

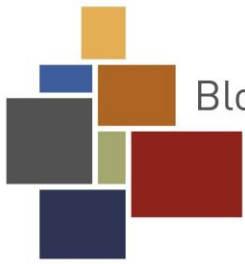
Please arrive at 6:30 p.m.

As Jan Roncelli

Will issue the Oath of Office to

Tom Deska

Prior to the start  
of the Board Meeting



Bloomfield Township Public  
**Library**

**Bloomfield Township Public Library  
Board of Trustees**

Library Board Meeting  
**September 20, 2016**  
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

Tom Deska

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**

AGENDA  
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
BOARD OF TRUSTEES  
Tuesday, September 20, 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 August 16, 2016
- 6a Public Budget Hearing meeting minutes of August 16, 2016
- 6b Special Meeting minutes of August 30, 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. Investment Review – Schwartz and Co.
  - b. Policy Review
12. Discussion of items removed from the Consent Agenda
13. MOTION to approve any items removed from the Consent Agenda
14. Other
15. Next scheduled meeting: Tuesday, October 18, 2016
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**

Bloomfield Township Public Library  
Oakland County, Michigan  
**Tuesday, August 16, 2016**

At 6:55 p.m. the 2016 Jeanette P. Myers Memorial Scholarship Award was presented. Pam Williams and Eli Greenbaum, Trustees on the Myers Scholarship Committee, thanked the family of the late Rodman Myers on behalf of the Library and this community. Jamie Jasper was awarded \$1,225.00. Jamie is attending Wayne State University. Rodman Myers, Jr. and his family congratulated Jamie. The Myers Scholarship reception concluded at 7:08 p.m.

At 7:16 p.m. the Bloomfield Township Public Library's Public Budget Hearing was called to order by President Joan Luksik.

At 7:30 p.m. the Regular Meeting of the Bloomfield Township Public Library Board of Trustees was called to order by President, Joan Luksik.

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

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

**Guests:** Barbara Bloom, Julie Gheen, and Tom Deska, Township residents; Liz Clauder, Youth Services Librarian.

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

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

*Ayes: Gerhart, Greenbaum, Lindstrom, Williams*

*Nays: None*

**MOTION CARRIED**

**President's Verbal Report:**

Joan presented resolutions for Andrea Aragona, Director's Secretary, and Beth Sulek-LaHousse, Finance Coordinator, on the occasion of their retirements from Bloomfield Township Public Library.

**Director's Verbal Report:**

Carol thanked the Youth Services and Adult Services staff for planning another great summer reading program at the Library. We had 1087 registrations and over 77 programs offered over the 8 weeks.

Carol reported on the Library power outage on Monday, August 15<sup>th</sup>. The Library closed early at 8:45pm. The main circuit breaker had tripped which occurs when a power surge occurred. After resetting the switch, the power was then restored.

Carol gave her best wishes to Andrea Aragona and Beth Sulek-LaHousse as this will be their last Library Board meeting before their retirements.

**CONSENT AGENDA MOTION:**

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

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

*Ayes: Gerhart, Greenbaum, Lindstrom, Williams*

*Nays: None*

**MOTION CARRIED**

**REGULAR AGENDA:**

*Call to the Public:* Joan welcomed Barbara Bloom, Julie Gheen, and Tom Deska, Township residents; Liz Clauder, Youth Services Librarian.

**UNFINISHED BUSINESS:**

*No items for discussion*

**NEW BUSINESS:**

*Proposed 2017 Calendar*

Carol stated that the proposed 2017 calendar includes twelve total days closed to the public and only one early closing. This is one more day closed day than in 2016. The one evening the Library closes early is for Thanksgiving Eve on Wednesday, November 23, 2017. In 2017, New Year's Eve falls on a Sunday. Carol proposed closing on New Year's Eve as a result of very low usage in the past when we were open on the Sunday before a holiday.

After discussion, a motion was made by Eli Greenbaum, seconded by Pam Williams, **TO APPROVE THE PROPOSED 2017 LIBRARY CALENDAR OF HOLIDAYS AND CLOSINGS AS PRESENTED.**

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

*Ayes: Gerhart, Greenbaum, Lindstrom, Williams*

*Nays: None*

**MOTION CARRIED**

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

No items removed.

**OTHER:**

Meeting adjourned at 7:47 p.m.

The next meeting of the Bloomfield Township Public Library Board of Trustees is Tuesday, September 20, 2016 at 7:00 p.m. in the Board Room.

Submitted by:

Judy Lindstrom, Secretary



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

Bloomfield Township Public Library  
Oakland County, Michigan  
**Tuesday, August 16, 2016**

The Bloomfield Township Public Library's Public Budget Hearing was held in the Bloomfield Township Public Library on Tuesday, August 16, 2016. The Meeting was called to order by President Joan Luksik at 7:16 p.m., following the Jeanette P. Myers Scholarship presentation.

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

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

**Guests:** Barbara Bloom, Julie Gheen, and Tom Deska Township residents. Liz Clauder, Youth Service Librarian.

***Presentation and Discussion of Preliminary Budget, Fiscal Year April 1, 2017 – March 31, 2018.***

President Joan Luksik commended Library Director, Carol Mueller and Finance Coordinators Beth Sulek-LaHousse and Sandra Bird for their hard work preparing the preliminary budget. The final budget for FY 2017-2018 will be approved in March, 2017.

Call to the Public:

Joan welcomed Barbara Bloom, Julie Gheen, Tom Deska and Liz Clauder.

**Motion to Approve the Preliminary Fiscal Year 2017-2018 General Fund Budget:**

Upon review and discussion of the preliminary General Fund Budget, a motion was made by Judy Lindstrom, seconded by Pam Williams:

**•TO APPROVE THE PRELIMINARY GENERAL FUND BUDGET, AS ATTACHED, FOR FISCAL YEAR APRIL 1, 2017 - MARCH 31, 2018, IN THE AMOUNT OF \$7,188,348 FOR THE ANTICIPATED REVENUES AND \$6,697,562 FOR THE ANTICIPATED EXPENDITURES FOR THE SUPPORT AND MAINTENANCE OF BLOOMFIELD TOWNSHIP PUBLIC LIBRARY FOR THAT FISCAL YEAR.**

**•THAT THE APPROVED GENERAL FUND BUDGET BE FORWARDED TO THE CHARTER TOWNSHIP OF BLOOMFIELD OFFICES AND THAT THE LIBRARY BOARD REQUEST FULL ASSESSMENT FOR LIBRARY PURPOSES OF THE 2.0 APPROVED MILLS ADJUSTED BY MANDATED HEADLEE-AMENDMENT ROLL BACK ON EACH DOLLAR OF TAXABLE PROPERTY OF THE TOWNSHIP.**

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

*Ayes: Gerhart, Greenbaum, Lindstrom, Williams*

*Nays: None*

**MOTION CARRIED**

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

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Bloomfield Township Public Library  
Oakland County, Michigan  
Tuesday, August 30, 2016

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**Present:** Trustees: Joan Luksik, Pamela Williams, Judy Lindstrom, Eli Greenbaum

**Administration:** Library Director, Carol Mueller

The purpose of this meeting was to conduct on-site interviews of candidates for the Library Board vacancy created by Peggy Cohen's death. The interviews and deliberations were open to the public.

The Library Board was able to interview all of the eligible candidates who submitted an application for consideration. Eight candidates were interviewed: Claudine Bacher, Tom Deska, Sandra Edwards, Julie Gheen, Laurence Imerman, Linda Popoff, Ranjit Roy, Patricia Wagner.

On behalf of the Library Board, President Joan Luksik thanked all of the candidates for their interest in serving the Bloomfield community.

A standard set of questions was asked of each candidate. Interviews were each kept to twenty minutes. Each trustee completed a rating sheet following each interview. After all interviews were completed, the Library Board members deliberated regarding individual qualities and strengths of the candidates.

After discussion, it was decided to offer the position to Tom Deska. Mr. Deska brings extensive marketing and strategic planning skills to the position.

Library Board President Joan Luksik will contact Mr. Deska and offer him the appointment.

## **BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**

### **Cash Disbursements Comments**

**September 2016**

#### **New Vendors:**

Autism Alliance is a new vendor as a library program speaker.

Craig Wise is a new vendor as a performer at a library program.

Identification/Laminations Products, Inc. is a new vendor for repair of the Library's laminator.

Judy Cornelier is a new vendor as a performer at a library program.

#### **General Fund Advance**

- Check #16362 payable to the Bloomfield Township in the amount of \$5,997.81 was payment for the June 20, 2016 – July 18, 2016 water and sewer bill.
- Check #16381 payable to CDW Government, Inc. in the amount of 1,962.69 was payment for new computer monitors.
- Check #16387 payable to The Library Network (TLN) in the amount of \$60.00 was payment for TLN conference attendance.

#### **General Fund**

- Check #16402 payable to Abraham & Gaffney in the amount of \$1,000.00 was final payment for performing the Library's FY 2015/2016 audit.
- Check #16404 payable to the American Library Association in the amount of \$555.00 was payment for the Library's institutional membership in our national professional association.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
CHECK REGISTERS  
FOR THE MONTH OF AUGUST 2016**

Check #	Date	Payee	Cash Account	Amount
<b>General Fund</b>				
<b>ADVANCE CHECKS:</b>				
16359	8/10/16	Sandra Bird	104.01	31.21
16360	8/10/16	Karrie Yukon	104.01	68.65
16361	8/10/16	AMERICAN LIBRARY ASSOCIATION	104.01	209.00
16362	8/10/16	BLOOMFIELD TOWNSHIP	104.01	5,997.81
16363	8/10/16	WILCOX BROS.	104.01	595.00
16364	8/10/16	APPLE-EYE PRODUCTION	104.01	500.00
16365	8/17/16	Emily Hudak	104.01	225.00
16366	8/17/16	Edward Niemchak	104.01	95.85
16367	8/17/16	COMCAST	104.01	76.95
16368	8/17/16	FLAGSTAR BANK	104.01	1,541.28
16369	8/17/16	PACIFIC TELEMAGEMENT SERVICES	104.01	78.00
16370	8/17/16	PITNEY BOWES POSTAGE BY PHONE PLUS	104.01	252.00
16371	8/17/16	T MOBILE	104.01	33.98
16372	8/17/16	VERIZON WIRELESS	104.01	201.88
16373	8/17/16	VIGILANTE SECURITY	104.01	1,950.00
16374	8/18/16	SCHOLASTIC LIBRARY PUBLISHING	104.01	
16374	8/18/16	SCHOLASTIC, INC	104.01	17.84
16375	8/24/16	Andrea Aragona	104.01	12.96
16376	8/24/16	Elaine Asher	104.01	23.29
16377	8/24/16	Elizabeth Clauder	104.01	42.38
16378	8/24/16	Andrea Lebeck	104.01	84.00
16379	8/24/16	Jennifer Taggart	104.01	84.06
16380	8/24/16	APPLIED IMAGING	104.01	499.17
16381	8/24/16	CDW GOVERNMENT, INC.	104.01	1,962.69
16382	8/24/16	COMCAST	104.01	87.86
16383	8/24/16	CONSUMERS ENERGY	104.01	3,437.53
16384	8/24/16	DTE ENERGY	104.01	23,088.13
16385	8/24/16	PRINCIPAL LIFE INS CO-SBD GRANDE ISLAND	104.01	764.04
16386	8/24/16	RICOH USA, INC	104.01	15.33
16387	8/24/16	THE LIBRARY NETWORK	104.01	60.00
16388	8/31/16	Linden Godlove	104.01	32.67
16389	8/31/16	Emily Hudak	104.01	49.05
16390	8/31/16	Jamie Jasper	104.01	28.04
16391	8/31/16	Martha McGee	104.01	42.58
16392	8/31/16	AMAZON.COM	104.01	1,026.20
16393	8/31/16	AT&T	104.01	1,393.31
16394	8/31/16	T MOBILE	104.01	67.96
16395	9/6/16	AT&T	104.01	728.25
16396	9/6/16	PETTY CASH - BTPL	104.01	127.97
16397	9/6/16	Elizabeth Clauder	104.01	102.06
16398	9/6/16	Emily Ellison	104.01	30.57
16399	9/6/16	HOME DEPOT CR. SERV.	104.01	98.44
16399V	9/6/16	HOME DEPOT CR. SERV.	104.01	-98.44
16400	9/6/16	HOME DEPOT CR. SERV.	104.01	64.24
Total				<u>45,728.79</u>
<b>REGULAR CHECKS:</b>				
16401	9/7/16	VOID	104.01	
16402	9/7/16	ABRAHAM & GAFFNEY, P.C.	104.01	1,000.00
16403	9/7/16	ACE LAWN CARE & SNOW REMOVAL	104.01	2,990.00
16404	9/7/16	AMERICAN LIBRARY ASSOCIATION	104.01	555.00
16405	9/7/16	ALLIED PRINTING CO., INC.	104.01	629.39
16406	9/7/16	AMERICAN PEST CONTROL	104.01	3,910.30

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**  
**CHECK REGISTERS**  
**FOR THE MONTH OF AUGUST 2016**

<b>Check #</b>	<b>Date</b>	<b>Payee</b>	<b>Cash Account</b>	<b>Amount</b>
16407	9/7/16	ARBOR OAKLAND GROUP	104.01	2,250.00
16408	9/7/16	AUDIO EDITIONS	104.01	23.75
16409	9/7/16	AUTISM ALLIANCE OF MICHIGAN	104.01	337.40
16410	9/7/16	BAKER & TAYLOR, INC.	104.01	9,963.69
16411	9/7/16	MATTHEW BALL	104.01	300.00
16412	9/7/16	BERNAN ASSOCIATES	104.01	240.70
16413	9/7/16	BLACKSTONE AUDIO, INC.	104.01	232.42
16414	9/7/16	BLOOMFIELD TOWNSHIP	104.01	404,031.69
16415	9/7/16	BOOKS GALORE INC.	104.01	163.13
16416	9/7/16	BRILLIANCE PUBLISHING, INC.	104.01	219.94
16417	9/7/16	C & G PUBLISHING	104.01	48.00
16418	9/7/16	CAR TRUCKING, INC.	104.01	199.50
16419	9/7/16	CDW GOVERNMENT, INC.	104.01	445.31
16420	9/7/16	CENGAGE LEARNING/GALE	104.01	3,994.64
16421	9/7/16	JUDY CORNELLIER	104.01	150.00
16422	9/7/16	DEMCO, INC.	104.01	230.13
16423	9/7/16	STATE OF MICHIGAN	104.01	185.00
16424	9/7/16	DU ALL CLEANING, INC	104.01	4,730.00
16425	9/7/16	GREY HOUSE PUBLISHING	104.01	140.25
16426	9/7/16	HISTORICAL SOCIETY OF MICHIGAN	104.01	14.95
16427	9/7/16	IDENTIFICATION/LAMINATION PRODUCTS, INC	104.01	100.00
16428	9/7/16	INGRAM LIBRARY SERVICES	104.01	1,370.74
16429	9/7/16	INTEGRITY BUSINESS SOLUTIONS	104.01	54.96
16430	9/7/16	LJ ROLLS REFRIGERATION CO., INC	104.01	1,347.50
16431	9/7/16	LOOKOUT BOOKS	104.01	1,160.68
16432	9/7/16	MICROMARKETING LLC	104.01	13.46
16433	9/7/16	MIDWEST TAPE	104.01	8,378.88
16434	9/7/16	NATIONAL SIGN COMPANY	104.01	975.00
16435	9/7/16	NICHOLS/NETWORK SERVICES CO	104.01	437.36
16436	9/7/16	ORG. FOR BAT CONSERVATION	104.01	210.00
16437	9/7/16	ORIENTAL TRADING CO., INC.	104.01	35.88
16438	9/7/16	OVERDRIVE	104.01	7,507.70
16439	9/7/16	PACIFIC TELEMAGEMENT SERVICES	104.01	78.00
16440	9/7/16	PENGUIN RANDOM HOUSE LLC	104.01	751.50
16441	9/7/16	THE PENWORTHY CO.	104.01	148.39
16442	9/7/16	RECORDED BOOKS, LLC	104.01	720.43
16443	9/7/16	RICOH USA, INC	104.01	768.63
16444	9/7/16	ROSEN PUBLISHING	104.01	37.40
16445	9/7/16	RESEARCH TECHNOLOGY INT.	104.01	229.35
16446	9/7/16	SADDLEBACK EDUCATIONAL PUBLISHING	104.01	527.50
16447	9/7/16	SHOWCASES	104.01	1,048.68
16448	9/7/16	STAPLES ADVANTAGE	104.01	626.83
16449	9/7/16	TECH LOGIC CORP.	104.01	70.40
16450	9/7/16	THE COUNCIL OF STATE GOVERNMENTS	104.01	89.10
16451	9/7/16	THE GREAT COURSES	104.01	11.95
16452	9/7/16	THYSENKRUPP ELEVATOR CORP	104.01	1,320.00
16453	9/7/16	UNIQUE MANAGEMENT SERVICES, INC.	104.01	179.00
16454	9/7/16	VALUE LINE PUBLISHING, INC	104.01	1,000.00
16455	9/7/16	WALLACEBURG BOOKBINDING & MFG	104.01	571.56
16456	9/7/16	WEST BLOOMFIELD TWP. PUB. LIBRARY	104.01	14.99
16457	9/7/16	WESTON WOODS	104.01	359.60
16458	9/7/16	WILCOX BROS.	104.01	249.50
16459	9/7/16	WORLD BOOK, INC.	104.01	400.00
Total				<u><u>467,780.16</u></u>

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
CHECK REGISTERS  
FOR THE MONTH OF AUGUST 2016**

<b>Check #</b>	<b>Date</b>	<b>Payee</b>	<b>Cash Account</b>	<b>Amount</b>
<b>Gift Fund</b>				
<b>ADVANCE CHECKS:</b>				
4722	8/17/16	FLAGSTAR BANK	102.03	444.33
4723	8/24/16	Elaine Asher	102.03	125.00
4724	8/31/16	AMAZON.COM	102.03	<u>1,426.06</u>
Total				<u><u>1,995.39</u></u>
<b>REGULAR CHECKS:</b>				
4725	9/7/16	GALE/CENGAGE LEARNING	102.03	477.41
4726	9/7/16	FACE FLAIR LLC	102.03	300.00
4727	9/7/16	GAYLORD BROS., INC.	102.03	20.93
4728	9/7/16	INGRAM LIBRARY SERVICES	102.03	1,491.58
4729	9/7/16	LAKESHORE LEARNING MATERIALS	102.03	205.83
4730	9/7/16	WILD SWAN THEATER	102.03	750.00
4731	9/7/16	CRAIG WISE	102.03	<u>225.00</u>
Total				<u><u>3,470.75</u></u>

**Bloomfield Township Public Library  
2016-2017 General Fund Budget**

**7b**

PRESENTED: SEPTEMBER 20, 2016      FOR THE MONTH OF: AUGUST 2016

ACCOUNT NAME	2016-2017 ADOPTED BUDGET AS OF MAR 15, 2016	2016-2017 AMENDED BUDGET AS OF AUGUST 16, 2016	REVENUE/EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	Five Months 42% VARIANCE
<b><u>Revenues</u></b>						
Taxes	\$6,846,279	\$6,805,797	(\$480)	(\$6,069)	-0.09%	(\$6,811,866)
Penal Fines	\$55,845	\$86,868	\$86,868	\$86,868	100.00%	\$0
State Aid	\$34,507	\$34,507	\$13,517	\$26,856	77.83%	(\$7,651)
Circulation Fines & Fees	\$100,000	\$100,000	\$9,286	\$43,162	43.16%	(\$56,838)
Charges for Services	\$11,987	\$11,987	\$1,390	\$5,840	48.72%	(\$6,147)
Investment earnings	\$81,546	\$81,546	(\$5,923)	\$61,871	75.87%	(\$19,675)
Miscellaneous	\$10,470	\$10,470	\$493	\$8,920	85.20%	(\$1,550)
<b>Total Revenues</b>	<b>\$7,140,634</b>	<b>\$7,131,175</b>	<b>\$105,151</b>	<b>\$227,449</b>	<b>3.19%</b>	<b>(\$6,903,726)</b>
<b><u>Expenditures</u></b>						
Personnel	\$3,842,532	\$3,842,532	\$403,316	\$1,665,642	43.35%	(\$2,176,890)
Library Services	\$834,856	\$834,856	\$42,925	\$278,446	33.35%	(\$556,410)
Facilities & Equipment	\$1,289,805	\$1,287,605	\$58,035	\$363,447	28.23%	(\$924,158)
Other Operating Expenditures	\$905,593	\$906,593	\$8,193	\$67,255	7.42%	(\$839,338)
<b>Total Expenditures</b>	<b>\$6,872,786</b>	<b>\$6,871,586</b>	<b>\$512,468</b>	<b>\$2,374,791</b>	<b>34.56%</b>	<b>(\$4,496,795)</b>
Fund Balance - Beginning	\$10,269,038	\$10,595,205		\$10,595,205		
Net revenue (expenditure)	\$267,848	\$259,589		(\$2,147,342)		
Fund Balance - Ending	\$10,536,886	\$10,854,794		\$8,447,863		

Amendments to the budget:  
None

Changes made to the line items:  
None

Non-spendable Fund Balance (incl. all fixed assets)	\$25,123,307	\$24,221,713
Restricted Fund Balance	\$0	\$0
Committed Fund Balance (8-mos. of exp.s amt.)	\$4,469,191	\$4,469,191
Assigned Fund Balance (is \$477,493 (3/31/16 compensated absences accrual) plus \$5,257,680 7/1/15 OPEB obligation plus \$550,430 capital improvements)	\$5,967,695	\$6,285,603
Unassigned Fund Balance (unplanned emerg. amt.)	\$100,000	\$100,000

# Bloomfield Township Public Library

## 2016-2017 Gift Fund Budget

PRESENTED: SEPTEMBER 20, 2016      FOR THE MONTH OF: AUGUST 2016

Five Months 42%

ACCOUNT NAME	2016-2017 ADOPTED BUDGET AS OF MAR 15, 2016	2016-2017 AMENDED BUDGET AS OF JULY 31, 2016	REVENUE/ EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	VARIANCE
<b><u>Revenues</u></b>						
Gift Income	\$500	\$26,046	\$4,145	\$26,046	100.00%	\$0
Investment Earnings	\$200	\$200	\$13	\$65	32.32%	(\$136)
Miscellaneous Revenue	\$0	\$0	\$0	\$0	0.00%	\$0
<b>Total Revenues</b>	<b>\$700</b>	<b>\$26,247</b>	<b>\$4,158</b>	<b>\$26,111</b>	<b>99.48%</b>	<b>(\$136)</b>
<b><u>Expenditures</u></b>						
Library Services	\$25,523	\$38,389	\$5,144	\$15,228	39.67%	(\$23,161)
Facilities & Equipment	\$30,594	\$36,600	\$206	\$3,693	10.09%	(\$32,907)
Other Operating Expenditures	\$96,533	\$103,964	\$117	\$10,114	9.73%	(\$93,850)
<b>Total Expenditures</b>	<b>\$152,650</b>	<b>\$178,953</b>	<b>\$5,466</b>	<b>\$29,035</b>	<b>16.22%</b>	<b>(\$149,918)</b>
Fund Balance - Beginning	\$78,311	\$78,839		\$78,839		
Reserved Fund Bal.	\$73,838	\$74,066		\$74,066		
Net revenue (expenditures)	(\$151,950)	(\$152,706)		(\$2,924)		
 Fund Balance - Ending	 \$200	 \$200		 \$149,981		

Amendments to the budget:

All changes due to gifts received

Changes made to the line items:

All changes due to gifts received



**Bloomfield Township Public Library**  
**Asset Allocation Summary**  
**August 2016**

Fund	Type	Annual Yield	Date	Amount on Hand
<b>General Fund</b>				
	5th 3rd Checking (Ecommerce)	0.00%	8/31/2016	\$169,844.40
	Flagstar Public Funds Savings	0.35%	8/31/2016	\$210,357.32
	Flagstar Premier Public Entities Checking	26.00%	8/31/2016	\$13,191.49
	RBC Capital Cash/Money Market	0.01%	8/31/2016	\$39.74
	RBC Capital - Investments	2.48%	8/31/2016	\$8,520,762.78
<b>Total General Fund</b>				<b>\$8,744,351.33</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%	8/31/2016	\$100,148.02
	Huntington CD (Charnov gift) - matures 02/02/17	0.45%	8/31/2016	\$50,228.12
	Fifth Third Bank Business Standard Checking	0.00%	8/31/2016	\$3,075.98
<b>Total Gift Fund</b>				<b>\$153,452.12</b>

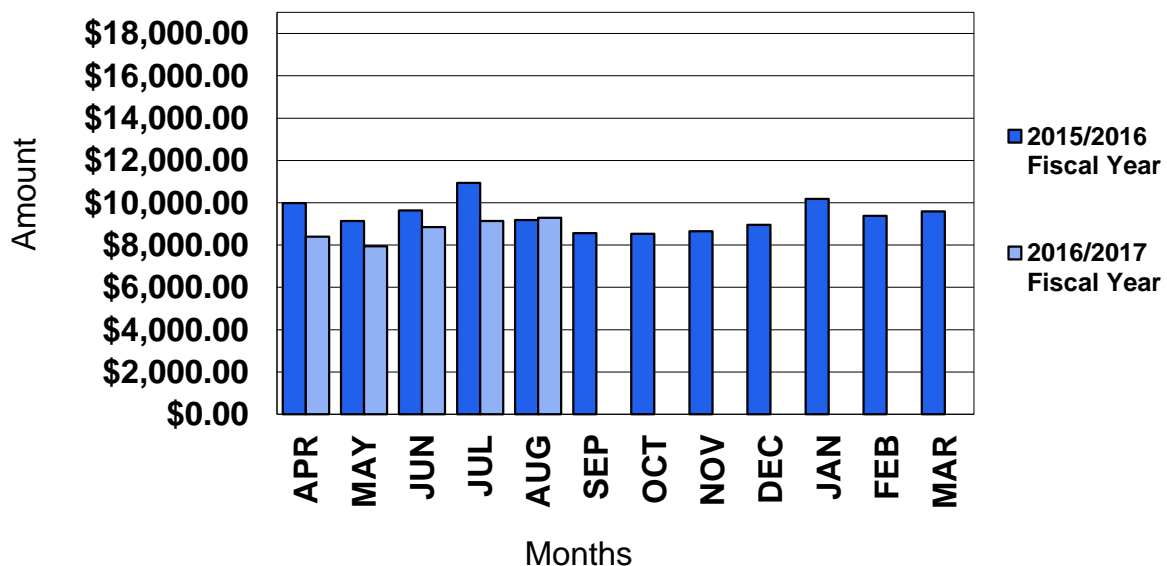
**CFSEM** The following endowment funds are administered by the Community Foundation for Southeast Michigan (CFSEM). CFSEM maintains unilateral variance power and legal ownership of the endowment funds, and therefore, principal is not available to BTPL. Earnings are available for distribution to the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

Jeanette P. Myers Memorial Scholarship Fund	12/31/2015	\$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
<b>Total CFSEM holdings</b>		<b>\$125,562.00</b>

## FINES AND FEES - TWO-YEAR COMPARISON

Month	2015/2016 Fiscal Year	2016/2017 Fiscal Year	Difference
APR	\$9,986.61	\$8,389.09	(\$1,597.52)
MAY	\$9,134.31	\$7,946.70	(\$1,187.61)
JUN	\$9,636.30	\$8,843.80	(\$792.50)
JUL	\$10,931.35	\$9,136.96	(\$1,794.39)
AUG	\$9,178.79	\$9,285.82	\$107.03
SEP	\$8,567.73		(\$8,567.73)
OCT	\$8,525.53		(\$8,525.53)
NOV	\$8,653.54		(\$8,653.54)
DEC	\$8,955.43		(\$8,955.43)
JAN	\$10,177.91		(\$10,177.91)
FEB	\$9,376.66		(\$9,376.66)
MAR	\$9,597.22		(\$9,597.22)
			YTD Difference
TOTAL	<u>\$112,721.38</u>	<u>\$43,602.37</u>	<u>(\$69,119.01)</u>

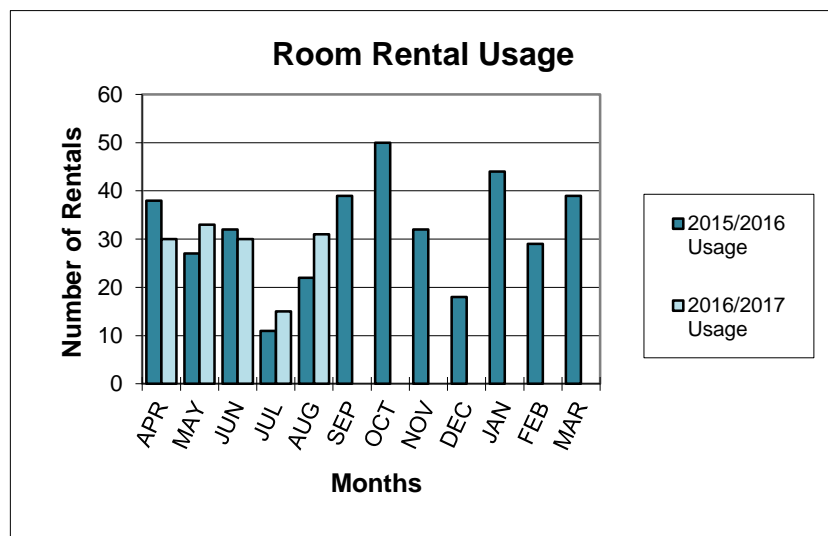
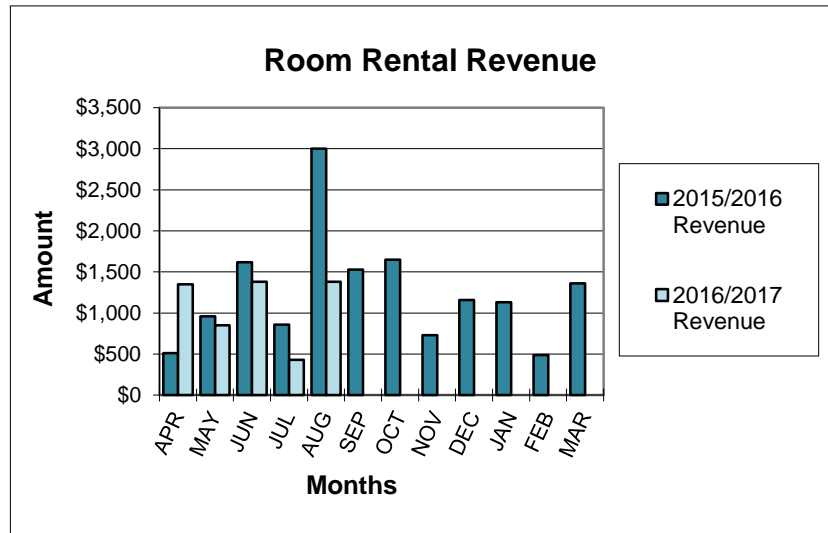
### Fines and Fees Two-Year Comparison



## ROOM RENTAL - TWO-YEAR COMPARISON

7b

<u>Month</u>	2015/2016 <u>Revenue</u>	2016/2017 <u>Revenue</u>	<u>Difference</u>	2015/2016 <u>Usage</u>	2016/2017 <u>Usage</u>	<u>Month</u>
APR	\$510.00	\$1,350.00	\$840.00	38	30	APR
MAY	\$960.00	\$850.00	(\$110.00)	27	33	MAY
JUN	\$1,620.00	\$1,380.00	(\$240.00)	32	30	JUN
JUL	\$860.00	\$430.00	(\$430.00)	11	15	JUL
AUG	\$3,000.00	\$1,380.00	(\$1,620.00)	22	31	AUG
SEP	\$1,530.00		(\$1,530.00)	39		SEP
OCT	\$1,650.00		(\$1,650.00)	50		OCT
NOV	\$730.00		(\$730.00)	32		NOV
DEC	\$1,160.00		(\$1,160.00)	18		DEC
JAN	\$1,130.00		(\$1,130.00)	44		JAN
FEB	\$490.00		(\$490.00)	29		FEB
MAR	\$1,360.00		(\$1,360.00)	39		MAR
			YTD Difference			
TOTAL	\$15,000.00	\$5,390.00	(\$9,610.00)	381	139	



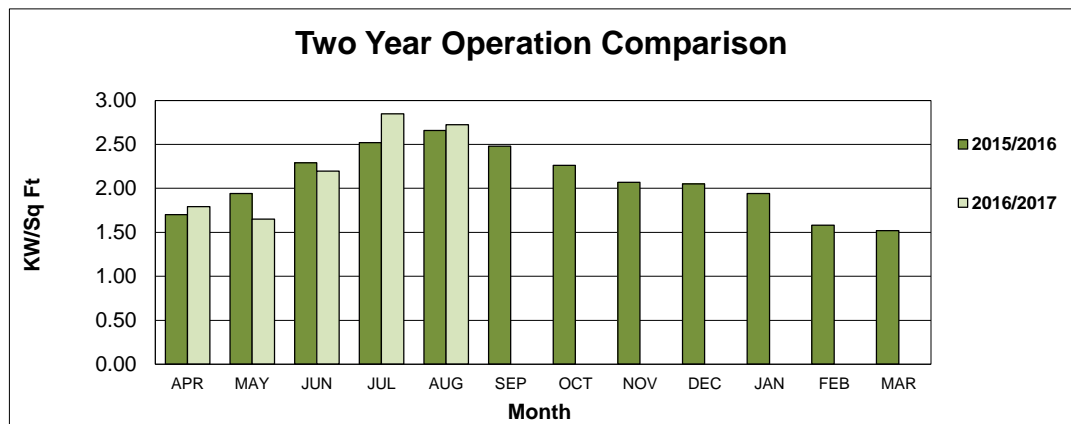
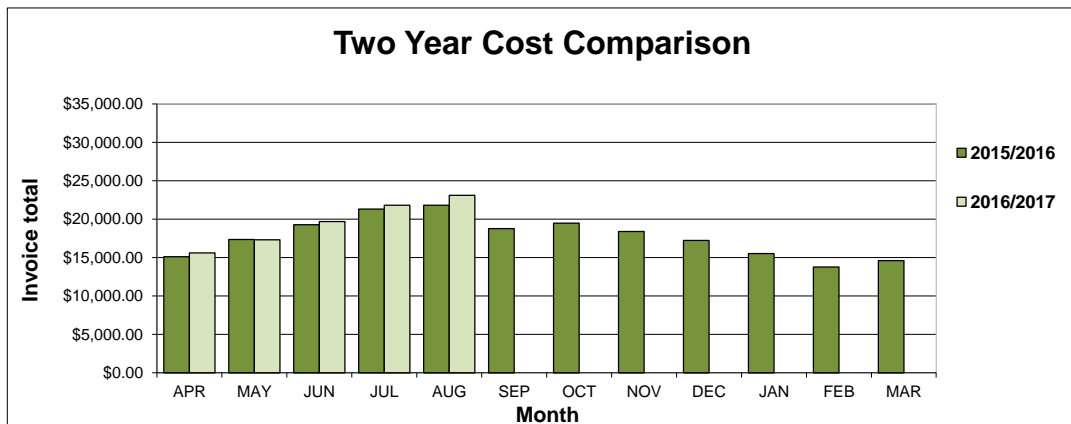
## Bloomfield Township Public Library Electricity Analysis

Building Area = 101,023 Sq ft.

TWO YEAR COST COMPARISON				CURRENT YEAR OPERATION					
Month	2015/2016	2016/2017 (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	\$15,097.13	\$15,619.14	\$522.01	180,880	\$0.09	251.22	1.79	\$21.69	\$0.15
MAY	\$17,360.67	\$17,290.02	(\$70.65)	166,670	\$0.10	224.02	1.65	\$23.24	\$0.17
JUN	\$19,257.21	\$19,698.58	\$441.37	221,760	\$0.09	308.00	2.20	\$27.36	\$0.19
JUL	\$21,323.77	\$21,811.53	\$487.76	287,630	\$0.08	386.60	2.85	\$29.32	\$0.22
AUG	\$21,814.32	\$23,088.13	\$1,273.81	275,100	\$0.08	369.76	2.72	\$31.03	\$0.23
SEP	\$18,760.03		(\$18,760.03)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
OCT	\$19,458.96		(\$19,458.96)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
NOV	\$18,411.95		(\$18,411.95)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
DEC	\$17,217.24		(\$17,217.24)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
JAN	\$15,518.62		(\$15,518.62)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
FEB	\$13,761.89		(\$13,761.89)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
MAR	\$14,594.92		(\$14,594.92)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
	YTD Difference								
TOTAL	\$212,576.71	\$97,507.40	(\$115,069.31)						

## NOTES:

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



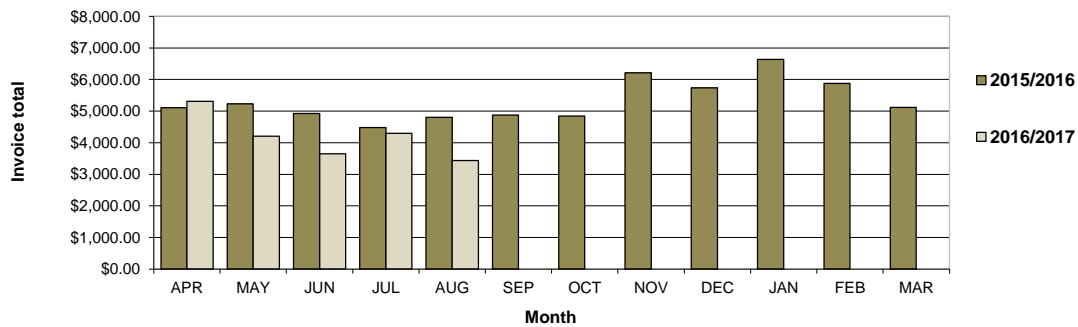
## Bloomfield Township Public Library Natural Gas Analysis

Building Area = 101,023

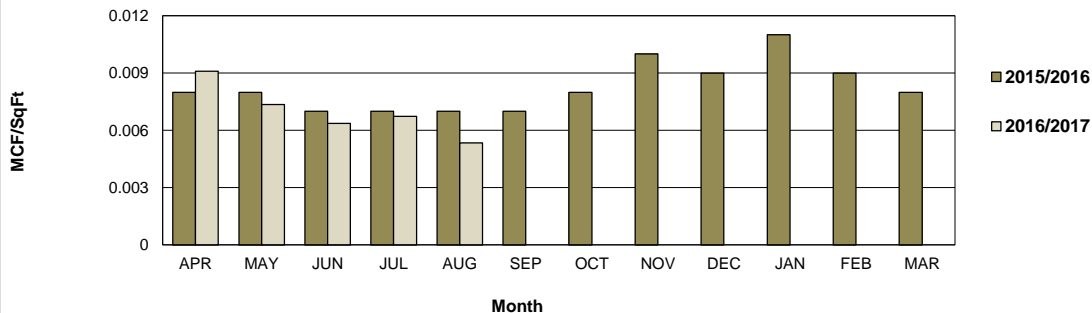
1 Cu. Ft. = 1000 BTU

TWO YEAR COST COMPARISON				OPERATION						
Month	2015/2016	2016/2017 (3)	Difference	MCF	COST/MCF	HOURS (24 x no.days per month)	MCF/HR	MCF/SqFt	\$/HR	\$/SqFt
APR	\$5,104.45	\$5,307.83	\$203.38	919.2	\$5.77	720	1.28	0.009	7.37	0.052
MAY	\$5,233.14	\$4,208.72	(\$1,024.42)	742.2	\$5.67	744	1.00	0.007	5.66	0.041
JUN	\$4,920.53	\$3,652.86	(\$1,267.67)	643.1	\$5.68	720	0.89	0.006	5.07	0.036
JUL	\$4,475.51	\$4,294.67	(\$180.84)	680.7	\$6.31	744	0.91	0.007	5.77	0.042
AUG	\$4,805.28	\$3,437.53	(\$1,367.75)	539.1	\$6.38	744	0.72	0.005	4.62	0.034
SEP	\$4,874.11		(\$4,874.11)		#DIV/0!	720	0.00	0.000	0.00	0.000
OCT	\$4,847.90		(\$4,847.90)		#DIV/0!	744	0.00	0.000	0.00	0.000
NOV	\$6,215.09		(\$6,215.09)		#DIV/0!	720	0.00	0.000	0.00	0.000
DEC	\$5,732.42		(\$5,732.42)		#DIV/0!	744	0.00	0.000	0.00	0.000
JAN	\$6,640.09		(\$6,640.09)		#DIV/0!	744	0.00	0.000	0.00	0.000
FEB	\$5,880.08		(\$5,880.08)		#DIV/0!	696	0.00	0.000	0.00	0.000
MAR	\$5,115.86		(\$5,115.86)		#DIV/0!	744	0.00	0.000	0.00	0.000
			YTD Difference							
TOTAL	\$63,844.46	\$20,901.61	(\$42,942.85)							

### Two Year Cost Comparison



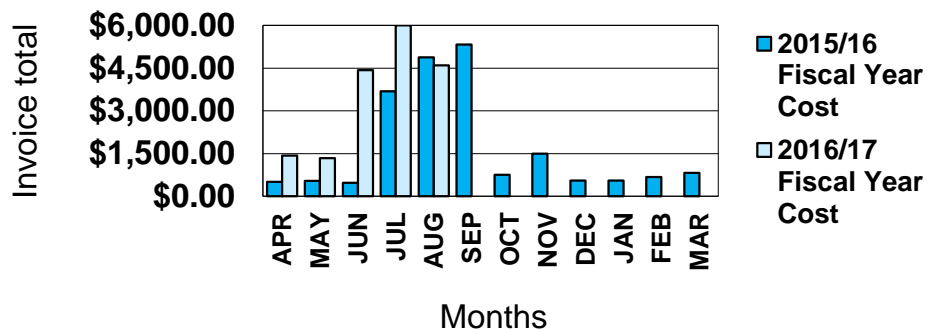
### Two Year Operation Comparison



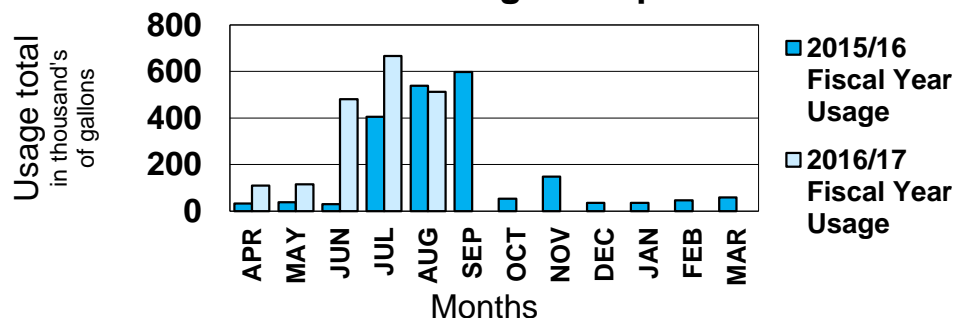
## Bloomfield Township Public Library Water Analysis

Month	2015/16 Fiscal Year Cost	2016/17 Fiscal Year Cost	Difference	2015/16 Fiscal Year Usage	2016/17 Fiscal Year Usage	Difference
APR	\$510.99	\$1,432.45	\$921.46	33	109	76
MAY	\$543.83	\$1,333.69	\$789.86	38	115	77
JUN	\$474.87	\$4,428.69	\$3,953.82	30	480	450
JUL	\$3,690.27	\$5,997.81	\$2,307.54	405	666	261
AUG	\$4,879.55	\$4,595.09	(\$284.46)	539	512	(27)
SEP	\$5,329.99		(\$5,329.99)	598		(598)
OCT	\$751.79		(\$751.79)	53		(53)
NOV	\$1,498.87		(\$1,498.87)	148		(148)
DEC	\$547.11		(\$547.11)	36		(36)
JAN	\$547.11		(\$547.11)	36		(36)
FEB	\$679.55		(\$679.55)	47		(47)
MAR	\$824.03		(\$824.03)	59		(59)
			YTD Difference			YTD Difference
TOTAL	<u>\$20,277.96</u>	<u>\$17,787.73</u>	<u>(\$2,490.23)</u>	<u>2,022</u>	<u>1,882</u>	<u>(140)</u>

### Two-Year Cost Comparison



### Two-Year Usage Comparison



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

Bloomfield Township's Open House takes place on Sunday, October 9 from 12 noon – 4:00 pm. The Library will have a presence at the Bloomfield Township Senior Center with a table of library information staffed by Adult Services librarian Elaine Asher who will answer questions and inform visitors about all the Library has to offer. In addition, a live performance of "Frog and Toad", performed by Wild Swan Theater, will be held at the Library at 2:00 pm.

Congratulations to the Franklin Public Library on their recently completed renovations of its historic building. It has been completely changed with bright, open areas, a wonderful new entrance and a study room, among other great features. Stop by and visit our neighboring library – you will be amazed at the wonderful changes to the building.

Once again, Youth Services Assistant Department Head and Special Needs expert Jen Taggart is on the road sharing her knowledge and describing the special needs collections and programs available at Bloomfield Township Public Library. The Library of Michigan asked Jen to speak across the state of Michigan on inclusive story times, hands-on activities and implementation ideas. We continue to be very proud of Jen and all she does for special needs.

On Sunday, October 2, at 3:00pm, Bloomfield Historical Society will be offering a program highlighting the *Afterglow* magazine from the 1920's. Only one complete set of the *Afterglow*, a monthly society magazine, exists and it is located at the Detroit Public Library Burton Historical Collection. They gave permission to Bloomfield Historical Society to digitize all issues (it was published from 1925 – 1927) and for the Library to make these digital issues available online through the Library's website. The *Afterglow* really is a wonderful addition to the Library's local history collection. We are grateful to Bloomfield Historical Society for their work and sharing this with us. The Library is very fortunate to be able to make these available to view – check out the collection on the Library's website at [www.btpl.org/Research/LocalHistory/BTPLResources/](http://www.btpl.org/Research/LocalHistory/BTPLResources/) and select Newspapers & Magazines. Enjoy!

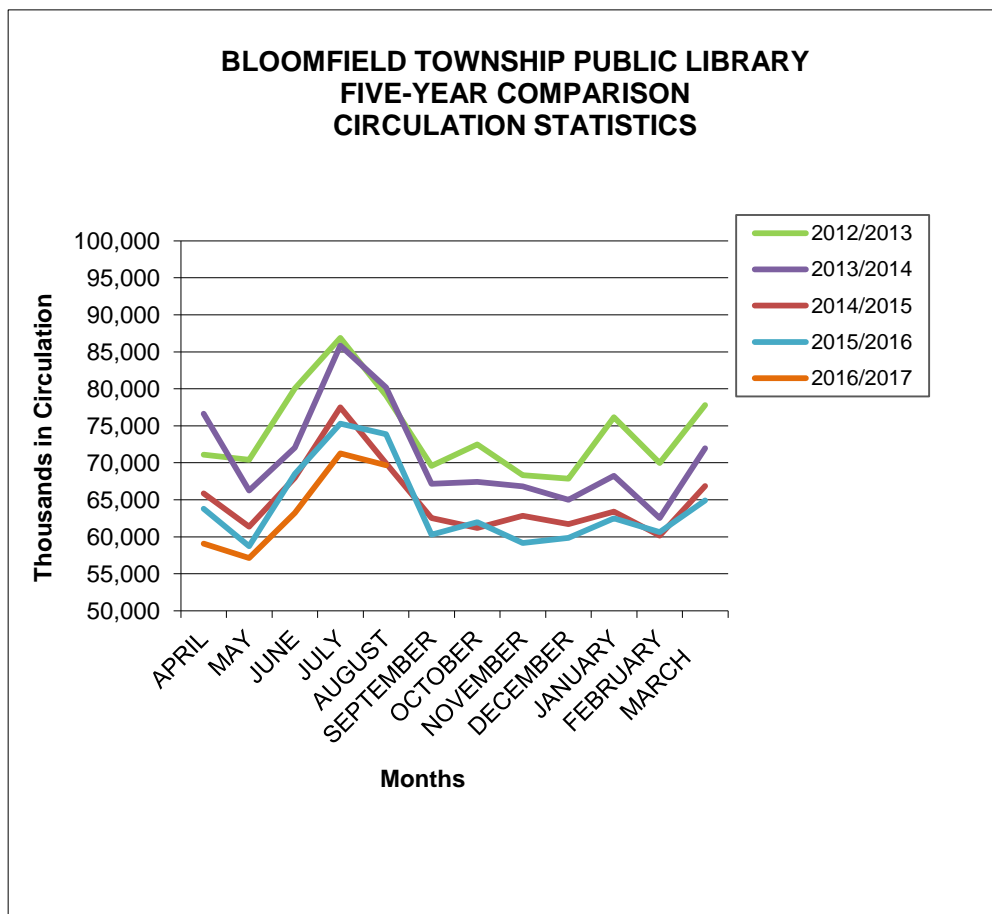
*Respectfully Submitted,*

*Carol Mueller  
Director*

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
FIVE YEAR CIRCULATION**

9/12/2016

	<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	59,090
MAY	70,411	66,250	61,347	58,740	57,125
JUNE	80,069	72,030	67,987	68,518	63,243
JULY	86,867	85,844	77,485	75,304	71,265
AUGUST	79,094	80,163	69,931	73,868	69,676
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	
<b>TOTAL</b>	<b>889,743</b>	<b>850,044</b>	<b>781,244</b>	<b>769,492</b>	<b>320,399</b>





	2015		2016	
<b>COLLECTION</b>				
Book Collection:	280,535		276,923	
Media Collection:	62,052		62,894	
Total e-books:	28,570		31,145	
Overdrive	6,987		8,740	
EBSCOhost	19,223		19,197	
Total downloadable audiobooks:	5,114		4,903	
Materials Total:	376,271		375,865	
<b>CIRCULATION</b>				
Circulation Total:	73,868		69,676	
Bloomfield Township Circulation:	68,771		64,432	
Virtual Circulation Total	6,284		7,333	
Circulation of Youth materials:	28,125		27,342	
Circulation of Media:	27,368		23,165	
Circulation of Cranbrook passes:	427		285	
Self-checkout machine use:	29,553	40.0%	28,021	40.2%
Library by Mail:	125	25 patrons	95	31 patrons
<b>BUILDING &amp; EQUIPMENT USAGE</b>				
Door Count:	27,613		21,332	*
Gate Count:	29,088		31,900	
Meeting rooms by public:	22		31	
Meeting rooms by staff:	42		50	
<b>VIRTUAL USE</b>				
Home page hits/Database services:	39,071		34,385	
e-book access:	2,699		2,525	
Overdrive	2,671		2,508	
EBSCOhost	28		17	
Audiobook access: (Overdrive)	1,194		1,298	
Music download access:	1,249		1,267	
Magazine download access:	639		1,190	
Tutor.com sessions:	10		38	
Hoopla access:	503		1,053	
<b>Library Computer Use</b>				
Resident Use	2,035		1,778	
Guest Use	775		851	
*Counter not working for 8 days				

	2015		2016	
<b>OUTREACH &amp; PROGRAMS</b>				
<b><i>New Patrons and Accounts</i></b>				
Township:	234		223	
Cranbrook:	5		5	
Total new patrons:	322		319	
<b><i>Adult Program Attendance</i></b>				
Staff-led:	3 events	9 attended	9 events	87 attended
Speaker-led:	6 events	112 attended	7 events	144 attended
Book clubs:	3 events	31 attended	5 events	40 attended
Tours/visits on-site:	1 event	10 attended	1 event	50 attended
Tours/visits off-site:	0	0	0	0
<b><i>Systems Program Attendance</i></b>				
Staff-led:	3 events	31 attended	3 events	24 attended
<b><i>Teen Program Attendance</i></b>				
Staff-led:	1 event	0 attended	0	0
<b><i>Youth Program Attendance</i></b>				
Staff-led:	10 events	868 attended	13 events	653 attended
Speaker-led:	2 events	69 attended	3 events	253 attended
Tours/visits on-site:	0	0	1 event	54 attended
Tours/visits off-site:	1 event	27 attended	0	0
TOTAL:	30 attended	1,157 attended	42 events	1,305 attended
<b><i>Volunteers:</i></b>	37 people	314.50 hours	26 people	269.25 hours
	Shop: 9	100	Shop: 11	137.75
	Court: 2	25.25	Court: 0	0
	Students: 14	111.5	Students: 5	35
	Dept. Vol: 12	77.75	Dept. Vol: 10	96.5
<b><i>Patron Remarks</i></b>				
Patron Comments:	9		9	
Ask BTPL:	6		1	
Ask Us:	42		36	
<b>DISPLAYS</b>				
Lobby	Dog Days of Summer Display by Phyllis the "Dog Lady"			
Media	Adult: Movies made from Books; Remembering Gene Wilder			
	Youth: Intern Favorites			
Local History	Presidents of the United States			

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

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Bloomfield Township Public Library  
Oakland County, Michigan  
**Tuesday, August 23, 2016**

---

The meeting of the Bloomfield Township Public Library Board of Trustees Policy Committee was held in the Library on Tuesday, August 23, 2016 at 2:00 pm.

**Present:** Trustees Eli Greenbaum and Pam Williams

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

**Annual Library Policy Review**

The committee reviewed all current policies. With the exception of proposed changes to the Rules of Conduct, which are explained below, there are no other changes at this time.

**Rules of Conduct**

The committee reviewed several proposed changes to the Rules of Conduct. After discussion, the committee agreed to recommend the proposed changes to the Rules of Conduct to the Library Board of Trustees for their review at the September 20, 2016 regular Library Board meeting.

No future meeting has been scheduled.

**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 **Thursday, September 1, 2016 at 2:00 p.m.**

**Present:** Trustees: Eli Greenbaum, Judy Lindstrom, Joan Luksik,

**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**

**AFTERNOON READING:**

Reading list of volunteer readers is full for the read-a-thon! We are creating a waiting list for other readers and considering adding a second book.

**EVENING DECORATIONS, ENTERTAINMENT AND ACTIVITIES:**

Emily found a supply for oilcloth to make Candy Land pieces. Decorations will be easy to produce from library supplies and will be throughout the library. Members of the Youth Department will assist. Marcia suggested a cupcake walk, rather than a cake walk, with Cupcake Station or Kroger as a potential sponsor.

Hands on activities include a candy necklace station, life sized Candy Land game, candy ring toss, and a throwing game with giant candy. Krazy Craig has been booked as a juggler/balloon artist, and Face Flair has been booked for face painters. There is a confirmed Willy Wonka impersonator. The 1971 version of the movie *Charlie and the Chocolate Factory* will be projected on ceiling of library. There will be a green screen available for a photo opportunity for guests to have their photo taken using images related to Willy Wonka or other Roald Dahl books.

The concept of four golden tickets being able to be found was discussed, with gift baskets for the golden ticket winners. Four golden tickets will be placed in random event programs. Judy and Marcia volunteered to make gift baskets. Two more will be needed.

No specific events planned for adults, however, they can participate in any of the events.

**REFRESHMENTS**

Refreshment donations were discussed, with a review of what was promised to be provided, contacts made, as well as potential contacts. Food will be located in three areas – the Library Café, Magazine area and Media area.

**TIMELINE**

We are on track with our timeline. Sponsorship letters were mailed to library vendors and others at the beginning of August. As of this meeting, \$850 in sponsorships have been received, including Midwest Tape and Schwartz and Co. Tera will be heavily promoting this event with publicity, using the newsletter and website. Other options are being explored.

**STAFFING NEEDS:**

Emily is contacting teen volunteers to assist for that evening, with possible use of Library pages, if approved by Department Head. Setup should be minimal, except for the Candy Land game. Most things will be set up in the Story Room in advance.

**Next meeting: Tuesday, September 13, 2016 at 3pm**

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

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The meeting of the Bloomfield Township Public Library Board of Trustees Building and Grounds Committee was held in the Library on Monday, September 12, 2016 at 2:00 p.m.

**Present:** Trustees: Eli Greenbaum, Judy Lindstrom

**Administration:** Carol Mueller, Library Director; Joel Dion, Facilities Department Head

**Others:** John Dell'Isola, Senior Project Manager, Professional Engineers Associates (PEA); Gene Ferrera, Rewold and Son

### **Lower Level Water Investigation**

John Dell'Isola, PEA, and Gene Ferrera, Rewold and Son, reviewed the plan to reroute two of the building's roof drains that bring the most water to the lower level west sump pit. Gene reviewed the project costs and stated it would take 2 – 4 weeks to complete the work. The project could start this fall but contractors are very busy. Starting the project next March/April is more likely. The project involves running new pipes in the ceiling of the staff hallway, through the staff bathrooms and Technical Services alcove. The staff bathrooms would be unavailable for a few days. The donation room, delivery door at Technical Services, and the staff entrance will be unavailable for a short time during construction. The drive up return lane will not be available for a few days also.

Judy asked that information be posted well in advance of the start of the project so patrons are not surprised by this work and inconvenience. Both Eli and Judy approved proceeding with this project.

John will discuss the project with the Bloomfield Township Building Department to find out what permits are required. Gene will contact contractors to establish a likely timeline for this work to be completed.

### **Lobby Floor**

The test tile in the lobby will remain in place through the winter months to further test its durability in harsh conditions. We will meet again to discuss this tile's performance in early 2017 and decide our next steps.

### **Flag Pole Relocation**

Unfortunately, the flag pole is located too close to one of the maple trees in the front of the Library. When flags are lowered as requested by Governor Snyder, the flags get caught in the tree branches. The Friends of the Library recently funded the relocation of the flag pole a few feet to the east of its current location. The Building and Grounds Committee Trustees approved this move. Joel will proceed with this project.

## **Other**

Carol informed the Committee that the sewage pipe in the lower level storage room has been replaced with galvanized metal. The problems we have had with this pipe breaking should not happen in the future.

Three parking lots lights included in the FY 2016/2017 budget are being installed. These are wonderful additions to the parking lot.

A Magnolia tree planted in memory of Ikebana member Toshi Shimoura was damaged by a deer soon after it was planted. It has been struggling this summer and may need to be replaced next spring. We are keeping a close eye on this tree as is Jim Slezinski, Goldner Walsh.

Another meeting of the Buildings and Grounds Committee is not scheduled at this time.

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

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Bloomfield Township Public Library  
Oakland County, Michigan  
**Tuesday, September 13**  
**1:30 p.m.**

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**Present:** Trustee: Judy Lindstrom

**Library Staff:** Carol Mueller, Director; Tera Moon, Assistant Director;; Connie Silver, Adult Services Volunteer; Nancy Kulish, Volunteer

**Old Business:**

**Conant Art Unveiling and Reception**

This is taking place next week – Thursday, September 22 at 5:00 pm. Invitations have been sent out to Bloomfield Hills Schools and Foundation and Bloomfield Township elected officials. as well as press releases, with coverage in next weeks' *Eagle*. The Director will welcome everyone, and art teacher Penny Ellis and Assistant Superintendent of Instruction Laurie McCarty will speak. Library Board President Joan Luksik will read a resolution thanking Conant Elementary School for this work followed by an unveiling of the art. Carol will invite everyone to a reception in the Community Room after the unveiling and applause. The setup will be from 12-1, with decorating by Sue Barr. Staff will take care of napkins. Judy Lindstrom has arranged for cookies, which will be delivered on Thursday morning, September 22 and will be arranged on tiered plates. The buttons from Youth Services art piece, "Conversation with Grandchildren," will be used to designate the student artists. Judy Lindstrom will contact someone for *Downtown* publication photography for this and our "Bloomfield Reads: Fall for Dahl and Evening of Pure Imagination."

**Community Room Historic Photo Project**

The vinyl wall concept discussed previously will not be within our \$9000 budget, so alternatives were discussed, including limited selection of photographs in library standard framing or a Lucite mounting, which might be an affordable alternative. It was agreed to review the photographs and select the strongest images rather than forcing the selection to suite the 5 concepts. The number of displayed images would be determined by the framing costs, as well as how many photographs would resonate. Nancy Kulish will contact art galleries to determine installation costs. Judy Lindstrom will provide sample photos of the Lucite mounting. The next meeting will be a lunch and work meeting, where the Committee will review the photographs and narrow the selection. The target date to unveil a concept rendering is early December, with hopes of completion by Virginia Smith's birthday.

**The next meeting will be on Monday, October 10, 2016 at 12pm.**



**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 **Tuesday, September 13, 2016 at 3:00 p.m.**

**Present:** Trustees: Eli Greenbaum, Joan Luksik,

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

**Old Business:**

**Fall for Dahl**

**EVENING DECORATIONS, ENTERTAINMENT AND ACTIVITIES:**

The Committee reviewed and confirmed entertainment and activities. Decorations were reviewed, with charming samples from Emily and Marcia. The possibility of placing some of the decorations outside was discussed. Decorations will be used to highlight refreshment areas. Striped candy letters also are available for signage and decorations. Goldner Walsh will create something playful with the entrance arrangement prior to the event. Layouts of the area were reviewed.

The gift basket, created by Marcia, was brought to be reviewed. It would be one of the "Golden Ticket" prizes. A Gift Certificate from Birmingham Chocolate will also be one of the prizes.

**REFRESHMENTS**

Food donations were reviewed, with confirmations from Dessert Diva, Westborn Market, Beau's, Andiamo's, Sydney Boggs, Crispelli's, Holiday Market, Moose Preserve, Kroger's, and coffee provided by a connection of Eli's. There is interest from other donors, including Trader Joe's, Long Lake Market, Plum Market, Roberts' Restaurants, Imerman's, Tim Horton's, and others are still being pursued. Marcia will request a donation of cider from Franklin Cider Mill or plans to make a purchase of it. Joan will purchase Gluten Free Brownie Crisps.

Carol announced we have several sponsorships, including a \$2,500 sponsorship from Golling Chrysler Dodge Jeep Ram, with more promised.

**TIMELINE**

We are on track with our timeline. The program was reviewed with edits made. The deadline for finalizing the program is Friday, September 23. The Committee will finalize our food and sponsors then. We will have flyers soon for the public service desks.

**STAFFING AND DUTIES:**

Emily has recruited two teen volunteers to assist with games and a Media intern will run the green screen for photographs. Duties were assigned among the committee, with Trustees serving as Read-a-Thon prompters, and Linden, Marcia, Tera and Carol filling in gaps. Linden will assist in taking photographs, as well. Carol suggested those who volunteered to read, but are on the waiting list, could serve as prompters for the Read-a-Thon.

**Next meeting: Friday, September 23, 2016 at 1pm**

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
MEMORANDUM**

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**TO:** Trustees  
**FROM:** Carol Mueller  
**DATE:** September 16, 2016  
**SUBJECT:** Library Investment Review

Matthew Whittey and Walter Schwartz, from Schwartz & Co., will attend the September 20, 2016 Library Board meeting to provide an overview of Library investments. They will be available to answer any questions regarding Library investments you may have.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
MEMORANDUM**

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**TO:** Library Board of Trustees

**FROM:** Carol Mueller, Library Director

**DATE:** September 16, 2016

**SUBJECT:** Annual Policy Review

The Policy Committee, Trustees Eli Greenbaum and Pam Williams, recently conducted its annual review of the current approved library policies. The purpose of this meeting was to review all policies to ensure these are update to date and continue to meet library needs.

At this year's staff development day we heard a presentation from library security consultant Warren Graham. In addition to giving a great presentation filled with practical tips, which staff have found very helpful, Warren also reviewed our rules of conduct, concluding that these could be streamlined. Several discussions between the Department Heads and Administration resulted in the proposed changes. The current rules of conduct and the proposed revised rules of conduct are provided for your review.

Summary of changes to the Rules of Conduct:

- Moved first two paragraphs to end of bulleted list.
- Edited bulleted list of rules for clarity and brevity. Several points were removed because they are included under other rules. For example, "Silence all sound-emitting devices..." was removed. A phone ringing loudly or a person having a loud conversation on his/her phone would be interfering with others' use of the library and therefore covered by another rule.
- Removed the reference to the Michigan Child Protection Act 238 of 1975 because this law does not specify an age at which children can be left unattended
- Added a bulleted point stating "The Library is a public building. Visitors should be aware of their surroundings at all times and responsible for their own belongings."

Thank you for your review and consideration. There were no other recommended changes to the library's current approved policies at this time.

If you agree with the proposed changes to the Library's Rules of Conduct, the following action is needed:

**ACTION:** I move to approve the revised Rules of Conduct as presented, effective September 17, 2016.

## CURRENT

### BLOOMFIELD TOWNSHIP PUBLIC LIBRARY RULES OF CONDUCT

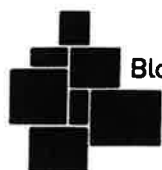
The Bloomfield Township Public Library's Library Conduct Policy states, "In order to provide a positive experience at the Library for all persons, the Library's Board of Trustees shall authorize the Library Director to establish and communicate rules for conduct in the Library and on its grounds. The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

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

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

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

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



Bloomfield Township Public  
**Library**

1099 Lone Pine Road Bloomfield Township, MI 48302 (248) 642-5800 [www.btpl.org](http://www.btpl.org)

Revised October 21, 2015

## PROPOSED

### BLOOMFIELD TOWNSHIP PUBLIC LIBRARY RULES OF CONDUCT

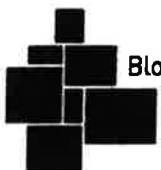
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- All materials removed from the Library must be checked out on a valid library card.
- No damage, defacement, littering, or removal of any part of the Library's building, furniture, equipment, materials, or grounds is permitted.
- Appropriate attire is required for entry and service.
- Covered beverages are permitted in the Library. Food is only permitted in the café.
- The Library is smoke-free; smoking—including use of tobacco, tobacco-like products and electronic cigarettes—is not permitted within 50 feet of the building.
- No soliciting within the library building or within 85 feet of the Library's entrance
- Children under age 12 must be supervised by an adult in the Library or on its grounds.
- Parents and guardians are responsible for minors (under age 18) in the Library and on its grounds at all times.
- The Library is a public building. Visitors should be aware of their surroundings at all times and responsible for their own belongings.

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

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**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:** Tera Moon

**DATE:** September 9, 2016

**SUBJECT:** Strategic Plan Update

The six strategic plan work teams are working on the six priority investments to be accomplished in fiscal year 2016/2017.

**1. Develop a marketing plan.**

This team is beginning to draft a marketing plan using templates and ideas found through research.

**2. Offer tours to new and existing patrons.**

BCTV is going to film a shortened tour highlighting various parts of the Library. This group also is discussing a plan for regularly scheduled in-person tours.

**3. Improve wayfinding.**

In addition to conducting a literature review of articles and books about wayfinding in public buildings and places, this group is gathering information from the public to gauge what areas of the Library are confusing or unknown to patrons.

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

This team is reviewing the results of the staff survey to find out where inconsistency in policy application and procedure are occurring.

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

This group is recommending redesigning the print newsletter, adding more pages to the newsletter so that more “newsy” items can be included, and making changes to our e-newsletters.

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

Based on their observations of specific areas of the Library, this group provided documentation of a variety of possible improvements in several spaces in the Library. The group also created a list of space planning consultants if the Library proceeds with a space needs assessment.

These investments will move us toward accomplishing our four strategic goals:

- Expand awareness, use, and support of the Library and its services.
- Further develop the highest level of customer service for Bloomfield Township residents.
- Increase use of and customer satisfaction with the Library's services and collections.
- Provide an attractive, easy-to-use, and flexible facility and grounds that meet a variety of users' needs.

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

# BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

## FRIENDS OF THE LIBRARY

### MONTHLY DIRECTOR'S REPORT

**September, 2016**

- What a fun and busy summer it has been! Many thanks to our Youth Services and Adult Services staff for planning another great summer reading program at the Library.

Some statistics:

- 1,087 registrations by patrons of all ages
- 77 programs offered over 8 weeks
- More than 20 school visits made to 8 area schools

We are very pleased that so many patrons of all ages participated in our summer reading programs this year. Thank you for your support!

- We hope you can join us on **Thursday, September 22, 2016 at 5:00pm** for an art unveiling at the Library! A wonderful mosaic art piece has been created by the Conant Elementary School fourth graders in Art Teacher Pennie Ellis's class to be placed in our Library permanently. Brief comments, the unveiling and reception will take place on this date.
- Just a reminder that ***Bloomfield Reads – Fall for Dahl*** takes place on **Saturday, October 8!** The Library's first ever read-a-thon will feature the book, "Charlie and the Chocolate Factory", by Roald Dahl, which will be read aloud in the Library starting at 1:00pm. Following the reading, the celebration continues with a library fundraiser called "An Evening of Pure Imagination" from 7:00 – 9:00pm that same evening. Delicious food and fun entertainment are sure to delight! Funds raised at this event will help buy a new puppet theatre for our Youth Services Department. Tickets for the evening event are \$10 per adult and \$5 per child and can be purchased in the Library or online via the Library's website at [www.btpl.org](http://www.btpl.org).
- Save the date of **Saturday, December 3** for the annual holiday party! This event will take place at Emagine Theatres in Royal Oak. More details will be provided in formal invitations coming soon from our Staff Organization Committee (SOC).
- At the August 16, 2016 Library Board meeting, the Trustees approved the preliminary Fiscal Year 2017/2018 library budget and the 2017 calendar. A copy of the **2017 calendar** is attached to this report for your information. Please note the twelve closed days for holidays and one early closing for Thanksgiving eve.
- The monthly gifts expended report is attached to this report for your information.
- Thank you for your consideration of the many items on our Wish List.

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



**Friends Gifts Expended 2016-2017  
For the 5 Months Ended August 31, 2016**

<u>Gift Accession</u>	<u>Year Rec'd</u>	<u>Donor</u>	<u>Purpose</u>	<u>Gift Amount</u>	<u>Amount Left in Gift Fund</u>
1401080101	2014	FOL	S.T.E.M. collection	\$677.93	\$677.93
1500070101	2015	FOL	Large Print books	\$612.92	\$135.51
1500650101	2016	FOL	World Language Books	\$1,425.00	\$1,425.00
1500730101	2016	FOL	Book Club books	\$3,800.00	\$1,079.08
1600250101	2016	FOL	Replacement of worn out books	\$4,000.00	\$3,229.30
1600280101	2016	FOL	Teen Book Club kits	\$400.00	\$400.00
1500720101	2016	FOL	One World, Many Countries Book set	\$500.00	\$21.20
1500650101A	2016	FOL	Processing of AS World Language Books	\$75.00	\$75.00
1500700101A	2016	FOL	Processing of AS Replacement DVD's	\$150.00	\$150.00
1500730101A	2016	FOL	Processing of AS Book Club books	\$200.00	\$200.00
1400390101	2014	FOL	TS DVD's of guest speakers	\$160.00	\$150.00
1500700101	2016	FOL	Replacement DVD's	\$2,850.00	\$2,850.00
1500300101	2015	FOL	Health/Safety Program & Vitality Kits	\$64.51	\$64.51
1600260101	2016	FOL	Vitality program and 3 vitality kits	\$600.00	\$400.00
1400280101	2014	FOL	Additional materials for collection and All-in-one Skill Kits	\$1,180.22	\$585.73
1401010101	2014	FOL	Maker Space programs	\$600.00	\$200.00
1500250101	2015	FOL	2016/2017 Concerts	\$1,500.00	\$500.00
1500080101	2015	FOL	Wee Play program updates	\$114.90	\$101.94
1500230101	2015	FOL	Fairy Fest	\$500.00	\$0.00
1600210101	2016	FOL	March 2017 First Grade Readers Rally	\$2,000.00	\$2,000.00
1600240101	2016	FOL	3 Ozobot 2.0 duel packs	\$375.00	\$6.01
1300540101	2013	FOL	Admin 2014/2015 Program Budget	\$268.94	\$156.66
1500050101	2015	FOL	2015/2016 Chamber Concert Series	\$127.72	\$0.00
1500630101	2016	FOL	2016 Summer Fundraiser seed money	\$5,000.00	\$4,475.00
1500690101	2016	FOL	Oct 2016 Bloomfield Township Open House costs	\$1,000.00	\$250.00
1600200101	2016	FOL	Admin Chamber Concert Series	\$1,500.00	\$1,500.00
1600230101	2016	FOL	Admin Detroit Historical Society Exhibit	\$2,000.00	\$1,500.00
1500110101	2015	FOL	Adm Seasonal Arrangement at Entrance	\$1,165.08	\$624.66
1500740101	2016	FOL	Drive-up Lane Landscaping	\$3,000.00	\$451.03
1600270101	2016	FOL	Entrance arrangements	\$2,034.96	\$2,034.96
0800220101	2008	FOL	YS Velcro Design Wall	\$356.50	\$150.67
1500670101	2016	FOL	Admi Community Room Historic Photo Display	\$9,000.00	\$9,000.00
1500680101	2016	FOL	Facilities Community Room Divider Panels	\$550.00	\$550.00
1500750101	2016	FOL	AS Task Lighting at Public Service Desk	\$1,200.00	\$1,200.00
1500760101	2016	FOL	YS Terrace Shading	\$10,000.00	\$10,000.00
1300440101	2013	FOL	Systems Technology upgrade (to bring total to \$25,000 with 4 redirected gifts)	\$5,182.41	\$5,182.41
1600220101	2016	FOL	AS Overdrive Media Station	\$3,200.00	\$3,200.00
1500660101	2016	FOL	Mobile Work Bench & Tool Chest	\$300.00	\$2.00
1500710101	2016	FOL	Steel Scaffolding	\$100.00	\$0.04 To be redesignated
1300530101	2013	FOL	For 2014/2015 staff development	\$279.16	\$0.00
0700010101	2007	FOL	Printing	\$6,290.00	\$6,290.00
1300510101	2013	FOL	Recycled plastic book bags	\$1,375.00	\$0.00
1500100101	2015	FOL	Retractable and Portable Banner	\$380.00	\$380.00
1500240101	2015	FOL	Recycled plastic book bags	\$3,215.00	\$215.00 To be redesignated
Totals					<u><u>\$61,413.64</u></u>

# October 2016

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
					<b>1</b> 9:30 AM - Teen VIRTUAL Book Club	<b>2</b> 3:00 PM - The Twenties are Back -Bloomfield Historical Society
<b>3</b> 10:00 AM - Mother Goose Club 4:30 PM - Google CS-First Introduction to Coding for Kids: Friends	<b>4</b> 10:00 AM - Knit 'n Stitch Circle 6:30 PM - Little Foodies	<b>5</b> 10:00 AM -Wee Play <b>12:30 – Friends Meeting</b> 4:30 PM -Google CS-First Introduction to Coding for Kids: Friends 6:30 PM –OZOBOTS	<b>6</b> 10:00 AM - Tinker Tales	<b>7</b> 10:00 AM Movers and Shakers 11:00 AM Movers and Shakers	<b>8</b> <b>1:00 AM - Fall for Dahl Read-a-thon</b> 9:30 AM - Friends of the Library Second Saturday Sale <b>7:00 PM - Fall for Dahl "An Evening of Pure Imagination"</b>	<b>9</b> 12:00PM-3:30PM-Friends of the Library SPECIAL Sunday \$5 Bag Sale! 2:00 PM -Wild Swan Theater presents "Frog and Toad"
<b>10</b> 10:00 AM - Mother Goose Club 11:00 AM - Adult and Teen Sensory Storytime <b>12 PM – Art Committee Meeting</b>	<b>11</b> 9:30 AM - Business Research 10:00 AM - Shake, Rhythm and Rhyme! 1:00 PM -Memoir Writers' Group	<b>12</b> Gale Courses begin 10:00 AM - Wee Play 6:00 PM - Introduction To Social Networking 7:00 PM -Nonfiction Book Club	<b>13</b> 10:00 AM - Tinker Tales 6:00 PM - Teen Book Trivia Bowl 6:30 PM - Kitchen Lab	<b>14</b> 10:00 AM - Movers and Shakers 11:00 AM - Movers and Shakers 2:00 PM -English Language Conversation Hour	<b>15</b>	<b>16</b>
<b>17</b> 10:00 AM - Mother Goose Club 1:00 PM -30 Minute Lunchtime Book Club 4:30 PM -Google CS First - Computer Coding for	<b>18</b> 10:00 AM Tuesday Book Club 2:00 PM -Tablet Tales 6:00 PM -Introduction to Microsoft Excel <b>7:00 PM – Library Board Meeting</b>	<b>19</b> 10:00 AM -Wee Play 1:00 PM -Mystery Book Club 2:00 PM -Your Library Online: the Library @ Your Fingertips	<b>20</b> 10:00 AM - Tinker Tales 6:30 PM - Night Creatures with the Organization for Bat Conservation	<b>21</b> 10:00 AM - Movers and Shakers 10:00 AM - Coffee and Conversation 11:00 AM -Movers and Shakers	<b>22</b> 2:30 PM - SENSEational Story Time	<b>23</b>
<b>24</b> 4:30 PM - Google CS First - Computer Coding for Kids ( Music & Sound)	<b>25</b> 1:00 PM -Memoir Writers' Group 6:30 PM	<b>26</b> 10:00 AM -Wee Play 4:30 PM -Google CS First - Computer Coding for Kids (	<b>27</b> 10:00 AM - Eleanor's Book Club 2:00 PM - Holiday Product	<b>28</b>	<b>29</b> 2:00 PM - Introduction to Powerpoint	<b>30</b>
<b>31</b> 4:30 PM -Google CS First - Computer Coding for Kids ( Music & Sound)						