

Bloomfield Township Public

**Library**

**Bloomfield Township Public Library  
Board of Trustees**

Library Board Meeting  
**May 15, 2018**  
7:00 p.m.  
John Rumsey Board Room

Trustees:

[libraryboard@btpl.org](mailto:libraryboard@btpl.org)

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

Director:

[muellerc@btpl.org](mailto: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](http://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, May 15, 2018  
7:00 p.m.

<b>#</b>	<b><u>NUMBERED ITEMS</u></b>	<b><u>DATE DELIVERED</u></b>
1	Agenda	5/11/2018
2a	Request to remove items from the Consent Agenda for Discussion	5/11/2018
2b	Motion to approve the order of items for the regular and consent agendas	5/11/2018
5	Motion to approve remaining Consent Agenda items 6-8d	5/11/2018
6	Regular Board Meeting Minutes of 4/24/18	5/11/2018
7a	Cash Disbursements	5/11/2018
7b	Revenues/Expenditures Budget Report	5/11/2018
7c	Energy Report	5/11/2018
8a	President's Report– no report	
8b	Director's Report	5/11/2018
8c	Art Committee –no report	
8c	Bloomfield Township Liaison – no report	
8c	Building, Grounds, Landscaping, Interiors Committee – 5/1/2018	5/11/2018
8c	Cranbrook –no report	
8c	Development Committee – 4/26/2018	5/11/2018
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	Strategic Plan Update	5/11/2018
13	Motion to approve any items removed from the Consent Agenda	5/11/2018
	<b><u>UNNUMBERED ITEMS</u></b>	<b><u>DATE DELIVERED</u></b>
	Library Endowment Funds	5/11/2018
	Strategic Plan Update	5/11/2018
	Space Needs and Wayfinding Assessment	5/11/2018
	Calendar	5/11/2018

AGENDA  
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
BOARD OF TRUSTEES  
Tuesday, May 15, 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 April 24, 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. Strategic Plan Update
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, June 19, 2018
16. Adjournment

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**

**REQUEST TO REMOVE ITEMS FROM THE CONSENT AGENDA  
FOR DISCUSSION**

**I REQUEST THAT ITEM (S):**

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**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

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Bloomfield Township Public Library  
Oakland County, Michigan  
**Tuesday, April 24, 2018**

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

Upon discussion, a motion was made by Judy Lindstrom, 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 remarked that, in keeping with tradition, he is keeping his remarks very short and passing it on to our Director.

**Director's Verbal Report:**

Director Mueller wanted to thank the Trustees for a very successful and lovely photo reception. Over one hundred people attended and it was wonderful. She thanked the Trustees for assisting with the award presentation as well. The winning photos can be viewed in the lobby display case. The Director also recommended the Trustees look at the Local History display cases, which will be featuring items from a different continent each month with many artifacts loaned by library staff.

The Director was happy to share that the Library's "Writers' Rendezvous" group has been meeting for over 22 years and recently published a collection of their works as a book called *Rendezvous*. In book's dedication, they reported that hundreds of writers have been a part of the group over the years and the rendezvous would not be possible without the foresight of Adult Services Department Head Ann Williams, who created a space for local writers to share ideas. The group was founded in 1995 by Tim Patrick, who has led it since its inception.

Director Mueller is very proud of what they have accomplished at our Library.

This Library is known for making great bibliographies and bookmarks. Youth Services Librarian Lauren Catoni created a “cootie catcher” bibliography that was given to each of the Trustees. In just a couple of weeks, “Art from the Hills” will return to the Library. This is the tenth year that the Library has hosted this art event. The opening reception is on Tuesday, May 15 and starts at 4:30 p.m. There will be some really creative artwork from local students on exhibit to enjoy.

The Myers scholarship is now open and the deadline for applications is June 1, 2018. Applicants must have some connection to the Library and even having a Library Card qualifies as a connection to the Library.

Director Mueller was happy to announce that the Village Club Foundation awarded a \$6,000 grant from Seedlings Braille Books for Children. The Seedlings will give Bloomfield Township Public Library and Oxford Public Library funding to purchase braille books for their Youth Services collections.

#### **REGULAR AGENDA:**

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

Ed Niemchak recently attended the first meeting of the Michigan Alliance for Cultural Accessibility. Jen Taggart, Youth Services Assistant Department Head, has been working with the Board for the Michigan Science Center, to build this joint project of different cultural institutions in the area.

#### **UNFINISHED BUSINESS:**

No unfinished business.

#### **NEW BUSINESS:**

##### ***11a Space Needs and Wayfinding Presentation***

Eli Greenbaum introduced consultants from Quinn Evans--Geraldine Drake, Jim Mumby, and Fatima Beacham--who shared several concepts for changing spaces in the Library. The Trustees’ mission was to have an open mind about spaces and wayfinding. Everything that Quinn Evans is presenting has been reviewed and supported by the Buildings and Grounds committee. Quinn Evans answered the Trustee’s questions about the concepts. All ideas were unanimously supported by the Trustees.

#### **DISCUSSION OF ITEMS REMOVED FROM THE CONSENT AGENDA**

No items removed

#### **OTHER:**

Judy Lindstrom wanted to apologize for not introducing all of the Board of Trustees at the “Capture the World through Your Lens” reception. She also observed that the daffodils in the gardens were “so wonderful right now.”



Carol Mueller reminded the Trustees that there is a planting of the tricolor beech tree in honor of Virginia Smith on Wednesday, May 2 at 11 a.m.

Sandy Edwards reported about the April Friends meeting, where Director Mueller presented a request to the Friends for sponsorship of the library event on October 13. A new wish list was also presented with seven requests totaling at \$15,000. The Friends will respond about the sponsorship at the May meeting. They will vote on the wish list in June.

Grant Gerhart commented that the last Chamber music concert was fantastic.

At 8:23 p.m. President Eli Greenbaum adjourned the meeting. The next Board Meeting will be Tuesday, May 15 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

May 2018

#### **New Vendors:**

Jan Bills is a new vendor for a library program.

Language Lizards, LLC is a new vendor for library materials.

Martin Brook is a new vendor for a meeting room refund.

Stumps Prom & Party Catalog is a new vendor for a library program.

#### **General Fund Advance**

- Check #18560 payable to Healey Fire Protection, Inc. in the amount of \$1,124.00 is payment for inspection of the Library's fire prevention system.
- Check #18571 payable to Envisionware, Inc. in the amount of \$8,872.96 is payment for the Library's annual maintenance agreement for software for our e-commerce and computer management services.
- Check #18575 payable to the State of Michigan in the amount of \$204.14 is payment for Library Shop annual sales tax due.
- Check #18586 payable to the United States Treasury in the amount of \$6,240.00 is payment for a 2015 Employer Shared Responsibility Payment (ESRP) per the Affordable Care Act.
- Check #18590 payable to Bloomfield Township in the amount of \$1,070.69 is payment for our water and sewer bill from 3/20 -4/23/2018.

#### **General Fund**

- Check #18600 payable to Bloomfield Township in the amount of \$330,908.54 is payment for two payrolls, including FICA, HRA contributions, pension, etc. as usual and includes an insurance reimbursement of \$29,772.18 for the January 6, 2018 flood remediation.

- Check #18602 payable to Bloomfield Township in the amount of \$175,137.05 is payment for the Library's semi-annual pension payment.
- Check #18607 payable to Du All Cleaning, Inc. in the amount of \$42,557.71 is payment for the January 6 flood remediation, interior painting and their monthly cleaning fee.
- Check #18611 payable to Innovative Interface, Inc. in the amount of \$20,880.00 is payment for the Library's integrated library system and Encore catalog.
- Check #18615 payable to Midwest Collaboration for Library Services in the amount of \$21,555.90 is payment for Skyriver catalog records and Oxford Reference database.
- Check #18629 payable to Siemens Industry, Inc. in the amount of \$11,235.00 is payment for the annual service agreement for the Library's building automation system and one service call.
- Check #18632 payable to The Library Network (TLN) in the amount of \$5,736.25 is payment for the Library's Zinio subscription service.
- Check #18633 payable to Troy Public Library in the amount of \$17.00 is payment for a lost Melcat item borrowed and not returned by a Bloomfield Township resident. This patron has been billed for this item.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**

**CHECK REGISTERS**

**FOR THE MONTH OF APRIL 2018**

<b>Check #</b>	<b>Date</b>	<b>Payee</b>	<b>Cash Account</b>	<b>Amount</b>
<b>General Fund</b>				
<b>ADVANCE CHECKS:</b>				
18556	4/18/18	ACE LAWN CARE & SNOW REMOVAL	106.01	5,129.33
18557	4/18/18	Lisa Boyd	106.01	95.44
18558	4/18/18	CAR TRUCKING, INC.	106.01	199.50
18559	4/18/18	XFINITY	106.01	156.51
18560	4/18/18	HEALEY FIRE PROTECTION, INC	106.01	1,124.00
18561	4/18/18	Andrew Heuser	106.01	49.12
18562	4/18/18	Martha McGee	106.01	25.16
18563	4/18/18	NATIONAL SIGN COMPANY	106.01	305.00
18564	4/18/18	NICHOLS/NETWORK SERVICES CO	106.01	88.83
18565	4/18/18	THYSSENKRUPP ELEVATOR CORP	106.01	842.76
18566	4/18/18	VERIZON WIRELESS	106.01	207.97
18567	4/18/18	VIGILANTE SECURITY	106.01	1,950.00
18568	4/18/18	Karrie Yukon	106.01	82.43
18569	4/18/18	BRUCE ZELLERS	106.01	100.00
18570	4/24/18	DTE ENERGY	106.01	19,326.66
18571	4/24/18	ENVISIONWARE, INC.	106.01	8,872.96
18572	4/24/18	FLAGSTAR BANK	106.01	8,167.15
18573	4/24/18	NBS	106.01	330.25
18574	4/24/18	PRINCIPAL LIFE INS CO-SBD GRANDE ISLAND	106.01	764.38
18575	4/24/18	STATE OF MICHIGAN	106.01	204.14
18576	4/24/18	ULINE	106.01	186.12
18577	4/24/18	Karrie Yukon	106.01	76.28
18578	5/1/18	Marianne Abdoo	106.01	930.83
18579	5/1/18	AMAZON.COM	106.01	1,497.53
18580	5/1/18	AT&T	106.01	395.18
18581	5/1/18	Patricia Ballard	106.01	151.56
18582	5/1/18	PETTY CASH - BTPL	106.01	163.47
18583	5/1/18	Elizabeth Clauder	106.01	224.66
18584	5/1/18	Andrea Lebeck	106.01	37.48
18585	5/1/18	TOM SHARPE	106.01	1,000.00
18586	5/1/18	UNITED STATES TREASURY	106.01	6,240.00
18587	5/1/18	Paul Zink	106.01	1,401.20
18588	5/1/18	MARTIN BROOK	106.01	100.00
18589	5/7/18	AT&T	106.01	810.80
18590	5/7/18	BLOOMFIELD TOWNSHIP	106.01	1,070.69
18591	5/7/18	CONSUMERS ENERGY	106.01	4,735.91
18592	5/7/18	PACIFIC TELEMANAGEMENT SERVICES	106.01	78.00
18593	5/7/18	T MOBILE	106.01	29.40
18594	5/7/18	Qiong Wu	106.01	1,134.49
Total				<u>68,285.19</u>
<b>REGULAR CHECKS:</b>				
18595	5/8/18	ASSA ABLOY ENTRANCE SOLUTIONS	106.01	719.58
18596	5/8/18	BAKER & TAYLOR, INC.	106.01	12,412.37
18597	5/8/18	BELIGHTFUL YOGA, LLC	106.01	150.00
18598	5/8/18	JAN BILLS	106.01	250.00
18599	5/8/18	BLACKSTONE AUDIO, INC.	106.01	472.48
18600	5/8/18	BLOOMFIELD TOWNSHIP	106.01	330,908.54
18601	5/8/18	BLACKSTONE AUDIO, INC.	106.01	45.00
18602	5/8/18	BLOOMFIELD TOWNSHIP	106.01	175,137.05
18603	5/8/18	BRILLIANCE PUBLISHING, INC.	106.01	89.97
18604	5/8/18	CAR TRUCKING, INC.	106.01	199.50
18605	5/8/18	CENGAGE LEARNING/GALE	106.01	2,181.00
18606	5/8/18	DISCOUNT SCHOOL SUPPLY	106.01	104.34
18607	5/8/18	DU ALL CLEANING, INC	106.01	42,557.71
18608	5/8/18	ENCYCLOPAEDIA BRITANNICA, INC.	106.01	1,400.00
18609	5/8/18	WENDY EVANS	106.01	400.00

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

<b>Check #</b>	<b>Date</b>	<b>Payee</b>	<b>Cash Account</b>	<b>Amount</b>
18610	5/8/18	INGRAM LIBRARY SERVICES	106.01	46.85
18611	5/8/18	INNOVATIVE INTERFACE, INC	106.01	20,880.00
18612	5/8/18	LJ ROLLS REFRIGERATION CO., INC	106.01	1,912.10
18613	5/8/18	LANGUAGE LIZARD, LLC	106.01	149.90
18614	5/8/18	MCGRAW HILL GLOBAL EDUCATION	106.01	4,078.99
18615	5/8/18	MIDWEST COLLABORATIVE for LIB. SVCS	106.01	21,555.90
18616	5/8/18	MICROMARKETING LLC	106.01	277.19
18617	5/8/18	MIDWEST TAPE	106.01	3,499.11
18618	5/8/18	NATIONAL SIGN COMPANY	106.01	1,950.00
18619	5/8/18	NICHOLS/NETWORK SERVICES CO	106.01	411.69
18620	5/8/18	OMNIGRAPHICS	106.01	528.20
18621	5/8/18	ORIENTAL TRADING CO., INC.	106.01	72.37
18622	5/8/18	OVERDRIVE	106.01	4,483.07
18623	5/8/18	OXFORD UNIVERSITY PRESS USA	106.01	74.24
18624	5/8/18	PENGUIN RANDOM HOUSE LLC	106.01	817.75
18625	5/8/18	PROQUEST-CSA LLC	106.01	45.45
18626	5/8/18	RECORDED BOOKS, LLC	106.01	1,187.91
18627	5/8/18	THE ROWMAN & LITTLEFIELD PUBLISHING GRP	106.01	88.93
18628	5/8/18	SHOWCASES	106.01	1,950.72
18629	5/8/18	SIEMENS INDUSTRY, INC.	106.01	11,235.00
18630	5/8/18	STUMPS PROM & PARTY CATALOG	106.01	105.78
18631	5/8/18	THE BOOK FARM, INC.	106.01	41.97
18632	5/8/18	THE LIBRARY NETWORK	106.01	5,736.25
18633	5/8/18	TROY PUBLIC LIBRARY	106.01	17.00
18634	5/8/18	WEISS RATINGS INC	106.01	1,995.00
18635	5/8/18	WT COX INFORMATION SERVICES	106.01	20.50

Total 650,189.41

**Gift Fund**

**ADVANCE CHECKS:**

4901	4/18/18	ACE LAWN CARE & SNOW REMOVAL	102.03	326.00
4902	4/24/18	FLAGSTAR BANK	102.03	572.08
4903	5/1/18	AMAZON.COM	102.03	962.37
4904	5/1/18	LONG LAKE MARKET	102.03	693.00

Total 2,553.45

**REGULAR CHECKS:**

4905	5/8/18	GOLDNER WALSH NURSERY, INC.	102.03	276.03
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Total 276.03

**Bloomfield Township Public Library**  
**2018-2019 General Fund Budget**  
 PRESENTED: MAY 15, 2018 FOR THE MONTH OF: APRIL 2018

**7b**

ACCOUNT NUMBER	ACCOUNT NAME	2018-2019	2018-2019	REVENUE/EXPENSE CURRENT MONTH	REVENUE/EXPENSE YTD	% OF BUDGET YTD	One Month 8% VARIANCE
		ADOPTED BUDGET AS OF MARCH 20, 2018	AMENDED BUDGET AS OF MARCH 20, 2018				
<b><u>Revenues</u></b>							
410.01	Taxes	\$7,095,067	\$7,095,067	(\$602)	(\$602)	-0.01%	(\$7,095,669)
420.01	Penal Fines	\$85,021	\$85,021	\$0	\$0	0.00%	(\$85,021)
422.01	State Aid	\$26,860	\$26,860	\$14,949	\$14,949	55.65%	(\$11,911)
430.01	Circulation Fines & Fees	\$100,000	\$100,000	\$6,257	\$6,257	6.26%	(\$93,743)
	Charges for Services	\$13,800	\$13,800	\$1,671	\$1,671	12.11%	(\$12,129)
	Investment earnings	\$79,000	\$79,000	(\$5,940)	(\$5,940)	-7.52%	(\$84,940)
	Miscellaneous	\$13,497	\$13,497	\$258	\$258	1.91%	(\$13,239)
<b>Total Revenues</b>		<b>\$7,413,245</b>	<b>\$7,413,245</b>	<b>\$16,593</b>	<b>\$16,593</b>	<b>0.22%</b>	<b>(\$7,396,652)</b>
<b><u>Expenditures</u></b>							
	Personnel	\$4,119,114	\$4,119,114	\$412,153	\$412,153	10.01%	(\$3,706,961)
	Library Services	\$875,133	\$875,133	\$80,321	\$80,321	9.18%	(\$794,812)
	Facilities & Equipment	\$1,109,615	\$1,109,615	\$169,168	\$169,168	15.25%	(\$940,447)
	Other Operating Expenditures	\$3,022,865	\$3,022,865	\$27,706	\$27,706	0.92%	(\$2,995,159)
<b>Total Expenditures</b>		<b>\$9,126,727</b>	<b>\$9,126,727</b>	<b>\$689,348</b>	<b>\$689,348</b>	<b>7.55%</b>	<b>(\$8,437,379)</b>
	Fund Balance - Beginning	\$12,889,674	\$12,889,674		\$12,889,674		
	Net revenue (expenditure)	(\$1,713,482)	(\$1,713,482)		(\$672,754)		
	Fund Balance - Ending	\$11,176,192	\$11,176,192		\$12,216,920		

Amendments to the budget:  
None

Changes made to the line items:  
None

**Fund Balance Designations**

Nonspendable-Prepaid Expense	\$32,613	\$32,613
Committed Fund Balance (is 8-months of operational expenditures amount)	\$4,230,951	\$4,230,951
Assigned Fund Balance (is \$453,182 the 3/31/18 compensated absences accrual, plus \$5,926,395 the 3/31/18 OPEB obligation plus \$433,051 for capital improvements)	\$6,812,628	\$6,812,628
Unassigned Fund Balance (is the unplanned emergency amount)	\$100,000	\$100,000

**Bloomfield Township Public Library**  
**2018-2019 Gift Fund Budget**

PRESENTED: MAY 15, 2018    FOR THE MONTH OF: APRIL 2018

One Month 8%

ACCOUNT NUMBER	ACCOUNT NAME	2018-2019 ADOPTED BUDGET AS OF MAR 20, 2018	2018-2019 AMENDED BUDGET AS OF APR 15, 2018	REVENUE/ EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	VARIANCE
	<b><u>Revenues</u></b>						
	<b>Gift Income</b>	<b>\$500</b>	<b>\$671</b>	<b>\$171</b>	<b>\$171</b>	<b>25.47%</b>	<b>(\$500)</b>
454.03	<b>Investment Earnings</b>	<b>\$200</b>	<b>\$200</b>	<b>\$15</b>	<b>\$15</b>	<b>7.71%</b>	<b>(\$185)</b>
460.03	<b>Miscellaneous Revenue</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.00%</b>	<b>\$0</b>
	<b>Total Revenues</b>	<b>\$700</b>	<b>\$871</b>	<b>\$186</b>	<b>\$186</b>	<b>21.39%</b>	<b>(\$685)</b>
	<b><u>Expenditures</u></b>						
	<b>Library Services</b>	<b>\$56,425</b>	<b>\$56,596</b>	<b>\$2,482</b>	<b>\$2,482</b>	<b>4.39%</b>	<b>(\$54,114)</b>
	<b>Facilities &amp; Equipment</b>	<b>\$30,202</b>	<b>\$30,202</b>	<b>\$602</b>	<b>\$602</b>	<b>1.99%</b>	<b>(\$29,600)</b>
	<b>Other Operating Expenditures</b>	<b>\$98,891</b>	<b>\$98,891</b>	<b>\$217</b>	<b>\$217</b>	<b>0.22%</b>	<b>(\$98,674)</b>
	<b>Total Expenditures</b>	<b>\$185,518</b>	<b>\$185,689</b>	<b>\$3,301</b>	<b>\$3,301</b>	<b>1.78%</b>	<b>(\$182,387)</b>
	Fund Balance - Beginning	\$90,305	\$90,305		\$90,305		
	Reserved Fund Bal.	\$94,713	\$94,713		\$94,713		
	Net revenue (expenditures)	(\$184,818)	(\$184,818)		(\$3,115)		
	Fund Balance - Ending	\$200	\$200		\$181,903		

**Bloomfield Township Public Library**  
**Asset Allocation Summary**  
**April 2018**

Fund	Type	Annual Yield	Date	Amount on Hand
<b>General Fund</b>				
	5th 3rd Checking (Ecommerce)	0.00%	4/30/2018	\$89,138.25
	Flagstar Public Funds Savings	0.75%	4/30/2018	\$241,592.50
	Flagstar Premier Public Entities Checking	0.29%	4/30/2018	\$35,851.92
	RBC Capital Cash/Money Market	0.40%	4/30/2018	\$3,042.21
	RBC Capital - Investments	2.45%	4/30/2018	\$12,514,485.37
	<b>Total General Fund</b>			<b><u>\$12,794,972.00</u></b>
<i>Please see General Fund budget for notes on how this amount is earmarked</i>				
<b>Gift Fund</b>				
	Huntington Public Fund Business Interest Checking	0.15%	4/30/2018	\$120,405.14
	Huntington CD (Charnov gift) - matures 02/04/2019	0.45%	4/30/2018	\$50,000.00
	Fifth Third Bank Business Standard Checking	0.00%	4/30/2018	\$5,794.70
	<b>Total Gift Fund</b>			<b><u>\$176,199.84</u></b>

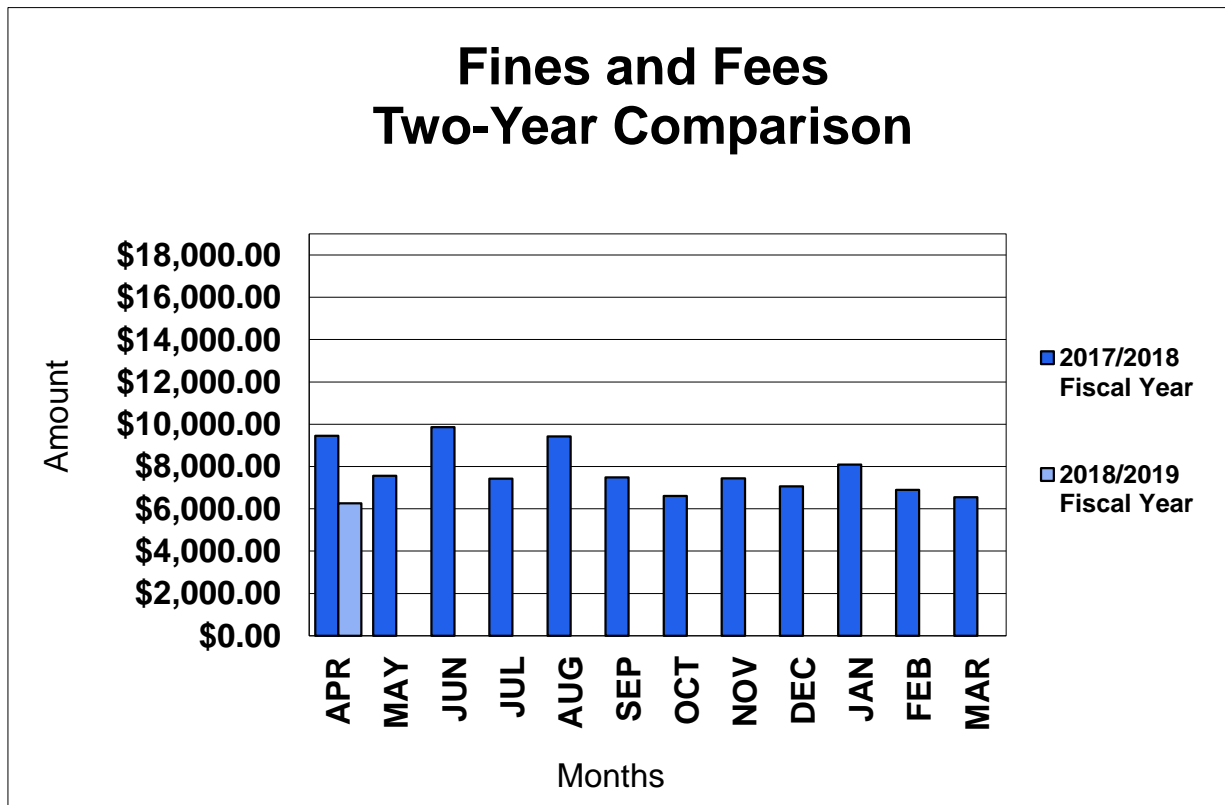
**CFSEM** The following endowment funds are administered by the Community Foundation for Southeast Michigan (CFSEM). CFSEM maintains unilateral variance power and legal ownership of the endowment funds, and therefore, principal is not available to BTPL. Earnings are available for distribution to the 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
<b>Total CFSEM holdings</b>		<b><u>\$147,214.00</u></b>



**FINES AND FEES - TWO-YEAR COMPARISON**

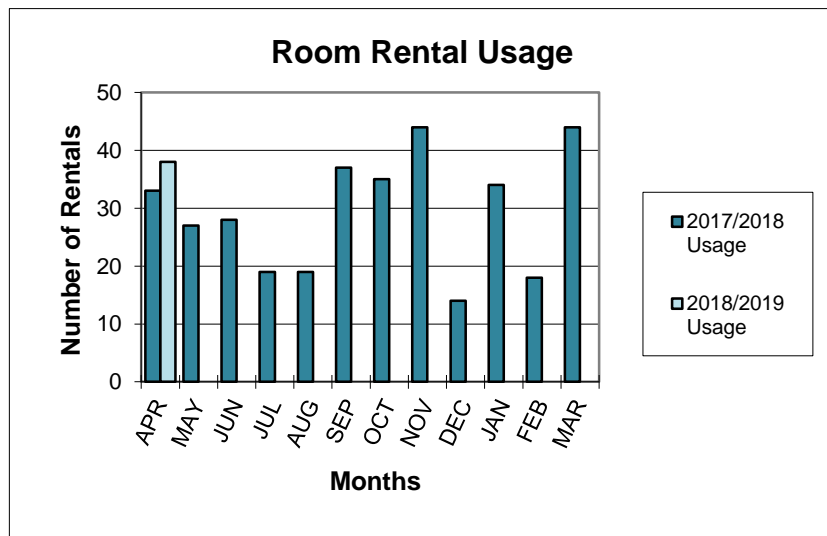
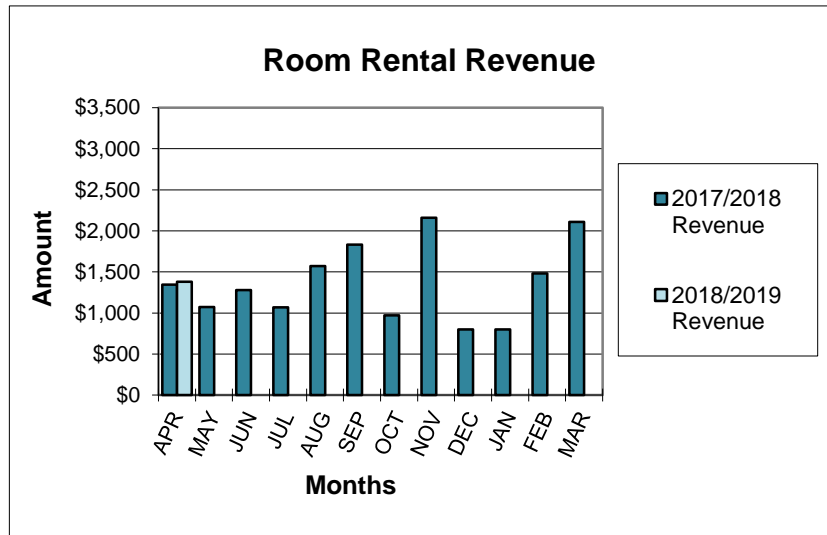
Month	2017/2018 Fiscal Year	2018/2019 Fiscal Year	Difference
APR	\$9,449.79	\$6,256.90	(\$3,192.89)
MAY	\$7,559.45		(\$7,559.45)
JUN	\$9,866.26		(\$9,866.26)
JUL	\$7,426.47		(\$7,426.47)
AUG	\$9,421.94		(\$9,421.94)
SEP	\$7,488.29		(\$7,488.29)
OCT	\$6,607.58		(\$6,607.58)
NOV	\$7,444.84		(\$7,444.84)
DEC	\$7,059.80		(\$7,059.80)
JAN	\$8,097.85		(\$8,097.85)
FEB	\$6,896.75		(\$6,896.75)
MAR	\$6,549.10		(\$6,549.10)
<b>TOTAL</b>	<b>\$93,868.12</b>	<b>\$6,256.90</b>	<b>YTD Difference (\$87,611.22)</b>



## ROOM RENTAL - TWO-YEAR COMPARISON

7b

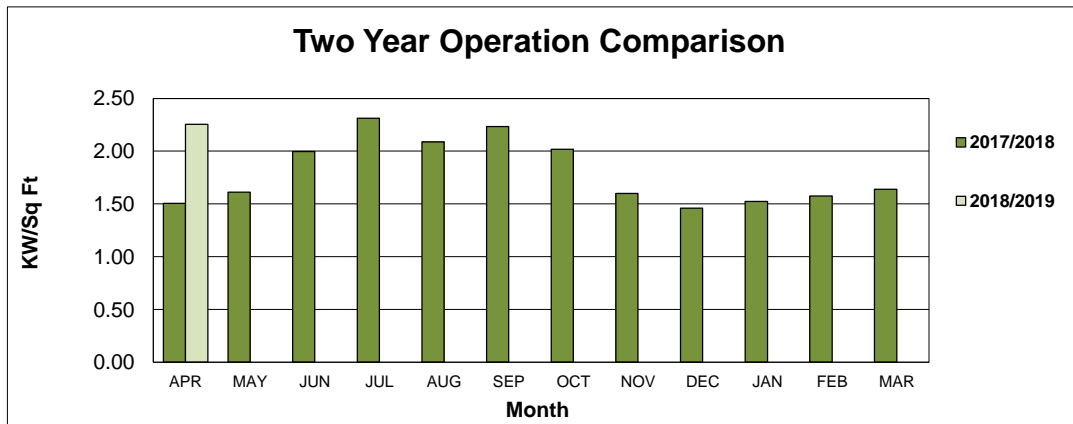
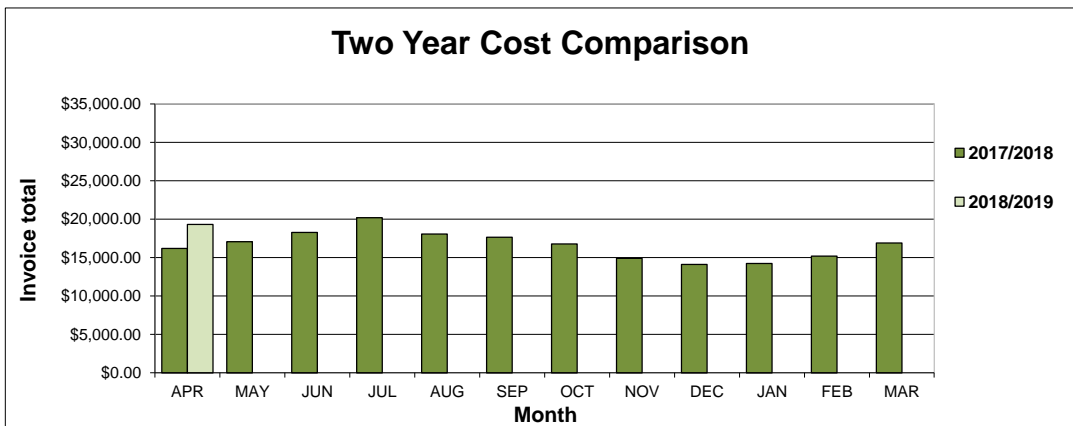
<u>Month</u>	<u>2017/2018</u> <u>Revenue</u>	<u>2018/2019</u> <u>Revenue</u>	<u>Difference</u>	<u>2017/2018</u> <u>Usage</u>	<u>2018/2019</u> <u>Usage</u>	<u>Month</u>
APR	\$1,345.50	\$1,380.00	\$34.50	33	38	APR
MAY	\$1,074.00		(\$1,074.00)	27		MAY
JUN	\$1,281.00		(\$1,281.00)	28		JUN
JUL	\$1,070.00		(\$1,070.00)	19		JUL
AUG	\$1,570.00		(\$1,570.00)	19		AUG
SEP	\$1,833.00		(\$1,833.00)	37		SEP
OCT	\$970.00		(\$970.00)	35		OCT
NOV	\$2,160.00		(\$2,160.00)	44		NOV
DEC	\$800.00		(\$800.00)	14		DEC
JAN	\$800.00		(\$800.00)	34		JAN
FEB	\$1,480.00		(\$1,480.00)	18		FEB
MAR	\$2,110.00		(\$2,110.00)	44		MAR
<b>TOTAL</b>	<b>\$16,493.50</b>	<b>\$1,380.00</b>	<b>YTD Difference</b> <b>(\$15,113.50)</b>	<b>352</b>	<b>38</b>	



## Bloomfield Township Public Library Electricity Analysis

Building Area = 101,023 Sq ft.

TWO YEAR COST COMPARISON				CURRENT YEAR OPERATION					
Month	2017/2018	2018/2019	Difference	TOTAL	COST/KWH	KWH/HR (24 x no. days per month)	KWH/SQ FT 101,023	COST/HR (24 x no. days per month)	COST/SQ FT. 101,023
				KWH					
APR	\$16,181.75	\$19,326.66	\$3,144.91	227,710	\$0.08	316.26	2.25	\$26.84	\$0.19
MAY	\$17,048.76		(\$17,048.76)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
JUN	\$18,251.58		(\$18,251.58)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
JUL	\$20,183.10		(\$20,183.10)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
AUG	\$18,042.04		(\$18,042.04)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
SEP	\$17,640.48		(\$17,640.48)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
OCT	\$16,784.00		(\$16,784.00)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
NOV	\$14,899.46		(\$14,899.46)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
DEC	\$14,103.39		(\$14,103.39)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
JAN	\$14,243.92		(\$14,243.92)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
FEB	\$15,178.78		(\$15,178.78)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
MAR	\$16,912.49		(\$16,912.49)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
			YTD Difference						
<b>TOTAL</b>	<b>\$199,469.75</b>	<b>\$19,326.66</b>	<b>(\$180,143.09)</b>						

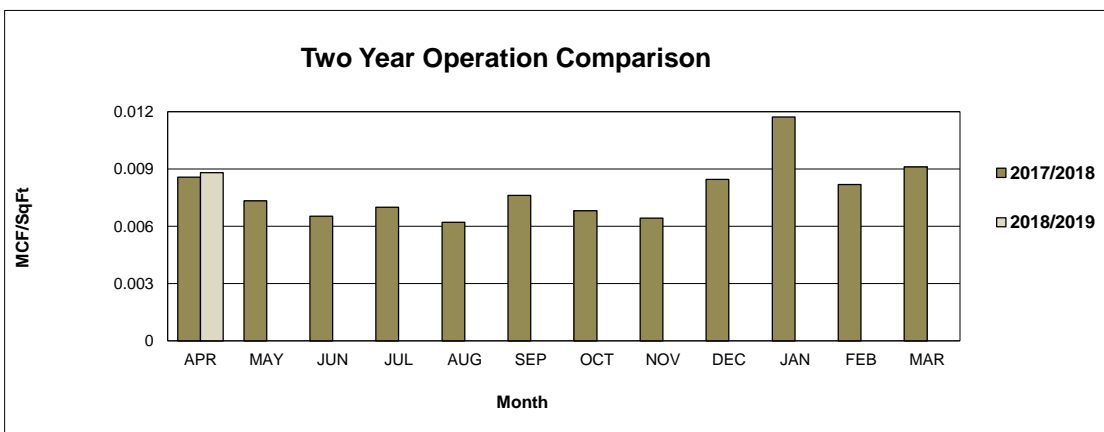
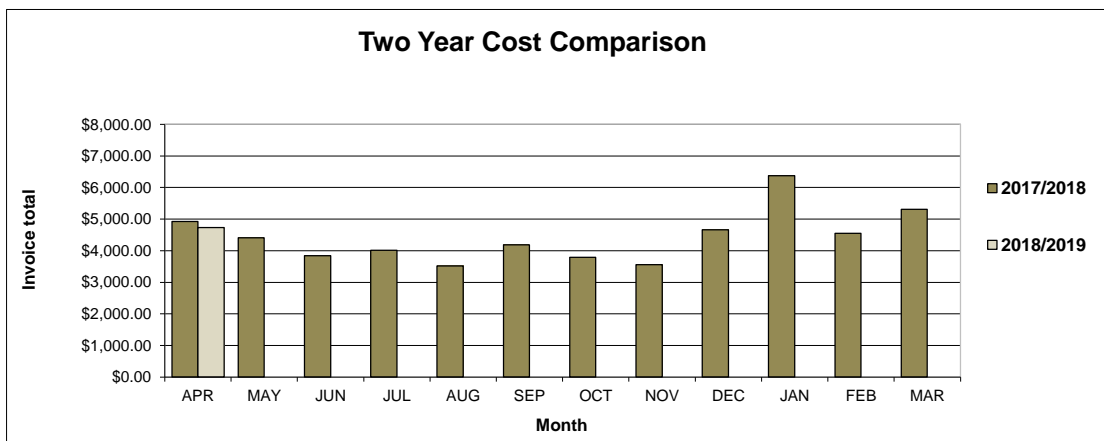


## Bloomfield Township Public Library Natural Gas Analysis

Building Area = 101,023

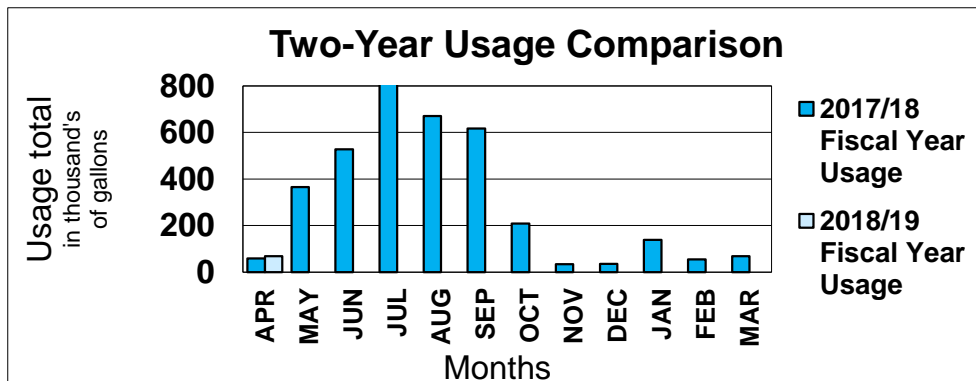
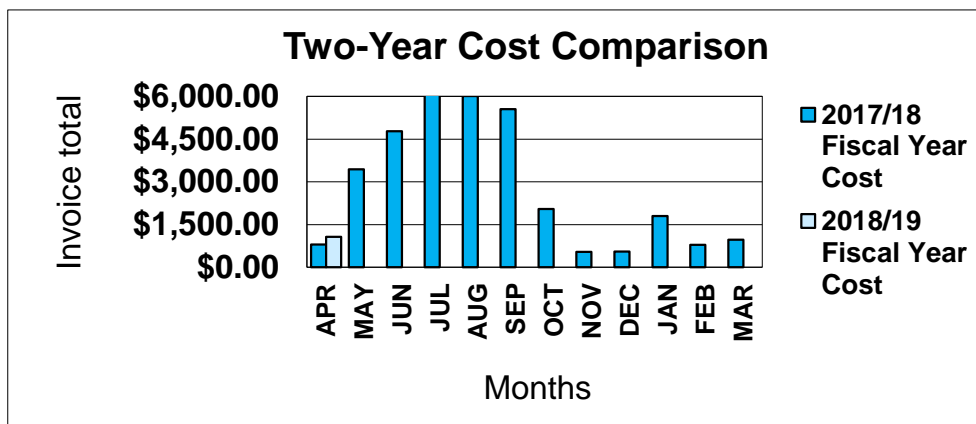
1 Cu. Ft. = 1000 BTU

TWO YEAR COST COMPARISON				OPERATION						
Month	2017/2018	2018/2019	Difference	MCF	COST/MCF	HOURS (24 x no. days per month)	MCF/HR	MCF/SqFt	\$/HR	\$/SqFt
APR	\$4,929.25	\$4,735.91	(\$193.34)	890.7	\$5.32	720	1.24	0.009	6.58	0.046
MAY	\$4,411.34		(\$4,411.34)		#DIV/0!	744	0.00	0.000	0.00	0.000
JUN	\$3,842.61		(\$3,842.61)		#DIV/0!	720	0.00	0.000	0.00	0.000
JUL	\$4,009.40		(\$4,009.40)		#DIV/0!	744	0.00	0.000	0.00	0.000
AUG	\$3,514.92		(\$3,514.92)		#DIV/0!	744	0.00	0.000	0.00	0.000
SEP	\$4,181.90		(\$4,181.90)		#DIV/0!	720	0.00	0.000	0.00	0.000
OCT	\$3,793.70		(\$3,793.70)		#DIV/0!	744	0.00	0.000	0.00	0.000
NOV	\$3,552.74		(\$3,552.74)		#DIV/0!	720	0.00	0.000	0.00	0.000
DEC	\$4,656.43		(\$4,656.43)		#DIV/0!	744	0.00	0.000	0.00	0.000
JAN	\$6,369.63		(\$6,369.63)		#DIV/0!	744	0.00	0.000	0.00	0.000
FEB	\$4,551.76		(\$4,551.76)		#DIV/0!	696	0.00	0.000	0.00	0.000
MAR	\$5,313.49		(\$5,313.49)		#DIV/0!	744	0.00	0.000	0.00	0.000
YTD Difference										
<b>TOTAL</b>	<b>\$53,127.17</b>	<b>\$4,735.91</b>	<b>(\$48,391.26)</b>							



## Bloomfield Township Public Library Water Analysis

Month	2017/18 Fiscal Year Cost	2018/19 Fiscal Year Cost	Difference	2017/18 Fiscal Year Usage	2018/19 Fiscal Year Usage	Difference
APR	\$803.09	\$1,070.69	\$267.60	59	68	9
MAY	\$3,440.06		(\$3,440.06)	365		(365)
JUN	\$4,772.76		(\$4,772.76)	528		(528)
JUL	\$7,363.60		(\$7,363.60)	829		(829)
AUG	\$6,010.12		(\$6,010.12)	670		(670)
SEP	\$5,554.34		(\$5,554.34)	617		(617)
OCT	\$2,046.74		(\$2,046.74)	209		(209)
NOV	\$540.76		(\$540.76)	34		(34)
DEC	\$552.89		(\$552.89)	35		(35)
JAN	\$1,802.28		(\$1,802.28)	138		(138)
FEB	\$783.36		(\$783.36)	54		(54)
MAR	\$965.31		(\$965.31)	69		(69)
			YTD Difference			YTD Difference
<b>TOTAL</b>	<b>\$34,635.31</b>	<b>\$1,070.69</b>	<b>(\$33,564.62)</b>	<b>3,607</b>	<b>68</b>	<b>(3,539)</b>



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

The Library is once again pleased to be the site for the Bloomfield Hills Schools annual student art exhibit. The "Art from the Hills" exhibit will be at the Library from Monday, May 14 through Saturday, May 26. The opening reception takes place on Tuesday, May 15 from 4:30 – 6:30pm. The library parking lot may be more crowded than usual during this time as students bring their families and friends to view their original artwork. Please take a moment to enjoy viewing this exhibit of many talented student artists in our Community Room, lobby area and local history display cases through May 26.

The Friends of Bloomfield Township Public Library held their annual meeting on Wednesday, May 9. After a brief business meeting where they elected Board members, a presentation was given by Charles Merrell, Lead Educator of Detroit Children's Museum, who spoke about the recent relationship between his organization and the Friends of the Library. The Detroit Children's Museum is owned and operated by the Detroit Public School Community District. Our wonderful and generous Friends of the Library have donated over 6,000 books to this organization. These books have been used to provide books for children in schools and Little Free Libraries. Congratulations, Friends, for helping to make a difference in our small part of the world!

Casual Day donations from library staff from March and April, 2018 were designated for the Myers Scholarship Fund. Our Staff Organization Committee (SOC) recently contributed \$167.00 to this fund from these casual day donations bringing our scholarship fund total to \$806. I am very thankful to our SOC for their contribution to this endowment fund, as it has increased the amount of scholarship funding that can now be given to our applicant(s).

Casual Day donations from library staff in May and June will be given by our Staff Organization Committee (SOC) to the Library's Endowment Fund in honor of the Library Board. Library staff, thank you for all that you do to support this wonderful Library!

Respectfully Submitted,

Carol Mueller  
Director

	2017		2018	
<b>COLLECTION</b>				
Book Collection:	272,696		267,914	
Media Collection:	63,439		62,478	
Total e-books:	31,851		14,464	
Overdrive	9,259		9,927	
EBSCOhost	19,197		0	
Total downloadable audiobooks:	5,215		5,418	
Materials Total:	373,201		350,274	
<b>CIRCULATION</b>				
Circulation Total:	63,413		57,829	
Bloomfield Township Circulation:	58,835		54,213	
Virtual Circulation Total	9,376		9,098	
Circulation of Youth materials:	24,195		19,812	
Circulation of Media:	19,448		16,137	
Circulation of Cranbrook passes:	281		221	
Self-checkout machine use:	25,238	39.8%	22,059	38.1%
Library by Mail:	68	29 patrons	42	31 patrons
<b>BUILDING &amp; EQUIPMENT USAGE</b>				
Door Count:	18,717 *		18,412 ^	
Gate Count:	25,942		51,605	
Meeting rooms by public:	33		38	
Meeting rooms by staff:	83		79	
<b>VIRTUAL USE</b>				
Home page hits:	32,620		32,390	
e-book access:	2,122		2,707	
Overdrive	2,093		2,706	
EBSCOhost	29		1	
Audiobook access: (Overdrive)	1,233		1,248	
Freegal music download access:	1,332		795	
Freegal music streaming:	2,510		1,722	
Magazine download access:	809		760	
Hoopla access:	1,370		1,866	
Tutor.com sessions:	27		57	
<b>Library Computer Use</b>				
Resident Use	1,533		1,349	
Guest Use	613		603	
*Library closed April 16 for Easter				
^Library closed April 1 for Easter				

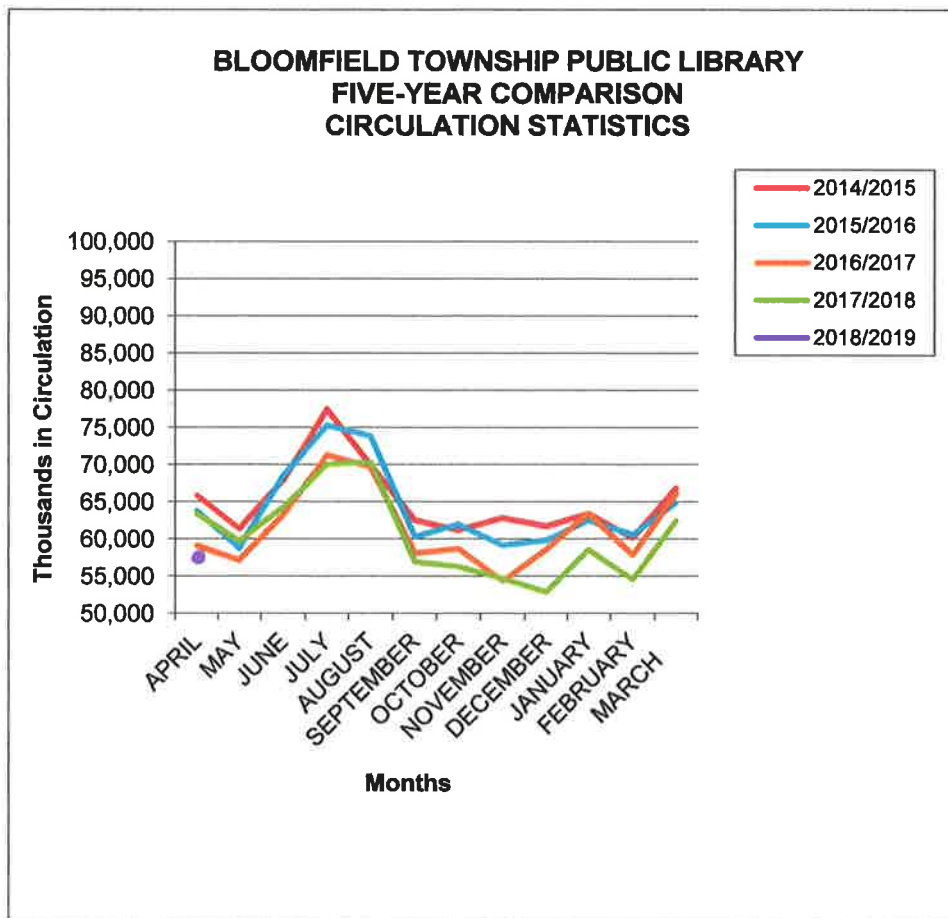
	2017		2018	
<b>OUTREACH &amp; PROGRAMS</b>				
<b><i>New Patrons and Accounts</i></b>				
Township:	131		149	
Cranbrook:	0		2	
Total new patrons:	202		209	
<b><i>Adult Program Attendance</i></b>				
Staff-led:	6 events	67 attended	9 events	96 attended
Speaker-led:	7 events	163 attended	6 events	275 attended
Book clubs:	6 events	61 attended	5 events	71 attended
Tours/visits on-site:	0	0	1 event	4 attended
Tours/visits off-site:	1 event	82 attended	0	0
Chamber Music Concert	1 event	113 attended	1 event	108 attended
Bloomfield Historical Society	1 event	76 attended	1 event	67 attended
BTPL Photo Reception	1 event	71 attended	1 event	109 attended
<b><i>Systems Program Attendance</i></b>				
Staff-led:	5 events	35 attended	10 events	57 attended
<b><i>Teen Program Attendance</i></b>				
Staff-led:	1 event	4 attended	1 event	1 attended
<b><i>Youth Program Attendance</i></b>				
Staff-led:	32 events	639 attended	24 events	518 attended
Speaker-led:	1 event	5 attended	2 events	149 attended
Tours/visits on-site:	0	0	1 event	43 attended
Tours/visits off-site:	1 event	82 attended	0	0
TOTAL:	63 events	1,398 attended	62 events	1,498 attended
<b><i>Volunteers:</i></b>				
	25 people	276.75	23 people	236.75 hours
	Shop: 11	121.75	Shop: 10	107
	Court: 0	0	Court: 0	0
	Students: 1	10	Students: 2	21
	Dept. Vol: 13	145	Dept. Vol: 11	108.75
<b><i>Patron Remarks</i></b>				
Patron Comments:	14		12	
Ask BTPL:	5		2	
Ask Us:	40		32	
<b>DISPLAYS</b>				
Lobby	Camera Display: Photo Contest & Reception Promotion			
Media	Adult: One World, Many Stories; World Film Collection			
	Youth: Disney Movies; Spring into Reading			
Local History	One World, Many Stories: Asia			



**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
FIVE YEAR CIRCULATION**

5/8/2018

	<u>2014/2015</u>	<u>2015/2016</u>	<u>2016/2017</u>	<u>2017/2018</u>	<u>2018/2019</u>
APRIL	65,851	63,783	59,090	63,413	57,829
MAY	61,347	58,740	57,125	59,745	
JUNE	67,987	68,518	63,243	64,319	
JULY	77,485	75,304	71,265	70,006	
AUGUST	69,931	73,868	69,676	70,391	
SEPTEMBER	62,536	60,292	58,100	56,939	
OCTOBER	61,177	61,960	58,678	56,291	
NOVEMBER	62,815	59,157	54,362	54,703	
DECEMBER	61,726	59,871	58,628	52,859	
JANUARY	63,404	62,491	63,455	58,510	
FEBRUARY	60,140	60,612	57,856	54,554	
MARCH	66,845	64,896	66,071	62,452	
<b>TOTAL</b>	<b>781,244</b>	<b>769,492</b>	<b>737,549</b>	<b>724,182</b>	<b>57,829</b>



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

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Bloomfield Township Public Library  
Oakland County, Michigan  
**Thursday, April 26, 2018, 11 a.m.**

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**Present:** Trustees: Tom Deska, Sandy Edwards, Grant Gerhardt, Eli Greenbaum, Judy Lindstrom, and 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

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**Old Business:**

***Photo Contest 2018 Recap***

The reception had over one hundred people in attendance and everything was well received, especially the cookies. The Trustees would like to do the contest again next year and felt it was a great event for the community. There had been comments that the People's Choice voting did not seem fair and concerns were expressed on how to limit the voting so no one "stuffed the ballot." There had also been some confusion about when the awards were given. Contacting the winners in advance ensured that all were in attendance that day. For future contests, it was suggested that the photo location and camera type be included on the form. Winners should also be given an opportunity to speak at the reception. The Friends' book sale day was a great element. A follow-up press release should be sent out.

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

- For PR, the event will be announced in the summer newsletter. A list of sponsors, which will be for the Read-a-Thon and the International Night, needs to be compiled to ask for donations
- For the reading segments of *A Wrinkle in Time*, Marian Rafal suggests reading the book as written (without omissions for pronunciations or religious sections) and dividing the reading by the number of people that sign up, so no one is turned away. Committee members could be on stand-by so that drop-in readers could still have a place. It was advised that prepared statements be made in consideration of any objections to the book.

- Logistics: the Media Area will be used, with the Youth Services Area as backup. The read-a-thon will not be recorded. The book is six and a half hours long, so the Read-a-thon will start at 10 a.m.

### ***One World, Many Stories-An International Night at the Library- October 13, 2018 (7-10 p.m.)***

- Continued discussion of events

Décor and layout: there was some discussion about where to put the caricature artist as well as the food and beverage layout. The taste test was cancelled due to a power outage and rescheduled for Monday, May 7 at 3 p.m. The selected food will be emphasized as more “continent rather than country” with Grant Gerhart, Tom Deska, Marian Rafal, Nancy Kulish, Carol Mueller, Tera Moon and Linden Godlove attending to assist in selecting menu choices. Carol Mueller is in touch with Jan Roncelli about the liquor license and working with the Friends to be a sponsor for this. For entertainment, the library has booked Michael the accordionist, who will open the evening. He has confirmed with a contract. Leilani, the belly dancer, will have with two accompanying dancers and perform for about 30 minutes, with the location to be determined. The Cliff Monear quartet will close the evening. Mark Berry, the caricaturist, is also booked. The Committee had tried to arrange for other entertainment, but were concerned with having everything booked and ready as soon as possible. Favors will be discussed at the next meeting. For volunteers, Marty McGee will assist in getting release forms for the photography and Larry Reeside will bartend. For “program and ticket printing,” tickets will not be printed, but there will be an electronic list and the program will tie in with the favors. Sponsorship was discussed with Celia Domalewski and Sandi Bird. Invitations and mailing list should be considered soon. For marketing, the newsletter will be sent out in June, and an email address will be established for the read-a-thon, for direct communications. There will be information on the website as the summer progresses, and by the end of July, tickets will be available for purchase. The Library can send out separate eBlasts to keep promoting the event and press releases will be sent out. The Library may consider a separate postcard mailing for this. For other outreach, there will be communications with the Friends, as well as a letter to the emeritus group. Linden Godlove and Nancy Kulish are confirmed as photographers for the evening. The sponsorship letter, levels and benefits were discussed and it was agreed that the outline was generous.

### ***Library Wide “One World, Many Stories” Program Series***

- Reviewed planned events on the printed program brochure

### ***New Business:***

No new business.

**Next meeting: Thursday, May 31, 11 a.m.**

## MINUTES OF THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY BUILDING AND GROUNDS COMMITTEE

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The meeting of the Bloomfield Township Public Library Board of Trustees Building and Grounds Committee was held in the Library on Tuesday, May 1, 2018 at 10:00 a.m.

**Present:** Trustees: Grant Gerhart, Eli Greenbaum, Judy Lindstrom, Joan Luksik

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

**Guests:** Geraldine Drake and Fatima Beachum of Quinn Evans Architects (QEA)

### Old Business:

#### Lobby Floor Updates

A representative from the cork flooring manufacturer declared that cork is not a viable solution for our lobby floor. The reasons are a high traffic pattern and sunlight from the high windows would cause discoloration. The possibility of terrazzo was discussed. The group is interested in exploring this possibility. Geraldine suggested visiting Beaumont Royal Oak emergency center and north entrance for an example of a nice terrazzo installation. The committee requested photos of other installations which QEA will bring to the next meeting.

#### Welcome Desk Panels

Fatima presented a visual representation of the proposed design of the Welcome Desk panels. The proposed design is to apply the Library's logo to new screens. 3form is the company that originally made the welcome panels and will make the new panels with this new design. The committee approved this concept. QEA will move forward with ordering this design from 3form and will bring more details including pricing and a timeline to the next meeting.

#### Lower Level Renovations

Fatima presented carpet and linoleum flooring samples that were selected during the last meeting. The committee discussed the options of broadloom carpet versus carpet tiles. The committee preferred the broadloom. QEA will create the bid documents for this project. Carol asked for the timeframe of this project so that it can be scheduled around meeting room use. QEA will bring bid documents and a schedule to the next meeting.

#### Restroom Renovations

Fatima reviewed plans for the restroom renovations. The restrooms being renovated are the two on the lower level and the restrooms near the Community Room on the main level. All components of these restrooms will be renovated, but will not be moved or reconfigured. Flooring, wall covering, toilet partitions, and fixtures-including toilets-will be new. Plumbing will not be changed nor moved. The committee approved moving forward with this plan. QEA will create bid documents and a schedule within the next six to eight weeks.

**Roof Update**

The infrared scan is scheduled for May 14, 2018 at 8pm.

**New Business:****Timberlake Road Repaving Project**

Later this week Joel and Carol are meeting with officials from Bloomfield Township to learn more about a project being proposed for infrastructure upgrades and repaving on Timberlake Road

**Next meeting is: Tuesday, May 29, 2018 at 10:00am**

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
MEMORANDUM**

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**TO:** Trustees  
**FROM:** Carol Mueller  
**DATE:** May 8, 2018  
**SUBJECT:** Library's Strategic Plan Review

The Library's 2016-2020 strategic plan was approved by the Library Board of Trustees in December 2015. Since 2015, library staff has accomplished many of the investments of the plan and is beginning work on the biggest project – the Library's Space Needs Assessment Project. Tera Moon will review these accomplishments with you at the regular monthly meeting on May 15, 2018.

The work to accomplish these investments happens in committee meetings and is done in addition to regular duties, such as working desk shifts, receiving orders, planning programs, and the many other tasks that make the Library run so smoothly. One of the most valuable things about working on strategic plan implementation is that it forces us to take a step back from those daily tasks and look at the Library from a broader perspective.

I invite you to step into that broader perspective and look forward to the Library's future. Please bring your thoughts to the Library Board meeting on Tuesday, May 15 on what you would like to see happen in 2020 when this strategic plan has expired. Additionally, consider what the Library Board might like to see happen in 2024 when the current millage restoration and the 2008 Library Improvements Project Bond payments end. What are the best ways we can continue to elevate this Library from an A to an A+ library? I look forward to hearing your thoughts.

In May 2015, under the guidance of the Bloomfield Township Public Library's strategic planning committee consisting of the library director, assistant director two library board members and two staff members, the Library began the strategic planning for years 2016 – 2020. Library consultants Kimberly Bolan and Associates, LLC facilitated the process.

### **The Process**

The Library's strategic planning process included the following key areas.

- 1) **Gathering community input and data**, which involved showing Bloomfield staff and residents (both users and non-users) the possibilities for the Library as a thriving 21<sup>st</sup> century library, and then gathering their input and ideas. In addition, benchmark, demographic, SWOT, and collection analysis were completed.
- 2) **Developing solutions** by compiling all gathered data and input and then working with the planning team during a Strategic Retreat to establish key strategic areas, specific goals, and related investments required to implement the goals to help the Library thrive over the next three years and beyond.
- 3) **Providing a path to results** by developing a plan that the Library staff and board can live, breathe, and readily implement on a day-to-day basis.

In total, twelve stakeholder sessions were conducted for the Bloomfield Township Public Library during August and September 2015. Focus group participants included the general public, parents, educators, boomers and seniors, the business community, Friends of the Library, teens, staff members, and trustees. Participants included frequent library users and non-users and ranged in ages and backgrounds. In addition, four one-on-one meetings were held with the township clerk, the township treasurer, the school superintendent, and the township supervisor. Overall, 125 stakeholders participated in the discussions regarding the Library's facility, services, and strategic future. In addition to the stakeholder sessions, an online survey was conducted from August 4 – September 18, 2015. 270 surveys were completed. Survey participants included a mix of library users and non-users with 94% being regular users (i.e., using the library multiple times a month or more) and the remainder being infrequent to non-users. Survey takers ranged from 13 years of age to over 75. 81% were 55 years of age or older.

### **What We Heard**

The community focus groups and online survey explored several topics including customer service, programming, outreach, marketing, technology, collections, overall physical library space. Detailed summaries of all focus group and stakeholder feedback were provided in separate documents to the Library's leadership. All stakeholder input, data analysis, and follow-up exploration work led to the strategic foci, goals, and investments outlined on page 2 of this document.

### **Evaluation & Collaboration**

With the goal of achieving all outlined goals over the next three years, Library administration, staff, and board of trustees will regularly evaluate their progress and achievements. Objectives set forth in this plan will be accomplished as outlined and will be reviewed on a monthly basis at the Library's board meetings. This balanced and systematic process also emphasizes that the resulting plan will be iterative and evolve substantially over the next several years. A strategy screen and work plan will be created by the team in order to best carry out and assess the plan.

The keys to Bloomfield Township Public Library's implementation, evaluation and, ultimately, the success of its strategic plan will be:

- A thorough understanding of the plan as well as active involvement in implementing the plan by staff and the board of trustees
- Frequent and ongoing communication between administration and staff
- Frequent and ongoing communication between Library staff and the public
- Active collaboration between the Library's board of trustees, administration, staff, outside organizations, and the community

**Our Mission:**

Bloomfield Township Public Library champions the power of words to spark discovery and imagination.

Strategic Focus	Goal	Investments	Outcome
Renowned Customer Service	Further develop the highest level of customer service for Bloomfield Township residents	<ul style="list-style-type: none"> <li>• Increase staff awareness in order to reduce user redirecting</li> <li>• Improve wayfinding throughout the building</li> <li>• Offer Library tours to new and existing users</li> <li>• Develop consistency and application of policies by staff</li> <li>• Improve Wi-Fi access: outdoors, terraces &amp; parking lot</li> </ul>	A community that loves the Library as much for the outstanding service as for the resources
Effective Public Awareness & Fundraising	Expand awareness, use and support of the Library and its services	<ul style="list-style-type: none"> <li>• Commit more resources and attention to marketing</li> <li>• Develop a marketing and awareness plan</li> <li>• Work to better personalize the marketing experience</li> <li>• Increase the commitment to social media</li> <li>• Re-evaluate newsletter content and design approach</li> <li>• Expand outreach within the community</li> <li>• Develop opportunities to increase donor commitments</li> </ul>	The Library is viewed as one of the community's most important resources & priorities
Exceptional Services & Collections	Increase use of and customer satisfaction with the Library's services and collections	<ul style="list-style-type: none"> <li>• Create a coordinated programming plan focusing on quality over quantity</li> <li>• Expand the scope and depth of technology training</li> <li>• Increase senior outreach and senior center partnerships</li> <li>• Upgrade the usability of the website and online calendar</li> <li>• Further enhance the local history collections</li> <li>• Further evaluate collection content and merchandising</li> <li>• Engage all staff in continuous learning about library services and collections</li> </ul>	Quality services that engage and elate all users and deliver the most effective use of taxpayer dollars
Quality Spaces & Places	Provide an attractive, easy-to-use and flexible facility and grounds that meet a variety of users' needs	<ul style="list-style-type: none"> <li>• Re-evaluate the layout, size and functionality of various spaces throughout the building including, but not limited to, the computer lab, café, youth room, and teen area</li> <li>• Improve awareness of the use of appropriate volume levels and activities in the respective quiet and active areas</li> <li>• Increase and improve practicality, comfort and flexibility of furnishings</li> <li>• Improve outdoor space usability for programming and individual use</li> </ul>	The community perceives the facility is efficiently and effectively supporting the needs of all users



**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**

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**TO:** Trustees  
**FROM:** Carol Mueller  
**DATE:** May 11, 2018  
**SUBJECT:** Library Endowment Funds 2018

Each year, the Library receives notification from the Community Foundation for Southeast Michigan (CFSEM) regarding the payouts available from our Library's six endowment funds. We received such notifications for 2018 and responded with our decisions regarding payouts in March, 2018. The six endowment funds, the available payouts, and our recommendations are:

**Bloomfield Township Public Library Endowment/ Amber Trust Funds and the Smith Challenge Grant Fund** – the purpose of these endowment funds is to provide support for the general charitable purposes of the Library. Further, the Smith Challenge Grant stipulates that the decision to accept the payout and how it will be used during the year is to be made by the Library Department Heads. This year the Department Heads have elected to accept the Smith Challenge Grant payout to use for Library team building purposes. The Library Department Heads recommend accepting the Smith Challenge Grant this year to add to the amount available for the 2018 annual Holiday Party. As you know, this is the one time of year when the Library Board, Friends Board, Library staff and volunteers gather together socially to strengthen our bonds and common interests in and support of the Bloomfield Township Public Library. It has become more and more challenging for SOC to organize an event to be enjoyed by many, yet funded with the gift provided by the Friends. This additional funding will open up a few more options for SOC to plan a fun event for many to enjoy. This idea was unanimously supported by Department Heads at our managers meeting on February 14, 2018. I recommend not accepting payouts from the Endowment/ Amber Trust funds this year as we have funding left from previous payouts to support audio book purchases. The payouts available are:

Endowment/Amber Trust Funds - \$1,439.00 to be reinvested

Smith Challenge Grant Fund - \$1,385.00 to be accepted

**The Fair Radom Garden Endowment Fund** – the purpose of this fund is to support the beautification, improvement and preservation of the Library's gardens as well as related educational programs and activities at the Library. We propose reinvesting the payouts from this endowment this year as funding is available from previous payouts to use. The payouts available are:

June, 2018 - \$326.50 – to be reinvested

December, 2018 - \$326.50 – to be reinvested

**The Yvonne T. Atkinson Fund** – the purpose of this fund is to support the general charitable purposes of the Library with a preference for programs encouraging and supporting book discussion. We propose accepting the payouts from this fund to support our library sponsored book discussion groups. The payouts would be split evenly between Adult Services and Youth Services. The payouts will be:

June, 2018 - \$640.50 to be accepted

December, 2018 - \$640.50 to be accepted

**The Jeanette P. Myers Scholarship Fund** – the purpose of this fund is to provide funds to encourage and support the post-secondary education of past or present employees of the Library or persons who have some relationship with the Library. The payout from this fund is accepted every year. This annual scholarship is awarded in August each year, prior to the regular Library Board meeting that month. The payout will be:

June, 2018 - \$639.00 to be accepted

**Bloomfield Township Public Library Director's Legacy Fund**, established in July, 2013, supports staff development opportunities and staff training that improves or enhances service to the public. I am recommending that we do not accept the payouts from this fund this year but instead invest these back into the fund to grow the corpus, resulting in potentially larger payouts in the future. This fiscal year, we have included staff development funding in the General Fund budget. The amounts reinvested into the fund will be:

June, 2018 – \$317.50 to be reinvested

December, 2018 - \$317.50 to be reinvested

The Development Committee has given their full support of these recommendations and we have responded to CFSEM accordingly. Along with this memo, I have included a report on our endowment funds, prepared by our Finance Coordinator Sandi Bird, for your information. Please let me know if you have any questions.

# Memo

To: Carol Mueller  
From: Sandi Bird  
Date: 4/24/2018  
Subject: BTPL Endowment Funds

The following is a report on endowment funds for which the BTPL Board of Trustees has oversight responsibility. All funds are held by and administered by The Community Foundation of Southeastern Michigan (CFSEM). A similar report will be furnished each year when fiscal year-end (December 31) fund balances are available.

1. Bloomfield Township Public Library (BTPL) Endowment Fund & Lawrence and Isabel Francis Smith Challenge Grant Fund

- a. **BTPL Endowment Fund** established November 22, 1996 from a donation of George & Elizabeth Frost.  
**Smith Challenge Grant Fund** established November 24, 1998 (\$2,000/yr. for five years, to be matched by other donations).
- b. Purpose of Funds: provide support in furtherance of the general charitable purposes of BTPL.
- c. Please note: CFSEM combines Endowment Fund and Smith Challenge Funds together in their reports. The breakdown below is BTPL's best guess of the actual percentages in each fund based on CFSEM's grant distributions to each fund.

1/1/17 Market Value of <b>Endowment Fund</b>	\$ 30,724.53
2017 Contributions Received for <b>Endowment Fund</b>	\$ 144.92
2017 Income (Loss) for <b>Endowment Fund (51.08%)</b>	\$ 4,724.12
2017 Grant received from <b>Endowment Fund (49.8%)</b>	\$ (0.00)
12/31/17 Market Value for <b>Endowment Fund (51.08%)</b> of total provide by CFSEM)	\$ 35,593.57

2018 **Endowment Fund** grant available from combined funds' 12/31/17 balance is \$1,439.00. (Distribution was declined.)

1/1/17 Market Value for <b>Smith Challenge Grant Fund</b>	\$ 30,970.47
2017 Contributions Received for <b>Smith Challenge Grant Fund</b>	\$ 146.08
2017 Income (Loss) for <b>Smith Challenge Grant Fund (48.92%)</b>	\$ 4,524.88
2017 Grant received from <b>Smith Challenge Grant Fund (50.2%)</b>	\$ (1,549.00)
12/31/17 Market Value for <b>Smith Challenge Grant Fund (48.92%)</b> of total provided by CFSEM)	\$ 34,092.43

2018 **Smith Challenge Grant Fund** grant available from combined funds' 12/31/17 balance is \$1,385.00. (Distribution will be taken in June and December 2018.)

- d. Responsibility for decisions regarding use of Endowment Fund grant: Library Director/Board of Trustees  
Responsibility for decisions regarding use of Smith Challenge Fund grant: Committee of Library's Department Heads.

2. Jeanette P. Myers Memorial Scholarship Fund

- a. Established March 24, 1998 from donations by Rodman N. Myers family.
- b. Purpose of fund: Provide funds to encourage and support the post-secondary education of past or present employees of BTPL or persons who have some relationship with the Library, as the Selection Committee shall determine.

c. 1/1/17 Market Value	\$ 13,853.00
2017 Contributions Received	\$ 0.00
2017 Income (Loss)	\$ 2,019.00
2017 Grant received	<u>\$ (641.00)</u>
12/31/17 Market Value	\$ 15,231.00

2018 Grant available from 12/31/17 balance is \$639.00 (Distribution will be taken in June 2018.)

- d. Responsibility for decisions regarding use of grant: Selection Committee comprised of Library Director and two members of the Library Board of Trustees.

3. Yvonne T. Atkinson Fund

- a. Established December 4, 2001 from a donation from the Yvonne T. Atkinson Trust.
- b. Purpose of fund: support the general charitable purposes of BTPL with a preference for programs encouraging and supporting book discussions.

c. 1/1/17 Market Value	\$ 27,708.00
2017 Contributions Received	\$ 0.00
2017 Income (Loss)	\$ 4,037.00
2017 Grant received	<u>\$ (1,292.00)</u>
12/31/17 Market Value	\$ 30,453.00

2018 Grant available from 12/31/17 balance is \$1,281.00. (Distribution will be taken in June and December 2018.)

- d. Responsibility for decisions regarding use of grant: Library Director/Board of Trustees.

4. Fair Radom Garden Endowment Fund

- a. Established February 12, 2010 from donations by the Fair Radom family.
- b. Purpose of fund: Provide support for the improvement and preservation of the public garden(s) of the Bloomfield Township Public Library as an educational and outreach resource to the public on proper land use and landscaping, and the development and implementation of educational and research programs and activities relating to such public garden(s).

c. 1/1/17 Market Value	\$ 14,113.00
2017 Contributions Received	\$ 0.00
2017 Income (Loss)	\$ 2,056.00
2017 Grant received	<u>\$ (658.00)</u>
12/31/17 Market Value	\$ 15,511.00

2018 Grant available from 12/31/17 balance is \$653.00. (Distribution was declined.)

- d. Responsibility for decisions regarding use of grant: Library Director/Board of Trustees.

5. Library Director's Legacy Endowment Fund

- a. Established June 28, 2013 from donations from various persons.
- b. Purpose of fund: Provide funds to provide staff development opportunities and staff training that improves or enhances service to the public.

c. 1/1/17 Market Value	\$14,106.00
2017 Contributions Received	\$ 127.00
2017 Income (Loss)	\$ 2,100.00
2017 Grant received	\$ (0.00)
12/31/17 Market Value	\$16,333.00

2018 Grant available from 12/31/17 balance is \$635.00. (Distribution was declined.)

d. Responsibility for decisions regarding use of grant: Library Director/Board of Trustees.

**NOTES:**

1. Monies paid into endowment funds are invested by CFSEM in stocks and bonds. All earnings from these investments are credited to the individual endowment fund.
2. Administrative Fees and Bank Fees are charged to each individual endowment fund by CFSEM. These amounts vary but are usually less than 1% per fund each year. In 2007 CFSEM no longer provides the breakdown for each individual fund, claiming it is a money savings not to do so.
3. When the balance in an endowment is more than \$10,000, a grant of up to 5% is offered to BTPL by CFSEM. The grant may be taken whole, in part, or not at all. Grants are made in June and December. When the balance in an endowment fund is less than \$10,000, no grant is offered by CFSEM. Any net increase in value is credited to the endowment.
4. In the event that the investments return less than 5% or incur a loss for any given year, a distribution of 5% is still offered from each endowment. However, in this type of situation, the CFSEM advises the reinvestment of that distribution rather than the pay out of it to increase the long term value of the fund.
5. The principal amount of money in an endowment may never be withdrawn.
6. In addition to administering endowments, CFSEM makes grants to local charitable and community organizations from money donated to CFSEM. BTPL is eligible to apply for such a grant. Monies in the grant and endowment funds are completely separate accounts.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
MEMORANDUM**

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**TO:** Trustees  
**FROM:** Tera Moon  
**DATE:** May 8, 2018  
**SUBJECT:** Strategic Plan Update

We are at the halfway point of the Library's 2016-2020 strategic plan. At the May 15, 2018 meeting, I will review what has been accomplished so far and ask you to look forward to 2020. The Space Needs Assessment project we are working on with Quinn Evans Architects is a direct result of the strategic plan and will likely take us through the rest of this plan cycle. What is the Library Board's desire for the next steps in the Library's future? I look forward to hearing your thoughts.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
MEMORANDUM**

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**TO:** Trustees

**FROM:** Tera Moon

**DATE:** May 8, 2018

**SUBJECT:** Space Needs & Wayfinding Assessment Update

After working with Jim Mumby, Geraldine Drake, and Fatima Beachum of Quinn Evans Architects for six months, we have agreed on a concept that will change many aspects of our library building and service. This project is a direct result of our 2016-2020 strategic plan and accomplishes many of the investments written in the strategic plan. The Trustees are invited to discuss this project as it relates to the strategic plan and the future of the Library.



# June 2018

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
				1 12PM English Language Conversation Hour	2	3
4 4:30PM Google CS-First Computer Coding with Scratch	5 10AM Knit 'n Stitch Circle 2PM HITS Theater	6 12:15PM Friends Meeting 4:30PM Google CS First	7 4:30PM Read to Seed Garden Club	8 12PM English Language Conversation Hour	9 9:30AM – 3:30PM Friends of the Library Second Saturday 11AM SENSEational Story Time	10
11 11AM Adult /Teen Sensory Storytime 4:30PM Google CS First	12 12PM Memoir Writers' Group 7PM Sustainable Gardening for the Homeowner with Jan Bills	13 <b>Gale Courses Begin</b> 1PM Library Tour: Discover Your Library 4:30PM Google CS First 6:30PM Writers' Rendezvous	14 1PM Drop In Download Help 6PM Introduction To Social Networking	15 10AM Coffee &Conversation 12PM English Language Conversation Hour	16	17
18 1PM 30 Minute Lunchtime Book Club 4:30PM Google CS First 6:30PM Summer at the Library! 6:30PM 2018 Summer Reading Kick Off for Teens and Adults	19 10AM Tuesday Book Club 10AM Family Story Time 7PM BTPL Board of Trustees Meeting 7PM Next Steps to Getting Your Manuscript Published with Barbara Bloom	20 1PM Mystery Book Club 4:30PM Google CS First 6:30PM Summer Nights Trivia	21 2PM So You Want To Be a Rock Star	22 11AM Sensory-Friendly Movies for Adults and Teens 12PM English Language Conversation Hour 1PM Computer Basics 6:30PM Escape Room for Teens and Tweens After-Hours	23 4:30PM Google CS First 6PM Books in Bars at Rusty Bucket 7PM Cities for Art Lovers with Wendy Evans	24
25	26 1PM Memoir Writers' Group 7PM Klezundheit	27 2PM LEGO Club 4:30PM Google CS First 6:30PM Writers' Rendezvous	28 10AM Eleanor's Book Club	29 12PM English Language Conversation Hour	30 2PM Microsoft Word	