



Bloomfield Township Public
Library

**Bloomfield Township Public Library
Board of Trustees**

Library Board Meeting
April 28, 2015
7:00 p.m.
John Rumsey Board Room

Trustees:

libraryboard@btpl.org

Joan Luksik, President

Judy Lindstrom, Vice President

Pamela Williams, Secretary

Margaret Cohen

Grant Gerhart

Eli Greenbaum

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, April 28, 2015 7:00 p.m.

#	<u>NUMBERED ITEMS</u>	<u>DATE DELIVERED</u>
1	Agenda	4/24/15
2a	Request to remove items from the Consent Agenda for Discussion	4/24/15
2b	Motion to approve the order of items for the regular and consent agendas	4/24/15
5	Motion to approve remaining consent agenda items 6-8d	4/24/15
6	Regular Board Meeting Minutes of 3-17-15	4/24/15
7a	Cash Disbursements	4/24/15
7b	Revenues/Expenditures Budget Report	4/24/15
7c	Energy Report	4/24/15
8a	President's Report	4/24/15
8b	Director's Report	4/24/15
8c	Tentative Schedule Calendar	4/24/15
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 –Meeting Minutes of 4-16-15	4/24/15
8d	Jeanette P. Myers Scholarship Committee – no report	
8d	Landscape-Interiors Committee – no report	
8d	Personnel Committee – no report	
8d	Policy Committee – no report	
11a	Strategic Planning Process Bid Award	4/24/15
13	Motion to approve any items removed from the consent agenda	4/24/15
	<u>UNNUMBERED ITEMS</u>	<u>DATE DELIVERED</u>
	FOL monthly meeting minutes for 2-4-15	4/24/15
	Directors monthly report FOL for 4-1-15	4/24/15
	Board Follow Up	4/24/15
	Library of the Year Award	4/24/15
	CFSEM Memo	4/24/15
	BTPL Endowments	4/24/15
	Administrative Calendar – May 2015	4/24/15

AGENDA
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, April 28, 2015
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 March 17, 2015
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. Strategic Planning Process Bid Award
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, May 19, 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, March 17, 2015

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

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

Unable to attend: Trustees: Grant Gerhart and Eli Greenbaum,

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

Guests: Liz Clauder, Youth Services Librarian

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

A vote was taken for approval of the motion.

Ayes: Cohen, Lindstrom, Luksik, Williams

Nays: None

MOTION CARRIED

President's Verbal Report:

Joan welcomed everyone. She thanked Carol Mueller and Beth Sulek-LaHousse for all their hard work on the budget. Joan stated that as we are entering into the spring months, we will see lots of changes in nature that offer a sense of renewal. She feels that our Library patrons will also feel renewed with the many new programs and events the Library will offer this year.

Director's Verbal Report:

Carol acknowledged the passing of one of the Library's former Trustees, Rod Myers. Rod served on the Library Board for many years and was a true gentleman in every sense of the word. Rod's legacy will continue on at the Library through the Jeanette P. Myers Scholarship Fund which the Myers family established in the memory of his late wife Jeannette. He will be missed by all of us here at the Library.

Carol also shared the sad news of the passing of one of our Library employees, Doris Barey this past weekend. Doris worked as a clerical assistant in the Technical Services Department for the past seventeen years. Doris always had such a warm smile and was a pleasure to work with. She will be greatly missed by all of us at the Library.

Carol shared a rendering of the renovations for the youth alcoves. Funds raised through the sales of ads and tickets to the 50th Anniversary Gala will be used to make these renovations. Final options approved by the Interiors Committee of carpet tiles, chairs and fabrics were presented to the Trustees. The time frame to complete these renovations will be between six to twelve weeks from the time of ordering.

Carol also updated the Trustees regarding the Lobby tile flooring. Joel Dion visited a gas station that used the Slaty tile flooring under consideration for the Lobby and was not convinced this would work in our Lobby. Carol stated that we will continue to do our due diligence as this is an important purchase. Alyce Riemenschneider, Quinn Evans Architects, suggested that perhaps a fresh start with a blank slate is something to consider and she will work on a new flooring plan.

Carol informed the Trustees that a donation was made by the Staff Organization Committee to the Library Endowment fund in honor of the Library Board of Trustees in the amount of \$134.00. Funds for this donation were received through Casual Friday staff donations.

Carol also reminded the Trustees that the Volunteer Reception will be on Wednesday, April 15th from 2-4 p.m. Carol encouraged the Board to attend and thank our wonderful volunteers for making a difference in our Library and community.

CONSENT AGENDA MOTION:

After discussion, a motion was made by Pam Williams, seconded by Judy Lindstrom, **TO APPROVE THE ITEMS ON THE CONSENT AGENDA AS PRESENTED WITH THE EXCEPTION OF THE FOLLOWING: CASH DISBURSEMENTS, ASSET ALLOCATION SUMMARY.**

A vote was taken for approval of the motion.

Ayes: Cohen, Lindstrom, Luksik, Williams

Nays: None

MOTION CARRIED

REGULAR AGENDA:

Call to the Public: Joan welcomed Liz Clauder, Youth Services Librarian

UNFINISHED BUSINESS:

No items for discussion

NEW BUSINESS:

11a Current Fiscal Year Estimated Budgets April 1, 2014/March 31, 2015

Carol thanked Beth Sulek-LaHousse, Finance Coordinator, for all her hard work on the budget. She also thanked the Trustees for their support in so many ways during the past year. Our estimated total revenues when approved in March, 2014 were \$5,092,459.00. At year-end, we are now estimating our total revenues to be \$6,791,963.00. We anticipate receiving \$1,699,504.00 more than originally budgeted in total. This large increase is due primarily to the November 4, 2014 approval by Bloomfield Township voters of the library millage proposal to restore and supplement library revenues. Total overall expenditures have decreased slightly over the fiscal year. Personnel expenditures increased slightly by \$26,732.00 due to increases in pension contributions, employee insurances and other personnel changes. Other Operating Expenditures increased by \$24,658.00 due to the continued lower level water investigation and strategic planning survey. We are thankful to the Friends of the Library for their gifts of funding totaling \$72,695.16 in FY 2014/2015. The Library endowment funds are gifts that give back to the Library every year and we are grateful for this funding also. The Library's 50th anniversary Gala ticket sales, ads, and sponsorships resulted in proceeds of almost \$20,000.00 to the Library which will be used to refurbish our two Youth alcoves.

After discussion, a motion was made by Judy Lindstrom, seconded by Peggy Cohen, **TO AMEND THE FUNCTIONS IN THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY GENERAL FUND BUDGET FOR THE APRIL 1, 2014 - MARCH 31, 2015 FISCAL YEAR PER ADMINISTRATIVE RECOMMENDATIONS WITH ANTICIPATED REVENUES AMENDED TO \$6,791,963 AND ANTICIPATED EXPENDITURES AMENDED TO \$5,422,236.**

A vote was taken for approval of the motion.

Ayes: Cohen, Lindstrom, Luksik, Williams

Nays: None

MOTION CARRIED

After further discussion, a motion was made by Peggy Cohen, seconded by Pam Williams, **TO AMEND THE FUNCTIONS IN THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY GIFT FUND BUDGET FOR THE APRIL 1, 2014 - MARCH 31, 2015 FISCAL YEAR PER ADMINISTRATIVE RECOMMENDATIONS WITH ANTICIPATED REVENUES AMENDED TO \$100,366 AND ANTICIPATED EXPENDITURES AMENDED TO \$88,410.**

11b: Proposed General Fund and Gift Fund Estimated Budgets for Fiscal Year April 1, 2015 – March 31, 2016.

Carol stated that the theme in this year's budget is *restoration* and we are eager to restore our programming, services, and materials. Carol stated that revenues for FY 2015/2016 are now projected to increase by \$1,820,178.00 since our proposed budget was approved in August 2014. This increase is due to the November 2014 approval by the Bloomfield Township taxpayers of the library proposal to restore and supplement library revenues and a 1.1% increase in Bloomfield Township taxable value. Overall, Library revenues are projected to increase 2.7% in FY 2015/2016 compared to year end FY 2014/2015 and 36% over the March, 2014 adopted FY 2014/2015 budget. Our projected total expenditures for FY 2015/2016 are estimated to increase by \$564,122.00 or 10.4% from FY 2014/2015. Several expenditure lines have been increased from the proposed August, 2014 budget as we work to restore funding for library service hours, materials and programming. Project expenditures have also increased as we plan to complete several long overdue building projects. We are very fortunate to be able to resume our regular schedule of library hours in FY 2015/2016 as the Library Board approved a full schedule of hours, including summer Sundays for 2015. Carol also recommended that we resume movement through the salary ranges once again, and bring current staff up to the level they should be at given their good performance and time in position after the last five years of frozen pay levels. She also recommended giving those employees at the top of the salary range who qualify a 1% merit. The Fund Balance is estimated to be \$9,846,216.00 in FY 2015/2016. This is an increase of \$2,736,894.00 over the August proposed budget. This addition fund balance has been allocated to the assigned fund balance liabilities to adjust our required 8 month fund balance appropriately to cover our increased expenditures and add a new assigned amount for future capital improvements.

After discussion, a motion was made by Pam Williams, seconded by Judy Lindstrom, **TO APPROVE THE FUNCTIONS IN THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY PROPOSED GENERAL FUND BUDGET FOR THE APRIL 1, 2015 - MARCH 31, 2016 FISCAL YEAR PER ADMINISTRATIVE RECOMMENDATIONS WITH ANTICIPATED REVENUES IN THE AMOUNT OF \$6,974,003 AND ANTICIPATED EXPENDITURES IN THE AMOUNT OF \$5,986,358 FOR THE SUPPORT AND MAINTENANCE OF BLOOMFIELD TOWNSHIP PUBLIC LIBRARY FOR THAT FISCAL YEAR.**

A vote was taken for approval of the motion.

Ayes: Cohen, Lindstrom, Luksik, Williams

Nays: None

MOTION CARRIED

After further discussion, a motion was made by Judy Lindstrom, seconded by Peggy Cohen, **TO APPROVE THE FUNCTIONS IN THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY PROPOSED GIFT FUND BUDGET FOR THE APRIL 1, 2015 - MARCH 31, 2016 FISCAL YEAR PER ADMINISTRATIVE RECOMMENDATIONS WITH ANTICIPATED REVENUES IN THE AMOUNT OF \$800 AND ANTICIPATED EXPENDITURES IN THE AMOUNT OF \$175,465 USING A PORTION OF THE FUND BALANCE AS NECESSARY.**

A vote was taken for approval of the motion.

Ayes: Cohen, Lindstrom, Luksik, Williams

Nays: None

MOTION CARRIED

At this time, Peggy Cohen spoke on behalf of the Finance and Personnel Committees with regard to how strongly the committees felt about bringing staff salaries back to where they should be. She stated that the Board is very grateful to staff for the sacrifices they made the past five years with frozen salaries, lack of movement through the proficiencies, and unpaid furlough days. Service to our Library patrons never faltered and the Board is very appreciative of the staff's efforts during these times.

DISCUSSION OF ITEMS REMOVED FROM THE CONSENT AGENDA

A question was raised with regard to the check in the amount of \$18,470.00 for salt application. Carol stated that the price for salt has been steadily increasing and we have a 2 inch limit in which if the snowfall is less than 2 inches, the parking lot will be salted rather than plowed. This past winters' weather conditions warranted the parking lot to be salted many times and on some days several times. Carol will further look into this question and find out specifics to report to the Trustees.

A question was raised with regard to specifics about the Library endowment funds and if public can contribute to these funds. Carol stated the public can contribute to any of the funds and reviewed the purpose of each fund:

- Myers scholarship Fund: provides an annual scholarship that is presented at the August Board Meeting.
- Director's Legacy Fund: supports staff development.
- Yvonne Atkinson Fund: supports library book discussions.
- Smith Challenge Grant: is a fund for Library charitable uses.
- Endowment Fund: is a fund for Library charitable uses.
- Fair Radom Garden Fund: supports gardens and Garden programming at the Library.

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

A vote was taken for approval of the motion.

Ayes: Cohen, Lindstrom, Luksik, Williams

Nays: None

MOTION CARRIED

OTHER:

Meeting adjourned at 7:56 p.m.

The next meeting of the Bloomfield Township Public Library Board of Trustees is Tuesday, April 28, 2015 at 7:00 p.m. in the Board Room.

Submitted by:

Pam Williams, Secretary

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

Cash Disbursements Comments April, 2015

New Vendors:

Bloomfield Youth Guidance is a new vendor for our volunteer recognition.

Carissa Knowles is a new vendor as a PJ Theatre performer.

Grace A. Dow Memorial Library is a new vendor for a lost book reimbursement.

Lara Galloway is a new vendor as a program presenter.

M.D. Holdings is a new vendor for Staff Development Day refreshments.

Maureen Shiffman is a new vendor as a PJ Theatre performer.

Oak Park Public Library is a new vendor for a lost book reimbursement.

Ovid Elsie Area Schools is a new vendor for a lost book reimbursement.

Stanley Zydek is a new vendor as a program performer.

Worlds of Music is a new vendor as a program performer.

General Fund Advance

- Check #14840 payable to Pitney Bowes, Inc. in the amount of \$1,151.00 is payment for our annual postage machine renewal.
- Check #14860 payable to Goldner Walsh in the amount of \$11,000 is payment for our annual garden maintenance. With advance payment, a 10% discount is granted.

General Fund

- Check #14874 payable to Backer Landscaping, Inc. in the amount of \$3,405.00 was payment for March services to salt the library parking lot.

- Check #14878 payable to Bloomfield Township in the amount of \$244,505.74 was payment for two payrolls including FICA, HRA contributions, pension, etc. as usual.
- Check #14880 payable to Capital Area District Library in the amount of \$16.94 was payment for a lost book borrowed by a Bloomfield Township resident who has been billed for this amount.
- Check #14882 payable to CDW Government, Inc. in the amount of \$2,349.63 was payment for a program microphone, universal power source and software.
- Check #14885 payable to Charter Township of Milford in the amount of \$40.00 was payment for four program DVDs.
- Check #14888 payable to the Digital Brain, LLC in the amount of \$3,000.00 was payment for library website consulting.
- Check #14891 payable to Envisionware, Inc. in the amount of \$9,197.20 was payment for annual RFID software licenses and maintenance.
- Check #14893 payable to Grace A. Dow Memorial Library in the amount of \$53.00 was payment for a lost book borrowed by a Bloomfield Township resident who has been billed for this amount.
- Check #14903 payable to Metronet Library Consortium in the amount of \$1,000.00 was payment for the library annual membership fee.
- Check #14911 payable to Oak Park Public Library in the amount of \$20.95 was payment for a lost book borrowed by a Bloomfield Township resident who has been billed for this amount.
- Check #14914 payable to Ovid Elsie Area Schools in the amount of \$22.00 was payment for a lost book borrowed by a Bloomfield Township resident who has been billed for this amount.
- Check #14929 payable to TelSystems in the amount of \$12,500.00 was payment for our annual meeting room AV maintenance agreement.

Gift Fund

- Check #4541 payable to Community Foundation of Southeast Michigan in the amount of \$1,875.00 was payment for gift funding received from family and friends of Ed McCallum. The family wished to have these funds added to the Library's Endowment Fund in his memory.
- Check #4549 payable to Charter Township of Bloomfield in the amount of \$110.00 was payment for eleven library program DVDs.
- Check #4552 payable to Movie Licensing USA in the amount of \$985.00 was payment for an annual movie license, a gift from the Friends.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
CHECK REGISTERS
FOR THE MONTH OF MARCH 2015

Check Register - General Fund

Check #	Date	Payee	Cash Account	Amount
ADVANCE CHECKS:				
14836	3/6/15	Elizabeth Clauder	104.01	144.12
14837	3/6/15	Qiong Wu	104.01	919.04
14838	3/6/15	Amy Young	104.01	238.73
14839	3/6/15	AT&T	104.01	483.81
14840	3/6/15	PITNEY BOWES, INC.	104.01	1,151.00
14841	3/6/15	ELAINE HECKER	104.01	240.00
14842	3/17/15	Elizabeth Clauder	104.01	92.02
14843	3/17/15	AT&T	104.01	484.35
14844	3/17/15	BLOOMFIELD TOWNSHIP	104.01	518.67
14845	3/17/15	COMCAST	104.01	131.25
14846	3/17/15	VERIZON WIRELESS	104.01	799.62
14847	3/18/15	FLAGSTAR BANK	104.01	1,985.65
14848	3/27/15	Marianne Abdoo	104.01	840.20
14849	3/27/15	Andrea Aragona	104.01	29.14
14850	3/27/15	Amy Young	104.01	54.19
14851	3/27/15	AMAZON.COM	104.01	2,886.15
14852	3/27/15	AT&T	104.01	676.00
14853	3/27/15	AT&T LONG DISTANCE	104.01	28.13
14854	3/27/15	CONSUMERS ENERGY	104.01	5,808.29
14855	3/27/15	DTE ENERGY	104.01	14,522.08
14856	3/27/15	HOME DEPOT CR. SERV.	104.01	147.13
14856V	3/27/15	HOME DEPOT CR. SERV.	104.01	-147.13
14857	3/27/15	HOME DEPOT CR. SERV.	104.01	147.13
14858	3/27/15	PRINCIPAL LIFE INS CO-SBD GRANDE ISLAND	104.01	662.47
14859	3/27/15	BACKER LANDSCAPING, INC.	104.01	11,000.00
14859V	3/27/15	BACKER LANDSCAPING, INC.	104.01	-11,000.00
14860	3/27/15	GOLDNER WALSH NURSERY, INC.	104.01	11,000.00
Total				<u>\$43,842.04</u>
REGULAR CHECKS:				
14873	4/17/15	AMERICAN INSTITUTE OF PROF. BOOKKEEPERS	104.01	45.00
14874	4/17/15	BACKER LANDSCAPING, INC.	104.01	3,405.00
14875	4/17/15	BAKER & TAYLOR, INC.	104.01	9,843.52
14875a	4/17/15	VOID	104.01	
14875b	4/17/15	VOID	104.01	
14875c	4/17/15	VOID	104.01	
14875d	4/17/15	VOID	104.01	
14876	4/17/15	BERNAN ASSOCIATES	104.01	140.00
14877	4/17/15	BLACKSTONE AUDIO, INC.	104.01	581.19
14878	4/17/15	BLOOMFIELD TOWNSHIP	104.01	244,505.74
14879	4/17/15	BRILLIANCE PUBLISHING, INC.	104.01	220.44
14880	4/17/15	CAPITAL AREA DISTRICT LIBRARY	104.01	16.94
14881	4/17/15	CCH INCORPORATED	104.01	131.23
14882	4/17/15	CDW GOVERNMENT, INC.	104.01	2,349.63
14883	4/17/15	CENGAGE LEARNING/GALE	104.01	3,826.11
14884	4/17/15	CENTRAL BUSINESS SYSTEMS, INC.	104.01	411.40
14885	4/17/15	CHARTER TOWNSHIP OF BLOOMFIELD	104.01	40.00
14886	4/17/15	CREATIVE LIBRARY SALES	104.01	538.50
14887	4/17/15	DEMCO, INC.	104.01	2,093.84
14888	4/17/15	DIGITALBRAIN LLC	104.01	3,000.00
14889	4/17/15	DU ALL CLEANING, INC	104.01	4,730.00
14890	4/17/15	ENCYCLOPAEDIA BRITANNICA, INC.	104.01	2,542.00
14891	4/17/15	ENVISIONWARE, INC.	104.01	9,197.20

Check #	Date	Payee	Cash Account	Amount
14892	4/17/15	DAROLD GONZALES	104.01	150.00
14893	4/17/15	GRACE A. DOW MEMORIAL LIBRARY	104.01	53.00
14894	4/17/15	I.COMM	104.01	258.60
14895	4/17/15	INSTITUTE OF CONT. LEGAL EDUCATION	104.01	103.50
14896	4/17/15	INFOBASE LEARNING	104.01	2,417.08
14897	4/17/15	KNIGHT TECHNOLOGY GROUP, INC.	104.01	4,012.50
14898	4/17/15	CARISSA KNOLES	104.01	200.00
14899	4/17/15	LJ ROLLS REFRIGERATION CO., INC	104.01	1,080.05
14900	4/17/15	MANGO LANGUAGES	104.01	1,571.06
14901	4/17/15	MCGRAW-HILL COMPANIES	104.01	3,064.60
14902	4/17/15	MIDWEST COLLABORATIVE for LIB. SVCS	104.01	52.50
14903	4/17/15	METRONET LIB. CONSORT.	104.01	1,000.00
14904	4/17/15	MICROMARKETING LLC	104.01	20.80
14901V	4/17/15	MCGRAW-HILL COMPANIES	104.01	-3,064.60
14905	4/17/15	MCGRAW HILL GLOBAL EDUCATION	104.01	3,064.60
14906	4/17/15	MIDWEST TAPE	104.01	3,003.57
14906a	4/17/15	VOID	104.01	
14906b	4/17/15	VOID	104.01	
14907	4/17/15	MOVIE LICENSING USA	104.01	76.00
14908	4/17/15	NBS	104.01	630.00
14909	4/17/15	NETECH CORP	104.01	185.00
14910	4/17/15	NICHOLS PAPER & SUPPLY CO	104.01	53.94
14911	4/17/15	OAK PARK PUBLIC LIBRARY	104.01	20.95
14912	4/17/15	ORIENTAL TRADING CO., INC.	104.01	274.69
14913	4/17/15	OVERDRIVE	104.01	3,633.15
14914	4/17/15	OVID ELSIE AREA SCHOOLS	104.01	22.00
14915	4/17/15	PARTNERS BOOK DISTRIBUTING, INC.	104.01	1,024.43
14916	4/17/15	PENGUIN RANDOM HOUSE, INC.	104.01	767.05
14916a	4/17/15	VOID	104.01	
14917	4/17/15	QUALITY BOOKS INC.	104.01	463.93
14918	4/17/15	QUILL CORPORATION	104.01	2,017.74
14919	4/17/15	RECORDED BOOKS, LLC	104.01	657.02
14920	4/17/15	RELIABLE OFFICE SUPPLIES	104.01	121.43
14921	4/17/15	RICOH USA, INC	104.01	224.18
14922	4/17/15	RESEARCH TECHNOLOGY INT.	104.01	241.90
14923	4/17/15	MICHAEL D. SCHLOFF, PLLC	104.01	380.00
14924	4/17/15	SHERWIN-WILLIAMS CO	104.01	154.12
14925	4/17/15	SHOPLET.COM	104.01	852.97
14926	4/17/15	SHOWCASES	104.01	396.47
14927	4/17/15	STAPLES ADVANTAGE	104.01	320.40
14928	4/17/15	TANTOR MEDIA	104.01	245.30
14929	4/17/15	TEL SYSTEMS	104.01	12,500.00
14930	4/17/15	TERRYBERRY	104.01	154.18
14931	4/17/15	ULINE	104.01	386.88
14932	4/17/15	UNIQUE MANAGEMENT SERVICES, INC.	104.01	322.20
14933	4/17/15	VIGILANTE SECURITY	104.01	1,950.00
14934	4/17/15	WEST ACADEMIC	104.01	44.52
Total				<u>\$332,725.45</u>

Check Register - Gift Fund

Check #	Date	Payee	Cash Account	Amount
ADVANCE CHECKS:				
4539	3/6/15	Susan Barr	102.03	69.57
4540	3/6/15	COMMUNITY FOUNDATION - SE MICH.	102.03	1,675.00
4540V	3/6/15	COMMUNITY FOUNDATION - SE MICH.	102.03	-1,675.00
4541	3/9/15	COMMUNITY FOUNDATION - SE MICH.	102.03	1,875.00
4542	3/17/15	FLAGSTAR BANK	102.03	459.92
4543	3/27/15	AMAZON.COM	102.03	48.99
				<u>\$2,453.48</u>

Check #	Date	Payee	Cash Account	Amount
REGULAR CHECKS:				
4548	4/17/15	BAKER & TAYLOR	102.03	16.17
4549	4/17/15	CHARTER TOWNSHIP OF BLOOMFIELD	102.03	110.00
4550	4/17/15	DAROLD GONZALES	102.03	150.00
4551	4/17/15	MIDWEST TAPE	102.03	269.92
4552	4/17/15	MOVIE LICENSING USA	102.03	985.00
4553	4/17/15	SCOTT NELSON	102.03	130.00
4554	4/17/15	SCHOOL SPECIALTY	102.03	52.69
4555	4/17/15	SCOTT NELSON, RPT	102.03	130.00
Total				<u>\$1,843.78</u>

Bloomfield Township Public Library
2014-2015 General Fund Budget

7b

PRESENTED: APRIL 28, 2015 FOR THE MONTH OF: MARCH 2015

Twelve months 100%

ACCOUNT NUMBER	ACCOUNT NAME	2014-2015 ADOPTED BUDGET AS OF MAR 18, 2014	2014-2015 AMENDED BUDGET AS OF MAR 17, 2015	REVENUE/EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	VARIANCE
<u>Revenues</u>							
410.01	Taxes	\$4,755,210	\$6,483,097	\$830,569	\$6,452,114	99.52%	(\$30,983)
420.01	Penal Fines	\$56,445	\$61,712	\$0	\$61,712	100.00%	\$0
422.01	State Aid	\$21,448	\$24,312	\$11,976	\$24,189	99.49%	(\$123)
430.01	Circulation Fines & Fees	\$145,464	\$124,497	\$10,450	\$120,699	96.95%	(\$3,798)
	Charges for Services	\$14,278	\$11,418	\$1,285	\$12,841	112.46%	\$1,423
	Investment earnings	\$90,245	\$76,324	\$13,061	\$73,867	96.78%	(\$2,457)
	Miscellaneous	\$9,369	\$10,603	\$219	\$11,112	104.80%	\$509
Total Revenues		\$5,092,459	\$6,791,963	\$867,561	\$6,756,533	99.48%	(\$35,429)
<u>Expenditures</u>							
	Personnel	\$3,335,738	\$3,362,470	\$271,130	\$3,292,397	97.92%	(\$70,073)
	Library Services	\$788,530	\$787,122	\$46,232	\$736,139	93.52%	(\$50,983)
	Facilities & Equipment	\$1,064,343	\$1,002,344	\$64,891	\$896,095	89.40%	(\$106,249)
	Other Operating Expenditures	\$245,642	\$270,300	\$23,847	\$259,081	95.85%	(\$11,219)
Total Expenditures		\$5,434,253	\$5,422,236	\$406,099	\$5,183,713	95.60%	(\$238,523)
Fund Balance - Beginning		\$7,402,218	\$7,488,790		\$7,488,790		
Net revenue (expenditure)		(\$341,794)	\$1,369,727		\$1,572,820		
Fund Balance - Ending		\$7,060,424	\$8,858,517		\$9,061,610		

Amendments to the budget:

Updated to Final budget approved at the March 17, 2015 Board Meeting.

Changes made to the line items:

Updated to Final budget approved at the March 17, 2015 Board Meeting.

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	\$3,990,905
Assigned Fund Balance (is \$446,125 (3/31/14 compensated absences accrual) plus \$3,079,151 (61.2868% funding of the OPEB obligation of \$5,024,164)	\$3,614,153	\$4,754,453
Unassigned Fund Balance (is the unplanned emergency amount)	\$0	\$113,159

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

7b

PRESENTED: APRIL 28, 2015 FOR THE MONTH OF: MARCH 2015

Twelve Months 100%

ACCOUNT NUMBER	ACCOUNT NAME	2014-2015 ADOPTED BUDGET AS OF MAR 18, 2014	2014-2015 AMENDED BUDGET AS OF MAR 17, 2015	REVENUE/ EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	VARIANCE
	<u>Revenues</u>						
	Gift Income	\$500	\$99,723	\$36,927	\$99,823	100.10%	\$100
454.03	Investment Earnings	\$200	\$643	\$16	\$644	100.16%	\$1
460.03	Miscellaneous Revenue	\$0	\$0	\$0	\$0	0.00%	\$0
	Total Revenues	\$700	\$100,366	\$36,943	\$100,468	100.10%	\$101
	<u>Expenditures</u>						
	Library Services	\$38,373	\$43,080	\$79	\$41,629	96.63%	(\$1,451)
	Facilities & Equipment	\$32,300	\$26,320	\$0	\$26,320	100.00%	\$0
	Other Operating Expenditures	\$91,456	\$19,010	\$3,321	\$19,030	100.11%	\$20
	Total Expenditures	\$162,129	\$88,410	\$3,400	\$86,979	98.38%	(\$1,430)
	Fund Balance	\$95,632	\$97,494		\$98,726		
	Reserved Fund Bal.	\$65,997	\$73,852		\$64,152		
	Net revenue (expenditures)	(\$161,429)	\$11,957		\$13,488		
	Fund Balance - Ending	\$200	\$183,303		\$176,366		

Amendments to the budget:

Updated to Final budget approved at the March 17, 2015 Board Meeting.

Bloomfield Township Public Library
Asset Allocation Summary
March 2015

Fund	Type	Annual Yield	Date	Amount on Hand
General Fund				
	5th 3rd Checking (Ecommerce)	0.00%	3/31/2015	\$191,089.44
	Flagstar Public Funds Savings	0.35%	3/31/2015	\$181,314.43
	Flagstar Premier Public Entities Checking	0.25%	3/31/2015	\$36,861.58
	RBC Capital Cash/Money Market	0.01%	3/31/2015	\$3.62
	RBC Capital - Investments	1.42%	3/31/2015	\$9,011,304.45
	Total General Fund			\$9,229,484.08
Please see General Fund budget for notes on how this amount is earmarked				
Gift Fund				
	Huntington Public Fund Business Interest Checking	0.15%	3/31/2015	\$122,558.26
	Huntington CD (Charnov gift) - matures 02/02/17	0.45%	3/31/2015	\$50,000.00
	Fifth Third Bank Business Standard Checking	0.00%	3/31/2015	\$6,499.60
	Total Gift Fund			\$179,057.86

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	12/31/2014	\$13,849.00
Yvonne T. Atkinson Fund	12/31/2014	\$29,617.00
Isabel and Lawrence Smith Challenge Grant	12/31/2014	\$31,113.00
BTPL Endowment Fund	12/31/2014	\$29,007.00
Fair Radom Garden Endowment Fund	12/31/2014	\$15,087.00
Library Director's Legacy Fund	12/31/2014	\$13,260.00
Total CFSEM holdings		\$131,933.00

Bloomfield Township Public Library
Investment Portfolio

Investment Vehicle	Portfolio %	Original Cost	12/31/2014 Market Value	Estimated Annual Inc	Current Yield
Money Market Funds	23.9%	\$1,137,149	\$1,137,149	\$114	0.01%
Wells Fargo Advantage Adjustable Rate Gov't	34.9%	\$1,645,116	\$1,661,693	\$13,090	0.79%
Eaton Vance Short Duration Government Income	12.7%	\$600,000	\$605,712	\$19,386	3.20%
Loomis Sayles Limited Term U.S. Gov't & Agency	19.4%	\$887,720	\$923,116	\$18,080	1.96%
Eaton Vance Government Obligations	9.2%	\$417,603	\$439,618	\$20,365	4.63%
Total Portfolio	100.0%	\$4,687,588	\$4,767,288	\$71,034	1.49%

4th Quarter Activity - September 30, 2014 - December 31, 2014

Cash Activity

Beginning Balance	\$92.58
Deposits & Sales Proceeds	\$2,399,850.98
Withdrawals	(\$1,263,000.00)
Dividends	\$21,241.25
Capital Gains	\$0.00
Net funds to purchase securities	(\$21,035.89)
Ending Balance	\$1,137,148.92

Change in Security Value

Beginning value of securities	\$4,874,343.47
Securities purchased	\$21,035.89
Securities sold	(\$1,262,918.17)
Change in value of priced securities	(\$2,322.29)
Ending Value of priced securities	\$3,630,138.90

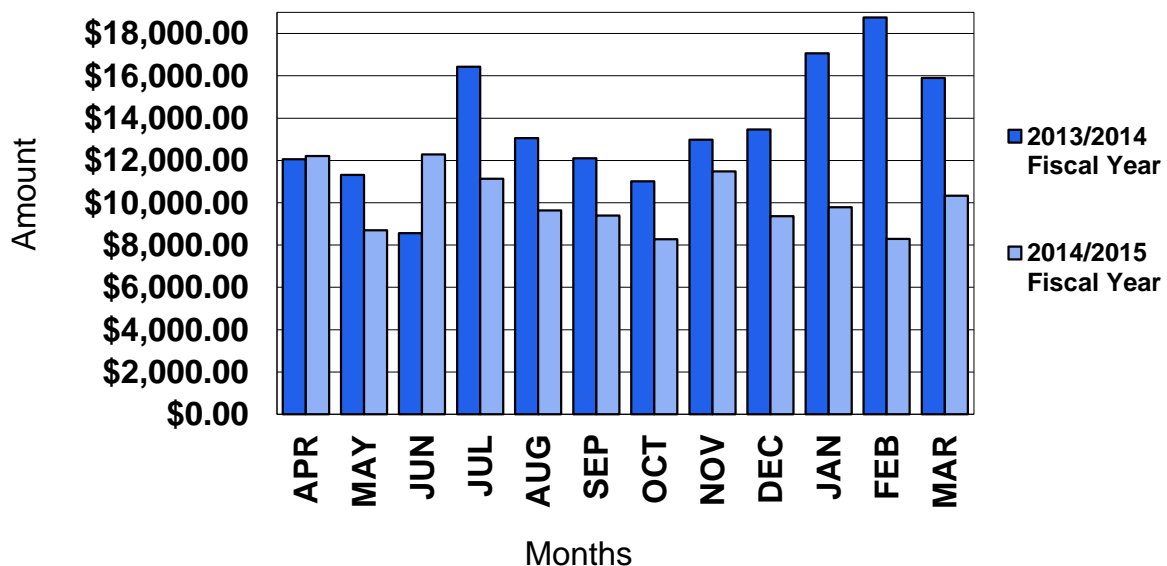
Total account value as of December 31, 2014

\$ 4,767,287.82

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	\$9,370.84	(\$4,099.69)
JAN	\$17,059.39	\$9,780.91	(\$7,278.48)
FEB	\$18,758.60	\$8,293.01	(\$10,465.59)
MAR	\$15,904.78	\$10,335.05	(\$5,569.73)
			YTD Difference
TOTAL	<u>\$162,712.62</u>	<u>\$120,893.05</u>	<u>(\$41,819.57)</u>

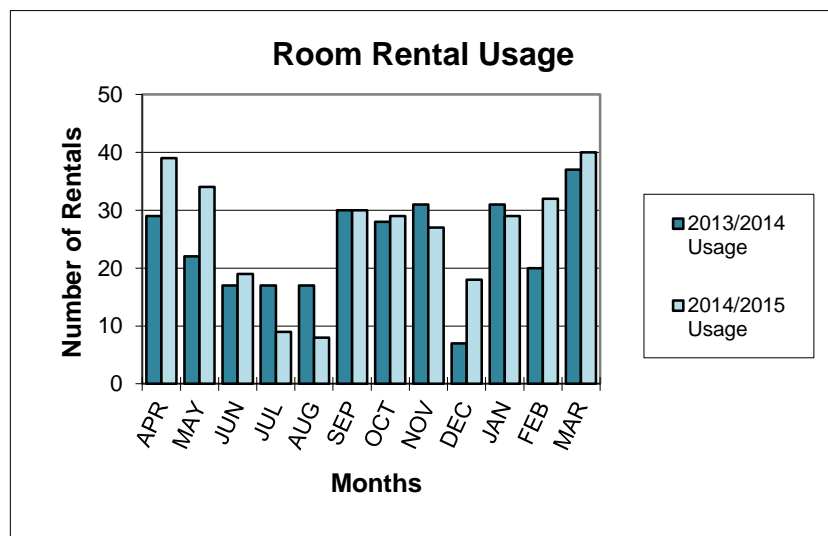
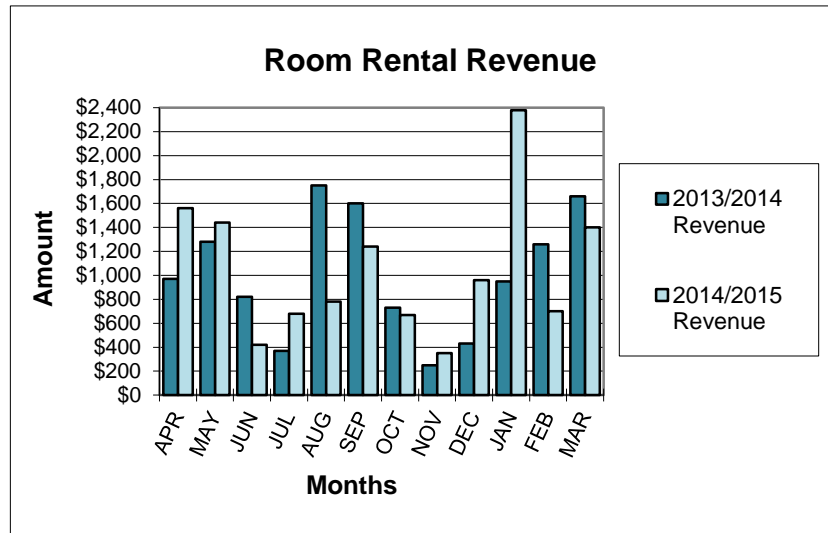
Fines and Fees Two-Year Comparison



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	\$960.00	\$530.00	7	18	DEC
JAN	\$950.00	\$2,380.00	\$1,430.00	31	29	JAN
FEB	\$1,260.00	\$700.00	(\$560.00)	20	32	FEB
MAR	\$1,660.00	\$1,400.00	(\$260.00)	37	40	MAR
TOTAL	<u>\$12,070.00</u>	<u>\$12,580.00</u>	<u>YTD Difference</u> <u>\$510.00</u>	<u>286</u>	<u>314</u>	



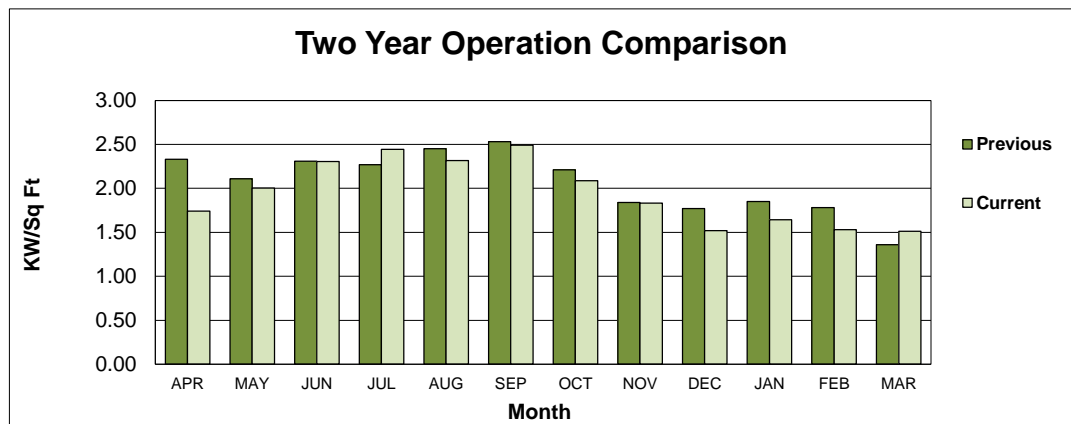
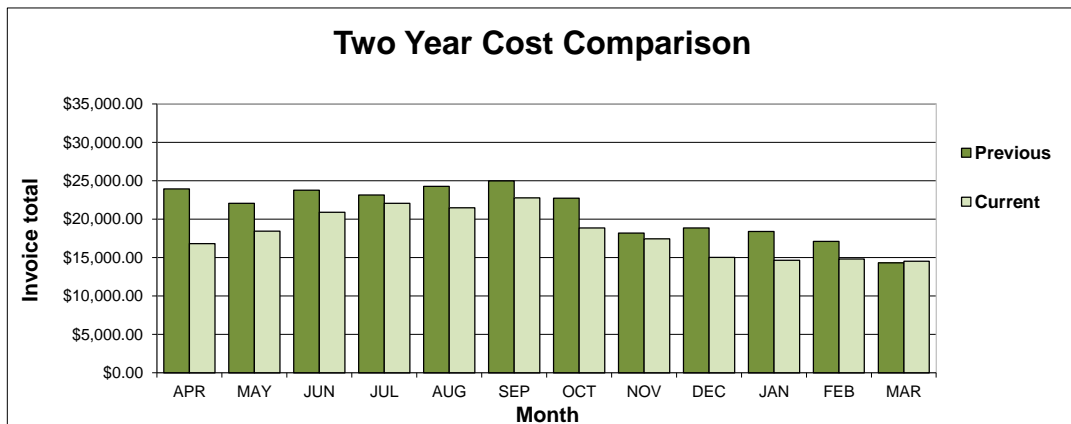
Bloomfield Township Public Library Electricity Analysis

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	\$15,000.01	(\$3,858.89)	153,370	\$0.10	206.14	1.52	\$20.16	\$0.15
JAN	\$18,391.36	\$14,664.69	(\$3,726.67)	166,110	\$0.09	223.27	1.64	\$19.71	\$0.15
FEB	\$17,100.73	\$14,826.92	(\$2,273.81)	154,560	\$0.10	230.00	1.53	\$22.06	\$0.15
MAR	\$14,317.08	\$14,522.08	\$205.00	152,740	\$0.10	227.29	1.51	\$21.61	\$0.14
TOTAL	\$251,651.44	\$217,737.83	YTD Difference (\$33,913.61)						

NOTES:

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



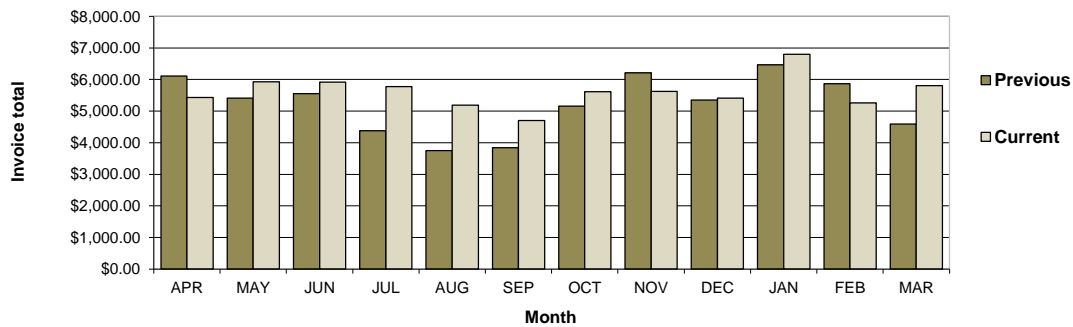
Bloomfield Township Public Library Natural Gas Analysis

Building Area = 101,023

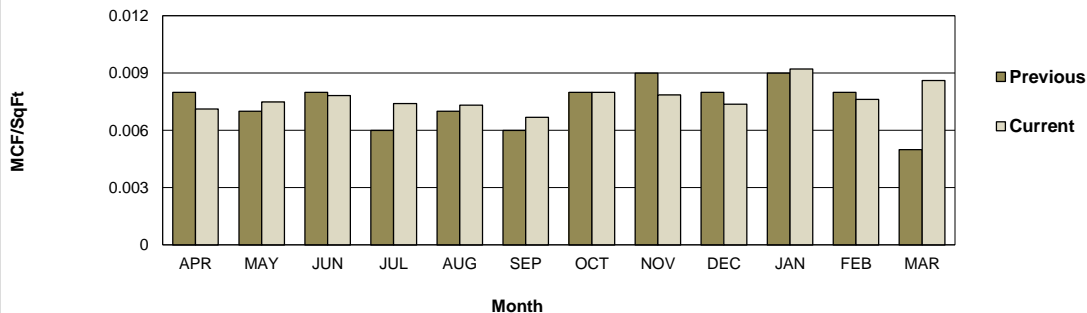
1 Cu. Ft. = 1000 BTU

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	\$5,416.09	\$61.94	744.1	\$7.28	744	1.00	0.007	7.28	0.053
JAN	\$6,465.35	\$6,797.57	\$332.22	930.1	\$7.31	744	1.25	0.009	9.14	0.066
FEB	\$5,867.56	\$5,254.12	(\$613.44)	770.6	\$6.82	696	1.11	0.008	7.55	0.051
MAR	\$4,588.99	\$5,808.29	\$1,219.30	869.2	\$6.68	744	1.17	0.009	7.81	0.057
YTD Difference										
TOTAL	\$62,699.05	\$67,457.07	\$4,758.02							

Two Year Cost Comparison



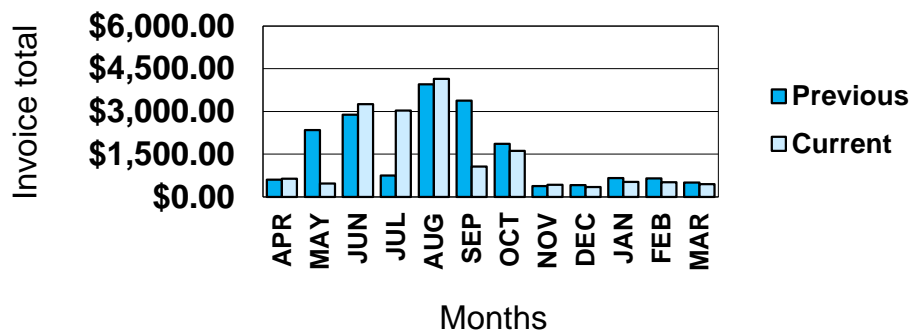
Two Year Operation Comparison



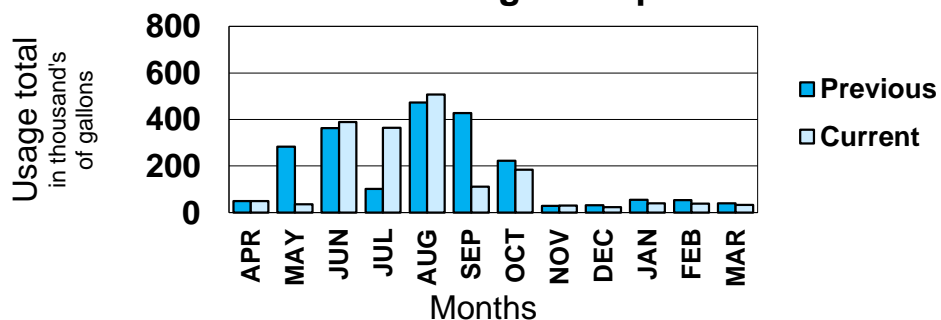
Bloomfield Township Public Library Water Analysis

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	\$341.71	(\$74.06)	32	23	(9)
JAN	\$661.18	\$529.73	(\$131.45)	55	40	(15)
FEB	\$650.51	\$518.67	(\$131.84)	54	39	(15)
MAR	\$501.13	\$452.31	(\$48.82)	40	33	(7)
			YTD Difference			YTD Difference
TOTAL	<u>\$18,401.12</u>	<u>\$16,482.08</u>	<u>(\$1,919.04)</u>	<u>2,130</u>	<u>1,806</u>	<u>(324)</u>

Two-Year Cost Comparison



Two-Year Usage Comparison



BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**LIBRARY BOARD OF TRUSTEES
MONTHLY DIRECTOR'S REPORT****April, 2015**

Spring is traditionally the time of year for severe weather. Each year, in recognition of Oakland County's Severe Weather Awareness Week, the Library holds refresher training on tornado warning procedures for library staff and conducts a practice tornado drill for everyone here. Our drill was held on Tuesday, April 14 at 11:05am and was completed in 6.01 minutes – 1.35 minutes faster than last year! Considering the size of our building, taking shelter in the lower level within this time is quite impressive! Thank you to Assistant Director Tera Moon for conducting the training and drill.

Enclosed in your packet is information about and the application for the annual Jeanette P. Myers Memorial Scholarship. This scholarship provides funds to encourage and support the post-secondary education of past or present employees of the Bloomfield Township Public Library, or persons who have some relationship with our Library. The scholarship brochure, guidelines and application are available on the library website and at the Welcome Desk. Please feel free to share this information with anyone you may know who is pursuing post-secondary education. Applications for this scholarship will be accepted through June 1, 2015.

The annual Everyone's Reading program will kick off on May 11. Brad Meltzer, author of the Culper Ring Trilogy, is this year's featured author. He will be speaking about his latest book, part three of the trilogy called *The Inner Circle*, on Monday, June 22 at 2pm in Rochester and at 7pm in West Bloomfield. A limited number of tickets will be available for these speaking engagements. Watch for details on our library website.

Respectfully Submitted,

Carol Mueller
Director

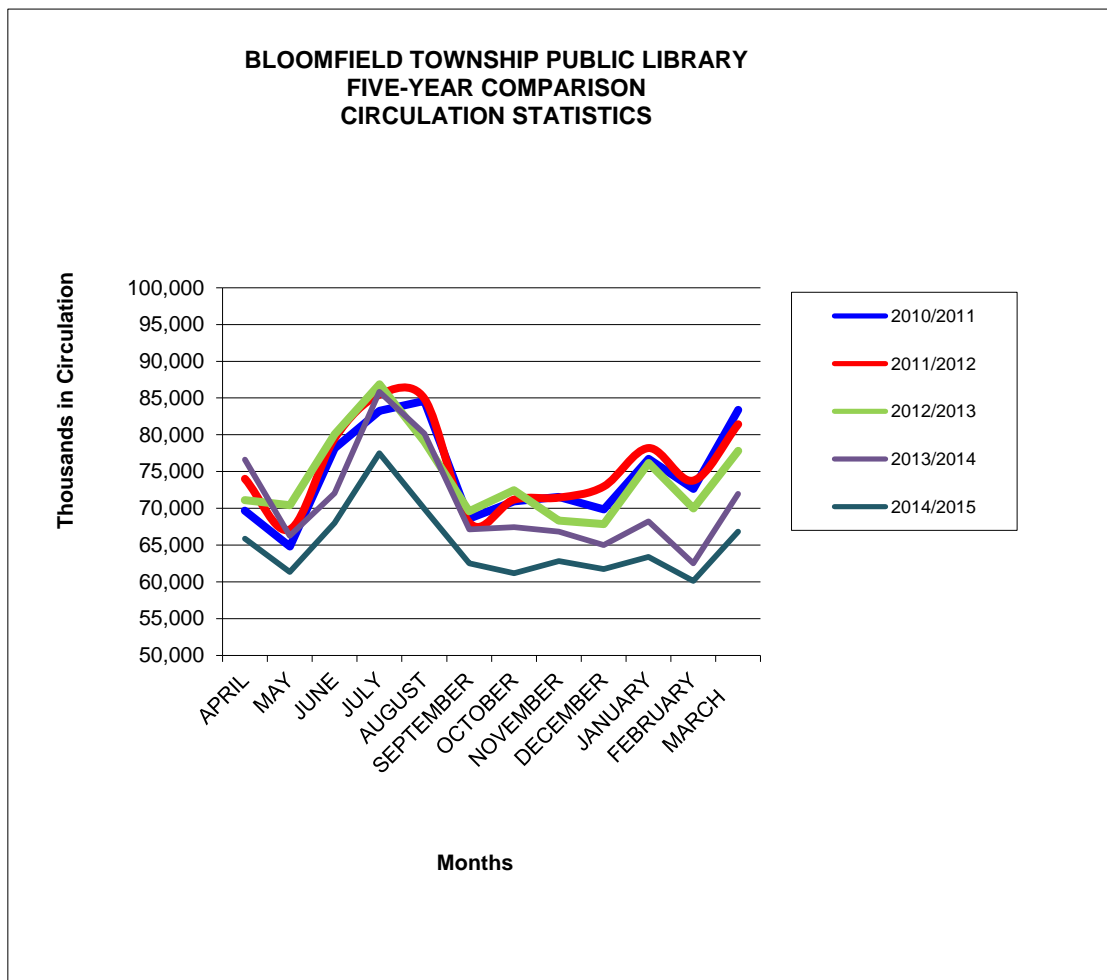
	2014		2015	
COLLECTION				
Book Collection:	281,550		281,421	
Media Collection:	61,146		61,339	
Total e-books:	27,539		28,297	
Overdrive	6,086		6,805	
EBSCOhost	19,227		19,223	
Total downloadable audiobooks:	5,711		4,993	
Materials Total:	375,946		376,050	
CIRCULATION				
Circulation Total:	71,961		66,845	
Bloomfield Township Circulation:	66,047		61,519	
Virtual Circulation Total	4,857		6,091	
Circulation of Youth materials:	27,494		25,185	
Circulation of Media:	28,458		24,535	
Circulation of Cranbrook passes:	173		157	
Self-checkout machine use:	22,037	30.6%	24,672	36.9%
Library by Mail:	84	32 patrons	151	27 patrons
BUILDING & EQUIPMENT USAGE				
Door Count:	27,559 *		27,130	
Gate Count:	27,975		27,458	
Meeting rooms by public:	37		40	
Meeting rooms by staff:	63		67	
VIRTUAL USE				
Home page hits/Database services:	21,998		18,826	
e-book access:	2,257		2,546	
Overdrive	2,196		2,493	
EBSCOhost	61		53	
Audiobook access: (Overdrive)	795		1,081	
Music download access:	1,298		1,658	
Magazine download access:	507		806	
TutorMe! sessions:	107		385	
Library Computer Use				
Resident Use	2,299		1,815	
Guest Use	875		807	
*March 12, 2014 library closed at 3p due to snow emergency				

	2014		2015	
OUTREACH & PROGRAMS				
New Patrons and Accounts				
Township:	148		154	
Cranbrook:	4		0	
Total new patrons:	231		242	
Adult Program Attendance				
Staff-led:	7 events	23 attended	4 events	35 attended
Speaker-led:	13 events	309 attended	8 events	189 attended
Book clubs:	4 events	55 attended	4 events	53 attended
Tours/visits on-site:	0	0	0	0
Tours/visits off-site:	1 event	14 attended	1 event	1,000 attend^
Chamber Music Concert	1 event	204 attended	1 event	124 attended
Bloomfield Historical Society	1 event	56 attended	0	0
Systems Program Attendance				
Staff-led:	4 events	43 attended	2 events	16 attended
Teen Program Attendance				
Staff-led:	2 events	13 attended	2 events	4 attended
Homework Coaching		16 attended	n/a	n/a
Youth Program Attendance				
Staff-led:	9 events	212 attended	14 events	435 attended
Speaker-led:	5 events	115 attended	3 events	117 attended
Tours/visits on-site:	5 events	599 attended	9 events	526 attended
Tours/visits off-site:	0	0	1 event	50 attended
TOTAL:	52 events	1,659 attended	49 events	2,549 attended
Volunteers:	31 people	304.75 hours	16 people	178 hours
	Shop: 7	93.5	Shop: 6	77.5
	Court: 0	0	Court: 1	17
	Students: 4	19.5	Students: 0	0
	Stu. tutors: 5	29.5	Stu. tutors: n/a	n/a
	Dept. Vol: 15	162.25	Dept. Vol: 9	83.5
Patron Remarks				
Patron Comments:	12		5	
Ask BTPL:	4		4	
Ask Us:	28		53	
DISPLAYS				
Lobby	Friends of the Library 50th Anniversary Display			
Media	Adult: Movie Musicals DVDs, Terry Pratchett Mem. Audiobooks			
	Youth: Eeyore Bulletin Board, Springtime DVD Display			
Local History	Women's History Month			
^At Bowers Farm Open Barn				

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
FIVE YEAR CIRCULATION**

4/23/2015

	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	61,726
JANUARY	76,712	78,197	76,156	68,232	63,404
FEBRUARY	72,657	73,778	69,992	62,534	60,140
MARCH	83,408	81,433	77,819	71,961	66,845
TOTAL	894,241	908,115	889,743	850,044	781,244





Bloomfield Township Public
Library

Bloomfield Township Public Library
1099 Lone Pine Road
Bloomfield Township, MI 48302-2410
(248) 642-5800
www.btpl.org

4/13/15



Jeanette P. Myers Memorial Scholarship

In memory of Jeanette P. Myers, B.S.Ed., M.L.S., a librarian for many years at Bloomfield Township Public Library, an educational assistance scholarship has been established by the Rodman N. Myers family, subject to amendments from time to time by such family, as follows:

Purpose

The Jeanette P. Myers Memorial Scholarship provides funds to encourage and support the post-secondary education of past or present employees of Bloomfield Township Public Library, or persons who have some relationship with that Library, as the Selection Committee shall determine.

Criteria for Award

A total annual amount of at least \$500, in the aggregate, will be awarded to scholarship applicants to use for books, tuition or other relevant expenses to assist in working toward an associate, bachelor or graduate degree, or for pursuit of other higher post-secondary education. Applicants must meet the following criteria:

Completion and submission of the scholarship application forms by the annual deadline of June 1, 2015.

Proof of satisfactory employment of at least three months at the Bloomfield Township Public Library, or other evidence of a connection or relationship with that Library satisfactory to the Selection Committee.

Evidence of enrollment in an institution of higher education.

Provide a letter of reference from an academic professional at my current or future institution.

Guidelines for Distribution of Scholarships

Awards will be made using the following guidelines:

Review of the application forms and statements of goals by a Selection Committee comprised of the Library Director and two members of the Library Board of Trustees.

Relatives of a member of the Selection Committee are not eligible for the scholarship.

Applicants may be interviewed by a member or members of the Selection Committee, either by telephone or in person, in connection with their application.

Awards may vary in number and in amount of the individual award, but at least one award will be made each year provided there is a qualified applicant.

Financial need may be a consideration but is not a requirement.

Scholarships are not automatically renewable. Applicants must apply on an equally competitive basis each year.

Notification of Award

Applicants will be notified by July 15 as to whether or not they will receive an award and the amount thereof. Awards will be given to recipients prior to the regularly scheduled meeting of the Library Board of Trustees in August each year. Successful applicants for awards must complete an acknowledgment form no later than the following September 1 which indicates that they have enrolled in an appropriate institution. The award will be sent to the institution of attendance of the scholarship recipient for application against tuition or eligible expenses. If the recipient fails to attend the institution, the award will be returned to the scholarship fund.

Non-Discrimination

All awards will be made without regard to race, creed, color, sex, religion or national origin.

Application Forms

The application form may be obtained at the Library's Welcome Desk or online at www.btpl.org.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

Jeanette P. Myers Memorial Scholarship

Guidelines

In memory of Jeanette P. Myers, B.S.Ed., M.L.S., a librarian for many years at the Bloomfield Township Public Library, an educational assistance scholarship has been established by the Rodman N. Myers family, subject to amendments from time to time by such family, as follows:

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Criteria for Award

A total annual amount of at least \$500, in the aggregate, will be awarded to scholarship applicants to use for books, tuition or other relevant expenses to assist in working toward an associate, bachelor or graduate degree, or for pursuit of other post secondary education. Applicants must meet the following criteria:

- **Completion of the scholarship application forms and submission of all forms to the Library in person at the Welcome Desk, by mail to the attention of the Library Director, or emailed to Myersscholarship@btpl.org by the annual deadline of June 1.**
- Proof of satisfactory employment of at least three months at the Bloomfield Township Public Library, or other evidence of a connection or relationship with that Library satisfactory to the Selection Committee.
- Evidence of enrollment in an institution of higher education.
- Provide a letter of reference from an academic professional at a current or future institution.
-

Guidelines for Distribution of Scholarships

Awards will be made using the following guidelines:

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Non-Discrimination

All awards will be made without regard to race, creed, color, sex, religion or national origin.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
Jeanette P. Myers Memorial Scholarship
Application

PERSONAL INFORMATION

NAME _____ DATE _____

ADDRESS _____

HOME PHONE _____ WORK PHONE _____

EMAIL ADDRESS _____

EDUCATIONAL HISTORY

HIGH SCHOOL _____ FROM _____ TO _____

CURRICULUM _____ GRADUATION YEAR _____

COLLEGE _____ FROM _____ TO _____

COLLEGE _____ FROM _____ TO _____

MAJOR _____ MINOR _____ DEGREE _____ YEAR _____

GRADUATE SCHOOL _____ FROM _____ TO _____

OTHER _____

RELATIONSHIP TO BTPL

RELATIONSHIP _____

DATES: FROM _____ TO _____

APPLICATION REQUIREMENTS

- Application is for relevant educational expenses
- Application is for term or semester beginning (date) _____
- Application is for the amount of: \$ _____

STATEMENT OF GOALS

DESCRIBE YOUR EDUCATIONAL, PROFESSIONAL OR PERSONAL SHORT AND LONG RANGE GOALS. EXPLAIN HOW YOUR COURSE OF STUDY WILL HELP YOU ACHIEVE THESE GOALS. PLEASE DO NOT EXCEED 500 WORDS.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

I acknowledge that to be awarded a scholarship from the Jeanette P. Myers Memorial Scholarship of the Bloomfield Township Public Library, I will be required to

- provide proof of past or present satisfactory employment of at least three months at the Bloomfield Township Public Library or have some other relationship with the Library satisfactory to the Selection Committee at the time of application, and, if selected for a scholarship, at the time of the award
- provide evidence of enrollment at an institution of higher education
- promise to use the award for expenses relevant to my study
- provide an acknowledgment of the scholarship

I hereby certify that the statements given in this Application and Statement of Goals are true.

Signed: _____ **Date:** _____

MINUTES OF THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**BUILDINGS AND GROUNDS COMMITTEE**

The meeting of the Bloomfield Township Public Library Board of Trustees Building and Grounds Committee was held in the Library on Thursday, April 16, 2015 at 11:00 a.m.

Present: Trustee Pam Williams

Administration: Carol Mueller, Library Director; Tera Moon, Assistant Library Director

Others: Joel Dion, Facilities Department Head

Repair of Terraces

Carol explained that the pavers on both the Library Terrace and the Youth Terrace were pushed up due to water freezing underneath these during the winter. Some pavers had to be removed from the Youth Terrace doorways this winter as these rose up just enough to keep these emergency exit doors from opening fully. As a temporary fill, sand was placed in these areas. Now that winter has passed, a more permanent solution can be installed. The recommended solution is to pour a concrete pad in place of the pavers. The pad will be approximately 4' X 4' and will be more stable than pavers. During a walk through the area, Pam Williams asked if tinted concrete to match the existing pavers could be used. After investigating this option, it was determined that it is not cost effective or feasible to do so. Another option pursued was to place the existing pavers on top of the new concrete base. As water could still seep under the pavers and freeze, the same heaving problem would be possible again. Concrete pads will be poured in these areas soon.

Tree Removal and Replacement

Two Austrian pine trees on library grounds are dying from diplodia. One tree is the very large pine tree along Timberlake Drive as you approach the Library entrance. The other is in the southwest corner of the library campus. The Committee agreed with Administration's recommendation to remove both trees. Administration will consult with Goldner Walsh regarding replacement trees.

East Side Grounds Proposal

A small area on the east side of the Library campus where two large windows in the Youth area meet at a point under the fascia will not support growth of any kind, even grass. Backer Landscaping, Inc. has proposed filling the area with stones and daylilies. Administration will consult with Goldner Walsh regarding other possible solutions in this area.

Exterior Woodwork

Carol and Joel explained that some portions of the wood fascia of the Library have been quite badly damaged by woodpeckers looking for carpenter bees which have burrowed into the fascia. These holes will be filled and the entire fascia will be thoroughly cleaned and stained with an insecticide added in to discourage bug infestations. The Committee approved this proposal.

Parking Lot Update

Carol and Joel explained that due to needed repairs and maintenance to the parking lot, it will be inaccessible for approximately a 24-hour period starting Saturday evening, May 22 through Sunday evening, May 23. This means that the drive up materials return will not be available during that time. Carol stated that we will publicize this temporary inconvenience.

HVAC Building Automation System

The Library's aging HVAC automation system is failing and by 2017 will be obsolete and no longer supported by the manufacturer. Our system is proprietary to Siemens. We have received a quote from this company to supply a new front end system and five new control panels for the air handlers. Replacing the system with another vendor was investigated but would cost substantially more than staying with our current Siemens system. This upgrade will bring many benefits including a more efficiently running HVAC system thereby providing a savings in utility costs. Staff will be able to control the system remotely from a web-based interface also. The Committee approved this upgrade.

A future meeting of the Building and Grounds Committee has not been scheduled at this time.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Library Board of Trustees

FROM: Carol Mueller, Library Director

DATE: April 20, 2015

SUBJECT: Strategic Plan Consultant Recommendation

In February, 2015, requests for proposals for strategic planning services were mailed out to over 10 companies, available at the Library's Welcome Desk and publicized on the Library's web page. Seven proposals were received for our consideration from the following companies:

Donna Fletcher Consulting, 426 Park Avenue, Highland Park, IL, 60035

Growth Management Consulting, 2536 Belknap Ave. NE, Grand Rapids, MI

Hennen Library Consulting, 6014 Spring Street, Mt. Pleasant, MN, 53406

Kimberly Bolan and Associates, 650 Spring Hills Dr., Zionsville, IN, 46077

Library Strategies Consulting, 325 Cedar Street, St. Paul, MN, 55101

Mark Ranum & Associates, 9463 Saint Odila Beach Road, Tower, MN, 55790

WJSchroer Company, Two Michigan Ave., Battle Creek, MI, 49017

All proposals received were evaluated by Administration based on bid criteria - their strategic planning experience, previous experience working with public libraries, how comprehensive their proposal was, availability to meet our timeline and finally, cost.

After carefully reviewing all seven proposals against the bid criteria, Administration called three companies for additional information about their specific strategic planning experience, proposed process and public library experience – Growth Management Consulting, Kimberly Bolan and Associates and Library Strategies Consulting. These three companies have recent public library strategic planning experience with several libraries each. In addition to providing relevant data, these companies included a strong focus on involving the community in our process. During these conversations, we asked each company to explain their proposed planning process in more detail than provided in their proposal. We also confirmed their recent public library strategic planning experience and ascertained how knowledgeable each was about public libraries, including future trends. After these conversations, Administration determined that two of the three companies most closely met our bid criteria. They were then

invited to the Library for a more formal and lengthy interview to discuss their proposal and strategic planning experience in person.

Growth Management Consulting, represented by Eric Craymer, met with us on Tuesday, March 31 to discuss his proposal. Joining me and Tera at this interview were Library Trustees Peggy Cohen and Grant Gerhart. On Thursday, April 2, Kimberly Bolan and Associates, represented by Rob Cullin, came to the Library to review their proposal with us. Library Trustees Peggy Cohen, Grant Gerhart and Judy Lindstrom joined us for this interview. Both companies provided a brief presentation of their proposed strategic planning process and answered questions about their experience and process.

Following the interviews, three references provided by each company were called. The references for Growth Management Consulting were favorable. Eric was described as a very good facilitator focused on outcomes. He was able to bring a large group to consensus easily and the end result of one public library strategic planning process was very positive. References for Kimberly Bolan and Associates were extremely positive. All three references stated that Rob and Kim were great to work with, were excellent facilitators of focus groups and are quite knowledgeable about public libraries and future trends. As a result of this knowledge, they were able to challenge the libraries they worked with to think more broadly about the future. All three libraries were very pleased with the end result of their process.

Based on the comprehensive proposal provided, responses to telephone and interview questions and very favorable references, Administration recommends to the Board of Trustees that Kimberly Bolan and Associates be awarded the bid for strategic plan consulting services for Bloomfield Township Public Library.

ACTION:

The Board of Trustees moves to approve the award of the strategic plan consulting services bid to Kimberly Bolan and Associates, 650 Spring Hills Drive, Zionsville, IN, 46077 for an amount not to exceed \$17,900.

Strategic Planning Consultants Analysis – 2015 RFP

	DONNA FLETCHER CONSULTING, INC.	GROWTH MANAGEMENT CONSULTING (ERIC CRAYMER)	HENNEN LIBRARY CONSULTING	KBA (ROB CULLIN & KIM CULLIN)	LIBRARY STRATEGIES	MARK RANUM & ASSOCIATES	WJ SCHROER
LIBRARY EXPERIENCE	Since 1991; many public libraries with a focus on marketing	Many libraries or library consortia, mostly in MI. Recently, Grand Rapids	Many public libraries; developed HAPLR system to rate libraries; since 2000	Many public libraries in IN; 1 in MI; since 2004	Many public libraries; 1 in MI; since 2007	Many public libraries	Many public libraries & cooperatives; since 1987
STRATEGIC PLAN EXPERIENCE	Since 1991; unclear if for strategic planning or other topics	Many libraries plus other orgs like trade associations; credit unions; banks; governmental agencies; plus industrial firms & utilities	Focus public libraries; wrote ALA Editions book on planning for libraries; since 2000	Rob: Since 2002 within Evanced; since 2013 within libraries. Kim: Since 2008 within libraries	Many public libraries, library systems & associations; since 2007	1 public library; many other smaller assessment projects in public libraries	Many public libraries, library cooperatives& other corporate clients; since 1987
PROCESS ELEMENTS	Internal assessment; community profile; 15 10-min interviews with patrons; survey to 400; interviews with 10 stakeholders; review of trends in libraries; work with committee to draft plan; evaluative measures; & review process	Environmental scan; conduct focus groups & interviews; facilitate discussions with Board & library leadership to determine desired “outcomes” which would be the foundation for the plan	Heavy data focus; Use Hennen Amer. Pub. Lib. Rating to rate BTPL against similar libraries; phone interviews with stakeholders; 2 focus groups; draft plan with library director & board	Focus on community input. Data gathering including extensive demographic study; up to 10 focus groups; online survey; assist planning team with drafting the plan; develop “strategy screen” to be used for future projects	Community survey; “Rapid Results Planning” retreat (day-long retreat with 25-40 stakeholders); info gleaned from each distilled into plan written by consultant then given to library for input.	Stakeholder conversations; focus groups; examine other info. resources used by BTPL users; environmental scan; SWOT analysis; analysis; confirm priorities; develop evaluation & training tools for staff	Attitude, Awareness & Usage phone survey; SWOT analysis; creating of Library FactBook; 2 town hall forums; group retreat; taskforce development; very data-driven process;
BUDGET	\$23,500 (plus \$18,000 for optional survey)	\$18,000-\$19,800	\$17,730	FLAT FEE: \$17,900 HOURLY: \$13,000-\$23,660	\$23,760	\$23,750	W/O survey \$10,500-\$14,600 W survey \$27,000-\$32,100
TIMELINE	Completed in 6 months (Oct 2015)	Available & in line with our proposed timeline; proposed completion in Jan-Feb 2016	Present to Board Sep 2015	Available & in line with our proposed timeline; 4-8 months to complete (Aug-Dec 2015)	Completed in 3-4 months	Present final plan to Board Oct 2015	Available & in line with our proposed timeline
ADDITIONAL COMMENTS	Focus on survey & market data collection	Very calm presentation style; “outcomes” based planning would be very different	Heavy focus on data	Rob & Kim work as a team & bring different strengths to the process. Rob is lead. He is informal yet energetic; passionate about libraries & trends in libraries. Rob ran Evanced; Kim has lib. exp. from page to assistant director	Weak on community involvement & input	Weak on experience	2009 strategic plan consulting; heavy focus on data

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.

**FOL BOARD MEETING
February 4, 2015**

President Nancy Lambert called meeting to order at 12:30 p.m.

Board Members Present:

Glenda Bard, Jacki Boyer, Kathy Conner, Nancy Lambert, Germaine Mack; Pat Mioke, Cathy Ranke, Larry Reeside, Barbara Smalley

Others Present: Carol Mueller, BTPL Director; Andrea Aragona, Directors Secretary; Grant Gerhardt, Trustee;

1. President's Report: Nancy L.

- Will have a closed session today when Agenda items have been completed.
- 50th Anniversary Display. Well done: Carol Matle, Jacki Boyd & Glenda Bard.
-

2. Secretary Report: Barb S.

Motion made: Glenda B. moved that the January 2015 minutes be approved. Cathy R. seconded.

Motion approved

3. Treasurer Report: Kathy C. Assistant Treasurer
Kathy C. reviewed the reports submitted.

Motion made: Glenda B. moved to approve reports. Motion seconded by Pat M.

Motion approved.

COMMITTEE REPORTS:

1. Membership: Barb S.

Reported that membership is 363

2. Book Store: Cathy R.

Cathy R, reported that the revenue for the book store was \$1,773.68

4. SSSS: Larry R.

Book Sale went well. They had plenty of help. Made **\$2,630.75.**

5. Public Relations: Jacki B.

- Reported on progress on 50th Anniversary activities. 4 display cabinets will reflect history of FOL.

- Bookmarks (gold finish w/Quest) have been ordered.

Library Trustee Report: Grant Gerhardt

- Reported that the library board is dealing with a number of issues related to the building.
 - Brick walkways are heaving and will need to be relayed;
 - Lobby flooring has to be replaced;
 - Committee has been formed to address interior to address interior maintenance.
- Board has approved contract for collection of overdue fines and fees.
- Board has renewed Carol Mueller contract as Library Director.

LIBRARY DIRECTOR'S REPORT: Carol M

- Distributed reports; *Gifts Expended* & the *Friends of the Library Monthly Directors Report*.
- Commented on the Eagle article.
- Reminded Board that the library has “Casual Friday” staff can wear casual attire (denim). FOL members can also participate. Proceeds go to non-profit organizations.
- FOL members who volunteer need to complete *BTPL Emergency Medical Information Form*. This needs to be done every year.

NEW BUISNESS:

1. The 50th Anniversary Committee has requested \$200.00 for misc. expenses.

Motion made: Cathy R. moved to approve spending for up to \$200.00. Motion seconded by Germaine M.

Motion approved.

2. **Hospitality:** Nancy L. asked for someone to do 1st.Wednesday in March lunch. No volunteers. Barbara S. volunteered to do April. There was discussion regarding reimbursement for lunches on Board meeting days. All agreed amount needs to be increased.

Motion made: Jacki B. moved that we allocate \$50.00 per meal for lunch expenses. Motion was seconded by Germaine M.

Motion Approved.

3. **Wish List Vote:** Germaine M., Committee Chair

Germaine M presented the recommendation of the *Wish List Committee on the Bloomfield Township Public Library Pending Gift Fund Wish List – October 02, 2014. (Presented for consideration on December 03, 2015)* An updated 01/07/2015 Wish List was presented.

Motion made: Kathy C. made a motion that we move to approve the following *Priorities* on the wish List. Motion was seconded by Jacki B.

Priority # 1	\$ 985.00	Adult / Youth –Movie (DVD) licenses
Priority # 3	\$ 1,814.00	Facilities Services –Water Extraction Machine and Tool Kit
Priority # 6	\$ 600.00	Adult Services/ Maker Space Program
Priority # 7	\$ 600.00	Adult Services Pop-Up Librarian Program
Priority # 10	\$ 2,000.00	Adult Services/ EBooks
Priority # 11	\$ 2,500.00	Adult Services/ Classic movies on DVD
Priority # 13	\$ 5,175.00	Youth Services/ Pads and Apps
Priority # 14	\$ 600.00	Youth Services/ Sea Life Play Cube
Priority # 15	\$ 2,000.00	Adult Services/ S.T.E.M. Collection
Priority # 16	\$ 1,900.00	Youth Services/ Velcro Design Wall with Blocks/ Container
Future Consideration List		
	\$ 20,000.00	Systems-AV Upgrade for the Community Room
<i>Sub Total</i>	\$ 38,174.00	
Less	\$ (100.10)	Reallocation of light duty snow thrower
Less	\$ (1,458.74)	Reallocation of My Library Book Project funds
Total	\$ \$36,615.16	Check to be written to BTPL

Motion Approved

4. Barbara S. would like some direction with regard to retention of FOL records. We have materials going back decades that may or may not have to be kept. She will assess what records we have and review retention requirements and report findings at the next Board meeting.

OLD BUSINESS:

1. Sally Pullar Memorial Concert. Carol M. reported that she had been in contact with Dr. Harding. There is a problem getting date set. Suggestion is that we have it in the fall. Dates suggested are September 11th, 18th or 25th.

ITEMS CARRIED OVER TO NEXT MEETING:

1. **Record retention:** Barbara S.

Nancy L., Board President called an end to the General Session and requested that the non-board members present leave.

Motion to adjourn made by Glenda B. Motion seconded by Jacki B.

Motion Approved

**Meeting Adjourned at 1:50.
Closed session to follow**

NEXT BOARD MEETING : March 3, 2015

Minutes submitted by: Barbara Smalley

Minutes approved 04/01/2015

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

FRIENDS OF THE LIBRARY MONTHLY DIRECTOR'S REPORT

April, 2015

- 50 years of the Friends of Bloomfield Township Public Library! Congratulations! The Library's spring, 2015 newsletter featured the Friends on the cover! On behalf of the Library Board of Trustees and Library staff, we are all pleased to celebrate this important milestone in your proud history!
- Every year, March is designated as National Reading Month. At the Library, we celebrate this occasion by inviting first grade students from local schools to the Library. First organized in 1986, we have celebrated reading and libraries in this way since with our annual First Grade Reader's Rally, sponsored by the Friends of the Library. Nearly 25,000 emergent readers have been encouraged to find their place in our library as a result of this program. This continues to be an amazing opportunity to connect children, schools, and libraries. Honored by Michigan Library Association (MLA) as an outstanding program, our First Grade Reader's Rally remains an important milestone in the lives of our young patrons. Your generous support allows us to provide each first grade student with a new book, plated as a gift from the Friends, to keep and take home. What a great way to encourage these young students to learn the joy of reading and visiting the Library! Thank you for your support!
- Please save the date of Wednesday, April 15, 2 – 4pm. Our annual Volunteer Reception will be held then. We hope you can attend as we thank all of our volunteers for what they do to make this great library even better!
- Professor Harding confirmed that he is available to perform, along with a colleague, at a special concert on Friday, September 25, 7:30pm in memory of Sally Pullar. We have reserved the Community Room for this event and arranged for the piano to be moved and tuned. Please let me know if there is any other way we can help with this special concert.
- This summer, our two Youth alcoves will have a new look! We are finalizing plans to replace the well-used and worn carpeting and furniture in the two pink alcoves. All of these changes are possible due to the proceeds from gifts to celebrate the Library's 50th anniversary last year!
- Thank you for your generous funding of most of the items on our current Wish List! We greatly appreciate your ongoing support of the Library. Attached is a new Wish List for your review.
- The gifts expended report is attached for your review.

THANK YOU for everything you each do to make our library *"The Place To Discover"*!

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees

FROM: Carol Mueller

DATE: April 20 2015

SUBJECT: Invoice Question Follow up

At the March 17 Library Board meeting, a question was asked about the invoice to Backer Landscaping, Inc. in the amount of \$18,470.00. Finance Coordinator Beth Sulek-LaHousse reviewed our records and confirmed that this invoice was for salting of the library parking lot for the months of January and February. In November, 2014, Backer Landscaping, Inc. was paid their bid price of \$5,495 for annual snow removal services. Salting the Library parking lot as needed is paid for over and above their contract. Salt prices this past year were much higher than in previous years due to the severity of our recent winters and the demand for salt.

Please let me know if you have any additional questions.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees

FROM: Carol Mueller

DATE: April 20 2015

SUBJECT: Library of the Year Award

Each year, one of the professional library publications, *Library Journal*, recognizes one library with an award called "Library of the Year". This award celebrates the library that most profoundly demonstrates service to the community, creativity and innovation in developing specific community programs or a dramatic increase in library usage, and leadership in creating programs that can be emulated by other libraries. The award includes a \$10,000 prize along with a feature article about the winning library in the June 15 issue of *Library Journal*.

Tera and I, along with Adult Services and Youth Services librarians, feel that Bloomfield Township Public Library does profoundly demonstrate service to the Bloomfield community, has shown creativity and innovation in developing our special needs and Vitality Kit collections and programs and is a leader and role model to other libraries with these specific collections and programs. Several librarians have visited our Library to consider similar collections at their own libraries. I believe these two unique collections, in particular, set Bloomfield Township Public Library apart from other public libraries.

The attached submittal has been sent to *Library Journal* for their consideration for this award. Great teamwork was shown in putting together this submission. In addition, the Development Committee Trustees, Eli Greenbaum and Judy Lindstrom, gave their full support for this submission.

Library staff is, in my opinion, really quite wonderful, talented and modest. I personally am very proud of all library staff and the care and kindness they show to all patrons, especially seniors and those with different needs. I would be thrilled if our Library is awarded this prize so that library staff's hard work to create, develop and promote these special collections, services and programs can be recognized nationally.

LIBRARY JOURNAL LIBRARY OF THE YEAR 2015

A PUBLIC LIBRARY INSPIRES INCLUSIVITY

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Bloomfield Township Public Library
1099 Lone Pine Rd.
Bloomfield Township, MI 48302
248-642-5800
www.btpl.org

4/6/2015

Bloomfield Township Public Library**1099 Lone Pine Rd.****Bloomfield Township, MI 48302****248-642-5800****CONTACT: Tera Moon, Assistant Library Director - moontera@btpl.org****A PUBLIC LIBRARY SERVING SPECIAL NEEDS**

The Bloomfield Township Public Library celebrated its 50th anniversary in October 2014. The Library began in 1964 in a rented office building serving a small but growing affluent suburb of Detroit. A determined and resourceful group of Bloomfield Township residents formed the library on the philosophy that “a good library is a window to the world”. Today, with a 102,000 square foot building and 91 staff members serving a community of 41,070 residents, the Library is “the place to discover” and provides all the traditional library services: books, magazines, large print, music CDs, audiobooks, and DVDs, as well as children’s and adult programs, outreach to the community, and computers for the public. Just as the world viewed through our window changes, so too does the Library. Continually striving to improve service to a highly educated and affluent population, the Library now includes more than these traditional collections. We now count digital books, audiobooks, music, and magazines among our offerings. In the next few months, the Library will be offering Hoopla for video and audio streaming and Gale courses for adult online learning. The Library’s 2014/2015 budget was \$5,621,544, which averages \$165 per capita, nine percent of which is spent on materials. The Library circulated over 850,000 items last year and welcomed over 314,954 visitors.

Fifty years later, the Library Board of Trustees and staff are firmly committed to helping the community discover the world through a window of stories, learning, music, movies, and much, much more. It is through two special collections, developed by a handful of visionary librarians, that the Bloomfield Township Public Library uniquely affects the community and provides a new route for other libraries to follow. Our Youth Services Special Needs Collection, serving those with different needs, and our VITALITY (*Visual and Instructive Tools to Advance Living in Transforming Years*) Kits, for the growing population of seniors, have attracted attention both within the Bloomfield Township community and beyond. Prior to the development of

this special youth collection, we had not provided any service specifically directed to the Youth Special Needs community. Before VITALITY Kits, our services to seniors had been limited to outreach services to nursing homes and the homebound. Now both groups have non-traditional library materials and programming available to meet their particular needs as well as those of their families and caregivers. The collections are available to and used by a variety of patrons from all age groups and abilities.

Both collections were established as a result of library staff members seeing a need. Their supervisors and library administration empowered those same librarians to work to change their inspiration into reality. Jen Taggart, Assistant Youth Services Department Head, researched, designed, collected, promoted and continues to develop the Youth Special Needs Collection. Brooke Hoskins and Karrie Yukon, both Adult Services Librarians, followed similar steps as Jen's. On their own, they designed the VITALITY Kits and made these available to the residents of Bloomfield Township and patrons of the library.

These collections were developed during a period when the Library's funding was shrinking dramatically due to the downturn in the economy. Ninety-five percent of library revenue comes from property tax monies, and the housing market in the metro Detroit area was hit especially hard. It was the staff's resourcefulness in finding funding that made these two collections become a community resource. A series of gifts from the Friends of the Bloomfield Township Public Library funded the Youth Services Special Needs Collection through the development phase of the project up to the present year. The VITALITY Kits found funding in the form of a grant from the Community Foundation for Southeast Michigan for its initial start-up. The Library Board of Trustees has since become fully committed to funding both the Youth Services Special Needs Collection and VITALITY Kits and associated activities by including funding in the general operating budget for 2015/2016.

NEED FOR THE COLLECTIONS

Our Youth Services staff noticed increasing numbers of families with special needs coming into the library. This observation was backed by research which revealed that approximately 6.4 million youth, ages 3-21, receive services under IDEA (Individuals with Disabilities Education Act) nationwide. In our county (Oakland

County, MI), nearly 25,000 students receive special education services. In addition, currently 1 in 68 U.S. children are diagnosed with autism spectrum disorder. When she surveyed the special education staff of the Bloomfield Hills School District, Jen Taggart, Youth Services Assistant Department Head, received an overwhelming and excited favorable response to a plan to develop a collection, especially since very few other libraries in Michigan were offering such a collection at that time. Jen also conferred with local special needs therapy centers, occupational therapists, Parent Teacher Organizations and other organizations that work with special needs children. All the data clearly justified a need for such a collection.

VITALITY Kits were conceived on the heels of the success of the Youth Services Special Needs Collection, which brought an added awareness of better serving the needs of those with special needs. The Southeast Michigan Council of Governments (SEMCOG) has forecasted that the senior population of Bloomfield Township aged 65 and older will increase 30.7 percent by the year 2035. Households with one person aged 75 and over are expected to increase by 38.6 percent. The Library's 2010-2015 strategic plan included a goal to increase resources for the large and growing senior population. Adult Services librarian, Karrie Yukon, in particular saw a need for assistive tools and aides for daily living during nursing home visits to deliver library materials, and from her own experience of helping her mother through a long illness. While in treatment, her mother's doctor recommended using exercise balls and tension bands to keep her muscles active. Karrie and her mother found locating and acquiring these devices daunting, and wished there was a way to try out items before buying them.

Adult Services librarians also noticed increases in requests for senior health and wellness resources. Many times senior patrons came to the Adult Services desk directly from a doctor's office with a new diagnosis, raw with emotion and looking for information. In light of this, Adult Services librarians Karrie Yukon and Brooke Hoskins, explored possibilities for a unique collection of senior living materials. Karrie and Brooke sought suggestions and recommendations from area healthcare and aging professionals as well as from the Director of the Bloomfield Township Senior Center and Adult Day Service in developing a way to pull together information and assistive tools into easy-to-use kits for seniors.

THE COLLECTIONS

The Youth Services Special Needs Collection is a multi-media collection that supports a variety of learning methods and reaches out to families with special needs in our community. The collection was made available in 2009 after two years in development. Since that time, the Youth Services Special Needs Collection has grown to contain over 2,200 items arranged in special boxes, bags, and backpacks. The collection includes:

- Print materials (fiction, non-fiction, Braille, large print, Hi-Lo books, magazines)
- Therapeutic toys (designed for motor social, cognitive and auditory skills development, including adapted and capability switch optional)
- Mixed-Media (speech therapy cards, DVDs, CDs, CD-ROMs, Handwriting Kits)
- Story Boxes (kits contain a book and tactile manipulatives that provide sensory exploration of the story for the visually or cognitively impaired)
- Interactive books
- Tactile-illustrated braille books
- Discovery Skills Kits (backpacks containing books, CDs, and toys/games supporting a visual and tactile method of learning concepts and life skills)
- Informational cards that lists the contents of each container; what developmental skills are targeted; a description of any toys; and the vendor source

The VITALITY Kits are a collection of resources and assistive tools grouped by subject into tote bags that patrons can check out for use in their homes or care facilities. The collection debuted in 2012 and now boasts 45 kits. VITALITY Kit topics include Alzheimer's disease, fall prevention, grief support, low hearing, low vision, osteoporosis, memory improvement, Parkinson's disease, retirement, stroke recovery, and many more subjects of interest to the aging population. Typical VITALITY Kits contain:

- Current informational books and journals
- Educational documentaries and lectures on DVD
- Audio CDs

- Current contact information (connecting seniors with community resources on a variety of health and wellness topics such as local grief support and caregiving groups)
- Tools for Daily Living (talking pens and calculators, button fasteners, can openers, lighted medicine bottle magnifiers, and voice amplifiers that patrons can try before buying their own such tools)
- Low vision games
- Memory improvement games
- Self-soothing repetitive activities (for patients with dementia)
- Exercise aids (hand strengthening balls and resistance bands)
- Book holders and page turners

REACHING THE COMMUNITY

In addition to the materials themselves, programming has helped us reach out to the local community to make the collections visible. As service to special populations increased, Jen provided sensitivity training to the Youth Services librarians to offer the best quality service to patrons of all ages with different needs. The Youth Services Department started by offering Sensory Saturday Story Time geared toward children ages 3-10 with developmental delays. That program has evolved into Shake Rhythm & Rhyme story time for children of all abilities ages 2-6. All printed flyers and posters promoting library programs include an accessibility icon and statement. Jen reached out to organizations that have experience teaching classes that are inclusive of youth with special needs and contracted with them to provide programs including:

- Family Fun with Belightful Yoga
- Theater Workshops with 4th Wall Theater Company
- Read to Seed Summer Gardening with the Bowers School Farm
- Hi/Lo Book and Social Skills discussion with a licensed social worker.

VITALITY Kits were unveiled in 2012 with a program on living better in your senior years featuring Dr. Frank McGeorge, a local TV personality. Programs centered on particular VITALITY Kits are part of the long term plan. The Adult Services Department has held two programs centered on the fall prevention kit, and several

gaming programs featuring the low vision and memory games kits which are inclusive of teens and adults of all abilities. The Bloomfield Township Senior Center hosted visits and open houses to make their patrons aware of VITALITY Kits. Karrie and Brooke presented the kits at the Bloomfield Rotary Club. Creating and promoting the VITALITY Kits has helped us foster and strengthen relationships with local nursing home, assisted living, and rehabilitation professionals. For example, in an article about the unveiling of the collection in a local newspaper, Christine Tvaroha, Bloomfield Township Senior Services Center Director, said, "They're very collaborative over at the library." This public recognition reinforces the library as a collaborative partner in enriching the lives of our senior residents.

EDUCATING THE PROFESSION

Jen Taggart expanded her efforts to educate librarians, educators, and parents on serving children with different needs. In 2010, Jen developed the biennial Adaptive Umbrella Workshop, a daylong workshop geared to librarians, teachers, parents, and other adults working with children with special needs. Since then, three workshops have been held at the Bloomfield Township Public Library, each attracting 60 to 70 attendees from across the state of Michigan. In 2009, Jen received the Michigan Library Association, Children's Services Division, Award of Merit for her work on the Youth Services Special Needs Collection. Jen has been a panelist, presenter, and facilitator, at both Michigan Library Association and American Library Association annual conferences. Jen continues to be a leader in this area. Most recently, she co-developed the Special Needs Service Roundtable, a group of Michigan librarians serving patrons of all ages with special needs. The Baldwin Public Library, the Brighton District Library and the Oxford Public Library have all approached Jen for consultation on developing special needs programs and services at their respective libraries.

Brooke Hoskins and Karrie Yukon exhibited the VITALITY Kits at the Disability Inclusion Conference of Spring 2013. They presented a poster session at the Michigan Library Association Annual Conference in October 2014. Librarians from the Bronson Health Sciences Library, Baldwin Public Library, Canton Public Library, Chelsea District Library, Rochester Hills Public Library, and Ypsilanti Public Library have all contacted Brooke and Karrie for information on starting similar collections in their respective libraries.

COMMUNITY RESPONSE

The Youth Services Special Needs Collection has been well received in the Bloomfield Township community.

These are just a few of the comments we have received:

- “Jen’s patience and understanding of the needs of the children was very effective. I can’t say enough about what this [Sensory Saturday] program offered to my grandsons. I know that we told many, many people about it as it being a very special event to take children to. Thank you, Jen and thank you, Bloomfield Township Public Library for providing this wonderful service to our special needs children and all our children.” – A Resident Grandparent
- “It is Ms. Taggart’s willingness to share her wealth of knowledge and experience with parents who are unsure of which toy/tool/resource to choose that makes the Special Needs Collection truly special.” – A Local Toy Vendor
- “The Special Needs Collection is the gem of the Bloomfield Township Library. It provides precious therapeutic toys that the District Special Education Staff continuously use in their classrooms and enables parents [to have] the opportunity to access toys that help their children reach developmental goals. I don’t know what we would do without it!” – Early intervention Teacher
- “The Bloomfield Township Public Library has an amazing Special Needs Collection that surpasses your imagination! This collection allows for students to explore and learn with a wide array of materials. Jen Taggart is an advocate for special education students!” – Director Special Education

VITALITY Kits have affected the lives of many of our patrons. VITALITY Kits show patrons going through difficult medical situations and events that they are not alone. Using a kit can provide comfort for someone by letting them know that others have had similar experiences. VITALITY Kits allow patrons to participate in and contribute to this collection. Each kit has an evaluation form that patrons may fill out. Patrons using the kits enjoy sharing their knowledge, experience, and expertise to improve the kits for others. We have received many wonderful suggestions to improve our kits and have added new topics based on those suggestions. Below are just a few comments received on evaluation forms:

- “Games are great! Especially the blocks. I’m checking this out again.” — Traveling the Journey Games Kit
- “Very Helpful! I’ve already recommended to another senior couple!” — Strength Improvement Kit
- “Very helpful! The Parkinson’s Kit was for a friend whose husband has Parkinson’s. When I gave it to her, she didn’t think he would use it. She was wrong. He actually liked it and used it!” — Parkinson’s Disease Kit
- “Thank you for doing this. You are way ahead of other libraries in the area!” — Retirement Resources Kit

SPECIAL COLLECTIONS CHANGE LIVES

Jen Taggart’s work on the Special Needs collection and accompanying programming has taught us about inclusion – inclusion of all people of all abilities. She inspired her colleagues to include seniors of differing abilities; she has inspired librarians across Michigan and the county to include resources about special needs in their own libraries and communities. At the Bloomfield Township Public Library, demand for these collections and services keeps growing. Last year, we saw 3,840 circulations of the 2,200 items in the Special Needs Collection, and 247 circulations of our 45 VITALITY Kits. Both of these collections offer access to resources that are expensive or difficult to find. They allow patrons the ability to try different products and approaches to overcoming difficult challenges. Offering these collections has shown that by providing resources that speak directly to a challenging moment in an individual’s life, the library provides comfort.

In speaking about Bloomfield Township Public Library’s Youth Services Special Needs Collection, Marian Rafal, Youth Service Department Head, said, “The education that Jen has given staff has made us all more comfortable with serving children of all abilities. It has made us much more inclusive. Because of what this library has done, other libraries are more welcoming to children with special needs.” Likewise, through developing the VITALITY Kits, Brooke and Karrie taught the Adult Services staff much about difficulties that come with aging. Through the vision of librarians, others have been inspired to change their own views. We

continue to uphold our founders' belief that a good library is a window to the world - it is our hope that those with special needs feel included in that world.

STATISTICS: 2014/2015

Population served:	41,070
Total annual budget:	\$5,621,544
Per capita budget:	\$165
Circulation:	850,044
Percent of the budget spent on materials:	9%
Visits:	314,954
E-use (<i>includes remote and in-house use of databases and downloadable books, audiobooks, music, and magazines</i>):	331,980
Number of staff:	91
Percentage of staff who are professional librarians:	24%

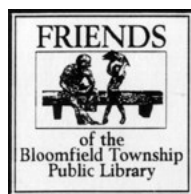
STORY BOXES

These special boxes contain a story and manipulatives for kids to touch/feel when listening to the story. These are especially helpful for kids with visual impairments and kids with speech impairments. The manipulatives allow children to experience the story hands-on and also aids in story comprehension.



CIRCULATION POLICY

- Batteries are not included in toys requiring them.
- All special needs materials may be checked out for 3 weeks.
(\$1/day overdue fee for all non-book materials)
(25 cents/day overdue fee for print & Braille books)
- You may be charged full replacement cost if any parts are missing or damaged upon return.
- Non-book materials are not available through Inter-library Loan.
- Non-book materials can only be returned to the Bloomfield Township Public Library.



The Special Needs Collection is funded by the Friends of the Bloomfield Township Public Library.

1099 Lone Pine Road, Bloomfield Township, MI 48302
(248) 642-5800 www.btpl.org

YOUTH SERVICES

Special Needs Collection



TOY COLLECTION

Our therapeutic toy collection includes toys that are designed to encourage early childhood development and adapted toys that are specially made for youth with special needs. Some adapted toys require the use of a special switch that allows children with fine motor difficulties to manipulate the toys with a slight touch. These optional switches are also available for checkout.



Discovery Skills Kits

These all-in-one skills kits contain 3-4 books, small toys, games, and manipulatives pertaining to a concept or life skill. Especially great reinforcement for those visual and tactile learners.

BOOKS

Fiction

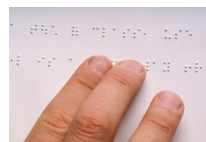
From picture books to chapter books, we offer stories about children with many different special needs or disabilities.

Non-Fiction

This collection of resource books covers topics such as autism, Down syndrome, learning disabilities, inclusion, IEPs (Individual Education Plans) and more.

Braille

Check out our Braille books collection. We have books in Braille for all ages, including beginning Braille books with tactile illustrations.



Interactive Books

These books teach matching pictures to words. Build simple sentences by attaching the correct picture cards to the matching squares of each sentence page, then read each sentence aloud. Improves reading skills, speech development, fine motor coordination, and other skills.

Large Print and Hi Lo books are also available in the Youth Services Room.

MEDIA

Handwriting Collection

Handwriting materials, including the popular Handwriting Without Tears series are available to check out. HWT kits, for grades K - 3rd grade, contain the HWT guide books and manipulatives.

Speech Card Collection

This special collection of photo and illustrated cards is useful for working with children with cognitive disabilities and speech impairments.



DVDs

This collection includes sign language DVDs, as well as DVDs on other special needs topics.

Music / Activity CDs

These CDs include activities and music geared toward kids with special needs.

CD ROMs

These computer games are appropriate for kids with various special needs.

4th Wall Theatre Workshop

Monday, December 29

1:00 - 2:00 p.m.

Registration begins December 1.



Instructors from the 4th Wall Theatre Company (www.4thwallkids.com) will teach young actors of all abilities the basics of the theatre. Kids will learn to sing, dance, and act through interactive theatre games and activities. There will be a special performance at the end!



For kids of all abilities, ages 8 - 12 years
(Inclusive of kids with special needs)



Please contact us if you require any additional accommodations.

SHAKE, RHYTHM & RHYME!

A story time for children of all abilities, ages 2 - 6, along with their families.

Saturday mornings at 11 a.m.

March 7

Registration begins 2/14.

April 18

Registration begins 3/7.

May 2

Registration begins 4/18.

Join us one Saturday a month for this interactive story time filled with:

- Rhythmic stories
- Yoga movement
- Active rhymes and ASL signs
- Sensory activities and more!

Especially great for kids who need more hands-on interaction and visual support.



Please contact us if you require any additional accommodations.



Sign & Play

- . Fingerspell
- . Sing
- . Dance
- . Play



Signing Time Academy instructor, Sara Ghioto, will teach children, **ages 0 - 3 years**, and their caregiver, sign language through songs, stories, and play activities. Caregivers will also learn how to fingerspell the alphabet and their child's name, promoting early literacy.

This series of signing classes is ASL - based.

Mondays, April 15 - May 6
10 - 11 a.m.

Registration begins March 25.



Relax... Breathe... Grow...

Bloomfield Township Public Library presents...

Itsy Bitsy Yoga

with instructors from:



Inclusive of
children with
special needs

Mondays, 10 - 10:45 a.m.

Jan. 13 - Feb. 3

(Registration begins December 23.)

This series, designed for itsy bitsy yogis (ages 2 - 5 years) and their favorite adult to enjoy quality time together while relaxing and taking care of themselves, will include: poses, yoga breathing, and visualizations. These classes will inspire and support kids in developing self-esteem, fitness, concentration, focus, and self-awareness, all while having fun! Classes are taught by Belightful Yoga instructors.

www.belightfullyoga.com

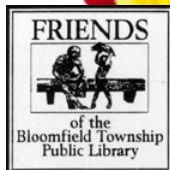
Please bring a mat for everyone participating.

** All participants must turn in a signed waiver form
(available in Youth Services) before the first class.*



Adaptive Umbrella

Wondering what to offer kids with different needs in the library, the classroom, or at home? Not sure how to interact with this growing population? Answers to these questions and more will be given by professionals in the field at this daylong workshop.



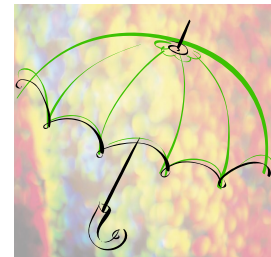
We thank the Friends of the Bloomfield Township Public Library for their continuing support of services to youth with special needs.

1099 Lone Pine Road Bloomfield Township, MI 48302
248-642-5800 www.btpl.org



ADAPTIVE UMBRELLA

Serving Kids with Different Needs



A workshop for
adults working
with kids who have
special needs



**Wednesday
April 30, 2014**

9 a.m. - 4 p.m.



Featured Speakers



Laurel Falvo, CFLE, CETS

Founder and President of Social Incites, LLC and former Director of The Gray Center for Social Learning and Understanding. She is a Certified Family Life Educator and a Certified Employment Training Specialist.

Meghan Robertson,
Deaf & Hard of Hearing Teacher
Sarah Malcolm,
Lead Interpreter
(Bloomfield Hills Schools)

Katie Mann, Certified
Teacher and Sign
Language Instructor
Co-founder and CEO
(4th Wall Theatre Company)

Jen Taggart,
Assistant Department Head,
Youth Services
(Bloomfield Township
Public Library)

Open Forum panel:
Jen Taggart, Jacque Viol
(Kent District Library), **Katie Mitchell** (Saline District Library), **Cindy Merten and Joanne Blair**
(First Presbyterian Church Birmingham: All Abilities Inclusion Ministries)

Program

8:45 - 9:00 a.m.

Registration

9:00 - 10:30 a.m.

Laurel Falvo

Inclusion of kids on the autism spectrum

10:30 - 10:45 a.m.

Break

10:45 - 11:45 a.m.

Meghan Robertson & Sarah Malcolm

Inclusion of kids who are deaf or hard of hearing

11:45 a.m. - 12:15 p.m.

iPad apps demo (Jen Taggart)

12:15 - 1:15 p.m.

Lunch

(*Optional lunch from Panera)

1:15 - 2:15 p.m.

Katie Mann

Inclusive theater workshops

2:15 - 2:30 p.m.

Break

2:30 - 3:30 p.m.

Open Forum: "In the Trenches"

Panel of forum leaders will answer questions about special needs collections, adapted or inclusive programming, tips for the inclusive classroom and more!

3:30 p.m.

Door Prize winners announced and Tour of the BTPL's Special Needs Collection and Youth Room

Registration Form

Name: _____

Title: _____

Organization: _____

Address: _____

City/State/Zip Code: _____

Email: _____

Phone: _____

Workshop fee: **\$15.00**

☐ Yes, I would like a lunch!
(Fee for lunch is **\$10.00**.)



Choice of Lunch Boxes from:

☐ Sierra Turkey ☐ Mediterranean Veggie
☐ Greek Salad

Space is limited. Registration is due by **April 16.**

Total amount enclosed: _____

Please return this form and remittance payable to Bloomfield Township Public Library to:

**Youth Services Department
Bloomfield Township Public Library
1099 Lone Pine Road
Bloomfield Township, MI 48302**

Twist 'N Play Flower	SPECIAL NEEDS
Contents: 1 toy 1 library info. sheet	TOY TWIS

Twist 'N Play Flower
This flower encourages the development of grasp and rotation skills. When the blue flower is twisted, the user is rewarded with music and lights



MUST BE RETURNED TO CIRCULATION DESK
DOES NOT FIT IN DROP BOX AND CANNOT BE RETURNED TO OTHER LIBRARIES

Talk 'N Walk Mumble	SPECIAL NEEDS
Contents: 1 penguin 1 remote controller 1 library info. sheet	TOY TALK

Talk N' Walk Mumble
From the movie Happy Feet! Activating any of the 5 different colored buttons on our baby mumble controller will cause Mumble to walk forward and backward, sing, talk, and dance for you.



MUST BE RETURNED TO CIRCULATION DESK
DOES NOT FIT IN DROP BOX AND CANNOT BE RETURNED TO OTHER LIBRARIES

Katie Caterpillar	SPECIAL NEEDS
Contents: 1 caterpillar 1 direction sheet 1 library info. sheet	TOY KATI

Katie Caterpillar
Work on dressing skills! Children can attach a strip, buckle, zip, button, tie, and snap. Undo them all and explore the six little pockets where small objects can be hidden for a reward. Great for fine motor skills, color recognition, and dressing skills.



MUST BE RETURNED TO CIRCULATION DESK
DOES NOT FIT IN DROP BOX AND CANNOT BE RETURNED TO OTHER LIBRARIES

Hook & Ladder Fire Engine	SPECIAL NEEDS
Contents: 1 fire truck 1 switch 1 guide 1 library info. sheet	TOY HOOK

Hook & Ladder Fire Engine
Pressing a capability switch activates the bump n' go action, flashing lights, and screaming sirens while the fire fighter moves up and down the ladder.



MUST BE RETURNED TO CIRCULATION DESK
DOES NOT FIT IN DROP BOX AND CANNOT BE RETURNED TO OTHER LIBRARIES

High Striker	SPECIAL NEEDS
Contents: 1 toy 1 guide 1 library info. sheet	TOY HIGH

High Striker
When the gooshy pad is struck, various sound effects play at different levels while lights track upward, indicating the amount of force applied. When struck full force the child is rewarded with a rainbow of lights, vibration, music, spinning glitter and sound effects. Activation pressure levels are adjustable.



MUST BE RETURNED TO CIRCULATION DESK
DOES NOT FIT IN DROP BOX AND CANNOT BE RETURNED TO OTHER LIBRARIES

Sound Box	SPECIAL NEEDS
Contents: 13 piece toy 1 library info. sheet	TOY SOUN

Sound Box
Develops problem-solving, concentration, matching, and logical thinking. Shake the wooden cubes to hear each unique rattling sound and find its match. Compare color-coded dots on the bottom for self-correction.



MUST BE RETURNED TO CIRCULATION DESK
DOES NOT FIT IN DROP BOX AND CANNOT BE RETURNED TO OTHER LIBRARIES

AGING

Resources

An assortment of materials to help understand the psychological and physical issues that accompany aging.

ARTHRITIS

Resources and Aids

A variety of resources and aids including finger fitness spheres and steady write pens to help someone suffering from arthritis improve dexterity and cope with daily activities.

CANCER

Resources and Aids

A collection of books on nutrition, chemotherapy, radiation, and guided imagery plus mediation audio CDs, a yoga DVD and other items to help someone who is coping with cancer.

CAREGIVER

Resources and Tools

An assortment of resources to assist a caregiver in providing care and support to their loved ones.

CAREGIVER

Games and Activities 1 and 2

Two different kits contain engaging games and activities a caregiver or family member might use with a loved one.

COMPUTERS

Resources

Find books and DVDs as well as instructional guides from our Computer Skills Library to help seniors get computer savvy.

DIABETES

Resources and Aides

A collection books and DVDs to educate someone about Diabetes and provide ways to cope with this disease.

FALL PREVENTION

Resources

A collection of exercises on DVD and books to help make sure you are safe in both your home and in your daily life.

FALL PREVENTION

Resources

Improve your balance utilizing Tai Chi and Yoga DVDs.

FAMILY MEMORIES

Resources

A collection of books and DVDs to help get started tracing your family history and organizing your memories, photographs and heritage in family scrapbooks.

GRANDPARENTING

Resources

Resources and activities that you can use to connect with your grandchildren whether they live across the street or across the country.

GRIEF SUPPORT

Resources and Tools

A collection of mediation music CDs and healing cards to help someone cope with the many stages of grief or the loss of a loved one.

LOW HEARING

Resources and Tools

An assortment of resources and aids including sound amps to help someone experiencing low hearing cope with daily activities.

LOW VISION

Aids and Tools

An assortment of aids including a reading pen, magnifiers and large key calculator to assist a person experiencing low vision issues.

LOW VISION

Games

A collection of games including Braille Dominoes, Scrabble Tiles, Uno and Rummikub for a person experiencing vision difficulties.

MEDITATION

Resources and Tools

Improve concentration, decrease muscle tension, promote relaxation, alleviate depression and ease arthritis pain. This kit contains an assortment of DVDs and CDs to get you started.

PARKINSON’S DISEASE

Resources, Tools and Games

Books, DVDs and games to help a person suffering from Parkinson's disease cope with daily life.

RETIREMENT

Resources

This kit contains resources to assist someone transitioning from work to retirement.

SLEEP

Resources and Aids

Resources and aid to help someone that might have issues with insomnia and other sleep issues plus soothing Audio CDs to help get you to sleep.

STRENGTH IMPROVEMENT

Resources and Tools

Exercise DVDs, books and equipment to help a person looking to improve their strength, balance and flexibility.

STROKE RECOVERY

Resources and Tools

Books, exercise DVDs and equipment to assist a person who may have suffered a stroke or partial paralysis or loss of mobility plus a Speech Recovery DVD series for those experiencing aphasia or loss of speaking ability.

SAFETY

Resources

DVDs and books to help seniors to defend themselves and be safe in the world.

SEXUALITY

Resources

A collection of books and DVDs is intended to provide information for seniors looking to maintain an active and healthy sex life.

WARNING

Before beginning any exercise program, it may be recommended that a person first consult a physician or other qualified health care provider. A physician or other health care provider can determine what type of exercise, the frequency, and the intensity are appropriate for each individual.

1099 Lone Pine Road, Bloomfield Township, MI 48302
(248) 642-5800 www.btpl.org

VITALITY Kits

VITALITY = Visual and Instructive Tools to Advance Living in Transforming Years

VITALITY Kits are a collection of resources, tools, games, and activities focused on improving the quality of life for senior citizens.

Made possible by a generous grant from the Community Foundation for Southeast Michigan, **VITALITY Kits** are designed to assist seniors, their family members and caregivers with the variety of health and wellness issues affecting senior citizens.

Try out various aids such as reading pens, finger dexterity tools, strength bands, magnifiers and more to see if they will work for you before buying one of your own.



VITALITY Kits are located in the Adult Services Area and may be checked out for three weeks.



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MEMORY

Alzheimer's Disease Resources

Books and DVD resources will show ways to communicate and provide engaging activities for someone with Alzheimer's disease.

MEMORY

Card Games and Aids

Game play can improve both memory and concentration. This kit contains a number of cards games plus hands-free cardholders.

MEMORY

Resources and Aids

Find resources to assist in understanding age-related memory loss. Includes tips and tricks to improve one's memory.

MEMORY

Beginning the Journey Games

An assortment of games to boost memory in persons who may be experiencing memory loss in early stage Alzheimer's disease or dementia.

MEMORY

Travelling the Journey Games

An assortment of games to boost memory in persons who may be experiencing memory loss in late stage Alzheimer's disease or dementia.

MEMORY

Remembering Automobiles

Items and activities to foster memories of first cars and favorite cars over the years through videos, sing-a-long, skits, posters, maps and more.

MEMORY

Remembering the Fifties

Remembering the Sixties

Activities and memory boosters from sing-a-long CDs, stories, picture sets, and things to touch to help remember these decades.

MEMORY

Remembering Music

Foster remembrances of past events, special occasions, celebrations and transitions through music. Find DVDs, sing-a-long CDs, skits, activities, a music box and more.



Fall Prevention Open House with Dr. Vino Purusothaman

Please join us on Monday, September 23 from 2-4 p.m.

In honor of National Fall Prevention Week, Dr. Vino Purusothaman, P.T. and D.P.T., of Wellness Home Health Care, Inc. and MI Physical Therapy will be addressing ways to reduce the risk of falling for you or for a loved one.

After the Dr. Purusothaman's presentation, we will show exercise and strengthening DVDs from our two Fall Prevention VITALITY Kits designed to improve your balance and agility. Feel free to wear your workout clothing and you can exercise along with the DVDs.



This program is open to everyone and no registration is required.

**Contact the Adult Services Desk for more information on
this program and our VITALITY Kit collection**



VITALITY KIT MEMORY

Remembering Music

This kit utilizes music to foster remembrances of past events, special occasions, celebrations and transitions. Find DVDs, sing-a-long CDs, skits, activities, a music box and more to engage the user.

Bloomfield Township Public Library
1099 Lone Pine Road
Bloomfield Township, Michigan 48302
(248) 642-5800 | www.btpl.org

MUST BE CHECKED OUT AND RETURNED AT THE CIRCULATION DESK

Contents:

1 VITALITY KIT folder
1 manual (spiral bound)
1 album: 1 CD, 1 DVD, 3 booklets
24 add'l copies of booklet : "Chorus Lines"
25 c. of "How's Your Musical Geography"
10 scripts: 4 c. "Auld-Lang-xiety"
3 c. "Budding Musical..."
3 c. "Evils of Dance"
1 player piano roll in box
1 dance card with string-attached pencil
1 music box "The Entertainer"
1 CD "Keeping Time" narration

VITALITY KIT MEMORY

Remembering the Fifties

This kit contains a number of engaging activities and memory boosters from sing-a-long CDs, stories, picture sets, and things to touch to help those remember this decade.

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24 add'l copies of booklet : "Hi-Fi Hits"
15 activity cards and 1 instruction sheet in "Actiphile" folder
12 photocards and 1 instruction sheet in folder
1 "Slinky" toy in box
"Things to Touch" set:
1 record album (45rpm)
3 baseball cards
2 paper-doll sheets
2 catalog pages

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VITALITY Kits

VITALITY = Visual and Instructive Tools to Advance Living in Transforming Years

What's in a VITALITY Kit?

VITALITY Kits are a collection of books, video DVDs, audio CDs, tools, games, and activities focused on improving the quality of life for senior citizens and their loved ones. Check one out today!



VITALITY Kits are made possible by a generous grant from the Community Foundation for Southeast Michigan.



1099 Lone Pine Road, Bloomfield Township, MI 48302 (248) 642-5800 www.btpl.org

Seniors can take resource kits for a spin at the library

Open house includes info for healthy senior living

By Robin Ruehlen

rruehlen@candgnews.com

BLOOMFIELD TOWNSHIP — Senior citizens who need help improving their dexterity, memory and speech will soon have a valuable resource at the Bloomfield Township Public Library.

At 1 p.m. Oct. 11, the library will roll out a unique collection of items known as VITALITY (Visual and Instructive Tools to Advance Living in Transforming Years) Kits that include tools, games, books, DVDs, CDS and other activities focused on improving the quality of life for seniors.

Assistant Library Director Carol Mueller said the kits were made possible by an \$8,000 grant from the Community Foundation for Southeast Michigan.

“We originally applied for the grant as a way to enhance our special needs collection,” she said.

“We started to realize that the population in Bloomfield Township is growing older, and there are some needs we could help meet with these kits.”

Bloomfield Township Senior Center Director Christine Tvaroha said her staff was also consulted in the development of the VITALITY kits.

“They are very collaborative over at the library,” she said.

“Any tools that we can put into the hands of seniors and their families to be successful in whatever their situation is is super valuable. It’s a real interest on the part of the library staff to reach out to seniors, especially those experiencing specific difficulties and challenges.”



The Bloomfield Township Public Library will begin offering Vitality Kits for check-out Oct. 11. The kits, filled with tools, games, resources, DVDs more, help seniors stay healthy. (Photo courtesy of the Bloomfield Township Public Library)

At 1:15 p.m., Dr. Frank McGeorge of Henry Ford Health System will also speak on “Staying Healthy During Your Senior Years” and how VITALITY Kits can help.

“I don’t know many libraries that offer these, so I think we’re pretty unique in this,” Mueller said.

“Sometimes these resources can be rather expensive, so it’s nice that people will have a chance to try a variety of things out before they purchase them, or maybe they only have a temporary need for them.”

The VITALITY Kit Open House will take place 1-3 p.m. Oct. 11 at the Bloomfield Township Public Library, 1099 Lone Pine Road. The program is free and open to the public, and no registration is required. For more information, call (248) 642-5800 or visit www.btpl.org.

VITALITY Kit Open House

*Please join us on October 11 from 1:00 to 3:00 p.m.
for the unveiling of our new collection,
VITALITY Kits for Seniors.*

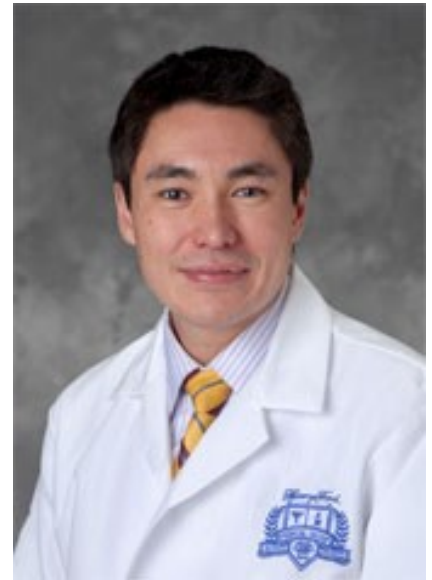
VITALITY Kits are focused on helping senior citizens, their families and their caregivers deal with the many issues a person experiences while aging.

Special Guest Speaker: **Dr. Frank McGeorge** ***Staying Healthy in Your Senior Years***

"Because we are living so much longer, it is more important than ever that we maintain our mental and physical youthfulness as long as we can."

Dr. Frank McGeorge

Dr. McGeorge is the Good Health Reporter for WDIV Channel 4 and a physician with the Henry Ford Medical Group.



***VITALITY = Visual and Instructive Tools to
Advance Living In Transforming Years***

Made possible through a generous grant from the

communityfoundation
FOR SOUTHEAST MICHIGAN



Please call us if you require any
additional accommodations.

1099 Lone Pine Road, Bloomfield Township, MI 48302 (248) 642-5800 www.btpl.org

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees

FROM: Carol Mueller

DATE: April 17, 2015

SUBJECT: Library Endowment Funds 2015

Each year, the Library receives notification from the Community Foundation for Southeast Michigan (CFSEM) regarding the payouts available from our six endowment funds. We have received such notifications for 2015. The six endowment funds and their available payouts are:

Bloomfield Township Public Library Endowment Grant – the purpose of this endowment fund is to provide support of the general charitable purposes of the Library. Included in this fund is the Amber Trust (37%), a gift received that has been directed to be used for purchasing audio books. The total payout from the Endowment Fund will be \$1,341 this year and will be reinvested into the Endowment/ Amber Trust funds. We have funding left from last year's payout to support audio book purchases. Most recently, the Endowment Fund was used to purchase art and pay for the Library by Mail postage. As funding for Library by Mail postage has been included in our regular general fund budget in FY 2015/2016, we would prefer to grow the corpus of the Endowment Fund this year.

Smith Challenge Grant – the purpose of this endowment fund is to provide support of the general charitable purposes of the Library. Further, the Smith Challenge Grant stipulates that the decision to accept the payout and how it will be used during the year is to be made by the Department Heads. This year, the Department Heads have elected to accept the payout to use for library staff morale. If gift funding is not granted for the annual holiday party, they would like to use this gift funding to support this annual event. The expected payout from this fund will be \$1,453.

The **Fair Radom Garden Endowment Fund** – the purpose of this endowment fund is to support the beautification, improvement and preservation of the Library's gardens as well as related educational programs and activities at the Library. The payouts from this endowment will fund two popular summer programs this year – the "Read to Seed" youth program and a library garden tour given by Jim Slezinski from Goldner Walsh. The payouts will be:

June, 2015 - \$354.50

December, 2015 - \$354.50

The **Yvonne T. Atkinson Fund** – the purpose of this fund is to support the general charitable purposes of the Library with a preference for programs encouraging and supporting book discussion. The payouts from this fund will be accepted this year to be divided equally between Adult Services and Youth Services. Funding will be used to purchase book club kits for the Youth collection and to purchase copies of the books chosen by the various book discussion groups sponsored by the Library. The payouts will be:

June, 2015 - \$695.00

December, 2015 - \$695.00

The **Jeanette P. Myers Scholarship Fund** – the purpose of this fund is to provide a scholarship to encourage and support the post-secondary education of past or present employees of the Library or persons who have some relationship with the Library. The payout from this fund is accepted every year. This annual scholarship is awarded in August each year, prior to the regular Library Board meeting. The payout expected in June, 2015 will be \$643.00.

Our newest endowment fund is the **Bloomfield Township Public Library Director's Legacy Fund**, established in July, 2013. The purpose of this fund is to support staff development opportunities and staff training that improves or enhances service to the public. The payouts from this fund will not be accepted this year but instead reinvested back into the fund to grow the corpus, resulting in potentially larger payouts in the future. Staff development funding has been included in the FY 2015/2016 General Fund budget. The amount reinvested into the fund will be \$623.

The Development Committee has given their full support of these recommendations and we have responded to CFSEM accordingly. Along with this memo, I have included a report on our endowment funds, prepared by our Finance Coordinator Beth Sulek-LaHousse, for your information. Please let me know if you have any questions.

Memo

To: Carol Mueller
From: Beth Sulek-LaHousse
Date: 3/18/2015
Subject: BTPL Endowment Funds

The following is a report on endowment funds for which the BTPL Board of Trustees has oversight responsibility. All funds are held by and administered by The Community Foundation of Southeastern Michigan (CFSEM). A similar report will be furnished each year when fiscal year-end (December 31) fund balances are available.

1. Bloomfield Township Public Library (BTPL) Endowment Fund & Lawrence and Isabel Francis Smith Challenge Grant Fund

- a. **BTPL Endowment Fund** established November 22, 1996 from a donation of George & Elizabeth Frost.
Smith Challenge Grant Fund established November 24, 1998 (\$2,000/yr. for five years, to be matched by other donations).
- b. Purpose of Funds: provide support in furtherance of the general charitable purposes of BTPL.
- c. Please note: CFSEM combines Endowment Fund and Smith Challenge Funds together in their reports. The breakdown below is BTPL's best guess of the actual percentages in each fund based on CFSEM's grant distributions to each fund.

1/1/14 Market Value of Endowment Fund	\$ 29,138.00
2014 Contributions Received for Endowment Fund	\$ 287.00
2014 Income (Loss) for Endowment Fund (48%)	\$ 937.00
2014 Grant received from Endowment Fund (48%)	<u>\$ (1,355.00)</u>
12/31/14 Market Value (48% of total provide by CFSEM)	\$ 29,007.00

2015 **Endowment Fund** grant available from combined funds' 12/31/14 balance is \$1,341.00. (Distribution was declined.)

1/1/14 Market Value for Smith Challenge Grant Fund	\$ 31,565.00
2014 Contributions Received for Smith Challenge Grant Fund	\$ 0.00
2014 Income (Loss) for Smith Challenge Grant Fund (53%)	\$ 1,016.00
2014 Grant received from Smith Challenge Grant Fund (52%)	<u>\$ (1,468.00)</u>
12/31/14 Market Value for Smith Challenge Grant Fund (52% of total provided by CFSEM)	\$ 31,113.00

2015 **Smith Challenge Grant Fund** grant available from combined funds' 12/31/14 balance is \$1,453.00. (Distribution will be taken in June and December 2015.)

- d. Responsibility for decisions regarding use of Endowment Fund grant: Library Director/Board of Trustees
Responsibility for decisions regarding use of Smith Challenge Fund grant: Committee of Library's Department Heads.

2. Jeanette P. Myers Memorial Scholarship Fund

a. Established March 24, 1998 from donations by Rodman N. Myers family.

b. Purpose of fund: Provide funds to encourage and support the post-secondary education of past or present employees of BTPL or persons who have some relationship with the Library, as the Selection Committee shall determine.

c. 1/1/14 Market Value	\$ 13,815.00
2014 Contributions Received	\$ 240.00
2014 Income (Loss)	\$ 444.00
2014 Grant received	<u>\$ (650.00)</u>
12/31/14 Market Value	\$ 13,849.00

2015 Grant available from 12/31/14 balance is \$643. (Distribution will be taken in June 2015.)

d. Responsibility for decisions regarding use of grant: Selection Committee comprised of Library Director and two members of the Library Board of Trustees.

3. Yvonne T. Atkinson Fund

a. Established December 4, 2001 from a donation from the Yvonne T. Atkinson Trust.

b. Purpose of fund: support the general charitable purposes of BTPL with a preference for programs encouraging and supporting book discussions.

c. 1/1/14 Market Value	\$ 30,061.00
2014 Contributions Received	\$ 0.00
2014 Income (Loss)	\$ 960.00
2014 Grant received	<u>\$ (1,404.00)</u>
12/31/14 Market Value	\$ 29,617.00

2015 Grant available from 12/31/14 balance is \$1,390.00. (Distribution will be taken in June and December 2015.)

d. Responsibility for decisions regarding use of grant: Library Director/Board of Trustees.

4. Fair Radom Garden Endowment Fund

a. Established February 12, 2010 from donations by the Fair Radom family.

b. Purpose of fund: Provide support for the improvement and preservation of the public garden(s) of the Bloomfield Township Public Library as an educational and outreach resource to the public on proper land use and landscaping, and the development and implementation of educational and research programs and activities relating to such public garden(s).

c. 1/1/14 Market Value	\$ 15,320.00
2014 Contributions Received	\$ 0.00
2014 Income (Loss)	\$ 489.00
2014 Grant received	<u>\$ (722.00)</u>
12/31/14 Market Value	\$ 15,087.00

2015 Grant available from 12/31/14 balance is \$709.00. (Distribution will be taken in June and December 2015.)

d. Responsibility for decisions regarding use of grant: Library Director/Board of Trustees.

5. Library Director's Legacy Endowment Fund

a. Established June 28, 2013 from donations from various persons.

b. Purpose of fund: Provide funds to provide staff development opportunities and staff training that improves or enhances service to the public.

c. 1/1/14 Market Value	\$12,576.00
2014 Contributions Received	\$ 296.00
2014 Income (Loss)	\$ 388.00
2014 Grant received	\$ (0.00)
12/31/14 Market Value	\$13,260.00

2015 Grant available from 12/31/14 balance is \$623.00. (Distribution was declined.)

d. Responsibility for decisions regarding use of grant: Library Director/Board of Trustees.

NOTES:

1. Monies paid into endowment funds are invested by CFSEM in stocks and bonds. All earnings from these investments are credited to the individual endowment fund.
2. Administrative Fees and Bank Fees are charged to each individual endowment fund by CFSEM. These amounts vary but are usually less than 1% per fund each year. In 2007 CFSEM no longer provides the breakdown for each individual fund, claiming it is a money savings not to do so.
3. When the balance in an endowment is more than \$10,000, a grant of up to 5% is offered to BTPL by CFSEM. The grant may be taken whole, in part, or not at all. Grants are made in June and December. When the balance in an endowment fund is less than \$10,000, no grant is offered by CFSEM. Any net increase in value is credited to the endowment.
4. In the event that the investments return less than 5% or incur a loss for any given year, a distribution of 5% is still offered from each endowment. However, in this type of situation, the CFSEM advises the reinvestment of that distribution rather than the pay out of it to increase the long term value of the fund.
5. The principal amount of money in an endowment may never be withdrawn.
6. In addition to administering endowments, CFSEM makes grants to local charitable and community organizations from money donated to CFSEM. BTPL is eligible to apply for such a grant. Monies in the grant and endowment funds are completely separate accounts.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY – ADMINISTRATIVE CALENDAR

2015

MAY

2015

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
					1 LIBRARY CLOSED FOR STAFF DEVELOPMENT	2 Shake, Rhythm & Rhyme 11am Intro to Power Point 2pm	
3	4 Wee Play 10am	5 Movers & Shakers 10am Knit n Stitch Circle 10am	6 Mother Goose Club 10am PJ Theater 6:30pm Great Books Club 6:45pm	7 Tinker Tales 10am	8	9 FOL Second Saturday Book Sale 9:30am – 3:30pm Mexican Metal Tooling Art 11am	
10	11 Wee Play 10am	12 Movers & Shakers 10am Memoir Writers Group 1pm Teen Advisory Board 4pm Art In The Hills 5pm Intro to Excel 6pm Beaker Buddies 6:30pm	13 Mother Goose Club 10am Little Foodies 6:30pm Writers Rendezvous 7pm Nonfiction Book Club 7pm	14 Tinker Tales 10am	15 Coffee and Conversation 10am Chamber Music Lecture Series with Dr. Steve Wogaman Noon	16	
17	18 Tablet Tales 1pm	19 Tuesday Book Club 10am Apps & Apps: Downloading Ebooks 2pm Library Board of Trustees Meeting 7pm	20 Mystery Book Club 1pm Grilling with Trader Joes 1pm Great Books Club 6:45pm	21	22	23	
24 LIBRARY CLOSED FOR MEMORIAL DAY	25 LIBRARY CLOSED FOR MEMORIAL DAY	26 Memoir Writers Group 1pm Maker Space: Free for All 2pm and 6pm	27 Teen Movie Club 4pm Writers Rendezvous 7pm	28 Eleanor's Book Club 10am	29	30 Lego Club 11am Intro to Scanning & Photo Edit 2pm	31