9.5% of their annual income.

It is recommended by both the Finance Committee and Personnel Committee to adopt Option 1, known as the Hard Cap Option, because of its known costs for our budgeting purposes.

ACTION RECOMMENDED: I move to adopt the Hard Cap Option, as stated in PA 152, effective April 1, 2015.

MICHIGAN PUBLIC ACT 152

Provides for employee healthcare premium contribution/sharing beginning January 1, 2012 for all *new* BTPL employees

For 2015

HARD CAP

	Single	Family
Current* annual health care costs (medical only)	\$6,648.96	\$18,714.12
Hard cap amount (BTPL maximum annual cost)	<u>\$5,992.30</u>	<u>\$16,342.66</u>
Amount employee would pay annually	\$656.66	\$2,371.46
divided by 26 pay periods		
Amount employee would pay per paycheck	\$25.26	\$91.21

80/20 SPLIT

Current* annual health care costs (medical only)	\$6,648.96	\$18,714.12
A. 80% = BTPL annual cost	\$5,319.17	\$14,971.30
B. 20% = employee's annual cost	\$1,329.79	\$3,742.82
B divided by 26 pay periods		
Amount employee would pay per paycheck	\$51.15	\$143.95

* Health care costs as of 11/01/14 with 4% budgeted increase for 2015



STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

R. KEVIN CLINTON
STATE TREASURER

RICK SNYDER
GOVERNOR

September 18, 2014

**PUBLIC EMPLOYER CONTRIBUTIONS TO MEDICAL BENEFIT PLANS
ANNUAL COST LIMITATIONS – CALENDAR YEAR 2015**

For a medical benefit plan coverage year beginning on or after January 1, 2012, MCL 15.563, as amended by 2013 Public Act 270, sets a limit on the amount that a public employer may contribute to a medical benefit plan.


For medical benefit plan coverage years beginning on or after January 1, 2013, MCL 15.563 provides that the dollar amounts that are multiplied by the number of employees with each coverage type be adjusted annually. Specifically, the dollar amounts shall be adjusted, by October 1 of each year, by the change in the medical care component of the United States consumer price index for the most recent 12-month period for which data are available. For calendar year 2014, the limit on the amount that a public employer may contribute to a medical benefit plan was set to the sum of the following:

- \$5,857.58 times the number of employees and elected public officials with single-person coverage
- \$12,250.00 times the number of employees and elected public officials with individual-and-spouse coverage or individual-plus-1-nonspouse-dependent coverage
- \$15,975.23 times the number of employees and elected public officials with family coverage.

The limits for 2015 equal the 2014 limits increased by **2.3 percent**. The 2.3 percent is the percentage change in the medical care component from the period September 2012-August 2013 to the period September 2013-August 2014.

Thus, for medical benefit plan coverage years beginning on or after January 1, 2015, the limit on the amount that a public employer may contribute to a medical benefit plan equals the sum of the following:

- **\$5,992.30** times the number of employees and elected public officials with single-person coverage
- **\$12,531.75** times the number of employees and elected public officials with individual-and-spouse coverage or individual-plus-1-nonspouse-dependent coverage
- **\$16,342.66** times the number of employees and elected public officials with family coverage.


R. Kevin Clinton
State Treasurer

September 18, 2014

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Library Board of Trustees

FROM: Carol Mueller, Library Director

DATE: December 10, 2014

SUBJECT: Investment Policy

At a recent meeting of the Finance Committee, it was suggested that a review of the Library's investment policy with a focus on what the Library is allowed to invest in by law would be beneficial. I am happy to do so at our December meeting. Attached to this memo is a copy of the Library's Investment policy, titled Investment and Depository Designation Resolution, for your reference.

Bloomfield Township Public Library

INVESTMENT AND DEPOSITORY DESIGNATION RESOLUTION

1. Statement of Purpose

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

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

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

2. Scope of Policy

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

3. Delegation of Authority to Make Investments

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

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

4. Approved Depositories

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

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

Bloomfield Township Public Library

Investment And Depository Designation Resolution

First Merit Bank
Flagstar Bank
Huntington Bank
PNC Bank

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

5. Safekeeping and Custody of Deposits and Investments

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

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

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

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

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

6. Authorized Investment Instruments

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

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

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

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

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

7. Investment Objectives

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

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

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

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

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

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

8. Standard of Prudence

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

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

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Investment And Depository Designation Resolution**

9. Statement of Ethics

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

10. Investment Activity Report

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

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

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

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

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

MOTION TO APPROVE ANY ITEMS REMOVED FROM THE CONSENT AGENDA

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

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM

TO: Trustees

FROM: Carol Mueller

DATE: December 10, 2014

SUBJECT: Director's Evaluation

December is traditionally the time of year when the Personnel Committee asks for your input on the Library Director's performance since April. The Personnel Committee, Joan Luksik and Grant Gerhart, will be sending each of you an email with an electronic evaluation form attached regarding the Library Director's performance to complete and return to them in January, 2015. The Personnel Committee will use this input to complete the Library Director's performance evaluation and make a recommendation to the full Library Board regarding the Director's performance and contract at the February 17, 2015 Library Board meeting.

I sincerely look forward to receiving your comments and suggestions as Library Director at Bloomfield Township Public Library.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Library Trustees

FROM: Carol Mueller, Library Director

DATE: December 10, 2014

SUBJECT: Library Generator Follow up

At the November Library Board meeting, a question was asked about the capacity of our library generator and what is linked to this. I asked for additional information from our Facility Services Department Head, Joel Dion. He provided the following information:

The library emergency generator has a 100 kVA power output capacity and serves life sustaining components such as fire suppression, fire and security alarms, emergency lighting, data and telecommunications, the lift station and sump pump. HVAC systems are not backed up on the emergency generator because these simply require too much power at 480 Volts per component (boilers, chiller, and 5 - 300 ton volume air handlers). 100 kVA cannot provide loads on that scale. It would require higher output generators similar to hospital applications in order to operate all the HVAC equipment.

Internal library piping for domestic potable and mechanical water is wrapped with industrial fiberglass insulation. Theoretically it would require a prolonged period of internal temperatures below freezing (32 degrees) to cause pipes to freeze, in my estimation. Both the boilers and chilled water systems are protected by a chemical agent called "glycol" which preserves the metal piping and mechanical functions while preventing circulated chilled water in closed loop systems from freezing. Power downtime would have to be prolonged over several days at temperatures below freezing to achieve such conditions.

The biggest potential for water damage comes from fire suppression piping and sprinkler heads which are installed to cover every square inch of the facility. The important thing is to have a disaster response, recovery and business continuation plan in place to safeguard against catastrophic loss. We are prepared with the services of mechanical and structural contractors to respond and emergency services such as Belfour Commercial Property restoration or Montgomery & Sons fire restoration companies. Belfour is equipped for document preservation services as well as all inclusive building needs.

I hope this response more fully answers the questions about the library generator. Please let me know if you would like any additional information.

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>Gift Accession</u>	<u>Year rec'd</u>	<u>Donor</u>	<u>Purpose</u>	<u>Amount</u>	<u>Oct 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	(\$140.96)	\$0.00		
1400390101	2014	FOL	TS DVD's of guest speakers	\$200.00		\$200.00		
1400280101	2014	FOL	Additional materials for collection and All-in-one Skill Kits	\$4,500.00	(\$97.31)	\$4,275.47		
1300460101	2013	FOL	2013/2014 Three concerts	\$2,400.00		\$1,400.00		
1300470101	2013	FOL	2013/2014 Four Art Lectures	\$600.00		\$250.00		
1300480101	2013	FOL	2014 Everyone's Reading	\$365.45		\$216.15		
1300830101	2013	FOL	2014/2015 Teen Programming	\$500.00	(\$71.58)	\$126.55		
1400260101	2014	FOL	2014 AS Summer Reading	\$1,000.00		\$1,000.00		
1400480101	2014	FOL	2015/2016 Concert series	\$3,000.00		\$3,000.00		
1300500101	2013	FOL	2014/2015 PJ Theater program	\$2,000.00		\$500.00		
1300820101	2013	FOL	YS Adaptive Umbrella Workshop	\$1,431.19		\$6.37		
1300860101	2013	FOL	2014/2015 YS Programming	\$8,000.00	(\$1,100.75)	\$3,965.46		
1400470101	2014	FOL	Mar-15 First grade readers rally	\$2,600.00		\$2,600.00		
1000490101	2010	FOL	Redirect by FOL for 50th Anni.	\$10,000.00	(\$3,139.43)	\$0.00	Was Comm. mailings -now earmarked for 50th Anni.	
1200660101	2012	FOL	Ruth McNair donations for concerts	\$1,381.00	(\$150.00)	\$1,188.34		
1300540101	2013	FOL	Admin 2014/2015 Program Budget	\$1,500.00		\$1,455.10		
1300880101	2013	FOL	2014/2015 Chamber Concert Series	\$1,500.00		\$1,500.00		
1400490101	2014	FOL	Det. Historical Society Exhibits	\$1,500.00	(\$500.00)	\$1,000.00		
1400420101	2014	FOL	Fac Study Room table repair	\$1,400.00		\$1,400.00		
1400400101	2014	FOL	Fac Tree Pruning	\$6,500.00		\$6,500.00		
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		
1400430101	2014	FOL	Circ Carts for holds	\$910.00		\$910.00		
1400460101	2014	FOL	Fac Commercial salt spreader	\$500.00		\$500.00		
1400450101	2014	FOL	Fac Light duty snow thrower	\$600.00		\$600.00		
1400460101	2014	FOL	Circ 2 tall double sided carts	\$510.00		\$510.00		
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		
1400410101	2014	FOL	AS Surface Pro 3 tablet	\$1,400.00		\$1,400.00		
1100250101	2011	FOL	Oct 2014 Technology related workshops/training	\$1,476.79		\$155.58		
1300530101	2013	FOL	For 2014/2015 staff development	\$1,500.00		\$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.	
1300530101AS	2013	FOL	For 2014/2015 AS staff develop.	\$700.00	(\$162.40)	\$457.60	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		\$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

2015

JANUARY

2015

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 LIBRARY CLOSED NEW YEARS DAY	2 Harry “Potterathon” 2pm First Friday/Date Night @ Library 7pm	3 Harry “Potterathon” 2pm
4	5 Wee Play 10am Harry “Potterathon” 4pm	6 Movers & Shakers 10am Knit N Stitch 10am Apps & Apps 2pm Harry “Potterathon” 4pm	7 Mother Goose Club 10am Harry “Potterathon” 4pm PJ Theater 6:30pm Great Books 6:45pm	8 Tinker Tales 10am	9 Harry Potter Teen After Hours Lock In 6:30	10 FOL 2 nd Saturday Sale 9:30-3:30 Shake, Rhythm & Rhyme 11am Maker Space Button Projects 2pm Intro to Excel 2pm
11	12 Wee Play 10am Woman with a Thousand Faces 7pm	13 Movers & Shakers 10am Memoir Writers Group 1pm Teen Advisory Board 4pm Getting Published 7pm Beaker Buddies 6:30pm	14 Mother Goose Club 10am Intro to Social Networking 6pm Nonfiction book Club 7pm Writers Rendezvous 7pm Little Foodies 6:30pm	15 Tinker Tales 10am	16 Coffee and Conversation 10am Chamber Music of Detroit Lecture Noon	17 Lego Club 11am
18	19 Wee Play 10am	20 Movers & Shakers 10am Tuesday Book Club 10am Library Board Mtg. 7pm	21 Mother Goose Club 10am Mystery Book Club 1pm Great Books Club 6:45pm	22 Tinker Tales 10am Eleanors Book Club 10am Apps & Apps 2pm Trader Joes Cooking 7pm	23 Night at the Library 6:30-8pm Chamber Music Concert 7:30pm	24 Make Something Day 12pm-2pm Intro to Excel 2pm
25	26 Wee Play 10am Tablet Tales 1pm	27 Movers & Shakers 10am Memoir Writers Group 1pm Maker Space button Proj. 2pm Getting Published 7pm	28 Mother Goose Club 10am Writers Rendezvous 7pm	29 Tinker Tales 10am	30 Unwind Afterschool Yoga 4:30pm	31 Crayon Crew 11am

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Library Board of Trustees

FROM: Tera Moon, Assistant Director

DATE: December 16, 2014

SUBJECT: Strategic Plan Update

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

- 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. Ten homeowners’ associations have taken advantage of First Meeting Free. Each group has been greeted by a staff member who has shared library highlights.
- 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 Facebook page surpassed 700 “likes”!
- 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”.