

Please arrive at 6:30 p.m.

As Deana Roncelli,

Deputy Township Clerk

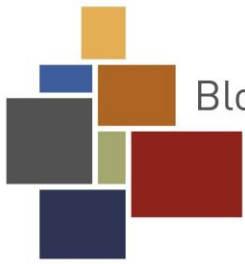
Will issue the Oath of Office to

Sandra Edwards

Prior to the start

of the Board Meeting

Light refreshments will be served.



Bloomfield Township Public
Library

**Bloomfield Township Public Library
Board of Trustees**

Library Board Meeting
June 20, 2017
7:00 p.m.
John Rumsey Board Room

Trustees:
libraryboard@btpl.org

Eli Greenbaum, President
Judy Lindstrom, Secretary
Tom Deska
Sandra Edwards
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, June 20, 2017
7:00 p.m.

<u>#</u>	<u>NUMBERED ITEMS</u>	<u>DATE DELIVERED</u>
1	Agenda	6/16/17
2a	Request to remove items from the Consent Agenda for Discussion	6/16/17
2b	Motion to approve the order of items for the regular and consent agendas	6/16/17
5	Motion to approve remaining Consent Agenda items 6-8d	6/16/17
6	Regular Board Meeting Minutes of 5/16/2017	6/16/17
6a	Special Board Meeting Minutes of 5/22/2017	6/16/17
7a	Cash Disbursements	6/16/17
7b	Revenues/Expenditures Budget Report	6/16/17
7c	Energy Report	6/16/17
8a	President's Report	6/16/17
8b	Director's Report	6/16/17
8c	Art Committee – no report	6/16/17
8c	Bloomfield Township Liaison –no report	
8c	Building, Grounds, Landscaping, Interiors Committee – no report	
8c	Cranbrook –no report	
8c	Development Committee – 5/18/17	6/16/17
8c	Finance Committee –no report	
8c	Friends of the Library Liaison – no report	
8c	Jeanette P. Myers Scholarship Committee –no report	
8c	Investment Committee – no report	
8c	Personnel Committee – no report	
8c	Policy Committee –no report	
11a	Periodical Bid	6/16/17
11b	Copier Bid Award	6/16/17
13	Motion to approve any items removed from the Consent Agenda	6/16/17

<u>UNNUMBERED ITEMS</u>	<u>DATE DELIVERED</u>
Strategic Plan	6/16/17
Monthly Director's Report to Friends of the Library	6/16/17
Calendar	6/16/17

AGENDA
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, June 20, 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 May 16, 2017
- 6a Special Board meeting minutes of May 22, 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. Periodical Bid
 - b. Public Copiers change in bid award
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 July 18, 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, May 16

At **7:00** p.m. the Regular Meeting of the Bloomfield Township Public Library Board of Trustees was called to order by President Eli Greenbaum.

Present: Trustees: Grant Gerhart, Eli Greenbaum, Joan Luksik, and Judy Lindstrom.

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

Guests: Jamie Jasper, Adult Services Library Science Intern, and Staff Organization Committee Representative; Klaren Gerhart, Bloomfield Township Resident; Isabella Poppa, Cranbrook Schools

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

A vote was taken for approval of the motion.

Ayes: Gerhart, Greenbaum, Luksik, and Lindstrom

Nays: None

MOTION CARRIED

President's Verbal Report:

President Eli Greenbaum reported that the Library received a very nice letter from the Baldwin Public Library regarding the passing of Pam Williams.

Director's Verbal Report:

Director Carol Mueller encouraged the Board to look at the "Art from the Hills" on exhibit in our Community Room and in our library display cases. The Library is once again pleased to be the site for the Bloomfield Hills Schools annual student art exhibit through May 27.

We have a special guest this evening, Isabella Poppa, a Cranbrook Kingswood Senior student, who is participating in the Senior May project, with required hours in volunteering in a field they are considering.

Friday, May 5 was the annual Staff Development Day and Eli Greenbaum presided over the Staff Awards. "In the Unlikely Event" was the theme, with much of the day focused on reviewing emergency procedures. The Library had two Bloomfield Township police officers as guests to review the emergency procedures in the event of an active shooter. Staff felt this was a timely and helpful Staff Development Day. Thank you to the Board of Trustees permitting us to close the Library so we can all come together on that day and hear the same information.

The summer library programs are about to kick off. "Build a Better World" is the summer reading program for children, teens and adults. The librarians are busy visiting the Bloomfield Township schools to promote the programs.

Director Mueller remarked that the "Captured Moments" reception was such a delightful day. There were approximately 70 guests. *The Eagle* had a feature article about the event. There's a copy of this article in the "Pass Around Folder." A journalist later interviewed Virginia Smith and future article will be in their "Looking Back" column, regarding the historic photos. Carol received a lovely note from Virginia Smith which she read aloud to the meeting. Tera Moon and Carol Mueller met Jordan Rus, the photographer who won Best in Show and First Place in the Teens category.

REGULAR AGENDA:

Call to the Public: President Eli Greenbaum welcomed the guests, Jamie Jasper, Adult Services Library Science Intern, and Staff Organization Committee Representative; Klaren Gerhart, Bloomfield Township Resident, and Isabella Popa, Cranbrook Schools. Joan Luksik wished to thank Judy Lindstrom for her fantastic coordination of the photo contest and the reception.

UNFINISHED BUSINESS:

No unfinished business.

NEW BUSINESS:

Strategic Plan Update

Director Carol Mueller wanted to extend her gratitude to Tera Moon for her hard work on the Strategic Plan.

Assistant Director Tera Moon reviewed Strategic Plan with the Library Board. The Library's 2016-2020 Strategic Plan was approved by the Library Board of Trustees in December 2015. Since then, library staff have achieved some investments and drafted plans to achieve others. There are 23 investments total. Staff prioritized those investments. Six items were chosen as the starting point for work toward achieving the four strategic goals. Staff has been working in small committees since April 2016, when the priorities were set, to achieve progress on all six investments.

The Library's strategic plan has four main goals. These are to:

- 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.

To work towards these goals, the staff has endeavored on these investments:

- Develop a marketing plan
- Offer tours to new and existing patrons
- Improve wayfinding
- Re-evaluate the layout, size and functionality of various spaces throughout the building, with consideration to appropriate volume levels and activities.
- Develop consistency in application of policies by staff and increase staff awareness in order to reduce user redirecting.

During the 18 months that the Library has been working on the 2016-2020 strategic plan, many changes have affected us and our work, but our mission remains to champion the power of words to spark discovery and imagination. We will continue to do the daily tasks needed to open the library and greet our patrons every day, but we will also look beyond those tasks to the loftier goals laid out in this strategic plan.

Assistant Director Tera Moon posed questions to the Board regarding their perspectives on these goals. The Board had much discussion and provided feedback.

Director Carol Mueller remarked that the staff has been participating at every level. They have been doing so in addition to their other duties. Many staff has commented that interacting with the different departments has been very beneficial.

OTHER:

Judy Lindstrom mentioned an article in New York Times about an area in rural Oregon that didn't want to increase their tax bill by eight dollars, so their libraries are being closed. She found it disturbing that people would not vote in favor of such a small amount. She wants to thank each and every person that voted on our millage.

Next Board Meeting will be Tuesday, June 20 at 7 p.m.

At 8:05 P.M. President Eli Greenbaum adjourned the meeting.

Submitted by:



Judy Lindstrom, Secretary

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

Bloomfield Township Public Library
Oakland County, Michigan
Monday, May 22, 2017

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

Administration: Library Director, Carol Mueller

The purpose of this meeting was to conduct on-site interviews of candidates for the Library Board vacancy created by Pam William's death. The interview schedule was publicly posted indicating that all interviews and deliberations were open to the public.

The Library Board was able to interview all eleven candidates who submitted an application for consideration. Candidates interviewed were: Sandra Edwards, Julie Gheen, Joseph Inwald, Lawrence Irwin, Michelle Khan, Linda Lambropoulos, Diana Lieberman, Richard Merson, Andrew Saxe, Shane Spradlin and Eric Wroldsen.

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

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

After discussion, it was unanimously decided to offer the position to Sandra Edwards. Ms. Edwards brings extensive development experience and skills as well as previous library board experience to the position.

Library Board President Eli Greenbaum will contact Ms. Edwards and offer her the appointment to the Bloomfield Township Public Library Board as a Trustee. Ms. Edwards understands that her appointment on the Library Board lasts until November, 2018 and that she will need to run in the November, 2018 general election.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

Cash Disbursements Comments

June 2017

New Vendors:

Alpena County George N. Fletcher Public Library is a new vendor for a lost MelCat item.

Laurie Blume is a new vendor for newsletter design.

Electronic Security Systems, Inc. is a new vendor for door system investigation and evaluation.

Landmark Systems, Inc. is a new vendor for repair of the Library's plotter.

George I. Landry, Inc. is a new vendor for repair of the wood fascia.

Michigan Tai Chi Association is a new vendor as a performer at a summer library program.

Mr. Jim is a new vendor as a performer at a summer library program.

Pegasus Press is a new vendor for books.

General Fund Advance

- Check #17588 payable to Bloomfield Township in the amount of \$803.09 was payment for water and sewer fees from 3/20/2017 – 4/17/2017.
- Check #17601 payable to American Library Association in the amount of \$49.44 was payment for books.

General Fund

- Check #17613 payable to Abraham & Gaffney in the amount of \$8,350.00 was payment for the Library's annual audit.
- Check #17614 payable to Alpena County George N. Fletcher Public Library in the amount of \$25.00 was payment for a lost book borrowed for a Bloomfield Township resident through MetCat. The patron has been billed for this item.

- Check #17619 payable to Bloomfield Township in the amount of \$341,157.11 was payment for two payrolls, including FICA, HRA contributions, pension, etc. as usual.
- Check #17625 payable to the Charter Township of Bloomfield in the amount of \$160.00 was payment for Chamber concert DVDs
- Check #17629 payable to Electronic Security Systems, Inc. in the amount of \$1,022.00 was payment for investigation of our door system.
- Check #17639 payable to LJ Rolls Refrigeration Co., Inc. in the amount of \$10,014.50 was payment for HVAC repairs.
- Check #17641 payable to George I. Landry, Inc. in the amount of \$15,200.00 was payment for the wood fascia repair.
- Check #17644 payable to Livonia Public Library in the amount of \$43.00 was payment for a lost book borrowed through MelCat for a Bloomfield Township resident. The patron has been billed for this item.
- Check #17646 payable to Midwest Collaborative for Library Services in the amount of \$1,858.5 was payment for an online database.
- Check #17649 payable to the Michigan Library Association (MLA) in the amount of \$3,230.44 was payment for the Library's annual membership in MLA.
- Check #17669 payable to Siemens Industry, Inc. in the amount of \$11,614.01 was payment for the annual maintenance for our building automation management system.
- Check #17672 payable to The Library Network (TLN) in the amount of \$9,077.49 was payment for the Library's Zinio subscription and internet service.

Gift Fund

- Check #4808 payable to the Friends of Bloomfield Township Public Library in the amount of \$15.00 was reimbursement for a Friends membership.
- Check #4809 payable to the Community Foundation of Southeast Michigan in the amount of \$127.00 was a contribution from the Staff Organization Committee (SOC) from casual Friday staff contributions to the Director's Legacy Fund.
- Check #4810 payable to the Charter Township of Bloomfield in the amount of \$20.00 was payment for DVDs.

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

Check #	Date	Payee	Cash Account	Amount
General Fund				
ADVANCE CHECKS:				
17582	5/9/17	PETTY CASH - BTPL	106.01	157.88
17583	5/9/17	LOWE'S	106.01	242.81
17584	5/9/17	Tera Moon	106.01	64.93
17585	5/9/17	Killian Weston	106.01	54.12
17586	5/16/17	APPLIED IMAGING	106.01	508.70
17587	5/16/17	ARROW OFFICE SUPPLY CO.	106.01	288.38
17588	5/16/17	BLOOMFIELD TOWNSHIP	106.01	803.09
17589	5/16/17	LAURIE BLUME	106.01	1,850.00
17590	5/16/17	XFINITY	106.01	152.49
17591	5/16/17	Emily Ellison	106.01	64.96
17592	5/16/17	FLAGSTAR BANK	106.01	5,863.12
17593	5/16/17	Andrea Lebeck	106.01	75.42
17594	5/16/17	SUMMIT ELECTRIC, INC.	106.01	140.00
17595	5/16/17	VERIZON WIRELESS	106.01	201.68
17596	5/16/17	VIGILANTE SECURITY	106.01	1,950.00
17597	5/16/17	Killian Weston	106.01	77.73
17598	5/23/17	AMAZON.COM	106.01	885.70
17599	5/23/17	DTE ENERGY	106.01	17,048.76
17600	5/23/17	PRINCIPAL LIFE INS CO-SBD GRANDE ISLAND	106.01	674.61
17601	5/30/17	AMERICAN LIBRARY ASSOCIATION	106.01	49.44
17602	5/30/17	RICOH USA, INC	106.01	788.01
17603	6/6/17	AT&T	106.01	787.74
17604	6/6/17	Elizabeth Clauder	106.01	85.11
17605	6/6/17	CONSUMERS ENERGY	106.01	4,411.34
17606	6/6/17	Emily Ellison	106.01	27.07
17607	6/6/17	Brooke Hoskins	106.01	75.00
17608	6/6/17	Edward Niemchak	106.01	48.33
17609	6/6/17	PACIFIC TELEMAGEMENT SERVICES	106.01	78.00
17610	6/6/17	T MOBILE	106.01	33.98
17611	6/6/17	Karrie Yukon	106.01	613.95
Total				<u>38,102.35</u>
REGULAR CHECKS:				
17612	6/8/17	4TH WALL THEATRE COMPANY, LLC	106.01	200.00
17613	6/8/17	ABRAHAM & GAFFNEY, P.C.	106.01	8,350.00
17614	6/8/17	ALPENA COUNTY GEORGE N. FLETCHER PUBLIC	106.01	25.00
17615	6/8/17	AMERICAN PEST CONTROL	106.01	2,038.80
17616	6/8/17	ARBOR OAKLAND GROUP	106.01	4,231.00
17617	6/8/17	BAKER & TAYLOR, INC.	106.01	13,118.46
17618	6/8/17	BLACKSTONE AUDIO, INC.	106.01	419.97
17619	6/8/17	BLOOMFIELD TOWNSHIP	106.01	341,157.11
17620	6/8/17	BRILLIANCE PUBLISHING, INC.	106.01	194.95
17621	6/8/17	BUTZEL LONG	106.01	273.00
17622	6/8/17	CAR TRUCKING, INC.	106.01	199.50
17623	6/8/17	CAVENDISH SQUARE	106.01	953.05
17624	6/8/17	CENGAGE LEARNING/GALE	106.01	567.02
17625	6/8/17	CHARTER TOWNSHIP OF BLOOMFIELD	106.01	160.00
17626	6/8/17	CRAWFORD DOOR SALES, INC.	106.01	392.00
17627	6/8/17	DEAF COMMUNITY ADVOCACY NETWORK	106.01	232.00
17628	6/8/17	DEMCO, INC.	106.01	1,732.66
17629	6/8/17	ELECTRONIC SECURITY SYSTEMS, INC.	106.01	1,022.00
17630	6/8/17	ENSLOW PUBLISHERS, INC.	106.01	585.55
17631	6/8/17	FILM IDEAS, INC.	106.01	15.50

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

Check #	Date	Payee	Cash Account	Amount
17632	6/8/17	FINANCIAL TIMES LTD	106.01	1,578.00
17633	6/8/17	GARETH STEVENS PUBLISHING	106.01	855.95
17634	6/8/17	GREY HOUSE PUBLISHING	106.01	135.00
17635	6/8/17	INGRAM LIBRARY SERVICES	106.01	335.20
17636	6/8/17	RANDY KAPLAN	106.01	425.00
17637	6/8/17	CARISSA KNOLES	106.01	250.00
17638	6/8/17	KONA ICE	106.01	180.20
17639	6/8/17	LJ ROLLS REFRIGERATION CO., INC	106.01	10,014.50
17640	6/8/17	LANDMARK SYSTEMS	106.01	380.03
17641	6/8/17	GEORGE I. LANDRY, INC.	106.01	15,200.00
17642	6/8/17	LERNER PUBLISHING GROUP	106.01	1,027.46
17643	6/8/17	LEXISNEXIS MATTHEW BENDER	106.01	67.08
17644	6/8/17	LIVONIA PUBLIC LIBRARY	106.01	43.00
17645	6/8/17	LOOKOUT BOOKS	106.01	573.90
17646	6/8/17	MIDWEST COLLABORATIVE for LIB. SVCS	106.01	1,858.50
17647	6/8/17	MICHIGAN TAI CHI ASSOCIATION	106.01	75.00
17648	6/8/17	MIDWEST TAPE	106.01	19,144.41
17649	6/8/17	MICHIGAN LIBRARY ASSOCIATION	106.01	3,230.44
17650	6/8/17	MR. JIM	106.01	350.00
17651	6/8/17	NATIONAL SIGN COMPANY	106.01	1,400.00
17652	6/8/17	NBS	106.01	1,653.00
17653	6/8/17	NICHOLS/NETWORK SERVICES CO	106.01	902.81
17654	6/8/17	ONLINE COMPUTER LIBRARY CENTER	106.01	346.11
17655	6/8/17	OMNIGRAPHICS	106.01	528.90
17656	6/8/17	ORIENTAL TRADING CO., INC.	106.01	299.59
17657	6/8/17	OVERDRIVE	106.01	2,782.25
17658	6/8/17	PEGASUS PRESS, INC.	106.01	1,611.82
17659	6/8/17	PENGUIN RANDOM HOUSE LLC	106.01	702.00
17660	6/8/17	PITNEY BOWES, INC.	106.01	261.50
17661	6/8/17	RECORDED BOOKS, LLC	106.01	1,069.04
17662	6/8/17	ROCKET ENTERPRISE INC.	106.01	756.00
17663	6/8/17	ROSEN PUBLISHING	106.01	2,076.30
17664	6/8/17	THE ROWMAN & LITTLEFIELD PUBLISHING GRP	106.01	161.10
17665	6/8/17	SALEM PRESS, INC.	106.01	702.50
17666	6/8/17	SECURITY DESIGNS INC.	106.01	265.00
17667	6/8/17	SERVICE HEATING & PLUMBING	106.01	818.81
17668	6/8/17	SHOWCASES	106.01	1,274.40
17669	6/8/17	SIEMENS INDUSTRY, INC.	106.01	11,614.01
17670	6/8/17	SUMMIT ELECTRIC, INC.	106.01	225.00
17671	6/8/17	THE CHILD'S WORLD	106.01	1,069.20
17672	6/8/17	THE LIBRARY NETWORK	106.01	9,077.49
17673	6/8/17	UNIQUE MANAGEMENT SERVICES, INC.	106.01	98.45
17674	6/8/17	WALLACEBURG BOOKBINDING & MFG	106.01	493.03
17675	6/8/17	WORLD BOOK, INC.	106.01	1,587.00
Total				<u><u>473,366.55</u></u>

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

Check #	Date	Payee	Cash Account	Amount
Gift Fund				
ADVANCE CHECKS:				
4806	5/16/17	FLAGSTAR BANK	102.03	91.24
4807	5/23/17	AMAZON.COM	102.03	467.91
4808	6/6/17	FRIENDS OF THE BTPL	102.03	15.00
Total				<u>574.15</u>
REGULAR CHECKS:				
4809	6/8/17	COMMUNITY FOUNDATION - SE MICH.	102.03	127.00
4810	6/8/17	CHARTER TOWNSHIP OF BLOOMFIELD	102.03	20.00
4811	6/8/17	FILM IDEAS, INC.	102.03	222.50
4812	6/8/17	MIDWEST TAPE	102.03	59.02
4813	6/8/17	SCHOLASTIC LIBRARY PUBLISHING	102.03	517.28
Total				<u>945.80</u>

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

7b

PRESENTED: JUNE 20, 2017 FOR THE MONTH OF: MAY 2017

ACCOUNT NAME	2017-2018	2017-2018	REVENUE/EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	Two Months 17%
	ADOPTED BUDGET	AMENDED BUDGET				VARIANCE
	AS OF MARCH 21, 2017	AS OF MARCH 21, 2017				
<u>Revenues</u>						
Taxes	\$6,923,097	\$6,923,097	(\$127)	(\$632)	-0.01%	(\$6,923,729)
Penal Fines	\$84,928	\$84,928	\$0	\$0	0.00%	(\$84,928)
State Aid	\$25,635	\$25,635	\$13,339	\$13,339	52.04%	(\$12,296)
Circulation Fines & Fees	\$100,000	\$100,000	\$7,559	\$17,009	17.01%	(\$82,991)
Charges for Services	\$13,649	\$13,649	\$1,084	\$2,784	20.40%	(\$10,865)
Investment earnings	\$50,000	\$50,000	\$28,428	\$48,649	97.30%	(\$1,351)
Miscellaneous	\$11,595	\$11,595	\$684	\$6,737	58.10%	(\$4,858)
Total Revenues	\$7,208,904	\$7,208,904	\$50,967	\$87,887	1.22%	(\$7,121,017)
<u>Expenditures</u>						
Personnel	\$3,916,967	\$3,916,967	\$271,832	\$711,891	18.17%	(\$3,205,076)
Library Services	\$846,258	\$846,258	\$68,894	\$162,645	19.22%	(\$683,613)
Facilities & Equipment	\$1,148,383	\$1,148,383	\$140,875	\$196,203	17.09%	(\$952,180)
Other Operating Expenditures	\$1,189,066	\$1,189,066	\$28,739	\$57,648	4.85%	(\$1,131,418)
Total Expenditures	\$7,100,674	\$7,100,674	\$510,341	\$1,128,387	15.89%	(\$5,972,287)
Fund Balance - Beginning	\$11,679,941	\$11,679,941		\$11,679,941		
Net revenue (expenditure)	\$108,230	\$108,230		(\$1,040,500)		
Fund Balance - Ending	\$11,788,171	\$11,788,171		\$10,639,441		

Amendments to the budget:
None

Changes made to the line items:
None

Nonspendable-Prepaid Expense	\$ 15,000	\$15,000
Committed Fund Balance (is 8-months of expenditures	\$4,733,783	\$4,733,783
Assigned Fund Balance (is \$425,963 (3/31/17 compensated absences accrual) plus \$5,257,680 7/1/15 OPEB obligation plus \$1,255,745 capital improvements)	\$6,939,388	\$6,939,388
Unassigned Fund Balance (is the unplanned emergency	\$100,000	\$100,000

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

PRESENTED: JUNE 20, 2017 FOR THE MONTH OF: MAY 2017

Two Months 17%

ACCOUNT NUMBER	ACCOUNT NAME	2017-2018 ADOPTED BUDGET AS OF MAR 21, 2017	2016-2017 AMENDED BUDGET AS OF JUNE 20, 2017	REVENUE/ EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	VARIANCE
	<u>Revenues</u>						
	Gift Income	\$500	\$3,302	\$2,167	\$2,802	84.86%	(\$500)
454.03	Investment Earnings	\$200	\$200	\$14	\$29	14.43%	(\$171)
460.03	Miscellaneous Revenue	\$0	\$0	\$0	\$0	0.00%	\$0
	Total Revenues	\$700	\$3,502	\$2,181	\$2,831	80.84%	(\$671)
	<u>Expenditures</u>						
	Library Services	\$23,330	\$23,480	\$970	\$4,881	20.79%	(\$18,599)
	Facilities & Equipment	\$55,540	\$55,540	\$0	\$2,500	4.50%	(\$53,040)
	Other Operating Expenditures	\$104,128	\$106,780	\$535	\$1,833	1.72%	(\$104,947)
	Total Expenditures	\$182,998	\$185,800	\$1,505	\$9,214	4.96%	(\$176,586)
	Fund Balance - Beginning	\$78,839	\$78,839		\$78,839		
	Reserved Fund Bal.	\$103,659	\$103,659		\$103,659		
	Net revenue (expenditures)	(\$182,298)	(\$182,298)		(\$6,383)		
	Fund Balance - Ending	\$200	\$200		\$176,115		

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
May 2017

Fund	Type	Annual Yield	Date	Amount on Hand
General Fund				
	5th 3rd Checking (Ecommerce)	0.00%	5/31/2017	\$88,282.77
	Flagstar Public Funds Savings	0.35%	5/31/2017	\$249,994.50
	Flagstar Premier Public Entities Checking	0.28%	5/31/2017	\$31,453.88
	RBC Capital Cash/Money Market	0.01%	5/31/2017	\$125.97
	RBC Capital - Investments	1.96%	5/31/2017	\$10,744,731.47
Total General Fund				\$11,026,305.82
Please see General Fund budget for notes on how this amount is earmarked				
Gift Fund				
	Huntington Public Fund Business Interest Checking	0.15%	5/31/2017	\$108,450.47
	Huntington CD (Charnov gift) - matures 02/04/2019	0.45%	5/31/2017	\$50,000.00
	Fifth Third Bank Business Standard Checking	0.00%	5/31/2017	\$3,989.92
Total Gift Fund				\$162,440.39

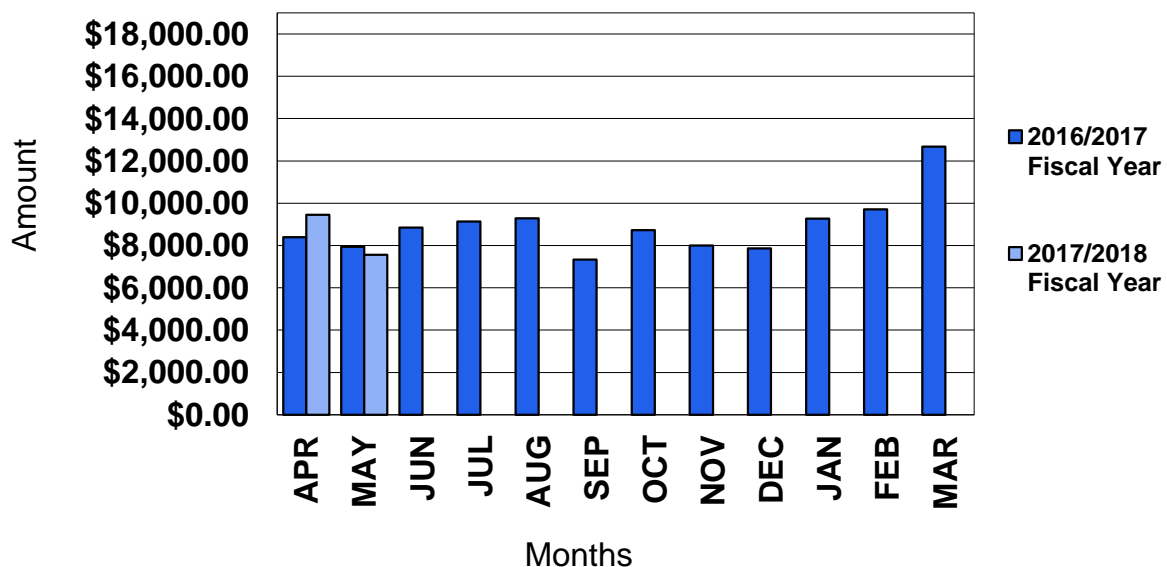
CFSEM The following endowment funds are administered by the Community Foundation for Southeast Michigan (CFSEM). CFSEM maintains unilateral variance power and legal ownership of the endowment funds, and therefore, principal is not available to BTPL. Earnings are available for distribution to the Library 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	2016/2017 Fiscal Year	2017/2018 Fiscal Year	Difference
APR	\$8,389.09	\$9,449.79	\$1,060.70
MAY	\$7,946.70	\$7,559.45	(\$387.25)
JUN	\$8,843.80		(\$8,843.80)
JUL	\$9,136.96		(\$9,136.96)
AUG	\$9,285.82		(\$9,285.82)
SEP	\$7,334.64		(\$7,334.64)
OCT	\$8,723.00		(\$8,723.00)
NOV	\$8,006.68		(\$8,006.68)
DEC	\$7,863.74		(\$7,863.74)
JAN	\$9,268.65		(\$9,268.65)
FEB	\$9,716.57		(\$9,716.57)
MAR	\$12,680.35		(\$12,680.35)
			YTD Difference
TOTAL	\$107,196.00	\$17,009.24	(\$90,186.76)

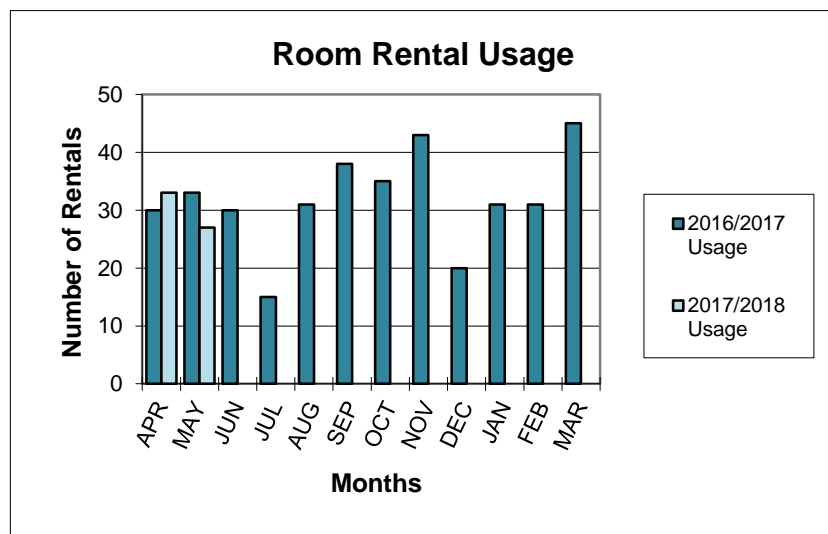
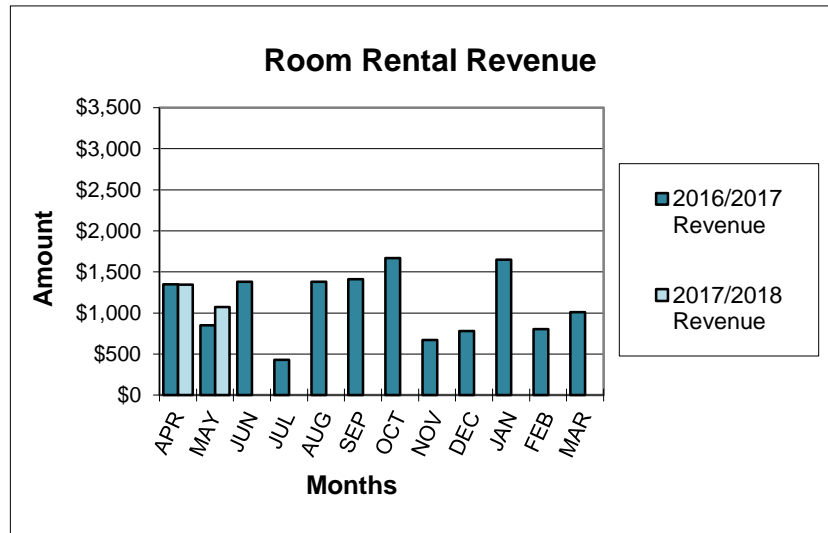
Fines and Fees Two-Year Comparison



ROOM RENTAL - TWO-YEAR COMPARISON

7b

<u>Month</u>	2016/2017 <u>Revenue</u>	2017/2018 <u>Revenue</u>	<u>Difference</u>	2016/2017 <u>Usage</u>	2017/2018 <u>Usage</u>	<u>Month</u>
APR	\$1,350.00	\$1,345.50	(\$4.50)	30	33	APR
MAY	\$850.00	\$1,074.00	\$224.00	33	27	MAY
JUN	\$1,380.00		(\$1,380.00)	30		JUN
JUL	\$430.00		(\$430.00)	15		JUL
AUG	\$1,380.00		(\$1,380.00)	31		AUG
SEP	\$1,410.00		(\$1,410.00)	38		SEP
OCT	\$1,670.00		(\$1,670.00)	35		OCT
NOV	\$670.00		(\$670.00)	43		NOV
DEC	\$780.00		(\$780.00)	20		DEC
JAN	\$1,650.00		(\$1,650.00)	31		JAN
FEB	\$802.50		(\$802.50)	31		FEB
MAR	\$1,010.75		(\$1,010.75)	45		MAR
			YTD Difference			
TOTAL	\$13,383.25	\$2,419.50	(\$10,963.75)	382	60	



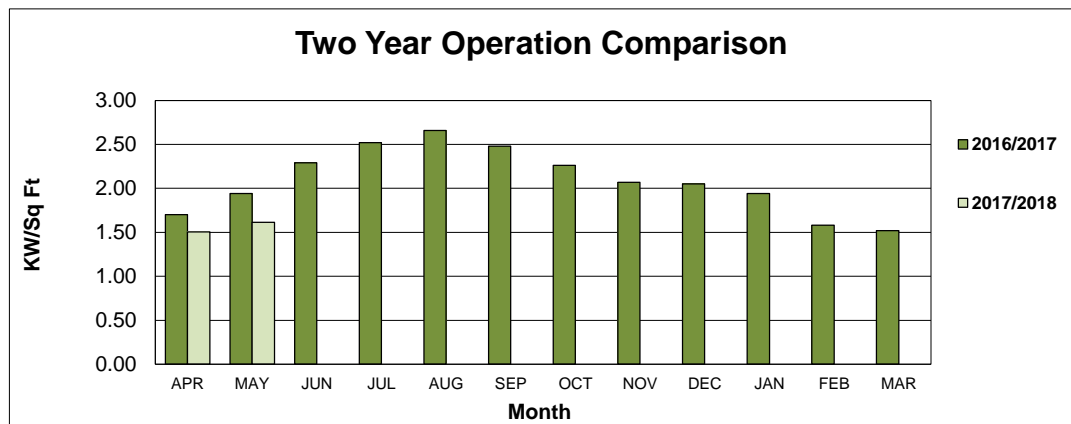
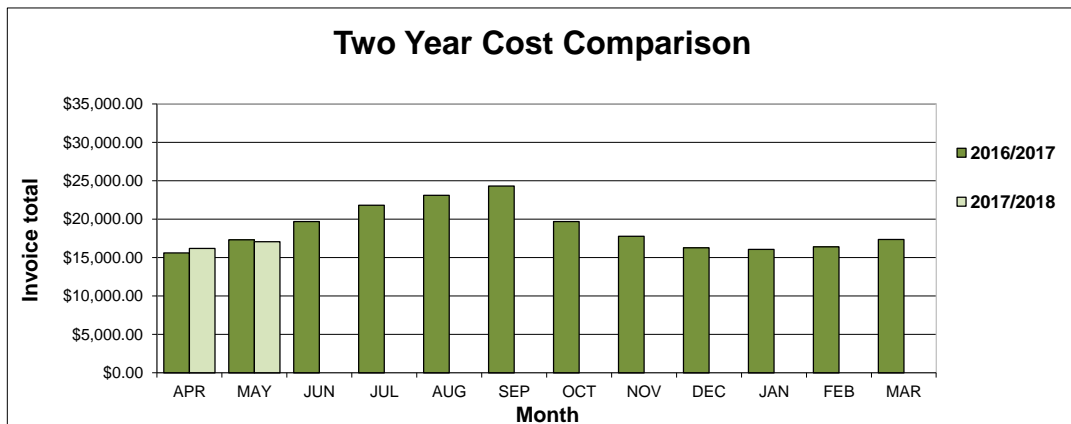
Bloomfield Township Public Library Electricity Analysis

Building Area = 101,023 Sq ft.

TWO YEAR COST COMPARISON				CURRENT YEAR OPERATION					
Month	2016/2017	2017/2018 (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	\$15,619.14	\$16,181.75	\$562.61	151,970	\$0.11	211.07	1.50	\$22.47	\$0.16
MAY	\$17,290.02	\$17,048.76	(\$241.26)	162,890	\$0.10	218.94	1.61	\$22.92	\$0.17
JUN	\$19,698.58		(\$19,698.58)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
JUL	\$21,811.53		(\$21,811.53)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
AUG	\$23,088.13		(\$23,088.13)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
SEP	\$24,303.34		(\$24,303.34)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
OCT	\$19,688.69		(\$19,688.69)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
NOV	\$17,751.06		(\$17,751.06)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
DEC	\$16,281.15		(\$16,281.15)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
JAN	\$16,062.22		(\$16,062.22)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
FEB	\$16,399.04		(\$16,399.04)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
MAR	\$17,370.93		(\$17,370.93)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
			YTD Difference						
TOTAL	\$225,363.83	\$33,230.51	(\$192,133.32)						

NOTES:

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



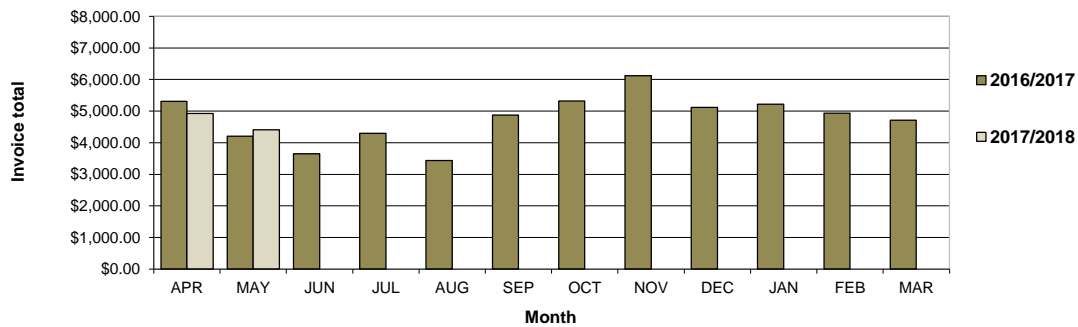
Bloomfield Township Public Library Natural Gas Analysis

Building Area = 101,023

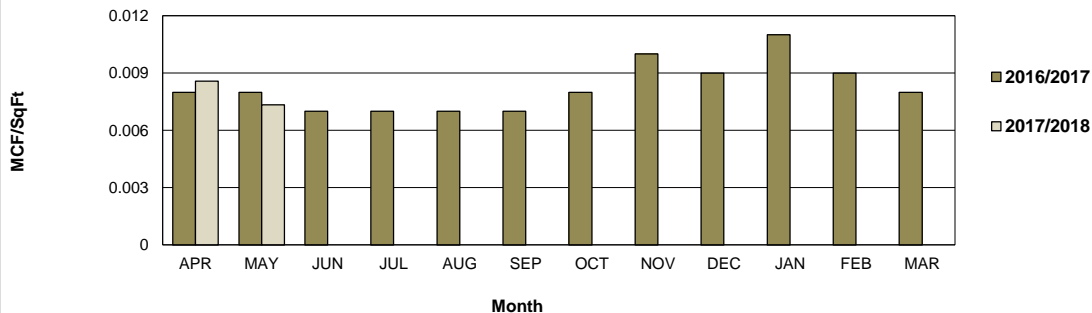
1 Cu. Ft. = 1000 BTU

TWO YEAR COST COMPARISON				OPERATION						
Month	2016/2017	2017/2018 (3)	Difference	MCF	COST/MCF	HOURS (24 x no. days per month)	MCF/HR	MCF/SqFt	\$/HR	\$/SqFt
APR	\$5,307.83	\$4,929.25	(\$378.58)	866.7	\$5.69	720	1.20	0.009	6.85	0.048
MAY	\$4,208.72	\$4,411.34	\$202.62	741.5	\$5.95	744	1.00	0.007	5.93	0.043
JUN	\$3,652.86		(\$3,652.86)		#DIV/0!	720	0.00	0.000	0.00	0.000
JUL	\$4,294.67		(\$4,294.67)		#DIV/0!	744	0.00	0.000	0.00	0.000
AUG	\$3,437.53		(\$3,437.53)		#DIV/0!	744	0.00	0.000	0.00	0.000
SEP	\$4,874.40		(\$4,874.40)		#DIV/0!	720	0.00	0.000	0.00	0.000
OCT	\$5,321.19		(\$5,321.19)		#DIV/0!	744	0.00	0.000	0.00	0.000
NOV	\$6,122.71		(\$6,122.71)		#DIV/0!	720	0.00	0.000	0.00	0.000
DEC	\$5,114.24		(\$5,114.24)		#DIV/0!	744	0.00	0.000	0.00	0.000
JAN	\$5,220.31		(\$5,220.31)		#DIV/0!	744	0.00	0.000	0.00	0.000
FEB	\$4,933.73		(\$4,933.73)		#DIV/0!	696	0.00	0.000	0.00	0.000
MAR	\$4,707.54		(\$4,707.54)		#DIV/0!	744	0.00	0.000	0.00	0.000
YTD Difference										
TOTAL	\$57,195.73	\$9,340.59	(\$47,855.14)							

Two Year Cost Comparison

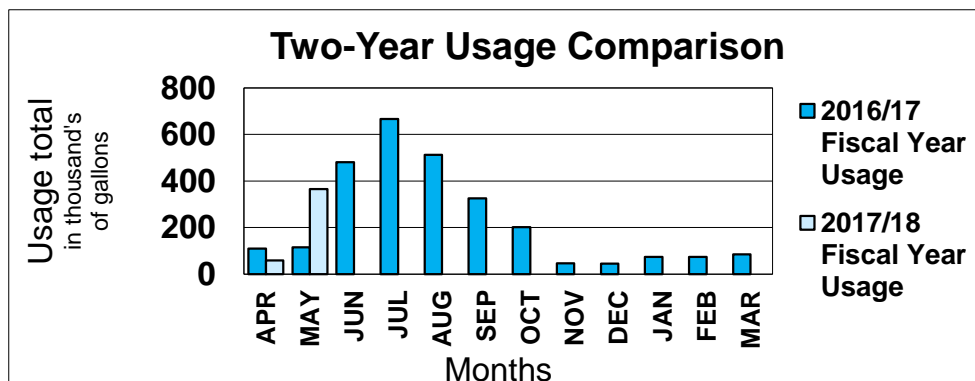
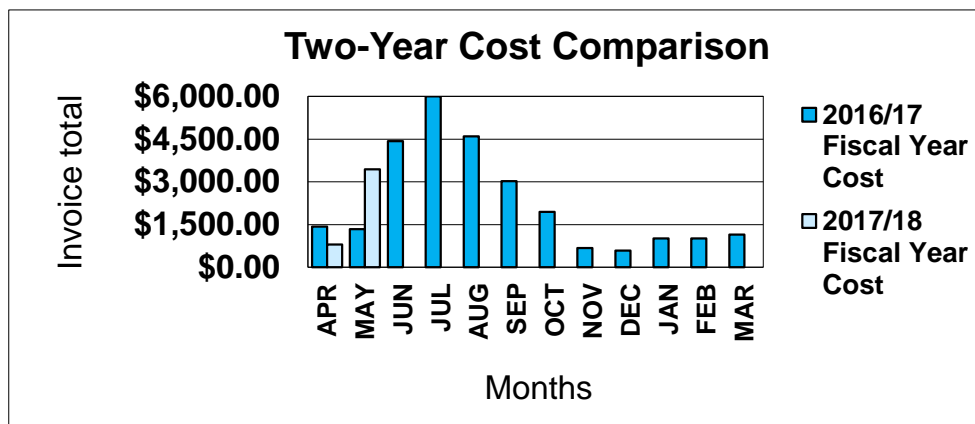


Two Year Operation Comparison



Bloomfield Township Public Library Water Analysis

Month	2016/17 Fiscal Year Cost	2017/18 Fiscal Year Cost	Difference	2016/17 Fiscal Year Usage	2017/18 Fiscal Year Usage	Difference
APR	\$1,432.45	\$803.09	(\$629.36)	109	59	(50)
MAY	\$1,333.69	\$3,440.06	\$2,106.37	115	365	250
JUN	\$4,428.69		(\$4,428.69)	480		(480)
JUL	\$5,997.81		(\$5,997.81)	666		(666)
AUG	\$4,595.09		(\$4,595.09)	512		(512)
SEP	\$3,025.97		(\$3,025.97)	326		(326)
OCT	\$1,945.05		(\$1,945.05)	201		(201)
NOV	\$673.93		(\$673.93)	46		(46)
DEC	\$587.67		(\$587.67)	45		(45)
JAN	\$1,011.05		(\$1,011.05)	74		(74)
FEB	\$1,011.05		(\$1,011.05)	74		(74)
MAR	\$1,143.49		(\$1,143.49)	85		(85)
			YTD Difference			YTD Difference
TOTAL	\$27,185.94	\$4,243.15	(\$22,942.79)	2,733	424	(2,309)



BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

LIBRARY BOARD OF TRUSTEES MONTHLY DIRECTOR'S REPORT

June, 2017

Our 2017 Summer Reading Program theme this year is “Build a Better World” for all ages. Read, learn, play, create and participate this summer at the Library! There is something for everyone. We hope you can join us for an enjoyable concert, creative craft or fun program this summer. The summer kickoff open house takes place on Monday evening, June 19. We appreciate the generosity of our Friends for once again generously supporting the Library's Summer Reading Program.

Phase II of our historic library photo project will be installed this month! Five photos taken by Balthazar Korab in 2009 will be installed in the Community Room above the serving counter and our signature library photo of the front entrance will be installed on the west wall after the equipment cabinet. Virginia Smith has graciously agreed to be interviewed by our Director's Secretary Linden Godlove and filmed by BCTV narrating the historic photos already installed. Virginia's comments will be available to listen to on DVD soon! Thank you Virginia and Linden!

The Friends of Bloomfield Township Public Library recently held their annual meeting and Board elections. Their officers for the 2017/2018 year are:

Nancy Lambert	President
Jacki Boyer	Vice President
Barbara Smalley	Recording Secretary
Germaine Sliny	Corresponding Secretary
Open	Treasurer
Bob Schnorbus	Assistant Treasurer and acting Treasurer
Open	Historian

Two applications have been received for consideration for the annual Jeanette P. Myers Scholarship Award. A press release regarding this scholarship was sent to our media contacts. In addition, it was promoted on the Library website, with a large poster in the library lobby, in our e-newsletter and to our community partners, specifically Bloomfield Hills Schools and area private schools, Cranbrook Educational Community, and the University of Michigan School of Music, Theatre and Dance. The applications and scholarship guideline information will be forwarded to the Myers Scholarship Committee for their review. We will inform the chosen applicant(s) by July 15 and present the scholarship at the August 15, 2017 Library Board meeting. The Myers family will be joining us for this special award along with the recipient(s).

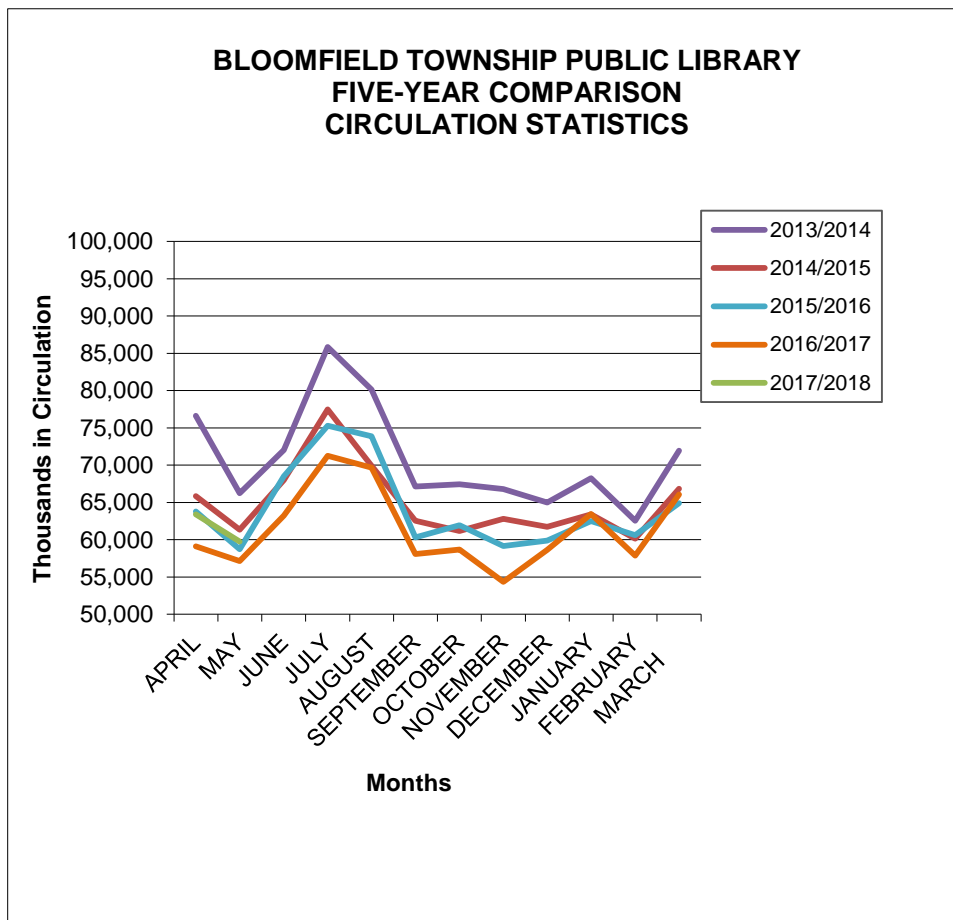
Respectfully Submitted,

Carol Mueller
Director

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
FIVE YEAR CIRCULATION**

6/10/2017

	<u>2013/2014</u>	<u>2014/2015</u>	<u>2015/2016</u>	<u>2016/2017</u>	<u>2017/2018</u>
APRIL	76,629	65,851	63,783	59,090	63,413
MAY	66,250	61,347	58,740	57,125	59,745
JUNE	72,030	67,987	68,518	63,243	
JULY	85,844	77,485	75,304	71,265	
AUGUST	80,163	69,931	73,868	69,676	
SEPTEMBER	67,145	62,536	60,292	58,100	
OCTOBER	67,436	61,177	61,960	58,678	
NOVEMBER	66,813	62,815	59,157	54,362	
DECEMBER	65,007	61,726	59,871	58,628	
JANUARY	68,232	63,404	62,491	63,455	
FEBRUARY	62,534	60,140	60,612	57,856	
MARCH	71,961	66,845	64,896	66,071	
TOTAL	850,044	781,244	769,492	737,549	123,158



	2016		2017	
COLLECTION				
Book Collection:	278,970		272,718	
Media Collection:	62,324		63,139	
Total e-books:	30,830		31,967	
Overdrive	8,468		9,376	
EBSCOhost	19,197		19,197	
Total downloadable audiobooks:	4,823		5,230	
Materials Total:	376,947		373,054	
CIRCULATION				
Circulation Total:	57,125		59,745	
Bloomfield Township Circulation:	50,639		55,523	
Virtual Circulation Total	6,278		9,351	
Circulation of Youth materials:	19,665		20,467	
Circulation of Media:	19,940		16,460	
Circulation of Cranbrook passes:	155		187	
Self-checkout machine use:	22,247	38.9%	22,607	37.8%
Library by Mail:	81	27 patrons	75	26 patrons
BUILDING & EQUIPMENT USAGE				
Door Count:	22,732 *		19,501 **	
Gate Count:	22,566 ^		27,896	
Meeting rooms by public:	33		27	
Meeting rooms by staff:	91		61	
VIRTUAL USE				
Home page hits:	22,518		31,567	
e-book access:	2,312		2,145	
Overdrive	2,273		2,092	
EBSCOhost	39		53	
Audiobook access: (Overdrive)	1,184		1,304	
Freegal music download access:	1,290		1,309	
Freegal music streaming:	n/a		2,493	
Magazine download access:	714		730	
Hoopla access:	778		1,369	
Tutor.com sessions:	54		10	
Library Computer Use				
Resident Use	1,416		1,639	
Guest Use	762		715	
*Library closed May 6, 2016 for Staff Development Day; and May 29 & 30, 2016 for Memorial Day				
**Library closed May 5, 2017 for Staff Development Day; and May 28 & 29, 2017 for Memorial Day				
^Counter not working 4 days				

	2016		2017	
OUTREACH & PROGRAMS				
<i>New Patrons and Accounts</i>				
Township:	142		165	
Cranbrook:	2		4	
Total new patrons:	221		224	
<i>Adult Program Attendance</i>				
Staff-led:	11 events	316 attended	8 events	45 attended
Speaker-led:	6 events	54 attended	8 events	1,060 attended
Book clubs:	4 events	52 attended	6 events	93 attended
Tours/visits on-site:	0	0	0	0
Tours/visits off-site:	0	0	2 events	59 attended
<i>Systems Program Attendance</i>				
Staff-led:	4 events	28 attended	3 events	23 attended
<i>Teen Program Attendance</i>				
Staff-led:	1 event	1 attended	2 events	12 attended
<i>Youth Program Attendance</i>				
Staff-led:	26 events	774 attended	11 events	236 attended
Speaker-led:	1 event	17 attended	0	0
Tours/visits on-site:	0	0	0	0
Tours/visits off-site:	14 events	1,296 attended	16 events	970 attended
TOTAL:	67 events	2,538 attended	56 events	2,498 attended
<i>Volunteers:</i>				
	23 people	241.50 hours	23 people	268.50 hours
	Shop: 9	92.75	Shop: 9	105.75
	Court: 1	14.25	Court: 0	0
	Students: 2	7.75	Students: 3	77.5
	Dept. Vol: 11	126.75	Dept. Vol: 11	85.25
<i>Patron Remarks</i>				
Patron Comments:	4		9	
Ask BTPL:	3		0	
Ask Us:	21		41	
DISPLAYS				
Lobby	Bloomfield Hills Schools "Art from the Hills" Exhibit			
Media	Adult: Seeing Red; How Does Your Garden Grow?			
	Youth: Disney Live Action Movies; 'Pop' Open a Good Book			
Local History	Everyone's Reading			

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

Bloomfield Township Public Library
Oakland County, Michigan
**Thursday,
May 18, 2 p.m.**

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

Administration: Library Director, Carol Mueller; Assistant Director, Tera Moon; Volunteer, Nancy Kulish; Karrie Yukon, Adult Services Librarian

Old Business:

Newsletter

The redesigned newsletter was passed around and admired.

Photo Contest Recap

Carol and Tera had a delightful meeting with Jordan Rus, the photographer who won Best in Show and First Place in the Teens category. There is an article in *The Eagle* about the photo contest. There was enthusiasm for repeating the photo contest another year. Judy Lindstrom suggested not having the winning photographs on display and also suggested the winners of the contest should be called and encouraged to come. It was also agreed that a staged plan should be made to photograph the winners with their ribbons. Nancy Kulish had thought the voting was smooth and Dave Buffington reported to Eli Greenbaum that it was. Carol Mueller thought community involvement was a success. Repeating the event in 2018 was discussed. All agreed that next year there would be more participation. Judy Lindstrom thought that it should tie in with the theme for the 2018 Library Wide Event Fundraiser. It was also discussed that National Library Week is April 8-14 and the photo contest reception could be during that time. Dates for the contest were suggested to be January 15-March 15.

Virginia Smith agreed to be interviewed for BCTV documenting her memories of Bloomfield Township Public Library, in relation to the historic photographs.

2018 Library Wide Event

Possibilities of displays and bands were discussed. The event will be on Saturday, October 13. Director Carol Mueller shared Youth Services Department Head Marian Rafal's comments, which included an overview of children's program plans and ideas, suggestions of book titles for a read-a-thon, as well as the idea of a human library.

For the actual event, there was discussion of having it be a family event versus and adult event. Great family events are an expectation and the Library delivers that.

Karrie Yukon offered a list of suggestions, including a family game day and having postcards for International Friendship day, as well as a Sunday afternoon concert.

Different thoughts were expressed regarding a Read-a-thon, with concerns about getting an audience and participation, selecting a book that resonates with the community, and the length of the book. A story-telling marathon was suggested.

Adult and Youth will work out minor programs, Development Committee will work on planning the major fundraiser.

New Business:**Culture Arts Award**

The Culture Arts Award takes place at the Birmingham Bloomfield Arts Center. Judy Lindstrom suggested nominating our Library and its artwork. To be nominated, letters of support are sent to the Culture Arts Award from the community. The deadline is July 25. The nomination should be five pages, maximum, with letters of recommendation outlining the reasons for the Library's merit in bullet points.

Next meeting:

Thursday, June 29, 10 am

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees

FROM: Tera Moon

DATE: June 12, 2017

SUBJECT: 2018 Periodical Subscription Services Bid

Each year the Library releases a request for periodical subscription services proposals. A copy of this year's request for proposals is included for your information. I worked with Adult Services Librarian Ed Niemchak to conduct the bid process for 2018 library periodical subscriptions. A request for proposals was mailed to seven companies – Basch Subscriptions, Inc., EBSCO Information Services, LM Information Delivery, Magazine Subscription Service Agency, Popular Subscription Service, Rivistas Subscription Service, and W. T. Cox Information Services – posted on the Library website, and available at the Welcome Desk.

The deadline to receive all proposals was Friday, May 12, 2017 at 4:00p.m. Proposals from five companies were received and opened at that time. Proposals were received from EBSCO Information Services, LM Information Delivery, Magazine Subscription Service Agency, Popular Subscription Services, and W. T. Cox Information Services. Basch declined to submit a proposal. The Library received no correspondence from Rivistas.

Ed and I thoroughly analyzed all five proposals received. Attached is a chart which compares the vital aspects of each company's proposal. We quickly narrowed our focus to two companies: LM Information Delivery and W. T. Cox Information Services.

EBSCO Information Services submitted the third highest bid at \$28,072.88. EBSCO is not able to provide 25 titles requested. Because we rely on our vendor to supply as many titles as possible to keep our accounting and staff time costs low, EBSCO was not considered further.

Popular Subscription Service submitted the lowest bid at \$24,954.24. Popular is unable to provide 10 titles we requested. Some requested information was not specified in

Popular's proposal, such as whether they can electronically interface with our ILS Sierra. For these reasons, Popular was eliminated from further consideration.

Magazine Subscription Service Agency submitted the second lowest bid at \$25,107.01. They are unable to provide two titles requested. Their proposal also lacked some information such as whether they can electronically interface with our ILS Sierra and whether they have an online portal. For these reasons, Magazine Subscription Service Agency was not considered further.

LM Information Delivery's proposal was the highest bid at \$29,658. 90, but they are unable to provide two titles requested. LM was formerly known as Wolper. One reference we spoke to said that she had used Wolper for many years and noticed a decline in service after transitioning to LM. Because LM could not provide all the titles we wanted, we decline to recommend them as our serials subscription service company.

W. T. Cox Information Services is our current serials vendor. They submitted a proposal for periodical subscriptions of \$29,105.01, the second highest bid received. W. T. Cox is able to provide all the titles we requested plus meet all of our service requirements. This Library has used W. T. Cox since 2006 with the exception of one year during which a different vendor was used. Our experience with W. T. Cox's service during these years has been very good. The customer service representative is easy to work with and responds quickly to all our inquiries. References contacted indicate that W. T. Cox Information Services delivers quality service in a timely manner. For these reasons, it is the recommendation of Administration and Adult Services that we accept the bid from W. T. Cox Subscriptions, Inc. for periodical subscriptions in 2018.

ACTION: I move to approve awarding the 2018 library periodicals subscription service bid to W. T. Cox Subscriptions, Inc., 201 Village Road, Shallotte, NC 28470.

Serials Subscription Services Firm Analysis – 2017

FIRM NAME	PROPOSAL PACKAGE	ONLINE PORTAL	HANDLING OF CREDITS	INTERFACE WITH SIERRA	ABILITY TO PROVIDE TITLES REQUESTED	FEE	SUPPLEMENTAL INVOICING	REFERENCES
EBSCO Information Services	Complete proposal with some errors; 2 copies delivered on time; flashdrive included Company: established 1944; serve 46,600 libraries worldwide	Yes	Sends monthly credit memos	Yes	Unable to provide 25 titles	Group A: \$25,272.11 Group B: \$2,800.77 Total: \$28,072.88 Fee reflects 5.95% discount 4% inflation to cover any price increases	Yes, when necessary	3 provided, no public libraries
LM Information Delivery Inc.	Complete proposal; only 1 copy delivered on time; flashdrive included Company: established 1972; access to 365,000 titles; offers personalized service; seems to serve mostly academic libraries	Yes	Sends when necessary	Not specified	Unable to provide 4 titles	Group A: \$26,470.66 Group B: \$3,188.74 Total: \$29,658.90 Fee reflects 5% discount	Yes, when necessary	3 public libraries
Magazine Subscription Service Agency	2 copies of proposal delivered on time; flashdrive included Company: established in 1978; 3,000 customers; access to 250,000 titles	Not specified	Sends when necessary	Not specified	Unable to provide 2 titles	Group A: \$27,271.66* Group B: \$2,835.35 Total: \$25,107.01 *\$22,271.66 is actual amount – typo was made in proposal 30% off “most popular publications”	Yes, when necessary	5 provided, 2 are public libraries
Popular Subscription Service	Had to make copies of part of proposal; delivered on time; flashdrive included Company: 51 years old; woman-owned	Yes	Not specified	Not specified	Unable to provide 10 titles	Group A: \$22,329.84 Group B: \$2,624.40 Total: \$24,954.24 Discount not specified	Not specified	6 libraries, 4 are public
WT Cox Information Services	Complete proposal; 2 copies delivered on time; flashdrive included Company: established in 1974; serves 30,000 libraries worldwide; access to more than 300,000 titles	Yes	Sends credit memos	Yes	Able to provide all titles	Group A: \$24,392.82 Group B: \$3,004.08 Total: \$29,105.01 18% discount on eligible titles	No	5 public libraries

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

1099 Lone Pine Rd.
Bloomfield Township, MI 48302

REQUEST FOR PROPOSALS

SERIALS SUBSCRIPTIONS AND SERVICES

April 1, 2017

The Bloomfield Township Public Library is accepting firm, sealed bids for **serials subscriptions and services**.

Specifications and bid forms can be obtained on the Library's website at www.btpl.org, at the Welcome Desk, Bloomfield Township Public Library, 1099 Lone Pine Road, Bloomfield Township, MI 48302, or by calling Tera Moon, Assistant Director, at 248-642-5800, ext. 112.

Deliver **two (2) copies** of the bid proposal form in a sealed envelope marked with the name of the bidder and entitled **Serials Quote 2018**. Verbal, telephone, fax, or electronic mail bids are invalid and will not receive consideration. Bids must be hand-delivered, delivered by courier, or mailed to arrive no later than **4:00 p.m.**

Friday, May 12, 2017. Address these to:

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

Library hours are:

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

All proposals submitted will remain firm for a period of **90 DAYS**.

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

The successful bidder will declare and stipulate that its proposal is made in good faith, without collusion or connection with any other person or persons bidding for the same work, and that the prices quoted include all terms, insurance, royalties, transportation charges, allowances, taxes, use of all tools and equipment,

overhead, profit, etc., necessary to fully complete the work in accordance with the bid documents.

INSTRUCTIONS TO BIDDERS

PROPOSALS

1. Firm, sealed proposals will be received by the Bloomfield Township Public Library, 1099 Lone Pine Road, Bloomfield Township, MI 48302 for the serials quote in accordance with the attached specifications.
2. Proposals will be submitted only on the forms provided. Deliver two (2) copies of the bid proposal form in a sealed envelope marked with the name of the bidder and entitled Serials Quote 2018. Bids must be hand-delivered, delivered by courier, or mailed to arrive no later than 4:00 p.m. Friday, May 12, 2017, at which time all bids will be publicly opened at the Library. These should be addressed to Tera Moon, Assistant Director, Bloomfield Township Public Library, 1099 Lone Pine Road, Bloomfield Township, MI 48302. Verbal, telephone, fax, handwritten, or electronic mail bids are invalid and will not receive consideration.
3. Any questions regarding bid specifications must be received no later than five working days prior to the bid opening. Questions must be submitted in writing to the attention of Tera Moon via the address indicated above or via the library fax at 248-258-2555 or via e-mail to moontera@btpl.org. No response will be made to verbal questions.
4. Proposals must include a description of the company's background (history, mission, growth)
5. Proposals must include a list of references that are **current customers**, including contact names and phone numbers.
6. Bidders **are required to fill in prices in the Excel Spreadsheet** provided on the flash drive included with this bid.
7. Bidders **must** provide a comprehensive total for all subscriptions. Final bid price must reflect Group A: Bloomfield Township Public Library; Group B: Maggie Pub Bloomfield Township Public Library.
8. The Bloomfield Township Public Library reserves the right to accept or reject any or all bids, either in whole or in part; to award the contract to other than the low bidder; to waive any irregularities and/or informalities; and, in general, to make awards in any manner deemed to be in the best interests of the library.

TAXES

State and local sales and use taxes are not applicable and should not be included in the proposal.

CONTRACT AWARD

The contract will be awarded in the form of a signed proposal sheet mailed to the vendor selected. It is the intent of the Library to award the bid for serials services at the regularly scheduled Library Board of Trustees meeting on **Tuesday, June**

20, 2017. Notification will be mailed out on June 21, 2017. Awards will be made on a lump-sum basis, in a manner most favorable to Bloomfield Township Public Library.

WITHDRAWAL OF BIDS

Any bidder may withdraw a bid at any time prior to the scheduled time for receipt of bids.

SPECIAL CONDITIONS

- A. The library reserves the right to add or delete titles from the final purchase order submitted. This may be due to a) missed items from this original quote, b) a title has ceased publication, or c) the title is no longer needed by the library.
- B. The library reserves the right to cancel any serial subscriptions deemed unnecessary.

REPORTS & CLAIMING

- A. Bidder must include documentation demonstrating that the bidding company has the capability to accept electronic claims for missing issues via Innovative Interfaces Sierra Serials module.
- B. Bidder must notify the library bi-monthly of ceased publications, suspended publications, publication delays, publishing frequency changes, title changes or title mergers.

INVOICING & CREDIT MEMOS

Bidder must include documentation describing the invoicing procedure for added subscriptions, periodical subscription price increases, and standing order invoices during the course of the fiscal year. Bidder must also provide information describing its CREDIT MEMO procedure. Bidder must also provide information on any technology available to permit delivery of invoices by e-mail in PDF and/or HTML.

DELIVERY

Proposals must include delivery to Bloomfield Township, Michigan, Bloomfield Township Public Library. Deliveries will be made to this one (1) location of 1099 Lone Pine Road, Bloomfield Township, Michigan. There are two accounts for this bid: Group A: Bloomfield Township Public Library; Group B: Maggie Pub Bloomfield Township Public Library. Each group is to be invoiced on the same invoice under separate accounts. If bidder is awarded contract, both accounts must be renewed in a proper and timely fashion.

PAYMENTS

Invoice must be received no later than September 15, 2017. Payment in full will be due and payable as of **November 17, 2017**, providing all subscriptions are renewed and accepted and the contract has been fully renewed.

DOCUMENTATION

Bidder will provide a toll free telephone number, toll free fax number, and e-mail address, and will assign a specific customer service representative and an account services manager to handle this account.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

SERIALS QUOTE

PROPOSAL FORM

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

GROUP A TOTAL: \$ _____

GROUP B TOTAL: \$ _____

PROPOSAL GRAND TOTAL: \$ _____

Proposal (is, is not) _____ in complete accordance with specifications and instructions. (If answer is "is not," explanatory descriptive and illustrative materials must be attached.)

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

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

Respectfully submitted,

Company _____

By _____

Official
Address _____

Telephone Number _____

E-mail address of contact: _____

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees

FROM: Carol Mueller

DATE: June 16, 2017

SUBJECT: Public Copier Replacement

On November 17, 2015, the Library Board approved the award of bid for copier services to Applied Imaging for Canon copiers for staff and patron use. At the time of the bid award, we were informed that Canon would be providing the coin/card vending interface to work with our new Canon copiers for public use. This interface is important in determining the correct amount charged for either a black and white copy or color copy.

In February, 2016, Applied Imaging provided two Canon copiers to replace older copiers in Library Administration and the staff work area. At the time of the February, 2016 purchase of staff copiers, the Canon copier interface still was not available so we delayed purchasing the six public copiers. As of this date, the Canon copier interface is not available with no expected release date projected. To say that we are deeply disappointed in Canon is an understatement.

We now feel it is best for the Library to move on from waiting for the interface to be developed for the Canon copiers as approved by the Library Board in November, 2015. Our recommendation is to purchase six Ricoh copiers for public use instead. Applied Imaging can supply and service Ricoh copiers also. When we analyzed all copier bids received in 2015, our focus was on finding the best company to provide the best copiers for library use. We reviewed company service response time and references closely, among other company offerings. Applied Imaging rose to the top and was our recommendation as the best company to purchase copiers from. We remain sure that they are still. Our experience with Applied Imaging over the last year has been very good. Their service and response time is great and exactly as they indicated it would be.

While we had a slight preference for Canon copiers for their copy crispness and clarity, Ricoh is a fine copier also. Ricoh copiers are in use in the Library's public areas currently so the change to new Ricoh copiers will be rather seamless. Finally, we are certain the appropriate interface for Ricoh copiers to work with our coin/card vending equipment exists as these are currently in place in the Library and working well.

For your reference, a chart is included comparing the features of the proposed Ricoh copier to the previously proposed Canon copier. Many of the Ricoh copier features exceed those on the Canon copier – first copy out time, control panel size, and sheet feeder capacity. Also for your reference is the November 17, 2015 copier bid cover memo for background information. The price from Applied Imaging for a Ricoh copier remains the same as their Canon copier cost at \$4,736.64 for a color copier.

Our proposal is to change the November, 2015 bid award from purchasing 2 Canon black and white copiers and 4 Canon color copiers for public use from Applied Imaging to purchasing 6 Ricoh color copiers from Applied Imaging. Offering copiers in our public areas that offer black and white copies and color copies on the same machine enhances our public service as it is less confusing for patrons and offers a bit more convenience. While it is unfortunate that we have to revisit our copier bid, this situation has given us the opportunity to improve our services.

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

ACTION: I move to amend the November 17, 2015 bid award to purchase Ricoh copiers in place of Canon copiers from Applied Imaging, 46620 Ryan Court, Novi, Michigan, 48377.

Solution Comparison



VS



Ricoh MP C3004

Key Features

- **Output speed:** 30 pages per minute
- **Output:** Mono & Color
- **First-Copy-Out Time (Letter):**
As fast as 4.6 sec (BW), 7.1 sec (Color)
- **Control Panel:** 10.1" Smart Op Panel
- **220-Sheet Single Pass Document Feeder**
- **Scan Resolution:** 600 dpi
- **Max Print Resolution:** 1200 x 1200 dpi
- **4 - 550 Sheet Paper Trays**
- **100-Sheet Bypass Tray**
- **Print. Copy. Scan.**
- **Scan to USB/SD Card**

Acceptable Paper Weights

- **Cassette:** 16 lb. Bond to 166 lb. Index
- **Bypass:** 14 lb. Bond to 166 lb. Index

Acceptable Paper Sizes

- Up to 12" x 18"

- **Compatible Counter Interface for ITC Coinbox**

Canon iR ADV C3330i

Key Features

- **Output speed:** 30 pages per minute
- **Output:** Mono & Color
- **First-Copy-Out Time (Letter):**
As fast as 5.9 sec (BW), 8.2 sec (Color)
- **Control Panel:** 7" WVGA Color TFT Screen
- **100-Sheet Automatic Document Feeder**
- **Scan Resolution:** 600 dpi
- **Max Print Resolution:** 1200 x 1200 dpi
- **4 - 550 Sheet Paper Trays**
- **100-Sheet Bypass Tray**
- **Print. Copy. Scan.**
- **Scan to USB**

Acceptable Paper Weights

- **Cassette:** 14 lb. Bond to 80 lb. Cover
- **Bypass:** 14 lb. Bond to 140 lb. Index

Acceptable Paper Sizes

- Up to 12" x 18"

- **Currently Incompatible Counter Interface for ITC Coinbox**

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees

FROM: Carol Mueller

DATE: November 10, 2015

SUBJECT: Copier Proposals

A request for proposals for copier and printer equipment and service was released on September 14, 2015 with a deadline of October 5, 2015. Copies of the proposal were mailed to six firms, posted on the Library website and available in print at the Library's Welcome Desk. We received proposals from five firms: Applied Imaging; Central Business Systems, Inc.; Eagle Office Solutions, Inc.; MBM Computer System Solutions; and RICOH USA, Inc. A public bid opening of all five responses was held at 3:01pm on Monday, October 5, 2015. Ron Angell from RICOH USA, Inc. attended the bid opening.

Attached for your review is a spreadsheet listing key elements from each of the five proposals. Copies of all five proposals will be available to review in my office prior to the November 17 Library Board meeting and at the meeting as well. In addition, the request for proposals is attached for your reference.

All five proposals were independently reviewed by Administration and Systems staff against pre-established criteria including company qualifications, equipment recommended, service response time, staff training and costs to lease or buy the proposed equipment. All five reviewers unanimously agreed that two companies could best meet library needs based on our criteria— Ricoh U.S.A., Inc. and Applied Imaging. In addition, These two companies were the lowest bid and second lowest bid respectively.

Representatives from Ricoh USA, Inc. and Applied Imaging were invited to the Library for interviews on October 21, 2015. We asked both firms to bring sample prints of our library annual report and a program flyer – printed on the proposed equipment - to the interview. Questions asked focused on each firm's experience, specifically experience with equipment placed in public libraries; leasing versus buying equipment; service response time and training provided. Several scenarios were posed to each firm also to see how each would respond to different real library situations. Both firms have similar service response times and offer similar staff training. Pricing for the recommended equipment is quite close as well. Both firms also have public library accounts and experience. During the interviews, there were a couple of differences. The Applied Imaging team seemed more knowledgeable about their product and was forward thinking in offering

cloud based security and automated supply management. In addition, we found the sample prints of our annual report and flyer from the Canon equipment to be more crisp and true in color than the sample prints from the Ricoh machines. Finally, we found the Applied Imaging team to be stronger in their approach to handling service problems.

During the interviews, both firms invited library staff to visit their showrooms and examine the equipment being proposed. Five staff visited both firms' showrooms on November 3, 2015. Compared to the proposed Ricoh machines, staff felt that the Canon machines proposed by Applied Imaging offer a more simple and user-friendly interface. The

Canon machines also are shorter which makes the user-interface easier to read and use for a wide variety of patrons.

Three references for each firm were contacted. References for Ricoh U.S.A., Inc. were satisfied with the service provided by Ricoh. One reference was not satisfied with the Ricoh machines, and two references indicated that they chose Ricoh because they offered the lowest price. References for Applied Imagine were satisfied. One reference said that he would not use another vendor as he was very pleased with their Canon equipment and Applied Imaging service. All references praised Applied Imaging's training and support services.

After completing a very thorough review of all proposals, conducting interviews with the top two firms and receiving additional information from references and showroom visits, it is Administration's recommendation to award the bid for copier services to Applied Imaging to purchase Canon equipment. If you agree, the following motion will need to be approved at the November 17, 2015 Library Board meeting.

Thank you for your review and consideration.

MOTION: I move to award the copier bid to Applied Imaging, 46620 Ryan Court, Novi, Michigan, 48377.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees

FROM: Tera Moon

DATE: June 12, 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. The team is pleased that new newsletter was debuted this summer.

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.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

FRIENDS OF THE LIBRARY MONTHLY DIRECTOR'S REPORT

June, 2017

- The Bloomfield Township Public Library Board of Trustees recently appointed Bloomfield Township resident Sandra Edwards to fill our vacancy on the Board. Ms. Edwards brings extensive experience in public relations, marketing, and fundraising to her role on the Library Board of Trustees. She also has public library experience, having served on a library board in New York and volunteered at a library in Massachusetts. Ms. Edwards will be sworn in by Bloomfield Township Deputy Deana Mondock prior to the Board's regular monthly meeting on Tuesday, June 20 at 6:30 p.m. at the Library. Everyone is welcome to attend.
- Our 2017 Summer Reading Program theme this year is "Build a Better World" for all ages. Read, learn, play, create and participate this summer at the Library! There is something for everyone. The summer kickoff open house takes place on Monday, June 19 starting at 6:30pm. Thank you, Friends, once again for your support of the Library's Summer Reading Program.
- Phase II of our historic library photo project will be installed this month! Five photos taken by Balthazar Korab in 2009 will be installed in the Community Room above the serving counter and our signature library photo of the front entrance will be installed on the west wall after the equipment cabinet. Virginia Smith has graciously agreed to be interviewed by our Director's Secretary Linden Godlove and filmed by BCTV narrating the historic photos already installed. Virginia's comments will be available to listen to on DVD soon! Thank you Virginia and Linden!
- Jim Boyle, Pam Williams' brother, and his family are coming to the Library for a celebration of Pam's life on Tuesday, June 27 at 3pm. They would like to meet with Trustees, Friends and staff at the Library so that they can thank everyone for their support of Pam in her library work and to hear a few stories about how Pam impacted the Library and each of us. Light refreshments will be served.
If you would like to share something, but are unable to attend, please give your story or comment to Carol Mueller and she will convey this to Pam Williams' family.
- Thank you for your funding for bringing popular author Eric Litwin to the Library on Tuesday, June 20 at 7:00pm. Eric will share his bestselling books, Pete the Cat, at this family friendly program. Get ready to sign, dance, laugh, and enjoy some readings from his books.
- The Gifts Expended report is attached for your review.

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

July 2017

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
					1 Participate in the Walking Track Trivia Challenge all month long	2 12PM 2017 Summer @ the Library for Teens 12PM 2017 Summer @ the Library for Adults
3	4 CLOSED for Independence Day	5 NO FRIENDS MEETING 3PM Firework Painting	6 1 PM Family Story Time on the Youth Terrace 6 PM Introduction to Microsoft Excel	7 6:30 PM New Movie Screening	8 9:30AM – 3:30PM Friends of the Library Second Saturday	9 Friends of the Library Second Sunday Sale 12PM 2017 Summer @ the Library for Teens 12PM 2017 Summer @ the Library for Adults
10 11AM Adult and Teen Sensory Storytime 2:30PM Finance COMM MTG 7PM Snapchat Basics	11 2PM Learn About Tai Chi with Moses Wu 4PM Teen Advisory Board 6:30 PM 4th Wall Theatre Workshop	12 Gale Courses begin today 2PM Read to Seed Garden Club 6PM Writers' Rendezvous 7PM Nonfiction Book Club	13 11 AM SENSEploration: 7PM An Evening with Daniel Silva 7PM Author Visit: <i>Black and White Like You and Me</i> by Tom Daniels	14 12PM English Language Conversation Hour 1PM Robot Petting Zoo	15 2PM Introduction to Powerpoint	16 12PM 2017 Summer @ the Library for Teens 12PM 2017 Summer @ the Library for Adults
17 12PM Kitchen Lab: Build a Better Taco 1PM 30 Minute Lunchtime Book Club	18 4:30 PM PowerPoint 2 7PM BTPL Board of Trustees Meeting	19 1PM Mystery Book Club 6:30 PM Stack it Up!	20 2PM Teen and Tween Quidditch 7PM How to Build a Diversified Investment Portfolio	21 10AM Coffee & Conversation 10AM Family Story Time on the Youth Terrace 6:30 PM Where in the World? Teen After Hours Challenge	22	23 12PM 2017 Summer @ the Library for Teens 12PM 2017 Summer @ the Library for Adults
24 6PM Books in Bars at Mex Book Club	25 1PM Memoir Writers' Group 1PM Coloring Club for Adults and Teens 2PM Randy Kaplan Family Concert 7 pm Trivia Night @ Mex	26 6:30 PM Writers' Rendezvous	27 10AM Eleanor's Book Club 6:30PM Project Runway "Unusual Materials" Challenge	28 11AM Sensory-Friendly Movies for Adults and Teens 12PM English Language Conversation Hour	29 11AM Tech Take-Apart Day 2PM Build a World of Cupcakes Competition 2PM Intro to Microsoft Excel	30 12PM 2017 Summer @ the Library for Teens 12PM 2017 Summer @ the Library for Adults
31 2PM Meet Libby-The New Overdrive App						