



Bloomfield Township Public
Library

**Bloomfield Township Public Library
Board of Trustees**

Library Board Meeting
March 20, 2018
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, March 20, 2018
7:00 p.m.

<u>#</u>	<u>NUMBERED ITEMS</u>	<u>DATE DELIVERED</u>
1	Agenda	3/16/18
2a	Request to remove items from the Consent Agenda for Discussion	3/16/18
2b	Motion to approve the order of items for the regular and consent agendas	3/16/18
5	Motion to approve remaining Consent Agenda items 6-8d	3/16/18
6	Regular Board Meeting Minutes of 2/20/18	3/16/18
6a	Special Board Meeting Minutes of 2/16/2018	3/16/18
7a	Cash Disbursements	3/16/18
7b	Revenues/Expenditures Budget Report	3/16/18
7c	Energy Report	3/16/18
8a	President's Report– no report	
8b	Director's Report	3/16/18
8c	Art Committee –no report	
8c	Bloomfield Township Liaison – no report	
8c	Building, Grounds, Landscaping, Interiors Committee – 3/15/18	
8c	Cranbrook –no report	
8c	Development Committee – 2/15/18	3/16/18
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	
11a	FY 2017/2018 Budget Close and FY 2018/2019 Budget Proposal	3/16/18
13	Motion to approve any items removed from the Consent Agenda	3/16/18
<u>UNNUMBERED ITEMS</u>		<u>DATE DELIVERED</u>
	Strategic Plan Update	3/16/18
	Space Needs and Wayfinding Assessment	3/16/18
	Calendar	3/16/18

AGENDA
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, March 20, 2018
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 February 20, 2018
- 6a. Special Board meeting minutes of February 16, 2018
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. FY 2017/2018 Budget Close and FY 2018/2019 Budget Proposal
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, April 24, 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**

6

Bloomfield Township Public Library
Oakland County, Michigan
Tuesday, February 20, 2018

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, Judy Lindstrom, and Joan Luksik

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

Guests: Patricia Ballard, Youth Services Librarian; Shayna Houghton, Adult Services Librarian; Tim Perry, Systems Specialist; and Jamie Jasper, Library Science Media Intern and Staff Organization Committee Representative (SOC)

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

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

President's Verbal Report:

President Eli Greenbaum announced that the Board has a lot to cover tonight and it will be an interesting meeting. The Board will move to a closed session at the end of regular business, so please be aware.

Director's Verbal Report:

Director Mueller reported that the photo contest is in full swing and brochures are available for the Board to distribute. *The Eagle* wrote a feature article about the contest on February 24. On February 7, *The Eagle* also had an article about Jen Taggart's SENSEsational story time.

This time of year the Caldecott medal is given, and was awarded to the *Wolf in the Snow*. The Newberry Award was given to *Hello, Universe*. The Carnegie medal for excellence in fiction and non-fiction was also announced: *Manhattan Beach* was the fiction selection and *You Don't Have to Say You Love Me* was the non-fiction winner. Director Mueller also presented the "Everyone's Reading" book the *Paris Wife*, many copies of which are available at the Adult Services Desk. West Bloomfield's presentation tickets are sold out already, and 50 tickets are available for the Rochester event.

The Friends of Michigan Libraries workshop is coming up, on Friday, March 9. The Library is a member and there is Board Development funding, so the library can pay for the Trustee's attendance.

Almost every year for the National Reading Month of March, the Youth Services Department presents a First Grade Reader's Rally, where groups of children from Bloomfield area schools visit the library. Department Head Marian Rafal presents information, the librarians perform skits, and each child is provided a book, funded by the Friends, and a letter from the Friends. The teachers are also honored with flowers.

REGULAR AGENDA:

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

Jamie Jasper announced that two of the current SOC board members will be turning over duties to Systems Specialist Tim Perry, and Circulation Department Head Anna Pelepchuk Circulation, who will be taking the places of Jamie Jasper and Killian Weston. Adult Services Librarian Ed Niemchak will remain on the SOC Board. Jamie Jasper shared a letter from the SOC to the Library Board of Trustees, which thanked the ways that the Board contributes to the Library and also shared observations of the Trustees' dedication. President Greenbaum said the contributions go both ways. President Greenbaum welcomed Adult Services Librarian Shayna Houghton, Youth Services Librarian Patricia Ballard, and Systems Specialist Tim Perry.

UNFINISHED BUSINESS:

No unfinished business.

NEW BUSINESS:

11a Library Showcase

This is one of the most favorite topics of Director Mueller. This is an opportunity for staff members to highlight services, tools, collection items, and more. Adult Services Librarian Shayna Houghton, Systems Specialist Tim Perry, and Youth Services Librarian Patricia Ballard presented information about library upgrades, programs, tools, and services recently added in the 2017-2018 Fiscal Year.

DISCUSSION OF ITEMS REMOVED FROM THE CONSENT AGENDA

No items removed

OTHER:

Grant Gerhart reported about the February Friends of the Library meeting. The Friends had a lower inventory of books than was desired, but had successful book sales earning about \$2,400 at their last book sale, despite the snowstorm. The Friends are getting praise from the Detroit Children's Museum for all the books they have donated. Carol Mueller thanks the Friends again for approving all of the items on the Wish List. The Friends are wonderful, generous, and supportive.

Upon discussion, a motion was made by Judy Lindstrom seconded by Joan Luksik **TO GO INTO CLOSED SESSION FOR PURPOSES OF THE LIBRARY DIRECTOR CONTRACT AND PERFORMANCE EVALUATION.**

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

The Board of Trustees went into a closed session at 8:03 p.m. Trustees discussed the comments they submitted as part of the Library Director evaluation process. Additional comments were made and noted. Raises for all Library staff were reviewed and discussed. The current salary of the Library Director was discussed and results of the recent Compensation and Classification Study were reviewed, noting a commitment by the Library to supporting the 75th percentile across employee categories.

At 8:30 p.m., Director Mueller was invited to join the closed session. Trustee Lindstrom informed her that a contract renewal and salary increase was agreed upon – she cited the exemplary performance of the Director – especially during a year with multiple projects, programs, building crises, and health insurance issues.

A formal motion approving a contract renewal and increase in compensation will be made in open session.

Upon discussion, a motion was made by Judy Lindstrom and seconded by Joan Luksik **TO ADJOURN CLOSED SESSION.**

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

At 8:39 p.m. the Board returned to regular session.

Upon discussion, a motion was made by Sandy Edwards seconded by Joan Luksik **TO RENEW THE LIBRARY DIRECTOR'S CONTRACT FOR THE APRIL 1, 2018-MARCH 31, 2019 FISCAL YEAR.**

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

At 8:41 p.m. President Eli Greenbaum adjourned the meeting. The next Board Meeting will be Tuesday, March 20 at 7 p.m.

Submitted by:

A handwritten signature in black ink, appearing to read "Tom Deska".

Tom Deska, Secretary

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

Bloomfield Township Public Library
Oakland County, Michigan
Friday, February 16, 2018

The special meeting of the Bloomfield Township Public Library Board of Trustees was held in the Library on Friday, February 16. The meeting was called to order by President Eli Greenbaum at 2:02 p.m.

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

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

Guests: Matt Whitty of Gregory J. Schwartz & Co., Inc.

Upon discussion, a motion was made by Joan Luksik, seconded by Sandy Edwards, **TO APPROVE THE ORDER OF ITEMS FOR THE SPECIAL AGENDA.**

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

CALL TO THE PUBLIC:

None present.

UNFINISHED BUSINESS:

None..

NEW BUSINESS:

5a Library Investment Review – Schwartz and Co.

Matt Whitty, the representative from Schwartz and Company, presented an overview of current library investments.

The investments will reviewed in three months, with consideration of the roof replacement project.

5b Budget Review – Current Fiscal Year Estimated Budgets April 1, 2017 – March 31, 2018. Director Carol Mueller gave an overview of library revenues and expenditures for the Fiscal Year 2017-2018. Carol Mueller reviewed the Capital Improvements Program for the future of the Library and the budget highlights.

5b Proposed General Fund and Gift Fund Estimated Budgets for Fiscal Year April 1, 2018-March 31, 2019.

Carol gave an overview of our proposed budget for Fiscal Year April 1, 2018 – March 31, 2019 which will be presented at the March 20, 2018 Library Board Meeting.

Carol thanked Sandi Bird, Finance Coordinator and Assistant Director Tera Moon, for all their diligent work on the budget and compiling the information for the Library Board. She also thanked the Library Board Trustees for their careful review and consideration of the proposed budget.

OTHER:

The next scheduled Regular Board Meeting is Tuesday, February 20, 2018 at 7:00 p.m. in the Board Room.

Meeting adjourned at 3:36 pm

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

March 2018

New Vendors:

Bethany Meloche is a new vendor for a library program.

General Fund Advance

- Check #18392 payable to Michigan Library Association in the amount of \$85.00 is payment for one membership.
- Check #18407 payable to Braun Financial Services in the amount of \$100.00 is payment for a meeting room reservation refund.

General Fund

- Check #18417 payable to Bayscan Technologies in the amount of \$5,671.50 is payment for Circulation receipt printer paper.
- Check #18426 payable to the Charter Township of Bloomfield in the amount of \$10.00 is payment for a concert DVD.
- Check #18439 payable to Mergent, Inc. in the amount of \$12,000 is payment for their online database.
- Check #18448 payable to Oakland County Historical Resources in the amount of \$600 is payment for the Library's annual membership.
- Check #18452 payable to Presidio Network Solutions Group, LLC in the amount of \$5,296.99 is annual network maintenance and support.
- Check #18453 payable to Quinn Evans Architects in the amount of \$24,787.12 is payment for our Spaces Study.
- Check #18457 payable to Secant in the amount of \$17,808.30 is payment for consultation and assistance with our virtualization project.
- Check #18460 payable to Tel Systems in the amount of \$72,178.00 is payment for our meeting room audio visual upgrades.

- Check #18463 payable to The Library Network in the amount of \$2,126.30 is payment for two online databases.
- Check #18417 payable to Bloomfield Township in the amount of \$285,088.98 is payment for two payrolls, including FICA, HRA contributions, pension, etc. as usual.

Gift Fund

- Check #4881 payable to the Charter Township of Bloomfield in the amount of \$90.00 is payment for concert DVDs.
- Check #4883 payable to Movie Licensing USA in the amount of \$2,088.00 is payment for a two year subscription, courtesy of the Friends of the Library.
- Check #4885 payable to the Rochester Hills Public Library in the amount of \$110.00 is payment for the program Everyone's Reading publicity.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
CHECK REGISTERS
FOR THE MONTH OF FEBRUARY 2018

Check #	Date	Payee	Cash Account	Amount
General Fund				
ADVANCE CHECKS:				
18382	2/14/18	XFINITY	106.01	166.51
18383	2/14/18	Jamie Jasper	106.01	66.28
18384	2/14/18	LOWE'S	106.01	78.42
18385	2/19/18	FLAGSTAR BANK	106.01	5,481.18
18386	2/19/18	VOID	106.01	
18387	2/19/18	VIGILANTE SECURITY	106.01	1,950.00
18388	2/19/18	Karrie Yukon	106.01	102.84
18389	2/21/18	APPLIED IMAGING	106.01	571.88
18390	2/21/18	DTE ENERGY	106.01	15,178.78
18391	2/21/18	Martha McGee	106.01	32.90
18392	2/21/18	MICHIGAN LIBRARY ASSOCIATION	106.01	85.00
18393	2/21/18	VERIZON WIRELESS	106.01	202.68
18394	2/27/18	AMAZON.COM	106.01	2,830.93
18395	2/27/18	Patricia Ballard	106.01	90.09
18396	2/27/18	JANWAY COMPANY	106.01	180.43
18397	2/27/18	Martha McGee	106.01	75.18
18398	2/27/18	BETHANY MELOCHE	106.01	200.00
18399	2/27/18	PRINCIPAL LIFE INS CO-SBD GRANDE ISLAND	106.01	807.04
18400	2/27/18	Killian Weston	106.01	181.88
18401	2/28/18	VOID	106.01	
18402	2/28/18	PETTY CASH - BTPL	106.01	169.40
18403	2/28/18	Elizabeth Clauder	106.01	50.80
18404	2/28/18	CONSUMERS ENERGY	106.01	4,551.76
18405	3/6/18	AT&T	106.01	811.87
18406	3/6/18	LAURIE BLUME	106.01	1,550.00
18407	3/6/18	BRAUN FINANCIAL SERVICES	106.01	100.00
18408	3/6/18	T MOBILE	106.01	29.40
18409	3/6/18	Qiong Wu	106.01	426.60
18410	3/6/18	Karrie Yukon	106.01	58.49
18411	3/6/18	AT&T	106.01	455.15
Total				36,485.49
REGULAR CHECKS:				
18412	3/7/18	ACE LAWN CARE & SNOW REMOVAL	106.01	3,346.00
18413	3/7/18	AMERICAN PEST CONTROL	106.01	483.00
18414	3/7/18	ARBOR OAKLAND GROUP	106.01	3,996.00
18415	3/7/18	ASSA ABLOY ENTRANCE SOLUTIONS	106.01	148.17
18416	3/7/18	BAKER & TAYLOR, INC.	106.01	13,138.58
18417	3/7/18	BAYSCAN TECHNOLOGIES	106.01	5,671.50
18418	3/7/18	BLACKSTONE AUDIO, INC.	106.01	45.00
18419	3/7/18	BOOK BEAT	106.01	222.91
18420	3/7/18	BUTZEL LONG	106.01	1,676.30
18421	3/7/18	CAR TRUCKING, INC.	106.01	199.50
18422	3/7/18	CAVENDISH SQUARE	106.01	164.75
18423	3/7/18	CDW GOVERNMENT, INC.	106.01	918.49
18424	3/7/18	CENGAGE LEARNING/GALE	106.01	774.98
18425	3/7/18	CENTER POINT PUBLISHING	106.01	3,839.76
18426	3/7/18	CHARTER TOWNSHIP OF BLOOMFIELD	106.01	10.00
18427	3/7/18	DEMCO, INC.	106.01	106.76
18428	3/7/18	DIGITALBRAIN LLC	106.01	3,000.00
18429	3/7/18	DU ALL CLEANING, INC	106.01	5,760.00
18430	3/7/18	ELM USA, Inc.	106.01	520.00
18431	3/7/18	ENVISIONWARE, INC.	106.01	900.00
18432	3/7/18	VOID	106.01	
18433	3/7/18	GREY HOUSE PUBLISHING	106.01	297.00

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
CHECK REGISTERS
FOR THE MONTH OF FEBRUARY 2018**

Check #	Date	Payee	Cash Account	Amount
18434	3/7/18	HAGOPIAN CLEANING SVCS	106.01	628.00
18435	3/7/18	HEALEY FIRE PROTECTION, INC	106.01	850.00
18436	3/7/18	INGRAM LIBRARY SERVICES	106.01	608.33
18437	3/7/18	LJ ROLLS REFRIGERATION CO., INC	106.01	3,258.62
18438	3/7/18	LEXISNEXIS MATTHEW BENDER	106.01	1,425.00
18439	3/7/18	MERGENT, INC.	106.01	12,000.00
18440	3/7/18	MICROMARKETING LLC	106.01	978.34
18441	3/7/18	VOID	106.01	
18442	3/7/18	FRIENDS OF MICHIGAN LIBRARIES	106.01	35.00
18443	3/7/18	MIDWEST TAPE	106.01	7,503.46
18444	3/7/18	MORNINGSTAR, INC.	106.01	185.00
18445	3/7/18	NATIONAL SIGN COMPANY	106.01	1,102.50
18446	3/7/18	NBS	106.01	1,653.00
18447	3/7/18	NICHOLS/NETWORK SERVICES CO	106.01	1,170.08
18448	3/7/18	OAKLAND COUNTY HISTORICAL RESOURCES	106.01	600.00
18449	3/7/18	OVERDRIVE	106.01	8,230.17
18450	3/7/18	OXFORD UNIVERSITY PRESS USA	106.01	30.00
18451	3/7/18	PENGUIN RANDOM HOUSE LLC	106.01	228.75
18452	3/7/18	PRESIDIO NETWORK SOLUTIONS GROUP, LLC	106.01	5,296.99
18453	3/7/18	QUINN EVANS ARCHITECTS	106.01	24,787.12
18454	3/7/18	RECORDED BOOKS, LLC	106.01	757.87
18455	3/7/18	THE ROWMAN & LITTLEFIELD PUBLISHING GRP	106.01	45.37
18456	3/7/18	SALEM PRESS, INC.	106.01	495.00
18457	3/7/18	SECANT	106.01	17,808.30
18458	3/7/18	SERVICE HEATING & PLUMBING	106.01	4,286.61
18459	3/7/18	SIEMENS INDUSTRY, INC.	106.01	292.00
18460	3/7/18	TEL SYSTEMS	106.01	72,178.00
18461	3/7/18	TERMINIX PROCESSING CTR.	106.01	123.00
18462	3/7/18	THE BOOK FARM, INC.	106.01	638.15
18463	3/7/18	THE LIBRARY NETWORK	106.01	2,126.30
18464	3/7/18	UNIQUE MANAGEMENT SERVICES, INC.	106.01	358.00
18465	3/7/18	WORLD BOOK, INC.	106.01	1,069.00
18466	3/8/18	BLOOMFIELD TOWNSHIP	106.01	285,088.98

Total				<u>501,055.64</u>
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Gift Fund

ADVANCE CHECKS:

4876	2/19/18	FLAGSTAR BANK	102.03	184.95
4877	2/27/18	AMAZON.COM	102.03	947.16
4878	3/6/18	JPs PIANO MOVING	102.03	300.00

Total				<u>1,432.11</u>
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REGULAR CHECKS:

4879	3/7/18	VOID	102.03	
4880	3/7/18	BAKER & TAYLOR	102.03	363.13
4881	3/7/18	CHARTER TOWNSHIP OF BLOOMFIELD	102.03	90.00
4882	3/7/18	THE CHILD'S WORLD	102.03	829.92
4883	3/7/18	MOVIE LICENSING USA	102.03	2,088.00
4884	3/7/18	OVERDRIVE, INC.	102.03	1,050.00
4885	3/7/18	ROCHESTER HILLS PUBLIC LIBRARY	102.03	110.80
4886	3/7/18	SHOWCASES	102.03	977.55
4887	3/7/18	AMERICAN PEST CONTROL	102.03	60.70

Total				<u>5,570.10</u>
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Bloomfield Township Public Library
2017-2018 General Fund Budget
PRESENTED: MARCH 20, 2018 FOR THE MONTH OF: FEBRUARY 2018

7b

Eleven Months 92%

		2017-2018	2017-2018				Eleven Months 92%
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	\$1,659,892	\$6,665,677	96.28%	(\$257,420)
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	\$6,897	\$87,319	87.32%	(\$12,681)
	Charges for Services	\$13,649	\$13,649	\$1,491	\$15,349	112.46%	\$1,700
	Investment earnings	\$50,000	\$50,000	(\$2,106)	\$11,331	22.66%	(\$38,669)
	Miscellaneous	\$11,595	\$11,595	\$281	\$15,965	137.69%	\$4,370
	Total Revenues	\$7,208,904	\$7,208,904	\$1,666,455	\$6,905,678	95.79%	(\$303,226)
	<u>Expenditures</u>						
	Personnel	\$3,916,967	\$3,916,967	\$294,607	\$3,431,726	87.61%	(\$485,241)
	Library Services	\$846,258	\$846,258	\$63,363	\$726,275	85.82%	(\$119,983)
	Facilities & Equipment	\$1,148,383	\$1,148,383	\$55,100	\$824,951	71.84%	(\$323,432)
	Other Operating Expenditures	\$1,189,066	\$1,189,066	\$134,380	\$523,891	44.06%	(\$665,175)
	Total Expenditures	\$7,100,674	\$7,100,674	\$547,450	\$5,506,843	77.55%	(\$1,593,831)
	Fund Balance - Beginning	\$11,679,941	\$11,679,941		\$11,679,941		
	Net revenue (expenditure)	\$108,230	\$108,230		\$1,398,835		
	Fund Balance - Ending	\$11,788,171	\$11,788,171		\$13,078,776		

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: MARCH 20, 2018 FOR THE MONTH OF: FEBRUARY 2018

Eleven Months 92%

ACCOUNT NUMBER	ACCOUNT NAME	2017-2018 ADOPTED BUDGET AS OF MAR 21, 2017	2016-2017 AMENDED BUDGET AS OF MAR 20, 2018	REVENUE/ EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	VARIANCE
	<u>Revenues</u>						
	Gift Income	\$500	\$74,066	\$34,111	\$74,066	100.00%	\$0
454.03	Investment Earnings	\$200	\$200	\$13	\$149	74.51%	(\$51)
460.03	Miscellaneous Revenue	\$0	\$0	\$0	\$0	0.00%	\$0
	Total Revenues	\$700	\$74,266	\$34,125	\$74,216	99.93%	(\$51)
	<u>Expenditures</u>						
	Library Services	\$23,330	\$74,087	\$6,855	\$26,095	35.22%	(\$47,992)
	Facilities & Equipment	\$55,540	\$65,906	\$61	\$19,105	28.99%	(\$46,801)
	Other Operating Expenditures	\$104,128	\$116,571	\$87	\$14,755	12.66%	(\$101,816)
	Total Expenditures	\$182,998	\$256,564	\$7,002	\$59,955	23.37%	(\$196,610)
	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)		\$14,261		
	Fund Balance - Ending	\$200	\$200		\$196,759		

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
February 2018

Fund	Type	Annual Yield	Date	Amount on Hand
General Fund				
	5th 3rd Checking (Ecommerce)	0.00%	2/28/2018	\$80,585.76
	Flagstar Public Funds Savings	0.60%	2/28/2018	\$241,310.77
	Flagstar Premier Public Entities Checking	0.27%	2/28/2018	\$27,953.43
	RBC Capital Cash/Money Market	0.01%	2/28/2018	\$16,307.53
	RBC Capital - Investments	2.66%	2/28/2018	\$13,200,476.73
Total General Fund				\$13,486,048.46
Please see General Fund budget for notes on how this amount is earmarked				
Gift Fund				
	Huntington Public Fund Business Interest Checking	0.15%	2/28/2018	\$132,606.35
	Huntington CD (Charnov gift) - matures 02/04/2019	0.45%	2/28/2018	\$50,000.00
	Fifth Third Bank Business Standard Checking	0.00%	2/28/2018	\$5,387.21
Total Gift Fund				\$187,993.56

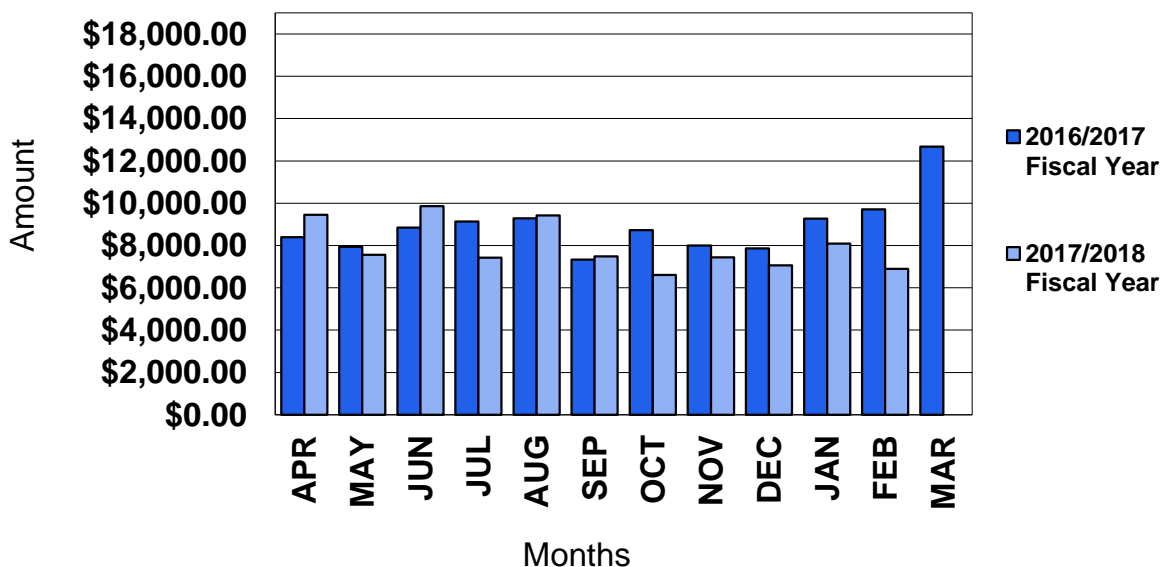
CFSEM The following endowment funds are administered by the Community Foundation for Southeast Michigan (CFSEM). CFSEM maintains unilateral variance power and legal ownership of the endowment funds, and therefore, principal is not available to BTPL. Earnings are available for distribution to the Library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

	<i>Updated 3/2018</i>	
Jeanette P. Myers Memorial Scholarship Fund	12/31/2017	\$15,231.00
Yvonne T. Atkinson Fund	12/31/2017	\$30,453.00
Lawrence Smith and Isabel Francis Smith Challenge Grant Fund	12/31/2017	\$34,092.42
BTPL Endowment Fund	12/31/2017	\$35,593.58
Fair Radom Garden Endowment Fund	12/31/2017	\$15,511.00
BTPL Director's Legacy Fund	12/31/2017	\$16,333.00
Total CFSEM holdings		\$147,214.00

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	\$7,059.80	(\$803.94)
JAN	\$9,268.65	\$8,097.85	(\$1,170.80)
FEB	\$9,716.57	\$6,896.75	(\$2,819.82)
MAR	\$12,680.35		(\$12,680.35)
			YTD Difference
TOTAL	<u>\$107,196.00</u>	<u>\$87,319.02</u>	<u>(\$19,876.98)</u>

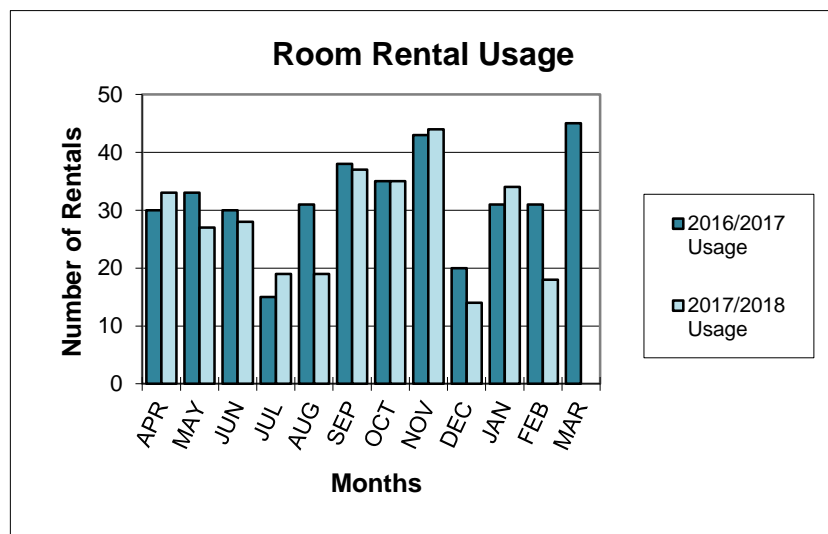
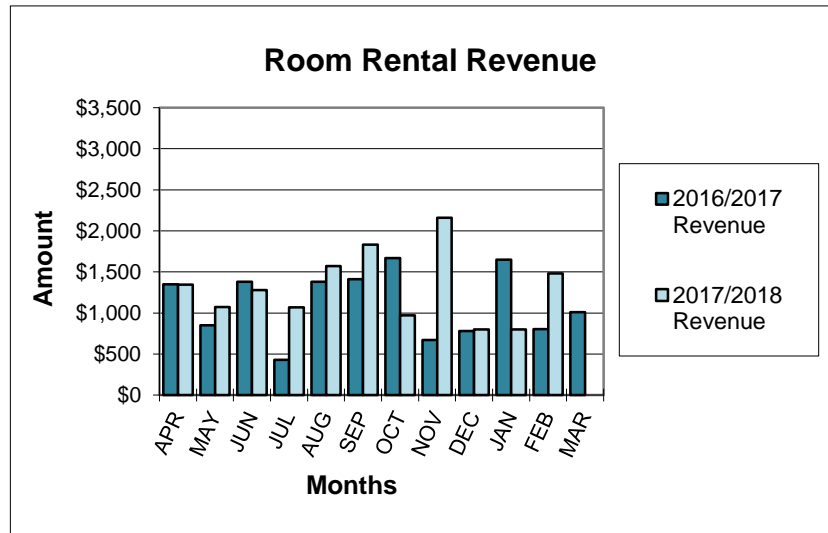
Fines and Fees Two-Year Comparison



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	\$800.00	\$20.00	20	14	DEC
JAN	\$1,650.00	\$800.00	(\$850.00)	31	34	JAN
FEB	\$802.50	\$1,480.00	\$677.50	31	18	FEB
MAR	\$1,010.75		(\$1,010.75)	45		MAR
			YTD Difference			
TOTAL	\$13,383.25	\$14,383.50	\$1,000.25	382	308	



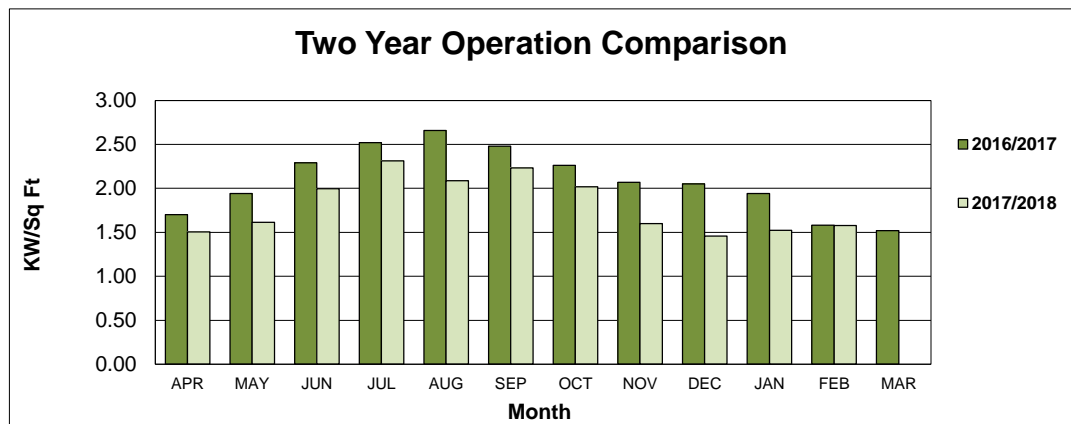
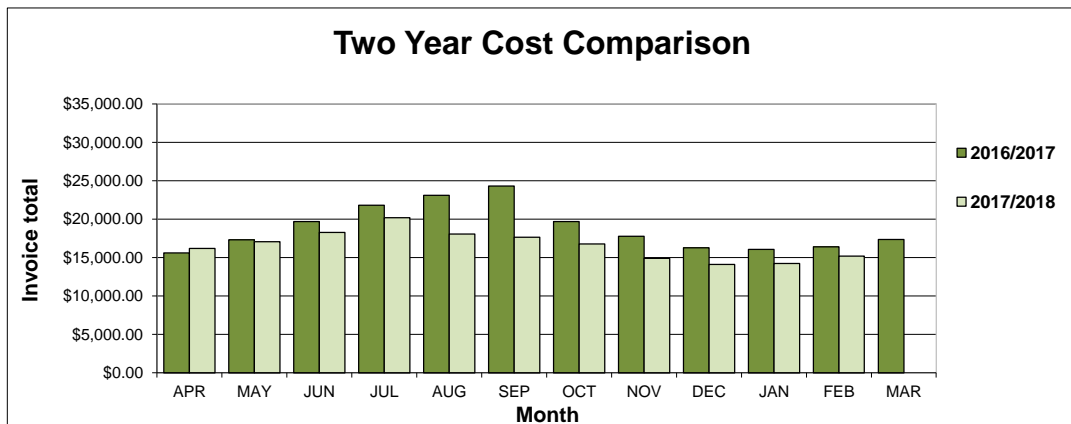
Bloomfield Township Public Library Electricity Analysis

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	\$14,103.39	(\$2,177.76)	147,350	\$0.10	198.05	1.46	\$18.96	\$0.14
JAN	\$16,062.22	\$14,243.92	(\$1,818.30)	153,930	\$0.09	206.90	1.52	\$19.15	\$0.14
FEB	\$16,399.04	\$15,178.78	(\$1,220.26)	159,180	\$0.10	236.88	1.58	\$22.59	\$0.15
MAR	\$17,370.93		(\$17,370.93)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
			YTD Difference						
TOTAL	\$225,363.83	\$182,557.26	(\$42,806.57)						

NOTES:

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



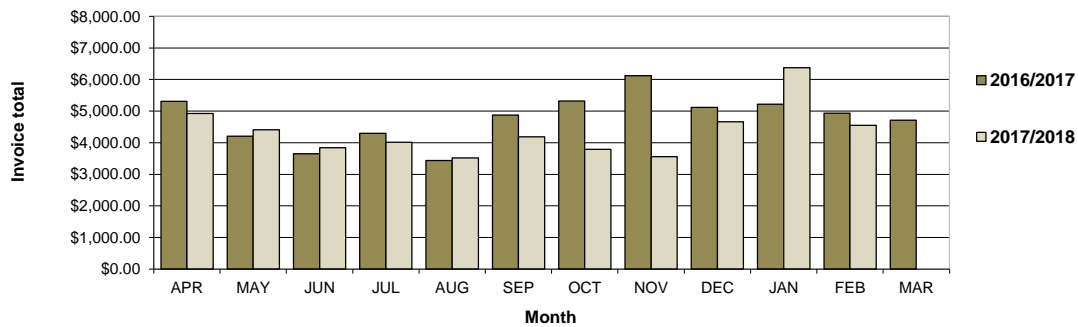
Bloomfield Township Public Library Natural Gas Analysis

Building Area = 101,023

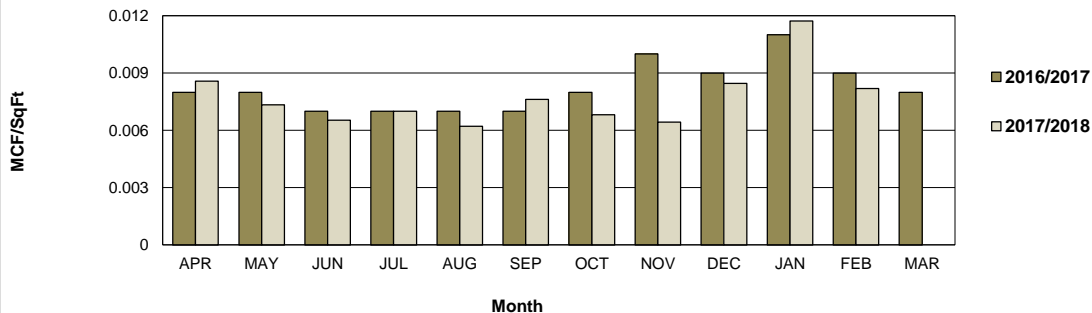
1 Cu. Ft. = 1000 BTU

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	\$4,656.43	(\$457.81)	855.1	\$5.45	744	1.15	0.008	6.26	0.045
JAN	\$5,220.31	\$6,369.63	\$1,149.32	1184.1	\$5.38	744	1.59	0.012	8.56	0.062
FEB	\$4,933.73	\$4,551.76	(\$381.97)	827.5	\$5.50	696	1.19	0.008	6.54	0.044
MAR	\$4,707.54		(\$4,707.54)		#DIV/0!	744	0.00	0.000	0.00	0.000
YTD Difference										
TOTAL	\$57,195.73	\$47,813.68	(\$9,382.05)							

Two Year Cost Comparison



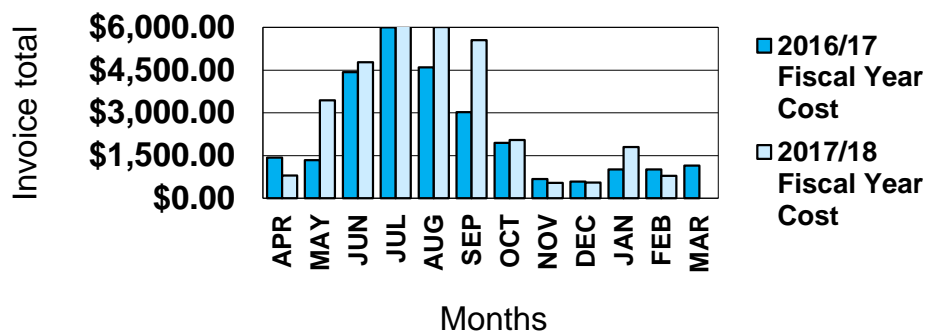
Two Year Operation Comparison



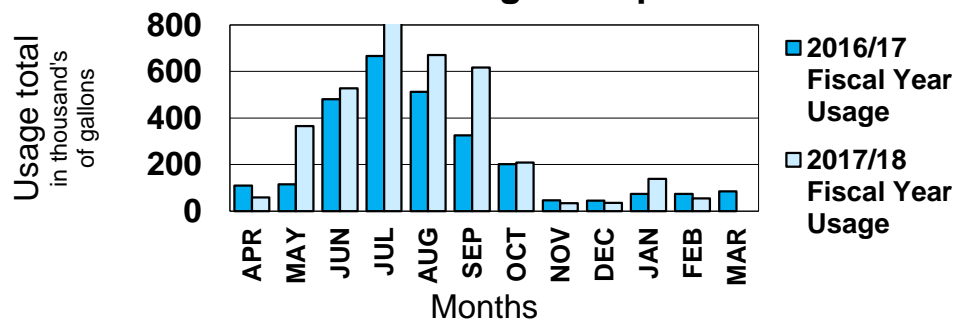
Bloomfield Township Public Library Water Analysis

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	\$552.89	(\$34.78)	45	35	(10)
JAN	\$1,011.05	\$1,802.28	\$791.23	74	138	64
FEB	\$1,011.05	\$783.36	(\$227.69)	74	54	(20)
MAR	\$1,143.49		(\$1,143.49)	85		(85)
			YTD Difference			YTD Difference
TOTAL	<u>\$27,185.94</u>	<u>\$33,670.00</u>	<u>\$6,484.06</u>	<u>2,733</u>	<u>3,538</u>	<u>805</u>

Two-Year Cost Comparison



Two-Year Usage Comparison



BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**LIBRARY BOARD OF TRUSTEES
MONTHLY DIRECTOR'S REPORT****March, 2018**

Save the date of Wednesday, April 11, 2:00 – 4:00pm for our annual Volunteer Reception. A group photo will be taken at 3:00pm. Help us honor our wonderful library volunteers and let them know they “mean the world to us”!

Our Staff Organization Committee (SOC) has designated the Myers Scholarship Fund as the recipient of the March and April casual day donations. Their contribution will be added to the Community Foundation of Southeast Michigan (CFSEM) payout for this annual award. Thank you, SOC!

Each year, Oakland County designates a week in April as Severe Weather Awareness Week. This year, it is the week of April 9 with a test of the county's alert system taking place on Wednesday, April 11 at 1:00pm. The Library takes this opportunity to review our tornado warning procedures with staff and hold a practice tornado warning drill for anyone in the building at an unanticipated time.

Just a friendly reminder that the April Library Board meeting is held on the fourth Tuesday evening of the month to allow us time to close the books on FY 2017/2018. This year, our regular monthly library board meeting will be held on Tuesday, April 24 at 7:00pm.

Respectfully Submitted,

*Carol Mueller
Director*

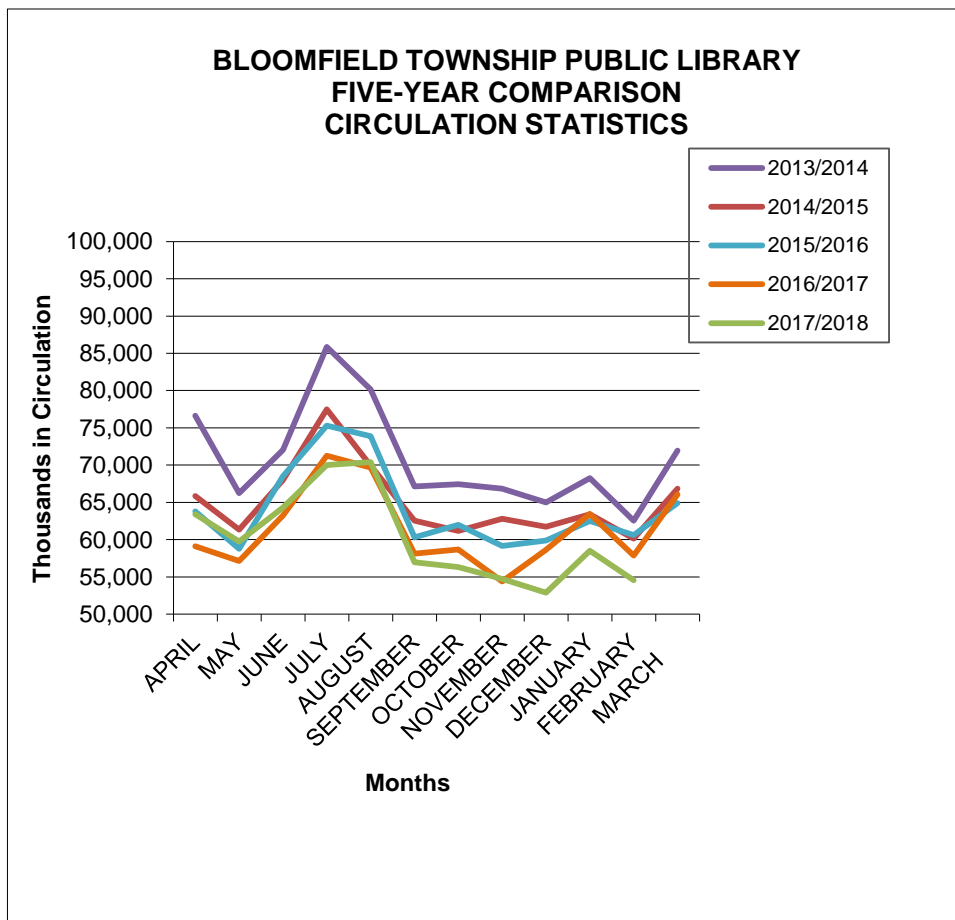
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**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
FIVE YEAR CIRCULATION**

3/13/2018

	<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	52,859
JANUARY	68,232	63,404	62,491	63,455	58,510
FEBRUARY	62,534	60,140	60,612	57,856	54,554
MARCH	71,961	66,845	64,896	66,071	
TOTAL	850,044	781,244	769,492	737,549	661,730



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

Bloomfield Township Public Library
Oakland County, Michigan
Thursday, February 15, 2018, 2:00 p.m.

Present: Trustees: Sandy Edwards, Eli Greenbaum, Judy Lindstrom,

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

Old Business:

Photo Contest 2018

- Status Update-We have received 15 entries so far. Last year, we had 53 entries total. We plan to do more promoting on Instagram and Facebook, as well as an article in *the Eagle*. There are brochures that can be distributed.
- Judges are confirmed – Eric Keller, Nancy Kulish, Laurie Tennent. The judges will be reviewing the submissions on Wednesday, April 4. Eric Keller was formerly a photo editor and graphic designer of *Metro Detroit Magazine* and has published a couple of books.
- Discuss Saturday, April 14 reception details – Tera provided a mockup of the invitation. Reception is Saturday, April 14. We will have cookies for refreshments. Linden Godlove and Jennifer Doroslovac will be having decorations for the event. The Best in Show donation is a drone from Woodward. The invitations will be mailed to the entrants, the luminaries of Bloomfield Township, media contacts, Woodward Camera, the judges, Goldner Walsh, and Camera Mart. There are brochures to promote the event at the Senior Center.

Read-a-Thon

- Saturday, September 8, 2018 (International Literacy Day) is the date for the Read-a-thon.
- Marian Rafal will read through the book aloud, make suggestions of segments and difficult reading sections. There will be pronunciation guide
- Confirm logistics – The event will be in the Media Area again, with fewer chairs, and a new portable lectern selected by Quinn Evens. They will discuss who will emcee the event at the next meeting. The event will not be taped by BCTV.
- Sponsorships – it was agreed that sponsorship was wanted for both the Read-a-thon and the Gala. Benefits, names, and tiers of sponsorship were discussed.

2018 Evening Event: One World, Many Stories Gala

It was agreed that the Friends would be approached for a sponsorship level. Gift baskets and a possible subcommittee for décor were discussed. Menus from Two Unique and Holiday Market were reviewed. Music and other entertainment were discussed. The entertainment will be finalized by the next meeting. There was also a discussion of volunteers. The display cases were reviewed.

One World, Many Stories Gala Program Series

- Reviewed planned events

Other

Next meeting:

Thursday, March 22, 11 a.m.

MINUTES OF THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY BUILDING AND GROUNDS COMMITTEE

The meeting of the Bloomfield Township Public Library Board of Trustees Building and Grounds Committee was held in the Library on Thursday, March 15, 2018 at 11:00 a.m.

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

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

Guests: Geraldine Drake, Fatima Beachum, and Jim Mumby of Quinn Evans Architects (QEA)

Old Business:

Spaces Study – phase II design ideas

Geraldine reviewed the work that has been done so far including collection of statistics and observations conducted by staff and meetings with the Library Department Heads. Geraldine and Jim recapped the new concepts that have been discussed by the Department Heads. The Trustees endorsed the direction and concepts proposed with thoughtful questions about ensuring that we are being sensitive to unintended consequences and shifts in space usage. Next, Geraldine reviewed tentative plans for phasing this project. The next step is for Department Heads to meet and begin discussions of details. QEA will present these concepts to the entire board of trustees at the April 24 regular monthly meeting.

Jim mentioned that QEA did a walkthrough with a lighting supplier. QEA is going to consult with Gary Steffy, who is the original lighting designer.

Lobby Floor Options and Next Steps with Quinn Evans

Fatima reported that several natural flooring materials are being considered, such as travertine and flamed granite. A way to conceal the accessibility vehicles is also proposed.

Welcome Desk Panels

Fatima presented some ideas for changing the Welcome panels. Concepts incorporated branding in a three-dimensional way, employ a wayfinding element that would connect to the panels, or use wood finishes and historic photographs of the Library. These concepts will be developed more and brought back to the committee.

New Business:

Lower Level Renovations

Carpeting and wall covering options are being considered. There is a desire to include some color in these finishings. The next step for the committee is to review some material options.

Restroom Renovations

QEA reviewed the existing main and lower level restroom fixtures and finishes and presented a plan to update them to resemble the restrooms that were installed during the 2008 renovation. Joel mentioned that the lower level restrooms aren't handicap accessible. Geraldine proposed converting the lower level restrooms to single occupancy, family restrooms. This discussion will continue.

Roof – preliminary investigations

QEA's roof expert is meeting with Joel next week. There might be more life expectancy to our roof than originally thought.

Carol mentioned that QEA's hourly rates were included in the packet. The committee felt comfortable with proceeding with QEA on an hourly basis and approved going forward pending an estimate of time need from QEA to complete these projects.

Library Campus – Trees

Carol reviewed a tree selection to be planted in honor of Virginia Smith. The tree is a tricolor beech to be planted near the library parking lot entrance along Timber Lake. Carol also reported that a maple along the west side of the campus near Telegraph Road was damaged in the heavy snow in early March, in addition to being heavily pruned by DTE. Carol and Joel recommend that this tree be removed. Tom agreed but suggested planting another tree in its place. Joan agreed.

The next meeting will be scheduled for April, prior to the April regular monthly meeting at which the Welcome panels and lobby floor ideas will be discussed.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Library Board of Trustees

FROM: Carol Mueller, Library Director

DATE: March 16, 2018

**SUBJECT: Proposed General Fund and Gift Fund Estimated Budgets
for Fiscal Year April 1, 2018 - March 31, 2019**

I am pleased to provide the proposed balanced budget that includes the FY 2017-2018 amended budget and the FY 2018-2019 proposed budget for your review. The fiscal plan projects the anticipated operating expenditures that are balanced with the projected operating revenues and includes a plan for the Library's capital improvement needs for the next seven years.

OVERVIEW OF FY 2017-2018 AMENDED BUDGET – GENERAL FUND

Listed below are some of the highlights of the FY 2017-2018 Amended Budget:

Revenues

Overall, revenues decreased slightly by \$5,726 or .08% compared to the March, 2017 Adopted Budget. Property taxes are \$35,000 more than anticipated based on the final distribution received by Bloomfield Township on 3/14/18. Investment earnings are \$38,670 less than anticipated due to unrealized market losses in January, 2018. Penal Fines received were slightly less than anticipated by \$1,754 while State Aid was slightly more than anticipated by \$1,229. Fines and Fees are projected to be \$5,000 lower than anticipated. Miscellaneous income is projected to be \$3,470 higher than anticipated. All other revenues were at or close to the March, 2017 projections.

Expenditures

Operating expenditures increased by \$554 or .01% compared to the March, 2017 Adopted Budget, very close to March, 2017 projections.

Capital projects decreased by \$375,300 or 37.95% compared to the March, 2017 Adopted Budget as a result of delaying projects such as the lobby flooring and public restrooms renovations to FY 2018-2019 and repairing the door access system in lieu of replacement, for a cost savings of \$200,000.

Summary

As a result of the above changes in revenues and expenditures, net revenue increased by \$369,020 compared to the March, 2017 Adopted Budget primarily due to the capital project updates. Fund Balance is now estimated to increase by \$369,020 compared to the March, 2017 Adopted Budget.

In summary, total library revenues, as amended, are estimated to be \$7,203,178 at year end. Total operating expenditures, as amended, are estimated to be \$6,112,228 at year end. Expenditures including capital expenditures are estimated to be \$6,725,928 at year end. The fund balance is estimated to be \$12,157,192 at year end. The Library continues to be in very sound financial condition with revenues exceeding expenditures. This allows us to continue to increase our capital improvements funding to replace the Library roof and complete other necessary capital projects.

OVERVIEW OF FY 2018-2019 PROPOSED BUDGET – GENERAL FUND

Listed below are some of the highlights of the FY 2018-2019 Proposed Budget:

Revenues

Projected revenues are expected to increase by \$210,067 or 2.92% over the current FY 2017-2018 Amended Budget. This increase is primarily due to the 1.97% increase in the anticipated property tax revenue. In addition, Penal Fines have been increased from the August, 2017 proposed budget by \$1,847 as these revenues have been trending higher for the last three years. State Aid has increased slightly based on more current projections from the Library of Michigan. Charges for Services increased very slightly based on averages of the last five years and Miscellaneous revenues decreased slightly based on averages of the last five years.

Expenditures

Projected operating expenditures are proposed to increase by \$234,199 or 3.83% over the current FY 2017-2018 Amended Budget. These increases are a result of higher health care insurance premiums, inclusion of additional staff hours for special projects, an increase of funding for e-resources, and the addition of marketing resources and staff development funding.

Summary

In summary, total library revenues are estimated to be \$7,413,245 for FY 2018-2019. Total operating expenditures are estimated to be \$6,346,427. Expenditures including capital expenditures are estimated to be \$9,126,727. The fund balance is estimated to be \$10,443,710. There is a projected \$1,713,482 planned use of fund balance reserves for capital improvement projects. For several years, the Library has set aside funds for the roof replacement project.

OVERVIEW OF FY 2018-2019 PROPOSED BUDGET – GIFT FUND

As in past years, the Proposed Gift Fund Budget does not assume revenue from gifts, but does include the Myers Scholarship payout from the CFSEM and a small amount of investment earnings. Expenditures are budgeted based on purchases made within the current fiscal year and gifts rolled over from the previous year. We assume all gifts will be spent during the year.

The Gift Fund is amended monthly in the financial statements and approved at the regular monthly Library Board meetings. The FY 2018-2019 Proposed Gift Fund Budget includes a column for the FY 2017-2018 Amended Budget, updated for the final estimated activity for February and March, 2018.

Thank you for your review of the Library's budget. The following motions are needed to adopt the budget.

**Bloomfield Township Public Library
PUBLIC BUDGET HEARING MOTION
GENERAL FUND**

March 20, 2018

A Motion was made by: _____

Seconded by: _____

- TO APPROVE ON A FUNCTIONAL AND TOTAL FUND BASIS THE **PROPOSED** GENERAL FUND BUDGET, AS ATTACHED, FOR FISCAL YEAR **APRIL 1, 2018 - MARCH 31, 2019**, IN THE FOLLOWING AMOUNTS FOR THE SUPPORT AND MAINTENANCE OF BLOOMFIELD TOWNSHIP PUBLIC LIBRARY:

\$7,413,245

Revenues

\$9,126,727

Expenditures

- FUND BALANCE RESERVES SHALL BE DECREASED BY :

(\$1,713,482)

Net Revenue/(Expenditures)

THERE IS A PLANNED USE OF FUND BALANCE FOR CAPITAL PROJECTS, INCLUDING \$1.5 MILLION ROOF REPLACEMENT PROJECT.

- TO APPROVE ON A FUNCTIONAL AND TOTAL FUND BASIS THE **AMENDED** GENERAL FUND BUDGET, AS ATTACHED, FOR THE CURRENT FISCAL YEAR **APRIL 1, 2017 - MARCH 31, 2018**, IN THE FOLLOWING AMOUNTS FOR THE SUPPORT AND MAINTENANCE OF BLOOMFIELD TOWNSHIP PUBLIC LIBRARY.

\$7,203,178

Revenues

\$6,725,928

Expenditures

Motion carried.

President

Vice President/Secretary

**Bloomfield Township Public Library
PUBLIC BUDGET HEARING MOTION
GIFT FUND**

March 20, 2018

A Motion was made by: _____

Seconded by: _____

- TO APPROVE ON A TOTAL FUND BASIS THE **PROPOSED** GIFT FUND BUDGET, AS ATTACHED, FOR FISCAL YEAR **APRIL 1, 2018 - MARCH 31, 2019**, IN THE FOLLOWING AMOUNTS FOR THE SUPPORT AND MAINTENANCE OF BLOOMFIELD TOWNSHIP PUBLIC LIBRARY:

\$700

Revenues

\$185,518

Expenditures

- TO APPROVE ON A TOTAL FUND BASIS THE **AMENDED** GIFT FUND BUDGET, AS ATTACHED, FOR THE CURRENT FISCAL YEAR **APRIL 1, 2017 - MARCH 31, 2018**, IN THE FOLLOWING AMOUNTS FOR THE SUPPORT AND MAINTENANCE OF BLOOMFIELD TOWNSHIP PUBLIC LIBRARY.

\$69,393

Revenues

\$222,453

Expenditures

Motion carried.

President

Vice President/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: March 12, 2018

SUBJECT: Strategic Plan Update

1. Marketing

This group reviewed software that would allow us to create targeted marketing campaigns. .

2. Tours

A tour is scheduled for Monday, April 2. At the time of this writing, two people are registered for it.

3. Staff Awareness

The Weekly Staff Updates that this team recommended have been well-received by staff. This team also inspired regular meetings of staff who are assigned to be Seniors-in-Charge.

4. 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: March 12, 2018

SUBJECT: Space Needs & Wayfinding Assessment Update

Quinn Evans Architects will present new information to the Building and Grounds Committee of the Library Board of Trustees in March. They will also be presenting at the regular monthly meeting of the Trustees on April 24, 2018.

April 2018

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
2 1PM LEGO Club 2PM Library Tour: Discover Your Library	3 10AM Knit 'n Stitch Circle 1PM Little Foodies 2PM HITS Theater	4 10AM Wee Play 12:15PM Friends Meeting 1PM Picture Book Remix	5 11AM Escape Room for Tweens 12:45PM Escape Room for Tweens 2PM Escape Room for Tweens	6 12PM English Language Conversation Hour 7PM Concert: Ara Topouzian Trio	7	 4/1 – CLOSED Easter Sunday 4/8
9 9:30 AM Be a Star Reader 10AM Family Story Time 11AM Adult /Teen Sensory Storytime 1PM Memoir Writers' Group 4:30 PM Google CS First: Introduction to Coding	10 9:30 AM Be a Star Reader 10AM Tinker Tales 1PM Memoir Writers' Group 6PM Introduction to Scanning and Photo Editing	11 Gale Courses Begin 9:30 AM Be a Star Reader 10AM Wee Play 4:30 PM Google CS First: Introduction to Coding 6:30PM Paperbacks & Snacks 6:30PM Writers' Rendezvous	12 9:30 AM Be a Star Reader 10AM Mother Goose Club 1PM Drop In Download Help 6:30PM My First Book Group 7PM Shakespeare Festival: Free Will and Its Limits	13 9:30 AM Be a Star Reader 10AM Movers and Shakers 12PM English Language Conversation Hour	14 9:30AM – 3:30PM Friends of the Library Second Saturday 9:30 AM Be a Star Reader 2PM PHOTO CONTEST - Capture the World Through Your Lens - RECEPTION	15 12PM-3PM Friends of the Library Second Sunday Sale in our Lower Level - everyone welcome. Bargains Galore!
16 1PM 30 Minute Lunchtime Book Club 4:30 PM Google CS First: Introduction to Coding	17 10AM Tuesday Book Club 10AM Tinker Tales 6PM Introduction to Powerpoint	18 10AM Wee Play 1PM Mystery Book Club 4:30 PM Google CS First: Introduction to Coding	19 10AM Mother Goose Club 2PM Tablet Tales 6PM Teen Cosplay Book Club	20 10AM Movers and Shakers 10AM Coffee &Conversation 12PM English Language Conversation Hour 7PM Chamber Music Concert Series	21 2PM Introduction to Microsoft Excel	22
23 4:30 PM Google CS First: Introduction to Coding 6PM Books in Bars at Rusty Bucket 6:30 PM Book Worms	24 10AM Tinker Tales 1PM Memoir Writers' Group 6PM Powerpoint 2 7PM BTPL Board of Trustees Meeting	25 9AM Adaptive Umbrella 4:30 PM Google CS First: Introduction to Coding 6:30PM Writers' Rendezvous 6:30PM Jim Gill's Nationwide Campaign for Play Concert	26 10AM Eleanor's Book Club 10AM Mother Goose Club 6:30PM Book Chat 7PM Dickens Symposium: A Tale of Two Cities and the French Revolution	27 10AM Movers and Shakers 11AM Sensory-Friendly Movies for Adults and Teens 12PM English Language Conversation Hour 6PM Harry Potter and the Sorcerer's Stone: an Interactive Adventure	28	29
30 2PM Library Resources for Fiction Lovers 4:30 PM Google CS First: Introduction to Coding	31					