

Bloomfield Township Public
Library

**Bloomfield Township Public Library
Board of Trustees**

Library Board Meeting
October 17, 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, October 17, 2017
7:00 p.m.

<u>#</u>	<u>NUMBERED ITEMS</u>	<u>DATE DELIVERED</u>
1	Agenda	10/13/17
2a	Request to remove items from the Consent Agenda for Discussion	10/13/17
2b	Motion to approve the order of items for the regular and consent agendas	10/13/17
5	Motion to approve remaining Consent Agenda items 6-8d	10/13/17
6	Regular Board Meeting Minutes of 9/19/2017	10/13/17
7a	Cash Disbursements	10/13/17
7b	Revenues/Expenditures Budget Report	10/13/17
7c	Energy Report	10/13/17
8a	President's Report	10/13/17
8b	Director's Report	10/13/17
8c	Art Committee – 9/15/2017	10/13/17
8c	Bloomfield Township Liaison –no report	
8c	Building, Grounds, Landscaping, Interiors Committee – 10/05/2017	10/13/17
8c	Cranbrook –no report	
8c	Development Committee – 8/14/2017	
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– 9/27/2017	10/13/17
8c	Policy Committee	
11a	Compensation and Classification Study Presentation	10/13/17
11b	Space Needs Assessment Bid Award	10/13/17
13	Motion to approve any items removed from the Consent Agenda	10/13/17
<u>UNNUMBERED ITEMS</u>		<u>DATE DELIVERED</u>
	Strategic Plan Update	10/13/17
	Calendar	10/13/17

AGENDA
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
October 17, 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 September 19, 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. Compensation and Classification Study Presentation –
Joellen Earl and Jaymes Vettraino
 - b. Space Needs Assessment 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, November 21, 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, September 19

At 7:00 p.m. the Regular Meeting of the Bloomfield Township Public Library Board of Trustees was called to order by Vice-President Judy Lindstrom.

Present: Trustees: Tom Deska, Sandra Edwards, Grant Gerhart, Joan Luksik, and Judy Lindstrom.

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

Guests: Ed Niemchak, Adult Services Librarian, and Staff Organization Committee Representative (SOC); Jen Taggart, Youth Services Librarian; Marianne Abdoo, Technical Services Department Head, and Anastasia Abdoo, Myers Scholarship Winner

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

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

President's Verbal Report:

Vice President Judy Lindstrom announced that three people have now celebrated their one year anniversary with the Library: Board Secretary Tom Deska, Finance Coordinator Sandi Bird, and Director's Secretary Linden Godlove. Vice-President Lindstrom remarked that her brother has attended the National Book Festival, founded by Laura Bush, since its inception. It took place originally at the Lawn of the Mall and 100,000 book lovers joined this festivity. He was able to get the last ticket for the David McCullough speech and said the author "spent the end of his speech putting in a plug for the Library of Congress and the contribution of libraries to the America's Greatness. 'Whenever you're feeling down about the state of America, remember that we have more libraries than Starbucks.'"

Director's Verbal Report:

Director Carol Mueller requested that the Trustees check their grey folders for important information on the Friends of the Library for the Trustee Reference Manuals.

Tomorrow is the tree planting in memory of Trustee Pamela Williams, which is a gracious gift from

her friends from first grade. It will be a bittersweet moment, but a lovely Golden Dawn Redwood tree will be planted near the other redwoods along Timberlake Road.

Director Mueller announced that she had some wonderful patron comments to share. The Library had a wonderful concert on Friday, September 18, when Tom Sharpe, of Manheim Steamroller, performed. One commenter remarked that it was a “fantastic evening with an incredible musician...great to see attendees across several generations.” The August Library Board meeting was just before the solar eclipse party on August 21--what a day that was! The Library received a long comment praising “...the outstanding, fast, friendly and efficient service I always get at the Library without fail.” On a typical day at the Library there are about 1,000 visitors, however the Library had 1,880 guests that day and everyone did their best to make all guests comfortable. We ran out of solar eclipse glasses in about 45 minutes.

Carol called on Jen Taggart, the Library’s resident expert on special needs and the Youth Services Assistant Department Head. Jen has worked with the Library for over 16 years and has been a Youth Services librarian for almost 19 years.

In 2007, Jen was inspired after reading an article about the Friends of the Troy Public Library purchasing adaptive toys for a special needs collection. She considered the needs of her own son, who was receiving special needs education and brought home lots of special needs items. She realized that materials like these could be made into a library collection that could circulate. She proposed a multi-media collection. The Friends generously gave \$10,000 to start up that collection. Jen Taggart met with several therapists, teachers, and educators in the Bloomfield Township school district and discussed what was needed in the community to reach out to the families. Together, they devised major components to collection: adaptive toys, speech therapy boxes, and more. The grand opening of that collection was in January of 2009. From that collection, they have developed adaptive programs and workshops, including a sensory story time for teens and adults with Adult Services Librarian Ed Niemchak. They have collaborated on outreach to Wing Lake Developmental Center, reaching youth with profound disabilities. The latest edition to the Youth Services Area is the inclusive technology section. The Friends of the Library funded this station that is geared towards special needs of all ages. It is a desktop station with all the software that is on the other stations, but additional software and an active seating stool.

CONSENT AGENDA MOTION:

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: Deska, Edwards, Gerhart, Luksik, and Lindstrom

Nays: None

MOTION CARRIED

REGULAR AGENDA:

Call to the Public: Vice-President Judy Lindstrom welcomed Ed Niemchak, Adult Services Librarian and Staff Organization Committee Representative (SOC).

Ed Niemchak shared that he and Jen Taggart are presenting a program at the Michigan Library

Association conference on October 19 about the Adult and Teen Special Needs Program--how to identify potential audiences and the difficulties in finding the audience, as well as details about the program itself. The Library is unique from other local libraries by offering these programs and resources.

UNFINISHED BUSINESS:

No unfinished business.

NEW BUSINESS:

11a Annual Policy Review

Director Mueller thanked the Policy Committee: Grant Gerhart, Eli Greenbaum, and Joan Luksik.

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.

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 guidelines.

Upon discussion, a motion was made by Sandy Edwards, seconded by Grant Gerhart, **TO ACCEPT THE GUIDELINES FOR CREDIT CARD USE AS PRESENTED TO PLACE ON FILE IN THE LIBRARY.**

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

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.

Director Mueller is grateful to have our purchasing guidelines expanded and clarified and the bid amount increased slightly.

Upon discussion, a motion was made by Tom Deska, seconded by Sandy Edwards, **TO**

**APPROVE THE LIBRARY PURCHASING GUIDELINES AS PRESENTED EFFECTIVE
SEPTEMBER 20, 2017.**

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

OTHER:

Sandy Edwards gave a Friends meeting report, declaring it as “always a lively meeting”. During the Friends Meeting, the Tribute Concert in memory of Larry Sabbath on Friday, December 8 was reviewed. Also discussed were the dates for the Sunday Book Sale and magnetic calendars. The Friends partnerships with Detroit Impact Center and the Corunna Public Library will continue. They will add a partnership with the St. Vincent De Paul Ladies of Charity, to which they are giving books to put in holiday baskets. The next meeting is October 4.

Judy Lindstrom shared that Director Mueller invited her to discuss the gardens that surround the building. “Linda’s Garden” is the one in a round circle by the Library entrance. Judy Lindstrom recommends transforming it into a four season garden, which changes with every season. Urns will be placed around the garden, rather than the trash bins, with flowering shrubs in them.

Joan Luksik commented that in a conversation, her companion asked, “Why do we need a library when we have google?” and Joan shared about our Library, the special needs programs, the other Library programs, and her companion was rather floored.

Next Board Meeting will be Tuesday, October 17 at 7 P.M.

At 8:08 P.M. Vice-President Judy Lindstrom adjourned the meeting.

Submitted by:

A handwritten signature in black ink that reads "Tom Deska". The signature is written in a cursive, flowing style.

Tom Deska, Secretary

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

Cash Disbursements Comments

October 2017

New Vendors:

Beth Rogers is a new vendor for a library program.

Blick Art Materials is a new vendor for program supplies.

Lillian Dean is a new vendor for a library program.

Traci Romeo is a new vendor for a library program.

General Fund Advance

- Check #17946 payable to Pitney Bowes Reserve Account in the amount of \$3,000.00 is payment for postage for library mailings.
- Check #17951 payable to Michigan Library Association in the amount of \$215.00 is payment for conference attendance.
- Check #17955 payable to Bloomfield Township in the amount of \$6,010.12 is payment for a water and sewer service for 7/20 – 8/22/2017.
- Check #17967 payable to the United States Postal Service in the amount of \$3,000.00 is payment for postage to mail the winter, 2017 library newsletter.

General Fund

- Check #17969 payable to Applied Imaging in the amount of \$4,496.00 is payment for a new plotter to print library posters and other publicity pieces.
- Check #17971 payable to Bloomfield Township in the amount of \$255,289.71 is payment for two payrolls, including FICA, HRA contributions, pension, etc. as usual.
- Check #17976 payable to the Cengage Learning/Gale in the amount of \$7,004.09 is payment for reference items.

- Check #17983 payable to Innovative Interface, Inc. in the amount of \$60,149.85 is payment for an annual renewal of our Sierra integrated library system.
- Check #17986 payable to L.J. Rolls Refrigeration Co., Inc. in the amount of \$10,671.47 is payment for HVAC repairs.
- Check #17998 payable to the Petoskey Public Library in the amount of \$10.00 is payment for a lost MelCat item borrowed by a Bloomfield Township resident for which the patron has been billed.
- Check #18007 payable to Tech Logic Corp. in the amount of \$21,012.00 is payment for annual maintenance for our automated materials handling system.
- Check #18009 payable to The Library Network (TLN) in the amount of \$3,289.30 is payment for a books and internet service.
- Check #18012 payable to Bloomfield Township in the amount of \$51,898.53 is payment for the Library's semi-annual pension contribution.

Gift Fund

- Check #4841 payable to Goldner Walsh Nursery, Inc. in the amount of \$1,115.00 is payment for the purchase and planting of a Golden Dawn Redwood Tree, a gift from the friends of Pam Williams.

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

Check #	Date	Payee	Cash Account	Amount
General Fund				
ADVANCE CHECKS:				
17944	9/13/17	LOWE'S	106.01	236.59
17945	9/13/17	Martha McGee	106.01	17.96
17946	9/13/17	PITNEY BOWES RESERVE ACCOUNT	106.01	3,000.00
17947	9/13/17	Karrie Yukon	106.01	39.59
17948	9/19/17	Teneia Combs	106.01	44.94
17949	9/19/17	XFINITY	106.01	150.30
17950	9/19/17	FLAGSTAR BANK	106.01	4,647.72
17951	9/19/17	MICHIGAN LIBRARY ASSOCIATION	106.01	215.00
17952	9/19/17	VERIZON WIRELESS	106.01	201.96
17953	9/27/17	APPLIED IMAGING	106.01	784.60
17954	9/27/17	AT&T	106.01	421.88
17955	9/27/17	BLOOMFIELD TOWNSHIP	106.01	6,010.12
17956	9/27/17	DTE ENERGY	106.01	17,640.48
17957	9/27/17	Brooke Hoskins	106.01	59.97
17958	9/27/17	PRINCIPAL LIFE INS CO-SBD GRANDE ISLAND	106.01	674.38
17959	9/27/17	RICOH USA, INC	106.01	62.94
17960	9/27/17	VIGILANTE SECURITY	106.01	1,950.00
17961	9/28/17	AMAZON.COM	106.01	2,536.85
17962	10/4/17	AT&T	106.01	784.39
17963	10/4/17	PETTY CASH - BTPL	106.01	169.14
17964	10/4/17	CONSUMERS ENERGY	106.01	4,181.90
17965	10/4/17	Martha McGee	106.01	45.67
17966	10/4/17	T MOBILE	106.01	33.98
17967	10/4/17	UNITED STATES POSTAL SERVICE	106.01	3,000.00
17968	10/4/17	Qiong Wu	106.01	107.92
Total				47,018.28
REGULAR CHECKS:				
17969	10/5/17	APPLIED IMAGING	106.01	4,496.00
17970	10/5/17	BAKER & TAYLOR, INC.	106.01	10,019.37
17971	10/5/17	BLOOMFIELD TOWNSHIP	106.01	255,289.71
17972	10/5/17	BRILLIANCE PUBLISHING, INC.	106.01	110.47
17973	10/5/17	BUTZEL LONG	106.01	214.50
17974	10/5/17	CAVENDISH SQUARE	106.01	197.70
17975	10/5/17	CDW GOVERNMENT, INC.	106.01	1,155.84
17976	10/5/17	CENGAGE LEARNING/GALE	106.01	7,004.09
17977	10/5/17	CRAWFORD DOOR SALES, INC.	106.01	392.00
17978	10/5/17	DEMCO, INC.	106.01	378.00
17979	10/5/17	DU ALL CLEANING, INC	106.01	5,760.00
17980	10/5/17	GOLDNER WALSH NURSERY, INC.	106.01	89.00
17981	10/5/17	GREY HOUSE PUBLISHING	106.01	148.50
17982	10/5/17	INGRAM LIBRARY SERVICES	106.01	457.75
17983	10/5/17	INNOVATIVE INTERFACE, INC	106.01	60,149.85
17984	10/5/17	JANWAY COMPANY	106.01	295.05
17985	10/5/17	KID'S REFERENCE COMPANY, INC.	106.01	1,157.18
17986	10/5/17	LJ ROLLS REFRIGERATION CO., INC	106.01	10,671.47
17987	10/5/17	LESLIE ELECTRIC CO.	106.01	3,474.30
17988	10/5/17	MICROMARKETING LLC	106.01	978.40
17989	10/5/17	MIDWEST TAPE	106.01	5,332.98
17990	10/5/17	MUNICIPAL ANALYTICS	106.01	591.81
17991	10/5/17	NATIONAL SIGN COMPANY	106.01	407.84
17992	10/5/17	NICHOLS/NETWORK SERVICES CO	106.01	542.11
17993	10/5/17	OCLC, INC.#774412	106.01	3,575.78
17994	10/5/17	OMNIGRAPHICS	106.01	72.30

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

Check #	Date	Payee	Cash Account	Amount
17995	10/5/17	OVERDRIVE	106.01	5,658.96
17996	10/5/17	OXFORD UNIVERSITY PRESS USA	106.01	125.43
17997	10/5/17	PENGUIN RANDOM HOUSE LLC	106.01	689.25
17998	10/5/17	PETOSKEY PUBLIC LIBRARY	106.01	10.00
17999	10/5/17	RECORDED BOOKS, LLC	106.01	622.37
18000	10/5/17	BETH RODGERS	106.01	350.00
18001	10/5/17	TRACI ROMEO	106.01	255.00
18002	10/5/17	THE ROWMAN & LITTLEFIELD PUBLISHING GRP	106.01	13.68
18003	10/5/17	SALEM PRESS, INC.	106.01	252.24
18004	10/5/17	SECURE PLANNING STRATEGIES	106.01	120.00
18005	10/5/17	SHOWCASES	106.01	1,009.80
18006	10/5/17	SANDOR SLOMOVITS	106.01	450.00
18007	10/5/17	TECH LOGIC CORP.	106.01	21,012.00
18008	10/5/17	THE COUNCIL OF STATE GOVERNMENTS	106.01	89.10
18009	10/5/17	THE LIBRARY NETWORK	106.01	3,289.30
18010	10/5/17	THYSSENKRUPP ELEVATOR CORP	106.01	816.00
18011	10/5/17	VOID	106.01	
18012	10/5/17	BLOOMFIELD TOWNSHIP	106.01	51,898.53

Total				<u><u>459,623.66</u></u>
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Gift Fund

ADVANCE CHECKS:

4836	9/19/17	FLAGSTAR BANK	102.03	34.41
4837	9/28/17	AMAZON.COM	102.03	<u>857.70</u>

Total				<u><u>892.11</u></u>
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REGULAR CHECKS:

4838	10/5/17	BAKER & TAYLOR	102.03	93.40
4839	10/5/17	BLICK ART MATERIALS	102.03	360.24
4840	10/5/17	LILLIAN DEAN	102.03	600.00
4841	10/5/17	GOLDNER WALSH NURSERY, INC.	102.03	1,115.00
4842	10/5/17	SANDOR SLOMOVITS	102.03	<u>450.00</u>

Total				<u><u>2,618.64</u></u>
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Bloomfield Township Public Library
2017-2018 General Fund Budget
 PRESENTED: OCTOBER 17, 2017 FOR THE MONTH OF: SEPTEMBER 2017

7b

Six Months 50%

		2017-2018	2017-2018			Six Months	50%
ACCOUNT	ACCOUNT	ADOPTED BUDGET	AMENDED BUDGET	REVENUE/EXPENSE	REVENUE/	% OF	
NUMBER	NAME	AS OF	AS OF	CURRENT	EXPENSE	BUDGET	
		MARCH 21, 2017	MARCH 21, 2017	MONTH	YTD	YTD	VARIANCE
<u>Revenues</u>							
410.01	Taxes	\$6,923,097	\$6,923,097	(\$50)	(\$1,227)	-0.02%	(\$6,924,324)
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	\$7,488	\$51,212	51.21%	(\$48,788)
	Charges for Services	\$13,649	\$13,649	\$2,190	\$8,938	65.49%	(\$4,711)
	Investment earnings	\$50,000	\$50,000	(\$20,585)	\$55,581	111.16%	\$5,581
	Miscellaneous	\$11,595	\$11,595	\$533	\$8,131	70.12%	(\$3,464)
Total Revenues		\$7,208,904	\$7,208,904	(\$10,424)	\$232,672	3.23%	(\$6,976,232)
<u>Expenditures</u>							
	Personnel	\$3,916,967	\$3,916,967	\$306,813	\$1,929,718	49.27%	(\$1,987,249)
	Library Services	\$846,258	\$846,258	\$35,480	\$385,178	45.52%	(\$461,080)
	Facilities & Equipment	\$1,148,383	\$1,148,383	\$130,812	\$557,750	48.57%	(\$590,633)
	Other Operating Expenditures	\$1,189,066	\$1,189,066	\$30,339	\$176,927	14.88%	(\$1,012,139)
Total Expenditures		\$7,100,674	\$7,100,674	\$503,445	\$3,049,573	42.95%	(\$4,051,101)
	Fund Balance - Beginning	\$11,679,941	\$11,679,941		\$11,679,941		
	Net revenue (expenditure)	\$108,230	\$108,230		(\$2,816,901)		
	Fund Balance - Ending	\$11,788,171	\$11,788,171		\$8,863,040		

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: OCTOBER 17, 2017 FOR THE MONTH OF: SEPTEMBER 2017

Six Months 50%

ACCOUNT NUMBER	ACCOUNT NAME	2017-2018 ADOPTED BUDGET AS OF MAR 21, 2017	2016-2017 AMENDED BUDGET AS OF OCT. 17, 2017	REVENUE/ EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	VARIANCE
	<u>Revenues</u>						
	Gift Income	\$500	\$7,302	\$500	\$7,302	100.00%	\$0
454.03	Investment Earnings	\$200	\$200	\$12	\$81	40.25%	(\$120)
460.03	Miscellaneous Revenue	\$0	\$0	\$0	\$0	0.00%	\$0
	Total Revenues	\$700	\$7,502	\$512	\$7,383	98.41%	(\$120)
	<u>Expenditures</u>						
	Library Services	\$23,330	\$23,700	\$1,469	\$11,789	49.74%	(\$11,911)
	Facilities & Equipment	\$55,540	\$56,040	\$0	\$15,071	26.89%	(\$40,969)
	Other Operating Expenditures	\$104,128	\$110,060	\$2,042	\$8,217	7.47%	(\$101,843)
	Total Expenditures	\$182,998	\$189,800	\$3,511	\$35,077	18.48%	(\$154,723)
	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)		(\$27,695)		
	Fund Balance - Ending	\$200	\$200		\$154,803		

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
September 2017

Fund	Type	Annual Yield	Date	Amount on Hand
General Fund				
	5th 3rd Checking (Ecommerce)	0.00%	9/30/2017	\$108,435.25
	Flagstar Public Funds Savings	0.71%	9/30/2017	\$250,486.63
	Flagstar Premier Public Entities Checking	0.27%	9/30/2017	\$23,411.88
	RBC Capital Cash/Money Market	0.01%	9/30/2017	\$12,630.15
	RBC Capital - Investments	2.13%	9/30/2017	\$8,928,524.19
Total General Fund				\$9,215,052.85
Please see General Fund budget for notes on how this amount is earmarked				
Gift Fund				
	Huntington Public Fund Business Interest Checking	0.15%	9/30/2017	\$88,796.77
	Huntington CD (Charnov gift) - matures 02/04/2019	0.45%	9/30/2017	\$50,000.00
	Fifth Third Bank Business Standard Checking	0.00%	9/30/2017	\$3,989.92
Total Gift Fund				\$142,786.69

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

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

Bloomfield Township Public Library
Investment Portfolio

Investment Vehicle	Portfolio %	Original Cost	9/30/2017 Market Value	Estimated Annual Inc	Current Yield
Money Market Funds	0.1%	\$12,630	\$12,630	\$0	0.00%
U.S. Treasury Note - 11/15/17	4.8%	\$426,775	\$426,598	\$3,072	0.72%
U.S. Treasury Note - 12/15/17	4.8%	\$425,075	\$424,877	\$3,862	0.91%
U.S. Treasury Note - 1/15/18	4.7%	\$424,930	\$424,652	\$3,915	0.92%
U.S. Treasury Note - 2/15/18	4.8%	\$428,948	\$428,621	\$4,162	0.97%
U.S. Treasury Note - 3/15/18	4.7%	\$424,947	\$424,601	\$4,352	1.03%
U.S. Treasury Note - 4/15/18	4.7%	\$424,211	\$423,870	\$4,561	1.08%
U.S. Treasury Note - 5/15/18	4.8%	\$432,345	\$431,809	\$4,594	1.06%
Wells Fargo Advantage Adjustable Rate Gov't	5.4%	460,074	478,844	5,071	1.06%
Eaton Vance Short Duration Government Income	10.5%	887,000	940,355	22,455	2.39%
Loomis Sayles Limited Term U.S. Gov't & Agency	9.9%	834,748	888,065	16,573	1.87%
BlackRock GNMA Portfolio	6.6%	572,949	592,807	17,844	3.01%
Victory INCORE Fund for Income	6.7%	549,134	596,774	33,924	5.68%
Virtus Asset SEIX U.S. Mortgage	9.4%	827,000	843,625	17,009	2.02%
VOYA GNMA Income	8.4%	714,663	753,678	19,777	2.62%
Eaton Vance Government Obligations	9.5%	798,449	849,351	31,143	3.67%
Total Portfolio	100.0%	\$8,643,879	\$8,941,154	\$192,314	2.15%

3rd Quarter Activity - June 30, 2017 - September 30, 2017

Cash Activity

Beginning Balance	\$126.46
Deposits & Sales Proceeds	\$4,327,000.00
Withdrawals	(\$1,310,000.00)
Interest & Dividends	\$56,219.66
Capital Gains	\$0.00
Net funds to purchase securities	(\$3,060,715.97)
Ending Balance	\$12,630.15

Change in Security Value

Beginning value of securities	\$10,227,481.56
Securities purchased	\$3,060,715.97
Securities sold	(\$4,327,000.00)
Change in value of priced securities	(\$32,673.34)
Ending Value of priced securities	\$8,928,524.19

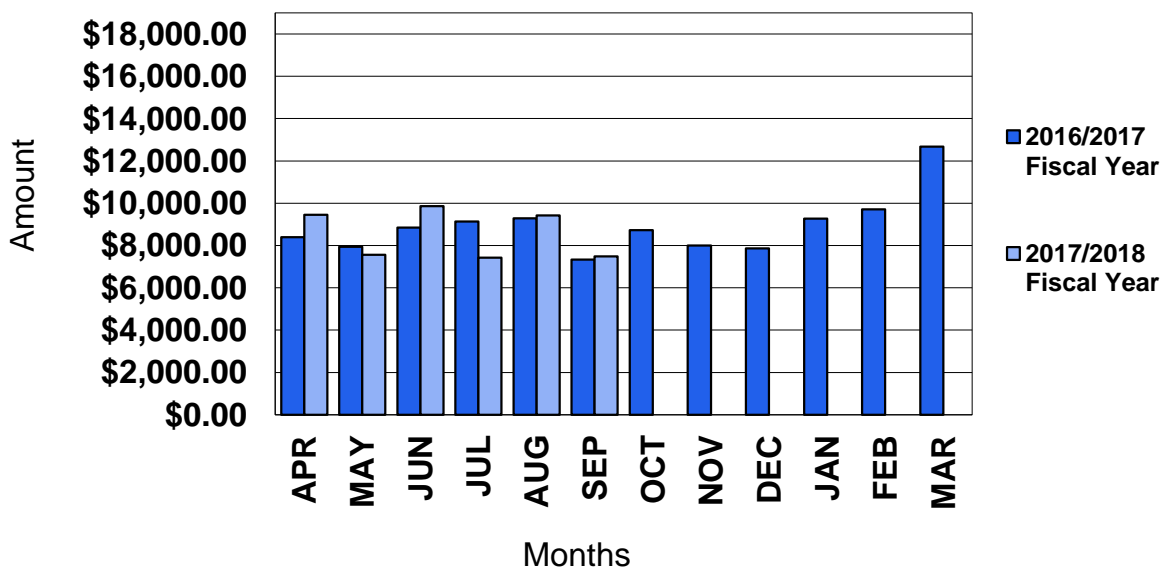
Total account value as of September 30, 2017

\$ 8,941,154.34

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	\$7,488.29	\$153.65
OCT	\$8,723.00		(\$8,723.00)
NOV	\$8,006.68		(\$8,006.68)
DEC	\$7,863.74		(\$7,863.74)
JAN	\$9,268.65		(\$9,268.65)
FEB	\$9,716.57		(\$9,716.57)
MAR	\$12,680.35		(\$12,680.35)
			YTD Difference
TOTAL	<u>\$107,196.00</u>	<u>\$51,212.20</u>	<u>(\$55,983.80)</u>

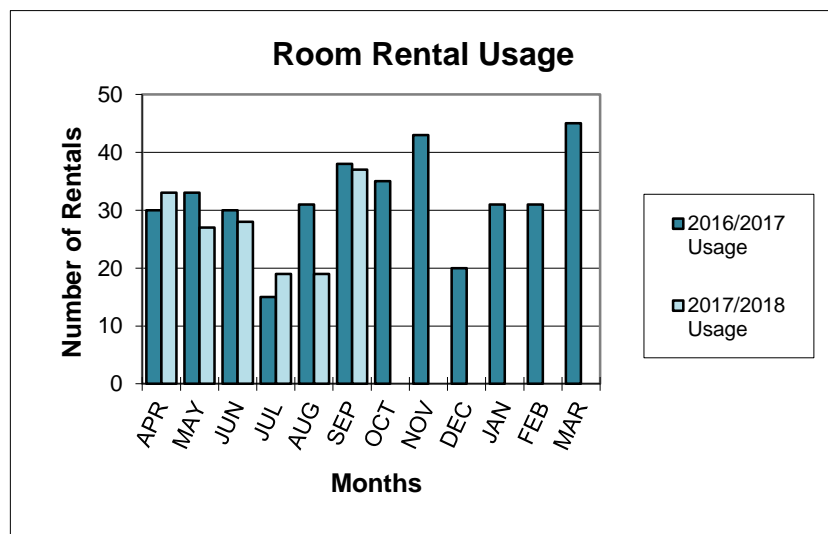
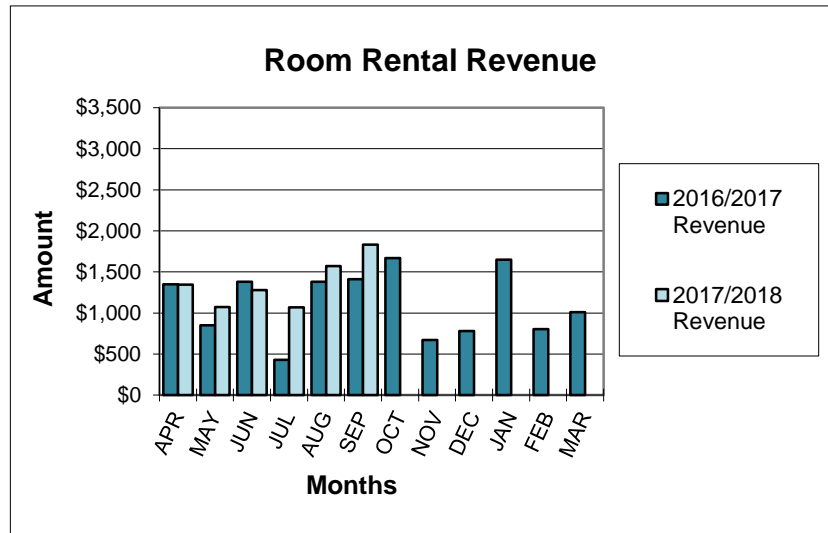
Fines and Fees Two-Year Comparison



ROOM RENTAL - TWO-YEAR COMPARISON

7b

<u>Month</u>	2016/2017 <u>Revenue</u>	2017/2018 <u>Revenue</u>	<u>Difference</u>	2016/2017 <u>Usage</u>	2017/2018 <u>Usage</u>	<u>Month</u>
APR	\$1,350.00	\$1,345.50	(\$4.50)	30	33	APR
MAY	\$850.00	\$1,074.00	\$224.00	33	27	MAY
JUN	\$1,380.00	\$1,281.00	(\$99.00)	30	28	JUN
JUL	\$430.00	\$1,070.00	\$640.00	15	19	JUL
AUG	\$1,380.00	\$1,570.00	\$190.00	31	19	AUG
SEP	\$1,410.00	\$1,833.00	\$423.00	38	37	SEP
OCT	\$1,670.00		(\$1,670.00)	35		OCT
NOV	\$670.00		(\$670.00)	43		NOV
DEC	\$780.00		(\$780.00)	20		DEC
JAN	\$1,650.00		(\$1,650.00)	31		JAN
FEB	\$802.50		(\$802.50)	31		FEB
MAR	\$1,010.75		(\$1,010.75)	45		MAR
			YTD Difference			
TOTAL	\$13,383.25	\$8,173.50	(\$5,209.75)	382	163	



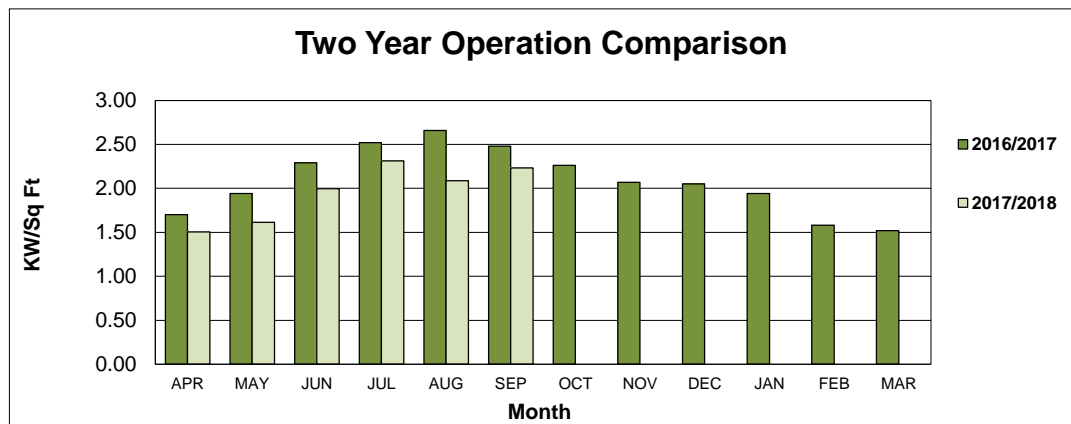
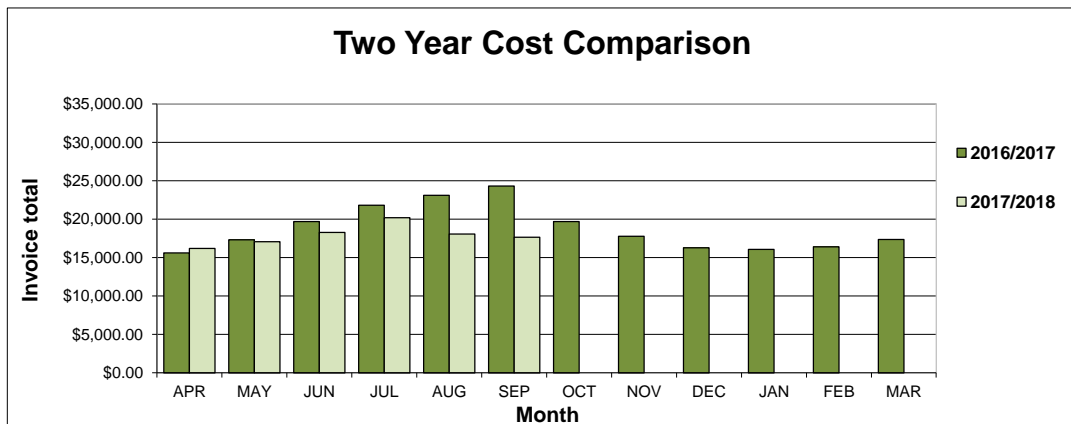
Bloomfield Township Public Library Electricity Analysis

Building Area = 101,023 Sq ft.

TWO YEAR COST COMPARISON				CURRENT YEAR OPERATION					
Month	2016/2017	2017/2018 (3)	Difference	TOTAL KWH (1)	COST/KWH (3)/(1)	KWH/HR (1) / (24 x no.days per month)	KWH/SQ FT (1)/101,023	COST/HR (3) / (24 x no. days per month)	COST/SQ FT. (3)/101,023
APR	\$15,619.14	\$16,181.75	\$562.61	151,970	\$0.11	211.07	1.50	\$22.47	\$0.16
MAY	\$17,290.02	\$17,048.76	(\$241.26)	162,890	\$0.10	218.94	1.61	\$22.92	\$0.17
JUN	\$19,698.58	\$18,251.58	(\$1,447.00)	201,810	\$0.09	280.29	2.00	\$25.35	\$0.18
JUL	\$21,811.53	\$20,183.10	(\$1,628.43)	233,520	\$0.09	313.87	2.31	\$27.13	\$0.20
AUG	\$23,088.13	\$18,042.04	(\$5,046.09)	210,840	\$0.09	283.39	2.09	\$24.25	\$0.18
SEP	\$24,303.34	\$17,640.48	(\$6,662.86)	225,610	\$0.08	313.35	2.23	\$24.50	\$0.17
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	\$107,347.71	(\$118,016.12)						

NOTES:

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



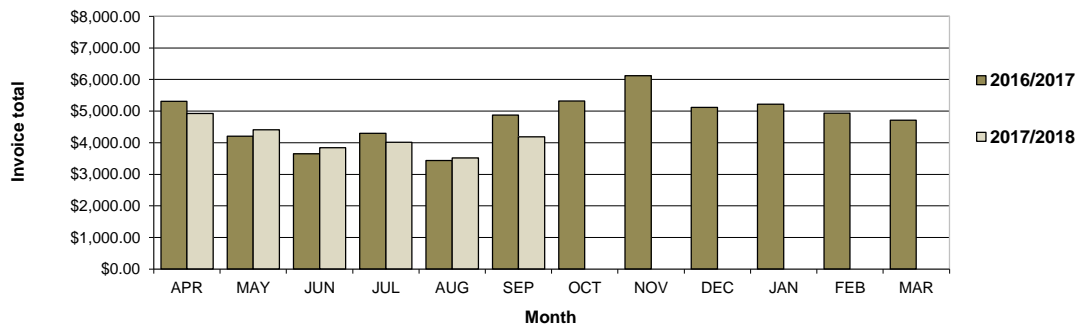
Bloomfield Township Public Library Natural Gas Analysis

Building Area = 101,023

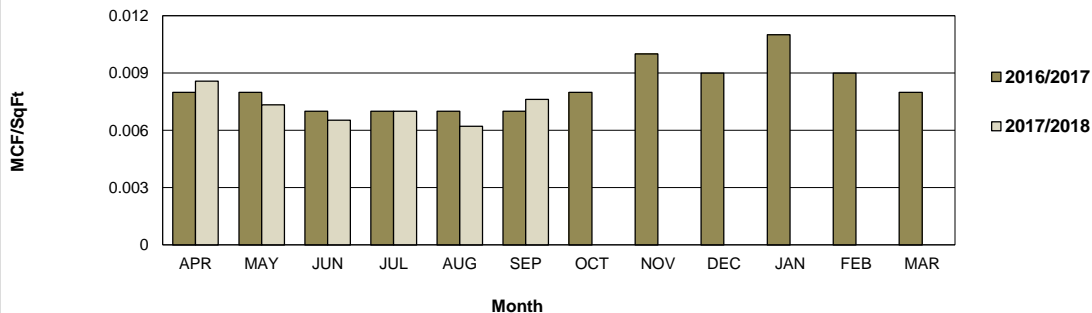
1 Cu. Ft. = 1000 BTU

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	\$4,181.90	(\$692.50)	770.0	\$5.43	720	1.07	0.008	5.81	0.041
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	\$24,889.42	(\$32,306.31)							

Two Year Cost Comparison

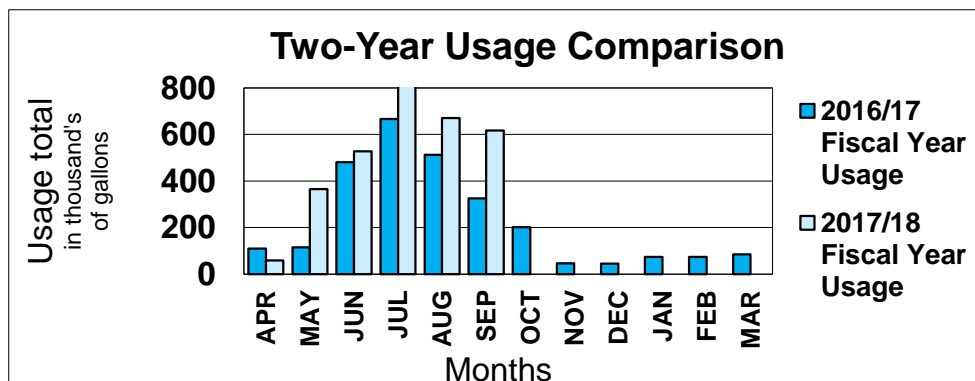
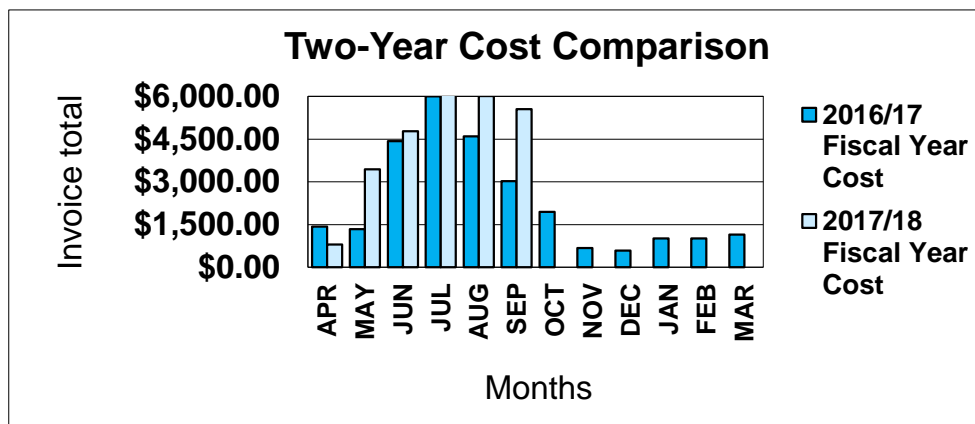


Two Year Operation Comparison



Bloomfield Township Public Library Water Analysis

Month	2016/17 Fiscal Year Cost	2017/18 Fiscal Year Cost	Difference	2016/17 Fiscal Year Usage	2017/18 Fiscal Year Usage	Difference
APR	\$1,432.45	\$803.09	(\$629.36)	109	59	(50)
MAY	\$1,333.69	\$3,440.06	\$2,106.37	115	365	250
JUN	\$4,428.69	\$4,772.76	\$344.07	480	528	48
JUL	\$5,997.81	\$7,363.60	\$1,365.79	666	829	163
AUG	\$4,595.09	\$6,010.12	\$1,415.03	512	670	158
SEP	\$3,025.97	\$5,554.34	\$2,528.37	326	617	291
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	\$27,943.97	\$758.03	2,733	3,068	335



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

I am very pleased to share that Marian Rafal, Youth Services Department Head, has once again been chosen as a mentor for the American Library Association mentorship program. Marian will be a mentor to a student who is completing bachelor degree requirements currently and hopes to enter library school next year. With her many years of wonderful professional experience and her enthusiasm for helping those new to the profession, Marian will be an excellent mentor. This person is extremely fortunate to have Marian as a mentor.

This week is National Friends of Libraries Week. Our Friends of Bloomfield Township Public Library is a group of amazing people who work so very hard to raise funds that enable this Library to provide wonderful collections and great programs throughout the year. The Friends highlight the fact that our Library is the cornerstone of Bloomfield Township providing opportunities for all to engage in the joy of lifelong learning. Their gift of time and commitment to our Library is priceless! Please join me in extending our sincere appreciation to the Friends of the Bloomfield Township Public Library for all that they do!

The ninth season of our Chamber music concerts, provided by the talented students from the University of Michigan School of Music, Theater and Dance, begins again on Friday, November 10 at 7:00pm. This is one of our Library's most popular programs. We are so grateful to the Friends of Bloomfield Township Public Library for their support of this wonderful musical series.

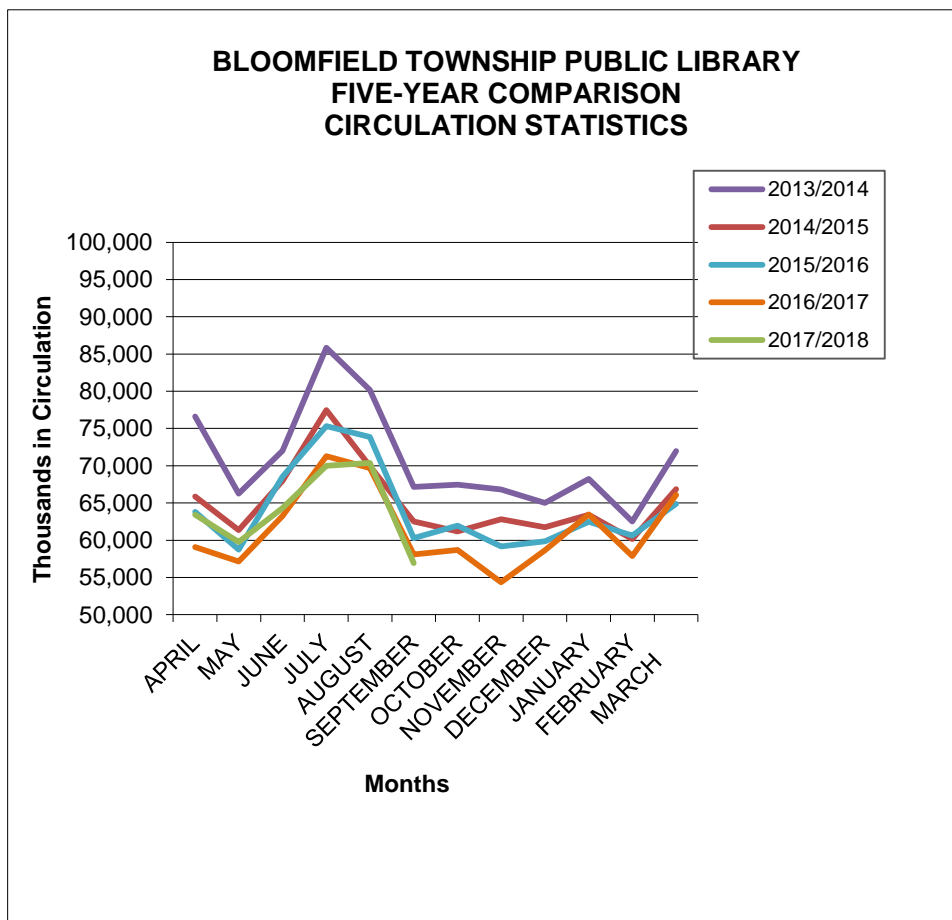
Respectfully Submitted,

Carol Mueller
Director

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
FIVE YEAR CIRCULATION**

10/11/2017

	<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	56,939
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	384,813



	2016		2017	
COLLECTION				
Book Collection:	276,476		271,402	
Media Collection:	62,828		61,959	
Total e-books:	31,250		31,814	
Overdrive	8,842		9,171	
EBSCOhost	19,197		19,196	
Total downloadable audiobooks:	4,942		5,218	
Materials Total:	375,496		370,393	
CIRCULATION				
Circulation Total:	58,100		56,939	
Bloomfield Township Circulation:	53,756		53,327	
Virtual Circulation Total	6,238		9,297	
Circulation of Youth materials:	22,156		20,219	
Circulation of Media:	18,886		16,110	
Circulation of Cranbrook passes:	170		176	
Self-checkout machine use:	22,814	39.3%	20,780	36.5%
Library by Mail:	83	30 patrons	47	25 patrons
BUILDING & EQUIPMENT USAGE				
Door Count:	18,178 *		16,140 **^	
Gate Count:	24,777		23,131	
Meeting rooms by public:	38		37	
Meeting rooms by staff:	80		79	
VIRTUAL USE				
Home page hits:	32,470		30,072	
e-book access:	2,263		2,218	
Overdrive	2,237		2,187	
EBSCOhost	26		31	
Audiobook access: (Overdrive)	1,117		1,116	
Freegal music download access:	1,224		1,049	
Freegal music streaming:	n/a		2,623	
Magazine download access:	635		776	
Hoopla access:	999		1,515	
Tutor.com sessions:	90		63	
Library Computer Use				
Resident Use	1,579		1,370	
Guest Use	752		677	
*Library closed September 4 & 5 for Labor Day holiday				
**Library closed September 3 & 4 for Labor Day holiday				
^September 16 Sierra down; Library closed early September 25 due to power outage;				
No data September 29 & 30 due to resetting Envisionware				

	2016		2017	
OUTREACH & PROGRAMS				
<i>New Patrons and Accounts</i>				
Township:	157		167	
Cranbrook:	2		3	
Total new patrons:	236		233	
<i>Adult Program Attendance</i>				
Staff-led:	5 events	52 attended	14 events	168 attended
Speaker-led:	11 events	127 attended	7 events	171 attended
Book clubs:	6 events	69 attended	6 events	89 attended
Tours/visits on-site:	0	0	0	0
Tours/visits off-site:	0	0	1 event	8 attended
Bloomfield Historical Society			1 event	88 attended
<i>Systems Program Attendance</i>				
Staff-led:	10 events	77 attended	9 events	67 attended
<i>Teen Program Attendance</i>				
Staff-led:	3 events	9 attended	2 events	8 attended
<i>Youth Program Attendance</i>				
Staff-led:	28 events	645 attended	19 events	335 attended
Speaker-led:	0	0	0	0
Tours/visits on-site:	1 event	5 attended	0	0
Tours/visits off-site:	1 event	22 attended	0	0
TOTAL:	65 events	1,006 attended	59 events	934 attended
<i>Volunteers:</i>				
	23 people	232.50 hours	24 people	155.25 hours
	Shop: 10	136.5	Shop: 9	87.25
	Court: 0	0	Court: 0	0
	Students: 1	1	Students: 3	15
	Dept. Vol: 12	95	Dept. Vol: 12	53
<i>Patron Remarks</i>				
Patron Comments:	9		12	
Ask BTPL:	9		1	
Ask Us:	33		30	
DISPLAYS				
Lobby	Bloomfield Antique Show (courtesy of Cross of Christ Lutheran Church)			
Media	Adult: Aristocracy/World Films; Remembering 9/11			
	Youth: Staff Pick; Back to School DVDs			
Local History	Validity Fair			

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

Bloomfield Township Public Library
Oakland County, Michigan
Friday, September 15, 2017
2 p.m.

Present: Trustees: Judy Lindstrom, Joan Luksik, Tom Deska, volunteer Nancy Kulish

Library Staff: Carol Mueller, Director; Tera Moon, Assistant Director; Linden Godlove, Director's Secretary; Adult Services Librarian Elaine Asher

New Business:

Art in Staff Hallway

The Committee discussed having the "Best in Show" winning photo contest image to be framed and installed in the staff hallway. The potential spaces to hang art were reviewed. Temporary options were discussed. There were some concerns that the first "Best in Show" photograph was not very bright or colorful

Old Business:

Community Room Historic Photo Project – Informational Panel

The text for the Informational Panel was discussed. Carol Mueller shared a draft of text to accompany the historic photo collection. Linden Godlove gave a presentation reviewing several options for how the text and photograph information might be incorporated into signage. The committee thought a laminated sheet of information stored in a wall pocket was the best option. The committee preferred a layout of photographs that would fit on one sheet of paper.

Other:

Welcome Desk panels

The complications of the current panels were reviewed. The Library's name and branded logo is currently not on any signage within or outside the Library and it would be a welcome substitute to the current panels. Different designs were considered.

The sculpture "Pioneers" was offered as a donation to the Library. The Library would pay the cost to transport and install the sculpture. The committee discussed the merits and challenges of having sculptures on the grounds. It was unanimously agreed that the Library would not have sculptures on the grounds at this time.

Schedule next meeting:

Friday, October 13, 3pm

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, September 27, 2017 at 2:00 p.m.

Present: Trustees Eli Greenbaum, Sandy Edwards

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

Guests: Joellen Earl, GovHR

Compensation and Classification Study Update

Joellen Earl, our compensation and classification study consultant, provided an overview of the study and reviewed recommendations with the Personnel Committee. Joellen reviewed the process followed, noted the salary survey results and discussed the three major recommendations: placing library staff salary ranges in the 75th percentile; changing titles for a few positions; and moving to an open salary range.

Joellen explained that placing salary ranges in the 75th percentile means that 75% of other area libraries' salaries are less than Bloomfield Township Public Library and 25% of area libraries' salaries are above this Library's salary ranges. Placing positions in the 75th percentile will allow this library to attract and retain "the best and the brightest" employees.

Title changes are proposed for Department Head and Assistant Department Head as the designation of "MLS" and "non-MLS" is no longer needed and a differentiation that is not seen anywhere else. The level of education is only one of nine factors used in classifying a position and is no longer appropriate. In addition, the title of Director's Secretary is not commonly used any longer and the proposed title of Administrative Assistant better reflects the position description. Finally, the title of Systems Technician is proposed to change to the title of Systems Specialist to acknowledge the higher level of information technology work performed in this position.

Joellen also recommends moving away from salary ranges with steps to an open range system. She outlined the benefits of an open range system including flexibility in administering salaries and the ability to move toward a performance based evaluation system in the future.

Joellen and Jaymes Vettraino will provide this same presentation to the Library Board at the next regularly scheduled meeting on Tuesday, October 17, 2017 at 7:00pm.

No future meeting date has been set.

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, October 5, 2017 at 2:00 p.m.

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

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

Guests: Carol Fredericks, Steve Smith, TMP

Old Business:

Lobby Floor Options and Next Steps

Carol Fredericks presented a large board with two tile patterns in two different colorways of the Marazzi Urban District BRX tile. The committee recommends installing the tile in Carol's recommended parquet arrangement in the same area as the current test tile. Carol will arrange this installation with Library Administration.

Lower Level Water Remediation – Update

The committee reviewed a proposal from John Dell'Isola to begin preliminary designs of a solution to the lower level flooding that continues to happen in the maintenance workshop during strong rain storms. After much discussion, it was suggested that John attend the next meeting to address questions. The committee also suggested contacting Bloomfield Township Engineering regarding how the Library's storm water system connects to Bloomfield Township's system.

Dawn Redwood Tree Planting

The tree planting took place Wednesday, September 20 at 10:00 a.m. Pam Williams' sons, their families, and two of Pam's girlhood friends were in attendance.

Spaces RFP Update and Bid Award Recommendation

Tera Moon reported that five proposals were received in response to the Space Needs Assessment RFP that was released in July. The five firms are: Aaron Cohen Associates; dPop; FTCH; Kimberly Bolan & Associates; and Quinn Evans. Aaron Cohen Associates and FTCH were eliminated because quoted fees were beyond the Library's budget. Three of the five firms, dPop, Kimberly Bolan & Associates, and Quinn Evans, were interviewed at the Library by Carol Mueller and Tera Moon. dPop was eliminated due their lack of public library design experience. Kimberly Bolan and Associates is a small consulting firm that has a lot public library experience and worked with the Library on the most recent strategic planning process. Quinn Evans is a large, local architecture and design firm with many public library design and building projects in their portfolio. The architect on this project is James Mumby, who was the lead architect on the 2008 library building renovation. Mr. Mumby offers historical perspective and many years of experience designing public libraries and other public buildings. Geraldine Drake is the lead interior designer on this project. Ms. Drake brings many years of experience designing healthy interiors for Beaumont Health and public library design experience. For these reasons plus fees in the Library's budget range for this project, Administration recommends awarding this bid to Quinn Evans. The committee had many questions and decided to continue to review the proposals with the goal of providing further feedback to Tera by Wednesday, October 11.

Garden Enhancements

The committee approved proceeding with the designs and recommendations provided by Jim Slezinski of Goldner Walsh and Judy Lindstrom.

Welcome Desk Panels

The committee considered five welcome panel designs from Brian Castle at GroupEx. The committee agreed on choice #5 (library logo offset to right), but also wants to see the design that Laurie Tennent provides. Laurie had not provided a design at the time of the meeting.

Water Main Meter Connection

A section of pipe needs to be replaced. The repair will require shutting off water to the building. Joel Dion is overseeing this work which will happen on Friday, October 13, after the Library closes.

New Business:**Board Room AV Needs and Design**

Tera reported that a consulting firm hired by Systems Department Head Joan Wu has made recommendations for upgrading AV equipment in all the meeting rooms, including the Board Room. Tera reviewed the list of upgrades for the Board Room. The committee did not have further suggestions for other AV equipment needed in the Board Room.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees

FROM: Carol Mueller

DATE: October 12, 2017

SUBJECT: Library Compensation and Classification Study

Joellen Earl and Jaymes Vettraino, from GovHR, will attend the October 17, 2017 Library Board meeting to provide a presentation of the Library's compensation and classification study results and recommendations. They will be available to answer any questions regarding this study you may have.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees

FROM: Tera Moon

DATE: October 10, 2017

SUBJECT: Space Needs Assessment Bid Recommendation

Since the 2008 library building renovation, it has become clear that some spaces in the Library need to be re-evaluated. Some spaces are under-used, some spaces are used differently than originally intended. In addition, changes in technology and in our community have resulted in a need for more seating, more electrical outlets, and a tension between active and quiet uses of the Library. During the process of writing the Library's 2016-2020 strategic plan, the need to re-evaluate spaces was identified as a priority. The resulting goal is to provide an attractive easy-to-use and flexible facility and grounds that meet a variety of users' needs. Two staff work teams were tasked with considering our space and wayfinding needs. After much discussion and research, both teams recommended a consultant be hired to conduct a space and wayfinding needs assessment.

In July 2017, a request for proposals (RFP) for a consultant to provide space needs assessment services to the Library was released with an August 18 deadline. Five proposals were received in response to the RFP. The five responding firms are:

- Aaron Cohen Associates – Croton-on-Hudson, NY
- dPop – Detroit, MI
- FTCH – Grand Rapids, MI
- Kimberly Bolan & Associates – Zionsville, IN
- Quinn Evans Architects – Ann Arbor, MI

The proposals were reviewed by Administration, the Building and Grounds Committee of the Trustees, and staff who worked on the strategic plan work teams. A chart summarizing the five proposals is included for your review.

Aaron Cohen Associates and FTCH were eliminated because quoted fees were beyond the Library's budget. Three of the five firms, dPop, Kimberly Bolan & Associates (KBA), and Quinn Evans Architects, were invited to the Library for an interview. After the interviews, dPop was eliminated due their lack of public library design experience.

Kimberly Bolan & Associates has a lot public library experience and worked with the Library on the most recent strategic planning process. Principal Kim Bolan is a librarian with a talent for interior design and has worked with public libraries around the country on space needs assessments and other design projects. While KBA knows trends in public library use and design, and would offer innovative possibilities, they are a small firm with no architect on staff.

Quinn Evans Architects is a large, local architecture and design firm with many public library design and building projects in its portfolio. The architect on this project is James Mumby, who was the lead architect on the 2008 library building renovation under the auspices of Fanning Howey. Mr. Mumby offers a historical perspective on the Library's design and many years of experience designing public libraries and other public buildings. Mr. Mumby sees this project as a unique opportunity to revisit a previous project with the intent of understanding what didn't work and improve upon it. Geraldine Drake is the lead interior designer on this project. Ms. Drake brings many years of experience designing healthy interiors for Beaumont Health and public library design experience. Ms. Drake is a leader in educating public buildings on the benefits of using healthy furnishings and is committed to a collaborative approach to design.

Administration recommends awarding this bid to Quinn Evans Architects. We feel this firm can provide the project with the unique combination of historical perspective and a fresh approach to design.

ACTION: I move to approve awarding the space needs and wayfinding consultant services bid to Quinn Evans Architects, 219 ½ North Main Street, Ann Arbor, MI 48104.

Space Needs & Wayfinding Consultant Firm Analysis – 2017

FIRM	PROPOSAL	QUALIFICATIONS & EXPERIENCE	PROCESS	AVAILABILITY	BUDGET	REFERENCES
AARON COHEN ASSOCIATES Croton-on Hudson, NY	Comprehensive & complete; met deadline	“hundreds of library projects in 45-year history”; all personnel have library project experience; written books on wayfinding in libraries published in 1970s; listed 63 public library projects completed; staff includes librarians and a licensed architect	Assess spaces using “5 modes of learning”: touch points, collaboration, presentation, reflective, social; Work plan includes 7 tasks.	Predict a four-month project; “Has the time and resources to dedicate to this project.” Listed 7 staff who would be resources on project	\$50,000	<ul style="list-style-type: none"> • Las Vegas Clark County Public Library • Baldwin Public Library • Flower Memorial Library • Boxford Public Library (plus 2 more)
dPOP Detroit, MI	Comprehensive & complete; met deadline; visited library	In business since 2013; prior to that was Quicken Loans in-house design team; have designed dozens of work places and some public spaces including lobbies and a coffee shop; 24 clients listed; no library experience; “We design inspiring workplaces for culture-driven companies.”	5 phases are pre-design, schematic design, design development, wayfinding, and environmental graphics. Can do furniture procurement if desired.	Predict a six-month project; availability is good; would assign 4 staff	\$39,700	<ul style="list-style-type: none"> • Quicken Loans • Bedrock Detroit • Bluewater Technologies • Sachse Construction (letters of reference included in proposal)
FTCH Grand Rapids, MI	Comprehensive & complete; met deadline; visited library	In business since 1956; 10 offices; 400+ staff; over 40 library projects with 1.5 million square feet; experience with needs assessments plus design, programming, and construction administration	Address each space as a project; each project includes meetings, design reviews, cost estimates	Predict a four-month project; 4 staff assigned	\$92,000- \$117,000	<ul style="list-style-type: none"> • Delta Township District Library • Caledonia Township Library • Paw Paw District Library
KIMBERLY BOLAN & ASSOCIATES Zionsville, IN	Comprehensive & complete; met deadline	In business since 2004; conducted BTPL's 2015-2020 strategic plan; listed 7 recent projects with details; principals have 20+ projects in resume; Kim Bolan is librarian & designer; has written books on teen spaces in libraries	Gather & analyze data; meet with stakeholders; space needs analysis & plan concepts; “realtime design” collaborate with Library stakeholders to show designs and design changes; could provide budget estimate & furniture procurement	Flexible planning approach; has the time; 3 staff assigned	\$19,000	<ul style="list-style-type: none"> • Hamilton East Public Library • Orion Township Public Library • Community Library Network
QUINN EVANS Ann Arbor, MI	Comprehensive & complete; met deadline; Visited library	Founded 1984; 5 offices; 140 staff; staff architect James Mumby would be on Library project; Mumby was lead architect for Fanning Howey on 2008 library renovation; Mumby has worked on 40+ library projects; lead designer Geraldine Drake has public library experience & experience at Beaumont Health & is a leader in healthy interiors	4 phases: Program Analysis, Concept Design Alternatives; Timeline and Planning; Project Package Submission; furniture procurement is an additional option	Predict a four-month project; would assign 3 staff	\$28,000	<ul style="list-style-type: none"> • Allegan District Library • Southeast Library • 985 Michigan Avenue

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: October 9, 2017

SUBJECT: Strategic Plan Update

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 have scheduled a library tour for January. They are working on developing a script that all staff can use for tours and revamping library maps to make them easier to use.

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 has been reviewing the Library's approach to programming. Recently the team discussed the registration process across the three public service departments that provide programs.

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.

November 2017

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
		1 12:30PM Friends Meeting 10AM Wee Play 4:30PM CS First- Animation (Grades 4-8) 7PM Getting Started on Your Novel with Beth Rodgers	2 6PM Introduction to Microsoft Excel 2PM Development Committee	3 12PM English Language Conversation Hour 6:30PM HITS Theater	4 11AM Card Making Workshop with Traci Romeo 12PM Game Day at the Library	5 10:30AM Special Needs Family Fun Morning
6 6PM Computer Basics	7 10AM Knit 'n Stitch Circle 10AM Tinker Tales 2PM Come Write In— Drop in Writing Session	8 Gale Courses begin today 10AM Wee Play 6:30PM Writers' Rendezvous 6:30PM My First Book Group	9 10AM Mother Goose Club 1PM Drop In Download Help 7PM Lecture: The Unloved War: Korea 1950-1953 with Professor Bruce Zellers	10 10AM Movers and Shakers 12PM English Language Conversation Hour 4:30PM Ozobots 7PM Chamber Music Concert Series	11 9:30AM – 3:30PM Friends of the Library Second Saturday	12
13 11AM Adult and Teen Sensory Storytime	14 10AM Tinker Tales 1PM Memoir Writers' Group 4PM Teen Advisory Board 6PM Come Write In for Teens— Drop in Writing Session 6:30PM Book Worms	15 10AM Wee Play 1PM Mystery Book Club	16 10 AM Mother Goose Club 10AM Eleanor's Book Club 6PM Teen Cosplay Book Club 6:30PM Paperbacks & Snacks	17 10AM Coffee &Conversation 10AM Movers and Shakers 11AM Sensory-Friendly Movies for Adults and Teens 12PM English Language Conversation Hour 4:30PM Wonder (#ChooseKind) Afternoon	18 11AM SENSEational Story Time 12PM Come Write In— Drop in Writing Session	19
20 1PM 30 Minute Lunchtime Book Club 6:30PM Book Chat 6PM Introduction To Google Docs	21 10AM Tuesday Book Club 10AM Tinker Tales 6:30PM 'In Vino Veritas' Book Club 7PM BTPL Board of Trustees Meeting	22 10AM Wee Play CLOSED AT 5:30P THANKSGIVING EVE - LIBRARY WILL REOPEN FRIDAY AT 9:30A	23 CLOSED THANKSGIVING DAY - LIBRARY WILL REOPEN FRIDAY AT 9:30A	24 10AM Movers and Shakers	25 2PM Introduction To Scanning and Photo Editing 2PM All Ages Concert: GEMINI	26
27 10AM Family Story Time 6PM Books in Bars at Mex Book Club	28 10AM Tinker Tales 1PM Memoir Writers' Group 7PM Help! My Child Won't Listen!	29 10AM Wee Play 7PM "You've Finished Your Manuscript, Now What?" With Barbara Bloom	30 10AM Mother Goose Club 2PM Tablet Tales			