



Bloomfield Township Public
Library

**Bloomfield Township Public Library
Board of Trustees**

Library Board Meeting
April 26, 2016
7:00 p.m.
John Rumsey Board Room

Trustees:

libraryboard@btpl.org

Joan Luksik, President

Pamela Williams, Vice President

Judy Lindstrom, Secretary

Margaret Cohen

Grant Gerhart

Eli Greenbaum

Director:

muellerc@btpl.org

Carol Mueller

All meetings are open to the public.

We invite you to attend a meeting or watch it online at www.btpl.org

1099 Lone Pine Road, Bloomfield Township, MI 48302 248.642.5800

THE PLACE TO
DISCOVER

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

LIBRARY BOARD INFORMATION PACKETS

List of Contents

Items included in pre-board delivery for the REGULAR BOARD MEETING SCHEDULED
for TUESDAY, April 26, 2016 7:00 p.m.

#	<u>NUMBERED ITEMS</u>	<u>DATE DELIVERED</u>
1	Agenda	4/22/16
2a	Request to remove items from the Consent Agenda for Discussion	4/22/16
2b	Motion to approve the order of items for the regular and consent agendas	4/22/16
5	Motion to approve remaining consent agenda items 6-8d	4/22/16
6	Regular Board Meeting Minutes of 3-15-16	4/22/16
7a	Cash Disbursements	4/22/16
7b	Revenues/Expenditures Budget Report	4/22/16
7c	Energy Report	4/22/16
8a	President's Report	4/22/16
8b	Director's Report	4/22/16
8c	Bloomfield Township Liaison –no report	
8c	Cranbrook –meeting minutes of 4-1-16	4/22/16
8c	Art Committee –no report	
8c	Building, Grounds, Landscaping, Interiors Committee – no report	
8c	Development Committee –meeting minutes of 4-18-16	4/22/16
8c	Finance Committee – no report	
8c	Friends of the Library Liaison – no report	
8c	Investment Committee	
8c	Jeanette P. Myers Scholarship Committee –no report	
8c	Personnel Committee – no report	
8c	Policy Committee – no report	
11a	Strategic Plan Update	4/22/16
11b	Cranbrook Educational Community Agreement	4/22/16
11c	Detroit Public Library Agreement	4/22/16
11d	Troy Public Library Agreement	4/22/16
13	Motion to approve any items removed from the consent agenda	4/22/16

<u>UNNUMBERED ITEMS</u>	<u>DATE DELIVERED</u>
Endowment Fund Memo	4/22/16
CFSEM Memo	4/22/16
Myers Scholarship Brochure	4/22/16
Monthly Director's Report to FOL	4/22/16
Administrative Calendar – May 2016	4/22/16

AGENDA
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, April 26, 2016
Regular Board Meeting
7:00 P.M.

REGULAR AGENDA ITEMS #1-5

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

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

6. Regular Board meeting minutes of March 15, 2016
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, Landscaping, Interiors
 - * Cranbrook
 - * Development
 - * Finance
 - * Friends of the Library Liaison
 - * Investment
 - * Jeanette P. Myers Scholarship Selection
 - * Personnel
 - * Policy

REGULAR AGENDA ITEMS

9. Call to the public, communications
10. Unfinished Business
11. New Business
 - a. Strategic Plan Update
 - b. Cranbrook Educational Community Agreement
 - c. Detroit Public Library Agreement
 - d. Troy Public Library Agreement
12. Discussion of items removed from the Consent Agenda
13. MOTION to approve any items removed from the Consent Agenda
14. Other
15. Next scheduled meeting: Tuesday, May 17, 2016
16. Adjournment

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

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

I REQUEST THAT ITEM (S):

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

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

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

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

OPTION - NO AMENDMENT NEEDED:

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

OPTION - AMENDMENT TO AGENDA:

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

the **REGULAR AGENDA** as follows:

the **CONSENT AGENDA** as follows:

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

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

CONSENT AGENDA ITEMS MOTION

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

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

Oakland County, Michigan
Tuesday, March 15, 2016

At 7:02p.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, Joan Luksik, Judy Lindstrom, Pam Williams,

Unable to attend: Eli Greenbaum

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

Guests:

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

A vote was taken for approval of the motion.

Ayes: Cohen, Gerhart, Lindstrom, Luksik, Williams

Nays: None

MOTION CARRIED

President's Verbal Report:

Joan publicly thanked the Friends of the Library for their very generous gift last month. Joan commended administration and the department heads for their efforts to remain conservative with the Library's budget once again.

Director's Verbal Report:

Carol stated that our "test area" of new tile has been installed in the lobby without disruption to library services. This tile will potentially remain in place through next winter and we will then make a determination about using this product to replace the entire lobby/café flooring.

The stakes and flags for the roof drain project have been installed along the west side of the Library. After results from bore tests are received, the Building & Grounds Committee will meet to review.

Carol reminded the Trustees that the Volunteer Reception will be held on Wednesday, April 13, 2016 from 2:00pm thru 4:00pm in the Community Room. She encouraged the Trustees to attend and help us thank our wonderful volunteers for making a difference in our Library and community.

Carol introduced and congratulated our Youth Services Assistant Department Head, Jennifer Taggart on her recognition as one of the Library Journal's top Movers and Shakers! Jen was one of 54 selected nation-wide for this honor. The Trustees extended their congratulations to Jen also.

CONSENT AGENDA MOTION:

After discussion, a motion was made by Judy Lindstrom, seconded by Grant Gerhart, **TO APPROVE THE ITEMS ON THE CONSENT AGENDA AS PRESENTED.**

A vote was taken for approval of the motion.

Ayes: Cohen, Gerhart, Lindstrom, Luksik, Williams

Nays: None

MOTION CARRIED

REGULAR AGENDA:

Call to the Public:

There were no attendees at tonight's meeting.

UNFINISHED BUSINESS:

No discussion items at this time.

NEW BUSINESS:

11a Current Fiscal Year Estimated Budgets April 1, 2015 – March 31, 2016

Carol thanked Beth Sulek-LaHousse, Finance Coordinator, for all her hard work on the budget. She also thanked the Trustees for their support in so many ways during the past year. Our estimated total revenues when approved in March, 2015 were \$6,974,003. At year-end, we are now estimating our total revenues to be \$6,911,301. We anticipate receiving \$62,702 less than originally budgeted in total. This decrease is due primarily to a change in asset value in library investments and receiving only one state aid check this fiscal year. Projected revenues from taxes increased by \$38,608 from our original estimate in March. Our Penal Fines payment also was more than initially estimated by \$27,978. State aid is lower than budgeted as we have not yet received our second check this fiscal year. Circulation Fines & Fees are lower than projected as we are sending fewer overdue accounts to our collection agency. Total overall expenditures have decreased over the fiscal year from \$5,986,358 in March, 2015 to an estimated \$5,703,874 at year end. Expenditures were very controlled again this current fiscal year. Actual expenditures are estimated to be \$282,484 less than anticipated. This decrease is due primarily to projects being reduced. We realized savings of \$48,812 in personnel category due to several vacancies during the year and new employees starting at the beginning of the salary range.

After discussion, a motion was made by Pam Williams, seconded by Grant Gerhart, **TO AMEND THE FUNCTIONS IN THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY GENERAL FUND BUDGET FOR THE APRIL 1, 2015-MARCH 31, 2016 FISCAL YEAR PER ADMINISTRATIVE RECOMMENDATIONS WITH ANTICIPATED REVENUES AMENDED TO \$6,911,301 AND ANTICIPATED EXPENDITURES AMENDED TO \$5,703,874.**

A vote was taken for approval of the motion.

Ayes: Cohen, Gerhart, Lindstrom, Luksik, Williams

Nays: None

MOTION CARRIED

After further discussion, a motion was made by Judy Lindstrom, seconded by Pam Williams, **TO AMEND THE FUNCTIONS IN THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY GIFT FUND BUDGET FOR THE APRIL 1, 2015-MARCH 31, 2016 FISCAL YEAR PER ADMINISTRATIVE RECOMMENDATIONS WITH ANTICIPATED REVENUES AMENDED TO \$117,665 AND ANTICIPATED EXPENDITURES AMENDED TO \$141,771 USING A PORTION OF THE FUND BALANCE AS NECESSARY.**

A vote was taken for approval of the motion.

Ayes: Cohen, Gerhart, Lindstrom, Luksik, Williams

Nays: None

MOTION CARRIED

11b Proposed General Fund and Gift Fund Estimated Budgets for Fiscal Year April 1, 2016-March 31, 2017.

Carol stated revenues for FY 2016-2017 are now projected to decrease by \$51,014 since our proposed budget was approved in August, 2015. Revenue from taxes remains as projected at this time. State Aid has increased as we anticipate receiving three state aid checks in this next fiscal year due to a delay of one check in FY 2015/2016. Circulation Fines & Fees revenue has been adjusted downward due to more patrons keeping their accounts clear of overdue fines thereby sending a lower rate of overdue accounts to our collection agency. Our investment earnings also were adjusted downward due to the continued volatility in the bond market. Charges for services and miscellaneous revenue remain as projected. Overall, library revenues are now projected to increase 3.3% or \$229,333 in FY 2016-2017 compared to year end FY 2015-2016.

After discussion, a motion was made by Peggy Cohen, seconded by Pam Williams, **TO APPROVE THE FUNCTIONS IN THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY PROPOSED GENERAL FUND BUDGET FOR THE APRIL 1, 2016-MARCH 31, 2017 FISCAL YEAR PER ADMINISTRATIVE RECOMMENDATIONS WITH ANTICIPATED REVENUES IN THE AMOUNT OF \$7,140,634 AND ANTICIPATED EXPENDITURES IN THE AMOUNT OF \$6,872,786 FOR THE SUPPORT AND MAINTENANCE OF BLOOMFIELD TOWNSHIP PUBLIC LIBRARY FOR THAT FISCAL YEAR.**

A vote was taken for approval of the motion.

Ayes: Cohen, Gerhart, Lindstrom, Luksik, Williams

Nays: None

MOTION CARRIED

After further discussion, a motion was made by Grant Gerhart, seconded by Judy Lindstrom, **TO APPROVE THE FUNCTIONS IN THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY PROPOSED GIFT FUND BUDGET FOR THE APRIL 1, 2016 – MARCH 31, 2017 FISCAL YEAR PER ADMINISTRATIVE RECOMMENDATIONS WITH ANTICIPATED REVENUES IN THE AMOUNT OF \$700 AND ANTICIPATED EXPENDITURES IN THE AMOUNT OF \$152,649 USING A PORTION OF THE FUND BALANCE AS NECESSARY.**

A vote was taken for approval of the motion.

Ayes: Cohen, Gerhart, Lindstrom, Luksik, Williams

Nays: None

MOTION CARRIED

DISCUSSION OF ITEMS REMOVED FROM THE CONSENT AGENDA

No discussion

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

A vote was taken for approval of the motion.

Ayes: Cohen, Gerhart, Lindstrom, Luksik, Williams

Nays: None

MOTION CARRIED

OTHER:

No discussion

A motion was made by Peggy Cohen, seconded by Grant Gerhart to **ENTER CLOSED EXECUTIVE SESSION AT 7:56 P.M. TO DISCUSS THE LIBRARY DIRECTOR'S PERFORMANCE REVIEW.**

A vote was taken for approval of the motion.

Ayes: Cohen, Gerhart, Lindstrom, Luksik, Williams

Nays: None

MOTION CARRIED

The Public Meeting was reconvened after the closed Executive Session at 8:10 p.m.

The Trustees approved the renewal of the Director's contract for the period of April 1, 2016 to March 31, 2017.

Meeting adjourned at 8:15 p.m.

The next meeting of the Bloomfield Township Public Library Board of Trustees is Tuesday, April 26, 2016 at 7:00 p.m. in the Library Board Room.

Submitted by:

Judy Lindstrom, Secretary

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

Cash Disbursements Comments April 2016

New Vendors:

Ace Lawn Care is a new vendor providing lawn care and snow removal for the Library.

Applied Imaging is a new vendor providing new copiers.

DLI Properties LLC is a new vendor for a library program.

Jessica Kingsley Publishing is a new vendor for items for our collections.

Judith Sima is a new vendor for a library program.

Mayer-Johnson LLC is a new vendor for special needs software.

National Trails is a new vendor as a provider of transportation on Staff Development Day.

Warren Graham is a new vendor as our Staff Development Day speaker.

General Fund Advance

- Check #15887 payable to Pitney Bowes, Inc. in the amount of \$1,246.00 was payment for the annual agreement for the Library postage equipment.
- Check #15899 payable to Bloomfield Township in the amount of \$679.55 was payment for the Library's water bill for 1/18 – 2/11, 2016.
- Check #15905 payable to Bloomfield Township Public Library Gift Fund in the amount of \$50.00 was payment for an online gift received by the Library.
- Check #15923 payable to Mango Languages in the amount of \$1,649.61 was payment for an online world languages database.
- Check #15925 payable to the state of Michigan in the amount of \$109.00 was payment for Library Shop annual sales tax.

General Fund

- Check #15929 payable to Applied Imaging in the amount of \$19,437.04 was payment for staff copiers.
- Check #15935 payable to Bloomfield Township in the amount of \$170,384.26 was payment for the Library's annual pension payment.
- Check #15936 payable to Bloomfield Township in the amount of \$274,110.26 was payment for two payrolls including FICA, HRA contributions, pension, etc. as usual plus a water bill for 2/11 – 3/14, 2016 in the amount of \$824.03.
- Check #15941 payable to the Charter Township of Bloomfield in the amount of \$180.00 was payment for library program DVDs.
- Check #15947 payable to Envisionware, Inc. in the amount of \$11,448.26 was payment for RFID tags.
- Check #15948 payable to Frank Rewold and Son, Inc. in the amount of \$11,965.00 was payment for lobby tile floor and capital project plan projects.
- Check #15955 payable to Kimberly Bolan and Associates in the amount of \$4,475.00 was final payment for the strategic planning process.
- Check #15964 payable to Oakland County Historical Resources in the amount of \$600.00 was payment for the Library's annual membership.
- Check #15971 payable to Professional Engineering Associates, Inc. in the amount of \$4,800.00 was payment for roof drain mapping.
- Check #15984 payable to Tel Systems in the amount of \$11,597.00 was payment for our annual audio visual maintenance agreement.
- Check #15985 payable to The Library Network in the amount of \$3,289.29 was payment for our annual internet service and books.

Gift Fund

- Check #4676 payable to Temple Beth El in the amount of \$150.00 was payment for use of their facility for the Everyone's Reading program.
- Check #4681 payable to Farmington Community Library in the amount of \$71.54 was payment for Everyone's Reading promotional material.
- Check #4682 payable to Movie Licensing USA in the amount of 1,065.00 was payment for our annual license to show popular movies at library programs.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
CHECK REGISTERS
FOR THE MONTH OF MARCH 2016

Check Register - General Fund

Check #	Date	Payee	Cash Account	Amount
ADVANCE CHECKS:				
15874	3/4/16	Elizabeth Clauder	104.01	278.51
15875	3/4/16	Maeve Devlin	104.01	50.00
15876	3/4/16	Emily Hudak	104.01	73.95
15877	3/4/16	Jennifer Taggart	104.01	242.20
15878	3/4/16	AMAZON.COM	104.01	3,130.94
15879	3/4/16	AT&T	104.01	542.92
15880	3/4/16	AT&T LONG DISTANCE	104.01	342.15
15881	3/4/16	PETTY CASH - BTPL	104.01	115.01
15882	3/4/16	COMCAST	104.01	130.81
15883	3/4/16	CONSUMERS ENERGY	104.01	5,880.08
15884	3/4/16	DTE ENERGY	104.01	13,761.89
15885	3/4/16	PACIFIC TELEMANAGEMENT SERVICES	104.01	78.00
15886	3/4/16	PITNEY BOWES RESERVE ACCOUNT	104.01	3,000.00
15887	3/4/16	PITNEY BOWES, INC.	104.01	1,246.00
15888	3/4/16	PRINCIPAL LIFE INS CO-SBD GRANDE ISLAND	104.01	698.73
15889	3/23/16	Andrea Aragona	104.01	59.76
15890	3/23/16	Elizabeth Clauder	104.01	108.17
15891	3/23/16	Emily Hudak	104.01	81.10
15892	3/23/16	Martha McGee	104.01	189.24
15893	3/23/16	Tera Moon	104.01	167.33
15894	3/23/16	Connie Silver	104.01	54.64
15895	3/23/16	Elizabeth Telford	104.01	49.70
15896	3/23/16	AMAZON.COM	104.01	5,044.36
15897	3/23/16	AT&T	104.01	489.08
15898	3/23/16	AT&T LONG DISTANCE	104.01	17.01
15899	3/23/16	BLOOMFIELD TOWNSHIP	104.01	679.55
15900	3/23/16	COMCAST	104.01	149.81
15901	3/23/16	DTE ENERGY	104.01	14,594.92
15902	3/23/16	FLAGSTAR BANK	104.01	5,322.38
15903	3/23/16	T MOBILE	104.01	33.98
15904	3/23/16	VERIZON WIRELESS	104.01	201.60
15905	3/23/16	BTPL Gift Fund	104.01	50.00
15906	3/31/16	Jerry Ashley	104.01	54.05
15907	3/31/16	Bala Cramer	104.01	736.20
15908	3/31/16	Marian Rafal	104.01	69.69
15909	3/31/16	Beth Sulek-LaHousse	104.01	56.35
15910	3/31/16	Qiong Wu	104.01	1,535.82
15911	3/31/16	AT&T	104.01	541.70
15912	3/31/16	CONSUMERS ENERGY	104.01	5,115.86
15913	3/31/16	HOME DEPOT CR. SERV.	104.01	50.08
15914	3/31/16	PACIFIC TELEMANAGEMENT SERVICES	104.01	78.00
15915	3/31/16	PRINCIPAL LIFE INS CO-SBD GRANDE ISLAND	104.01	659.54
15916	3/31/16	T MOBILE	104.01	33.98
15917	3/31/16	WORLD OF TRAVEL	104.01	240.00
15918	4/19/16	Breck McCrory	104.01	96.00
15918V	4/19/16	Breck McCrory	104.01	-96.00
15919	4/19/16	Breck McCrory	104.01	96.99
15920	4/19/16	Edward Niemchak	104.01	58.71
15921	4/19/16	PETTY CASH - BTPL	104.01	87.15
15922	4/19/16	FLAGSTAR BANK	104.01	2,190.60
15922a	4/19/16	VOID	104.01	
15923	4/19/16	MANGO LANGUAGES	104.01	1,649.61
15924	4/19/16	MOVIE LICENSING USA	104.01	76.00
15925	4/19/16	STATE OF MICHIGAN	104.01	109.00

Check #	Date	Payee	Cash Account	Amount
Total				<u>\$70,303.15</u>
REGULAR CHECKS:				
15926	4/19/16	AERO FILTER, INC	104.01	3,048.40
15927	4/19/16	AMERICAN LIBRARY ASSOCIATION	104.01	119.95
15928	4/19/16	AMERICAN PEST CONTROL	104.01	376.80
15929	4/19/16	APPLIED IMAGING	104.01	19,437.04
15930	4/19/16	ARBOR OAKLAND GROUP	104.01	45.76
15931	4/19/16	BACKER LANDSCAPING, INC.	104.01	7,600.00
15932	4/19/16	BAKER & TAYLOR, INC.	104.01	7,447.40
15932a	4/19/16	VOID	104.01	
15932b	4/19/16	VOID	104.01	
15933	4/19/16	BERNAN ASSOCIATES	104.01	96.00
15934	4/19/16	BLACKSTONE AUDIO, INC.	104.01	90.00
15935	4/19/16	BLOOMFIELD TOWNSHIP	104.01	170,384.26
15936	4/19/16	BLOOMFIELD TOWNSHIP	104.01	274,110.26
15937	4/19/16	CAR TRUCKING, INC.	104.01	199.50
15938	4/19/16	CDW GOVERNMENT, INC.	104.01	975.02
15939	4/19/16	CENGAGE LEARNING/GALE	104.01	5,145.26
15939a	4/19/16	VOID	104.01	
15940	4/19/16	CENTRAL BUSINESS SYSTEMS, INC.	104.01	330.95
15941	4/19/16	CHARTER TOWNSHIP OF BLOOMFIELD	104.01	180.00
15942	4/19/16	CHERRY LAKE PUBLISHING	104.01	339.00
15943	4/19/16	DEMCO, INC.	104.01	835.24
15944	4/19/16	DIAMOND LAKE BOOK CO.	104.01	241.39
15945	4/19/16	DISCOUNT SCHOOL SUPPLY	104.01	326.42
15946	4/19/16	DU ALL CLEANING, INC	104.01	4,730.00
15947	4/19/16	ENVISIONWARE, INC.	104.01	11,448.26
15948	4/19/16	FRANK REWOLD AND SON, INC.	104.01	11,965.00
15949	4/19/16	GAYLORD BROTHERS, INC.	104.01	79.38
15950	4/19/16	GOVCONNECTION, INC.	104.01	107.55
15951	4/19/16	GRAINGER, INC	104.01	7.39
15952	4/19/16	GROSSE POINTE PUBLIC LIBRARY	104.01	14.99
15953	4/19/16	INFOBASE LEARNING	104.01	1,723.36
15954	4/19/16	JANWAY COMPANY	104.01	101.68
15955	4/19/16	KIMBERLY BOLAN AND ASSOCIATES	104.01	4,475.00
15956	4/19/16	LJ ROLLS REFRIGERATION CO., INC	104.01	1,637.00
15957	4/19/16	LIVE OAK MEDIA	104.01	39.95
15958	4/19/16	MAYER-JOHNSON LLC	104.01	399.00
15959	4/19/16	METRONET LIB. CONSORT.	104.01	1,741.72
15960	4/19/16	MICROMARKETING LLC	104.01	472.66
15961	4/19/16	MIDWEST TAPE	104.01	10,150.35
15961a	4/19/16	VOID	104.01	
15961b	4/19/16	VOID	104.01	
15961c	4/19/16	VOID	104.01	
15962	4/19/16	MORNINGSTAR, INC.	104.01	215.00
15963	4/19/16	NICHOLS/NETWORK SERVICES CO	104.01	496.48
15964	4/19/16	OAKLAND COUNTY HISTORICAL RESOURCES	104.01	600.00
15965	4/19/16	OMNIGRAPHICS	104.01	1,647.00
15966	4/19/16	OVERDRIVE	104.01	7,099.07
15967	4/19/16	PARTNERS BOOK DISTRIBUTING, INC.	104.01	900.35
15968	4/19/16	PCM-G	104.01	4,605.00
15969	4/19/16	PENGUIN RANDOM HOUSE LLC	104.01	743.96
15969a	4/19/16	VOID	104.01	
15970	4/19/16	THE PENWORTHY CO.	104.01	743.60
15971	4/19/16	PROFESSIONAL ENGINEERING ASSOC., INC.	104.01	4,800.00
15972	4/19/16	QUILL CORPORATION	104.01	257.67
15973	4/19/16	RECORDED BOOKS, LLC	104.01	1,010.44
15973a	4/19/16	VOID	104.01	
15974	4/19/16	RICOH USA, INC	104.01	249.77
15975	4/19/16	RESEARCH TECHNOLOGY INT.	104.01	337.65

Check #	Date	Payee	Cash Account	Amount
15976	4/19/16	SALEM PRESS, INC.	104.01	140.25
15977	4/19/16	SBF ASSOCIATES, INC.	104.01	1,090.04
15978	4/19/16	SHOPLET.COM	104.01	68.51
15979	4/19/16	SHOWCASES	104.01	1,268.46
15980	4/19/16	SIEMENS BUILD. TECH., INC	104.01	584.00
15981	4/19/16	SIEMENS INDUSTRY, INC.	104.01	730.95
15982	4/19/16	STAPLES ADVANTAGE	104.01	1,046.58
15983	4/19/16	TANTOR MEDIA	104.01	41.74
15984	4/19/16	TEL SYSTEMS	104.01	11,597.00
15985	4/19/16	THE LIBRARY NETWORK	104.01	3,289.29
15981V	4/19/16	SIEMENS INDUSTRY, INC.	104.01	-730.95
15980V	4/19/16	SIEMENS BUILD. TECH., INC	104.01	-584.00
15986	4/19/16	ULINE	104.01	569.82
15987	4/19/16	UNIQUE MANAGEMENT SERVICES, INC.	104.01	125.30
15988	4/19/16	UNIVERSITY PRODUCTS, INC.	104.01	335.12
15989	4/19/16	US GOVERNMENT PRINTING OFFICE	104.01	14.00
15990	4/19/16	VIGILANTE SECURITY	104.01	1,950.00
15991	4/19/16	WESTON WOODS	104.01	187.02
15992	4/19/16	WOLTERS KLUWER	104.01	242.12
15993	4/19/16	WORLD BOOK, INC.	104.01	347.00
15994	4/19/16	SIEMENS INDUSTRY, INC.	104.01	1,314.95
Total				<u><u>\$587,755.13</u></u>

Check Register - Gift Fund

Check #	Date	Payee	Cash Account	Amount
ADVANCE CHECKS:				
4673	3/4/16	AMAZON.COM	102.03	195.99
4674	3/4/16	BRUCE A MARGULIS & RALPH R MARGULIS,	102.03	25,000.00
4675	3/23/16	FLAGSTAR BANK	102.03	38.95
4676	3/23/16	TEMPLE BETH EL	102.03	150.00
4677	4/19/16	Breck McCrory	102.03	153.00
4678	4/19/16	FLAGSTAR BANK	102.03	223.77
				<u><u>\$25,761.71</u></u>
REGULAR CHECKS:				
4679	4/19/16	ARBOR OAKLAND GROUP	102.03	250.00
4680	4/19/16	DAROLD GONZALES	102.03	150.00
4681	4/19/16	FARMINGTON COMMUNITY LIBRARY	102.03	71.54
4682	4/19/16	MOVIE LICENSING USA	102.03	1,065.00
4683	4/19/16	SCOTT NELSON	102.03	130.00
4684	4/19/16	PARTNERS BOOK DISTRIBUTING, INC	102.03	65.63
4685	4/19/16	WESTON WOODS STUDIOS	102.03	30.58
Total				<u><u>\$1,762.75</u></u>

Bloomfield Township Public Library 2015-2016 General Fund Budget

7b

PRESENTED: APRIL 26, 2016 FOR THE MONTH OF: MARCH 2016

Twelve months 100%

ACCOUNT NAME	2015-2016	2015-2016	REVENUE/EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	VARIANCE
	ADOPTED BUDGET	AMENDED BUDGET				
	AS OF MAR 17, 2015	AS OF MAR 15, 2016				
<u>Revenues</u>						
Taxes	\$6,631,643	\$6,670,251	\$391,386	\$6,666,966	99.95%	(\$3,285)
Penal Fines	\$55,009	\$82,987	\$0	\$82,987	100.00%	(\$0)
State Aid	\$24,198	\$12,207	\$0	\$12,207	100.00%	\$0
Circulation Fines & Fees	\$127,296	\$100,000	\$9,574	\$112,223	112.22%	\$12,223
Charges for Services	\$11,910	\$14,521	\$1,383	\$15,498	106.73%	\$977
Investment earnings	\$114,613	\$19,992	\$11,706	\$20,267	101.37%	\$275
Miscellaneous	\$9,334	\$11,343	\$408	\$12,048	106.22%	\$705
Total Revenues	\$6,974,003	\$6,911,301	\$414,458	\$6,922,196	100.16%	\$10,895
<u>Expenditures</u>						
Personnel	\$3,693,694	\$3,644,882	\$316,201	\$3,528,077	96.80%	(\$116,805)
Library Services	\$770,071	\$761,521	\$42,253	\$697,629	91.61%	(\$63,892)
Facilities & Equipment	\$1,073,472	\$1,013,998	\$93,088	\$896,914	88.45%	(\$117,084)
Other Operating Expenditures	\$449,121	\$283,473	\$48,924	\$265,981	93.83%	(\$17,492)
Total Expenditures	\$5,986,358	\$5,703,874	\$500,466	\$5,388,602	94.47%	(\$315,272)
Fund Balance - Beginning	\$8,858,516	\$9,061,611		\$9,061,611		
Net revenue (expenditure)	\$987,645	\$1,207,427		\$1,533,594		
Fund Balance - Ending	\$9,846,161	\$10,269,038		\$10,595,205		

Amendments to the budget:
Updated for Final Budget

Non-spendable Fund Balance (includes all fixed assets)	\$25,930,327	\$25,123,307
Restricted Fund Balance (nothing)	\$0	\$0
Committed Fund Balance (is 8- months of expenditures amount)	\$4,251,572	\$4,581,857
Assigned Fund Balance (is \$457,812 (3/31/15 compensated absences accrual) plus \$5,024,164 OPEB obligation plus \$105 205 capital improvements)	\$5,494,588	\$5,587,181
Unassigned Fund Balance (is the unplanned emergency amount)	\$100,001	\$100,000

Bloomfield Township Public Library 2015-2016 Gift Fund Budget

7b

PRESENTED: APRIL 26, 2016 FOR THE MONTH OF: MARCH 2016

Twelve Months 100%

ACCOUNT NAME	2015-2016 ADOPTED BUDGET AS OF MAR 17, 2015	2015-2016 AMENDED BUDGET AS OF MAR 15, 2016	REVENUE/ EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	VARIANCE
<u>Revenues</u>						
Gift Income	\$643	\$117,508	\$40,722	\$117,860	100.30%	\$352
Investment Earnings	\$157	\$157	\$14	\$384	244.67%	\$227
Miscellaneous Revenue	\$0	\$0	\$0	\$0	0.00%	\$0
Total Revenues	\$800	\$117,665	\$40,736	\$118,244	100.49%	\$579
<u>Expenditures</u>						
Library Services	\$20,194	\$32,252	\$1,110	\$32,594	101.06%	\$342
Facilities & Equipment	\$59,476	\$56,155	\$153	\$55,748	99.28%	(\$407)
Other Operating Expenditures	\$95,794	\$53,364	\$0	\$53,363	100.00%	(\$1)
Total Expenditures	\$175,464	\$141,771	\$1,263	\$141,706	99.95%	(\$65)
Fund Balance	\$100,970	\$102,514		\$102,514		
Reserved Fund Bal.	\$73,852	\$73,852		\$73,852		
Net revenue (expenditures)	(\$174,664)	(\$24,106)		(\$23,462)		
 Fund Balance - Ending	 \$158	 \$152,260		 \$152,905		

Amendments to the budget:
Updated for Final Budget

Bloomfield Township Public Library
Asset Allocation Summary
March 2016

Fund	Type	Annual Yield	Date	Amount on Hand
General Fund				
	5th 3rd Checking (Ecommerce)	0.00%	3/31/2016	\$145,433.46
	Flagstar Public Funds Savings	0.35%	3/31/2016	\$235,028.79
	Flagstar Premier Public Entities Checking	0.25%	3/31/2016	\$8,557.42
	RBC Capital Cash/Money Market	0.01%	3/31/2016	\$389.15
	RBC Capital - Investments	1.44%	3/31/2016	\$10,654,004.03
	Total General Fund			\$10,897,979.39
Please see General Fund budget for notes on how this amount is earmarked				
Gift Fund				
	Huntington Public Fund Business Interest Checking	0.15%	3/31/2016	\$102,293.46
	Huntington CD (Charnov gift) - matures 02/02/17	0.45%	3/31/2016	\$50,228.12
	Fifth Third Bank Business Standard Checking	0.00%	3/31/2016	\$1,457.82
	Total Gift Fund			\$153,979.40

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

Jeanette P. Myers Memorial Scholarship Fund	12/31/2015	\$12,775.00
Yvonne T. Atkinson Fund	12/31/2015	\$27,203.00
Lawrence Smith and Isabel Francis Smith Challenge Grant Fund	12/31/2015	\$30,356.00
BTPL Endowment Fund	12/31/2015	\$28,582.00
Fair Radom Garden Endowment Fund	12/31/2015	\$13,856.00
BTPL Director's Legacy Fund	12/31/2015	\$12,790.00
Total CFSEM holdings		\$125,562.00

Bloomfield Township Public Library
Investment Portfolio

Investment Vehicle	Portfolio %	Original Cost	3/31/2016 Market Value	Estimated Annual Inc	Current Yield
Money Market Funds	0.0%	\$389	\$389	\$0	0.01%
Wells Fargo Advantage Adjustable Rate Gov't	31.2%	3,325,247	3,320,619	31,327	0.94%
Eaton Vance Short Duration Government Income	10.4%	1,091,438	1,109,071	32,817	2.96%
Loomis Sayles Limited Term U.S. Gov't & Agency	11.3%	1,120,412	1,206,548	17,700	1.47%
BlackRock GNMA Portfolio	7.8%	828,000	832,230	18,979	2.28%
Victory INCORE Fund for Income	10.5%	1,112,160	1,121,164	55,549	4.95%
Ridgeworth SEIX U.S. Mortgage	7.8%	827,000	831,661	12,795	1.54%
VOYA GNMA Income	10.0%	1,060,000	1,067,618	31,917	2.99%
Eaton Vance Government Obligations	10.9%	1,117,212	1,165,092	42,868	3.68%
Total Portfolio	100.0%	\$10,481,857	\$10,654,393	\$243,952	2.29%

1st Quarter Activity - December 31, 2015 - March 31, 2016

Cash Activity

Beginning Balance	\$1,090,394.03
Deposits & Sales Proceeds	\$7,159,825.29
Withdrawals	(\$1,350,000.00)
Dividends	\$37,499.93
Capital Gains	\$0.00
Net funds to purchase securities	(\$6,937,330.10)
Ending Balance	\$389.15

Change in Security Value

Beginning value of securities	\$5,409,464.19
Securities purchased	\$6,937,330.10
Securities sold	(\$1,685,559.50)
Change in value of priced securities	(\$7,230.76)
Ending Value of priced securities	\$10,654,004.03

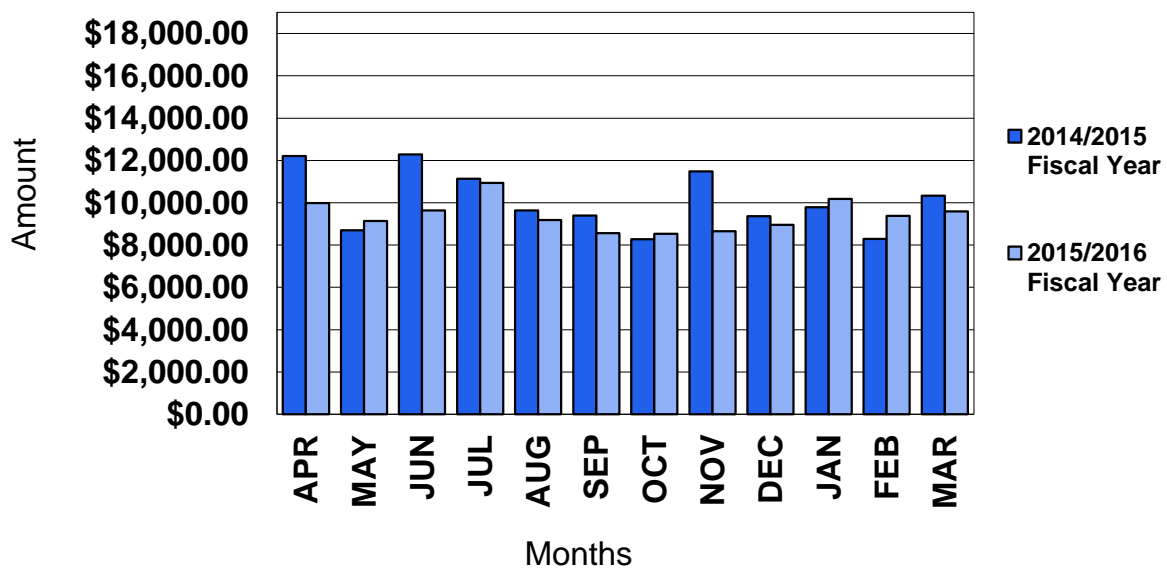
Total account value as of March 31, 2016

\$ 10,654,393.18

FINES AND FEES - TWO-YEAR COMPARISON

Month	2014/2015 Fiscal Year	2015/2016 Fiscal Year	Difference
APR	\$12,209.70	\$9,986.61	(\$2,223.09)
MAY	\$8,696.66	\$9,134.31	\$437.65
JUN	\$12,283.41	\$9,636.30	(\$2,647.11)
JUL	\$11,136.86	\$10,931.35	(\$205.51)
AUG	\$9,638.91	\$9,178.79	(\$460.12)
SEP	\$9,388.48	\$8,567.73	(\$820.75)
OCT	\$8,275.12	\$8,525.53	\$250.41
NOV	\$11,484.10	\$8,653.54	(\$2,830.56)
DEC	\$9,370.84	\$8,955.43	(\$415.41)
JAN	\$9,780.91	\$10,177.91	\$397.00
FEB	\$8,293.01	\$9,376.66	\$1,083.65
MAR	\$10,335.05	\$9,597.22	(\$737.83)
			YTD Difference
TOTAL	<u>\$120,893.05</u>	<u>\$112,721.38</u>	<u>(\$8,171.67)</u>

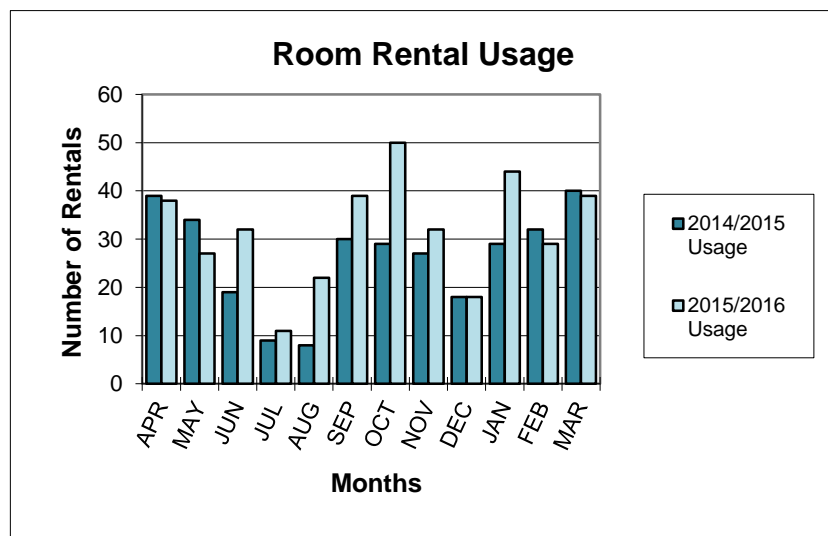
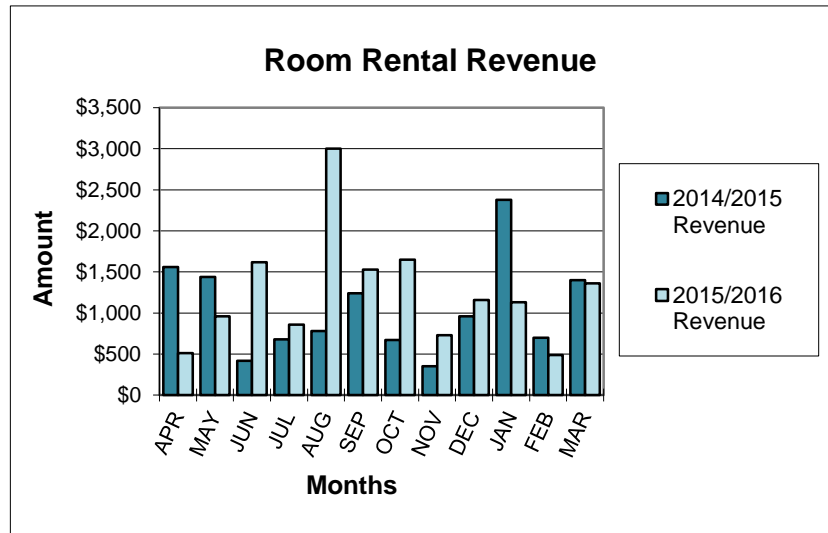
Fines and Fees Two-Year Comparison



ROOM RENTAL - TWO-YEAR COMPARISON

7b

<u>Month</u>	2014/2015 <u>Revenue</u>	2015/2016 <u>Revenue</u>	<u>Difference</u>	2014/2015 <u>Usage</u>	2015/2016 <u>Usage</u>	<u>Month</u>
APR	\$1,560.00	\$510.00	(\$1,050.00)	39	38	APR
MAY	\$1,440.00	\$960.00	(\$480.00)	34	27	MAY
JUN	\$420.00	\$1,620.00	\$1,200.00	19	32	JUN
JUL	\$680.00	\$860.00	\$180.00	9	11	JUL
AUG	\$780.00	\$3,000.00	\$2,220.00	8	22	AUG
SEP	\$1,240.00	\$1,530.00	\$290.00	30	39	SEP
OCT	\$670.00	\$1,650.00	\$980.00	29	50	OCT
NOV	\$350.00	\$730.00	\$380.00	27	32	NOV
DEC	\$960.00	\$1,160.00	\$200.00	18	18	DEC
JAN	\$2,380.00	\$1,130.00	(\$1,250.00)	29	44	JAN
FEB	\$700.00	\$490.00	(\$210.00)	32	29	FEB
MAR	\$1,400.00	\$1,360.00	(\$40.00)	40	39	MAR
TOTAL	<u>\$12,580.00</u>	<u>\$15,000.00</u>	<u>YTD Difference</u> <u>\$2,420.00</u>	<u>314</u>	<u>381</u>	



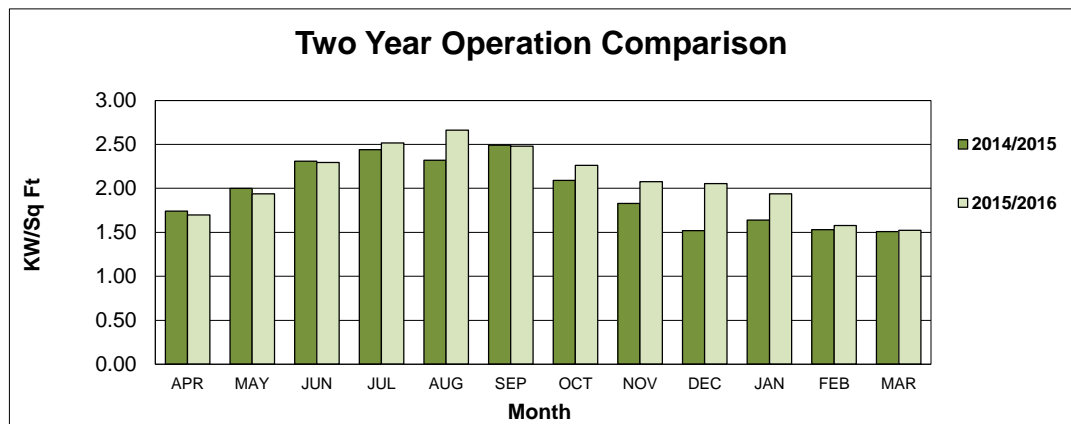
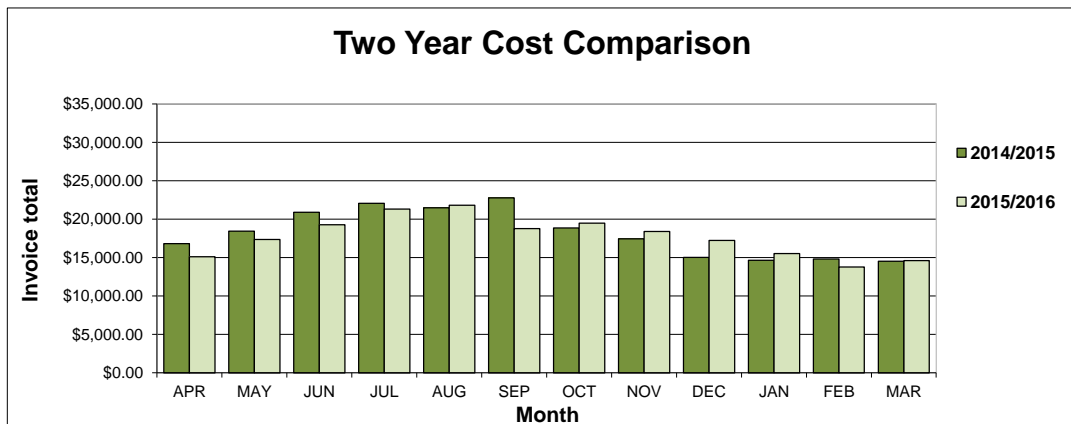
Bloomfield Township Public Library Electricity Analysis

Building Area = 101,023 Sq ft.

TWO YEAR COST COMPARISON				CURRENT YEAR OPERATION					
Month	2014/2015	2015/2016 (3)	Difference	TOTAL KWH (1)	COST/KWH (3)/(1)	KWH/HR (1) / (24 x no.days per month)	KWH/SQ FT (1)/101,023	COST/HR (3) / (24 x no. days per month)	COST/SQ FT. (3)/101,023
APR	\$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	\$17,217.24	\$2,217.23	207,550	\$0.08	278.97	2.05	\$23.14	\$0.17
JAN	\$14,664.69	\$15,518.62	\$853.93	195,650	\$0.08	262.97	1.94	\$20.86	\$0.15
FEB	\$14,826.92	\$13,761.89	(\$1,065.03)	159,180	\$0.09	236.88	1.58	\$20.48	\$0.14
MAR	\$14,522.08	\$14,594.92	\$72.84	153,790	\$0.09	228.85	1.52	\$21.72	\$0.14
TOTAL	\$217,737.83	\$212,576.71	YTD Difference (\$5,161.12)						

NOTES:

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



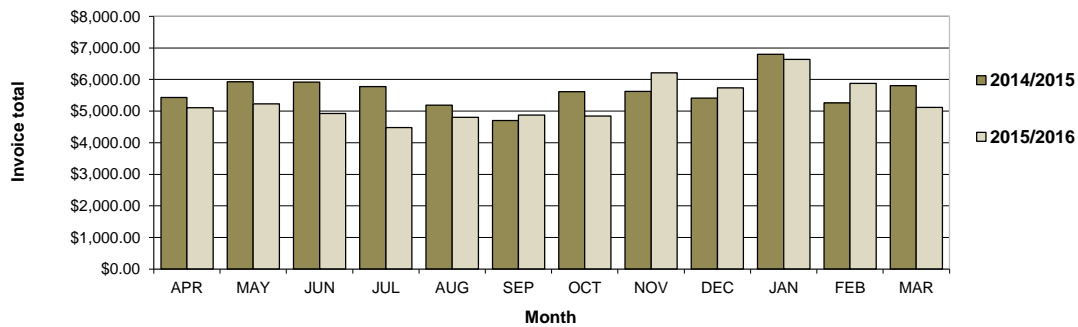
Bloomfield Township Public Library Natural Gas Analysis

Building Area = 101,023

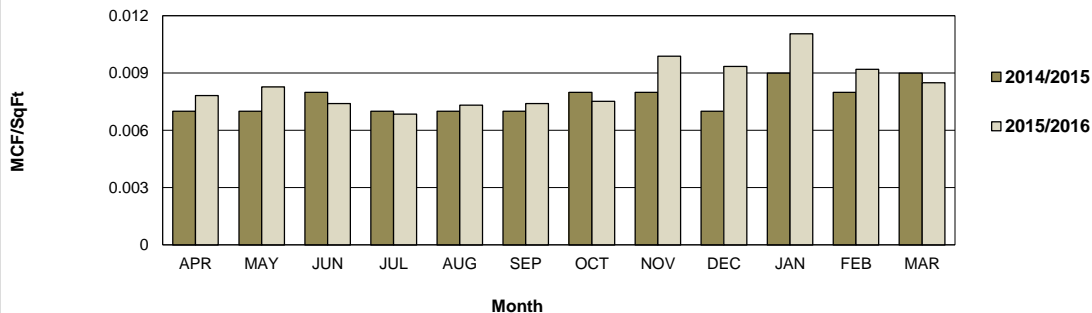
1 Cu. Ft. = 1000 BTU

TWO YEAR COST COMPARISON				OPERATION						
Month	2014/2015	2015/2016 (3)	Difference	MCF	COST/MCF	HOURS (24 x no. days per month)	MCF/HR	MCF/SqFt	\$/HR	\$/SqFt
APR	\$5,429.97	\$5,104.45	(\$325.52)	789.6	\$6.46	720	1.10	0.008	7.09	0.050
MAY	\$5,927.64	\$5,233.14	(\$694.50)	835.8	\$6.26	744	1.12	0.008	7.03	0.051
JUN	\$5,921.55	\$4,920.53	(\$1,001.02)	747.6	\$6.58	720	1.04	0.007	6.83	0.048
JUL	\$5,773.44	\$4,475.51	(\$1,297.93)	691.4	\$6.47	744	0.93	0.007	6.02	0.044
AUG	\$5,184.73	\$4,805.28	(\$379.45)	739.7	\$6.50	744	0.99	0.007	6.46	0.047
SEP	\$4,697.83	\$4,874.11	\$176.28	748.6	\$6.51	720	1.04	0.007	6.77	0.048
OCT	\$5,618.78	\$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	\$5,732.42	\$316.33	944.3	\$6.07	744	1.27	0.009	7.70	0.056
JAN	\$6,797.57	\$6,640.09	(\$157.48)	1116.3	\$5.95	744	1.50	0.011	8.92	0.065
FEB	\$5,254.12	\$5,880.08	\$625.96	928.6	\$6.33	696	1.33	0.009	8.45	0.057
MAR	\$5,808.29	\$5,115.86	(\$692.43)	857.8	\$5.96	744	1.15	0.008	6.88	0.050
YTD Difference										
TOTAL	\$67,457.07	\$63,844.46	(\$3,612.61)							

Two Year Cost Comparison

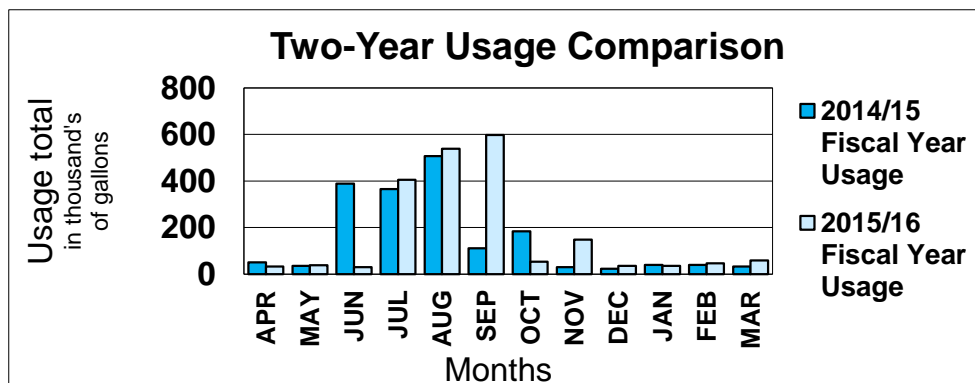
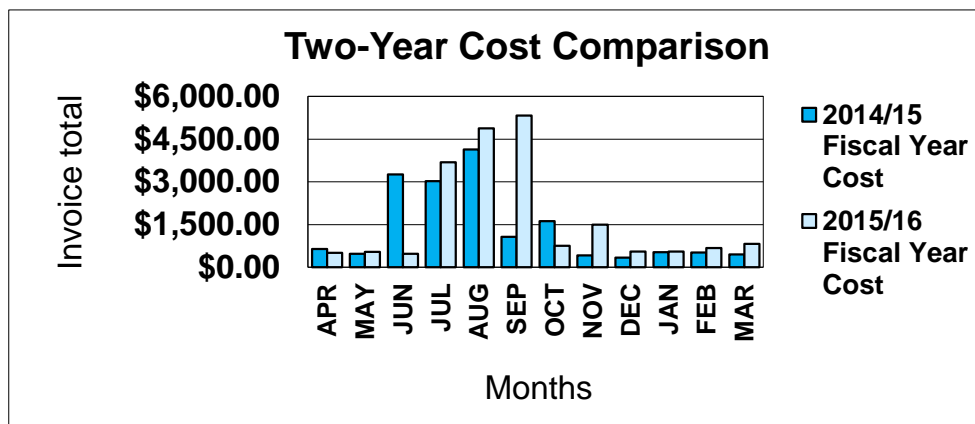


Two Year Operation Comparison



Bloomfield Township Public Library Water Analysis

Month	2014/15 Fiscal Year Cost	2015/16 Fiscal Year Cost	Difference	2014/15 Fiscal Year Usage	2015/16 Fiscal Year Usage	Difference
APR	\$640.33	\$510.99	(\$129.34)	50	33	(17)
MAY	\$474.43	\$543.83	\$69.40	35	38	3
JUN	\$3,259.37	\$474.87	(\$2,784.50)	389	30	(359)
JUL	\$3,025.69	\$3,690.27	\$664.58	365	405	40
AUG	\$4,139.00	\$4,879.55	\$740.55	507	539	32
SEP	\$1,067.34	\$5,329.99	\$4,262.65	111	598	487
OCT	\$1,614.37	\$751.79	(\$862.58)	184	53	(131)
NOV	\$419.13	\$1,498.87	\$1,079.74	30	148	118
DEC	\$341.71	\$547.11	\$205.40	23	36	13
JAN	\$529.73	\$547.11	\$17.38	40	36	(4)
FEB	\$518.67	\$679.55	\$160.88	39	47	8
MAR	\$452.31	\$824.03	\$371.72	33	59	26
			YTD Difference			YTD Difference
TOTAL	<u>\$16,482.08</u>	<u>\$20,277.96</u>	<u>\$3,795.88</u>	<u>1,806</u>	<u>2,022</u>	<u>216</u>



BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**LIBRARY BOARD OF TRUSTEES
MONTHLY DIRECTOR'S REPORT****April, 2016**

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

Two Youth Services librarians, Liz Clauder and Emily Hudak, were presenters at the Michigan Library Association Spring Institute on April 14, 2016. They participated in a poster session called "Cool Things My Library Does". At this hour-long reception, youth librarians from around the state were asked to share programs, collections and services from their libraries that they think are innovative and unique. Liz and Emily spoke about our 'Tablet Tales' app story time and shared information on recommended app and media. Thank you, Liz and Emily for sharing information about this innovative program our Library is doing!

Just a reminder that the Library will be closed on Friday, May 6 for our annual Staff Development Day. This year we are partnering with the Troy Public Library to bring in a national speaker on library security. Thank you for supporting this opportunity for all library staff to be together on this one day to learn and share.

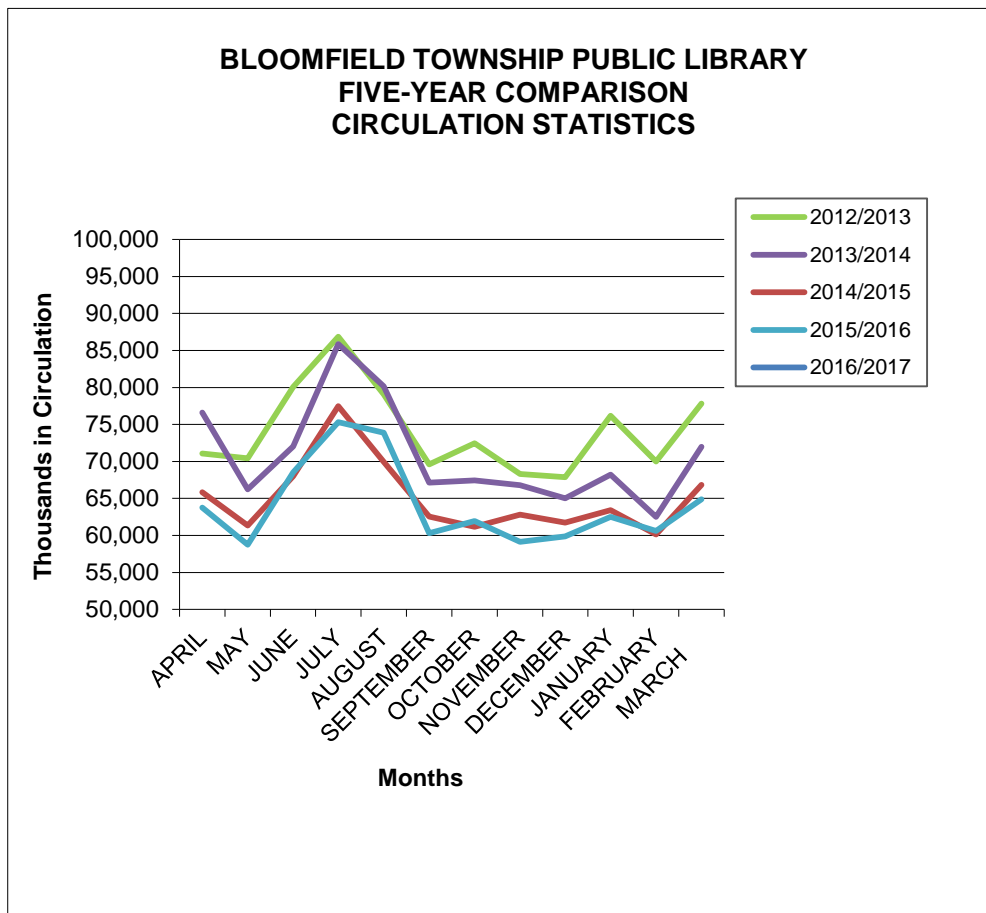
Respectfully Submitted,

Carol Mueller
Director

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
FIVE YEAR CIRCULATION

4/22/2016

	<u>2012/2013</u>	<u>2013/2014</u>	<u>2014/2015</u>	<u>2015/2016</u>	<u>2016/2017</u>
APRIL	71,094	76,629	65,851	63,783	
MAY	70,411	66,250	61,347	58,740	
JUNE	80,069	72,030	67,987	68,518	
JULY	86,867	85,844	77,485	75,304	
AUGUST	79,094	80,163	69,931	73,868	
SEPTEMBER	69,592	67,145	62,536	60,292	
OCTOBER	72,467	67,436	61,177	61,960	
NOVEMBER	68,318	66,813	62,815	59,157	
DECEMBER	67,864	65,007	61,726	59,871	
JANUARY	76,156	68,232	63,404	62,491	
FEBRUARY	69,992	62,534	60,140	60,612	
MARCH	77,819	71,961	66,845	64,896	
TOTAL	889,743	850,044	781,244	769,492	0



	2,015		2,016	
COLLECTION				
Book Collection:	281,421		281,776	
Media Collection:	61,339		62,946	
Total e-books:	28,297		30,370	
Overdrive	6,805		8,247	
EBSCOhost	19,223		19,197	
Total downloadable audiobooks:	4,993		4,765	
Materials Total:	376,050		379,857	
CIRCULATION				
Circulation Total:	66,845		64,896	
Bloomfield Township Circulation:	61,519		59,609	
Virtual Circulation Total	6,091		6,479	
Circulation of Youth materials:	25,185		24,557	
Circulation of Media:	24,535		22,998	
Circulation of Cranbrook passes:	157		150	
Self-checkout machine use:	24,672	36.9%	24,378	37.6%
Library by Mail:	151	27 patrons	98	28 patrons
BUILDING & EQUIPMENT USAGE				
Door Count:	27,130		23,955	*
Gate Count:	27,458		27,528	**
Meeting rooms by public:	40		39	
Meeting rooms by staff:	67		67	
VIRTUAL USE				
Home page hits/Database services:	18,826		33,712	
e-book access:	2,546		2,551	
Overdrive	2,493		2,502	
EBSCOhost	53		49	
Audiobook access: (Overdrive)	1,081		1,160	
Music download access:	1,658		1,520	
Magazine download access:	806		607	
Tutor.com sessions:	385		61	
Hoopla access:	n/a		641	
Library Computer Use				
Resident Use	1,815		1,862	
Guest Use	807		674	
*Library closed Sunday, March 27 for Easter				
**Gate counter not available March 9-11 due to lobby floor work				

	2,015		2,016	
OUTREACH & PROGRAMS				
<i>New Patrons and Accounts</i>				
Township:	154		155	
Cranbrook:	0		2	
Total new patrons:	242		234	
<i>Adult Program Attendance</i>				
Staff-led:	4 events	35 attended	10 events	140 attended
Speaker-led:	8 events	189 attended	11 events	235 attended
Book clubs:	4 events	53 attended	4 events	51 attended
Tours/visits on-site:	0	0	1 event	10 attended
Tours/visits off-site:	1 event	1,000 attend^	1 event	4 attended
Chamber Music Concert	1 event	124 attended	1 event	153 attended
<i>Systems Program Attendance</i>				
Staff-led:	2 events	16 attended	3 events	23 attended
<i>Teen Program Attendance</i>				
Staff-led:	2 events	4 attended	2 events	8 attended
<i>Youth Program Attendance</i>				
Staff-led:	14 events	435 attended	18 events	546 attended
Speaker-led:	3 events	117 attended	1 event	13 attended
Tours/visits on-site:	9 events	526 attended	7 events	463 attended
Tours/visits off-site:	1 event	50 attended	1 event	75 attended
TOTAL:	49 events	2,549 attended	60 events	1,721 attended
<i>Volunteers:</i>				
	16 people	178 hours	23 people	255.5 hours
	Shop: 6	77.5	Shop: 8	110
	Court: 1	17	Court: 1	5
	Students: 0	0	Students: 1	4
	Dept. Vol: 9	83.5	Dept. Vol: 13	136.5
<i>Patron Remarks</i>				
Patron Comments:	5		13	
Ask BTPL:	4		16	
Ask Us:	53		50	
DISPLAYS				
Lobby	Bookplates from the Collection of Helga McCann			
Media	Adult: Dystopian Films, Women's History Month			
	Youth: Women's History Month, National Reading Month			
Local History	Shanghai Girls and China			
^At Bowers Farm Open Barn				

**MINUTES OF THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
CRANBROOK, DETROIT PUBLIC LIBRARY, TROY PUBLIC LIBRARY
COMMITTEE**

The meeting of the Cranbrook, Detroit Public Library, and Troy Public Library Committee was held in the Library on Friday, April 1, 2016.

Present: Trustees: Joan Luksik and Judy Lindstrom

Administration: Library Director, Carol Mueller

Information regarding the three special agreements between Cranbrook Educational Community, Detroit Public Library and Troy Public Library and Bloomfield Township Public Library was reviewed. Use statistics and our previous signed agreements were shared along with updated agreements for review.

Bloomfield Township residents borrowed 2,604 Cranbrook Passes between April 1, 2015 – March 29, 2016. These passes provide access to Cranbrook's Natatorium, Institute of Science, Art Library, Art Museum and House and Gardens at no charge. Our residents are very pleased to have access to these wonderful facilities. During this same time, 2,804 library items were borrowed by Cranbrook students and faculty. Cranbrook students and faculty registered at Bloomfield Township Public Library may borrow library items and use library study rooms. Cranbrook would like to renew this agreement and our recommendation to renew was supported by this committee.

Detroit Public Library Director Jo Anne Mondowney has expressed her support for renewing our agreement between Detroit Public Library (DPL) and our Library as well. While a small number of Bloomfield Township residents use the DPL collections and services, there are no other sources for this information. Without this agreement, our residents would be charged a \$100 nonresident fee. From April, 2015 through January, 2016, 206 DPL cardholders borrowed 692 items. It was suggested that BTPL offer a tour of DPL, a beautiful Albert Kahn building with unique collections, to increase use of DPL by Bloomfield Township residents. Our recommendation is to renew this agreement with DPL. This committee supports our recommendation.

Technically, our agreement with the Troy Public Library has automatic three year renewals unless one party provides written notice to terminate. Working with Troy Public Library Director Cathy Russ, we both agreed that our communities benefit from this agreement and recommend continuing our current agreement. For some Bloomfield Township residents, Troy Public Library is closer to their homes. Also, Troy Public Library offers some interesting collections and services not offered at our Library, such as Experience Kits and a children's technology farm. Last November, 2015, Troy Public Library received voter approval to renew their millage for another six years. Our recommendation to continue this agreement with Troy Public Library was supported by this committee.

This committee recommends bringing all three agreements to the entire Library Board at its next regularly scheduled meeting on Tuesday, April 26, 2016.

No future meeting has been scheduled at this time.

MINUTES OF THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY DEVELOPMENT COMMITTEE

The meeting of the Bloomfield Township Public Library Board of Trustees Development Committee was held in the Library on Monday, April 18, 2016 1:00 p.m.

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

Administration: Library Director, Carol Mueller; Assistant Director, Tera Moon; Youth Services Librarian, Emily Hudak; Adult Services Librarian Marcia Preston; Volunteer, Nancy Kulish

Old Business:

Read-a-thon

It was decided that the title of the event will be **Bloomfield Township Reads: Fall for Dahl**. The event will take place in front of the Media shelves, across from the lobby display cases from 1:00 p.m. to 5:00 p.m. on Saturday, October 8, 2016.

Publicity for the event will start with a save-the-date announcement in the summer newsletter (published in June) and a call for readers and sponsors. The fall newsletter (published in September) will include full details.

Those interested in reading or sponsoring will be asked to contact the Library. Administration Clerks will keep track of responses and inquiries. Judy asked for one Trustee to volunteer as a reader. Peggy Cohen volunteered. Work continues on developing a list of potential readers. Judy suggested asking Rod Myers and family to participate.

There was discussion of using an instant camera to take a photo of each reader while they are reading and attach it to a certificate of participation, yet to be designed.

Sponsorships will be the primary source of funds raised. A subcommittee will work on details of sponsorships. The subcommittee is Joan, Carol, Judy, and Pam. Potential sponsors include library database and electronic resource vendors, Goldner Walsh, Birmingham Bloomfield Chamber of Commerce (especially to assist with PR and finding sponsors), Franklin Cider Mill (perhaps for an in-kind donation of donuts), and Kimberly Bolan and Associates. Money raised will go toward a new puppet theatre for Youth Services.

The evening event was discussed. The event will take place from 7:00-9:00 p.m. on Saturday, October 8, 2016. The group agreed that food will focus on sweets, especially chocolate. A theme of "steampunk" was suggested for the event. Many possible sources of carnivalesque entertainment were discussed including hiring performers for a short theatrical presentation, projecting the 1971 film adaptation of the book on the ceiling, and a life-sized version of Candyland. The subcommittee to work on this part of the event is Marcia, Emily, Peggy, Eli, Nancy, Grant, and Tera.

Photo Contest

Several decisions were made about the photo contest. The contest has ceased to be a fundraiser and is now focused on encouraging community involvement with the library and procuring some great photos that the Library can use in a variety of publicity pieces. There will be no entry fee. The contest will be open only to amateur photographers who are residents of Bloomfield Township. Submissions are limited to two (2) per person. Submissions may be digital or film but shouldn't be bigger than 8X10. The contest would open in February 2017 and end during National Library Week 2017 (usually the second week in April). The theme is reading. The title is Bloomfield Township Reads, with a subtitle to be determined. It was suggested that an announcement be made in the summer newsletter (published in June). Subjects of photographs will be required to sign releases so that the Library can use these as promotional pieces in a variety of ways. The age categories will be: Children up to 12; Teens 13-18; Adults 19 and up.

Next meetings:

Evening Event Subcommittee: Monday, May 2 at 1:00 p.m.

Marcia, Emily, Peggy, Eli, Nancy, Grant, Judy, and Tera

Sponsorship Subcommittee: Thursday, May 12 at 10:00 a.m.

Joan, Carol, Judy, and Pam

Whole Committee: Wednesday, May 18, 2016 at 1:00 p.m.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM

TO: Trustees

FROM: Tera Moon

DATE: April 18, 2016

SUBJECT: Strategic Planning Process Update

It has been nearly one year since we started working with consultants Kim and Rob Cullin of Kimberly Bolan and Associates to craft a strategic plan that will guide where we invest our resources and work for the next five years. We are now moving into the implementation phase.

In February, staff met in small teams with the goal of picking two to three investments as the top priorities for the 2016/2017 fiscal year. These recommendations were discussed by the Management Advisory Committee and narrowed to six investments. Small work teams have been assembled around the six investments. The teams will begin working on these investments in May.

The six investments are listed below. This first year includes a lot of “planning to plan”. There is at least one investment from each strategic focus. The teams’ work consists of activities such as conducting research, evaluating needs, and identifying areas that may need improvement.

I will present these investments and how they fit in the plan in more detail at our meeting on Tuesday, April 26, 2016.

1. Develop a marketing plan.

Conduct preliminary research about the elements of a marketing plan, and survey marketing activities at other library similar to BTPL. Evaluate the need for a consultant to assist with creating a marketing plan.

2. Offer tours to new and existing patrons.

Determine audience, timing, promotion

3. Improve wayfinding.

Evaluate need for and solutions to wayfinding

4. Develop consistency in application of policies by staff and increase staff awareness in order to reduce user redirecting.

Identify areas of user redirecting

5. Create a coordinated programming plan focusing on quality over quantity.

6. Re-evaluate the layout, size and functionality of various spaces throughout the building, with consideration to appropriate volume levels and activities.

Conduct research for and draft a request-for-qualifications for a space-planning consultant. Research should include a list of consultants. Draft to be submitted to Administration for review and next steps.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Library Board

FROM: Carol Mueller

DATE: April 21, 2016

SUBJECT: Cranbrook Reciprocal Agreement Renewal

This unique agreement continues to be very worthwhile to our Bloomfield Township residents and to Cranbrook students and faculty. Our Bloomfield Township residents are thrilled to have the ability to borrow a Cranbrook Pass that allows access for each cardholder and one guest to Cranbrook's wonderful facilities: the Cranbrook Institute of Science, Cranbrook Art Museum, Cranbrook House and Gardens and Williams Natatorium, at no charge. Likewise, Cranbrook students, staff and faculty enjoy borrowing privileges and access to study rooms at BTPL. Each organization has very different resources to offer each community. It certainly is a win/win arrangement.

An updated agreement between Cranbrook and Bloomfield Township Public Library follows this memo. New dates for the agreement are the only proposed changes from the previous agreement approved in 2013.

Bloomfield Township residents borrowed 2,604 Cranbrook Passes from April 1, 2015 – March 29, 2016. Our residents are very pleased to have access to these wonderful facilities. During this same time, 365 Cranbrook students and faculty were registered at Bloomfield Township Public Library and borrowed 2,804 library items.

Administration has been working with Cranbrook and both organizations recommend renewal of this very special agreement. The Cranbrook, DPL, Troy Committee supports this recommendation.

Thank you for your review and consideration. If you agree, the following motion is needed.

ACTION: I move that Bloomfield Township Public Library renew the Agreement with the Cranbrook Educational Community for a three year term commencing on May 1, 2016.

**Bloomfield Township Public Library
and Cranbrook Educational Community
Cooperative Relationship**

This Agreement is entered into this 26th day, April 2016 by and between the Bloomfield Township Public Library ("BTPL") and Cranbrook Educational Community ("CEC"). This renewed Agreement, which shall be for a period of three (3) years, commencing on May 1, 2016, shall provide that:

1. BTPL Facilities: All Cranbrook and Art Academy students, staff and faculty will have borrowing privileges and access to study rooms at the BTPL. All residents of Cranbrook, including family members, also will have borrowing privileges and access to study rooms at the BTPL.
2. CEC Facilities: Residents and employees of Bloomfield Township will receive the following privileges at specific CEC facilities, including:
 - a. Cranbrook Academy of Art Library: On-site access to the Cranbrook Academy of Art Library for reading, research and photocopying.
Circulation privileges at the Cranbrook Academy of Art Library, with a limit of two items per borrower. This excludes reference materials, rare and special collection books, periodicals, as these are all non-circulating.
 - b. Cranbrook Archives: By-appointment access to the Cranbrook Archives;
 - c. Cranbrook Centennial Pass: Cranbrook has issued 250 Cranbrook Passes ("Passes") to the BTPL on May 1, 2010 to be used throughout the term of this Agreement. Cranbrook will, in addition to the foregoing, provide such additional Passes as may be necessary to meet the demand for Passes during the period of the Agreement. Said Passes will be made available at BTPL as a "circulation" item to Bloomfield Township residents, property owners and employees with a valid BTPL borrower's card. BTPL shall circulate said Passes in accordance with policy as established by the BTPL Library Board of Trustees. The Pass will allow free general admission access for a Pass holder and one guest to Cranbrook Institute of Science, Cranbrook Art Museum, Cranbrook House and Gardens and Williams Natatorium during normal public hours. The BTPL will be identified as the holder of the Pass on the reverse side.
3. Exhibits: BTPL and CEC will cooperate to provide for CEC's collections or programmatic areas to be highlighted in a series of rotating exhibits at BTPL, each to last one month. Each exhibit should include images of pertinent CEC

spaces, text panels; object labels, and of course objects as well. It should be noted that security, lighting, environmental conditions, cabinet space, and other factors may preclude CEC from displaying some of its more valuable materials. CEC and BTPL will cooperate in developing a speaker series, wherein CEC staff and faculty could present on various themes. Additionally, BTPL will provide space of its choosing to display acceptable Cranbrook marketing literature for public consumption while the exhibits are on display. At least six weeks lead-time would be required before each exhibit could be mounted.

4. Special Programs: CEC will work with the BTPL in providing special tours and visitation programs at CEC facilities for Bloomfield Township residents, property owners and employees with a valid BTPL borrower's card.

5. Indemnification: CEC agrees to defend and indemnify BTPL, its agents, employees, representatives, officers and director's against and hold BTPL harmless from any and all liability, loss, damage, cost, expense (including attorney's fees), claim, demand, judgment or other action, whether pending or threatened, which arises out of or is in any way related to the use and/or occupation of the BTPL facilities by CEC students, staff, faculty and families of CEC boarders. Nothing herein shall be deemed to require CEC to indemnify BTPL, its agents, officers, trustees or employees, from any loss or damage which is caused solely by the negligence or willful misconduct of BTPL, its agents, employees, representatives, officers or directors. The provisions of this Section shall survive any termination of this Agreement.

This Agreement shall be for a period of three (3) years, with an annual evaluation for any adverse effects on either party, in which event, good faith consideration will be given to modification or termination. This Agreement may be terminated by either party, without cause, upon six month's written notice given to the other.

Executed by the parties, by their duly authorized officers:

Bloomfield Township Public Library

Cranbrook Educational Community

Joan Luksik, President
Library Board of Trustees
Authorizing Official

Rod Spearin
Chief Operating Officer
Authorizing Official

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Library Board

FROM: Carol Mueller

DATE: April 21, 2016

SUBJECT: Detroit Public Library Reciprocal Agreement Renewal

Bloomfield Township Public Library's special agreement with the Detroit Public Library expires on August 1, 2016. I have reviewed this agreement with the Detroit Public Library Executive Director Jo Anne Mondowney and she has expressed her support for renewing our agreement between Detroit Public Library (DPL) and our Library. We are all in agreement that this reciprocal relationship has been beneficial and well received by our communities.

In 2015/2016, 16 Bloomfield Township residents used DPL services – 10 items were borrowed and there were 36 uses of DPL special collections such as the Burton Historical Collection. While a small number of Bloomfield Township residents use the DPL collections and services, there are no other sources for this information. Without this agreement, our residents would be charged a \$100 nonresident fee. From April, 2015 through January, 2016, 206 DPL cardholders borrowed 692 items from our library.

Our recommendation is to renew this agreement with DPL. The Cranbrook, DPL, TPL committee supports our recommendation. An updated agreement is included for your information.

Thank you for your review and consideration. If you agree, the following motion is needed.

ACTION: I move that Bloomfield Township Public Library renew the Agreement with the Detroit Public Library for a three year term commencing on August 1, 2016.

**Bloomfield Township Public Library v Detroit Public Library
Reciprocal Borrowing Agreement**

This agreement is entered into this 26th day of April, 2016 by and between the **Bloomfield Township Public Library (BTPL)**, and **Detroit Public Library (DPL)**.

This Agreement, which shall be for a period of three (3) years, commencing on August 1, 2016, shall provide that:

BTPL: All residents and employees with valid Detroit Public Library Cards of Detroit will have borrowing privileges at the BTPL and access to all its collections.

DPL: All residents, employees and contract communities of Bloomfield Township with valid Bloomfield Township Public Library cards will have borrowing privileges at the DPL and access to all its collections.

This Agreement will be for three (3) years, with an annual evaluation for any adverse effects on either party, in which event, good faith consideration will be given to modification or termination. This Agreement may be terminated by either party, without cause, upon six month's written notice given to the other. No modification or amendments to this Agreement shall be effective unless written and signed by both parties.

Executed by the parties, by their duly authorized officers:

Bloomfield Township Public Library

Detroit Public Library

by: _____
Joan Luksik, President
Library Board of Trustees

by: _____
Jo Anne Mondowney
Executive Director

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Library Board

FROM: Carol Mueller

DATE: April 21, 2016

SUBJECT: Troy Public Library Reciprocal Agreement Renewal

In April, 2013, the Library Board of Trustees approved a reciprocal agreement with Troy Public Library (TPL) beginning on July 1, 2013 and with automatic renewals. Technically, our agreement with the TPL does not expire unless one party provides written notice to the other party to terminate our agreement. Working with Troy Public Library Director Cathy Russ, we both agree that our communities benefit from this agreement and recommend continuing our current agreement.

In 2014/2015, 488 Bloomfield Township residents borrowed 756 items from TPL. During this same period, 1,102 Troy residents borrowed 3,162 items from our library. While use is not equal, there is value in this agreement for Bloomfield Township residents. For some Bloomfield Township residents, Troy Public Library is closer to their homes and, therefore, more convenient for them to access library services. Also, Troy Public Library offers some interesting collections and services not offered at our Library, such as Experience Kits and a children's technology farm. Last November, 2015, Troy Public Library received voter approval to renew their millage for another six years, ensuring strong financial support of TPL in the near future.

Our recommendation is to continue this agreement with Troy Public Library. The Cranbrook, DPL, TPL committee supports this recommendation. An updated agreement is attached for your review. The only change is in the dates for the agreement beginning on July 1, 2016 through June 30, 2019.

Thank you for your review and consideration. If you agree, the following motion is needed.

ACTION: I move that Bloomfield Township Public Library renew the Agreement with the Troy Public Library for a three year term commencing on July 1, 2016.

RECIPROCAL BORROWING AGREEMENT
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
TROY PUBLIC LIBRARY

This Agreement is entered into on this 26th day of April, 2016 by and between parties Bloomfield Township Public Library (BTPL) and the Troy Public Library (TPL).

This renewed Agreement, for three years, shall commence on July 1, 2016 through June 30, 2019 and shall be automatically renewed for subsequent three year terms unless BTPL or TPL provides written notice of termination to the other party at least 60 days prior to the expiration of the term.

BTPL: All residents of the City of Troy Michigan and employees of TPL possessing valid Troy Public Library Cards will have borrowing privileges of up to ten cumulative items from the BTPL. Additionally, except as set forth above, all residents of the City of Troy Michigan and employees of TPL possessing valid Troy Public Library Cards shall have access to all BTPL collections, per BTPL's existing policy of circulation to non-residents.

TPL: All residents of the Charter Township of Bloomfield Michigan and employees of BTPL possessing valid Bloomfield Township Public Library cards will have borrowing privileges of up to ten cumulative items from the TPL. Additionally all residents of the Bloomfield Township, Michigan and employees of BTPL possessing valid Bloomfield Township Public Library cards shall have access to all TPL collections.

BTPL and TPL agree that residents of the Charter Township of Bloomfield Michigan or residents of the City of Troy and all library employees who use the reciprocal library under this Agreement must comply with the ordinances, regulations, rules and procedures concerning the library. BTPL and TPL will notify the other party if a reciprocal user is in violations of its ordinances, regulations, rules and procedures and specify the nature of the violation for the purposes of determining the effectiveness of the continuation of this Agreement by the parties.

Neither the Charter Township of Bloomfield Michigan or the City of Troy assumes responsibility, financial or otherwise, for accidents or injuries sustained by reciprocal users while on its property.

The parties may terminate this Reciprocal Borrowing Agreement at any time, with or without cause, by providing a minimum 60 days written notification to the other party.

Executed by the parties, by their duly authorized officers:

Bloomfield Township Public Library

Troy Public Library

By: _____
Joan Luksik, President
Library Board of Trustees

By: _____
Cathleen Russ
Director and CEO

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

MOTION TO APPROVE ANY ITEMS REMOVED FROM THE CONSENT AGENDA

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

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees

FROM: Carol Mueller

DATE: April 21, 2016

SUBJECT: Library Endowment Funds 2016

Each year, the Library receives notification from the Community Foundation for Southeast Michigan (CFSEM) regarding the payouts available from our six endowment funds. We received such notifications for 2016. The six endowment funds, the available payouts and our recommendations are:

Bloomfield Township Public Library Endowment/ Amber Trust Funds and the Smith Challenge Grant Fund – the purpose of these endowment funds is to provide support for the general charitable purposes of the Library. Further, the Smith Challenge Grant stipulates that the decision to accept the payout and how it will be used during the year is to be made by the Department Heads. This year the Department Heads have elected to accept the Smith Challenge Grant payout to use for staff morale purposes. One of the Library wide goals has been for staff to promote the Library at various community events. This has been well received and will continue. In an effort to more easily identify Library staff, polo shirts with the library logo will be purchased for each staff member with this gift funding. This idea was unanimously supported by Department Heads. I recommend not accepting payouts from the Endowment/ Amber Trust funds this year as we have funding left from last year's payout to continue support for audio book purchases. The payouts available are:

Endowment/Amber Trust Funds - \$1,373 to be reinvested

Smith Challenge Grant Fund - \$1,549 to be accepted

The Fair Radom Garden Endowment Fund – the purpose is to support the beautification, improvement and preservation of the Library's gardens as well as related educational programs and activities at the Library. We propose using the payouts from this endowment to fund summer garden programs this year – the "Read to Seed" youth program and a library garden program. The payout would be split evenly between the two departments. The payouts will be:

June, 2016 - \$354.50

December, 2016 - \$354.50

The Yvonne T. Atkinson Fund – the purpose of this fund is to support the general charitable purposes of the Library with a preference for programs encouraging and supporting book discussion. We propose accepting the payouts from this fund to support our library sponsored book discussion groups. The payouts would be split evenly between Adult Services and Youth Services. The payouts will be:

June, 2016 - \$696.00

December, 2016 - \$696.00

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

June, 2016 - \$648.00

Our newest endowment fund is the Bloomfield Township Public Library Director's Legacy Fund, established in July, 2013. The purpose is to support staff development opportunities and staff training that improves or enhances service to the public. I am recommending that we do not accept the payouts from this fund this year but instead invest these back into the fund to grow the corpus, resulting in potentially larger payouts in the future. This next fiscal year, we have included staff development funding in the General Fund budget. The amounts reinvested into the fund will be:

June, 2016 – \$311.00

December, 2016 - \$311.00

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

Memo

To: Carol Mueller
From: Beth Sulek-LaHousse
Date: 3/10/2016
Subject: BTPL Endowment Funds

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

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

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

1/1/15 Market Value of Endowment Fund	\$ 29,007.00
2015 Contributions Received for Endowment Fund	\$ 620.00
2015 Income (Loss) for Endowment Fund (47%)	\$ (1,045.00)
2015 Grant received from Endowment Fund (47%)	<u>\$ (0)</u>
12/31/15 Market Value (47% of total provide by CFSEM)	\$ 28,582.00

2016 **Endowment Fund** grant available from combined funds' 12/31/15 balance is \$1,373.00. (Distribution was declined.)

1/1/15 Market Value for Smith Challenge Grant Fund	\$ 31,113.00
2015 Contributions Received for Smith Challenge Grant Fund	\$ 1,875.00
2015 Income (Loss) for Smith Challenge Grant Fund (53%)	\$ (1,179.00)
2015 Grant received from Smith Challenge Grant Fund (53%)	<u>\$ (1,453.00)</u>
12/31/15 Market Value for Smith Challenge Grant Fund (53% of total provided by CFSEM)	\$ 30,356.00

2016 **Smith Challenge Grant Fund** grant available from combined funds' 12/31/15 balance is \$1,549.00. (Distribution will be taken in June and December 2016.)

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

2. Jeanette P. Myers Memorial Scholarship Fund

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

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

c. 1/1/15 Market Value	\$ 13,849.00
2015 Contributions Received	\$ 50.00
2015 Income (Loss)	\$ (481.00)
2015 Grant received	<u>\$ (643.00)</u>
12/31/15 Market Value	\$ 12,775.00

2016 Grant available from 12/31/15 balance is \$648. (Distribution will be taken in June 2016.)

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

3. Yvonne T. Atkinson Fund

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

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

c. 1/1/15 Market Value	\$ 29,617.00
2015 Contributions Received	\$ 0.00
2015 Income (Loss)	\$ (1,024.00)
2015 Grant received	<u>\$ (1,390.00)</u>
12/31/15 Market Value	\$ 27,203.00

2016 Grant available from 12/31/15 balance is \$1,392.00. (Distribution will be taken in June and December 2016.)

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

4. Fair Radom Garden Endowment Fund

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

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

c. 1/1/15 Market Value	\$ 15,087.00
2015 Contributions Received	\$ 0.00
2015 Income (Loss)	\$ (522.00)
2015 Grant received	<u>\$ (709.00)</u>
12/31/15 Market Value	\$ 13,856.00

2016 Grant available from 12/31/15 balance is \$709.00. (Distribution will be taken in June and December 2016.)

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

5. Library Director's Legacy Endowment Fund

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

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

c. 1/1/15 Market Value	\$13,260.00
2015 Contributions Received	\$ 0.00
2015 Income (Loss)	\$ (470.00)
2015 Grant received	\$ (0.00)
12/31/15 Market Value	\$12,790.00

2016 Grant available from 12/31/15 balance is \$622.00. (Distribution was declined.)

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

NOTES:

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



Bloomfield Township Public
Library

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

3/9/16



Jeanette P. Myers Memorial Scholarship

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

Purpose

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

Criteria for Award

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

Completion and submission of the scholarship application forms by the annual deadline of June 1, 2016.

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

Evidence of enrollment in an institution of higher education.

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

Guidelines for Distribution of Scholarships

Awards will be made using the following guidelines:

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

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

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

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

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

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

Notification of Award

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

Non-Discrimination

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

Application Forms

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

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

Jeanette P. Myers Memorial Scholarship

Guidelines

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

Purpose

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

Criteria for Award

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

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

Guidelines for Distribution of Scholarships

Awards will be made using the following guidelines:

- Review of the application forms and statements of goals by a Selection Committee comprised of the Library Director and two members of the Library Board of Trustees. Relatives of a member of the Selection Committee are not eligible for the scholarship.
- Applicants may be interviewed by a member or members of the Selection Committee, either by telephone or in person, in connection with their application.
- Awards may vary in number and in amount of the individual award, but at least one award will be made each year provided there is a qualified applicant.
- Financial need may be a consideration but is not a requirement.
- Scholarships are not automatically renewable. Applicants must apply on an equally competitive basis each year.

Notification of Award

Applicants will be notified by July 15 as to whether or not they will receive an award and the amount thereof. Successful applicants for awards must complete an acknowledgment form no later than the following September 1 which indicates that they have enrolled in an appropriate institution. The award will be made out to the institution and sent to the scholarship recipient for application against tuition or eligible expenses. If the recipient fails to attend the institution, the award will be returned to the scholarship fund.

Non-Discrimination

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

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
Jeanette P. Myers Memorial Scholarship
Application

PERSONAL INFORMATION

NAME _____ DATE _____

ADDRESS _____

HOME PHONE _____ WORK PHONE _____

EMAIL ADDRESS _____

EDUCATIONAL HISTORY

HIGH SCHOOL _____ FROM _____ TO _____

CURRICULUM _____ GRADUATION YEAR _____

COLLEGE _____ FROM _____ TO _____

COLLEGE _____ FROM _____ TO _____

MAJOR _____ MINOR _____ DEGREE _____ YEAR _____

GRADUATE SCHOOL _____ FROM _____ TO _____

OTHER _____

RELATIONSHIP TO BTPL

RELATIONSHIP _____

DATES: FROM _____ TO _____

APPLICATION REQUIREMENTS

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

STATEMENT OF GOALS

[illegible]

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

Signed: _____ **Date:** _____

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

FRIENDS OF THE LIBRARY MONTHLY DIRECTOR'S REPORT

April, 2016

- March is National Reading Month. At the Library, we celebrate this occasion by inviting first grade students from local schools to the Library. First organized in 1986, we have celebrated reading and libraries in this way since with our annual First Grade Reader's Rally, sponsored by the Friends. Nearly 25,000 emergent readers have been encouraged to find their place in our library as a result of this program. This continues to be an amazing opportunity to connect children, schools, and libraries. Honored by Michigan Library Association (MLA) as an outstanding program, our First Grade Reader's Rally remains an important milestone in the lives of our young patrons. Your generous support allows us to provide each first grade student with a new book, plated as a gift from the Friends, to keep and take home. What a great way to encourage these young students to learn the joy of reading and visiting the Library! Thank you for your support!
- Membership in the Friends of Michigan Libraries (FOML) has been renewed for the Library. Benefits of membership in this organization include training opportunities, access to a website devoted to resources and information relevant to Friends of the Library and Trustees (www.fomltrusteealliance.org) and informative publications and newsletters.
- Everyone's Reading 2016 features popular author Lisa See who will be speaking at Bloomfield Township's Temple Beth El on Tuesday, April 12 at 7:00pm as well as two other locations. Lisa will speak about her book, *Shanghai Girls*, and her experience as a writer. Register for tickets through the Library's website at www.btpl.org or at the Adult Services desk.
- Just a reminder that the Library will be closed on Friday, May 6 for Staff Development Day.
- Thank you for your generous funding of almost ALL of the items on our current Wish List! We greatly appreciate your ongoing support of the Library. Attached to this report is our latest Wish List for your review.
- The gifts expended report is attached for your review.

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

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY – ADMINISTRATIVE CALENDAR

2016

MAY

2016

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 Development Com. Sub Com 1pm Bldg & Grounds 2pm	3 Tinker Tales 10am Knit n Stitch 10am Intro to Excel 6pm Plan your financial future 7pm	4 Movers & Shakers 10am or 11am FOL Board Mtg 12:30pm Great Books Club 6:45pm	5 Mother Goose Club 10am	6 LIBRARY CLOSED FOR STAFF DEVELOPMENT DAY	7 Shake Rhythm & Rhyme 11am Free Comic Book Day 12-5pm Your Library Online 2pm
8	9 Adult & Teen Sensory Story Time 11am	10 Tinker Tales 10am Memoir Writers Group 1pm Teen Advisory Board 4pm	11 Movers & Shakers 10am or 11am Non-Fiction Book Club 7pm Writers Rendezvous 7pm	12 Mother Goose Club 10am Development Com. Sub Com 10am Art Committee 11am	13 Wee Play 10am English Language Conversation Hour 2-3pm	14 FOL Book Sale 9:30am 3:30pm Intro to Powerpoint 2pm
15	16 30-min Lunchtime Book Club 1pm Full Steam Ahead 6:30pm	17 Tinker Tales 10am Tue. Book Club 10am Your Library Online 2pm PJ Theater 6:30pm Library Board Meeting 7:00pm	18 Movers & Shakers 10am or 11am Mystery Book Club 1pm Great Books Club 6:45pm	19 Mother Goose Club 10am Tablet Tales 1pm Free Ebooks an app away 2pm Internet Security 6pm	20 Wee Play 10am Coffee & Conversation 10am Special Needs Family Fun Night 6:30-8:30pm	21 LEGO Club 11am
22	23 Books in Bars at Mex 6pm	24 Memoir Writers Group 1pm	25 Writers Rendezvous 7pm	26 Eleanor's Book Club 10am Little Foodies 6:30pm	27	28 Books & Beats 11am
29 LIBRARYCLOSED MEMORIALDAY	30 LIBRARY CLOSED MEMORIAL DAY	31 Intro to Scanning 6pm				