

Bloomfield Township Public
Library

**Bloomfield Township Public Library
Board of Trustees**

Library Board Meeting
May 16, 2017
7:00 p.m.
John Rumsey Board Room

Trustees:
libraryboard@btpl.org

Eli Greenbaum, President
Judy Lindstrom, Secretary
Tom Deska
Grant Gerhart
Joan Luksik

Director:
muellerc@btpl.org
Carol Mueller

All meetings are open to the public.
We invite you to attend a meeting or watch it online at www.btpl.org

1099 Lone Pine Road, Bloomfield Township, MI 48302 248.642.5800

THE PLACE TO
DISCOVER

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEE MEETING**

LIBRARY BOARD INFORMATION PACKETS

List of Contents

Items included in pre-board delivery for the REGULAR BOARD MEETING SCHEDULED
For Tuesday, May 16, 2017
7:00 p.m.

<u>#</u>	<u>NUMBERED ITEMS</u>	<u>DATE DELIVERED</u>
1	Agenda	5/12/17
2a	Request to remove items from the Consent Agenda for Discussion	5/12/17
2b	Motion to approve the order of items for the regular and consent agendas	5/12/17
5	Motion to approve remaining Consent Agenda items 6-8d	5/12/17
6	Regular Board Meeting Minutes of 4/25/2017	5/12/17
7a	Cash Disbursements	5/12/17
7b	Revenues/Expenditures Budget Report	5/12/17
7c	Energy Report	5/12/17
8a	President's Report	5/12/17
8b	Director's Report	5/12/17
8b1	Circulation 5 Year Report	5/12/17
8b2	Activity Report	5/12/17
8c	Bloomfield Township Liaison –no report	
8c	Cranbrook –no report	
8c	Policy Committee –no report	
8c	Development Committee – no report	5/12/17
8c	Building, Grounds, Landscaping, Interiors Committee – no report	5/12/17
8c	Art Committee – no report	5/12/17
8c	Finance Committee –no report	
8c	Jeanette P. Myers Scholarship Committee –no report	
8c	Friends of the Library Liaison – no report	
8c	Investment Committee – no report	
8c	Personnel Committee – 5/10/17	5/12/17
11a	Strategic Plan	5/12/17
13	Motion to approve any items removed from the Consent Agenda	5/12/17
<u>UNNUMBERED ITEMS</u>		<u>DATE DELIVERED</u>
	Calendar	5/12/17

AGENDA
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, May 16, 2017
Regular Board Meeting
7:00 P.M.

REGULAR AGENDA ITEMS #1-5

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

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

6. Regular Board meeting minutes of April 25, 2017
7. Budget
 - a. Cash Disbursements
 - b. Monthly Revenues & Expenditures
 - c. Energy Report
8. Written Reports:
 - a. President:
 - * Eli Greenbaum
 - b. Director:
 - * Carol Mueller
 - c. Committee:
 - * Art Committee *Ad Hoc*
 - * Bloomfield Township Liaison
 - * Building, Grounds, Landscaping, Interiors
 - * Cranbrook
 - * Development
 - * Finance
 - * Friends of the Library Liaison
 - * Investment
 - * Jeanette P. Myers Scholarship Selection
 - * Personnel
 - * Policy

REGULAR AGENDA ITEMS

9. Call to the public, communications
10. Unfinished Business
11. New Business
 - a. Strategic Plan Update
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, June 20, 2017
16. Adjournment

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

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

I REQUEST THAT ITEM (S):

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

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

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

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

OPTION - NO AMENDMENT NEEDED:

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

OPTION - AMENDMENT TO AGENDA:

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

the **REGULAR AGENDA** as follows:

the **CONSENT AGENDA** as follows:

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

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

CONSENT AGENDA ITEMS MOTION

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

MINUTES OF THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY BOARD OF TRUSTEES

Bloomfield Township Public Library
Oakland County, Michigan
Tuesday, April 25, 2017

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

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

Administration: Library Director, Carol Mueller; Assistant Director, Tera Moon;

Guests: Marian Rafal, Youth Services Department Head; Killian Weston, Staff Organization Committee Representative; Barbara Bloom, resident

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

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

President's Verbal Report:

Eli Greenbaum expressed sadness over the loss of Pam Williams. He asked that we honor Pam's contributions to the Library and echo her enthusiasm for working so hard on the Library's behalf.

Eli Greenbaum acknowledged Marian Rafal for winning the 2017 Frances H. Pletz Award for Excellence in Service to Youth in the state of Michigan. He read and presented Marian with a Library Board resolution formally congratulating her on receiving this distinguished award.

Director's Verbal Report:

Director Carol Mueller announced that there are invitations on the table to the Library's photo reception entitled "Captured Moments". Carol encouraged everyone to attend to see the wonderful historic photos and hear the announcement of the photo contest winners.

The Staff Organization Committee has dedicated the May and June casual day donations to the Myers Scholarship.

Carol shared that Art from the Hills, Bloomfield Hills Schools' art show, will be hosted at the Library again this year from May 15 – 27. The reception will be held on May 16, which is also a Library Board meeting night. Parking at the Library may be a little more crowded during this time.

Carol reported on the status of Institute of Museum and Library Services (IMLS) funding. This funding

greatly benefits all libraries, including our own library. IMLS funding is currently being reviewed to be reduced or cut at the federal level. Carol reached out to our representatives urging support of this funding.

Carol suggested that a letter of thanks be sent by our Library Board President to our representative, Mike McCready, thanking him for supporting library funding at the state level.

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

REGULAR AGENDA:

Call to the Public: Eli Greenbaum welcomed the guests, Killian Weston who represents the Staff Organization Committee (SOC), and Barbara Bloom, a Bloomfield Township resident.

UNFINISHED BUSINESS:

No unfinished business.

NEW BUSINESS:

Cleaning Services Bid

Carol expressed thanks to Tera Moon and Joel Dion for their careful review and analysis of bids. Tera Moon explained the cleaning services bid process. On February 7, 2017, a request for proposals for library cleaning services was released. This request was mailed to 26 companies in metro Detroit. The RFP was available on the Library's website and at the Welcome Desk.

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

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

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

Upon discussion, a motion was made by Joan Luksik seconded by Judy Lindstrom **THAT DU-ALL CLEANING, INC., 35474 MOUND ROAD, STERLING HEIGHTS, MICHIGAN, 48310 BE AWARDED THE CONTRACT TO PROVIDE CLEANING SERVICES FOR BLOOMFIELD TOWNSHIP PUBLIC LIBRARY COMMENCING ON JUNE 1, 2017 FOR AN ANNUAL COST OF \$69,120.00.**

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

Art Plaque Request

Plaques in the Library have been vigorously discussed by the Library Board over the years, most recently in 2011.

Our Board approved policy regarding gifts to the Library states that "All gifts shall be acknowledged. Additional acknowledgement may be made at the discretion of the Board of Trustees. A patron has requested a plaque for our newest art piece, the mosaic made by students of the Conant Elementary School. The Development Committee recently discussed this request and support placing a plaque near this piece. The suggested location is on the wall to the right of this piece. All agreed that this plaque should be of the same acrylic material and style of existing plaques, such as the plaque located near our Quest statue. The suggested wording for the plaque is:

Conant Elementary School
Legacy Project
September, 2016

There was discussion about the location of the plaque because of its proximity to the stairwell. It will be placed as close as possible to the mosaic piece.

Upon discussion, a motion was made by Judy Lindstrom seconded by Joan Luksik **TO PLACE A PLAQUE INDICATING THE LIBRARY'S MOSAIC ART PIECE WAS CREATED BY THE ART STUDENTS FROM CONANT ELEMENTARY SCHOOL. SAID PLAQUE WILL MATCH THE MATERIAL AND DESIGN OF SIMILAR PLAQUES CURRENTLY IN THE LIBRARY.**

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

Library Board Vacancy

Carol shared that while we are all saddened and in disbelief about the sudden loss of our Library Board

President Pam Williams, we will need to start thinking about filling the vacancy on the Library Board. She reviewed the Library Board Vacancy Procedure and proposed timeline for filling our vacancy. The deadline for applications is Monday, May 15, 5:00pm. All applications received will be provided to the Trustees at the May 16 board meeting for review. A meeting on May 18 is proposed to discuss interviews and interviews would be scheduled the week of May 22.

Eli commented that the board of trustees is very collegial and dedicated and hopes that the vacancy is filled with a person who continues that spirit. Eli requests that the interview and application questions are revised to more adequately represent the duties and importance of being a library trustee. The group agrees that the questions should be revised.

Eli reported that he will contact trustees regarding possible committee reassignments to fill vacancies left by Pam's passing.

OTHER:

Judy Lindstrom proclaimed how beautiful the daffodils and tulips are right now.

Eli adjourned the meeting at 7:43 p.m.

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

Submitted by:

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

Judy Lindstrom, Secretary

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

Cash Disbursements Comments

May 2017

New Vendors:

Children's Home Society of California is a new vendor for special needs brochures.

Doc Fletcher is a new vendor for books.

Eric Litwin is a new vendor for a summer library program family concert.

Lynn Portnoy is a new vendor for a summer library program presenter.

Aneesa Rashid is a new vendor for a meeting room rental refund.

S & P Global Market Intelligence is a new vendor for a database subscription.

Secant Corporation is a new vendor for technology consulting.

Elizabeth Vincent is a new vendor for a program presentation.

General Fund Advance

- Check #17476 payable to Bloomfield Township in the amount of \$174,000.15 was payment for the pension bond payment.
- Check #17481 payable to GovHR in the amount of \$6,000.00 was partial payment for the Library's compensation and classification study.
- Check #17486 payable to the United States Postal Service in the amount of \$2,000.00 was payment for postage to mail the Library's summer print newsletter.

General Fund

- Check #17524 payable to Bloomfield Township in the amount of \$322,013.92 was payment for two payrolls, including FICA, HRA contributions, pension, etc. as usual.
- Check #17530 payable to the Charter Township of Bloomfield in the amount of \$150.00 was payment for Chamber concert DVDs
- Check #17535 payable to Eastern Michigan University in the amount of \$35.00 was payment for a lost MelCat item for which the Library will be reimbursed.
- Check #17541 payable to Library Ideas LLC in the amount of \$11,536.00 was payment for our Freegal subscription.
- Check #17543 payable to Midwest Collaborative for Library Services in the amount of \$18,886.79 was payment for cataloging records.
- Check #17574 payable to Secant Corporation in the amount of \$10,710.00 was payment for technology upgrade consulting.
- Check #17576 payable to Summit Electric, Inc. in the amount of \$1,216.60 was payment for emergency lighting in the Friends area.

Gift Fund

- Check #4799 payable to Laurie Tennent in the amount of \$2,500.00 was partial payment for our Community Room historic photo project – phase two.
- Check #4801 payable to Bloomfield Hills Schools in the amount of \$250.00 was payment for a library program.
- Check #4802 payable to the Charter Township of Bloomfield in the amount of \$10.00 was payment for a DVD.

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

Check #	Date	Payee	Cash Account	Amount
General Fund				
ADVANCE CHECKS:				
17473	4/19/17	Marianne Abdoo	106.01	1,002.05
17474	4/19/17	ASSA ABLOY ENTRANCE SOLUTIONS	106.01	210.90
17475	4/19/17	MARY MARSH BADAMO	106.01	13.00
17476	4/19/17	BLOOMFIELD TOWNSHIP-BOND PYMT	106.01	174,000.15
17477	4/19/17	XFINITY	106.01	150.10
17478	4/19/17	DTE ENERGY	106.01	16,181.75
17479	4/19/17	Emily Ellison	106.01	64.06
17480	4/19/17	JEFF FLETCHER	106.01	300.00
17481	4/19/17	GovHR USA	106.01	6,000.00
17482	4/19/17	Andrea Lebeck	106.01	39.36
17483	4/19/17	MCGRAW HILL GLOBAL EDUCATION	106.01	3,708.17
17484	4/19/17	Edward Niemchak	106.01	30.07
17485	4/19/17	THYSSENKRUPP ELEVATOR CORP	106.01	816.00
17486	4/19/17	UNITED STATES POSTAL SERVICE	106.01	2,000.00
17487	4/19/17	VIGILANTE SECURITY	106.01	1,950.00
17488	4/19/17	Killian Weston	106.01	31.58
17489	4/25/17	AMAZON.COM	106.01	546.44
17490	4/25/17	APPLIED IMAGING	106.01	486.17
17491	4/25/17	BELIGHTFUL YOGA, LLC	106.01	150.00
17492	4/25/17	Elizabeth Clauder	106.01	84.00
17493	4/25/17	Martha McGee	106.01	15.03
17494	4/25/17	Edward Niemchak	106.01	110.00
17495	4/25/17	Marcia Preston	106.01	26.47
17496	4/25/17	PRINCIPAL LIFE INS CO-SBD GRANDE ISLAND	106.01	645.39
17497	4/25/17	VERIZON WIRELESS	106.01	201.68
17498	4/25/17	Killian Weston	106.01	50.73
17499	4/25/17	Qiong Wu	106.01	1,051.57
17500	4/25/17	FLAGSTAR BANK	106.01	734.89
17501	5/2/17	AT&T LONG DISTANCE	106.01	8.73
17502	5/2/17	CHILDREN'S HOME SOCIETY OF CALIFORNIA	106.01	11.75
17503	5/2/17	CONSUMERS ENERGY	106.01	4,929.25
17504	5/2/17	DAROLD GONZALES	106.01	200.00
17505	5/2/17	Martha McGee	106.01	63.89
17506	5/2/17	ANEESA RASHID	106.01	50.00
17507	5/2/17	ELIZABETH VINCENT	106.01	100.00
17508	5/5/17	AT&T	106.01	1,555.87
17509	5/5/17	Martha McGee	106.01	23.89
17510	5/5/17	PACIFIC TELEMAGEMENT SERVICES	106.01	78.00
17511	5/5/17	RICOH USA, INC	106.01	37.72
17512	5/5/17	T MOBILE	106.01	33.98
17513	5/5/17	Karrie Yukon	106.01	80.14
Total				<u>217,772.78</u>

REGULAR CHECKS:

17514	5/8/17	ABDO-SPOTLIGHT-MAGIC WAGON	106.01	3,120.25
17515	5/8/17	ACE LAWN CARE & SNOW REMOVAL	106.01	5,102.00
17516	5/8/17	AERO FILTER, INC	106.01	319.86
17517	5/8/17	R.R. BOWKER	106.01	1,295.55
17518	5/8/17	AMERICAN PEST CONTROL	106.01	1,526.80
17519	5/8/17	ARROW OFFICE SUPPLY CO.	106.01	102.97
17520	5/8/17	ASSA ABLOY ENTRANCE SOLUTIONS	106.01	719.59
17521	5/8/17	BAKER & TAYLOR, INC.	106.01	14,179.32
17522	5/8/17	BEARPORT PUBLISHING CO.	106.01	119.70

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

Check #	Date	Payee	Cash Account	Amount
17523	5/8/17	BLACKSTONE AUDIO, INC.	106.01	364.41
17524	5/8/17	BLOOMFIELD TOWNSHIP	106.01	322,013.92
17525	5/8/17	BOOKS GALORE INC.	106.01	9.99
17526	5/8/17	BRILLIANCE PUBLISHING, INC.	106.01	143.95
17527	5/8/17	BUTZEL LONG	106.01	1,345.50
17528	5/8/17	CENGAGE LEARNING/GALE	106.01	385.50
17529	5/8/17	CENTRAL BUSINESS SYSTEMS, INC.	106.01	213.35
17530	5/8/17	CHARTER TOWNSHIP OF BLOOMFIELD	106.01	150.00
17531	5/8/17	DEAF COMMUNITY ADVOCACY NETWORK	106.01	451.00
17532	5/8/17	DEMCO, INC.	106.01	1,795.00
17533	5/8/17	JEFF FLETCHER	106.01	48.00
17534	5/8/17	DU ALL CLEANING, INC	106.01	4,730.00
17535	5/8/17	EASTERN MICHIGAN UNIVERSITY	106.01	35.00
17536	5/8/17	ENCYCLOPAEDIA BRITANNICA, INC.	106.01	1,400.00
17537	5/8/17	CATHERINE HILKER	106.01	150.00
17538	5/8/17	INGRAM LIBRARY SERVICES	106.01	935.08
17539	5/8/17	INTEGRITY BUSINESS SOLUTIONS	106.01	139.99
17540	5/8/17	J. APPLESEED	106.01	1,773.55
17541	5/8/17	LIBRARY IDEAS LLC	106.01	11,536.00
17542	5/8/17	MASON CREST	106.01	520.90
17543	5/8/17	MIDWEST COLLABORATIVE for LIB. SVCS	106.01	18,886.79
17544	5/8/17	MIDWEST TAPE	106.01	5,852.75
17545	5/8/17	MORNINGSTAR, INC.	106.01	215.00
17546-50	5/8/17	VOID	106.01	
17551	5/8/17	SCOTT NELSON, RPT	106.01	270.00
17552	5/8/17	ORIENTAL TRADING CO., INC.	106.01	35.42
17553	5/8/17	OVERDRIVE	106.01	7,653.43
17554	5/8/17	PENGUIN RANDOM HOUSE LLC	106.01	663.00
17555	5/8/17	LYNN PORTNOY	106.01	100.00
17556	5/8/17	QUALITY BOOKS INC.	106.01	57.07
17557	5/8/17	RECORDED BOOKS, LLC	106.01	968.55
17558-69	5/8/17	VOID	106.01	
17570	5/8/17	ROURKE PUBLISHING LLC	106.01	255.40
17571	5/8/17	THE ROWMAN & LITTLEFIELD PUBLISHING GRP	106.01	45.45
17572	5/8/17	S & P GLOBAL MARKET INTELLIGENCE LLC	106.01	6,847.00
17573	5/8/17	SALEM PRESS, INC.	106.01	1,823.00
17574	5/8/17	SECANT	106.01	10,710.00
17575	5/8/17	SHOWCASES	106.01	738.80
17576	5/8/17	SUMMIT ELECTRIC, INC.	106.01	1,216.60
17577	5/8/17	TERRYBERRY	106.01	165.53
17578	5/8/17	UNIFY INC.	106.01	494.23
17579	5/8/17	WALLACEBURG BOOKBINDING & MFG	106.01	181.59
17580	5/8/17	WEISS RATINGS INC	106.01	1,995.00
17581	5/8/17	WEST ACADEMIC	106.01	46.64
Total				<u>433,848.43</u>

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

Check #	Date	Payee	Cash Account	Amount
Gift Fund				
ADVANCE CHECKS:				
4796	4/19/17	WENDY EVANS	102.03	350.00
4797	4/19/17	DAROLD GONZALES	102.03	200.00
4798	4/25/17	AMAZON.COM	102.03	601.84
4799	4/25/17	LAURIE TENNENT STUDIO	102.03	2,500.00
4800	5/2/17	JUDY LINDSTROM	102.03	<u>103.63</u>
Total				<u><u>3,755.47</u></u>
REGULAR CHECKS:				
4801	5/8/17	BLOOMFIELD HILLS SCHOOLS	102.03	250.00
4802	5/8/17	CHARTER TOWNSHIP OF BLOOMFIELD	102.03	10.00
4803	5/8/17	INGRAM LIBRARY SERVICES	102.03	95.70
4804	5/8/17	SHEILA LANDIS	102.03	600.00
4805	5/8/17	ERIC LITWIN	102.03	<u>1,799.00</u>
Total				<u><u>2,754.70</u></u>

Bloomfield Township Public Library 2016-2017 General Fund Budget

7b

PRESENTED: MAY 16, 2017 FOR THE MONTH OF: APRIL 2017

One Month 8%

	2017-2018			One Month 8%	
ACCOUNT	ADOPTED BUDGET	REVENUE/EXPENSE	REVENUE/	% OF	
NAME	AS OF	CURRENT	EXPENSE	BUDGET	
	MARCH 21, 2017	MONTH	YTD	YTD	
					VARIANCE
<u>Revenues</u>					
Taxes	\$6,923,097	(\$504)	(\$504)	-0.01%	(\$6,923,601)
Penal Fines	\$84,928	\$0	\$0	0.00%	(\$84,928)
State Aid	\$25,635	\$0	\$0	0.00%	(\$25,635)
Circulation Fines & Fees	\$100,000	\$9,450	\$9,450	9.45%	(\$90,550)
Charges for Services	\$13,649	\$1,701	\$1,701	12.46%	(\$11,948)
Investment earnings	\$50,000	\$20,220	\$20,220	40.44%	(\$29,780)
Miscellaneous	\$11,595	\$6,053	\$6,053	52.20%	(\$5,542)
Total Revenues	\$7,208,904	\$36,919	\$36,919	0.51%	(\$7,171,985)
<u>Expenditures</u>					
Personnel	\$3,916,967	\$440,058	\$440,058	11.23%	(\$3,476,909)
Library Services	\$846,258	\$93,751	\$93,751	11.08%	(\$752,507)
Facilities & Equipment	\$1,148,383	\$55,329	\$55,329	4.82%	(\$1,093,054)
Other Operating Expenditures	\$1,189,066	\$28,908	\$28,908	2.43%	(\$1,160,158)
Total Expenditures	\$7,100,674	\$618,046	\$618,046	8.70%	(\$6,482,628)
Fund Balance - Beginning	\$11,181,871		\$11,181,871		
Net revenue (expenditure)	\$108,230		(\$581,127)		
Fund Balance - Ending	\$11,290,101		\$10,600,744		

Amendments to the budget:
None

Changes made to the line items:
None

Nonspendable-Prepaid Expense	\$ 15,000
Committed Fund Balance (is 8-months of expenditures	\$4,733,783
Assigned Fund Balance (is \$477,493 (3/31/16 compensated absences accrual) plus \$5,257,680 7/1/15 OPEB obligation plus \$706,145 capital improvements)	\$6,441,318
Unassigned Fund Balance (is the unplanned emergency	\$100,000

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

PRESENTED: MAY 16, 2017 FOR THE MONTH OF: APRIL 2017

One Month 8%

ACCOUNT NUMBER	ACCOUNT NAME	2017-2018 ADOPTED BUDGET AS OF MAR 21, 2017	2017-2018 AMENDED BUDGET AS OF MAY 16, 2017	REVENUE/ EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	VARIANCE
	<u>Revenues</u>						
	Gift Income	\$500	\$1,135	\$635	\$635	55.95%	(\$500)
454.03	Investment Earnings	\$200	\$200	\$15	\$15	7.40%	(\$185)
460.03	Miscellaneous Revenue	\$0	\$0	\$0	\$0	0.00%	\$0
	Total Revenues	\$700	\$1,335	\$650	\$650	48.67%	(\$685)
	<u>Expenditures</u>						
	Library Services	\$23,330	\$23,430	\$3,912	\$3,912	16.69%	(\$19,518)
	Facilities & Equipment	\$55,540	\$55,540	\$2,500	\$2,500	4.50%	(\$53,040)
	Other Operating Expenditures	\$104,128	\$104,663	\$1,298	\$1,298	1.24%	(\$103,365)
	Total Expenditures	\$182,998	\$183,633	\$7,709	\$7,709	4.20%	(\$175,924)
	Fund Balance - Beginning	\$78,839	\$78,839		\$78,839		
	Reserved Fund Bal.	\$103,659	\$103,659		\$103,659		
	Net revenue (expenditures)	(\$182,298)	(\$182,298)		(\$7,059)		
	Fund Balance - Ending	\$200	\$200		\$175,439		

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
April 2017

Fund	Type	Annual Yield	Date	Amount on Hand
General Fund				
	5th 3rd Checking (Ecommerce)	0.00%	4/30/2017	\$83,174.84
	Flagstar Public Funds Savings	0.35%	4/30/2017	\$249,920.21
	Flagstar Premier Public Entities Checking	0.30%	4/30/2017	\$50,089.00
	RBC Capital Cash/Money Market	0.01%	4/30/2017	\$125.97
	RBC Capital - Investments	1.96%	4/30/2017	\$11,151,416.69
Total General Fund				\$11,451,551.87
Please see General Fund budget for notes on how this amount is earmarked				
Gift Fund				
	Huntington Public Fund Business Interest Checking	0.15%	4/30/2017	\$109,671.90
	Huntington CD (Charnov gift) - matures 02/04/2019	0.45%	4/30/2017	\$50,000.00
	Fifth Third Bank Business Standard Checking	0.00%	4/30/2017	\$3,989.92
Total Gift Fund				\$163,661.82

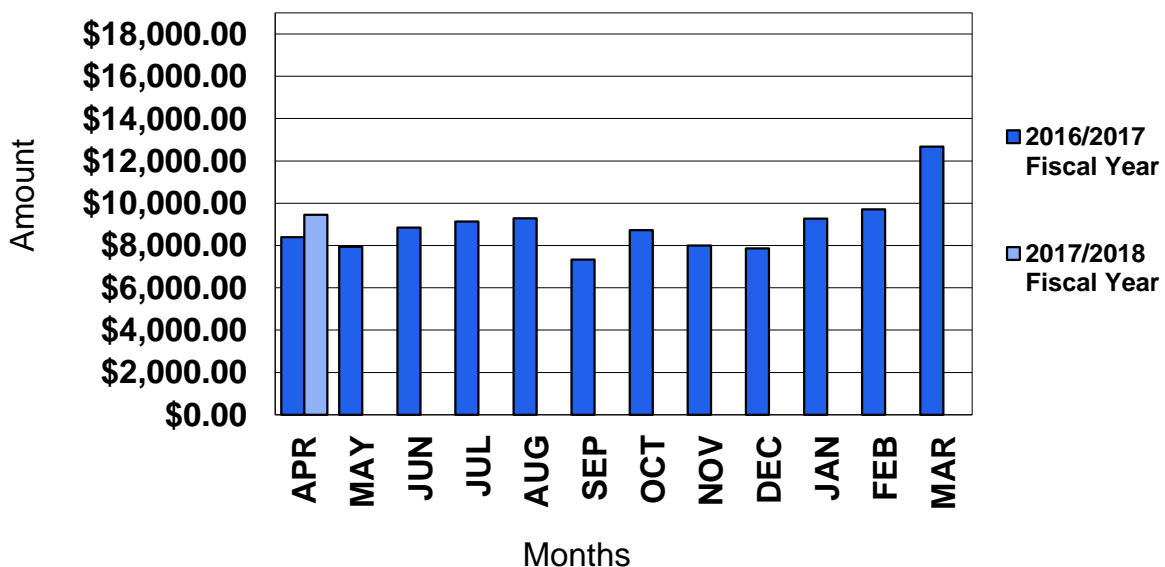
CFSEM The following endowment funds are administered by the Community Foundation for Southeast Michigan (CFSEM). CFSEM maintains unilateral variance power and legal ownership of the endowment funds, and therefore, principal is not available to BTPL. Earnings are available for distribution to the Library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

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

FINES AND FEES - TWO-YEAR COMPARISON

Month	2016/2017 Fiscal Year	2017/2018 Fiscal Year	Difference
APR	\$8,389.09	\$9,449.79	\$1,060.70
MAY	\$7,946.70		(\$7,946.70)
JUN	\$8,843.80		(\$8,843.80)
JUL	\$9,136.96		(\$9,136.96)
AUG	\$9,285.82		(\$9,285.82)
SEP	\$7,334.64		(\$7,334.64)
OCT	\$8,723.00		(\$8,723.00)
NOV	\$8,006.68		(\$8,006.68)
DEC	\$7,863.74		(\$7,863.74)
JAN	\$9,268.65		(\$9,268.65)
FEB	\$9,716.57		(\$9,716.57)
MAR	\$12,680.35		(\$12,680.35)
			YTD Difference
TOTAL	<u>\$107,196.00</u>	<u>\$9,449.79</u>	<u>(\$97,746.21)</u>

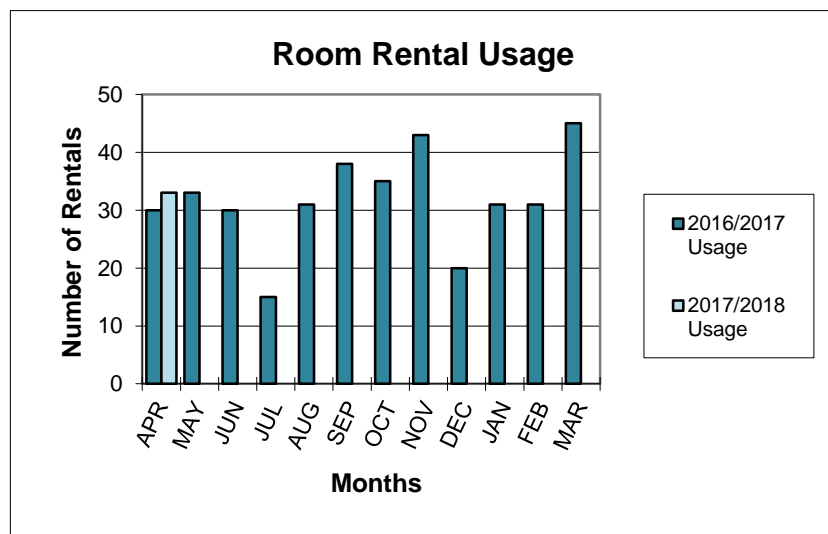
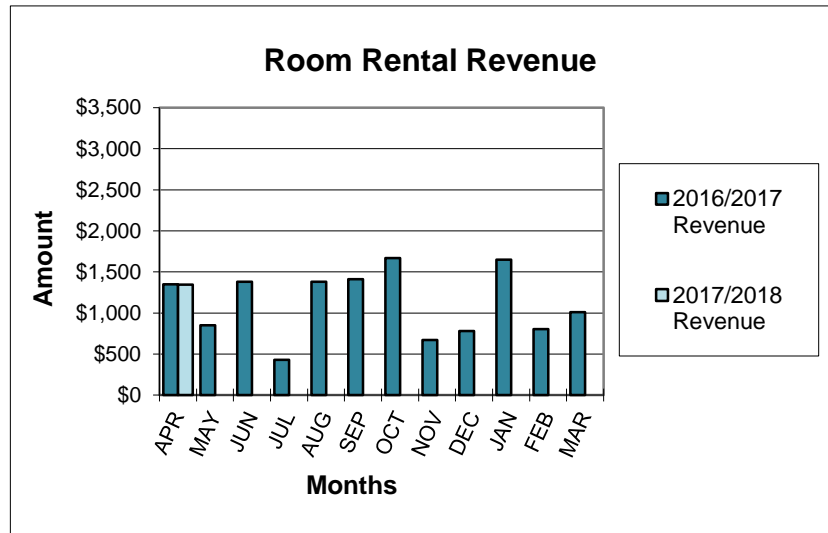
Fines and Fees Two-Year Comparison



ROOM RENTAL - TWO-YEAR COMPARISON

7b

<u>Month</u>	2016/2017 <u>Revenue</u>	2017/2018 <u>Revenue</u>	<u>Difference</u>	2016/2017 <u>Usage</u>	2017/2018 <u>Usage</u>	<u>Month</u>
APR	\$1,350.00	\$1,345.50	(\$4.50)	30	33	APR
MAY	\$850.00		(\$850.00)	33		MAY
JUN	\$1,380.00		(\$1,380.00)	30		JUN
JUL	\$430.00		(\$430.00)	15		JUL
AUG	\$1,380.00		(\$1,380.00)	31		AUG
SEP	\$1,410.00		(\$1,410.00)	38		SEP
OCT	\$1,670.00		(\$1,670.00)	35		OCT
NOV	\$670.00		(\$670.00)	43		NOV
DEC	\$780.00		(\$780.00)	20		DEC
JAN	\$1,650.00		(\$1,650.00)	31		JAN
FEB	\$802.50		(\$802.50)	31		FEB
MAR	\$1,010.75		(\$1,010.75)	45		MAR
			YTD Difference			
TOTAL	\$13,383.25	\$1,345.50	(\$12,037.75)	382	33	



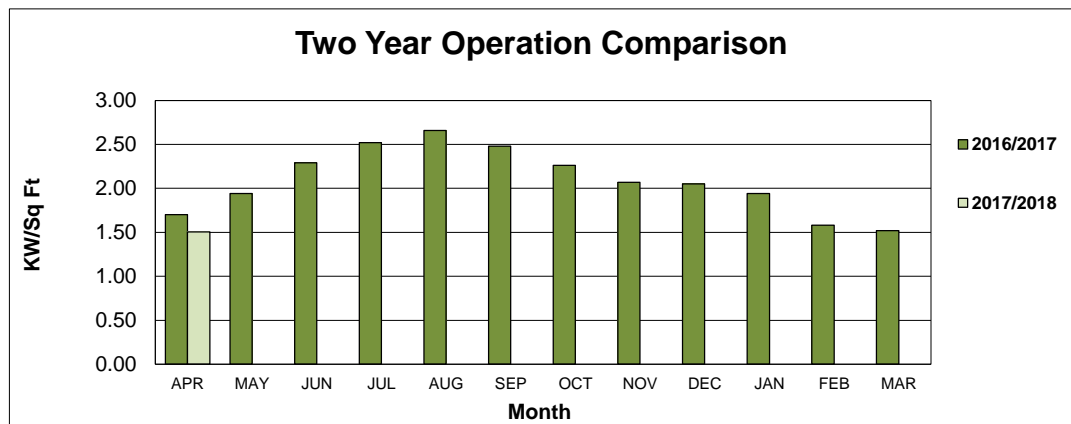
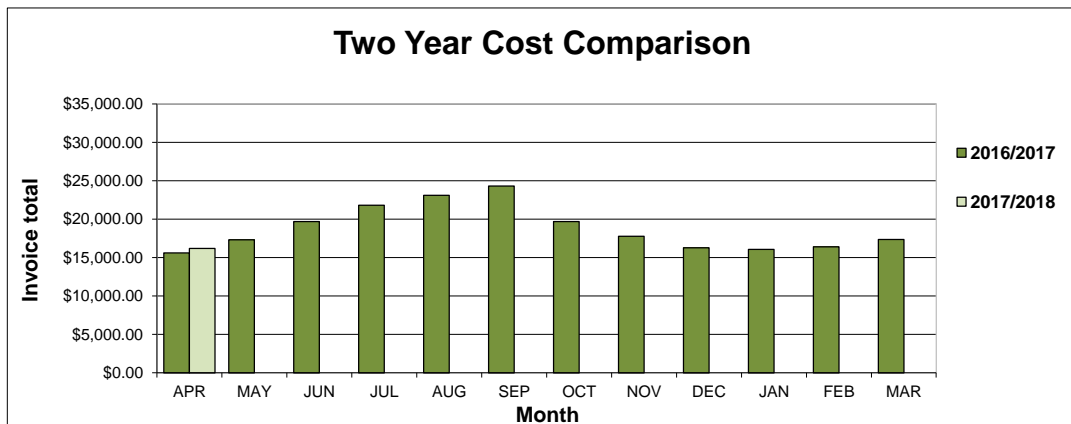
Bloomfield Township Public Library Electricity Analysis

Building Area = 101,023 Sq ft.

TWO YEAR COST COMPARISON				CURRENT YEAR OPERATION					
Month	2016/2017	2017/2018 (3)	Difference	TOTAL KWH (1)	COST/KWH (3)/(1)	KWH/HR (1) / (24 x no.days per month)	KWH/SQ FT (1)/101,023	COST/HR (3) / (24 x no. days per month)	COST/SQ FT. (3)/101,023
APR	\$15,619.14	\$16,181.75	\$562.61	151,970	\$0.11	211.07	1.50	\$22.47	\$0.16
MAY	\$17,290.02		(\$17,290.02)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
JUN	\$19,698.58		(\$19,698.58)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
JUL	\$21,811.53		(\$21,811.53)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
AUG	\$23,088.13		(\$23,088.13)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
SEP	\$24,303.34		(\$24,303.34)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
OCT	\$19,688.69		(\$19,688.69)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
NOV	\$17,751.06		(\$17,751.06)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
DEC	\$16,281.15		(\$16,281.15)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
JAN	\$16,062.22		(\$16,062.22)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
FEB	\$16,399.04		(\$16,399.04)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
MAR	\$17,370.93		(\$17,370.93)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
			YTD Difference						
TOTAL	\$225,363.83	\$16,181.75	(\$209,182.08)						

NOTES:

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



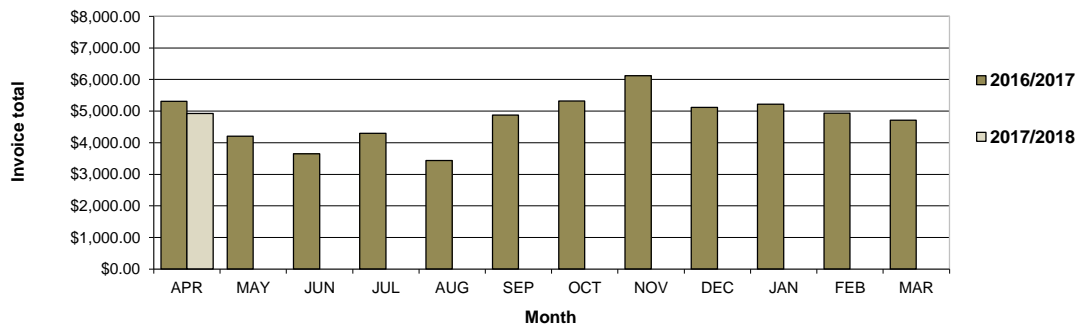
Bloomfield Township Public Library Natural Gas Analysis

Building Area = 101,023

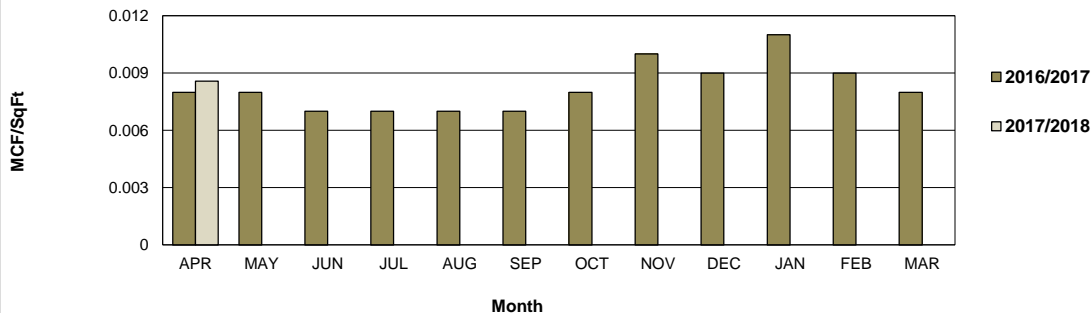
1 Cu. Ft. = 1000 BTU

TWO YEAR COST COMPARISON				OPERATION						
Month	2016/2017	2017/2018 (3)	Difference	MCF	COST/MCF	HOURS (24 x no.days per month)	MCF/HR	MCF/SqFt	\$/HR	\$/SqFt
APR	\$5,307.83	\$4,929.25	(\$378.58)	866.7	\$5.69	720	1.20	0.009	6.85	0.048
MAY	\$4,208.72		(\$4,208.72)		#DIV/0!	744	0.00	0.000	0.00	0.000
JUN	\$3,652.86		(\$3,652.86)		#DIV/0!	720	0.00	0.000	0.00	0.000
JUL	\$4,294.67		(\$4,294.67)		#DIV/0!	744	0.00	0.000	0.00	0.000
AUG	\$3,437.53		(\$3,437.53)		#DIV/0!	744	0.00	0.000	0.00	0.000
SEP	\$4,874.40		(\$4,874.40)		#DIV/0!	720	0.00	0.000	0.00	0.000
OCT	\$5,321.19		(\$5,321.19)		#DIV/0!	744	0.00	0.000	0.00	0.000
NOV	\$6,122.71		(\$6,122.71)		#DIV/0!	720	0.00	0.000	0.00	0.000
DEC	\$5,114.24		(\$5,114.24)		#DIV/0!	744	0.00	0.000	0.00	0.000
JAN	\$5,220.31		(\$5,220.31)		#DIV/0!	744	0.00	0.000	0.00	0.000
FEB	\$4,933.73		(\$4,933.73)		#DIV/0!	696	0.00	0.000	0.00	0.000
MAR	\$4,707.54		(\$4,707.54)		#DIV/0!	744	0.00	0.000	0.00	0.000
YTD Difference										
TOTAL	\$57,195.73	\$4,929.25	(\$52,266.48)							

Two Year Cost Comparison



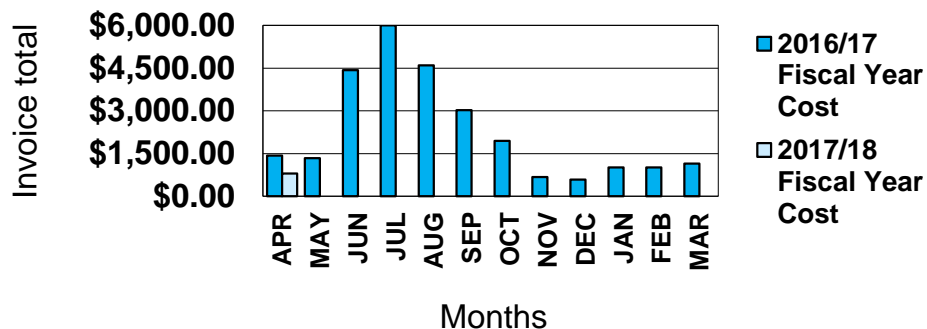
Two Year Operation Comparison



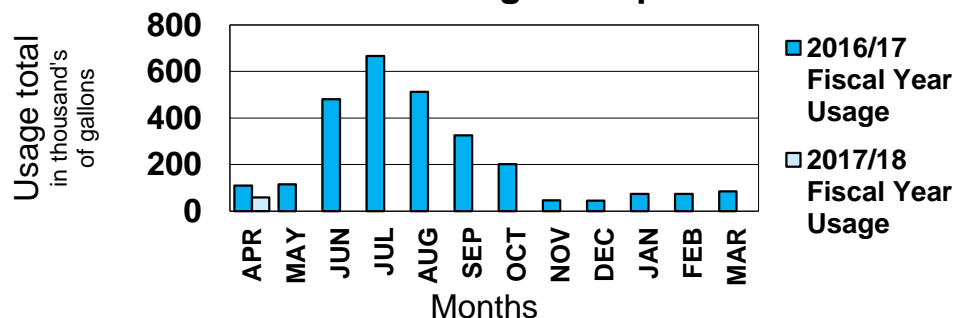
Bloomfield Township Public Library Water Analysis

Month	2016/17 Fiscal Year Cost	2017/18 Fiscal Year Cost	Difference	2016/17 Fiscal Year Usage	2017/18 Fiscal Year Usage	Difference
APR	\$1,432.45	\$803.09	(\$629.36)	109	59	(50)
MAY	\$1,333.69		(\$1,333.69)	115		(115)
JUN	\$4,428.69		(\$4,428.69)	480		(480)
JUL	\$5,997.81		(\$5,997.81)	666		(666)
AUG	\$4,595.09		(\$4,595.09)	512		(512)
SEP	\$3,025.97		(\$3,025.97)	326		(326)
OCT	\$1,945.05		(\$1,945.05)	201		(201)
NOV	\$673.93		(\$673.93)	46		(46)
DEC	\$587.67		(\$587.67)	45		(45)
JAN	\$1,011.05		(\$1,011.05)	74		(74)
FEB	\$1,011.05		(\$1,011.05)	74		(74)
MAR	\$1,143.49		(\$1,143.49)	85		(85)
			YTD Difference			YTD Difference
TOTAL	<u>\$27,185.94</u>	<u>\$803.09</u>	<u>(\$26,382.85)</u>	<u>2,733</u>	<u>59</u>	<u>(2,674)</u>

Two-Year Cost Comparison



Two-Year Usage Comparison



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

The Library is once again pleased to be the site for the Bloomfield Hills Schools annual student art exhibit. The "Art from the Hills" exhibit will be at the Library from Monday, May 15 through Saturday, May 27. The opening reception takes place on Tuesday, May 16 from 4:30 – 6:30pm. The library parking lot may be more crowded than usual during this time as students bring their families and friends to view their original artwork. Please take a moment to enjoy viewing this exhibit of many talented student artists in our Community Room, lobby area and local history display cases through May 27.

The Friends of Bloomfield Township Public Library held their annual meeting on Wednesday, May 10. After a brief business meeting where they elected Board members, a presentation by Calvin Colbert, Executive Director of Detroit Impact, spoke about the recent relationship between his organization and the Friends of the Library. Working with a youth volunteer who coordinated a local book drive, our Friends of the Library have donated over 6,000 books to the Detroit Impact. These books have been used by Detroit Impact to provide literacy programs for children and their families. Their Kids book club is totally reliant on donated books. Detroit Impact has existed for 25 years and serves thousands of children through their Detroit outreach efforts of mentoring, academic support, financial literacy, computer technology and recreation programs. Congratulations, Friends, on a wonderful relationship with Detroit Impact and for helping to make a difference in our small part of the world.

Casual Day donations from library staff for March and April, 2017 were designated for the Director's Legacy Endowment Fund. Our Staff Organization Committee (SOC) recently contributed \$127.00 to this fund from these casual day donations. I am very thankful to our SOC for their contribution to this endowment fund, established to supplement funding for staff training.

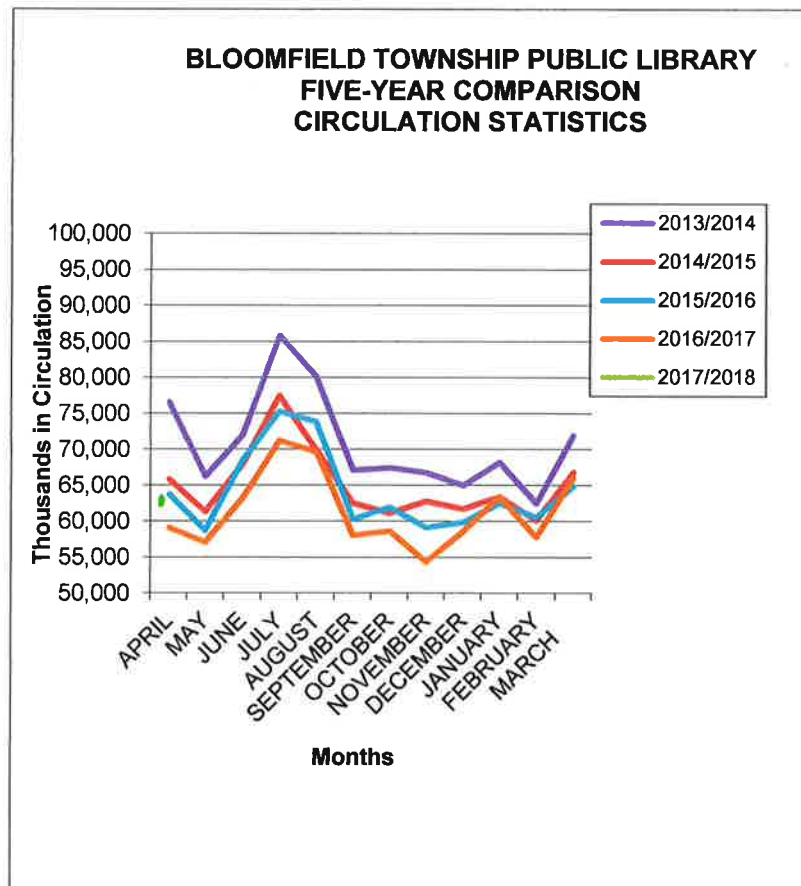
Respectfully Submitted,

Carol Mueller
Director

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
FIVE YEAR CIRCULATION**

5/10/2017

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



	2016		2017	
COLLECTION				
Book Collection:	280,836		272,696	
Media Collection:	62,259		63,439	
Total e-books:	30,481		31,851	
Overdrive	8,357		9,259	
EBSCOhost	19,197		19,197	
Total downloadable audiobooks:	4,776		5,215	
Materials Total:	378,352		373,201	
CIRCULATION				
Circulation Total:	59,090		63,413	
Bloomfield Township Circulation:	54,577		58,835	
Virtual Circulation Total	6,088		9,376	
Circulation of Youth materials:	22,128		24,195	
Circulation of Media:	21,115		19,448	
Circulation of Cranbrook passes:	181		281	
Self-checkout machine use:	22,783	38.6%	25,238	39.8%
Library by Mail:	90	27 patrons	68	29 patrons
BUILDING & EQUIPMENT USAGE				
Door Count:	22,579 ^		18,717 *	
Gate Count:	25,306		25,942	
Meeting rooms by public:	30		33	
Meeting rooms by staff:	89		83	
VIRTUAL USE				
Home page hits:	30,847		32,620	
e-book access:	2,227		2,122	
Overdrive	2,164		2,093	
EBSCOhost	63		29	
Audiobook access: (Overdrive)	1,197		1,233	
Freegal music download access:	1,197		1,332	
Freegal music streaming:	n/a		2,510	
Magazine download access:	625		809	
Hoopla access:	n/a		1,370	
Tutor.com sessions:	55		27	
Library Computer Use				
Resident Use	1,602		1,533	
Guest Use	737		613	
^Library closed April 3 & 4, 2016 for building emergency				
*Library closed April 16 for Easter				

	2016		2017	
OUTREACH & PROGRAMS				
<i>New Patrons and Accounts</i>				
Township:	149		131	
Cranbrook:	0		0	
Total new patrons:	216		202	
<i>Adult Program Attendance</i>				
Staff-led:	8 events	46 attended	6 events	67 attended
Speaker-led:	12 events	995 attended	7 events	163 attended
Book clubs:	4 events	51 attended	6 events	61 attended
Tours/visits on-site:	1 event	5 attended	0	0
Tours/visits off-site:	3 events	56 attended	1 event	82 attended
Chamber Music Concert	1 event	178 attended	1 event	113 attended
Bloomfield Historical Society	1 event	41 attended	1 event	76 attended
BTPL Photo Reception			1 event	71 attended
<i>Systems Program Attendance</i>				
Staff-led:	4 events	32 attended	5 events	35 attended
<i>Teen Program Attendance</i>				
Staff-led:	2 events	10 attended	1 event	4 attended
<i>Youth Program Attendance</i>				
Staff-led:	27 events	631 attended	32 events	639 attended
Speaker-led:	3 events	107 attended	1 event	5 attended
Tours/visits on-site:	2 events	53 attended	0	0
Tours/visits off-site:	1 event	12 attended	1 event	82 attended
TOTAL:	69 events	2,217 attended	63 events	1,398 attended
<i>Volunteers:</i>				
	25 people	262.75 hours	25 people	276.75 hours
	Shop: 8	89.75	Shop:	
	Court: 1	20	Court:	
	Students: 2	8	Students:	
	Dept. Vol: 14	145	Dept. Vol:	
<i>Patron Remarks</i>				
Patron Comments:	18		14	
Ask BTPL:	16		5	
Ask Us:	24		40	
DISPLAYS				
Lobby	Photo Contest Reception Promotion			
Media	Adult: Colorful Movies; Good for a Laugh Comedy DVDs			
	Youth: Libraries are for Everyone; Science Fiction DVDs			
Local History	New Databases			

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

The meeting of the Bloomfield Township Public Library Board of Trustees Personnel Committee was held in the Library on Wednesday, May 10, 2017 at 5:00 p.m.

Present: Trustees Joan Luksik, Grant Gerhart, Eli Greenbaum

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

Guests: Alice Bieszczat and Jaymes Vettraino, Gov HR

Compensation and Classification Study

Our consultants from GovHR presented an overview of the first phase of the compensation and classification study for the Personnel Committee. This was the same presentation shared with library staff at the kick-off meetings on May 10 and 11. The Job Analysis Questionnaire was reviewed and the timeline for this first phase of the study was shared.

Health Care

Administration reviewed updated health care information they recently received from Bloomfield Township.

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

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees
FROM: Tera Moon
DATE: May 8, 2017
SUBJECT: Strategic Plan Update

The Library's 2016-2020 strategic plan was approved by the Library Board of Trustees in December 2015. Since then, library staff have achieved some investments and drafted plans to achieve others. This work happens in committee meetings and is done in addition to regular duties, like working desk shifts, receiving orders, planning and running programs, and the many other tasks that make the library run so smoothly. One of the most valuable things about working on strategic plan implementation is that it forces us to take a step back from those daily tasks and look at the library from a broader perspective.

Our strategic plan has four main goals. These are to:

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

Six investments were chosen as the starting point for our work toward achieving the four strategic goals. Staff has been working since April 2016, when the priorities were set, to achieve progress on all six investments. And what progress has been made! Highlights are a new newsletter, a video tour available on our website, and a draft RFP for a space needs assessment consultant.

1. Develop a marketing plan.

A marketing committee was formed to meet monthly and work on this investment. Since April 2016 this committee has written a marketing plan. The focus of the plan is to rededicate the Library's marketing of library programs and services, revitalize the Library's outreach to the community, and renew the Library's collaboration opportunities. The committee continues to meet monthly and works on inventing new ways of promoting the Library's many and varied offerings.

2. Offer tours to new and existing patrons.

This committee focused on creating a virtual tour video that could be shared via our website and social media feeds. The committee wrote a script and worked with BCTV to produce a fun and snappy promotional video. This committee will

be reformed with new staff and will work on creating a plan to offer in-house tours.

3. Improve wayfinding.

The staff tasked with improving wayfinding conducted several data-gathering exercises in the Library. The committee recommended hiring a consultant to assist with improving wayfinding. Members of this committee were teamed up with members of the committee working on re-evaluating the building and charged with writing a draft of an RFP to hire a consultant to conduct a space needs assessment.

4. Develop consistency in application of policies by staff and increase staff awareness in order to reduce user redirecting.

This committee made several recommendations to improve communication between departments on many topics including policies. Personnel changes around the library have paused work on this investment. New staff will begin working on this committee this summer.

5. Create a coordinated programming plan focusing on quality over quantity.

A new newsletter has been designed by this committee. The newsletter has more pages and a fresh new design.

6. Re-evaluate the layout, size and functionality of various spaces throughout the building, with consideration to appropriate volume levels and activities.

Similar to the wayfinding group, staff on this committee gathered data about some ways patrons use our library in order to draft an RFP to hire a consultant to conduct a space needs assessment. Some members of each committee collaborated to write a draft RFP.

During the 18 months that we have been working on the 2016-2020 strategic plan, many changes have affected us and our work, but our mission remains to champion the power of words to spark discovery and imagination. We will continue to do the daily tasks needed to open the library and greet our patrons every day, but we will also look beyond those tasks to the loftier goals laid out in this strategic plan. As we move into the second year of this process, we turn to you, our governing body, to hear your thoughts, your big dreams, your strategic goals. I invite you answer a couple of questions. What do you think this library does better than any other community organization? And, if the library were to be on the cover of your favorite newspaper or magazine in five years, what would the story be about? I look forward to hearing your thoughts at the meeting on Tuesday, May 16.

In May 2015, under the guidance of the Bloomfield Township Public Library's strategic planning committee consisting of the library director, assistant director two library board members and two staff members, the Library began the strategic planning for years 2016 – 2020. Library consultants Kimberly Bolan and Associates, LLC facilitated the process.

The Process

The Library's strategic planning process included the following key areas.

- 1) **Gathering community input and data**, which involved showing Bloomfield staff and residents (both users and non-users) the possibilities for the Library as a thriving 21st century library, and then gathering their input and ideas. In addition, benchmark, demographic, SWOT, and collection analysis were completed.
- 2) **Developing solutions** by compiling all gathered data and input and then working with the planning team during a Strategic Retreat to establish key strategic areas, specific goals, and related investments required to implement the goals to help the Library thrive over the next three years and beyond.
- 3) **Providing a path to results** by developing a plan that the Library staff and board can live, breathe, and readily implement on a day-to-day basis.

In total, twelve stakeholder sessions were conducted for the Bloomfield Township Public Library during August and September 2015. Focus group participants included the general public, parents, educators, boomers and seniors, the business community, Friends of the Library, teens, staff members, and trustees. Participants included frequent library users and non-users and ranged in ages and backgrounds. In addition, four one-on-one meetings were held with the township clerk, the township treasurer, the school superintendent, and the township supervisor. Overall, 125 stakeholders participated in the discussions regarding the Library's facility, services, and strategic future. In addition to the stakeholder sessions, an online survey was conducted from August 4 – September 18, 2015. 270 surveys were completed. Survey participants included a mix of library users and non-users with 94% being regular users (i.e., using the library multiple times a month or more) and the remainder being infrequent to non-users. Survey takers ranged from 13 years of age to over 75. 81% were 55 years of age or older.

What We Heard

The community focus groups and online survey explored several topics including customer service, programming, outreach, marketing, technology, collections, overall physical library space. Detailed summaries of all focus group and stakeholder feedback were provided in separate documents to the Library's leadership. All stakeholder input, data analysis, and follow-up exploration work led to the strategic foci, goals, and investments outlined on page 2 of this document.

Evaluation & Collaboration

With the goal of achieving all outlined goals over the next three years, Library administration, staff, and board of trustees will regularly evaluate their progress and achievements. Objectives set forth in this plan will be accomplished as outlined and will be reviewed on a monthly basis at the Library's board meetings. This balanced and systematic process also emphasizes that the resulting plan will be iterative and evolve substantially over the next several years. A strategy screen and work plan will be created by the team in order to best carry out and assess the plan.

The keys to Bloomfield Township Public Library's implementation, evaluation and, ultimately, the success of its strategic plan will be:

- A thorough understanding of the plan as well as active involvement in implementing the plan by staff and the board of trustees
- Frequent and ongoing communication between administration and staff
- Frequent and ongoing communication between Library staff and the public
- Active collaboration between the Library's board of trustees, administration, staff, outside organizations, and the community

Our Mission:

Bloomfield Township Public Library champions the power of words to spark discovery and imagination.

Strategic Focus	Goal	Investments	Outcome
Renowned Customer Service	Further develop the highest level of customer service for Bloomfield Township residents	<ul style="list-style-type: none"> • Increase staff awareness in order to reduce user redirecting • Improve wayfinding throughout the building • Offer Library tours to new and existing users • Develop consistency and application of policies by staff • Improve Wi-Fi access: outdoors, terraces & parking lot 	A community that loves the Library as much for the outstanding service as for the resources
Effective Public Awareness & Fundraising	Expand awareness, use and support of the Library and its services	<ul style="list-style-type: none"> • Commit more resources and attention to marketing • Develop a marketing and awareness plan • Work to better personalize the marketing experience • Increase the commitment to social media • Re-evaluate newsletter content and design approach • Expand outreach within the community • Develop opportunities to increase donor commitments 	The Library is viewed as one of the community's most important resources & priorities
Exceptional Services & Collections	Increase use of and customer satisfaction with the Library's services and collections	<ul style="list-style-type: none"> • Create a coordinated programming plan focusing on quality over quantity • Expand the scope and depth of technology training • Increase senior outreach and senior center partnerships • Upgrade the usability of the website and online calendar • Further enhance the local history collections • Further evaluate collection content and merchandising • Engage all staff in continuous learning about library services and collections 	Quality services that engage and elate all users and deliver the most effective use of taxpayer dollars
Quality Spaces & Places	Provide an attractive, easy-to-use and flexible facility and grounds that meet a variety of users' needs	<ul style="list-style-type: none"> • Re-evaluate the layout, size and functionality of various spaces throughout the building including, but not limited to, the computer lab, café, youth room, and teen area • Improve awareness of the use of appropriate volume levels and activities in the respective quiet and active areas • Increase and improve practicality, comfort and flexibility of furnishings • Improve outdoor space usability for programming and individual use 	The community perceives the facility is efficiently and effectively supporting the needs of all users

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.

June 2017

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
			1 Participate in the Walking Track Trivia Challenge all month long	2 4:30 PM Read to Seed Garden Club 7:00 PM Concert: Sheila Landis Sings a Tribute to Ella Fitzgerald	3 2:00 PM Microsoft Word	4
5 6:00 PM Introduction to Google Docs	6 10AM Knit 'n Stitch Circle 2:00 PM New Movie Screening	7 1:00 PM Track Your Investments with Morningstar	8	9 12:00 PM English Language Conversation Hour	10 9:30AM – 3:30PM Friends of the Library Second Saturday	11
12 11:00 AM Adult and Teen Sensory Storytime	13 1:00 PM Memoir Writers' Group 4:00 PM Teen Advisory Board 6:00 PM Introduction To Social Networking 7:00 PM BTPL Board of Trustees Meeting	14 1:00 PM Track Your Investments with Value Line 7:00 PM Nonfiction Book Club	15 6:00 PM Computer Basics	16 10:00 AM Coffee and Conversation	17	18
19 9:30 AM 2017 Summer @ the Library for Teens 9:30 AM 2017 Summer @ the Library for Adults 1:00 PM 30 Minute Lunchtime Book Club 6:30 PM Summer @ the Library Kickoff Open House	20 10:00 AM Tuesday Book Club 7:00 PM Eric Litwin	21 10:00 AM Family Story Time on the Youth Terrace 1:00 PM Mystery Book Club 7:00 PM Off the Beaten Path: Travel Tips with Lynn Portnoy	22 10:00 AM Eleanor's Book Club 2:00 PM Little Foodies: Build a Better Snack	23 11:00 AM Sensory-Friendly Movies for Adults and Teens 12:00 PM English Language Conversation Hour	24 1:00 PM Happy Birthday Eric Carle!	25 12:00 PM 2017 Summer @ the Library for Teens 12:00 PM 2017 Summer @ the Library for Adults
26 6:00 PM Books in Bars at Mex Book Club	27 11:00 AM LEGO Building Challenge 1:00 PM Memoir Writers' Group 1:00 PM Coloring Club for Adults and Teens 7:00 PM Trivia Night @ Mex	28 2:00 PM Energy of Space with Catherine Hilker	29 2:00 PM Myers Scholarship Meeting 6:00 PM Teen and Tween Quidditch	30 11:00 AM Splash Bash		