



Bloomfield Township Public
Library

**Bloomfield Township Public Library
Board of Trustees**

Library Board Meeting
June 19, 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, June 19, 2018
7:00 p.m.

#	<u>NUMBERED ITEMS</u>	<u>DATE DELIVERED</u>
1	Agenda	6/13/2018
2a	Request to remove items from the Consent Agenda for Discussion	6/13/2018
2b	Motion to approve the order of items for the regular and consent agendas	6/13/2018
5	Motion to approve remaining Consent Agenda items 6-8d	6/13/2018
6	Regular Board Meeting Minutes of 5/15/18	6/13/2018
7a	Cash Disbursements	6/13/2018
7b	Revenues/Expenditures Budget Report	6/13/2018
7c	Energy Report	6/13/2018
8a	President's Report– no report	
8b	Director's Report	6/13/2018
8c	Art Committee –no report	
8c	Bloomfield Township Liaison – no report	
8c	Building, Grounds, Landscaping, Interiors Committee –5/29/2018	6/13/2018
8c	Cranbrook –no report	
8c	Development Committee – 5/31/2018	6/13/2018
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	
10a	Strategic Plan Review	6/13/2018
11a	Periodical Bid	6/13/2018
13	Motion to approve any items removed from the Consent Agenda	6/13/2018

<u>UNNUMBERED ITEMS</u>	<u>DATE DELIVERED</u>
Board Question Follow Up	6/13/2018
Strategic Plan Update	6/13/2018
Space Needs and Wayfinding Assessment	6/13/2018
Calendar	6/13/2018

AGENDA
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, June 19, 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 May 15, 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
 - a. Strategic Plan
11. New Business
 - a. Periodical Bid
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 July 17, 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, May 15, 2018

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

Present: Trustees: Sandra Edwards, Grant Gerhart, Judy Lindstrom, and Joan Luksik

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

Guests: Systems Specialists Paul Zink and Tim Perry, Staff Organization Committee Representative (SOC).

Upon discussion, a motion was made by Grant Gerhart, seconded by Sandy Edwards **TO APPROVE THE ORDER OF ITEMS FOR THE REGULAR AND CONSENT AGENDAS.**

A vote was taken for approval of the motion.

Ayes: Edwards, Gerhart, Lindstrom and Luksik

Nays: None

MOTION CARRIED

President's Verbal Report:

Vice President Judy Lindstrom remarked that she's certain everyone has observed how gorgeous the Library is outside. She thought of it as a book, and the exterior with its grounds is like a beautiful book cover, that entices everyone to our door. She loves the progression of the flowers. Kudos to Jim Slezinski of Goldner Walsh for his work.

Director's Verbal Report:

Director Mueller provided a correction her April report: Lauren Aquilina made the cootie catchers for Youth Services bibliographies. On this month's activity report, the gate count was also not correct, but should have been 25,803.

The director inquired if the Trustees had the opportunity to see the Art from the Hills. She reported that it is just wonderful this year. The Library hosted the reception this evening at 5:30 p.m. The Community Room was packed with excited students and their proud parents and grandparents. This is the library's 10th year of hosting this exhibition. The art is on exhibit in the community room, as well as the lobby display cases and near the media center. The organizers gave the Library many great thanks at the reception. They love having the exhibition here and will return next year.

Thank you to the Board of Trustees for their support of Staff Development Day. The Library schedules it on a Friday and the Library is closed to the public so that more of the staff can attend.

85 staff members, out of a staff of 100, attended, with it mostly being high school students who could not attend. For this day of speaking and training, the Library had Quinn Evans sharing about the spaces and wayfinding plan so that all staff had the opportunity to hear about that. Tom Sharpe, drummer from Manheim Steamroller, provided great and inspiring messages about the importance of education and preparation. In the afternoon, representatives from NBS, one of the library's furniture suppliers, reviewed chair ergonomics as well as adjustments staff can make to their posture and habits to ensure less body strain while at work. The Library distributed service awards to 12 individuals celebrating a collective 150 years of service to the Library.

The Library will be closed on Sunday May 27 and Monday, May 28, for Memorial Day Weekend.

The Meyers Scholarship will close on June 1, 2018. There is a little more time to promote that.

Save the date on Saturday, June 16, we will have a used equipment sale. The first half hour is reserved for Bloomfield Township resident.

Paul Zink and Tim Perry, Systems Specialists, were present to showcase a TruTouch screen, an interactive touchscreen display. It is kept a rolling mobile cart, which permits it to be taken around the Library, but is kept in the Youth Services Storytime room, for primary use with story times and programs.

Upon discussion, a motion was made by Joan Luksik, seconded by Sandy Edwards **TO APPROVE THE REMIANING ITEMS ON THE CONSENT AGENDA.**

A vote was taken for approval of the motion.

Ayes: Edwards, Gerhart, Lindstrom and Luksik

Nays: None

MOTION CARRIED

REGULAR AGENDA:

Call to the Public: Vice President Judy Lindstrom welcomed Tim Perry, Systems Specialist and Staff Organization Committee Representative (SOC).

Tim Perry had nothing to report at this time.

UNFINISHED BUSINESS:

No unfinished business.

NEW BUSINESS:

11a 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. The Library is halfway through the strategic plan. The Space Needs Assessment project the Library is 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. Tera Moon reviewed the plan

with the Board, including what has been accomplished so far. She asked the Trustees to look forward to 2020.

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.

The Board agreed they should reconvene to further discuss the strategic plan, inviting back Kim Bolan and Associates.

DISCUSSION OF ITEMS REMOVED FROM THE CONSENT AGENDA

Joan Luksik noticed a difference in our electricity costs from 2017-2018 and wished to know the reason. Director Mueller reported that we had a few incidents where our power went out and, in addition, our “pringle switch” was flipped, which causes a surge in the power. The area also lost power and many residents visited the Library to use laptops, phones, and other devices, which may have driven the usage up. Joan Luksik felt that the rise in costs wasn’t critical to scrutinize, but cautioned we should observe and see if it is a continual trend.

Upon discussion, a motion was made by Joan Luksik, seconded by Grant Gerhart **TO APPROVE THE ITEMS REMOVED FROM THE CONSENT AGENDA.**

A vote was taken for approval of the motion.

Ayes: Edwards, Gerhart, Lindstrom and Luksik

Nays: None

MOTION CARRIED

OTHER:

Sandy Edwards declared that she had a very good Friends report. The Friends had their annual meeting and luncheon on Wednesday, May 9th as well as the monthly meeting. On the May 1 meeting, the Friends considered a request for “One World Many Stories International Night at the Library” and approved the Universe Sponsorship Level at \$5,000.00 for the event. They also donated \$80.00 to Youth Services Collections in memory of Germaine Sliney, who recently passed away. Sandy Edwards spoke favorably of the annual meeting. The keynote speaker was Charles Merrill of Detroit Children’s Museum. The Friends of the Library have donated over 7,000 books to the museum and Mr. Merrill has given them to schools, particularly Title 1 schools in the city of Detroit. He shared a slide-show and anecdotes about the books. At the Annual Meeting, the Friends also reviewed their year-end figures, which included \$65,894.00 in gifts to the Library in the last fiscal year, and additional gifts to the SOC that was not counted. The next Friends’ meeting is Wednesday, June 6.

At 7:53 p.m. Vice President Judy Lindstrom adjourned the meeting. The next Board Meeting will be Tuesday, June 19 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 with a large initial "T" and "D".

Tom Deska, Secretary

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

Cash Disbursements Comments

June 2018

New Vendors:

David Carlock is a new vendor for a sign repair for Linda's Garden.

Erin Dwyer is a new vendor for a library program.

Evie Boss is a new vendor for a library program.

Federal Paving is a new vendor for parking lot and sidewalk repairs.

Girls Rock Detroit is a new vendor for a library program.

Joseph Leone is a new vendor for a library program.

Spoon Man Inc. is a new vendor for a library program.

The Storytellers is a new vendor for a library program.

Yeo & Yeo is a new vendor as auditors for the Library.

General Fund Advance

- Check #18640 payable to Girls Rock Detroit in the amount of \$500.00 is payment for a library program.
- Check #18648 payable to United State Post Office in the amount of \$4,500.00 is payment for postage to mail the summer library newsletter to each Bloomfield Township home.
- Check #18650 payable to the BTPL Gift Fund in the amount of \$600.00 is reimbursement for postage for our new mail machine.
- Check #18664 payable to BTPL SOC in the amount of \$1,400.00 is payment for vending machine commission.

General Fund

- Check #18682 payable to ACE Lawn Care & Snow Removal in the amount of \$16,246.33 is payment for monthly lawn care and mulch.
- Check #18694 payable to Charter Township of Bloomfield in the amount of \$40.00 is payment for concert DVDs.
- Check #18695 payable to Clinton Macomb Public Library in the amount of \$24.95 is payment for a lost MelCat book borrowed by a Bloomfield Township resident for which this patron has been billed.
- Check #18698 payable to Du All Cleaning, Inc. in the amount of \$32,431.02 is payment for monthly cleaning and additional services of chair cleaning and interior painting.
- Check #18703 payable to Federal Paving, Inc. in the amount of \$25,660.00 is payment for repairs, seal coating and striping of the Library's parking lot, sidewalk and curbs.
- Check #18709 payable to J. C. Wheeler in the amount of \$4.45 is payment for a lost MelCat book borrowed by a Bloomfield Township resident for which this patron has been billed.
- Check #18717 payable to the Michigan Library Association in the amount of \$3,230.44 is payment for the annual library membership.
- Check #18727 payable to Quinn Evans Architects in the amount of \$24,104.54 is payment for professional services on the Library's various building projects.
- Check #18741 payable to The Library Network (TLN) in the amount of \$300.00 is payment for a new router needed to increase the Library's bandwidth.
- Check #18748 payable to Yeo & Yeo in the amount of \$8,750.00 is payment for professional services to complete the Library's annual audit.
- Check #18749 payable to Bloomfield Township in the amount of \$283,499.21 is payment for two payrolls, including FICA, HRA contributions, pension, etc. as usual and includes an insurance reimbursement of \$14,348.74 for the January 6, 2018 flood remediation.

Gift Fund

- Check #4906 payable to Bloomfield Hills Schools in the amount of \$250.00 is payment for a library program.
- Check #4916 payable to the Charter Township of Bloomfield in the amount of \$230.00 is payment for concert DVDs.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

CHECK REGISTERS

FOR THE MONTH OF MAY 2018

Check #	Date	Payee	Cash Account	Amount
General Fund				
ADVANCE CHECKS:				
18636	5/14/18	APPLIED IMAGING	106.01	684.62
18637	5/14/18	Sandra Bird	106.01	54.47
18638	5/14/18	LAURIE BLUME	106.01	1,550.00
18639	5/14/18	XFINITY	106.01	156.51
18640	5/14/18	GIRLS ROCK DETROIT	106.01	500.00
18641	5/14/18	Linden Godlove	106.01	50.00
18642	5/14/18	Shayna Houghton	106.01	25.98
18643	5/14/18	LONG LAKE MARKET	106.01	792.00
18644	5/14/18	Martha McGee	106.01	71.00
18645	5/14/18	Tera Moon	106.01	167.83
18646	5/14/18	Edward Niemchak	106.01	288.08
18647	5/14/18	TERMINIX PROCESSING CTR.	106.01	523.00
18648	5/14/18	UNITED STATES POSTAL SERVICE	106.01	4,500.00
18649	5/14/18	VIGILANTE SECURITY	106.01	1,950.00
18650	5/18/18	BTPL Gift Fund	106.01	600.00
18651	5/18/18	PETTY CASH - BTPL	106.01	216.00
18652	5/18/18	FLAGSTAR BANK	106.01	4,742.35
18653	5/18/18	Brooke Hoskins	106.01	342.00
18654	5/18/18	Tim Perry	106.01	154.78
18655	5/18/18	VERIZON WIRELESS	106.01	205.02
18656	5/18/18	Karrie Yukon	106.01	41.21
18657	5/24/18	APPLIED IMAGING	106.01	675.96
18658	5/24/18	Patricia Ballard	106.01	33.62
18659	5/24/18	Sandra Bird	106.01	28.55
18660	5/24/18	PETTY CASH - BTPL	106.01	1,000.00
18661	5/24/18	DTE ENERGY	106.01	17,765.47
18662	5/24/18	ERIN DWYER	106.01	100.00
18663	5/24/18	JP's PIANO MOVING	106.01	450.00
18664	5/24/18	BTPL SOC	106.01	1,400.00
18665	5/24/18	Ann Williams	106.01	681.74
18666	5/29/18	AMAZON.COM	106.01	1,270.19
18667	5/29/18	AT&T	106.01	421.67
18668	5/29/18	Sandra Bird	106.01	75.97
18669	5/29/18	Celia Domalewski	106.01	149.53
18670	5/29/18	PRINCIPAL LIFE INS CO-SBD GRANDE ISLAND	106.01	687.79
18671	5/29/18	VISUAL ENTITIES, INC.	106.01	1,232.13
18672	5/29/18	THE WORLD OF TRAVEL & CRUISES ONLY	106.01	240.00
18673	6/6/18	AT&T	106.01	779.72
18674	6/6/18	CAR TRUCKING, INC.	106.01	199.50
18675	6/6/18	Elizabeth Clauder	106.01	148.17
18676	6/6/18	CONSUMERS ENERGY	106.01	4,527.01
18677	6/6/18	PACIFIC TELEMAGEMENT SERVICES	106.01	78.00
18678	6/6/18	Tim Perry	106.01	41.42
18679	6/6/18	T MOBILE	106.01	29.40
18680	6/6/18	Jennifer Taggart	106.01	158.92
Total				<u>49,789.61</u>
REGULAR CHECKS:				
18681	6/7/18	ABDO-SPOTLIGHT-MAGIC WAGON	106.01	1,265.75
18682	6/7/18	ACE LAWN CARE & SNOW REMOVAL	106.01	16,246.33
18683	6/7/18	AERO FILTER, INC	106.01	195.48
18684	6/7/18	AMERICAN PEST CONTROL	106.01	1,588.00
18685	6/7/18	ARBOR OAKLAND GROUP	106.01	264.00
18686	6/7/18	BAKER & TAYLOR, INC.	106.01	7,703.94
18687	6/7/18	BLACKSTONE AUDIO, INC.	106.01	448.48
18688	6/7/18	BOOKS GALORE INC.	106.01	2,640.74
18689	6/7/18	EVIE BOSS	106.01	150.00
18690	6/7/18	BRILLIANCE PUBLISHING, INC.	106.01	134.96

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

CHECK REGISTERS

FOR THE MONTH OF MAY 2018

Check #	Date	Payee	Cash Account	Amount
18691	6/7/18	CDW GOVERNMENT, INC.	106.01	96.64
18692	6/7/18	CENGAGE LEARNING/GALE	106.01	782.14
18693	6/7/18	CENTRAL BUSINESS SYSTEMS, INC.	106.01	170.19
18694	6/7/18	CHARTER TOWNSHIP OF BLOOMFIELD	106.01	40.00
18695	6/7/18	CLINTON MACOMB PUBLIC LIBRARY	106.01	24.95
18696	6/7/18	DEMCO, INC.	106.01	662.25
18697	6/7/18	DETROIT HISTORICAL SOCIETY	106.01	250.00
18698	6/7/18	DU ALL CLEANING, INC	106.01	32,431.02
18699	6/7/18	ELECTRONIC SECURITY SYSTEMS, INC.	106.01	708.00
18700	6/7/18	ELSEVIER INC.	106.01	949.00
18701	6/7/18	ENSLow PUBLISHERS, INC.	106.01	188.65
18702	6/7/18	ENVISIONWARE, INC.	106.01	300.00
18703	6/7/18	FEDERAL PAVING, INC.	106.01	25,660.00
18704	6/7/18	FINANCIAL TIMES LTD	106.01	1,666.00
18705	6/7/18	GENEALOGICAL PUBLISHING CO., INC.	106.01	28.00
18706	6/7/18	GREY HOUSE PUBLISHING	106.01	311.00
18707	6/7/18	Amberrose Hammond	106.01	250.00
18708	6/7/18	INGRAM LIBRARY SERVICES	106.01	1,064.93
18709	6/7/18	J C WHEELER PUBLIC LIBRARY	106.01	4.45
18710	6/7/18	LJ ROLLS REFRIGERATION CO., INC	106.01	7,158.39
18711	6/7/18	LAFORCE	106.01	200.00
18712	6/7/18	LERNER PUBLISHING GROUP	106.01	94.95
18713	6/7/18	LEXISNEXIS MATTHEW BENDER	106.01	70.00
18714	6/7/18	MIDWEST COLLABORATIVE for LIB. SVCS	106.01	59.00
18715	6/7/18	MICROMARKETING LLC	106.01	878.05
18716	6/7/18	MIDWEST TAPE	106.01	4,585.59
18717	6/7/18	MICHIGAN LIBRARY ASSOCIATION	106.01	3,230.44
18718	6/7/18	SCOTT NELSON, RPT	106.01	130.00
18719	6/7/18	NICHOLS/NETWORK SERVICES CO	106.01	1,026.69
18720	6/7/18	OVERDRIVE	106.01	9,914.92
18721	6/7/18	OXFORD UNIVERSITY PRESS USA	106.01	1,740.00
18722	6/7/18	PENGUIN RANDOM HOUSE LLC	106.01	241.50
18723	6/7/18	REG PETTIBONE	106.01	550.00
18724	6/7/18	POSEIDON LAWN SPRINKLERS	106.01	1,176.00
18725	6/7/18	PREFERRED DATA SYSTEMS, LLC	106.01	6,010.08
18726	6/7/18	PROQUEST-CSA LLC	106.01	7,850.00
18727	6/7/18	QUINN EVANS ARCHITECTS	106.01	24,104.54
18728	6/7/18	RECORDED BOOKS, LLC	106.01	903.06
18729	6/7/18	ROCKET ENTERPRISE INC.	106.01	776.00
18730	6/7/18	TRACI ROMEO	106.01	350.00
18731	6/7/18	ROURKE PUBLISHING LLC	106.01	91.80
18732	6/7/18	THE ROWMAN & LITTLEFIELD PUBLISHING GRP	106.01	70.37
18733	6/7/18	S & P GLOBAL MARKET INTELLIGENCE LLC	106.01	7,300.00
18734	6/7/18	SALEM PRESS, INC.	106.01	123.50
18735	6/7/18	MIKE SCHNEIDER	106.01	280.00
18736	6/7/18	SMART APPLE MEDIA	106.01	742.81
18737	6/7/18	SPOON MAN INC.	106.01	350.00
18738	6/7/18	SUMMIT ELECTRIC, INC.	106.01	602.10
18739	6/7/18	TERMINIX PROCESSING CTR.	106.01	373.00
18740	6/7/18	THE CHILD'S WORLD	106.01	39.90
18741	6/7/18	THE LIBRARY NETWORK	106.01	300.00
18742	6/7/18	UNIQUE MANAGEMENT SERVICES, INC.	106.01	187.95
18743	6/7/18	WALLACEBURG BOOKBINDING & MFG	106.01	186.25
18744	6/7/18	WESCO DISTRIBUTION	106.01	2,960.46
18745	6/7/18	WOLTERS KLUWER	106.01	316.39
18746	6/7/18	WORLD TRADE PRESS	106.01	850.00
18747	6/7/18	WT COX INFORMATION SERVICES	106.01	209.95
18748	6/7/18	YEO & YEO	106.01	8,750.00
18749	6/7/18	BLOOMFIELD TWP	106.01	283,499.21
Total				474,507.80

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

CHECK REGISTERS

FOR THE MONTH OF MAY 2018

Check #	Date	Payee	Cash Account	Amount
Gift Fund				
ADVANCE CHECKS:				
4906	5/14/18	BLOOMFIELD HILLS SCHOOLS	102.03	250.00
4907	5/14/18	VOID	102.03	
4908	5/14/18	KENNETH F. POSNER	102.03	600.00
4909	5/17/18	PITNEY BOWES	102.03	600.00
4910	5/18/18	FLAGSTAR BANK	102.03	1,216.25
4911	5/18/18	Brooke Hoskins	102.03	247.50
4912	5/29/18	LONG LAKE MARKET	102.03	693.00
Total				3,606.75
REGULAR CHECKS:				
4913	6/7/18	ARBOR OAKLAND GROUP	102.03	4,021.00
4914	6/7/18	BAKER & TAYLOR	102.03	841.92
4915	6/7/18	DAVID CARLOCK	102.03	50.00
4916	6/7/18	CHARTER TOWNSHIP OF BLOOMFIELD	102.03	230.00
4917	6/7/18	DEAF C.A.N.	102.03	221.00
4918	6/7/18	GOLDNER WALSH NURSERY, INC.	102.03	1,865.00
4919	6/7/18	JOSEPH LEONE	102.03	600.00
4920	6/7/18	MULTICULTURAL BOOKS & VIDEOS	102.03	625.00
4921	6/7/18	SCHOLASTIC LIBRARY PUBLISHING	102.03	2,399.22
4922	6/7/18	SHOWCASES	102.03	1,540.51
4923	6/7/18	THE STORYTELLERS	102.03	350.00
4924	6/7/18	WILD SWAN THEATER	102.03	750.00
Total				13,493.65

Bloomfield Township Public Library
2018-2019 General Fund Budget
PRESENTED: JUNE 19, 2018 FOR THE MONTH OF: MAY 2018

7b

Two Months 17%

		2018-2019	2018-2019			Two Months	17%
ACCOUNT	ACCOUNT	ADOPTED BUDGET	AMENDED BUDGET	REVENUE/EXPENSE	REVENUE/	% OF	
NUMBER	NAME	AS OF	AS OF	CURRENT	EXPENSE	BUDGET	
		MARCH 20, 2018	MARCH 20, 2018	MONTH	YTD	YTD	VARIANCE
	<u>Revenues</u>						
410.01	Taxes	\$7,095,067	\$7,095,067	(\$1,197)	(\$1,798)	-0.03%	(\$7,096,865)
420.01	Penal Fines	\$85,021	\$85,021	\$0	\$0	0.00%	(\$85,021)
422.01	State Aid	\$26,860	\$26,860	\$0	\$14,949	55.65%	(\$11,911)
430.01	Circulation Fines & Fees	\$100,000	\$100,000	\$7,104	\$13,360	13.36%	(\$86,640)
	Charges for Services	\$13,800	\$13,800	\$1,518	\$3,189	23.11%	(\$10,611)
	Investment earnings	\$79,000	\$79,000	\$49,308	\$43,369	54.90%	(\$35,631)
	Miscellaneous	\$13,497	\$13,497	\$6,108	\$6,366	47.17%	(\$7,131)
	Total Revenues	\$7,413,245	\$7,413,245	\$62,841	\$79,435	1.07%	(\$7,333,810)
	<u>Expenditures</u>						
	Personnel	\$4,119,114	\$4,119,114	\$296,321	\$708,474	17.20%	(\$3,410,640)
	Library Services	\$875,133	\$875,133	\$61,134	\$141,454	16.16%	(\$733,679)
	Facilities & Equipment	\$1,109,615	\$1,109,615	\$71,400	\$240,568	21.68%	(\$869,047)
	Other Operating Expenditures	\$3,022,865	\$3,022,865	\$91,697	\$119,403	3.95%	(\$2,903,462)
	Total Expenditures	\$9,126,727	\$9,126,727	\$520,551	\$1,209,899	13.26%	(\$7,916,828)
	Fund Balance - Beginning	\$12,889,674	\$12,889,674		\$12,889,674		
	Net revenue (expenditure)	(\$1,713,482)	(\$1,713,482)		(\$1,130,465)		
	Fund Balance - Ending	\$11,176,192	\$11,176,192		\$11,759,209		

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 \$6,328,395 the 3/31/18 OPEB obligation plus \$31,051 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: JUNE 19, 2018 FOR THE MONTH OF: MAY 2018

Two Months 17%

ACCOUNT NUMBER	ACCOUNT NAME	2018-2019 ADOPTED BUDGET AS OF MAR 20, 2018	2018-2019 AMENDED BUDGET AS OF JUNE 19, 2018	REVENUE/ EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	VARIANCE
	<u>Revenues</u>						
	Gift Income	\$500	\$5,918	\$5,247	\$5,418	91.55%	(\$500)
454.03	Investment Earnings	\$200	\$200	\$16	\$31	15.48%	(\$169)
460.03	Miscellaneous Revenue	\$0	\$0	\$0	\$0	0.00%	\$0
	Total Revenues	\$700	\$6,118	\$5,263	\$5,449	89.06%	(\$669)
	<u>Expenditures</u>						
	Library Services	\$56,425	\$56,676	\$8,774	\$11,256	19.86%	(\$45,420)
	Facilities & Equipment	\$30,202	\$30,202	\$1,915	\$2,517	8.33%	(\$27,685)
	Other Operating Expenditures	\$98,891	\$104,058	\$5,119	\$5,336	5.13%	(\$98,722)
	Total Expenditures	\$185,518	\$190,936	\$15,807	\$19,109	10.01%	(\$171,827)
	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)		(\$13,660)		
	Fund Balance - Ending	\$200	\$200		\$171,358		

Bloomfield Township Public Library
Asset Allocation Summary
May 2018

Fund	Type	Annual Yield	Date	Amount on Hand
General Fund				
	5th 3rd Checking (Ecommerce)	0.00%	5/31/2018	\$93,622.16
	Flagstar Public Funds Savings	0.75%	5/31/2018	\$241,746.39
	Flagstar Premier Public Entities Checking	0.27%	5/31/2018	\$13,646.42
	RBC Capital Cash/Money Market	0.40%	5/31/2018	\$7,310.08
	RBC Capital - Investments	2.45%	5/31/2018	\$11,879,354.18
Total General Fund				\$12,142,057.07
Please see General Fund budget for notes on how this amount is earmarked				
Gift Fund				
	Huntington Public Fund Business Interest Checking	0.15%	5/31/2018	\$121,422.52
	Huntington CD (Charnov gift) - matures 02/04/2019	0.45%	5/31/2018	\$50,000.00
	Fifth Third Bank Business Standard Checking	0.00%	5/31/2018	\$5,794.70
Total Gift Fund				\$177,217.22

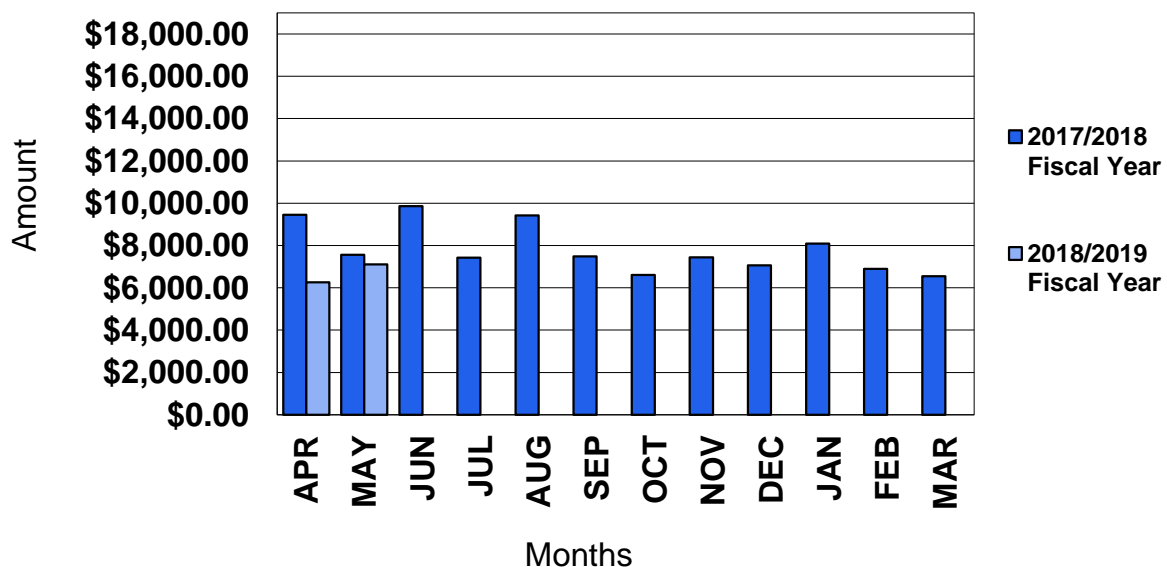
CFSEM The following endowment funds are administered by the Community Foundation for Southeast Michigan (CFSEM). CFSEM maintains unilateral variance power and legal ownership of the endowment funds, and therefore, principal is not available to BTPL. Earnings are available for distribution to the Library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

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

FINES AND FEES - TWO-YEAR COMPARISON

Month	2017/2018 Fiscal Year	2018/2019 Fiscal Year	Difference
APR	\$9,449.79	\$6,256.90	(\$3,192.89)
MAY	\$7,559.45	\$7,103.51	(\$455.94)
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)
			YTD Difference
TOTAL	\$93,868.12	\$13,360.41	(\$80,507.71)

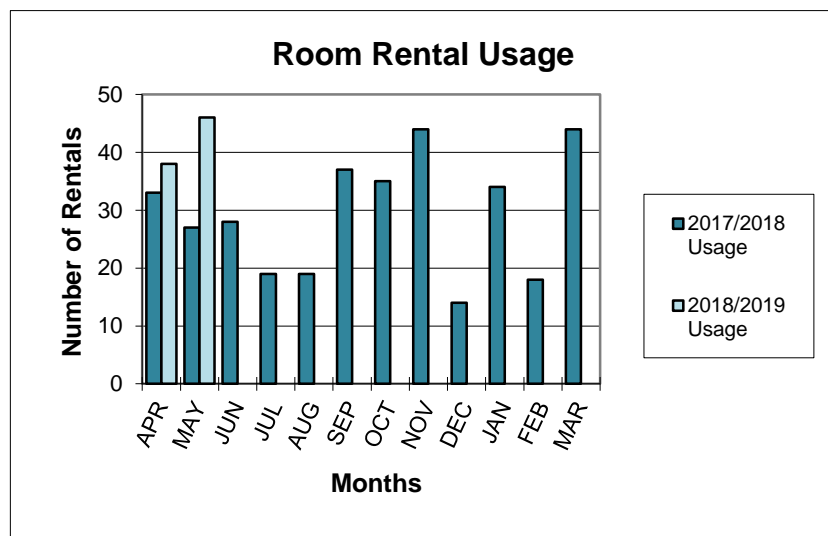
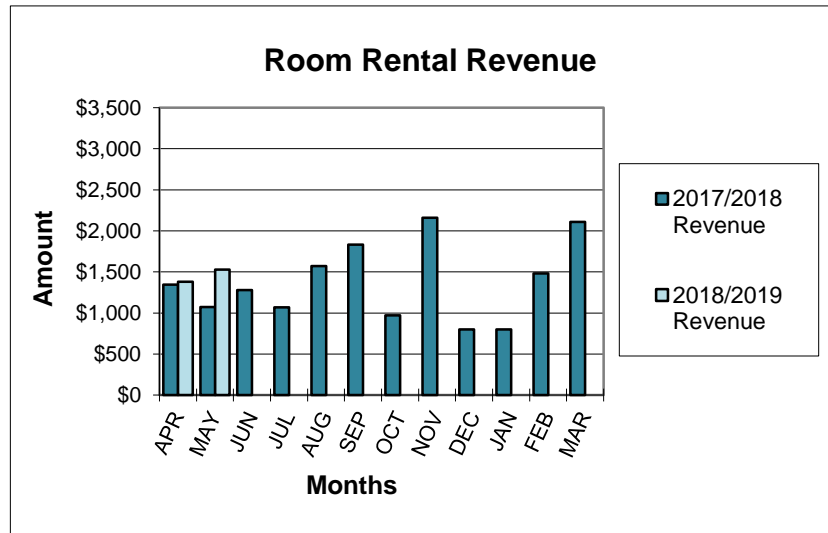
Fines and Fees Two-Year Comparison



ROOM RENTAL - TWO-YEAR COMPARISON

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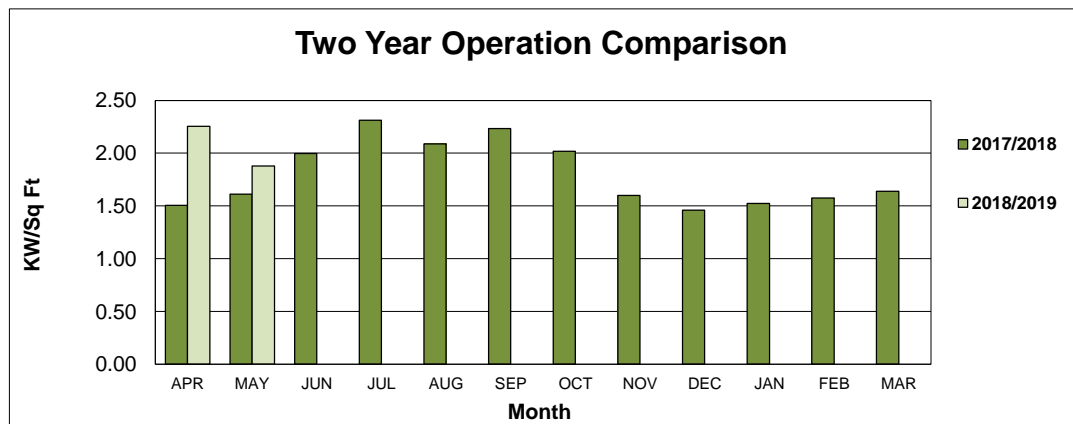
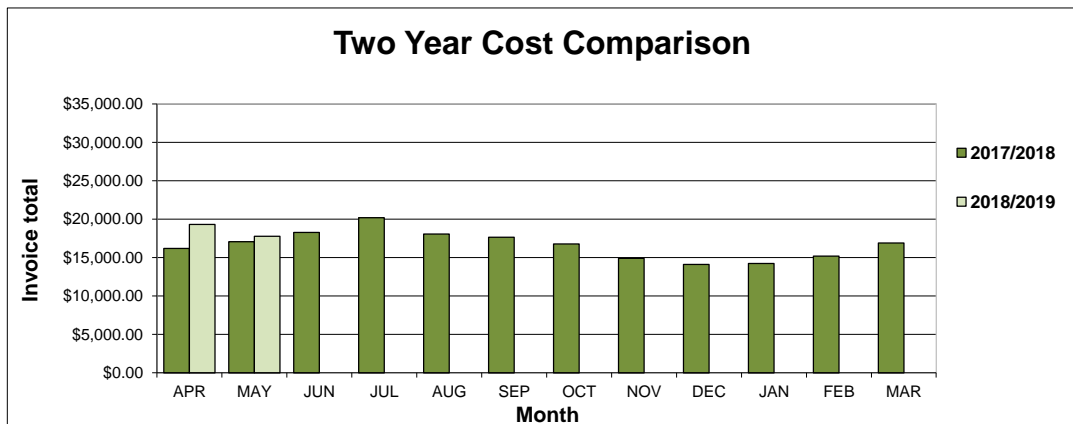
<u>Month</u>	2017/2018 <u>Revenue</u>	2018/2019 <u>Revenue</u>	<u>Difference</u>	2017/2018 <u>Usage</u>	2018/2019 <u>Usage</u>	<u>Month</u>
APR	\$1,345.50	\$1,380.00	\$34.50	33	38	APR
MAY	\$1,074.00	\$1,530.00	\$456.00	27	46	MAY
JUN	\$1,281.00		(\$1,281.00)	28		JUN
JUL	\$1,070.00		(\$1,070.00)	19		JUL
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
			YTD Difference			
TOTAL	\$16,493.50	\$2,910.00	(\$13,583.50)	352	84	



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 KWH	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
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	\$17,765.47	\$716.71	189,770	\$0.09	255.07	1.88	\$23.88	\$0.18
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								
TOTAL	\$199,469.75	\$37,092.13	(\$162,377.62)						



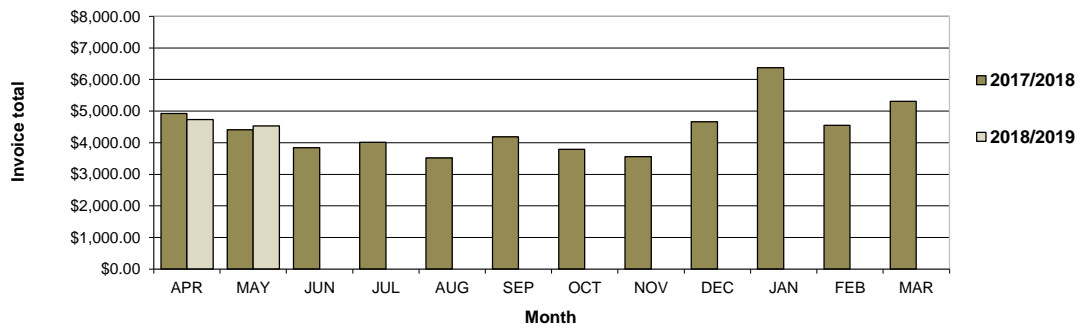
Bloomfield Township Public Library Natural Gas Analysis

Building Area = 101,023

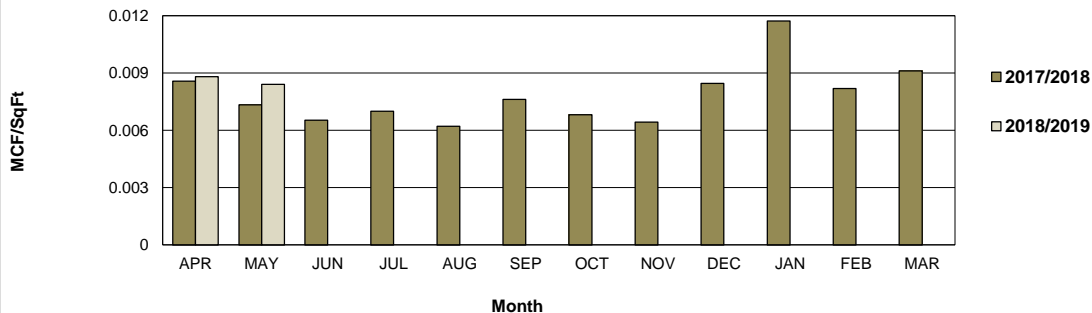
1 Cu. Ft. = 1000 BTU

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	\$4,527.01	\$115.67	849.6	\$5.33	744	1.14	0.008	6.08	0.044
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							
TOTAL	\$53,127.17	\$9,262.92	(\$43,864.25)							

Two Year Cost Comparison



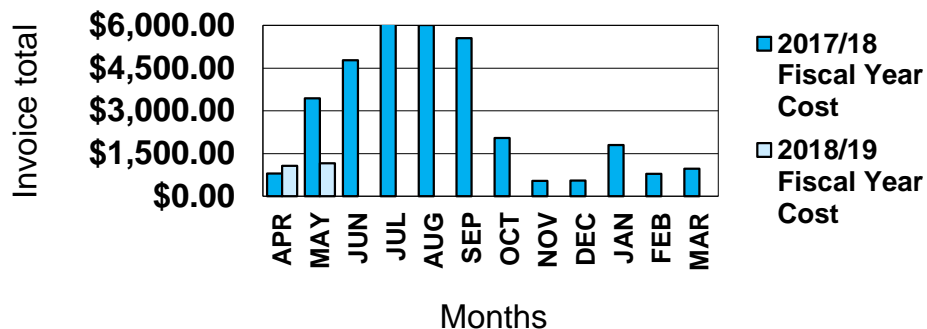
Two Year Operation Comparison



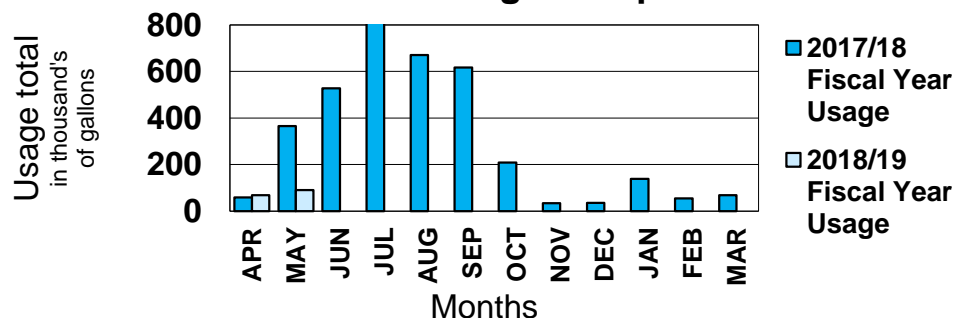
Bloomfield Township Public Library Water Analysis

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	\$1,159.66	(\$2,280.40)	365	90	(275)
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
TOTAL	<u>\$34,635.31</u>	<u>\$2,230.35</u>	<u>(\$32,404.96)</u>	<u>3,607</u>	<u>158</u>	<u>(3,449)</u>

Two-Year Cost Comparison



Two-Year Usage Comparison



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

Summer is here! Our 2018 Summer Reading Program theme this year is "Libraries Rock" for our younger patrons and "One World Many Stories" for teens and adults. There really is something for everyone at the Library this summer. We hope you can join us for an enjoyable concert, creative craft or fun program this summer. Everyone is invited to the Library's kickoff open house which takes place on Monday evening, June 18 at 6:30pm. We appreciate the generosity of our Friends for once again supporting the Library's Summer Reading Program.

Eleven applications have been received for consideration for the annual Jeanette P. Myers Scholarship Award. A press release regarding this scholarship was sent to our media contacts. In addition, it was promoted on the Library website, with a large poster in the library lobby, in our e-newsletter and to our community partners, specifically Bloomfield Hills Schools and area private schools, Cranbrook Educational Community, and the University of Michigan School of Music, Theatre and Dance. The applications and scholarship guideline information will be forwarded to the Myers Scholarship Committee for their review. We will inform the chosen applicant(s) by July 15 and present the scholarship at the August 21, 2018 Library Board meeting. The Myers family will be joining us for this special award along with the recipient(s).

Many thanks to our wonderful Friends for approving ALL of the items on our current Wish List, totaling \$15,150. Our Chamber music concert series has been funded for another season, Detroit Historical Society display funding has been received and additional items for our youth services sensory table will be purchased, among other items. All of these items are outside of our library budget and greatly enhance our library services and patron experience at Bloomfield Township Public Library.

Respectfully Submitted,

Carol Mueller
Director

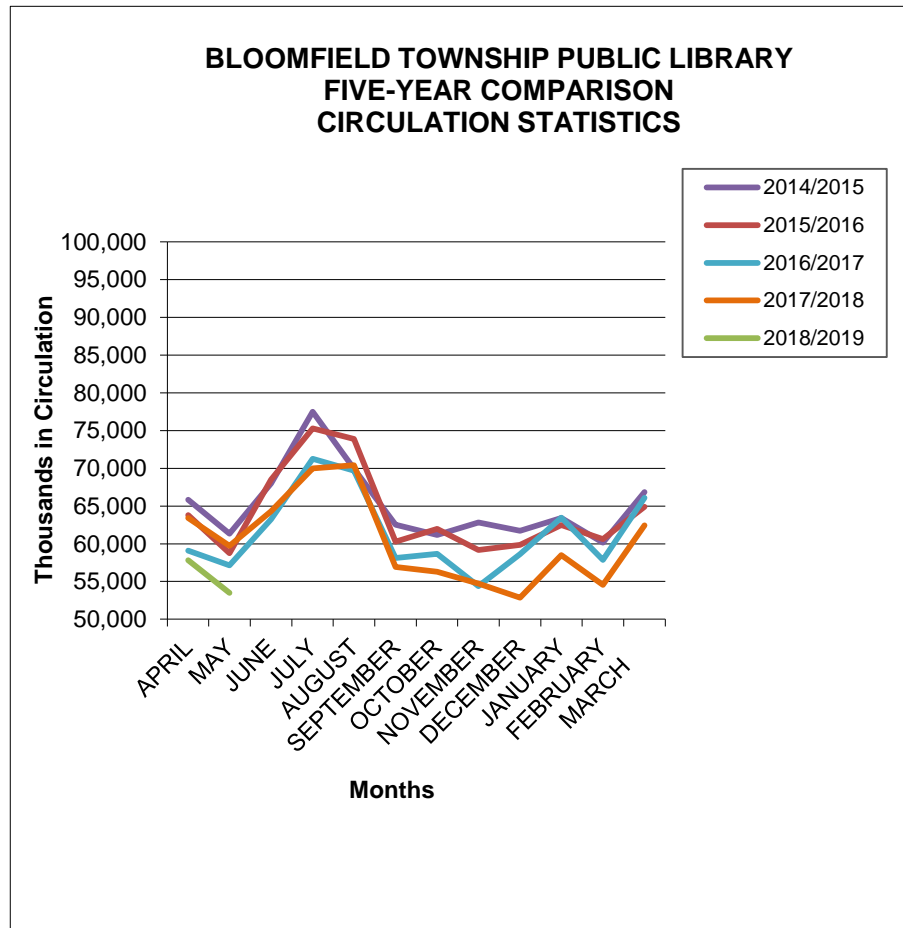
	2017		2018	
COLLECTION				
Book Collection:	272,718		266,234	
Media Collection:	63,139		62,288	
Total e-books:	31,967		14,598	
Overdrive	9,376		10,063	
EBSCOhost	19,197		0	
Total downloadable audiobooks:	5,230		5,494	
Materials Total:	373,054		348,614	
CIRCULATION				
Circulation Total:	59,745		53,493	
Bloomfield Township Circulation:	55,523		49,825	
Virtual Circulation Total	9,351		8,811	
Circulation of Youth materials:	20,467		17,232	
Circulation of Media:	16,460		15,637	
Circulation of Cranbrook passes:	187		167	
Self-checkout machine use:	22,607	37.8%	19,678	36.8%
Library by Mail:	75	26 patrons	42	33
BUILDING & EQUIPMENT USAGE				
Door Count:	19,501	*	18,267	**
Gate Count:	27,896		25,346	
Meeting rooms by public:	27		46	
Meeting rooms by staff:	61		79	
VIRTUAL USE				
Home page hits:	31,567		28,716	
e-book access:	2,145		2,625	
Overdrive	2,092		2,624	
EBSCOhost	53		1	
Audiobook access: (Overdrive)	1,304		1,385	
Freegal music download access:	1,309		773	
Freegal music streaming:	2,493		1,535	
Magazine download access:	730		610	
Hoopla access:	1,369		1,883	
Tutor.com sessions:	10		28	
Library Computer Use				
Resident Use	1,639		1,178	
Guest Use	715		632	
*Library closed May 5, 2017 for Staff Dev. Day; and May 28 & 29, 2017 for Memorial Day				
**Library closed May 4, 2018 for Staff Dev. Day; and May 27 & 28, 2018 for Memorial Day				

	2017		2018	
OUTREACH & PROGRAMS				
<i>New Patrons and Accounts</i>				
Township:	165		176	
Cranbrook:	4		5	
Total new patrons:	224		210	
<i>Adult Program Attendance</i>				
Staff-led:	8 events	45 attended	9 events	132 attended
Speaker-led:	8 events	1,060 attended	7 events	140 attended
Book clubs:	6 events	93 attended	6 events	78 attended
Tours/visits on-site:	0	0	0	0
Tours/visits off-site:	2 events	59 attended	1 event	80 attended
Art from the Hills Reception			1 event	250 attended
<i>Systems Program Attendance</i>				
Staff-led:	3 events	23 attended	12 events	51 attended
<i>Teen Program Attendance</i>				
Staff-led:	2 events	12 attended	0	0
<i>Youth Program Attendance</i>				
Staff-led:	11 events	236 attended	19 events	300 attended
Speaker-led:	0	0	1 event	2 attended
Tours/visits on-site:	0	0	0	0
Tours/visits off-site:	16 events	970 attended	6 events	1,168 attended
TOTAL:	56 events	2,498 attended	62 events	2,201 attended
<i>Volunteers:</i>				
	23 people	268.50 hours	21 people	264 hours
	Shop: 9	105.75	Shop: 10	100.75
	Court: 0	0	Court: 2	25
	Students: 3	77.5	Students: 1	77.5
	Dept. Vol: 11	85.25	Dept. Vol: 8	60.75
<i>Patron Remarks</i>				
Patron Comments:	9		8	
Ask BTPL:	0		2	
Ask Us:	41		33	
DISPLAYS				
Lobby	Bloomfield Hills Schools "Art from the Hills" Exhibit			
Media	Adult: Memorial Day/Veterans DVDs, Art, Fun Movie Selections			
	Youth: Classics & Popular Films, Now Playing: In Your Living Room			
Local History	Asia			

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
FIVE YEAR CIRCULATION**

6/13/2018

	<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	53,493
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	
TOTAL	781,244	769,492	737,549	724,182	111,322



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 Tuesday, May 29, 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: Amy McNamara and Jim Mumby of Quinn Evans Architects (QEA)

Old Business:

Lobby Floor Updates

QEA researched both terrazzo and natural stone tile as lobby floor alternatives.

Terrazzo:

- About 4 weeks to install
- Installation will be very noisy due to grinding of the floor surface
- Area would need to be isolated to protect the rest of the library from dust
- Would have to re-route library traffic through the Youth Room emergency exit doors
- The Welcome Desk may have to be temporarily moved
- \$25-\$40/square foot (approximately \$150,000)
- Will be a very different look compared to current tile; a monolithic look
- Easier to maintain and long-lasting
- Breakage or damage to floor surface is unlikely
- Jim recommends having the demolition and installation performed by a single contractor.

Natural stone tile:

- About 4 weeks to install
- Recommending granite with flame finish
- Recommend a larger tile than 12"X12"
- Ben Soave from CIOT tile is working on color recommendations
- CIOT tile quarries their own stone
- No cost estimate at this time
- Chance of damage to tiles around corners and edges

Jim will bring back additional information on the granite tile option to the next meeting.

Welcome Desk Panels

We will use the existing lighting and anchoring system. Cost estimate is \$6,300 for panels plus cost of installation. QEA is waiting for cost estimate on installation. QEA will share installation cost estimate and provide a finalized design at the next meeting.

Lower Level Renovations & Restroom Renovations

QEA is recommending doing the entire lower level at one time during an estimated three week period. The main level restroom renovation project would also take about three weeks. QEA is itemizing all the components of the project in order to prioritize them. QEA is planning to have construction bid documents by the end of June. The bid phase will take 2-3 weeks. Contractor will need 4-6 weeks of scheduling and planning. September would be the earliest the project could start. Bid documents will be shared at the next meeting.

Roof Update

The infrared scan was performed May 14, 2018 at 8pm. The scan revealed that only one spot has water damage. A coring sample revealed that temperatures within the roof are higher than they should be which is de-laminating the plywood. As there is no ventilation and the temperatures are too hot, the shingles are warping. Also the slope of the roof is not correct. QEA is reviewing the data they have collected and will make a recommendation at our next meeting.

The next meeting is not scheduled at this time.

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

Bloomfield Township Public Library
Oakland County, Michigan
Thursday, May 31, 2018, 11 a.m.

Present: Trustees: Tom Deska, Eli Greenbaum, Judy Lindstrom, and Joan Luksik

Administration: Library Director, Carol Mueller; Assistant Director, Tera Moon; Administrative Assistant Linden Godlove; Volunteer, Nancy Kulish; Adult Services Librarian, Karrie Yukon; Colin Canning, Cranbrook student

Old Business:

Photo Contest 2018 Recap

- Theme suggestions for 2019 were discussed. Judy Lindstrom proposed “In Motion,” with the thought of subjects in motion, but also travelling, or however it would be interpreted. Also, she felt it was a good connection to the Motor City.
- A rough draft of the timeline was reviewed and the brochure will be updated.
- The People’s Choice is up for discussion. The Board was concerned with “stuffing the ballot box” and there was discussion of how this might be avoided. All agreed that “People’s Choice” should be continued, but with restrictions.
- All of the judges enjoyed the experience and will return for judging next year.
- Next year’s reception will be on Saturday, April 13.

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

- For PR, the Read-a Thon has been featured in the newsletter, and one person has already called to reserve a spot. The Library is on track to promote the program.
- The Read-a-Thon will start at 10 a.m. that day and all logistics were confirmed, including Tom Deska serving as MC for this event.

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

The discussion of events was continued. The sub-committee reports were reviewed. The Floorplan was reviewed and discussed, with the caricaturist being moved to Youth Services, where the lighting would be more advantageous. Décor was reviewed, with plans for a vintage travel theme with maps, globes, suitcases, and other whimsical additions. The pricing on food is a little higher than estimated and 125 tickets will need to be sold to cover the costs. The ticket goal is 150 sold. Paper goods and cutlery were discussed and need to be acquired. The food quantities can be increased, one week before the event. Tickets will be sold at the door for \$75 and will be available at that price for the entire evening. Judy Lindstrom will approach Trader Joe's about the wine selection. Eli Greenbaum will approach Howard Davis of Coffee Express about providing coffee. The Friends are the first major sponsor at \$5,000 and are also sponsoring the liquor license. Jan Roncelli is aware and will assist us through this process. For the entertainment, all entertainers will receive half of their payment in advance. Favors, programs, and invitations were discussed. Judy Lindstrom is still contacting people about having models in costumes.

Finance Coordinator Sandi Bird, Administration Clerk Celia Domalewski and Director Carol Mueller met and reviewed how to get sponsors. Sandi will track ticket sales and sponsors. Celia will assist in mailing the letter to sponsors, during the week of June 11. The sponsorship letter was discussed and it was suggested that the letter open with "thank you" and express something to the effect of "Your donation will play a significant role" in furthering the community and its connection." Sandi and Celia will also manage the registration tables. Carol Mueller will have letters available for the trustees, which will be personalized if names are provided. It was suggested that sponsorship letters and invitations be sent to the businesses participating in the Library Card program.

For marketing, the newsletter has been delivered to Bloomfield Township homes. This will continue to be worked on, particularly as details are firmed up for the International Night. The Committee suggested reaching out to BCTV, the Seniors Center newsletter, the Township newsletter, among other ideas. We should provide marketing materials to the entertainers to encourage them to promote and also use the entertainment for our marketing.

For the program, ideas were discussed like making it like a passport, or like a trifold bookmark that goes in a sleeve (like the program for Fall for Dahl). Advertisement sales were discussed, which would be different from sponsorship. This topic will be discussed at the next Development Committee meeting.

For favors, the idea of a "luggage pickup" with cardboard boxes decorated to look like vintage luggage was appealing. Judy Lindstrom will investigate the international chocolate selection at Costco. She also has volunteers that can assist in the assembly and packaging of the favors.

The committee agreed to not have a raffle, but have prize basket drawings. Donations from the Lindstrom family, the Library Board, and Library staff were confirmed.

New Business:

No new business.

Other:

T-shirts for “One World, Many Stories” were distributed to committee members.

Next meeting: Thursday, June 21, 2018 at 11:00am in the Board Room

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees

FROM: Carol Mueller

DATE: June 13, 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. Thank you to Assistant Director Tera Moon for her review of the Library's Strategic Plan and progress to date at the May Library Board meeting.

This presentation led to a discussion about what the future holds for Bloomfield Township Public Library. Our current strategic plan expires in 2020. What are the best ways to continue to elevate this Library from an "A" library to an "A+" library? It was suggested that we continue this discussion with the full Library Board at the June 19, 2018 meeting. One idea presented was to have a special library board meeting in the fall, 2018 to review our accomplishments and look to the future in a brainstorming session facilitated by our strategic planning consultants Rob and Kim from Kim Bolan and Associates. Shall we look at our calendars for possible dates for this special meeting facilitated by our consultants?

I look forward to hearing your thoughts on how you wish to proceed.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees

FROM: Tera Moon

DATE: June 11, 2018

SUBJECT: 2019 Serials Subscription Services Bid

Each year the Library releases a request for serials subscription services proposals. A copy of this year's request for proposals is included for your information. I worked with Adult Services Librarian Ed Niemchak to conduct the bid process for 2019 library serials services. A request for proposals was mailed to six companies – Basch Subscriptions, Inc., EBSCO Information Services, LM Information Delivery, Magazine Subscription Service Agency, Popular Subscription Service, and W. T. Cox Information Services – posted on the Library website, and available at the Welcome Desk.

The deadline to receive all proposals was Friday, May 11, 2018 at 4:00p.m. Proposals from three companies were received and opened at a public bid opening immediately following the deadline. Proposals were received from LM Information Delivery, Magazine Subscription Service Agency, and W. T. Cox Information Services. Basch subscriptions and EBSCO Information Services declined to submit proposals. The Library received no correspondence from Popular Subscription Service.

Ed and I thoroughly analyzed all three proposals received. Attached is a chart which compares the vital aspects of each company's proposal.

Magazine Subscription Service Agency submitted the lowest bid at \$24,299.80. They are unable to provide 10 titles requested. Their proposal also lacked some information such as whether they can electronically interface with our integrated library system and whether an online portal is offered. For these reasons, Magazine Subscription Service Agency was not considered further.

LM Information Delivery's proposal was the highest bid at \$32,326.25, but they are unable to provide three titles requested. Because LM could not provide all the titles we wanted, we decline to recommend them as our serials subscription service company.

W. T. Cox Information Services is our current serials vendor. They submitted a proposal for periodical subscriptions of \$28,648.31, the second highest bid received. W. T. Cox is able to provide all the titles we requested plus meet all of our service requirements. This library has used W. T. Cox since 2006 with the exception of one year during which a different vendor was used. Our experience with W. T. Cox's service during these years has been very good. The customer service representative is easy to work with and responds quickly to all our inquiries. References contacted indicate that W. T. Cox Information Services delivers quality service in a timely manner. For these reasons, it is the recommendation of Administration and Adult Services that we accept the bid from W. T. Cox Subscriptions, Inc. for serials subscription services for 2019.

ACTION: I move to approve awarding the 2019 library serials subscription service bid to W. T. Cox Subscriptions, Inc., 201 Village Road, Shallotte, NC 28470.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

1099 Lone Pine Rd.
Bloomfield Township, MI 48302

REQUEST FOR PROPOSALS

SERIALS SUBSCRIPTIONS AND SERVICES

April 2, 2018

The Bloomfield Township Public Library is accepting firm, sealed bids for **serials subscriptions and services**.

Specifications and bid forms can be obtained on the Library's website at www.btpl.org, at the Welcome Desk, Bloomfield Township Public Library, 1099 Lone Pine Road, Bloomfield Township, MI 48302, or by calling Tera Moon, Assistant Director, at 248-642-5800, ext. 112. Proposers should direct all questions to Tera Moon at the above phone number or email moontera@btpl.org.

Deliver **two (2) copies** of the bid proposal form in a sealed envelope marked with the name of the bidder and entitled **Serials Quote 2019**. Verbal, telephone, fax, or electronic mail bids are invalid and will not receive consideration. Bids must be hand-delivered, delivered by courier, or mailed to arrive no later than **4:00 p.m. Friday, May 11, 2017**. Address these to:

Tera Moon, Assistant Director
Bloomfield Township Public Library
1099 Lone Pine Road
Bloomfield Township, MI 48302

Library hours are:

Monday through Thursday, 9:30am – 9:00pm
Friday, 9:30am – 6:30pm
Saturday, 9:30am – 5:30pm
Sunday, 12noon – 5:30pm

All proposals submitted will remain firm for a period of **90 DAYS**.

The Bloomfield Township Public Library reserves the right to accept or reject any or all bids, either in whole or in part; to award the contract to other than the low bidder; to waive any irregularities and/or informalities; and in general, to make awards in any manner deemed to be in the best interests of the library.

The successful bidder will declare and stipulate that its proposal is made in good faith, without collusion or connection with any other person or persons bidding for the same work, and that the prices quoted include all terms, insurance, royalties, transportation charges, allowances, taxes, use of all tools and equipment,

overhead, profit, etc., necessary to fully complete the work in accordance with the bid documents.

INSTRUCTIONS TO BIDDERS

PROPOSALS

1. Firm, sealed proposals will be received by the Bloomfield Township Public Library, 1099 Lone Pine Road, Bloomfield Township, MI 48302 for the serials quote in accordance with the attached specifications.
2. Proposals will be submitted only on the forms provided. Deliver two (2) copies of the bid proposal form in a sealed envelope marked with the name of the bidder and entitled Serials Quote 2019. Bids must be hand-delivered, delivered by courier, or mailed to arrive no later than 4:00 p.m. Friday, May 11, 2018, at which time all bids will be publicly opened at the Library. These should be addressed to Tera Moon, Assistant Director, Bloomfield Township Public Library, 1099 Lone Pine Road, Bloomfield Township, MI 48302. Verbal, telephone, fax, handwritten, or electronic mail bids are invalid and will not receive consideration.
3. Any questions regarding bid specifications must be received no later than five working days prior to the bid opening. Proposers should direct all questions to Tera Moon at the above phone number or email moontera@btpl.org.
4. Proposals must include a description of the company's background (history, mission, growth).
5. Proposals must include a list of references that are **current customers**, including contact names and phone numbers.
6. Bidders **are required to fill in prices in the Excel Spreadsheet** provided on the flash drive included with this bid. Return flash drive with proposal package by deadline.
7. Bidders **must** provide a comprehensive total for all subscriptions. Final bid price must reflect Group A: Bloomfield Township Public Library; Group B: Maggie Pub Bloomfield Township Public Library.
8. The Bloomfield Township Public Library reserves the right to accept or reject any or all bids, either in whole or in part; to award the contract to other than the low bidder; to waive any irregularities and/or informalities; and, in general, to make awards in any manner deemed to be in the best interests of the library.

TAXES

State and local sales and use taxes are not applicable and should not be included in the proposal.

CONTRACT AWARD

The contract will be awarded in the form of a signed proposal sheet mailed to the vendor selected. It is the intent of the Library to award the bid for serials services at the regularly scheduled Library Board of Trustees meeting on **Tuesday, June**

19, 2018. Notification will be mailed to all proposers on June 20, 2018. Awards will be made on a lump-sum basis, in a manner most favorable to Bloomfield Township Public Library.

WITHDRAWAL OF BIDS

Any bidder may withdraw a bid at any time prior to the scheduled time for receipt of bids.

SPECIAL CONDITIONS

- A. The library reserves the right to add or delete titles from the final purchase order submitted. This may be due to a) missed items from this original quote, b) a title has ceased publication, or c) the title is no longer needed by the library.
- B. The library reserves the right to cancel any serial subscriptions deemed unnecessary.

REPORTS & CLAIMING

- A. Bidder must include documentation demonstrating that the bidding company has the capability to accept electronic claims for missing issues via Innovative Interfaces Sierra Serials module.
- B. Bidder must have the ability to notify the library bi-monthly of ceased publications, suspended publications, publication delays, publishing frequency changes, title changes or title mergers.

INVOICING & CREDIT MEMOS

Bidder must include documentation describing the invoicing procedure for added subscriptions, periodical subscription price increases, and standing order invoices during the course of the fiscal year. Bidder must also provide information describing its CREDIT MEMO procedure. Bidder must also provide information on any technology available to permit delivery of invoices by e-mail in PDF and/or HTML.

DELIVERY

Proposals must include delivery to Bloomfield Township, Michigan, Bloomfield Township Public Library. Deliveries will be made to this one (1) location of 1099 Lone Pine Road, Bloomfield Township, Michigan. There are two accounts for this bid: Group A: Bloomfield Township Public Library; Group B: Maggie Pub Bloomfield Township Public Library. Each group is to be invoiced on the same invoice under separate accounts. If bidder is awarded contract, both accounts must be renewed in a proper and timely fashion.

PAYMENTS

Invoice must be received no later than September 14, 2018. Payment in full will be due and payable as of **November 16, 2018**, providing all subscriptions are renewed and accepted and the contract has been fully renewed.

DOCUMENTATION

Bidder will provide a toll free telephone number, toll free fax number, and e-mail address, and will assign a specific customer service representative and an account services manager to handle this account.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

SERIALS QUOTE

PROPOSAL FORM

Bloomfield Township Public Library
1099 Lone Pine Road
Bloomfield Township, MI 48302
248-642-5800 www.btpl.org

GROUP A TOTAL: \$ _____

GROUP B TOTAL: \$ _____

PROPOSAL GRAND TOTAL: \$ _____

Proposal (is, is not) _____ in complete accordance with specifications and instructions. (If answer is "is not," explanatory descriptive and illustrative materials must be attached.)

The Bloomfield Township Public Library reserves the right to accept or reject any or all bids, either in whole or in part; to award contract to other than the low bidder; to waive any irregularities and/or informalities; and, in general, to make awards in any manner deemed to be in the best interests of the library.

Successful bidder will declare and stipulate that its proposal is made in good faith, without collusion or connection with any other person or persons bidding for the same work, and that the prices quoted include all terms, insurance, royalties, transportation charges, allowances, taxes, use of all tools and equipment, overhead, profit, etc., necessary to fully complete the work in accordance with the bid documents.

Respectfully submitted,

Company _____

By _____

Official
Address _____

Telephone Number _____

E-mail address of contact: _____

Serials Subscription Services Firm Analysis – 2019

FIRM NAME	PROPOSAL PACKAGE	ONLINE PORTAL	HANDLING OF CREDITS	INTERFACE WITH SIERRA	ABILITY TO PROVIDE TITLES REQUESTED	FEE	SUPPLEMENTAL INVOICING	REFERENCES
LM Information Delivery Inc.	Complete proposal; 1 copy only; delivered on time; flashdrive included Company: established 1972; access to 700,000 titles; offers personalized service; seems to serve mostly academic libraries	Yes	Sends when necessary	Yes	Unable to provide 3 titles	Group A: \$28,778.75 Group B: \$3,547.50 Total: \$32,326.25	Yes, when necessary	2 public libraries, 1 university library
Magazine Subscription Service Agency	2 copies of proposal delivered on time; flashdrive included Company: established in 1978; 3,000 customers; access to 250,000 titles	Not specified	Sends when necessary	Not specified	Unable to provide 10 titles	Group A: \$21,201.45 Group B: \$3,098.35 Total: \$24,299.80 30% off “most popular publications”	Yes, when necessary	5 provided, 2 are public libraries
WT Cox Information Services	Complete proposal; 2 copies delivered on time; flashdrive included Company: established in 1974; serves 30,000 libraries worldwide; access to more than 300,000 titles	Yes	Sends credit memos	Yes	Able to provide all titles	Group A: \$25,151.43 Group B: \$3,496.88 Total: \$28,648.31 18% discount on eligible titles	No	5 public libraries

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: Carol Mueller

DATE: June 13, 2018

SUBJECT: Follow up to Question

At the May 15, 2018 Library Board meeting, a question was asked regarding the Library's March 8 – April 9, 2018 electrical bill that required further information.

Upon further investigation, the following facts were discovered:

- There was one extra day billed in this timeframe than in 2017
- Weather was slightly warmer this March, 2018 than in March, 2017 resulting in a few days of air conditioning use
- Higher costs were assessed in March, 2018 than in March, 2017
 - March, 2017 = \$22.47 per hour
 - March, 2018 = \$26.84 per hour

We will continue to monitor our electrical bills for higher than usual charges and investigate as necessary.

Please let me know if you have any additional questions.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees

FROM: Tera Moon

DATE: June 11, 2018

SUBJECT: Strategic Plan Update

At the regular monthly meeting of the Library Board of Trustees on May 15, 2018, I provided a progress update on our strategic plan. We are at the halfway point in the strategic plan's timeline. We have achieved many accomplishments and are about to begin a space needs assessment project that will impact every aspect of the Library's service. The Board asked to schedule a special session for a discussion on our strategic plan and what comes next once the end of the plan's timeline is reached. Using a third-party facilitator was suggested. We look forward to an inspiring discussion about the library's future.

1. Marketing

This group continues to meet and discuss ideas and tactics for marketing the Library and its services.

2. Tours

A public tour is scheduled for Wednesday, June 13. At the time of this writing, six patrons are registered for this tour. This is the third tour offered. Each tour has had more registrations than the previous tour – a sign that this is a service patrons enjoy and value. We will continue to offer tours once a quarter. The Tours committee has prepared a script and other information which enables more staff to participate as tour guides. Many staff are eager to be tour guides!

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: June 11, 2018
SUBJECT: Space Needs & Wayfinding Assessment Update

Geraldine Drake and other representatives from Quinn Evans Architects will meet with the Department Heads and Administration on Wednesday, June 13 to discuss the next steps in this project.

July 2018

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
<p>2</p> <p>4:30PM Google CS-First Computer Coding with Scratch Sports Module</p> <p>7PM International Cookbook Club</p>	<p>3</p> <p>9:30AM Celebrate International Friendship Day</p> <p>10AM Knit 'n Stitch Circle</p> <p>10AM Family Story Time</p> <p>2PM HITS Theater</p> <p>6PM Introduction To Microsoft Excel</p>	<p>4</p> <p>LIBRARY CLOSED</p> <p>INDEPENDENCE DAY</p> <p>will re-open</p> <p>Thursday, July 5, 9:30 a.m.</p>	<p>5</p>	<p>6</p> <p>12PM English Language Conversation Hour</p> <p>2PM Little Foodies: Musical Munchies</p>	<p>7</p>	<p>1</p> <p>8</p>
<p>9</p> <p>11AM Adult /Teen Sensory Storytime</p>	<p>10</p> <p>10:30AM Family Dance Party</p> <p>11AM Building & Grounds CMTE</p> <p>1PM Memoir Writers' Group</p> <p>4PM Teen Advisory Board</p> <p>7PM Floating Palaces of the Great Lakes</p>	<p>11</p> <p>6:30PM Writers' Rendezvous</p>	<p>12</p> <p>1PM Drop In Download Help</p> <p>6PM Introduction To Microsoft Excel</p> <p>7PM World Music & Stories with the Storytellers</p>	<p>13</p> <p>12PM English Language Conversation Hour</p>	<p>14</p> <p>9:30AM – 3:30PM Friends of the Library Second Saturday</p> <p>11AM Tech Take-Apart Day</p>	<p>15</p> <p>Friends of the Library Second Sunday Sale in our Lower Level-12 noon to 3:30 p.m. - everyone welcome. Bargains Galore!</p>
<p>16</p> <p>1PM 30 Minute Lunchtime Book Club</p> <p>2PM LEGO Club</p>	<p>17</p> <p>6:30PM 'In Vino Veritas' Nonfiction Book Club</p> <p>6:30PM Marketplace Stories: Folktales From the Arab World</p> <p>7PM BTPL Board of Trustees Meeting</p>	<p>18</p> <p>Gale Courses Begin</p> <p>10AM Wee ALL Play</p> <p>1PM Mystery Book Club</p> <p>2PM Read to Seed Garden Club</p> <p>6:30PM Summer Nights Trivia</p>	<p>19</p> <p>6PM Teen Cosplay Book Club: A Wrinkle in Time</p> <p>6:30PM Reg Pettibone's Native American Dance</p>	<p>20</p> <p>10AM Coffee &Conversation</p> <p>10AM Family Story Time</p> <p>12PM English Language Conversation Hour</p> <p>2PM Introduction To PowerPoint</p>	<p>21</p>	<p>22</p>
<p>23</p> <p>6PM Books in Bars at Rusty Bucket</p> <p>4:30PM Google CS First</p>	<p>24</p> <p>11AM Build This City On Rock and Roll!</p> <p>1PM Memoir Writers' Group</p> <p>6PM PowerPoint 2</p>	<p>25</p> <p>6:30PM Writers' Rendezvous</p> <p>6:30PM Spoonman - Catch the Rhythm of Reading</p>	<p>26</p> <p>10AM Eleanor's Book Club</p> <p>6:30PM Bloomfield's Got Talent: Karaoke Edition</p>	<p>27</p> <p>11AM Sensory-Friendly Movies for Adults and Teens</p> <p>12PM English Language Conversation Hour</p> <p>7PM Concert: Joey Leone, Shades of Blues in America</p>	<p>28</p> <p>11AM Outdoor Family STEM Challenge</p> <p>11AM Journal Craft with Traci Romeo</p>	<p>29</p>
<p>30</p> <p>7PM Cities for Art Lovers with Wendy Evans</p>	<p>31</p> <p>2PM "UKE" Can Do It!</p>					