



Bloomfield Township Public
Library

**Bloomfield Township Public Library
Board of Trustees**

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

Trustees:
libraryboard@btpl.org

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

Director:
muellerc@btpl.org
Carol Mueller

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

1099 Lone Pine Road, Bloomfield Township, MI 48302 248.642.5800

THE PLACE TO
DISCOVER

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

LIBRARY BOARD INFORMATION PACKETS

List of Contents

Items included in pre-board delivery for the REGULAR BOARD MEETING SCHEDULED
For Tuesday, December 19, 2017
7:00 p.m.

<u>#</u>	<u>NUMBERED ITEMS</u>	<u>DATE DELIVERED</u>
1	Agenda	12/15/17
2a	Request to remove items from the Consent Agenda for Discussion	12/15/17
2b	Motion to approve the order of items for the regular and consent agendas	12/15/17
5	Motion to approve remaining Consent Agenda items 6-8d	12/15/17
6	Regular Board Meeting Minutes of 11/21/2017	12/15/17
7a	Cash Disbursements	12/15/17
7b	Revenues/Expenditures Budget Report	12/15/17
7c	Energy Report	12/15/17
8a	President's Report	12/15/17
8b	Director's Report	12/15/17
8c	Art Committee –no report	
8c	Bloomfield Township Liaison – no report	
8c	Building, Grounds, Landscaping, Interiors Committee – no report	
8c	Cranbrook –no report	
8c	Development Committee – no report	
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 – 11/28/2017 and 12/12/2017	12/15/17
8c	Policy Committee	
11a	Meeting Room AV Upgrade Bid Award	12/15/17
11b	PA 152	12/15/17
11c	Director Evaluation	12/15/17
13	Motion to approve any items removed from the Consent Agenda	12/15/17
<u>UNNUMBERED ITEMS</u>		<u>DATE DELIVERED</u>
	Strategic Plan Update	12/15/17
	Needs and Wayfinding Assessment	12/15/17
	Calendar	12/15/17

AGENDA
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, December 19, 2017
Regular Board Meeting
7:00 P.M.

REGULAR AGENDA ITEMS #1-5

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

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

6. Regular Board meeting minutes of November 21, 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. Meeting Room AV Upgrade Bid Award
 - b. PA 152
 - c. Distribute Director Evaluation
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, January 15, 2018
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, November 21

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, and Joan Luksik

Administration: Library Director Carol Mueller, Assistant Director Tera Moon, Administrative Assistant Linden Godlove

Guests: Killian Weston, Youth Services Librarian, and Staff Organization Committee Representative (SOC); Quinn Evans Consultants Geraldine Drake and James Mumby; Steve Ballanga, Bloomfield Township resident

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, Greenbaum, and Luksik

Nays: None

MOTION CARRIED

President's Verbal Report:

President Eli Greenbaum said "we have much to cover, so I will keep my comments short."

Director's Verbal Report:

Director Carol Mueller reported that next week, we will have our test tile installed in the lobby. It will be in the same rectangle as our previous test tile was installed. We will have a poster requesting feedback from visitors. The previous tile was deemed too slippery and some chipping occurred. Rewald is overseeing this work and it will be installed after hours, so that library business is not disturbed.

There is a very special Library Concert , on Friday, December 8, in memory of Larry Sabbath, a dedicated Friends volunteer who passed away over a year ago. We are honored to have Professor Harding on piano and his colleague Aaron Berofsky on violin. We hope you can come.

This is a reminder that this is Thanksgiving week and the Library is closing early on Wednesday and will be closed on Thursday.

In this season of thankfulness, I am so thankful to be a part of this wonderful library and thankful

to you, the Library Board of Trustees, for being such great stewards of this library and its resources and ambassadors in this community.

REGULAR AGENDA:

Call to the Public: President Eli Greenbaum welcomed Killian Weston, Youth Services Librarian and Staff Organization Committee Representative (SOC), and Bloomfield Township resident Steven Ballanga.

UNFINISHED BUSINESS:

No unfinished business.

NEW BUSINESS:

11a Space Needs and Wayfinding Study

Geraldine Drake and Jim Mumby, our Space Needs and Wayfinding Study consultants from Quinn Evans, provided a presentation of the Library's Space Needs and Wayfinding Study. They gave an overview of the process and answered questions regarding this study.

11b Proposed Bylaws Addition

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 applying for any future vacancies on the Board.

Upon discussion, a motion was made by Tom Deska, seconded by Joan Luksik **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.**

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

11c Election of Officers

Grant moved to discuss the findings of the Nominating Committees. Tom Deska seconded.

The current officers to serve the 2017-18 term are Eli Greenbaum, President; Judy Lindstrom, Vice President; Tom Deska, Secretary.

Upon discussion, a motion was made by Grant Gerhart, seconded by Sandra EDWARDS **TO MOVE THE OFFICERS TO RETAIN CURRENTLY IN THEIR POSITION FOR ANOTHER YEAR.**

11d Appointment of Committees

Eli Greenbaum suggested all trustees remain on their current committees, as all have been recently appointed to them. All agreed to this.

11e Bank Signatories Resolution

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 for 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 authorizes Library and Bloomfield Township persons to sign on behalf of the Library, issue orders for payment or withdrawal of money.

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.

Upon discussion, a motion was made by Joan Luksik, seconded by Tom Deska **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 vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

DISCUSSION OF ITEMS REMOVED FROM THE CONSENT AGENDA

Joan Luksik inquired about check #18074 to Central Systems for the patron copy/print cards. Director Mueller explained this is the vending part of the copiers and printers, which the patrons can load with funds for their copies/prints. The library needs to purchase more cards because the individual cards have been purchased by the users.

OTHER:

Sandy Edwards shared exciting news from the Friends Meeting on Wednesday, November 1. The

Friends' partnership projects continue with the Detroit Impact Center, Corunna Public Library, the Wounded Warrior Project, and St. Vincent de Paul Ladies of Charity. The Friends are open to suggestions of organizations or agencies that can use donated materials. The Friends donated books to Corunna Public Library for their book sale and that library is using the funds raised to install new carpeting in their library. The Friends have also been reviewing their book sale banner which is hung on the corner of Lone Pine and Telegraph. Carol thanked the Friends for over \$29,000 in donated funds to support of the Library in 2017. The Friends have changed the time of their monthly meetings from 12:30 to 12:15.

Sandy Edwards attended Michigan Library Association Conference for one day, attending programs for Trustee Advocacy, Legislative Updates, and Library Policy. She passed interesting information onto Carol Mueller. She exhorted any of the Board to go to the conference next year.

Tera Moon also attended MLA and was on the planning committee. She reported it to be a "great conference; there were some good keynote speakers." Tera Moon also went to the Library Marketing and Communication Conference, a national conference in Dallas, Texas. She expressed it was good to talk to people from around the country and see what others were doing to market their libraries. "Marketing is everyone's job and everyone's responsibility. It's the job of the staff to create library ambassadors among staff, trustees, and patrons." Targeted email marking is reported to be the best trend for reaching patrons. She also learned of other libraries' procedures for marketing that our library might be able to utilize.

At 8:24 P.M. President Eli Greenbaum adjourned the meeting. Next Board Meeting will be Tuesday, December 19 at 7 P.M.

Submitted by:

A handwritten signature in black ink, appearing to read "Tom Deska". The signature is fluid and cursive, with the first name "Tom" and last name "Deska" clearly distinguishable.

Tom Deska, Secretary

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

Cash Disbursements Comments

December 2017

New Vendors:

Michael Frederick is a new vendor for library materials.

New Buffalo Township Library is a new vendor for an item borrowed through MelCat by a Bloomfield Township resident. The item was returned damaged. The Library patron paid our library for this item and we, in turn, paid the New Buffalo Township Library.

White Pine District Library is a new vendor for an item borrowed through MelCat by a Bloomfield Township resident. The item was returned damaged. The Library patron paid our library for this item and we, in turn, paid the White Pine District Library.

General Fund Advance

- Check #18121 payable to Bloomfield Township in the amount of \$2,046.74 is payment for a water and sewer service for 9/25/2017 -10/23/2017.
- Check #18122 payable to Deckerville Public Library in the amount of \$4.99 is payment for a lost MelCat book that a Bloomfield Township resident borrowed and has now paid for.
- Check #18126 payable to Mikero MOH in the amount of \$400.00 is payment for an annual subscription for our telephone message on hold service.

General Fund

- Check #18156 payable to Bloomfield Township in the amount of \$266,414.17 is payment for two payrolls, including FICA, HRA contributions, pension, etc. as usual.
- Check #18158 payable to the Capital Area District Library in the amount of \$16.39 is payment for a lost MelCat book that a Bloomfield Township resident borrowed and has now paid for.
- Check #18160 payable to Cengage Learning/Gale in the amount of \$10,245.84 is payment for online and print resources.

- Check #18161 payable to Charter Township of Bloomfield in the amount of \$10.00 is payment for a library program DVD.
- Check #18175 payable to Midwest Collaborative for Library Services in the amount of \$5,232.60 is payment for a library subscription to Value Line.
- Check #18176 payable to Metcom, Inc. in the amount of \$7,819.26 is payment for 25,000 RFID security tags for library materials.
- Check #18194 payable to The Library Network (TLN) in the amount of \$3,200.00 is payment for the library's internet service.

Gift Fund

- Check #4860 payable to the Charter Township of Bloomfield in the amount of \$110.00 is payment for library program DVDs.

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

Check #	Date	Payee	Cash Account	Amount
General Fund				
ADVANCE CHECKS:				
18121	11/15/17	BLOOMFIELD TOWNSHIP	106.01	2,046.74
18122	11/15/17	DECKERVILLE PUBLIC LIBRARY	106.01	4.99
18123	11/15/17	FLAGSTAR BANK	106.01	5,656.06
18124	11/15/17	GOLDNER WALSH NURSERY, INC.	106.01	854.85
18125	11/15/17	LOWE'S	106.01	14.24
18126	11/15/17	MIKERO MOH	106.01	400.00
18127	11/15/17	PACIFIC TELEMAGEMENT SERVICES	106.01	78.00
18128	11/15/17	Deborah Smith	106.01	83.03
18129	11/15/17	VIGILANTE SECURITY	106.01	1,950.00
18130	11/20/17	Jennifer Doroslovac	106.01	44.12
18131	11/20/17	Carol Mueller	106.01	36.38
18132	11/20/17	Edward Niemchak	106.01	157.10
18133	11/20/17	Killian Weston	106.01	89.70
18134	11/27/17	AMAZON.COM	106.01	1,902.16
18135	11/27/17	AT&T	106.01	416.06
18136	11/27/17	LAURIE BLUME	106.01	1,550.00
18137	11/27/17	XFINITY	106.01	150.30
18138	11/27/17	CONSUMERS ENERGY	106.01	3,552.74
18139	11/27/17	COVENTRY HOUSE PUBLISJING, LLC	106.01	15.99
18140	11/27/17	DTE ENERGY	106.01	14,899.46
18141	11/27/17	Tera Moon	106.01	5.95
18142	11/27/17	PRINCIPAL LIFE INS CO-SBD GRANDE ISLAND	106.01	725.01
18143	11/27/17	VERIZON WIRELESS	106.01	1,139.83
18144	11/27/17	Karrie Yukon	106.01	698.19
18145	12/5/17	APPLIED IMAGING	106.01	594.93
18146	12/5/17	PETTY CASH - BTPL	106.01	72.22
18147	12/5/17	Elizabeth Clauder	106.01	32.95
18148	12/5/17	Martha McGee	106.01	65.82
18149	12/5/17	Edward Niemchak	106.01	38.08
18150	12/5/17	PACIFIC TELEMAGEMENT SERVICES	106.01	156.00
18151	12/5/17	T MOBILE	106.01	33.98
Total				37,464.88
REGULAR CHECKS:				
18152	12/8/17	ACE LAWN CARE & SNOW REMOVAL	106.01	3,346.00
18153	12/8/17	ARBOR OAKLAND GROUP	106.01	4,807.00
18154	12/8/17	BAKER & TAYLOR, INC.	106.01	10,377.83
18155	12/8/17	BLACKSTONE AUDIO, INC.	106.01	131.24
18156	12/8/17	BLOOMFIELD TOWNSHIP	106.01	266,414.17
18157	12/8/17	BRILLIANCE PUBLISHING, INC.	106.01	129.96
18158	12/8/17	CAPITAL AREA DISTRICT LIBRARY -zv194	106.01	16.39
18159	12/8/17	CAR TRUCKING, INC.	106.01	199.50
18160	12/8/17	CENGAGE LEARNING/GALE	106.01	10,245.84
18161	12/8/17	CHARTER TOWNSHIP OF BLOOMFIELD	106.01	10.00
18162	12/8/17	DEMCO, INC.	106.01	615.92
18163	12/8/17	DISCOUNT SCHOOL SUPPLY	106.01	65.73
18164	12/8/17	VOID	106.01	
18165	12/8/17	DU ALL CLEANING, INC	106.01	5,760.00
18166	12/8/17	EASTMAN FIRE PROTECTION, INC.	106.01	219.53
18167	12/8/17	MICHAEL FREDERICK	106.01	20.00
18168	12/8/17	INFORMATION TODAY, INC.	106.01	433.03
18169	12/8/17	INGRAM LIBRARY SERVICES	106.01	168.16
18170	12/8/17	J. APPLESEED	106.01	20.95
18171	12/8/17	LJ ROLLS REFRIGERATION CO., INC	106.01	11,310.49
18172	12/8/17	LAKESHORE LEARNING MATERIALS	106.01	311.49

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

Check #	Date	Payee	Cash Account	Amount
18173	12/8/17	LERNER PUBLISHING GROUP	106.01	19.99
18174	12/8/17	LESLIE ELECTRIC CO.	106.01	372.00
18175	12/8/17	MIDWEST COLLABORATIVE for LIB. SVCS	106.01	5,232.60
18176	12/8/17	METCOM, INC.	106.01	7,819.26
18177	12/8/17	MICROMARKETING LLC	106.01	1,027.35
18178	12/8/17	MIDWEST TAPE	106.01	22,583.63
18179	12/8/17	NBS	106.01	1,653.00
18180	12/8/17	NEW BUFFALO TOWNSHIP LIBRARY	106.01	15.00
18181	12/8/17	NICHOLS/NETWORK SERVICES CO	106.01	1,337.82
18182	12/8/17	NORTHERN MICHIGAN UNIVERSITY-za008	106.01	40.00
18183	12/8/17	VOID	106.01	
18184	12/8/17	OVERDRIVE	106.01	6,074.32
18185	12/8/17	PENGUIN RANDOM HOUSE LLC	106.01	715.50
18186	12/8/17	PROQUEST-CSA LLC	106.01	1,620.00
18187	12/8/17	OMNIGRAPHICS	106.01	144.60
18188	12/8/17	RECORDED BOOKS, LLC	106.01	951.42
18189	12/8/17	ROURKE PUBLISHING LLC	106.01	815.15
18190	12/8/17	THE ROWMAN & LITTLEFIELD PUBLISHING GRP	106.01	269.26
18191	12/8/17	SERVICE HEATING & PLUMBING	106.01	1,267.97
18192	12/8/17	SHOWCASES	106.01	1,512.65
18193	12/8/17	SALEM PRESS, INC.	106.01	544.70
18194	12/8/17	THE LIBRARY NETWORK	106.01	3,200.00
18195	12/8/17	THOMSON REUTERS	106.01	123.12
18196	12/8/17	ULINE	106.01	74.66
18197	12/8/17	UNIQUE MANAGEMENT SERVICES, INC.	106.01	322.20
18198	12/8/17	WALLACEBURG BOOKBINDING & MFG	106.01	182.75
18199	12/8/17	WHITE PINE DISTRICT LIBRARY	106.01	17.95
18200	12/8/17	WOLTERS KLUWER	106.01	125.23
18201	12/8/17	WORLD BOOK, INC.	106.01	999.00
18202	12/8/17	WT COX INFORMATION SERVICES	106.01	2,071.92

Total				<u><u>375,736.28</u></u>
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Gift Fund

ADVANCE CHECKS:

4854	11/15/17	FLAGSTAR BANK	102.03	600.96
4855	11/15/17	GOLDNER WALSH NURSERY, INC.	102.03	1,127.85
4856	11/27/17	AMAZON.COM	102.03	281.08
4857	12/7/17	AARON BEROFSKY	102.03	500.00
4858	12/7/17	CHRISTOPHER HARDING	102.03	<u>500.00</u>

Total				<u><u>3,009.89</u></u>
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REGULAR CHECKS:

4859	12/8/17	BAKER & TAYLOR	102.03	253.76
4860	12/8/17	CHARTER TOWNSHIP OF BLOOMFIELD	102.03	110.00
4861	12/8/17	DEMCO	102.03	<u>24.20</u>

Total				<u><u>387.96</u></u>
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Bloomfield Township Public Library
2017-2018 General Fund Budget
 PRESENTED: DECEMBER 19, 2017 FOR THE MONTH OF: NOVEMBER 2017

7b

Eight Months 67%

		2017-2018	2017-2018			Eight Months 67%	
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	\$25	(\$1,202)	-0.02%	(\$6,924,299)
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	\$7,445	\$65,265	65.26%	(\$34,735)
	Charges for Services	\$13,649	\$13,649	\$2,143	\$12,055	88.32%	(\$1,594)
	Investment earnings	\$50,000	\$50,000	\$7,306	\$61,313	122.63%	\$11,313
	Miscellaneous	\$11,595	\$11,595	\$3,270	\$11,670	100.64%	\$75
Total Revenues		\$7,208,904	\$7,208,904	\$20,189	\$259,138	3.59%	(\$6,949,766)
<u>Expenditures</u>							
	Personnel	\$3,916,967	\$3,916,967	\$266,093	\$2,471,459	63.10%	(\$1,445,508)
	Library Services	\$846,258	\$846,258	\$79,415	\$537,409	63.50%	(\$308,849)
	Facilities & Equipment	\$1,148,383	\$1,148,383	\$46,927	\$659,647	57.44%	(\$488,736)
	Other Operating Expenditures	\$1,189,066	\$1,189,066	\$20,626	\$230,184	19.36%	(\$958,882)
Total Expenditures		\$7,100,674	\$7,100,674	\$413,061	\$3,898,700	54.91%	(\$3,201,974)
	Fund Balance - Beginning	\$11,679,941	\$11,679,941		\$11,679,941		
	Net revenue (expenditure)	\$108,230	\$108,230		(\$3,639,562)		
	Fund Balance - Ending	\$11,788,171	\$11,788,171		\$8,040,379		

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: DECEMBER 19, 2017 FOR THE MONTH OF: NOVEMBER 2017

Eight Months 67%

ACCOUNT NUMBER	ACCOUNT NAME	2017-2018 ADOPTED BUDGET AS OF MAR 21, 2017	2016-2017 AMENDED BUDGET AS OF DEC 19, 2017	REVENUE/ EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	VARIANCE
	<u>Revenues</u>						
	Gift Income	\$500	\$36,668	\$100	\$36,668	100.00%	\$0
454.03	Investment Earnings	\$200	\$200	\$14	\$108	54.17%	(\$92)
460.03	Miscellaneous Revenue	\$0	\$0	\$0	\$0	0.00%	\$0
	Total Revenues	\$700	\$36,868	\$114	\$36,776	99.75%	(\$92)
	<u>Expenditures</u>						
	Library Services	\$23,330	\$44,150	\$1,095	\$14,922	33.80%	(\$29,228)
	Facilities & Equipment	\$55,540	\$60,406	\$896	\$18,034	29.85%	(\$42,372)
	Other Operating Expenditures	\$104,128	\$114,610	\$407	\$9,811	8.56%	(\$104,799)
	Total Expenditures	\$182,998	\$219,166	\$2,398	\$42,767	19.51%	(\$176,399)
	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)		(\$5,991)		
	Fund Balance - Ending	\$200	\$200		\$176,507		

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
November 2017

Fund	Type	Annual Yield	Date	Amount on Hand
General Fund				
	5th 3rd Checking (Ecommerce)	0.00%	11/30/2017	\$66,839.98
	Flagstar Public Funds Savings	0.80%	11/30/2017	\$250,821.64
	Flagstar Premier Public Entities Checking	0.28%	11/30/2017	\$19,649.83
	RBC Capital Cash/Money Market	0.01%	11/30/2017	\$78,761.72
	RBC Capital - Investments	2.15%	11/30/2017	\$7,996,656.66
Total General Fund				\$8,345,889.85
Please see General Fund budget for notes on how this amount is earmarked				
Gift Fund				
	Huntington Public Fund Business Interest Checking	0.15%	11/30/2017	\$108,269.99
	Huntington CD (Charnov gift) - matures 02/04/2019	0.45%	11/30/2017	\$50,000.00
	Fifth Third Bank Business Standard Checking	0.00%	11/30/2017	\$3,989.92
Total Gift Fund				\$162,259.91

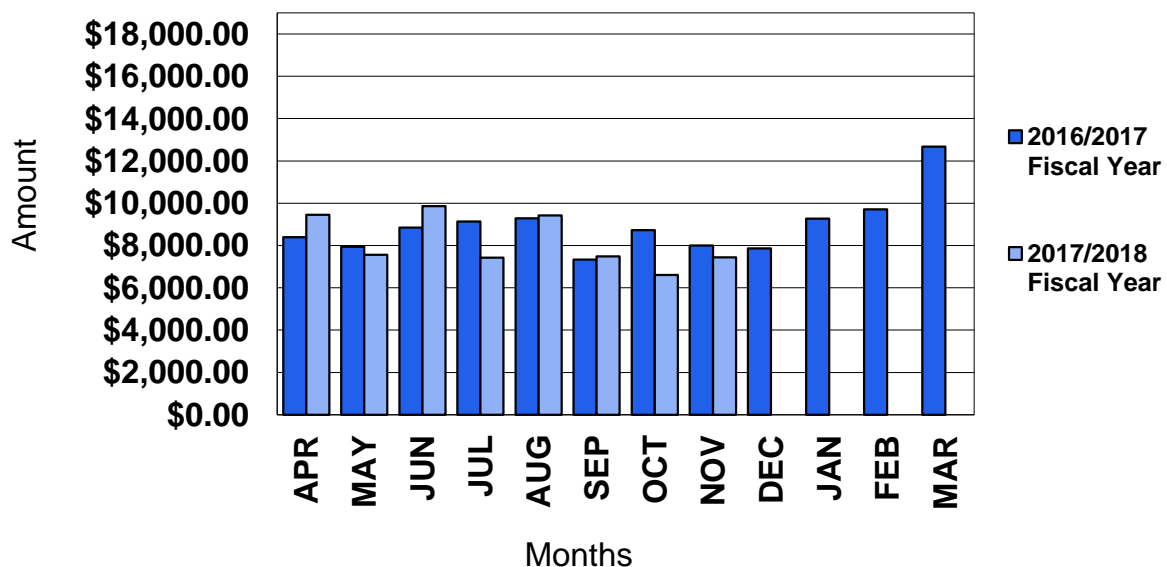
CFSEM The following endowment funds are administered by the Community Foundation for Southeast Michigan (CFSEM). CFSEM maintains unilateral variance power and legal ownership of the endowment funds, and therefore, principal is not available to BTPL. Earnings are available for distribution to the Library 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	\$7,444.84	(\$561.84)
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>\$65,264.62</u>	<u>(\$41,931.38)</u>

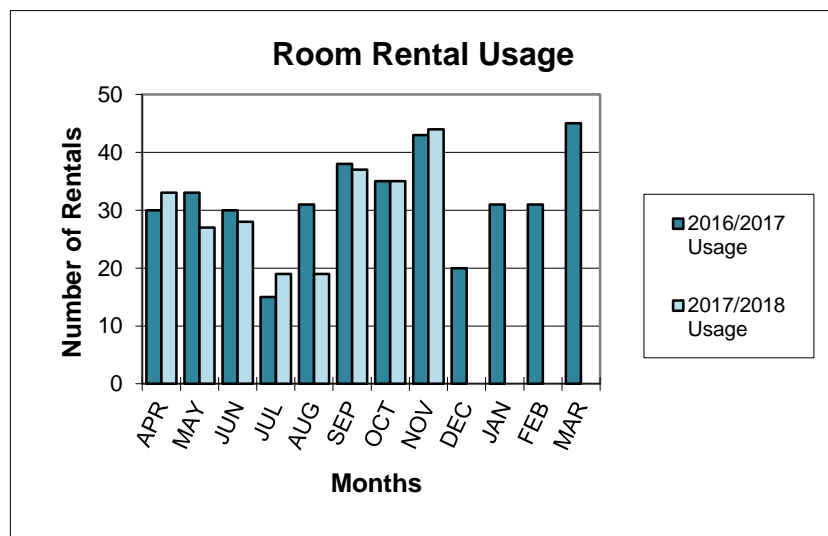
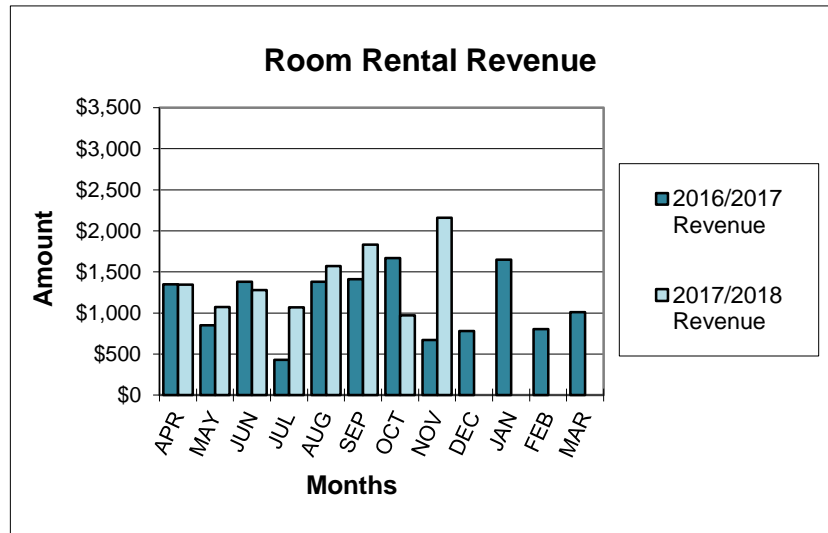
Fines and Fees Two-Year Comparison



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	\$2,160.00	\$1,490.00	43	44	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	\$11,303.50	(\$2,079.75)	382	242	



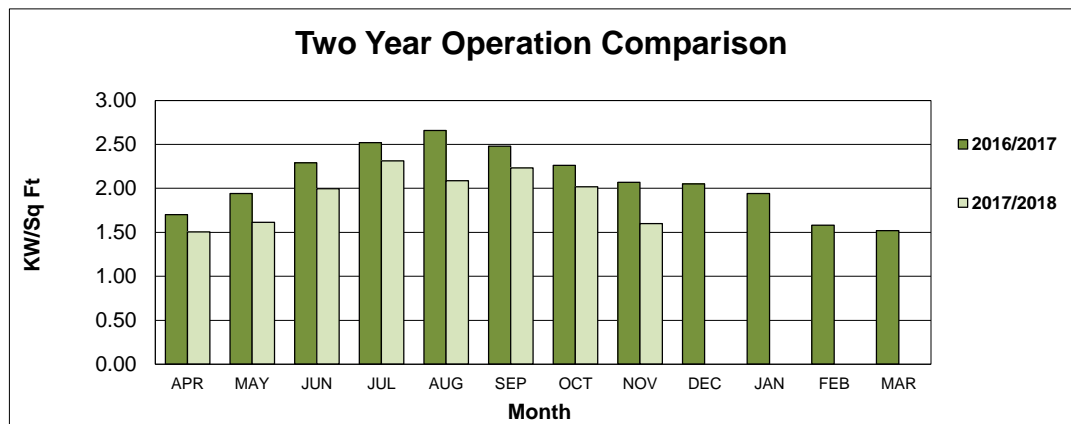
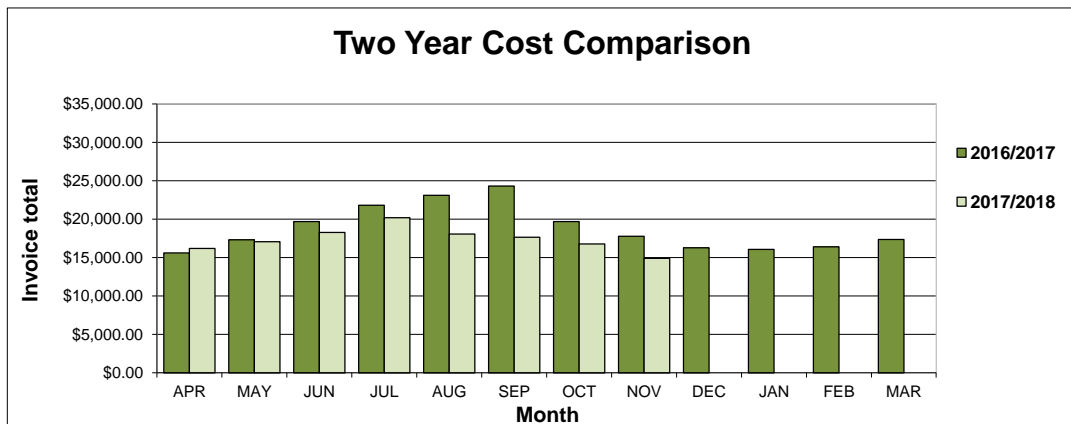
Bloomfield Township Public Library Electricity Analysis

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	\$14,899.46	(\$2,851.60)	161,630	\$0.09	224.49	1.60	\$20.69	\$0.15
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	\$139,031.17	(\$86,332.66)						

NOTES:

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



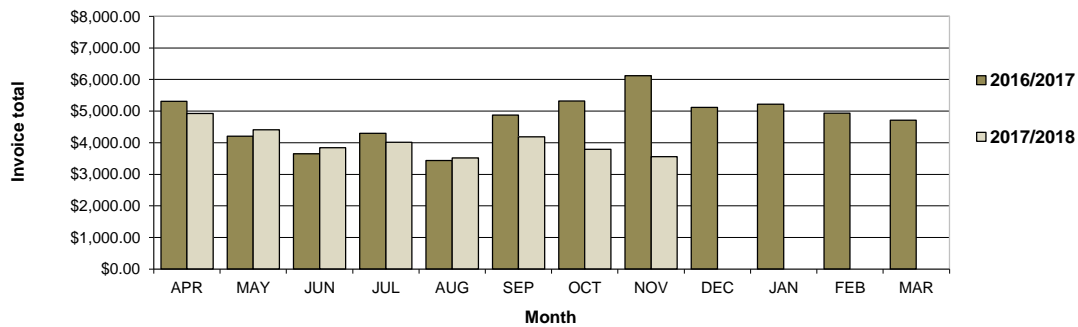
Bloomfield Township Public Library Natural Gas Analysis

Building Area = 101,023

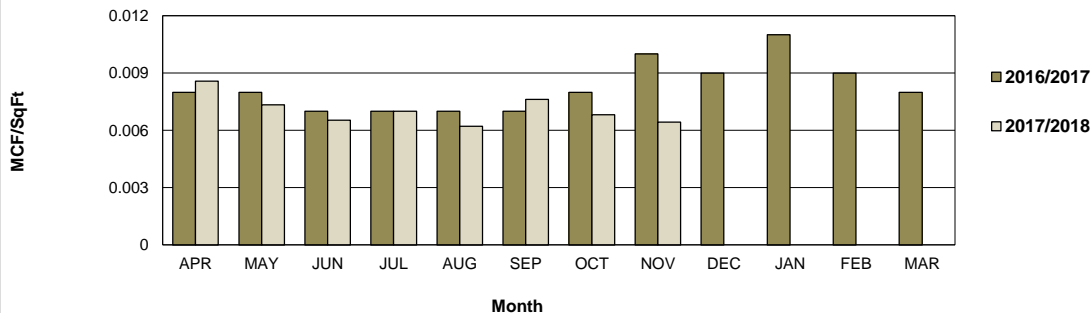
1 Cu. Ft. = 1000 BTU

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	\$3,552.74	(\$2,569.97)	649.9	\$5.47	720	0.90	0.006	4.93	0.035
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	\$32,235.86	(\$24,959.87)							

Two Year Cost Comparison

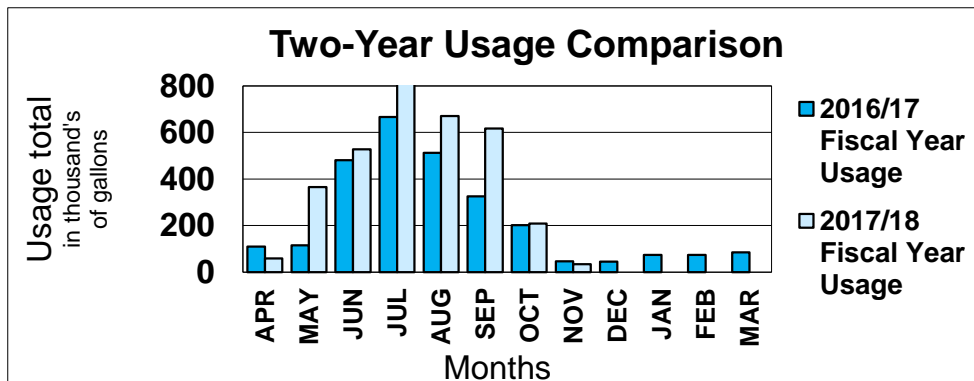
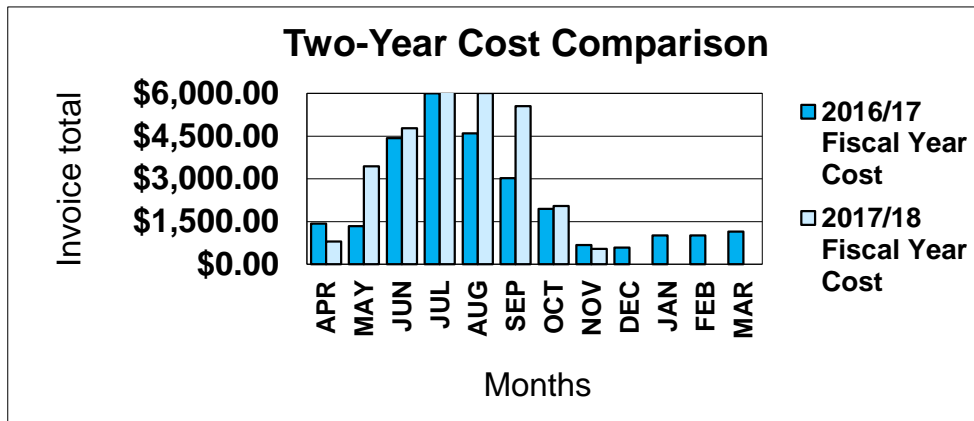


Two Year Operation Comparison



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	\$540.76	(\$133.17)	46	34	(12)
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>\$30,531.47</u>	<u>\$3,345.53</u>	<u>2,733</u>	<u>3,311</u>	<u>578</u>



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

Included in this Library Board meeting packet is a new report on our Space Needs and Wayfinding Study. Our plan is to include this update in each meeting packet during the duration of this project. This is one of the ways we plan to keep you up to date on this study and the work that is being done by staff and our consultants. It's an exciting project that is helping us achieve our strategic plan vision of taking our Library from being an "A" library to an "A+" library! Many thanks to Assistant Director Tera Moon for providing this report.

The December 8 concert in memory of our dear Friend Larry Sabbath was a wonderful tribute to him. We had over 200 guests at the Library to hear Professor Christopher Harding and his colleague, Aaron Berofsky, performs! The Friends provided refreshments as well. Many guests shared with me their thanks and expressed their sincere enjoyment of the performance at the end of the night. It was a great success indeed.

Library staff continues to be on the front line of offering professional development! Youth Services librarian Liz Clauder is presenting a webinar on January 30 through the Library of Michigan's Youth Services Advisory Council. Titled, "Libraries Rock! Programming Ideas and Tips for 2018", Liz's presentation is sure to help many other librarians across the state. Thank you, Liz.

Warm Wishes this holiday season and all year long!

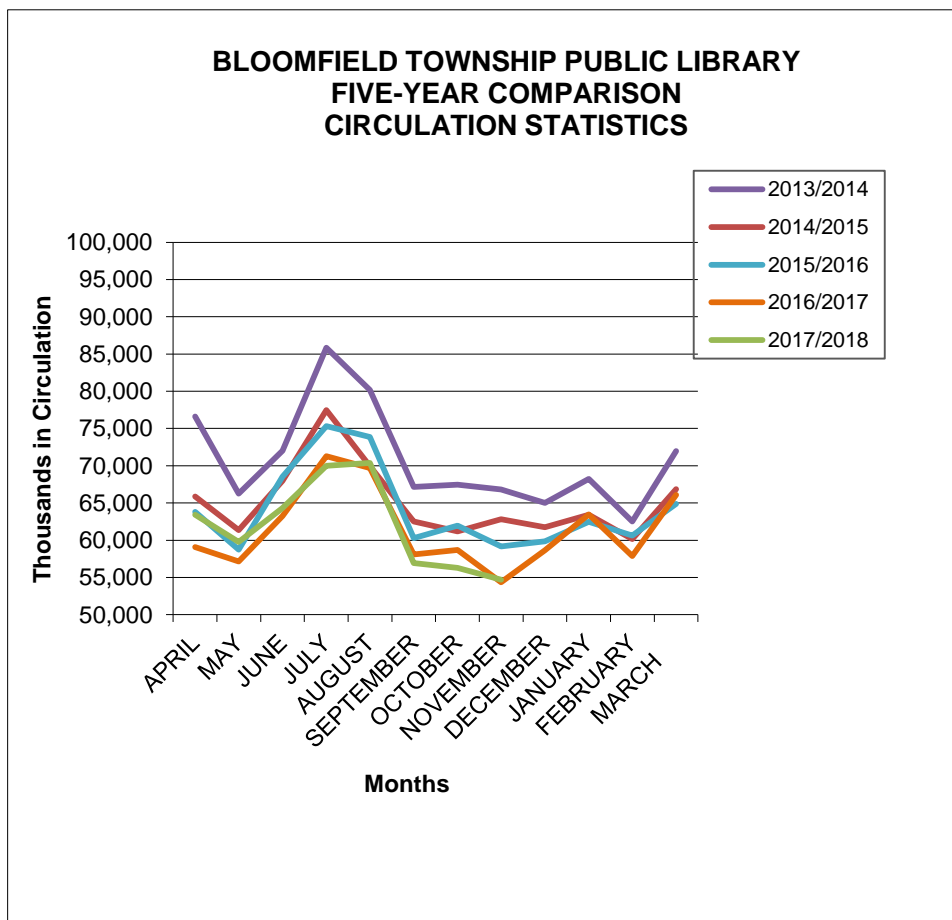
Respectfully Submitted,

Carol Mueller
Director

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
FIVE YEAR CIRCULATION**

12/11/2017

	<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	56,291
NOVEMBER	66,813	62,815	59,157	54,362	54,703
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	495,807



	2016		2017	
COLLECTION				
Book Collection:	276,356		270,805	
Media Collection:	62,475		61,023	
Total e-books:	31,425		32,132	
Overdrive	9,005		9,488	
EBSCOhost	19,197		19,196	
Total downloadable audiobooks:	5,022		5,306	
Materials Total:	375,278		369,266	
CIRCULATION				
Circulation Total:	54,362		54,703	
Bloomfield Township Circulation:	49,934		50,869	
Virtual Circulation Total	6,041		7,952	
Circulation of Youth materials:	20,670		19,920	
Circulation of Media:	18,464		16,749	
Circulation of Cranbrook passes:	179		161	
Self-checkout machine use:	21,817	40.1%	21,066	38.5%
Library by Mail:	69	29 patrons	52	30 patrons
BUILDING & EQUIPMENT USAGE				
Door Count:	19,262	*^	18,425	*
Gate Count:	27,201		25,337	
Meeting rooms by public:	43		44	
Meeting rooms by staff:	79		82	
VIRTUAL USE				
Home page hits:	33,722		28,348	
e-book access:	1,847		2,198	
Overdrive	1,836		2,182	
EBSCOhost	11		16	
Audiobook access: (Overdrive)	1,011		1,092	
Freegal music download access:	1,366		1,111	
Freegal music streaming:	n/a		1,260	
Magazine download access:	735		677	
Hoopla access:	1,082		1,614	
Tutor.com sessions:	53		58	
Library Computer Use				
Resident Use	1,620		1,289	
Guest Use	707		621	
*Library closed at 5:30pm Thanksgiving Eve and all day Thanksgiving				
^All staff using front door Nov.22-Nov. 30				

	2016		2017	
OUTREACH & PROGRAMS				
<i>New Patrons and Accounts</i>				
Township:	127		142	
Cranbrook:	4		1	
Total new patrons:	196		215	
<i>Adult Program Attendance</i>				
Staff-led:	5 events	48 attended	16 events	187 attended
Speaker-led:	4 events	45 attended	9 events	169 attended
Book clubs:	6 events	65 attended	6 events	70 attended
Tours/visits on-site:	1 event	16 attended	0	0
Tours/visits off-site:	0	0	0	0
Chamber Music Concert	1 event	137 attended	1 event	91 attended
<i>Systems Program Attendance</i>				
Staff-led:	4 events	19 attended	6 events	45 attended
<i>Teen Program Attendance</i>				
Staff-led:	3 events	11 attended	2 events	2 attended
<i>Youth Program Attendance</i>				
Staff-led:	30 events	586 attended	28 events	498 attended
Speaker-led:	1 event	4 attended	0	0
Tours/visits on-site:	0	0	0	0
Tours/visits off-site:	0	0	3 events	86 attended
TOTAL:	55 events	931 attended	71 events	1,148 attended
<i>Volunteers:</i>				
	24 people	252 hours	25 people	216.75 hours
	Shop: 11	138.75	Shop: 10	105.5
	Court: 0	0	Court: 1	30
	Students: 0	0	Students: 5	22.5
	Dept. Vol: 13	113.25	Dept. Vol: 9	58.75
<i>Patron Remarks</i>				
Patron Comments:	14		4	
Ask BTPL:	4		2	
Ask Us:	25		26	
DISPLAYS				
Lobby	"Oh, You Beautiful Doll" Collection			
Media	Adult: Movies to Fall For; DVDs Are My Favorite; Biography Films			
	Youth: Musical Movies DVDs; Turkey Book Bulletin Board Display			
Local History	Music Offerings at the library			

**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 Tuesday, November 28, 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

PA 152

Each December the Library Board must make a decision about which of the available options for funding health care costs the Library will follow for the coming fiscal year. After discussion, the Personnel Committee recommends choosing the 80/20 option for the 2018/2019 fiscal year. This decision will be on the agenda for the regular monthly Library Board of Trustees meeting on December 19, 2017.

Preliminary Personnel Budget

Carol provided an overview of changes in the personnel budget. Many of the changes are a result of the compensation and classification study completed earlier this year.

Director Evaluation

Eli and Sandy will review the Director's Evaluation form and timeline.

No future meeting is scheduled at this time.

**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 Tuesday, December 12, 2017 at 3:30 p.m.

Present: Trustees Eli Greenbaum, Sandy Edwards

Administration: Library Director Carol Mueller

Director Evaluation

Eli and Sandy reviewed the current Director's Evaluation form and timeline. They have revised the form, developed a timeline for feedback from both the Library Director and Trustees and shared this with Carol. Eli and Sandy will review the timeline and process with the Library Board at the December 19, 2017 regular meeting.

No future meeting is scheduled at this time.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees

FROM: Carol Mueller

DATE: Friday, December 15, 2017

SUBJECT: Meeting Room Audio Visual Upgrade Bid Award

Bloomfield Township Public Library released a request for proposals (RFP) on November 3, 2017 to upgrade the audio visual equipment in our library meeting rooms—Board Room, Meeting Rooms 1, 2, and 3, Story Room, and Staff Conference Room.

RFPs were distributed to a list of over 400 potential contractors and plan houses, posted on the library's website and made available at the Library's Welcome Desk. A pre-bid meeting, including a library site tour, was held on November 9 and attended by seven interested bidders representing five companies.

Several questions regarding this bid were received. Addendum 1 was released to aid potential bidders with their questions as they made their determination on their qualifications to meet the specifications of our project. The deadline to receive bids was Tuesday, November 28, 2017 at 2:00pm. Three bids were received and publicly opened at 2:01pm on November 28, 2017. Bids were received from AVI-SPL, MOSS, and TEL Systems. All three companies offered qualified and compliant bids. After careful review, we decided to make three changes from our original plan, based on library needs and costs. The changes were to delete the AirMedia wireless feature, change the Board Room screen size from a 90-inch flat screen to an 80-inch screen, and to delay the Staff Conference Room upgrade to 2018. Based on the analysis listed on the attached sheet and in addition to our positive work experience with TEL Systems, we recommend awarding the bid for our meeting room audio visual upgrade for the Bloomfield Township Public Library to TEL Systems. Highlights of the selection analysis are:

- The bid received from TEL Systems was the most complete and thorough.
- TEL Systems is the lowest bidder.
- TEL Systems is the incumbent audio visual support provider to the Library. They have provided great support for all our Library audio visual needs in past years, in particular the 2016 Community Room upgrade.

Joan Wu, Systems Department Head and Dale Bartow, Secant Technologies, handled the bid process and will attend the December 19 Board meeting to answer your questions and provide additional information. In addition, copies of all three proposals will be available for your review.

If you agree, the following action is needed.

ACTION: I move to award the bid for AV Upgrade for the Bloomfield Township Public Library to TEL Systems, 7235 Jackson Road, Ann Arbor, MI 48103.

MEETING ROOM AV BID ANALYSIS

DECEMBER 2017

Vendor Name	Pre-bid Meeting	Public Opening	Proposal	Vendor Info & Experience	References Provided	Warranty	Bond and Insurance	Original Base Bid Amount	Bid Amount after Change Order	Vendor Location
TEL Systems	No	No	Comprehensive Format. Detailed Supporting Materials.	Established in 1965. \$10.4 million revenue last year.	<ul style="list-style-type: none"> University of Michigan School of Nursing Domino's Pizza World HQ Ford Motor Company Webcasting Studio 	Will warrant the system against defective workmanship for 1 year after date of installation completion	Yes	\$106,282.00	\$92,944.00	Ann Arbor, MI
MOSS	Yes	Yes	Comprehensive Format. Nice visual presentation in format.	Not included in proposal	<ul style="list-style-type: none"> Lansing Board of Water & Light General Motors Delta Assembly Cornerstone University 	Will warrant installation labor and workmanship for one year after completion of work.	Yes	\$117,659.98	\$102,164.76	Grand Rapids, MI
AVI-SPL	Yes	No	Simple Format. No electronic files with bid.	2008 merger of Audio Visual Innovations and Signal Perfection Ltd. \$500 million revenue.	<ul style="list-style-type: none"> MID Michigan Health Frankenmuth Credit Union University of Nebraska 	Provides 1 year maintenance services, about \$400 for each room.	Yes	\$116,114.74	\$101,110.19	Wixom, MI. HQ in Tampa, FL

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees

FROM: Carol Mueller, Library Director

DATE: December 15, 2017

SUBJECT: PA 152

Michigan Public Act 152, the Publicly Funded Health Insurance Contribution Act, requires public employees to contribute to their health insurance costs. This Act gives public employers three options to choose for funding health care costs: (1) the hard cap option, (2) the 80/20 option or (3) to be exempt.

Option 1 – Hard Cap Option:

By a majority vote of its governing body, a public employer shall pay not more for a medical benefits plan than a total equal to \$6,560.52 for single coverage, \$13,720.07 for employee and spouse (not available for our health care coverage), or \$17,892.36 for family coverage for each eligible employee. This is referred to as utilizing “hard cap” and would mean our eligible employees would pay the difference between the total annual cost of the medical benefits plan and the hard cap noted above.

Option 2 – 80/20 Option:

By a majority vote of its governing body, a public employer shall pay not more than 80% of the total annual costs of the medical benefit plans it offers. Our eligible employees would be required to pay 20% or more of the total annual costs of that plan.

Option 3 – Exempt:

By a 2/3 vote of its governing body, a local unit of government may exempt itself from the requirements of this act.

(Note: The Library does not qualify to be exempt as it is not, by definition, a local unit of government. Bloomfield Township is the local unit of government and does exempt itself from the requirements of this act.)

The amounts specified in the amended act have been increased 3.4% for the 2018 calendar year and are updated in the options above. The state of Michigan annual cost limitations announcement is attached for your information.

Each December, the Library Board must decide which of the available options to implement for the next fiscal year. The Library Board approved the hard cap option in 2011, 2012, 2014, 2015 and 2016. In 2013, the Library Board approved the 80/20 option.

We now have an opportunity to continue the Hard Cap option for 2018 or switch to the 80/20 option but the change must be affirmatively made by a majority vote of the Trustees at the December 19, 2017 Library Board meeting. This decision will affect all full time and all 30 hour employees who accept health care benefits from the Library in 2018.

The attached cost analysis indicates the library/employee costs for both the hard cap and 80/20 options. The increase in cost to employees with single plan coverage is minimal compared to the savings for employees with family plan coverage. It would benefit the Library to elect the 80/20 option as our costs to provide health care coverage would be less than the hard cap option by about \$2,500.00.

Another consideration each year is this - the Affordable Care Act states that "there is a penalty if the cost of single coverage for the least expensive plan that provides minimum value exceeds 9.5% of each employee's W-2 income". Neither option, with an employee paying part of the health care premium, would exceed 9.5% of their annual income.

It is recommended by Administration to adopt Option 2, known as the 80/20 Option, because it provides a lower health care cost for library employees with family plan medical coverage. The Personnel Committee supports this recommendation. If the Library Board agrees, the following recommended action is needed.

ACTION: I move to adopt the 80/20 Option, as stated in PA 152, effective January 1, 2018.

MICHIGAN PUBLIC ACT 152 - This act provides for health care premium employee contribution/sharing beginning 01/01/2012

Calendar Year 2018 annual cost limitations - published 9/2017, effective 1/1/2018

HARD CAP 9/23/17-12/31/17

	Single	Family
Current budgeted annual health care costs (medical only)*	\$ 7,875.00	\$ 22,503.00
Hard cap amount = BTPL annual cost	(\$6,344.80)	(\$17,304.02)
Employee annual cost	\$1,530.20	\$5,198.98
Amount employee would pay per paycheck (24 pay periods)	\$63.76	\$216.62

HARD CAP 1/1/2018-12/31/2018

	Single	Family
Current budgeted annual health care costs (medical only)*	\$ 7,875.00	\$ 22,503.00
Hard cap amount = BTPL annual cost	(\$6,560.52)	(\$17,892.36)
Employee annual cost	\$1,314.48	\$4,610.64
Amount employee would pay per paycheck (24 pay periods)	\$54.77	\$192.11

80/20 SPLIT 1/1/2018 - 12/31/2018

Current budgeted annual health care costs (medical only)*	\$ 7,875.00	\$ 22,503.00
80% = BTPL annual cost	\$6,300.00	\$18,002.40
20% = Employee annual cost	\$1,575.00	\$4,500.60
Amount employee would pay per paycheck (24 pay periods)	\$65.63	\$187.53

* Budgeted health care costs for FY 2018-2019 predict a 8% increase.

2013-14 Library adopted the hard cap option.
 2014-15 Library adopted the 80/20 option.
 2015-16 Library adopted the hard cap option.
 2016-17 Library adopted the hard cap option.
 2017-18 Library adopted the hard cap option.
 2018 Library Director recommends 80/20 option.



STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

RICK SNYDER
GOVERNOR

NICK A. KHOURI
STATE TREASURER

September 15, 2017

**PUBLIC EMPLOYER CONTRIBUTIONS TO MEDICAL BENEFIT PLANS
ANNUAL COST LIMITATIONS – CALENDAR YEAR 2018**

For a medical benefit plan coverage year beginning on or after January 1, 2012, MCL 15.563, as amended by 2013 Public Act 270, sets a limit on the amount that a public employer may contribute to a medical benefit plan.

For medical benefit plan coverage years beginning on or after January 1, 2013, MCL 15.563 provides that the dollar amounts that are multiplied by the number of employees with each coverage type be adjusted annually. Specifically, the dollar amounts shall be adjusted, by October 1 of each year, by the change in the medical care component of the United States consumer price index for the most recent 12-month period for which data are available. For calendar year 2017, the limit on the amount that a public employer may contribute to a medical benefit plan was set to the sum of the following:

- \$ 6,344.80 times the number of employees and elected public officials with single-person coverage
- \$13,268.93 times the number of employees and elected public officials with individual-and-spouse coverage or individual-plus-1-nonspouse-dependent coverage
- \$17,304.02 times the number of employees and elected public officials with family coverage.

The limits for 2018 equal the 2017 limits increased by **3.4 percent**. The 3.4 percent is the percentage change in the medical care component from the period September 2015-August 2016 to the period September 2016-August 2017.

Thus, for medical benefit plan coverage years beginning on or after January 1, 2018, the limit on the amount that a public employer may contribute to a medical benefit plan equals the sum of the following:

- **\$ 6,560.52** times the number of employees and elected public officials with single-person coverage
- **\$13,720.07** times the number of employees and elected public officials with individual-and-spouse coverage or individual-plus-1-nonspouse-dependent coverage
- **\$17,892.36** times the number of employees and elected public officials with family coverage.


Nick A. Khouri
State Treasurer

September 15, 2017

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM

TO: Trustees

FROM: Personnel Committee

DATE: December 19, 2017

SUBJECT: Director's Evaluation

December is traditionally the time of year when the Personnel Committee asks for your input on the Library Director's performance during the past fiscal year.

This year, the format has been slightly revised. The evaluation process will begin with a report from the Library Director to the Board summarizing her activities during 2017. The report, as well as the Director's evaluation form, will be sent to you in early January. The form will be a Word document (it may be adjusted accordingly for your use) which you can print out or complete online. We ask that your completed evaluation form be returned to the Personnel Committee by January 16, 2018.

The Personnel Committee will then use your input to complete the Library Director's performance evaluation, share the results with you, and make a formal recommendation to the full Library Board regarding the Director's performance and contract at the February 20, 2018 Library Board meeting.

It is anticipated that the Director's report will provide information that will assist us in the evaluation process and guide the development of goals for the next fiscal year.

We look forward to receiving your comments – any questions, please call or email.

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: December 12, 2017

SUBJECT: Strategic Plan Update

1. Marketing

This team recommends using a company called LocalHop to increase exposure of library programs. LocalHop has a website and mobile app that aggregates local events. In addition 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 current print newsletter.

3. Spaces & Wayfinding Assessment Process

The two teams who helped to draft this RFP have continued to be involved with the space needs assessment process. They met with architects from Quinn Evans Architects to share their thoughts about the library's space needs and conducted another observational study of library spaces at Quinn Evans' request.

4. Staff Awareness

This team recommended holding regular, quick staff meetings. Last week was the first week for our Weekly Staff Update. Brief and informal, these are stand-up meetings held in the staff hallway. Staff hear announcements that impact all departments and can share information as well.

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.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees

FROM: Tera Moon

DATE: December 12, 2017

SUBJECT: Space Needs & Wayfinding Assessment Update

In 2015, while we worked on writing our current strategic plan, a theme emerged: we have an A library and want to make it an A+. Each month when I prepare the strategic plan update for you, the Library Trustees, I am reminded of all the work staff does every day to reach the goals of:

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

An investment that was identified as a priority right away was that of improving some spaces and wayfinding in the Library. Everyone agrees that our Library is beautiful, but there are some spaces that aren't used quite the way they were intended, or are underused, or maybe have already become passé. Two work teams were established to review both of these topics: space needs and wayfinding. Both teams recommended the Library hire a consultant to conduct a space needs and wayfinding assessment.

Quinn Evans Architects was awarded the bid for this project in October 2017. Since then, Jim Mumby and Geraldine Drake have not wasted time on helping us to think differently about not only our building but the way we serve our patrons. Jim and Geraldine have held conversations with the Library Board of Trustees, with Carol and I, with the Department Heads, and with staff. They arranged a trip to Steelcase in Grand Rapids where we were exposed to many exciting and innovative possibilities. They have requested statistics about use of the collections and self-check stations. They also requested more observational data from the two staff work teams.

Communication is an integral part of this process. I will prepare an update memo for you each month during this assessment project. This is an exciting project that we are all looking forward to working on with you.

January 2018

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
<p>1</p> <p>Closed New Year's Day - Library will reopen Tuesday at 9:30AM</p>	<p>2</p> <p>10AM Knit 'n Stitch Circle 1PM Old Books, New Life 2PM HITS Theater</p>	<p>3</p>	<p>4</p> <p>12:15PM Friends Meeting 1PM S.T.E.M. Family Challenge</p>	<p>5</p> <p>12PM English Language Conversation Hour 6:30PM Trivia Night @ the Library</p>	<p>6</p> <p>2PM Introduction to Microsoft Excel</p>	<p>7</p>
<p>8</p> <p>10AM Family Story Time 11AM Adult and Teen Sensory Storytime 7PM Get Organized: Tips, Tricks, and Strategies</p>	<p>9</p> <p>10AM Tinker Tales 1PM Memoir Writers' Group 6PM Introduction to Powerpoint</p>	<p>10</p> <p>10AM Wee Play 6:30PM Writers' Rendezvous 6:30PM My First Book Group</p>	<p>11</p> <p>10AM Mother Goose Club 1PM Drop In Download Help 2PM Development Committee 6:30PM Paperbacks & Snacks</p>	<p>12</p> <p>10AM Movers and Shakers 12PM English Language Conversation Hour</p>	<p>13</p> <p>9:30AM – 3:30PM Friends of the Library Second Saturday</p>	<p>14</p>
<p>15</p> <p>1PM 30 Minute Lunchtime Book Club 2PM Book Chat 6:30PM 'In Vino Veritas' Book Club (Formerly the Nonfiction Book Club)</p>	<p>16</p> <p>10AM Tuesday Book Club 10AM Tinker Tales 7PM BTPL Board of Trustees Meeting</p>	<p>17</p> <p>Gale Courses Begin 10AM Wee Play 1PM Mystery Book Club 7PM Lecture: Hemingway in Michigan with author John Cohasse</p>	<p>18</p> <p>10AM Mother Goose Club 2PM Tablet Tales 6PM PowerPoint 2</p>	<p>19</p> <p>10AM Coffee & Conversation 10AM Movers and Shakers 12PM English Language Conversation Hour 7PM Chamber Music Concert Series</p>	<p>20</p>	<p>21</p>
<p>22</p> <p>6 PM Books in Bars at Mex Book Club 6:30 PM Book Worms</p>	<p>23</p> <p>10AM Tinker Tales 1PM Memoir Writers' Group 6PM Internet Security</p>	<p>24</p> <p>10AM Wee Play 6:30PM Writers' Rendezvous</p>	<p>25</p> <p>10AM Eleanor's Book Club 10AM Mother Goose Club</p>	<p>26</p> <p>10AM Movers and Shakers 11AM Sensory-Friendly Movies for Adults and Teens 12PM English Language Conversation Hour</p>	<p>27</p>	<p>28</p>
<p>29</p> <p>7PM Library Tour: Discover Your Library!</p>	<p>30</p> <p>10AM Tinker Tales 2PM Cord Cutting Basics</p>	<p>31</p> <p>10AM Wee Play</p>				