

Bloomfield Township Public

**Library**

**Bloomfield Township Public Library  
Board of Trustees**

Library Board Meeting  
**December 20, 2016**  
7:00 p.m.  
John Rumsey Board Room

Trustees:

[libraryboard@btpl.org](mailto:libraryboard@btpl.org)

Joan Luksik, President

Pamela Williams, Vice President

Judy Lindstrom, Secretary

Tom Deska

Grant Gerhart

Eli Greenbaum

Director:

[muellerc@btpl.org](mailto:muellerc@btpl.org)

Carol Mueller

All meetings are open to the public.  
We invite you to attend a meeting or watch it online at [www.btpl.org](http://www.btpl.org)

1099 Lone Pine Road, Bloomfield Township, MI 48302 248.642.5800

THE PLACE TO  
**DISCOVER**

**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, December 20, 2016  
7:00 p.m.

<b><u>#</u></b>	<b><u>NUMBERED ITEMS</u></b>	<b><u>DATE DELIVERED</u></b>
1	Agenda	12/16/16
2a	Request to remove items from the Consent Agenda for Discussion	12/16/16
2b	Motion to approve the order of items for the regular and consent agendas	12/16/16
5	Motion to approve remaining Consent Agenda items 6-8d	12/16/16
6	Regular Board Meeting Minutes of 11/15/16	12/16/16
7a	Cash Disbursements	12/16/16
7b	Revenues/Expenditures Budget Report	12/16/16
7c	Energy Report	12/16/16
8a	President's Report	12/16/16
8b	Director's Report	12/16/16
8b1	Circ 5 Year Report	12/16/16
8b2	Activity Report	12/16/16
8c	Bloomfield Township Liaison –no report	
8c	Cranbrook –no report	
8c	Policy Committee –no report	
8c	Development Committee – Meeting Minutes of 11/29/16	12/16/16
8c	Building, Grounds, Landscaping, Interiors Committee – no report	
8c	Art Committee –Meeting Minutes of 11/29/16	12/16/16
8c	Finance Committee – Meeting Minutes of 12/06/16	12/16/16
8c	Friends of the Library Liaison – no report	
8c	Investment Committee – no report	
8c	Personnel Committee – Meeting Minutes of 11/28/16	12/16/16
11a	Network bid Award	12/16/16
11b	PA 152	12/16/16
11c	Gift Fund Budget Resolution Change	12/16/16
11d	Director's Evaluation	12/16/16
11e	Board of Trustees Election/Committee Appointments	12/16/16
13	Motion to approve any items removed from the Consent Agenda	12/16/16
	<b><u>UNNUMBERED ITEMS</u></b>	<b><u>DATE DELIVERED</u></b>
	Directors Report – FOL meeting 12/7/16	12/16/16
	2017 Vending	12/16/16
	Compensation/Classification Study RFP	12/16/16
	Strategic Plan Update	12/16/16
	Administrative Calendar	12/16/16

AGENDA  
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
BOARD OF TRUSTEES  
Tuesday, December 20, 2016  
**Regular Board Meeting**  
7:00 P.M.

**REGULAR AGENDA ITEMS #1-5**

1. Call to order of regular meeting
- 2a. Request to remove items from the Consent Agenda for Discussion
- 2b. MOTION to approve the order of items for the Regular and Consent Agendas
3. President's Verbal Report
4. Director's Verbal Report
5. MOTION to approve the remaining Consent Agenda items 6-8d

**CONSENT AGENDA ITEMS #6-8d**  
**Items removed will be discussed under Item #12**

6. Regular Board meeting minutes of November 15, 2016
7. Budget
  - a. Cash Disbursements
  - b. Monthly Revenues & Expenditures
  - c. Energy Report
8. Written Reports:
  - a. President: \*Joan Luksik
  - b. Director: \*Carol Mueller
  - c. Committee: \*Art Committee *Ad Hoc*  
\*Bloomfield Township Liaison  
\*Building, Grounds, Landscaping, Interiors  
\* Cranbrook  
\* Development  
\* Finance  
\* Friends of the Library Liaison  
\* Investment  
\* Jeanette P. Myers Scholarship Selection  
\* Personnel  
\* Policy

**REGULAR AGENDA ITEMS**

9. Call to the public, communications
10. Unfinished Business
11. New Business
  - a. Technology Infrastructure Bid Award
  - b. PA 152
  - c. Gift Fund Budget Resolution Change
  - d. Distribute Director Evaluation
  - e. Election of Officers/Committee Appointments
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, January 17, 2017
16. Adjournment

# 2a

## BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

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

**I REQUEST THAT ITEM (S):**

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

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

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**

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

**OPTION - NO AMENDMENT NEEDED:**

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

**OPTION - AMENDMENT TO AGENDA:**

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

the **REGULAR AGENDA** as follows:

the **CONSENT AGENDA** as follows:

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

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**

**CONSENT AGENDA ITEMS MOTION**

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

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

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Bloomfield Township Public Library  
Oakland County, Michigan  
**Tuesday, November 15, 2016**

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At 6:45 p.m., all Trustees (Deska, Gerhart, Greenbaum, Lindstrom, Luksik, Williams) were sworn in by Bloomfield Township Clerk Jan Roncelli to continue on the Library Board of Trustees. The swearing in concluded at 6:50 p.m.

At 7:00 p.m. the Regular Meeting of the Bloomfield Township Public Library Board of Trustees was called to order by President, Joan Luksik.

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

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

**Guests:** Klaren Gerhart, Bloomfield Township resident; Maeve Devlin, Youth Services Intern and Staff Organization Committee Representative, Ann Williams, Adult Services Department Head; Drew Heuser, Adult Services Librarian; Killian Weston, Youth Services Librarian; Mary Miner, Systems Assistant; Roger Luksik, Bloomfield Township resident

Upon discussion, a motion was made by Eli Greenbaum, seconded by Pam Williams, with an exception of removing page 13 from the Consent Agenda, **TO APPROVE THE ORDER OF ITEMS FOR THE REGULAR AND CONSENT AGENDAS.**

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

*Ayes: Deska, Gerhart, Lindstrom, Greenbaum,*

*Nays: None*

**MOTION CARRIED**

**President's Verbal Report:**

Joan would like to welcome all the Trustees back again. We look forward to a great year. We work well in sync with our library administration and that will result in wonderful things for our library.

**Director's Verbal Report:**

Congratulations to each and every one of you. We are honored to work with all of you and have such respect for your being great stewards of our library.

The Friends of the Library Books Sale met an all-time record, earning \$4618.50 in one day. This is despite clearing out their inventory with the two-day book sale in October. The Friends work so hard and are so dedicated.

Saturday, December 3 is the Library's holiday party. Please respond by Friday, November 18, if you are coming.

The vending services contract expires on March 31, 2017. Surveys to patron and staff requesting comments on the Library's current vending services have recently been completed. A recommendation for the award of the vending services bid will come to all of the Trustees at the February Library Board meeting.

There are photos from Fall for Dahl in each of the Trustee's folders, courtesy of Library volunteer Nancy Kulish. Thanks to a very generous contribution, this event raised \$5,000, which will go towards a new puppet theater and new puppets. This is part of our space needs assessment.

The roof drain project will begin this coming Monday, November 21. We received our permit today and Rewold has this in hand. There will be fencing and signage at the drive-up and delivery area. The delivery door, Friends donation door, and staff entrance will not be accessible during this project and all will need to use the main entry for the duration of project. The drive-up return lane can still be accessed; however, people will need to park close to the curb and walk up to that area. The project should be completed in a few weeks, depending on the weather. This will, hopefully, resolve the flooding on the lower level.

In this season of Thanksgiving, Carol expressed her thanks for all of the Trustees and all of their hard work, and all that they do for the Library. Happy Thanksgiving!

**THE REMAINING CONSENT AGENDA MOTION:**

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

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

*Ayes: Gerhart, Greenbaum, Lindstrom, Williams*

*Nays: None*

**MOTION CARRIED**

**REGULAR AGENDA:**

*Call to the Public:* Joan welcomed the guests. The attending staff and guests introduced themselves: Drew Heuser, Ann Williams, Klaren Gerhart, Killian Weston, Mary Minor, Maeve Devlin, and Roger Luksik.

**UNFINISHED BUSINESS:**

*No items for discussion*

**NEW BUSINESS:**

Director Carol Mueller wished to introduce the Library Showcase, which is to exhibit the wonderful things happening at our library.

Killian Weston presented the Ozobots, which were a gift from the Friends. They are tiny robots that can be programmed in a variety of ways, using a basic coding language. The Library has been offering programs where our young patrons learn beginning coding programs, and eventually, they will use iPads to control them. The Library has six Ozobots and has offered special programs for ages 8 and up, with twenty young patrons in one program, working in groups. The staff is looking at ways to expand it for more young patrons to be involved, as the class was full before a poster was installed to promote it.



Mary Minor has been offering a Google CS class, a new computer science program that was introduced to schools this summer. Computer science is the design and creation of computer programs, via logical instructions. This is the first time the Library has been able to offer a computer class to youth. Computer Science is one of the top paying jobs, growing at two times the national average and it will likely increase. Early exposure can help young patrons to develop a sense of interest, learn courage to try new things, confidence in using programs, perseverance to tackle difficult problems, and more. The class is targeted to 4<sup>th</sup>-8<sup>th</sup> grade. Each club is themed, with 8 different modules, and the youth come twice a week for four weeks.

Drew Heuser spoke about the Library's new Overdrive media station. The Library has had Overdrive for a number of years. Librarians can't see which titles are available in the Library's catalog; however they can guide patrons to available titles using the new media station. The media station enables patrons to get a QR code or link to the available title, using their device. This helps the staff to market more titles to patrons and increases the ease of use.

Ann Williams introduced the Special Needs collections. Every month, the Library offers a program for special needs adults. They get about 30 attendees at each meeting, including caregivers. There are also joint programs for youth and adults with special needs. The Adult collection has materials aimed towards adults with special needs and also their caregivers, including life skills books, simple fiction books, DVDs, and more. The Library will soon be adding braille books to the collection.

Ann Williams also spoke about the STEM (science, technology, engineering and math) collection. It's a challenge to create interest in these subjects, but the Library has reference books, encyclopedias, DVDs and more to help assist in learning about these important subjects. There are also games and kits, including things like circuit boards, gem and mineral sets, and more, to help foster an interest in STEM

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

Pam had a question on page 13. It was clarified that the water heater was in the closet. Pam Williams also asked if the computers were getting replaced gradually, due to the budget amount. Carol confirmed that ten computers were purchased, to install in Administration and they will also get an upgrade to Windows 10.

After discussion, a motion was made by Judy Lindstrom, seconded by Eli Greenbaum, **TO APPROVE THE REMOVED ITEMS OF THE CONSENT AGENDA.**

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

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

*Nays: None*

**MOTION CARRIED**

#### **OTHER:**

Joan would like to announce that the Nominating Committee will be composed of Grant Gerhart and Joan Luksik. The next scheduled meeting is Tuesday, December 20, when a slate of officers will be presented. They will be discussing the PA 152 decision. The Personnel Committee will meet before that time. Carol will have some information on the network bid award. The Library Director evaluation process will be discussed.

Maeve Devlin shared about the SOC Fundraiser, the Bags, Bites and Jewelry sale. The money raised will go towards SOC functions, including gifts for staff members on occasions such as retirement or graduation. Funds also go towards the Holiday Party.

Meeting adjourned at 7:59 p.m.

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

Submitted by:

Judy Lindstrom, Secretary

## BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

### Cash Disbursements Comments

December 2016

#### **New Vendors:**

ELM USA, Inc. is a new vendor service for an agreement on the Technical Services disc cleaning machine.

Frank the Insurance Man Agency LLC is a new vendor for a meeting room refund.

Manufacturer's News, Inc. is a new vendor for a reference book.

#### **General Fund Advance**

- Check #16643 payable to the Bloomfield Township in the amount of \$1,945.05 was payment for the 9/19/2016 – 10/17/2016 water and sewer bill.
- Check #16659 payable to Frank the Insurance Man Agency, LLC. in the amount of \$60 was payment for a meeting room fee refund.
- Check #16663 payable to the Detroit Institute of Arts in the amount of \$100.00 was payment for a speaker fee.

#### **General Fund**

- Check #16681 payable to Bloomfield Township in the amount of \$257,348.30 was payment for two payrolls, including FICA, HRA contributions, pension, etc. as usual.
- Check # 16689 payable to CDW Government, Inc. in the amount of \$5,828.70 was payment for Windows 10 software licenses and scanners.
- Check #16699 payable to Healy Fire Protection, Inc. in the amount of \$767.00 was payment for our fire inspection.

- Check #16702 payable to L.J. Rolls Refrigeration Co., Inc. in the amount of \$7,575.67 was payment for repairs and maintenance to the Library's HVAC system.
- Check #16704 payable to Midwest Collaborative for Library Services in the amount of \$5,130.00 was payment for Value Line subscription.
- Check #16716 payable to Professional Engineering Association, Inc. in the amount of \$1,900.00 was payment for their preparation of our water remediation bid documents.
- Check #16730 payable TechLogic Corporation in the amount of \$21,400.12 was payment for our annual maintenance agreement for the automated materials handling system.

### **Gift Fund**

- Check #4754 payable to Laura Beyer in the amount of \$165.00 is payment for a speaker fee for the January 21 bookbinding program.

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

<b>Check #</b>	<b>Date</b>	<b>Payee</b>	<b>Cash Account</b>	<b>Amount</b>
<b>General Fund</b>				
<b>ADVANCE CHECKS:</b>				
16643	11/9/16	BLOOMFIELD TOWNSHIP	104.01	1,945.05
16644	11/9/16	Martha McGee	104.01	103.70
16645	11/9/16	NICHOLS/NETWORK SERVICES CO	104.01	590.10
16646	11/9/16	PITNEY BOWES, INC.	104.01	252.00
16647	11/9/16	Marian Rafal	104.01	29.50
16648	11/9/16	Deborah Smith	104.01	88.29
16649	11/9/16	Emily Ellison	104.01	178.40
16650	11/15/16	APPLIED IMAGING	104.01	414.16
16651	11/15/16	FLAGSTAR BANK	104.01	4,710.23
16652	11/15/16	Andrea Lebeck	104.01	25.49
16653	11/15/16	Martha McGee	104.01	51.32
16654	11/15/16	Tera Moon	104.01	316.92
16655	11/15/16	PACIFIC TELEMAGEMENT SERVICES	104.01	78.00
16656	11/15/16	VIGILANTE SECURITY	104.01	1,950.00
16657	11/22/16	COMCAST	104.01	152.28
16658	11/22/16	DTE ENERGY	104.01	17,751.06
16659	11/22/16	FRANK THE INSURANCE MAN AGENCY LLC	104.01	60.00
16660	11/22/16	VERIZON WIRELESS	104.01	201.68
16661	11/22/16	Todd Von Schulze	104.01	29.16
16662	11/30/16	AMAZON.COM	104.01	3,170.41
16663	11/30/16	DETROIT INSTITUTE OF ARTS	104.01	100.00
16664	11/30/16	Emily Hudak	104.01	90.58
16665	11/30/16	Elizabeth Korey	104.01	31.32
16666	11/30/16	PRINCIPAL LIFE INS CO-SBD GRANDE ISLAND	104.01	812.04
16667	12/7/16	AT&T LONG DISTANCE	104.01	669.02
16668	12/7/16	Elizabeth Clauder	104.01	343.96
16669	12/7/16	CONSUMERS ENERGY	104.01	6,122.71
16670	12/7/16	Martha McGee	104.01	191.62
16671	12/7/16	PACIFIC TELEMAGEMENT SERVICES	104.01	78.00
16672	12/7/16	Marian Rafal	104.01	25.27
16673	12/7/16	STAPLES ADVANTAGE	104.01	67.49
16674	12/7/16	T MOBILE	104.01	33.98
16675	12/7/16	Killian Weston	104.01	57.37
Total				40,721.11
<b>REGULAR CHECKS:</b>				
16676	12/8/16	ABC-CLIO, INC.	104.01	89.00
16677	12/8/16	ACE LAWN CARE & SNOW REMOVAL	104.01	3,475.00
16678	12/8/16	AMERICAN PEST CONTROL	104.01	72.00
16679	12/8/16	BAKER & TAYLOR, INC.	104.01	14,693.65
16680	12/8/16	BLACKSTONE AUDIO, INC.	104.01	401.25
16681	12/8/16	BLOOMFIELD TOWNSHIP	104.01	257,348.30
16682	12/8/16	BOOKS GALORE INC.	104.01	2,712.36
16683	12/8/16	BOTTOM LINE PERSONAL	104.01	39.00
16684	12/8/16	BRILLIANCE PUBLISHING, INC.	104.01	196.46
16685	12/8/16	PETTY CASH - BTPL	104.01	133.63
16686	12/8/16	BUSINESS COMMUNICATION SYSTEMS, INC.	104.01	1,495.00
16687	12/8/16	CAR TRUCKING, INC.	104.01	399.00
16688	12/8/16	CAVENDISH SQUARE	104.01	730.55
16689	12/8/16	CDW GOVERNMENT, INC.	104.01	5,828.70
16690	12/8/16	CENGAGE LEARNING/GALE	104.01	4,123.02
16691	12/8/16	DEMCO, INC.	104.01	489.75
16692	12/8/16	DU ALL CLEANING, INC	104.01	5,690.00

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

<b>Check #</b>	<b>Date</b>	<b>Payee</b>	<b>Cash Account</b>	<b>Amount</b>
16693	12/8/16	EASTMAN FIRE PROTECTION, INC.	104.01	404.92
16694	12/8/16	ELM USA, Inc.	104.01	620.00
16695	12/8/16	GARETH STEVENS PUBLISHING	104.01	1,129.25
16696	12/8/16	DAROLD GONZALES	104.01	200.00
16697	12/8/16	GRAINGER, INC	104.01	617.50
16698	12/8/16	GREY HOUSE PUBLISHING	104.01	460.05
16699	12/8/16	HEALEY FIRE PROTECTION, INC	104.01	767.00
16700	12/8/16	INFORMATION TODAY, INC.	104.01	404.53
16701	12/8/16	INGRAM LIBRARY SERVICES	104.01	1,294.41
16702	12/8/16	LJ ROLLS REFRIGERATION CO., INC	104.01	7,575.67
16703	12/8/16	LIBRARY DESIGN ASSOCIATES INC.	104.01	175.00
16704	12/8/16	MIDWEST COLLABORATIVE for LIB. SVCS	104.01	5,130.00
16705	12/8/16	MICHIGAN EDUCATION DIRECTORY	104.01	29.75
16706	12/8/16	MIDWEST TAPE	104.01	7,570.11
16707	12/8/16	MANUFACTURER'S NEWS. INC.	104.01	173.10
16708	12/8/16	MORNINGSTAR, INC.	104.01	185.00
16709	12/8/16	NATIONAL SIGN COMPANY	104.01	975.00
16710	12/8/16	NBS	104.01	1,653.00
16711	12/8/16	NICHOLS/NETWORK SERVICES CO	104.01	449.26
16712	12/8/16	OMNIGRAPHICS	104.01	62.00
16713	12/8/16	OVERDRIVE	104.01	11,658.34
16714	12/8/16	PENGUIN RANDOM HOUSE LLC	104.01	473.50
16715	12/8/16	PREFERRED DATA SYSTEMS, LLC	104.01	1,269.65
16716	12/8/16	PROFESSIONAL ENGINEERING ASSOC., INC.	104.01	1,900.00
16717	12/8/16	QUALITY BOOKS INC.	104.01	1,366.00
16718	12/8/16	QUILL CORPORATION	104.01	206.84
16719	12/8/16	RECORDED BOOKS, LLC	104.01	466.56
16720	12/8/16	ROSEN PUBLISHING	104.01	1,656.50
16721	12/8/16	ROURKE PUBLISHING LLC	104.01	765.35
16722	12/8/16	S & S WORLDWIDE, INC.	104.01	93.44
16723	12/8/16	SADDLEBACK EDUCATIONAL PUBLISHING	104.01	44.75
16724	12/8/16	VOID	104.01	
16725	12/8/16	VOID	104.01	
16726	12/8/16	SECURITY DESIGNS INC.	104.01	230.00
16727	12/8/16	SHOWCASES	104.01	513.23
16728	12/8/16	STAPLES ADVANTAGE	104.01	1,286.74
16729	12/8/16	SUMMIT ELECTRIC, INC.	104.01	162.50
16730	12/8/16	TECH LOGIC CORP.	104.01	21,400.12
16731	12/8/16	THE BOOK FARM, INC.	104.01	223.72
16732	12/8/16	THE GREAT COURSES	104.01	18.90
16733	12/8/16	THE LIBRARY STORE, INC.	104.01	713.74
16734	12/8/16	THOMSON REUTERS	104.01	119.10
16735	12/8/16	THYSSENKRUPP ELEVATOR CORP	104.01	272.40
16736	12/8/16	TOYS FOR SPECIAL CHILDREN, INC.	104.01	997.65
16737	12/8/16	UNIQUE MANAGEMENT SERVICES, INC.	104.01	143.20
16738	12/8/16	US GOVERNMENT PRINTING OFFICE	104.01	58.00
16739	12/8/16	WALLACEBURG BOOKBINDING & MFG	104.01	146.86
16740	12/8/16	WEISS RATINGS INC	104.01	949.00
16741	12/8/16	WESCO DISTRIBUTION	104.01	2,874.24
16742	12/8/16	WESTON WOODS	104.01	59.95
16743	12/8/16	WOLTERS KLUWER	104.01	1,142.23
16744	12/8/16	WORLD BOOK, INC.	104.01	999.00
16745	12/9/16	SALEM PRESS, INC.	104.01	1,102.44
Total				381,106.17

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

<b>Check #</b>	<b>Date</b>	<b>Payee</b>	<b>Cash Account</b>	<b>Amount</b>
<b>Gift Fund</b>				
<b>ADVANCE CHECKS:</b>				
4752	11/15/16	FLAGSTAR BANK	102.03	22.98
4753	11/30/16	AMAZON.COM	102.03	<u>116.52</u>
Total				<u><u>139.50</u></u>
<b>REGULAR CHECKS:</b>				
4754	12/8/16	LAURA BEYER	102.03	165.00
4755	12/8/16	MIDWEST TAPE	102.03	133.39
4756	12/8/16	TOYS FOR SPECIAL CHILDREN, INC.	102.03	<u>83.95</u>
Total				<u><u>382.34</u></u>

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

**7b**

PRESENTED: DECEMBER 20, 2016 FOR THE MONTH OF: NOVEMBER 2016

Eight Months 67%

ACCOUNT NAME	2016-2017	2016-2017	REVENUE/EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	VARIANCE
	ADOPTED BUDGET AS OF MAR 15, 2016	AMENDED BUDGET AS OF AUGUST 16, 2016				
<b>Revenues</b>						
Taxes	\$6,846,279	\$6,805,797	\$0	(\$8,649)	-0.13%	(\$6,814,446)
Penal Fines	\$55,845	\$86,868	\$0	\$86,868	100.00%	\$0
State Aid	\$34,507	\$34,507	\$0	\$26,856	77.83%	(\$7,651)
Circulation Fines & Fees	\$100,000	\$100,000	\$8,007	\$67,226	67.23%	(\$32,774)
Charges for Services	\$11,987	\$11,987	\$777	\$9,941	82.93%	(\$2,046)
Investment earnings	\$81,546	\$81,546	(\$60,565)	\$5,450	6.68%	(\$76,096)
Miscellaneous	\$10,470	\$10,470	\$553	\$10,149	96.93%	(\$321)
<b>Total Revenues</b>	<b>\$7,140,634</b>	<b>\$7,131,175</b>	<b>(\$51,228)</b>	<b>\$197,841</b>	<b>2.77%</b>	<b>(\$6,933,334)</b>
<b>Expenditures</b>						
Personnel	\$3,842,532	\$3,842,532	\$257,148	\$2,526,615	65.75%	(\$1,315,917)
Library Services	\$834,856	\$834,856	\$69,972	\$517,928	62.04%	(\$316,928)
Facilities & Equipment	\$1,289,805	\$1,287,605	\$87,975	\$691,796	53.73%	(\$595,809)
Other Operating Expenditures	\$905,593	\$906,593	\$7,264	\$116,572	12.86%	(\$790,021)
<b>Total Expenditures</b>	<b>\$6,872,786</b>	<b>\$6,871,586</b>	<b>\$422,359</b>	<b>\$3,852,910</b>	<b>56.07%</b>	<b>(\$3,018,676)</b>
Fund Balance - Beginning	\$10,269,038	\$10,595,205		\$10,595,205		
Net revenue (expenditure)	\$267,848	\$259,589		(\$3,655,069)		
Fund Balance - Ending	\$10,536,886	\$10,854,794		\$6,940,136		

Amendments to the budget:  
None

Changes made to the line items:  
None

Non-spendable Fund Balance (includes all fixed assets)	\$25,123,307	\$24,221,713
Restricted Fund Balance (nothing included here)	\$0	\$0
Committed Fund Balance (is 8-months of expenditures)	\$4,469,191	\$4,469,191
Assigned Fund Balance (is \$477,493 (3/31/16 compensated absences accrual) plus \$5,257,680 7/1/15 OPEB obligation plus \$550,430 capital improvements)	\$5,967,695	\$6,285,603
Unassigned Fund Balance (is the unplanned emergency)	\$100,000	\$100,000



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

PRESENTED: DECEMBER 20, 2016 FOR THE MONTH OF: NOVEMBER 2016

Eight Months 67%

ACCOUNT NUMBER	ACCOUNT NAME	2016-2017 ADOPTED BUDGET AS OF MAR 15, 2016	2016-2017 AMENDED BUDGET AS OF NOV 30, 2016	REVENUE/ EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	VARIANCE
<b><u>Revenues</u></b>							
	<b>Gift Income</b>	<b>\$500</b>	<b>\$47,575</b>	<b>\$793</b>	<b>\$47,575</b>	<b>100.00%</b>	<b>\$0</b>
454.03	<b>Investment Earnings</b>	<b>\$200</b>	<b>\$200</b>	<b>\$14</b>	<b>\$107</b>	<b>53.18%</b>	<b>(\$94)</b>
460.03	<b>Miscellaneous Revenue</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.00%</b>	<b>\$0</b>
<b>Total Revenues</b>		<b>\$700</b>	<b>\$47,775</b>	<b>\$806</b>	<b>\$47,682</b>	<b>99.80%</b>	<b>(\$93)</b>
<b><u>Expenditures</u></b>							
	<b>Library Services</b>	<b>\$25,523</b>	<b>\$48,662</b>	<b>\$505</b>	<b>\$22,278</b>	<b>45.78%</b>	<b>(\$26,384)</b>
	<b>Facilities &amp; Equipment</b>	<b>\$30,594</b>	<b>\$41,575</b>	<b>\$0</b>	<b>\$4,997</b>	<b>12.02%</b>	<b>(\$36,578)</b>
	<b>Other Operating Expenditures</b>	<b>\$96,533</b>	<b>\$110,244</b>	<b>\$7</b>	<b>\$11,962</b>	<b>10.85%</b>	<b>(\$98,282)</b>
<b>Total Expenditures</b>		<b>\$152,650</b>	<b>\$200,481</b>	<b>\$512</b>	<b>\$39,237</b>	<b>19.57%</b>	<b>(\$161,244)</b>
	Fund Balance - Beginning	\$78,311	\$78,839		\$78,839		
	Reserved Fund Bal.	\$73,838	\$74,066		\$74,066		
	Net revenue (expenditures)	(\$151,950)	(\$152,706)		\$8,445		
	Fund Balance - Ending	\$200	\$200		\$161,350		

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**  
**November 2016**

Fund	Type	Annual Yield	Date	Amount on Hand
<b>General Fund</b>				
	5th 3rd Checking (Ecommerce)	0.00%	11/30/2016	\$54,337.24
	Flagstar Public Funds Savings	0.39%	11/30/2016	\$249,593.99
	Flagstar Premier Public Entities Checking	0.29%	11/30/2016	\$22,451.81
	RBC Capital Cash/Money Market	0.01%	11/30/2016	\$263.05
	RBC Capital - Investments	2.64%	11/30/2016	\$6,998,740.44
	<b>Total General Fund</b>			<b><u><u>\$7,271,049.29</u></u></b>

Please see General Fund budget for notes on how this amount is earmarked

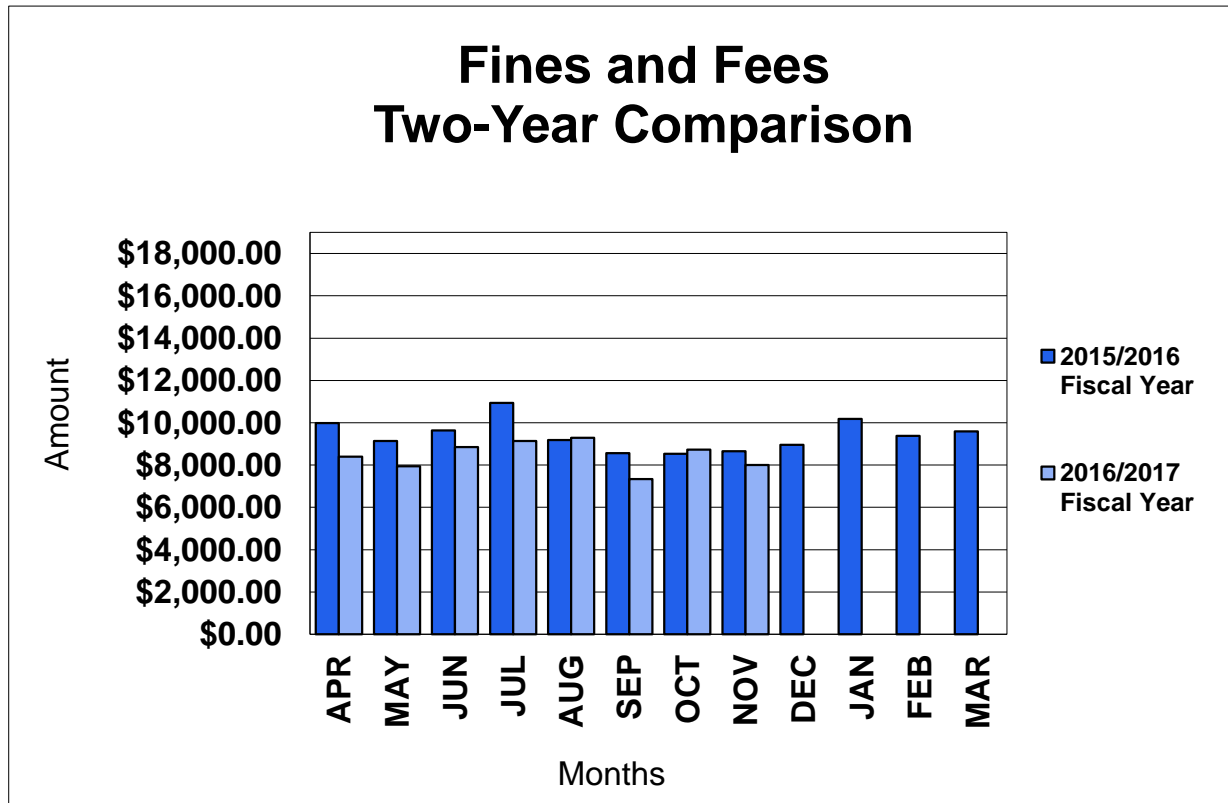
<b>Gift Fund</b>	Huntington Public Fund Business Interest Checking	0.15%	11/30/2016	\$108,045.16
	Huntington CD (Charnov gift) - matures 02/02/17	0.45%	11/30/2016	\$50,228.12
	Fifth Third Bank Business Standard Checking	0.00%	11/30/2016	\$3,458.65
	<b>Total Gift Fund</b>			<b><u><u>\$161,731.93</u></u></b>

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

	Jeanette P. Myers Memorial Scholarship Fund		12/31/2015	\$12,775.00
	Yvonne T. Atkinson Fund		12/31/2015	\$27,203.00
	Lawrence Smith and Isabel Francis Smith Challenge Grant Fund		12/31/2015	\$30,356.00
	BTPL Endowment Fund		12/31/2015	\$28,582.00
	Fair Radom Garden Endowment Fund		12/31/2015	\$13,856.00
	BTPL Director's Legacy Fund		12/31/2015	\$12,790.00
	<b>Total CFSEM holdings</b>			<b><u><u>\$125,562.00</u></u></b>

**FINES AND FEES - TWO-YEAR COMPARISON**

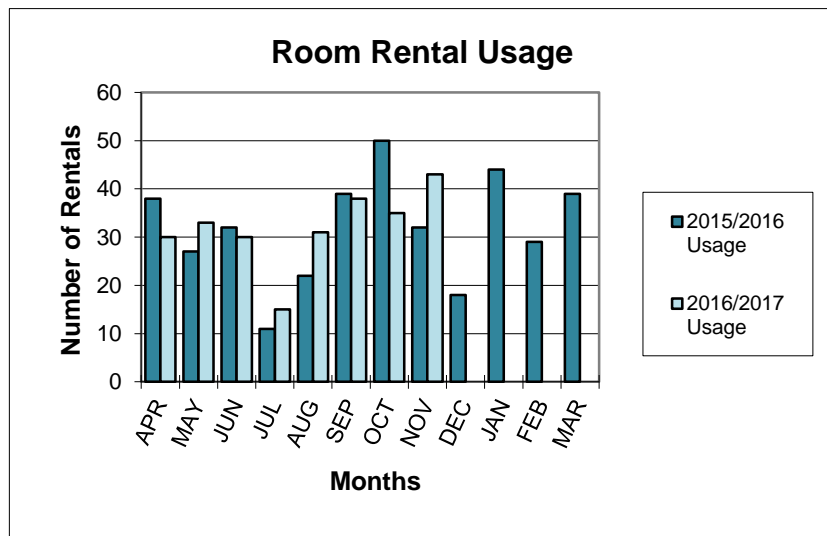
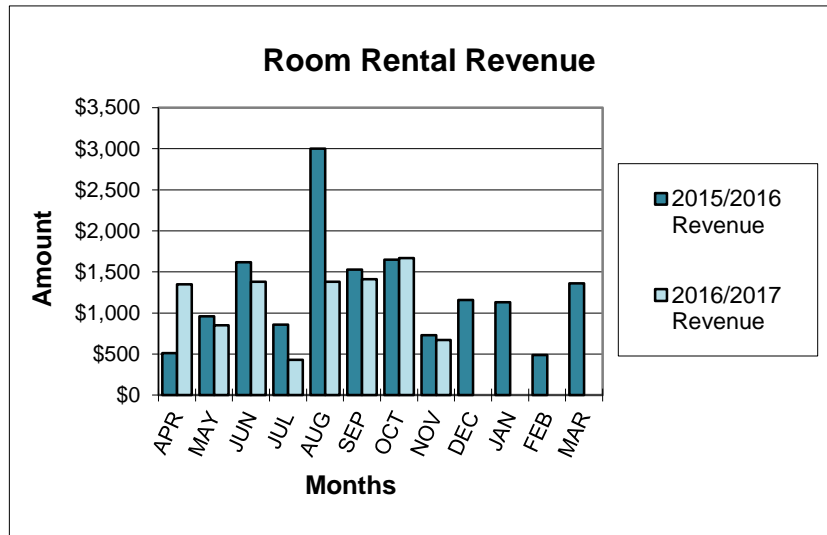
Month	2015/2016 Fiscal Year	2016/2017 Fiscal Year	Difference
APR	\$9,986.61	\$8,389.09	(\$1,597.52)
MAY	\$9,134.31	\$7,946.70	(\$1,187.61)
JUN	\$9,636.30	\$8,843.80	(\$792.50)
JUL	\$10,931.35	\$9,136.96	(\$1,794.39)
AUG	\$9,178.79	\$9,285.82	\$107.03
SEP	\$8,567.73	\$7,334.64	(\$1,233.09)
OCT	\$8,525.53	\$8,723.00	\$197.47
NOV	\$8,653.54	\$8,006.68	(\$646.86)
DEC	\$8,955.43		(\$8,955.43)
JAN	\$10,177.91		(\$10,177.91)
FEB	\$9,376.66		(\$9,376.66)
MAR	\$9,597.22		(\$9,597.22)
			YTD Difference
<b>TOTAL</b>	<b>\$112,721.38</b>	<b>\$67,666.69</b>	<b>(\$45,054.69)</b>



## ROOM RENTAL - TWO-YEAR COMPARISON

7b

<u>Month</u>	2015/2016 <u>Revenue</u>	2016/2017 <u>Revenue</u>	<u>Difference</u>	2015/2016 <u>Usage</u>	2016/2017 <u>Usage</u>	<u>Month</u>
APR	\$510.00	\$1,350.00	\$840.00	38	30	APR
MAY	\$960.00	\$850.00	(\$110.00)	27	33	MAY
JUN	\$1,620.00	\$1,380.00	(\$240.00)	32	30	JUN
JUL	\$860.00	\$430.00	(\$430.00)	11	15	JUL
AUG	\$3,000.00	\$1,380.00	(\$1,620.00)	22	31	AUG
SEP	\$1,530.00	\$1,410.00	(\$120.00)	39	38	SEP
OCT	\$1,650.00	\$1,670.00	\$20.00	50	35	OCT
NOV	\$730.00	\$670.00	(\$60.00)	32	43	NOV
DEC	\$1,160.00		(\$1,160.00)	18		DEC
JAN	\$1,130.00		(\$1,130.00)	44		JAN
FEB	\$490.00		(\$490.00)	29		FEB
MAR	\$1,360.00		(\$1,360.00)	39		MAR
<b>TOTAL</b>	<b>\$15,000.00</b>	<b>\$9,140.00</b>	<b>YTD Difference (\$5,860.00)</b>	<b>381</b>	<b>255</b>	



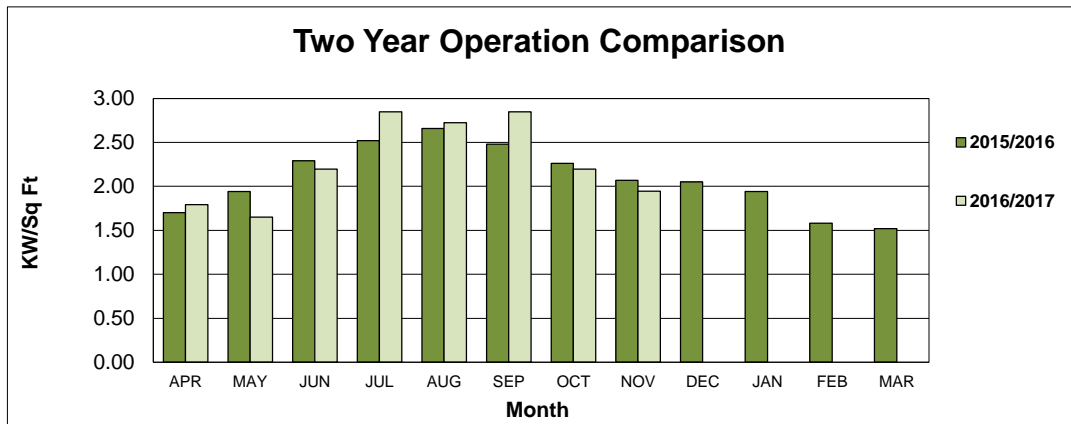
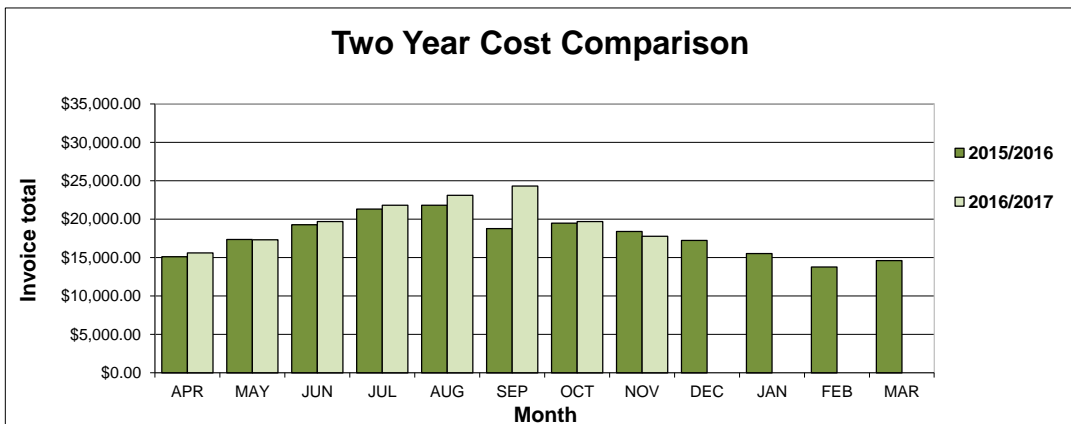
## Bloomfield Township Public Library Electricity Analysis

Building Area = 101,023 Sq ft.

TWO YEAR COST COMPARISON				CURRENT YEAR OPERATION					
Month	2015/2016	2016/2017	Difference	TOTAL	COST/KWH	KWH/HR	KWH/SQ FT	COST/HR	COST/SQ FT.
		(3)		(1)	(3)/(1)	(1) / (24 x no.days per month)	(1)/101,023	(3) / (24 x no. days per month)	(3)/101,023
APR	\$15,097.13	\$15,619.14	\$522.01	180,880	\$0.09	251.22	1.79	\$21.69	\$0.15
MAY	\$17,360.67	\$17,290.02	(\$70.65)	166,670	\$0.10	224.02	1.65	\$23.24	\$0.17
JUN	\$19,257.21	\$19,698.58	\$441.37	221,760	\$0.09	308.00	2.20	\$27.36	\$0.19
JUL	\$21,323.77	\$21,811.53	\$487.76	287,630	\$0.08	386.60	2.85	\$29.32	\$0.22
AUG	\$21,814.32	\$23,088.13	\$1,273.81	275,100	\$0.08	369.76	2.72	\$31.03	\$0.23
SEP	\$18,760.03	\$24,303.34	\$5,543.31	287,840	\$0.08	399.78	2.85	\$33.75	\$0.24
OCT	\$19,458.96	\$19,688.69	\$229.73	221,690	\$0.09	297.97	2.19	\$26.46	\$0.19
NOV	\$18,411.95	\$17,751.06	(\$660.89)	196,490	\$0.09	272.90	1.95	\$24.65	\$0.18
DEC	\$17,217.24		(\$17,217.24)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
JAN	\$15,518.62		(\$15,518.62)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
FEB	\$13,761.89		(\$13,761.89)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
MAR	\$14,594.92		(\$14,594.92)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
			YTD Difference						
<b>TOTAL</b>	<b>\$212,576.71</b>	<b>\$159,250.49</b>	<b>(\$53,326.22)</b>						

**NOTES:**

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

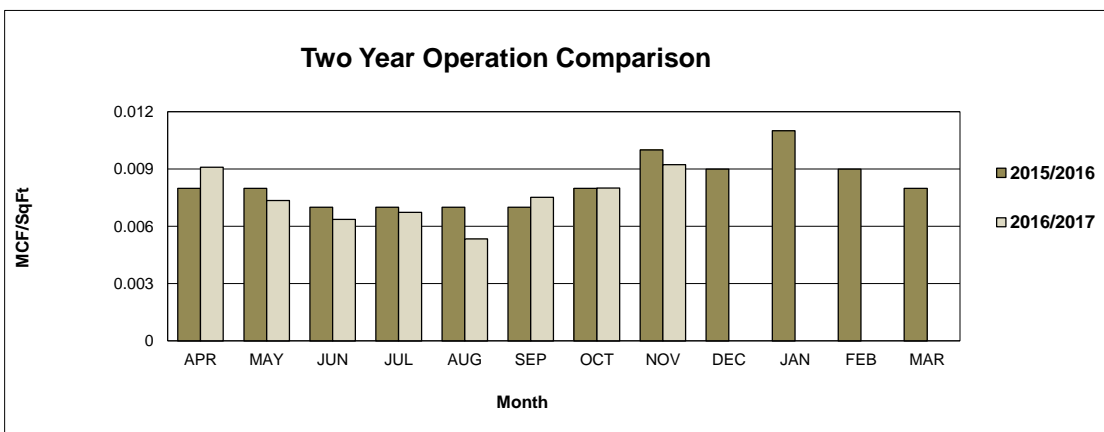
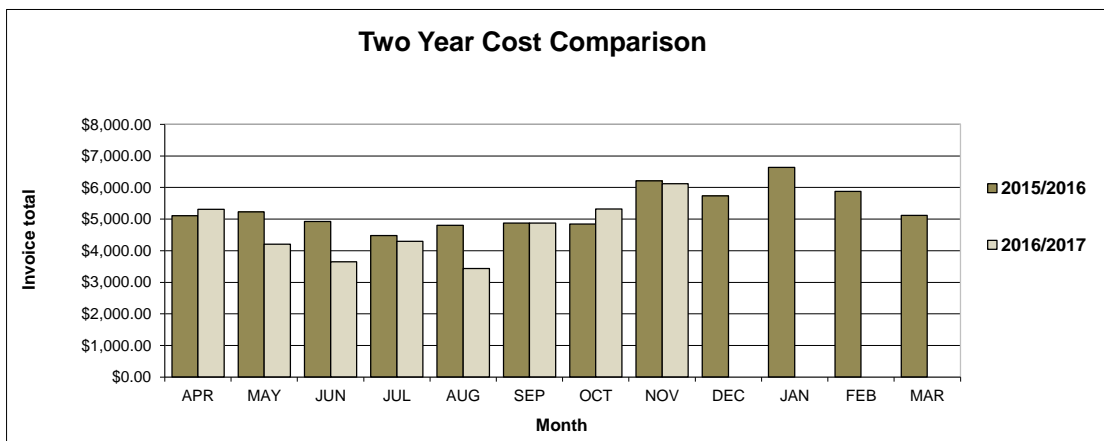


## Bloomfield Township Public Library Natural Gas Analysis

Building Area = 101,023

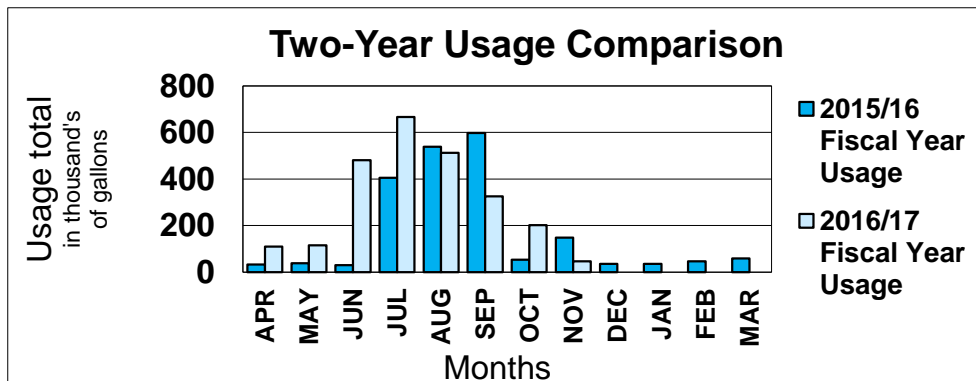
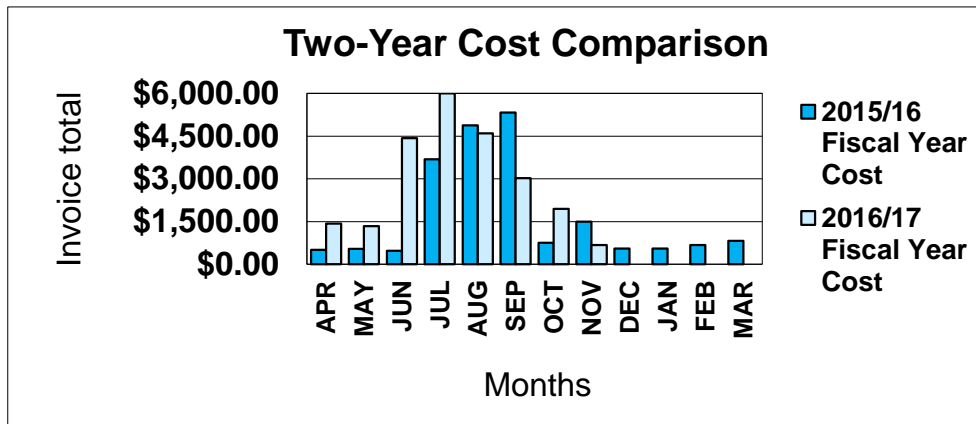
1 Cu. Ft. = 1000 BTU

TWO YEAR COST COMPARISON				OPERATION						
Month	2015/2016	2016/2017 (3)	Difference	MCF	COST/MCF	HOURS (24 x no. days per month)	MCF/HR	MCF/SqFt	\$/HR	\$/SqFt
APR	\$5,104.45	\$5,307.83	\$203.38	919.2	\$5.77	720	1.28	0.009	7.37	0.052
MAY	\$5,233.14	\$4,208.72	(\$1,024.42)	742.2	\$5.67	744	1.00	0.007	5.66	0.041
JUN	\$4,920.53	\$3,652.86	(\$1,267.67)	643.1	\$5.68	720	0.89	0.006	5.07	0.036
JUL	\$4,475.51	\$4,294.67	(\$180.84)	680.7	\$6.31	744	0.91	0.007	5.77	0.042
AUG	\$4,805.28	\$3,437.53	(\$1,367.75)	539.1	\$6.38	744	0.72	0.005	4.62	0.034
SEP	\$4,874.11	\$4,874.40	\$0.29	760.3	\$6.41	720	1.06	0.008	6.77	0.048
OCT	\$4,847.90	\$5,321.19	\$473.29	808.3	\$6.58	744	1.09	0.008	7.15	0.052
NOV	\$6,215.09	\$6,122.71	(\$92.38)	933.4	\$6.56	720	1.30	0.009	8.50	0.060
DEC	\$5,732.42		(\$5,732.42)		#DIV/0!	744	0.00	0.000	0.00	0.000
JAN	\$6,640.09		(\$6,640.09)		#DIV/0!	744	0.00	0.000	0.00	0.000
FEB	\$5,880.08		(\$5,880.08)		#DIV/0!	696	0.00	0.000	0.00	0.000
MAR	\$5,115.86		(\$5,115.86)		#DIV/0!	744	0.00	0.000	0.00	0.000
			YTD Difference							
<b>TOTAL</b>	<b>\$63,844.46</b>	<b>\$37,219.91</b>	<b>(\$26,624.55)</b>							



## Bloomfield Township Public Library Water Analysis

Month	2015/16 Fiscal Year Cost	2016/17 Fiscal Year Cost	Difference	2015/16 Fiscal Year Usage	2016/17 Fiscal Year Usage	Difference
APR	\$510.99	\$1,432.45	\$921.46	33	109	76
MAY	\$543.83	\$1,333.69	\$789.86	38	115	77
JUN	\$474.87	\$4,428.69	\$3,953.82	30	480	450
JUL	\$3,690.27	\$5,997.81	\$2,307.54	405	666	261
AUG	\$4,879.55	\$4,595.09	(\$284.46)	539	512	(27)
SEP	\$5,329.99	\$3,025.97	(\$2,304.02)	598	326	(272)
OCT	\$751.79	\$1,945.05	\$1,193.26	53	201	148
NOV	\$1,498.87	\$673.93	(\$824.94)	148	46	(102)
DEC	\$547.11		(\$547.11)	36		(36)
JAN	\$547.11		(\$547.11)	36		(36)
FEB	\$679.55		(\$679.55)	47		(47)
MAR	\$824.03		(\$824.03)	59		(59)
			YTD Difference			YTD Difference
<b>TOTAL</b>	<b>\$20,277.96</b>	<b>\$23,432.68</b>	<b>\$3,154.72</b>	<b>2,022</b>	<b>2,455</b>	<b>433</b>



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

The Library's Vending Services agreement expires on March 31, 2017. A request for proposals (RFP) was released on Friday, December 9, 2016 with a deadline for any proposals of Monday, January 9, 2017. A copy of our RFP is included in this month's Library Board meeting packet for your information. Copies of the RFP were mailed to several companies, posted on the Library's website and are available at the Library's Welcome Desk. The Vending Services bid award will take place at the February 15, 2017 Library Board meeting.

A second request for proposals (RFP) was released on Friday, December 9, 2016 also. This request is for proposals to conduct a compensation and classification study for Bloomfield Township Public Library. I have felt the need to conduct such a study for several years as our last study was completed in 2000. Copies of the RFP were mailed to several companies, posted on the Library's website and are available at the Library's Welcome Desk. A copy of the RFP is included in the meeting packet for your information also. The deadline for bids is Friday, January 6, 2017. The bid award for this study will take place at our February 15, 2017 regular Library Board meeting.

Save the date of Friday, March 24, 2017! On that date, the Friends of Michigan Libraries (FOML) will be holding a conference at Bloomfield Township Public Library for Michigan Library Board Trustees entitled, "Good to Great: Becoming High-Achieving Trustees". When the agenda is available, I will be sure to share with you all.

*Warmest wishes to you and yours this holiday season!*

*Respectfully Submitted,*

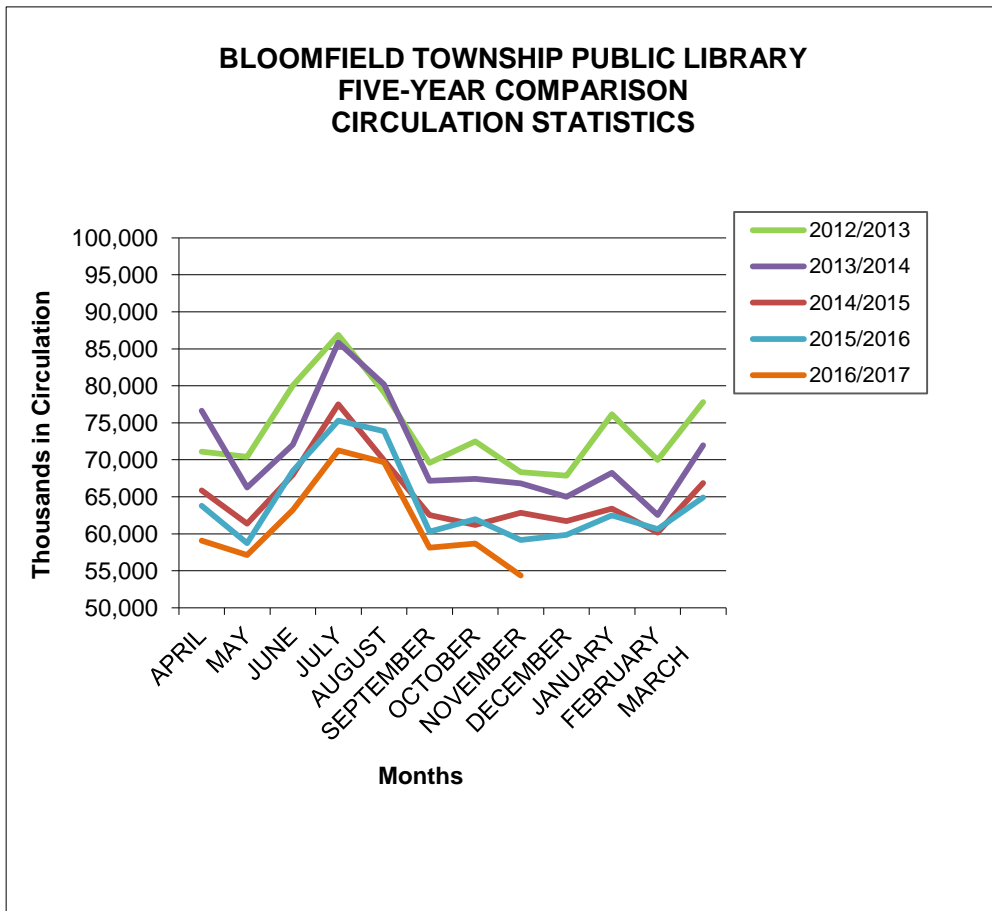
*Carol Mueller  
Director*



BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
FIVE YEAR CIRCULATION

12/13/2016

	<u>2012/2013</u>	<u>2013/2014</u>	<u>2014/2015</u>	<u>2015/2016</u>	<u>2016/2017</u>
APRIL	71,094	76,629	65,851	63,783	59,090
MAY	70,411	66,250	61,347	58,740	57,125
JUNE	80,069	72,030	67,987	68,518	63,243
JULY	86,867	85,844	77,485	75,304	71,265
AUGUST	79,094	80,163	69,931	73,868	69,676
SEPTEMBER	69,592	67,145	62,536	60,292	58,100
OCTOBER	72,467	67,436	61,177	61,960	58,678
NOVEMBER	68,318	66,813	62,815	59,157	54,362
DECEMBER	67,864	65,007	61,726	59,871	
JANUARY	76,156	68,232	63,404	62,491	
FEBRUARY	69,992	62,534	60,140	60,612	
MARCH	77,819	71,961	66,845	64,896	
<b>TOTAL</b>	<b>889,743</b>	<b>850,044</b>	<b>781,244</b>	<b>769,492</b>	<b>491,539</b>



	2015		2016	
<b>COLLECTION</b>				
Book Collection:	280,775		276,356	
Media Collection:	62,585		62,475	
Total e-books:	30,095		31,425	
Overdrive	8,020		9,005	
EBSCOhost	19,223		19,197	
Total downloadable audiobooks:	4,537		5,022	
Materials Total:	377,992		375,278	
<b>CIRCULATION</b>				
Circulation Total:	59,157		54,362	
Bloomfield Township Circulation:	54,183		49,934	
Virtual Circulation Total	5,896		6,041	
Circulation of Youth materials:	22,283		20,670	
Circulation of Media:	21,330		18,464	
Circulation of Cranbrook passes:	136		179	
Self-checkout machine use:	22,221	37.6%	21,817	40.1%
Library by Mail:	89	28 patrons	69	29 patrons
<b>BUILDING &amp; EQUIPMENT USAGE</b>				
Door Count:	22,233 *		19,262 *^	
Gate Count:	25,699		27,201	
Meeting rooms by public:	32		43	
Meeting rooms by staff:	76		79	
<b>VIRTUAL USE</b>				
Home page hits/Database services:	35,072		33,722	
e-book access:	2,221		1,847	
Overdrive	2,189		1,836	
EBSCOhost	32		11	
Audiobook access: (Overdrive)	1,215		1,011	
Music download access:	1,331		1,366	
Magazine download access:	627		735	
Tutor.com sessions:	209		53	
Hoopla access:	502		1,082	
<b>Library Computer Use</b>				
Resident Use	1,893		1,620	
Guest Use	643		707	
*Library closed at 5:30pm Thanksgiving Eve and all day Thanksgiving				
^All staff using front door Nov. 22-Nov. 30				

	2015		2016	
<b>OUTREACH &amp; PROGRAMS</b>				
<b><i>New Patrons and Accounts</i></b>				
Township:	150		127	
Cranbrook:	2		4	
Total new patrons:	227		196	
<b><i>Adult Program Attendance</i></b>				
Staff-led:	5 events	24 attended	5 events	48 attended
Speaker-led:	7 events	104 attended	4 events	45 attended
Book clubs:	5 events	58 attended	6 events	65 attended
Tours/visits on-site:	0	0	1 event	16 attended
Tours/visits off-site:	0	0	0	0
Chamber Music Concert			1 event	137 attended
<b><i>Systems Program Attendance</i></b>				
Staff-led:	3 events	28 attended	4 events	19 attended
<b><i>Teen Program Attendance</i></b>				
Staff-led:	3 events	13 attended	3 events	11 attended
<b><i>Youth Program Attendance</i></b>				
Staff-led:	32 events	616 attended	30 events	586 attended
Speaker-led:	2 events	41 attended	1 event	4 attended
Tours/visits on-site:	2 events	58 attended	0	0
Tours/visits off-site:	0	0	0	0
TOTAL:	59 events	942 attended	55 events	931 attended
<b><i>Volunteers:</i></b>				
	29 people	244.5 hours	24 people	252 hours
	Shop: 9	94.5	Shop: 11	138.75
	Court: 1	14	Court: 0	0
	Students: 5	15.5	Students: 0	0
	Dept. Vol: 14	120.5	Dept. Vol: 13	113.25
<b><i>Patron Remarks</i></b>				
Patron Comments:	14		14	
Ask BTPL:	1		4	
Ask Us:	20		25	
<b>DISPLAYS</b>				
Lobby	Quimper Poetry display by J.W. Hunter			
Media	Adult: Staff Picks, America is a Melting Pot (Multicultural)			
	Youth: Dinosaurs, America is a Melting Pot (Multicultural)			
Local History	Veterans			

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

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Bloomfield Township Public Library  
Oakland County, Michigan  
**Tuesday, November 29**  
**3:00 p.m.**

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**Present:** Trustees: Judy Lindstrom; Pam Williams

**Library Staff:** Carol Mueller, Director; Tera Moon, Assistant Director; Linden Godlove, Director's Secretary; Susan Barr, Youth Service Librarian; Connie Silver, Volunteer; Nancy Kulish, Volunteer

**Old Business:**

**Community Room Historic Photo Project**

The Committee reviewed the selected photos, which were spread out on tables in approximate chronological order. They narrowed the selection. The size, framing, matting, color, and other matters of the project were discussed. It was agreed that enlarging the photos to a consistent size of 16"x20" would be optimal and that reproducing all photographs in black and white was preferred. The Committee decided they wanted a professional to review the narrowed selection of photographs and advise which might reproduce the best, as well as providing insight about framing, placement, and other display matters. Laurie Tennent was proposed to be approached. It was also suggested that, for a future project, the 2009 Balthazar Korab Photographs could be displayed on the opposite wall in the community room.

The Committee also reviewed a gift book of photographs proposed for Virginia Smith.

**No New Business.**

**The next meeting will be on at Tuesday, January 10 at 11:30 a.m. in the Community Room.**

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

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Bloomfield Township Public Library

Oakland County, Michigan

**Tuesday, November 29**

**2:00 p.m.**

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

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

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**Old Business: Photo Contest**

The flyer design was thoroughly discussed, with suggestions for clarity, layout, and other matters. The prizes were also reviewed. It was agreed that all of the proposed categories—Children, Teens, Adults, People’s Choice, and Best in Show” —should remain. Submission photographs could be edited. The challenge of exhibiting the photos at the library was also discussed, with no firm conclusions. The contest would be promoted in the library lobby, with brochures at all of the public service desks, as well as on Facebook.

The challenge of print entries and digital entries was discussed, with digital entries being difficult to display or exhibit in the library and print entries requiring scanning in order to be posted on our website and at other digital locations.

Pennie Ellis, Dave Buffington, and Nancy Kulish are confirmed to be judges.

For a reception, it was agreed that the reception for the youth Art Mosaic was pleasant and a similar reception could be had for the photography reception. Displaying the winning and honorable mention photographs was discussed, as was having a digital slideshow of all of the submissions. Light refreshments would be provided and the same baker that created cookies for the mosaic reception would be approached. Saturday, April 29 from 2-4pm was proposed as a date and time, but this may have a conflict with other programs at the library.

**No new business.**

**Next meeting: Tuesday, January 10 at 2pm**

## **MINUTES OF THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY FINANCE COMMITTEE**

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The meeting of the Bloomfield Township Public Library Board of Trustees Finance Committee was held in the Library on Tuesday, December 6 at 11:00 a.m.

**Present:** Trustees Judy Lindstrom and Pam Williams

**Administration:** Library Director Carol Mueller; Assistant Director Tera Moon; Finance Coordinator, Sandi Bird

### **PA 152**

Each December the Library Board must make a decision about which of the available options for funding health care costs the Library will follow for the next fiscal year. After discussion, the Finance Committee recommends taking the hard cap option for the 2017/2018 fiscal year. This decision will be on the agenda for the entire Library Board to decide at the regular monthly Library Board of Trustees meeting on December 20, 2016.

### **2017/2018 FY Budget Preliminary Discussion**

Carol shared that Administration, Facilities, and Systems are working on a Capital Improvements Plan which will be shared at the February 2017 budget review meeting.

Carol reviewed reasons for undertaking a compensation and classification study. Carol shared information about a consultant, John Kaczor, who was recommended by Sandi Bird. Mr. Kaczor has assisted Administration in writing an RFP for a consultant to undertake this study. The RFP was included in the agenda packet for this meeting. Carol has shared the same information with the Personnel Committee. At this time, the Finance Committee recommends that Administration proceed with this study.

Carol discussed the impact of the minimum wage increase throughout all the salary ranges.

Since the agenda for this meeting was sent out, the Fair Labor Standards Act changes that were to take effect December 1, 2016 have been delayed due to a legal proceeding in Texas. Administration had already decided to restrict overtime to only scheduled occasions, such as Sundays, and emergencies that require staff to continue to work past their scheduled shift.

### **Other Post-Employment Benefits**

Several options for handling the Library's OPEB funds are available to the Library Board. Butzel Long prepared a memo explaining the options. The Committee recommends

keeping the funds within the Library at this time. This will be reviewed by the Library Board of Trustees at the February 23, 2017 budget review meeting.

## **Other**

Carol reported that the Library's previous donation page was hacked. An old version our website was used by a nefarious party to try to charge small amounts of money to dozens of personal credit cards around the world. This is known as testing a credit card for use for larger purchases. The Library is being charged authorization fees by Chase Bank. The website page has been removed.

Tera reported that the Library's contract with the current vending service provider, Corporate Dining Concepts, expires in March, 2017. An RFP for vending services is being released December 9, 2016. This RFP will be mailed to several area companies, posted on the library's website, and available at the Welcome Desk. A recommendation on a vending service provider will be made to the Library Board of Trustees at their regular monthly meeting on February 21, 2017.

Sandi recommended a change to the way the Library Board approves the Library's gift fund budget. Currently both the general and gift funds are approved on a functional and a fund basis. In order to reduce our risk of getting an auditor's write up and to give the Department Heads more time to spend the gift fund money, Sandy recommends adopting our gift fund as a whole fund basis instead of a functional basis. Judy suggested that this be presented to the Library Board at the regular monthly meeting on December 20, 2016.

Pam passed on a request from Senator Mike McCready to find out how much money has been saved by switching to an alternative energy company. Carol will investigate and respond to Pam.

**Next meeting:** Budget review session for the entire Library Board of Trustees has been scheduled for 11:00am Thursday, February 23, 2017.

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

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The meeting of the Bloomfield Township Public Library Board of Trustees Personnel Committee was held in the Library on Monday, November 28, 2016 at 3:00 p.m.

**Present:** Trustees Joan Luksik, Grant Gerhart

**Administration:** Library Director Carol Mueller; Assistant Director Tera Moon; Finance Coordinator, Sandi Bird

### **PA 152**

Each December the Library Board must make a decision about which of the available options for funding health care costs the Library will follow for fiscal year 2017/2018. After discussion, the Personnel Committee recommends taking the hard cap option for the 2017/2018 fiscal year. This recommendation will be presented to the Finance Committee at their December 6, 2016 meeting. This decision will be on the agenda for the regular monthly Library Board of Trustees meeting on December 20, 2016.

### **Compensation and Classification Study**

Carol reviewed reasons for undertaking a compensation and classification study. Carol shared information about a consultant, John Kaczor, who was recommended by Sandi Bird. Mr. Kaczor has assisted Administration in writing an RFP for a consultant to undertake this study. The RFP was included in the agenda packet for this meeting. Carol will share the same information with the Finance Committee and then with the whole Library Board of Trustees at their regular monthly meeting on December 20, 2016. At this time, the Personnel Committee recommends that Administration proceed with this study.

### **Preliminary Personnel Budget**

Since the agenda for this meeting was sent out, the Fair Labor Standards Act changes that were to take effect December 1, 2016 have been delayed due to a legal proceeding in Texas. Administration had already decided to restrict overtime to only scheduled occasions, such as Sundays, and emergencies that require staff to continue to work past their scheduled shift.

### **Director's Evaluation**

The current evaluation form will be distributed December 20, 2016 at the regular monthly meeting with a due date for completed evaluation forms to be returned to a member of the Personnel Committee by January 10, 2017. The closed session for discussion of Carol's performance and contract is tentatively planned for February 21, 2017.

### **Trustee Appointment Process**

The Committee discussed the most recent Trustee Selection Process. There are no recommendations to change the process at this time.

No future meetings of the Personnel Committee are scheduled at this time.



**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
MEMORANDUM**

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**TO:** Trustees

**FROM:** Carol Mueller

**DATE:** December 12, 2016

**SUBJECT: Network Upgrade Bid Award**

A request for proposals for Network Electronics and Structured Cabling for Bloomfield Township Public Library was released on October 25, 2016 with a deadline of November 29, 2016. Our request for proposals (RFP) was advertised on Secant Technologies' website (our project consultants) as "Project BTPL 2563", sent out to Secant Technologies' RFP distribution list of over 400 potential contractors and plan houses, and posted on our Bloomfield Township Public Library's website. A pre-bid meeting, including a library site tour, was held on November 1, 2016 and attended by seven interested bidders. After the November 1, 2016 pre-bid meeting, Addendums 1 and 2 were released to aid potential bidders with their questions as they made determination on their qualifications to meet the specifications of the project. The Library received one bid on November 29, 2016 from Presidio Corporation.

Our Systems staff, Systems Department Head Joan Wu and Systems Technicians Breck McCrory and Todd Von Schultz as well as our project consultants Dale Bartow and Alex Ellingsen of Secant Technologies, have individually and collectively reviewed the bid received from Presidio Corporation. The written recommendation from our Secant Technologies consultants is attached for your information.

The division of Presidio Corporation proposing a bid for this project is the incumbent Cisco provider to the Library at this time. They were previously known as Netch Corporation prior to their acquisition earlier this year. This company implemented our Cisco network initially in 2007 as part of the 2005-2008 Building Improvements Project and has proven to be very responsive in supporting our network over the years. When the Library needs assistance with its network, Presidio Technical Assistance Center is contacted and they immediately assist us to resolve the network problem. The company is also a Cisco Gold partner – this indicates the company has achieved higher levels of specialization and certification to earn this distinction. Some of Presidio Corporation's clients include Wayne State University, Michigan State University, Bloomfield Hills Schools and Beaumont. A letter of reference from Macomb County's Chief Information Officer is attached to this memo.

The work for structured cabling will be carried out by MCR, Inc., a subcontractor. However, the bid required a single lead contractor to manage all aspects of the bid and Presidio Corporation will be the lead and our single point-of-contact if awarded the bid.

After careful review of the bid response for completeness and accuracy, our recommendation is to award our bid for Network Upgrade to Presidio Corporation. The bid proposal and addendums will be available for your review at the Library Board meeting. The Library's Systems Department Head Joan Wu and our Secant Technologies consultant Dale Bartow will be present at the Library Board meeting to answer any questions you may have.

If the Library Board agrees, the following motion is needed. Thank you for your review.

**ACTION:** I move to award the bid for Network Upgrade (for both Network Electronics and Structured Cabling) for the Bloomfield Township Public Library to Presidio Corporation, 48325 Alpha Drive, Suite 150, Wixom, Michigan for \$201,755.96.



## INFORMATION TECHNOLOGY DEPARTMENT

Macomb County COMTEC ♦ 117 S. Groesbeck ♦ Mt. Clemens, Michigan 48043  
Phone: (586) 469-5254 ♦ <http://it.macombgov.org>

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*Jako van Blerk, Chief Information Officer*

December 15, 2016

To Whom It May Concern:

I am pleased to offer this letter of recommendation of Mr. Scott Sutherland, who has been serving the County of Macomb Information Technology Department as the Presidio Infrastructure Solutions Account Manager.

I have had the pleasure of working with Mr. Sutherland on multiple large and complex projects ranging from a Network Infrastructure redesign, a Cisco VOIP design and implementation, two network equipment refresh cycles, and several others. I recommend him highly and without reservation.

Throughout the course of our relationship, Mr. Sutherland has always been a consummate professional. He has always kept the best interest of us, as his customer, firmly displayed during each project. I find him a very honest and fair person to deal with. He has always managed our account and our projects with great care and precision.

Please call on me anytime if you would like further information regarding my sincere recommendation of Mr. Sutherland. It is my firm belief that he would be a valuable asset to any organization.

Sincerely,

Jako van Blerk  
Chief Information Officer



## Bid Award Recommendation Memo

**To:** Joan Wu, Systems Department Head  
**From:** Dale Bartow, Secant Technologies, Lead Consultant  
Alex Ellingsen, Secant Technologies, Sr. Technology Designer  
**Date:** December 13, 2016  
**Subject:** Award Recommendation for BTPL 2563 Network Upgrade

### Recommendation

Bids were received on November 29, 2016 for the Project BTPL 2563 Network Upgrade. Bids were advertised with Secant's RFP distribution list of over 400 potential contractors and plan houses and the [www.btpl.org](http://www.btpl.org) website.

A Pre-bid meeting followed by a library site tour was held on November 1<sup>st</sup> and attended by seven (7) interested bidders.

Addendums 1 and 2 were released to aid potential bidders with their questions as they made determination on their qualifications to meet the specifications of the project.

Presidio Corporation offered a qualified and compliant bid. After careful review of the response for completeness and accuracy of bid the following award recommendation is being made:

Bid Package(s)	Contractor	Recommended Award
Network Electronics Structured Cabling	Presidio Corporation Wixom, MI	\$201,755.96

### Notes:

- This formal bid process ensures competition and best pricing from bidders including incumbents.
- This bid required a single lead contractor to manage all aspects of the bid, including structured cabling. This ensured a lead contractor with proven project management methodologies and resources to meet library timelines.
- The recommended contractor is a Cisco Gold Partner with adequate resources to meet the library project timeline.
- The division of Presidio implementing the project is the incumbent Cisco support provider to the library. They were known as Netech Corporation prior to their acquisition.
- This award scenario results in providing vendor certified warranties for Structured Cabling.
- The recommended award amount includes the required Performance, Labor and Material Bonds.

End of Award Recommendation memo

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
MEMORANDUM**

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**TO:** Library Board of Trustees

**FROM:** Carol Mueller, Library Director

**DATE:** December 16, 2016

**SUBJECT: PA 152**

Public Act 152, the Publicly Funded Health Insurance Contribution Act, requires public employees to contribute to their health insurance costs. This Act gives public employers three options to choose for funding health care costs: (1) the hard cap option, (2) the 80/20 option or (3) to be exempt.

**Option 1 – Hard Cap Option:**

A public employer shall pay no more for a medical benefits plan than a total equal to \$6,344.80 for single coverage, \$13,268.93 for employee and spouse (not available for our health care coverage), or \$17,304.02 for family coverage for each eligible employee. This is referred to as utilizing “hard cap” and would mean our eligible employees would pay the difference between the total annual cost of the medical benefits plan and the hard cap noted above.

**Option 2 – 80/20 Option:**

By a majority vote of its governing body, a public employer shall pay not more than 80% of the total annual costs of the medical benefit plans it offers. Our eligible employees would be required to pay 20% or more of the total annual costs of that plan.

**Option 3 – Exempt:**

By a 2/3 vote of its governing body, a local unit of government may exempt itself from the requirements of this act.

(Note: The Library does not qualify to be exempt as it is not, by definition, a local unit of government. Bloomfield Township is the local unit of government and does exempt itself from the requirements of this act. )

The amounts specified in the amended act have been increased 3.3% for the 2017 calendar year and are updated in the options above. The state of Michigan annual cost limitations announcement is attached for your information.

Each December, the Library Board must decide which of the available options to implement for the next fiscal year. The Library Board approved the hard cap option in 2011, 2012, 2014 and 2015. In 2013, the Library Board approved the 80/20 option.

We now have an opportunity to continue the Hard Cap option for 2017 or switch to the 80/20 option but the change must be affirmatively made by a majority vote of the Trustees at the December 20, 2016 Library Board meeting. This decision will affect all full time and all 30 hour employees in 2017 who accept health care benefits from the Library.

As you can see from the attached cost breakdown sheet, it would benefit our employees to elect option 1, the Hard Cap option, as this has a lower cost to them than option 2, the 80/20% option. Library budgeting would benefit from having a hard cap as these would be known costs to include in the budget. It would benefit the Library to elect option 2 as our costs to provide health care coverage would be less than option 1. The actual costs to the Library with either option are close.

Another consideration in which option to choose is this - the Affordable Care Act states that "there is a penalty if the cost of single coverage for the least expensive plan that provides minimum value exceeds 9.5% of each employee's W-2 income". Neither option, with an employee paying part of the health care premium, would exceed 9.5% of their annual income.

It is recommended by Administration to adopt Option 1, known as the Hard Cap Option, because of its known costs for our budgeting purposes. **The Finance and Personnel Committees agree and support Administration's recommendation.**

If the Library Board agrees, the following action is needed:

**ACTION:** I move to recommend adoption of the Hard Cap Option, as stated in PA 152, effective January 1, 2017.

MICHIGAN PUBLIC ACT 152 - This act provides for health care premium employee contribution/sharing beginning 01/01/2012

**Calendar Year 2017 annual cost limitations - published 10/2016, effective 1/1/2017**

**HARD CAP - must utilize**

	Single	Family
Current budgeted annual health care costs (medical only)*	\$ 7,069.08	\$ 19,996.44
Hard cap amount = BTPL annual cost	(\$6,344.80)	(\$17,304.02)
Employee annual cost	<b>\$724.28</b>	<b>\$2,692.42</b>
Amount employee would pay per paycheck (24 pay periods)	\$30.18	\$112.18

**80/20 SPLIT - may opt for this instead of hard cap with majority vote of Board**

Current budgeted annual health care costs (medical only)*	\$ 7,069.08	\$ 19,996.44
80% = BTPL annual cost	\$5,655.26	\$15,997.15
20% = Employee annual cost	<b>\$1,413.82</b>	<b>\$3,999.29</b>
Amount employee would pay per paycheck (24 pay periods)	\$58.91	\$166.64

\* Budgeted health care costs for FY 2017-2018 predict a 0% increase.

2013-14 Library adopted the hard cap option.  
2014-15 Library adopted the 80/20 option.  
2015-16 Library adopted the hard cap option.  
2016-17 Library adopted the hard cap option.  
2017-18



STATE OF MICHIGAN  
DEPARTMENT OF TREASURY  
LANSING

RICK SNYDER  
GOVERNOR

NICK A. KHOURI  
STATE TREASURER

September 20, 2016

**PUBLIC EMPLOYER CONTRIBUTIONS TO MEDICAL BENEFIT PLANS  
ANNUAL COST LIMITATIONS – CALENDAR YEAR 2017**

For a medical benefit plan coverage year beginning on or after January 1, 2012, MCL 15.563, as amended by 2013 Public Act 270, sets a limit on the amount that a public employer may contribute to a medical benefit plan.

For medical benefit plan coverage years beginning on or after January 1, 2013, MCL 15.563 provides that the dollar amounts that are multiplied by the number of employees with each coverage type be adjusted annually. Specifically, the dollar amounts shall be adjusted, by October 1 of each year, by the change in the medical care component of the United States consumer price index for the most recent 12-month period for which data are available. For calendar year 2016, the limit on the amount that a public employer may contribute to a medical benefit plan was set to the sum of the following:

- \$ 6,142.11 times the number of employees and elected public officials with single-person coverage
- \$12,845.04 times the number of employees and elected public officials with individual-and-spouse coverage or individual-plus-1-nonspouse-dependent coverage
- \$16,751.23 times the number of employees and elected public officials with family coverage.

The limits for 2017 equal the 2016 limits increased by **3.3 percent**. The 3.3 percent is the percentage change in the medical care component from the period September 2014-August 2015 to the period September 2015-August 2016.

Thus, for medical benefit plan coverage years beginning on or after January 1, 2017, the limit on the amount that a public employer may contribute to a medical benefit plan equals the sum of the following:

- ✓ • **\$ 6,344.80** times the number of employees and elected public officials with single-person coverage
- **\$13,268.93** times the number of employees and elected public officials with individual-and-spouse coverage or individual-plus-1-nonspouse-dependent coverage
- ✓ • **\$17,304.02** times the number of employees and elected public officials with family coverage.

  
Nick A. Khouri  
State Treasurer

September 20, 2016



BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
MEMORANDUM

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**TO:** Trustees  
**FROM:** Carol Mueller  
**DATE:** December 16, 2016  
**SUBJECT:** Gift Fund Budget Resolution

Finance Coordinator Sandi Bird and I have been working on FY 2017/2018 budget in preparation for our budget review meeting on February 23, 2017. One of our topics of discussion was the Gift Fund as the Library had a small note regarding this fund in our FY 2015/2016 audit. The auditor's note regarding our Gift Fund stated:

“The budget for the General Fund and Gift Fund are adopted on a functional basis; expenditures at this level in excess of budgeted amounts are a violation of Michigan Law. Variances with the Final Budget are shown on the Statements of Revenues, Expenditures, and Changes in Fund Balance Budget and Actual.

During the year ended March 31, 2016, the Library incurred expenditures in the Gift Fund in excess of the amounts appropriated as follows:

	<u>Amount Appropriated</u>	<u>Amounts Expended</u>	<u>Variance</u>
Gift Fund			
Current			
Recreation and Culture Library Services	\$32,252	\$32,594	\$342 “

We are proposing a change in only the Gift Fund Budget Resolution for the March, 2017 Gift Fund Budget adoption for FY 2017/2018. The proposed change would be to adopt the Gift Fund on a total fund basis. In years past, the Library Board has adopted the Gift Fund on a functional level as well as a total fund basis. Our auditor, Alan Panter of Abraham & Gaffney, has assured us that it is an approved accounting standard and more common to adopt a budget on a total fund basis.

This Gift Fund Budget Resolution change would benefit the Library in the following ways:

- Reduce the risk of a future audit note if one of the three functional categories was over budget but the total Gift Fund budget total for the year was at or under the amount approved by the Library Board.
- Allow the Library Department Heads a little more time to use Gift Funds than previously as we needed to allow more time for invoices to be received in each functional category to ensure we would not be over budget at year end.

- There is some uncertainty when ordering items using Gift Funds as to when items will be received and invoices paid. This proposed change gives us a little flexibility in spending more in a functional category but not overspending the total Gift Fund amount approved.

Attached for your review is a Gift Fund Resolution with the proposed changes indicated. Also attached is a Gift Fund Revenues and Expenditures page indicating the functional categories and total fund, for your reference.

The Finance Committee has reviewed this proposed Gift Fund Budget Resolution change and approves of this change. It was the Finance Committee's request to bring this decision before the entire Library Board at the December meeting. If you agree, the following motion is needed:

**Action:** I approve adopting future Gift Fund budgets on a total fund basis as of the FY 2017/2018 Gift Fund budget including the FY 2016-2017 Amended Budget and FY 2017-2018 Proposed Budget.

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

March 21, 2017

A Motion was made by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

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

<b>\$700</b>	<b>Revenues</b>
<b>\$500</b>	<b>Expenditures</b>

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

<b>\$46,968</b>	<b>Revenues</b>
<b>\$199,675</b>	<b>Expenditures</b>

Motion carried.

\_\_\_\_\_  
President

\_\_\_\_\_  
Vice President/Secretary

ACCOUNT NAME	2015-2016	2016-2017			2017-2018		Column 7	Column 8	Column 9
	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Col. 4 & 6	Col. 4 & 6	
	AUDITED	ADOPTED	AMENDED	AMENDED	APPROVED	PROPOSED			
	ACTUALS	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET			%
AS OF	AS OF	AS OF	AS OF	AS OF	AS OF	AS OF	\$	%	OF TOTAL
MAR 31, 2016	MAR 15, 2016	AUG 16, 2016	MARCH 21, 2017	AUG 16, 2016	MAR 21, 2017		DIF.	DIF.	REV/EXP
<b>Revenues</b>									
<b>Gift Income</b>	<b>\$117,860</b>	<b>\$500</b>	<b>\$21,708</b>	<b>\$46,768</b>	<b>\$500</b>	<b>\$500</b>	<b>(\$46,268)</b>	<b>-98.93%</b>	<b>1.18%</b>
Gift Revenue	\$49,346	\$0	\$2,799	\$11,973	\$0	\$0			
Friends of the Library	\$64,010	\$0	\$16,110	\$31,160	\$0	\$0			
Atkinson Trust	\$1,390	\$0	\$696	\$696	\$0	\$0			
BTPL Endowment Fund/Amber Tru	\$0	\$0	\$0	\$0	\$0	\$0			
Myers Scholarship	\$952	\$500	\$973	\$1,810	\$500	\$500			
Smith Challenge Grant	\$1,453	\$0	\$775	\$775	\$0	\$0			
Fair Radom Garden Endowment	\$709	\$0	\$355	\$355	\$0	\$0			
Library Director's Legacy Endowme	\$0	\$0	\$0	\$0	\$0	\$0			
<b>Investment Earnings</b>	<b>\$384</b>	<b>\$200</b>	<b>\$200</b>	<b>\$200</b>	<b>\$200</b>	<b>\$200</b>	<b>\$0</b>	<b>0.00%</b>	<b>1.18%</b>
<b>Miscellaneous Revenue</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.00%</b>	<b>1.18%</b>
<b>Total Revenues</b>	<b>\$118,244</b>	<b>\$700</b>	<b>\$21,909</b>	<b>\$46,968</b>	<b>\$700</b>	<b>\$700</b>	<b>(\$46,268)</b>	<b>-98.51%</b>	<b>1.18%</b>
<b>Expenditures</b>									
<b>Library Services</b>	<b>\$32,594</b>	<b>\$25,523</b>	<b>\$38,044</b>	<b>\$48,562</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$48,562)</b>	<b>-100.00%</b>	<b>1.18%</b>
Electronic Services - Adult	\$3,000	\$0	\$0	\$0	\$0	\$0			
Books - Adult	\$7,664	\$6,566	\$11,016	\$11,261	\$0	\$0			
Books - Youth	\$122	\$505	\$566	\$739	\$0	\$0			
Processing & Supplies	\$500	\$425	\$425	\$825	\$0	\$0			
Audio Books - Adult	\$0	\$0	\$0	\$0	\$0	\$0			
Audio Books - Youth	\$31	\$31	\$0	\$0	\$0	\$0			
DVD's - Adult	\$2,545	\$3,010	\$3,010	\$3,010	\$0	\$0			
DVD's - Youth	\$475	\$0	\$0	\$0	\$0	\$0			
Special Needs - Adult	\$535	\$0	\$665	\$665	\$0	\$0			
Special Needs - Youth	\$1,485	\$1,180	\$1,180	\$4,680	\$0	\$0			
Programs - Adult	\$9,202	\$2,759	\$4,125	\$8,325	\$0	\$0			
Programs - Youth	\$3,561	\$4,370	\$7,160	\$9,160	\$0	\$0			
Programs - Administration	\$3,474	\$6,677	\$9,897	\$9,897	\$0	\$0			
<b>Facilities &amp; Equipment</b>	<b>\$55,748</b>	<b>\$30,594</b>	<b>\$36,229</b>	<b>\$41,575</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$41,575)</b>	<b>-100.00%</b>	<b>1.18%</b>
Repairs & Maintenance	\$1,400	\$0	\$0	\$0	\$0	\$0			
Building Maintenance	\$0	\$0	\$0	\$0	\$0	\$0			
Equipment Maintenance	\$0	\$0	\$0	\$0	\$0	\$0			
Grounds Maintenance	\$7,585	\$3,905	\$6,340	\$7,736	\$0	\$0			
Computer Systems Maintenance	\$500	\$0	\$0	\$0	\$0	\$0			
General Equipment	\$4,782	\$21,107	\$21,107	\$25,057	\$0	\$0			
Computer Equipment	\$39,667	\$5,182	\$8,382	\$8,382	\$0	\$0			
Facility Service Equipment	\$1,814	\$400	\$400	\$400	\$0	\$0			
<b>Other Operating Expenditures</b>	<b>\$53,361</b>	<b>\$96,532</b>	<b>\$100,341</b>	<b>\$109,538</b>	<b>\$500</b>	<b>\$500</b>	<b>(\$109,038)</b>	<b>-99.54%</b>	<b>1.18%</b>
Office Supplies	\$0	\$0	\$0	\$0	\$0	\$0			
Postage	\$0	\$0	\$0	\$0	\$0	\$0			
Consultant	\$0	\$0	\$0	\$0	\$0	\$0			
Staff Development/Travel	\$2,134	\$1,884	\$1,884	\$1,884	\$0	\$0			
Printing & Publishing	\$0	\$11,260	\$11,260	\$11,260	\$0	\$0			
Myers Scholarship	\$800	\$500	\$1,225	\$1,225	\$500	\$500			
Smith Challenge Grant	\$0	\$2,921	\$3,696	\$3,696	\$0	\$0			
Endowment Fund	\$0	\$1,661	\$1,661	\$1,661	\$0	\$0			
Atkinson Fund	\$1,301	\$2,265	\$2,961	\$2,961	\$0	\$0			
Fair Radom Garden Endowment	\$525	\$744	\$1,141	\$0	\$0	\$0			
Library Director's Legacy Endowme	\$0	\$0	\$0	\$1,141	\$0	\$0			
Transfer out to CFSEM	\$150	\$0	\$0	\$982	\$0	\$0			
Bank Service Charges	\$1	\$0	\$0	\$0	\$0	\$0			
Contingency - Designated	\$44,806	\$73,838	\$74,066	\$82,281	\$0	\$0			
Director's Discretionary	\$31	\$434	\$590	\$590	\$0	\$0			
Contingency - Undesignated	\$3,613	\$1,026	\$1,857	\$1,857	\$0	\$0			
<b>Total Expenditures</b>	<b>\$141,706</b>	<b>\$152,649</b>	<b>\$174,814</b>	<b>\$199,675</b>	<b>\$500</b>	<b>\$500</b>	<b>(\$199,175)</b>	<b>-99.75%</b>	<b>1.18%</b>
<b>Fund Balance - Beginning</b>	<b>\$102,514</b>	<b>\$78,311</b>	<b>\$78,839</b>	<b>\$78,839</b>	<b>\$78,839</b>	<b>\$78,839</b>			
<b>Reserved Fund Balance</b>	<b>\$73,852</b>	<b>\$73,838</b>	<b>\$74,066</b>	<b>\$74,066</b>	<b>\$74,066</b>	<b>\$74,066</b>			
<b>Net Revenue / (Expenditures)</b>	<b>(\$23,462)</b>	<b>(\$151,949)</b>	<b>(\$152,705)</b>	<b>(\$152,706)</b>	<b>\$200</b>	<b>\$200</b>			
<b>Fund Balance - Ending</b>	<b>\$152,904</b>	<b>\$200</b>	<b>\$200</b>	<b>\$199</b>	<b>\$153,105</b>	<b>\$153,105</b>			
Nonspendable	\$1,065	\$0	\$0	\$0	\$0	\$0			
Restricted	\$151,839	\$200	\$200	\$199	\$153,105	\$153,105			
Committed	\$0	\$0	\$0	\$0	\$0	\$0			
Assigned	\$0	\$0	\$0	\$0	\$0	\$0			
Unassigned	\$0	\$0	\$0	\$0	\$0	\$0			

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
MEMORANDUM

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**TO:** Trustees

**FROM:** Carol Mueller

**DATE:** December 16, 2016

**SUBJECT:** Director's Evaluation

December is traditionally the time of year when the Personnel Committee asks for your input on the Library Director's performance during the past fiscal year. The Personnel Committee, Joan Luksik and Grant Gerhart, would like your comments on the Director's Evaluation form again this year. A copy is included in this packet for your use. Please send your completed evaluation form to the Personnel Committee by January 10, 2017. The Personnel Committee then will use this input to complete the Library Director's performance evaluation and make a recommendation to the full Library Board regarding the Director's performance and contract at the February 16, 2017 Library Board meeting.

I sincerely look forward to receiving your comments and suggestions as Library Director at Bloomfield Township Public Library.

**Bloomfield Township Public Library  
Library Director  
Annual Evaluation Criteria**

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**Please evaluate the level of job performance of the Director for the period of April 1, 2015 through the present in the following areas of responsibility.**

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**Management Skills / Communication**

- How would you evaluate the Director's performance in regard to managing the operations and resources of the library?
- Are the Director's managerial skills satisfactory with regard to the staff, the Board, Friends, volunteers, township residents, library users, township government and the numerous organizations with which the BTPL interfaces?
- Are communications with these areas satisfactory?

Comments:

**BTPL Representative / Personal Characteristics**

- Does the Director represent the library to the community in a way which meets your expectations?
- Does the Director maintain high standards of ethics, honesty and integrity?

Comments

**Financial / Business Management**

- Is the Director a good steward of the library's financial resources?
- Are proper systems in place to insure the financial integrity of BTPL?
- Is there proper accounting for all library financial transactions?

Comments:

## **Technology / Systems / Innovation**

- Does the Director keep up to date on technologies which may enhance the operation of the library and incorporate those new technologies, systems and/or innovations which would improve the efficient operation of the library and/or improve the usefulness of the library to users?
- Is the Director innovative regarding new library programs and uses?

Comments:

## **Goals / Vision**

- Does the Director have and convey a suitable vision for the future of the BTPL?
- Is the vision in keeping with the approved Strategic Plan?
- Are annual goals for the organization realistic and relative to the vision?

Comments:

### **Other comments regarding the job performance of the Director:**

- Director has performed successfully
- Director has not performed successfully



## Board of Trustees Standing Committee Appointments

December 2015 – December 2016

### ***Current Committee appointments are:***

Art Committee	Judy Lindstrom Pam Williams
Bloomfield Township Liaison	Joan Luksik Pam Williams
Building & Grounds, Landscaping & Interiors	Judy Lindstrom Eli Greenbaum
Cranbrook, DPL, Troy	Judy Lindstrom Joan Luksik
Development	Eli Greenbaum Judy Lindstrom
Finance	Pam Williams Judy Lindstrom
FOL Liaison	Grant Gerhart Joan Luksik
Investment	Grant Gerhart Judy Lindstrom
Jeanette P. Myers Scholarship Selection	Eli Greenbaum Pam Williams
Personnel/Director Evaluation	Grant Gerhart Joan Luksik
Policy	Eli Greenbaum Pam Williams





**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
LIBRARY BOARD OF TRUSTEES OFFICERS**

December 2015 – December 2016

*Current Officers are:*

PRESIDENT: Joan Luksik

VICE PRESIDENT: Pam Williams

SECRETARY: Judy Lindstrom

**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**

### **FRIENDS OF THE LIBRARY**

#### **MONTHLY DIRECTOR'S REPORT**

**December, 2016**

- Congratulations to our Bloomfield Township Public Library Board of Trustees – Tom Deska, Eli Greenbaum, Grant Gerhart, Judy Lindstrom, Joan Luksik, and Pam Williams - on their election/re-election to the Bloomfield Township Public Library Board on November 8, 2016. On November 15, 2016, prior to the start of the regular Library Board meeting, Bloomfield Township Clerk Jan Roncelli gave the oath of office to each Trustee. We are very lucky to have such wonderful Trustees on our Library Board.
- I am happy to report that as of today, our building project to re-route two roof drains is almost complete. The drive up lane and the west side employee entrance, donation room and delivery doors are all open again! I know it was an inconvenience but I certainly appreciate everyone's patience and understanding during this important project. I am hopeful that this will alleviate lower level flooding concerns with those sudden downpours that overwhelm our systems.
- What fun we had at the annual Library Holiday Party on December 3! It is wonderful for us all - Library Trustees, Friends Board, Library staff and volunteers – to come together outside of the Library and get to know each other a little better. It is our only opportunity to do so. Many thanks to SOC for their hard work planning such a wonderful event and to our Friends for their generous financial support of the evening.
- Just a reminder about the Library's holiday hours in December. The Library will be closed on Saturday, December 24 and Sunday, December 25. In addition, the Library will be closed on Sunday, January 1. Otherwise, Library hours remain as usual.
- The monthly gifts expended report is attached to this report for your information.
- The updated Wish List was distributed at the November, 2016 Friends Board meeting. As always, thank you for your consideration of the many items on this list.

*Warmest wishes to you and yours this holiday season!*

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**  
**REQUEST FOR PROPOSAL**  
**VENDING SERVICES**  
December 9, 2016

The Bloomfield Township Public Library requests proposals from qualified firms for snack and beverage vending machines and services.

Vending services are provided in both staff and public areas. Services in our staff lounge include a non-refrigerated snack machine with packaged foods; a refrigerated beverage machine with bottles and cans of pop, juice, and water; and a coffee/cocoa machine. These machines serve approximately 110 employees. Gross sales are in the \$350.00 - \$400.00 range per month.

The public vending café has comfortable seating and is located immediately to the left of the library entrance. These machines provide convenient refreshment to the 900 plus patrons who visit the Library daily. There are three machines in the public vending café: one for cold beverages, one for hot beverage, and one for snacks. Gross monthly sales of the public machines are in the range of \$2,000-\$3,000 with an average of \$2,555 per month. Fast food and similar outlets are located no less than one mile from the library. In addition to traditional library services, this library offers four meeting rooms and 18 study rooms.

Proposal guidelines are listed below. This request for proposals also can be obtained on the Library's web site at [www.btpl.org](http://www.btpl.org), at the Library's Welcome Desk at Bloomfield Township Public Library, 1099 Lone Pine Road, Bloomfield Township, MI, 48302, or by calling Tera Moon, Assistant Director, at the Library at (248) 642-5800, extension 112.

Please deliver four (4) copies of the proposal in a sealed envelope marked with the name of the proposer and entitled "Vending Service Proposal" to the Welcome Desk of the Bloomfield Township Public Library during open library hours:

Monday – Thursday, 9:30 a.m. – 9:00 p.m.  
Friday, 9:30 a.m. – 6:30 p.m.  
Saturday, 9:30 a.m. – 5:30 p.m.  
Sunday, 12noon – 5:30 p.m.

Proposals must arrive no later than **2:00 p.m., Monday, January 9, 2017** addressed to:  
Vending Service Proposal  
Tera Moon, Assistant Director  
Bloomfield Township Public Library  
1099 Lone Pine Road  
Bloomfield Township, MI 48302

All proposals received will be publicly opened immediately thereafter at the Library. Verbal, telephone, fax or electronic mail proposals are invalid and will not receive consideration. All questions should be directed to Tera Moon, Assistant Director, Bloomfield Township Public Library via email at [moontera@btpl.org](mailto:moontera@btpl.org).

## PROPOSAL GUIDELINES

Please provide:

- The full name of the firm, local address, telephone number, name and title of the contact person, and the date of submission.
- A description of the company including brief background, history, mission, and current size
- A list of current references with contact names and phone numbers.

Proposals must specifically address:

- Percentage or portion of revenues from snack and beverage machines to be returned to the Bloomfield Township Public Library, including an example of a monthly sales report. Two separate sales reports, one for staff vending and one for public vending, will be required each month. Also, two separate commission checks, one for staff vending and one for public café vending, will be required.
- Specific schedule for such payments.
- Specific manner of payments (check or cash).
- Procedure and time line for any re-evaluation of revenue return.
- Manner and time frame in which requested changes in snack and beverage machine contents will be met.
- Schedule for turnover of product and stocking machines.
- Number of communities/sites served by a single route.
- Response time required to address shortages of product.
- Response time for machine repair or replacements.
- Removal of empty beverage containers.
- Procedure for reimbursement of funds lost in machines.
- Schedule for machine maintenance and cleaning.
- Cups and lids **MUST** be provided. A listing of other supplies provided such as cup sleeves would be helpful.

- List of available brands for beverages, snacks, and candy.
- Availability of Coke and Pepsi products in one machine.
- Suggestions for service improvements in number, configuration, and/or content of machines.
- Photo with dimensions of equipment and equipment electrical, plumbing or other specifications.
- Energy efficiencies of proposed vending machines.
- Money changing capabilities of all machines and/or description of the type of change machine provided with vending machines.
- Availability of vending machines that accept RFID and/or magnetic stripe and/or credit/debit cards to purchase items. The library is interested in exploring the possibility of using library cards to make purchases in vending machines. (Presently, patrons use library cards to purchases prints and copies.) Library cards are CR-80, track 4 Mag, 4000 oersted High Security, laminated, and 1/8” wide. They are not compatible with the Mifare system.

## **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 vending services on February 21, 2017 with implementation by April 1, 2017 through March 31, 2020.

## **METHOD OF EVALUATING PROPOSALS**

Proposals will be evaluated with strict emphasis on quality. Attributes which will be analyzed include:

- Reference responses
- Response times for machine repair or replacement and to address product shortages
- Schedule for stocking machines, turnover of product and machine maintenance and cleaning
- Revenue percentage shared with the Library, schedule for payments and report
- Products offered
- Equipment provided with features outlined

After technical qualities have been evaluated, cost and other considerations will be evaluated. Once all factors have been evaluated, the vendor chosen will be notified. We hope to notify the successful vendor by Wednesday, February 22, 2017.

## **WITHDRAWAL OF PROPOSALS**

Any proposer may withdraw the proposal at any time prior to the deadline for receipt of proposals.

## **WALK-THROUGH**

Proposers are welcome to schedule an appointment to visit the Library for a walk-through of the existing staff lounge and public vending café. Please call Tera Moon at (248) 642-5800, ext. 112 to arrange.

## **NEGOTIATION**

Bloomfield Township Public Library solicits this proposal subject to review and negotiation with one or more of the firms under consideration. It is understood that negotiation may lead to proposal revision.

All proposals submitted will remain firm for a period of ninety (90) days.

The Bloomfield Township Public Library reserves the right to accept or reject any or all proposals submitted, either in whole or in part; to request additional information from all proposers; to award contract to other than the low proposer; 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. Any contract awarded will be made to the vendor who, based on evaluation of all responses, all criteria and oral interviews, if necessary, is determined to be the best qualified to provide vending services.

Successful proposer 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 provide the requested services in accordance with the proposal parameters.

Awards will be made for all or part of the vending services, using the proposal entirely or in part, at the Library's discretion, in a manner most favorable to Bloomfield Township Public Library.

**REQUEST FOR PROPOSALS**  
**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**  
**COMPENSATION AND CLASSIFICATION STUDY**  
**CONSULTING SERVICES**

December 9, 2016

The Bloomfield Township Public Library is accepting firm, sealed bids for consulting services for a compensation and classification study for this library.

This request for proposals can be obtained on the library's web site at [www.btpl.org](http://www.btpl.org), at the Welcome Desk, Bloomfield Township Public Library, 1099 Lone Pine Road, Bloomfield Hills, MI 48302, or by calling Tera Moon, Assistant Director, at 248- 642-5800, extension 112.

Proposers are encouraged to submit questions by email or phone to Tera Moon at [moontera@btpl.org](mailto:moontera@btpl.org), or 248-642-5800, extension 112, prior to December 30, 2016.

**The deadline for proposals is Friday, January 6, 2017, 4:00pm.** Please deliver five copies of the proposal in a sealed envelope marked with the name of the proposer and entitled "Compensation & Classification Study". Proposals must be hand delivered or delivered by courier to the Welcome Desk, or mailed to arrive no later than this day and time. Address these to: Tera Moon, Assistant Director, Bloomfield Township Public Library, 1099 Lone Pine Road, Bloomfield Hills, MI, 48302. Library hours are Monday through Thursday, 9:30am – 9:00pm, Friday, 9:30am – 6:30pm, Saturday, 9:30am – 5:30pm, and Sunday, 12noon – 5:30pm. All proposals will be publicly opened immediately at 4:01pm at the Library on Friday, January 6, 2017

## **BACKGROUND**

Bloomfield Township Public Library was established in 1964 with a staff of six located in rented space in an office building. It has grown since its early days into a state of the art building of 102,505 sf and a staff of approximately 100 employees in 18 unique positions. The Library continues to operate as a unit of Bloomfield Township, governed by a Library Board, serving township residents. The Library is open seven days a week for 68.5 hours, requiring a variety of full time and part time staff to successfully provide a full range of exceptional services to the community.

During the recent economic downturn, staff compensation was frozen from 2010 – 2015 and, in addition, staff had three years of unpaid furlough days. A compensation survey is conducted annually using our comparable nearby public libraries as benchmarks. Due to mandated increases in minimum wage, its



impact on our compensation levels and the results of our annual compensation survey, our salary ranges are increasing modestly again.

A classification and compensation study has not been conducted in more than ten years. A process for updating our compensation and classification system does not exist at this time.

In the past, performance based evaluations were considered in annual compensation adjustments. However, that system proved too difficult to maintain, and was abandoned. There may be interest in returning to performance-based compensation in the future; at this time, the Library is not exploring this option.

To ensure fair, equitable and competitive compensation practices are in place, the Library is seeking an independent evaluation of compensation, a review of internal classifications and clear policies and procedures for administering the classification and compensation system.

## **OBJECTIVES**

The objective of this request for proposals is to solicit competitive bids from qualified providers to assist the Bloomfield Township Public Library with developing a compensation and classification study. The goals of this study include:

- Update the Library's existing classification and compensation plan
- Determine appropriate internal equity of all Library positions
- Align wages with the competitive marketplace
- Provide compensation policy alternatives that include options for progression through the pay range
- Establish methods and tools for maintaining and updating the classification and compensation system, including reclassification of positions, establishment of new positions and marketplace adjustments

## **SCOPE OF PROJECT**

To achieve the stated goals of this project, the following services are required of the Consultant:

### **1) Classification Study**

- a) Using current job duties, requirements and responsibilities, develop an equitable classification plan for approximately 18 positions.
- b) Review background materials including existing classifications, job descriptions, organizational charts, salary schedules, and related information.
- c) Conduct an orientation and briefing session with employees.

- d) Develop a comprehensive questionnaire to be completed for each position.
- e) Conduct individual or position-group interviews with interested employees.
- f) Meet with Library management to review overall classification system goals and clarify outstanding questions regarding the requirements and duties of specific positions.
- g) Develop and utilize an objective system for assigning each position to a specific classification level. The developed tool(s) must be prepared in a format that allows Library management to utilize the developed system, independent of the consultant, after completion of the study.
- h) Present to Library management the recommended classification and grade structure, showing the suggested assignment of each position.
- i) The final classification plan shall include an introductory section that describes class concepts and provides information about distinctions of various levels within a class and other pertinent information.
- j) Create and suggest appropriate implementation and maintenance guidelines.

## 2) **Compensation Study**

- a) Meet and consult with Management to determine a list of comparable libraries to be used in a market survey. Conduct a comprehensive wage compensation survey using not only job titles, but duties and responsibilities based upon the job specifications from the Bloomfield Township Public Library. Survey should be designed to collect pay range minimums and maximums. *Note: this is a wage survey only. Benefits are not included in the study.*
- b) In cooperation with Library management, identify wage and salary survey sources, such as regional library cooperatives, that could support the current study and provide labor market reference points for future wage adjustments.
- c) For some positions, including maintenance and information technology, a broader survey of the market, beyond public libraries, may be required. Consultant shall recommend the optimal approach to gathering this data.
- d) Based on survey data collected, develop externally competitive and internally equitable salary range recommendations for each pay grade included in the classification structure.
- e) Suggest options for moving employees through the pay range.
- f) Present draft results of the survey to Library management and the Personnel Committee.

## 3) **Findings/Recommendations**

- a) Consultant shall prepare a written report of results and findings, including discussion of methods, techniques and data used to develop the Classification & Compensation Study. Electronic versions of the report and classification tools shall also be provided.
- b) The Consultant will include a recommendation for positions deemed to be undervalued, or overvalued, by the current classification system
- c) The final report shall include instructional information to allow Library staff to conduct individual salary audits consistent with study methods until the

- next study is conducted. Developed procedures should allow for consistent salary placement of employees who are newly hired externally and for advancement within, and between salary ranges resulting from transfers and/or promotions. Salary administration guidelines, including annual adjustments to pay grades, and procedures to ensure the ongoing integrity of the developed pay structure are to be included in the final report. Additionally, recommendations for compensation adjustments due to temporary/interim assignments are to be included.
- d) Provide options for compensating employees who are deemed to have reached the maximum of their salary range.
  - e) Prepare a plan, or alternative plans, for the implementation of salary recommendations, including calculation of detailed cost estimates of implementation for each alternative. The goal would be to permit implementation of the classification and pay plan at a level compatible with the Library's policies, capacity of funding, and employee needs.
  - f) Consultant will be expected to attend meetings, as requested, throughout the process with employees, the Library management and the Personnel Committee to explain methodology, survey results and findings. The Consultant should include in the scope of services attendance at one Library Board meeting, two Personnel Committee meetings and one orientation meeting with employees, as well as several in-person meetings with Library management.

## **PROPOSED TIMELINE**

### **PHASE I: RFP & CONSULTANT SELECTION**

December 9, 2016	Comp & Class Study RFP mailed out
January 6, 2017	Deadline and bid opening for RFP responses
January 9-13, 2017	Library Administration reviews RFP responses
January 16-20, 2017	Assistant Director conducts phone interviews with consultants to clarify and request further information about their RFP responses
Jan. 23-February 3, 2017	The Library Director and Assistant Director conduct Interviews with the top 3 consultants
February 16, 2017	Library Board meeting – The Library Director recommends the Consultant for Board approval
February 18, 2017	The Library Director informs successful proposer.

## **PHASE II: INFORMATION GATHERING**

Mid-End February, 2017	Shortly after award of the project, the Consultant and Library administration will meet to review and discuss the scope, proposed project plan, communication and reporting requirements, billing procedures, labor market comparables and other issues.
March, 2017	The Consultant will gather market and compensation data by sending out internal & external surveys to staff and comparable libraries
March-April, 2017	Survey information will be reviewed and evaluated for measurement determination
April, 2017	Measurements will be known and proposed rates and classifications will be determined

## **PHASE III: ANALYSIS & DISCUSSION**

May, 2017	Consultant prepares draft pay structure and reviews analysis of all information gathered to date and begin discussions on study findings
June, 2017	The Consultant prepares draft report and facilitates discussion and presentation to the Library Director, Assistant Director, and Personnel Committee

## **PHASE IV: PRESENTING, ADOPTING & IMPLEMENTING THE PLAN**

July, 2017	Library Director and consultant will present the Compensation and Classification Study to Joint Finance Committee and Board Trustee budget meeting
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## **PROPOSAL ELEMENTS & SUBMISSION REQUIREMENTS**

### **Company Information**

Please provide your contact information including your company name, address, website and primary contact person, telephone number and email address.

Please provide the names and titles of specific staff to be assigned to this study. Staff resumes and qualifications for conducting this type of project should also be included.

### **References**

Please provide contact names and phone numbers for at least three organizations with which you have worked to provide compensation and classification study consulting.

Please provide contact names and phone numbers, plus references, for any subcontractors with which you would work to complete the RFP.

### **Compensation and Classification Study Experience**

Please include your firm's experience conducting a compensation and classification study in a public library or municipal setting. Additionally, provide prior library and/or municipal classification and compensation experience of the assigned consultant(s).

Please discuss your experience gathering internal and external data for evaluating positions and obtaining market comparables.

Please comment on the proposed process and timeline provided and make suggestions for improvements.

### **Library Experience**

Please include your firm's and assigned consultant(s)' experience working with public libraries in other capacities, beyond classification and compensation studies.

### **Budget**

Please indicate your costs for compensation and classification services. Budget information that breaks out the costs for consulting services relative to our proposed timeline and process, and any that may be optional would be appreciated. This will allow for adjustments to the planning process budget as necessary.

### **Availability**

Please address your availability and flexibility to meet our schedule for this process.

Deliver five (5) copies of the proposal in a sealed envelope marked with the name of the proposer and entitled "COMPENSATION & CLASSIFICATION STUDY," to the Welcome desk of the Bloomfield Township Public Library during open library hours (Monday-Thursday, 9:30 a.m. - 9:00 p.m., Friday, 9:30 a.m. - 6:30 p.m., Saturday, 9:30 a.m. - 5:30 p.m., Sunday, Noon - 5:30 p.m.). Proposals must be hand delivered, delivered by courier, or mailed to arrive **no later than 4 p.m., E. S.T., January 6, 2017**. Address these to: Tera Moon, Assistant Director, Bloomfield Township Public Library, 1099 Lone Pine Road, Bloomfield

Hills, MI 48302. Oral, telephone, fax, or electronic mail bids are invalid and will not receive consideration.

**All proposals will be publicly opened immediately thereafter at the Library on Friday, January 6, 2017.**

All proposals submitted will remain firm for a period of sixty (60) days.

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. Award of consulting work may include all or some of the above RFP components.

Successful proposer will declare and stipulate that its proposal is made in good faith, without collusion or connection with any other person or persons proposing 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 request for proposal documents.

Proposals will be evaluated on the information provided including the completeness of the proposal and information supplied.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
MEMORANDUM**

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**TO:** Trustees  
**FROM:** Tera Moon  
**DATE:** December 8, 2016  
**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. This month the committee benefited from Trustee Tom Deska's marketing expertise when he consulted with them. Tom provided valuable input and the committee is grateful for his help!

**2. Tours**

The video tour is still in production but should be finished soon. This team is being reformed with new members who will focus on planning in-person tours.

**3. Building Assessment RFP**

Using work done by the Space Planning and the Wayfinding team, this new team will write an RFP for a consultant to help us make better use of our library building. The new team will include personnel from each of the two previous teams.

**4. Staff Awareness**

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

**5. Programming**

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

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

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

# January 2016

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
						1 – CLOSED FOR NEW YEAR'S DAY
2 6:30PM Google CS-First Computer Coding	3 10AM Download Help 10AM Knit 'n Stitch Circle 2PM Adventures in Outer Space	4 No FOL Meeting 2PM Download Help 6:30PM Google CS-First Computer Coding	5 2PM Family Movie 7PM Maximize Your Business Potential	6 6:30PM Spies Like Us Mystery After Hours	7 2PM Internet Security	8
9 10AM Mother Goose Club 10AM Download Help 11AM Adult & Teen Sensory Storytime	10 10AM Shake, Rhythm & Rhyme 11:30AM Art Committee 1PM Memoir Writers' 2PM Development Committee 4PM Teen Advisory Board 6PM Microsoft Word	11 10AM Wee Play 6:30PM OZOBOTS 6:30PM Writers' Rendezvous 7PM Nonfiction Book Club	12 10AM Tinker Tales 2PM Download 6:30 PM Full STEAM Ahead 7PM How to Avoid Financial Scams	13 10AM Movers & Shakers 11AM Movers & Shakers 2PM English Language Conversation Hour 4:30PM Fan Fridays	14 2:30PM SENSEational Story Time	15
16 10AM Mother Goose Club 1PM 30 Minute Lunchtime Book Club 6PM OverDrive Help 6:30PM Google CS-First Computer Coding	17 10AM Tuesday Book Club 2PM Tablet Tales 6:30PM Little Foodies 7:30PM BTPL Board of Trustees Meeting	18 GALE COURSES begin 10AM Wee Play 1PM Mystery Book Club 6:30PM Google CS-First Computer Coding 6:30PM Kitchen Lab	19 10AM Tinker Tales 6:30PM Pizza & Pages 7PM Home Dreams: When to Renovate, Move On or Just Start Over	20 10AM Movers & Shakers 10AM Coffee and Conversation 11AM Movers & Shakers 7:30 Chamber Concert Series	21 11AM Bookbinding with Laura Beyer	22
23 9:30AM Study Hall Week 10AM Mother Goose Club 6PM Books in Bars at Mex 6:30PM Google CS-First Computer Coding	24 9:30AM Study Hall Week 1PM Memoir Writers' Group 6:30PM Let's Get Digital 7PM You've Finished Your Manuscript, Now What?	25 9:30AM Study Hall Week 10AM Wee Play 6:30PM Google CS-First Computer Coding 6:30PM Writer's Rendezvous	26 9:30AM Study Hall Week 10AM Eleanor's Book Club 10AM Tinker Tales	27 10AM Movers & Shakers 11AM Movers & Shakers	28 2PM Explosive Art!	29
30 10AM Mother Goose Club 6:30PM Google CS-First Computer Coding	31 6PM PowerPoint 2					