



Bloomfield Township Public
Library

**Bloomfield Township Public Library
Board of Trustees**

Library Board Meeting
March 21, 2017
7:00 p.m.
John Rumsey Board Room

Trustees:

libraryboard@btpl.org

Pamela Williams, President

Eli Greenbaum, Vice-President

Judy Lindstrom, Secretary

Tom Deska

Grant Gerhart

Joan Luksik

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, March 21, 2017
7:00 p.m.

<u>#</u>	<u>NUMBERED ITEMS</u>	<u>DATE DELIVERED</u>
1	Agenda	3/17/17
2a	Request to remove items from the Consent Agenda for Discussion	3/17/17
2b	Motion to approve the order of items for the regular and consent agendas	3/17/17
5	Motion to approve remaining Consent Agenda items 6-8d	3/17/17
6	Regular Board Meeting Minutes of 2/21/2017	3/17/17
6a	Special Board Meeting Minutes of 2/23/2017	3/17/17
7a	Cash Disbursements	3/17/17
7b	Revenues/Expenditures Budget Report	3/17/17
7c	Energy Report	3/17/17
8a	President's Report	3/17/17
8b	Director's Report	3/17/17
8b1	Circulation 5 Year Report	3/17/17
8b2	Activity Report	3/17/17
8c	Bloomfield Township Liaison –no report	
8c	Cranbrook –no report	
8c	Policy Committee –no report	
8c	Development Committee of 2/28/2017	3/17/17
8c	Building, Grounds, Landscaping, Interiors Committee – no report	
8c	Art Committee – no report	
8c	Finance Committee –no report	
8c	Friends of the Library Liaison – no report	
8c	Investment Committee – no report	
8c	Personnel Committee – no report	
11a	Proposed Budget	3/17/17
13	Motion to approve any items removed from the Consent Agenda	3/17/17
<u>UNNUMBERED ITEMS</u>		<u>DATE DELIVERED</u>
	Board Follow Up Information	3/17/17
	Strategic Plan	3/17/17
	Calendar	3/17/17

AGENDA
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, March 21, 2017
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 February 21, 2017
- 6a. Special Board meeting minutes of February 23, 2017
7. Budget
 - a. Cash Disbursements
 - b. Monthly Revenues & Expenditures
 - c. Energy Report
8. Written Reports:
 - a. President: *Pam Williams
 - 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. FY 2016/2017 Budget Close and FY 2017/2018 Proposed Budget
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, April 25, 2017
16. Executive Session regarding Library Director Performance Review and Contract
17. Adjournment

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

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

I REQUEST THAT ITEM (S):

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

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

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

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

OPTION - NO AMENDMENT NEEDED:

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

OPTION - AMENDMENT TO AGENDA:

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

the **REGULAR AGENDA** as follows:

the **CONSENT AGENDA** as follows:

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

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

CONSENT AGENDA ITEMS MOTION

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

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

Bloomfield Township Public Library
Oakland County, Michigan
Tuesday, February 21

At 7:01 p.m. the Regular Meeting of the Bloomfield Township Public Library Board of Trustees was called to order by President Pam Williams.

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

Administration: Library Director, Carol Mueller; Assistant Director, Tera Moon; Director's Secretary, Linden Godlove

Guests: Maeve Devlin, Youth Services Librarian and Staff Organization Committee Representative, Joan Wu, Systems Department Head, and John Kaczar, Municipal Analytics Representative.

Upon discussion, a motion was made by Tom Deska, seconded by Grant Gerhart **TO APPROVE THE ORDER OF ITEMS FOR THE REGULAR AND CONSENT AGENDAS.**

A vote was taken for approval of the motion.

Ayes: Deska, Gerhart, Greenbaum, Luksik, Lindstrom, and Williams

Nays: None

MOTION CARRIED

President's Verbal Report:

President Pam Williams expressed enthusiasm for the Art Committee's historical photo project and how the photo reproductions and enlargements were "crystal clear. The exhibition is being professionally printed, framed, and installed by Laurie Tennant. Williams also remarked on Laurie Tennant's "stunning" photography exhibit at Meadowbrook. Laurie Tennant will also be one of the judges for the Development Committee's photography contest.

Director's Verbal Report:

Director Carol Mueller reported that our photo contest was unveiled on February 1, with a front page article in *the Eagle*. Six photos have been submitted so far. The American Library Association just announced the Caldecott and Newberry award winners for 2016, which are *Radiant Child* and *The Girl Who Drank the Moon*. The Friends of Michigan Library (FOML) workshop is coming up on Friday, March 24 and confirmation was given from all six board members that they would be in attendance. We are much honored to have the FoML here. Larry Neal, the Director of Clinton Macomb Public Library, will be a speaker.

REGULAR AGENDA:

Call to the Public: President Pam Williams welcomed the guest, Maeve Devlin, who represents the SOC. Maeve Devlin reported that the SOC has new representatives: Ed Niemchak, Jamie Jasper, and Killian Weston. One of them will be in attendance at the next Board of Trustees meeting.

UNFINISHED BUSINESS:

Board of Trustees Standing Committee Appointments

Each Committee should have one veteran and one new Trustee involved. Changes and adjustments can be made to the appointments. Judy Lindstrom requested to remain on the Art Committee through the historical photo project. Every Trustee is welcome to attend any of the meetings. Carol will resend descriptions of the Committees.

NEW BUSINESS:

11a Compensation and Classification Study Award

Carol introduced John Kaczar, who put together the request for proposals and interviewed the two companies who submitted proposals. Carol also thanked Tera Moon, who handles all bids, and the Personnel Committee, Grant Gerhart and Joan Luksik, for thoroughly reviewing all proposals.

A request for proposals (RFP) was released on Friday, December 9, 2016 asking for proposals to conduct a compensation and classification study for Bloomfield Township Public Library. Our last study was completed in 2000. It is good management practice to complete a review of an organization's classification and compensation system at least every ten years. In addition, there is a need to have a classification and compensation process in place so that Library Administration can maintain and update our system into the future. There has been some impact on the mandated minimum wage process, which has resulted in some salary compression at the top end of our salary.

Each company was well qualified; however GovHR most closely resembles our needs at this time.

Grant Gerhart commented that he felt both were good but felt that GovHR met our requirements more, particularly with our employees being involved in the process. He felt that we got more of a briefing with Mersus, rather than answered questions.

Joan Luksik added that the GovHR has a more interpersonal approach and more and an interchange. Mersus is obviously is very intelligent and experienced.

John Kaczar commented that there can be much anxiety if staff have not been through this process before. The deliverables will be the salary administration, as well as some of the employees at the top of the range. The current pay structure may be correct. The interviews will solve some of the questions of internal equity.

Upon discussion, a motion was made by Judy Lindstrom, seconded by Joan Luksik **TO AWARD THE BID FOR A COMPENSATION AND CLASSIFICATION STUDY FOR THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY TO GOVHR USA, 630 DUNDEE ROAD, SUITE 130, NORTHBROOK, ILLINOIS, 60062.**

A vote was taken for approval of the motion.

Ayes: Deska, Gerhart, Greenbaum, Luksik, Lindstrom, and Williams

Nays: None

MOTION CARRIED

This will start end of March, early April.

11b Network Project Bid

At the December 20, 2016 Library Board meeting, the Trustees awarded the bid for Network Electronics and Structured Cabling to Presidio Inc. in the amount of \$201,755.96. The project has started and is on schedule to meet the March 31, 2017 completion date. During the initial design and discovery sessions with Presidio Engineering and Secant Consulting, it was determined that three additional Cisco switches are desired to allow one to one patching of network cables located under the voice backbone patch panel in Server Room MC-ER. During the initial design and bidding process, these cables were inadvertently deemed part of the Library phone system and not the data network.

Joan Wu, Systems Department Head, explained that our telephone system is separate from our Cable system. She reported the Library is getting more of our switches ready for voice over IP.

Director Mueller expressed her gratitude for Joan Wu's foresight at planning ahead for the next stage of these upgrades.

Upon discussion, a motion was made by Joan Luksik, seconded by Judy Lindstrom **To Approve The Change Order For The Bloomfield Township Public Library Network Upgrade Project In The Amount Of \$12,719.00.**

A vote was taken for approval of the motion.

Ayes: Deska, Gerhart, Greenbaum, Luksik, Lindstrom, and Williams

Nays: None

MOTION CARRIED

11c Vending Services Bid Award

Director Carol Mueller thanked Assistant Director Tera Moon for going through this process.

Corporate Dining Concepts has provided Library vending services in the staff and public areas since April, 2010. Corporate Dining Concepts was awarded the bid again in 2014. The three-year contract with Corporate Dining Concepts expires March 31, 2017.

A request for proposals for vending services was posted on the Library website, available at the Library's Welcome Desk, and mailed to 16 metro Detroit companies in December, 2016 with a January 9, 2017 deadline for responses. The RFP received proposals from two companies: Corporate Dining Concepts and Continental Canteen.

We conducted a survey in the fall, with assistance from the SOC, to get feedback on the vending services. Many commented that they liked the vending services we used, and liked the gentleman that maintained the machines. The Library receives a 20% commission on the vending services in the Staff Lounge and a 25% commission on the machines in the public café. Commissions from the Staff Lounge vending area go to the SOC. Corporate Dining Concepts also has a change machine on their vending machines, as well as offering a guaranteed advance commission.

Upon discussion, a motion was made by Grant Gerhardt, seconded by Tom Deska **TO AWARD THE CONTRACT TO PROVIDE VENDING SERVICES FOR BLOOMFIELD TOWNSHIP PUBLIC LIBRARY TO CORPORATE DINING CONCEPTS, 1645 WEST HAMLIN, ROCHESTER HILLS, MICHIGAN.**

A vote was taken for approval of the motion.

Ayes: Deska, Gerhart, Greenbaum, Luksik, Lindstrom, and Williams

Nays: None

MOTION CARRIED

DISCUSSION OF ITEMS REMOVED FROM THE CONSENT AGENDA

It was explained that the Library pays per Hoopla download, with an account that gets money transferred to it.

Joan Luksik inquired about why the water bill had doubled since last January. Carol Mueller will be investigating this for an explanation.

The Trustees also were concerned that circulation of downloadable and print materials has been decreasing since 2012. Carol reported all libraries are currently been experiencing a downward trend in circulation. The collection is being weeded, with a curated collection encouraging more circulation. This is also in correlation to the economy. In good times, people use the Library less.

Joan Luksik commented that the Library is doing great at adding new patrons, with an increase from 2016.

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

A vote was taken for approval of the motion.

Ayes: Deska, Gerhardt, Greenbaum, Lindstrom, Luksik, Williams

Nays: None

MOTION CARRIED

OTHER:

Carol Mueller reported that our budget review session will have something new and different, with a power point presentation, and print binders of budget information. We are working very closely with Finance Coordinator Sandi Bird on our budget review. The Budget review meeting is on Thursday, February 23 at 11 a. m., and the Development Committee meeting is on Tuesday, February 28, at 2 p.m.

Meeting adjourned at 8:02 p.m. The next meeting of the Bloomfield Township Public Library Board of Trustees is Tuesday, March 21 at 7 p.m. in the Board Room

Judy moved to adjourn, Eli seconded.

A vote was taken for approval of the motion.

Ayes: Deska, Gerhart, Greenbaum, Luksik, Lindstrom, and Williams

Nays: None

MOTION CARRIED

Submitted by:

Judy Lindstrom, Secretary

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

Bloomfield Township Public Library
Oakland County, Michigan
Thursday, February 23, 2017

The special meeting of the Bloomfield Township Public Library Board of Trustees was held in the Library on Thursday, February 23. The meeting was called to order by Pamela Williams at 11:00 a.m.

Present: Trustees: President Pam Williams, Vice President Eli Greenbaum, Secretary Judy Lindstrom, Grant Gerhart and Joan Luksik

Unable to Attend: Tom Deska

Administration: Library Director, Carol Mueller; Assistant Director, Tera Moon; Finance Coordinator, Sandi Bird; Director's Secretary, Linden Godlove

Guests: Matt Whitty, Wally Schwartz of Gregory J. Schwartz & Co., Inc.

Upon discussion, a motion was made by Eli Greenbaum, seconded by Joan Luksik, **TO APPROVE THE ORDER OF ITEMS FOR THE SPECIAL AGENDA.**

A vote was taken for approval of the motion.

Ayes: Gerhart, Greenbaum, Lindstrom, Luksik, and Williams

Nays: None

MOTION CARRIED

CALL TO THE PUBLIC:

None present.

UNFINISHED BUSINESS:

No discussion at this time.

NEW BUSINESS:

5a Library Investment Review – Schwartz and Co.

The representatives from Schwartz and Company presented an investment overview of current library investments.

The Board agreed to meet again with Schwartz and Co. on Tuesday, July 18 2017.

5b Budget Review – Current Fiscal Year Estimated Budgets April 1, 2016 – March 31, 2017.

Finance Coordinator Sandi Bird and Director Carol Mueller gave an overview of our revenues and expenditures for the FY 2016-2017. Carol Mueller reviewed the Capital Improvements Program for the future of the Library. Sandi Bird gave a review of the budget highlights.

5b Proposed General Fund and Gift Fund Estimated Budgets for Fiscal Year April 1, 2017-March 31, 2018.

Carol gave an overview of our proposed budget for Fiscal Year April 1, 2017 – March 31, 2018 which will be presented at the March 21, 2017 Library Board Meeting.

Carol thanked Sandi Bird, Finance Coordinator, for all her diligent work on the budget and compiling the information for the Library Board. She also thanked the Library Board Trustees for their careful review and consideration of the proposed budget.

OTHER:

The next scheduled Regular Board Meeting is Tuesday, March 21, 2017 at 7:00 p.m. in the Board Room.

Meeting adjourned at 12:38 pm

Submitted By:

Judy Lindstrom, Secretary

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

Cash Disbursements Comments

March 2017

New Vendors:

Briggs District Library is a new vendor for a MelCat item.

Champagne Engraving is a new vendor for acrylic name plates.

General Fund

- Check #17315 payable to Bloomfield Township in the amount of \$255,476.43 was payment for two payrolls, including FICA, HRA contributions, pension, etc. as usual.
- Check # 17317 payable to Briggs District Library in the amount of \$22.99 was payment for a lost MelCat item borrowed by a Bloomfield Township resident, for which this person has been billed.
- Check #17324 payable to Deaf Community Advocacy Network in the amount of \$103.00 was payment for a sign language interpreter for a library program.
- Check #17328 payable to Envisionware in the amount of \$10,414.21 was payment for annual computer center and self-check software renewal.
- Check #17336 payable to Library Design Associates, Inc. in the amount of \$2,694.00 was payment for additional bookends and shelves for our Media collections.
- Check #17337 payable to Dell Marketing L.P. in the amount of \$8,519.00 was payment for our server warranty renewal.
- Check #17338 payable to Mergent, Inc. in the amount of \$12,568.00 was payment for an online database.

- Check #17339 payable to Metro Net Library Consortium in the amount of \$8,348.24 was payment for ebook purchases, online databases and our library's annual membership.
- Check #17345 payable to the Oakland County Historical Resources in the amount of \$600.00 was payment for the library's annual membership.
- Check #17351 payable to Presidio in the amount of \$151,160.36 was payment for work completed on the Library's network.
- Check #17361 payable to The Library Network (TLN) in the amount of \$559.30 was payment for a subscription to Tumblebooks..

Gift Fund

- Check #4778 payable to Bloomfield Township Public Library in the amount of \$12.73 was reimbursement for paying for a gift book for our collection.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
CHECK REGISTERS
FOR THE MONTH OF FEBRUARY 2017**

Check #	Date	Payee	Cash Account	Amount
General Fund				
ADVANCE CHECKS:				
17285	2/15/17	XFINITY	106.01	150.10
17286	2/15/17	FLAGSTAR BANK	106.01	7,398.75
17287	2/15/17	Andrea Lebeck	106.01	70.03
17288	2/15/17	LOWE'S	106.01	229.82
17289	2/15/17	Marcia Preston	106.01	62.99
17290	2/15/17	VERIZON WIRELESS	106.01	201.48
17291	2/15/17	VIGILANTE SECURITY	106.01	1,950.00
17292	2/22/17	Elaine Asher	106.01	77.75
17293	2/22/17	PETTY CASH - BTPL	106.01	105.40
17294	2/22/17	Martha McGee	106.01	311.86
17295	2/28/17	AMAZON.COM	106.01	1,851.48
17296	2/28/17	APPLIED IMAGING	106.01	478.30
17297	2/28/17	Elizabeth Clauder	106.01	315.51
17298	2/28/17	CONSUMERS ENERGY	106.01	4,933.73
17299	2/28/17	DTE ENERGY	106.01	16,399.04
17300	2/28/17	Andrea Lebeck	106.01	51.71
17301	2/28/17	Martha McGee	106.01	24.00
17302	2/28/17	Edward Niemchak	106.01	427.00
17303	2/28/17	PRINCIPAL LIFE INS CO-SBD GRANDE ISLAND	106.01	739.33
17304	2/28/17	Marian Rafal	106.01	27.05
17305	3/1/17	AT&T	106.01	777.35
17306	3/1/17	AT&T LONG DISTANCE	106.01	542.57
17307	3/1/17	Andrea Lebeck	106.01	57.13
17308	3/1/17	PACIFIC TELEMAGEMENT SERVICES	106.01	78.00
17309	3/1/17	T MOBILE	106.01	33.98
Total				37,294.36
REGULAR CHECKS:				
17310	3/7/17	ARBOR OAKLAND GROUP	106.01	2,940.00
17311	3/7/17	ARROW OFFICE SUPPLY CO.	106.01	738.36
17312	3/7/17	ASSA ABLOY ENTRANCE SOLUTIONS	106.01	695.25
17313	3/7/17	BAKER & TAYLOR, INC.	106.01	11,834.33
17314	3/7/17	BLACKSTONE AUDIO, INC.	106.01	270.95
17315	3/7/17	BLOOMFIELD TOWNSHIP	106.01	255,476.43
17316	3/7/17	R. R. BOWKER LLC	106.01	1,295.55
17317	3/7/17	BRIGGS DISTRICT LIBRARY	106.01	22.99
17318	3/7/17	BRILLIANCE PUBLISHING, INC.	106.01	102.47
17319	3/7/17	CDW GOVERNMENT, INC.	106.01	305.39
17320	3/7/17	CENGAGE LEARNING/GALE	106.01	3,446.77
17321	3/7/17	CENTER POINT PUBLISHING	106.01	3,738.96
17322	3/7/17	CENTRAL BUSINESS SYSTEMS, INC.	106.01	51.95
17323	3/7/17	CHAMPAGNE ENGRAVING	106.01	22.00
17324	3/7/17	DEAF COMMUNITY ADVOCACY NETWORK	106.01	103.00
17325	3/7/17	DEARREADER.COM	106.01	8,519.00
17325V	3/7/17	VOID-DEARREADER.COM	106.01	-8,519.00
17326	3/7/17	DEMCO, INC.	106.01	377.12
17327	3/7/17	DU ALL CLEANING, INC	106.01	4,730.00
17328	3/7/17	ENVISIONWARE, INC.	106.01	10,414.21
17329	3/7/17	GARETH STEVENS PUBLISHING	106.01	19.95
17330	3/7/17	GREY HOUSE PUBLISHING	106.01	196.50
17331	3/7/17	INGRAM LIBRARY SERVICES	106.01	42.68
17332	3/7/17	J W PEPPER & SON, INC	106.01	241.49
17333	3/7/17	J. APPLESEED	106.01	107.70

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
CHECK REGISTERS
FOR THE MONTH OF FEBRUARY 2017**

Check #	Date	Payee	Cash Account	Amount
17334	3/7/17	LJ ROLLS REFRIGERATION CO., INC	106.01	1,137.04
17335	3/7/17	LEXISNEXIS MATTHEW BENDER	106.01	1,383.00
17336	3/7/17	LIBRARY DESIGN ASSOCIATES INC.	106.01	2,694.00
17337	3/7/17	DELL MARKETING L.P.	106.01	8,519.00
17338	3/7/17	MERGENT, INC.	106.01	12,568.00
17339	3/7/17	METRONET LIB. CONSORT.	106.01	8,348.24
17340	3/7/17	MICROMARKETING LLC	106.01	9.71
17341	3/7/17	MIDWEST TAPE	106.01	5,338.17
17342	3/7/17	MUNICIPAL ANALYTICS	106.01	368.27
17343	3/7/17	NBS	106.01	1,653.00
17344	3/7/17	NICHOLS/NETWORK SERVICES CO	106.01	815.65
17345	3/7/17	OAKLAND COUNTY HISTORICAL RESOURCES	106.01	600.00
17346	3/7/17	ONLINE COMPUTER LIBRARY CENTER	106.01	346.11
17347	3/7/17	OMNIGRAPHICS	106.01	134.30
17348	3/7/17	ORIENTAL TRADING CO., INC.	106.01	179.89
17349	3/7/17	OVERDRIVE	106.01	3,852.34
17350	3/7/17	PENGUIN RANDOM HOUSE LLC	106.01	756.98
17351	3/7/17	PRESIDIO	106.01	151,160.36
17352	3/7/17	PRESIDIO NETWORK SOLUTIONS GROUP, LLC	106.01	56.50
17353	3/7/17	QUALITY BOOKS INC.	106.01	706.05
17354	3/7/17	QUILL CORPORATION	106.01	539.80
17355	3/7/17	RECORDED BOOKS, LLC	106.01	813.86
17356	3/7/17	RICOH USA, INC	106.01	676.21
17357	3/7/17	THE ROWMAN & LITTLEFIELD PUBLISHING GRP	106.01	52.91
17358	3/7/17	SECURITY DESIGNS INC.	106.01	175.00
17359	3/7/17	SHOWCASES	106.01	551.29
17360	3/7/17	TEL SYSTEMS	106.01	12,500.00
17361	3/7/17	THE LIBRARY NETWORK	106.01	559.30
17362	3/7/17	THE LIBRARY STORE, INC.	106.01	264.24
17363	3/7/17	ULINE	106.01	151.18
17364	3/7/17	UNIQUE MANAGEMENT SERVICES, INC.	106.01	1,306.70
17365	3/7/17	U.S. TOY CO.	106.01	125.94
17366	3/7/17	WALLACEBURG BOOKBINDING & MFG	106.01	230.78
17367	3/7/17	WEST ACADEMIC	106.01	46.64
17368	3/7/17	WHITLOCK BUSINESS SYSTEMS, INC.	106.01	129.90
Total				<u><u>515,924.41</u></u>

Gift Fund

ADVANCE CHECKS:

4774	2/15/17	CDW-G	102.03	162.93
4775	2/15/17	FLAGSTAR BANK	102.03	2,691.15
4776	2/28/17	AMAZON.COM	102.03	<u>931.89</u>
Total				<u><u>3,785.97</u></u>

REGULAR CHECKS:

4777	3/7/17	BAKER & TAYLOR	102.03	13.90
4778	3/7/17	BLOOMFIELD TWP. PUBLIC LIBRARY	102.03	12.73
4779	3/7/17	DAROLD GONZALES	102.03	200.00
4780	3/7/17	MAYER-JOHNSON LLC	102.03	399.00
4781	3/7/17	MOVIE LICENSING USA	102.03	1,199.00
4782	3/7/17	SCOTT NELSON	102.03	<u>260.00</u>
Total				<u><u>2,084.63</u></u>

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

7b

PRESENTED: MARCH 21, 2017 FOR THE MONTH OF: FEBRUARY 2017

ELeven Months 92%

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	VARIANCE
<u>Revenues</u>						
Taxes	\$6,846,279	\$6,805,797	\$2,264,314	\$6,461,298	94.94%	(\$344,499)
Penal Fines	\$55,845	\$86,868	\$0	\$86,868	100.00%	\$0
State Aid	\$34,507	\$34,507	\$0	\$26,856	77.83%	(\$7,651)
Circulation Fines & Fees	\$100,000	\$100,000	\$9,717	\$94,075	94.08%	(\$5,925)
Charges for Services	\$11,987	\$11,987	\$827	\$13,216	110.25%	\$1,229
Investment earnings	\$81,546	\$81,546	\$21,017	\$31,390	38.49%	(\$50,156)
Miscellaneous	\$10,470	\$10,470	\$441	\$14,282	136.41%	\$3,812
Total Revenues	\$7,140,634	\$7,131,175	\$2,296,316	\$6,727,986	94.35%	(\$403,189)
<u>Expenditures</u>						
Personnel	\$3,842,532	\$3,842,532	\$254,866	\$3,404,443	88.60%	(\$438,089)
Library Services	\$834,856	\$834,856	\$50,859	\$689,435	82.58%	(\$145,421)
Facilities & Equipment	\$1,289,805	\$1,287,605	\$76,651	\$837,423	65.04%	(\$450,182)
Other Operating Expenditures	\$905,593	\$906,593	\$168,763	\$444,479	49.03%	(\$462,114)
Total Expenditures	\$6,872,786	\$6,871,586	\$551,139	\$5,375,780	78.23%	(\$1,495,806)
Fund Balance - Beginning	\$10,269,038	\$10,595,205		\$10,595,205		
Net revenue (expenditure)	\$267,848	\$259,589		\$1,352,205		
Fund Balance - Ending	\$10,536,886	\$10,854,794		\$11,947,410		

Amendments to the budget:
None

Changes made to the line items:
None

Non-spendable Fund Balance (includes all fixed assets)	\$25,123,307	\$24,221,713
Restricted Fund Balance (nothing included here)	\$0	\$0
Committed Fund Balance (is 8-months of expenditures)	\$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 (is the unplanned emergency)	\$100,000	\$100,000

Bloomfield Township Public Library
2016-2017 Gift Fund Budget

PRESENTED: MARCH 21, 2017 FOR THE MONTH OF: FEBRUARY 2017

Eleven Months 92%

ACCOUNT NUMBER	ACCOUNT NAME	2016-2017 ADOPTED BUDGET AS OF MAR 15, 2016	2016-2017 AMENDED BUDGET AS OF FEB 28, 2017	REVENUE/ EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	VARIANCE
	<u>Revenues</u>						
	Gift Income	\$500	\$72,161	\$533	\$72,161	100.00%	\$0
454.03	Investment Earnings	\$200	\$382	\$243	\$382	100.00%	\$0
460.03	Miscellaneous Revenue	\$0	\$0	\$0	\$0	0.00%	\$0
	Total Revenues	\$700	\$72,543	\$777	\$72,543	100.00%	\$0
	<u>Expenditures</u>						
	Library Services	\$25,523	\$56,848	\$5,871	\$35,533	62.51%	(\$21,315)
	Facilities & Equipment	\$30,594	\$55,446	\$0	\$14,447	26.06%	(\$40,999)
	Other Operating Expenditures	\$96,533	\$112,774	\$0	\$12,639	11.21%	(\$100,134)
	Total Expenditures	\$152,650	\$225,067	\$5,871	\$62,619	27.82%	(\$162,448)
	Fund Balance - Beginning	\$78,311	\$78,839		\$78,839		
	Reserved Fund Bal.	\$73,838	\$74,066		\$74,066		
	Net revenue (expenditures)	(\$151,950)	(\$152,524)		\$9,924		
	Fund Balance - Ending	\$200	\$381		\$162,829		

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
February 2017

Fund	Type	Annual Yield	Date	Amount on Hand
General Fund				
	5th 3rd Checking (Ecommerce)	0.00%	2/28/2017	\$69,938.45
	Flagstar Public Funds Savings	0.35%	2/28/2017	\$249,774.09
	Flagstar Premier Public Entities Checking	0.30%	2/28/2017	\$30,461.64
	RBC Capital Cash/Money Market	0.01%	2/28/2017	\$3.17
	RBC Capital - Investments	2.44%	2/28/2017	\$12,099,496.06
Total General Fund				\$12,379,734.96
Please see General Fund budget for notes on how this amount is earmarked				
Gift Fund				
	Huntington Public Fund Business Interest Checking	0.15%	2/28/2017	\$110,923.23
	Huntington CD (Charnov gift) - matures 02/04/2019	0.45%	2/28/2017	\$50,000.00
	Fifth Third Bank Business Standard Checking	0.00%	2/28/2017	\$3,989.92
Total Gift Fund				\$164,913.15

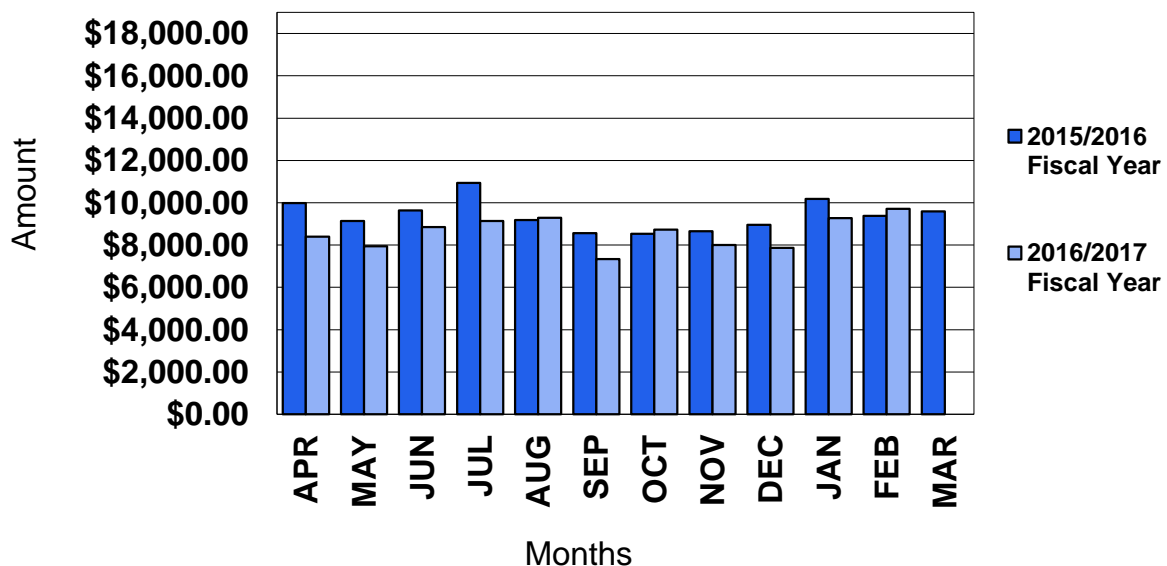
CFSEM The following endowment funds are administered by the Community Foundation for Southeast Michigan (CFSEM). CFSEM maintains unilateral variance power and legal ownership of the endowment funds, and therefore, principal is not available to BTPL. Earnings are available for distribution to the Library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

	<i>Updated 3/2017</i>	
Jeanette P. Myers Memorial Scholarship Fund	12/31/2016	\$13,853.00
Yvonne T. Atkinson Fund	12/31/2016	\$27,708.00
Lawrence Smith and Isabel Francis Smith Challenge Grant Fund	12/31/2016	\$30,970.48
BTPL Endowment Fund	12/31/2016	\$30,724.52
Fair Radom Garden Endowment Fund	12/31/2016	\$14,113.00
BTPL Director's Legacy Fund	12/31/2016	\$14,106.00
Total CFSEM holdings		\$131,475.00

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	\$7,334.64	(\$1,233.09)
OCT	\$8,525.53	\$8,723.00	\$197.47
NOV	\$8,653.54	\$8,006.68	(\$646.86)
DEC	\$8,955.43	\$7,863.74	(\$1,091.69)
JAN	\$10,177.91	\$9,268.65	(\$909.26)
FEB	\$9,376.66	\$9,716.57	\$339.91
MAR	\$9,597.22		(\$9,597.22)
			YTD Difference
TOTAL	<u>\$112,721.38</u>	<u>\$94,515.65</u>	<u>(\$18,205.73)</u>

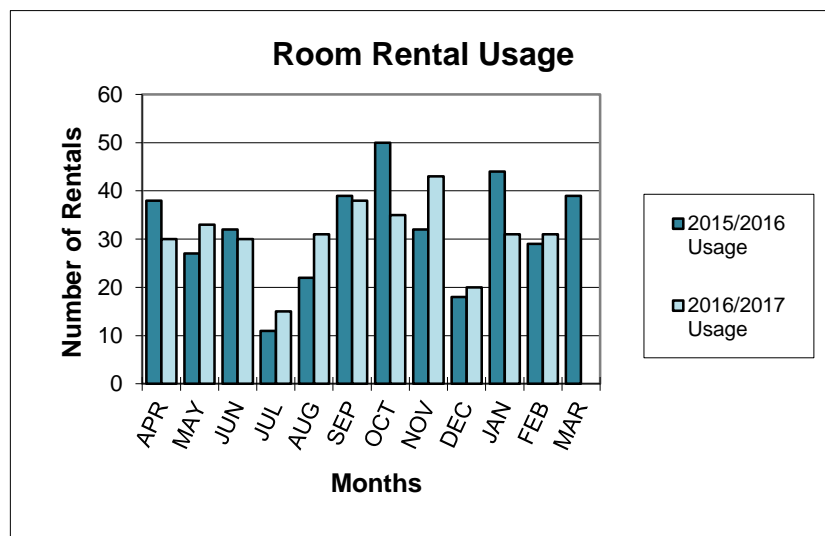
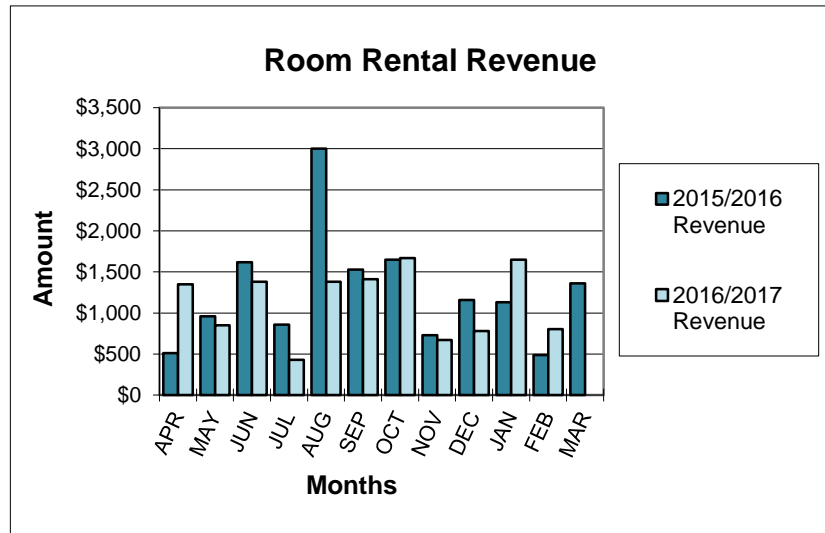
Fines and Fees Two-Year Comparison



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	\$1,410.00	(\$120.00)	39	38	SEP
OCT	\$1,650.00	\$1,670.00	\$20.00	50	35	OCT
NOV	\$730.00	\$670.00	(\$60.00)	32	43	NOV
DEC	\$1,160.00	\$780.00	(\$380.00)	18	20	DEC
JAN	\$1,130.00	\$1,650.00	\$520.00	44	31	JAN
FEB	\$490.00	\$802.50	\$312.50	29	31	FEB
MAR	\$1,360.00		(\$1,360.00)	39		MAR
			YTD Difference			
TOTAL	\$15,000.00	\$12,372.50	(\$2,627.50)	381	337	



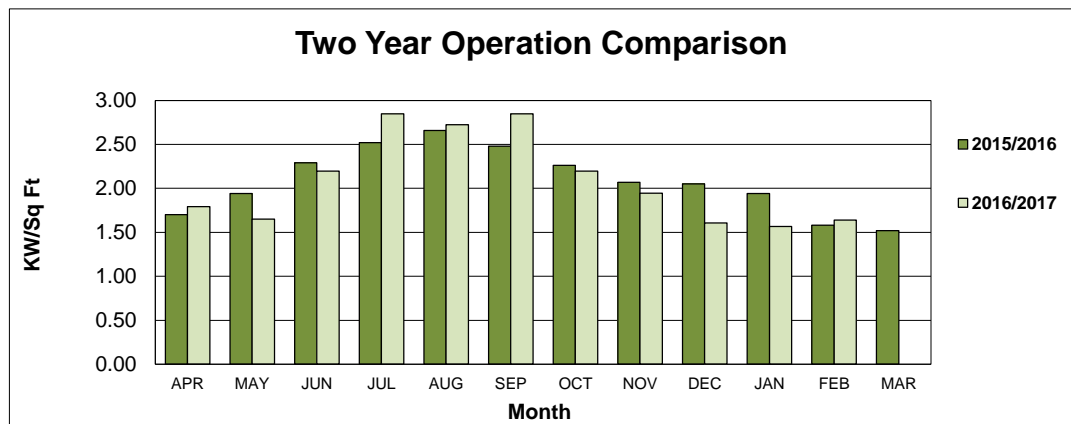
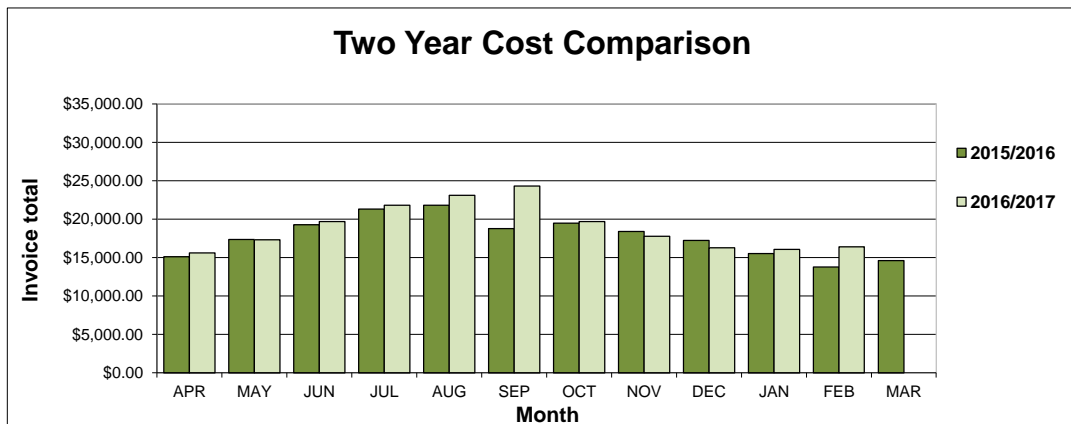
Bloomfield Township Public Library Electricity Analysis

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	\$24,303.34	\$5,543.31	287,840	\$0.08	399.78	2.85	\$33.75	\$0.24
OCT	\$19,458.96	\$19,688.69	\$229.73	221,690	\$0.09	297.97	2.19	\$26.46	\$0.19
NOV	\$18,411.95	\$17,751.06	(\$660.89)	196,490	\$0.09	272.90	1.95	\$24.65	\$0.18
DEC	\$17,217.24	\$16,281.15	(\$936.09)	162,190	\$0.10	218.00	1.61	\$21.88	\$0.16
JAN	\$15,518.62	\$16,062.22	\$543.60	158,130	\$0.10	212.54	1.57	\$21.59	\$0.16
FEB	\$13,761.89	\$16,399.04	\$2,637.15	165,550	\$0.10	246.35	1.64	\$24.40	\$0.16
MAR	\$14,594.92		(\$14,594.92)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
YTD Difference									
TOTAL	\$212,576.71	\$207,992.90	(\$4,583.81)						

NOTES:

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



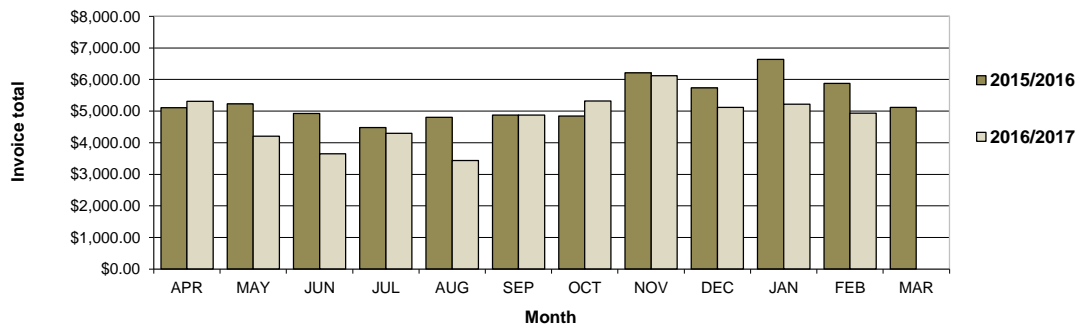
Bloomfield Township Public Library Natural Gas Analysis

Building Area = 101,023

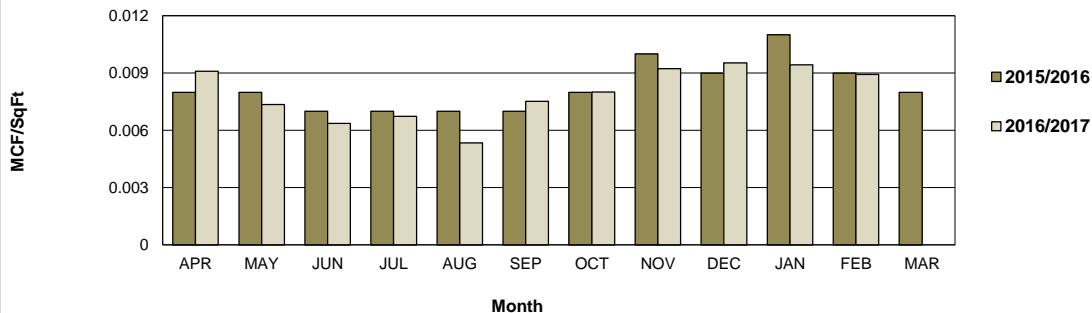
1 Cu. Ft. = 1000 BTU

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	\$4,874.40	\$0.29	760.3	\$6.41	720	1.06	0.008	6.77	0.048
OCT	\$4,847.90	\$5,321.19	\$473.29	808.3	\$6.58	744	1.09	0.008	7.15	0.052
NOV	\$6,215.09	\$6,122.71	(\$92.38)	933.4	\$6.56	720	1.30	0.009	8.50	0.060
DEC	\$5,732.42	\$5,114.24	(\$618.18)	962.9	\$5.31	744	1.29	0.010	6.87	0.050
JAN	\$6,640.09	\$5,220.31	(\$1,419.78)	953.2	\$5.48	744	1.28	0.009	7.02	0.051
FEB	\$5,880.08	\$4,933.73	(\$946.35)	901.3	\$5.47	696	1.29	0.009	7.09	0.048
MAR	\$5,115.86		(\$5,115.86)		#DIV/0!	744	0.00	0.000	0.00	0.000
YTD Difference										
TOTAL	\$63,844.46	\$52,488.19	(\$11,356.27)							

Two Year Cost Comparison



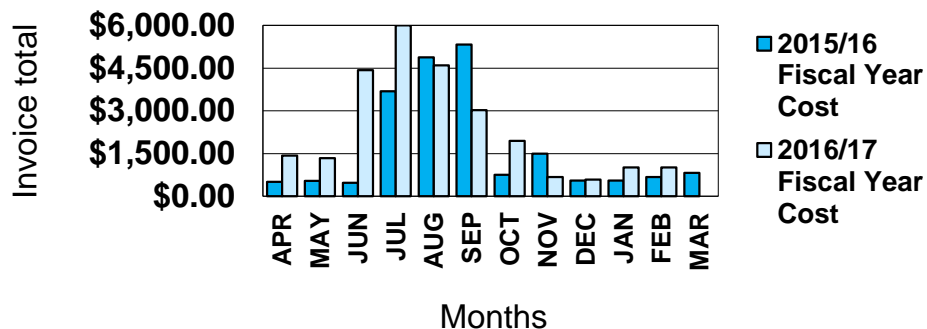
Two Year Operation Comparison



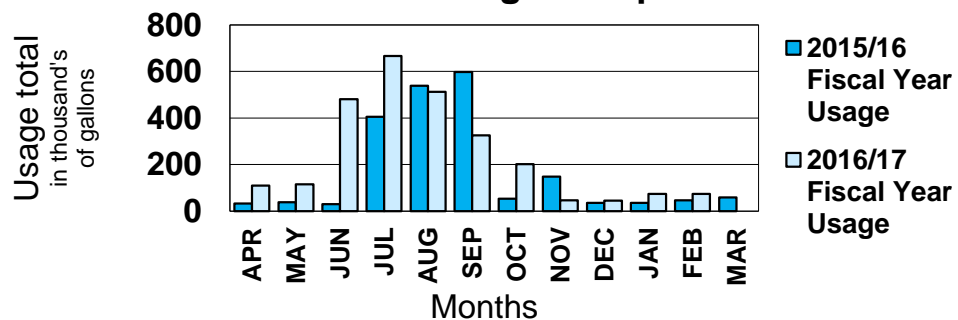
Bloomfield Township Public Library Water Analysis

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	\$3,025.97	(\$2,304.02)	598	326	(272)
OCT	\$751.79	\$1,945.05	\$1,193.26	53	201	148
NOV	\$1,498.87	\$673.93	(\$824.94)	148	46	(102)
DEC	\$547.11	\$587.67	\$40.56	36	45	9
JAN	\$547.11	\$1,011.05	\$463.94	36	74	38
FEB	\$679.55	\$1,011.05	\$331.50	47	74	27
MAR	\$824.03		(\$824.03)	59		(59)
			YTD Difference			YTD Difference
TOTAL	<u>\$20,277.96</u>	<u>\$26,042.45</u>	<u>\$5,764.49</u>	<u>2,022</u>	<u>2,648</u>	<u>626</u>

Two-Year Cost Comparison



Two-Year Usage Comparison



BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**LIBRARY BOARD OF TRUSTEES
MONTHLY DIRECTOR'S REPORT****March, 2017**

The Library experienced one of its busiest days ever on Thursday, March 9, when many residences were without power due to the wind storm the previous day. At times, there were no parking spaces or seats to be had. While the Library lost power twice on Wednesday, March 8, these outages thankfully lasted only a few minutes. I am grateful the Library was the first place many residences thought to come to during this stressful time to get warm, read, connect and enjoy!

Our Library photo contest continues through Saturday, April 1! We're still hoping for additional submissions from the community. Winners from all five categories – Best of Show, People's Choice, Children, Teens and Adults – will be recognized at a special reception at the Library on Saturday, April 29, 2:00 – 4:00pm. In addition, we will have the wonderful unveiling of the Library's historic photo display at 2:30pm!

Per the Open Meetings Act, I am requesting that the discussion regarding the Library Director Performance Review and Contract be held in closed session. If any action needs to be conducted, it can be approved when the regular meeting is re-convened to adjourn the Board meeting.

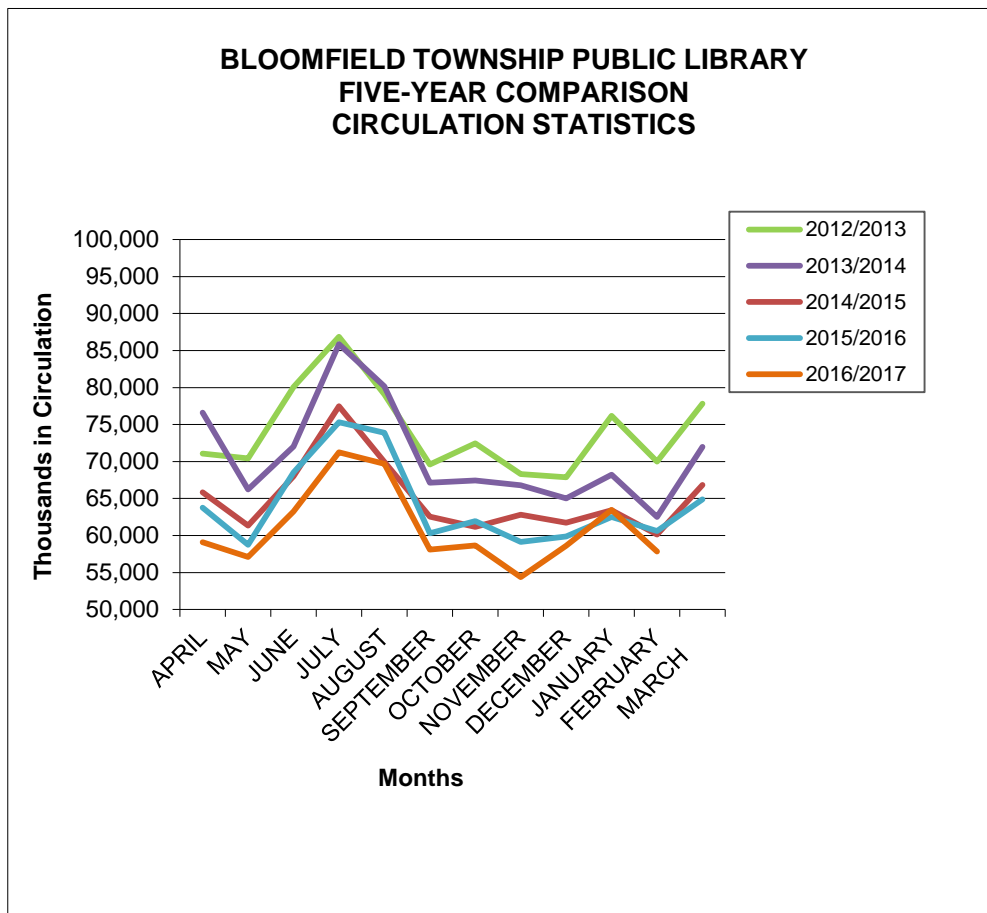
Respectfully Submitted,

*Carol Mueller
Director*

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
FIVE YEAR CIRCULATION**

3/14/2017

	<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	58,100
OCTOBER	72,467	67,436	61,177	61,960	58,678
NOVEMBER	68,318	66,813	62,815	59,157	54,362
DECEMBER	67,864	65,007	61,726	59,871	58,628
JANUARY	76,156	68,232	63,404	62,491	63,455
FEBRUARY	69,992	62,534	60,140	60,612	57,856
MARCH	77,819	71,961	66,845	64,896	
TOTAL	889,743	850,044	781,244	769,492	671,478



	2016		2017	
COLLECTION				
Book Collection:	281,415		273,182	
Media Collection:	62,311		62,842	
Total e-books:	30,155		31,676	
Overdrive	8,073		9,115	
EBSCOhost	19,223		19,197	
Total downloadable audiobooks:	4,628		5,091	
Materials Total:	378,509		372,791	
CIRCULATION				
Circulation Total:	60,612		57,856	
Bloomfield Township Circulation:	55,771		53,040	
Virtual Circulation Total	6,199		6,434	
Circulation of Youth materials:	22,220		22,451	
Circulation of Media:	21,368		18,506	
Circulation of Cranbrook passes:	127		236	
Self-checkout machine use:	22,637	37.3%	23,366	40.4%
Library by Mail:	103	30 patrons	78	26 patrons
BUILDING & EQUIPMENT USAGE				
Door Count:	21,924		18,605	
Gate Count:	25,756		26,547	
Meeting rooms by public:	29		31	
Meeting rooms by staff:	92		74	
VIRTUAL USE				
Home page hits/Database services:	36,734		31,193	
e-book access:	2,564		2,246	
Overdrive	2,531		2,187	
EBSCOhost	33		59	
Audiobook access: (Overdrive)	1,072		1,212	
Music download access:	1,319		1,162	
Magazine download access:	657		660	
Tutor.com sessions:	77		45	
Hoopla access:	587		1,154	
Library Computer Use				
Resident Use	1,726		1,548	
Guest Use	627		662	

	2016		2017	
OUTREACH & PROGRAMS				
<i>New Patrons and Accounts</i>				
Township:	143		149	
Cranbrook:	6		2	
Total new patrons:	230		237	
<i>Adult Program Attendance</i>				
Staff-led:	15 events	76 attended	6 events	69 attended
Speaker-led:	9 events	246 attended	7 events	130 attended
Book clubs:	5 events	58 attended	6 events	63 attended
Tours/visits on-site:	1 event	7 attended	0	0
Tours/visits off-site:	2 events	60 attended	2 events	54 attended
Chamber Music Concert	1 event	127 attended	1 event	95 attended
Bloomfield Historical Society	1 event	48 attended	1 event	66 attended
<i>Systems Program Attendance</i>				
Staff-led:	4 events	26 attended	4 events	29 attended
<i>Teen Program Attendance</i>				
Staff-led:	1 event	5 attended	2 events	5 attended
<i>Youth Program Attendance</i>				
Staff-led:	35 events	856 attended	29 events	916 attended
Speaker-led:	5 events	44 attended	0	0
Tours/visits on-site:	3 events	34 attended	0	0
Tours/visits off-site:	1 event	41 attended	2 events	52 attended
TOTAL:	83 events	1,628 attended	60 events	1,479 attended
<i>Volunteers:</i>				
	23 people	180 hours	24 people	182.25 hours
	Shop: 8	82.25	Shop: 9	108.75
	Court: 0	0	Court: 0	0
	Students: 1	6	Students: 1	3.5
	Dept. Vol: 14	91.75	Dept. Vol: 14	70
<i>Patron Remarks</i>				
Patron Comments:	5		4	
Ask BTPL:	3		3	
Ask Us:	46		41	
DISPLAYS				
Lobby	3 Sisters Crafts from Benin, Africa			
Media	Adult: Black History Month, Valentines Movies, Science Fiction			
	Youth: Black History Month, Chill Out with a Good Movie			
Local History	Literature Knows no Bounds			

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

Bloomfield Township Public Library
Oakland County, Michigan
Tuesday, February 28
2:00 p.m.

Present: Trustees: Eli Greenbaum, Judy Lindstrom, Pam Williams, Grant Gerhart,

Administration: Library Director, Carol Mueller; Assistant Director, Tera Moon; Volunteer, Nancy Kulish; Marian Rafal, Head of Youth Services

Old Business:

Photo Contest

We have received about ten photo submissions over the weekend, which Tera Moon presented thus far. The age categories will need to be addressed to submitters. Tera will ask BCTV to create a short commercial to promote the project. Committee Members reported where they had distributed brochures to date. Linden Godlove and Jennifer Doroslovac have been working on the reception and will be managing most of the details. The historic photo installation will be unveiled during the reception at 2:30. There will be invitations created for the reception and a postcard will be printed. The Awards were confirmed: the Best of Show is the camera donated by Woodward Camera. We will be giving gift certificates to winners of each category. Judy Lindstrom will be purchasing ribbons for the first, second and third place winners of each category.

The judges were confirmed: Nancy Kulish, Lori Tennant, and Dave Buffington. They will be meeting on Tuesday, April 11, at 10:00 at the Library to select the winners.

We will have the photos available in print, in a binder at the Welcome Desk, as well as digitally online for everyone to choose the "People's Choice" winner.

2018 Library Wide Event

The theme was discussed for a 2018 Library-wide event, with the idea of a global marketplace, celebrating the different languages and countries supported under the roof of Bloomfield Township. Approximately 68 languages are spoken here. The focus will be on showcases over the course of several months, culminating in an evening of food, dancing, craft projects, and more. It should be an after-hours Saturday event in October, and perhaps follow a similar path to our first fundraiser. Food should be purchased, rather than donated, to put less of a burden on Trustees, volunteers, and staff. The money would be raised for Adult Services, perhaps for a World Language collection. Others felt the fundraiser was not necessary, as much as outreach. "An Evening of Pure Imagination" drew a diverse crowd and the hope would be for this to occur again. Sponsorship was mentioned. The ticket price should be higher than for "Evening of Pure Imagination."

Other global celebration programs in the community were discussed. Current Library programming (such as story time in other languages) was discussed. It was encouraged to have the event last for a shorter duration than a year, because enthusiasm will wane over time and programs don't draw as much attendance during the winter. Programs and displays celebrating global languages, arts, books, cooking, costumes, religion, and more were suggested. Words to title the event were discussed, including bazaar, tapestry, kaleidoscope, and other concepts.

New Business:

Virginia Smith thinks that there should be plaques on the Library art pieces. There have been many debates on this subject through the years. Former Trustee Peggy Cohen felt the library should not have plaques, with the thought that the Library would look like a museum. There is a concern that plaques be done tastefully, consistently, and at a minimum. It was expressed that the Conant Elementary School mosaic art piece needs to have a plaque, as questions are asked about it every day and it is a community legacy. The discussion will be discussed further.

Next meeting:

Wednesday, April 5, 10:30 a.m.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Library Board of Trustees

FROM: Carol Mueller, Library Director

DATE: March 17, 2017

**SUBJECT: Proposed General Fund and Gift Fund Estimated Budgets
for Fiscal Year April 1, 2017 - March 31, 2018**

I am pleased to provide the proposed balanced budget that includes the FY 2016-2017 amended budget and the FY 2017-2018 proposed budget. The fiscal plan projects the anticipated operating expenditures that are balanced with the projected operating revenues and includes a plan for the Library's capital improvement needs for the next seven years.

OVERVIEW OF FY 2016-2017 AMENDED BUDGET – GENERAL FUND

Listed below are some of the highlights of the FY 2016-2017 Amended Budget:

Revenues

Overall, revenues decreased by \$82,558 or 1.2% compared to the March, 2016 Adopted Budget primarily as a result of lower than anticipated property tax revenue and investment earnings. The Library's investments experienced an unrealized market loss due to the volatile investment climate during the presidential election process. Penal Fines received were more than anticipated by \$31,023 while State Aid was slightly less than anticipated by \$7,651. All other revenues were at or close to the March, 2016 projections.

Expenditures

Operating expenditures decreased by \$178,376 or 2.6% compared to the March, 2016 Adopted Budget primarily due to reclassifying building and information technology projects from operating expenditures to the Capital Projects line.

Capital projects decreased by \$223,000 or 3.2% compared to the March, 2016 Adopted Budget as a result of delaying projects for the lobby flooring, public restrooms and meeting room audio visual upgrades to FY 2017-2018.

In summary, total library revenues, as amended, are estimated to be \$7,058,076 at year end. Total operating expenditures, as amended, are estimated to be \$5,989,410 at year end. Expenditures including capital expenditures are estimated to be \$6,471,410 at year end. The fund balance is estimated to be \$11,181,871 at year end. The Library continues to be in very sound financial condition with revenues exceeding expenditures. This allows us to continue to increase our capital improvements funding to replace the Library roof and complete other capital projects.

OVERVIEW OF FY 2017-2018 PROPOSED BUDGET – GENERAL FUND

Listed below are some of the highlights of the FY 2017-2018 Proposed Budget:

Revenues

Projected revenues are expected to increase by \$150,828 or 2.1% over the current FY 2016-2017 Amended Budget. This increase is primarily due to the 1.72% increase in the anticipated property tax revenue and recovery of investment earnings. In addition, Penal Fines have been increased from the August, 2016 proposed budget by \$23,468 as these revenues have been trending higher for the last three years. State Aid has increased slightly based on more current projections from the Library of Michigan. Charges for Services and Miscellaneous revenues increased very slightly based on averages of the last five years.

Expenditures

Projected operating expenditures are proposed to increase by \$122,264 or 2.0% over the current FY 2016-2017 Amended Budget.

In summary, total library revenues are estimated to be \$7,208,904 for FY 2017-2018. Total operating expenditures are estimated to be \$6,111,674. Expenditures including capital expenditures are estimated to be \$7,100,674. The fund balance is estimated to be \$11,290,101. The Library continues to be in very sound financial condition with revenues exceeding expenditures. This allows us to continue to increase our capital improvements funding to replace the Library roof and complete other capital projects.

There is a projected \$108,230 net increase in revenue over total operating and capital expenditures, which will add to the Library's estimated \$11,290,101 fund balance.

OVERVIEW OF FY 2017-2018 PROPOSED BUDGET – GIFT FUND

As in past years, the Proposed Gift Fund Budget does not assume revenue from gifts, but does include the Myers Scholarship payout from the CFSEM and a small amount of investment earnings. Expenditures are budgeted based on purchases made within the current fiscal year and gifts rolled over from the previous year. We assume all gifts will be spent during the year.

The Gift Fund is amended monthly in the financial statements and approved at the regular monthly Library Board meetings. The FY 2017-2018 Proposed Gift Fund Budget includes a column for the FY 2016-2017 Amended Budget, updated for the final estimated activity for February and March, 2017.

Thank you for your review of the Library's budget. The following motions are needed to adopt the budget.

**Bloomfield Township Public Library
PUBLIC BUDGET HEARING MOTION
GENERAL FUND**

March 21, 2017

A Motion was made by: _____

Seconded by: _____

- TO APPROVE ON A FUNCTIONAL AND TOTAL FUND BASIS THE **PROPOSED** GENERAL FUND BUDGET, AS ATTACHED, FOR FISCAL YEAR **APRIL 1, 2017 - MARCH 31, 2018**, IN THE FOLLOWING AMOUNTS FOR THE SUPPORT AND MAINTENANCE OF BLOOMFIELD TOWNSHIP PUBLIC LIBRARY:

\$7,208,904

Revenues

\$7,100,674

Expenditures

- TO APPROVE ON A FUNCTIONAL AND TOTAL FUND BASIS THE **AMENDED** GENERAL FUND BUDGET, AS ATTACHED, FOR THE CURRENT FISCAL YEAR **APRIL 1, 2016 - MARCH 31, 2017**, IN THE FOLLOWING AMOUNTS FOR THE SUPPORT AND MAINTENANCE OF BLOOMFIELD TOWNSHIP PUBLIC LIBRARY.

\$7,058,076

Revenues

\$6,471,410

Expenditures

Motion carried.

President

Vice President/Secretary

**Bloomfield Township Public Library
PUBLIC BUDGET HEARING MOTION
GIFT FUND**

March 21, 2017

A Motion was made by: _____

Seconded by: _____

- TO APPROVE ON A TOTAL FUND BASIS THE **PROPOSED** GIFT FUND BUDGET, AS ATTACHED, FOR FISCAL YEAR **APRIL 1, 2017 - MARCH 31, 2018**, IN THE FOLLOWING AMOUNTS FOR THE SUPPORT AND MAINTENANCE OF BLOOMFIELD TOWNSHIP PUBLIC LIBRARY:

\$700

Revenues

\$182,998

Expenditures

- TO APPROVE ON A TOTAL FUND BASIS THE **AMENDED** GIFT FUND BUDGET, AS ATTACHED, FOR THE CURRENT FISCAL YEAR **APRIL 1, 2016 - MARCH 31, 2017**, IN THE FOLLOWING AMOUNTS FOR THE SUPPORT AND MAINTENANCE OF BLOOMFIELD TOWNSHIP PUBLIC LIBRARY.

\$90,178

Revenues

\$247,252

Expenditures

Motion carried.

President

Vice President/Secretary

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: March 17, 2017

SUBJECT: Follow up to Questions

At the February 21, 2017 Library Board meeting, a question was asked regarding the Library's December- January, 2017 water and sewer bill that required further information.

On December 16, 2016, as part of the water remediation project, an irrigation team was present at the Library to repair irrigation lines that were damaged during this project. This was an expected outcome of the trench that was dug for our new storm water line and repair of these lines was part of the project plan and budget. However, the team needed to turn on all of the irrigation lines and fill with water to test the repair. Testing was required of ALL zones of the Library campus irrigation resulting in a higher than normal use of water.

Another question asked at the February 21, 2017 meeting was in regard to our continued decrease in number of items borrowed. As we discussed at our meeting, there are a number of reasons for this trend: rise in people downloading ebooks they purchase; the improved economy and people buying their books, movies and music instead of borrowing; the changing use of the Library as more of a community center, among other reasons. This question was discussed at a recent meeting of the Metro Net Library directors also. They all agreed that these factors are impacting their library's circulation statistics also. Two library directors do not refer to their library's circulation statistics in their reports any longer as they feel these are not a true measure of the Library's use and value any longer.

Please let me know if you have any additional questions.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees

FROM: Tera Moon

DATE: March 13, 2017

SUBJECT: Strategic Plan Update

Building on the strong foundation laid by staff working on the previous teams, new teams are moving forward with new charges. Some teams are changing personnel a bit, some are getting slightly new assignments.

1. Marketing

This team will move forward as a marketing committee using the newly drafted marketing plan to improve community awareness. The marketing committee has been meeting monthly and planning certain programs and services to spotlight.

2. Tours

A snappy video tour has been coordinated and produced through the teamwork of this team and BCTV. A new group will meet to start planning in-person tours.

3. Building Assessment RFP

Using work done by the Space Planning and the Wayfinding team, this new team has written a draft RFP for consultant services to help us revamp some areas of the Library.

4. Staff Awareness

This team will have slightly different personnel and will focus on finding ways to improve communication among staff across all departments.

5. Programming

What started as a conversation about aligning programming across all departments has turned into a focus on a new newsletter. This team hopes to unveil a new newsletter later in 2017.

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.

April 2017

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
					1 2PM Microsoft Word	2
3 10AM Mother Goose Club	4 10AM Knit 'n Stitch Circle 10AM Movers & Shakers 11AM Movers & Shakers 2PM LEGO Club 6PM Introduction to Microsoft Excel	5 10AM Wee Play 10:30AM Development CMTE 12:30PM FOL Meeting 6:30PM Kitchen Lab	6 10AM Tinker Tales 6:30PM Introduction to Scanning and Photo Sharing 6:30PM Little Foodies	7 4:30PM Fan Fridays 7PM Concert: The American Songbook of Jazz with the Paul VornHagen Quartet	8 9:30AM Friends of the Library Second Saturday Sale 9:30 - 3:30 2PM Bottomless Bubbles	9
10 Everyone's Reading Once in a Great City: A Detroit Story 9:30 AM Be a Star Reader 10AM Mother Goose Club 11AM Adult and Teen Sensory Storytime	11 9:30 AM Be a Star Reader 10AM Movers & Shakers 11AM Movers & Shakers 1PM Memoir Writers' 4PM Teen Advisory Board	12 GALE COURSES begin 9:30 AM Be a Star Reader 10AM Wee Play 6:30PM Writers' Rendezvous 7PM Nonfiction Book Club	13 9:30 AM Be a Star Reader 10AM Tinker Tales	14 9:30 AM Be a Star Reader 10AM Shake, Rhythm & Rhyme 2PM English Language Conversation Hour	15 2:30PM SENSEational Story Time	16 Closed Easter Sunday - Library will reopen Monday at 9:30a
17 10AM Mother Goose Club 1PM 30 Minute Lunchtime Book Club	18 10AM Tuesday Book Club 10AM Movers & Shakers 11AM Movers & Shakers 7:00PM BTPL Board of Trustees Meeting	19 10AM Wee Play 1PM Mystery Book Club 6:30PM Pizza and Pages 7PM Canoeing and Kayaking College Campuses in Michigan with Doc Fletcher	20 10AM Tinker Tales 6PM Internet Security 6:30 PM Full STEAM Ahead	21 10AM Coffee and Conversation 2PM Tablet Tales 7:30PM Chamber Concert Series	22	23
24 10AM Mother Goose Club 2PM Cord Cutting Basics 6PM Books in Bars at Mex	25 10AM Movers & Shakers 11AM Movers & Shakers 1PM Memoir Writers' Group 6PM Introduction to MS Excel	26 10AM Wee Play 11 AM Special Needs Planning 6:30PM Writer's Rendezvous	27 10AM Tinker Tales 10AM Eleanor's Book Club	28	29	30