

Bloomfield Township Public

**Library**

**Bloomfield Township Public Library  
Board of Trustees**

Library Board Meeting  
***December 15, 2015***  
7:00 p.m.  
John Rumsey Board Room

Trustees:

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

Joan Luksik, President

Pamela Williams, Vice President

Judy Lindstrom, 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, December 15, 2015 7:00 p.m.

| <b>#</b> | <b><u>NUMBERED ITEMS</u></b>   | <b><u>DATE DELIVERED</u></b> |
|----------|--|------------------------------|
| 1        | Agenda   | 12/11/15                     |
| 2a       | Request to remove items from the Consent Agenda for Discussion           | 12/11/15                     |
| 2b       | Motion to approve the order of items for the regular and consent agendas | 12/11/15                     |
| 5        | Motion to approve remaining consent agenda items 6-8d                    | 12/11/15                     |
| 6        | Regular Board Meeting Minutes of 11-17-15                                | 12/11/15                     |
| 7a       | Cash Disbursements   | 12/11/15                     |
| 7b       | Revenues/Expenditures Budget Report                                      | 12/11/15                     |
| 7c       | Energy Report  | 12/11/15                     |
| 8a       | President's Report   | 12/11/15                     |
| 8b       | Director's Report  | 12/11/15                     |
| 8c       | Bloomfield Township Liaison –no report                                   |                              |
| 8c       | Cranbrook – no report  |                              |
| 8c       | Art Committee – no report  |                              |
| 8c       | Development – Meeting Minutes of 12-7-15                                 | 12/11/15                     |
| 8c       | Finance Committee – Meeting Minutes of 12-3-15                           | 12/11/15                     |
| 8c       | Friends of the Library Liaison – no report                               |                              |
| 8c       | Building/Grounds –no report  |                              |
| 8c       | Jeanette P. Myers Scholarship Committee –no report                       |                              |
| 8c       | Landscape-Interiors Committee – no report                                |                              |
| 8c       | Personnel Committee – Meeting Minutes of 12-1-15                         | 12/11/15                     |
| 8c       | Policy Committee – no report   |                              |
| 11a      | Strategic Plan – Kimberly Bolan and Associates                           | 12/11/15                     |
| 11b      | PA 152 Publically Funded Health Insurance Contribution Act               | 12/11/15                     |
| 13       | Motion to approve any items removed from the consent agenda              | 12/11/15                     |

**UNNUMBERED ITEMS**

**DATE DELIVERED**

|   |          |
|---|----------|
| Memo regarding Library Grounds Maintenance and Snow Removal Service RFP | 12/11/15 |
| Memo regarding Director's Evaluation                                    | 12/11/15 |
| Directors Monthly Report to Friends of Library                          | 12/11/15 |
| Administrative Calendar – January 2016                                  | 12/11/15 |

AGENDA  
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
BOARD OF TRUSTEES  
Tuesday, December 15, 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 November 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. 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
  - a. Appointment of Committees
11. New Business
  - a. Strategic Plan – Kimberly Bolan and Associates
  - b. PA 152 Publically Funded Health Insurance Contribution Act
12. Discussion of items removed from the Consent Agenda
13. MOTION to approve any items removed from the Consent Agenda
14. Other
15. Next scheduled meeting: Tuesday, January 19, 2016 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):**

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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 Hills High School  
Oakland County, Michigan  
**Tuesday, November 17, 2015**

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At 3:02 p.m. the Regular Meeting of the Bloomfield Township Public Library Board of Trustees was called to order by President Joan Luksik.

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

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

**Guests:** Howard Baron, Township resident; David Vorhes and Cliff Craig, Applied Imaging; Joan Wu, BTPL Systems Department Head; Todd Von Schulze, BTPL Systems Technician; Robin Lang, SOC representative

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

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

*Ayes: Cohen, Gerhart, Greenbaum, Lindstrom, Williams*

*Nays: None*

**MOTION CARRIED**

**President's Verbal Report:**

Joan Luksik thanked Shira Good, BHS Communications Director, for inviting the Trustees to the new Bloomfield Hills High School. She also extended thanks to Superintendent Robert Glass and Howard Baron, School Board Trustee for the opportunity to tour the new high school after the Board Meeting. Joan stated we are very fortunate to have this fabulous new facility in our community!

**Director's Verbal Report:**

Carol Mueller stated how excited we are to be here in the new high school and looking forward to our tour of the facility. She also thanked all those involved at the high school for their flexibility in arranging this meeting and tour.

Carol stated that she and Tera Moon have recently visited our neighboring libraries to get a tour of their buildings and discuss mutually beneficial topics. Carol shared that during her visit at the Baldwin Library, Doug Koschik shared their renovation plans of the Adult Services areas and these plans included reducing their collection by 17%. During the visit with Cathy Russ at the Troy Public Library, Cathy shared how pleased she was with the millage renewal on November 3, 2015 for a five year period. Carol is in discussion with Cathy Russ with regard to a joint staff development opportunity. Carol also stated discussion with the Bloomfield Township Senior Center is underway regarding several ways that we may partner more closely with the Senior Center. Director Christine Tvaroha will promote our Library by Mail service to residents who take part in the Meals on Wheels program with the township, and we will promote that service to our patrons who are in our Library by Mail program.

There have been many board committee meetings the past few months. The Development, Building/Grounds, and Interiors/Landscaping Committees have all been very busy! The Building/Interiors Committee approved the Community Room stage screen wall which will be completed the first week in January 2016.

Carol stated that the Library staff Casual Friday donations during the months of November and December will be appropriated to the Library Endowment Fund at the Community Foundation for Southeast Michigan in honor of our Library Board of Trustees in appreciation for all that they do for the Library.

Tera Moon shared that she had met Ruth Barton in the Library over the weekend. Ruth is 92 years of age and she stated to Tera that her husband was the model for our Quest sculpture! Tera had a wonderful conversation with Mrs. Barton and took Ruth's picture with Quest, and mailed it to her residence.

**CONSENT AGENDA MOTION:**

After discussion, a motion was made by Grant Gerhart, seconded by Pam Williams, **TO APPROVE THE ITEMS ON THE CONSENT AGENDA AS PRESENTED WITH THE EXCEPTION OF THE FOLLOWING: LOWER LEVEL WATER DRAINAGE.**

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

*Ayes: Cohen, Gerhart, Greenbaum, Lindstrom, Williams*

*Nays: None*

**MOTION CARRIED**

**REGULAR AGENDA:**

*Call to the Public:*

Joan welcomed Robin Lang, SOC representative. Robin reminded the Trustees to turn in their RSVP for the Holiday Party on December 5<sup>th</sup>. Joan also welcomed David Vorhes, Cliff Craig, Howard Baron, Joan Wu and Todd Von Schulze.

**UNFINISHED BUSINESS:**

*No items for discussion*

**NEW BUSINESS:**

*11a Election of Officers*

The Trustees elected the following Officers to serve the 2016-17 term: Joan Luksik, President; Pam Williams, Vice President; Judy Lindstrom, Secretary.

Peggy Cohen stated that the community is very fortunate that every member of this Library Board of Trustees is qualified to hold the office of President and should be proud of them. Pam Williams stated that she is pleased that the Board agreed to extend the term of Library Board President for a term of three years.

*11b Appointment of Board Committees*

Joan stated that she will appoint Board Committee members at the December 15, 2015 Library Board Meeting and encouraged current Committee members to contact her if they have any questions or preferences with regard to these appointments. Discussion was had with regard to separating the Finance Committee into two separate committees which would be a Finance Committee and an Investment Committee. Additional discussion also suggested combining the Building and Grounds Committee with the Landscaping/Interiors Committee.

*11c Copier Bid Award*

Carol gave a brief review regarding the request for proposals for copier and printer equipment and service that was released on September 14, 2015, with an October 5, 2015 deadline. Proposals were received from five firms. All five proposals were independently reviewed by Administration and the Systems staff. Representatives from two firms were invited to the Library for interviews on October 21, 2015. After a very thorough review of the proposals, interviews and references and showroom visits, Administration recommends to award the bid for copier services to Applied Imaging to purchase Canon equipment.

After discussion, a motion was made by Peggy Cohen, seconded by Eli Greenbaum, **TO AWARD THE COPIER BID FOR COPIER SERVICES AND PURCHASE OF CANON EQUIPMENT TO APPLIED IMAGING, 46620 RYAN COURT, NOVI, MICHIGAN 48377.**

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

*Ayes: Cohen, Gerhart, Greenbaum, Lindstrom, Williams*

*Nays: None*

**MOTION CARRIED**

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

Grant Gerhart commented on the design of the building with regard to water drainage. Peggy answered that the latest presented plan will reroute two of the building's roof drains that bring the most water to the lower level west sump pit. This water would be rerouted out of the building at roof level and then to the retention basin under the west side parking lot, instead of coming into the lower level west sump and being pumped out. Carol stated that the original building was constructed in 1968 and then added on in 1987 and at that time the serving Board of Trustees wanted to maintain the original aesthetic look of the building so the drains were routed in that manner.

Grant Gerhart commented on the additional information provided regarding Library investments. Grant suggested these investments may need to be reviewed in light of rising interest rates.

After discussion, a motion was made by Pam Williams, seconded by Grant Gerhart, **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, Gerhart, Greenbaum, Lindstrom, Williams*

*Nays: None*

**MOTION CARRIED**

#### **OTHER:**

Judy Lindstrom presented several fund raising ideas to the Trustees that were discussed at the last Development Committee meeting. She asked the Trustees if they would be interested in pursuing another event, perhaps during the summer of 2016. The Trustees were receptive to the idea and Judy invited the Trustees to attend the December 7, 2015 Development Committee Meeting at 2:00 p.m. to discuss further if interested.

Meeting adjourned at 3:46 p.m.

The next meeting of the Bloomfield Township Public Library Board of Trustees is Tuesday, December 15, 2015 at 7:00 p.m. in the Library Board Room.

Submitted by:

Pam Williams, Secretary

## BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

### Cash Disbursements Comments December 2015

#### **New Vendors:**

American Pest Control is a new vendor for tree care.

American Spirit is a new vendor for a magazine subscription.

Victoria Mobley is a new vendor for a library program.

#### **General Fund Advance**

- Check #15571 payable to Bloomfield Township in the amount of \$751.79 is payment for the Library's water and sewer use from 9/22/2015 – 10/21/2015.

#### **General Fund**

- Check #15588 payable to Business Communication Systems, Inc. in the amount of \$2,100.00 is payment for annual software maintenance for the Library's telephone system.
- Check #15593 payable to the Charter Township of Bloomfield in the amount of \$10.00 was payment for a library program DVD.
- Check #15595 payable to Eastman Fire Protection, Inc. in the amount of \$219.53 was payment for fire extinguisher inspection and testing.
- Check #15599 payable to Kimberly Bolan and Associates in the amount of \$4,475.00 was payment for the third phase of our strategic planning process.
- Check #15602 payable to Midwest Collaborative for Library Services in the amount of \$8,806.88 was payment for research databases.
- Check #15603 payable to the MetroNet Library Consortium in the amount of \$1,000.00 was payment for participation in Everyone's Reading, 2016.
- Check #15613 payable to Proquest-CSA, LLC. in the amount of \$2,970.00 was payment for a research database.

- Check #15626 payable to The Library Network in the amount of \$3,600.00 was payment for the Library's annual subscription to anti-virus software.
- Check #15637 payable to Bloomfield Township in the amount of \$262,579.11 is payment for two payrolls including FICA, HRA contributions, pension, etc. as usual.

### **Gift Fund**

- Check #4634 payable to Bloomfield Township Public Library in the amount of \$7.60 was payment for STEM kit supplies.
- Check #4635 payable to the Charter Township of Bloomfield in the amount of \$70.00 was payment for DVDs from a library program.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
CHECK REGISTERS  
FOR THE MONTH OF NOVEMBER 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> |             |                                      |                     |                           |
| 15553                  | 11/6/15     | Elizabeth Clauder                    | 104.01              | 35.52                     |
| 15554                  | 11/6/15     | Brooke Hoskins                       | 104.01              | 1,269.13                  |
| 15555                  | 11/6/15     | Emily Hudak                          | 104.01              | 137.44                    |
| 15556                  | 11/6/15     | Carol Mueller                        | 104.01              | 36.64                     |
| 15557                  | 11/6/15     | Marian Rafal                         | 104.01              | 36.24                     |
| 15558                  | 11/6/15     | Jennifer Taggart                     | 104.01              | 49.68                     |
| 15559                  | 11/6/15     | DONALD BORSAND                       | 104.01              | 100.00                    |
| 15560                  | 11/6/15     | PETTY CASH - BTPL                    | 104.01              | 151.24                    |
| 15561                  | 11/6/15     | PACIFIC TELEMANAGEMENT SERVICES      | 104.01              | 78.00                     |
| 15562                  | 11/6/15     | UNITED STATES POSTAL SERVICE         | 104.01              | 1,700.00                  |
| 15563                  | 11/25/15    | Bala Cramer                          | 104.01              | 140.00                    |
| 15564                  | 11/25/15    | Martha McGee                         | 104.01              | 78.40                     |
| 15565                  | 11/25/15    | Connie Silver                        | 104.01              | 971.44                    |
| 15566                  | 11/25/15    | Elizabeth Telford                    | 104.01              | 61.17                     |
| 15567                  | 11/25/15    | Karrie Yukon                         | 104.01              | 68.41                     |
| 15568                  | 11/25/15    | AMAZON.COM                           | 104.01              | 3,230.22                  |
| 15569                  | 11/25/15    | AT&T                                 | 104.01              | 1,003.93                  |
| 15570                  | 11/25/15    | AT&T LONG DISTANCE                   | 104.01              | 28.14                     |
| 15571                  | 11/25/15    | BLOOMFIELD TOWNSHIP                  | 104.01              | 751.79                    |
| 15572                  | 11/25/15    | COMCAST                              | 104.01              | 130.71                    |
| 15573                  | 11/25/15    | CONSUMERS ENERGY                     | 104.01              | 6,215.09                  |
| 15574                  | 11/25/15    | DTE ENERGY                           | 104.01              | 18,411.95                 |
| 15575                  | 11/25/15    | FLAGSTAR BANK                        | 104.01              | 3,979.60                  |
| 15576                  | 11/25/15    | SHERWIN-WILLIAMS CO                  | 104.01              | 267.77                    |
| 15577                  | 11/25/15    | VERIZON WIRELESS                     | 104.01              | 202.68                    |
| Total                  |             |                                      |                     | <u><u>\$39,135.19</u></u> |
| <b>REGULAR CHECKS:</b> |             |                                      |                     |                           |
| 15578                  | 12/4/15     | AERO FILTER, INC                     | 104.01              | 224.10                    |
| 15579                  | 12/4/15     | AMERICAN PEST CONTROL                | 104.01              | 255.30                    |
| 15580                  | 12/4/15     | AMERICAN SPIRIT                      | 104.01              | 18.00                     |
| 15581                  | 12/4/15     | ARROW OFFICE SUPPLY CO.              | 104.01              | 299.90                    |
| 15582                  | 12/4/15     | BACKER LANDSCAPING, INC.             | 104.01              | 165.00                    |
| 15583                  | 12/4/15     | BAKER & TAYLOR, INC.                 | 104.01              | 6,852.04                  |
| 15583a                 | 12/4/15     | VOID                                 | 104.01              |                           |
| 15583b                 | 12/4/15     | VOID                                 | 104.01              |                           |
| 15584                  | 12/4/15     | BERNAN ASSOCIATES                    | 104.01              | 189.00                    |
| 15585                  | 12/4/15     | BLACKSTONE AUDIO, INC.               | 104.01              | 306.75                    |
| 15586                  | 12/4/15     | BOTTOM LINE HEALTH                   | 104.01              | 29.95                     |
| 15587                  | 12/4/15     | BRILLIANCE PUBLISHING, INC.          | 104.01              | 172.94                    |
| 15588                  | 12/4/15     | BUSINESS COMMUNICATION SYSTEMS, INC. | 104.01              | 2,190.00                  |
| 15589                  | 12/4/15     | BUTZEL LONG                          | 104.01              | 39.00                     |
| 15590                  | 12/4/15     | CAR TRUCKING, INC.                   | 104.01              | 199.50                    |
| 15591                  | 12/4/15     | CDW GOVERNMENT, INC.                 | 104.01              | 521.86                    |
| 15592                  | 12/4/15     | CENGAGE LEARNING/GALE                | 104.01              | 1,506.78                  |
| 15592a                 | 12/4/15     | VOID                                 | 104.01              |                           |
| 15593                  | 12/4/15     | CHARTER TOWNSHIP OF BLOOMFIELD       | 104.01              | 10.00                     |
| 15594                  | 12/4/15     | DU ALL CLEANING, INC                 | 104.01              | 4,730.00                  |
| 15595                  | 12/4/15     | EASTMAN FIRE PROTECTION, INC.        | 104.01              | 219.53                    |
| 15596                  | 12/4/15     | GOLDNER WALSH NURSERY, INC.          | 104.01              | 3,399.72                  |
| 15597                  | 12/4/15     | GREY HOUSE PUBLISHING                | 104.01              | 292.50                    |
| 15598                  | 12/4/15     | INGRAM LIBRARY SERVICES              | 104.01              | 11.77                     |
| 15599                  | 12/4/15     | KIMBERLY BOLAN AND ASSOCIATES        | 104.01              | 4,475.00                  |

| Check # | Date    | Payee                               | Cash Account | Amount              |
|---------|---------|-------------------------------------|--------------|---------------------|
| 15600   | 12/4/15 | LJ ROLLS REFRIGERATION CO., INC     | 104.01       | 1,922.95            |
| 15601   | 12/4/15 | MING LOUIE                          | 104.01       | 250.00              |
| 15602   | 12/4/15 | MIDWEST COLLABORATIVE for LIB. SVCS | 104.01       | 8,806.88            |
| 15603   | 12/4/15 | METRONET LIB. CONSORT.              | 104.01       | 1,000.00            |
| 15604   | 12/4/15 | MIDWEST TAPE                        | 104.01       | 4,405.91            |
| 15604a  | 12/4/15 | VOID                                | 104.01       |                     |
| 15604b  | 12/4/15 | VOID                                | 104.01       |                     |
| 15605   | 12/4/15 | MIKERO MOH                          | 104.01       | 500.00              |
| 15606   | 12/4/15 | VICTORIA MOBLEY                     | 104.01       | 250.00              |
| 15607   | 12/4/15 | MORNINGSTAR, INC.                   | 104.01       | 175.00              |
| 15608   | 12/4/15 | NICHOLS/NETWORK SERVICES CO         | 104.01       | 319.14              |
| 15609   | 12/4/15 | OVERDRIVE                           | 104.01       | 6,550.15            |
| 15610   | 12/4/15 | OXFORD UNIVERSITY PRESS             | 104.01       | 1,275.00            |
| 15611   | 12/4/15 | PARTNERS BOOK DISTRIBUTING, INC.    | 104.01       | 1,190.48            |
| 15611a  | 12/4/15 | VOID                                | 104.01       |                     |
| 15612   | 12/4/15 | PENGUIN RANDOM HOUSE LLC            | 104.01       | 447.75              |
| 15613   | 12/4/15 | PROQUEST-CSA LLC                    | 104.01       | 2,970.00            |
| 15614   | 12/4/15 | QUALITY BOOKS INC.                  | 104.01       | 193.30              |
| 15615   | 12/4/15 | RECORDED BOOKS, LLC                 | 104.01       | 703.72              |
| 15615a  | 12/4/15 | VOID                                | 104.01       |                     |
| 15616   | 12/4/15 | RICOH USA, INC                      | 104.01       | 3,341.19            |
| 15617   | 12/4/15 | RESEARCH TECHNOLOGY INT.            | 104.01       | 292.75              |
| 15618   | 12/4/15 | SALEM PRESS, INC.                   | 104.01       | 95.00               |
| 15619   | 12/4/15 | SERVICE HEATING & PLUMBING          | 104.01       | 416.00              |
| 15620   | 12/4/15 | SHOPLET.COM                         | 104.01       | 54.43               |
| 15621   | 12/4/15 | SHOWCASES                           | 104.01       | 615.81              |
| 15622   | 12/4/15 | SQBOX SOLUTIONS LTD.                | 104.01       | 1,900.00            |
| 15623   | 12/4/15 | STAPLES ADVANTAGE                   | 104.01       | 592.83              |
| 15624   | 12/4/15 | TANTOR MEDIA                        | 104.01       | 66.38               |
| 15625   | 12/4/15 | THE BOOK FARM, INC.                 | 104.01       | 442.79              |
| 15626   | 12/4/15 | THE LIBRARY NETWORK                 | 104.01       | 3,600.00            |
| 15627   | 12/4/15 | THOMSON REUTERS                     | 104.01       | 116.87              |
| 15628   | 12/4/15 | UNIQUE MANAGEMENT SERVICES, INC.    | 104.01       | 170.05              |
| 15629   | 12/4/15 | VIGILANTE SECURITY                  | 104.01       | 1,950.00            |
| 15630   | 12/4/15 | WALLACEBURG BOOKBINDING & MFG       | 104.01       | 395.85              |
| 15631   | 12/4/15 | WEISS RATINGS INC                   | 104.01       | 1,381.05            |
| 15632   | 12/4/15 | WESCO DISTRIBUTION                  | 104.01       | 280.67              |
| 15633   | 12/4/15 | WOLTERS KLUWER                      | 104.01       | 111.64              |
| 15634   | 12/4/15 | WORLD BOOK, INC.                    | 104.01       | 1,080.00            |
| 15635   | 12/4/15 | WT COX INFORMATION SERVICES         | 104.01       | 307.45              |
| 15633V  | 12/4/15 | WOLTERS KLUWER                      | 104.01       | -111.64             |
| 15636   | 12/4/15 | WOLTERS KLUWER                      | 104.01       | 111.64              |
| 15637   | 12/4/15 | BLOOMFIELD TOWNSHIP                 | 104.01       | 262,579.11          |
| Total   |         |                                     |              | <u>\$336,858.79</u> |

### Check Register - Gift Fund

| Check #                | Date     | Payee                          | Cash Account | Amount            |
|------------------------|----------|--------------------------------|--------------|-------------------|
| <b>ADVANCE CHECKS:</b> |          |                                |              |                   |
| 4629                   | 11/6/15  | Beth Sulek-LaHousse            | 102.03       | 164.29            |
| 4630                   | 11/25/15 | AMAZON.COM                     | 102.03       | 72.96             |
| 4631                   | 11/25/15 | FLAGSTAR BANK                  | 102.03       | 1,758.25          |
|                        |          |                                |              | <u>\$1,995.50</u> |
| <b>REGULAR CHECKS:</b> |          |                                |              |                   |
| 4632                   | 12/4/15  | AMERICAN PEST CONTROL          | 102.03       | 2,010.00          |
| 4633                   | 12/4/15  | BAKER & TAYLOR                 | 102.03       | 346.56            |
| 4634                   | 12/4/15  | BLOOMFIELD TWP. PUBLIC LIBRARY | 102.03       | 7.60              |
| 4635                   | 12/4/15  | CHARTER TOWNSHIP OF BLOOMFIELD | 102.03       | 70.00             |

| <b>Check #</b> | <b>Date</b> | <b>Payee</b>                | <b>Cash Account</b> | <b>Amount</b>     |
|----------------|-------------|-----------------------------|---------------------|-------------------|
| 4636           | 12/4/15     | GOLDNER WALSH NURSERY, INC. | 102.03              | 359.89            |
| 4637           | 12/4/15     | DAROLD GONZALES             | 102.03              | 150.00            |
| 4638           | 12/4/15     | MIDWEST TAPE                | 102.03              | 107.83            |
| 4639           | 12/4/15     | SCOTT NELSON                | 102.03              | 130.00            |
| Total          |             |                             |                     | <u>\$3,181.88</u> |

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# Bloomfield Township Public Library 2015-2016 General Fund Budget

# 7b

PRESENTED: DECEMBER 15, 2015      FOR THE MONTH OF: NOVEMBER 2015

Eight months 66%

| ACCOUNT<br>NAME              | 2015-2016<br>ADOPTED BUDGET<br>AS OF<br>MAR 17, 2015 | 2015-2016<br>AMENDED BUDGET<br>AS OF<br>AUG 18, 2015 | REVENUE/EXPENSE<br>CURRENT<br>MONTH | REVENUE/<br>EXPENSE<br>YTD | % OF<br>BUDGET<br>YTD | VARIANCE             |
|------------------------------|--|--|-------------------------------------|----------------------------|-----------------------|----------------------|
|                              | <b>Revenues</b>                                      |  |                                     |                            |                       |                      |
| Taxes                        | \$6,631,643  | \$6,679,297  | (\$297)                             | (\$1,656)                  | -0.02%                | (\$6,680,953)        |
| 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  | \$8,379                             | \$74,157                   | 58.26%                | (\$53,139)           |
| Charges for Services         | \$11,910   | \$11,910   | \$1,004                             | \$11,317                   | 95.02%                | (\$593)              |
| Investment earnings          | \$114,613  | \$114,613  | (\$6,308)                           | (\$5,123)                  | -4.47%                | (\$119,736)          |
| Miscellaneous                | \$9,334  | \$9,334  | \$496                               | \$10,836                   | 116.09%               | \$1,502              |
| <b>Total Revenues</b>        | <b>\$6,974,003</b>                                   | <b>\$7,021,657</b>                                   | <b>\$3,274</b>                      | <b>\$184,725</b>           | <b>2.63%</b>          | <b>(\$6,836,932)</b> |
| <b>Expenditures</b>          |  |  |                                     |                            |                       |                      |
| Personnel                    | \$3,693,694  | \$3,664,619  | \$261,977                           | \$2,367,477                | 64.60%                | (\$1,297,142)        |
| Library Services             | \$770,071  | \$778,571  | \$47,480                            | \$472,722                  | 60.72%                | (\$305,849)          |
| Facilities & Equipment       | \$1,073,472  | \$1,079,857  | \$53,678                            | \$603,095                  | 55.85%                | (\$476,762)          |
| Other Operating Expenditures | \$449,121  | \$453,621  | \$11,582                            | \$170,420                  | 37.57%                | (\$283,201)          |
| <b>Total Expenditures</b>    | <b>\$5,986,358</b>                                   | <b>\$5,976,668</b>                                   | <b>\$374,717</b>                    | <b>\$3,613,714</b>         | <b>60.46%</b>         | <b>(\$2,362,954)</b> |
| Fund Balance - Beginning     | \$8,858,516  | \$9,061,611  |                                     | \$9,061,611                |                       |                      |
| Net revenue (expenditure)    | \$987,645  | \$1,044,989  |                                     | (\$3,428,989)              |                       |                      |
| Fund Balance - Ending        | \$9,846,161  | \$10,106,600   |                                     | \$5,632,622                |                       |                      |

Amendments to the budget:  
None

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

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

**7b**

PRESENTED: DECEMBER 15, 2015      FOR THE MONTH OF: NOVEMBER 2015

Eight Months 66%

| ACCOUNT NAME                 | 2015-2016<br>ADOPTED<br>BUDGET<br>AS OF<br>MAR 17, 2015 | 2015-2016<br>AMENDED<br>BUDGET<br>AS OF<br>NOV 30, 2015 | REVENUE/<br>EXPENSE<br>CURRENT<br>MONTH | REVENUE/<br>EXPENSE<br>YTD | % OF<br>BUDGET<br>YTD | VARIANCE           |
|------------------------------|---|---|---|----------------------------|-----------------------|--------------------|
| <b><u>Revenues</u></b>       |   |   |   |                            |                       |                    |
| Gift Income                  | \$643   | \$30,162  | \$555                                   | \$28,386                   | 94.11%                | (\$1,776)          |
| Investment Earnings          | \$157   | \$157   | \$11                                    | \$101                      | 64.62%                | (\$56)             |
| Miscellaneous Revenue        | \$0   | \$0   | \$0                                     | \$0                        | 0.00%                 | \$0                |
| <b>Total Revenues</b>        | <b>\$800</b>  | <b>\$30,319</b>   | <b>\$566</b>                            | <b>\$28,487</b>            | <b>93.96%</b>         | <b>(\$1,832)</b>   |
| <b><u>Expenditures</u></b>   |   |   |   |                            |                       |                    |
| Library Services             | \$20,194  | \$41,099  | \$1,158                                 | \$18,198                   | 44.28%                | (\$22,900)         |
| Facilities & Equipment       | \$59,476  | \$61,726  | \$2,440                                 | \$32,239                   | 52.23%                | (\$29,487)         |
| Other Operating Expenditures | \$95,794  | \$101,928   | \$1,415                                 | \$16,396                   | 16.09%                | (\$85,531)         |
| <b>Total Expenditures</b>    | <b>\$175,464</b>  | <b>\$204,752</b>  | <b>\$5,013</b>                          | <b>\$66,833</b>            | <b>32.64%</b>         | <b>(\$137,919)</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)   |   | (\$38,346)                 |                       |                    |
| Fund Balance - Ending        | \$158   | \$1,933   |   | \$138,020                  |                       |                    |

Amendments to the budget:  
All changes due to gifts received

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

| Fund   | Type  | Annual<br>Yield | Date       | Amount on Hand               |
|--|---|-----------------|------------|------------------------------|
| <b>General Fund</b>  |   |                 |            |                              |
|  | 5th 3rd Checking (Ecommerce)                      | 0.00%           | 11/30/2015 | \$81,079.44                  |
|  | Flagstar Public Funds Savings                     | 0.35%           | 11/30/2015 | \$191,798.12                 |
|  | Flagstar Premier Public Entities Checking         | 0.25%           | 11/30/2015 | \$7,083.10                   |
|  | RBC Capital Cash/Money Market                     | 0.01%           | 11/30/2015 | \$3.82                       |
|  | RBC Capital - Investments                         | 1.44%           | 11/30/2015 | \$5,689,460.94               |
|  | <b>Total General Fund</b>                         |                 |            | <b><u>\$5,888,345.98</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%           | 11/30/2015 | \$89,749.67                  |
|  | Huntington CD (Charnov gift) - matures 02/02/17   | 0.45%           | 11/30/2015 | \$50,000.00                  |
|  | Fifth Third Bank Business Standard Checking       | 0.00%           | 11/30/2015 | \$1,452.60                   |
|  | <b>Total Gift Fund</b>                            |                 |            | <b><u>\$141,202.27</u></b>   |

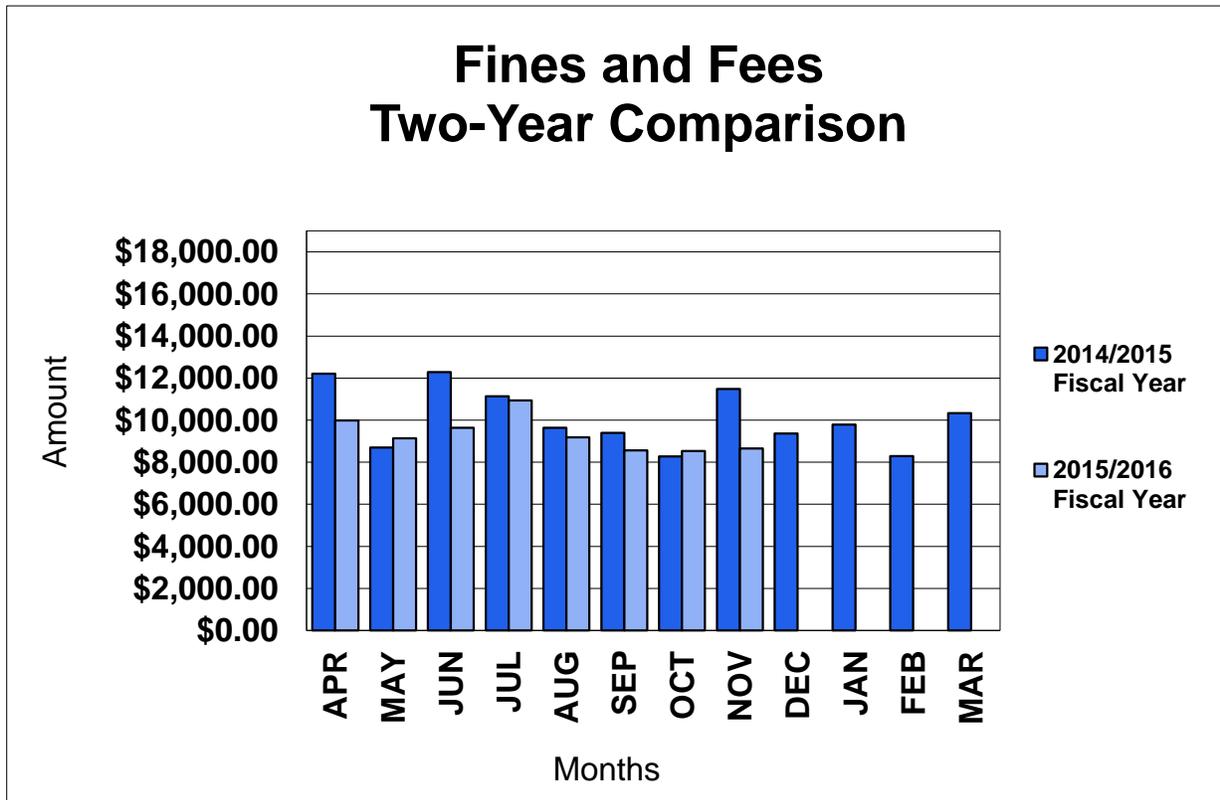
**CFSEM**

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> |

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

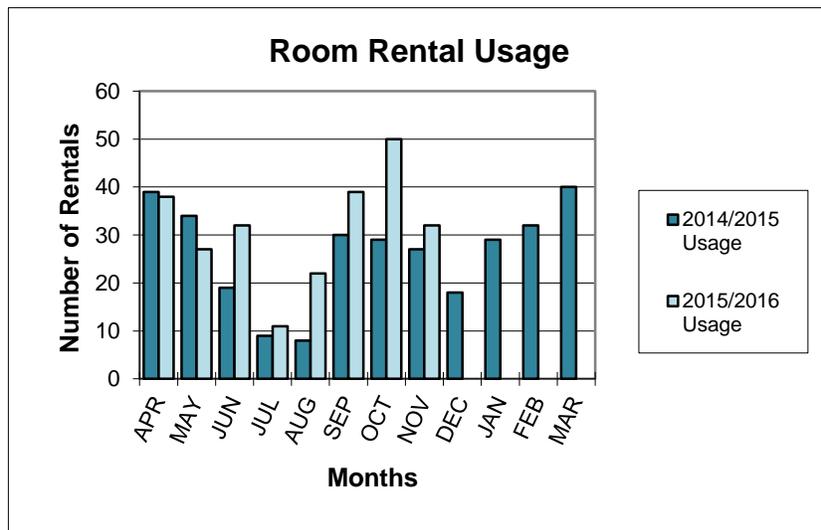
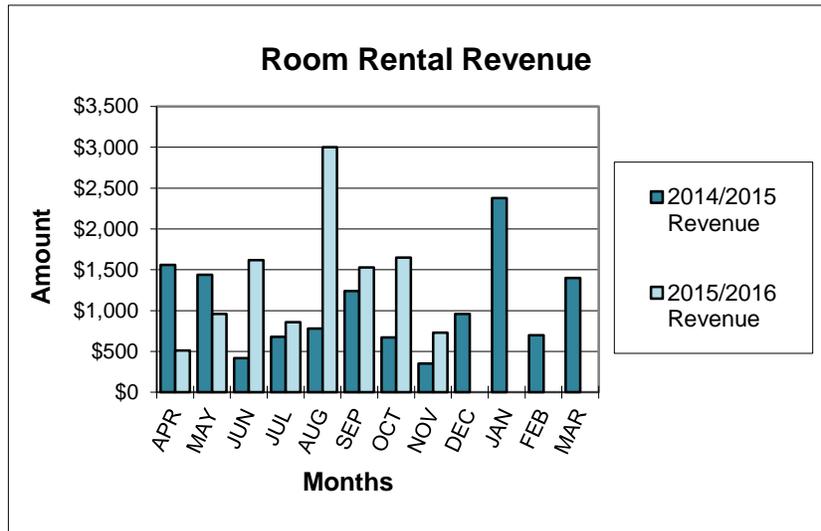
| Month        | 2014/2015<br>Fiscal Year | 2015/2016<br>Fiscal Year | Difference           |
|--------------|--------------------------|--------------------------|----------------------|
| APR          | \$12,209.70              | \$9,986.61               | (\$2,223.09)         |
| MAY          | \$8,696.66               | \$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               | \$8,525.53               | \$250.41             |
| NOV          | \$11,484.10              | \$8,653.54               | (\$2,830.56)         |
| 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)        |
|              |                          |                          | YTD Difference       |
| <b>TOTAL</b> | <b>\$120,893.05</b>      | <b>\$74,614.16</b>       | <b>(\$46,278.89)</b> |



## ROOM RENTAL - TWO-YEAR COMPARISON

7b

| <u>Month</u> | 2014/2015<br><u>Revenue</u> | 2015/2016<br><u>Revenue</u> | <u>Difference</u>                      | 2014/2015<br><u>Usage</u> | 2015/2016<br><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                    | \$1,650.00                  | \$980.00                               | 29                        | 50                        | OCT          |
| NOV          | \$350.00                    | \$730.00                    | \$380.00                               | 27                        | 32                        | 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>\$10,860.00</b>          | <b>YTD Difference<br/>(\$1,720.00)</b> | <b>314</b>                | <b>251</b>                |              |



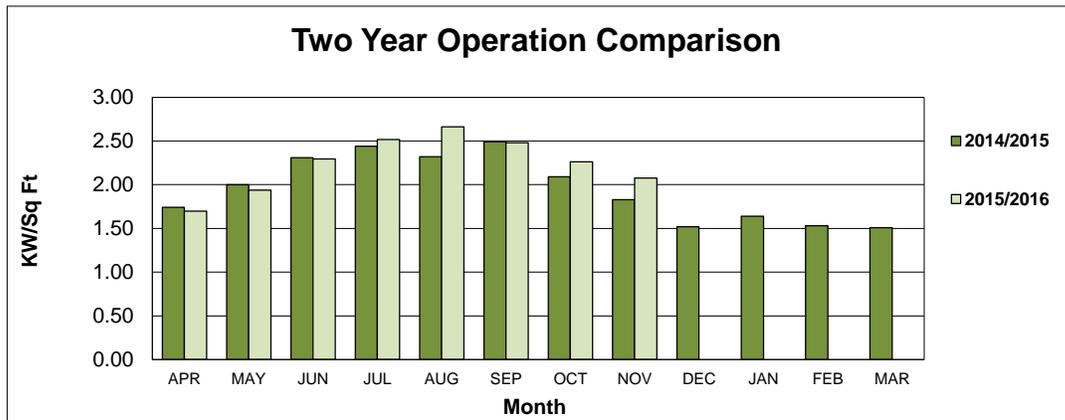
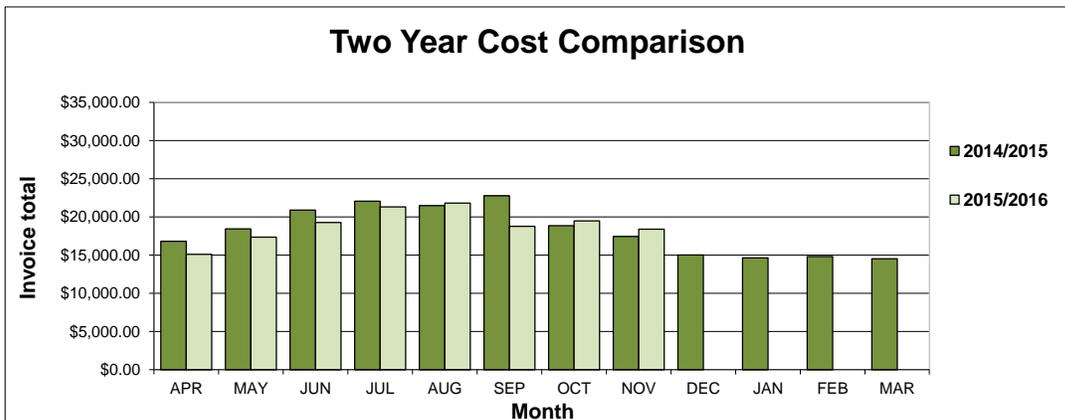
## Bloomfield Township Public Library Electricity Analysis

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<br>per month) | (1)/101,023 | (3) / (24 x no. days<br>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         | \$19,458.96         | \$606.61             | 228,410                | \$0.09   | 307.00                            | 2.26        | \$26.15                            | \$0.19      |
| NOV                      | \$17,447.10         | \$18,411.95         | \$964.85             | 209,580                | \$0.09   | 291.08                            | 2.07        | \$25.57                            | \$0.18      |
| 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      |
| YTD Difference           |                     |                     |                      |                        |          |                                   |             |                                    |             |
| <b>TOTAL</b>             | <b>\$217,737.83</b> | <b>\$151,484.04</b> | <b>(\$66,253.79)</b> |                        |          |                                   |             |                                    |             |

**NOTES:**

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

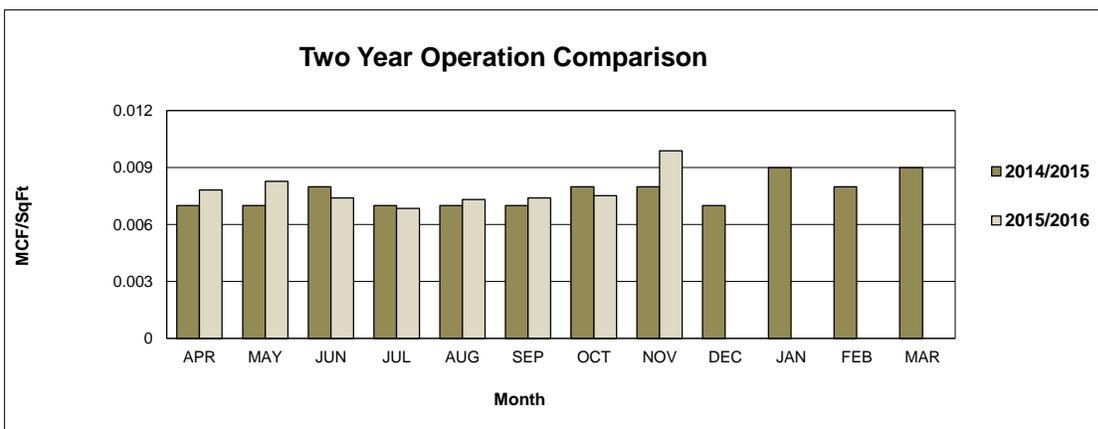
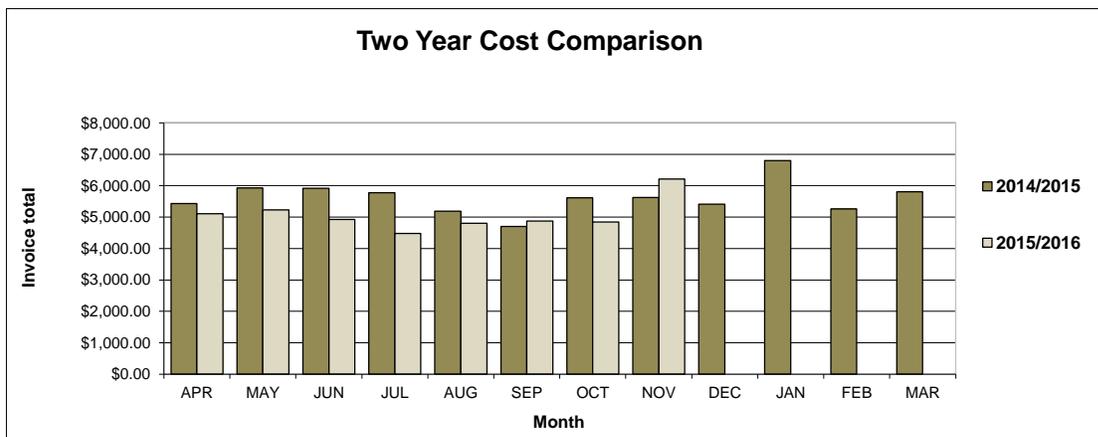


## Bloomfield Township Public Library Natural Gas Analysis

Building Area = 101,023

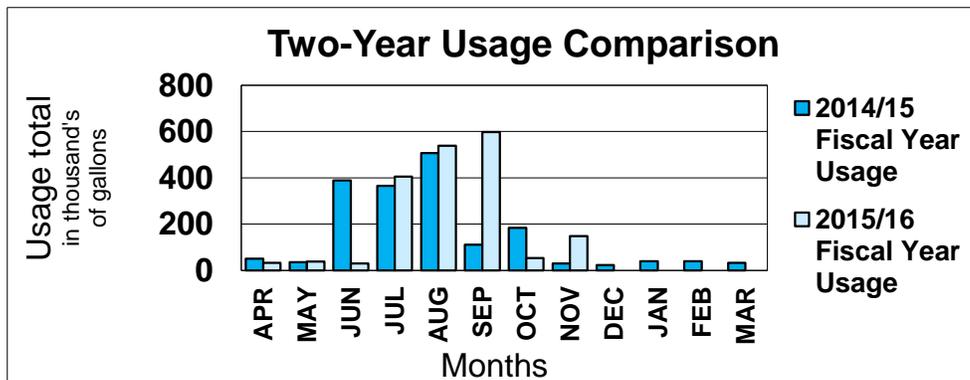
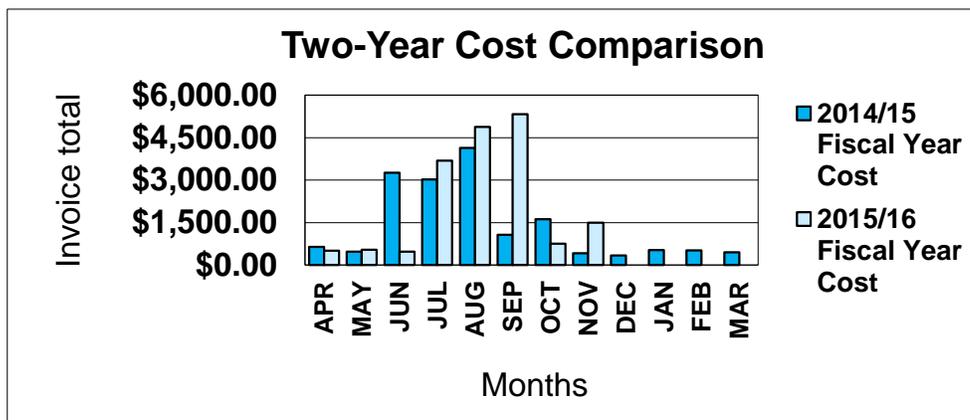
1 Cu. Ft. = 1000 BTU

| TWO YEAR COST COMPARISON |                    |                    |                      | OPERATION |          |                                      |        |          |       |         |
|--------------------------|--------------------|--------------------|----------------------|-----------|----------|--------------------------------------|--------|----------|-------|---------|
| Month                    | 2014/2015          | 2015/2016<br>(3)   | Difference           | MCF       | COST/MCF | HOURS<br>(24 x no.days<br>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         | \$4,847.90         | (\$770.88)           | 759.6     | \$6.38   | 744                                  | 1.02   | 0.008    | 6.52  | 0.047   |
| NOV                      | \$5,627.06         | \$6,215.09         | \$588.03             | 998.5     | \$6.22   | 720                                  | 1.39   | 0.010    | 8.63  | 0.061   |
| 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>\$40,476.01</b> | <b>(\$26,981.06)</b> |           |          |                                      |        |          |       |         |



## Bloomfield Township Public Library Water Analysis

| Month        | 2014/15<br>Fiscal Year<br>Cost | 2015/16<br>Fiscal Year<br>Cost | Difference        | 2014/15<br>Fiscal Year<br>Usage | 2015/16<br>Fiscal Year<br>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                     | \$751.79                       | (\$862.58)        | 184                             | 53                              | (131)          |
| NOV          | \$419.13                       | \$1,498.87                     | \$1,079.74        | 30                              | 148                             | 118            |
| 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>\$17,680.16</b>             | <b>\$1,198.08</b> | <b>1,806</b>                    | <b>1,844</b>                    | <b>38</b>      |



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

Please join us on Saturday, December 19 at 10:30am as we celebrate the renovation of the Youth Services study alcoves! These two areas were completely redone with funds raised in celebration of the Library's 50th anniversary year! Brief remarks by 50<sup>th</sup> anniversary Chair Judy Lindstrom will commence at 10:30am followed by a ribbon cutting and light refreshments. We hope you can join us for this happy occasion.

The Library's Audit bid expired this year. A request for proposals for audit services was released this fall with a December 7 deadline. Two bids were received and publicly opened that day. Proposals were received from the firms Abraham Gaffney and Doeren Mayhew. Our next step is to evaluate these proposals and schedule interviews, if necessary, in early January. A request to award the bid for audit services will be on the January 19 Library Board meeting agenda.

The Michigan Library Association (MLA) has a new mentoring program. Youth Services Librarian Liz Clauder applied to MLA to be a mentor for someone new to the profession and was recently appointed a mentee! Liz will be working with her mentee to answer questions and guide her throughout the year. Hooray Liz!

Warmest wishes to you and yours this holiday season!

*Respectfully Submitted,*

*Carol Mueller  
Director*

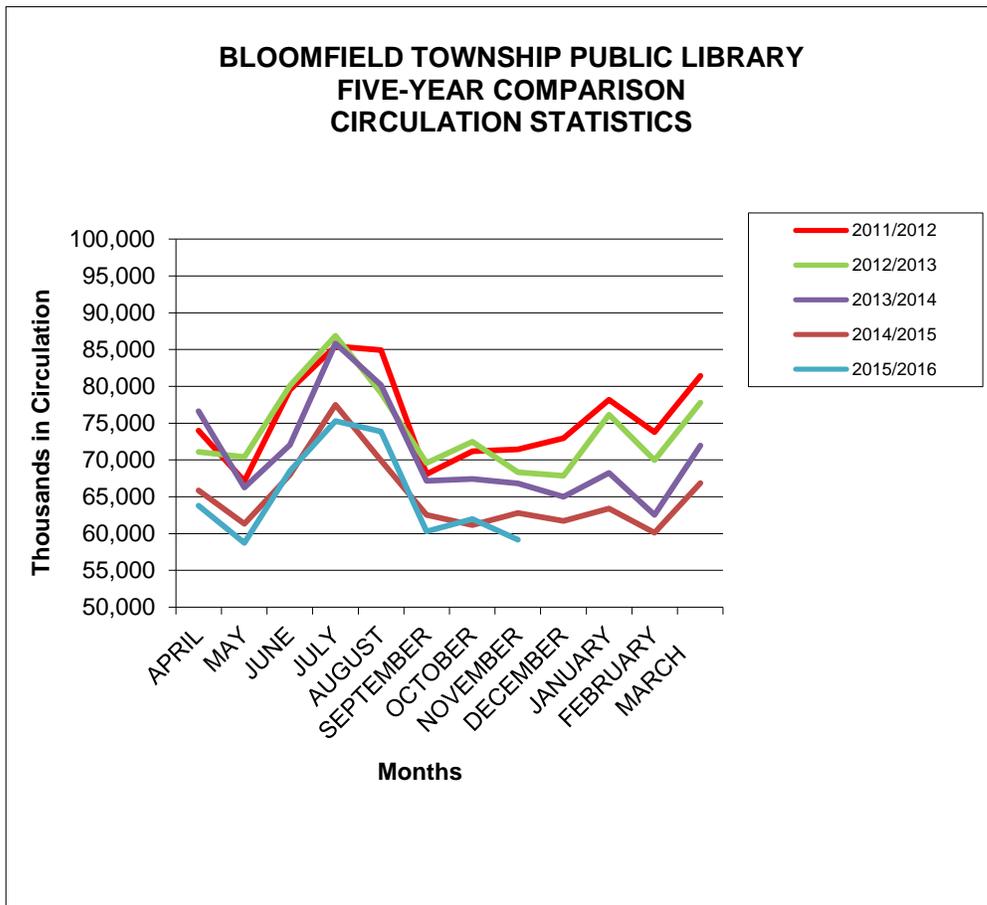
|   | 2014     |            | 2015     |            |
|---|----------|------------|----------|------------|
| <b>COLLECTION</b>   |          |            |          |            |
| Book Collection:  | 280,238  |            | 280,775  |            |
| Media Collection:   | 61,036   |            | 62,585   |            |
| Total e-books:  | 27,993   |            | 30,095   |            |
| Overdrive   | 6,515    |            | 8,020    |            |
| EBSCOhost   | 19,224   |            | 19,223   |            |
| Total downloadable audiobooks:                                      | 4,817    |            | 4,537    |            |
| Materials Total:  | 374,084  |            | 377,992  |            |
|   |          |            |          |            |
| <b>CIRCULATION</b>  |          |            |          |            |
| Circulation Total:  | 62,815   |            | 59,157   |            |
| Bloomfield Township Circulation:                                    | 57,708   |            | 54,183   |            |
| Virtual Circulation Total   | 4,466    |            | 5,896    |            |
| Circulation of Youth materials:                                     | 24,709   |            | 22,283   |            |
| Circulation of Media:   | 24,766   |            | 21,330   |            |
| Circulation of Cranbrook passes:                                    | 192      |            | 136      |            |
| Self-checkout machine use:  | 23,328   | 37.1%      | 22,221   | 37.6%      |
| Library by Mail:  | 92       | 27 patrons | 89       | 28 patrons |
|   |          |            |          |            |
| <b>BUILDING &amp; EQUIPMENT USAGE</b>                               |          |            |          |            |
| Door Count:   | 24,745 * |            | 22,233 * |            |
| Gate Count:   | 26,070   |            | 25,699   |            |
| Meeting rooms by public:  | 27       |            | 32       |            |
| Meeting rooms by staff:   | 71       |            | 76       |            |
|   |          |            |          |            |
| <b>VIRTUAL USE</b>  |          |            |          |            |
| Home page hits/Database services:                                   | 17,225   |            | 35,072   |            |
| e-book access:  | 1,960    |            | 2,221    |            |
| Overdrive   | 1,907    |            | 2,189    |            |
| EBSCOhost   | 53       |            | 32       |            |
| Audiobook access: (Overdrive)                                       | 839      |            | 1,215    |            |
| Music download access:  | 1,175    |            | 1,331    |            |
| Magazine download access:   | 492      |            | 627      |            |
| Tutor.com sessions:   | 119      |            | 209      |            |
| Hoopla access:  | n/a      |            | 502      |            |
|   |          |            |          |            |
| <b>Library Computer Use</b>   |          |            |          |            |
| Resident Use  | 2,004    |            | 1,893    |            |
| Guest Use   | 714      |            | 643      |            |
|   |          |            |          |            |
|   |          |            |          |            |
|   |          |            |          |            |
| *Library closed at 5:30pm Thanksgiving Eve and all day Thanksgiving |          |            |          |            |
|   |          |            |          |            |

|  | 2014                                |              | 2015          |              |
|--|-------------------------------------|--------------|---------------|--------------|
| <b>OUTREACH &amp; PROGRAMS</b>           |                                     |              |               |              |
| <b><i>New Patrons and Accounts</i></b>   |                                     |              |               |              |
| Township:                                | 125                                 |              | 150           |              |
| Cranbrook:                               | 1                                   |              | 2             |              |
| Total new patrons:                       | 198                                 |              | 227           |              |
| <b><i>Adult Program Attendance</i></b>   |                                     |              |               |              |
| Staff-led:                               | 3 events                            | 45 attended  | 5 events      | 24 attended  |
| Speaker-led:                             | 9 events                            | 242 attended | 7 events      | 104 attended |
| Book clubs:                              | 4 events                            | 51 attended  | 5 events      | 58 attended  |
| Tours/visits on-site:                    | 0                                   | 0            | 0             | 0            |
| Tours/visits off-site:                   | 0                                   | 0            | 0             | 0            |
| <b><i>Systems Program Attendance</i></b> |                                     |              |               |              |
| Staff-led:                               | 2 events                            | 18 attended  | 3 events      | 28 attended  |
| <b><i>Teen Program Attendance</i></b>    |                                     |              |               |              |
| Staff-led:                               | 4 events                            | 7 attended   | 3 events      | 13 attended  |
| <b><i>Youth Program Attendance</i></b>   |                                     |              |               |              |
| Staff-led:                               | 19 events                           | 389 attended | 32 events     | 616 attended |
| Speaker-led:                             | 4 events                            | 95 attended  | 2 events      | 41 attended  |
| Tours/visits on-site:                    | 2 events                            | 19 attended  | 2 events      | 58 attended  |
| Tours/visits off-site:                   | 2 events                            | 28 attended  | 0             | 0            |
| TOTAL:                                   | 49 events                           | 894 attended | 59 events     | 942 attended |
| <b><i>Volunteers:</i></b>                |                                     |              |               |              |
|  | 25 people                           | 218 hours    | 29 people     | 244.5 hours  |
|  | Shop: 7                             | 49.75        | Shop: 9       | 94.5         |
|  | Court: 0                            | 0            | Court: 1      | 14           |
|  | Students: 6                         | 56           | Students: 5   | 15.5         |
|  | Dept. Vol: 12                       | 112.25       | Dept. Vol: 14 | 120.5        |
| <b><i>Patron Remarks</i></b>             |                                     |              |               |              |
| Patron Comments:                         | 12                                  |              | 14            |              |
| Ask BTPL:                                | 6                                   |              | 1             |              |
| Ask Us:                                  | 25                                  |              | 20            |              |
| <b>DISPLAYS</b>                          |                                     |              |               |              |
| Lobby                                    | Salute to Veterans for Veterans Day |              |               |              |
| Media                                    | Adult: Greatest Movies, Veterans    |              |               |              |
|  | Youth: Disney Animated Movies       |              |               |              |
| Local History                            | Thanksgiving                        |              |               |              |
|  |                                     |              |               |              |
|  |                                     |              |               |              |

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
FIVE YEAR CIRCULATION

12/10/2015

|              | 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         | 61,960         |
| NOVEMBER     | 71,456         | 68,318         | 66,813         | 62,815         | 59,157         |
| 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>521,622</b> |



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

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The meeting of the Bloomfield Township Public Library Board of Trustees Development Committee was held in the Library on Monday, December 7, 2015 at 2:00 p.m.

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

**Administration:** Library Director, Carol Mueller; Adult Services Librarian Marcia Preston; Youth Services Librarian Emily Hudak

**Old Business:**

The winter newsletter included a copy of the Library's Tribute envelope. To date, six envelopes have been returned with donations totaling \$385.00.

A ribbon cutting has been scheduled for Saturday, December 19 at 10:30am to officially unveil the two refurbished Youth Services alcoves. Invitations will be sent to all those who made a donation to the Library's 50<sup>th</sup> anniversary Gala celebration. In addition, a poster has been placed in the Library Lobby and a press release has been sent out. Judy Lindstrom, as 50<sup>th</sup> anniversary chair, will share some brief remarks prior to cutting the ribbons. Refreshments of cookies and hot chocolate will be served in the Library Café.

**New Business:**

Judy Lindstrom shared that there were comments from the strategic planning process about the desire for an event similar to the 50th Anniversary Gala. Judy suggested using a well-known literary figure's birthday as a theme for a fundraising event, such as Charlotte Bronte, Roald Dahl and Beatrix Potter. Judy offered to chair this event which could occur in summer, 2016. A possible idea to consider is to make it an outdoor festival, weather permitting. Everyone present agreed to think about our intended audience and ideas for a summer fundraising event to discuss at our next Development Committee meeting.

Judy Lindstrom reached out to Woodward Camera about the possibility of a Library photography contest. There was great interest in this idea as it would reach people in the community who might not otherwise participate in a Library activity. This event could lead to the next fundraising event for the Library. The proposed timeline for a photography contest is to start the contest in November, 2016 and culminate in a cocktail reception in October, 2017. Judy will contact Tom at Woodward Camera to ask about contest guidelines and invited anyone interested to join her at this meeting. Pam will check with Preservation Bloomfield to find out if they plan to hold a similar

photography contest. Both will report back at the next Development Committee meeting.

Carol stated that the Library has been working with the Bloomfield Township Senior Center on starting a Little Free Library within the Senior Center as a pilot project. We will see how this small start works out and then proceed on a larger scale, if there is community interest. Judy suggested holding a contest to garner unique designs for a Little Free Library and/or work with Cranbrook on a design contest.

**Next meeting: Monday, January 11, 1:00pm**

**Summer family fundraising event  
Photo Contest  
Little Free Library**

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

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The Finance Committee meeting of the Bloomfield Township Public Library Board was held in the Library on Thursday, December 3, 2015 at 2:00 PM.

**Trustees:** Peggy Cohen, Judy Lindstrom, Joan Luksik

**Administration:** Library Director, Carol Mueller; Finance Coordinator, Beth Sulek-LaHousse.

### **PA 152**

Due to Michigan's PA 152 mandate, the Library Board has to make the decision at their December Board meeting each year to choose the Hard Cap option or the 80/20 option for health care funding. The Finance Committee recommends that the Board choose the Hard Cap option for FY 2016/2017 which is what the Personnel Committee also recommended.

### **Budget and Investment Review**

Carol suggested the idea of holding a special Library Board meeting in January for our semi-annual library investment review and budget review. The Finance Committee agreed that this meeting would be beneficial to all the Trustees. Beth will check with Schwartz and Company to see if they can attend a January 25, 2016 meeting at 2:00 p.m. If they can, Carol will send an invite to the entire Board.

### **Audit RFP**

The opening for Audit RFP's is Monday December 7, 2015. Next step is evaluating the RFP's received.

### **Capital Improvements**

One major capital improvement project is the roof drain project. John Del'Isola, Professional Engineers Association, has given an estimate of \$110,000 to reroute the roof drains to an area next to Technical Services then outside to the retention basin under the west side parking lot. Gene Ferrera, Rewold and Son, offered to manage this project since it is quite complex. He has given Carol an estimate of \$30,000 if we were to hire him to manage the project. The Finance Committee asked that Administration put \$160,000 in FY 2016/2017 budget for this project.

With the additional millage approved in 2014, there are now much needed funds to complete necessary capital improvements. Carol and the Department Heads have created a basic capital improvements plan for building and systems items but she would

like professional expertise to create a long term capital improvements plan. Gene Ferrera, Rewold and Son, prepared a proposal to do such work for just under \$10,000. This plan would include a timeline for replacement along with estimated costs for completing each project in the plan. Carol had a few samples from other libraries of this type of outline and it is very involved. The Finance Committee thought this was a good idea but asked for some clarification. Carol will find out if Gene's costs are to manage the complete project from start to finish or if this is an estimate of hours needed. They also would like to know what his timeline is for completing this project. She will follow up with Gene and get back to the committee.

The lobby floor is still a work in progress. Peggy and Joan will travel to the Willowbrook Rehabilitation Center in Brighton to look at the Legends tile flooring installed there to see if it is an option for our library. Gene hopes to have the bid for the floor awarded by early February with work to commence in late February and be completed by March, 2016.

### **Other**

The Circulation Department would like to delete from the patron database expired patron accounts with minimum fines due. There are several accounts with fines owed of under \$15 that are expired and are six years old or older. The Finance Committee agreed to have these records purged.

The Finance Committee wondered if the stolen games issue was resolved. Carol hasn't received an update from Bloomfield Township police lately and will check with them for an update. Beth will check with the insurance company to see if we can file a claim for the items.

The Finance Committee asked Carol to have the planter at the Library entrance changed out since it has gourds in it and looks like fall rather than winter. The planter isn't scheduled to be changed until January so Carol will call Goldner Walsh to get this done sooner.

No future meeting of the Finance Committee has been scheduled. The usual January meeting to review investment services and preliminary budget information will be shared at the special library board meeting.

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

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The meeting of the Bloomfield Township Public Library Board of Trustees Personnel Committee was held in the Library on Tuesday, December 1, 2015 at 2:00 p.m.

**Present:** Trustees Grant Gerhart and Joan Luksik

**Administration:** Library Director Carol

**PA 152**

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

**Director Evaluation**

The Personnel Committee was given packets to review for the Library Director's evaluation process. The current Director's Evaluation form will be revised slightly to delete the ratings and comment lines but provide blank space for comments. In addition, statements provided under each heading will be provided in bullet format rather than the current text format. A choice of overall performance statements will be provided at the end of the evaluation form. In addition, the contract form will be revised to include a choice of three different actions for the Library Board to consider. Discussion followed about the timeline for this process. The new evaluation form will be shared at the December Library Board meeting. The Personnel Committee will distribute these forms to all Trustees in January with a date to return these to them in February. The Director's evaluation will take place at the March Library Board meeting.

**Other items**

Brief discussion was held about holding a special Library Board meeting for the purpose of reviewing Library investments with Schwartz and Co. and to discuss the preliminary plans for the FY 2016/2017 budget – a budget study session. The last week in January is proposed. The Personnel Committee supports the idea of a special board meeting.

Not future meeting of the Personnel Committee has been scheduled.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
MEMORANDUM**

---

**TO:** Library Board of Trustees

**FROM:** Carol Mueller, Library Director

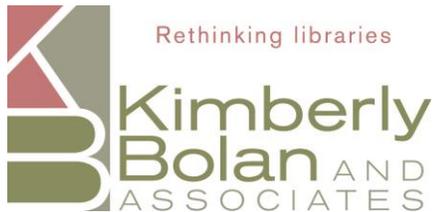
**DATE:** December 11, 2015

**SUBJECT:** Strategic Plan

Our Library's strategic planning process has been very thorough and proceeded according to our timeline. I am very pleased with the community involvement in our process and the thoughtful responses received during the 12 focus groups and in the 270 survey responses. All of the information gathered and community input received was synthesized at our October 15 retreat into four general themes. Our Library's strategic planning process has now entered the next phase of creating goals for the next three years. A summary of our strategic planning process along with our proposed goals are attached for your review. In addition, I have included the next and final phase of our formal strategic planning process – the work plan – where we will determine each year's priorities and resources required.

Our strategic planning consultants, Kim Bolan Cullin and Rob Cullin, will attend our December 15, 2015 meeting to present the final draft of the strategic plan to the Library Board for your review and questions. If you agree with the proposed strategic plan, the following motion is needed.

**ACTION:** The Board of Trustees moves to approve and adopt the Bloomfield Township Public Library Strategic Plan for 2016 – 2018.



**Kimberly Bolan and Associates, LLC**  
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Bloomfield Township Public Library Board of Trustees:

We are pleased to present the final draft of your new Strategic Plan for your final review and approval. This is the initial culmination of the months long process to discern the needs and interests of the community as they align with the strengths, capabilities, and services of the library.

The public input phase led to a great deal of insight related to what the Bloomfield Township community hopes to see imbued in its library. This combined with the joint experience of the Board of Trustees, Library Staff, and community representatives was distilled into the plan contained here. We believe it is a strong plan that focuses on helping to keep a great library great into the future.

Rob and Kim Bolan Cullin

Principals, Kimberly Bolan and Associates, LLC

In May 2015, under the guidance of the Bloomfield Township Public Library's strategic planning committee consisting of the library director, assistant director two library board members and two staff members, the Library began the strategic planning for years 2016 – 2018. Library consultants Kimberly Bolan and Associates, LLC facilitated the process.

### The Process

The Library's strategic planning process included the following key areas.

- 1) **Gathering community input and data**, which involved showing Bloomfield staff and residents (both users and non-users) the possibilities for the Library as a thriving 21<sup>st</sup> century library, and then gathering their input and ideas. In addition, benchmark, demographic, SWOT, and collection analysis were completed.
- 2) **Developing solutions** by compiling all gathered data and input and then working with the planning team during a Strategic Retreat to establish key strategic areas, specific goals, and related investments required to implement the goals to help the Library thrive over the next three years and beyond.
- 3) **Providing a path to results** by developing a plan that the Library staff and board can live, breathe, and readily implement on a day-to-day basis.

In total, twelve stakeholder sessions were conducted for the Bloomfield Township Public Library during August and September 2015. Focus group participants included the general public, parents, educators, boomers and seniors, the business community, Friends of the Library, teens, staff members, and trustees. Participants included frequent library users and non-users and ranged in ages and backgrounds. In addition, four one-on-one meetings were held with the township clerk, the township treasurer, the school superintendent, and the township supervisor. Overall, 125 stakeholders participated in the discussions regarding the Library's facility, services, and strategic future. In addition to the stakeholder sessions, an online survey was conducted from August 4 – September 18, 2015. 270 surveys were completed. Survey participants included a mix of library users and non-users with 94% being regular users (i.e., using the library multiple times a month or more) and the remainder being infrequent to non-users. Survey takers ranged from 13 years of age to over 75. 81% were 55 years of age or older.

### What We Heard

The community focus groups and online survey explored several topics including customer service, programming, outreach, marketing, technology, collections, overall physical library space. Detailed summaries of all focus group and stakeholder feedback were provided in separate documents to the Library's leadership. All stakeholder input, data analysis, and follow-up exploration work led to the strategic foci, goals, and investments outlined on page 2 of this document.

### Evaluation & Collaboration

With the goal of achieving all outlined goals over the next three years, Library administration, staff, and board of trustees will regularly evaluate their progress and achievements. Objectives set forth in this plan will be accomplished as outlined and will be reviewed on a monthly basis at the Library's board meetings. This balanced and systematic process also emphasizes that the resulting plan will be iterative and evolve substantially over the next several years. A strategy screen and work plan will be created by the team in order to best carry out and assess the plan.

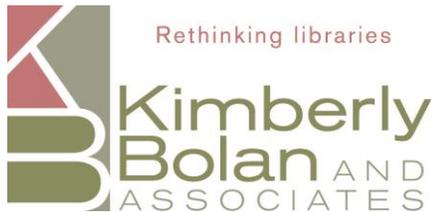
The keys to Bloomfield Township Public Library's implementation, evaluation and, ultimately, the success of its strategic plan will be:

- A thorough understanding of the plan as well as active involvement in implementing the plan by staff and the board of trustees
- Frequent and ongoing communication between administration and staff
- Frequent and ongoing communication between Library staff and the public
- Active collaboration between the Library's board of trustees, administration, staff, outside organizations, and the community

**Our Mission:**

Bloomfield Township Public Library champions the power of words to spark discovery and imagination.

| Strategic Focus                          | Goal   | Investments   | Outcome   |
|--|--|---|---|
| Renowned Customer Service                | Further develop the highest level of customer service for Bloomfield Township residents                  | <ul style="list-style-type: none"> <li>• Increase staff awareness in order to reduce user redirecting</li> <li>• Improve wayfinding throughout the building</li> <li>• Offer Library tours to new and existing users</li> <li>• Develop consistency and application of policies by staff</li> <li>• Improve Wi-Fi access: outdoors, terraces &amp; parking lot</li> </ul>   | A community that loves the Library as much for the outstanding service as for the resources             |
| Effective Public Awareness & Fundraising | Expand awareness, use and support of the Library and its services  | <ul style="list-style-type: none"> <li>• Commit more resources and attention to marketing</li> <li>• Develop a marketing and awareness plan</li> <li>• Work to better personalize the marketing experience</li> <li>• Increase the commitment to social media</li> <li>• Re-evaluate newsletter content and design approach</li> <li>• Expand outreach within the community</li> <li>• Develop opportunities to increase donor commitments</li> </ul>   | The Library is viewed as one of the community's most important resources & priorities                   |
| Exceptional Services & Collections       | Increase use of and customer satisfaction with the Library's services and collections                    | <ul style="list-style-type: none"> <li>• Create a coordinated programming plan focusing on quality over quantity</li> <li>• Expand the scope and depth of technology training</li> <li>• Increase senior outreach and senior center partnerships</li> <li>• Upgrade the usability of the website and online calendar</li> <li>• Further enhance the local history collections</li> <li>• Further evaluate collection content and merchandising</li> <li>• Engage all staff in continuous learning about library services and collections</li> </ul> | Quality services that engage and elate all users and deliver the most effective use of taxpayer dollars |
| Quality Spaces & Places                  | Provide an attractive, easy-to-use and flexible facility and grounds that meet a variety of users' needs | <ul style="list-style-type: none"> <li>• Re-evaluate the layout, size and functionality of various spaces throughout the building including, but not limited to, the computer lab, café, youth room, and teen area</li> <li>• Improve awareness of the use of appropriate volume levels and activities in the respective quiet and active areas</li> <li>• Increase and improve practicality, comfort and flexibility of furnishings</li> <li>• Improve outdoor space usability for programming and individual use</li> </ul>                       | The community perceives the facility is efficiently and effectively supporting the needs of all users   |



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## **Bloomfield Township Work Plan Expected Process**

Bloomfield Team:

The following is the general expectations that we have for the work plan development process. As always our processes are not fixed and rigid and we will work you to tailor the process to best fit your time and resources.

- A. Board Approves the Strategic Plan (December board meeting)
- B. Department Heads review the final strategic plan with their teams. Focus should be:
  - a. How those strategies affect their respective departments
  - b. Why those strategies are important
  - c. What can each department bring in terms of ideas, tactics, initiatives, and resources to further the strategies laid out.
- C. Department Heads will meet with other key Administrative staff members to discuss the results of those meetings and: (KBA facilitates)
  - a. Discuss and ultimately distill ideas into the most likely tactics, ideas, and initiatives (activities) that should be addressed in the coming 12-18 months
  - b. Align those activities into logical groups that will be further explored and refined by cross functional(departmental) teams
  - c. Determine and assign staff members to each team (these teams should NOT just be department heads) and a team leader for each group (Team Leaders can but do not have to be Department Heads)
- D. Groups meet to further flesh out and “sanity check” the listed activities. Each activity or related set of activities should have the following information developed: (KBA available to assist as needed)
  - a. Estimated timeline (e.g. the evaluation of new children’s interactives will be complete by XX/XX/2016 and recommendations will be presented to the board at the subsequent board meeting)
  - b. Budget/expenses required to accomplish that activity
  - c. Resource impacts (people/time) of that activity
  - d. Measureable target/goal/outcome for that activity
    - i. Targets ideally are in the form of outcomes when possible. (e.g. Program Satisfaction survey targeting 80% satisfaction with programs)
    - ii. When it’s not possible/reasonable to measure outcome/impact, the target should focus on the quantity/quality of the inputs. (e.g. complete 4 classroom visits each month)
- E. Admin and Department Heads reconvene with the above information. (KBA facilitates)
  - a. Pare down the list of activities as necessary to meet budget and resource limitations
  - b. Settle on the final set of activities that will be presented to the board
- F. Board of Trustees reviews and approves (if required) the work plan

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
MEMORANDUM**

---

**TO:** Library Board of Trustees

**FROM:** Carol Mueller, Library Director

**DATE:** December 11, 2015

**SUBJECT: PA 152**

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

**Option 1 – Hard Cap Option:**

A public employer shall pay no more for a medical benefits plan than a total equal to \$6,142.11 for single coverage, \$12,845.04 for employee and spouse (not available for our health care coverage), or \$16,751.23 for family coverage for each eligible employee. This is referred to as utilizing “hard cap” and would mean our eligible employees would pay the difference between the total annual cost of the medical benefits plan and the hard cap noted above.

**Option 2 – 80/20 Option:**

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

**Option 3 – Exempt:**

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

(Note: The Library does not qualify to be exempt as it is not, by definition, a local unit of government. Bloomfield Township is the local unit of government and does exempt itself from the requirements of this act.)

The amounts specified in the amended act have been increased 2.5% for the 2016 calendar year and are updated in the options above. The state of Michigan annual cost limitations announcement is attached for your information.

Each December, the Library Board must decide which of the available options to implement for the next fiscal year. The Library Board approved the hard cap option in 2011, 2012 and 2014. In 2013, the Library Board approved the 80/20 option. We now

have an opportunity to continue the Hard Cap option for 2016 or switch to the 80/20 option but the change must be affirmatively made by a majority vote of the Trustees at the December 15, 2015 Library Board meeting. This decision will affect full time employees hired after May 1, 2011 and all 30 hour employees in 2016.

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

Another consideration in which option to choose is this - the Affordable Care Act states that "there is a penalty if the cost of single coverage for the least expensive plan that provides minimum value exceeds 9.5% of each employee's W-2 income". Neither option, with an employee paying part of the health care premium, would exceed 9.5% of their annual income.

It is recommended by the Finance and Personnel Committees to adopt Option 1, known as the Hard Cap Option, because of its known costs for our budgeting purposes. If the Library Board Trustees agree, the following recommended action is needed.

**ACTION RECOMMENDED:** I move to recommend adoption of the Hard Cap Option, as stated in PA 152, effective January 1, 2016.



STATE OF MICHIGAN  
DEPARTMENT OF TREASURY  
LANSING

RICK SNYDER  
GOVERNOR

NICK A. KHOURI  
STATE TREASURER

September 16, 2015

**PUBLIC EMPLOYER CONTRIBUTIONS TO MEDICAL BENEFIT PLANS  
ANNUAL COST LIMITATIONS – CALENDAR YEAR 2016**

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

For medical benefit plan coverage years beginning on or after January 1, 2013, MCL 15.563 provides that the dollar amounts that are multiplied by the number of employees with each coverage type be adjusted annually. Specifically, the dollar amounts shall be adjusted, by October 1 of each year, by the change in the medical care component of the United States consumer price index for the most recent 12-month period for which data are available. For calendar year 2015, the limit on the amount that a public employer may contribute to a medical benefit plan was set to the sum of the following:

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

The limits for 2016 equal the 2015 limits increased by **2.5 percent**. The 2.5 percent is the percentage change in the medical care component from the period September 2013-August 2014 to the period September 2014-August 2015.

Thus, for medical benefit plan coverage years beginning on or after January 1, 2016, the limit on the amount that a public employer may contribute to a medical benefit plan equals the sum of the following:

- **\$6,142.11** times the number of employees and elected public officials with single-person coverage
- **\$12,845.04** times the number of employees and elected public officials with individual-and-spouse coverage or individual-plus-1-nonspouse-dependent coverage
- **\$16,751.23** times the number of employees and elected public officials with family coverage.

Nick A. Khouri  
State Treasurer

September 16, 2015

MICHIGAN PUBLIC ACT 152 - This act provides for health care premium employee contribution/sharing beginning 01/01/2012

**Calendar Year 2016 annual cost limitations - effective 9/16/2015**

**HARD CAP - must utilize**

|   | Single          | Family            |
|---|-----------------|-------------------|
| Current budgeted annual health care costs (medical only)* | \$7,069.08      | \$19,996.39       |
| Hard cap amount = BTPL annual cost                        | (\$6,142.11)    | (\$16,751.23)     |
| Employee annual cost                                      | <b>\$926.97</b> | <b>\$3,245.16</b> |
| Amount employee would pay per paycheck (24 pay periods)   | \$38.62         | \$135.21          |

**80/20 SPLIT - may opt for this instead of hard cap with majority vote of Board**

|   |                   |                   |
|---|-------------------|-------------------|
| Current budgeted annual health care costs (medical only)* | \$7,069.08        | \$19,996.39       |
| 80% = BTPL annual cost                                    | \$5,655.26        | \$15,997.11       |
| 20% = Employee annual cost                                | <b>\$1,413.82</b> | <b>\$3,999.28</b> |
| Amount employee would pay per paycheck (24 pay periods)   | \$58.91           | \$166.64          |

\* Budgeted health care costs predict a 4% increase from 2015/2016 costs

2013-14 Library adopted the hard cap option.

2014-15 Library adopted the 80/20 option.

2015-16 Library adopted the hard cap option.

**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:** December 8, 2015

**SUBJECT:** Grounds Maintenance and Snow Removal Services RFP

An RFP for grounds maintenance and snow removal services was released on Wednesday, November 18. The RFP was sent to ten firms, posted on the Library's website, and made available at the Welcome Desk. The deadline for proposals is 3:00pm Monday, December 21. A recommendation will be made to the Library Board of Trustees at the regularly scheduled meeting on February 16, 2016. The RFP is included for your information.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**

1099 Lone Pine Rd.  
Bloomfield Township, MI 48302

**REQUEST FOR PROPOSALS**

**GROUNDS MAINTENANCE AND SNOW REMOVAL SERVICES**

November 18, 2015

Bloomfield Township Public Library is accepting firm, sealed bids for library grounds maintenance and snow removal service.

This request for bids can be obtained on the Library's website at [www.btpl.org](http://www.btpl.org), at the Welcome Desk, Bloomfield Township Public Library, 1099 Lone Pine Road, Bloomfield Township, MI 48302, or by calling Tera Moon, Assistant Director, at (248) 642-5800, extension 112. Bidders should direct all questions to Tera Moon at the above phone number or email [moontera@btpl.org](mailto:moontera@btpl.org).

**All interested bidders must attend a mandatory bid walk-through at 10:00am on Wednesday, December 2, 2015.**

**The deadline for bids is 3:00pm on Monday, December 21, 2015.** All bids received will be publicly opened at 3:01pm on Monday, December 21, 2015 at the Library.

Please deliver four (4) copies of the bid in a sealed envelope marked with the name of the company and entitled "Grounds Maintenance and Snow Removal Bid". Bids must be hand delivered, mailed, or delivered by courier to the Welcome Desk to arrive no later than 3:00pm on Monday, December 21, 2015. Address these to:

Tera Moon, Assistant Director  
Bloomfield Township Public Library  
1099 Lone Pine Road  
Bloomfield Township, MI 48302

Library hours are:

Monday through Thursday, 9:30am – 9:00pm  
Friday, 9:30am – 6:30pm  
Saturday, 9:30am – 5:30pm  
Sunday, 12noon – 5:30pm

**OVERVIEW**

All bids should be quoted for a three year period beginning on April 1, 2016 through March 31 2019. The bid will be awarded for a minimum of one year with the option of renewal for two additional years.

Contract work should be considerate of the Library's hours of operation. All bids will include the following practices: landscape maintenance, which includes lawn mowing, lawn fertilization, trimming, edging, weeding and mulching of tree beds, and snow removal. The Library's requirements for grounds maintenance and snow removal are as follows.

### **1) Lawn Fertilization**

- Pre-emergent weed control
- Seasonal insect, disease, and weed control
- Scheduled fertilization

### **2) Lawn Maintenance**

- Spring and fall cleanup including removal of leaves and other debris from planting beds, parking areas, and lawn areas and hauling of debris.
- Removal of clippings and debris on all lawn areas as necessary.
- Mowing to a height of 2.5 – 3.0 inches as frequently as needed to maintain this height. Include hauling debris as necessary. A mulching mower is required. The first cutting should take place with spring clean up and the last cutting with fall clean up.
- All sidewalks, drives, and beds should be power edged.
- Tree bed maintenance, including installation of mulch, pre-emergent weed control, and regular weeding. Refer to tree beds identified in the attached site plan.

### **3) Snow Removal**

- Snow to be removed from all library lots, parking spaces, de-acceleration lane, and drives for each snowfall of 1.5" or more and also at the Library's request.
- Salt shall be applied to all lots and drives for snowfalls of less than 1.5", after each plowing service, when slippery conditions exist, and at the Library's request. Per ton or application costs shall be specified in proposal.
- Sidewalk shoveling is expected during off hours when the snowfall is 1.5" or greater. Sidewalks should require no more than three (3) fifty (50) pound bags of ice melt (magnesium or calcium chloride blends only) NO ROCK SALT.
- Snow removal services are expected to be completed prior to 8:00am, before the opening of the Library for business on Monday through Saturday, and prior to 11:00am on Sundays and as needed during snowfalls.
- Snow plowing must start at the West end of the parking lot.
- Snow piles should not block visibility in the parking lot or drives and should not exceed four (4) feet in height. Snow removal from the premises should be provided at the Library's request.
- Snow removal must be completed by plow trucks with normal snow plowing equipment. Front end loaders and dump trucks, should be

available as needed for heavy snowfalls and piled snow. Please include hourly equipment rate in your bid. Library authorization for additional equipment is required.

- Provide pricing for both seasonal and per-push options. The seasonal service period is from November 15 through April 15 of each year of the contract.

## **PROPOSAL ELEMENTS**

### **Company Information**

Please provide contact information including company name, address, website, primary contact person, telephone number, and email address. Include the year the company was established, number of employees, and a list of equipment available to complete requested work in this bid. Also, provide proof of being bonded and insured.

### **References**

Provide contact names and phone numbers for at least three organizations for which you have recently provided grounds maintenance and snow removal services.

Provide contact names and phone numbers, plus references, for any subcontractors with whom you work to complete the contract work.

### **Grounds Maintenance and Snow Removal Experience**

Discuss your experience in providing grounds maintenance and snow removal services – list only experience at companies of comparable size.

Comment on the Library grounds, noting any special features or unusual circumstances.

### **Description of work**

Be specific as to the description of the work to be performed, equipment used in the performance of this work and any and all materials to be used.

### **Budget**

Indicate your costs for grounds maintenance and snow removal services for the Library. Break out the costs for each of the parts of the bid. Indicate any costs that may be optional and/or ways to decrease costs of requested services. This will allow for adjustments to the budget as necessary. Include when we can expect to be billed for services rendered.

### **Availability**

Address your availability, reliability, and flexibility to meet Library needs for this contract.

## **PROPOSED TIMELINE**

December 2, 2015, 10:00am – mandatory bid walk-through at the Library

December 21, 2015, 3:00pm – deadline for bids and 3:01pm public bid opening

February 16, 2016, 7:00pm – bid awarded at the regularly scheduled Library Board meeting

April 1, 2016 – contract begins

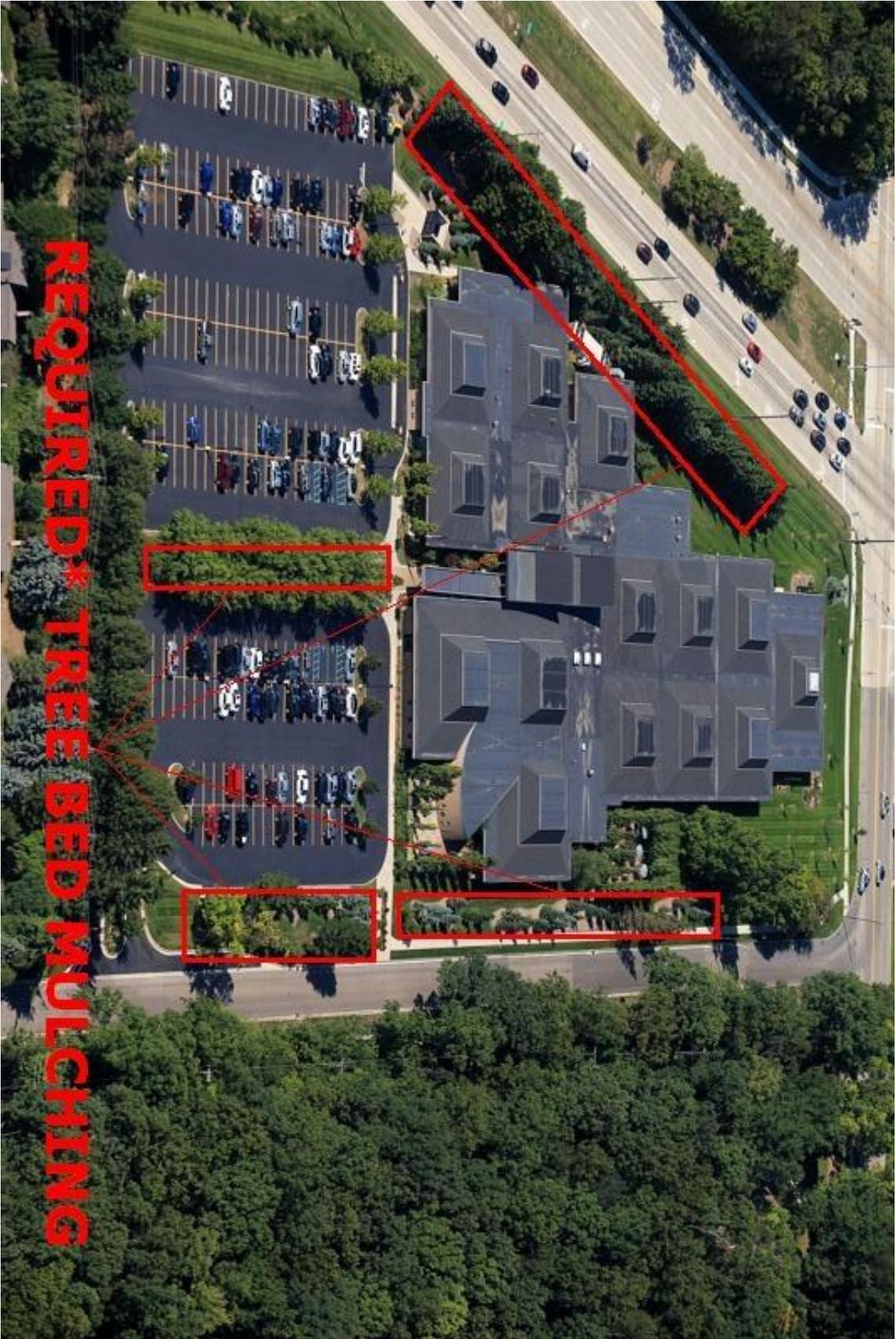
## **NEGOTIATION**

All bids submitted will remain firm for a period of one hundred twenty (120) days and valid throughout the life of the contract.

The Bloomfield Township Public Library reserves the right to accept or reject any or all bids, either in whole or in part; to award contract to other than the low bidder; to waive any irregularities and/or informalities; and in general, to make awards in any manner deemed to be in the best interests of the library. Award of the bid work may include all or some of the above components.

Successful bidder will declare and stipulate that its bid is made in good faith, without collusion or connection with any other person or persons bidding for the same work, and that the prices quoted include all terms, insurance, royalties, transportation charges, allowances, taxes, use of all tools and equipment, overhead, profit, etc., necessary to fully complete the work in accordance with the request for bids documents.

Bids will be evaluated on the information provided including the completeness of the bid and information supplied.



**REQUIRED\* TREE BED MULCHING**

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
MEMORANDUM

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**TO:** Trustees

**FROM:** Carol Mueller

**DATE:** December 11, 2015

**SUBJECT:** Director's Evaluation

December is traditionally the time of year when the Personnel Committee asks for your input on the Library Director's performance during the past fiscal year. The Personnel Committee, Joan Luksik and Grant Gerhart, made some revisions to the Director's Evaluation form this year. A draft copy is included for your review. Please send your suggestions to the Personnel Committee. They will be sending out the final version of the evaluation form to each of you in January, 2016 with a February, 2016 return date. The Personnel Committee then will use this input to complete the Library Director's performance evaluation and make a recommendation to the full Library Board regarding the Director's performance and contract at the March 15, 2016 Library Board meeting.

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

**Bloomfield Township Public Library  
Library Director  
Annual Evaluation Criteria**

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**Please evaluate the level of job performance of the Director for the period of April 1, 2015 through the present in the following areas of responsibility.**

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**Management Skills / Communication**

- How would you evaluate the Director's performance in regard to managing the operations and resources of the library?
- Are the Director's managerial skills satisfactory with regard to the staff, the Board, Friends, volunteers, township residents, library users, township government and the numerous organizations with which the BTPL interfaces?
- Are communications with these areas satisfactory?

Comments:

**BTPL Representative / Personal Characteristics**

- Does the Director represent the library to the community in a way which meets your expectations?
- Does the Director maintain high standards of ethics, honesty and integrity?

Comments

**Financial / Business Management**

- Is the Director a good steward of the library's financial resources?

- Are proper systems in place to insure the financial integrity of BTPL?
- Is there proper accounting for all library financial transactions?

Comments:

### **Technology / Systems / Innovation**

- Does the Director keep up to date on technologies which may enhance the operation of the library and incorporate those new technologies, systems and/or innovations which would improve the efficient operation of the library and/or improve the usefulness of the library to users?
- Is the Director innovative regarding new library programs and uses?

Comments:

### **Goals / Vision**

- Does the Director have and convey a suitable vision for the future of the BTPL?
- Is the vision in keeping with the approved Strategic Plan?
- Are annual goals for the organization realistic and relative to the vision?

Comments:

**Other comments regarding the job performance of the Director:**

- Director has performed successfully
- Director has not performed successfully

DRAFT

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**

**FRIENDS OF THE LIBRARY**

**MONTHLY DIRECTOR'S REPORT**

**December, 2015**

- Please join us on Saturday, December 19 at 10:30am as we celebrate the renovation of the Youth Services study alcoves! These two areas were completely redone with funds raised in celebration of the Library's 50<sup>th</sup> anniversary year! Thank you, Friends, for your support in so many ways during our yearlong celebration. We hope you can join us for this happy occasion.
- Many Friends volunteers enjoyed a tour of some of the less familiar of the Library recently. Led by Marty McGee, I heard this was great fun for all. I hope you saw and learned some things about our wonderful Library that you did not know before!
- Just a reminder that our annual holiday party is coming up this Saturday, December 5, 6:30pm - dinner at The Heathers Club in Bloomfield Township. Thank you, Friends, for supporting this wonderful event where we all can come together at one time to celebrate the holiday season together.
- The Staff Organization Committee (SOC) invites you to their "Bags and Bites" fundraiser on Wednesday, December 9, all day, in the staff lounge. Baked goods will sell for \$1 and a gently used or new purse silent auction will start on December 9 and end on December 11. See you there!
- The monthly gifts expended report is attached to this report for your information.
- The updated Wish List, dated October 8, 2015, is attached for your review. As always, thank you for your consideration of the many items on this list.

*Warmest wishes to you and yours this holiday season!*

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY – ADMINISTRATIVE CALENDAR**

2016

JANUARY

2016

| SUNDAY | MONDAY   | TUESDAY  | WEDNESDAY   | THURSDAY   | FRIDAY  | SATURDAY  |
|--------|--|--|---|--|---|---|
|        |  |  |   |  | 1<br>Library Closed for New Year's Day 2016   | 2<br>Downton Abbey Tea 1:30pm   |
| 3      | 4  | 5<br>Knit N Stitch 10am<br><br>Uncover the Catalogs Many Features 2pm  | 6<br><b>FOL Meeting 12:30pm</b><br><br>Great Books Club 6:45pm<br><br>What's all the Hoopla About 7pm   | 7  | 8<br>English Language Conversation Hour 2pm   | 9<br>FOL 2 <sup>nd</sup> Saturday Sale 9:30-3:30<br><br>LEGO Club 11am  |
| 10     | 11<br>Bouncing Babies 10am<br><br><b>Development Committee Meeting 11am</b><br><br>Full STEAM Ahead 6:30pm | 12<br>Tinker Tales 10am<br><br>Memoir Writers Group 1pm<br><br>Free Ebooks and audiobooks 2pm<br><br>Teen Advisory Board 4pm<br><br>What to know about required Minimum distribution 7pm | 13<br>Movers & Shakers 10am<br><br>Learn about free online classes 2pm<br><br>Intro to Google Docs 7pm<br><br>Nonfiction Book Club 7pm<br><br>Writers Rendezvous 7pm<br><br>Income Tax Planning 7pm | 14<br>Mother Goose Club 10am<br><br>Tasteful Tales 6:30pm<br><br>Comfort Food with Trader Joe's 7pm    | 15<br>Coffee & Conversation 10am<br><br>Wee Play 10am<br><br>Art & Authors Book Discussion & DIA Tour 10:30am<br><br>Fan Fridays 4:30pm | 16<br>Art & Authors Book Discussion & DIA Tour 10:30am<br><br>Books & Beats 11am<br><br>Explore the Library's Website 2pm |
| 17     | 18<br>Bouncing Babies 10am<br><br>30 Minute Lunchtime Book Club 1pm  | 19<br>Tue. Book Club 10am<br><br>Tinker Tales 10am<br><br>Zinio 2pm<br><br>PJ Theater 6:30pm<br><br><b>Library Board Meeting 7pm</b>   | 20<br>Movers & Shakers 10am<br><br>Mystery Book Club 1pm<br><br>Little Foodies 6:30pm<br><br>Great Books Club 6:45pm<br><br>Personal Finance 7pm  | 21<br>Mother Goose Club 10am<br><br>Tablet Tales 1pm<br><br>Free Ebooks & E-Audiobooks an app away 2pm | 22<br>Wee Play 10am<br><br>Chamber Music Concert 7:30pm   | 23<br>Poker 101: Texas Hold'em 11am<br><br>Shake Rhythm & Rhyme 11am  |
| 24     | 25<br>Bouncing Babies 10am<br><br><b>Special Board Meeting 2pm</b>   | 26<br>Tinker Tales 10am<br>Memoir Writers Group 1pm<br><br>Internet Security 6pm   | 27<br>Movers & Shakers 10am<br><br>Teen Movie Club 4pm<br><br>Writers Rendezvous 7pm<br><br>Starting a Business 7pm   | 28<br>Eleanor's Book Club 10am<br><br>Mother Goose Club 10am   | 29<br>Wee Play 10am   | 30<br>Happy Birthday A.A. Milne 11am<br><br>Intro to Excel 2pm  |
| 31     |  |  |   |  |   |   |