



Bloomfield Township Public
Library

**Bloomfield Township Public Library
Board of Trustees**

Library Board Meeting
April 24, 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, April 24, 2018
7:00 p.m.

#	<u>NUMBERED ITEMS</u>	<u>DATE DELIVERED</u>
1	Agenda	4/20/18
2a	Request to remove items from the Consent Agenda for Discussion	4/20/18
2b	Motion to approve the order of items for the regular and consent agendas	4/20/18
5	Motion to approve remaining Consent Agenda items 6-8d	4/20/18
6	Regular Board Meeting Minutes of 3/20/18	4/20/18
7a	Cash Disbursements	4/20/18
7b	Revenues/Expenditures Budget Report	4/20/18
7c	Energy Report	4/20/18
8a	President's Report– no report	
8b	Director's Report	4/20/18
8c	Art Committee –no report	
8c	Bloomfield Township Liaison – no report	
8c	Building, Grounds, Landscaping, Interiors Committee – 4/12/2018	4/20/18
8c	Cranbrook –no report	
8c	Development Committee – 3/22/2018	4/20/18
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	Space Needs and Wayfinding Presentation –Quinn Evans Architects	4/20/18
13	Motion to approve any items removed from the Consent Agenda	4/20/18
	<u>UNNUMBERED ITEMS</u>	<u>DATE DELIVERED</u>
	Strategic Plan Update	4/20/18
	Space Needs and Wayfinding Assessment	4/20/18
	Calendar	4/20/18

AGENDA
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, April 24, 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 March 20, 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. Space Needs and Wayfinding Presentation – Quinn Evans Architects
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, May 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**

6

Bloomfield Township Public Library
Oakland County, Michigan
Tuesday, March 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, Finance Coordinator Sandi Bird

Guests: Ed Niemchak, Adult Services Librarian and Staff Organization Committee Representative (SOC)

Upon discussion, a motion was made by Tom Deska, seconded by Joan Luksik, **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 said that he will be saving his comments for the open discussion at the end of the Board of Trustees Meeting.

Director's Verbal Report:

Director Mueller remarked that the Board of Trustees should notice the table and monitor which is part of the Systems Department's meeting room audio visual upgrade. There is now the capability for video conferencing, with a conference phone in the middle of the table, and microphones suspended from the ceiling. We are really pleased with the changes.

The photo contest ended on Sunday, March 18. We received 98 photos from 55 residents. The judging will take place on April 4 by three independent judges. Through April 1, there will be an opportunity to vote for the People's Choice online and in person at the Library. The Reception will take place on Saturday, April 14 starting at 2:00 p.m. with awards presented at 3:00 p.m.

Our annual Volunteer Reception takes place on Wednesday, April 11 at 2pm with a group photo at 3 p.m. It will be themed, "You Mean the World to Us." The volunteers make a great difference in the Library.

The Library was given a nice donation in honor of Virginia Smith's 100th birthday for a tree on library grounds. Virginia was specific about the tree and location - she would like a tricolored beech tree planted along Timberlake. Her vision is to have a tree that would greet staff when they arrive. It will be planted on Wednesday, May 2 at 11:00 a.m. and the alternate rain/snow date will be on May 9. Virginia requests a plaque by the tree, and a "tree hugger" plaque was discussed, which is a small marker that is unobtrusive.

A maple tree on Library grounds along Telegraph was heavily damaged by the snow on March 2 and the other half had been heavily pruned by DTE. The tree was removed on March 19. We will work with Jim Slezinsky of Goldner Walsh to select a tree to replace it, as there is a gap in trees now that the tree was removed.

In February, patrons had the opportunity to write out their thoughts about the Library on paper hearts. Director Mueller brought some of these to share with the Board. She also wishes to share a comment printed with the Bloomfield Township Senior Center newsletter. She is pleased that the Library has been doing more programs and classes at the Senior Center and our Adult Services Librarian, Ed Niemchak, visits there regularly. This was in the newsletter "Working together...Bloomfield Township Senior Center thanks to the Bloomfield Township Public Library for offering great programs at the Senior Center."

Library staff also has been collaborating with the Bloomfield Hills Schools. Youth Services Librarian Killian Weston has held three different science fair workshops at the Library, as well as at East Hills Elementary School. Finally, Director Mueller shared a patron comment. Adult Services Librarian Shayna Houghton recently hosted the first International Cookbook Club. One participant commented, "We had the best time, I had to tell you that Shayna Houghton did an awesome job and we are looking forward to the rest of the series."

REGULAR AGENDA:

Call to the Public: President Eli Greenbaum welcomed Ed Niemchak, Adult Services Librarian and Staff Organization Committee Representative (SOC).

Ed shared more about the programs at the Bloomfield Township Senior Center. The Library has been doing a lot of work with the Senior Center, such as filling their bookcase. Ed has been working with the Senior Center and the Friends of the Library to add non-fiction and biographies. Carol Mueller commented that the bookcase is "our version of a little free library."

UNFINISHED BUSINESS:

No unfinished business.

NEW BUSINESS:

11a Proposed General Fund and Gift Fund Estimated Budgets for Fiscal Year April 1, 2018, March 31, 2019

Director Mueller remarked that preparing a budget takes a team. The Board provides the guidance and direction for the budget. Assistant Director Tera Moon and the Director put the

budget into a structure and Finance Coordinator Sandi Bird is the wizard who does the math to make it work. Director Mueller is pleased to present the proposed FY 2017-2018 amended budget and the FY 2018-2019 proposed budget for 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

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.

After discussion, a motion was made by Judy Lindstrom, seconded by Tom Deska 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
\$79,126,727 Expenditures

All in favor, none opposed

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

All in favor, none opposed

After discussion, a motion was made by Grant Gerhardt, seconded by Joan Luksik **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
\$182,518 Expenditures

All in favor, none opposed

After discussion, a motion was made by Grant Gerhardt, seconded by Joan Luksik **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

All in favor, none opposed

DISCUSSION OF ITEMS REMOVED FROM THE CONSENT AGENDA

No items removed

OTHER:

Sandy Edwards reported that the Friends did approve the Library's request for a one day liquor license and additional liability insurance for the Saturday October 13 event. The Friends continue to work with Detroit Children's Museum to provide books for the public schools and also distributed books for the Pullman Free Libraries. Despite the lower book count for the upcoming book sale, the Friends had a record book sale in March. The Friends' April Book Sale is a two day event: Saturday and Sunday, April 14 and 15.

Judy Lindstrom requested a calendar to know the timeline of Library construction projects. It

would be helpful for patrons to know in advance when renovations are to start in the restrooms, roof, etc. Judy also suggested having the schedule on the lobby monitor. Patrons will be equally excited about the improvements, but it may be disruptive and confusing at the same time.

Grant and Klaren Gerhardt brought their granddaughter to the Library as part of a field trip from the preschool she attends. Jen Taggart did a story time that was wonderful. Grant really enjoyed being at the Library with his granddaughter for this special visit.

Eli Greenbaum wanted to remind everyone that this Thursday, March 22 is a Development Committee meeting. It would be good if all attended because decisions need to be made so planning can move forward for the October 13 evening. The Building and Grounds Committee met with Quinn Evans Architects, where they presented their space ideas. These will be presented to the entire Library Board at the next Board of Trustees meeting on April 24. Eli hopes that all are able to attend this meeting and come with open minds and any thoughts or questions that they might have.

At 7:32 p.m. President Eli Greenbaum adjourned the meeting. The next Board Meeting will be Tuesday, April 24 at 7 p.m.

Submitted by:

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

Tom Deska, Secretary

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

Cash Disbursements Comments

April 2018

New Vendors:

American Library Preview is a new vendor for library books.

Ballet Folklorico de Detroit is a new vendor for a library program.

Dr. Clayton Copeland is a new vendor for a library program.

Jan Bills is a new vendor for a library program.

Jim Gill is a new vendor for a library program.

Jun Yang is a new vendor for a meeting room refund.

Two Unique is a new vendor for a library program.

Wendy Evans is a new vendor for a library program.

General Fund Advance

- Check #18467 payable to Bloomfield Township in the amount of \$783.36 is payment for our water and sewer bill from 1/22 – 2/19/2018.
- Check #18496 payable to Bloomfield Township in the amount of \$965.31 is payment for our water and sewer bill from 2/19 – 3/20/2018.

General Fund

- Check #18509 payable to Bloomfield Township in the amount of \$297,273.32 is payment for two payrolls, including FICA, HRA contributions, pension, etc. as usual.
- Check #18513 payable to the Charter Township of Bloomfield in the amount of \$20.00 is payment for concert DVDs.
- Check #18525 payable to Library Ideas LLC in the amount of \$15,342.85 is payment for our Freegal music and streaming service.

- Check #18527 payable to Midwest Collaboration for Library Services in the amount of \$59.00 is payment for books.
- Check #18529 payable to Metronet Library Consortium in the amount of \$217.92 is payment for ebooks.
- Check #18541 payable to Quinn Evans Architects in the amount of \$1,420.00 is payment for building project design services and additional building plan copies.
- Check #18550 payable to The Library Network (TLN) in the amount of \$3,119.50 is payment for internet service.
- Check #18555 payable to Thalner Electronic Laboratories in the amount of \$20,766.00 is payment for our meeting room audio visual upgrades.

Gift Fund

- Check #4888 payable to Two Unique in the amount of \$250.00 is payment for a deposit for catering at our library event on October 13, 2018.
- Check #4897 payable to the Charter Township of Bloomfield in the amount of \$100.00 is payment for concert DVDs.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

CHECK REGISTERS

FOR THE MONTH OF MARCH 2018

Check #	Date	Payee	Cash Account	Amount
General Fund				
ADVANCE CHECKS:				
18467	3/14/18	BLOOMFIELD TOWNSHIP	106.01	783.36
18468	3/14/18	Martha McGee	106.01	90.95
18469	3/14/18	PACIFIC TELEMAGEMENT SERVICES	106.01	78.00
18470	3/14/18	VIGILANTE SECURITY	106.01	1,950.00
18471	3/20/18	Elaine Asher	106.01	427.90
18472	3/20/18	Peter Banks	106.01	35.93
18473	3/20/18	CAR TRUCKING, INC.	106.01	399.00
18474	3/20/18	XFINITY	106.01	156.51
18475	3/20/18	ELM USA, Inc.	106.01	108.88
18476	3/20/18	FLAGSTAR BANK	106.01	4,798.50
18477	3/20/18	Martha McGee	106.01	69.69
18478	3/20/18	Edward Niemchak	106.01	99.20
18479	3/20/18	Marian Rafal	106.01	49.54
18480	3/20/18	THE ROWMAN & LITTLEFIELD PUBLISHING GRP	106.01	22.74
18481	3/20/18	ARA TOPOUZIAN	106.01	600.00
18482	3/20/18	VOID	106.01	
18483	3/20/18	VERIZON WIRELESS	106.01	202.20
18484	3/27/18	Marianne Abdoo	106.01	326.60
18485	3/27/18	AMAZON.COM	106.01	3,331.29
18486	3/27/18	DTE ENERGY	106.01	16,912.49
18487	3/27/18	JUN YANG & MEILI	106.01	50.00
18488	3/27/18	PRINCIPAL LIFE INS CO-SBD GRANDE ISLAND	106.01	807.04
18489	4/3/18	APPLIED IMAGING	106.01	588.33
18490	4/3/18	AT&T	106.01	393.26
18491	4/3/18	AT&T	106.01	811.98
18492	4/3/18	Elizabeth Clauder	106.01	94.84
18493	4/3/18	KAREN LEIGHTON-AMICK	106.01	100.00
18494	4/3/18	PACIFIC TELEMAGEMENT SERVICES	106.01	78.00
18495	4/3/18	T MOBILE	106.01	29.40
18496	4/11/18	BLOOMFIELD TOWNSHIP	106.01	965.31
18497	4/11/18	PETTY CASH - BTPL	106.01	119.48
18498	4/11/18	CONSUMERS ENERGY	106.01	5,313.49
18499	4/11/18	DR. CLAYTON COPELAND	106.01	850.00
18500	4/11/18	Martha McGee	106.01	194.33
18501	4/11/18	Edward Niemchak	106.01	47.78
18502	4/11/18	TERRYBERRY	106.01	337.07
Total				<u><u>41,223.09</u></u>
REGULAR CHECKS:				
18503	4/12/18	ABDO-SPOTLIGHT-MAGIC WAGON	106.01	2,344.20
18504	4/12/18	AERO FILTER, INC	106.01	3,272.50
18505	4/12/18	AMERICAN LIBRARY PREVIEW	106.01	1,112.95
18506	4/12/18	ASSA ABLOY ENTRANCE SOLUTIONS	106.01	777.01
18507	4/12/18	BAKER & TAYLOR, INC.	106.01	9,661.60
18508	4/12/18	BLACKSTONE AUDIO, INC.	106.01	439.48
18509	4/12/18	BLOOMFIELD TOWNSHIP	106.01	297,273.32
18510	4/12/18	BRILLIANCE PUBLISHING, INC.	106.01	252.42
18511	4/12/18	CDW GOVERNMENT, INC.	106.01	183.06
18512	4/12/18	CENGAGE LEARNING/GALE	106.01	908.56
18513	4/12/18	CHARTER TOWNSHIP OF BLOOMFIELD	106.01	20.00
18514	4/12/18	DEMCO, INC.	106.01	251.37
18515	4/12/18	DISCOUNT SCHOOL SUPPLY	106.01	252.81
18516	4/12/18	DU ALL CLEANING, INC	106.01	5,760.00
18517	4/12/18	ELECTRONIC SECURITY SYSTEMS, INC.	106.01	830.00
18518	4/12/18	ENSLAW PUBLISHERS, INC.	106.01	435.75
18519	4/12/18	FILM IDEAS, INC.	106.01	612.90
18520	4/12/18	G&S WINDOW WASHING	106.01	2,050.00

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

CHECK REGISTERS

FOR THE MONTH OF MARCH 2018

Check #	Date	Payee	Cash Account	Amount
18521	4/12/18	INGRAM LIBRARY SERVICES	106.01	2,244.45
18522	4/12/18	J. APPLESEED	106.01	3,311.08
18523	4/12/18	LJ ROLLS REFRIGERATION CO., INC	106.01	11,060.52
18524	4/12/18	LERNER PUBLISHING GROUP	106.01	1,071.96
18525	4/12/18	LIBRARY IDEAS LLC	106.01	15,342.85
18526	4/12/18	MANGO LANGUAGES	106.01	1,818.70
18527	4/12/18	MIDWEST COLLABORATIVE for LIB. SVCS	106.01	59.00
18528	4/12/18	MERGENT, INC.	106.01	583.00
18529	4/12/18	METRONET LIB. CONSORT.	106.01	217.92
18530	4/12/18	MICROMARKETING LLC	106.01	1,231.49
18531	4/12/18	MIDWEST TAPE	106.01	6,006.20
18532	4/12/18	MANUFACTURER'S NEWS. INC.	106.01	173.10
18533	4/12/18	MORNINGSTAR, INC.	106.01	215.00
18534	4/12/18	NATIONAL SIGN COMPANY	106.01	975.00
18535	4/12/18	NICHOLS/NETWORK SERVICES CO	106.01	1,300.76
18536	4/12/18	NICHOLS PAPER & SUPPLY	106.01	3,710.20
18537	4/12/18	ORIENTAL TRADING CO., INC.	106.01	63.90
18538	4/12/18	OVERDRIVE	106.01	7,693.93
18539	4/12/18	OXFORD UNIVERSITY PRESS USA	106.01	1,380.00
18540	4/12/18	PENGUIN RANDOM HOUSE LLC	106.01	296.50
18541	4/12/18	QUINN EVANS ARCHITECTS	106.01	1,420.00
18542	4/12/18	RECORDED BOOKS, LLC	106.01	951.76
18543	4/12/18	SEEDLINGS BRAILLE BOOKS FOR CHILDREN	106.01	285.25
18544	4/12/18	SHOWCASES	106.01	480.60
18545	4/12/18	SUMMIT ELECTRIC, INC.	106.01	3,030.80
18546	4/12/18	TERMINIX PROCESSING CTR.	106.01	246.00
18547	4/12/18	VOID	106.01	
18548	4/12/18	THE CHILD'S WORLD	106.01	1,089.20
18549	4/12/18	THE GREAT COURSES	106.01	1,071.40
18550	4/12/18	THE LIBRARY NETWORK	106.01	3,119.50
18551	4/12/18	THE LIBRARY STORE, INC.	106.01	498.53
18552	4/12/18	UNIQUE MANAGEMENT SERVICES, INC.	106.01	286.40
18553	4/12/18	WALLACEBURG BOOKBINDING & MFG	106.01	282.75
18554	4/12/18	WOLTERS KLUWER	106.01	272.36
18555	4/12/18	THALNER ELECTRONIC LABORATORIES	106.01	20,766.00
Total				<u>398,228.04</u>

Gift Fund

ADVANCE CHECKS:

4888	3/14/18	TWO UNIQUE CATERERS & EVENT PLANNERS	102.03	250.00
4889	3/20/18	FLAGSTAR BANK	102.03	522.29
4890	3/21/18	VOID	102.03	
4891	3/27/18	ACTION REWARDS	102.03	17.01
4892	4/3/18	SCOTT NELSON	102.03	260.00
4893	4/3/18	KENNETH F. POSNER	102.03	600.00
4894	4/3/18	JUDY LINDSTROM	102.03	19.95
Total				<u>1,669.25</u>

REGULAR CHECKS:

4895	4/12/18	BALLET FOLKLORICO DE DETROIT	102.03	700.00
4896	4/12/18	COMMUNITY FOUNDATION - SE MICH.	102.03	291.00
4897	4/12/18	CHARTER TOWNSHIP OF BLOOMFIELD	102.03	100.00
4898	4/12/18	JIM GILL, INC.	102.03	2,500.00
4899	4/12/18	JP's PIANO MOVING	102.03	300.00
4900	4/12/18	LERNER PUBLISHING GROUP	102.03	79.95
Total				<u>3,970.95</u>

Bloomfield Township Public Library
2017-2018 General Fund Budget (Unaudited)
 PRESENTED: APRIL 24, 2018 FOR THE MONTH OF: MARCH 2018

7b

Twelve Months 100%

ACCOUNT NUMBER	ACCOUNT NAME	2017-2018 ADOPTED BUDGET AS OF MARCH 21, 2017	2017-2018 AMENDED BUDGET AS OF MARCH 20, 2018	REVENUE/EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	VARIANCE
	<u>Revenues</u>						
410.01	Taxes	\$6,923,097	\$6,958,097	\$283,991	\$6,949,668	99.88%	(\$8,429)
420.01	Penal Fines	\$84,928	\$83,174	\$0	\$83,174	100.00%	(\$1)
422.01	State Aid	\$25,635	\$26,864	\$0	\$26,864	100.00%	(\$0)
430.01	Circulation Fines & Fees	\$100,000	\$95,000	\$6,549	\$93,868	98.81%	(\$1,132)
	Charges for Services	\$13,649	\$13,649	\$2,127	\$17,477	128.04%	\$3,828
	Investment earnings	\$50,000	\$11,330	\$26,626	\$37,957	335.01%	\$26,627
	Miscellaneous	\$11,595	\$15,064	\$339	\$16,304	108.23%	\$1,240
	Total Revenues	\$7,208,904	\$7,203,178	\$319,633	\$7,225,311	100.31%	\$22,133
	<u>Expenditures</u>						
	Personnel	\$3,916,967	\$3,895,021	\$357,886	\$3,789,611	97.29%	(\$105,410)
	Library Services	\$846,258	\$846,258	\$56,501	\$782,776	92.50%	(\$63,482)
	Facilities & Equipment	\$1,148,383	\$1,146,383	\$52,793	\$877,744	76.57%	(\$268,639)
	Other Operating Expenditures	\$1,189,066	\$838,266	\$44,570	\$565,391	67.45%	(\$272,875)
	Total Expenditures	\$7,100,674	\$6,725,928	\$511,749	\$6,015,522	89.44%	(\$710,406)
	Fund Balance - Beginning	\$11,679,941	\$11,679,941		\$11,679,941		
	Net revenue (expenditure)	\$108,230	\$477,250		\$1,209,789		
	Fund Balance - Ending	\$11,788,171	\$12,157,191		\$12,889,730		

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	\$7,308,408
Unassigned Fund Balance (is the unplanned emergency amount)	\$100,000	\$100,000

Bloomfield Township Public Library
2017-2018 Gift Fund Budget (Unaudited)

PRESENTED: APRIL 24, 2018 FOR THE MONTH OF: MARCH 2018

Twelve Months 100%

ACCOUNT NUMBER	ACCOUNT NAME	2017-2018 ADOPTED BUDGET AS OF MAR 21, 2017	2017-2018 AMENDED BUDGET AS OF MAR 20, 2018	REVENUE/ EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	VARIANCE
	<u>Revenues</u>						
	Gift Income	\$500	\$69,233	\$412	\$74,478	107.58%	\$5,245
454.03	Investment Earnings	\$200	\$160	\$17	\$166	103.61%	\$6
460.03	Miscellaneous Revenue	\$0	\$0	\$0	\$0	0.00%	\$0
	Total Revenues	\$700	\$69,393	\$428	\$74,644	107.57%	\$5,251
	<u>Expenditures</u>						
	Library Services	\$23,330	\$44,976	\$5,651	\$31,746	70.58%	(\$13,230)
	Facilities & Equipment	\$55,540	\$60,906	\$270	\$19,375	31.81%	(\$41,531)
	Other Operating Expenditures	\$104,128	\$116,571	\$291	\$15,046	12.91%	(\$101,525)
	Total Expenditures	\$182,998	\$222,453	\$6,212	\$66,167	29.74%	(\$156,286)
	Fund Balance - Beginning	\$78,839	\$97,712		\$90,305		
	Reserved Fund Bal.	\$103,659	\$55,508		\$77,558		
	Net revenue (expenditures)	(\$182,298)	(\$153,060)		\$8,477		
	Fund Balance - Ending	\$200	\$160		\$176,340		

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
March 2018

Fund	Type	Annual Yield	Date	Amount on Hand
General Fund				
	5th 3rd Checking (Ecommerce)	0.00%	3/31/2018	\$85,242.69
	Flagstar Public Funds Savings	0.65%	3/31/2018	\$241,443.66
	Flagstar Premier Public Entities Checking	0.29%	3/31/2018	\$23,702.92
	RBC Capital Cash/Money Market	0.40%	3/31/2018	\$14,563.19
	RBC Capital - Investments	2.45%	3/31/2018	\$12,987,658.40
Total General Fund				\$13,267,368.17
Please see General Fund budget for notes on how this amount is earmarked				
Gift Fund				
	Huntington Public Fund Business Interest Checking	0.15%	3/31/2018	\$126,063.70
	Huntington CD (Charnov gift) - matures 02/04/2019	0.45%	3/31/2018	\$50,000.00
	Fifth Third Bank Business Standard Checking	0.00%	3/31/2018	\$5,698.82
Total Gift Fund				\$181,762.52

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

Bloomfield Township Public Library
Investment Portfolio

Investment Vehicle	Portfolio %	Original Cost	3/31/2018 Market Value	Estimated Annual Inc	Current Yield
Money Market Funds	0.1%	\$14,563	\$14,563	\$58	0.40%
Vanguard Money Market Reserves Income	7.2%	\$940,600	\$940,765	\$12,132	1.29%
U.S. Treasury Note - 4/15/18	3.3%	\$424,333	\$424,943	\$3,188	1.08%
U.S. Treasury Note - 5/15/18	3.3%	\$433,029	\$430,896	\$16,469	1.06%
U.S. Treasury Note - 6/15/18	3.1%	\$400,000	\$399,625	\$4,500	1.13%
U.S. Treasury Note - 6/15/18	5.8%	\$750,000	\$748,949	\$8,438	1.13%
U.S. Treasury Note - 7/15/18	3.3%	\$425,000	\$423,848	\$3,719	1.45%
U.S. Treasury Note - 8/15/18	3.3%	\$425,000	\$423,657	\$4,250	1.54%
U.S. Treasury Note - 9/15/18	3.3%	\$425,000	\$423,326	\$4,250	1.60%
U.S. Treasury Note - 10/15/18	0.8%	\$100,000	\$99,410	\$875	1.84%
Eaton Vance Short Duration Government Income	15.2%	1,926,000	1,979,786	50,276	2.54%
Loomis Sayles Limited Term U.S. Gov't & Agency	10.4%	1,300,748	1,350,202	27,462	2.03%
BlackRock GNMA Portfolio	6.5%	842,764	849,445	28,773	3.39%
Victory INCORE Fund for Income	6.6%	821,134	863,440	47,426	5.49%
Virtus Asset SEIX U.S. Mortgage	9.7%	1,262,969	1,267,021	28,970	2.29%
VOYA GNMA Income	8.2%	1,038,622	1,068,394	28,844	2.70%
Eaton Vance Government Obligations	10.0%	1,252,449	1,298,910	49,683	3.82%
Total Portfolio	100.0%	\$12,782,212	\$13,007,180	\$319,311	2.45%

1st Quarter Activity - December 31, 2017 - March 31, 2018

Cash Activity

Beginning Balance	\$100,903.21
Deposits & Sales Proceeds	\$8,216,159.16
Withdrawals	(\$1,580,000.00)
Interest & Dividends	\$69,438.78
Capital Gains	\$0.00
Investment Advisory Fees	(\$5,248.43)
Net funds to purchase securities	(\$6,786,689.53)
Ending Balance	\$14,563.19

Change in Security Value

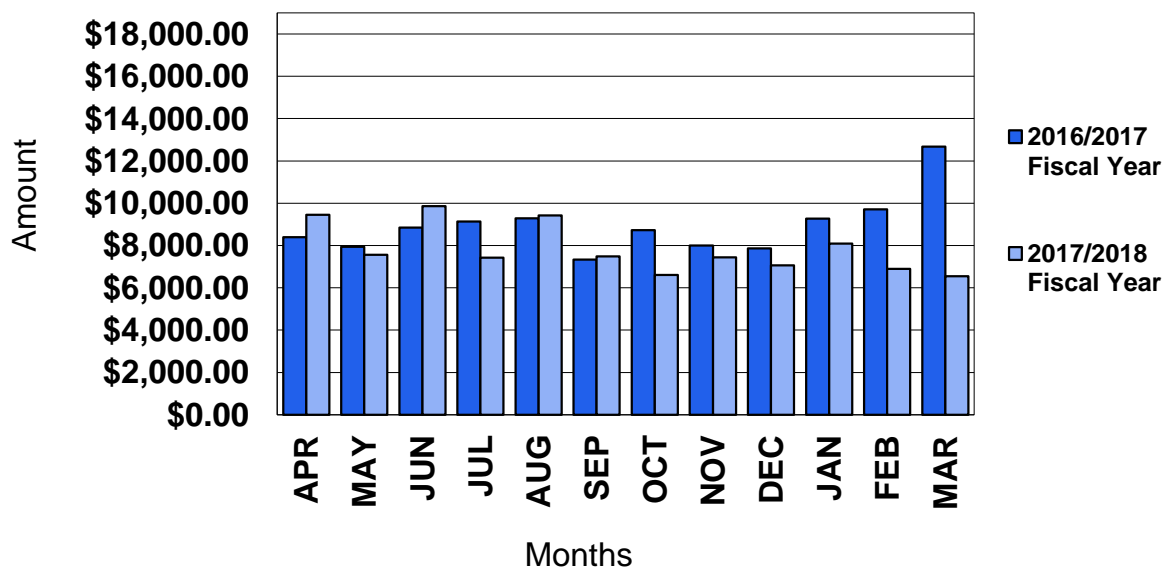
Beginning value of securities	\$7,577,674.88
Securities purchased	\$6,786,689.53
Securities sold	(\$1,275,000.00)
Change in value of priced securities	(\$101,706.01)
Ending Value of priced securities	\$12,987,658.40

Estimated Accrued Interest**\$13,290.32****Total account value as of March 31, 2018****\$13,015,511.91**

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	\$6,549.10	(\$6,131.25)
			YTD Difference
TOTAL	<u>\$107,196.00</u>	<u>\$93,868.12</u>	<u>(\$13,327.88)</u>

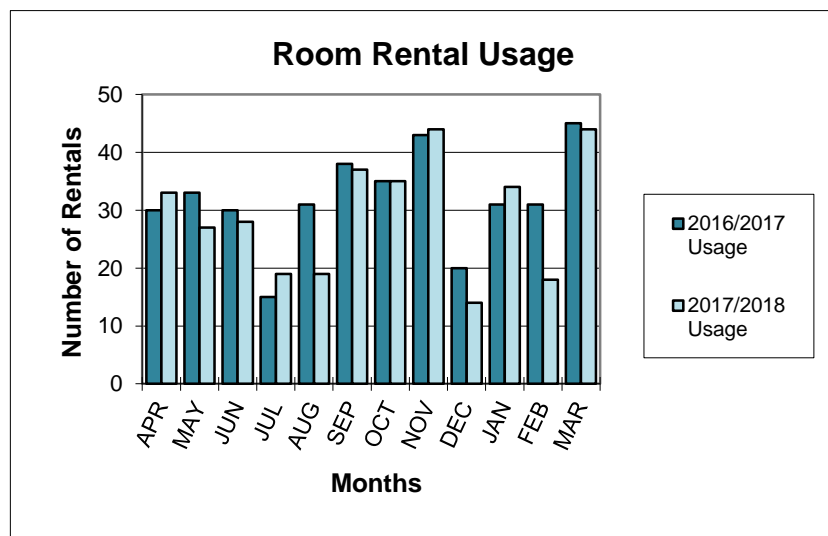
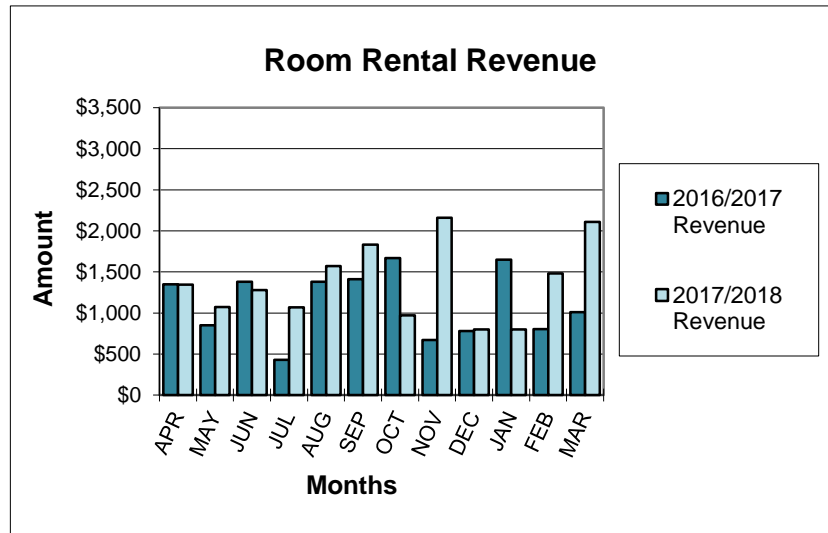
Fines and Fees Two-Year Comparison



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	\$2,110.00	\$1,099.25	45	44	MAR
			YTD Difference			
TOTAL	\$13,383.25	\$16,493.50	\$3,110.25	382	352	



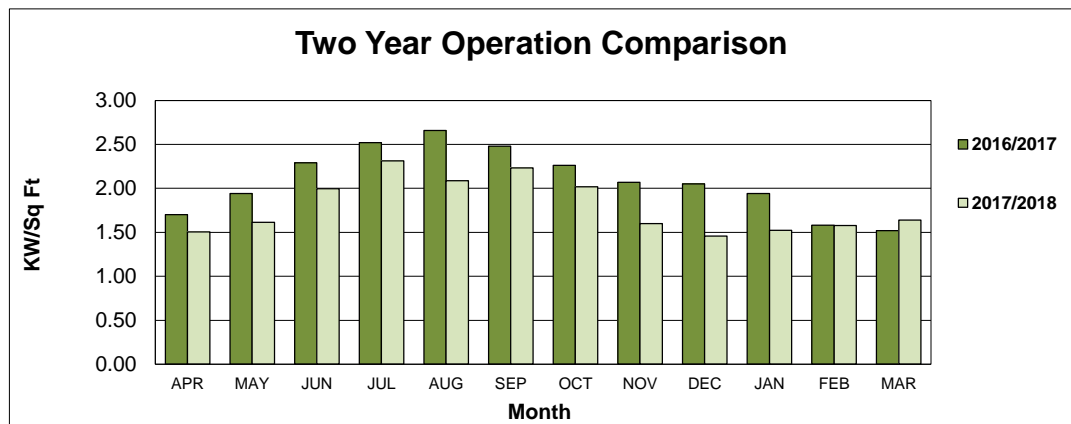
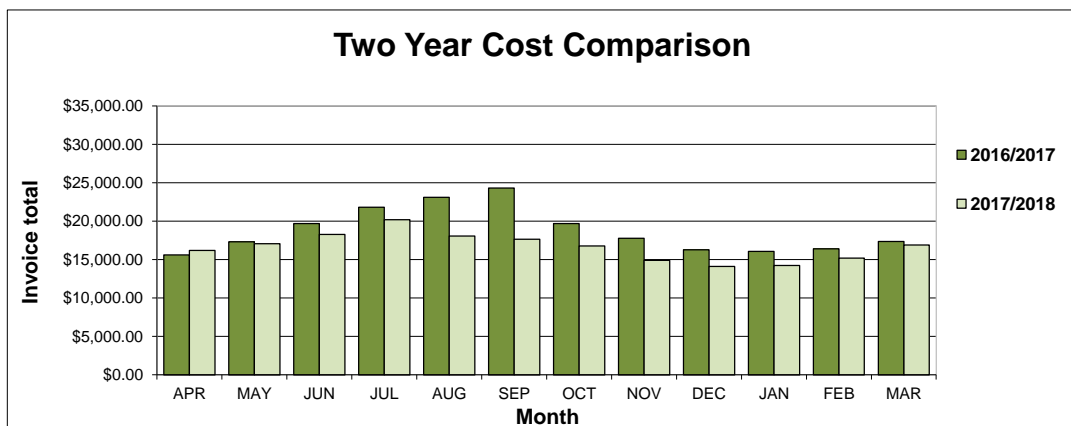
Bloomfield Township Public Library Electricity Analysis

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	\$16,912.49	(\$458.44)	165,690	\$0.10	246.56	1.64	\$25.17	\$0.17
TOTAL	\$225,363.83	\$199,469.75	YTD Difference (\$25,894.08)						

NOTES:

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



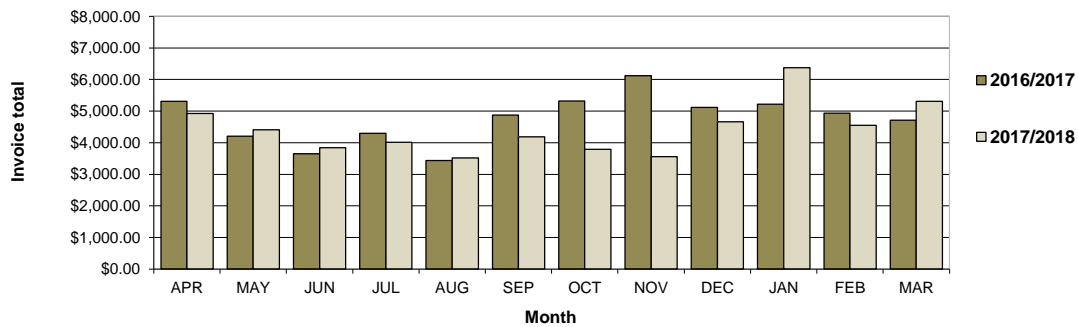
Bloomfield Township Public Library Natural Gas Analysis

Building Area = 101,023

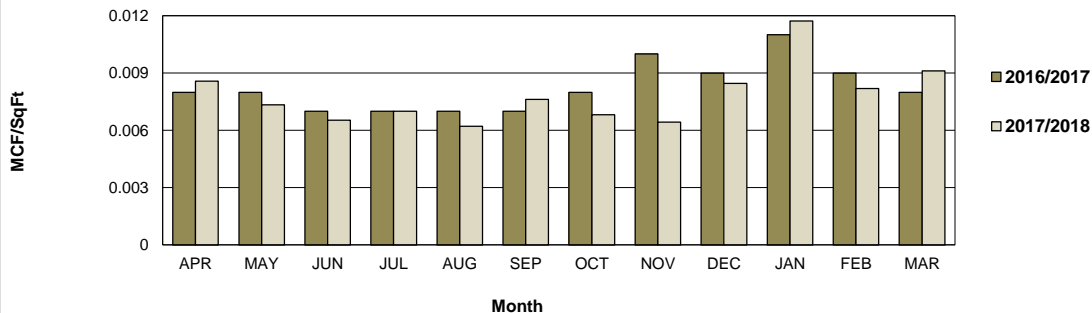
1 Cu. Ft. = 1000 BTU

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	\$5,313.49	\$605.95	920.3	\$5.77	744	1.24	0.009	7.14	0.052
YTD Difference										
TOTAL	\$57,195.73	\$53,127.17	(\$4,068.56)							

Two Year Cost Comparison

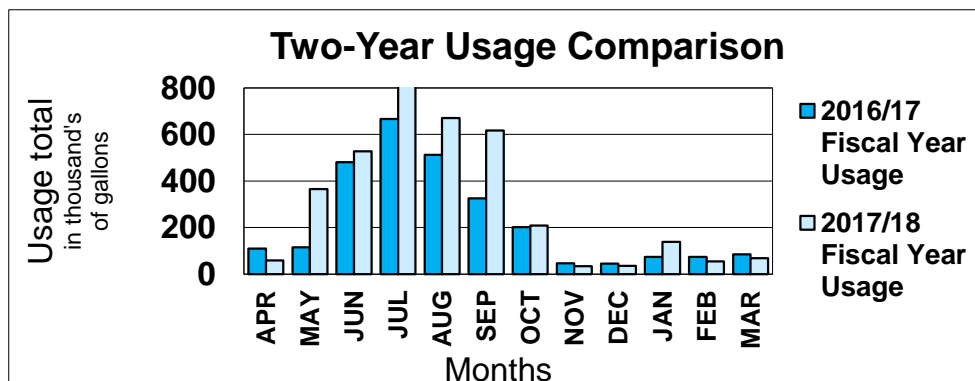
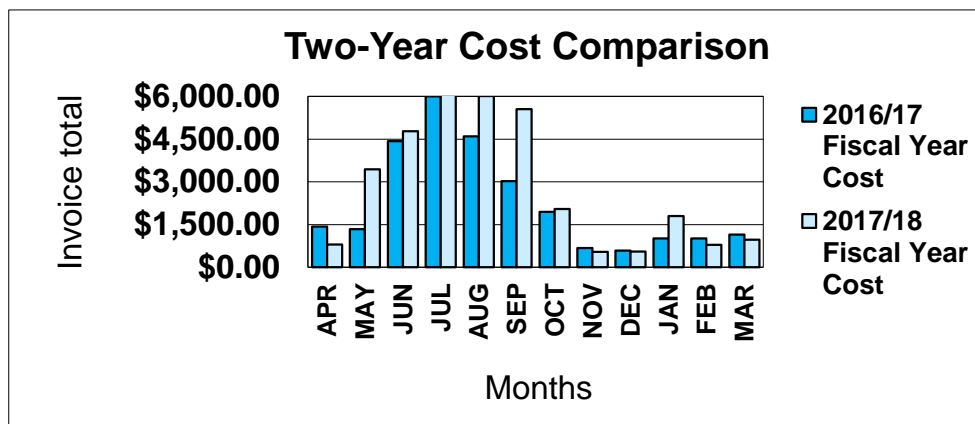


Two Year Operation Comparison



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	\$965.31	(\$178.18)	85	69	(16)
			YTD Difference			YTD Difference
TOTAL	<u>\$27,185.94</u>	<u>\$34,635.31</u>	<u>\$7,449.37</u>	<u>2,733</u>	<u>3,607</u>	<u>874</u>



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

Together with our partner, the Bloomfield Historical Society, we are offering a Local History/Local Resources program on Sunday, April 29 about the Detroit Public Library. Starting at 3:00pm, Barbara Madgy Cohn, one of the authors of the book, "The Detroit Public Library: An American Classic" will be speaking about the art and architecture within the Detroit Public Library. Learn about the local connection between Bloomfield Township Public Library and the Detroit Public Library through the art of John S. Coppin!

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 of \$639.00 for this annual award. Thank you, SOC!

Let's hope for spring weather on Wednesday, May 2 at 11:00am when a tricolor beech tree will be planted on library grounds in honor of Virginia Lee Smith's 100th birthday. It truly will be a special occasion as we plant this beautiful and majestic tree - I hope you all can attend.

This is just a reminder that the Library will be closed on Friday, May 4 for our annual staff development day. Thank you for supporting this important opportunity for all library staff to be together on this day to learn and share.

Respectfully Submitted,

*Carol Mueller
Director*

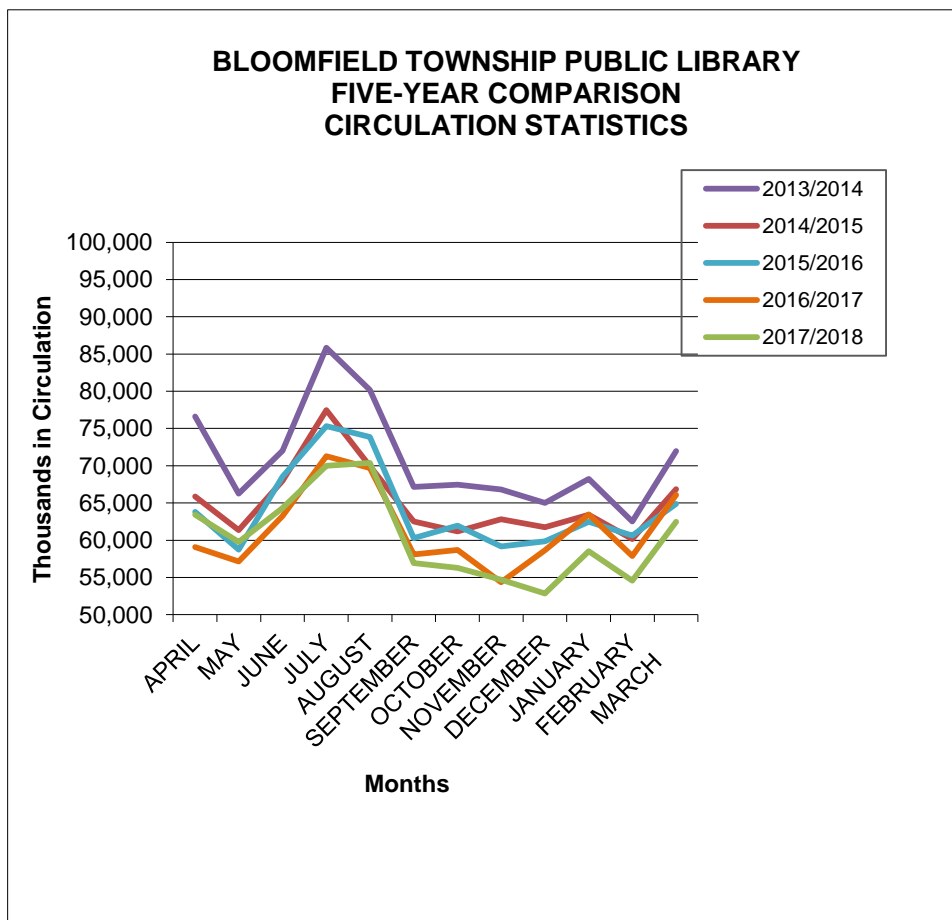
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	2017		2018	
OUTREACH & PROGRAMS				
<i>New Patrons and Accounts</i>				
Township:	174		161	
Cranbrook:	2		0	
Total new patrons:	251		235	
<i>Adult Program Attendance</i>				
Staff-led:	4 events	50 attended	12 events	149 attended
Speaker-led:	6 events	70 attended	7 events	188 attended
Book clubs:	6 events	64 attended	5 events	71 attended
Tours/visits on-site:	0	0	0	0
Tours/visits off-site:	1 event	5 attended	1 event	7 attended
Chamber Music Concert	1 event	135 attended	1 event	111 attended
<i>Systems Program Attendance</i>				
Staff-led:	3 events	29 attended	12 events	149 attended
<i>Teen Program Attendance</i>				
Staff-led:	2 events	6 attended	2 events	2 attended
<i>Youth Program Attendance</i>				
Staff-led:	22 events	618 attended	18 events	307 attended
Speaker-led:	1 event	21 attended	1 event	19 attended
Tours/visits on-site:	5 events	154 attended	7 events	331 attended
Tours/visits off-site:	1 event	25 attended	1 event	150 attended
TOTAL:	52 events	1,177 attended	67 events	1,484 attended
<i>Volunteers:</i>				
	23 people	228 hours	20 people	197 hours
	Shop: 10	120.5	Shop: 9	91.5
	Court: 0	0	Court: 0	0
	Students: 0	0	Students: 2	20
	Dept. Vol: 13	107.5	Dept. Vol: 9	85.5
<i>Patron Remarks</i>				
Patron Comments:	20		10	
Ask BTPL:	2		1	
Ask Us:	71		40	
DISPLAYS				
Lobby	"From the Forest Floor Baskets & More" by artist Karen Fenwick			
Media	Adult: DVDs about Women & Women's History Month Board			
	Youth: Youth Sports DVDs & Spring into Reading! Bulletin Board			
Local History	One World, Many Stories - Asia			

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
FIVE YEAR CIRCULATION**

4/9/2018

	<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	62,452
TOTAL	850,044	781,244	769,492	737,549	724,182



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

Bloomfield Township Public Library
Oakland County, Michigan
Thursday, March 22, 2018, 11 a.m.

Present: Trustees: Tom Deska, Sandy Edwards, Grant Gerhardt, Eli Greenbaum, Judy Lindstrom, Joan Luksik

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: 98 photos by 55 residents, which is similar to last year's numbers. Tera Moon shared a slideshow of some of the photos. This year, the titles will be featured with the photos.
- Judging of the entries takes place on April 4 by Eric Keller, Nancy Kulish, and Lori Tennent. People's Choice photo voting will commence on the Library's website and in the Library next week. Judy Lindstrom will contact Robert's Restaurants again regarding gift certificates for the top photo contest winners. All winners will receive ribbons.
- Saturday, April 14 reception: the reception starts at 2 p.m. and the awards will be announced at 3 p.m. with Judy as emcee. The winners will be called to confirm their attendance at the reception. They will be alerted that they have won, but not told which award. All photos submitted will be featured in a slideshow presentation and shown on the Community Room screen. Judy Lindstrom will have 125 wrapped cookies that will be delivered on Saturday morning and will need to be put on a tray. There will be additional refreshments: fruit and cheese, sparkling juices, water, and chocolate, but no coffee or tea, presented in the same arrangement as last year. Sandy Edwards will provide chocolate. Jennifer Doroslovac has been working with Linden Godlove to decorate the Community Room. The invitee list was reviewed.

Read-a-Thon Saturday, September 8, 2018 (International Literacy Day)

- Confirmed plans and PR: announcement and request for readers in the summer library newsletter.
- Marian Rafal is still in the process of determining the Read-aloud segments of *A Wrinkle in Time*
- Confirm logistics: the Read-a-Thon will take place in the media area with Tom Deska as the emcee.

2018 Evening Event: One World, Many Stories Gala- October 13, 2018 (7-10 p.m.)

- Reviewed responsibilities and budgets needed: The Décor and Layout sub-committee will be meeting soon to discuss details. The catering has been secured with 2 Unique. There will be a tasting beforehand on Tuesday, April 17 at 3 p.m. which will be attended by Nancy Kulish, Linden Godlove, Marian Rafal, Grant Gerhardt, Judy Lindstrom, and Carol Mueller. 2 Unique will need a final guest count one week before the event. The Friends have agreed to sponsor the Library's liquor license.
- Reviewed sponsorship levels and benefits: \$5,000 was Galaxy, and \$2,500 Universe. Sponsorship for the Gala on the Friends Wish List was discussed. It was decided that entertainment would be staged and the strolling accordionist is confirmed. The Entertainment subcommittee is looking into other options, including a mariachi band and caricaturist. Judy Lindstrom knows a friend who collects ethnic costumes and will contact her about possibly having roving models in the clothing. Tera Moon suggested a t-shirt to market "One World, Many Stories," which generated interest, so she will pursue it.

- Confirmed what sponsors get for sponsorship: the Committee was advised to consider the benefits given for each level of sponsorship and bring back suggestions to the next meeting. The sponsorship letter will be reviewed and revised by Sandy Edwards. There will not be a raffle, but a prize drawing.
- Confirmed budget and determine ticket price: we have less than \$3,800 from the Friends for seed money; the tickets were concluded to be priced at \$50 each.

Library Wide “One World, Many Stories” Program Series

- Reviewed planned events

New Business:

Next meeting: Thursday, April 26, 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, April 12, 2018 at 10:00 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:

Lobby Floor Options and Next Steps

QEA has been exploring and studying options for the lobby floor. Fatima presented a matrix comparing slate, travertine, and porcelain flooring materials. She also presented cork flooring as a new option. Cork is durable, renewable, can be refinished easily, rich in color, and may reduce noise in the lobby. Another option presented is an installed walk-off carpet in front of the entry door. The committee requested more information on cork flooring and the installed walk-off carpet. QEA will provide more samples and recommendations on color, pattern, transition, project management, and QEA's fees. QEA will assist with the bid process for this work.

Welcome Desk Panels

The committee reviewed some materials and sketches and recommended to move forward with using the Library's logo in a design. Designs using the library logo will be presented at the next committee meeting.

Lower Level Renovations & Restroom Renovations

The committee made some choices on a palette for tiles and carpets for these areas. QEA will present a recommended design with pricing at the next committee meeting.

Roof Preliminary Investigation results

Jim reported that he and a roof specialist explored the current library roof. Several recommendations came out of this exploration. It is recommended to remove the asphalt shingles from the pitched roofs and replace with a membrane. The roofing specialist believes there is a problem with a rain run-off connection over the Adult Services reference area that causes the extreme leaks. Jim recommends conducting an infrared scan of the roof which will show where water has got into the building, possibly causing damage. If 15% or less is water-damaged, Jim says the roof could possibly be restored instead of completely replaced. If restoration is possible, Jim recommends using a material and process sold by a firm called Tremco. Results of the infrared scan and recommendations on how to proceed will be shared at the next committee meeting.

Spaces Study Update

QEA hired an acoustician to walk the building observing ambient sound. The next step is for this expert to prepare a proposal for our consideration that would use meters to check ambient noise levels around the building.

Next meeting: May 1, 2018 at 10:00 a.m.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees

FROM: Carol Mueller

DATE: April 20, 2018

SUBJECT: Space Needs and Wayfinding Presentation

Geraldine Drake and Jim Mumby, our Space Needs and Wayfinding consultants from Quinn Evans Architects, will attend the April 24, 2018 Library Board meeting to provide a presentation of library space concepts for Library Board consideration. They will answer any questions about these concepts and process you may have.

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: April 16, 2018

SUBJECT: Strategic Plan Update

1. Marketing

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

2. Tours

The latest tour happened April 2, 2018. Five very excited patrons had a wonderful time getting touring the library with Adult Services librarian Shayna Houghton. Another tour is scheduled for June 13, 2018. The Tours Team has asked any interested library staff to be a tour guide for future tours. The Team is planning a tour each quarter.

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: April 16, 2018

SUBJECT: Space Needs & Wayfinding Assessment Update

Quinn Evans Architects presented new information to the Building and Grounds Committee of the Library Board of Trustees on March 15, 2018. They will be presenting at the regular monthly meeting of the Trustees on April 24, 2018.

May 2018

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
	1 10AM Building & Grounds 10AM Tinker Tales 10AM Knit 'n Stitch Circle 2PM HITS Theater 6:30PM My First Book Group	2 10AM Wee Play 12:15PM Friends Meeting 4:30 PM Google CS First: Introduction to Coding	3 10AM Mother Goose Club	4 Library Closed - Staff Development Day The Library will re-open Saturday, May 5, 9:30 a.m.	5 9:30 AM Free Comic Book Day 1PM Cinco de Mayo! With Ballet Folklórico de Detroit	6
7 10AM Family Story Time 7PM International Cookbook Club	8 1PM Memoir Writers' Group	9 10AM Wee Play 4:30 PM Google CS First: Introduction to Coding 6:30PM Writers' Rendezvous	10 1PM Drop In Download Help 6:30PM Paperbacks & Snacks 7:00 PM The Foundation of the American Century: The United States and the Formation of the Un	11 12PM English Language Conversation Hour 6:30 PM After-hours Special Needs Family Fun Night	12 9:30AM – 3:30PM Friends of the Library Second Saturday 11AM SENSEational Story Time	13
14 11AM Adult /Teen Sensory Storytime 6PM Computer Basics 6:30PM Parent workshop: "Make Learning Fun During the Summer"	15 10AM Tuesday Book Club 10AM Tinker Tales 6:30PM 'In Vino Veritas' Book Club 7PM BTPL Board of Trustees Meeting	16 Gale Courses Begin 10AM Wee Play 1PM Mystery Book Club Emancipation Proclamation	17 2PM Tablet Tales 7:00 PM The Long Road to Freedom: The Impact of the	18 10AM Coffee &Conversation 12PM English Language Conversation Hour 6:30 PM After Hours: Teen Book Prom	19	20
21 1PM 30 Minute Lunchtime Book Club 6PM Introduction to Social Networking 6PM Books in Bars at Rusty Bucket 6:30PM Book Chat	22 1PM Memoir Writers' Group 6:30 PM Book Worms	23 10AM Wee Play 6:30PM Writers' Rendezvous	24 10AM Eleanor's Book Club	25 10AM Movers and Shakers 11AM Sensory-Friendly Movies for Adults and Teens 12PM English Language Conversation Hour	26 11AM Art Exploration: "Flower Power" 2PM Introduction to Scanning and Photo Editing	27 Library Closed - Memorial Day Weekend - The Library will re-open Tuesday, May 29, 9:30AM
28 Library Closed - Memorial Day Weekend - The Library will re-open Tuesday, May 29, 9:30AM	29	30 10AM Wee Play	31			