



Bloomfield Township Public
Library

**Bloomfield Township Public Library
Board of Trustees**

Library Board Meeting
February 21, 2017
7:00 p.m.
John Rumsey Board Room

Trustees:

libraryboard@btpl.org

Pamela Williams, President

Eli Greenbaum, Vice-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, February 21, 2017
7:00 p.m.

<u>#</u>	<u>NUMBERED ITEMS</u>	<u>DATE DELIVERED</u>
1	Agenda	2/17/17
2a	Request to remove items from the Consent Agenda for Discussion	2/17/17
2b	Motion to approve the order of items for the regular and consent agendas	2/17/17
5	Motion to approve remaining Consent Agenda items 6-8d	2/17/17
6	Regular Board Meeting Minutes of 1/17/2017	2/17/17
7a	Cash Disbursements	2/17/17
7b	Revenues/Expenditures Budget Report	2/17/17
7c	Energy Report	2/17/17
8a	President's Report	2/17/17
8b	Director's Report	2/17/17
8b1	Circ 5 Year Report	2/17/17
8b2	Activity Report	2/17/17
8c	Bloomfield Township Liaison –no report	
8c	Cranbrook –no report	
8c	Policy Committee –no report	
8c	Development Committee – no report	
8c	Building, Grounds, Landscaping, Interiors Committee – no report	
8c	Art Committee – no report	
8c	Finance Committee –no report	
8c	Friends of the Library Liaison – no report	
8c	Investment Committee – no report	
8c	Personnel Committee – Meeting Minutes of 2/2/17	2/17/17
10a	Board of Trustees Committee Appointments	2/17/17
11a	Comp Class Study Bid	2/17/17
11b	Network Project Bid	2/17/17
11c	Vending Bid Recommendation	2/17/17
13	Motion to approve any items removed from the Consent Agenda	2/17/17
<u>UNNUMBERED ITEMS</u>		<u>DATE DELIVERED</u>
	Cleaning Services Memo	2/17/17
	Strategic Plan Update	2/17/17
	Administrative Calendar	2/17/17

AGENDA
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, February 21, 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 January 17, 2017
7. Budget
 - a. Cash Disbursements
 - b. Monthly Revenues & Expenditures
 - c. Energy Report
8. Written Reports:
 - a. President: *Pam Williams
 - 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
 - a. Board of Trustees Standing Committee Appointments
11. New Business
 - a. Compensation and Classification Study Bid Award
 - b. Technology Bid Change Order
 - c. Vending Services Bid Award
12. Discussion of items removed from the Consent Agenda
13. MOTION to approve any items removed from the Consent Agenda
14. Other
15. Next scheduled meeting: Tuesday, March 21, 2017
16. Adjournment

2a

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, January 17, 2017

At 7:02 p.m. the Regular Meeting of the Bloomfield Township Public Library Board of Trustees was called to order by President Pam Williams.

Present: Trustees: Tom Deska, Eli Greenbaum, Judy Lindstrom, and Pam Williams

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

Guests: Brooke Hoskins, Adult Services Librarian and Staff Organization Committee Representative

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

A vote was taken for approval of the motion.

Ayes: Deska, Greenbaum, and Lindstrom

Nays: None

MOTION CARRIED

President's Verbal Report:

President Pam Williams remarked that there is a lot happening with the Library's Subcommittees and they have great ideas. She expressed enthusiasm about the Art Committee's wall of historical photos, which is nearing completion. We hope you had a merry Christmas and a happy New Year. We are off to a great start.

Director's Verbal Report:

Director Carol Mueller reminded the Board to check the gray folder for the agenda for the Friends of Michigan Libraries workshop on March 24. We are honored to be hosting it at our Library and will be giving tours of the Library. About 80 representatives from libraries across the state will be attending. She requested that the Board let us know if they wish to attend by March 1, 2017.

We have a few staff updates. We do have several postings out, which may raise questions of what is going on. Breck McCrory, Systems Technician, accepted a supervisory position at Chesterfield Library which is five minutes from her home and she will be using her Master's in Library Science degree. Emily Hudak, Youth Services Librarian, is returning to Troy Public Library, taking on a supervisory position there. Robin Lang, an Administration Clerk, is moving to San Diego, CA. Sue Barr, Youth Services Librarian, just announced her retirement. Liz Clauder announced she is

expecting in July. She also recently participated in a Library of Michigan Webinar called, "Build a Better World: Youth Programming Ideas." All the changes can create staffing challenges, because there is often about two weeks' notice and it takes more than two weeks to find a new candidate for the position. The part time staff has been willing to increase their hours to help compensate for the loss of coverage.

With the icy sidewalks making it difficult to go for walks, our Adult Services staff figured out a creative way to put in extra steps within the library with the Walking Trivia Track. There is a new challenge out every Friday and trivia questions hidden around the stacks of the library. Participants bring their answer sheet to the Adult Services desk to be scored and can win a prize.

The question was raised last month about the amount spent on health care services. Our Finance Coordinator has prepared this information and it will be a part of our budget review session. Schwartz and Company will provide a review of Library Investment at our February 23 budget review meeting and then we will go in to the Budget Review Session.

Assistant Director Tera Moon shared a video tour of the Library. The concept and script was written by the Strategic Planning Committee, with the video and narration done by Greg Black of BCTV. The video is under two minutes and will be used to promote the Library on our website and on Facebook, as well as other avenues.

THE REMAINING CONSENT AGENDA MOTION:

After discussion, a motion was made by Judy Lindstrom, seconded by Tom Deska, **TO APPROVE THE ITEMS ON THE REMIANING CONSENT AGENDA AS PRESENTED**

A vote was taken for approval of the motion.

Ayes: Deska, Greenbaum, and Lindstrom

Nays: None

MOTION CARRIED

REGULAR AGENDA:

Call to the Public: President Pam Williams welcomed the guest, Brooke Hoskins, who represents the SOC. Brooke Hoskins reported that the SOC is nearing the end of their year and they have a new election coming shortly. They have three good people as candidates for the Staff Organization Committee.

UNFINISHED BUSINESS:

Election of Officers/Committee Appointments

Pam Williams requested that Trustees should list their first three choices for Committees they wish to participate in and email these to her. Some of the Committees meet on an as-needed basis, some meet once a year, and others have more regular involvement. Everyone is invited to attend the Finance and Investments Committee meetings.

NEW BUSINESS:

Fines and Fees 2017/2018

The Department Heads and Administration conducted our annual review of the Library's Fines & Fees schedule in preparation for completing the FY 2017/2018 library budget. This schedule is the summary table of the restrictions and costs associated with borrowing library materials and use of library services at Bloomfield Township Public Library. We carefully reviewed all items on this schedule for relevant changes to recommend. Several changes are suggested this year for your consideration to implement at the start of our next fiscal year on April 1, 2017.

Director Carol Mueller reported that the Library does an annual review of fees and fines as part of our annual budget. Thank you to the Department Heads, who review everything. There are no major changes to fines/fees this year, only some word-smithing for clarity.

When we changed our Circulation policy in 2011, our non-resident borrowing was 30%. Currently 92% of the materials borrowed are from Bloomfield Township residents.

The Library conducts a meeting room survey and reviews what nearby libraries are offering. Our fees are in line with other local library's venues. We view our meeting rooms as a service. Our fines and fees are comparable to most local libraries, also upon review. No changes are recommended for either.

After discussion, a motion was made by Judy Lindstrom, seconded by Tom Deska, **I MOVE THAT THE SCHEDULE OF FINES & FEES BE APPROVED AS PRESENTED WITH IMPLEMENTATION TO BEGIN ON APRIL 1, 2017.**

A vote was taken for approval of the motion.

Ayes: Deska, Greenbaum, and Lindstrom

Nays: None

MOTION CARRIED

DISCUSSION OF ITEMS REMOVED FROM THE CONSENT AGENDA

Page 29, the Development Committee meeting minutes, was reviewed. Judy Lindstrom said she had one suggestion and one addition. She expressed that the true intention of the Photography Contest was to have another opportunity for our community to engage with the Library, with a program that is out of the ordinary.

Of the multicultural festival, she requested that the words that inspired it: "Tapestry," "kaleidoscope" and "quilt," be included in the minutes of the discussion of this project.

After discussion, a motion was made by Eli Greenbaum, seconded by Judy Lindstrom, **TO APPROVE AND ACCEPT THE REPORTS AND RECOMMENDATIONS AS PRESENTED.**

A vote was taken for approval of the motion.

Ayes: Deska, Greenbaum, Lindstrom,

Nays: None

MOTION CARRIED

OTHER:

President Pam Williams reminded everyone of the Budget Review meeting on February 23, 2017, at 11 a.m.

Judy Lindstrom noted that people are idling their cars in the book drop area. It was discussed that perhaps signs could be set up to discourage this, or a 5 minute parking space established. It was also suggested that the police could enforce the handicapped parking areas.

Tom Deska inquired about the roof and drainage repairs aiding with the issues. Director Carol Mueller reported that it is working well.

Meeting adjourned at 7:57 p.m. The next meeting of the Bloomfield Township Public Library Board of Trustees is Tuesday, February 21 at 7 p.m. in the Board Room

Submitted by:

Judy Lindstrom, Secretary

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

Cash Disbursements Comments

February 2017

New Vendors:

Coventry House Publishing, LLC. is a new vendor for collection items.

Kenneth Kubit is a new vendor for a meeting room refund.

Laurie Tennent Studio is a new vendor for the historic library photo project.

Leslie Electric Company is a new vendor for lighting products.

Matthew Thompson is a new vendor for the pianist for a Chamber music concert.

Michael Alex Mossey Library is a new vendor for a MelCat item.

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General Fund Advance

- Check #16838 payable to Bloomfield Township in the amount of \$587.67 was payment for the 11/14/2016 – 12/12/2016 water and sewer bill.
- Check #17204 payable to United States Postal Service in the amount of \$1600.00 was payment for postage to mail the spring issue of the Library newsletter to every home in Bloomfield Township.
- Check #17207 payable to Bloomfield Township in the amount of \$1,011.05 was payment for the 12/12/2016- 1/17/2017 water and sewer bill.
- Check #17210 payable to Kenneth H. Kubit in the amount of \$60.00 was payment for a meeting room refund.
- Check #17211 payable to Midwest Tape in the amount of \$10,000.00 was payment for Hoopla downloadable.

General Fund

- Check #17221 payable to Bloomfield Township in the amount of \$259,520.22 was payment for two payrolls, including FICA, HRA contributions, pension, etc. as usual.
- Check # 17231 payable to the Charter Township of Bloomfield in the amount of \$10.00 was payment for a DVD copy of the January Chamber music concert for the Library's collection.
- Check #17238 payable to Envisionware in the amount of \$6,126.56 was payment for the Library's point of sale service.
- Check #17239 payable to Frank Rewold and Son, Inc. in the amount of \$92,428.10 was payment for 75% of our water remediation project.
- Check #17240 payable to Goldner Walsh Nursery, Inc. in the amount of \$12,320.00 was payment for a garden certificate for 2017.
- Check #17251 payable to Metronet Library Consortium in the amount of \$6,761.65 was payment for ebooks and two databases.
- Check #17252 payable to Michael Alex Mossey Library in the amount of \$68.00 was payment for a lost book our library borrowed for a Bloomfield Township resident, for which the patron has been billed.
- Check #17253 payable to Michigan Department of Treasury in the amount of \$180.68 was payment for sales tax on items sold in the Library Shop during 2016.
- Check #17256 payable to the Michigan Library Association in the amount of \$370.00 was payment for one membership and two conference registrations.
- Check #17277 payable to The Library Network (TLN) in the amount of \$1,521.00 was payment for a subscription to Consumer Reports online.

Gift Fund

- Check #4765 payable to Laurie Tennent Studio in the amount of \$4,564.60 was payment for a deposit on our historic library photo project in the Community Room.
- Check #4768 payable to Bloomfield Township Public Library in the amount of \$332.45 was reimbursement for paying for our winter entrance arrangement.

- Check #4769 payable to the Community Foundation for Southeast Michigan in the amount of \$291.00 was a donation to the Library's endowment fund from a generous patron.
- Check #4770 payable to the Charter Township of Bloomfield in the amount of \$80.00 is payment for DVDs of the January Chamber music concert for the musicians.

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

Check #	Date	Payee	Cash Account	Amount
General Fund				
ADVANCE CHECKS:				
16837	1/17/17	APPLIED IMAGING	104.01	248.59
16838	1/17/17	BLOOMFIELD TOWNSHIP	104.01	587.67
16839	1/17/17	XFINITY	104.01	159.60
16840	1/17/17	FLAGSTAR BANK	104.01	7,077.40
16841	1/17/17	Martha McGee	104.01	46.99
16842	1/17/17	Marian Rafal	104.01	29.66
16843	1/17/17	RICOH USA, INC	104.01	1,440.34
16844	1/17/17	Jennifer Taggart	104.01	300.00
16845	1/17/17	VERIZON WIRELESS	104.01	201.48
16846	1/17/17	VERNON LIBRARY SUPPLIES, INC	104.01	35.87
16847	1/17/17	VIGILANTE SECURITY	104.01	1,950.00
16848	1/25/17	PETTY CASH - BTPL	104.01	195.98
16849	1/25/17	Maeve Devlin	104.01	42.29
16850	1/25/17	Emily Ellison	104.01	147.89
16851	1/25/17	Andrea Lebeck	104.01	144.44
16852	1/25/17	PRINCIPAL LIFE INS CO-SBD GRANDE ISLAND	104.01	781.93
16853	1/25/17	Killian Weston	104.01	49.22
17200	2/1/17	Marianne Abdoo	106.01	417.40
17201	2/1/17	AMAZON.COM	106.01	1,229.77
17202	2/1/17	Elizabeth Clauder	106.01	124.48
17203	2/1/17	Andrea Lebeck	106.01	131.77
17204	2/1/17	UNITED STATES POSTAL SERVICE	106.01	1,600.00
17205	2/8/17	AT&T	106.01	732.77
17206	2/8/17	AT&T LONG DISTANCE	106.01	570.21
17207	2/8/17	BLOOMFIELD TOWNSHIP	106.01	1,011.05
17208	2/8/17	CONSUMERS ENERGY	106.01	5,220.31
17209	2/8/17	DTE ENERGY	106.01	16,062.22
17210	2/8/17	KENNETH H. KUBIT	106.01	60.00
17211	2/8/17	MIDWEST TAPE	106.01	10,000.00
17212	2/8/17	PACIFIC TELEMAGEMENT SERVICES	106.01	78.00
17213	2/8/17	T MOBILE	106.01	33.98
Total				<u>50,711.31</u>
REGULAR CHECKS:				
17214	2/9/17	ACE LAWN CARE & SNOW REMOVAL	106.01	6,497.50
17215	2/9/17	AERO FILTER, INC	106.01	3,158.80
17216	2/9/17	ARBOR OAKLAND GROUP	106.01	116.00
17217	2/9/17	ARROW OFFICE SUPPLY CO.	106.01	69.70
17218	2/9/17	ASSA ABLOY ENTRANCE SOLUTIONS	106.01	456.95
17219	2/9/17	BAKER & TAYLOR, INC.	106.01	13,936.91
17220	2/9/17	BLACKSTONE AUDIO, INC.	106.01	404.99
17221	2/9/17	BLOOMFIELD TOWNSHIP	106.01	259,520.22
17222	2/9/17	BOOK BEAT	106.01	224.54
17223	2/9/17	BOOKS GALORE INC.	106.01	756.12
17224	2/9/17	BRILLIANCE PUBLISHING, INC.	106.01	164.96
17225	2/9/17	BUTZEL LONG	106.01	607.80
17226	2/9/17	CAR TRUCKING, INC.	106.01	199.50
17227	2/9/17	CAVENDISH SQUARE	106.01	164.75
17228	2/9/17	CDW GOVERNMENT, INC.	106.01	2,176.60
17229	2/9/17	CENGAGE LEARNING/GALE	106.01	4,400.79
17230	2/9/17	CENTRAL BUSINESS SYSTEMS, INC.	106.01	53.70
17231	2/9/17	CHARTER TOWNSHIP OF BLOOMFIELD	106.01	10.00
17232	2/9/17	MICHAEL D. SCHLOFF, PLLC	106.01	356.25

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

Check #	Date	Payee	Cash Account	Amount
17233	2/9/17	COVENTRY HOUSE PUBLISHING, LLC	106.01	8.99
17234	2/9/17	DEMCO, INC.	106.01	100.97
17235	2/9/17	DU ALL CLEANING, INC	106.01	4,730.00
17236	2/9/17	EBSCO INFORMATION SERVICES	106.01	2,048.00
17237	2/9/17	ELM USA, Inc.	106.01	1,052.95
17238	2/9/17	ENVISIONWARE, INC.	106.01	6,126.56
17239	2/9/17	FRANK REWOLD AND SON, INC.	106.01	92,428.10
17240	2/9/17	GOLDNER WALSH NURSERY, INC.	106.01	12,320.00
17241	2/9/17	GREY HOUSE PUBLISHING	106.01	208.25
17242	2/9/17	HEALEY FIRE PROTECTION, INC	106.01	767.00
17243	2/9/17	INFOBASE LEARNING	106.01	2,614.31
17244	2/9/17	INGRAM LIBRARY SERVICES	106.01	751.86
17245	2/9/17	INTEGRITY BUSINESS SOLUTIONS	106.01	215.22
17246	2/9/17	JANWAY COMPANY	106.01	281.61
17247	2/9/17	KNIGHT TECHNOLOGY GROUP, INC.	106.01	450.00
17248	2/9/17	LJ ROLLS REFRIGERATION CO., INC	106.01	2,463.00
17249	2/9/17	LESLIE ELECTRIC CO.	106.01	1,573.20
17250	2/9/17	LEXISNEXIS MATTHEW BENDER	106.01	717.46
17251	2/9/17	METRONET LIB. CONSORT.	106.01	6,761.65
17252	2/9/17	MICHAEL ALEX MOSSEY LIBRARY	106.01	68.00
17253	2/9/17	MICHIGAN DEPARTMENT OF TREASURY	106.01	180.68
17254	2/9/17	MICHIGAN WOMEN'S STUDIES ASSOC.	106.01	150.00
17255	2/9/17	MIDWEST TAPE	106.01	5,862.58
17256	2/9/17	MICHIGAN LIBRARY ASSOCIATION	106.01	370.00
17257	2/9/17	MORNINGSTAR, INC.	106.01	185.00
17258	2/9/17	MUNICIPAL ANALYTICS	106.01	962.28
17259	2/9/17	NICHOLS/NETWORK SERVICES CO	106.01	1,727.10
17260	2/9/17	OMNIGRAPHICS	106.01	134.30
17261	2/9/17	OVERDRIVE	106.01	9,241.44
17262	2/9/17	PENGUIN RANDOM HOUSE LLC	106.01	885.22
17263	2/9/17	THE PENWORTHY CO.	106.01	300.50
17264	2/9/17	PITNEY BOWES, INC.	106.01	261.50
17265	2/9/17	PROQUEST-CSA LLC	106.01	12,616.78
17266	2/9/17	QUILL CORPORATION	106.01	1,009.66
17267	2/9/17	RECORDED BOOKS, LLC	106.01	994.16
17268	2/9/17	RED BOOKS LLC	106.01	2,982.55
17269	2/9/17	RICOH USA, INC	106.01	36.97
17270	2/9/17	ROSEN PUBLISHING	106.01	78.80
17271	2/9/17	THE ROWMAN & LITTLEFIELD PUBLISHING GRP	106.01	140.92
17272	2/9/17	SECURITY DESIGNS INC.	106.01	250.00
17273	2/9/17	SENTIMENTAL PRODUCTIONS	106.01	128.00
17274	2/9/17	SHOWCASES	106.01	556.00
17275	2/9/17	SMART APPLE MEDIA	106.01	733.38
17276	2/9/17	TECH LOGIC CORP.	106.01	420.54
17277	2/9/17	THE LIBRARY NETWORK	106.01	1,521.00
17278	2/9/17	THYSSENKRUPP ELEVATOR CORP	106.01	272.40
17279	2/9/17	UNIFY INC.	106.01	494.23
17280	2/9/17	UNIQUE MANAGEMENT SERVICES, INC.	106.01	223.75
17281	2/9/17	WESCO DISTRIBUTION	106.01	267.90
17282	2/9/17	WILLIAM MOLNAR ROOFING CO.	106.01	367.50
17283	2/9/17	WOLTERS KLUWER	106.01	271.90
17284	2/9/17	WT COX INFORMATION SERVICES	106.01	73.37
Total				472,663.62

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

Check #	Date	Payee	Cash Account	Amount
Gift Fund				
ADVANCE CHECKS:				
4763	1/17/17	FLAGSTAR BANK	102.03	162.00
4764	1/17/17	MATTHEW THOMPSON	102.03	500.00
4765	1/18/17	LAURIE TENNENT STUDIO	102.03	4,564.60
4766	2/1/17	AMAZON.COM	102.03	701.54
Total				5,928.14
REGULAR CHECKS:				
4767	2/9/17	ABDO-SPOTLIGHT-MAGIC WAGON	102.03	1,141.40
4768	2/9/17	BLOOMFIELD TWP. PUBLIC LIBRARY	102.03	332.45
4769	2/9/17	COMMUNITY FOUNDATION - SE MICH.	102.03	291.00
4770	2/9/17	CHARTER TOWNSHIP OF BLOOMFIELD	102.03	80.00
4771	2/9/17	DAROLD GONZALES	102.03	200.00
4772	2/9/17	MIDWEST TAPE	102.03	1,518.70
4773	2/9/17	PAUL VORNHAGEN	102.03	700.00
Total				4,263.55

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

7b

PRESENTED: FEBRUARY 21, 2017 FOR THE MONTH OF: JANUARY 2017

ACCOUNT NAME	2016-2017	2016-2017	REVENUE/EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	Ten Months 83%
	ADOPTED BUDGET	AMENDED BUDGET				VARIANCE
	AS OF MAR 15, 2016	AS OF AUGUST 16, 2016				
<u>Revenues</u>						
Taxes	\$6,846,279	\$6,805,797	\$3,108,676	\$4,196,984	61.67%	(\$2,608,813)
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	\$9,269	\$84,359	84.36%	(\$15,641)
Charges for Services	\$11,987	\$11,987	\$1,653	\$12,388	103.35%	\$401
Investment earnings	\$81,546	\$81,546	\$4,019	\$10,373	12.72%	(\$71,173)
Miscellaneous	\$10,470	\$10,470	\$325	\$13,841	132.20%	\$3,371
Total Revenues	\$7,140,634	\$7,131,175	\$3,123,942	\$4,431,670	62.15%	(\$2,699,505)
<u>Expenditures</u>						
Personnel	\$3,842,532	\$3,842,532	\$261,334	\$3,149,576	81.97%	(\$692,956)
Library Services	\$834,856	\$834,856	\$86,005	\$638,576	76.49%	(\$196,280)
Facilities & Equipment	\$1,289,805	\$1,287,605	\$60,716	\$760,773	59.08%	(\$526,832)
Other Operating Expenditures	\$905,593	\$906,593	\$105,020	\$275,716	30.41%	(\$630,877)
Total Expenditures	\$6,872,786	\$6,871,586	\$513,075	\$4,824,641	70.21%	(\$2,046,945)
Fund Balance - Beginning	\$10,269,038	\$10,595,205		\$10,595,205		
Net revenue (expenditure)	\$267,848	\$259,589		(\$392,971)		
Fund Balance - Ending	\$10,536,886	\$10,854,794		\$10,202,234		

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: FEBRUARY 21, 2017 FOR THE MONTH OF: JANUARY 2017

Ten Months 83%

ACCOUNT NUMBER	ACCOUNT NAME	2016-2017 ADOPTED BUDGET AS OF MAR 15, 2016	2016-2017 AMENDED BUDGET AS OF JAN 31, 2017	REVENUE/ EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	VARIANCE
	<u>Revenues</u>						
	Gift Income	\$500	\$71,628	\$883	\$71,628	100.00%	\$0
454.03	Investment Earnings	\$200	\$200	\$16	\$138	68.98%	(\$62)
460.03	Miscellaneous Revenue	\$0	\$0	\$0	\$0	0.00%	\$0
	Total Revenues	\$700	\$71,829	\$900	\$71,766	99.91%	(\$62)
	<u>Expenditures</u>						
	Library Services	\$25,523	\$56,678	\$4,617	\$29,662	52.33%	(\$27,016)
	Facilities & Equipment	\$30,594	\$55,446	\$4,897	\$14,447	26.06%	(\$40,999)
	Other Operating Expenditures	\$96,533	\$112,410	\$677	\$12,639	11.24%	(\$99,771)
	Total Expenditures	\$152,650	\$224,534	\$10,192	\$56,749	25.27%	(\$167,785)
	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)		\$15,018		
	Fund Balance - Ending	\$200	\$200		\$167,922		

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
January 2017

Fund	Type	Annual Yield	Date	Amount on Hand
General Fund				
	5th 3rd Checking (Ecommerce)	0.00%	1/31/2017	\$64,616.25
	Flagstar Public Funds Savings	0.35%	1/31/2017	\$249,707.05
	Flagstar Premier Public Entities Checking	0.29%	1/31/2017	\$43,583.80
	RBC Capital Cash/Money Market	0.01%	1/31/2017	\$35,504.38
	RBC Capital - Investments	2.44%	1/31/2017	\$10,303,437.62
Total General Fund				\$10,632,232.85
Please see General Fund budget for notes on how this amount is earmarked				
Gift Fund				
	Huntington Public Fund Business Interest Checking	0.15%	1/31/2017	\$118,717.75
	Huntington CD (Charnov gift) - matures 02/02/17	0.45%	1/31/2017	\$50,228.12
	Fifth Third Bank Business Standard Checking	0.00%	1/31/2017	\$3,941.67
Total Gift Fund				\$172,887.54

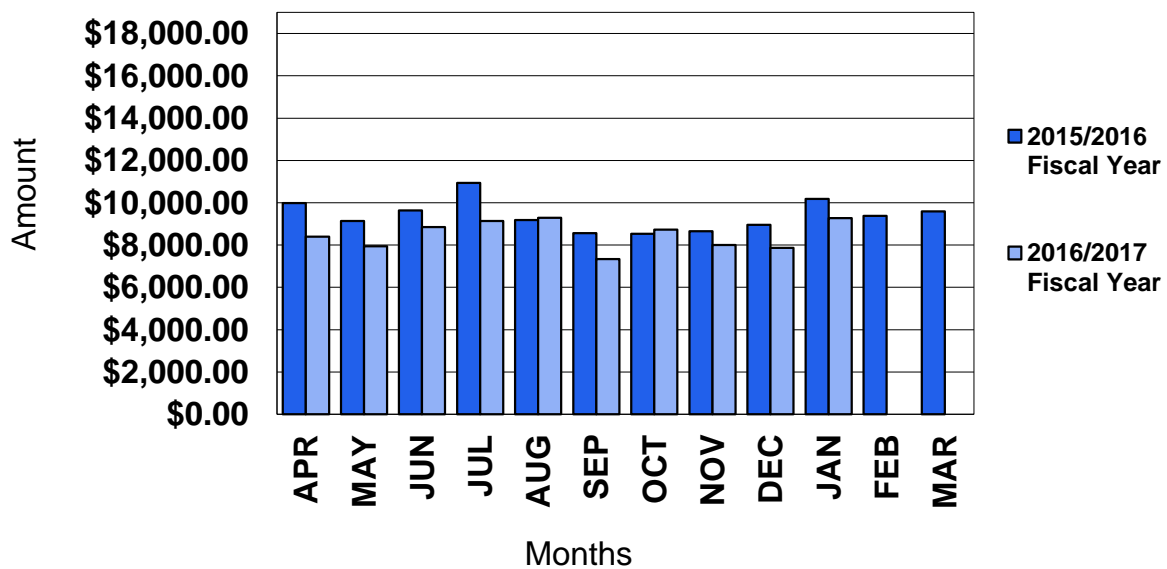
CFSEM The following endowment funds are administered by the Community Foundation for Southeast Michigan (CFSEM). CFSEM maintains unilateral variance power and legal ownership of the endowment funds, and therefore, principal is not available to BTPL. Earnings are available for distribution to the Library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

	<i>Updated 3/2016</i>	
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
Total CFSEM holdings		\$125,562.00

FINES AND FEES - TWO-YEAR COMPARISON

Month	2015/2016 Fiscal Year	2016/2017 Fiscal Year	Difference
APR	\$9,986.61	\$8,389.09	(\$1,597.52)
MAY	\$9,134.31	\$7,946.70	(\$1,187.61)
JUN	\$9,636.30	\$8,843.80	(\$792.50)
JUL	\$10,931.35	\$9,136.96	(\$1,794.39)
AUG	\$9,178.79	\$9,285.82	\$107.03
SEP	\$8,567.73	\$7,334.64	(\$1,233.09)
OCT	\$8,525.53	\$8,723.00	\$197.47
NOV	\$8,653.54	\$8,006.68	(\$646.86)
DEC	\$8,955.43	\$7,863.74	(\$1,091.69)
JAN	\$10,177.91	\$9,268.65	(\$909.26)
FEB	\$9,376.66		(\$9,376.66)
MAR	\$9,597.22		(\$9,597.22)
			YTD Difference
TOTAL	<u>\$112,721.38</u>	<u>\$84,799.08</u>	<u>(\$27,922.30)</u>

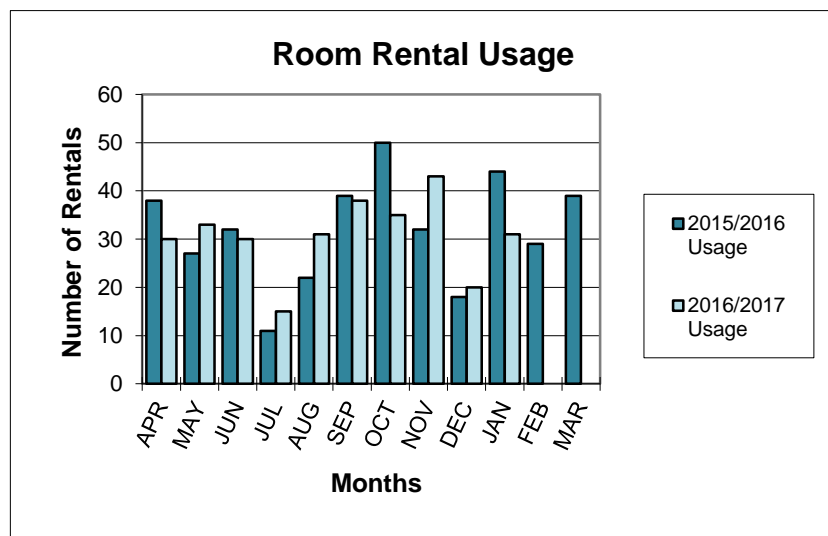
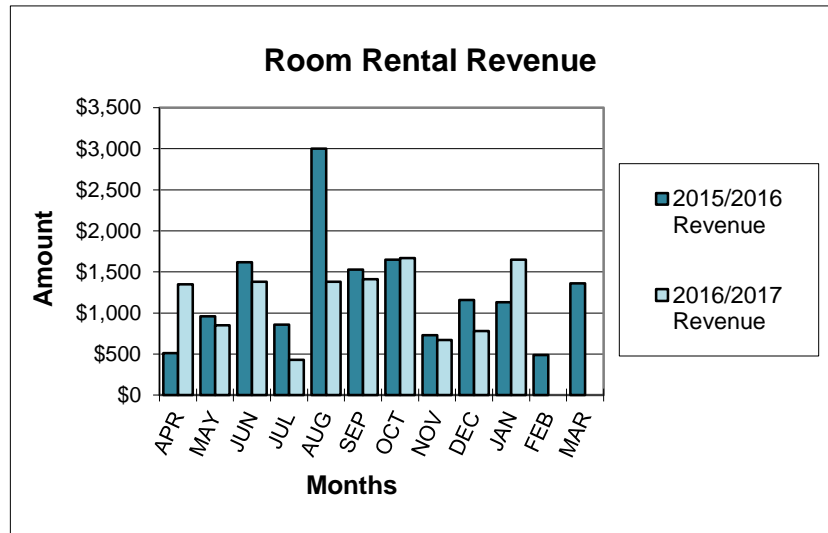
Fines and Fees Two-Year Comparison



ROOM RENTAL - TWO-YEAR COMPARISON

7b

<u>Month</u>	2015/2016 <u>Revenue</u>	2016/2017 <u>Revenue</u>	<u>Difference</u>	2015/2016 <u>Usage</u>	2016/2017 <u>Usage</u>	<u>Month</u>
APR	\$510.00	\$1,350.00	\$840.00	38	30	APR
MAY	\$960.00	\$850.00	(\$110.00)	27	33	MAY
JUN	\$1,620.00	\$1,380.00	(\$240.00)	32	30	JUN
JUL	\$860.00	\$430.00	(\$430.00)	11	15	JUL
AUG	\$3,000.00	\$1,380.00	(\$1,620.00)	22	31	AUG
SEP	\$1,530.00	\$1,410.00	(\$120.00)	39	38	SEP
OCT	\$1,650.00	\$1,670.00	\$20.00	50	35	OCT
NOV	\$730.00	\$670.00	(\$60.00)	32	43	NOV
DEC	\$1,160.00	\$780.00	(\$380.00)	18	20	DEC
JAN	\$1,130.00	\$1,650.00	\$520.00	44	31	JAN
FEB	\$490.00		(\$490.00)	29		FEB
MAR	\$1,360.00		(\$1,360.00)	39		MAR
			YTD Difference			
TOTAL	\$15,000.00	\$11,570.00	(\$3,430.00)	381	306	



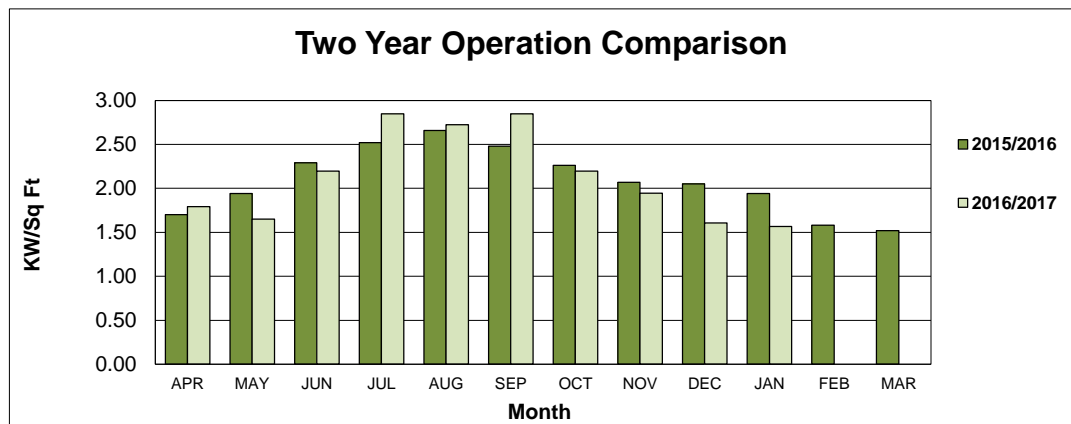
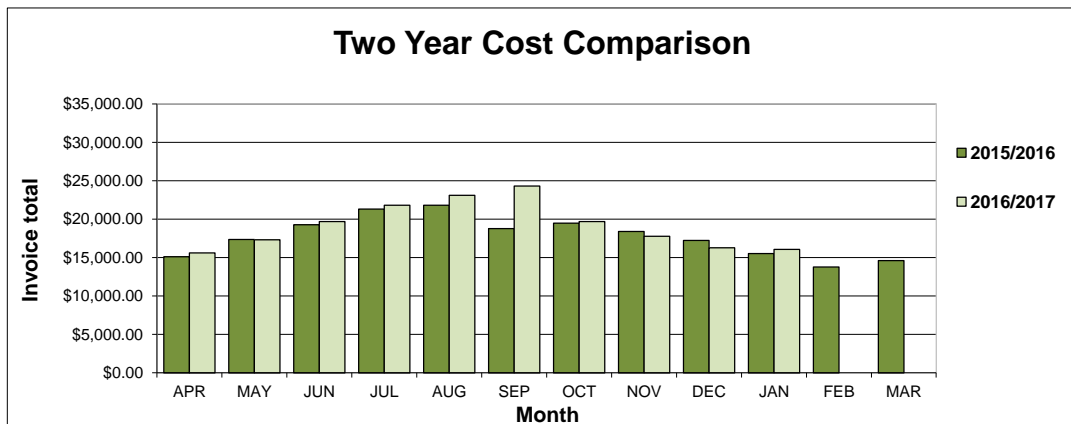
Bloomfield Township Public Library Electricity Analysis

Building Area = 101,023 Sq ft.

TWO YEAR COST COMPARISON				CURRENT YEAR OPERATION					
Month	2015/2016	2016/2017 (3)	Difference	TOTAL KWH (1)	COST/KWH (3)/(1)	KWH/HR (1) / (24 x no.days per month)	KWH/SQ FT (1)/101,023	COST/HR (3) / (24 x no. days per month)	COST/SQ FT. (3)/101,023
APR	\$15,097.13	\$15,619.14	\$522.01	180,880	\$0.09	251.22	1.79	\$21.69	\$0.15
MAY	\$17,360.67	\$17,290.02	(\$70.65)	166,670	\$0.10	224.02	1.65	\$23.24	\$0.17
JUN	\$19,257.21	\$19,698.58	\$441.37	221,760	\$0.09	308.00	2.20	\$27.36	\$0.19
JUL	\$21,323.77	\$21,811.53	\$487.76	287,630	\$0.08	386.60	2.85	\$29.32	\$0.22
AUG	\$21,814.32	\$23,088.13	\$1,273.81	275,100	\$0.08	369.76	2.72	\$31.03	\$0.23
SEP	\$18,760.03	\$24,303.34	\$5,543.31	287,840	\$0.08	399.78	2.85	\$33.75	\$0.24
OCT	\$19,458.96	\$19,688.69	\$229.73	221,690	\$0.09	297.97	2.19	\$26.46	\$0.19
NOV	\$18,411.95	\$17,751.06	(\$660.89)	196,490	\$0.09	272.90	1.95	\$24.65	\$0.18
DEC	\$17,217.24	\$16,281.15	(\$936.09)	162,190	\$0.10	218.00	1.61	\$21.88	\$0.16
JAN	\$15,518.62	\$16,062.22	\$543.60	158,130	\$0.10	212.54	1.57	\$21.59	\$0.16
FEB	\$13,761.89		(\$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									
TOTAL	\$212,576.71	\$191,593.86	(\$20,982.85)						

NOTES:

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



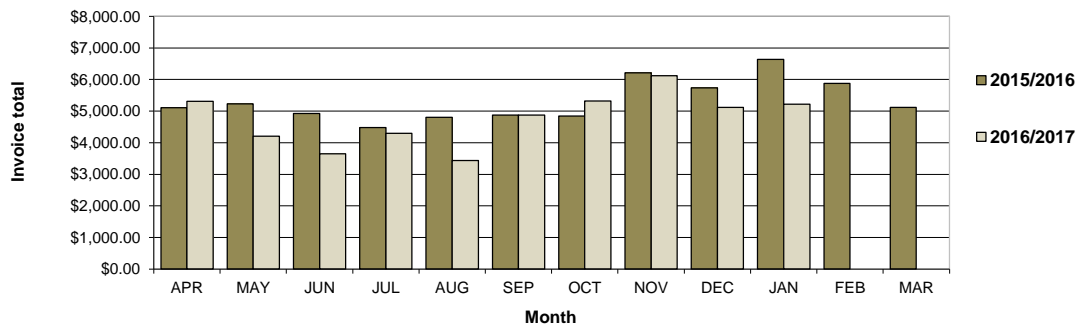
Bloomfield Township Public Library Natural Gas Analysis

Building Area = 101,023

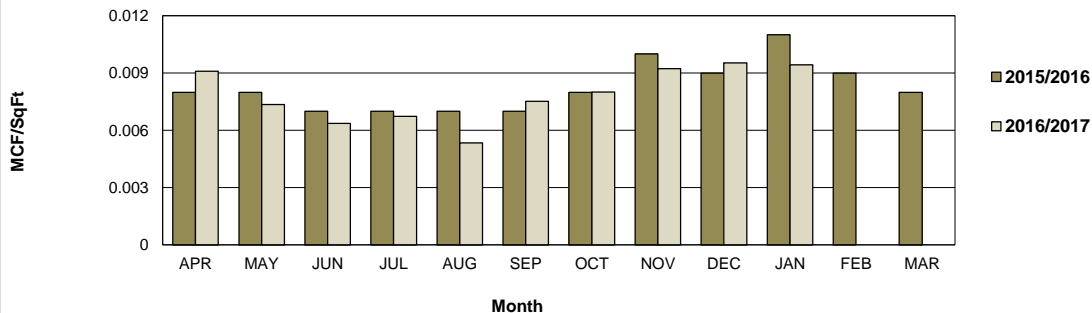
1 Cu. Ft. = 1000 BTU

TWO YEAR COST COMPARISON				OPERATION						
Month	2015/2016	2016/2017 (3)	Difference	MCF	COST/MCF	HOURS (24 x no.days per month)	MCF/HR	MCF/SqFt	\$/HR	\$/SqFt
APR	\$5,104.45	\$5,307.83	\$203.38	919.2	\$5.77	720	1.28	0.009	7.37	0.052
MAY	\$5,233.14	\$4,208.72	(\$1,024.42)	742.2	\$5.67	744	1.00	0.007	5.66	0.041
JUN	\$4,920.53	\$3,652.86	(\$1,267.67)	643.1	\$5.68	720	0.89	0.006	5.07	0.036
JUL	\$4,475.51	\$4,294.67	(\$180.84)	680.7	\$6.31	744	0.91	0.007	5.77	0.042
AUG	\$4,805.28	\$3,437.53	(\$1,367.75)	539.1	\$6.38	744	0.72	0.005	4.62	0.034
SEP	\$4,874.11	\$4,874.40	\$0.29	760.3	\$6.41	720	1.06	0.008	6.77	0.048
OCT	\$4,847.90	\$5,321.19	\$473.29	808.3	\$6.58	744	1.09	0.008	7.15	0.052
NOV	\$6,215.09	\$6,122.71	(\$92.38)	933.4	\$6.56	720	1.30	0.009	8.50	0.060
DEC	\$5,732.42	\$5,114.24	(\$618.18)	962.9	\$5.31	744	1.29	0.010	6.87	0.050
JAN	\$6,640.09	\$5,220.31	(\$1,419.78)	953.2	\$5.48	744	1.28	0.009	7.02	0.051
FEB	\$5,880.08		(\$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										
TOTAL	\$63,844.46	\$47,554.46	(\$16,290.00)							

Two Year Cost Comparison

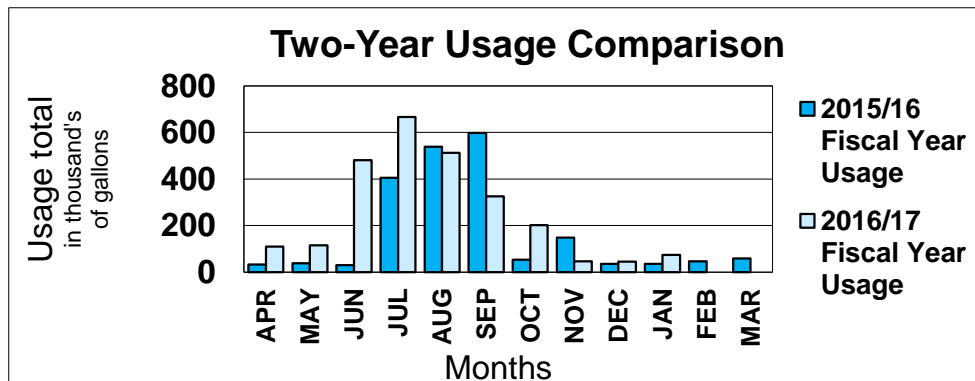
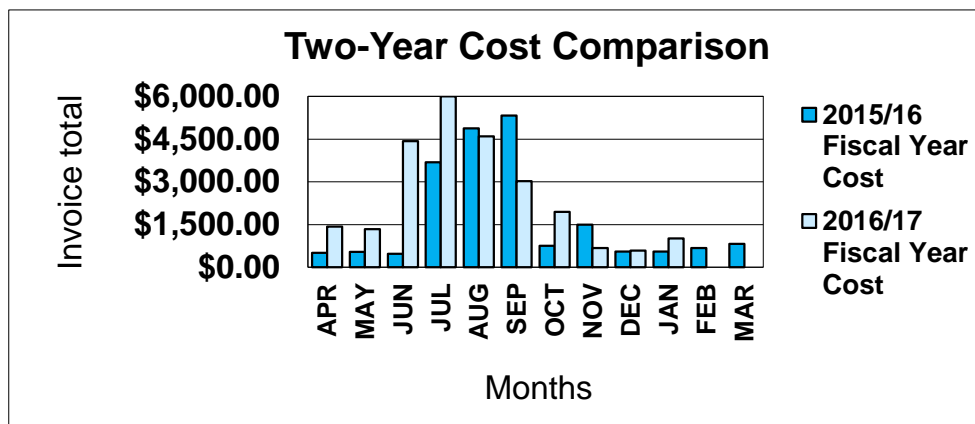


Two Year Operation Comparison



Bloomfield Township Public Library Water Analysis

Month	2015/16 Fiscal Year Cost	2016/17 Fiscal Year Cost	Difference	2015/16 Fiscal Year Usage	2016/17 Fiscal Year Usage	Difference
APR	\$510.99	\$1,432.45	\$921.46	33	109	76
MAY	\$543.83	\$1,333.69	\$789.86	38	115	77
JUN	\$474.87	\$4,428.69	\$3,953.82	30	480	450
JUL	\$3,690.27	\$5,997.81	\$2,307.54	405	666	261
AUG	\$4,879.55	\$4,595.09	(\$284.46)	539	512	(27)
SEP	\$5,329.99	\$3,025.97	(\$2,304.02)	598	326	(272)
OCT	\$751.79	\$1,945.05	\$1,193.26	53	201	148
NOV	\$1,498.87	\$673.93	(\$824.94)	148	46	(102)
DEC	\$547.11	\$587.67	\$40.56	36	45	9
JAN	\$547.11	\$1,011.05	\$463.94	36	74	38
FEB	\$679.55		(\$679.55)	47		(47)
MAR	\$824.03		(\$824.03)	59		(59)
			YTD Difference			YTD Difference
TOTAL	<u>\$20,277.96</u>	<u>\$25,031.40</u>	<u>\$4,753.44</u>	<u>2,022</u>	<u>2,574</u>	<u>552</u>



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

New Staff Organization Committee (SOC) representatives for FY 2017/2018 were elected by library staff at the February 9 All Staff Meeting. Our new SOC representatives are Jamie Jasper, Ed Niemchak and Killian Weston. I am very grateful that they volunteered to serve in this role. Our outgoing SOC representatives are Brooke Hoskins, Emily Hudak and Maeve Devlin, to whom we extend our sincere thanks for a wonderful year. Jamie, Ed and Killian begin as our new SOC representatives on April 1, 2017.

Please check your gray folder for a 2017 BTPL Emergency Medical Information Form. This information is updated every year for each library employee, Library Board Trustee, Friends Board member and volunteer. We hope we won't need this information but it is very helpful in case of emergencies. Please turn in your confidential form to our Director's Secretary, Linden Godlove, by February 28, 2017. Thanks very much for updating your form.

Final exam week for our area schools is a busy time at the Library. We often don't have enough tables and chairs during this time. This year we tried something new – Study Hall with a twist. The Community Room was set up for overflow study space January 21 – 26. Moderate noise, snacks and covered beverages were allowed in the Community Room as well as the Library Café. In addition, handouts such as “10 Smart Test-taking Tips” and “6 Breathing Exercises to Relax in 10 Minutes or Less” were available to students. This idea was well received by students as evidenced by the more than 40 students using this space at times! Many thanks to Brooke Hoskins for setting this up!

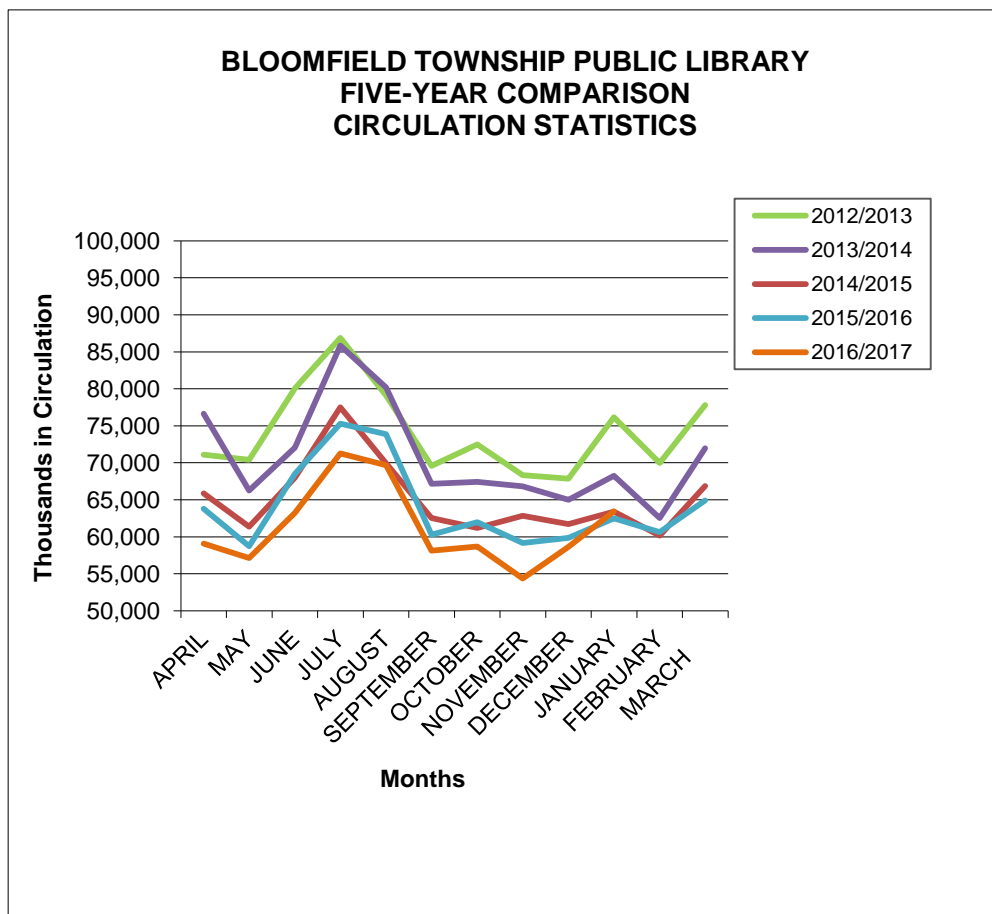
Respectfully Submitted,

*Carol Mueller
Director*

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
FIVE YEAR CIRCULATION**

2/15/2017

	<u>2012/2013</u>	<u>2013/2014</u>	<u>2014/2015</u>	<u>2015/2016</u>	<u>2016/2017</u>
APRIL	71,094	76,629	65,851	63,783	59,090
MAY	70,411	66,250	61,347	58,740	57,125
JUNE	80,069	72,030	67,987	68,518	63,243
JULY	86,867	85,844	77,485	75,304	71,265
AUGUST	79,094	80,163	69,931	73,868	69,676
SEPTEMBER	69,592	67,145	62,536	60,292	58,100
OCTOBER	72,467	67,436	61,177	61,960	58,678
NOVEMBER	68,318	66,813	62,815	59,157	54,362
DECEMBER	67,864	65,007	61,726	59,871	58,628
JANUARY	76,156	68,232	63,404	62,491	63,455
FEBRUARY	69,992	62,534	60,140	60,612	
MARCH	77,819	71,961	66,845	64,896	
TOTAL	889,743	850,044	781,244	769,492	613,622



	2016		2017	
COLLECTION				
Book Collection:	281,269		274,264	
Media Collection:	63,185		62,713	
Total e-books:	30,153		31,677	
Overdrive	8,074		9,115	
EBSCOhost	19,223		19,197	
Total downloadable audiobooks:	4,591		5,091	
Materials Total:	379,198		373,745	
CIRCULATION				
Circulation Total:	62,491		63,455	
Bloomfield Township Circulation:	57,275		58,457	
Virtual Circulation Total	6,939		7,225	
Circulation of Youth materials:	21,624		24,036	
Circulation of Media:	22,388		20,675	
Circulation of Cranbrook passes:	172		183	
Self-checkout machine use:	23,543	37.7%	25,818	40.7%
Library by Mail:	77	32 patrons	91	30 patrons
BUILDING & EQUIPMENT USAGE				
Door Count:	25,321	*	20,941	*
Gate Count:	30,114		31,390	
Meeting rooms by public:	44		31	
Meeting rooms by staff:	74		81	
VIRTUAL USE				
Home page hits/Database services:	38,243		37,103	
e-book access:	2,729		2,708	
Overdrive	2,690		2,670	
EBSCOhost	39		38	
Audiobook access: (Overdrive)	1,253		1,272	
Music download access:	1,480		1,337	
Magazine download access:	825		741	
Tutor.com sessions:	85		82	
Hoopla access:	652		1,167	
Library Computer Use				
Resident Use	1,703		1,712	
Guest Use	668		620	
*Library closed January 1 for New Year's Day				

	2016		2017	
OUTREACH & PROGRAMS				
<i>New Patrons and Accounts</i>				
Township:	148		179	
Cranbrook:	5		16	
Total new patrons:	232		304	
<i>Adult Program Attendance</i>				
Staff-led:	12 events	106 attended	12 events	94 attended
Speaker-led:	10 events	108 attended	9 events	119 attended
Book clubs:	4 events	52 attended	4 events	57 attended
Tours/visits on-site:	0	0	0	0
Tours/visits off-site:	4 events	44 attended	0	0
Chamber Music Concert	1 event	149 attended	1 event	81 attended
<i>Systems Program Attendance</i>				
Staff-led:	4 events	29 attended	9 events	30 attended
<i>Teen Program Attendance</i>				
Staff-led:	1 event	6 attended	5 events	178 attended
<i>Youth Program Attendance</i>				
Staff-led:	26 events	576 attended	30 events	674 attended
Speaker-led:	1 event	16 attended	0	0
Tours/visits on-site:	0	0	1 event	13 attended
Tours/visits off-site:	1 event	17 attended	0	0
TOTAL:	64 events	1,103 attended	71 events	1,246 attended
<i>Volunteers:</i>				
	22 people	164.5	24 people	249.5 hours
	Shop: 6	54.5	Shop: 10	128.5
	Court: 0	0	Court: 0	0
	Students: 3	6.25	Students: 1	6
	Dept. Vol: 13	103.75	Dept. Vol: 13	115
<i>Patron Remarks</i>				
Patron Comments:	13		7	
Ask BTPL:	3		3	
Ask Us:	48		43	
DISPLAYS				
Lobby	Vernors Memorabilia			
Media	Adult: Films listed on the National Film Registry; Winter Blues			
	Youth: Chill Out with a Good Movie; Winter Blues			
Local History	Books into Movies			

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, February 1, 2017 at 2:00 p.m.

Present: Trustees Joan Luksik, Grant Gerhart

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

Proposed FY 2017-2018 Personnel Budget

The proposed Personnel budget for FY 2017/2018 was reviewed with Committee Members Joan Luksik and Grant Gerhart. Joan and Grant recommend a 3% across the board increase in proficiency levels and 3% merit pay, as previously approved in the August, 2016 preliminary proposed budget.

Youth Services Vacancy

Carol reviewed a Youth Services vacancy request from Youth Services Department Head Marian Rafal. Her request is to convert the upcoming vacant 20 hour Librarian to a full time, 37.5 hour librarian position due to increased public demand for quality family programs, additional staff outreach to the community, constant turnover in 20 hour librarian positions since 2015, among other reasons. Joan and Grant approved the recommendation to change the part-time 20-hour librarian vacancy position to a full-time 37.5 hour position.

Compensation and Classification Study Update

A follow up discussion was held regarding the interviews on January 27 with two proposers for the Library's compensation and classification study. After receiving the additional information from the firm, GovHR, Carol is even more confident that they are the best firm to meet the Library's goals for this study at this time. Joan and Grant support Carol's recommendation for the firm GovHR to provide professional services for this study. John Kaszur, our consultant for this project, will attend the February 21 board meeting to assist in answering any questions regarding this study.

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



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
MEMORANDUM**

TO: Trustees

FROM: Carol Mueller

DATE: February 17, 2017

SUBJECT: Compensation and Classification Study Bids

A request for proposals (RFP) was released on Friday, December 9, 2016 asking 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. Generally, it is good management practice to complete a review of an organization's classification and compensation system at least every ten years. In addition, there is a need to have a classification and compensation process in place so that Library Administration can maintain and update our system into the future.

Copies of our RFP were mailed to several companies, posted on the Library's website and were available at the Library's Welcome Desk. The deadline for bids was Friday, January 6, 2017. By this deadline, the Library received two proposals from GovHR USA and Merces Consulting. Both proposals will be available for your review at the Library Board meeting on February 21.

Personnel Committee Trustees Grant Gerhart and Joan Luksik along with Administration have all individually and collectively reviewed the two proposals received. In addition, our consultant John Kaczor, Municipal Analytics, reviewed both proposals and shared his questions about each company with Administration. Interviews with both companies were held on Friday, January 27 at the Library. GovHR USA was represented by Joellen Earl and Jaymes Vettraino. Merces Consulting was represented by Ed Ura and Erin Lowe. The Personnel Committee, our consultant John Kaczor and Administration conducted the interviews.

Interviews revealed that each company is well qualified to complete our study and has relevant experience doing so for other libraries and municipalities. The process to conduct the study and the timeline to complete it are very similar in approach by each company. The GovHR team includes Joelle Earl, a seasoned professional, to use her words, with a great deal of experience completing compensation and classification studies for many municipalities. She is located in Illinois. She is partnering with Jaymes Vettraino, former City Manager of Rochester, Michigan, who lives in the area. The Merces Consulting team includes Ed Ura, who has many years of experience completing compensation and classification studies, including for several area public

libraries, and Erin Lowe, a new professional, both working out of the Merces Royal Oak office. Both companies request that our employees complete a job evaluation questionnaire as part of the process. The GovHR process includes interviews with employees and an appeal process – Merces Consulting does not. GovHR states a price of \$14,000 to complete our study while Merces Consulting quotes a price of \$19,000. The GovHR process does not include a performance based system while the Merces Consulting process does.

References were contacted for both companies. Both firms received positive responses. The comments about GovHR were highly complementary regarding their communication skills. Both references described Joellen and Jaymes as excellent communicators. One reference stated that, “Joellen is professional yet warm and that her communication style – clear and transparent – was reassuring to staff”. A reference for Merces Consulting stated that Ed’s work is logical, defensible and backed up with data. Another reference for Merces stated that their work was outstanding but it was challenging getting Ed to respond promptly when there was a timely need.

While both companies are well qualified to complete our study, GovHR’s proposal most closely fits our needs at this time. Their process includes several opportunities for our consultants to speak with staff and for staff to ask questions of the consultants about the process. They understand that this process may cause anxiety on the part of the staff and are sensitive to this. The GovHR team is stronger with both compensation and classification study experience and municipal experience of the team members assigned to this study. One of our goals is for a performance based system in the near future. GovHR has not included this in their process. Merces has included it as in integral part of the process, something this Library is not yet ready for but may be in the future.

Our recommendation is to award the bid for our compensation and classification study to GovHR USA. The Personnel Committee also supports this recommendation. If the Library Board agrees, the following motion is needed. Thank you for your review.

ACTION: I move to award the bid for a compensation and classification study for the Bloomfield Township Public Library to GovHR USA, 630 Dundee Road, Suite 130, Northbrook, Illinois, 60062.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees

FROM: Carol Mueller

DATE: February 2, 2017

SUBJECT: Network Upgrade Project BTPL 2563 – Contract Change Order

At the December 20, 2016 Library Board meeting, the Trustees awarded the bid for Network Electronics and Structured Cabling to Presidio Inc. in the amount of \$201,755.96. The project has started and is on schedule to meet the March 31, 2017 completion date. During the initial design and discovery sessions with Presidio Engineering and Secant Consulting, it was determined that three additional Cisco switches are desired to allow one to one patching of network cables located under the voice backbone patch panel in Server Room MC-ER. During the initial design and bidding process, these cables were inadvertently deemed part of the library phone system and not the data network.

We are recommending the addition of three Cisco network switches to the approved project to provide a complete and redundant configuration throughout the whole library network. Presidio Engineering, Secant Consulting and Systems Department Head Joan Wu have worked together and designed for the addition of these new switches. A Presidio quote and a Draft AIA change order are included with this recommendation memo for your consideration.

Dale Bartow, Secant Consulting and Joan Wu, Systems Department Head, will be present at the February 21 Library Board meeting to provide any additional information you may require and answer your questions.

Our recommendation is to approve the change order to purchase and install three switches in the amount of \$12,719.00. If the Library Board agrees, the following motion is needed. Thank you for your review.

ACTION: I move to approve the change order for the Bloomfield Township Public Library Network Upgrade project in the amount of \$12,719.00.

Scott Sutherland
Account Manager, Presidio
48325 ALPHA DR,
WIXOM, MI-48393
248.860.9920-mobile
248.679.3201-fax
ssutherland@presidio.com



Bloomfield Township Public Library- Network Upgrade JCO1

Part Number	Description	Qty	Ext List	Unit List Price	Unit Net Price	Extended Net Price
MDF TC-A						
WS-C2960X-48LPD-L	Catalyst 2960-X 48 GigE PoE 370W, 2 x 10G SFP+ LAN Base	2	6,995.00	13,990.00	3,497.50	6,995.00
CAB-16AWG-AC	AC Power cord, 16AWG	2	-	-	0.00	0.00
PWR-CLP	Power Retainer Clip For 3560-C, 2960-C and 2960-L Switches	2	-	-	0.00	0.00
C2960X-STACK	Catalyst 2960-X FlexStack Plus Stacking Module	2	1,195.00	2,390.00	597.50	1,195.00
CAB-STK-E-0.5M	Cisco FlexStack 50cm stacking cable	2	-	-	0.00	0.00
WS-C2960X-48LPS-L	Catalyst 2960-X 48 GigE PoE 370W, 4 x 1G SFP, LAN Base	1	5,595.00	5,595.00	2,797.50	2,797.50
CAB-16AWG-AC	AC Power cord, 16AWG	1	-	-	0.00	0.00
PWR-CLP	Power Retainer Clip For 3560-C, 2960-C and 2960-L Switches	1	-	-	0.00	0.00
C2960X-STACK	Catalyst 2960-X FlexStack Plus Stacking Module	1	1,195.00	1,195.00	597.50	597.50
CAB-STK-E-0.5M	Cisco FlexStack 50cm stacking cable	1	-	-	0.00	0.00
SFP-H10GB-CU3M=	10GBASE-CU SFP+ Cable 3 Meter	2	100.00	200.00	50.00	100.00
PROSVCS	Presidio Installation- New Switches and Rackmount Wireless Controller	1	2,000.00	2,000.00	1,000.00	1,000.00

Valid through:
FOB Point: None

Product Total 12,685.00

Shipping 34.00
Total Price: **12,719.00**

AIA® Document G701/CMa™ – 1992

Change Order - Construction Manager-Adviser Edition

PROJECT (Name and address):
Bloomfield Township Public Library
Network Upgrade - Project BTPL 2563
Bloomfield Township Public Library
1099 Lone Pine Road
Bloomfield Hills, MI 48302

CHANGE ORDER NUMBER: 001
INITIATION DATE: 2/1/2017

OWNER: ☒
CONSTRUCTION MANAGER: ☐
ARCHITECT: ☒
CONTRACTOR: ☒
FIELD: ☐
OTHER: ☐

TO CONTRACTOR (Name and address):
Presidio
48325 Alpha Drive
Suite 150
Wixom, Mi 28393

PROJECT NUMBERS: BTPL 2563 /
BTPL 2563
CONTRACT DATE: December 21, 2016
CONTRACT FOR: General
Construction

THE CONTRACT IS CHANGED AS FOLLOWS:

Provide and install in TC-A (Server Room) rack A7 the following equipment to support one to one network patching for data drops located under the voice patch panel.

Qty 2 – Cisco WS-C2960X-48LPD-L
Qty 1 – Cisco WS-C2960X-48LPS-L

Configured as a redundant flexstack, including labor, modules, cables and supplies to ensure a complete installation.

Reference attached Presidio quote titled "Bloomfield Township Public Library- Network Upgrade JCO1."

The original Contract Sum was	\$	201,755.96
Net change by previously authorized Change Orders	\$	0.00
The Contract Sum prior to this Change Order was	\$	201,755.96
The Contract Sum will be increased by this Change Order in the amount of	\$	12,719.00
The new Contract Sum including this Change Order will be	\$	214,474.96

The Contract Time will be unchanged by Zero (0) days.

The date of Substantial Completion as of the date of this Change Order therefore is

NOTE: This summary does not reflect changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive..

NOT VALID UNTIL SIGNED BY THE OWNER, CONSTRUCTION MANAGER, ARCHITECT AND CONTRACTOR.

Secant Technologies

CONSTRUCTION MANAGER *(Firm name)*

6395 Technology Avenue, Suite A, Kalamazoo, MI 49009

ADDRESS

BY *(Signature)*

Dale Bartow

(Typed name)

DATE:

Presidio

CONTRACTOR *(Firm name)*

48325 Alpha Drive, Suite 150, Wixom, MI 48393

ADDRESS

BY *(Signature)*

William Murray

(Typed name)

DATE:

ARCHITECT *(Firm name)*

ADDRESS

BY *(Signature)*

(Typed name)

DATE:

Bloomfield Township Public Library

OWNER *(Firm name)*

Bloomfield Township Public Library, 1099 Lone Pine Road,
Bloomfield Hills, MI 48302,

ADDRESS

BY *(Signature)*

Carol Mueller

(Typed name)

DATE:

Scott Sutherland
Account Manager, Presidio
48325 ALPHA DR,
WIXOM, MI-48393
248 860 9920-mobile
248 679 3201-fax
ssutherland@presidio.com



Bloomfield Township Public Library- Network Upgrade JCO1

Part Number	Description	Qty	Ext List	Unit List Price	Unit Net Price	Extended Net Price
MDF TC-4						
WS-C2960X-48LPD-L	Catalyst 2960-X 48 GgE PoE 370W, 2 x 10G SFP+ LAN Base	2	6,995.00	13,990.00	3,497.50	6,995.00
CAB-16AWG-AC	AC Power cord, 16AWG	2	-	-	0.00	0.00
PWR-CLP	Power Retainer Clip For 3560-C, 2960-C and 2960-L Switches	2	-	-	0.00	0.00
C2960X-STACK	Catalyst 2960-X FlexStack Plus Stacking Module	2	1,195.00	2,390.00	597.50	1,195.00
CAB-STK-E-0.5M	Cisco FlexStack 50cm stacking cable	2	-	-	0.00	0.00
WS-C2960X-48LPS-L	Catalyst 2960-X 48 GgE PoE 370W, 4 x 1G SFP, LAN Base	1	5,595.00	5,595.00	2,797.50	2,797.50
CAB-16AWG-AC	AC Power cord, 16AWG	1	-	-	0.00	0.00
PWR-CLP	Power Retainer Clip For 3560-C, 2960-C and 2960-L Switches	1	-	-	0.00	0.00
C2960X-STACK	Catalyst 2960-X FlexStack Plus Stacking Module	1	1,195.00	1,195.00	597.50	597.50
CAB-STK-E-0.5M	Cisco FlexStack 50cm stacking cable	1	-	-	0.00	0.00
SFP-H10GB-CU3M=	10GBASE-CU SFP+ Cable 3 Meter	2	100.00	200.00	50.00	100.00
PROSVCS	Presidio Installation- New Switches and Rackmount Wireless Controller	1	2,000.00	2,000.00	1,000.00	1,000.00

Valid through:
FOB Point: None

Product Total 12,685.00
Shipping Total Price: 34.00
12,719.00

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Library Board of Trustees

FROM: Carol Mueller, Library Director

DATE: February 13, 2017

SUBJECT: Vending Bids

Corporate Dining Concepts has provided library vending services in the staff and public areas since April, 2010. Corporate Dining Concepts was awarded the bid again in 2014. The three-year contract with Corporate Dining Concepts expires March 31, 2017.

A request for proposals for vending services was posted on the library website, available at the Library's Welcome Desk, and mailed to 16 metro Detroit companies in December, 2016 with a January 9, 2017 deadline for responses. Proposals were opened at a public bid opening on January 9, 2017 at 2:01 PM. The RFP received proposals from two companies: Corporate Dining Concepts and Continental Canteen.

Bids were reviewed against predetermined criteria such as company vending experience, service response time and schedule, equipment age and features, overall product variety provided, and sales reporting. Also taken into account were the results of both a public and staff vending services survey conducted in October 2016.

Interviews were held on January 31, 2017. Assistant Director Tera Moon with Brooke Hoskins and Maeve Devlin, both representing the Staff Organization Committee (SOC), conducted these interviews. Each company representative was asked the same questions.

Corporate Dining Concepts has provided excellent service for the past six years. They keep the vending machines well-stocked, clean, and maintained. They respond to calls for service within 2-4 hours, even on the weekends. Corporate Dining Concepts is offering a commission of 20% on staff vending and 25% on public vending. They guarantee \$7,000.00 annually to be paid at the beginning of each contract year. They will send the Library another check at the end of the contract year if library commissions exceed the \$7,000.00 guarantee. Corporate Dining Concepts will install a new Seattle's Best coffee vending machine for the public area. They recently upgraded the credit card readers in the public area.

Continental Canteen offers comparable service and machines. They are offering a lower commission of 20% on coffee, 15% on snacks, and 10% on cold beverages in the public and staff areas. Continental Canteen would not provide a change machine. For these

reasons, we are not recommending Continental Canteen.

It is the recommendation of Administration to award the bid for library vending services to Corporate Dining Concepts based on their commission rate, upgraded machines and equipment, and excellent track record of vending services during the last six years.

ACTION: I move that Corporate Dining Concepts, 1645 West Hamlin, Rochester Hills, Michigan, be awarded the contract to provide vending services for Bloomfield Township Public Library.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

MOTION TO APPROVE ANY ITEMS REMOVED FROM THE CONSENT AGENDA

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

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM

TO: Library Board of Trustees

FROM: Tera Moon, Assistant Director

DATE: February 13, 2017

SUBJECT: Cleaning Services RFP Process

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

A mandatory walk-through for any interested proposers is scheduled for Friday, February 24, 2017, at 11:00 a.m. at the Library. This is an opportunity for potential proposers to review the request for proposal process as well as hear from Joel Dion, Facilities Department Head, on exactly what is expected for cleaning services at the Library. A tour of the building will be included as part of this mandatory walk-through.

The deadline for proposals is Monday, March 13, 2017 at 4:00 p.m. with a public bid opening immediately following. All proposals received will be carefully reviewed. Interviews will be conducted, if necessary, and references of the top two or three companies will be called. Our recommendation of a company to be awarded the contract will be presented at the regular monthly meeting of the Library Board of Trustees on April 25, 2017.

For further information, the cleaning bid process time line is included below. The request for proposal is included as a separate document.

Tuesday, February 7	RFP released
Friday, February 24	Mandatory library walk-through for potential bidders
Monday, March 13	Proposals due / Public bid opening
March 20 – April 10	Analysis of proposals, interviews, check references
Tuesday, April 25	Recommendation to Board
Wednesday, April 26	Successful proposer notified
Thursday, June 1	Start of new contract

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
REQUEST FOR PROPOSAL
CLEANING SERVICES
February 7, 2017**

The Bloomfield Township Public Library requests proposals from qualified firms for library cleaning services.

Services presently provided include nightly cleaning, seven days a week, excluding holidays and scheduled closings.

The Library has nearly 1,000 visitors every day. Cleaning services are needed for the 86,660 square feet of public and office space on the main level and 15,905 square feet on the lower level. The Library is open to the public 68.5 hours per week. **Cleaning services are expected to commence promptly at the close of business on each day and conclude by 1:00 a.m., Monday through Thursday; and 10:30 p.m., Friday through Sunday.**

Library hours are:

- Monday through 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, 12:00 p.m. – 5:30 p.m.

Proposal guidelines are listed below. This request for proposals also can be obtained on the Library's web site at 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 248-642-5800, ext. 112.

A mandatory pre-bid walk-through of the Library will be held on Friday, February 24, 2017 at 11:00 a.m. All prospective bidders must attend.

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

Proposals must be addressed to:

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

Proposals must arrive no later than **4:00 p.m., E.D.S.T., Monday, March 13, 2017**

All proposals 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 regarding this request for proposals should be directed to Tera Moon, Assistant Director, Bloomfield Township Public Library via email at: moontera@btpl.org.

PROPOSAL GUIDELINES

Proposals must include:

- The full name of the firm, local address, telephone number, name and title of the contact person and date of submission.
- A description of the company's background (history, mission, current size).
- A current list of clients, including contact information for at least three references.
- Your firm's library or commercial cleaning experience.
- Number of personnel required to complete all specified work including one on-site working supervisor or crew leader.
- Number of personnel hours required to complete all specified work.
- Your firm's daily quality assurance methodology.
- Aggregate sum of general liability and worker's compensation insurance.
- Licensing & bonding documentation.
- Response time required to address corrective measures.
- List of equipment to be used and stored on-site.
- Cost of annual service with monthly billing breakdown.
- Schedule and proposed methodology for deep-cleaning and sealing of ceramic tile floors in restrooms.
- A list of materials stored on-site such as, properly labeled cleaning agents and solvents complete with safety data sheets (SDS). Current SDS should be contained within a binder and stored on-site in designated space.

TAXES

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

CONTRACT AWARD

Proposals will be evaluated with strict emphasis on quality. After technical qualities have been evaluated, cost and other considerations will be evaluated. It is the intent of the Library to award the bid at the regular monthly meeting of the Library Board of Trustees on April 25, 2017. It is the intent of the Library to notify the successful proposer by Wednesday, April 26, 2017.

The contract will be awarded in the form of a signed proposal sheet mailed to the vendor selected. The award of the bid will be for a minimum of one year with the option of renewal for two additional years at the discretion of Bloomfield Township Public Library. The Library reserves the right to terminate the contract for cleaning services at any time.

WITHDRAWAL OF PROPOSALS

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

PRE-BID WALK-THROUGH

A mandatory pre-bid walk-through of the Library will be held on February 24, 2017 at 11:00 a.m. All prospective bidders must attend. Please arrive prior to that time and gather in the Rumsey Board Room located on the main level.

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 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 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 cleaning services, using the proposal entirely or in part, at the Library's discretion, in a manner most favorable to Bloomfield Township Public Library.

BUILDING SPECIFICATIONS

Number of Floors	2
Total Square Feet (Public Space)	76,245
Carpeted Square Feet	72,662
Non-Carpeted Square Feet	3,583
Restrooms	12
Café	1
Stairwells	1
Elevators	1
Drinking Fountains	6
Entrance ways	2
Study Rooms	19
Service Desks	6
Computer stations	22
Computer lab	1

Areas not included are all staff work areas (Administration, Technical Services, Systems, Adult Services, and Youth Services workrooms), all meeting rooms, Friends office, Donation Room, and Board Room. These areas are restricted and should not be considered in a proposal for cleaning services.

The Library will provide trash can liners.

FREQUENCY AND DESCRIPTION OF SERVICES TO BE RENDERED

Carpeted floors

Daily	Vacuum all carpets (including under public service desks, chairs)
Daily	Remove debris and vacuum traffic areas and all public spaces
Daily	Spot clean carpet stains and remove gum or other foreign substances.
Weekly	Vacuum perimeter along walls

Tile, Linoleum, VCT floors

Daily	Floors shall be properly prepared, thoroughly swept to remove all loose dirt, debris and all foreign substances.
Daily	Damp mop with floor cleaner, refresh mop water frequently and dry mop to present a clean appearance.
Bi-Weekly	Auto scrub
Quarterly	Clean cove moldings

Doors

Weekly	Clean interior wood finish door glass panels
Weekly	Clean wood finish door handles and kick plates and wipe with stainless steel polish
Twice weekly	Clean glass panels adjacent to doors

Main lobby, café vestibules, and stairway

Daily	Sweep and dust mop lobby floor; damp mop as needed to present a clean appearance.
Daily	Sweep and mop entranceway vestibule
Daily	Vacuum lobby stairway
Daily	Clean stairway, landing, and interior glass panels
Daily	Empty trash can at Welcome Desk
Quarterly	Clean, strip and seal lobby and café tile floors

Wastebaskets

Daily	Empty and change liners in all public area waste baskets and wipe clean exterior as needed.
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Large Trash containers

Daily	Empty and change liners. All trash must be kept contained and transported in a large portable barrel or gondola in order to prevent liquid leakage until disposed of into the library's outdoor trash dumpster.
Weekly	Clean and polish outside of stainless steel trash containers

Ledges and window sills

Weekly	Dust and remove cobwebs
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Public Services Desks

Daily	Clean public service desks and wipe with granite / stone polish for clean streak free appearance
Weekly	Clean and sanitize all desk phones

Book shelves and other shelving

Twice weekly	Dust tops of shelves
Upon request	Dust empty shelves

Dusting:

Daily	Clean and wipe public tables with wood polish
Monthly	General dusting, restroom air vents

Staff lounge – lunchroom & kitchenette, study rooms, and hallways

Daily	Empty wastebaskets and change liners (Lunchroom)
Daily	Wash countertops (all)
Daily	Clean tables with disinfectant and wipe dry streak free
Daily	Vacuum carpet
Daily	Clean sink with cleanser
Weekly	Clean exteriors of trash containers
Monthly	Clean and polish exteriors only of refrigerator

Water fountains

Daily	Clean, sanitize, and polish stainless steel
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Restrooms

Weekly	Clean and polish stainless steel partitions
Daily	Clean and disinfect commodes and urinals with non-acid cleanser
Daily	Clean mirrors with streak-free glass cleaner
Daily	Clean sinks and fixtures: fill soap dispensers as needed.
Daily	Clean and fill paper towel dispenser
Daily	Empty and clean towel disposal; change liner as needed
Daily	Fill toilet paper dispensers (do NOT leave extra rolls on dispenser)
Daily	Empty and sanitize sanitary napkin disposal area
Daily	Empty trash containers
Daily	Wet mop floors with germicidal disinfectant and dry mop
Daily	Clean and sanitize diaper stations
Monthly	Introduce disinfectant into drains
Quarterly	Deep steam cleaning of ceramic tile floors in all 8 public and 4 staff restrooms, strip, seal and buff to finish.

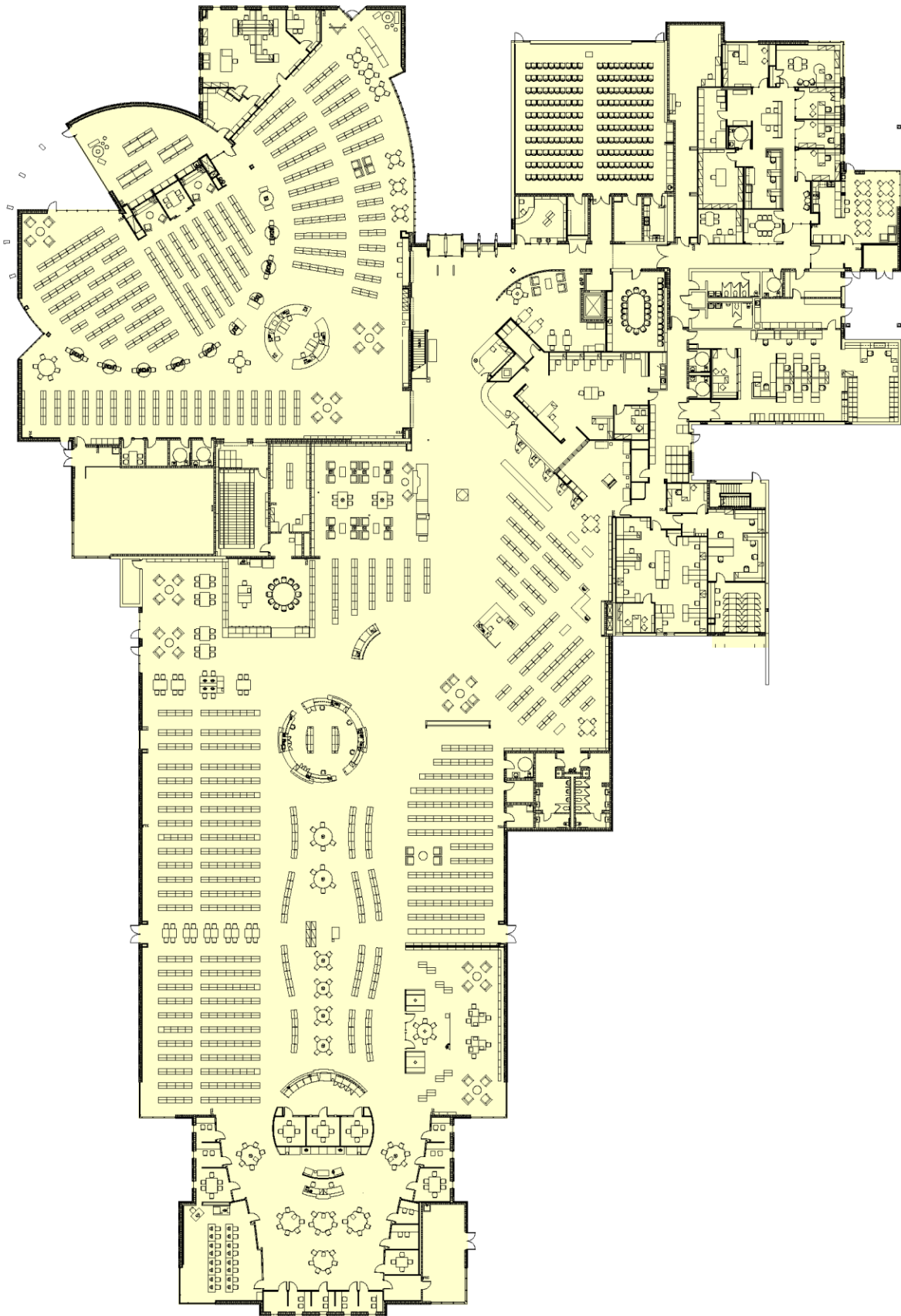
Light fixtures

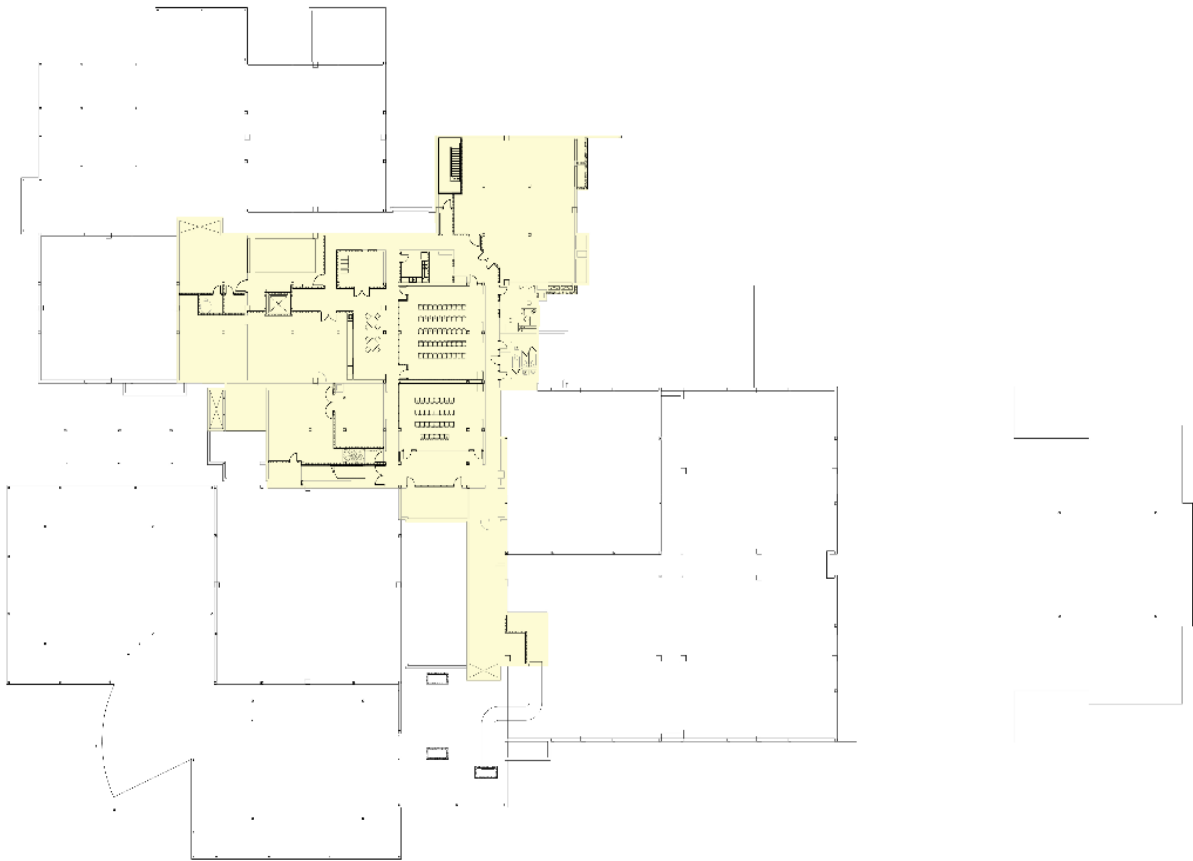
Weekly	Remove cobwebs and dust covering fixtures
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Elevator

Daily	Vacuum
Daily	Clean handrails, side panels, and touch pads
Weekly	Polish stainless steel doors, inside and out

Bloomfield Township Public Library main level and lower level floor plans follow on page 7 and 8 respectively.





**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees

FROM: Tera Moon

DATE: February 13, 2017

SUBJECT: Strategic Plan Update

Building on the strong foundation laid by staff working on the previous teams, new teams are moving forward with new charges. Some teams are changing personnel a bit, some are getting slightly new assignments.

1. Marketing

This team will move forward as a marketing committee using the newly drafted marketing plan to improve community awareness. 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

A snappy video tour has been coordinate and produced through the teamwork of this team and BCTV. A new group will meet to start planning in-person tours.

3. Building Assessment RFP

Using work done by the Space Planning and the Wayfinding team, this new team has written a draft RFP for consultant services to help us revamp some areas of the Library.

4. Staff Awareness

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

5. Programming

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

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

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

March 2017

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
		1 12:30PM FOL Meeting	2	3 7PM Oscar Movie Night-- Manchester by the Sea	4 2PM Family Oscar Matinee	5 Teen Tech Week is March 5-11
6 6PM Teen Robot Wars	7 10AM Knit 'n Stitch Circle 6:30PM Introduction to Powerpoint	8 6:30PM Writers' Rendezvous 6:30PM Kitchen Lab 7PM Nonfiction Book Club	9	10 2PM English Language Conversation Hour 4:30PM Fan Fridays	11 9:30AM Friends of the Library Second Saturday Sale 9:30 - 3:30 2PM Bottomless Bubbles	12 Friends of the Library Second Sunday Sale in our Lower Level - 12 noon to 3:30 p.m. - everyone welcome. Bargains Galore!
13 11AM Adult and Teen Sensory Storytime	14 1PM Memoir Writers' 4PM Teen Advisory Board	15 GALE COURSES begin 1PM Mystery Book Club 6:30 PM Full STEAM Ahead	16 2PM Petticoat Patriots: How Michigan Women Won the Vote 6:30PM Little Foodies	17 10AM Shake, Rhythm & Rhyme 10AM Coffee and Conversation	18 2PM PowerPoint 2 2:30PM SENSEational Story Time	19
20 10AM Mother Goose Club 1PM 30 Minute Lunchtime Book Club 7PM Study Skills at Home and School for the Distracted Student	21 10AM Tuesday Book Club 10AM Movers & Shakers 11AM Movers & Shakers 6PM Introduction To Scanning and Photo Editing 7:00PM BTPL Board of Trustees Meeting	22 10AM Wee Play 6:30PM Writer's Rendezvous	23 10AM Tinker Tales 10AM Eleanor's Book Club 6:30PM Pizza and Pages	24 2PM Tablet Tales	25	26
27 10AM Mother Goose Club 6PM Books in Bars at Mex	28 10AM Movers & Shakers 11AM Movers & Shakers 1PM Memoir Writers' Group	29 10AM Wee Play 2PM Healthy Eats with Trader Joe'	30	31 7:30PM Chamber Concert Series		