

Bloomfield Township Public

**Library**

**Bloomfield Township Public Library  
Board of Trustees**

Library Board Meeting  
***October 20, 2015***  
7:00 p.m.  
John Rumsey Board Room

Trustees:

[libraryboard@btpl.org](mailto:libraryboard@btpl.org)

Joan Luksik, President

Judy Lindstrom, Vice President

Pamela Williams, Secretary

Margaret Cohen

Grant Gerhart

Eli Greenbaum

Director:

[muellerc@btpl.org](mailto:muellerc@btpl.org)

Carol Mueller

All meetings are open to the public.

We invite you to attend a meeting or watch it online at [www.btpl.org](http://www.btpl.org)

1099 Lone Pine Road, Bloomfield Township, MI 48302 248.642.5800

THE PLACE TO

DISCOVER

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
BOARD OF TRUSTEE MEETING**

**LIBRARY BOARD INFORMATION PACKETS**

**List of Contents**

Items included in pre-board delivery for the REGULAR BOARD MEETING SCHEDULED  
for TUESDAY, October 20, 2015 7:00 p.m.

<b>#</b>	<b><u>NUMBERED ITEMS</u></b>	<b><u>DATE DELIVERED</u></b>
1	Agenda	10/16/15
2a	Request to remove items from the Consent Agenda for Discussion	10/16/15
2b	Motion to approve the order of items for the regular and consent agendas	10/16/15
5	Motion to approve remaining consent agenda items 6-8d	10/16/15
6	Regular Board Meeting Minutes of 9-15-15	10/16/15
7a	Cash Disbursements	10/16/15
7b	Revenues/Expenditures Budget Report	10/16/15
7c	Energy Report	10/16/15
8a	President's Report	10/16/15
8b	Director's Report	10/16/15
8c	Tentative Schedule Calendar	10/16/15
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 – no report	
8d	Jeanette P. Myers Scholarship Committee –no report	
8d	Landscape-Interiors Committee – no report	
8d	Personnel Committee – no report	
8d	Policy Committee – Meeting Minutes 9-21-15	10/16/15
11a	Policy Review	10/16/15
13	Motion to approve any items removed from the consent agenda	10/16/15

	<b><u>UNNUMBERED ITEMS</u></b>	<b><u>DATE DELIVERED</u></b>
	Memo regarding Strategic Plan Update	10/16/15
	Board Follow-up Memo	10/16/15
	Administrative Calendar- November 2015	10/16/15
	Directors Monthly Report to Friends of Library	10/16/15

AGENDA  
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
BOARD OF TRUSTEES  
Tuesday, October 20, 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 September 15, 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. Policy Review
12. Discussion of items removed from the Consent Agenda
13. MOTION to approve any items removed from the Consent Agenda
14. Other
15. Next scheduled meeting: Tuesday, November 17, 2015 at 3:00 p.m. at Bloomfield Hills High School
16. Adjournment

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**

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

**I REQUEST THAT ITEM (S):**

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

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

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**

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

**OPTION - NO AMENDMENT NEEDED:**

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

**OPTION - AMENDMENT TO AGENDA:**

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

the **REGULAR AGENDA** as follows:

the **CONSENT AGENDA** as follows:

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

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**

**CONSENT AGENDA ITEMS MOTION**

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

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

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Bloomfield Township Public Library  
Oakland County, Michigan  
**Tuesday, September 15, 2015**

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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, Eli Greenbaum, Judy Lindstrom, Joan Luksik, and Pam Williams

**Unable to attend:** Grant Gerhart

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

**Guests:** Connie Silver, SOC representative; Liz Clauder, Youth Services Librarian

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

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

*Ayes: Cohen, Greenbaum, Lindstrom, Williams*

*Nays: None*

**MOTION CARRIED**

**President's Verbal Report:**

Joan spoke about the progress of the strategic planning process and how staff and administration are working very diligently throughout this process. She thanked Trustee Pam Williams for serving on this committee with her. She reminded the Trustees about completing the strategic planning survey if they had not already done so.

Joan thanked Assistant Director, Tera Moon, for her thorough work on the Copier and Printer Services RFP.

**Director's Verbal Report:**

Carol shared that we now have a lovely new planter at the Library entrance. This planter will be changed out every 2 months this year with seasonal arrangements, courtesy of the Friends of the Library funding.

Carol and Tera toured the new Bloomfield Hills High School on September 1 as guests of Superintendent Rob Glass. Even though not quite completed, it was fascinating to see student and teacher spaces that were collaborative in nature. Carol shared upcoming opportunities to see the new high school on September 18 from 4-5:30pm and October 3 from 10am-12pm.

Carol shared a wonderful patron comment stating how pleased they were that every time they have asked a Library staff member for assistance, the attitude has been "thank you for asking for help". They stated they love the Library and will continue to cherish the relationship!

At this time, Carol introduced Liz Clauder, Youth Services Librarian. Liz gave a brief demonstration on the new service the Library is offering called, Hoopla.

**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.**

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

*Ayes: Cohen, Greenbaum, Lindstrom, Williams*

*Nays: None*

**MOTION CARRIED**

**REGULAR AGENDA:**

*Call to the Public:*

Joan welcomed Connie Silver, SOC representative. Connie stated that the Library had a wonderful celebration for Karen Efimoff, Circulation Page, celebrating her 40 years as a Bloomfield Township Public Library employee. Karen started at the Library when she was a teenager! Connie also recommended the Library's "Fall Prevention" program to the Trustees as ironically this week we had three Library employees sustain injuries due to falls!

**UNFINISHED BUSINESS:**

*No items for discussion*

**NEW BUSINESS:**

*Investment Services Proposals*

On July 6, 2015, Bloomfield Township Public Library released a request for proposals for investment services. Five investment firms submitted proposals. At a special Library Board meeting on August 4, 2015, the investment services proposals and process were discussed. At this meeting, the Library Board decided to hold interviews on August 31, 2015 with three firms, Comerica Bank, Schwartz and Co., and Umbaugh Cash Advisory Services. After these interviews and references were checked, Administration recommended to award the bid for investment advisory services to Schwartz and Company. At this time, Trustee Judy Lindstrom thanked the Trustees for their insights, professionalism and honesty in this process.

After discussion, a motion was made by Peggy Cohen, seconded by Pam Williams, **TO AWARD THE INVESTMENT SERVICES BID TO GREGORY J. SCHWARTZ AND CO., 3707 WEST MAPLE ROAD, BLOOMFIELD HILLS, MI.**

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

*Ayes: Cohen, Lindstrom, Williams*

*Nays: Greenbaum*

**MOTION CARRIED**

**DISCUSSION OF ITEMS REMOVED FROM THE CONSENT AGENDA**

A question was raised with regard to the \$3,690.27 payment for the Library's June/July water and sewer bill. Pam Williams wondered if the Library uses a separate meter for the sprinkler system. It was stated that the sprinkling system is metered differently than the drinking water system, but Carol will confirm with Joel Dion, Facility Services Department Head.

A question was raised with regard to the \$7,926.13 payment to Metcom, Inc. for RFID tags. Joan Luksik questioned how many tags were purchased and Carol responded this payment is for 1 years' worth of RFID tags.

After discussion, a motion was made by Judy Lindstrom, seconded by Peggy Cohen, **TO APPROVE THE REMOVED ITEMS FROM THE CONSENT AGENDA AND ACCEPT THE REPORTS AND RECOMMENDATIONS AS PRESENTED.**

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

*Ayes: Cohen, Greenbaum, Lindstrom, Williams*

*Nays: None*

**MOTION CARRIED**



**OTHER:**

As the refurbishing of the Youth Services Alcoves continues, the wrong tables were delivered for the space. After speaking with the vendor, Carol presented the Trustees with the option of a \$500.00 discount given by the vendor if we keep the tables as is. After discussion, the Trustees agreed they would prefer the correct original tables in blue laminate ordered rather than accept the incorrect tables that were delivered.

Carol stated that October is Board Development Month. Carol suggested several options for the Trustees if they are able to attend. The Trustees will let Carol know if they are interested.

Meeting adjourned at 7:45 p.m.

The next meeting of the Bloomfield Township Public Library Board of Trustees is Tuesday, October 20, 2015 at 7:00 p.m. in the Board Room.

Submitted by:

Pam Williams, Secretary

## BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

### Cash Disbursements Comments October 2015

#### **New Vendors:**

Booksource is a new vendor for books.

Caro Area District Library is a new vendor for reimbursement of a book borrowed by our library for a Bloomfield Township resident that was returned damaged.

Dr. Arifa Javed is a new vendor for library DVDs.

Life Guide 360 is a new vendor for a library program.

#### **General Fund Advance**

- Check #15374 payable to Bloomfield Township in the amount of \$4,879.55 is payment for the Library's July/August water and sewer bill.
- Check #15377 payable to BTPL Gift Fund in the amount of \$141.57 is reimbursement for media items purchased for the Library.
- Check #15389 payable to Bloomfield Township in the amount of \$52,457.22 is payment for the library pension contribution.

#### **General Fund**

- Check #15415 payable to the Detroit Historical Society in the amount of \$150.00 is payment for a library program.
- Check #15417 payable to Envisionware, Inc. in the amount of \$1,025.00 was payment for our new mobile printing software.
- Check #15423 payable to L.J. Rolls Refrigeration Co., Inc. in the amount of \$2,557.99 was payment for boiler repairs.
- Check #15425 payable to Metronet Library Consortium in the amount of \$5,963.58 was payment for annual dues, ebooks and database.

- Check #15447 payable to Tech Logic Corp. in the amount of \$21,012.00 was payment for the annual maintenance agreement for our automated materials handling system.
- Check #15451 payable to The Library Network in the amount of \$5,868.00 was payment for a database and internet services.
- Check #15319 payable to Bloomfield Township in the amount of \$260,598.31 was payment for two payrolls including FICA, HRA contributions, pension, etc. as usual and reimbursement for insurance per the affordable care act.

### **Gift Fund**

- Check #4612 payable to Bloomfield Township Public Library in the amount of \$250.00 was reimbursement to the Library for two garden programs.
- Check #4613 payable to the Community Foundation of Southeast Michigan in the amount of \$35.00 was payment for a gift given to the Library for our endowment fund.
- Check #4614 payable to Madcap Productions in the amount of \$117.50 was partial payment for a family program in celebration of Bloomfield Township's annual open house.
- Check #4618 payable to the Detroit Historical Society in the amount of \$500.00 was payment for the September fashion exhibit in the lobby display cases.

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

**Check Register - General Fund**

<b>Check #</b>	<b>Date</b>	<b>Payee</b>	<b>Cash Account</b>	<b>Amount</b>
<b>ADVANCE CHECKS:</b>				
15370	9/4/15	BARNES & NOBLE, INC.	104.01	47.94
15371	9/4/15	PETTY CASH - BTPL	104.01	156.84
15372	9/4/15	MICHIGAN LIBRARY ASSOCIATION	104.01	310.00
15373	9/4/15	PACIFIC TELEMANAGEMENT SERVICES	104.01	78.00
15374	9/4/15	BLOOMFIELD TOWNSHIP	104.01	4,879.55
15375	9/16/15	Brooke Hoskins	104.01	48.55
15376	9/16/15	AT&T	104.01	488.24
15377	9/16/15	BTPL Gift Fund	104.01	141.57
15378	9/16/15	COMCAST	104.01	130.71
15379	9/16/15	FLAGSTAR BANK	104.01	2,977.99
15380	9/16/15	VERIZON WIRELESS	104.01	201.20
15381	9/30/15	Elizabeth Clauder	104.01	80.76
15382	9/30/15	Emily Hudak	104.01	303.50
15383	9/30/15	Martha McGee	104.01	44.52
15384	9/30/15	Carol Mueller	104.01	65.55
15385	9/30/15	Marian Rafal	104.01	51.51
15386	9/30/15	AMAZON.COM	104.01	2,488.58
15387	9/30/15	AT&T	104.01	513.89
15388	9/30/15	AT&T LONG DISTANCE	104.01	24.21
15389	9/30/15	BLOOMFIELD TOWNSHIP	104.01	52,457.22
15390	9/30/15	PETTY CASH - BTPL	104.01	198.29
15391	9/30/15	CONSUMERS ENERGY	104.01	4,874.11
15392	9/30/15	DTE ENERGY	104.01	18,760.03
15393	9/30/15	HOME DEPOT CR. SERV.	104.01	126.77
15394	9/30/15	MADCAP PRODUCTIONS PUPPET THEATER	104.01	265.00
15394V	9/30/15	MADCAP PRODUCTIONS PUPPET THEATER	104.01	-265.00
15395	9/30/15	MADCAP PRODUCTIONS PUPPET THEATER	104.01	265.00
15396	9/30/15	PACIFIC TELEMANAGEMENT SERVICES	104.01	78.00
15397	9/30/15	PRINCIPAL LIFE INS CO-SBD GRANDE ISLAND	104.01	719.49
Total				<u><u>\$90,512.02</u></u>
<b>REGULAR CHECKS:</b>				
15398	10/9/15	ARROW OFFICE SUPPLY CO.	104.01	372.92
15399	10/9/15	ASSA ABLOY ENTRANCE SOLUTIONS	104.01	18.79
15400	10/9/15	BACKER LANDSCAPING, INC.	104.01	1,477.14
15401	10/9/15	BAKER & TAYLOR, INC.	104.01	17,837.11
15401a	10/9/15	VOID	104.01	
15401b	10/9/15	VOID	104.01	
15401c	10/9/15	VOID	104.01	
15401d	10/9/15	VOID	104.01	
15402	10/9/15	BLACKSTONE AUDIO, INC.	104.01	392.19
15403	10/9/15	BOOKPAGE	104.01	480.00
15404	10/9/15	BOOKS GALORE INC.	104.01	4,422.10
15405	10/9/15	BOOKSOURCE	104.01	245.55
15406	10/9/15	BRILLIANCE PUBLISHING, INC.	104.01	232.44
15407	10/9/15	BUTZEL LONG	104.01	39.00
15408	10/9/15	CAR TRUCKING, INC.	104.01	399.00
15409	10/9/15	CARO AREA DISTRICT LIBRARY	104.01	9.99
15410	10/9/15	CAVENDISH SQUARE	104.01	177.90
15411	10/9/15	CDW GOVERNMENT, INC.	104.01	162.93
15412	10/9/15	CENGAGE LEARNING/GALE	104.01	585.39
15413	10/9/15	CENTRAL BUSINESS SYSTEMS, INC.	104.01	119.80
15414	10/9/15	DEMCO, INC.	104.01	400.49

Check #	Date	Payee	Cash Account	Amount
15415	10/9/15	DETROIT HISTORICAL SOCIETY	104.01	150.00
15416	10/9/15	DU ALL CLEANING, INC	104.01	4,730.00
15417	10/9/15	ENVISIONWARE, INC.	104.01	1,025.00
15418	10/9/15	TOM FIVENSON LLC	104.01	20.00
15419	10/9/15	GAYLORD BROTHERS, INC.	104.01	30.85
15420	10/9/15	GREY HOUSE PUBLISHING	104.01	288.00
15421	10/9/15	J W PEPPER & SON, INC	104.01	54.97
15422	10/9/15	DR ARIFA JAVED	104.01	80.00
15423	10/9/15	LJ ROLLS REFRIGERATION CO., INC	104.01	2,557.99
15424	10/9/15	MIDWEST COLLABORATIVE for LIB. SVCS	104.01	56.25
15425	10/9/15	METRONET LIB. CONSORT.	104.01	5,963.58
15426	10/9/15	MICHIGAN MUNICIPAL LEAGUE	104.01	24.00
15427	10/9/15	MIDWEST TAPE	104.01	8,662.18
15427a	10/9/15	VOID	104.01	
15427b	10/9/15	VOID	104.01	
15427c	10/9/15	VOID	104.01	
15427d	10/9/15	VOID	104.01	
15427e	10/9/15	VOID	104.01	
15428	10/9/15	MICHIGAN LIBRARY ASSOCIATION	104.01	460.00
15429	10/9/15	NICHOLS/NETWORK SERVICES CO	104.01	1,028.25
15430	10/9/15	OVERDRIVE	104.01	2,543.60
15431	10/9/15	OXFORD UNIVERSITY PRESS	104.01	74.00
15432	10/9/15	PARTNERS BOOK DISTRIBUTING, INC.	104.01	2,680.91
15432a	10/9/15	VOID	104.01	
15433	10/9/15	PENGUIN RANDOM HOUSE LLC	104.01	904.75
15433a	10/9/15	VOID	104.01	
15434	10/9/15	PROQUEST-CSA LLC	104.01	6,550.00
15435	10/9/15	QUALITY BOOKS INC.	104.01	1,330.23
15436	10/9/15	QUILL CORPORATION	104.01	617.27
15437	10/9/15	RECORDED BOOKS, LLC	104.01	804.48
15437a	10/9/15	VOID	104.01	
15438	10/9/15	RICOH USA, INC	104.01	219.18
15439	10/9/15	ROSEN PUBLISHING	104.01	271.80
15440	10/9/15	RESEARCH TECHNOLOGY INT.	104.01	495.00
15441	10/9/15	SALEM PRESS, INC.	104.01	776.25
15442	10/9/15	SHOPLET.COM	104.01	92.22
15443	10/9/15	SHOWCASES	104.01	731.69
15444	10/9/15	STAPLES ADVANTAGE	104.01	81.76
15445	10/9/15	SUMMIT ELECTRIC, INC.	104.01	390.00
15446	10/9/15	TANTOR MEDIA	104.01	274.71
15447	10/9/15	TECH LOGIC CORP.	104.01	21,012.00
15448	10/9/15	THE BOOK FARM, INC.	104.01	345.73
15449	10/9/15	THE CHILD'S WORLD	104.01	1,280.70
15450	10/9/15	THE COUNCIL OF STATE GOVERNMENTS	104.01	89.10
15451	10/9/15	THE LIBRARY NETWORK	104.01	5,868.00
15452	10/9/15	THOMSON REUTERS/THOMSON WEST	104.01	4,468.80
15453	10/9/15	TUGBOAT MUSIC LLC	104.01	450.00
15454	10/9/15	ULINE	104.01	533.49
15455	10/9/15	UNIQUE MANAGEMENT SERVICES, INC.	104.01	358.00
15456	10/9/15	VALUE LINE PUBLISHING, INC	104.01	1,000.00
15457	10/9/15	VIGILANTE SECURITY	104.01	1,950.00
15458	10/9/15	WALLACEBURG BOOKBINDING & MFG	104.01	700.35
15459	10/9/15	WESCO DISTRIBUTION	104.01	2,968.27
15460	10/9/15	WT COX INFORMATION SERVICES	104.01	299.00
15461	10/9/15	BLOOMFIELD TOWNSHIP	104.01	260,598.31
Total				<u>\$373,263.41</u>

<b>Check #</b>	<b>Date</b>	<b>Payee</b>	<b>Cash Account</b>	<b>Amount</b>
<b>Check Register - Gift Fund</b>				
<b>Check #</b>	<b>Date</b>	<b>Payee</b>	<b>Cash Account</b>	<b>Amount</b>
<b>ADVANCE CHECKS:</b>				
4610	9/16/15	FLAGSTAR BANK	102.03	1,026.30
4611	9/30/15	AMAZON.COM	102.03	10.03
4612	9/30/15	BLOOMFIELD TWP. PUBLIC LIBRARY	102.03	250.00
4613	9/30/15	COMMUNITY FOUNDATION - SE MICH.	102.03	30.00
4614	9/30/15	MADCAP PRODUCTIONS	102.03	117.50
				\$1,433.83
<b>REGULAR CHECKS:</b>				
4615	10/9/15	BAKER & TAYLOR	102.03	350.42
4616	10/9/15	BOOKS GALORE INC.	102.03	450.20
4617	10/9/15	DEMCO	102.03	51.65
4618	10/9/15	DETROIT HISTORICAL SOCIETY	102.03	500.00
4619	10/9/15	GOLDNER WALSH NURSERY, INC.	102.03	361.20
4620	10/9/15	MIDWEST TAPE	102.03	80.98
4621	10/9/15	RECORDED BOOKS	102.03	42.08
Total				\$1,836.53

**Bloomfield Township Public Library  
2015-2016 General Fund Budget**

**7b**

PRESENTED: OCTOBER 20, 2015 FOR THE MONTH OF: SEPTEMBER 2015

Six months 50%

ACCOUNT NAME	2015-2016	2015-2016	REVENUE/EXPENSE CURRENT MONTH	REVENUE/EXPENSE YTD	% OF BUDGET YTD	VARIANCE
	ADOPTED BUDGET AS OF MAR 17, 2015	AMENDED BUDGET AS OF AUG 18, 2015				
<b><u>Revenues</u></b>						
Taxes	\$6,631,643	\$6,679,297	(\$549)	(\$1,207)	-0.02%	(\$6,680,504)
Penal Fines	\$55,009	\$55,009	\$0	\$82,987	150.86%	\$27,978
State Aid	\$24,198	\$24,198	\$0	\$12,207	50.45%	(\$11,991)
Circulation Fines & Fees	\$127,296	\$127,296	\$8,417	\$57,246	44.97%	(\$70,050)
Charges for Services	\$11,910	\$11,910	\$1,681	\$8,669	72.79%	(\$3,241)
Investment earnings	\$114,613	\$114,613	(\$6,668)	\$3,128	2.73%	(\$111,485)
Miscellaneous	\$9,334	\$9,334	\$499	\$9,829	105.31%	\$495
<b>Total Revenues</b>	<b>\$6,974,003</b>	<b>\$7,021,657</b>	<b>\$3,380</b>	<b>\$172,860</b>	<b>2.46%</b>	<b>(\$6,848,797)</b>
<b><u>Expenditures</u></b>						
Personnel	\$3,693,694	\$3,664,619	\$306,896	\$1,852,805	50.56%	(\$1,811,814)
Library Services	\$770,071	\$778,571	\$69,120	\$371,704	47.74%	(\$406,867)
Facilities & Equipment	\$1,073,472	\$1,079,857	\$69,285	\$474,249	43.92%	(\$605,608)
Other Operating Expenditures	\$449,121	\$453,621	\$13,926	\$117,614	25.93%	(\$336,007)
<b>Total Expenditures</b>	<b>\$5,986,358</b>	<b>\$5,976,668</b>	<b>\$459,227</b>	<b>\$2,816,373</b>	<b>47.12%</b>	<b>(\$3,160,295)</b>
Fund Balance - Beginning	\$8,858,516	\$9,061,611		\$9,061,611		
Net revenue (expenditure)	\$987,645	\$1,044,989		(\$2,643,513)		
<b>Fund Balance - Ending</b>	<b>\$9,846,161</b>	<b>\$10,106,600</b>		<b>\$6,418,098</b>		

Amendments to the budget:

None

Non-spendable Fund Balance (includes all fixed assets)	\$25,930,327	\$25,123,307
Restricted Fund Balance (nothing)	\$0	\$0
Committed Fund Balance (is 8- months of expenditures amount)	\$4,251,572	\$4,463,328
Assigned Fund Balance (is \$457,812 (3/31/15 compensated absences accrual) plus \$5,024,164 OPEB obligation plus \$24,300 capital improvements)	\$5,494,588	\$5,506,276
Unassigned Fund Balance (is the unplanned emergency amount)	\$100,001	\$136,996

**Bloomfield Township Public Library  
2015-2016 Gift Fund Budget**

**7b**

PRESENTED: OCTOBER 20, 2015 FOR THE MONTH OF: SEPTEMBER 2015

Six Months 50%

ACCOUNT NAME	2015-2016 ADOPTED BUDGET AS OF MAR 17, 2015	2015-2016 AMENDED BUDGET AS OF SEP 30, 2015	REVENUE/ EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	VARIANCE
<b><u>Revenues</u></b>						
Gift Income	\$643	\$16,942	\$175	\$15,166	89.52%	(\$1,776)
Investment Earnings	\$157	\$157	\$10	\$79	50.07%	(\$78)
Miscellaneous Revenue	\$0	\$0	\$0	\$0	0.00%	\$0
<b>Total Revenues</b>	<b>\$800</b>	<b>\$17,099</b>	<b>\$185</b>	<b>\$15,245</b>	<b>89.15%</b>	<b>(\$1,854)</b>
<b><u>Expenditures</u></b>						
Library Services	\$20,194	\$31,549	\$1,404	\$14,692	46.57%	(\$16,857)
Facilities & Equipment	\$59,476	\$61,726	\$612	\$28,399	46.01%	(\$33,327)
Other Operating Expenditures	\$95,794	\$98,258	\$1,083	\$14,791	15.05%	(\$83,467)
<b>Total Expenditures</b>	<b>\$175,464</b>	<b>\$191,532</b>	<b>\$3,099</b>	<b>\$57,881</b>	<b>30.22%</b>	<b>(\$133,651)</b>
Fund Balance	\$100,970	\$102,514		\$102,514		
Reserved Fund Bal.	\$73,852	\$73,852		\$73,852		
Net revenue (expenditures)	(\$174,664)	(\$174,433)		(\$42,637)		
Fund Balance - Ending	\$158	\$1,933		\$133,730		

Amendments to the budget:  
All changes due to gifts received



**Bloomfield Township Public Library**  
**Asset Allocation Summary**  
**September 2015**

Fund	Type	Annual Yield	Date	Amount on Hand
<b>General Fund</b>				
	5th 3rd Checking (Ecommerce)	0.00%	9/30/2015	\$72,058.83
	Flagstar Public Funds Savings	0.35%	9/30/2015	\$146,692.31
	Flagstar Premier Public Entities Checking	0.25%	9/30/2015	\$13,202.40
	RBC Capital Cash/Money Market	0.01%	9/30/2015	\$3.82
	RBC Capital - Investments	1.44%	9/30/2015	\$6,557,871.15
	<b>Total General Fund</b>			<b><u>\$6,717,769.68</u></b>
Please see General Fund budget for notes on how this amount is earmarked				
<b>Gift Fund</b>				
	Huntington Public Fund Business Interest Checking	0.15%	9/30/2015	\$79,113.57
	Huntington CD (Charnov gift) - matures 02/02/17	0.45%	9/30/2015	\$50,000.00
	Fifth Third Bank Business Standard Checking	0.00%	9/30/2015	\$6,452.60
	<b>Total Gift Fund</b>			<b><u>\$135,566.17</u></b>

**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
Lawrence Smith and Isabel Francis Smith Challenge Grant Fund	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
BTPL Director's Legacy Fund	12/31/2014	\$13,260.00
<b>Total CFSEM holdings</b>		<b><u>\$131,933.00</u></b>

## Bloomfield Township Public Library Investment Portfolio

Investment Vehicle	Portfolio %	Original Cost	9/30/2015 Market Value	Estimated Annual Inc	Current Yield
Money Market Funds	0.0%	\$4	\$4	\$0	0.01%
Wells Fargo Advantage Adjustable Rate Gov't	46.0%	\$3,001,496	\$3,019,805	\$27,165	0.90%
Franklin Adjustable Rate U.S. Government Secs	31.9%	\$2,095,640	\$2,088,989	\$29,529	1.41%
Eaton Vance Short Duration Government Income	3.4%	\$210,000	\$223,215	\$7,201	3.23%
Loomis Sayles Limited Term U.S. Gov't & Agency	11.9%	\$737,720	\$782,609	\$12,919	1.65%
Eaton Vance Government Obligations	6.8%	\$417,603	\$443,253	\$17,504	3.95%
<b>Total Portfolio</b>	<b>100.0%</b>	<b>\$6,462,463</b>	<b>\$6,557,875</b>	<b>\$94,319</b>	<b>1.44%</b>

### 3rd Quarter Activity - June 30, 2015 - September 30, 2015

#### Cash Activity

Beginning Balance	\$3.71
Deposits & Sales Proceeds	\$1,195,000.00
Withdrawals	(\$1,195,000.00)
Dividends	\$26,940.72
Capital Gains	\$0.00
Net funds to purchase securities	(\$26,940.61)
Ending Balance	\$3.82

#### Change in Security Value

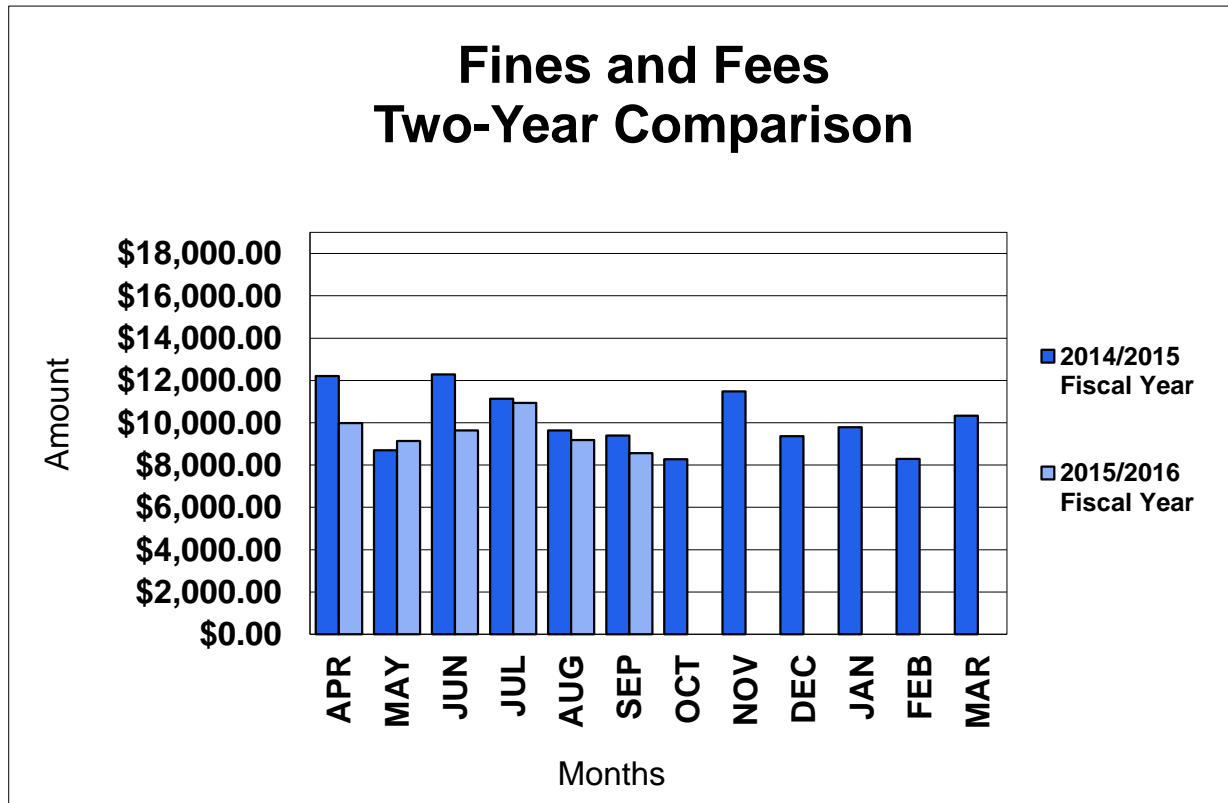
Beginning value of securities	\$7,758,726.44
Securities purchased	\$26,940.61
Securities sold	(\$1,195,000.00)
Change in value of priced securities	(\$32,795.90)
Ending Value of priced securities	\$6,557,871.15

**Total account value as of September 30, 2015**

**\$ 6,557,874.97**

**FINES AND FEES - TWO-YEAR COMPARISON**

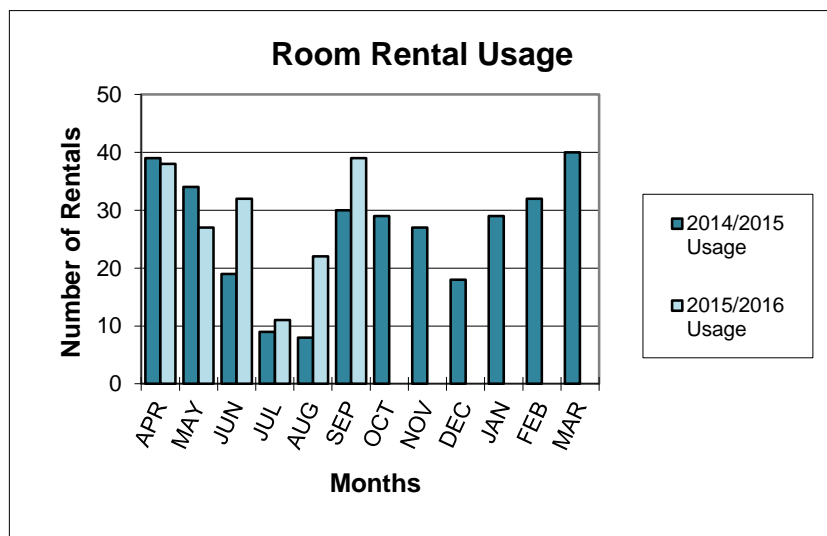
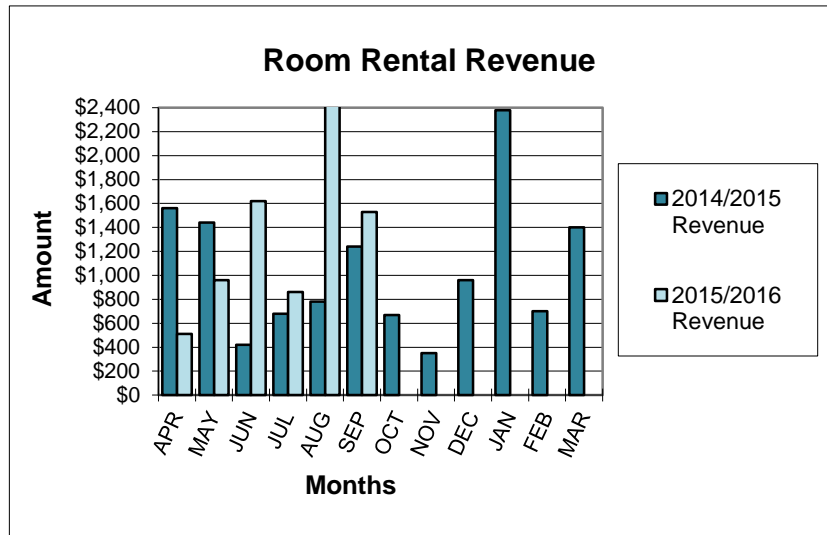
Month	2014/2015 Fiscal Year	2015/2016 Fiscal Year	Difference
APR	\$12,209.70	\$9,986.61	(\$2,223.09)
MAY	\$8,696.66	\$9,134.31	\$437.65
JUN	\$12,283.41	\$9,636.30	(\$2,647.11)
JUL	\$11,136.86	\$10,931.35	(\$205.51)
AUG	\$9,638.91	\$9,178.79	(\$460.12)
SEP	\$9,388.48	\$8,567.73	(\$820.75)
OCT	\$8,275.12		(\$8,275.12)
NOV	\$11,484.10		(\$11,484.10)
DEC	\$9,370.84		(\$9,370.84)
JAN	\$9,780.91		(\$9,780.91)
FEB	\$8,293.01		(\$8,293.01)
MAR	\$10,335.05		(\$10,335.05)
<b>TOTAL</b>	<b>\$120,893.05</b>	<b>\$57,435.09</b>	<b>YTD Difference (\$63,457.96)</b>



## ROOM RENTAL - TWO-YEAR COMPARISON

7b

<u>Month</u>	2014/2015 <u>Revenue</u>	2015/2016 <u>Revenue</u>	<u>Difference</u>	2014/2015 <u>Usage</u>	2015/2016 <u>Usage</u>	<u>Month</u>
APR	\$1,560.00	\$510.00	(\$1,050.00)	39	38	APR
MAY	\$1,440.00	\$960.00	(\$480.00)	34	27	MAY
JUN	\$420.00	\$1,620.00	\$1,200.00	19	32	JUN
JUL	\$680.00	\$860.00	\$180.00	9	11	JUL
AUG	\$780.00	\$3,000.00	\$2,220.00	8	22	AUG
SEP	\$1,240.00	\$1,530.00	\$290.00	30	39	SEP
OCT	\$670.00		(\$670.00)	29		OCT
NOV	\$350.00		(\$350.00)	27		NOV
DEC	\$960.00		(\$960.00)	18		DEC
JAN	\$2,380.00		(\$2,380.00)	29		JAN
FEB	\$700.00		(\$700.00)	32		FEB
MAR	\$1,400.00		(\$1,400.00)	40		MAR
<b>TOTAL</b>	<b>\$12,580.00</b>	<b>\$8,480.00</b>	<b>YTD Difference (\$4,100.00)</b>	<b>314</b>	<b>169</b>	

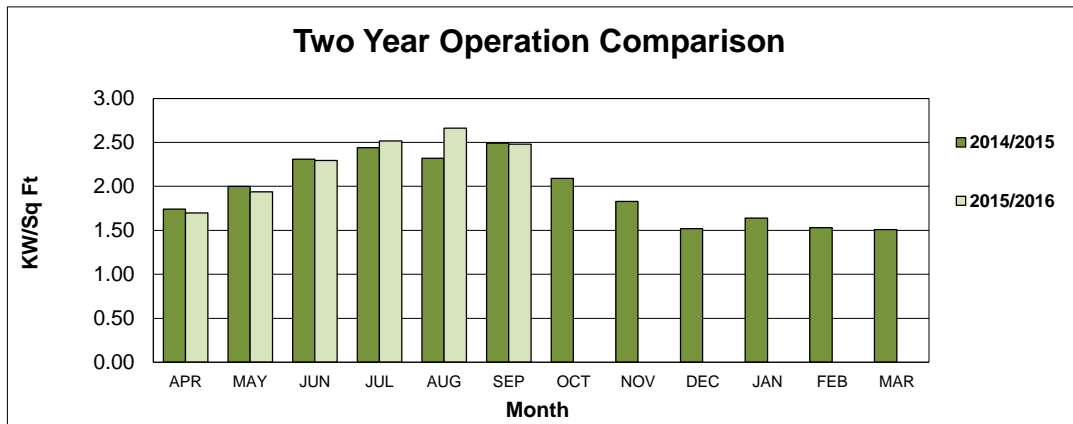
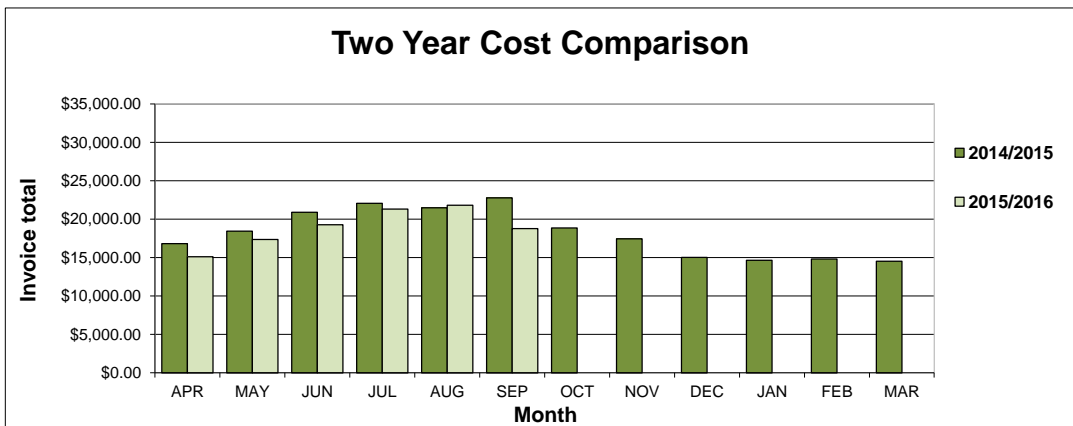


## Bloomfield Township Public Library Electricity Analysis

Building Area = 101,023 Sq ft.

TWO YEAR COST COMPARISON				CURRENT YEAR OPERATION					
Month	2014/2015	2015/2016	Difference	TOTAL	COST/KWH	KWH/HR	KWH/SQ FT	COST/HR	COST/SQ FT.
		(3)		(1)	(3)/(1)	(1) / (24 x no.days per month)	(1)/101,023	(3) / (24 x no. days per month)	(3)/101,023
APR	\$16,804.85	\$15,097.13	(\$1,707.72)	171,360	\$0.09	238.00	1.70	\$20.97	\$0.15
MAY	\$18,418.83	\$17,360.67	(\$1,058.16)	195,790	\$0.09	263.16	1.94	\$23.33	\$0.17
JUN	\$20,895.87	\$19,257.21	(\$1,638.66)	231,840	\$0.08	322.00	2.29	\$26.75	\$0.19
JUL	\$22,046.99	\$21,323.77	(\$723.22)	254,380	\$0.08	341.91	2.52	\$28.66	\$0.21
AUG	\$21,485.57	\$21,814.32	\$328.75	268,940	\$0.08	361.48	2.66	\$29.32	\$0.22
SEP	\$22,772.57	\$18,760.03	(\$4,012.54)	250,670	\$0.07	348.15	2.48	\$26.06	\$0.19
OCT	\$18,852.35		(\$18,852.35)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
NOV	\$17,447.10		(\$17,447.10)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
DEC	\$15,000.01		(\$15,000.01)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
JAN	\$14,664.69		(\$14,664.69)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
FEB	\$14,826.92		(\$14,826.92)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
MAR	\$14,522.08		(\$14,522.08)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
<b>TOTAL</b>	<b>\$217,737.83</b>	<b>\$113,613.13</b>	<b>YTD Difference (\$104,124.70)</b>						

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

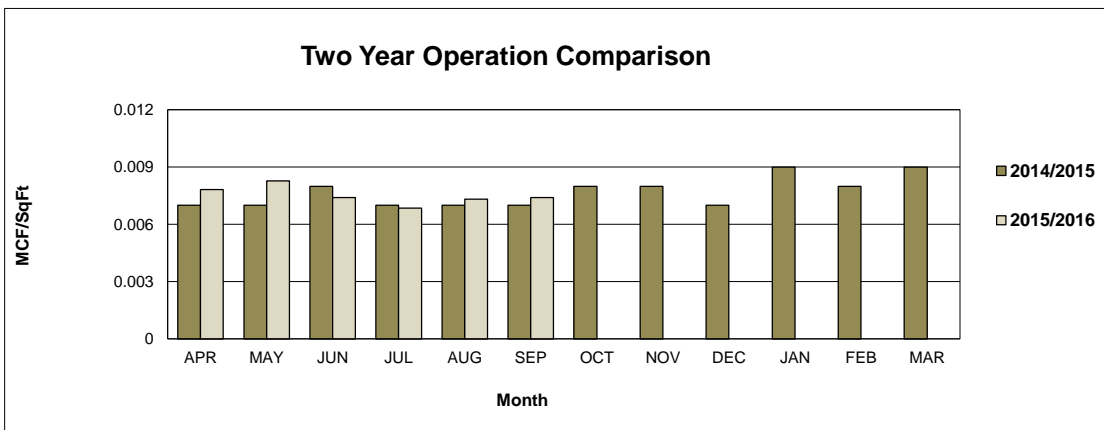
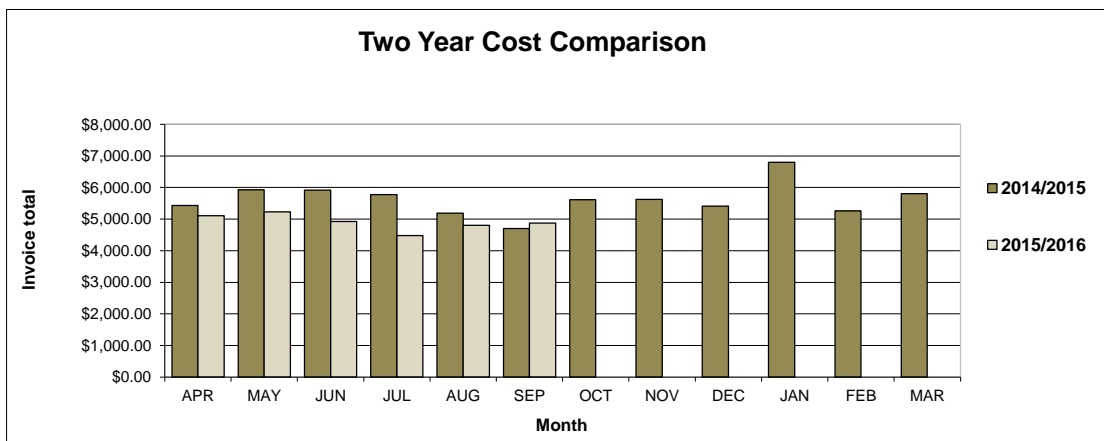


## Bloomfield Township Public Library Natural Gas Analysis

Building Area = 101,023

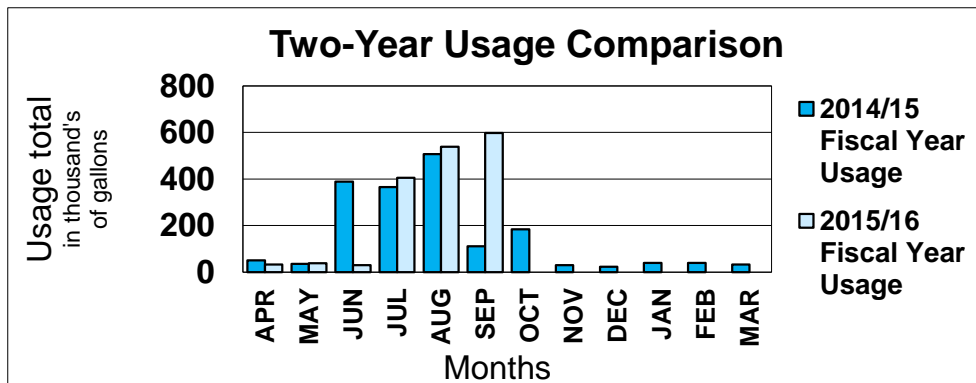
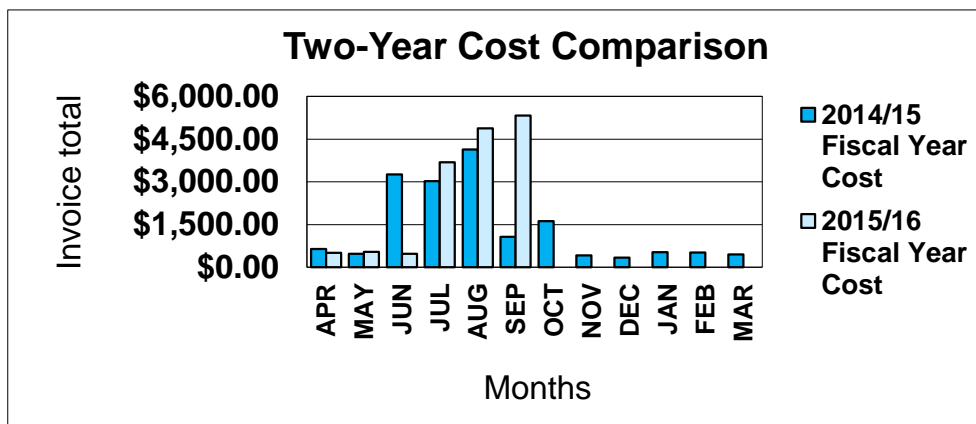
1 Cu. Ft. = 1000 BTU

TWO YEAR COST COMPARISON				OPERATION						
Month	2014/2015	2015/2016 (3)	Difference	MCF	COST/MCF	HOURS (24 x no. days per month)	MCF/HR	MCF/SqFt	\$/HR	\$/SqFt
APR	\$5,429.97	\$5,104.45	(\$325.52)	789.6	\$6.46	720	1.10	0.008	7.09	0.050
MAY	\$5,927.64	\$5,233.14	(\$694.50)	835.8	\$6.26	744	1.12	0.008	7.03	0.051
JUN	\$5,921.55	\$4,920.53	(\$1,001.02)	747.6	\$6.58	720	1.04	0.007	6.83	0.048
JUL	\$5,773.44	\$4,475.51	(\$1,297.93)	691.4	\$6.47	744	0.93	0.007	6.02	0.044
AUG	\$5,184.73	\$4,805.28	(\$379.45)	739.7	\$6.50	744	0.99	0.007	6.46	0.047
SEP	\$4,697.83	\$4,874.11	\$176.28	748.6	\$6.51	720	1.04	0.007	6.77	0.048
OCT	\$5,618.78		(\$5,618.78)		#DIV/0!	744	0.00	0.000	0.00	0.000
NOV	\$5,627.06		(\$5,627.06)		#DIV/0!	720	0.00	0.000	0.00	0.000
DEC	\$5,416.09		(\$5,416.09)		#DIV/0!	744	0.00	0.000	0.00	0.000
JAN	\$6,797.57		(\$6,797.57)		#DIV/0!	744	0.00	0.000	0.00	0.000
FEB	\$5,254.12		(\$5,254.12)		#DIV/0!	696	0.00	0.000	0.00	0.000
MAR	\$5,808.29		(\$5,808.29)		#DIV/0!	744	0.00	0.000	0.00	0.000
YTD Difference										
<b>TOTAL</b>	<b>\$67,457.07</b>	<b>\$29,413.02</b>	<b>(\$38,044.05)</b>							



## Bloomfield Township Public Library Water Analysis

Month	2014/15 Fiscal Year Cost	2015/16 Fiscal Year Cost	Difference	2014/15 Fiscal Year Usage	2015/16 Fiscal Year Usage	Difference
APR	\$640.33	\$510.99	(\$129.34)	50	33	(17)
MAY	\$474.43	\$543.83	\$69.40	35	38	3
JUN	\$3,259.37	\$474.87	(\$2,784.50)	389	30	(359)
JUL	\$3,025.69	\$3,690.27	\$664.58	365	405	40
AUG	\$4,139.00	\$4,879.55	\$740.55	507	539	32
SEP	\$1,067.34	\$5,329.99	\$4,262.65	111	598	487
OCT	\$1,614.37		(\$1,614.37)	184		(184)
NOV	\$419.13		(\$419.13)	30		(30)
DEC	\$341.71		(\$341.71)	23		(23)
JAN	\$529.73		(\$529.73)	40		(40)
FEB	\$518.67		(\$518.67)	39		(39)
MAR	\$452.31		(\$452.31)	33		(33)
			YTD Difference			YTD Difference
<b>TOTAL</b>	<b>\$16,482.08</b>	<b>\$15,429.50</b>	<b>(\$1,052.58)</b>	<b>1,806</b>	<b>1,643</b>	<b>(163)</b>



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

A local artist and Cranbrook Academy of Art graduate, Keyi Dai, has been working on an art project at the Library over the last couple of weeks. Perhaps you have seen her working on her art during a visit to the Library. Keyi was inspired by our Library's beautiful architecture and requested permission to do some of her work here. For a short time, our Library was her canvas and her studio. Her work involved projecting 3D models she creates onto different ceiling spaces and then video-recording the projection. Keyi has now completed her art project and will be displaying it at our Library the last two weeks of October. I hope you can stop by and view this temporary art installation as it is quite interesting and defies description. It's something to be experienced.

As required by the Library of Michigan, I completed the Advanced Director's workshop at the Library of Michigan on Friday, September 18, 2015. Many helpful topics were covered including budgeting, human resources and legal issues.

An RFP for copier and printer equipment and service was released on September 14, 2015 with a deadline of October 5, 2015. We received proposals from five firms: Applied Imaging; Central Business Systems, Inc.; Eagle Office Solutions, Inc.; MBM Computer System Solutions; and RICOH USA, Inc. Currently, the proposals are being evaluated by Administration and Systems staff. A recommendation will be made to the Library Board of Trustees at the next regular Library Board meeting on November 17, 2015.

Just a reminder that our November Library Board meeting will take place on Tuesday, November 17 at 3:00pm at the new Bloomfield Hills High School. Following our meeting, a personal tour of the high school will be provided by Communications Director Shira Good. I greatly appreciate the special accommodations Bloomfield Hills Schools Administration made to provide us with a meeting space and tour at the wonderful new high school!

*Respectfully Submitted,*

*Carol Mueller  
Director*



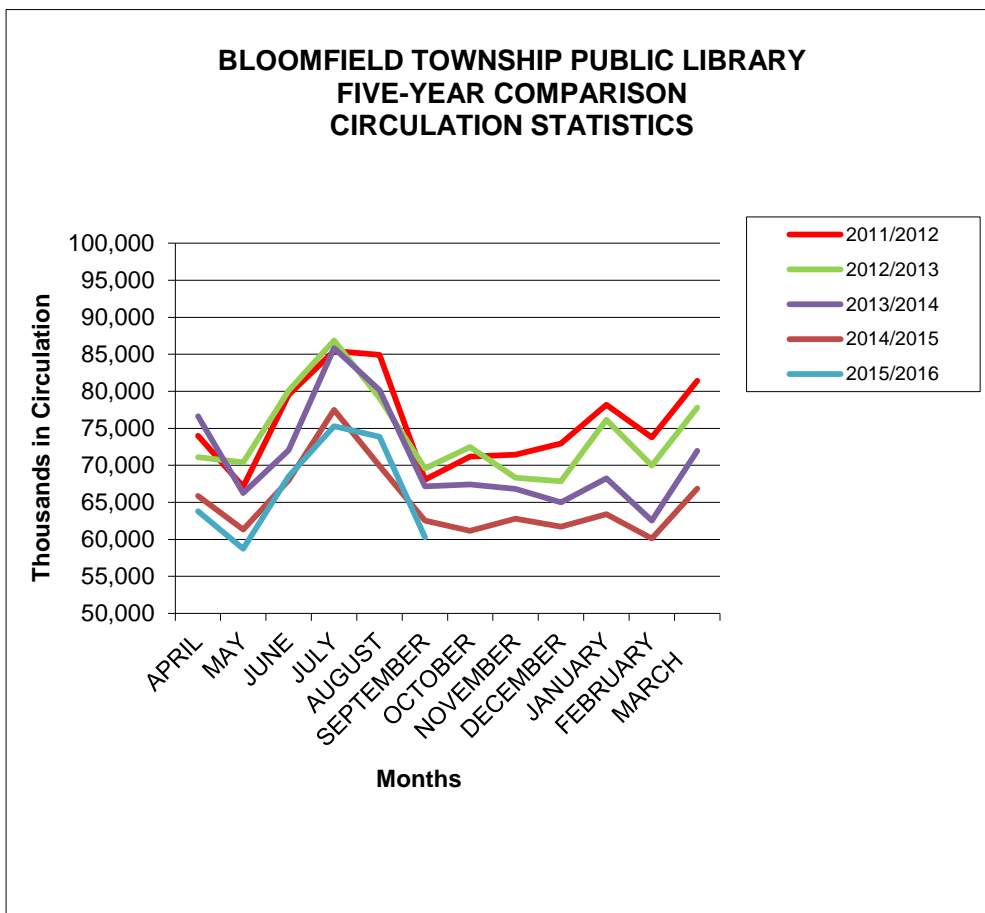
	2014		2015	
<b>COLLECTION</b>				
Book Collection:	279,822		279,783	
Media Collection:	60,840		61,999	
Total e-books:	27,897		28,520	
Overdrive	6,450		6,987	
EBSCOhost	19,226		19,223	
Total downloadable audiobooks:	4,802		5,003	
Materials Total:	373,361		375,305	
<b>CIRCULATION</b>				
Circulation Total:	62,536		60,292	
Bloomfield Township Circulation:	57,545		55,628	
Virtual Circulation Total	4,304		5,638	
Circulation of Youth materials:	22,621		21,405	
Circulation of Media:	24,054		22,026	
Circulation of Cranbrook passes:	242		218	
Self-checkout machine use:	22,500	36.0%	23,892	39.6%
Library by Mail:	118	27 patrons	262	25 patrons
<b>BUILDING &amp; EQUIPMENT USAGE</b>				
Door Count:	26,157		24,133	
Gate Count:	26,106		24,159	
Meeting rooms by public:	30		39	
Meeting rooms by staff:	69		64	
<b>VIRTUAL USE</b>				
Home page hits/Database services:	18,053		36,290	
e-book access:	1,942		2,425	
Overdrive	1,871		2,392	
EBSCOhost	71		33	
Audiobook access: (Overdrive)	804		1,023	
Music download access:	1,135		1,212	
Magazine download access:	423		563	
Tutor.com sessions:	71		100	
Hoopla access:	n/a		415	
<b>Library Computer Use</b>				
Resident Use	2,342		1,806	
Guest Use	836		719	

	2014		2015	
<b>OUTREACH &amp; PROGRAMS</b>				
<b><i>New Patrons and Accounts</i></b>				
Township:	199		195	
Cranbrook:	3		7	
Total new patrons:	294		288	
<b><i>Adult Program Attendance</i></b>				
Staff-led:	4 events	55 attended	5 events	14 attended
Speaker-led:	9 events	156 attended	6 events	80 attended
Book clubs:	4 events	53 attended	5 events	56 attended
Tours/visits on-site:	0	0	0	0
Tours/visits off-site:	1 event	80 attended	0	0
Bloomfield Historical Society	1 event	49 attended		
Sally Pullar Memorial Concert			1 event	113 attended
<b><i>Systems Program Attendance</i></b>				
Staff-led:	3 events	15 attended	3 events	19 attended
<b><i>Teen Program Attendance</i></b>				
Staff-led:	4 events	13 attended	2 events	6 attended
<b><i>Youth Program Attendance</i></b>				
Staff-led:	21 events	420 attended	20 events	380 attended
Speaker-led:	3 events	90 attended	3 events	94 attended
Tours/visits on-site:	0	0	1 event	8 attended
Tours/visits off-site:	1 event	100 attended	0	0
TOTAL:	51 events	1,031 attended	46 events	770 attended
<b><i>Volunteers:</i></b>				
	23 people	202 hours	28 people	255 hours
	Shop: 6	75.25	Shop: 9	103
	Court: 1	12.25	Court: 1	9
	Students: 5	25	Students: 5	31.75
	Dept. Vol: 12	89.5	Dept. Vol: 13	111.25
<b><i>Patron Remarks</i></b>				
Patron Comments:	4		3	
Ask BTPL:	8		2	
Ask Us:	36		50	
<b>DISPLAYS</b>				
Lobby	Past Fashions from the Detroit Historical Museum			
Media	Adult: Seeing Red			
	Youth: Read the Book, then See the Movie; Notable recordings			
Local History	Download the Library			

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
FIVE YEAR CIRCULATION

10/16/2015

	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016
APRIL	74,009	71,094	76,629	65,851	63,783
MAY	67,127	70,411	66,250	61,347	58,740
JUNE	79,512	80,069	72,030	67,987	68,518
JULY	85,456	86,867	85,844	77,485	75,304
AUGUST	84,937	79,094	80,163	69,931	73,868
SEPTEMBER	68,066	69,592	67,145	62,536	60,292
OCTOBER	71,180	72,467	67,436	61,177	
NOVEMBER	71,456	68,318	66,813	62,815	
DECEMBER	72,964	67,864	65,007	61,726	
JANUARY	78,197	76,156	68,232	63,404	
FEBRUARY	73,778	69,992	62,534	60,140	
MARCH	81,433	77,819	71,961	66,845	
<b>TOTAL</b>	<b>908,115</b>	<b>889,743</b>	<b>850,044</b>	<b>781,244</b>	<b>400,505</b>



## TENTATIVE SCHEDULE CALENDAR

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- **Tuesday, October 20, 2015 - 7:00 p.m., Regular Board Meeting in the Board Room.**

Upcoming meetings and events:

- Tuesday, November 3, 2015 – 11:00 a.m. Development Committee Meeting in the Director's Office.
- Wednesday, November 4, 2015 – 12:30 p.m., Friends of the Library Board of Directors meeting in the Board Room.
- Tuesday, November 10, 2015 – 11:00 a.m. Joint Building & Grounds and Interiors Committees meeting in Board Room.
- **Tuesday, November 17, 2015 – 3:00p.m., Regular Board Meeting at Bloomfield Hills High School.**

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

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Bloomfield Township Public Library  
Oakland County, Michigan  
**Monday, September 21, 2015**

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The meeting of the Bloomfield Township Public Library Board of Trustees Policy Committee was held in the Library on Monday, September 21, 2015 at 3:00p.m.

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

**Administration:** Carol Mueller, Library Director

**Annual Policy Review**

The Policy Committee conducted its yearly review of the current approved Library policies. One policy reviewed – Library Rules of Conduct – revealed that minor updates were required.

A question was raised at our June 5, 2015 Policy Committee meeting regarding the use of electronic cigarettes in the Library. At this time, these are not listed as restricted on the Library Rules of Conduct.

Library staff conducted some research into this topic. At this time, the Food and Drug Administration (FDA) has not reported on the safety of electronic cigarettes. In addition, there is no proven risk to the health of bystanders. Cities and public buildings are erring on the side of caution and are not allowing electronic cigarettes in their buildings. What has been expressed as a concern in our research is the marketing and example of using electronic cigarettes presents to teens and children. If electronic cigarette use is allowed in public buildings, it may seem to some that this type of smoking is acceptable.

The Policy Committee agreed to add a restriction on electronic cigarette use to the Library Rules of Conduct. In addition, the use of tobacco and tobacco like products will be added. The Policy Committee also recommends adding the word “furniture” to the statement that “no damage, defacement, littering or removal of any part of the Library’s building, equipment or grounds is permitted”. Three minor changes were made as well.

The proposed revisions to the Library’s Rules of Conduct will be presented to the full Library Board at the October 20 regular meeting for their consideration and approval.

There are no other recommended changes to other library policies at this time.

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

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
MEMORANDUM**

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**TO:** Library Board of Trustees

**FROM:** Carol Mueller, Library Director

**DATE:** October 16, 2015

**SUBJECT:** Annual Library Policy Review

The Policy Committee conducted its annual review of the current approved Library policies. One document reviewed – Library Rules of Conduct – revealed that minor updates were required.

A question was raised recently regarding the use of electronic cigarettes in the Library. At this time, these are not listed as restricted on the Library Rules of Conduct.

Library staff conducted some research into this topic. Currently, the Food and Drug Administration (FDA) has not reported on the safety of electronic cigarettes. In addition, there is no proven risk to the health of bystanders. Cities and public buildings are erring on the side of caution and are not allowing use of electronic cigarettes in their buildings. What has been expressed as a concern in our research is how marketing and seeing others use electronic cigarettes impacts teens and children, in particular. If electronic cigarette use is allowed in public buildings, it may seem to some that this type of smoking is acceptable.

The Policy Committee recommends adding a restriction on electronic cigarette use to the Library Rules of Conduct and to broaden this restriction to include the use of tobacco and tobacco like products. The Policy Committee also recommends adding the word “furniture” to the statement that “no damage, defacement, littering or removal of any part of the Library’s building, equipment or grounds is permitted”. Three other minor changes were made as well.

The revised Library Rules of Conduct with changes indicated is attached for your review. If you agree with these recommended changes, the following action is needed.

**ACTION:** I move to approve the revised Library Rules of Conduct, effective October 10, 2007, as presented.

## BLOOMFIELD TOWNSHIP PUBLIC LIBRARY RULES OF CONDUCT

Effective October 21, 2015

The Bloomfield Township Public Library's Library Conduct Policy states, "In order to provide a positive experience at the Library for all persons, the Library's Board of Trustees shall authorize the Library Director to establish and communicate rules for conduct in the Library and on its grounds. The Library staff shall be authorized by the Library Director to implement these rules for conduct.

"Any patron not abiding by these rules of the Library may be required to leave the Library premises and may forfeit their Library privileges. Actions that violate local, state, or federal law may be prosecuted. Any patron may appeal to the Bloomfield Township Public Library Board of Trustees in respect to any action taken under this Library Conduct Policy."

The specific rules for conduct in the Library and on its grounds are:

- **Silence all sound-emitting devices**, including cell phones, IPODs, laptops, or similar devices, during your use of the Library. Please **refrain from using your talking on your cell phone in the Library**; if necessary to do so, speak softly and away from others – even the softest conversation may be greatly amplified in some areas of the building.
- **Internet use, whether on library computers or your own laptop, cannot be disturbing to staff or others in sound or visual displays.** Use of the library's computers and wireless access must comply with all local, state, and federal ordinances and statutes. Filtering of Internet sites is applied to both the Youth area and **in the** Teen area library computers.
- **Only covered beverages are permitted** in the Library. Food is only permitted in the café **(opening spring 2008)**.
- The Library is **smoke free**; smoking – **including use of tobacco, tobacco like products and electronic cigarettes** – is not permitted within 50 feet of any door of the building.
- The **use or possession of alcohol and illegal drugs is not permitted**; persons under the influence of either will be required to leave.
- **Interference with others using the Library or with employees performing their duties at the library is not permitted.**
- **No damage, defacement, littering, or removal** of any part of the Library's building, **furniture**, equipment, or grounds is permitted.
- **Appropriate attire**, including footwear, is required for entry and service.
- **All materials removed from the Library must be checked out on a valid Library card.**
- **Solicitations may not be made** within the library building or within 85 feet of the Library's entrance (see the Non-library Postings & Displays Policy).
- **Children under age 12 cannot be left unattended** in the Library or on its grounds. (See Michigan Child Protection Act 238 of 1975.)
- Parents and guardians are responsible for the **behavior of minors (under age 18)** in the library and on its grounds at all times.

These rules are enforced by the Library's staff and the Bloomfield Township Police Department. Patron identification, including name, address, and telephone number, may be requested. There are many statutes that govern your use of the Library—the community's collection, the building and grounds, and its services—such as copyright, homeland security, and more. Actions that violate local, state, or federal law will be prosecuted.



**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**

**MOTION TO APPROVE ANY ITEMS REMOVED FROM THE CONSENT AGENDA**

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

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
MEMORANDUM**

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**TO:** Library Board of Trustees

**FROM:** Tera Moon, Assistant Director

**DATE:** October 14, 2015

**SUBJECT:** Strategic Plan Update

The first phase of our strategic planning process is complete. Since May, we have gathered library statistics and community demographic data; held 12 focus groups at which 120 participants shared their thoughts; had meetings with four community leaders; and gathered 270 survey responses.

Now, we are moving into the second phase of our strategic planning process during which we will analyze all the data and input that has been gathered at a day-long meeting on October 15. Participating in this meeting are the Library Board of Trustees, Department Heads, Administration, Friends President, strategic planning team, plus other members of the community. The goal of the meeting is to craft broad directions for the library. A draft plan will be revealed at the December 15 meeting of the Library Board of Trustees.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
MEMORANDUM**

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**TO:** Trustees  
**FROM:** Carol Mueller  
**DATE:** October 16, 2015  
**SUBJECT:** Follow up to Questions

At the September 15, 2015 Library Board meeting, two questions were asked that required further information.

The first question asked was regarding the Library water bill and if our irrigation water is part of the sewer charges. The Library does have a second water meter just for irrigation use. This is shown separately on our bill and is not charged sewer rates in addition to water consumption. However, all are combined on one bill from the Township.

A question also was raised about our recent order of RFID tags. The order included 25,000 encoded tags at a cost of \$0.31 per tag. These tags are used primarily for books, audio books, games and some music CDs. It is estimated that this quantity of tags will last for 15 months.

Please let me know if you have any additional questions.

# **BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**

## **FRIENDS OF THE LIBRARY**

### **MONTHLY DIRECTOR'S REPORT**

**October, 2015**

- We have a lovely new planter greeting everyone as they enter the Library – thank you, Friends! During the next year, 6 seasonal planters will be placed at the Library entrance to greet our guests as they enter the building. What a wonderful gift to the Library!
- If you haven't already, take a look at the refurbished pink study alcoves in Youth Services. These are looking quite lovely! What a great way to use the funds raised as part of the Library's 50<sup>th</sup> anniversary celebration!
- The strategic planning process is progressing quite nicely! Thank you to everyone who attended the focus group meeting and completed a survey. Our next step is review all of the information gathered by our consultants at a strategic planning retreat on October 15 and then determine the future directions the Library should pursue during the next three to five years. Friends President Nancy Lambert will be attending this retreat.
- The week of October 18 is Friends of the Library week! On behalf of the Library Board of Trustees and all library staff, please know how much we all appreciate all that you do for Bloomfield Township Public Library! Our Friday evening concert on October 16 is dedicated to all of you! The Metropolitan Detroit Flute Choir will be performing. In addition, please view the Local History display cases showcasing our wonderful Friends!
- Once again, Bloomfield Township has approved a special event permit for the Friends to place the corner banner out from September, 2015 – August, 2016. My sincere thanks to Tera Moon for handling this application and process.
- The monthly gifts expended report is attached to this report for your information.
- Thank you for your consideration of the many items on our Wish List.

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

Friends gifts expended 2015-2016

<u>Gift Accession</u>	<u>Year rec'd</u>	<u>Donor</u>	<u>Purpose</u>	<u>Amount</u>	<u>Aug 2015</u>	<u>Amount left in gift</u>	
1500040101	2015	FOL	2016/2017 Gale Courses	\$3,000.00		\$3,000.00	
1401080101	2014	FOL	S.T.E.M. collection	\$1,900.00		\$1,900.00	
1500060101	2015	FOL	Teen Books	\$1,425.00		\$1,425.00	
1500070101	2015	FOL	Large Print books	\$950.00		\$950.00	
1500090101	2015	FOL	SciFi/Graphic Novel Collection	\$1,425.00		\$1,425.00	
1401050101	2014	FOL	Classic movies processing	\$125.00	(\$125.00)	\$0.00	
1401090101	2014	FOL	S.T.E.M. collection processing	\$100.00	(\$100.00)	\$0.00	
1500060101A	2015	FOL	Teen Books processing	\$75.00	(\$75.00)	\$0.00	
1500070101A	2015	FOL	Large Print books processing	\$50.00		\$50.00	
1400390101	2014	FOL	TS DVD's of guest speakers	\$180.00		\$170.00	
1401040101	2014	FOL	Classic movies	\$2,375.00	(\$2,375.00)	\$0.00	
1400280101	2014	FOL	Additional materials for collection and All-in-one Skill b	\$2,664.98	(\$270.45)	\$2,381.98	
1300480101	2013	FOL	2014 Everyone's Reading	\$216.15		\$141.57	Carry over for April 2015 - to be all spent per CS
1400260101	2014	FOL	2014 AS Summer Reading	\$1,000.00	(\$227.57)	\$290.62	Carry over for 2015
1400480101	2014	FOL	2015/2016 AS Concert series	\$3,000.00	(\$1,200.00)	\$0.00	Carry over for 2015
1401010101	2014	FOL	Maker Space programs	\$600.00		\$600.00	
1401020101	2014	FOL	Pop up Librarian programs	\$600.00		\$74.47	
1300820101	2013	FOL	YS Adaptive Umbrella Workshop	\$6.37		\$6.37	Carry over for 2015
1400470101	2014	FOL	March 2015 First grade readers rally	\$1,099.77		\$1,099.77	
1500080101	2015	FOL	Wee Play program updates	\$500.00	(\$251.98)	\$114.90	
1300540101	2013	FOL	Admin 2014/2015 Program Budget	\$832.53		\$832.53	
1300880101	2013	FOL	2014/2015 Chamber Concert Series	\$1,038.34		\$838.34	
1400490101	2014	FOL	Det. Historical Society Exhibits	\$1,000.00		\$1,000.00	
1500050101	2015	FOL	2015/2016 Chamber Concert Series	\$1,000.00		\$1,000.00	
1400420101	2014	FOL	Fac Study Room table repair	\$1,400.00		\$1,400.00	Carry over for 2015
1400400101	2014	FOL	Fac Tree Pruning	\$6,500.00		\$2,010.00	Carry over for 2015 - balance to be used for replacement plantings
1500110101	2015	FOL	Adm Seasonal Arrangement at Entrance	\$2,250.00		\$2,250.00	
1400300101	2014	FOL	Admi Library Shop Lighting	\$2,000.00		\$2,000.00	Carry over for 2015
1400430101	2014	FOL	Admi Redirected to Library Shop Lighting	\$412.42		\$412.42	Redirected April 2015 from Circ hold carts
1401070101	2014	FOL	YS Sea Life play cube	\$600.00		\$6.96	
0800220101	2008	FOL	YS Velcro Design Wall	\$1,458.74	(\$48.16)	\$356.50	Redirected Feb 2014 from MY LIBRARY book
1300440101	2013	FOL	Systems Technology upgrade (to bring total to \$25,000 with 4 redirected gifts)	\$16,668.62		\$5,182.41	
1401060101	2014	FOL	YS Ipads and applications	\$5,175.00	(\$4,854.10)	\$320.90	
1401110101	2014	FOL	Systems Community Room AV upgrade	\$20,000.00		\$20,000.00	
1300530101	2013	FOL	For 2014/2015 staff development	\$555.75		\$555.75	Reallocated \$5,000 1/8/14 to Staff Development and redistributed part of it to depts from Innov. SMS Alert Serv. gift given in Oct. 2013.
1300530101AS	2013	FOL	For 2014/2015 AS staff develop.	\$457.60		\$59.60	Reallocated from SMS Alert Serv. gift given in 10/13 Carry over for 2015
0700010101	2007	FOL	New Welcome brochures	\$6,290.00		\$6,290.00	Carry over for 2015
1300510101	2013	FOL	Recycled plastic book bags	\$1,375.00		\$1,375.00	Carry over for 2015
1500100101	2015	FOL	Retractable and Portable Banner	\$380.00		\$380.00	

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY – ADMINISTRATIVE CALENDAR**

2015

**NOVEMBER**

2015

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 Wee Play 2pm	2 Bouncing Babies 10am  Hiroshima/Nagasaki 7pm	3 Tinker Tales 10am  Knit N Stitch 10am  Intro to Excel 6pm	4 Movers & Shakers 10am Discover your Library High School – 6pm  Great Books Club 6:45 Roots of the Music 7pm	5 Mother Goose Club 10am  Tasteful Tales 6:30pm	6 Sign & Play 10am  1 <sup>st</sup> Friday @ the Library After Hours 6:30pm	7 Digging for Dinosaurs 1pm  Explore the Library's Website - 2pm  Talking Turkey Trader Joes- 2pm
8 Wee Play 2pm	9 Bouncing Babies 10am  PJ Theater 6:30pm	10 Tinker Tales 10am  Memoir Writers Group 1pm Teen Advisory Board 4pm  Intro to Word 6pm	11 Movers & Shakers 10am  Non-Fiction Book Club 7pm  Writers Rendezvous 7pm	12 Mother Goose Club 10am  Free E-books & E-Audio Books 7pm	13 Chamber Music Concert 7:30pm	14 A Moment with Claude Monet 11 am  FOL Book Sale 9:30am-3:30pm
15 Wee Play 2pm	16 Bouncing Babies 10am  30 min. Lunchtime Book Club 1pm	17 Tinker Tales 10am  Tue Book Club 10am  Library Board Meeting 3pm  Little Foodies 6:30pm	18 Movers & Shakers 10am  Mystery Book Club 1pm  Great Books Club 6:45pm  Full STEAM Ahead 6:30pm	19 Mother Goose Club 10am  Eleanor's Book Club 10am  Tablet Tales 1pm  Make it at the Library 6pm	20 Coffee & Conversation 10am  Fan Fridays 4:30pm	21 Shake Rhythm & Rhyme 11am  Intro to Scanning & Photo Editing 2pm
22 Wee Play 2pm	23 Bouncing Babies 10am	24 Tinker Tales 10am  Memoir Writers Group 1pm	25 Movers & Shakers 10am  LIBRARY CLOSES AT 5:30PM	26 LIBRARY CLOSED FOR THANKSGIVING	27 Lego Club 11am	28 Books & Beats 11am
29 Wee Play 2pm	30 Bouncing Babies 10am					