



Bloomfield Township Public
Library

**Bloomfield Township Public Library
Board of Trustees**

Library Board Meeting
November 21, 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, November 21, 2017
7:00 p.m.

<u>#</u>	<u>NUMBERED ITEMS</u>	<u>DATE DELIVERED</u>
1	Agenda	11/17/17
2a	Request to remove items from the Consent Agenda for Discussion	11/17/17
2b	Motion to approve the order of items for the regular and consent agendas	11/17/17
5	Motion to approve remaining Consent Agenda items 6-8d	11/17/17
6	Regular Board Meeting Minutes of 10/17/17	11/17/17
7a	Cash Disbursements	11/17/17
7b	Revenues/Expenditures Budget Report	11/17/17
7c	Energy Report	11/17/17
8a	President's Report	11/17/17
8b	Director's Report	11/17/17
8c	Art Committee – 10/13/17	11/17/17
8c	Bloomfield Township Liaison –no report	
8c	Building, Grounds, Landscaping, Interiors Committee – 10/05/2017	11/17/17
8c	Cranbrook –no report	
8c	Development Committee – 11/2/2017	11/17/17
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	
8c	Policy Committee– 10/26/2017	11/17/17
11a	Space Needs and Wayfinding Study	
11b	Proposed Bylaws Addition	
11c	Election of Officers	
11d	Appointment of Committees	
11e	Bank Signatories Resolution	
13	Motion to approve any items removed from the Consent Agenda	11/17/17
<u>UNNUMBERED ITEMS</u>		<u>DATE DELIVERED</u>
Strategic Plan Update		11/17/17
Calendar		11/17/17

AGENDA
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, November 21, 2017
Regular Board Meeting
7:00 P.M.

REGULAR AGENDA ITEMS #1-5

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

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

6. Regular Board meeting minutes of October 17, 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. Space Needs and Wayfinding Study – Geraldine Drake and Jim Mumby, Quinn Evans
 - b. Proposed Bylaws Addition
 - c. Election of Officers
 - d. Appointment of Committees
 - e. Bank Signatories Resolution
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, December 19, 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, October 17

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

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

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

Guests: Jamie Jasper, Library Science Media Intern, and Staff Organization Committee Representative (SOC); Joellen Earl and Jaymes Vettraino, from GovHR

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

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

President's Verbal Report:

President Eli Greenbaum commented that there will be presentations. We have two guests, Jaymes Vettraino and Joellen Earl of GovHR. November is a time for elections and nominations.

Director's Verbal Report:

Director Carol Mueller reported that the Friends of the Library at the October meeting approved all thirteen items on the Library's Wish List totaling over \$29,000. Many, many thanks to our Friends. This is National Friends of the Library Week and we have a poster in the Lobby expressing our gratitude to our wonderful Friends.

September was National Library Card signup month and we had a promotion for this. Usually around 300 new and updated library cards are issued each month. In September, 2017, due to our library card promotion, 578 new and updated library cards were issued. Our initiative had an impact.

Director Mueller received a message from one of the librarians that a patron was in and really wanted to talk to the Director. The patron was highly complementary of this Library and the library board. To use his words, he was "...blown away by how beautiful this library is, how fantastic the

terraces are—you have put together the best library in the state, in his opinion.”

The Director reminded the Trustees to look in their grey folders, where there is a Holiday Party invitation from the SOC. There is also a bookmark announcing the special concert on December 8 in memory of Larry Sabbath. The Director presented two Library building renderings from the 1960s and 1980s that were recently framed in memory of Pamela Williams, with gift funds from Township Clerk Jan Roncelli. The renderings will be hung in the Community Room on the North Wall. It was bittersweet because this was the last project that Pam worked on.

REGULAR AGENDA:

Call to the Public: President Eli Greenbaum welcome Jamie Jasper, Library Science Media Intern and Staff Organization Committee Representative (SOC).

UNFINISHED BUSINESS:

No unfinished business.

NEW BUSINESS:

11a Library Compensation and Classification Study

Tonight we have our report from Joellen Earl and Jaymes Vettraino, from GovHR.

Joellen Earl wanted to make all aware that the staff really helped so that they had all the information needed to make the report. She remarked that the staff is really terrific. She then shared a slide show to present the information compiled. There was much discussion on the aspects of this classification.

11b Space Needs Assessment Bid Recommendation

Carol Mueller thanked Tera Moon, our assistant director, for coordinating this process. It is one of the Library's goals to provide spaces for the varying needs of the community. We're trying to fine-tune the building to make it perfect. This is what we are asking of the consultants we are working with.

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. The staff on the teams also reviewed these proposals as well.

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. All three references were glowing.

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.

Upon discussion, a motion was made by Judy Lindstrom, seconded by Grant Gerhart **TO APPROVE AWARDING THE SPACE NEEDS AND WAYFINDING CONSULTANT SERVICES BID TO QUINN EVANS ARCHITECTS, 219 ½ NORTH MAIN STREET, ANN ARBOR, MI 48104.**

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

DISCUSSION OF ITEMS REMOVED FROM THE CONSENT AGENDA

No discussion at this time.

OTHER:

Sandy Edwards provided a Friends meeting report.

Judy Lindstrom remarked the new plantings in the Linda's Garden have been implemented. It is a bit different from her vision, but "it's growing on me."

Eli Greenbaum will be contacting everyone regarding the Board Nominating Committee and Board appointments.

Next Board Meeting will be Tuesday, November 21 at 7 P.M.

At 8:13 P.M President Eli Greenbaum 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

November 2017

New Vendors:

Devon Square Condominiums is a new vendor for a meeting room refund.

Greater Detroit Dental Hygienists' Association is a new vendor for a meeting room refund.

John Cohassey is a new vendor for a library program.

National Association of Productivity and Organization (NAPO Michigan) is a new vendor for a library program.

WobbleWorks Inc. is a new vendor for program supplies.

General Fund Advance

- Check #18013 payable to American Diabetes Association in the amount of \$100.00 is payment for a library program.
- Check #18020 payable to Bloomfield Township in the amount of \$5,554.34 is payment for a water and sewer service for 8/22 – 9/25/2017.
- Check #18032 payable to Bloomfield Township in the amount of \$10.00 is payment for a library program DVD.
- Check #18037 payable to Sage Software in the amount of \$2,014.00 is payment for an annual software subscription.
- Check #18050 payable to Bloomfield Township in the amount of \$235.84 is payment for their assistance in repairing the Library's leaking water main connection.

General Fund

- Check #18059 payable to Ace Lawn Care & Snow Removal in the amount of \$8,326.00 is payment for the Library's lawn care and a snow plowing seasonal deposit.

- Check #18061 payable to All-City Refrigeration in the amount of \$422.00 is payment for cleaning the Library's ice maker after the water main break and boil water advisory.
- Check #18067 payable to Bloomfield Township in the amount of \$276,774.15 is payment for two payrolls, including FICA, HRA contributions, pension, etc. as usual.
- Check #18074 payable to the Central Business Systems, Inc. in the amount of \$2,252.80 is payment for patron copy/print cards.
- Check #18089 payable to Midwest Collaborative for Library Services in the amount of \$9,309.63 is payment for an annual renewal of two business databases.
- Check #18105 payable to Secant in the amount of \$12,496.63 is payment for meeting room audio visual design and bid process.
- Check #18111 payable to The Library Network (TLN) in the amount of \$588.22 is payment for hardware and software for the Library.
- Check #18119 payable to World Book, Inc. in the amount of \$2,097.00 is payment for the online database version of this resource.

Gift Fund

- Check #4847 payable to the Charter Township of Bloomfield in the amount of \$10.00 is payment for a library program DVD.

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

Check #	Date	Payee	Cash Account	Amount
General Fund				
ADVANCE CHECKS:				
18013	10/10/17	AMERICAN DIABETES ASSOCIATION	106.01	100.00
18014	10/10/17	Patricia Ballard	106.01	35.74
18015	10/10/17	DEWITT DYKES	106.01	100.00
18016	10/10/17	Edward Niemchak	106.01	29.21
18017	10/10/17	PACIFIC TELEMAGEMENT SERVICES	106.01	78.00
18018	10/10/17	Marian Rafal	106.01	24.89
18019	10/10/17	BRUCE ZELLERS	106.01	100.00
18020	10/17/17	BLOOMFIELD TOWNSHIP	106.01	5,554.34
18021	10/17/17	XFINITY	106.01	150.30
18022	10/17/17	DTE ENERGY	106.01	16,784.00
18023	10/17/17	Andrea Lebeck	106.01	40.01
18024	10/17/17	Martha McGee	106.01	86.83
18025	10/17/17	Deborah Smith	106.01	88.81
18026	10/17/17	VERIZON WIRELESS	106.01	202.36
18027	10/17/17	VIGILANTE SECURITY	106.01	1,950.00
18028	10/17/17	Karrie Yukon	106.01	50.88
18029	10/18/17	FLAGSTAR BANK	106.01	3,605.89
18030	10/25/17	AT&T	106.01	399.51
18031	10/25/17	Sandra Bird	106.01	37.12
18032	10/25/17	BLOOMFIELD TOWNSHIP	106.01	10.00
18033	10/25/17	CONSUMERS ENERGY	106.01	3,793.70
18034	10/25/17	DEVON SQUARE CONDOMINIUMS	106.01	50.00
18035	10/25/17	Martha McGee	106.01	61.50
18036	10/25/17	PRINCIPAL LIFE INS CO-SBD GRANDE ISLAND	106.01	701.68
18037	10/25/17	SAGE SOFTWARE	106.01	2,014.00
18038	10/25/17	SCHOLASTIC LIBRARY PUBLISHING	106.01	5.67
18039	10/25/17	Karrie Yukon	106.01	47.70
18040	10/31/17	AMAZON.COM	106.01	2,011.12
18041	10/31/17	APPLIED IMAGING	106.01	490.61
18042	10/31/17	Patricia Ballard	106.01	89.77
18043	10/31/17	Lauren Catoni	106.01	78.65
18044	10/31/17	CENTER FOR FINANCIAL PLANNING	106.01	120.00
18045	10/31/17	GREATER DETROIT DENTAL HYGIENIST'S ASSO	106.01	100.00
18046	10/31/17	Andrea Lebeck	106.01	52.48
18047	10/31/17	Martha McGee	106.01	113.24
18048	10/31/17	Jennifer Taggart	106.01	78.65
18049	11/7/17	AT&T	106.01	810.82
18050	11/7/17	BLOOMFIELD TOWNSHIP	106.01	235.84
18051	11/7/17	PETTY CASH - BTPL	106.01	32.12
18052	11/7/17	Teneia Combs	106.01	81.32
18053	11/7/17	Martha McGee	106.01	22.35
18054	11/7/17	Tera Moon	106.01	83.46
18055	11/7/17	Edward Niemchak	106.01	56.94
18056	11/7/17	Marian Rafal	106.01	29.18
18057	11/7/17	T MOBILE	106.01	33.98
Total				40,622.67
REGULAR CHECKS:				
18058	11/8/17	ABDO-SPOTLIGHT-MAGIC WAGON	106.01	2,794.05
18059	11/8/17	ACE LAWN CARE & SNOW REMOVAL	106.01	8,326.00
18060	11/8/17	AERO FILTER, INC	106.01	272.16
18061	11/8/17	ALL-CITY REFRIGERATION	106.01	422.00
18062	11/8/17	ARBOR OAKLAND GROUP	106.01	1,020.00
18063	11/8/17	ASSA ABLOY ENTRANCE SOLUTIONS	106.01	719.59
18064	11/8/17	BAKER & TAYLOR, INC.	106.01	14,693.71

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

Check #	Date	Payee	Cash Account	Amount
18065	11/8/17	BARNES & NOBLE, INC.	106.01	216.76
18066	11/8/17	BLACKSTONE AUDIO, INC.	106.01	626.21
18067	11/8/17	BLOOMFIELD TOWNSHIP	106.01	276,774.15
18068	11/8/17	BOOKPAGE	106.01	528.00
18069	11/8/17	BRILLIANCE PUBLISHING, INC.	106.01	139.96
18070	11/8/17	BUTZEL LONG	106.01	1,326.00
18071	11/8/17	CAR TRUCKING, INC.	106.01	399.00
18072	11/8/17	CAVENDISH SQUARE	106.01	217.32
18073	11/8/17	CENGAGE LEARNING/GALE	106.01	1,518.36
18074	11/8/17	CENTRAL BUSINESS SYSTEMS, INC.	106.01	2,252.80
18075	11/8/17	JOHN COHASSEY	106.01	150.00
18076	11/8/17	DEMCO, INC.	106.01	869.58
18077	11/8/17	DU ALL CLEANING, INC	106.01	5,760.00
18078	11/8/17	ELM USA, Inc.	106.01	620.00
18079	11/8/17	ENSLow PUBLISHERS, INC.	106.01	203.40
18080	11/8/17	GREY HOUSE PUBLISHING	106.01	148.50
18081	11/8/17	INSTITUTE OF CONT. LEGAL EDUCATION	106.01	138.50
18082	11/8/17	INGRAM LIBRARY SERVICES	106.01	624.19
18083	11/8/17	J. APPLESEED	106.01	4,360.66
18084	11/8/17	JANWAY COMPANY	106.01	502.18
18085	11/8/17	LJ ROLLS REFRIGERATION CO., INC	106.01	4,498.63
18086	11/8/17	LEADERSHIP DIRECTORIES, INC.	106.01	471.00
18087	11/8/17	LERNER PUBLISHING GROUP	106.01	1,219.10
18088	11/8/17	MASON CREST	106.01	239.50
18089	11/8/17	MIDWEST COLLABORATIVE for LIB. SVCS	106.01	9,309.63
18090	11/8/17	METRONET LIB. CONSORT.	106.01	3,701.55
18091	11/8/17	MICROMARKETING LLC	106.01	1,005.32
18092	11/8/17	MIDWEST TAPE	106.01	4,100.72
18093	11/8/17	NAPO MICHIGAN	106.01	300.00
18094	11/8/17	NICHOLS/NETWORK SERVICES CO	106.01	680.48
18095	11/8/17	OMNIGRAPHICS	106.01	513.30
18096	11/8/17	OVERDRIVE	106.01	7,352.87
18097	11/8/17	OXFORD UNIVERSITY PRESS USA	106.01	111.93
18098	11/8/17	PENGUIN RANDOM HOUSE LLC	106.01	744.00
18099	11/8/17	RECORDED BOOKS, LLC	106.01	1,336.08
18100	11/8/17	ROSEN PUBLISHING	106.01	19.70
18101	11/8/17	THE ROWMAN & LITTLEFIELD PUBLISHING GRP	106.01	241.50
18102	11/8/17	S & S WORLDWIDE, INC.	106.01	133.37
18103	11/8/17	SALEM PRESS, INC.	106.01	281.00
18104	11/8/17	MICHAEL D. SCHLOFF, PLLC	106.01	332.50
18105	11/8/17	SECANT	106.01	12,496.63
18106	11/8/17	SERVICE HEATING & PLUMBING	106.01	2,031.00
18107	11/8/17	SHOWCASES	106.01	796.50
18108	11/8/17	SUMMIT ELECTRIC, INC.	106.01	1,811.25
18109	11/8/17	TERMINIX PROCESSING CTR.	106.01	246.00
18110	11/8/17	THE CHILD'S WORLD	106.01	602.40
18111	11/8/17	THE LIBRARY NETWORK	106.01	588.22
18112	11/8/17	THOMSON REUTERS/THOMSON WEST	106.01	4,926.24
18113	11/8/17	UNIQUE MANAGEMENT SERVICES, INC.	106.01	259.55
18114	11/8/17	UNIVERSITY PRODUCTS, INC.	106.01	61.55
18115	11/8/17	WALLACEBURG BOOKBINDING & MFG	106.01	157.35
18116	11/8/17	WESCO DISTRIBUTION	106.01	1,217.50
18117	11/8/17	WOBBLEWORKS INC	106.01	99.00
18118	11/8/17	WOLTERS KLUWER LEGAL & REGULATORY	106.01	1,403.89
18119	11/8/17	WORLD BOOK, INC.	106.01	2,097.00
18120	11/8/17	WT COX INFORMATION SERVICES	106.01	29.00
Total				<u>391,038.34</u>

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

Check #	Date	Payee	Cash Account	Amount
Gift Fund				
ADVANCE CHECKS:				
4843	10/17/17	FLAGSTAR BANK	102.03	70.40
4844	10/17/17	LAURIE TENNENT	102.03	870.00
4845	10/31/17	AMAZON.COM	102.03	<u>420.46</u>
Total				<u><u>1,360.86</u></u>
REGULAR CHECKS:				
4846	11/8/17	BAKER & TAYLOR	102.03	153.66
4847	11/8/17	CHARTER TOWNSHIP OF BLOOMFIELD	102.03	10.00
4848	11/8/17	DEMCO	102.03	1,076.21
4849	11/8/17	DISCOUNT SCHOOL SUPPLY	102.03	615.59
4850	11/8/17	GOLDNER WALSH NURSERY, INC.	102.03	375.20
4851	11/8/17	JANWAY COMPANY	102.03	104.16
4852	11/8/17	OVERDRIVE, INC.	102.03	1,096.40
4853	11/8/17	WOBBLEWORKS INC	102.03	<u>500.00</u>
Total				<u><u>3,931.22</u></u>

Bloomfield Township Public Library
2017-2018 General Fund Budget
PRESENTED: NOVEMBER 21, 2017 FOR THE MONTH OF: OCTOBER 2017

7b

Seven Months 58%

		2017-2018	2017-2018			Seven Months 58%	
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	\$0	(\$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	\$6,608	\$57,820	57.82%	(\$42,180)
	Charges for Services	\$13,649	\$13,649	\$974	\$9,912	72.62%	(\$3,737)
	Investment earnings	\$50,000	\$50,000	(\$1,573)	\$54,007	108.01%	\$4,007
	Miscellaneous	\$11,595	\$11,595	\$269	\$8,400	72.45%	(\$3,195)
Total Revenues		\$7,208,904	\$7,208,904	\$6,277	\$238,949	3.31%	(\$6,969,955)
<u>Expenditures</u>							
	Personnel	\$3,916,967	\$3,916,967	\$275,648	\$2,205,366	56.30%	(\$1,711,601)
	Library Services	\$846,258	\$846,258	\$72,816	\$457,994	54.12%	(\$388,264)
	Facilities & Equipment	\$1,148,383	\$1,148,383	\$54,971	\$612,721	53.36%	(\$535,663)
	Other Operating Expenditures	\$1,189,066	\$1,189,066	\$32,631	\$209,558	17.62%	(\$979,508)
Total Expenditures		\$7,100,674	\$7,100,674	\$436,066	\$3,485,639	49.09%	(\$3,615,035)
Fund Balance - Beginning		\$11,679,941	\$11,679,941		\$11,679,941		
Net revenue (expenditure)		\$108,230	\$108,230		(\$3,246,690)		
Fund Balance - Ending		\$11,788,171	\$11,788,171		\$8,433,251		

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 \$5,926,395 4/1/17 OPEB obligation plus \$587,030 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: NOVEMBER 21, 2017 FOR THE MONTH OF: OCTOBER 2017

Seven Months 58%

ACCOUNT NUMBER	ACCOUNT NAME	2017-2018 ADOPTED BUDGET AS OF MAR 21, 2017	2016-2017 AMENDED BUDGET AS OF NOV. 21, 2017	REVENUE/ EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	VARIANCE
	<u>Revenues</u>						
	Gift Income	\$500	\$36,568	\$29,266	\$36,568	100.00%	\$0
454.03	Investment Earnings	\$200	\$200	\$14	\$94	47.13%	(\$106)
460.03	Miscellaneous Revenue	\$0	\$0	\$0	\$0	0.00%	\$0
	Total Revenues	\$700	\$36,768	\$29,280	\$36,662	99.71%	(\$106)
	<u>Expenditures</u>						
	Library Services	\$23,330	\$44,050	\$2,038	\$13,827	31.39%	(\$30,223)
	Facilities & Equipment	\$55,540	\$60,406	\$2,067	\$17,138	28.37%	(\$43,268)
	Other Operating Expenditures	\$104,128	\$114,610	\$1,187	\$9,404	8.20%	(\$105,206)
	Total Expenditures	\$182,998	\$219,066	\$5,292	\$40,369	18.43%	(\$178,697)
	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)		(\$3,707)		
	Fund Balance - Ending	\$200	\$200		\$178,791		

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
October 2017

Fund	Type	Annual Yield	Date	Amount on Hand
General Fund				
	5th 3rd Checking (Ecommerce)	0.00%	10/31/2017	\$62,274.89
	Flagstar Public Funds Savings	0.80%	10/31/2017	\$250,656.82
	Flagstar Premier Public Entities Checking	0.29%	10/31/2017	\$65,049.42
	RBC Capital Cash/Money Market	0.01%	10/31/2017	\$11,351.38
	RBC Capital - Investments	2.15%	10/31/2017	\$8,431,963.61
Total General Fund				\$8,759,021.23
Please see General Fund budget for notes on how this amount is earmarked				
Gift Fund				
	Huntington Public Fund Business Interest Checking	0.15%	10/31/2017	\$114,097.02
	Huntington CD (Charnov gift) - matures 02/04/2019	0.45%	10/31/2017	\$50,000.00
	Fifth Third Bank Business Standard Checking	0.00%	10/31/2017	\$3,989.92
Total Gift Fund				\$168,086.94

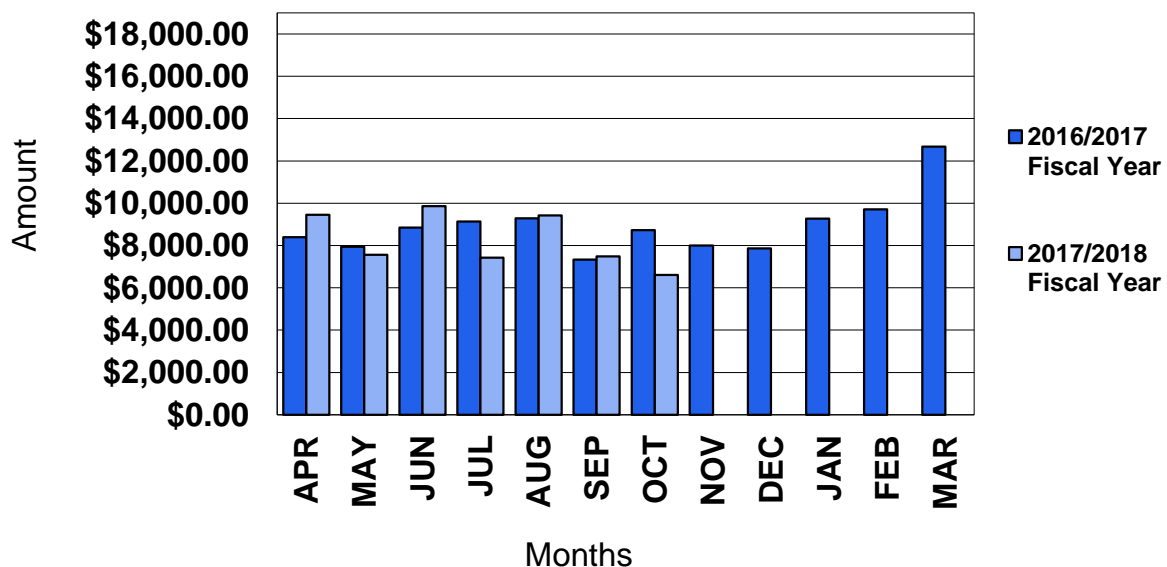
CFSEM The following endowment funds are administered by the Community Foundation for Southeast Michigan (CFSEM). CFSEM maintains unilateral variance power and legal ownership of the endowment funds, and therefore, principal is not available to BTPL. Earnings are available for distribution to the Library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

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

FINES AND FEES - TWO-YEAR COMPARISON

Month	2016/2017 Fiscal Year	2017/2018 Fiscal Year	Difference
APR	\$8,389.09	\$9,449.79	\$1,060.70
MAY	\$7,946.70	\$7,559.45	(\$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	\$6,607.58	(\$2,115.42)
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>\$57,819.78</u>	<u>(\$49,376.22)</u>

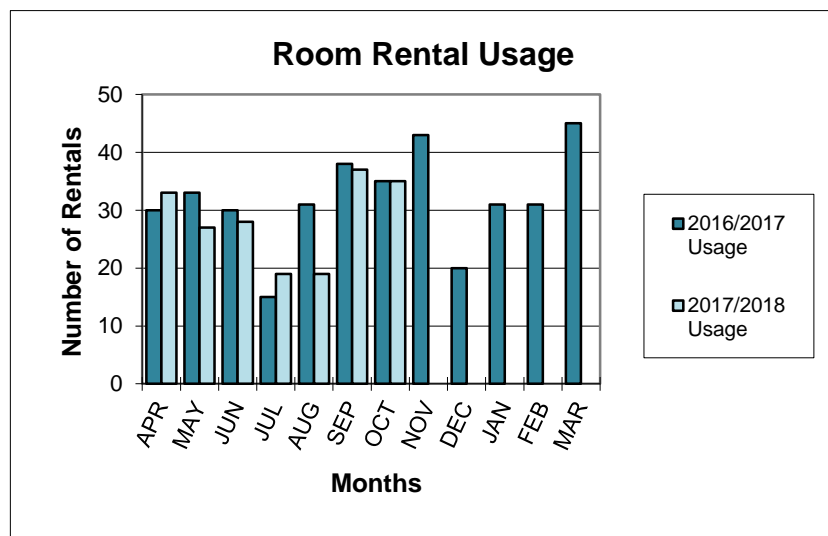
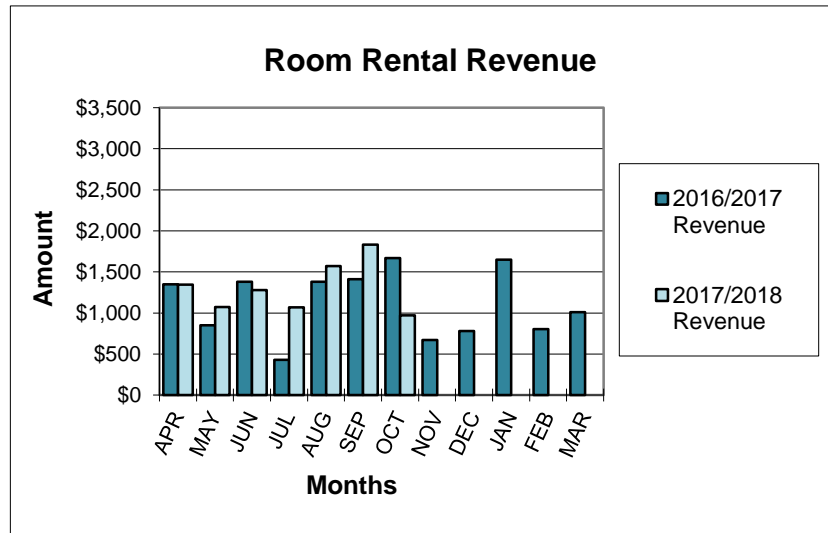
Fines and Fees Two-Year Comparison



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	\$970.00	(\$700.00)	35	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	\$9,143.50	(\$4,239.75)	382	198	



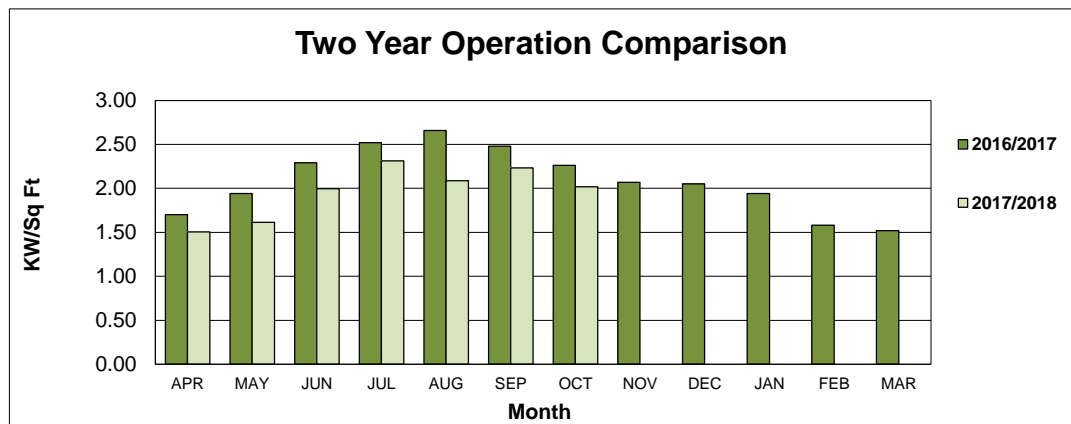
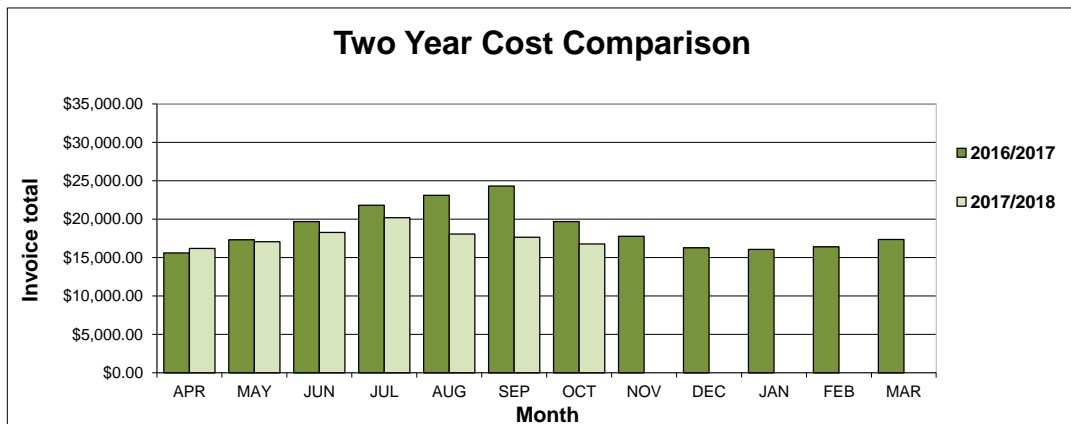
Bloomfield Township Public Library Electricity Analysis

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	\$16,784.00	(\$2,904.69)	203,840	\$0.08	273.98	2.02	\$22.56	\$0.17
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	\$124,131.71	(\$101,232.12)						

NOTES:

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



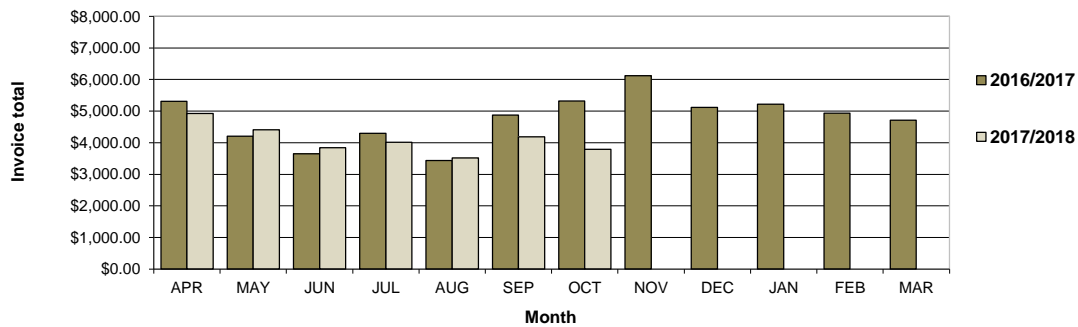
Bloomfield Township Public Library Natural Gas Analysis

Building Area = 101,023

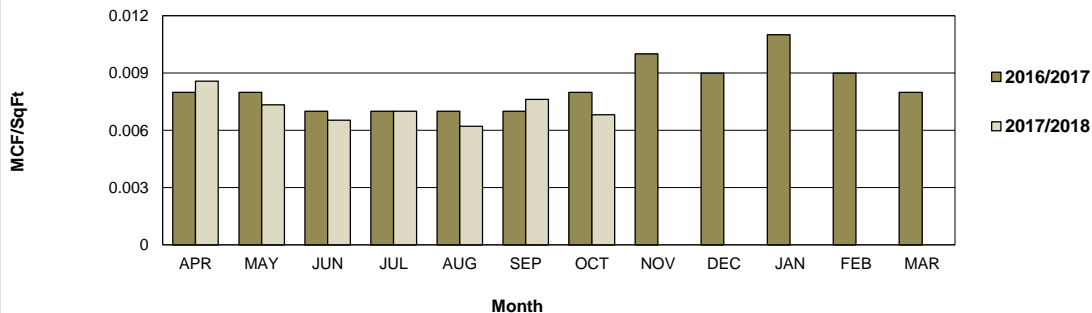
1 Cu. Ft. = 1000 BTU

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	\$3,793.70	(\$1,527.49)	689.0	\$5.51	744	0.93	0.007	5.10	0.037
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	\$28,683.12	(\$28,512.61)							

Two Year Cost Comparison



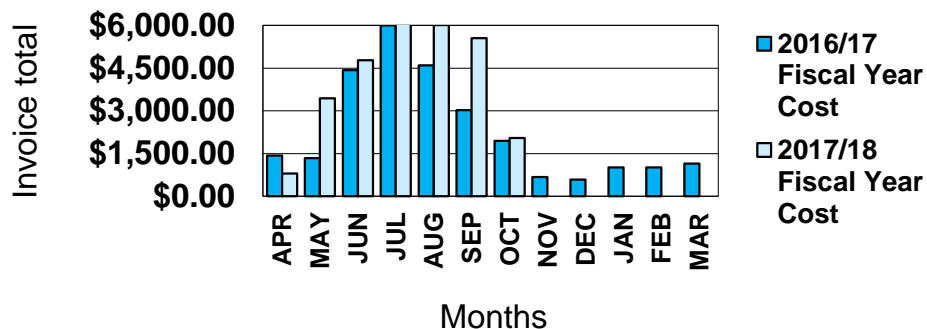
Two Year Operation Comparison



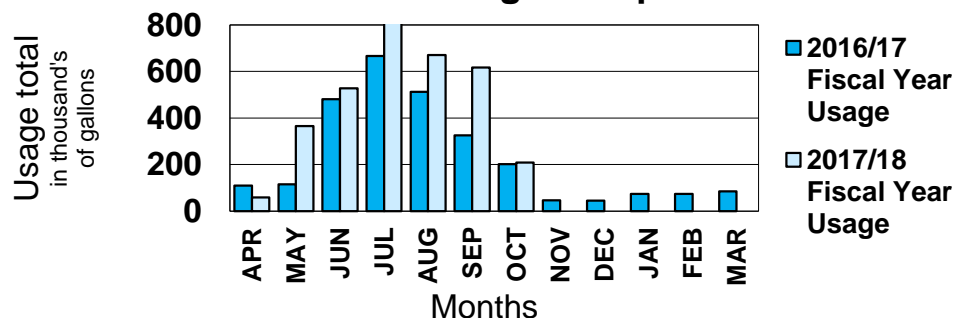
Bloomfield Township Public Library Water Analysis

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	\$2,046.74	\$101.69	201	209	8
NOV	\$673.93		(\$673.93)	46		(46)
DEC	\$587.67		(\$587.67)	45		(45)
JAN	\$1,011.05		(\$1,011.05)	74		(74)
FEB	\$1,011.05		(\$1,011.05)	74		(74)
MAR	\$1,143.49		(\$1,143.49)	85		(85)
			YTD Difference			YTD Difference
TOTAL	<u>\$27,185.94</u>	<u>\$29,990.71</u>	<u>\$2,804.77</u>	<u>2,733</u>	<u>3,277</u>	<u>544</u>

Two-Year Cost Comparison



Two-Year Usage Comparison



BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

**LIBRARY BOARD OF TRUSTEES
MONTHLY DIRECTOR'S REPORT**

November, 2017

On November 3, 2017, requests for proposals to upgrade the Library's meeting room audio visual equipment were released. On Thursday, November 9, five companies attended a walk-through of the areas to be updated at the Library. Proposals are due on no later than Tuesday, November 28 at 2:00pm. All bids received will be publicly opened at 2:01pm that day. Systems Department Head Joan Wu and our consultant Dale Bartow from Secant Technologies will analyze all bids received and present a recommendation for the bid award at the December 19 Library Board meeting. The request for proposals is a very large document and is not attached. If you would like to review this request for proposals document, please let me know.

During the week of November 27, a new tile will be installed in the lobby area as a test. This new tile will take the place of the previous test tile which did not meet our standards for durability and finish. This work will be performed after library hours to limit the disruption to library business. This tile will be in place through the winter months and perhaps longer as we observe its performance in all types of conditions and gather comments from others.

Small cheer and great welcome makes a merry feast. ~ William Shakespeare

Wishing you all a very happy Thanksgiving!

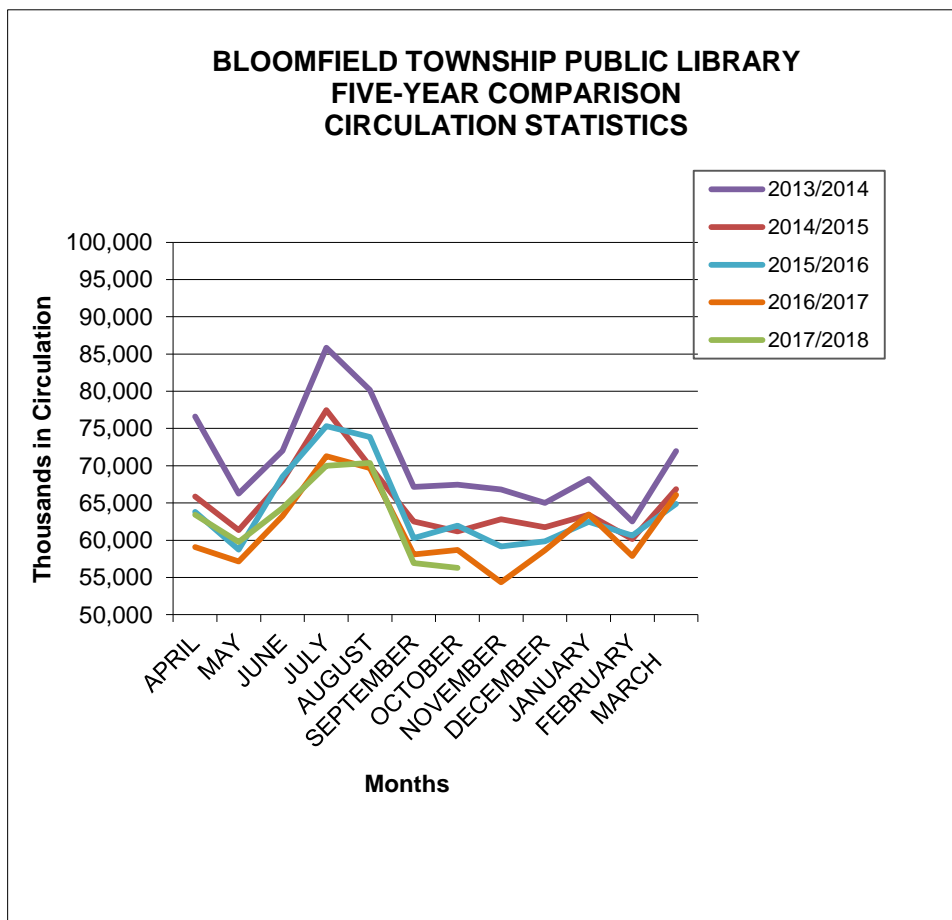
Respectfully Submitted,

Carol Mueller
Director

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
FIVE YEAR CIRCULATION**

11/13/2017

	<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	56,291
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	441,104



	2016		2017	
COLLECTION				
Book Collection:	277,213		271,696	
Media Collection:	62,779		61,902	
Total e-books:	31,328		32,080	
Overdrive	8,916		9,436	
EBSCOhost	19,197		19,196	
Total downloadable audiobooks:	4,986		5,283	
Materials Total:	376,306		370,961	
CIRCULATION				
Circulation Total:	58,678		56,291	
Bloomfield Township Circulation:	54,145		52,346	
Virtual Circulation Total	6,254		8,550	
Circulation of Youth materials:	23,333		20,440	
Circulation of Media:	18,344		16,125	
Circulation of Cranbrook passes:	185		172	
Self-checkout machine use:	23,322	39.7%	20,289	36.0%
Library by Mail:	79	31 patrons	88	28 patrons
BUILDING & EQUIPMENT USAGE				
Door Count:	19,986		18,436	*^
Gate Count:	29,433		26,465	
Meeting rooms by public:	35		35	
Meeting rooms by staff:	88		86	
VIRTUAL USE				
Home page hits:	32,571		31,239	
e-book access:	1,978		2,360	
Overdrive	1,942		2,335	
EBSCOhost	36		25	
Audiobook access: (Overdrive)	1,046		1,183	
Freegal music download access:	1,378		1,073	
Freegal music streaming:	n/a		1,662	
Magazine download access:	771		746	
Hoopla access:	1,081		1,526	
Tutor.com sessions:	112		93	
Library Computer Use				
Resident Use	1,797		1,482	
Guest Use	715		657	
*No count for two days				
^Library closed early Oct. 17 due to power outage				
^Library closed on Oct. 24 due to low water pressure				

	2016		2017	
OUTREACH & PROGRAMS				
<i>New Patrons and Accounts</i>				
Township:	158		138	
Cranbrook:	14		10	
Total new patrons:	243		209	
<i>Adult Program Attendance</i>				
Staff-led:	6 events	24 attended	13 events	158 attended
Speaker-led:	7 events	211 attended	7 events	134 attended
Book clubs:	4 events	56 attended	5 events	47 attended
Tours/visits on-site:	0	0	0	0
Tours/visits off-site:	2 events	150 attended	3 events	249 attended
Bloomfield Historical Society	1 event	71 attended	0	0
Fall for Dahl	1 event	140 attended	0	0
<i>Systems Program Attendance</i>				
Staff-led:	10 events	75 attended	12 events	105 attended
<i>Teen Program Attendance</i>				
Staff-led:	3 events	10 attended	2 events	3 attended
<i>Youth Program Attendance</i>				
Staff-led:	28 events	828 attended	22 events	809 attended
Speaker-led:	4 events	128 attended	3 events	138 attended
Tours/visits on-site:	0	0	0	0
Tours/visits off-site:	2 events	68 attended	1 event	40 attended
TOTAL:	68 events	1,761 attended	68 events	1,683 attended
<i>Volunteers:</i>				
	23 people	229.75 hours	28 people	236.75 hours
	Shop: 10	128.25	Shop: 9	102.25
	Court: 0	0	Court: 0	0
	Students: 0	0	Students: 9	73.25
	Dept. Vol: 13	101.5	Dept. Vol: 10	61.25
<i>Patron Remarks</i>				
Patron Comments:	4		15	
Ask BTPL:	5		2	
Ask Us:	13		14	
DISPLAYS				
Lobby	The Art of Jewelry Design			
Media	Adult: World Films, Spine-tingling DVDs; Fats Domino & Danielle Derrieux			
	Youth: Not So Spooky DVDs; Fun-filled Movies for a Spooky Season			
Local History	Test Prep Resources			

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

Bloomfield Township Public Library
Oakland County, Michigan
Friday, October 13, 2017
3 p.m.

Present: Trustees: Judy Lindstrom and Tom Deska

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

New Business:

No new business.

Old Business:

• *Community Room Historic Photo Project*

The draft for the Informational Panel was reviewed and revised. The revised handout sheet was evaluated. Director Mueller presented two additional pieces of framed art for the Community Room, both architectural renderings of the Library, the funding was donated in memory of Pam Williams from Bloomfield Township Clerk Jan Roncelli.

• *Art in Staff Hallway*

The options and costs of having art in the Staff Hallway were considered. The art could fill a few different spaces as the collection grows over the years. It was agreed that the Best of Show winner from the photography contest would be framed annually.

• *Welcome Desk Panels – update*

The different proposals were reviewed and discussed, as were the costs. The Committee requested to see another variation on the design proposal, including the logo and the tagline across all three panels.

Other:

Little Free Libraries were discussed. With specific zoning ordinances in Bloomfield Township and a lack of public parks, installing Little Free Libraries is still a challenging task. There is a bookcase at the Bloomfield Township Senior Center where the Library supplies free books, courtesy of the Friends.

Schedule next meeting:

None scheduled at this time.

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

Bloomfield Township Public Library
Oakland County, Michigan
Friday, October 27, 2017

The meeting of the Bloomfield Township Public Library Board of Trustees Policy Committee was held in the Library on Friday, October 26, 2017 at 3:00 pm.

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

Administration: Carol Mueller, Library Director

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. As of January 1, 2018, library messages will be sent only to the library email address for each Trustee.

Attendance

Carol will present draft language to be included in the Bylaws of the Library Board of Trustees and add this item to the November regular Library Board meeting for review.

Advisory Committee

After discussion, it was decided to take a less formal approach to getting feedback from residents. Focus group meetings will be held as part of the space needs study and residents, including those who applied for the Trustee vacancy, will be contacted to participate.

No future meeting has been scheduled.

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

Bloomfield Township Public Library
Oakland County, Michigan

Thursday

November 2, 2017 2:00 p.m.

Present: Trustees: Judy Lindstrom, Tom Deska, Grant Gerhart, Sandy Edwards

Administration: Library Director, Carol Mueller; Assistant Director, Tera Moon; Volunteer Nancy Kulish; Adult Services Librarian, Karrie Yukon; Youth Services Department Head, Marian Rafal, Administrative Clerk Diane Kennedy;

Old Business:

Photo Contest 2018

We reviewed the outline and one more judge is needed. If Eli does not have a contact, other Board Trustees have individuals they can ask to judge. Saturday, April 14, from 2-4, is our reception for photo awards. The newsletter should be out by the end of November announcing the contest. Linden Godlove and Jennifer Doroslovac will collaborate on the décor.

2018 Library Wide Event: "One World, Many Stories"

We have a list of our subcommittee members. Grant Gerhart will join the Food Subcommittee. He is still available to assist with "Music and Other Entertainments." The event will begin to roll out in January. The first marketing for "One World, Many Stories" will be in the next Library newsletter. 2018 will be our real planning year. The event will be catered. Nancy Kulish has a list of pricing from Nino Savaggio. There was discussion of acquiring donations of desserts for the event. We will not have a kickoff event, however the photo contest will serve as an initiation of the program. The Adult and Youth Services staff will find a list of fun facts about the cultures of the Bloomfield Township community. It was discussed that the budget needs to be determined for entertainment and other needs. The programming for Adult and Youth Services will be included in the timeline: Cinco de Mayo will bring in Ballet de Folklorico de Detroit, June 22 Klezmer band Klezundheit, Ara Topouzian in April, Wild Swan Theater will come in July or August to present an "Arab Tapestry of stories and music." There will be a Celtic Fusion concert. Youth Services is having an afternoon of Polka music on the first Friday in August. There was further discussion on displays, programming, and other concepts.

Read-a-Thon

There was discussion of getting movie swag for *A Wrinkle in Time*. Adjustments to the book, for the simplicity of reading aloud, was discussed, as well as some other amendments. The timeline was reviewed. Saturday, September 8 will be the date of the Read-a-Thon. Sponsorship for both the Read-a-Thon and the Library Wide Event were considered, with dollars and names of the sponsorship levels to be determined.

New Business:

Community Room Chairs – patron comment

A patron wants to start a fundraiser to replace the Community Room Chairs. The cost to replace the chairs would be approximately \$40,000. It was concluded that optional cushions would be purchased for patrons' use, if funds were available.

Other:

Next meeting:

January 11, 2018, 2pm

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees

FROM: Carol Mueller

DATE: November 17, 2017

SUBJECT: Space Needs and Wayfinding Study

Geraldine Drake and Jim Mumby, our Space Needs and Wayfinding Study consultants from Quinn Evans, will attend the November 21, 2017 Library Board meeting to provide a presentation of the Library's Space Needs and Wayfinding Study. They will give an overview of the process and answer any questions regarding this study you may have. Attached to this memo is the proposed process for this study for your information.

Process and Availability

Bloomfield Township Public Library (BTPL) has been serving the community for over 50 years, monitoring and responding to the needs of current and future patrons. As with many other libraries, Bloomfield Township is finding that the use of the library and library design address...

"Books as sources of information and a place for social and intellectual practices that develop around reading and research"

-Architectural Digest, "This is the Future of Libraries in the Digital Age", Meredith TenHoor, 2017

As community libraries assess this change, they are tasked with creating inspiring spaces where patrons can interact with each other and with library materials. Developing a process to determine how BTPL can create space typologies that best meet the community needs is an exciting opportunity.

Our approach for Conceptual Design Alternatives is to bring our experience in understanding the practicalities of the existing building structure to guide the development of spaces that will meet patrons' needs and improve use within the top three areas of concern, including the youth area, the computer center and intuitive and technology enhanced wayfinding. Quinn Evans Architects offers a collaborative style of engagement, described below as a "work plan". The work plan allows for working through ideas, testing concepts, considering implementing prototypes and gaining the necessary feedback that will allow new space use solutions. We also understand that research has been performed by BTPL and we would like to ensure that the space planning group and their studies are included in the design alternatives. Presentations to the Library Board, Administration and identified staff will provoke candid feedback, review of cost estimates and a timeline for implementing favorable solutions.

WORK PLAN

We have reviewed the Request for Proposal Scope of Project and Project Description to address the deliverables within a fee structure that will allow for the decision making criteria necessary for the team to approve a move forward plan for BTPL.

We expect our design process to be a combination of free hand sketches, computer graphics and some three dimensional modeling. All of these outcomes will be provided in digital formats to use as needed.

PHASE 1: PROGRAM ANALYSIS

Task A: Develop Understanding

- Review existing building plans



- Research comparable projects and visuals for inspiration
- Review findings and literature review developed by the space planning group

Task B: Project Initiation Meeting - Work Session 1

- Meet to discuss project goals and ideas for the experience of the identified library spaces (Computer Center/Lab/Study Rooms, Library Café, Youth Area, Lobby Area, Teen Area, Seating Areas, Quiet versus Active Areas and Wayfinding considerations)
- Discuss library patron experience, including incorporation of technology
- Present (2) vision boards that pull comparable imagery as inspiration
- Create an overall vision to lead the design process and project goals
- Conduct Program Analysis of existing space and future space needs and existing furniture inventory



PHASE 2: CONCEPTUAL DESIGN

Task C: Initiate Schematic Design

- Schematic Design: brainstorming and visualizing ideas and conceptual sketches
- Summary Space Analysis of existing and future space needs
- Review of existing building system (electrical access)

Task D: Project Draft 1

- Narrative of the overall project
- Space Analysis
- Initial building system findings (electrical access)

Task E: Owner Review of Project Draft 1 - Work Session 2

- Meet to discuss schematic design, space analysis and building systems

Task F: Implement Owner Modifications

Task G: Project Draft 2

- Updated Narrative of the overall project
- Updated Space Analysis
- Updated building systems findings (electrical access)

Task H: Meet with client via phone/web to review comments related to Draft 2

Task I: Initiate Design Development

- Design Development: generating plans with increased detail
- Space Analysis: determine how space will be used / adapted to meet program

- Develop Cost Estimates for Concept Design Alternative

Task J: Owner Review of Design Development - Work Session 3

- Meet to discuss concept design alternatives and associated cost estimates
- Affirmation of acceptance of plans for final concept design and associated cost
- Presentation to Library Board

Task K: Implement Owner Modifications

- Final Conceptual Design Plans
- Final Cost Estimate for Concept Design

PHASE 3: TIMELINE AND PHASING

Task L: Create timeline for implementing design with phasing

Task M: Owner Review of Timeline and Phasing - Work Session 4

- Meet to discuss timeline and phasing
- Affirmation of acceptance of timeline and phasing for final design

PHASE 4: PROJECT PACKAGE SUBMISSION

Task N: Submit Deliverables

- Final Conceptual Design Plan
- Final Cost Estimate for Conceptual Design
- Timeline for implementing Conceptual Design
- Final presentation to Library Board

Note: Furniture plans will represent furniture types and location, not specifications for procurement. Owner to provide a copy of the existing drawings for project use.



**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Library Board of Trustees

FROM: Carol Mueller, Library Director

DATE: November 16, 2017

SUBJECT: Bylaws of the Library Board of Trustees

The Policy Committee conducted its yearly review of the current approved Library policies in August, 2017. At that time, the Committee also discussed other topics including attendance at Library Board meetings. At a subsequent meeting in October, the Committee recommended revising the Bylaws of the Library Board of Trustees to include a new section 8 under *Article 3 – Meetings* regarding meeting attendance. The new section that is proposed states:

Section 8 - Regular attendance at board meetings is essential. The Library Board President and the Library Director should be notified in advance if attendance is not possible. A trustee who misses meetings frequently may not completely understand the issues at hand and valuable meeting time can be lost bringing that trustee back up to speed. An uninformed trustee cannot make the best possible decision when it comes time to vote. A successful library board needs every trustee at every meeting. A trustee who has difficulty in regularly attending meetings may wish to seek other opportunities to help the library rather than serving on the library board.

This proposed section adds clarity to what expectations are for Trustees and attendance at meetings. With two vacancies on the Library Board within one year, this clarity would be helpful for potential applicants to know when considering any future vacancies on the Board.

If you agree, the following motion is needed:

ACTION: I move to approve the revised Bylaws of the Library Board of Trustees originally approved by the Board of Trustees on September 6, 1963 and amended on February 10, 1987, January 18, 1998, January 19, 1999, January 20, 2004, January 16, 2007, September 20, 2011 and September 16, 2014.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
POLICY MANUAL**

SECTION II: ADMINISTRATION, GOVERNANCE, AND PUBLIC OPERATION

BYLAWS OF THE LIBRARY BOARD OF TRUSTEES

ARTICLE I

BOARD OF TRUSTEES

Section 1 - The Library Board of Bloomfield Township Public Library shall consist of six trustees elected as provided by the laws of the State of Michigan.

Section 2 - The responsibilities of the Library Board of Trustees as defined in Michigan Compiled Laws Public Act 397.205 include “make and adopt such by-laws, rules, and regulations for their own guidance and for the government of the library and reading room, as may be expedient; ...the exclusive control of the expenditure of all moneys collected to the credit of the library fund, and of the construction of any library building, and of the supervision, care, and custody of the grounds, rooms, or buildings constructed, leased, or set apart for that purpose; ...to purchase or lease grounds, to occupy, lease, or erect an appropriate building or buildings for the use of said library...to appoint a suitable librarian and necessary assistants, and fix their compensation; and ...to remove such appointees.”

Section 3 - In the event of a vacancy, the Board shall appoint a qualified person to hold the vacant office until the next general November election. The appointed trustee shall be selected by a process as outlined in the Library Board of Trustees-approved “Bloomfield Township Public Library Board of Trustees Vacancy Procedure.”

ARTICLE II

OFFICERS

Section 1 - The Officers of the Board of Trustees shall be a President, a Vice President, and a Secretary

Section 2 - The President, Vice President, and Secretary of the Board shall be elected annually at the annual meeting of the Library Board of Trustees. Each officer shall hold office until a successor shall have been duly elected or until death, resignation, conviction of a felony, removal from office by the Governor under the State Constitution or ceases to be a qualified elector of Bloomfield Township. Vacancies in an office shall be filled for the unexpired portion of the term, at the next regular meeting of the Library Board of Trustees after such vacancy occurs.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
POLICY MANUAL**

SECTION II: ADMINISTRATION, GOVERNANCE, AND PUBLIC OPERATION

Section 3 - The President of the Board shall preside at all meetings, appoint all committees, authorize calls for any special meetings, and generally perform the duties of a presiding officer. The President shall have the authority to sign on behalf of the Board of Trustees all instruments, contracts, or documents necessary or proper to be executed as approved by a majority of the Library Board of Trustees. The President may delegate such authority to the Library Director as approved by the Library Board of Trustees.

Section 4 – The Vice President of the Board, in the absence of the President, shall preside at all meetings, appoint all committees, authorize calls for any special meetings, and generally perform the duties of a presiding officer. The Vice President shall have the authority to sign on behalf of the Library Board of Trustees all instruments, contracts, or documents necessary or proper to be executed as approved by a majority of the Library Board of Trustees.

Section 5 - The Secretary of the Board shall approve an accurate and permanent account of the proceedings of the Board meetings, and generally perform the duties associated with that office. In the President's and Vice President's absences, the Secretary shall preside at Board meetings, and assume the authority to act on behalf of the President and Vice President.

ARTICLE III

MEETINGS

Section 1 - The regular monthly meetings of the Library Board shall be held at the Library on the third Tuesday of the month at 7 p.m., or the fourth Tuesday of April at 7 p.m., or at a time stated from the proceedings of the previous meeting unless otherwise ordered by the Library Board of Trustees.

Section 2 - The first regular meeting of the Library Board in November shall be known as the annual meeting and shall be for the purpose of electing officers and the appointment to committees, in addition to any other business that may arise.

Section 3 - Special meetings may be called by the President or upon written request of three members of the Board, for the transaction of business stated in the call for the meeting.

Section 4 - Notices of all regular meetings and any special meetings shall be distributed from the Library to all members at least three (3) days before the meeting; provided, however, that notice of any meeting may be waived by any Trustee.

Section 5 - Public notice of all meetings of the Library Board of Trustees shall

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY POLICY MANUAL

SECTION II: ADMINISTRATION, GOVERNANCE, AND PUBLIC OPERATION

be posted in advance of such meetings, pursuant to the Michigan "Open Meetings Act," Michigan Compiled Laws Public Act 267 of 1976, as amended.

Section 6 - A quorum for the transaction of business shall consist of not less than four (4) members of the Board. The affirmative vote of a majority of the members present of the Library Board of Trustees present is required for the approval of any action or decision of the Board, unless the vote of a larger number is required by law. If a quorum shall not be present at any meeting of the Board, the members of the Board present may adjourn the meeting from time to time, without notice other than announcement at the meeting, until a quorum shall be present.

Section 7 – A member of the Library Board of Trustees may participate in a meeting using communications equipment by means of which all persons participating in the meeting can hear each other. Participation in a meeting pursuant to this section constitutes a presence in person at the meeting.

Section 8 - Regular attendance at board meetings is essential. The Library Board President and the Library Director should be notified in advance if attendance is not possible. A trustee who misses meetings frequently may not completely understand the issues at hand and valuable meeting time can be lost bringing that trustee back up to speed. An uninformed trustee cannot make the best possible decision when it comes time to vote. A successful library board needs every trustee at every meeting. A trustee who has difficulty in regularly attending meetings may wish to seek other opportunities to help the library rather than serving on the library board.

ARTICLE IV

COMMITTEES

Section 1 – The President of the Board shall appoint members to standing committees such as Finance, Personnel, and Policy, among others. These committees shall make periodic reports to the Board.

Section 2 – The President of the Board shall appoint members to special, select, or *ad hoc* committees created for specific purposes, such as the study and investigation of special issues, and other *ad hoc* committees as the President shall deem appropriate. These committees shall make periodic reports to the Board as requested.

ARTICLE V

LIBRARY DIRECTOR

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY POLICY MANUAL

SECTION II: ADMINISTRATION, GOVERNANCE, AND PUBLIC OPERATION

Section 1 - Pursuant to Michigan Compiled Laws Public Act 397.205, the Board of Trustees “shall have power to appoint a suitable librarian” to serve as Library Director and “shall also have power to remove such appointees.” The appointed Library Director shall be selected by a process as outlined in the Library Board of Trustees-approved “Bloomfield Township Public Library Director Vacancy Procedure.”

Section 2 - The Library Director shall be considered the executive officer of the Library and shall have sole charge of the administration of the Library under the direction and review of the Library Board of Trustees.

Section 3 -The Library Director shall be responsible for the Library’s services and resources offered to the community; for the operation of the Library under the financial conditions set forth in the annual budget; for the employment and direction of the staff; and for the care of the buildings and equipment. The Library Director shall attend all meetings of the Library Board of Trustees.

ARTICLE VI

PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order shall govern the Board in all cases to which they are applicable and in which they are not inconsistent with these By-Laws and any special rules of order the Board may adopt.

ARTICLE VII

AMENDMENTS

The bylaws may be amended at any regular meeting of the Board by the affirmative vote of four (4) members of the Board of Trustees, provided that the proposed amendment was stated in the call for the meeting.

By-Laws adopted: 9/6/63
Amended: 2/10/87
Amended: 1/18/98
Amended: 1/19/99
Amended: 1/20/04
Amended: 1/16/07
Amended: 9/20/11
Amended: 9/16/14
Proposed: 11/21/17



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

April 2017 – November 2017

Current Officers are:

PRESIDENT: Eli Greenbaum

VICE PRESIDENT: Judy Lindstrom

SECRETARY: Tom Deska



Board of Trustees Standing Committee Appointments
August 2017 – November 2017

Current Committee Appointments are:

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

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees
FROM: Carol Mueller
DATE: November 16, 2017
SUBJECT: Bank Signatories

With the recent changes in officers on the Bloomfield Township Public Library Board of Trustees, a resolution to approve a change in bank signatories is being presented at the November 21, 2017 Regular Board Meeting for your approval. As per the procedure required by financial institutions, a copy of a duly signed board resolution is required for bringing change to the bank account authorized signatories. The resolution attached authorizes the following persons to sign on behalf of the Library, issue orders for payment or withdrawal of money:

Eli Greenbaum, Trustee/President
Tom Deska, Trustee/Secretary
Carol Mueller, Library Director
Tera Moon, Assistant Library Director
Sandra Bird, Finance Coordinator
Brian Kepes, Bloomfield Township Treasurer
Leo Savoie, Bloomfield Township Supervisor
Janet Roncelli, Bloomfield Township Clerk
Teresa Renaud, Bloomfield Township Deputy Treasurer

This resolution will need to be updated again when officers of the Library Board of Trustees change, when changes in the positions of Library Director, Assistant Library Director or Finance Coordinator occur or when changes in the Bloomfield Township Public Officials occur.

If you agree, the following action is needed:

ACTION: I move to approve the resolution authorizing signatures, including facsimile signatures, for banking services on behalf of the Bloomfield Township Public Library as presented, effective November 21, 2017.

**A RESOLUTION AUTHORIZING SIGNATURES, INCLUDING FACSIMILE
SIGNATURES, FOR BANKING SERVICES ON BEHALF OF THE BLOOMFIELD
TOWNSHIP PUBLIC LIBRARY**

THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY RESOLVES AS FOLLOWS:

SECTION 1. The following persons are authorized to sign on behalf of the library, orders for payment or withdrawal of money:

Eli Greenbaum, President/Trustee
Tom Deska, Secretary/Trustee
Carol Mueller, Director
Tera Moon, Assistant Director
Sandra Bird, Finance Coordinator
Brian Kepes, Bloomfield Township Treasurer
Leo Savoie, Bloomfield Township Supervisor
Janet Roncelli, Bloomfield Township Clerk
Teresa Renaud, Bloomfield Township Deputy Treasurer

Such authority shall remain in force until revoked by written notice to the affected financial institution of the action taken by the Trustees of the Bloomfield Township Public Library.

All prior authorizations are suspended.

SECTION 2. The following depository institutions are approved institutions for the authorized signers on behalf of the Library:

Flagstar Bank
Fifth Third Bank
Huntington Bank
RBC Schwartz & Co.

SECTION 3. This resolution was duly PASSED and ADOPTED this 21st day of November, 2017, and takes effect upon signing by the President and Secretary.

Eli Greenbaum, President

Tom Deska, Secretary

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: November 10, 2017

SUBJECT: Strategic Plan Update

1. Marketing

This team is reviewing ways to use email as a marketing tool more effectively. The group is also working toward creating a marketing checklist in order to centralize efforts to promote events and services.

2. Tours

This group has a tour script drafted and is working on developing a new welcome packet and brochure. A library tour is scheduled for January 29, 2017. This is advertised in the forthcoming print newsletter.

3. Building Assessment RFP

The two teams who helped to draft this RFP have continued to be involved with the space needs assessment process. Their work was shared with Quinn Evans Architects, the firm awarded this bid, as they started the process of analyzing the Library's spaces. Team members are invited to meet with Quinn Evans Architects to discuss their findings and ideas on November 21, 2017.

4. Staff Awareness

This team has met a couple of times and has made some recommendations for improving communication among staff. One recommendation is a regular morning staff meeting. A plan to implement this is in the works.

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.

December 2017

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
				1 10AM Movers and Shakers 12PM English Language Conversation Hour 7PM Concert: VIVE LA FRANCE French Chamber Music	2	3
4 6PM Introduction To Social Networking	5 10AM Knit 'n Stitch Circle 10AM Tinker Tales 2PM HITS Theater 7PM Sleep--An Elusive Dream	6 10AM Wee Play 2PM Gale Courses Graduation 6:30PM Paperbacks & Snacks 7PM Don't be a Distracted Driver	7 12:30PM Friends Meeting 10AM Mother Goose Club 1PM There's an App for That?!	8 10AM Movers and Shakers 12PM English Language Conversation Hour 7PM Chamber Music Concert Series	9 9:30AM – 3:30PM Friends of the Library Second Saturday	10
11 10AM Family Story Time 11AM Adult and Teen Sensory Storytime 6:30PM Book Chat	12 1PM Memoir Writers' Group	13 Gale Courses Begin 6PM Computer Basics 6:30PM Writers' Rendezvous	14 1PM Drop In Download Help 2PM Tablet Tales	15 10AM Coffee & Conversation 10AM Movers and Shakers 12PM English Language Conversation Hour 6:30PM Escape Room for Teen & Adults	16 11AM SENSEational Story Time	17
18 6PM Introduction To Google Docs	19 10AM Tinker Tales 7PM BTPL Board of Trustees Meeting	20 1PM Mystery Book Club	21 6PM Teen Cosplay Book Club	22 12PM English Language Conversation Hour	23	24 Closed Christmas Eve Day - Library will reopen Tuesday at 9:30AM
25 Closed Christmas Day - Library will reopen Tuesday at 9:30AM	26 1PM Memoir Writers' Group	27 2PM Fairy Tale Festival 6:30PM Writers' Rendezvous	28 10AM Eleanor's Book Club 11AM Family Movie Day 2PM Family Movie Day 6PM Teen and Tween Quidditch Club	29 12PM English Language Conversation Hour	30 1PM LEGO Club	31 Closed New Year's Eve Day - Library will reopen Tuesday at 9:30AM

