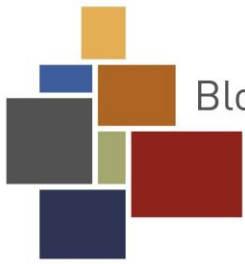
A decorative border with a double-line outer edge and a dashed inner line, featuring rounded corners.

Please arrive at 6:30 p.m.

For the presentation
of the Myers Scholarship



Bloomfield Township Public
Library

**Bloomfield Township Public Library
Board of Trustees**

Library Board Meeting
August 15, 2017
7:00 p.m.
John Rumsey Board Room

Trustees:
libraryboard@btpl.org

Eli Greenbaum, President
Judy Lindstrom, Vice President
Tom Deska, Secretary
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

AGENDA
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, August 15, 2017
Regular Board Meeting
7:00 P.M.

**Brief ceremony to award Myers Scholarship at 6:30 p.m.*

**Public Budget Hearing at 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 July 18, 2017
- 6a. Special Board Meeting Minutes of August 10, 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. Proposed 2018 Holiday Calendar
 - b. Investment Recommendations
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, September 19, 2017
16. Adjournment

AGENDA
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, August 15, 2017
Regular Board Meeting
7:00 P.M.

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15. Next scheduled meeting: Tuesday, September 19, 2017
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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, July 18

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: Tom Deska, Sandra Edwards, Grant Gerhart, Eli Greenbaum, Joan Luksik, and Judy Lindstrom.

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

Guests: Jamie Jasper, Adult Services Library Science Intern, and Staff Organization Committee Representative (SOC); Dustin Schuiling from Abraham & Gaffney P.C.; Matt Whittey and Ed Schwartz, from Schwartz & Co.,

Upon discussion, a motion was made by Tom Deska, 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: Edwards, Deska, Gerhart, Greenbaum, Luksik, and Lindstrom

Nays: None

MOTION CARRIED

President's Verbal Report:

President Eli Greenbaum reported that we have a packed agenda for this evening and thanked Assistant Director Tera Moon for reminder about the Board photograph.

Director's Verbal Report:

Director Carol Mueller said that flooding issues are still on our report. A strong storm rolled through Bloomfield Township on the morning of July 10 and there was a small amount of water in the basement Maintenance Workshop, the Friends' room, and the restroom hallway. There were strong storms again later in the week, but the flooding issues did not persist. This shows that we have to do a little more investigation. If we didn't have the new storm water lines, the lower level would most certainly be underwater.

Director Mueller was sad to report that Pat Miotke, our Friends of the Library volunteer and

historian, passed away earlier this month.

She wanted to publically thank the West Bloomfield Library for the one hundred tickets to the Daniel Silva event. They were in high demand and we had a waiting list.

Advocacy does work. There has been discussion of defunding the Institute of Museum and Library Services at the federal level. The advocacy has paid off, because the funding will remain level at this point in time, with no increase or decrease. There are more hurdles to get through, but this is an important step that the Appropriations Committee voted for level funding.

This afternoon, Carol Mueller received a delightful phone call from a patron wanting to talk about how wonderful the Adult Services Library staff is, commenting that “it doesn’t cost anything to be kind.” She concluded by saying “I needed to throw them a party.”

REGULAR AGENDA:

Call to the Public: President Eli Greenbaum welcomed the guests, Jamie Jasper, Library Science Media Intern, and Staff Organization Committee Representative (SOC); Dustin Schuiling from Abraham & Gaffney P.C.; Matt Whittey and Ed Schwartz, from Schwartz & Co.,

Jamie Jasper reported that the SOC had reserved the date of December 3, 2017, for the Library Holiday Party. The casual day funds from July and August will go to the Oakland Literacy Council.

UNFINISHED BUSINESS:

No unfinished business.

NEW BUSINESS:

Audit Report

Carol Mueller expressed her thanks to Sandi Bird, our Finance Coordinator, for her very detailed work and extremely careful management of our financial records all year long. The auditors commended the Library and stated that they have given the Library Board a clean opinion as there were no journal entries needed and there are no areas of concern. Dustin Schuiling from Abraham & Gaffney P.C. presented the Independent Auditor’s Report and Management Letter to the Trustees. The on-site audit work went very smoothly. We received a favorable report from Abraham & Gaffney for FY 2016-2017.

Investment Review

Matt Whittey and Ed Schwartz, from Schwartz & Co., provided an overview of Library investments. They answered questions regarding Library investments. Recommendations to change Library investments will be reviewed by the Investment Committee.

FY 2016/2017 Annual Report

Carol shared the Annual Report with the Trustees. She stated that it is truly a pleasure to review the previous year’s activities. Carol thanked Tera Moon for preparing the report and the Library Department Heads for submitting their summaries of the year’s activities in their respective

departments. The Annual Investment Report was also presented to the Trustees. The report compared our investment returns with the standard national average to reassure the Trustees that the Library is investing under relatively standard circumstances.

Director Carol Mueller reported that FY 2016/2017 was packed and gave an overview of the report. The Library received a wonderful gift of art in the Conant Elementary School mosaic piece that was unveiled to the public in September. A sweet time was had by all at the Library's first-ever read-a-thon and Fall for Dahl event. Late in the year, a photo contest opened, encouraging Bloomfield Township residents to capture the joy of reading, libraries or books in a photograph. New programs were added, such as a Sensory Story Time for adults and teens with special needs and an informative session explaining what it means to "cut the cable cord" and stream entertainment through services like Netflix. Jen Taggart created "social stories" that help prepare children with special needs for a visit to the library, and a special needs family fun night provided an anxiety-free way to visit the Library. Youth Services Department Head Marian Rafal was honored with the Frances H. Pletz award which is given annually to a library staff person for excellence in service to youth. Jen Taggart has continued to be recognized for her work with special education resources. Staff continue to strive to outreach into the community, with programs at Mex, the Bloomfield Township Senior Center, and other spaces. We've strengthened our relationships with the Bloomfield Historical Society with the Afterglow. We lost a member of our library family when long-time Library Trustee Peggy Cohen passed away on July 31, 2016. In September, we warmly welcomed new Trustee Tom Deska to the Library Board.

The Annual Report will be posted on our website and will be distributed to the Friends Board and to any guests attending the July 18 Library Board meeting. The complete Annual Report notebook will be available to browse in the Director's Office. This notebook contains not only the library-wide report, but reports submitted by the Assistant Director, Finance Coordinator, Volunteer Coordinator, and Department Heads, plus photos, media coverage, and much more. We have previous annual reports from past years in our archives.

Many thanks to Assistant Director Tera Moon for preparing this report and to all Library Department Heads for submitting their summaries of the year's activities in their respective departments.

Upon discussion, a motion was made by Sandra Edwards, seconded by Judy Lindstrom
ACCEPT THE LIBRARY ANNUAL REPORT AND ANNUAL INVESTMENT REPORT FOR FISCAL YEAR 2016/2017.

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

Board Officers and Committees

Eli Greenbaum announced that Judy Lindstrom is stepping into the Vice-President Role and Tom Deska will be the new Secretary.

OTHER:

Judy Lindstrom mentioned it would be good to know if any Trustees are out of town in the coming months in order to make Quorum. Quorum is four Trustees.

Next Board Meeting will be Tuesday, August 15 at 7 p.m. The Myers Scholarship will be presented at 6:30pm.

At 8:19 P.M. President Eli Greenbaum adjourned the meeting.

Submitted by:

A handwritten signature in cursive script that reads "Judy Lindstrom".

Judy Lindstrom, Secretary

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

Bloomfield Township Public Library
Oakland County, Michigan
Thursday, August 10, 2017

The special meeting of the Bloomfield Township Public Library Board of Trustees was held in the Library on Thursday, August 10. The meeting was called to order by President Eli Greenbaum at 2:00 p.m..

Present: Trustees: President Eli Greenbaum, Vice President Judy Lindstrom, Secretary Tom Deska, Sandra Edwards, Grant Gerhart, and Joan Luksik

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

Guests: None Present

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

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

CALL TO THE PUBLIC:

None present.

UNFINISHED BUSINESS:

No discussion at this time.

NEW BUSINESS:

4a Budget Review – Preliminary FY 2018/2019 Budget

Director Mueller gave an overview of the FY 2018/2019 Budget. The budget does not have any proposed amendments at this time. She reviewed the General Fund and the Gift Fund. Carol expressed thanks to the Department Heads and to Finance Coordinator Sandi Bird and Assistant Director Tera Moon for their contributions to create a detailed budget.

4b Proposed 2018 Library Holiday Calendar.

Director Mueller reviewed the closings for the 2018/2019 Fiscal Year Calendar. We propose the same closings as we had in 2017 except for New Year's Eve on Monday, December 31, 2018 when the Library will be open but close early at 5:30 p.m. This would result in one less day of the Library being closed in 2018.

OTHER:

The Board discussed particulars of the Myers scholarship.

A discussion of the Welcome Panels at the Welcome Desk was had. "Welcome" is printed in numerous languages, but not all. It was proposed that we replace the panels with the Library's logo, which does not appear anywhere in the building. The idea would be explored in upcoming meetings.

The Library Board Committees were reviewed and discussed.

The next scheduled Regular Board Meeting is Tuesday, August 15, 2017 at 7:00 p.m. in the Board Room.

Meeting adjourned at 3:02 pm

Submitted By:

Tom Deska, Secretary

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**Cash Disbursements Comments****August 2017****New Vendors:**

Brooks & Bean LLC is a new vendor for plaque installation.

Greenhaven Publishing is a new vendor for materials for our collections.

Pennsylvania State University is a new vendor for interlibrary loan.

Tom Sharpe is a new vendor for a library program.

Town Square Publications is a new vendor for library marketing.

Carol Waarala is a new vendor for a library program.

General Fund Advance

- Check #17760 payable to Bloomfield Township in the amount of \$4,772.76 is payment for a water and sewer service for 5/22-6/19/2017.
- Check #17769 payable to the United States Postal Service in the amount of \$1000.00 is payment for postage for the fall issue of the library newsletter.
- Check #17782 payable to the state of Michigan in the amount of \$185.00 is payment for the annual inspection and certification of the library elevator.

General Fund

- Check #17805 payable to Abraham & Gaffney in the amount of \$1000.00 is payment for audit services.
- Check #17807 payable to the American Library Association in the amount of \$555.00 is payment for the Library's annual membership.
- Check #17812 payable to Bloomfield Township in the amount of \$266,826.81 is payment for two payrolls, including FICA, HRA contributions, pension, etc. as usual.

- Check #17819 payable to the Charter Township of Bloomfield in the amount of \$30.00 is payment for 3 DVDs.
- Check #17832 payable to Michigan Government Finance Officers Association in the amount of \$125.00 is payment for an annual membership.
- Check #17851 payable to The Library Network (TLN) in the amount of \$3,200.00 is payment for library internet service.
- Check #17857 payable to W.T. Cox Information Services in the amount of \$29,847.10 is payment for the Library's annual serials subscription service.

Gift Fund

- Check #4825 payable to Staff Organization Committee (SOC) in the amount of \$2,000.00 is payment for the Library holiday party.

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

Check #	Date	Payee	Cash Account	Amount
General Fund				
ADVANCE CHECKS:				
17760	7/12/17	BLOOMFIELD TOWNSHIP	106.01	4,772.76
17761	7/12/17	PETTY CASH - BTPL	106.01	134.39
17762	7/12/17	CONSUMERS ENERGY	106.01	3,842.61
17763	7/12/17	Joel Dion	106.01	24.34
17764	7/12/17	JANWAY COMPANY	106.01	185.36
17765	7/12/17	LOWE'S	106.01	55.49
17766	7/12/17	Martha McGee	106.01	58.13
17767	7/12/17	Edward Niemchak	106.01	1,157.73
17768	7/12/17	T MOBILE	106.01	33.98
17769	7/12/17	UNITED STATES POSTAL SERVICE	106.01	1,000.00
17770	7/18/17	CAR TRUCKING, INC.	106.01	199.50
17771	7/18/17	VOID	106.01	
17772	7/18/17	Emily Ellison	106.01	66.33
17773	7/18/17	GREENHAVEN PUBLISHING	106.01	209.52
17774	7/18/17	Jamie Jasper	106.01	43.52
17775	7/18/17	Deborah Smith	106.01	116.12
17776	7/18/17	VOID	106.01	
17777	7/18/17	XFINITY	106.01	150.30
17778	7/18/17	VERIZON WIRELESS	106.01	201.96
17779	7/20/17	FLAGSTAR BANK	106.01	4,290.17
17780	7/25/17	AMAZON.COM	106.01	734.51
17781	7/25/17	APPLIED IMAGING	106.01	585.09
17782	7/25/17	STATE OF MICHIGAN	106.01	185.00
17783	7/25/17	Shayna Houghton	106.01	65.00
17784	7/25/17	Martha McGee	106.01	23.90
17785	7/25/17	Anna Pelepchuk	106.01	50.18
17786	7/25/17	PRINCIPAL LIFE INS CO-SBD GRANDE ISLAND	106.01	720.34
17787	7/25/17	TOWN SQUARE PUBLICATIONS, LLC	106.01	425.00
17788	7/25/17	Killian Weston	106.01	64.22
17789	8/1/17	Marianne Abdoo	106.01	84.53
17790	8/1/17	CONSUMERS ENERGY	106.01	4,009.40
17791	8/1/17	Sally Cunningham	106.01	68.11
17792	8/1/17	DTE ENERGY	106.01	20,183.10
17793	8/1/17	Andrea Lebeck	106.01	75.88
17794	8/1/17	Tim Perry	106.01	87.21
17795	8/1/17	POSEIDON LAWN SPRINKLERS	106.01	2,410.00
17796	8/1/17	Marcia Preston	106.01	68.24
17797	8/1/17	RICOH USA, INC	106.01	36.80
17798	8/1/17	Deborah Smith	106.01	96.30
17799	8/1/17	VIGILANTE SECURITY	106.01	1,950.00
17800	8/1/17	Karrie Yukon	106.01	59.79
17801	8/7/17	AT&T	106.01	782.57
17802	8/7/17	PETTY CASH - BTPL	106.01	110.03
17803	8/7/17	PACIFIC TELEMAGEMENT SERVICES	106.01	78.00
17804	8/7/17	T MOBILE	106.01	33.98
Total				49,529.39
REGULAR CHECKS:				
17805	8/8/17	ABRAHAM & GAFFNEY, P.C.	106.01	1,000.00
17806	8/8/17	ABSOLUTELY BAFFLING MAGIC	106.01	100.00
17807	8/8/17	AMERICAN LIBRARY ASSOCIATION	106.01	555.00
17808	8/8/17	AMERICAN PEST CONTROL	106.01	1,569.55
17809	8/8/17	ASSA ABLOY ENTRANCE SOLUTIONS	106.01	719.58

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

Check #	Date	Payee	Cash Account	Amount
17810	8/8/17	BAKER & TAYLOR, INC.	106.01	11,978.40
17811	8/8/17	BLACKSTONE AUDIO, INC.	106.01	308.95
17812	8/8/17	BLOOMFIELD TOWNSHIP	106.01	266,826.81
17813	8/8/17	BRILLIANCE PUBLISHING, INC.	106.01	182.45
17814	8/8/17	BROOKS & BEAN LLC	106.01	75.00
17815	8/8/17	BUTZEL LONG	106.01	136.50
17816	8/8/17	CDW GOVERNMENT, INC.	106.01	602.34
17817	8/8/17	CENGAGE LEARNING/GALE	106.01	729.36
17818	8/8/17	CENTRAL BUSINESS SYSTEMS, INC.	106.01	62.00
17819	8/8/17	CHARTER TOWNSHIP OF BLOOMFIELD	106.01	30.00
17820	8/8/17	DEMCO, INC.	106.01	739.62
17821	8/8/17	DISCOUNT SCHOOL SUPPLY	106.01	63.75
17822	8/8/17	DU ALL CLEANING, INC	106.01	10,490.00
17823	8/8/17	DUROSS PAINTING CO	106.01	6,340.00
17824	8/8/17	INSTITUTE OF CONT. LEGAL EDUCATION	106.01	138.50
17825	8/8/17	INFORMATION TODAY, INC.	106.01	379.00
17826	8/8/17	INGRAM LIBRARY SERVICES	106.01	500.80
17827	8/8/17	KONA ICE	106.01	13.60
17828	8/8/17	LJ ROLLS REFRIGERATION CO., INC	106.01	840.50
17829	8/8/17	LAKESHORE LEARNING MATERIALS	106.01	126.48
17830	8/8/17	LANDMARK SYSTEMS	106.01	1,314.47
17831	8/8/17	MADCAP PRODUCTIONS PUPPET THEATER	106.01	382.50
17832	8/8/17	MICH. GOVERNMENT FINANCE OFFICERS ASSN.	106.01	125.00
17833	8/8/17	MICROMARKETING LLC	106.01	18.00
17834	8/8/17	MIDWEST TAPE	106.01	5,849.87
17835	8/8/17	MORNINGSTAR, INC.	106.01	199.00
17836	8/8/17	NICHOLS/NETWORK SERVICES CO	106.01	6,261.54
17837	8/8/17	OMNIGRAPHICS	106.01	72.30
17838	8/8/17	OVERDRIVE	106.01	9,469.71
17839	8/8/17	OXFORD UNIVERSITY PRESS USA	106.01	193.56
17840	8/8/17	PENGUIN RANDOM HOUSE LLC	106.01	365.25
17841	8/8/17	THE PENNSYLVANIA STATE UNIVERSITY	106.01	15.00
17842	8/8/17	READING HOUSE LLC	106.01	3,000.00
17843	8/8/17	RECORDED BOOKS, LLC	106.01	4,622.41
17844	8/8/17	THE ROWMAN & LITTLEFIELD PUBLISHING GRP	106.01	281.34
17845	8/8/17	SCHOLASTIC, INC	106.01	37.30
17846	8/8/17	SERVICE HEATING & PLUMBING	106.01	4,243.50
17847	8/8/17	SHOWCASES	106.01	132.00
17848	8/8/17	SIEMENS BUILD. TECH., INC	106.01	185.44
17849	8/8/17	TECH LOGIC CORP.	106.01	122.45
17850	8/8/17	TERMINIX PROCESSING CTR.	106.01	1,150.00
17851	8/8/17	THE LIBRARY NETWORK	106.01	3,200.00
17852	8/8/17	THE LIBRARY STORE, INC.	106.01	263.49
17853	8/8/17	UNIQUE MANAGEMENT SERVICES, INC.	106.01	105.05
17854	8/8/17	UNIVERSITY PRODUCTS, INC.	106.01	19.30
17855	8/8/17	CAROL WAARALA	106.01	200.00
17856	8/8/17	WALLACEBURG BOOKBINDING & MFG	106.01	188.82
17857	8/8/17	WT COX INFORMATION SERVICES	106.01	29,847.10
Total				<u>376,372.59</u>

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

Check #	Date	Payee	Cash Account	Amount
Gift Fund				
ADVANCE CHECKS:				
4820	7/20/17	FLAGSTAR BANK	102.03	855.46
4821	7/25/17	AMAZON.COM	102.03	<u>532.88</u>
Total				<u><u>1,388.34</u></u>
REGULAR CHECKS:				
4822	8/8/17	OVERDRIVE, INC.	102.03	1,995.00
4823	8/8/17	SCHOLASTIC INC	102.03	858.67
4824	8/8/17	TOM SHARPE	102.03	1,100.00
4825	8/8/17	STAFF ORGANIZATION COMMITTEE	102.03	<u>2,000.00</u>
Total				<u><u>5,953.67</u></u>

**Bloomfield Township Public Library
2017-2018 General Fund Budget**

7b

PRESENTED: AUGUST 15, 2017 FOR THE MONTH OF: JULY 2017

Four Months 33%

ACCOUNT NUMBER	ACCOUNT NAME	2017-2018 ADOPTED BUDGET AS OF MARCH 21, 2017	2017-2018 AMENDED BUDGET AS OF MARCH 21, 2017	REVENUE/EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	VARIANCE
<u>Revenues</u>							
410.01	Taxes	\$6,923,097	\$6,923,097	\$12	(\$620)	-0.01%	(\$6,923,717)
420.01	Penal Fines	\$84,928	\$84,928	\$83,174	\$83,174	97.93%	(\$1,755)
422.01	State Aid	\$25,635	\$25,635	\$13,525	\$26,864	104.79%	\$1,229
430.01	Circulation Fines & Fees	\$100,000	\$100,000	\$7,426	\$34,302	34.30%	(\$65,698)
Total Revenues		\$7,208,904	\$7,208,904	\$121,605	\$203,902	2.83%	(\$7,005,002)
<u>Expenditures</u>							
	Personnel	\$3,916,967	\$3,916,967	\$266,559	\$1,355,832	34.61%	(\$2,561,135)
	Library Services	\$846,258	\$846,258	\$73,595	\$294,155	34.76%	(\$552,103)
	Facilities & Equipment	\$1,148,383	\$1,148,383	\$56,474	\$352,920	30.73%	(\$795,463)
	Other Operating Expenditures	\$1,189,066	\$1,189,066	\$29,427	\$100,430	8.45%	(\$1,088,636)
Total Expenditures		\$7,100,674	\$7,100,674	\$426,055	\$2,103,337	29.62%	(\$4,997,337)
Fund Balance - Beginning		\$11,679,941	\$11,679,941		\$11,679,941		
Net revenue (expenditure)		\$108,230	\$108,230		(\$1,899,436)		
Fund Balance - Ending		\$11,788,171	\$11,788,171		\$9,780,505		

Fund Balance Designations

Nonspendable-Prepaid Expense	\$15,000	\$15,000
Committed Fund Balance (is 8-months of expenditures)	\$4,733,783	\$4,733,783

Bloomfield Township Public Library
2017-2018 Gift Fund Budget

PRESENTED: AUGUST 15, 2017 FOR THE MONTH OF: JULY 2017

Four Months 33%

ACCOUNT NUMBER	ACCOUNT NAME	2017-2018 ADOPTED BUDGET AS OF MAR 21, 2017	2016-2017 AMENDED BUDGET AS OF AUGUST 15, 2017	REVENUE/ EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	VARIANCE
	<u>Revenues</u>						
	Gift Income	\$500	\$6,682	\$684	\$6,682	100.00%	\$0
454.03	Investment Earnings	\$200	\$200	\$14	\$56	27.94%	(\$144)
460.03	Miscellaneous Revenue	\$0	\$0	\$0	\$0	0.00%	\$0
	Total Revenues	\$700	\$6,882	\$698	\$6,738	97.91%	(\$144)
	<u>Expenditures</u>						
	Library Services	\$23,330	\$23,580	\$2,900	\$9,650	40.92%	(\$13,930)
	Facilities & Equipment	\$55,540	\$55,540	\$1,995	\$10,977	19.76%	(\$44,563)
	Other Operating Expenditures	\$104,128	\$110,060	\$2,447	\$4,400	4.00%	(\$105,660)
	Total Expenditures	\$182,998	\$189,180	\$7,342	\$25,027	13.23%	(\$164,153)
	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)		(\$18,289)		
	Fund Balance - Ending	\$200	\$200		\$164,209		

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
July 2017

Fund	Type	Annual Yield	Date	Amount on Hand
General Fund				
	5th 3rd Checking (Ecommerce)	0.00%	7/31/2017	\$97,494.64
	Flagstar Public Funds Savings	0.60%	7/31/2017	\$250,213.72
	Flagstar Premier Public Entities Checking	0.28%	7/31/2017	\$141,360.95
	RBC Capital Cash/Money Market	0.01%	7/31/2017	\$126.71
	RBC Capital - Investments	2.13%	7/31/2017	\$9,693,436.66
Total General Fund				\$10,085,138.04
Please see General Fund budget for notes on how this amount is earmarked				
Gift Fund				
	Huntington Public Fund Business Interest Checking	0.15%	7/31/2017	\$101,537.12
	Huntington CD (Charnov gift) - matures 02/04/2019	0.45%	7/31/2017	\$50,000.00
	Fifth Third Bank Business Standard Checking	0.00%	7/31/2017	\$3,989.92
Total Gift Fund				\$155,527.04

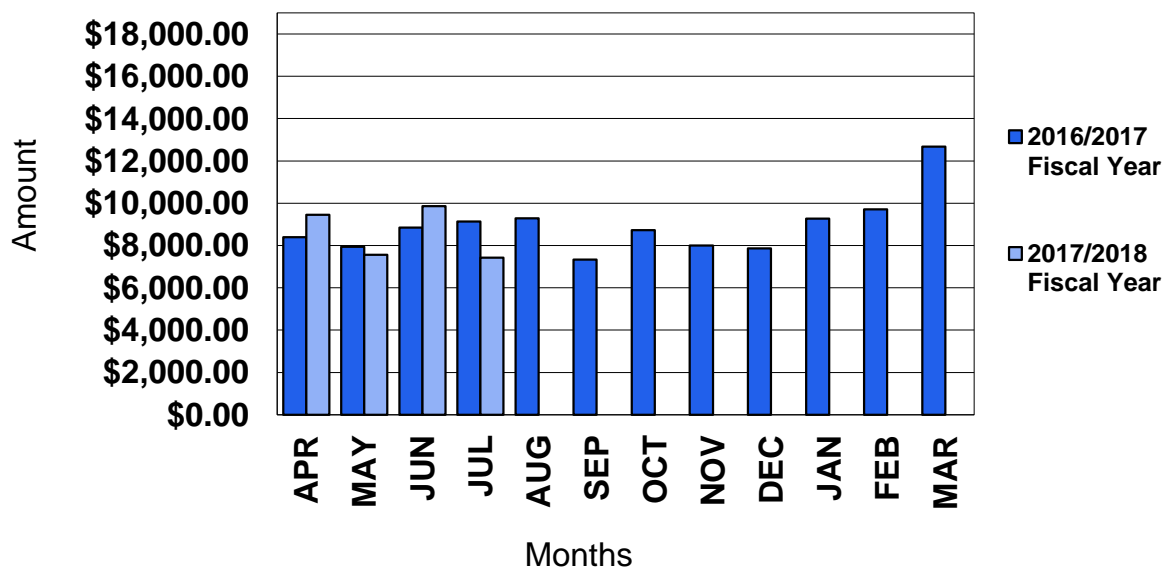
CFSEM The following endowment funds are administered by the Community Foundation for Southeast Michigan (CFSEM). CFSEM maintains unilateral variance power and legal ownership of the endowment funds, and therefore, principal is not available to BTPL. Earnings are available for distribution to the Library 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	\$9,866.26	\$1,022.46
JUL	\$9,136.96	\$7,426.47	(\$1,710.49)
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	<u>\$107,196.00</u>	<u>\$34,301.97</u>	<u>(\$72,894.03)</u>

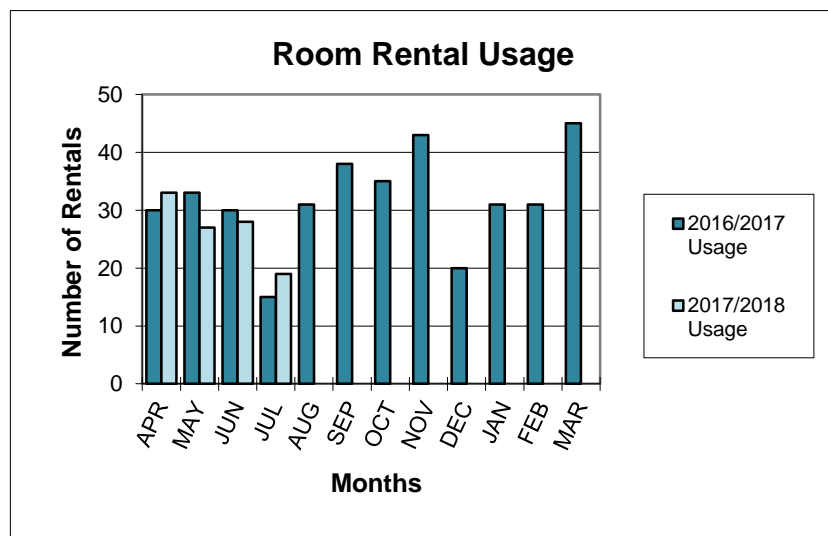
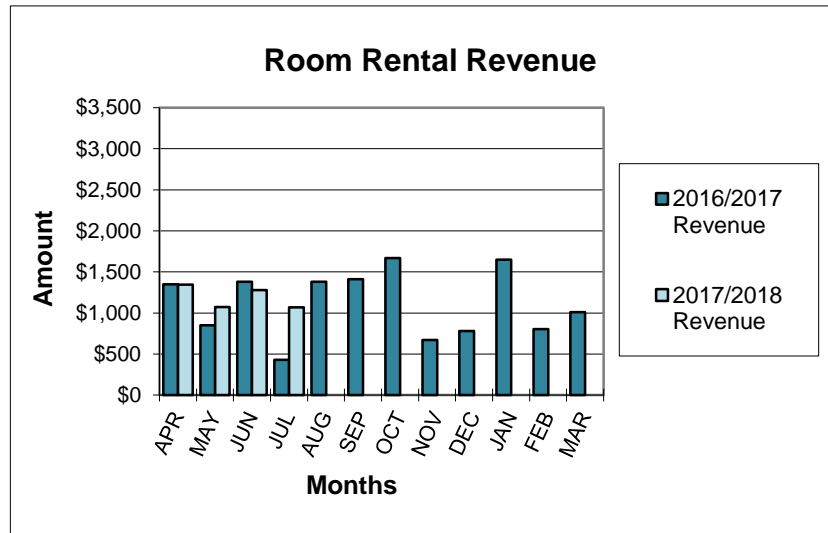
Fines and Fees Two-Year Comparison



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	\$1,281.00	(\$99.00)	30	28	JUN
JUL	\$430.00	\$1,070.00	\$640.00	15	19	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	\$4,770.50	(\$8,612.75)	382	107	



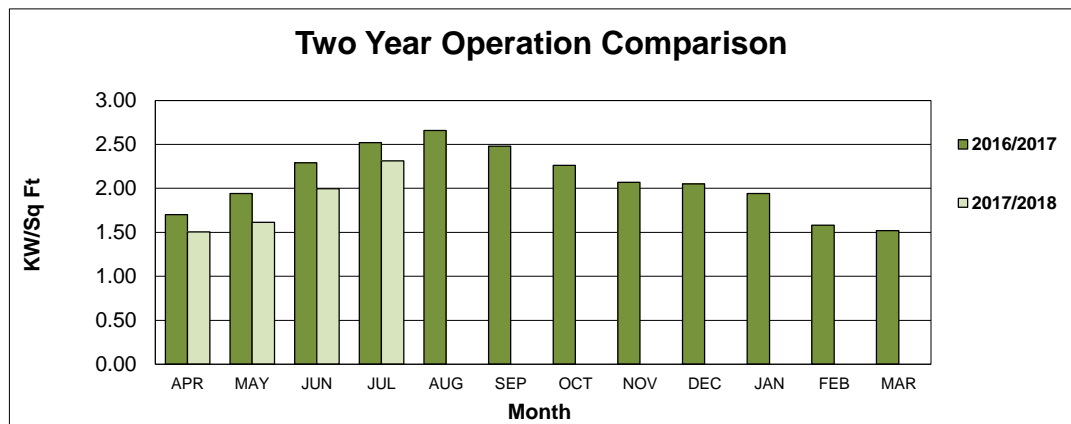
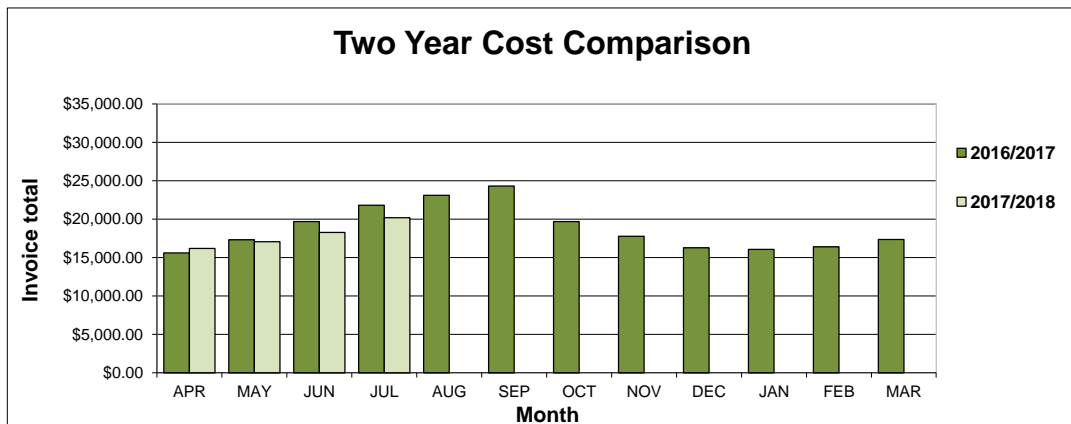
Bloomfield Township Public Library Electricity Analysis

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	\$18,251.58	(\$1,447.00)	201,810	\$0.09	280.29	2.00	\$25.35	\$0.18
JUL	\$21,811.53	\$20,183.10	(\$1,628.43)	233,520	\$0.09	313.87	2.31	\$27.13	\$0.20
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	\$71,665.19	(\$153,698.64)						

NOTES:

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



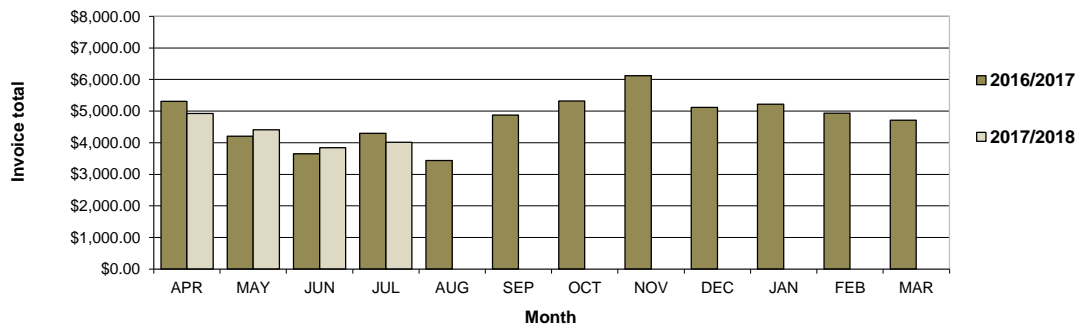
Bloomfield Township Public Library Natural Gas Analysis

Building Area = 101,023

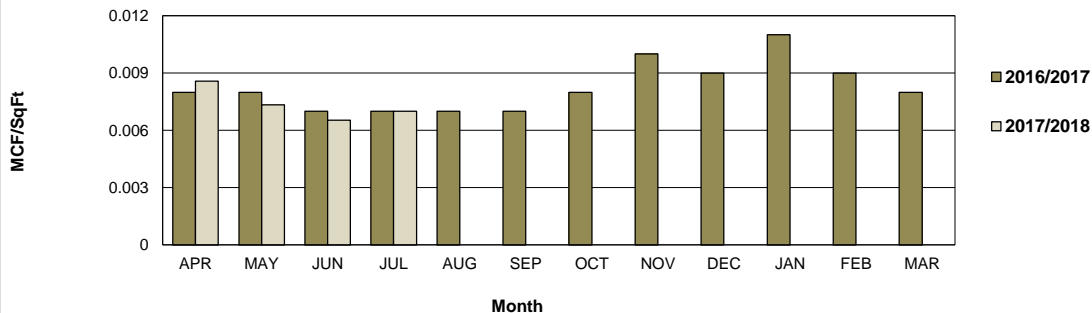
1 Cu. Ft. = 1000 BTU

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	\$3,842.61	\$189.75	660.3	\$5.82	720	0.92	0.007	5.34	0.037
JUL	\$4,294.67	\$4,009.40	(\$285.27)	707.7	\$5.67	744	0.95	0.007	5.39	0.039
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	\$17,192.60	(\$40,003.13)							

Two Year Cost Comparison

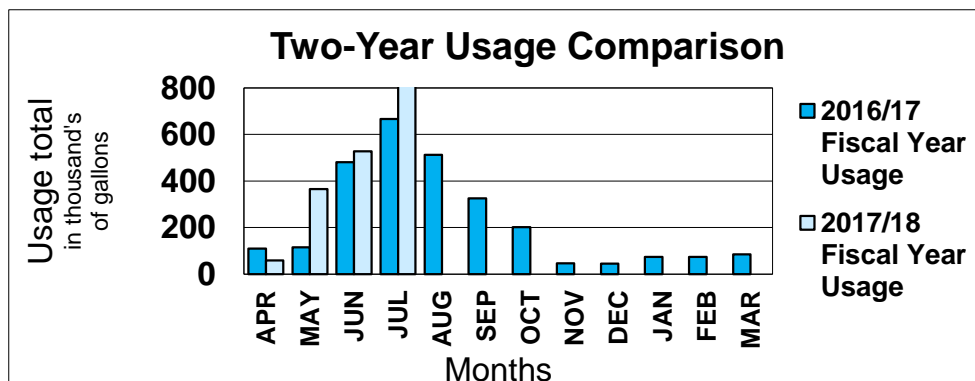
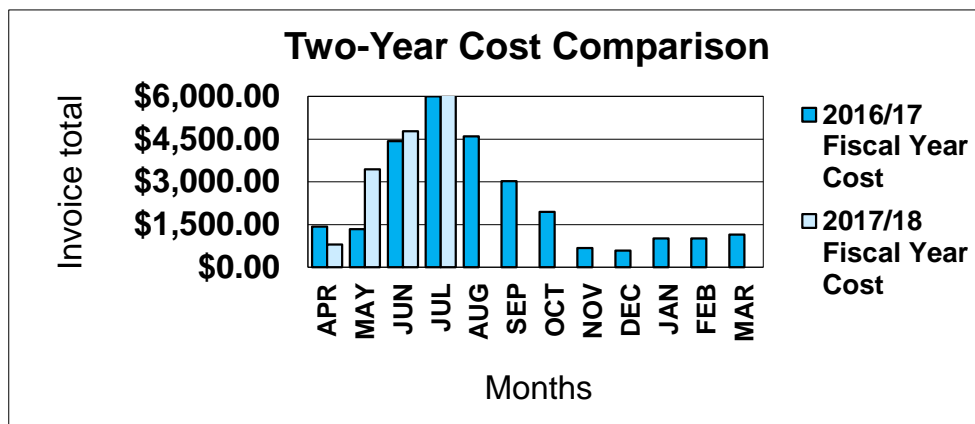


Two Year Operation Comparison



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	\$4,772.76	\$344.07	480	528	48
JUL	\$5,997.81	\$7,363.60	\$1,365.79	666	829	163
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	<u>\$27,185.94</u>	<u>\$16,379.51</u>	<u>(\$10,806.43)</u>	<u>2,733</u>	<u>1,781</u>	<u>(952)</u>



BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

**LIBRARY BOARD OF TRUSTEES
MONTHLY DIRECTOR'S REPORT**

August, 2017

It's here! And ready to borrow. The DVD, "Up Close with Virginia Smith", is now in the Library's collection and ready for you to view. Many thanks again to Linden Godlove for so expertly interviewing Virginia Smith and to Virginia for being so willing to describe the library historic photos now installed in the Community Room.

DTE tree trimming crews have been onsite at the Library over the last two week trimming the trees on the south end of the Library campus. They are trimming trees very carefully and as discussed with the Library's Building and Grounds Committee. I appreciate our Facilities Department Head Joel Dion's watchful eye on this work.

Save the date of Sunday, December 3, 2017! Our Staff Organization Committee (SOC) has reserved the Iroquois Club for the annual Library Holiday Party. A formal invitation with more details will be forthcoming this fall.

During your next visit to the Library, consider walking around the building to enjoy our most recent story walk. Based on a wonderful children's book, "The Curious Garden", by Peter Brown, this story walk is braille enhanced – feel free to read with your eyes and explore by touching! There are 18 individual panels that make up the story starting in Youth Services and continuing throughout the Media, Adult Services and Local History areas. This story walk was a project started in Vermont and is co-sponsored by the Library of Michigan, the Braille and Talking Book Library, and the Michigan Department of Education. Enjoy!

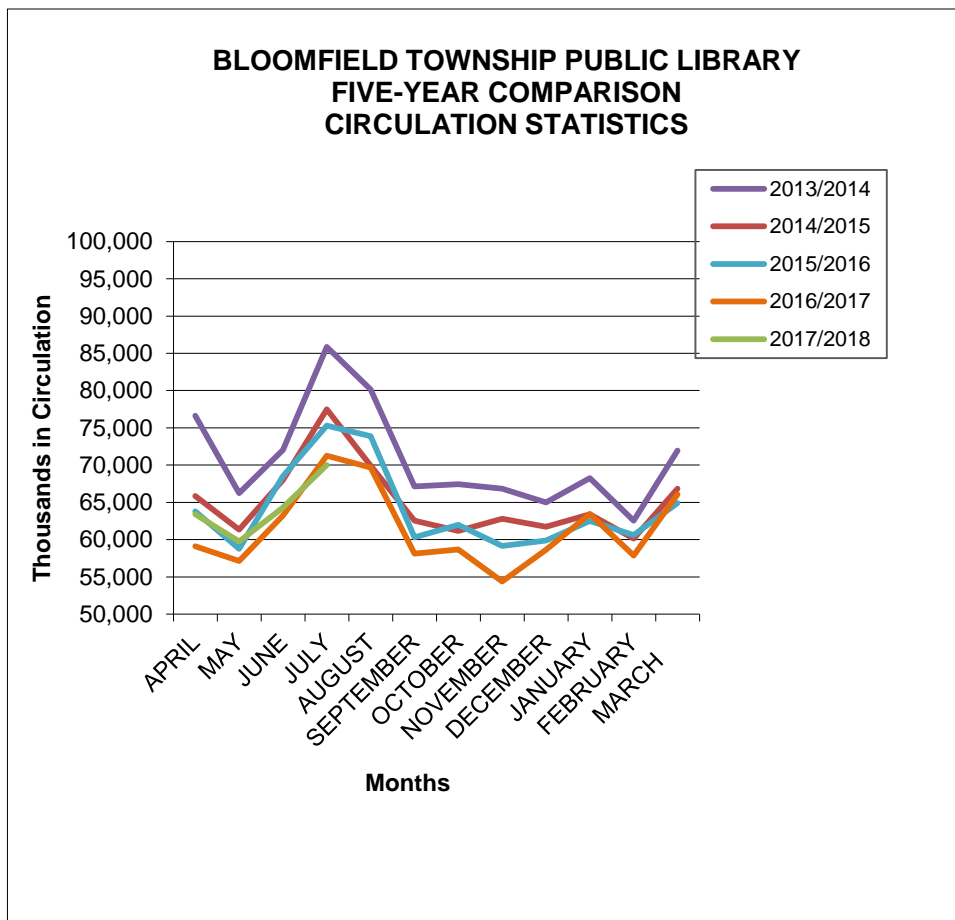
Respectfully Submitted,

Carol Mueller
Director

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
FIVE YEAR CIRCULATION**

8/10/2017

	<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	64,319
JULY	85,844	77,485	75,304	71,265	70,006
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	257,483



	2016		2017	
COLLECTION				
Book Collection:	278,603		273,169	
Media Collection:	62,556		61,777	
Total e-books:	31,080		31,627	
Overdrive	8,683		9,039	
EBSCOhost	19,197		19,196	
Total downloadable audiobooks:	4,863		5,203	
Materials Total:	377,102		371,776	
CIRCULATION				
Circulation Total:	71,265		70,006	
Bloomfield Township Circulation:	66,399		65,590	
Virtual Circulation Total	7,554		9,566	
Circulation of Youth materials:	28,131		25,934	
Circulation of Media:	23,595		21,009	
Circulation of Cranbrook passes:	350		350	
Self-checkout machine use:	28,824	40.4%	28,554	40.8%
Library by Mail:	80	29 patrons	49	26 patrons
BUILDING & EQUIPMENT USAGE				
Door Count:	24,334 *		19,844 *	
Gate Count:	29,434		28,186	
Meeting rooms by public:	15		19	
Meeting rooms by staff:	63		65	
VIRTUAL USE				
Home page hits:	32,123		32,173	
e-book access:	2,536		2,534	
Overdrive	2,495		2,513	
EBSCOhost	41		21	
Audiobook access: (Overdrive)	1,248		1,366	
Freegal music download access:	1,077		1,070	
Freegal music streaming:	n/a		2,345	
Magazine download access:	1,668		775	
Hoopla access:	1,025		1,476	
Tutor.com sessions:	17		5	
Library Computer Use				
Resident Use	1,622		1,651	
Guest Use	738		729	
*Library closed July 4 for Independence Day				

	2016		2017	
OUTREACH & PROGRAMS				
<i>New Patrons and Accounts</i>				
Township:	191		213	
Cranbrook:	1		5	
Total new patrons:	277		294	
<i>Adult Program Attendance</i>				
Staff-led:	8 events	105 attended	16 events	144 attended
Speaker-led:	9 events	79 attended	7 events	175 attended
Book clubs:	3 events	29 attended	6 events	64 attended
Tours/visits on-site:	1 event	8 attended	1 event	5 attended
Tours/visits off-site:	1 event	5 attended	3 events	14 attended
<i>Systems Program Attendance</i>				
Staff-led:	9 events	95 attended	4 events	22 attended
<i>Teen Program Attendance</i>				
Staff-led:	2 events	30 attended	3 events	44 attended
<i>Youth Program Attendance</i>				
Staff-led:	15 events	589 attended	14 events	479 attended
Speaker-led:	3 events	102 attended	2 events	106 attended
Tours/visits on-site:	0	0	2 events	23 attended
Tours/visits off-site:	0	0	0	0
TOTAL:	51 events	1,042 attended	58 events	1,076 attended
<i>Volunteers:</i>	39 people	362.75 hours	29 people	244.75 hours
	Shop: 9	100.75	Shop: 9	105.5
	Court: 2	33.75	Court: 0	0
	Students: 17	147.25	Students: 10	72.25
	Dept. Vol: 11	81	Dept. Vol: 10	67
<i>Patron Remarks</i>				
Patron Comments:	16		7	
Ask BTPL:	13		3	
Ask Us:	33		40	
DISPLAYS				
Lobby	Birmingham Bloomfield Art Center Display			
Media	Adult: Take Action to Build a Better World; Happy 4th (America)			
	Youth: Under the Sea & Pets! DVDs; Sandcastle & Beach reads/music			
Local History	Summer Reading			

MINUTES OF THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY INVESTMENT COMMITTEE

The Investment Committee meeting of the Bloomfield Township Public Library Board was held in the Library on Thursday, August 10, 2017 at 1:00 PM.

Trustees: Judy Lindstrom, Joan Luksik

Administration: Library Director Carol Mueller; Finance Coordinator Sandi Bird

Investments Review

At the July 18, 2017 regular Library Board meeting, library investment advisors Matt Whitty and Ed Schwartz from Schwartz and Co. provided an investment review and proposed recommended enhancements to the library portfolio. Library Board President Eli Greenbaum directed the Investment Committee Trustees Judy Lindstrom and Joan Luksik to review these recommendations and report back to the Library Board. Judy and Joan reviewed the recommendations and approved moving forward for several reasons: there are no fees or penalties to make these changes and the laddered treasury approach will provide more flexibility when withdrawing funds to meet monthly library expenditures. Administration concurs. The recommendation to proceed with these changes will be presented by the Investment Committee to the full Library Board for their review.

Investment Counseling Agreement Review

Schwartz and Co. provided the Investment Committee with an Investment Counseling Agreement. This agreement provides for a change in how Schwartz and Co. would be compensated for advising the Library on our investments from the current broker/dealer model to an investment advisory model. While the agreement seems straight forward, the Investment Committee would like this agreement reviewed by the Library's legal counsel.

Other

Next meeting: No future meeting date has been scheduled.

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

The meeting of the Bloomfield Township Public Library Board of Trustees Personnel Committee was held in the Library on Monday, July 17, 2017 at 1:00 p.m.

Present: Trustees Joan Luksik, Grant Gerhart, Sandy Edwards

Administration: Library Director Carol Mueller; Assistant Director Tera Moon

Compensation and Classification Study Update

Carol shared that GovHR has provided preliminary results of the employee questionnaires and salary survey of neighboring libraries. A conference call is scheduled for Wednesday, July 19 with our consultants where further recommendations will be discussed. A draft report should be ready to share with the Personnel Committee at the August 7 meeting.

Health Care Benefit Update

Carol reminded the committee that the Library has been working on ways to find an alternative to increased health care premiums. There is more work to do on this topic, including discussions with Bloomfield Township. Additional information will be shared at the next Personnel Committee meeting.

Administration Staffing – Clerk Position

Carol reviewed a proposal from Tera Moon requesting an additional 20-hour Clerk position in Administration. This position uses the funding from two 30 hours positions being reduced to 20 hours per week this year. The Committee approved this proposal.

The next Personnel Committee meeting is scheduled for Monday, August 7 at 2:00pm.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Library Board of Trustees

FROM: Carol Mueller, Library Director

DATE: August 10, 2017

SUBJECT: Proposed 2018 Calendar

The proposed 2018 calendar includes eleven total days closed to the public and two early closings. This is one less closed day than in 2017 when the Library was closed on Sunday, December 31 for New Year's Eve. The two evenings the Library closes early in 2018 are Thanksgiving Eve on Wednesday, November 21 and on New Year's Eve on Monday, December 31 in 2018. The Library closes at 5:30pm on these two days.

The attached proposed 2018 calendar is shown in the traditional January through December calendar format. However, as the Library's fiscal year begins April 1 and ends March 31, the first three months of the 2019 calendar year are included to show the complete April 1 – March 31 2018/2019 fiscal year.

Please review the attached proposed 2018 calendar for the 2018/2019 fiscal year. I also have attached the approved 2017 calendar for the 2017/2018 fiscal year for your comparison.

Thank you for your review and consideration.

ACTION NEEDED: I move to approve the proposed 2017 Library calendar of Holidays and Closings as presented.

DRAFT

Bloomfield Township Public Library

Proposed 2018 calendar

PROPOSED LIBRARY CALENDAR 2018 HOLIDAY AND CLOSINGS

January 1	CLOSED	Monday	*New Year's Day
January 15	open	Monday	Martin Luther King Day Observance
February 19	open	Monday	President's Day
March 30	open	Friday	*Good Friday +
March 31	open	Saturday	Easter Weekend
March 31	open	Saturday	Passover
April 1	CLOSED	Sunday	Easter
May 4	CLOSED	Friday	*Staff Development Day +
May 26	open	Saturday	Memorial Day Weekend
May 27	CLOSED	Sunday	Memorial Day Weekend
May 28	CLOSED	Monday	*Memorial Day Observance
July 4	CLOSED	Wednesday	*Independence Day
September 1	open	Saturday	Labor Day Weekend
September 2	CLOSED	Sunday	Labor Day Weekend
September 3	CLOSED	Monday	*Labor Day
September 10	open	Monday	Rosh Hashanah
September 19	open	Wednesday	Yom Kippur
October 8	open	Monday	Columbus Day Observance
November 11	open	Sunday	Veterans Day
November 21	Close at 5:30p.m.	Wednesday	Thanksgiving Eve
November 22	CLOSED	Thursday	*Thanksgiving Day
December 3	open	Monday	Hanukkah
December 24	CLOSED	Monday	*Christmas Eve
December 25	CLOSED	Tuesday	*Christmas Day
December 31	Close at 5:30p.m.	Monday	New Year's Eve

2019

January 1	CLOSED	Tuesday	*New Year's Day
January 21	open	Monday	Martin Luther King Day
February 18	open	Monday	President's Day

+Floating holidays: Good Friday and Staff Development Day should be scheduled within the pay period of their occurrence or after their occurrence prior to the end of the fiscal year as approved by the supervisor. Staff Development Day is awarded if employee attends the full day of Staff Development Day and employee is eligible for holidays.

*Library-approved paid holidays

Daylight Savings Time begins: Sunday, March 11, 2018

Daylight Savings Time ends: Sunday, November 4, 2018

Bloomfield Township Public Library
2017 calendar

LIBRARY CALENDAR 2017 HOLIDAY AND CLOSINGS

January 1	CLOSED	Sunday	*New Year's Day
January 16	open	Monday	Martin Luther King Day Observance
February 20	open	Monday	President's Day
April 11	open	Tuesday	Passover
April 14	open	Friday	*Good Friday +
April 15	open	Saturday	Easter Weekend
April 16	CLOSED	Sunday	Easter
May 5	CLOSED	Friday	*Staff Development Day +
May 27	open	Saturday	Memorial Day Weekend
May 28	CLOSED	Sunday	Memorial Day Weekend
May 29	CLOSED	Monday	*Memorial Day Observance
July 4	CLOSED	Tuesday	*Independence Day
September 2	open	Saturday	Labor Day Weekend
September 3	CLOSED	Sunday	Labor Day Weekend
September 4	CLOSED	Monday	*Labor Day
September 21	open	Thursday	Rosh Hashanah
September 30	open	Saturday	Yom Kippur
October 9	open	Monday	Columbus Day Observance
November 11	open	Saturday	Veterans Day
November 22	Close at 5:30 p.m.	Wednesday	Thanksgiving Eve
November 23	CLOSED	Thursday	*Thanksgiving Day
December 13	open	Wednesday	Hanukkah
December 24	CLOSED	Sunday	*Christmas Eve
December 25	CLOSED	Monday	*Christmas Day
December 31	CLOSED	Sunday	New Year's Eve

2018

January 1	CLOSED	Monday	*New Year's Day
January 15	open	Monday	Martin Luther King Day
February 19	open	Monday	President's Day

+Floating holidays: Good Friday and Staff Development Day should be scheduled within the pay period of their occurrence or after their occurrence prior to the end of the fiscal year as approved by the supervisor. Staff Development Day is awarded if employee attends the full day of Staff Development Day and employee is eligible for holidays.

*Library-approved paid holidays

Daylight Savings Time begins: Sunday, March 12, 2017

Daylight Savings Time ends: Sunday, November 5, 2017

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees

FROM: Carol Mueller, Library Director

DATE: August 10, 2017

SUBJECT: Investment Recommendations

On July 18, 2017, our investments advisors Matt Whitty and Ed Schwartz recommended a reallocation of library investments into U. S. Treasuries. They stated that introducing laddered treasuries into the library portfolio would allow them to more conservatively manage the short term distribution needs of the library to meet monthly expenditures. This shift to laddered treasuries can be done with no redemption fee, penalty or transition fee being incurred by the Library. Library Board President Eli Greenbaum asked that the Investment Committee review these recommendations and report back to the Board.

On August 10, 2017, Investment Committee Trustees Judy Lindstrom and Joan Luksik reviewed the investment recommendations provided by Schwartz and Co. Both Trustees agreed that these are recommendations they would like to see implemented. Library investments can always be changed back if desired. The Investment Committee Trustees recommend that the Library Board implement these investment changes. The recommended changes are attached for your review. If the Library Board agrees with the Investment Committee recommendation, the following motion is needed.

ACTION: I move to approve accepting the library investment recommendations as presented.

Bloomfield Township Public Library

General Fund

Recommended Enhancements

- The current cost of the General Fund portfolio is 0.79%. This fee fluctuates during the year based upon inflows and outflows within the portfolio. Schwartz & Co. is compensated from within this all-in fee.
- Schwartz & Co. proposes shifting approximately \$5,000,000 from the diversified mutual fund allocation into short-term laddered treasuries. The current annualized yield on six-month treasuries is 1.10%.
- Introducing laddered treasuries to the portfolio will allow us to more conservatively manage the short-term distribution needs for the BTPL.
- The remainder of the portfolio will continue to be invested in mutual fund positions, consistent with the approach we have utilized traditionally.
- Also included within this transition will be shifting the mutual funds from the current "broker-dealer" type share classes over to the "registered investment advisor" share classes for the funds we currently own.
- The share class shift and treasury "ladder" can be completed without any redemption fee, penalty or transition fee being incurred to the BTPL.
- The new all-in cost of the BTPL General Fund portfolio will be approximately 0.67%, which includes Schwartz & Co.'s incrementally declining fee of 0.27%.

Gregory J. Schwartz & Co., Inc.

(31% Ultrashort Bond, 40% Short-Term Gov't Bond, and 29% Intermediate Gov't Bond)

NOTE: Current estimated investment cost is 0.79%

Investment Vehicle	Objective	July 31, 2017	
		\$ Amount	% of Assets
US Government Money Market Fund	Money Market	\$125	0.0 %
Wells Fargo Advantage Adjustable Rate U.S. Gov't	Ultra Short Bond	3,031,838	31.3
Eaton Vance Short Duration Government Income	Short Term Government Bond	939,135	9.7
Eaton Vance Gov't Obligations	Short Term Government Bond	848,219	8.8
Loomis Sayles Ltd Term Gov't & Agency	Short Term Government Bond	997,295	10.3
Victory INCORE Fund for Income	Short Term Government Bond	1,118,868	11.5
Voya GNMA Income	Intermediate Government Bond	1,079,898	11.1
BlackRock GNMA	Intermediate Government Bond	836,896	8.6
Virtus Seix US Mortgage	Intermediate Government Bond	841,287	8.7
TOTAL		\$9,693,562	100.0 %

(35% Laddered Treasury, 10% Ultrashort Bond, 35% Short-Term Gov't Bond, and 20% Intermediate Gov't Bond)

NOTE: Estimated investment cost is 0.67%

Investment Vehicle	Objective	July 31, 2017	
		\$ Amount	% of Assets
U.S. Treasuries: 3-15 month maturities	Laddered Treasuries	\$3,392,747	35.0 %
Wells Fargo Advantage Adjustable Gov't	Ultra Short Term Bond	\$969,356	10.0
Eaton Vance Short Duration Gov't Income	Short Term Government Bond	\$969,356	10.0
Eaton Vance Government Obligations	Short Term Government Bond	\$969,356	10.0
Loomis Sayles Limited Term Gov't and Agency	Short Term Government Bond	\$775,485	8.0
Victory INCORE Fund for Income	Short Term Government Bond	\$678,549	7.0
Voya GNMA Income	Intermediate Government Bond	\$775,485	8.0
BlackRock GNMA Portfolio	Intermediate Government Bond	\$581,614	6.0
Virtus Seix US Mortgage	Intermediate Government Bond	\$581,614	6.0
TOTAL		\$9,693,562	100.0 %

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

MOTION TO APPROVE ANY ITEMS REMOVED FROM THE CONSENT AGENDA

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

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees

FROM: Tera Moon

DATE: August 9, 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

New personnel have been assigned to this group. They are working on developing a script that all staff can use for tours and exploring holding regular in-person tours.

3. Building Assessment RFP

The RFP developed by this group is out with a deadline of August 18. There has been a lot of interest in our request for proposals. We plan to recommend a consultant to the Trustees at the October monthly meeting.

4. Staff Awareness

New staff have replaced departing staff. This team will start meeting again soon.

5. Programming

Having met the goal of creating a new newsletter, this team will begin a new conversation about programming at the Library.

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.

September 2017

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
				1	2	3 Closed Labor Day Weekend
4 Closed Labor Day Weekend - Library will reopen Tuesday at 9:30AM	5 10AM Knit 'n Stitch Circle 2PM HITS Theater 6PM Introduction to PowerPoint	6 12:30PM Friends Meeting 6PM Grow Your Business with Plunkett	7	8 12PM English Language Conversation Hour 7PM Concert: Tom Sharpe of Mannheim Steamroller	9 9:30AM – 3:30PM Friends of the Library Second Saturday	10
11 11AM Adult and Teen Sensory Storytime	12 10AM Tinker Tales 1PM Memoir Writers' Group 4PM Teen Advisory Board	13 Gale Courses begin today 10AM Wee Play 2PM Grow Your Business with Reference USA 6:30PM Writers' Rendezvous	14 9:30AM Diaper Days! 10 AM Mother Goose Club 1PM Drop In Download Help 6PM PowerPoint 2	15 9:30AM Diaper Days! 10AM Coffee &Conversation 10AM Movers and Shakers	16 9:30AM Diaper Days!	17 9:30AM Diaper Days!
18 9:30AM Diaper Days! 1PM 30 Minute Lunchtime Book Club 6:30PM Book Worms	19 9:30AM Diaper Days! 10AM Tuesday Book Club 10AM Tinker Tales 7PM 'In Vino Veritas' Book Club (Nonfiction Book Club) 7PM BTPL Board of Trustees Meeting	20 9:30AM Diaper Days! 10AM Wee Play 1PM Mystery Book Club	21 9:30AM Diaper Days! 10AM Mother Goose Club 6PM Teen Cosplay Book Club	22 9:30AM Diaper Days! 10AM Movers and Shakers 12PM English Language Conversation Hour	23 9:30AM Diaper Days! 11AM Coping with Change 12PM VITALITY Day - Healthy Vendor Fair 2PM Alzheimer's Awareness with Carol Waarala	24 9:30AM Diaper Days!
25 9:30AM Diaper Days! 10AM Family Story Time 6PM Books in Bars at Mex Book Club 6:30PM Paperbacks & Snacks	26 9:30AM Diaper Days! 10AM Tinker Tales 1PM Memoir Writers' Group 6:30PM Book Chat	27 9:30AM Diaper Days! 10AM Wee Play 2PM Cord Cutting Basics 2PM Tablet Tales	28 9:30AM Diaper Days! 10AM Eleanor's Book Club 10AM Mother Goose Club 2PM Tablet Tales	29 10AM Movers and Shakers	30 9:30 AM Getting Started on Genealogy with the DAR-- Piety Hill Chapter 2PM Internet Security	