

Bloomfield Township Public

Library

**Bloomfield Township Public Library
Board of Trustees**

Library Board Meeting
September 19, 2017
7:00 p.m.
John Rumsey Board Room

Trustees:

libraryboard@btpl.org

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

Director:

muellerc@btpl.org

Carol Mueller

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

1099 Lone Pine Road, Bloomfield Township, MI 48302 248.642.5800

THE PLACE TO

DISCOVER

**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, September 19, 2017
7:00 p.m.

<u>#</u>	<u>NUMBERED ITEMS</u>	<u>DATE DELIVERED</u>
1	Agenda	9/15/17
2a	Request to remove items from the Consent Agenda for Discussion	9/15/17
2b	Motion to approve the order of items for the regular and consent agendas	9/15/17
5	Motion to approve remaining Consent Agenda items 6-8d	9/15/17
6	Regular Board Meeting Minutes of 8/15/2017	9/15/17
6a	Public Budget Meeting Minutes of 8/15/2017	9/15/17
7a	Cash Disbursements	9/15/17
7b	Revenues/Expenditures Budget Report	9/15/17
7c	Energy Report	9/15/17
8a	President's Report	9/15/17
8b	Director's Report	9/15/17
8c	Art Committee – no report	
8c	Bloomfield Township Liaison –no report	
8c	Building, Grounds, Landscaping, Interiors Committee – 8/24/2017	9/15/17
8c	Cranbrook –no report	
8c	Development Committee – 8/14/2017	9/15/17
8c	Finance Committee – no report	
8c	Friends of the Library Liaison – no report	
8c	Jeanette P. Myers Scholarship Committee – no report	
8c	Investment Committee – no report	
8c	Personnel Committee– no report	9/15/17
8c	Policy Committee –8/30/2017	9/15/17
11a	Policy Review	9/15/17
13	Motion to approve any items removed from the Consent Agenda	9/15/17
	<u>UNNUMBERED ITEMS</u>	<u>DATE DELIVERED</u>
	Strategic Plan	9/15/17
	Calendar	9/15/17

AGENDA
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, September 19, 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 August 15, 2017
- 6a. Public Budget Hearing meeting minutes of August 15, 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. Policy Review
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, October 17, 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, August 15

At 7:17 p.m. the Regular Meeting of the Bloomfield Township Public Library Board of Trustees was called to order by President Eli Greenbaum.

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

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

Guests: Killian Weston, Youth Services Librarian, and Staff Organization Committee Representative (SOC); Shayna Houghton, Adult Services Librarian

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

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

President's Verbal Report:

President Eli Greenbaum remarked on how pleased he was with the Myers Scholarship presentation and that the scholarships really made a difference this year. One of our Board Members, Judy Lindstrom, was named as Esteemed Woman of Michigan and also recognized by the Friends of Animals. President Greenbaum congratulated her.

Director's Verbal Report:

Director Carol Mueller commented on how the summer is rapidly winding down. The Library has had a great summer, with many thanks to the Library staff in Youth Services and Adult Services for providing many great programs. For the Summer Reading Program, the Library had over 900 registrations to participate, offered 48 programs over 7 weeks and over 2,000 patrons attended these programs. 296 books were read by teens and adults and our 825 young patrons read 27,321 minutes' worth over the course of the summer. Well done to everyone, and thank you so much for providing fun this summer and the joy of reading.

Monday is the solar eclipse and we are having a viewing party from noon-2:00 p.m. We'll have live streaming on the monitors throughout the library and one can make their own pinhole viewing device. There will be a limited number of solar eclipse glasses available.

Carol Mueller introduced Shayna Houghton, Adult Services Librarian, who explained an initiative she is coordinating. Shayna Houghton has approached businesses in the community, requesting they offer discounts to Library cardholders during the month of September. This was inspired by the ALA's National Library Card Month which is every September. She reported that "Outside the Lines" is a week during September, which is a project that encourages interactions by the Library with their community. Shayna approached seventy businesses in the community, and twelve opted to be involved in the program and will provide discounts to Library card holders. If cardholders present a receipt from the business to the Library, showing that they purchased from one of those businesses, they will be entered into a drawing here at the Library. If they get a Library Card in the month of September, they will be entered into a drawing. There will be two prize winners. Brochures will be given to the businesses to distribute and promote. This will also be promoted via a press release.

REGULAR AGENDA:

Call to the Public: President Eli Greenbaum welcomed the guests, Killian Weston, Youth Services Librarian and Staff Organization Committee Representative (SOC);

UNFINISHED BUSINESS:

No unfinished business.

NEW BUSINESS:

Proposed 2018 Holiday Calendar

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

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

Upon discussion, a motion was made by Sandy Edwards, seconded by Joan Luksik, **TO APPROVE THE PROPOSED 2018 LIBRARY CALENDAR OF HOLIDAYS AND CLOSINGS AS PRESENTED.**

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

Investment Recommendations

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

On August 10, 2017, Investment Committee Trustees Judy Lindstrom and Joan Luksik reviewed the investment recommendations provided by Schwartz and Co. Both Trustees agreed that these are recommendations they would like to see implemented. The Library investments can always be changed if this is not a sound solution. The Investment Committee reviewed this with the Finance Coordinator and all agreed that it would not be an extra burden of duty to the Finance Coordinator. The Investment Committee Trustees recommend that the Library Board implement these investment changes.

Upon discussion, a motion was made by Judy Lindstrom, seconded by Joan Luksik, **TO APPROVE ACCEPTING THE LIBRARY INVESTMENT RECOMMENDATIONS AS PRESENTED.**

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

OTHER:

Sandy Edwards was pleased to report on the Friends of the Library meeting in August. The Friends decided on a new payment kiosk in the Library Shop. The Friends have donated over 6,000 children's books to the Detroit Impact Center. They have a new partnership with the Corunna Public Library, a small, rural library outside of Flint. The Friends have donated some of their overstock to this library, which hopes to purchase carpeting with funds raised from book sales.

Judy Lindstrom told the Board that we had the Development Committee meeting for our upcoming Gala and Library Wide event, and it will be kicked off with our photography contest in April. The Read-a-thon was discussed. Sub-committees were discussed and roles were determined. The event will be called "One World, Many Stories" which is a succinct title that explains what the event is about. A name will need to be determined for the Gala. The next Development Committee meeting will be Friday, September 22, at 2pm. We'll be discussing the photography contest, as well as the Gala. The funds will go towards the world language collection.

Carol Mueller encouraged the Board to review their grey folders.

Next Board Meeting will be Tuesday, September 19 at 7 P.M.

At 7:43 P.M. President Eli Greenbaum adjourned the meeting.

Submitted by:

A handwritten signature in cursive script that reads "Judy Lindstrom". The signature is written in black ink and is positioned above the printed name.

Judy Lindstrom, Vice President

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

Bloomfield Township Public Library
Oakland County, Michigan
Tuesday, August 15, 2017

The Bloomfield Township Public Library's Public Budget Hearing was held in the Bloomfield Township Public Library on Tuesday, August 15, 2017. The Meeting was called to order by President Eli Greenbaum at 7:02 p.m., following the Jeanette P. Myers Scholarship presentation.

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

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

Guests: Killian Weston, Youth Services Librarian and SOC representative

Presentation and Discussion of Preliminary Budget, Fiscal Year April 1, 2018 – March 31, 2019.

President Eli Greenbaum remarked on how wonderful the Myers Scholarship Awards Ceremony was. Library Director, Carol Mueller gave an overview on the FY 2018-2019 preliminary budget. Carol Mueller thanked Finance Coordinator Sandi Bird for her hard work preparing the preliminary budget. The final budget for FY 2018-2019 will be approved in March 2018.

Call to the Public:

President Eli Greenbaum addressed SOC representative Killian Weston.

President Eli Greenbaum also thanked Finance Coordinator Sandi Bird for her efforts with the 2018-2019 Budget.

Motion to Approve the Preliminary Fiscal Year 2018-2019 General Fund Budget:

Upon review and discussion of the preliminary General Fund Budget, a motion was made by Judy Lindstrom, seconded by Joan Luksik:

•TO APPROVE THE PRELIMINARY GENERAL FUND BUDGET , AS ATTACHED, FOR FISCAL YEAR APRIL 1, 2018 - MARCH 31, 2019, IN THE AMOUNT OF \$7,381,432 FOR THE ANTICIPATED REVENUES AND \$,8484,084 FOR THE ANTICIPATED EXPENDITURES FOR THE SUPPORT AND MAINTENANCE OF BLOOMFIELD TOWNSHIP PUBLIC LIBRARY FOR THAT FISCAL YEAR.

•THAT THE APPROVED GENERAL FUND BUDGET BE FORWARDED TO THE CHARTER TOWNSHIP OF BLOOMFIELD OFFICES AND THAT THE LIBRARY BOARD REQUEST FULL ASSESSMENT FOR LIBRARY PURPOSES OF THE 2.0 APPROVED MILLS ADJUSTED BY MANDATED HEADLEE-AMENDMENT ROLL BACK ON EACH DOLLAR OF TAXABLE PROPERTY OF THE TOWNSHIP.

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

Motion to Approve the Preliminary Fiscal Year 2018-2019 Gift Fund Budget:

Upon review and discussion of the Preliminary Gift Fund Budget for FY 2018/2019, a motion was made by Grant Gerhart, seconded by Judy Lindstrom:

•TO APPROVE THE PRELIMINARY GIFT FUND BUDGET, AS ATTACHED, FOR FISCAL YEAR APRIL 1, 2018 - MARCH 31, 2019 IN THE AMOUNT OF \$700 FOR THE ANTICIPATED REVENUES AND \$182,998 FOR THE ANTICIPATED EXPENDITURES FOR THE SUPPORT AND MAINTENANCE OF BLOOMFIELD TOWNSHIP PUBLIC LIBRARY FOR THAT FISCAL YEAR.

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

The meeting adjourned at 7:15 p.m.

Submitted by:



Judy Lindstrom, Vice President

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

Bouncepad is a new vendor for iPad workstation equipment.

Oakland Community College is a new vendor for the Myers Scholarship.

PCM-G is a new vendor for iPad workstation equipment.

Pere Marquette District Library is a new vendor for interlibrary loan.

Rhino Works is a new vendor for a technology services.

General Fund Advance

- Check #17858 payable to Bloomfield Township in the amount of \$7,363.60 is payment for a water and sewer service for 6/19 – 7/20/2017.
- Check #17883 payable to the Michigan Library Association in the amount of \$410.00 is payment for annual conference attendance for two librarians.

General Fund

- Check #17890 payable to the American Library Association in the amount of \$197.00 is payment for an annual membership.
- Check #17891 payable to Applied Imaging in the amount of \$28,419.84 is payment for six public copiers.
- Check #17895 payable to Bloomfield Township in the amount of \$267,901.34 is payment for two payrolls, including FICA, HRA contributions, pension, etc. as usual.
- Check #17903 payable to the Ebsco Information Services in the amount of \$4,209.00 is payment for an annual subscription to a database, Novelist.
- Check #17908 payable to Infobase Learning in the amount of \$2,517.69 is payment for an annual subscription to a database, Science Online.

- Check #17910 payable to Innovative Interface, Inc. in the amount of \$12,051.54 is payment for the annual renewal of the Encore catalog.
- Check #17918 payable to the Michigan Library Association in the amount of \$85.00 is payment for an annual membership.
- Check #17925 payable to the Pere Marquette District Library in the amount of \$10.00 is payment for a lost MelCat item borrowing by a Bloomfield Township resident for which the patron has been billed.
- Check #17936 payable to The Library Network (TLN) in the amount of \$5,381.28 is payment for a server warranty and a database.
- Check #17937 payable to Tutor.com in the amount of \$8,230.00 is payment for an annual subscription to this service.
- Check #17940 payable to Value Line Publishing, Inc. in the amount of \$1,000.00 is payment for an annual subscription.
- Check #17943 payable to the Ypsilanti Public Library in the amount of \$67.00 is reimbursement for lost items borrowed by their patron that were found and returned to our Library.

Gift Fund

- Check #4829 payable to Bouncepad North American in the amount of \$2,210.00 is payment for iPads for use in Youth Services, a gift of the Friends.
- Check #4830 payable to Bloomfield Township Public Library in the amount of \$47.32 is reimbursement for items that had gift funding available to use.
- Check #4832 payable to Grand Valley State University in the amount of \$400.00 is payment for one of two Myers Scholarship awards.
- Check #4834 payable to Oakland Community College in the amount of \$400.00 is payment for one of two Myers Scholarship awards.
- Check #4835 payable to PCM-G in the amount of \$1,884.00 is payment for iPads for use in Youth Services, a gift of the Friends.

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

Check #	Date	Payee	Cash Account	Amount
General Fund				
ADVANCE CHECKS:				
17858	8/15/17	BLOOMFIELD TOWNSHIP	106.01	7,363.60
17859	8/15/17	LAURIE BLUME	106.01	1,550.00
17860	8/15/17	XFINITY	106.01	150.30
17861	8/15/17	Shayna Houghton	106.01	27.98
17862	8/15/17	Martha McGee	106.01	48.68
17863	8/15/17	Edward Niemchak	106.01	127.70
17864	8/15/17	VERIZON WIRELESS	106.01	201.96
17865	8/15/17	Qiong Wu	106.01	19.71
17866	8/17/17	FLAGSTAR BANK	106.01	5,635.10
17867	8/23/17	Marianne Abdoo	106.01	110.99
17868	8/23/17	DTE ENERGY	106.01	18,042.04
17869	8/23/17	Andrew Heuser	106.01	49.12
17870	8/23/17	Martha McGee	106.01	106.89
17871	8/23/17	Marian Rafal	106.01	33.50
17872	8/23/17	VIGILANTE SECURITY	106.01	1,950.00
17873	8/23/17	Karrie Yukon	106.01	64.55
17874	8/28/17	AMAZON.COM	106.01	2,021.12
17875	8/28/17	APPLIED IMAGING	106.01	263.63
17876	8/28/17	AT&T	106.01	92.73
17877	8/28/17	Shayna Houghton	106.01	115.00
17878	8/28/17	PITNEY BOWES, INC.	106.01	252.00
17879	8/28/17	PRINCIPAL LIFE INS CO-SBD GRANDE ISLAND	106.01	728.98
17880	9/6/17	AT&T	106.01	782.85
17881	9/6/17	PETTY CASH - BTPL	106.01	113.87
17882	9/6/17	CONSUMERS ENERGY	106.01	3,514.92
17883	9/6/17	MICHIGAN LIBRARY ASSOCIATION	106.01	410.00
17884	9/6/17	ORIENTAL TRADING CO., INC.	106.01	131.34
17885	9/6/17	PACIFIC TELEMANAGEMENT SERVICES	106.01	78.00
17886	9/6/17	RICOH USA, INC	106.01	716.80
17887	9/6/17	T MOBILE	106.01	33.98
Total				44,737.34
REGULAR CHECKS:				
17888	9/12/17	ABSOLUTELY BAFFLING MAGIC	106.01	325.00
17889	9/12/17	ACE LAWN CARE & SNOW REMOVAL	106.01	9,960.00
17890	9/12/17	AMERICAN LIBRARY ASSOCIATION	106.01	197.00
17891	9/12/17	APPLIED IMAGING	106.01	28,419.84
17892	9/12/17	ARBOR OAKLAND GROUP	106.01	3,927.00
17893	9/12/17	BAKER & TAYLOR, INC.	106.01	16,124.01
17894	9/12/17	BLACKSTONE AUDIO, INC.	106.01	274.18
17895	9/12/17	BLOOMFIELD TOWNSHIP	106.01	267,901.34
17896	9/12/17	BOOKS GALORE INC.	106.01	222.58
17897	9/12/17	BRILLIANCE PUBLISHING, INC.	106.01	29.99
17898	9/12/17	BUTZEL LONG	106.01	1,521.00
17899	9/12/17	CAR TRUCKING, INC.	106.01	399.00
17900	9/12/17	CDW GOVERNMENT, INC.	106.01	1,051.86
17901	9/12/17	CENGAGE LEARNING/GALE	106.01	825.33
17902	9/12/17	DU ALL CLEANING, INC	106.01	5,760.00
17903	9/12/17	EBSCO INFORMATION SERVICES	106.01	4,209.00
17904	9/12/17	GRAPHIC SCIENCES, INC.	106.01	590.00
17905	9/12/17	GREY HOUSE PUBLISHING	106.01	144.00
17906	9/12/17	H. V. BURTON CO.	106.01	2,827.19
17907	9/12/17	Amberrose Hammond	106.01	150.00
17908	9/12/17	INFOBASE LEARNING	106.01	2,517.69

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

Check #	Date	Payee	Cash Account	Amount
17909	9/12/17	INGRAM LIBRARY SERVICES	106.01	742.45
17910	9/12/17	INNOVATIVE INTERFACE, INC	106.01	12,051.54
17911	9/12/17	INNOVATIVE USERS GROUP	106.01	100.00
17912	9/12/17	LJ ROLLS REFRIGERATION CO., INC	106.01	497.00
17913	9/12/17	MADCAP PRODUCTIONS PUPPET THEATER	106.01	382.50
17914	9/12/17	MICHIGAN EDUCATION DIRECTORY	106.01	29.75
17915	9/12/17	MICHIGAN MUNICIPAL LEAGUE	106.01	24.00
17916	9/12/17	MICROMARKETING LLC	106.01	1,088.03
17917	9/12/17	MIDWEST TAPE	106.01	4,625.98
17918	9/12/17	MICHIGAN LIBRARY ASSOCIATION	106.01	85.00
17919	9/12/17	NBS	106.01	1,653.00
17920	9/12/17	NICHOLS/NETWORK SERVICES CO	106.01	1,216.92
17921	9/12/17	OMNIGRAPHICS	106.01	72.30
17922	9/12/17	ORIENTAL TRADING CO., INC.	106.01	128.57
17923	9/12/17	OVERDRIVE	106.01	4,381.91
17924	9/12/17	PENGUIN RANDOM HOUSE LLC	106.01	570.00
17925	9/12/17	PERE MARQUETTE DISTRICT LIBRARY	106.01	10.00
17926	9/12/17	READING HOUSE LLC	106.01	550.00
17927	9/12/17	RECORDED BOOKS, LLC	106.01	754.89
17928	9/12/17	RHINO NETWORKS	106.01	562.80
17929	9/12/17	SALEM PRESS, INC.	106.01	148.50
17930	9/12/17	SCHOLASTIC LIBRARY PUBLISHING	106.01	14.22
17931	9/12/17	SERVICE HEATING & PLUMBING	106.01	1,206.98
17932	9/12/17	SHOWCASES	106.01	1,009.80
17933	9/12/17	SIEMENS INDUSTRY, INC.	106.01	438.00
17934	9/12/17	SUMMIT ELECTRIC, INC.	106.01	176.00
17935	9/12/17	TERMINIX PROCESSING CTR.	106.01	246.00
17936	9/12/17	THE LIBRARY NETWORK	106.01	5,381.28
17937	9/12/17	TUTOR.COM	106.01	8,230.00
17938	9/12/17	UNIFY INC.	106.01	494.23
17939	9/12/17	UNIQUE MANAGEMENT SERVICES, INC.	106.01	554.90
17940	9/12/17	VALUE LINE PUBLISHING, INC	106.01	1,000.00
17941	9/12/17	WALLACEBURG BOOKBINDING & MFG	106.01	200.25
17942	9/12/17	WESCO DISTRIBUTION	106.01	2,727.28
17943	9/12/17	YPSILANTI PUBLIC LIBRARY	106.01	67.00

Total 398,797.09

Gift Fund

ADVANCE CHECKS:

4826	8/17/17	FLAGSTAR BANK	102.03	66.93
4827	8/28/17	AMAZON.COM	102.03	<u>600.26</u>

Total 667.19

REGULAR CHECKS:

4828	9/12/17	BAKER & TAYLOR	102.03	443.60
4829	9/12/17	BOUNCEPAD NORTH AMERICA	102.03	2,210.00
4830	9/12/17	BLOOMFIELD TWP. PUBLIC LIBRARY	102.03	47.32
4831	9/12/17	DETROIT HISTORICAL SOCIETY	102.03	387.09
4832	9/12/17	GRAND VALLEY STATE UNIVERSITY	102.03	400.00
4833	9/12/17	JODIE M. JACOBS	102.03	100.00
4834	9/12/17	OAKLAND COMMUNITY COLLAGE	102.03	400.00
4835	9/12/17	PCM-G	102.03	<u>1,884.00</u>

Total 5,872.01

Bloomfield Township Public Library
2017-2018 General Fund Budget
 PRESENTED: SEPTEMBER 19, 2017 FOR THE MONTH OF: AUGUST 2017

7b

Five Months 42%

ACCOUNT NUMBER	ACCOUNT NAME	2017-2018	2017-2018	REVENUE/EXPENSE CURRENT MONTH	REVENUE/EXPENSE YTD	% OF BUDGET YTD	VARIANCE
		ADOPTED BUDGET AS OF MARCH 21, 2017	AMENDED BUDGET AS OF MARCH 21, 2017				
<u>Revenues</u>							
410.01	Taxes	\$6,923,097	\$6,923,097	(\$558)	(\$1,177)	-0.02%	(\$6,924,274)
420.01	Penal Fines	\$84,928	\$84,928	\$0	\$83,174	97.93%	(\$1,755)
422.01	State Aid	\$25,635	\$25,635	\$0	\$26,864	104.79%	\$1,229
430.01	Circulation Fines & Fees	\$100,000	\$100,000	\$9,422	\$43,724	43.72%	(\$56,276)
	Charges for Services	\$13,649	\$13,649	\$1,574	\$6,749	49.44%	(\$6,900)
	Investment earnings	\$50,000	\$50,000	\$28,519	\$76,166	152.33%	\$26,166
	Miscellaneous	\$11,595	\$11,595	\$236	\$7,598	65.53%	(\$3,997)
Total Revenues		\$7,208,904	\$7,208,904	\$39,194	\$243,096	3.37%	(\$6,965,808)
<u>Expenditures</u>							
	Personnel	\$3,916,967	\$3,916,967	\$267,073	\$1,622,905	41.43%	(\$2,294,062)
	Library Services	\$846,258	\$846,258	\$55,543	\$349,698	41.32%	(\$496,560)
	Facilities & Equipment	\$1,148,383	\$1,148,383	\$74,017	\$426,937	37.18%	(\$721,446)
	Other Operating Expenditures	\$1,189,066	\$1,189,066	\$46,158	\$146,588	12.33%	(\$1,042,478)
Total Expenditures		\$7,100,674	\$7,100,674	\$442,791	\$2,546,128	35.86%	(\$4,554,546)
	Fund Balance - Beginning	\$11,679,941	\$11,679,941		\$11,679,941		
	Net revenue (expenditure)	\$108,230	\$108,230		(\$2,303,032)		
	Fund Balance - Ending	\$11,788,171	\$11,788,171		\$9,376,909		

Amendments to the budget:
None

Changes made to the line items:
None

Fund Balance Designations

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

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

PRESENTED: SEPTEMBER 19, 2017 FOR THE MONTH OF: AUGUST 2017

Five Months 42%

ACCOUNT NUMBER	ACCOUNT NAME	2017-2018 ADOPTED BUDGET AS OF MAR 21, 2017	2016-2017 AMENDED BUDGET AS OF AUGUST 15, 2017	REVENUE/ EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	VARIANCE
	<u>Revenues</u>						
	Gift Income	\$500	\$6,802	\$120	\$6,802	100.00%	\$0
454.03	Investment Earnings	\$200	\$200	\$13	\$69	34.35%	(\$131)
460.03	Miscellaneous Revenue	\$0	\$0	\$0	\$0	0.00%	\$0
	Total Revenues	\$700	\$7,002	\$133	\$6,871	98.12%	(\$131)
	<u>Expenditures</u>						
	Library Services	\$23,330	\$23,700	\$670	\$10,320	43.54%	(\$13,380)
	Facilities & Equipment	\$55,540	\$55,540	\$4,094	\$15,071	27.14%	(\$40,469)
	Other Operating Expenditures	\$104,128	\$110,060	\$1,775	\$6,175	5.61%	(\$103,885)
	Total Expenditures	\$182,998	\$189,300	\$6,539	\$31,567	16.68%	(\$157,733)
	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)		(\$24,696)		
	Fund Balance - Ending	\$200	\$200		\$157,802		

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
August 2017

Fund	Type	Annual Yield	Date	Amount on Hand
General Fund				
	5th 3rd Checking (Ecommerce)	0.00%	8/31/2017	\$103,182.78
	Flagstar Public Funds Savings	0.60%	8/31/2017	\$250,341.23
	Flagstar Premier Public Entities Checking	0.28%	8/31/2017	\$21,388.39
	RBC Capital Cash/Money Market	0.01%	8/31/2017	\$126.71
	RBC Capital - Investments	2.13%	8/31/2017	\$9,401,780.46
	Total General Fund			<u>\$9,673,636.79</u>
Please see General Fund budget for notes on how this amount is earmarked				
Gift Fund				
	Huntington Public Fund Business Interest Checking	0.15%	8/31/2017	\$95,049.08
	Huntington CD (Charnov gift) - matures 02/04/2019	0.45%	8/31/2017	\$50,000.00
	Fifth Third Bank Business Standard Checking	0.00%	8/31/2017	\$3,989.92
	Total Gift Fund			<u>\$149,039.00</u>

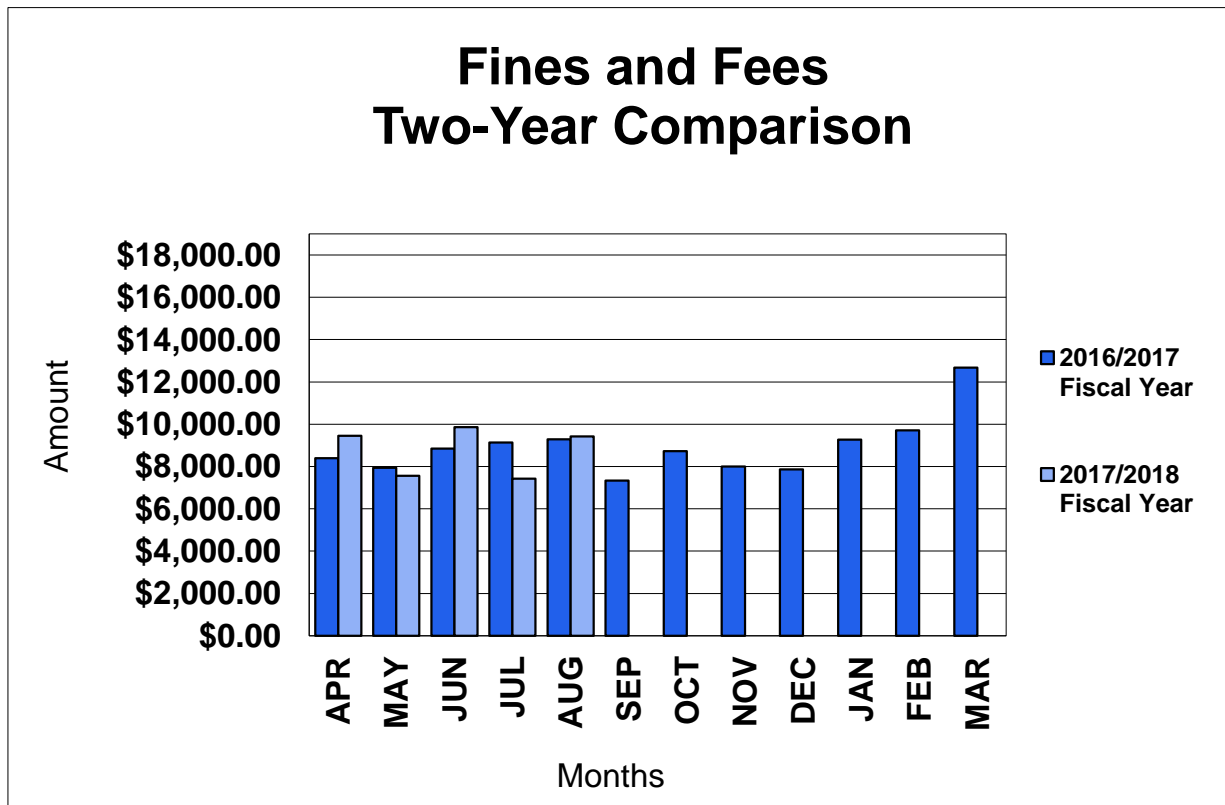
CFSEM

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		<u>\$131,475.00</u>

FINES AND FEES - TWO-YEAR COMPARISON

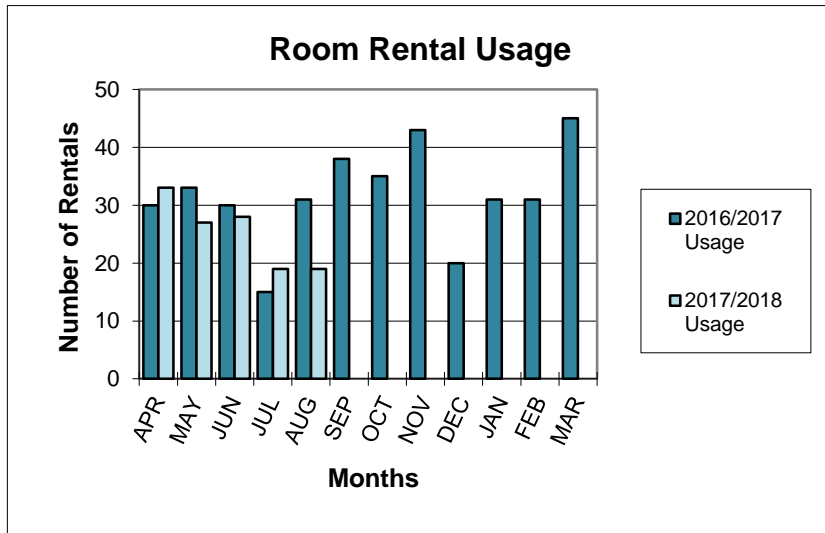
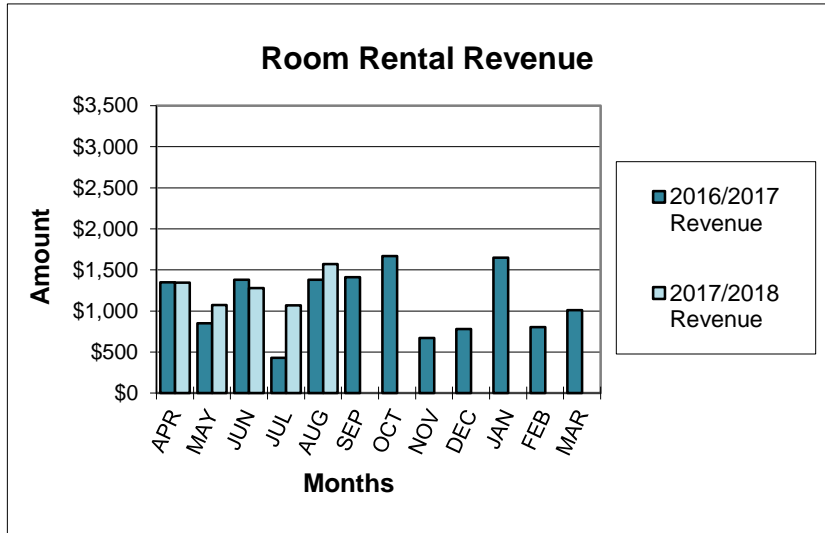
Month	2016/2017 Fiscal Year	2017/2018 Fiscal Year	Difference
APR	\$8,389.09	\$9,449.79	\$1,060.70
MAY	\$7,946.70	\$7,559.45	(\$387.25)
JUN	\$8,843.80	\$9,866.26	\$1,022.46
JUL	\$9,136.96	\$7,426.47	(\$1,710.49)
AUG	\$9,285.82	\$9,421.94	\$136.12
SEP	\$7,334.64		(\$7,334.64)
OCT	\$8,723.00		(\$8,723.00)
NOV	\$8,006.68		(\$8,006.68)
DEC	\$7,863.74		(\$7,863.74)
JAN	\$9,268.65		(\$9,268.65)
FEB	\$9,716.57		(\$9,716.57)
MAR	\$12,680.35		(\$12,680.35)
			YTD Difference
TOTAL	\$107,196.00	\$43,723.91	(\$63,472.09)



ROOM RENTAL - TWO-YEAR COMPARISON

7b

<u>Month</u>	<u>2016/2017 Revenue</u>	<u>2017/2018 Revenue</u>	<u>Difference</u>	<u>2016/2017 Usage</u>	<u>2017/2018 Usage</u>	<u>Month</u>
APR	\$1,350.00	\$1,345.50	(\$4.50)	30	33	APR
MAY	\$850.00	\$1,074.00	\$224.00	33	27	MAY
JUN	\$1,380.00	\$1,281.00	(\$99.00)	30	28	JUN
JUL	\$430.00	\$1,070.00	\$640.00	15	19	JUL
AUG	\$1,380.00	\$1,570.00	\$190.00	31	19	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
TOTAL	\$13,383.25	\$6,340.50	YTD Difference (\$7,042.75)	382	126	



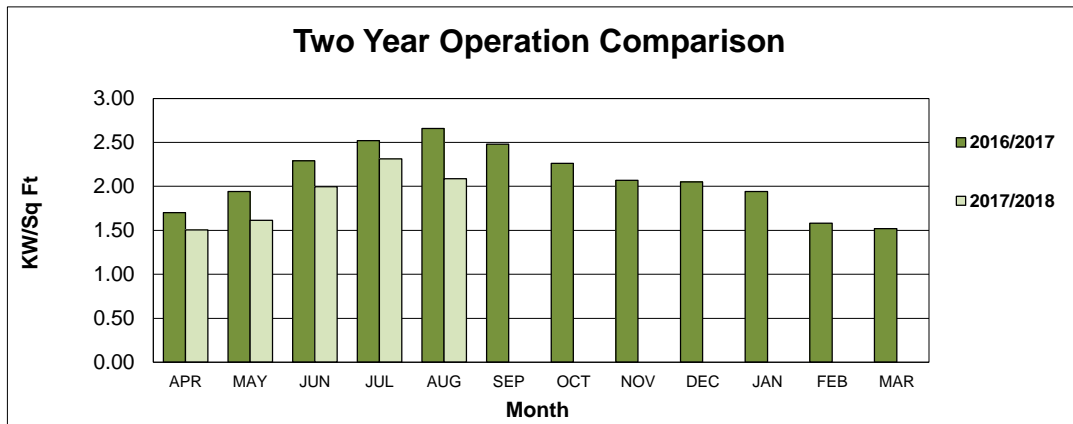
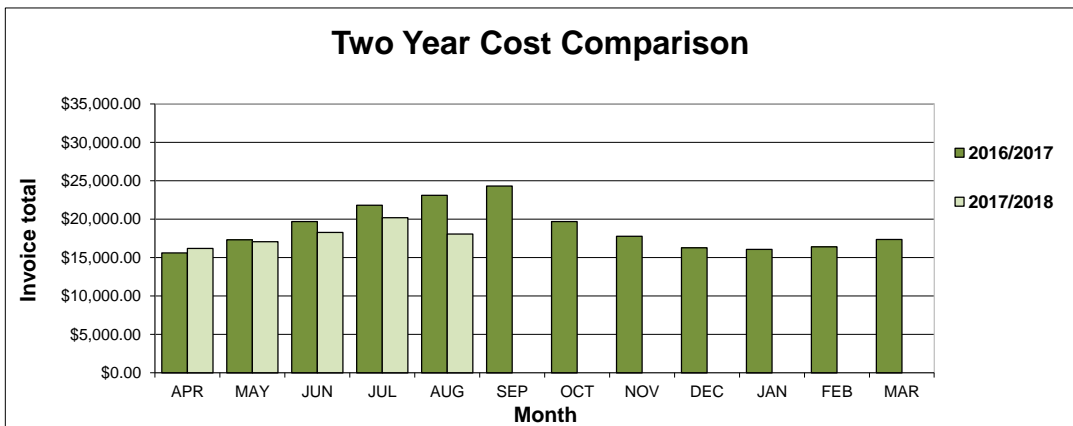
Bloomfield Township Public Library Electricity Analysis

Building Area = 101,023 Sq ft.

TWO YEAR COST COMPARISON				CURRENT YEAR OPERATION					
Month	2016/2017	2017/2018	Difference	TOTAL	COST/KWH	KWH/HR	KWH/SQ FT	COST/HR	COST/SQ FT.
		(3)		(1)	(3)/(1)	(1) / (24 x no.days per month)	(1)/101,023	(3) / (24 x no. days per month)	(3)/101,023
APR	\$15,619.14	\$16,181.75	\$562.61	151,970	\$0.11	211.07	1.50	\$22.47	\$0.16
MAY	\$17,290.02	\$17,048.76	(\$241.26)	162,890	\$0.10	218.94	1.61	\$22.92	\$0.17
JUN	\$19,698.58	\$18,251.58	(\$1,447.00)	201,810	\$0.09	280.29	2.00	\$25.35	\$0.18
JUL	\$21,811.53	\$20,183.10	(\$1,628.43)	233,520	\$0.09	313.87	2.31	\$27.13	\$0.20
AUG	\$23,088.13	\$18,042.04	(\$5,046.09)	210,840	\$0.09	283.39	2.09	\$24.25	\$0.18
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	\$89,707.23	(\$135,656.60)						

NOTES:

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

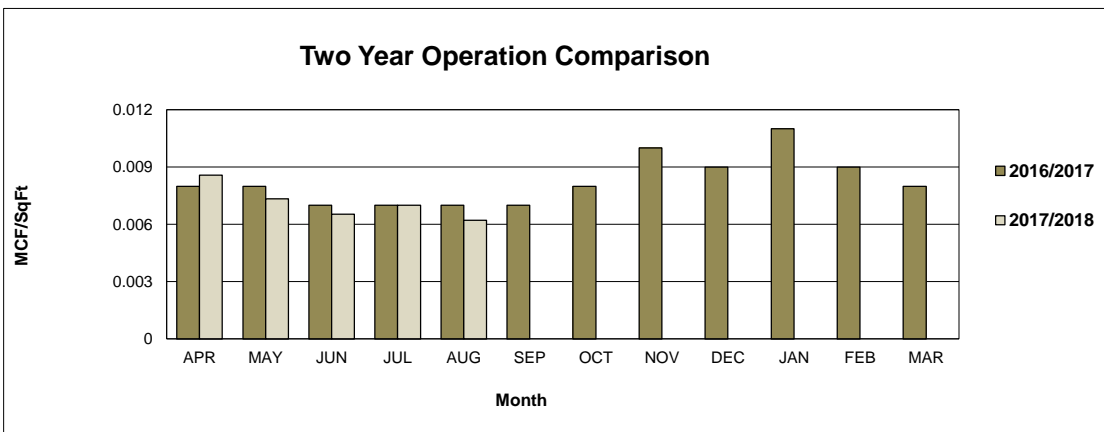
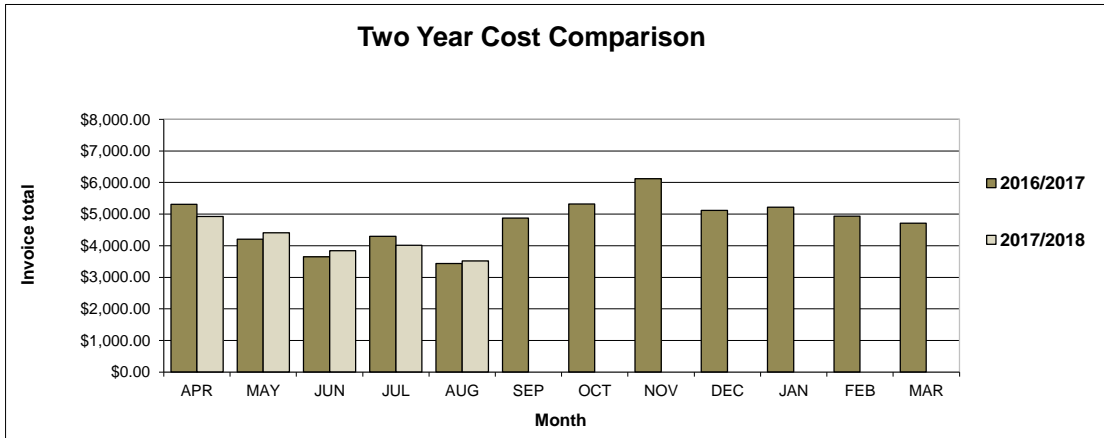


Bloomfield Township Public Library Natural Gas Analysis

Building Area = 101,023

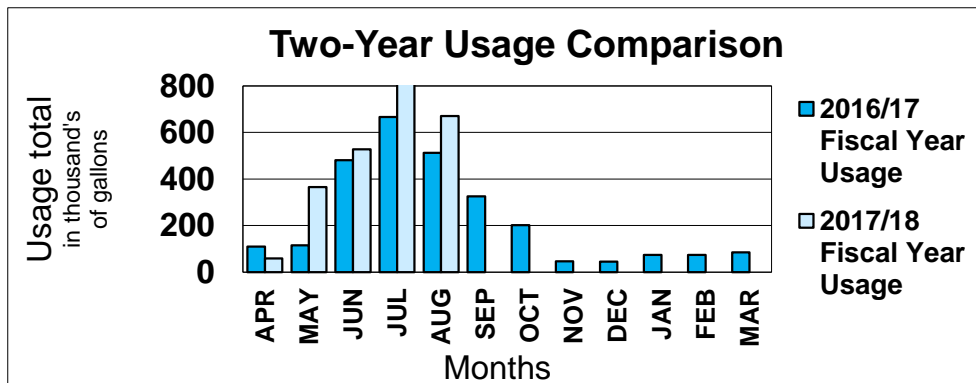
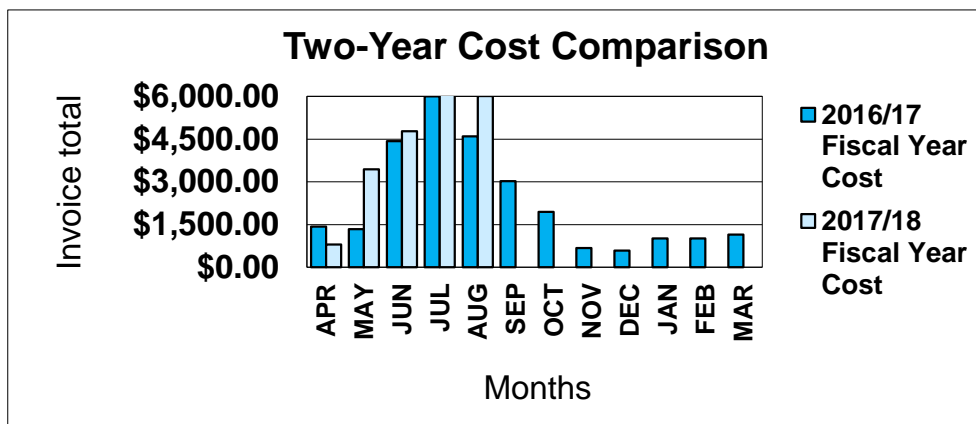
1 Cu. Ft. = 1000 BTU

TWO YEAR COST COMPARISON				OPERATION						
Month	2016/2017	2017/2018 (3)	Difference	MCF	COST/MCF	HOURS (24 x no.days per month)	MCF/HR	MCF/SqFt	\$/HR	\$/SqFt
APR	\$5,307.83	\$4,929.25	(\$378.58)	866.7	\$5.69	720	1.20	0.009	6.85	0.048
MAY	\$4,208.72	\$4,411.34	\$202.62	741.5	\$5.95	744	1.00	0.007	5.93	0.043
JUN	\$3,652.86	\$3,842.61	\$189.75	660.3	\$5.82	720	0.92	0.007	5.34	0.037
JUL	\$4,294.67	\$4,009.40	(\$285.27)	707.7	\$5.67	744	0.95	0.007	5.39	0.039
AUG	\$3,437.53	\$3,514.92	\$77.39	628.5	\$5.59	744	0.84	0.006	4.72	0.034
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	\$20,707.52	(\$36,488.21)							



Bloomfield Township Public Library Water Analysis

Month	2016/17 Fiscal Year Cost	2017/18 Fiscal Year Cost	Difference	2016/17 Fiscal Year Usage	2017/18 Fiscal Year Usage	Difference
APR	\$1,432.45	\$803.09	(\$629.36)	109	59	(50)
MAY	\$1,333.69	\$3,440.06	\$2,106.37	115	365	250
JUN	\$4,428.69	\$4,772.76	\$344.07	480	528	48
JUL	\$5,997.81	\$7,363.60	\$1,365.79	666	829	163
AUG	\$4,595.09	\$6,010.12	\$1,415.03	512	670	158
SEP	\$3,025.97		(\$3,025.97)	326		(326)
OCT	\$1,945.05		(\$1,945.05)	201		(201)
NOV	\$673.93		(\$673.93)	46		(46)
DEC	\$587.67		(\$587.67)	45		(45)
JAN	\$1,011.05		(\$1,011.05)	74		(74)
FEB	\$1,011.05		(\$1,011.05)	74		(74)
MAR	\$1,143.49		(\$1,143.49)	85		(85)
			YTD Difference			YTD Difference
TOTAL	\$27,185.94	\$22,389.63	(\$4,796.31)	2,733	2,451	(282)



BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

LIBRARY BOARD OF TRUSTEES MONTHLY DIRECTOR'S REPORT

September, 2017

September is Library Card Sign Up Month! The Library has partnered with 12 local Bloomfield Township businesses to help celebrate this occasion. Patrons with a valid Bloomfield Township Public Library card can visit any and all of the 12 participating businesses and show their library card to receive a discount on the product or service provided. Patrons can then bring in to the Library their receipt from the businesses they visit and have their name entered into a library drawing for a prize! Patrons are encouraged to visit the participating businesses as often as they like and have their name entered into the library drawing again and again after showing their receipt! Going on now through September 30!

Have you ever wondered who designed the landmark Detroit buildings such as the Penobscot, the Buhl and the Guardian buildings or our own local Kirk in the Hills Church? The Bloomfield Historical Society has arranged for Michael G. Smith, architectural historian and author, to speak about architect Wirt Roland and the formative days of Detroit's emergence as a powerhouse of architectural design. Mark your calendars for this great program on Sunday, September 24 at 3:00pm here at our Library!

The annual Bloomfield Township Open House takes place on Sunday, October 1 from 12noon – 4:00pm at the Township Civic Campus. The Library will have a table at the Senior Center – stop by and say “Hi”. At the Library, a puppet show performance of “Jules and Verne’s Excellent Adventure”, presented by Madcap Productions Puppet Theater, will take place at 2:00pm. We are happy to share in this fun community event!

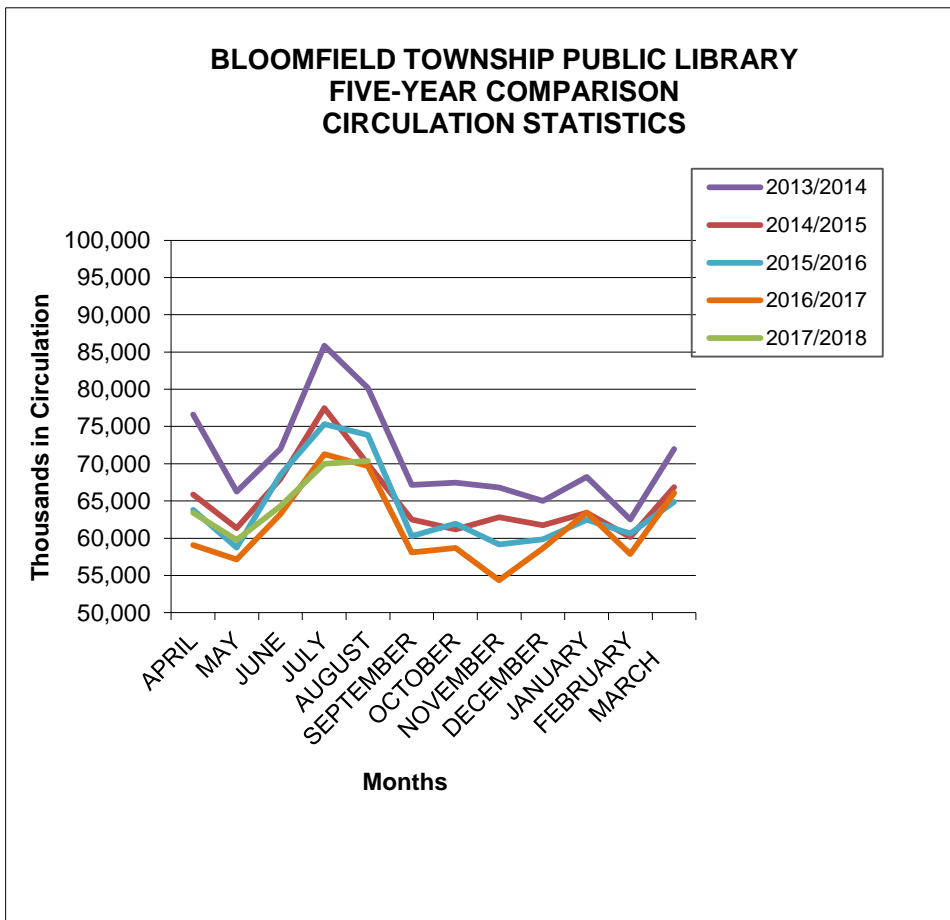
Respectfully Submitted,

Carol Mueller
Director

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
FIVE YEAR CIRCULATION**

9/11/2017

	<u>2013/2014</u>	<u>2014/2015</u>	<u>2015/2016</u>	<u>2016/2017</u>	<u>2017/2018</u>
APRIL	76,629	65,851	63,783	59,090	63,413
MAY	66,250	61,347	58,740	57,125	59,745
JUNE	72,030	67,987	68,518	63,243	64,319
JULY	85,844	77,485	75,304	71,265	70,006
AUGUST	80,163	69,931	73,868	69,676	70,391
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	327,874



	2016		2017	
COLLECTION				
Book Collection:	276,923		271,832	
Media Collection:	62,894		61,933	
Total e-books:	31,145		31,654	
Overdrive	8,740		9,069	
EBSCOhost	19,197		19,196	
Total downloadable audiobooks:	4,903		5,206	
Materials Total:	375,865		370,625	
CIRCULATION				
Circulation Total:	69,676		70,391	
Bloomfield Township Circulation:	64,432		66,119	
Virtual Circulation Total	7,333		10,918	
Circulation of Youth materials:	27,342		26,486	
Circulation of Media:	23,165		20,871	
Circulation of Cranbrook passes:	285		364	
Self-checkout machine use:	28,021	40.2%	27,561	39.2%
Library by Mail:	95	31 patrons	62	27 patrons
BUILDING & EQUIPMENT USAGE				
Door Count:	21,332 *		21,876	
Gate Count:	31,900		30,134	
Meeting rooms by public:	31		19	
Meeting rooms by staff:	50		47	
VIRTUAL USE				
Home page hits:	34,385		36,606	
e-book access:	2,525		2,221	
Overdrive	2,508		2,187	
EBSCOhost	17		34	
Audiobook access: (Overdrive)	1,298		1,116	
Freegal music download access:	1,267		1,119	
Freegal music streaming:	n/a		3,959	
Magazine download access:	1,190		983	
Hoopla access:	1,053		1,520	
Tutor.com sessions:	38		4	
Library Computer Use				
Resident Use	1,778		1,708	
Guest Use	851		826	
*Counter not working for 8 days				

	2016		2017	
OUTREACH & PROGRAMS				
<i>New Patrons and Accounts</i>				
Township:	223		229	
Cranbrook:	5		4	
Total new patrons:	319		308	
<i>Adult Program Attendance</i>				
Staff-led:	9 events	87 attended	14 events	243 attended
Speaker-led:	7 events	144 attended	5 events	52 attended
Book clubs:	5 events	40 attended	4 events	42 attended
Tours/visits on-site:	1 event	50 attended	0	0
Tours/visits off-site:	0	0	1 event	40 attended
<i>Systems Program Attendance</i>				
Staff-led:	3 events	24 attended	3 events	25 attended
<i>Teen Program Attendance</i>				
Staff-led:	0	0	1 event	2 attended
<i>Youth Program Attendance</i>				
Staff-led:	13 events	653 attended	8 events	313 attended
Solar Eclipse Viewing Party	n/a		1 event [^]	1,350 attended
Speaker-led:	3 events	253 attended	1 event	57 attended
Tours/visits on-site:	1 event	54 attended	0	0
Tours/visits off-site:	0	0	0	0
TOTAL:	42 events	1,305 attended	38 events	2,124 attended
<i>Volunteers:</i>				
	26 people	269.25 hours	21 people	201 hours
	Shop: 11	137.75	Shop: 8	116.5
	Court: 0	0	Court: 0	0
	Students: 5	35	Students: 4	13
	Dept. Vol: 10	96.5	Dept. Vol: 9	71.5
<i>Patron Remarks</i>				
Patron Comments:	9		8	
Ask BTPL:	1		7	
Ask Us:	36		33	
DISPLAYS				
Lobby	Summer in the Parks from Detroit Historical Museum			
Media	Adult: Staff Picks; NASA/Space; Remembering Jerry Lewis			
	Youth: NASA/Space; Earth, Moon & Stars; How Are You Feeling Today?			
Local History	Technology			
[^] Youth & Adult Services Joint Program				

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

Bloomfield Township Public Library
Oakland County, Michigan

**Monday,
August 14, 2 p.m.**

Present: Trustees: Judy Lindstrom, Joan Luksik,

Administration: Library Director, Carol Mueller; Assistant Director, Tera Moon; Linden Godlove, Director's Secretary; Volunteer, Nancy Kulish; Karrie Yukon, Adult Services Librarian; Marian Rafal, Youth Services Librarian

Old Business:

Photo Contest 2018

The outline was reviewed for the Photo Contest, with "the World through Your Lens" being loosely determined to be the title for the event. It was reviewed that winners would be notified before the reception, but would not be told what level they won to help ensure their attendance. The entry information would be clarified so that age categories were defined more readily.

2018 Library Wide Event

Various words and phrases were reviewed to determine a name for the 2018 Library Wide Event, with the conclusion being that "One World, Many Stories" would be the title. Sub-committees were determined. Tera Moon, Marian Rafal, Karrie Yukon and Linden Godlove would work together to coordinate the marketing of programs. Judy Lindstrom suggested that the consulates that are in Bloomfield Township be contacted for inclusion in the event. The budget was briefly discussed, with mention of there being seed money from the Friends.

Read-a-thon

Marian Rafal brought a cart of fairy tale books, as promised. Rather than selecting a compendium of unknown tales, she suggested *A Wrinkle in Time*, as 2018 would be author Madeleine L'Engle's 100th birthday. The book won the Newbery award and has been beloved by generations. It will be released as a movie in 2018. It was agreed that this selection would be given further consideration.

Culture Arts Award

The reception will be on Friday, October 6, at the Birmingham-Bloomfield Arts Center. We do not know the status of the Library as a potential recipient.

New Business:

None.

Next meeting:

Friday, September 22, 2:00 p.m.

MINUTES OF THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY BUILDING AND GROUNDS COMMITTEE

The meeting of the Bloomfield Township Public Library Board of Trustees Building and Grounds Committee was held in the Library on Thursday, August 24, 2017 at 2:00 p.m.

Present: Trustees: Eli Greenbaum, Tom Deska, Joan Luksik

Administration: Carol Mueller, Library Director; Tera Moon, Assistant Director; Joel Dion, Facilities Department Head

Guests: Gene Ferrera, Rewold & Son; John Dell'Isola, PEA; Carol Fredericks, John Waldrop and Steve Smith, TMP

Old Business:

Lower Level Water Remediation – Update

A strong rain storm on July 10 caused flooding in the lower level. Affected areas were the maintenance workshop, the Friends Book Nook, and the hallway near the restrooms. After this flood, Joel coordinated cleaning out the drainage system pipes. Contractors found foreign objects blocking some parts of the pipes under the parking lot. Gene and John will investigate the possible causes of flooding and present options to this committee.

Lobby Floor Options and Next Steps

All agreed the current test tile, Slaty, is not appropriate for the lobby flooring. Carol Fredericks, TMP, displayed several tile options. The committee would like her to find out about the product's warranty, to find out whether a larger sized tile is available, to find out whether there is a local installation that can be visited, and see if the manufacturer will make a larger sample board.

Parking Lot LED Project follow-up

Joel Dion's investigation revealed that converting the parking lot lights to LED lighting will not provide significant savings. Joel recommends that we delay converting the parking lot lights but begin converting the interior lighting to LED lights. The committee supports this recommendation.

Door Access System Update

Electronic Security Systems has recommended that we replace the five door handles that are broken as opposed to replacing all the door hardware throughout the entire building. The committee supports this recommendation.

Dawn Redwood Tree Planting

The planned tree planting day is Wednesday, September 20 at 9:30 a.m., weather dependent. Carol will notify Pam Williams' friends.

Spaces RFP Update and Bids

The deadline to receive proposals was August 18. Five proposals were received. Administration will analyze the proposals and share a report with the committee. The committee members will be invited to interviews with the top firms.

Tree Trimming Update

Wright Tree Service performed tree trimming recommended by DTE. They did a satisfactory job.

New Business:

Garden Enhancements

Goldner Walsh proposed a plan for renovating the corner outside Carol's office and staff terrace. The committee would like to see a more creative plan and would like to involve Judy Lindstrom in the planning. Goldner Walsh also proposed new planters to flank Linda's Garden. Judy Lindstrom will also be consulted on these.

Welcome Desk Panels

Carol will be bringing two different quotes to replace the Welcome Desk panels with completely new ones with a new design.

Water Main Meter Connection

A section of pipe needs to be replaced. The repair will require shutting off water to the building. Joel has received a quote to make this repair after library hours. He will coordinate this work as soon as possible.

The next meeting will be Thursday, October 5, 2017 at 2:00 p.m.

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

Bloomfield Township Public Library
Oakland County, Michigan
Wednesday, August 30, 2017

The meeting of the Bloomfield Township Public Library Board of Trustees Policy Committee was held in the Library on Wednesday, August 30, 2017 at 2:00 pm.

Present: Trustees Eli Greenbaum, Grant Gerhart, and Joan Luksik

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

Annual Library Policy Review

Credit Card Resolution

Carol reviewed the Library's Credit Card Resolution and the proposed guidelines for employee use of the credit card. These documents are being provided for informational purposes. There are no proposed changes to the resolution or guidelines at this time. Carol asked the Committee for their approval to present this information to the Library Board of Trustees at the September meeting. The Committee granted approval.

Purchasing Guidelines

Carol reviewed the Library's current purchasing guidelines and recommended changes to these. The Committee gave approval to Carol present these guidelines with recommended changes to the Library Board of Trustees at the September meeting.

Library Board Topics for Discussion

Email Guidelines

In order to protect the privacy and security of the Trustees' personal emails, it is recommended that all library business email messages be sent to the Library email address. The Committee discussed using Trustees' personal email address versus the Library's email address. It was suggested that an attorney review this recommendation. Carol will update the Committee.

Attendance

Carol will draft language that stresses the importance of meeting attendance based on the Public Library Trustee Manual and present it this to the Policy Committee.

Student Library Board Member

The group expressed interest in having a young person involved in Board discussions. Carol will ask Brooke Hoskins, leader of the Teen Advisory Board, if members might be interested in being involved with the Board.

Advisory Committee

The Committee had a lively discussion about the value and need for involving community members in an advisory group. Administration will draft a proposal for such a group including the purpose, the role of the members, and how the members will be recruited and vetted.

No future meeting has been scheduled.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Library Board

FROM: Carol Mueller, Library Director

DATE: September 15, 2017

SUBJECT: Annual Policy Review

Each year, the Policy Committee meets to review all Library Board approved policies to ensure these are update to date and continue to meet library needs. While the Policy Committee did not have any recommended changes to Library Board approved policies at this time, there are two financial procedures that do need Library Board review: the Credit Card Resolution and Purchasing Guidelines. These are attached to this memo.

Credit Card Resolution and Guidelines

The Library's Credit Card Resolution was adopted by the Library Board in January, 1999 and reviewed and revised in June, 2007. While there are no recommended changes to the resolution itself at this time, this is a good opportunity to review our credit card guidelines with the Library Board. Our Finance Coordinator, Sandi Bird, updated the credit card guidelines slightly to include the individual names of current credit cardholders and changed the format of these guidelines from a question and answer format to the attached guidelines. The Credit Card Resolution and guidelines are attached for your review. The Policy Committee reviewed and supports these as presented.

Thank you for your review and consideration. If you agree, the following motion is needed:

ACTION: I move to accept the Guidelines for Credit Card Use as presented to place on file in the Library.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
POLICY MANUAL
SECTION III – FINANCE, FUNDRAISING AND GIFTS**

CREDIT CARD RESOLUTION

The Bloomfield Township Public Library (BTPL) Director shall be responsible for the BTPL's credit card issuance, accounting, monitoring, and retrieval, and generally for overseeing compliance with this credit card resolution.

The BTPL's credit card may be used only by an employee of the Library for the purchase of goods or services for the official business of this library.

A BTPL employee using credit cards issued by the Library shall submit documentation detailing the goods or services purchased, the cost of the goods or services, the date of the purchase, and the official business for which purchased.

A BTPL employee issued a credit card is responsible for its protection and custody and shall immediately notify the Library Director if the credit card is lost or stolen.

A BTPL employee issued a credit card by the Library shall return the credit card upon the termination of his or her employment with the Library.

The use of BTPL credit cards is monitored through a system of internal accounting controls which is periodically reviewed by the library's auditing firm.

Credit card invoices are reviewed and approved prior to payment.

The balance, including interest due on an extension of credit under the credit card agreement, shall be paid for within not more than 60 days of the initial statement date.

Unauthorized use of a BTPL credit card by a library employee shall be met with disciplinary measures consistent with law.

The total combined authorized credit limit of all BTPL credit cards shall not exceed 5% of the total budget of the Library for the current fiscal year, each year.

The Library may include in its budget the balance due on any BTPL credit cards, including the annual fee, if any, and interest.

Approved by Board: 1/99
Revised: 6/19/07



1099 Lone Pine Road, Bloomfield Township, MI 48302 (248)642-5800

Guidelines for Credit Card Use

The Credit Card Resolution was first adopted by the Board of Trustees in January, 1999 and reviewed and revised in June, 2007.

Guidelines for Credit Card Use

The following is a summary of the recommended guidelines for the Library's credit card use effective for the FY 2017-2018:

- 1) The Library positions eligible for credit card issuance are:
 - Director
 - Assistant Director
 - Department Heads
 - Assistant Department Heads
 - Director's Secretary
 - Volunteer Coordinator

- 2) The following is a list of the Library's current cardholders and their monthly credit limits. The total aggregate limit is \$26,000 per month, which is less than 1% of the Library's total annual budget. State law limits an organization's total aggregate limit to 5% of the total annual budget. The Library is under this limit.

Name of Cardholder:	Expires	Credit Limit
BTPL Total		\$ 26,000
Marianne Abdo	10/19	\$ 5,000
Linden Godlove	08/19	\$ 3,000
Joel Dion	10/19	\$ 1,000
Elizabeth Korey	10/19	\$ 1,000
Tera Moon	10/19	\$ 2,000
Carol Mueller	10/19	\$ 4,000
Martha McGee	10/19	\$ 1,000
Anna Pelepchuk	10/19	\$ 1,000
Marian Rafal	01/20	\$ 1,000
Lori Smith Hoogasian	10/19	\$ 1,000
Jennifer Taggart	10/19	\$ 1,000
Ann Williams	10/19	\$ 1,000
Joan Wu	10/19	\$ 3,000
Brooke Hoskins	07/19	\$ 1,000

- 3) State law states "a credit card may be used only by an officer or employee of the local unit for the purchase of goods or services for the official business of the local unit." Purchases made with the credit card should be made with as much care as in all reimbursement procedures. The same kind of thought and selection process should also take place for all purchases made with tax dollars. Staff is bound by the budget as approved by the Library Board of Trustees. If any items require prior approval, this approval will still be required before purchase.
- 4) The credit card can be used wherever a VISA card is accepted. If the business has established a house account for the library, staff is instructed to use the house account. The Finance Coordinator has an up-to-date list of businesses and vendors with whom such an account is established for staff's information. Staff is required to continue to inform the Finance Coordinator of companies that are repeatedly used to establish a house account with that business. This still is the preferred method of making transactions due to the reduction of paperwork and bookkeeping and expediting payment.
- 5) State law requires that "The official body to which is granted general governing powers over an authority or organization of government may expend funds of the authority or organization." "A local unit shall not be a party to a credit card arrangement unless the governing body of the local unit has adopted by resolution a written policy". The Library Board of Trustees adopted the Library's Credit Card Resolution in 1999.
- 6) The Library is eligible to receive sales tax exemption. The Library is a Component Unit of Bloomfield Township and uses their Taxpayer Identification Number 07-1300352. At the vendor's request, a Sales Tax Exemption form is provided to the vendor at time of purchase.
- 7) A Credit or Charge Verification form is completed for each purchase, and the receipt is attached and submitted within five working days, along with the detail of the service provided or goods purchased, the cost of the item, the date of the purchase, and the official business from which purchased. This information is required by state statute. All credit card invoices must be approved by the staff member before payment, and the balance must be "paid for within not more than 60 days of the initial statement date." according to state law. To avoid paying finance charges, the Library will be pay the monthly statement balance in full, by the statement due date.
- 8) If a credit card is lost or stolen, the law states "an officer or employee issued a credit card is responsible for its protection and custody and shall immediately notify the local unit if the credit card is lost or stolen." Staff is instructed to immediately report a lost or stolen Library credit card to the Director or Finance Coordinator.
- 9) When an employee leaves the Library, the card will be collected by the Library and the cardholder account will be closed. New employees in the approved positions will be

issued a new cardholder account. The law requires that "An officer or employee issued a credit card shall return the credit card upon the termination of his or her employment with the local unit."

- 10) Department Heads will carefully supervise their use and their staff's use of any individually issued Library credit cards relative to their departmental budget responsibilities. The Director and Finance Coordinator will monitor the use of the credit cards and be responsible for a system of internal accounting controls.

Purchasing Guidelines

The Library's purchasing guidelines have not been updated, as far as we can tell, since 1998. At that time, the Library's purchasing guidelines generally followed Bloomfield Township's purchasing guidelines. Their guidelines were updated in 2005 to reflect new levels for requesting quotes and for when a formal bidding process is required. The Library would like to update its purchasing guidelines at this time to adjust for inflation and reflect appropriate amounts for getting quotes and publishing bids due to the higher costs of items.

At this time, our purchasing guidelines consist of the following:

- Amounts between \$1.00 - \$999.00 require reasonable comparative research to be conducted for fiscal responsibility.
- Amounts between \$1,000.00 - \$19,999.00 require a minimum of three quotes.
- Amounts over \$20,000.00 require bids.

Our Finance Coordinator Sandi Bird has created more comprehensive purchasing guidelines which are attached for your review. I am grateful to have our purchasing guidelines expanded and clarified and the bid amount increased slightly. The Policy Committee has reviewed these updated purchasing guidelines and support approval of these as presented.

Thank you for your review and consideration. If you agree, the following motion is needed:

ACTION: I move to approve to approve the Library Purchasing Guidelines as presented effective September 20, 2017.



1099 Lone Pine Road, Bloomfield Township, MI 48302 (248) 642-5800

Proposed Purchasing Guidelines

The following is a summary of the recommended purchasing thresholds effective September 20, 2017:

<u>Threshold</u>	<u>Purchasing Process</u>
Less than \$5,000	Open market, no quotes necessary.
\$5,000 to \$25,000	Informal quotes with 3 competitive quotes when possible.
Greater than \$25,000	Formal bid process: Bid notice published in newspaper or on website at least 5 days before bid opening; Public bid opening; All bids shall be submitted to the Assistant Library Director.

All purchases falling within the formal competitive bid process require Board approval. All other purchases falling within the threshold of "open market, no quotes" or "informal quotes with three competitive quotes" do not require Board approval if the item was included in the adopted budget and/or will not require the forfeiture of any other purchase of goods or services as approved by the Board in the budget.

In cases of construction contracts or purchases involving large sums of money, the Board may require that the successful bidder post a surety bond in the amount that it deems proper.

The following provides for **emergency purchases**. Purchases with such designation shall be reported by the Library Director to the Library Board Trustees within thirty (30) days of the incident. This procedure would apply to substantive purchases where the item being purchased would have normally been acquired through the formal bid process or informal quote process as an unbudgeted item.

EMERGENCY PURCHASES

In an emergency or an apparent emergency endangering the public peace, health or safety of the Library patrons and staff, the Library Director or their designee, may purchase directly any supplies, materials, equipment or services which he or she deems immediately necessary. A full report shall be filed by the Library Director to the Library Board Trustees within thirty (30) days of the incident.

In addition, the following provides for certain exceptions to formal competitive bidding and informal competitive quotes. Items (A), (B), and (C) require Library Board Trustee authorization prior to the purchase. Moreover, the procedure provides for additional purchases from an existing contract without following the formal and informal bid/quote process, so long as such purchases are at the same cost or less as originally bid, do not exceed the cost of the original purchase, and are made within twelve months of the original purchase. For example, if an original purchase was made for 100 hours of a certain service at a cost of \$100 per hour, an additional purchase(s) of up to 100 hours could be made provided the service costs \$100 per hour or less and the purchase is made within twelve months of the original purchase.

EXCEPTIONS TO FORMAL COMPETITIVE BIDDING AND INFORMAL COMPETITIVE QUOTES

Formal competitive bidding and informal competitive quotes shall not be required in the following cases:

(A) Where the product or material contracted for is not competitive in nature or no advantage to the Library would result from requiring competitive bidding or informal competitive quotes and the Library Board Trustees, by resolution, authorizes execution of the contract without competitive bidding or competitive quotes;

(B) In the employment of professional services including, but not limited to medical, accounting, auditing, data processing, legal, planning, engineering and architectural and the Library Board Trustees, by resolution, authorizes execution of the contract without competitive bidding or competitive quotes;

(C) Where the scope of the work is not definitive and as a result a request for proposal is difficult to prepare and/or the cost of preparing the request for proposal is expected to exceed the cost of the contract and the Library Board Trustees, by resolution, authorizes execution of the contract without competitive bidding or competitive quotes;

(D) For purchases from or joint purchases with another unit of government; and

(E) When the Library elects to perform the work using Library employees.

Blanket orders are also permissible under the purchasing guidelines. Such orders provide time savings as the item(s) are competitively bid once, in accordance with the purchasing thresholds, on a per unit cost, and a blanket order is established in an estimated amount calculated by taking the per unit cost times the estimated quantity needed. In summary, blanket orders are simply purchase orders that are set up for an estimated amount, and left open for up to two years. As purchases are made, the order is reduced but not closed out.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

MOTION TO APPROVE ANY ITEMS REMOVED FROM THE CONSENT AGENDA

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

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

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

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

1. Marketing

This team will move forward as a marketing committee using the newly drafted marketing plan to improve community awareness. The marketing committee has been meeting monthly and is talking about ways to use the email marketing tools we already have more effectively.

2. Tours

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

3. Building Assessment RFP

The two teams who helped to draft this RFP reviewed the five proposals we received in response to it. The teams have provided valuable insight. A firm will be recommended at the regular monthly meeting in October.

4. Staff Awareness

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

5. Programming

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

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

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

October 2017

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
						1 2PM Madcap Puppets presents Jules and Verne's Excellent Adventure
2 2PM Library Resources for Genealogy Research 4:30PM CS -1st Game Design 7PM "Recognizing Anxiety in Young Children"	3 10AM Knit 'n Stitch Circle 10AM Tinker Tales	4 10AM Wee Play 12:30PM Friends Meeting 4:30 PM CS -First Game Design	5 10AM Mother Goose Club 2pm Building and Grounds CMTE	6 10AM Movers and Shakers 6:30 PM HITS Theater	7	8
9 11AM Adult and Teen Sensory Storytime 4:30PM CS First- Animation (Grades 4-8) 7PM OperaHERE	10 10AM Tinker Tales 1PM Memoir Writers' Group 4PM Teen Advisory Board 6:30PM My First Book Group	11 10AM Wee Play 4:30 PM CS First- Animation (Grades 4-8) 6:30PM Writers' Rendezvous	12 10 AM Mother Goose Club 1PM Drop In Download Help 6:30 PM Book Worms	13 10AM Movers and Shakers 12PM English Language Conversation Hour 6:30PM Book Worms	14 9:30AM – 3:30PM Friends of the Library Second Saturday 11AM SENSEational Story Time	15 Friends of the Library SPECIAL Sunday \$5 Bag Sale
16 1PM 30 Minute Lunchtime Book Club 4:30PM CS First- Animation (Grades 4-8) 6:30 PM Book Chat	17 6PM Introduction To Social Networking 7PM Cord Cutting Basics 7PM BTPL Board of Trustees Meeting	18 Gale Courses begin today 10AM Wee Play 1PM Mystery Book Club 4:30PM CS First- Animation 6:30PM Baffling Bill's Magic Show	19 6PM Introduction To Scanning and Photo Editing 6PM Teen & Tween Quidditch Club 7PM Lecture: The Underground Railroad	20 10AM Coffee &Conversation 11AM Sensory-Friendly Movies for Adults and Teens 4:30PM Dash & Dot	21	22
23 4:30PM CS First- Animation (Grades 4-8) 6PM Books in Bars at Mex Book Club	24 1PM Memoir Writers' Group 6:30PM Book Chat 6:30PM Spooktacular	25 10AM Wee Play 4:30PM CS First- Animation (Grades 4-8) 6:30PM Writers' Rendezvous 6:30PM Paperbacks & Snacks	26 10AM Eleanor's Book Club 2PM Tablet Tales 7PM Lecture: Night of the Long Knives	27 12PM English Language Conversation Hour 6:30PM Strange, Wicked, Spooky Michigan with Amberrose Hammond	28	29
30 10AM Family Story Time 4:30PM CS First- Animation (Grades 4-8)	31 6PM Microsoft Word					