



Bloomfield Township Public
Library

**Bloomfield Township Public Library
Board of Trustees**

Library Board Meeting
April 25, 2017
7:00 p.m.
John Rumsey Board Room

Trustees:
libraryboard@btpl.org

Eli Greenbaum, 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, April 25, 2017
7:00 p.m.

<u>#</u>	<u>NUMBERED ITEMS</u>	<u>DATE DELIVERED</u>
1	Agenda	4/21/17
2a	Request to remove items from the Consent Agenda for Discussion	4/21/17
2b	Motion to approve the order of items for the regular and consent agendas	4/21/17
5	Motion to approve remaining Consent Agenda items 6-8d	4/21/17
6	Regular Board Meeting Minutes of 3/21/2017	4/21/17
7a	Cash Disbursements	4/21/17
7b	Revenues/Expenditures Budget Report	4/21/17
7c	Energy Report	4/21/17
8a	President's Report	4/21/17
8b	Director's Report	4/21/17
8b1	Circulation 5 Year Report	4/21/17
8b2	Activity Report	4/21/17
8c	Bloomfield Township Liaison –no report	
8c	Cranbrook –no report	
8c	Policy Committee –no report	
8c	Development Committee - 4/5/2017	4/21/17
8c	Building, Grounds, Landscaping, Interiors Committee – 4/18/17	4/21/17
8c	Art Committee – 3/29/2017	4/21/17
8c	Finance Committee –no report	
8c	Jeanette P. Myers Scholarship Committee –no report	
8c	Friends of the Library Liaison – no report	
8c	Investment Committee – no report	
8c	Personnel Committee – no report	
11a	Cleaning Services Bid	4/21/17
11b	Plaque Request	4/21/17
11c	Library Board Vacancy	4/21/17
13	Motion to approve any items removed from the Consent Agenda	4/21/17

<u>UNNUMBERED ITEMS</u>	<u>DATE DELIVERED</u>
CFSEM Memo	4/21/17
Endowment Fund Memo	4/21/17
Myers Scholarship Brochure	4/21/17
Monthly Director's Report to FOL	4/21/17
Strategic Plan Update	4/21/17
Calendar	4/21/17

AGENDA
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, April 25, 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 March 21, 2017
7. Budget
 - a. Cash Disbursements
 - b. Monthly Revenues & Expenditures
 - c. Energy Report
8. Written Reports:
 - a. President: *Eli Greenbaum
 - 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. Cleaning Services bid
 - b. Art Plaque Request
 - c. Library Board Vacancy
12. Discussion of items removed from the Consent Agenda
13. MOTION to approve any items removed from the Consent Agenda
14. Other
15. Next scheduled meeting: Tuesday, May 16, 2017
16. Adjournment

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

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

I REQUEST THAT ITEM (S):

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

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

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

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

OPTION - NO AMENDMENT NEEDED:

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

OPTION - AMENDMENT TO AGENDA:

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

the **REGULAR AGENDA** as follows:

the **CONSENT AGENDA** as follows:

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

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

CONSENT AGENDA ITEMS MOTION

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

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

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

At **7:00** 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; Sandi Bird, Financial Coordinator

Guests: Brooke Hoskins, Adult Services, Assistant Department Head and Staff Organization Committee Representative

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

Nays: None

MOTION CARRIED

President's Verbal Report:

President Pam Williams hopes that none lost their power for a tremendous length of time. The Library was a great refuge during the power failure. The Oakland County Library Board invited Pam Williams to be a celebrity reader at the Oakland Schools.

Director's Verbal Report:

Director Carol Mueller announced that on Friday, the Friends of Michigan Libraries Group is coming here at the Library and also on Thursday. It will end at 2:45 with a tour of the building. We are honored to have these groups at the Library.

The annual Volunteer Reception is on Wednesday, April 12, 2:00 P.M., our annual photo opportunity takes place at 3:00 P.M. Our April Library Board Meeting, is on the 4th Tuesday, April 25, at 7pm. One of our substitute librarians had been very helpful to a patron during the power failure, assisting them in finding a resource for heat in Waterford. 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, Carol Mueller requested 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.

REGULAR AGENDA:

Call to the Public: President Pam Williams welcomed the guest, Brooke Hoskins, who represents the SOC. Brooke Hoskins announced the new SOC will be Killian Weston, Ed Niemchak and Jamie Jasper.

UNFINISHED BUSINESS:

No unfinished business.

NEW BUSINESS:

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

Director Carol Mueller extended a big thank you to the Board of Trustees for reviewing the budget and supporting the Library, and a great thank you to Sandi Bird for her additions to the process, including the new budget binder.

There are no changes from the February 23 review.

The proposed balanced budget 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. The parking lot lights and water remediation took longer than expected, which delays the public renovations. Our network infrastructure was a higher priority this period.

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, about \$700 that we plan on. 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.

Upon discussion, a motion was made by Judy Lindstrom, seconded by Tom Deska **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 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

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

After discussion, a motion was made by Joan Luksik, seconded by Eli Greenbaum **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

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

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

At 7:26 P.M. President Pam Williams announced the Library Board would enter a closed executive session to discuss the Library Director's Contract and Performance Review.

OTHER:

The Meeting went back into an open session at 8:35 P.M. The Trustees approved the renewal of the Director's Contract for the period of April 1, 2017 to March 31, 2018. The meeting adjourned at 8:40 P.M. The next meeting of the Bloomfield Township Public Library Board of Trustees is Tuesday, April 25 at 7 P.M. in the Board Room

Judy Lindstrom moved to adjourn, Eli Greenbaum seconded.

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

Submitted by:

A handwritten signature in cursive script that reads "Judy Lindstrom". The ink is black and the signature is fluid and elegant.

Judy Lindstrom, Secretary

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

Cash Disbursements Comments

April 2017

New Vendors:

Boy Scout Troup 1005 is a new vendor for a meeting room reservation refund.

GovHR is a new vendor for our compensation and classification study.

Mary Marsh Badamo is a new vendor for reimbursement of a lost item that was found after payment was made.

General Fund Advance

- Check #17372 payable to the Charter Township of Bloomfield in the amount of \$1,011.05 was payment for the 1/17 – 2/13 water and sewer bill.
- Check #17391 payable to Pitney Bowes in the amount of \$1,245.96 was payment for rental of the Library's postal machine.
- Check #17408 payable to the Charter Township of Bloomfield in the amount of \$1,143.49 was payment for the 2/13 – 3/20 water and sewer bill.

General Fund

- Check #17421 payable to Bloomfield Township in the amount of \$262,881.12 was payment for two payrolls, including FICA, HRA contributions, pension, etc. as usual.
- Check #17427 payable to the Charter Township of Bloomfield in the amount of \$20.00 was payment for Chamber concert DVDs
- Check #17430 payable to Digital Brain LLC in the amount of \$3,000.00 was payment for library website support.

- Check #17434 payable to Frank Rewold and Son in the amount of \$25,907.90 was payment for additional work on the water remediation project, now 95% completed.
- Check #17439 payable to L. J. Rolls in the amount of \$22,408.80 was payment for work completed on the Library's HVAC system, including replacement of a condenser and two fan motors.
- Check #17442 payable to Library Design Associates, Inc. in the amount of \$16,833.00 was payment for a new table, lamp and six chairs for our Adult Services area.
- Check #17451 payable to Presidio in the amount of \$64,563.35 was payment for work on our technology upgrade project.
- Check #17453 payable to Professional Engineering Assoc., Inc. in the amount of \$1,900.00 was final payment for engineering work for our water remediation project.
- Check #17463 payable to The Library Network in the amount of \$52,249.73 was payment for library computers.

Gift Fund

- Check #4789 payable to Laurie Tennent in the amount of \$5,590.20 was payment for our Community Room historic photo project.
- Check #4791 payable to the Charter Township of Bloomfield in the amount of \$130.00 was payment for Chamber concert DVDs.
- Check #4794 payable to The Library Network in the amount of \$5,182.41 was payment for library computers.

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

Check #	Date	Payee	Cash Account	Amount
General Fund				
ADVANCE CHECKS:				
17369	3/8/17	Emily Ellison	106.01	96.75
17370	3/8/17	Andrea Lebeck	106.01	37.47
17371	3/8/17	Martha McGee	106.01	170.08
17372	3/16/17	CHARTER TOWNSHIP OF BLOOMFIELD	106.01	1,011.05
17373	3/16/17	Andrea Lebeck	106.01	65.56
17374	3/16/17	MICHIGAN LIBRARY ASSOCIATION	106.01	285.00
17375	3/16/17	VIGILANTE SECURITY	106.01	1,950.00
17376	3/22/17	Elaine Asher	106.01	77.75
17377	3/22/17	BOY SCOUT TROOP 1005	106.01	50.00
17378	3/22/17	Elizabeth Clauder	106.01	131.37
17379	3/22/17	XFINITY	106.01	150.10
17380	3/22/17	FLAGSTAR BANK	106.01	2,916.82
17381	3/22/17	VERIZON WIRELESS	106.01	201.48
17382	3/28/17	ACE LAWN CARE & SNOW REMOVAL	106.01	2,409.00
17383	3/28/17	AMAZON.COM	106.01	1,148.95
17384	3/28/17	PETTY CASH - BTPL	106.01	119.25
17385	3/28/17	DTE ENERGY	106.01	17,370.93
17386	3/28/17	FEDEX	106.01	38.90
17387	3/28/17	Brooke Hoskins	106.01	303.58
17388	3/28/17	Andrea Lebeck	106.01	45.47
17389	3/28/17	Martha McGee	106.01	101.27
17390	3/28/17	Edward Niemchak	106.01	38.11
17391	3/28/17	PITNEY BOWES, INC.	106.01	1,245.96
17392	3/28/17	VOID	106.01	
17393	3/28/17	PRINCIPAL LIFE INS CO-SBD GRANDE ISLAND	106.01	760.63
17394	3/29/17	Celia Domalewski	106.01	137.25
17395	4/4/17	APPLIED IMAGING	106.01	474.71
17396	4/4/17	AT&T	106.01	590.45
17397	4/4/17	CDW GOVERNMENT, INC.	106.01	396.09
17398	4/4/17	Elizabeth Clauder	106.01	78.95
17399	4/4/17	Emily Ellison	106.01	76.15
17400	4/4/17	VOID	106.01	
17401	4/4/17	PACIFIC TELEMAGEMENT SERVICES	106.01	78.00
17402	4/4/17	RICOH USA, INC	106.01	105.47
17403	4/4/17	T MOBILE	106.01	33.98
17404	4/4/17	Killian Weston	106.01	147.02
17405	4/4/17	Qiong Wu	106.01	605.70
17406	4/4/17	PETTY CASH - BTPL	106.01	47.71
17407	4/4/17	Marian Rafal	106.01	78.95
17408	4/11/17	BLOOMFIELD TOWNSHIP	106.01	1,143.49
17409	4/11/17	CONSUMERS ENERGY	106.01	4,707.54
17410	4/11/17	Emily Ellison	106.01	78.41
17411	4/11/17	Andrea Lebeck	106.01	105.57
17412	4/11/17	LOWE'S	106.01	99.59
17413	4/11/17	Martha McGee	106.01	71.51
17414	4/11/17	Edward Niemchak	106.01	40.99
17415	4/17/17	Jennifer Taggart	106.01	722.72
Total				<u>40,545.73</u>
REGULAR CHECKS:				
17416	4/18/17	ABDO-SPOTLIGHT-MAGIC WAGON	106.01	1,035.10
17417	4/18/17	AMERICAN LIBRARY ASSOCIATION	106.01	49.44
17418	4/18/17	AMAZON.COM	106.01	927.09

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
CHECK REGISTERS
FOR THE MONTH OF MARCH 2017

Check #	Date	Payee	Cash Account	Amount
17419	4/18/17	BAKER & TAYLOR, INC.	106.01	17,018.19
17420	4/18/17	BLACKSTONE AUDIO, INC.	106.01	1,001.20
17421	4/18/17	BLOOMFIELD TOWNSHIP	106.01	262,881.12
17422	4/18/17	BRILLIANCE PUBLISHING, INC.	106.01	286.57
17423	4/18/17	BUTZEL LONG	106.01	568.00
17424	4/18/17	CAR TRUCKING, INC.	106.01	399.00
17425	4/18/17	CCH INCORPORATED	106.01	104.89
17426	4/18/17	CENGAGE LEARNING/GALE	106.01	2,139.73
17427	4/18/17	CHARTER TOWNSHIP OF BLOOMFIELD	106.01	20.00
17428	4/18/17	DEAF COMMUNITY ADVOCACY NETWORK	106.01	109.00
17429	4/18/17	DEMCO, INC.	106.01	385.59
17430	4/18/17	DIGITALBRAIN LLC	106.01	3,000.00
17431	4/18/17	DISCOUNT SCHOOL SUPPLY	106.01	370.99
17432	4/18/17	DU ALL CLEANING, INC	106.01	4,730.00
17433	4/18/17	FLAGSTAR BANK	106.01	4,524.94
17434	4/18/17	FRANK REWOLD AND SON, INC.	106.01	25,907.90
17435	4/18/17	GREY HOUSE PUBLISHING	106.01	144.50
17436	4/18/17	INGRAM LIBRARY SERVICES	106.01	655.52
17437	4/18/17	J W PEPPER & SON, INC	106.01	103.93
17438	4/18/17	KNIGHT TECHNOLOGY GROUP, INC.	106.01	300.00
17439	4/18/17	LJ ROLLS REFRIGERATION CO., INC	106.01	22,408.80
17440	4/18/17	LAKESHORE LEARNING MATERIALS	106.01	7.24
17441	4/18/17	LIBRARY IDEAS LLC	106.01	3,500.00
17442	4/18/17	LIBRARY DESIGN ASSOCIATES INC.	106.01	16,833.00
17443	4/18/17	MANGO LANGUAGES	106.01	1,732.09
17444	4/18/17	MIDWEST TAPE	106.01	8,751.92
17445	4/18/17	MANUFACTURER'S NEWS. INC.	106.01	173.10
17446	4/18/17	MULTICULTURAL BOOKS & VIDEOS	106.01	650.00
17447	4/18/17	NICHOLS/NETWORK SERVICES CO	106.01	1,232.05
17448	4/18/17	OMNIGRAPHICS	106.01	62.00
17449	4/18/17	OVERDRIVE	106.01	4,033.46
17450	4/18/17	PENGUIN RANDOM HOUSE LLC	106.01	945.25
17451	4/18/17	PRESIDIO	106.01	64,563.35
17452	4/18/17	PRESIDIO NETWORK SOLUTIONS GROUP, LLC	106.01	800.00
17453	4/18/17	PROFESSIONAL ENGINEERING ASSOC., INC.	106.01	1,900.00
17454	4/18/17	QUILL CORPORATION	106.01	488.85
17455	4/18/17	RECORDED BOOKS, LLC	106.01	914.14
17456	4/18/17	THE ROWMAN & LITTLEFIELD PUBLISHING GRP	106.01	96.13
17457	4/18/17	SALEM PRESS, INC.	106.01	265.95
17458	4/18/17	SECURITY DESIGNS INC.	106.01	305.00
17459	4/18/17	SHOWCASES	106.01	306.72
17460	4/18/17	SIEMENS INDUSTRY, INC.	106.01	500.79
17461	4/18/17	SUMMIT ELECTRIC, INC.	106.01	825.68
17462	4/18/17	VOID	106.01	
17463	4/18/17	THE LIBRARY NETWORK	106.01	52,249.73
17464	4/18/17	THYSSENKRUPP ELEVATOR CORP	106.01	181.60
17465	4/18/17	TUTOR.COM	106.01	3,593.97
17466	4/18/17	UNIQUE MANAGEMENT SERVICES, INC.	106.01	1,861.60
17467	4/18/17	VERSARE	106.01	656.96
17468	4/18/17	WALLACEBURG BOOKBINDING & MFG	106.01	152.67
17469	4/18/17	WESCO DISTRIBUTION	106.01	1,537.42
17470	4/18/17	WOLTERS KLUWER	106.01	151.47
17471	4/18/17	WORLD BOOK, INC.	106.01	359.10
17472	4/18/17	WT COX INFORMATION SERVICES	106.01	32.72

Total

518,735.46

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

Check #	Date	Payee	Cash Account	Amount
Gift Fund				
ADVANCE CHECKS:				
4783	3/22/17	FLAGSTAR BANK	102.03	897.94
4784	3/28/17	AMAZON.COM	102.03	379.60
4785	4/4/17	DELL MARKETING L.P.	102.03	777.03
4786	4/4/17	VOID	102.03	
4787	4/4/17	VOID	102.03	
4788	4/4/17	VOID	102.03	
4789	4/4/17	LAURIE TENNENT STUDIO	102.03	5,590.20
Total				<u>7,644.77</u>
REGULAR CHECKS:				
4790	4/18/17	AMAZON.COM	102.03	22.08
4791	4/18/17	CHARTER TOWNSHIP OF BLOOMFIELD	102.03	130.00
4792	4/18/17	GOLDNER WALSH NURSERY, INC.	102.03	310.73
4793	4/18/17	LAKESHORE LEARNING MATERIALS	102.03	73.23
4794	4/18/17	THE LIBRARY NETWORK	102.03	5,182.41
4795	4/18/17	VERSARE SOLUTIONS, LLC	102.03	552.04
Total				<u>6,270.49</u>

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

7b

PRESENTED: APRIL 25, 2017 FOR THE MONTH OF: MARCH 2017 (UNAUDITED)

Twelve Months 100%

ACCOUNT NAME	2016-2017 ADOPTED BUDGET AS OF MAR 15, 2016	2016-2017 AMENDED BUDGET AS OF MARCH 21, 2017	REVENUE/EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	VARIANCE
<u>Revenues</u>						
Taxes	\$6,846,279	\$6,805,797	\$325,424	\$6,786,721	99.72%	(\$19,076)
Penal Fines	\$55,845	\$86,868	\$0	\$86,868	100.00%	\$0
State Aid	\$34,507	\$26,856	\$0	\$26,856	100.00%	\$0
Circulation Fines & Fees	\$100,000	\$100,000	\$13,120	\$107,196	107.20%	\$7,196
Charges for Services	\$11,987	\$13,758	\$1,350	\$14,565	105.87%	\$807
Investment earnings	\$81,546	\$10,000	(\$4,038)	\$27,352	273.52%	\$17,352
Miscellaneous	\$10,470	\$14,797	\$300	\$14,582	98.55%	(\$215)
Total Revenues	\$7,140,634	\$7,058,076	\$336,156	\$7,064,141	100.09%	\$6,065
<u>Expenditures</u>						
Personnel	\$3,842,532	\$3,847,532	\$317,040	\$3,721,482	96.72%	(\$126,050)
Library Services	\$834,856	\$834,856	\$62,314	\$751,749	90.05%	(\$83,107)
Facilities & Equipment	\$1,289,805	\$1,102,429	\$69,205	\$906,628	82.24%	(\$195,801)
Other Operating Expenditures	\$905,593	\$686,593	\$155,066	\$599,546	87.32%	(\$87,047)
Total Expenditures	\$6,872,786	\$6,471,410	\$603,625	\$5,979,405	92.40%	(\$492,005)
Fund Balance - Beginning	\$10,269,038	\$10,595,205		\$10,595,205		
Net revenue (expenditure)	\$267,848	\$586,666		\$1,084,736		
Fund Balance - Ending	\$10,536,886	\$11,181,871		\$11,679,941		

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	\$427,077

Bloomfield Township Public Library
2016-2017 Gift Fund Budget (Unaudited)

PRESENTED: APRIL 25, 2017 FOR THE MONTH OF: MARCH 2017 (UNAUDITED)

Twelve Months 100%

ACCOUNT NUMBER	ACCOUNT NAME	2016-2017 ADOPTED BUDGET AS OF MAR 15, 2016	2016-2017 AMENDED BUDGET AS OF MAR 21, 2017	REVENUE/ EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	VARIANCE
	<u>Revenues</u>						
	Gift Income	\$500	\$89,796	\$17,735	\$89,896	100.11%	\$100
454.03	Investment Earnings	\$200	\$382	\$16	\$397	104.09%	\$16
460.03	Miscellaneous Revenue	\$0	\$0	\$0	\$0	0.00%	\$0
	Total Revenues	\$700	\$90,178	\$17,751	\$90,294	100.13%	\$116
	<u>Expenditures</u>						
	Library Services	\$25,523	\$59,883	\$1,081	\$36,614	61.14%	(\$23,269)
	Facilities & Equipment	\$30,594	\$74,546	\$11,635	\$26,082	34.99%	(\$48,463)
	Other Operating Expenditures	\$96,533	\$112,824	\$0	\$12,639	11.20%	(\$100,184)
	Total Expenditures	\$152,650	\$247,252	\$12,716	\$75,336	30.47%	(\$171,917)
	Fund Balance - Beginning	\$78,311	\$78,839		\$78,839		
	Reserved Fund Bal.	\$73,838	\$78,616		\$74,066		
	Net revenue (expenditures)	(\$151,950)	(\$157,074)		\$14,958		
	Fund Balance - Ending	\$200	\$382		\$167,863		

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
March 2017

Fund	Type	Annual Yield	Date	Amount on Hand
General Fund				
	5th 3rd Checking (Ecommerce)	0.00%	3/31/2017	\$77,599.84
	Flagstar Public Funds Savings	0.35%	3/31/2017	\$249,848.34
	Flagstar Premier Public Entities Checking	0.25%	3/31/2017	\$29,538.14
	RBC Capital Cash/Money Market	0.01%	3/31/2017	\$125.97
	RBC Capital - Investments	1.96%	3/31/2017	\$11,881,328.01
Total General Fund				\$12,160,840.46
Please see General Fund budget for notes on how this amount is earmarked				
Gift Fund				
	Huntington Public Fund Business Interest Checking	0.15%	3/31/2017	\$125,311.66
	Huntington CD (Charnov gift) - matures 02/04/2019	0.45%	3/31/2017	\$50,000.00
	Fifth Third Bank Business Standard Checking	0.00%	3/31/2017	\$3,989.92
Total Gift Fund				\$179,301.58

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

Bloomfield Township Public Library
Investment Portfolio

Investment Vehicle	Portfolio %	Original Cost	3/31/2017 Market Value	Estimated Annual Inc	Current Yield
Money Market Funds	0.0%	\$124	\$126	\$0	0.03%
Wells Fargo Advantage Adjustable Rate Gov't	44.4%	5,275,165	5,271,384	49,200	0.93%
Eaton Vance Short Duration Government Income	7.8%	887,000	931,826	19,694	2.11%
Loomis Sayles Limited Term U.S. Gov't & Agency	8.3%	947,648	991,810	15,030	1.52%
BlackRock GNMA Portfolio	7.0%	827,788	831,164	21,533	2.59%
Victory INCORE Fund for Income	9.4%	1,112,160	1,111,683	59,457	5.35%
Ridgeworth SEIX U.S. Mortgage	7.0%	827,000	829,492	13,113	1.58%
VOYA GNMA Income	9.0%	1,046,640	1,070,251	26,883	2.51%
Eaton Vance Government Obligations	7.1%	798,449	843,719	27,947	3.31%
Total Portfolio	100.0%	\$11,721,974	\$11,881,454	\$232,857	1.96%

1st Quarter Activity - December 31, 2016 - March 31, 2017

Cash Activity

Beginning Balance	\$853,856.05
Deposits & Sales Proceeds	\$5,911,429.71
Withdrawals	(\$1,490,000.00)
Dividends	\$48,863.85
Capital Gains	\$0.00
Net funds to purchase securities	(\$5,324,023.64)
Ending Balance	\$125.97

Change in Security Value

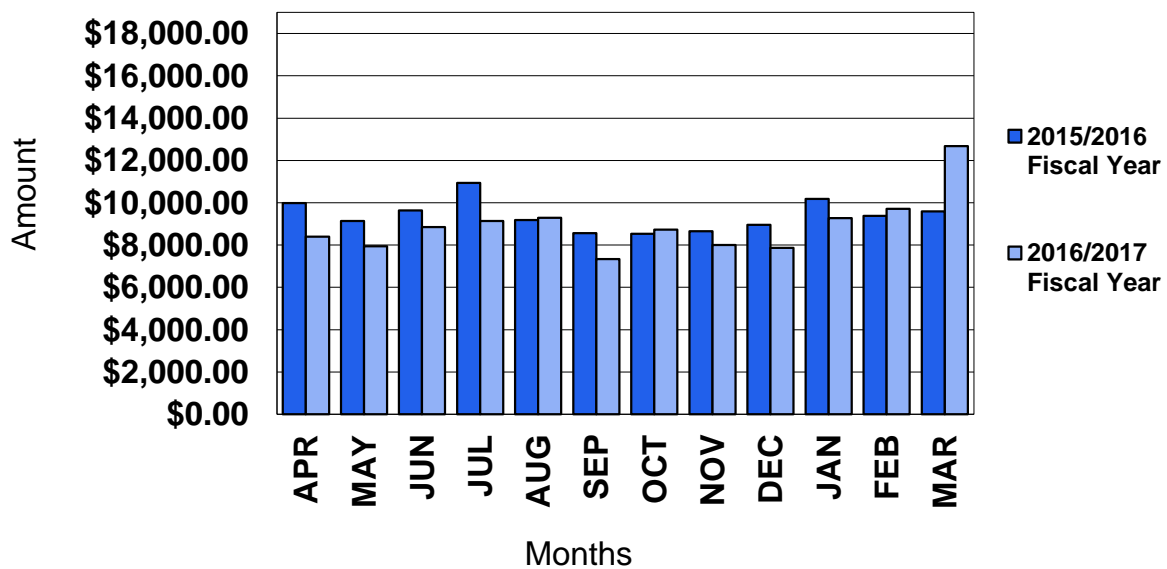
Beginning value of securities	\$6,799,540.30
Securities purchased	\$5,324,023.64
Securities sold	(\$214,000.00)
Change in value of priced securities	(\$28,235.93)
Ending Value of priced securities	\$11,881,328.01

Total account value as of March 31, 2017**\$ 11,881,453.98**

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	\$12,680.35	\$3,083.13
			YTD Difference
TOTAL	<u>\$112,721.38</u>	<u>\$107,196.00</u>	<u>(\$5,525.38)</u>

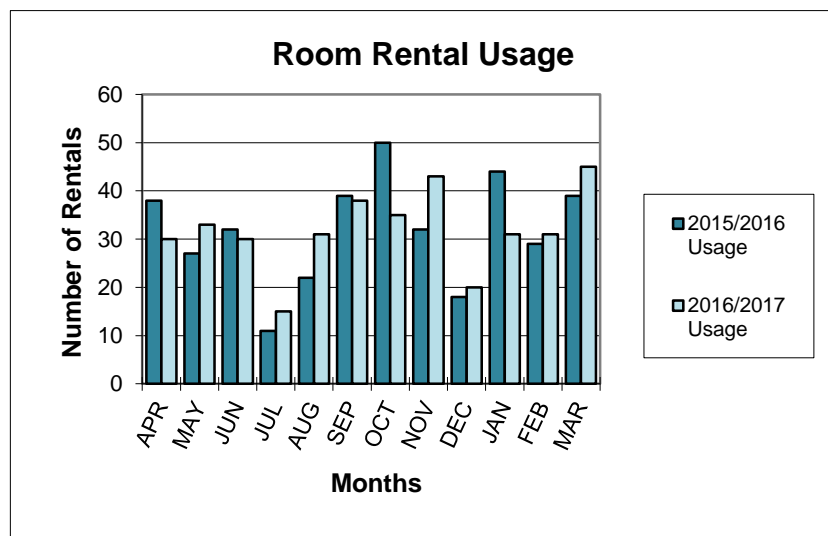
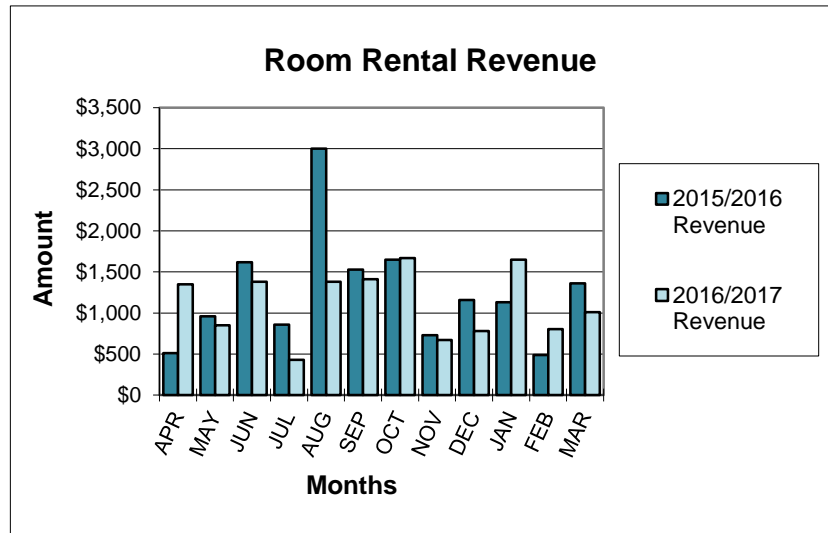
Fines and Fees Two-Year Comparison



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	\$1,010.75	(\$349.25)	39	45	MAR
TOTAL	<u>\$15,000.00</u>	<u>\$13,383.25</u>	<u>YTD Difference (\$1,616.75)</u>	<u>381</u>	<u>382</u>	



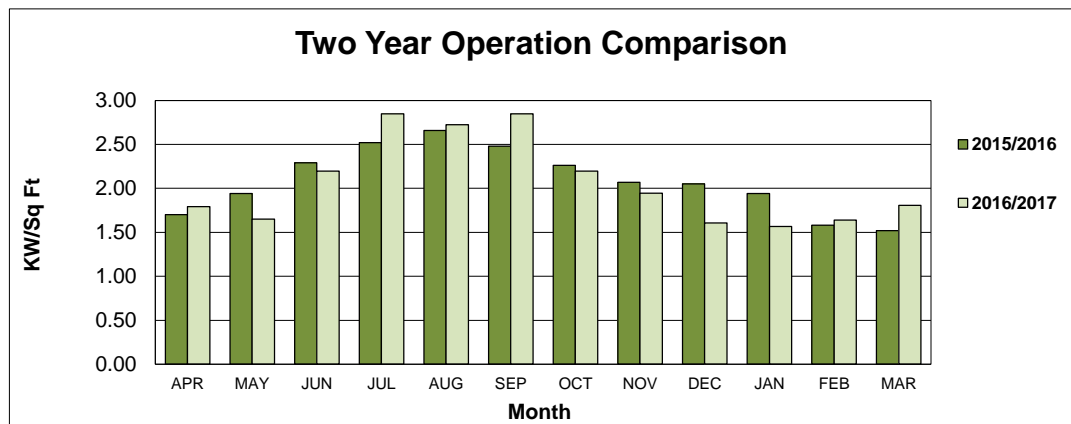
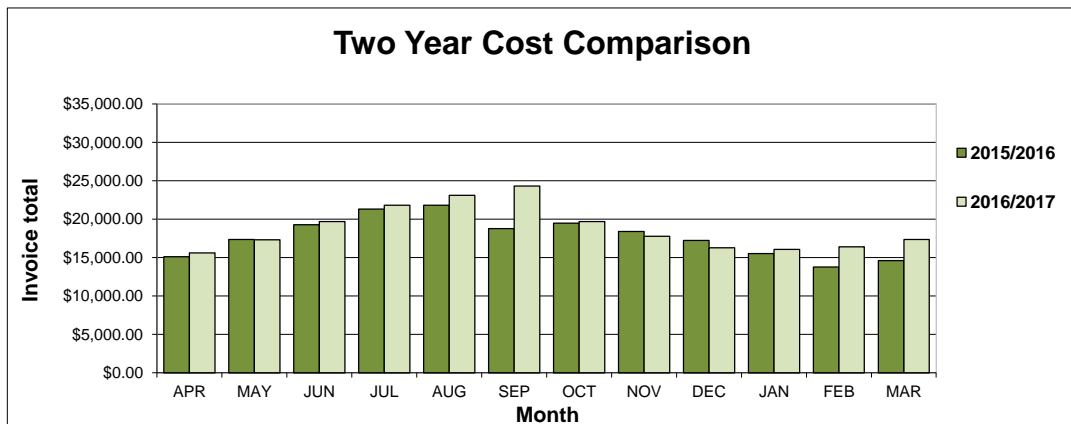
Bloomfield Township Public Library Electricity Analysis

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	\$17,370.93	\$2,776.01	182,630	\$0.10	271.77	1.81	\$25.85	\$0.17
TOTAL	\$212,576.71	\$225,363.83	YTD Difference \$12,787.12						

NOTES:

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



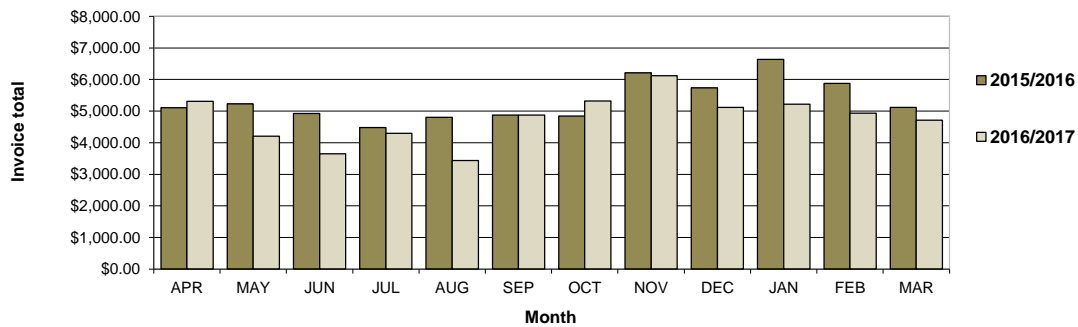
Bloomfield Township Public Library Natural Gas Analysis

Building Area = 101,023

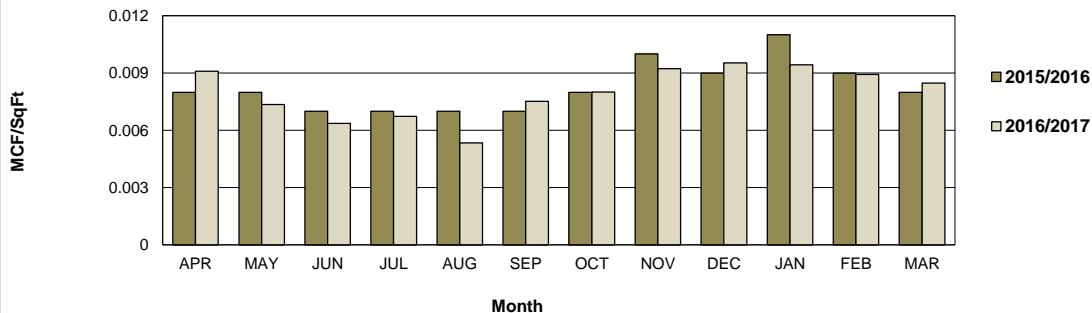
1 Cu. Ft. = 1000 BTU

TWO YEAR COST COMPARISON				OPERATION						
Month	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	\$4,707.54	(\$408.32)	857.2	\$5.49	744	1.15	0.008	6.33	0.046
YTD Difference										
TOTAL	\$63,844.46	\$57,195.73	(\$6,648.73)							

Two Year Cost Comparison

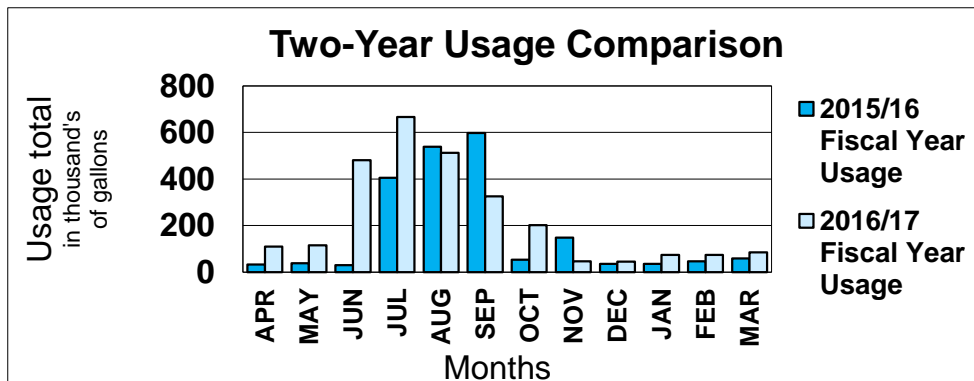
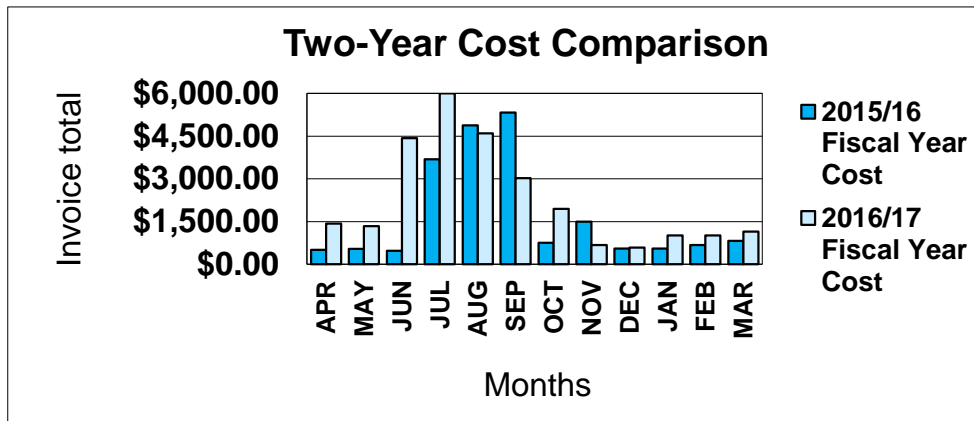


Two Year Operation Comparison



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	\$1,143.49	\$319.46	59	85	26
			YTD Difference			YTD Difference
TOTAL	<u>\$20,277.96</u>	<u>\$27,185.94</u>	<u>\$6,907.98</u>	<u>2,022</u>	<u>2,733</u>	<u>711</u>



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

Enclosed in your packet is information about and the application for the annual Jeanette P. Myers Memorial Scholarship. This scholarship provides funds to encourage and support the post-secondary education of past or present employees of the Bloomfield Township Public Library, or persons who have some relationship with our Library. The scholarship brochure, guidelines and application are available on the library website and at the Welcome Desk. Please feel free to share this information with anyone you may know who is pursuing post-secondary education. Applications for this scholarship will be accepted through June 1, 2017.

The Library will be closed on Friday, May 5 for our annual Staff Development Day. This year we are reviewing our emergency procedures with all staff. Thank you for supporting this important opportunity for all library staff to be together on this day to learn and share and be prepared.

Each year, Oakland County designates a week in April as Severe Weather Awareness Week. The Library takes this opportunity to review our tornado warning procedures with staff and hold a practice tornado warning drill for anyone in the building. Our drill was held on Thursday, April 20 at 11:25am and was completed in 9.33 minutes. This is a very large building to get everyone to take shelter in the lower level. Thank you to Assistant Director Tera Moon for conducting the training and drill.

The annual Everyone's Reading program runs from April 10 through May 22, 2017. This year's featured author is David Maraniss and focuses on his book, *Once is a Great City: A Detroit Story*. It presents a snapshot of the people, politics and culture of Detroit at the height of its prosperity in the early 1960's and foreshadows some of the events of the summer of 1967. Reading guides, program information and discussion questions will be available at the Adult Services desk beginning April 10. Our library is hosting a book discussion on May 10 at 2:00pm. Tickets will be available to hear David Maraniss speak will be available beginning May 1. He will be speaking on May 22 at 7:00pm at the Community House in Birmingham and on Tuesday, May 23 at 7:00pm at Congregation Shaarey Zedek in Southfield. In addition, the Detroit Institute of Arts will host an appearance by Maraniss on May 23 at 11:00am – tickets are available at the DIA for this appearance.

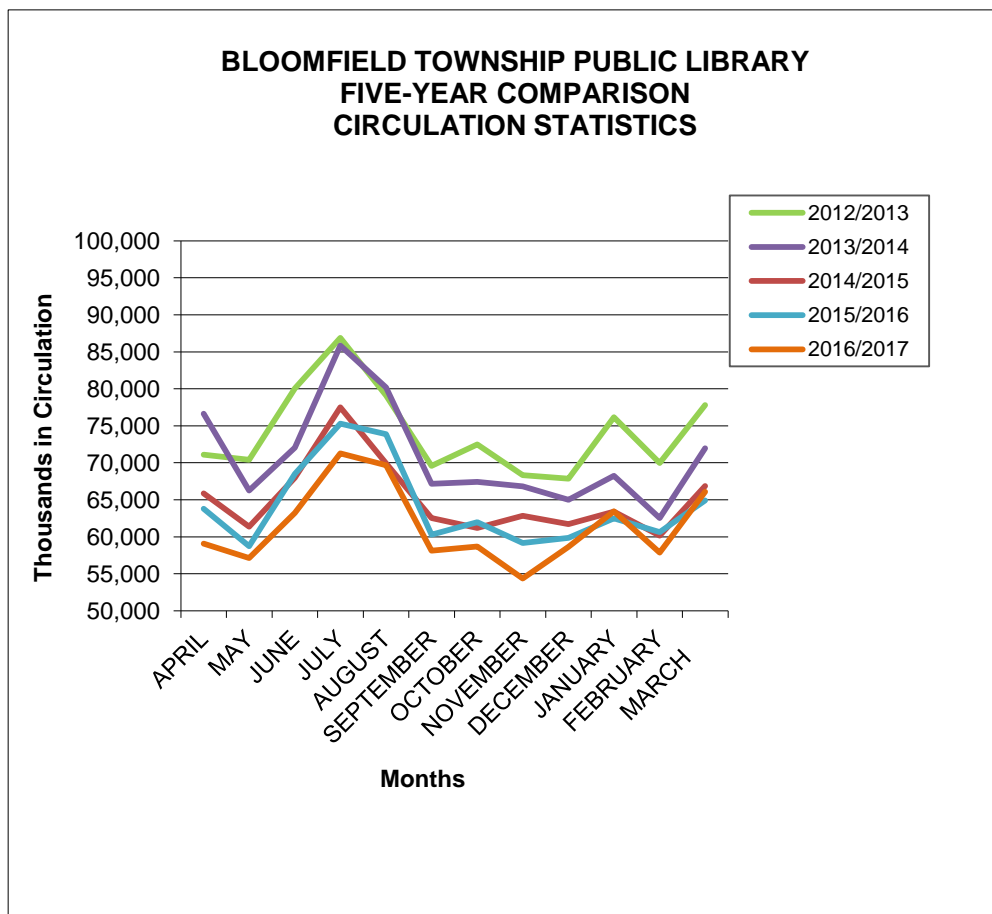
Respectfully Submitted,

Carol Mueller
Director

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
FIVE YEAR CIRCULATION**

4/11/2017

	<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	66,071
TOTAL	889,743	850,044	781,244	769,492	737,549



	2016		2017	
COLLECTION				
Book Collection:	281,776		272,566	
Media Collection:	62,946		63,065	
Total e-books:	30,370		31,750	
Overdrive	8,247		9,156	
EBSCOhost	19,197		19,197	
Total downloadable audiobooks:	4,765		5,169	
Materials Total:	379,857		372,550	
CIRCULATION				
Circulation Total:	64,896		66,071	
Bloomfield Township Circulation:	59,609		60,755	
Virtual Circulation Total	6,479		7,014	
Circulation of Youth materials:	24,557		27,039	
Circulation of Media:	22,998		20,786	
Circulation of Cranbrook passes:	150		218	
Self-checkout machine use:	24,378	37.6%	26,968	40.8%
Library by Mail:	98	28 patrons	69	27 patrons
BUILDING & EQUIPMENT USAGE				
Door Count:	23,955	*	22,460	
Gate Count:	27,528	**	30,781	
Meeting rooms by public:	39		45	
Meeting rooms by staff:	67		74	
VIRTUAL USE				
Home page hits/Database services:	33,712		35,652	
e-book access:	2,551		2,294	
Overdrive	2,502		2,277	
EBSCOhost	49		17	
Audiobook access: (Overdrive)	1,160		1,273	
Music download access:	1,520		1,286	
Magazine download access:	607		832	
Tutor.com sessions:	61		49	
Hoopla access:	641		1,329	
Library Computer Use				
Resident Use	1,862		1,870	
Guest Use	674		814	
*Library closed Sunday, March 27 for Easter				
**Gate counter not available March 9-11 due to lobby floor work				

	2016		2017	
OUTREACH & PROGRAMS				
<i>New Patrons and Accounts</i>				
Township:	155		174	
Cranbrook:	2		2	
Total new patrons:	234		251	
<i>Adult Program Attendance</i>				
Staff-led:	10 events	140 attended	4 events	50 attended
Speaker-led:	11 events	235 attended	6 events	70 attended
Book clubs:	4 events	51 attended	6 events	64 attended
Tours/visits on-site:	1 event	10 attended	0	0
Tours/visits off-site:	1 event	4 attended	1 event	5 attended
Chamber Music Concert	1 event	153 attended	1 event	135 attended
<i>Systems Program Attendance</i>				
Staff-led:	3 events	23 attended	3 events	29 attended
<i>Teen Program Attendance</i>				
Staff-led:	2 events	8 attended	2 events	6 attended
<i>Youth Program Attendance</i>				
Staff-led:	18 events	546 attended	22 events	618 attended
Speaker-led:	1 event	13 attended	1 event	21 attended
Tours/visits on-site:	7 events	463 attended	5 events	154 attended
Tours/visits off-site:	1 event	75 attended	1 event	25 attended
TOTAL:	60 events	1,721 attended	52 events	1,177 attended
<i>Volunteers:</i>				
	23 people	255.5 hours	23 people	228 hours
	Shop: 8	110	Shop: 10	120.5
	Court: 1	5	Court: 0	0
	Students: 1	4	Students: 0	0
	Dept. Vol: 13	136.5	Dept. Vol: 13	107.5
<i>Patron Remarks</i>				
Patron Comments:	13		20	
Ask BTPL:	16		2	
Ask Us:	50		71	
DISPLAYS				
Lobby	Blacksmithing Tools from Troy Historic Village			
Media	Adult: Colorful Movies, Science Fiction DVDs, Good for a Laugh DVDs			
	Youth: Libraries are for Everyone, Chill Out with a Good DVD			
Local History	Women's History Month			

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

Bloomfield Township Public Library
Oakland County, Michigan
Wednesday March 29, 2017
2 p.m.

Present: Trustees: Judy Lindstrom, Joan Luksik, Tom Deska, and Pam Williams, and artist Laurie Tennent, volunteer Nancy Kulish

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

New Business:

Community Room Historic Photo Project – Phase Two with Laurie Tennent

Laurie Tennant spread out the 2009 Balthazar Korab photographs, including mock-up images of the framed prints in the Library. The Committee reviewed and selected which images would be used for hanging above the serving counter inset. Framing options were discussed and it was concluded to use the same brushed silver frame as the historic photos on the opposing wall, sans matte. We will review the enlarged selected prints at our next meeting and confirm the choices.

Old Business:

Community Room Historic Photo Project with Laurie Tennent Unveiling & Reception

The invitation was reviewed and the list of recipients discussed. President Pam Williams and Friends' President Nancy Lambert will unveil the photographs, with assistance from Director Carol Mueller and Assistant Director Tera Moon. Judy Lindstrom will emcee the event, announce the winners, and give out the awards.

Schedule next meeting: No meeting scheduled at this time.

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

Bloomfield Township Public Library
Oakland County, Michigan
**Wednesday,
April 5, 10:30 a.m.**

Present: Trustees: Judy Lindstrom, Joan Luksik, Tom Deska, Pam Williams,

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

Old Business:

Captured Moments: Photo Contest and Historic Unveiling

The Library had received submissions from about 43 entrants, many submitting two photos. 17 entries were received since last Wednesday. Some discussion of the inclusion of all photos was had. The Historic Photos will be unveiled on April 29 at 2:30 as a part of the reception. Judy Lindstrom will emcee. Library Board President Pamela Williams and Friends President Nancy Lambert will unveil the photographs, with assistance from Director Carol Mueller and Assistant Director Tera Moon. Virginia Smith is the guest of honor. A draft of the event's invitation was reviewed, as well as the mailing list of invitees. They are to be mailed on April 6. The reception's refreshments and awards were reviewed. The tag for the cookies was discussed.

The judging was reviewed and discussed. There will be winners for all three age categories, with three places for each, and ribbons would be hung on the winning photographs. The People's Choice voting is open to all, with no restriction on age, residency, or number of times one can vote. The judges are Laurie Tennent, Nancy Kulish, and Dave Buffington. All photo submissions will be displayed on the DVP/Screen and the winning photographs will be printed and displayed.

2018 Library Wide Event

There was a discussion of catering the food, rather than seeking donations. The event would be intended for an adult audience, but families would be welcome. Saturday, October 13, 2018 is the first choice of date for the event. The focus will be to raise funds for the World Language Collection. The plan would be to have different things each month to celebrate the nearly 70 languages and cultures in Bloomfield Township. More was discussed about what might be done on a monthly level, including the display case and focused book displays. There is intent to get the word out to a large variety of groups and outreach to some of the foreign language organizations, clubs and communities in the area.

Plaques in the Library

It was determined that this should be reviewed by the Library Board at the April 25 meeting. It was agreed that a plaque for the Conant Mosaic would be beneficial. The current plaques at the Library were reviewed. Currently information about the Library's art can be found on a brochure at the Welcome Desk. There is not any information on the website.

New Business: No new business.

Next meeting: Date will be determined after

MINUTES OF THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY BUILDINGS AND GROUNDS COMMITTEE

The meeting of the Bloomfield Township Public Library Board of Trustees Building and Grounds Committee was held in the Library on Tuesday, April 18, 2017 at 2:00 p.m.

Present: Trustees: Eli Greenbaum, Tom Deska

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

Lower Level Water Remediation Project Update

This project is 95% complete with landscaping and wood trim repair and staining left to complete. There have been a couple of strong storms since the new storm water pipe was installed that indicated it is working as planned. We would like to experience a few strong spring and summer storms to ensure this is the solution to the threat of lower level flooding before beginning renovations in the meeting rooms.

Lobby Floor

The test tile in the lobby has been in place for one year now. Comments from several patrons and staff have indicated the test tile is slippery. The Committee agreed to revisit other flooring, such as slate or wood, for the lobby. When there is a solid choice, a test area will be installed again.

2017/2018 Building Projects

The door access system is our first priority this year as our door hardware is failing and is obsolete. In addition, the door access software is problematic and not working as it should be. Joel and Carol will be meeting with Gene Ferrera, from Rewold and Son, and a potential consultant to help prepare specifications for this project to be bid out. A RFP for this project will be forthcoming.

A proposal for additional landscaping to the east of the drive up lane was recently funded by the Friends. We are grateful to our generous Friends for helping make our front entrance area look as beautiful as possible. A design was reviewed and approved by the Building Committee. Goldner Walsh will be contacted to begin installation as soon as possible.

Included in this fiscal year budget is funding to renovate the three lower level meeting rooms and two restrooms as well as two restrooms near the Board Room. Due to the focus on the door access system project and the desire to experience a couple additional strong summer storms, this project is scheduled for fall, 2017. In addition, three quotes from interior designers will be needed for this work.

As part of the strategic planning process, staff teams gathered information on spaces in the library that need review and wayfinding challenges that patrons' experience. A request for proposals from spaces needs consultants is being prepared and will be forthcoming.

Flag pole lighting was discussed at length with no easy solution at this time. Joel will work with our electrical contractor to investigate options.

Other

With the mild winter this year, the Library's parking lot fared well with no spots that need replacing at this time. Joel proposed replacing several sections of sidewalk that have cracked and are potential trip hazards. In addition, he shared that our accessibility signs are being damaged by cars that bump into these causing the springs to bend. Concern was expressed about the change in color of replacement sections of sidewalks. Joel will work with the contractor on options for this. It was decided to wait on the accessibility sign changes until the parking lot is redone.

No future meeting has been scheduled at this time.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Library Board of Trustees

FROM: Tera Moon, Assistant Director

DATE: April 17, 2017

SUBJECT: Cleaning Services Bid

On February 7, 2017, a request for proposals for library cleaning services was released. This request was mailed to 26 companies in metro Detroit. The RFP was available on the Library's website and at the Welcome Desk.

A mandatory walk-through for interested proposers was held on Friday, February 24, 2017. Representatives from six cleaning companies attended the walk-through: CITI Building Services, Du-All Cleaning, Inc., Master Maintenance, Metro Cleaning Services, McCoy Maintenance Inc., and Road Runr Maintenance. The deadline for proposals was Monday, March 13, 2017 at 4:00 p.m. with a public bid opening immediately following. Representatives from McCoy Maintenance and CITI Building Services were present at the bid opening. The Library received proposals from four cleaning services companies: CITI Building Services, Du-All Cleaning, Inc., McCoy Maintenance Inc., and Road Runr Maintenance. Master Maintenance and Metro Cleaning Services, Inc. attended the mandatory walk-through but did not submit a proposal. All four proposals received were carefully reviewed by Joel Dion, Carol Mueller, and me. A copy of our proposal review is attached for your information.

During the walk-through, restroom floor cleaning and care was discussed at length. Because each company had a unique approach to restroom floor cleaning and care, and because the Library is anticipating renovating some public restrooms, Joel Dion requested that each company include separate pricing for restroom floor care.

After reviewing the proposals, Road Runr and McCoy Maintenance were eliminated. Road Runr's proposal was not as comprehensive or as clear as the other proposals and was not considered further. McCoy Maintenance bid well over the Library's cleaning budget. Joel Dion and I invited two companies, Du-All Cleaning, Inc. and CITI Building Services, to on-site interviews. CITI Building Services proposed assigning two different crews for week days and weekends, which is a concern for security purposes. CITI Building Services prefers communication from the Library to start with the Account Manager rather than the on-site supervisor. Du-All Cleaning, Inc., assigns a consistent crew and allows direct communication to the on-site supervisor. The on-site supervisor is part of the nightly cleaning crew, which is preferable to the Library. In addition, Du-All guarantees to address

problems within one hour. Du-All has provided cleaning services to the Library for six years and has a good record of communication, security, quality service, and flexibility. Du-All's quoted annual fee is within the Library's budget.

After our analysis of all proposals and hearing the companies' answers to our interview questions, our recommendation is to award the contract to Du-All Cleaning, Inc. Du-All Cleaning, Inc. provides cleaning services to several area libraries and busy public buildings, offers seven day cleaning services for \$69,120.00 annually, and meets or exceeds our proposal requirements. Our recommendation is to award the library cleaning services bid to Du-All Cleaning, Inc. for \$69,120.00 annually.

ACTION: I move that Du-All Cleaning, Inc., 35474 Mound Road, Sterling Heights, Michigan, 48310 be awarded the contract to provide cleaning services for Bloomfield Township Public Library commencing on June 1, 2017 for an annual cost of \$69,120.00.

Library Cleaning Services Firm Analysis – 2017

FIRM NAME	ATTENDED WALK-THRU	PROPOSAL	FIRM INFO & EXPERIENCE	PERSONNEL HOURS	ANNUAL & MONTHLY FEE	QUALITY ASSURANCE	INSURANCE, LICENSING & BONDING	ON-SITE EQUIPMENT & MATERIALS	REFERENCES PROVIDED
Citi Building Services, Inc.	YES	Comprehensive and clear; met deadline	Company established 2012 (5 years); 30 current accounts; 100 employees; Specialize in educational facilities; some museums	12 hours/day: 3 employees plus 1 supervisor x 4 hours per night	\$78,000 base bid \$6,500 per month Restroom floor care: \$575/month X12 = \$6,900 X4 = \$2,300 Projected annual cost: High = \$84,900 Low = \$80,300	Site supervisor present every shift; use of correspondence form; account managers visit site regularly for random inspections; Library would have to communicate through account manager.	General Liability: \$5,000,000 Umbrella coverage: \$4,000,000	Complete list of equipment, materials, and chemicals included in proposal.	1. Richfield Public Academy 2. ACCESS 3. The Romine Group
Du-All Cleaning, Inc.	YES	Comprehensive and clear; met deadline	Company established 2003 (14 years); current accounts total 4.5 million square feet; current accounts include several municipalities; offer 30-minute emergency response plan + modern flood restoration fleet & equipment	12 hours/day 3 employees plus 1 site supervisor x 4 hours per night	\$69,120 base bid \$5,760 per month Restroom floor care: \$1,050 x 4 = \$4,200. Projected cost: \$73,320	Site supervisor present every shift; detailed daily checklist (included in proposal); flexible schedules and same day corrective action; Library communicates with site supervisor or management, as needed.	General Liability: \$5,000,000 Umbrella coverage: \$4,000,000	Vendor will supply all equipment and chemicals.	1. City of Warren. 2. City of Taylor 3. City of Ann Arbor
McCoy Maintenance, Inc	YES	Met deadline; proposal was not as detailed as others; did not provide copies of all parts of proposal	Company established 1984 (33 years); 200 buildings; 150 employees serving; offers water damage restoration	16 hours/day - 4 employees x 4 hours per night; no site supervisor specified	\$87,000 base bid \$7,250 per month Includes quarterly restroom floor care	Provided detailed sample checklist and correspondence forms; night supervisors conduct “quality control visitations” to all sites but frequency of visits is not specified; problems would be addressed following night.	General Liability: \$4,000,000 Umbrella coverage: \$3,000,000	Will be provided upon award of contract	1. City of Berkley 2. Farmington Community Library 3. City of St. Clair
Road Runr Maintenance, Inc.	YES	Most information request was provided; met deadline	Company established 1976 (41 years); 80 current accounts; 175 employees	3 cleaners plus 1 crew team member to focus on floors; 1 site supervisor; 1 area manager	\$66,000 base bid \$5,500 per month	Provides Operation Management Program, which is a web-based portal for communication and placing work orders; highly structured inspection program; biannual surveys to customers.	General Liability: \$2,000,000 Umbrella coverage: \$2,000,000	Provided extensive list of products and equipment	1. Spectrum Human Services 2. Morenci Community Schools 3. Reid Glass

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Library Board of Trustees

FROM: Carol Mueller, Library Director

DATE: April 21, 2017

SUBJECT: Art Plaque Request

Plaques in the Library have been vigorously discussed by the Library Board over the years, most recently in 2011. At that time, there were two opinions. One Trustee was unequivocally opposed to all plaques in the Library and felt that allowing plaques can become quite complicated. This Trustee also felt that the community has been very generous to this Library and they do not have any plaques recognizing their support for this Library and it is really about its residents. The Book of Recognition, located in the Lobby, is the best alternative to plaques throughout Library in this Trustee's opinion. Another Trustee felt that the Board could address the issue of plaques on an individual basis. Throughout the discussion, a strong theme expressed by all was that if any plaques were placed in the Library, the material and style of the plaques need to be consistent throughout the building.

Our Board approved policy regarding gifts to the Library states that "All gifts shall be acknowledged. Additional acknowledgement may be made at the discretion of the Board of Trustees." A copy of the Gift/Donation Policy is attached for your reference.

At this time, I have received a request for a plaque for our newest art piece, the mosaic made by students of the Conant Elementary School. Library staff frequently answers questions from Library patrons about who the artist is of this piece. The request I received is from someone who feels that the students who worked so hard on this piece should be recognized for their work.

The Development Committee recently discussed this request and support placing a plaque near this piece. The suggested location is on the wall to the right of its installation near the Youth Services entrance. All agreed that this plaque should be of the same acrylic material and style of existing plaques, such as the plaque located near our Quest statue. A sample of the design of the Quest plaque is attached for your consideration. The suggested wording for the plaque, if approved, is:

Conant Elementary School
Legacy Project
September, 2016

If you agree with this recommendation, the following motion is needed:

ACTION: I move to place a plaque next to the Library's mosaic art piece indicating it was created by the art students from Conant Elementary School. Said plaque will match the material and design of similar plaques currently in the Library.



Edward H. Riechers
American College of the Holy Cross
1900-1901

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
POLICY MANUAL
SECTION III – FINANCE, ENDOWMENT, AND GIFTS**

GIFT/DONATION POLICY

The acceptance or non-acceptance of proposed gifts or donations to the Library shall be the responsibility of the Library Director. Once accepted, gifts will be spent or used as agreed upon with the donor. At the time of the acceptance of a restricted gift (for specific purposes stated by the donor), the donor shall be advised in writing that any gift funds in excess of what are used for the approved purpose of the restricted gift shall be expended at the discretion of the Library Director. Gift funds which were received as restricted gifts (for specific purposes stated by the donor) and which are in excess of what are used for the approved purpose of the gift shall be expended with other remaining gift funds at the discretion of the Library Director.

All gifts shall be acknowledged. Additional acknowledgement may be made at the discretion of the Board of Trustees.

Items acquired through gifts are the property of the Library and shall be used in conformance with the terms of the gift and disposed of by the Library as the Library Director deems fit.

The Director shall consult as he/she deems necessary with the Board of Trustees and/or appropriate committees of the Board and with the library staff in making these decisions.

Approved: 3/21/06

Revised: 11/20/07

Revised: 1/15/08

5"

OPTIMA FONT
ENGRAVED LETTERING

3/8" DIA. BRUSHED
ALUMINUM STAND-OFF

1/4"
3/16"

1/8"
1/8" (smaller)
3/16"

TYP.

1/4" LUCITE

QUEST

Edward H. Kasprowicz

Donated by Friends of the Library

In Memory of

Harry D. Schwarzer

2 3/4"

TYP.

DEDICATION PLAQUE

NOT TO SCALE

BLOOMFIELD TWP. LIBRARY
SIGNAGE

10011 Spencer Road
Bloomington, NJ
08814
(908) 810-2295 FAX
(908) 810-2295-5570
www.bloomfieldnj.org
© Bloomfield Township
Bloomington, NJ
2001, 2002, 2004,
2005, 2006, 2008,
2009, 2010, 2011

SN.3

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Library Board of Trustees

FROM: Carol Mueller, Library Director

DATE: April 21, 2017

SUBJECT: Library Board Vacancy

While we are all saddened and in disbelief about the sudden loss of our Library Board President Pam Williams, we will need to start thinking about filling the vacancy on the Library Board. Attached is the Library Board Vacancy Procedure for your reference. We will discuss this topic at our Library Board meeting on Tuesday, April 25.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY BOARD OF TRUSTEES OPERATING PROCEDURE MANUAL

VACANCY PROCEDURE

The public shall be notified by a sign posted in the lobby of the Library. An informational brochure will be made available at the Reception desk for interested patrons. The brochure will refer potential candidates to the Library Director for more information and/or an application form. The Director will give an application form, Legal Requirements Statement, Ethics statement, and List of Basic Trustees Duties to the interested resident. The resident shall submit the completed application form to the Director.

The Director will then forward all applications to the Library Board of Trustees who shall determine eligible candidates for interviews. Candidates shall be selected for an interview by the full Board of Trustees. Specific interview questions will be asked of all candidates. The selection will be made according to established standards for Board membership. The Board shall decide by a vote of the quorum which candidate is to be offered a position on the Board.

Traditionally, the Library Board of Trustees recommends a candidate to the Township Clerk and Supervisor. The Library Board President shall inform the candidate to fill such vacancy. Any person appointed by the president to fill a vacancy shall hold office until the next succeeding general election, at which time the electors of the Township shall fill such office for the next four year term.

ESTABLISHED STANDARDS FOR BOARD MEMBERSHIP:

The Michigan Library Association's Trustee Manual states "The most effective trustee is one who:

- recognizes the library's importance as a center of information, community culture, recreation, and continuing education.
- Has close acquaintance with the conditions and groups within the community.
- is able and willing to devote time and effort in carrying out the duties of a trustee.
- can work well with other board members, the library director and the people in the community.
- in addition, resourcefulness in coping with problems and persistence in following through on plans are highly desirable traits.
- Members should represent different backgrounds and segments of the community so that the board is better able to adapt the library's services and the needs of all it serves. "

Included in manual: 2/20/07

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.



LIBRARY BOARD OF TRUSTEE MEETINGS 2017-2018 FISCAL YEAR

*TUESDAY, APRIL 25, 2017

TUESDAY, MAY 16, 2017

TUESDAY, JUNE 20, 2017

THURSDAY, JULY 18, 2017

TUESDAY, AUGUST 15, 2017

TUESDAY, SEPTEMBER 19, 2017

TUESDAY, OCTOBER 17, 2017

**TUESDAY, NOVEMBER 21, 2017

TUESDAY, DECEMBER 19, 2017

TUESDAY, JANUARY 16, 2018

TUESDAY, FEBRUARY 20, 2018

TUESDAY, MARCH 20, 2018

Bloomfield Township Public Library Board of Trustee meetings are held on the **THIRD** Tuesday of each month at 7:00 p.m. in the Board Room

**April Board Meetings are held the fourth Tuesday*

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees

FROM: Carol Mueller

DATE: April 21, 2017

SUBJECT: Library Endowment Funds 2017

Each year, the Library receives notification from the Community Foundation for Southeast Michigan (CFSEM) regarding the payouts available from our Library's six endowment funds. We have just received such notifications for 2017 and responded with our decisions regarding payouts on March 30, 2017. The six endowment funds, the available payouts and our recommendations are:

Bloomfield Township Public Library Endowment/ Amber Trust Funds and the Smith Challenge Grant Fund – the purpose of these endowment funds is to provide support for the general charitable purposes of the Library. Further, the Smith Challenge Grant stipulates that the decision to accept the payout and how it will be used during the year is to be made by the Department Heads. This year the Department Heads have elected to accept the Smith Challenge Grant payout to use for Library team building purposes. The Library Department Heads recommend accepting the Smith Challenge Grant this year to add to the amount available for the 2017 annual Holiday Party. As you know, this is the one time of year when the Library Board, Friends Board, Library staff and volunteers gather together socially to strengthen our bonds and common interests in and support of the Bloomfield Township Public Library. It has become more and more challenging for SOC to organize an event to be enjoyed by many yet funded within a small budget. This additional funding will open up a few more options for SOC to plan a fun event for many to enjoy. This idea was unanimously supported by Department Heads. I recommend not accepting payouts from the Endowment/ Amber Trust funds this year as we have funding left from previous payouts to support audio book purchases. The payouts available are:

Endowment/Amber Trust Funds - \$1,380.00 to be reinvested

Smith Challenge Grant Fund - \$1,390.00 to be accepted

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

garden adult program. The payout would be split evenly between the two departments. The payouts will be:

June, 2017 - \$329.00

December, 2017 - \$329.00

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

June, 2017 - \$646.00

December, 2017 - \$646.00

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

June, 2017 - \$641.00

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

June, 2016 – \$301.50

December, 2016 - \$301.50

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

Memo

To: Carol Mueller
From: Sandi Bird
Date: 3/10/2017
Subject: BTPL Endowment Funds

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

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

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

1/1/16 Market Value of Endowment Fund	\$ 28,582.00
2016 Contributions Received for Endowment Fund	\$ 70.32
2016 Income (Loss) for Endowment Fund (49.8%)	\$ 2,072.21
2016 Grant received from Endowment Fund (47%)	\$ (0)
12/31/16 Market Value (49.8% of total provide by CFSEM)	\$ 30,724.53

2017 **Endowment Fund** grant available from combined funds' 12/31/16 balance is \$1,380.00. (Distribution was declined.)

1/1/16 Market Value for Smith Challenge Grant Fund	\$ 30,356.00
2016 Contributions Received for Smith Challenge Grant Fund	\$ 74.68
2016 Income (Loss) for Smith Challenge Grant Fund (50.2%)	\$ 2,088.79
2016 Grant received from Smith Challenge Grant Fund (53%)	\$ (1,549.00)
12/31/16 Market Value for Smith Challenge Grant Fund (50.2% of total provided by CFSEM)	\$ 30,970.47

2017 **Smith Challenge Grant Fund** grant available from combined funds' 12/31/16 balance is \$1,390.00. (Distribution will be taken in June and December 2017.)

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

2. Jeanette P. Myers Memorial Scholarship Fund

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

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

c. 1/1/16 Market Value	\$ 12,775.00
2016 Contributions Received	\$ 837.00
2016 Income (Loss)	\$ 889.00
2016 Grant received	<u>\$ (648.00)</u>
12/31/16 Market Value	\$ 13,853.00

2017 Grant available from 12/31/16 balance is \$641. (Distribution will be taken in June 2017.)

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

3. Yvonne T. Atkinson Fund

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

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

c. 1/1/16 Market Value	\$ 27,203.00
2016 Contributions Received	\$ 0.00
2016 Income (Loss)	\$ 1,897.00
2016 Grant received	<u>\$ (1,392.00)</u>
12/31/16 Market Value	\$ 27,708.00

2017 Grant available from 12/31/16 balance is \$1,292.00. (Distribution will be taken in June and December 2017.)

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

4. Fair Radom Garden Endowment Fund

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

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

c. 1/1/16 Market Value	\$ 13,856.00
2016 Contributions Received	\$ 0.00
2016 Income (Loss)	\$ 966.00
2016 Grant received	<u>\$ (709.00)</u>
12/31/16 Market Value	\$ 14,113.00

2017 Grant available from 12/31/16 balance is \$658.00. (Distribution will be taken in June and December 2017.)

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

5. Library Director's Legacy Endowment Fund

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

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

c. 1/1/16 Market Value	\$12,790.00
2016 Contributions Received	\$ 363.00
2016 Income (Loss)	\$ 953.00
2016 Grant received	\$ (0.00)
12/31/16 Market Value	\$14,106.00

2017 Grant available from 12/31/16 balance is \$603.00. (Distribution was declined.)

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

NOTES:

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



BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

Jeanette P. Myers Memorial Scholarship

Application

Guidelines

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

Purpose

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

Criteria for Award

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

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

Guidelines for Distribution of Scholarships

Awards will be made using the following guidelines:

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

Notification of Award

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

Non-Discrimination

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



BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

Jeanette P. Myers Memorial Scholarship

Application

PERSONAL INFORMATION

NAME _____ DATE _____

ADDRESS _____

HOME PHONE _____ WORK PHONE _____

EMAIL ADDRESS _____

EDUCATIONAL HISTORY

HIGH SCHOOL _____ FROM _____ TO _____

CURRICULUM _____ GRADUATION YEAR _____

COLLEGE _____ FROM _____ TO _____

COLLEGE _____ FROM _____ TO _____

MAJOR _____ MINOR _____ DEGREE _____ YEAR _____

GRADUATE SCHOOL _____ FROM _____ TO _____

OTHER _____

RELATIONSHIP TO BTPL

RELATIONSHIP _____

DATES: FROM _____ TO _____

APPLICATION REQUIREMENTS

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

Describe your educational, professional or personal short and long range goals. Explain how your course of study will help you achieve these goals. Please do not exceed 500 words.

This image shows a full page of blank handwriting practice paper. It features multiple sets of horizontal lines. Each set typically consists of three lines: two solid outer lines and a dashed middle line, providing a guide for letter height and placement. The lines are evenly spaced across the entire page, which is otherwise white and devoid of any other markings or text.

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

Signed: _____ **Date:** _____

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

FRIENDS OF THE LIBRARY MONTHLY DIRECTOR'S REPORT

April, 2017

- Our Library photo contest drew forty photo submissions from the Bloomfield Township 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. Please vote for your favorite photo starting next week – either in the Library or on our website. The photo with the most votes will be awarded the "People's Choice" award.

In addition, we will have the wonderful unveiling of the Library's Community Room historic photo display at 2:30pm! Thank you, Friends, for your generous funding of this project. I think you will be very pleased with the project and proud of your financial support of this.

- I hope you can all join us on Wednesday, April 12 at our annual Volunteer Reception as we thank all of our Library volunteers for the work they do to make this a great library! The volunteer reception runs from 2:00 – 4:00pm with a group photo scheduled at 3:00pm.
- Everyone's Reading 2017 features popular author David Maraniss, author of *Once in a Great City: A Detroit Story*. In this book, David presents a snapshot of the people, politics and culture of Detroit at the height of its prosperity in the early 1960's and foreshadows some of the events of the summer of 1967. He will be speaking at the Community House in Birmingham on Monday, May 22 at 7:00pm and at the Detroit Institute of Arts on Tuesday, May 23 at 11:00am and at Congregation Shaarey Zedek at 7:00pm that same day. For further information and tickets, ask a librarian at the Library's Adult Services desk beginning April 10.
- Just a reminder that the Library will be closed on Friday, May 5 for Staff Development Day.
- Thank you for your generous funding of almost ALL of the items on our March, 2017 Wish List! We greatly appreciate your ongoing support of the Library.
- The gifts expended report is attached for your review.

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

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees

FROM: Tera Moon

DATE: April 18, 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.

May 2017

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
1	2 10AM Knit 'n Stitch Circle	3 6:30PM Kitchen Lab	4	5 Staff Development Day - Library closed - will reopen Saturday at 9:30 a.m.	6	7
8 11AM Adult and Teen Sensory Storytime 6:30PM Introduction To Social Networking	9 1PM Memoir Writers' 4PM Teen Advisory Board 7PM Stratford Festival Lecture: THE WORLD UPSIDE DOWN: Love, Madness and Misrule in TWELFTH NIGHT	10 2PM Everyone's Reading Book Discussion 6:30PM Writers' Rendezvous 6:30PM Pizza and Pages 7PM Nonfiction Book Club	11 6:30PM Little Foodies	12 10AM Shake, Rhythm & Rhyme 12PM English Language Conversation Hour 4:30PM Fan Fridays 6:30PM 3rd Annual Teen Book Prom	13 9:30AM – 3:30PM Friends of the Library Second Saturday 2:30PM SENSEational Story Time	14
15 1PM 30 Minute Lunchtime Book Club	16 10AM Tuesday Book Club 7PM BTPL Board of Trustees Meeting	17 GALE COURSES begin 1PM Mystery Book Club 6:30PM Full STEAM Ahead 6:30PM Introduction to Google Docs 7PM The Art of Flowers with Wendy Evans	18	19 10AM Coffee and Conversation 6:30PM After-hours Special Needs Family Fun Night	20	21
22 6PM Books in Bars at Mex 6PM Computer Basics 7PM Meet Author David Maraniss in Birmingham	23 11 AM Meet Author David Maraniss at the DIA 1PM Memoir Writers' Group 7PM Meet Author David Maraniss in Southfield	24 6:30PM Writer's Rendezvous	25 10AM Eleanor's Book Club	26 1 PM Sensory-Friendly Movies for Adults and Teens 12PM English Language Conversation Hour	27	28 Closed Memorial Day Weekend - Library will reopen Tuesday at 9:30AM
29 Closed Memorial Day Weekend - Library will reopen Tuesday at 9:30AM	30	31				