



Bloomfield Township Public  
**Library**

**Bloomfield Township Public Library  
Board of Trustees**

Library Board Meeting  
**July 17, 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, July 17, 2018  
7:00 p.m.

<b><u>#</u></b>	<b><u>NUMBERED ITEMS</u></b>	<b><u>DATE DELIVERED</u></b>
1	Agenda	7/13/2018
2a	Request to remove items from the Consent Agenda for Discussion	7/13/2018
2b	Motion to approve the order of items for the regular and consent agendas	7/13/2018
5	Motion to approve remaining Consent Agenda items 6-8d	7/13/2018
6	Regular Board Meeting Minutes of 6/19/18	7/13/2018
7a	Cash Disbursements	7/13/2018
7b	Revenues/Expenditures Budget Report	7/13/2018
7c	Energy Report	7/13/2018
8a	President's Report– no report	
8b	Director's Report	7/13/2018
8c	Art Committee –no report	
8c	Bloomfield Township Liaison – no report	
8c	Building, Grounds, Landscaping, Interiors Committee –7/10/2018	7/13/2018
8c	Cranbrook –no report	
8c	Development Committee – 6/21/2018	7/13/2018
8c	Finance Committee – no report	
8c	Friends of the Library Liaison – no report	
8c	Jeanette P. Myers Scholarship Committee – 6/26/2018	7/13/2018
8c	Investment Committee – no report	
8c	Personnel Committee – no report	
8c	Policy Committee	
11a	Annual Report	7/13/2018
13	Motion to approve any items removed from the Consent Agenda	7/13/2018

<b><u>UNNUMBERED ITEMS</u></b>	<b><u>DATE DELIVERED</u></b>
Used Equipment Sale	7/13/2018
Strategic Plan Update	7/13/2018
Space Needs and Wayfinding Update	7/13/2018
Calendar	7/13/2018

AGENDA  
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
BOARD OF TRUSTEES  
Tuesday, July 17, 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 June 19, 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. Annual Report
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: August 21, 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, June 19, 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 wanted to thank Judy Lindstrom for covering for him in his absence. He heard that we had a really nice response to the Myers scholarship and that it was very good to see. The committee will have a challenging time selecting the winner(s). President 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 declared that summer is here. We had a great turnout for our summer library program kickoff on Monday, June 18 with over 400 people at our event. We had over 300 children register for "Libraries Rock", the Youth summer library theme. Adult Services librarian Shayna Houghton talked to over 75 people and registered 19 teens and 20 adults. There are many activities and special concerts, among other programs, for all to enjoy.

Notice Linda's Garden and the new urns that are now installed in front of the entrance. Linda was a beloved Adult Services Department Head and the Library received many donations in her memory. Linda's Garden was established in her memory with these gifts.

The used equipment sale was a great success. The Director expressed thanks to Assistant Director Tera Moon for her hard work coordinating this sale and the assistance of Finance Coordinator, Sandi Bird, Systems and Facility Services staff for moving everything in and out of the Community Room. Tera Moon shared anecdotes about the happy Bloomfield Township residents who enjoyed the sale. The Library earned just over \$1,000.00 in sales.

Throughout the Library, you will notice large story boards which are pages from a children's book, *The Jazz Man*, sponsored by the Library of Michigan. Please take the opportunity to enjoy this when you have the time. It features braille as well as print words and illustrations.

Director Mueller announced that our Adult Services Department Head Ann Williams is retiring on August 1, 2018. We wish Ann all the best and smooth sailing. We hope to have a new Adult Services Department Head in place by October 1.

### **REGULAR AGENDA:**

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

Ed Niemchak wanted to share information about Adult Services personalized reading recommendation service. This is a new service for patrons who wish to have a librarian recommend books to read based on information the patron provides.

### **UNFINISHED BUSINESS:**

#### ***10a Library's Strategic Plan Review***

At the previous library board meeting, we had a wonderful update of the Library's strategic plan from Assistant Director Tera Moon. There was a discussion of having a brainstorming meeting in the fall. The Trustees requested to see if there are questions that they should entertain. It was decided that at the October 16 Library Board meeting, Assistant Director Tera Moon will provide a strategic plan update and propose questions to get the Library Board thinking and brainstorming about the future for Bloomfield Township Public Library.

### **NEW BUSINESS:**

#### ***11a 2019 Serials Subscription Services Bid***

Each year the Library releases a request for serials subscription services proposals. Assistant Director Tera Moon worked with Adult Services Librarian Ed Niemchak to conduct the bid process for 2019 library serials services. The deadline to receive all proposals was Friday, May 11, 2018 at 4:00p.m. Proposals from three companies 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 Tera thoroughly analyzed all three proposals received. After their analysis, it was the recommendation of Administration and Adult Services to accept the bid from W. T. Cox Subscriptions, Inc. for serials subscription services for 2019.

Upon discussion, a motion was made by Judy Lindstrom, seconded by Grant Gerhart **TO APPROVE AWARDING THE 2019 LIBRARY SERIALS SUBSCRIPTION SERVICE BID TO W. T. COX SUBSCRIPTIONS, INC., 201 VILLAGE ROAD, SHALLOTTE, NC 28470.**



*A vote was taken for approval of the motion.*

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

*Nays: None*

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

No items removed

### **OTHER:**

Sandy Edwards reported about the June Friends meeting, where it was announced that Vice President Jacki Boyer resigned from the Friends board. The Friends approved ALL of the Library's wish list items totaling over \$15,000. They will donate \$55 to the Friends' garden in memory of Pat Miotke. They are considering moving the Friends Annual Meeting to an evening see if attendance is improved. They are looking for more places to donate surplus books. There will not be a Board Meeting in July.

Joan Luksik thanked Carol Mueller for reviewing the DTE Energy bill that had been increased.

Carol Mueller wished to share with the Library Board several meeting updates:

- The annual Library audit presentation is generally conducted at the July meeting, along with the annual report. There are new GASB directives regarding the pension and OPEB (Other Post Employment Benefits) plans. As the Library participates with Bloomfield Township with these plans, the Library and Township information needs to be in sync. She proposes that the audit presentation be conducted at the September Library Board meeting. There is a draft audit already prepared and the director does not anticipate any changes. In late August, the Finance Committee will review the audit before it is presented to the entire Library Board in September.
- The August Budget review session with the Library Board is scheduled for Thursday, August 9 at 11:00 a.m. Schwartz and Co. will be invited to attend this meeting to provide an overview of Library investments.
- The Building and Grounds Committee meetings need to meet regularly due to the number of building projects being planned. The next meeting is on Tuesday, July 10 at 11:00 a.m. and then on Thursday, August 23 at 11:00 a.m. at which the roof recommendations will be presented.

At 7:54 p.m. President Eli Greenbaum adjourned the meeting. The next Board Meeting will be Tuesday, July 17 at 7 p.m.

Submitted by:



Tom Deska, Secretary

## **BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**

### **Cash Disbursements Comments**

**July 2018**

#### **New Vendors:**

Affinity Promotions is a new vendor for staff recognition awards.

Bob Baldori is a new vendor for a library program.

Cliff Monear is a new vendor for a library program.

Detroit School of Rock and Pop Music is a new vendor for a library program.

Heather Manasco is a new vendor for a library program.

Mark Berry is a new vendor for a library program.

Michael Schaeffer. is a new vendor for a library program.

Ohio State University is a new vendor for a MelCat item.

#### **General Fund Advance**

- Check #18756 payable to Bloomfield Township in the amount of \$1,159.66 is payment for the Library's water and sewer usage from 4/23 – 5/23/2018.

#### **General Fund**

- Check #18800 payable to LJ Rolls Refrigeration Co., Inc. in the amount of \$26,518.88 is payment for compressor replacement and spring maintenance.
- Check #18802 payable to Midwest Collaborative for Library Services in the amount of \$3,684.00 is payment for reciprocal borrowing and MelCat delivery service.
- Check #18808 payable to Ohio State University in the amount of \$20.00 is payment for a lost MelCat book borrowed by a Bloomfield Township resident for which this patron has been billed.

- Check #18814 payable to Quinn Evans Architects in the amount of \$13,645.73 is payment for professional services on the Library's various building projects.
- Check #18821 payable to The Library Network (TLN) in the amount of \$47,501.98 is payment for a new public computers.
- Check #18825 payable to the United States Postal Service in the amount of \$225.00 is payment for the annual mailing permit for the Library.
- Check #18827 payable to the Public Library of Westland in the amount of \$16.87 is payment for a lost MelCat book borrowed by a Bloomfield Township resident for which this patron has been billed.

#### **Gift Fund**

- Check #4930 payable to Goldner Walsh Nursery, Inc. in the amount of \$3,184.78 is payment for Linda's Garden improvements.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**

**CHECK REGISTERS**

**FOR THE MONTH OF JUNE 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>				
18750	6/12/18	AMERICAN PEST CONTROL	106.01	2,120.00
18751	6/12/18	Elaine Asher	106.01	1,308.40
18752	6/12/18	BUTZEL LONG	106.01	78.00
18753	6/12/18	LOWE'S	106.01	144.20
18754	6/12/18	VIGILANTE SECURITY	106.01	1,950.00
18755	6/12/18	VOID	106.01	
18756	6/19/18	BLOOMFIELD TOWNSHIP	106.01	1,159.66
18757	6/19/18	XFINITY	106.01	156.51
18758	6/19/18	FLAGSTAR BANK	106.01	4,885.43
18759	6/19/18	Andrea Lebeck	106.01	34.57
18760	6/19/18	VERIZON WIRELESS	106.01	205.26
18761	6/25/18	AT&T	106.01	392.53
18762	6/25/18	Patricia Ballard	106.01	64.81
18763	6/25/18	PETTY CASH - BTPL	106.01	147.69
18764	6/25/18	DTE ENERGY	106.01	22,441.79
18765	6/25/18	Shayna Houghton	106.01	70.00
18766	6/25/18	LJ ROLLS REFRIGERATION CO., INC	106.01	275.00
18767	6/25/18	Andrea Lebeck	106.01	85.00
18768	6/25/18	PRINCIPAL LIFE INS CO-SBD GRANDE ISLAND	106.01	736.75
18769	6/25/18	Killian Weston	106.01	40.28
18770	6/29/18	AMAZON.COM	106.01	776.77
18771	7/5/18	APPLIED IMAGING	106.01	492.87
18772	7/5/18	CONSUMERS ENERGY	106.01	4,270.19
18773	7/5/18	MARY FREEMAN	106.01	50.00
18774	7/5/18	PACIFIC TELEMAGEMENT SERVICES	106.01	78.00
18775	7/5/18	STAR BRIGHT BOOKS, INC.	106.01	32.89
18776	7/5/18	T MOBILE	106.01	29.40
Total				<u>42,026.00</u>
<b>REGULAR CHECKS:</b>				
18777	7/6/18	ACE LAWN CARE & SNOW REMOVAL	106.01	5,129.33
18778	7/6/18	AFFINITY PROMOTIONS	106.01	198.88
18779	7/6/18	ALAMAN BOOKSTORE	106.01	256.00
18780	7/6/18	APPLE BOOKS	106.01	1,366.43
18781	7/6/18	BAKER & TAYLOR, INC.	106.01	13,255.90
18782	7/6/18	BRILLIANCE PUBLISHING, INC.	106.01	34.99
18783	7/6/18	BUTZEL LONG	106.01	39.00
18784	7/6/18	CAR TRUCKING, INC.	106.01	199.50
18785	7/6/18	CAVENDISH SQUARE	106.01	838.20
18786	7/6/18	CDW GOVERNMENT, INC.	106.01	504.04
18787	7/6/18	CENGAGE LEARNING/GALE	106.01	10,015.55
18788	7/6/18	CFRA	106.01	205.00
18789	7/6/18	DEMCO, INC.	106.01	435.19
18790	7/6/18	DETROIT SCHOOL OF ROCK & POP MUSIC	106.01	500.00
18791	7/6/18	KEVIN DEVINE	106.01	350.00
18792	7/6/18	DU ALL CLEANING, INC	106.01	5,760.00
18793	7/6/18	GARETH STEVENS PUBLISHING	106.01	642.30
18794	7/6/18	GRAPHIC SCIENCES, INC.	106.01	590.00
18795	7/6/18	GREENHAVEN PUBLISHING	106.01	275.52
18796	7/6/18	H. V. BURTON CO.	106.01	450.00
18797	7/6/18	HEALEY FIRE PROTECTION, INC	106.01	2,820.00
18798	7/6/18	INSTITUTE OF CONT. LEGAL EDUCATION	106.01	138.50
18799	7/6/18	INGRAM LIBRARY SERVICES	106.01	837.99
18800	7/6/18	LJ ROLLS REFRIGERATION CO., INC	106.01	26,518.88
18801	7/6/18	LERNER PUBLISHING GROUP	106.01	18.99
18802	7/6/18	MIDWEST COLLABORATIVE for LIB. SVCS	106.01	3,684.00
18803	7/6/18	MICROMARKETING LLC	106.01	425.75
18804	7/6/18	MIDWEST TAPE	106.01	21,516.96

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**

**CHECK REGISTERS**

**FOR THE MONTH OF JUNE 2018**

<b>Check #</b>	<b>Date</b>	<b>Payee</b>	<b>Cash Account</b>	<b>Amount</b>
18805	7/6/18	NATIONAL SIGN COMPANY	106.01	1,950.00
18806	7/6/18	NBS	106.01	39.00
18807	7/6/18	NICHOLS/NETWORK SERVICES CO	106.01	368.31
18808	7/6/18	THE OHIO STATE UNIVERSITY	106.01	20.00
18809	7/6/18	OMNIGRAPHICS	106.01	74.80
18810	7/6/18	OVERDRIVE	106.01	8,003.95
18811	7/6/18	OXFORD UNIVERSITY PRESS USA	106.01	34.30
18812	7/6/18	PENGUIN RANDOM HOUSE LLC	106.01	382.50
18813	7/6/18	QMI GROUP, INC.	106.01	214.81
18814	7/6/18	QUINN EVANS ARCHITECTS	106.01	13,645.73
18815	7/6/18	RECORDED BOOKS, LLC	106.01	515.60
18816	7/6/18	ROSEN PUBLISHING	106.01	1,169.25
18817	7/6/18	THE ROWMAN & LITTLEFIELD PUBLISHING GRP	106.01	296.66
18818	7/6/18	SALEM PRESS, INC.	106.01	533.52
18819	7/6/18	SECANT	106.01	1,826.67
18820	7/6/18	SERVICE HEATING & PLUMBING	106.01	1,153.50
18821	7/6/18	THE LIBRARY NETWORK	106.01	47,501.98
18822	7/6/18	TOWN SQUARE PUBLICATIONS, LLC	106.01	425.00
18823	7/6/18	UNIQUE MANAGEMENT SERVICES, INC.	106.01	313.25
18824	7/6/18	US GOVERNMENT PRINTING OFFICE	106.01	14.00
18825	7/6/18	UNITED STATES POSTAL SERVICE	106.01	225.00
18826	7/6/18	WEST ACADEMIC	106.01	49.82
18827	7/6/18	PUBLIC LIBRARY OF WESTLAND	106.01	16.87
18828	7/6/18	WOLTERS KLUWER	106.01	128.23

Total

175,909.65

**Gift Fund**

**ADVANCE CHECKS:**

4925	6/19/18	BOB BALDORI	102.03	1,400.00
4926	6/19/18	FLAGSTAR BANK	102.03	311.64

Total

1,711.64

**REGULAR CHECKS:**

4927	7/6/18	ACE LAWN CARE & SNOW REMOVAL	102.03	1,819.50
4928	7/6/18	BAKER & TAYLOR	102.03	1,426.12
4929	7/6/18	MARK BERRY	102.03	100.00
4930	7/6/18	GOLDNER WALSH NURSERY, INC.	102.03	3,184.78
4931	7/6/18	HEATHER MANASCO	102.03	200.00
4932	7/6/18	CLIFF MONEAR	102.03	600.00
4933	7/6/18	MULTICULTURAL BOOKS & VIDEOS	102.03	700.00
4934	7/6/18	NBS	102.03	1,200.00
4935	7/6/18	MICHAEL SCHAEFFER	102.03	175.00
4936	7/6/18	SHOWCASES	102.03	1,203.77

Total

10,609.17

**Bloomfield Township Public Library**  
**2018-2019 General Fund Budget**  
PRESENTED: JULY 17, 2018      FOR THE MONTH OF: JUNE 2018

7b

Three Months 25%

		2018-2019	2018-2019			Three Months 25%	
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
<b><u>Revenues</u></b>							
410.01	<b>Taxes</b>	<b>\$7,095,067</b>	<b>\$7,095,067</b>	<b>\$0</b>	<b>(\$1,798)</b>	<b>-0.03%</b>	<b>(\$7,096,865)</b>
420.01	<b>Penal Fines</b>	<b>\$85,021</b>	<b>\$85,021</b>	<b>\$0</b>	<b>\$0</b>	<b>0.00%</b>	<b>(\$85,021)</b>
422.01	<b>State Aid</b>	<b>\$26,860</b>	<b>\$26,860</b>	<b>\$0</b>	<b>\$14,949</b>	<b>55.65%</b>	<b>(\$11,911)</b>
430.01	<b>Circulation Fines &amp; Fees</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$7,121</b>	<b>\$20,481</b>	<b>20.48%</b>	<b>(\$79,519)</b>
	<b>Charges for Services</b>	<b>\$13,800</b>	<b>\$13,800</b>	<b>\$1,367</b>	<b>\$4,556</b>	<b>33.02%</b>	<b>(\$9,244)</b>
	<b>Investment earnings</b>	<b>\$79,000</b>	<b>\$79,000</b>	<b>\$9,087</b>	<b>\$52,456</b>	<b>66.40%</b>	<b>(\$26,544)</b>
	<b>Miscellaneous</b>	<b>\$13,497</b>	<b>\$13,497</b>	<b>\$1,328</b>	<b>\$7,694</b>	<b>57.01%</b>	<b>(\$5,803)</b>
<b>Total Revenues</b>		<b>\$7,413,245</b>	<b>\$7,413,245</b>	<b>\$18,903</b>	<b>\$98,337</b>	<b>1.33%</b>	<b>(\$7,314,908)</b>
<b><u>Expenditures</u></b>							
	<b>Personnel</b>	<b>\$4,119,114</b>	<b>\$4,119,114</b>	<b>\$299,737</b>	<b>\$1,008,211</b>	<b>24.48%</b>	<b>(\$3,110,903)</b>
	<b>Library Services</b>	<b>\$875,133</b>	<b>\$875,133</b>	<b>\$64,902</b>	<b>\$206,356</b>	<b>23.58%</b>	<b>(\$668,777)</b>
	<b>Facilities &amp; Equipment</b>	<b>\$1,109,615</b>	<b>\$1,109,615</b>	<b>\$60,904</b>	<b>\$301,472</b>	<b>27.17%</b>	<b>(\$808,143)</b>
	<b>Other Operating Expenditures</b>	<b>\$3,022,865</b>	<b>\$3,022,865</b>	<b>\$92,430</b>	<b>\$211,832</b>	<b>7.01%</b>	<b>(\$2,811,033)</b>
<b>Total Expenditures</b>		<b>\$9,126,727</b>	<b>\$9,126,727</b>	<b>\$517,972</b>	<b>\$1,727,871</b>	<b>18.93%</b>	<b>(\$7,398,856)</b>
	Fund Balance - Beginning	\$12,889,674	\$12,889,674		\$12,889,674		
	Net revenue (expenditure)	(\$1,713,482)	(\$1,713,482)		(\$1,629,534)		
	Fund Balance - Ending	\$11,176,192	\$11,176,192		\$11,260,140		

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: JULY 17, 2018    FOR THE MONTH OF: JUNE 2018

Three Months 25%

ACCOUNT NUMBER	ACCOUNT NAME	2018-2019 ADOPTED BUDGET AS OF MAR 20, 2018	2018-2019 AMENDED BUDGET AS OF JULY 17, 2018	REVENUE/ EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	VARIANCE
	<b><u>Revenues</u></b>						
	Gift Income	\$500	\$23,442	\$18,024	\$23,442	100.00%	\$0
454.03	Investment Earnings	\$200	\$200	\$16	\$47	23.58%	(\$153)
460.03	Miscellaneous Revenue	\$0	\$0	\$0	\$0	0.00%	\$0
	<b>Total Revenues</b>	<b>\$700</b>	<b>\$23,642</b>	<b>\$18,040</b>	<b>\$23,489</b>	<b>99.35%</b>	<b>(\$153)</b>
	<b><u>Expenditures</u></b>						
	Library Services	\$56,425	\$70,028	\$6,117	\$17,373	24.81%	(\$52,655)
	Facilities & Equipment	\$30,202	\$32,202	\$6,204	\$8,721	27.08%	(\$23,481)
	Other Operating Expenditures	\$98,891	\$106,230	\$0	\$5,336	5.02%	(\$100,894)
	<b>Total Expenditures</b>	<b>\$185,518</b>	<b>\$208,460</b>	<b>\$12,321</b>	<b>\$31,430</b>	<b>15.08%</b>	<b>(\$177,030)</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)		(\$7,941)		
	Fund Balance - Ending	\$200	\$200		\$177,077		

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

Fund	Type	Annual Yield	Date	Amount on Hand
<b>General Fund</b>				
	5th 3rd Checking (Ecommerce)	0.00%	6/30/2018	\$98,266.22
	Flagstar Public Funds Savings	0.75%	6/30/2018	\$241,895.41
	Flagstar Premier Public Entities Checking	0.29%	6/30/2018	\$21,055.78
	RBC Capital Cash/Money Market	0.42%	6/30/2018	\$13,789.30
	RBC Capital - Investments	2.65%	6/30/2018	\$11,361,763.23
<b>Total General Fund</b>				<b>\$11,638,503.72</b>
Please see General Fund budget for notes on how this amount is earmarked				
<b>Gift Fund</b>				
	Huntington Public Fund Business Interest Checking	0.15%	6/30/2018	\$124,055.43
	Huntington CD (Charnov gift) - matures 02/04/2019	0.45%	6/30/2018	\$50,000.00
	Fifth Third Bank Business Standard Checking	0.00%	6/30/2018	\$5,896.72
<b>Total Gift Fund</b>				<b>\$179,952.15</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>\$147,214.00</b>



**Bloomfield Township Public Library****Investment Portfolio**

<b>Investment Vehicle</b>	<b>Portfolio %</b>	<b>Original Cost</b>	<b>6/30/2018 Market Value</b>	<b>Estimated Annual Inc</b>	<b>Current Yield</b>
Money Market Funds	0.1%	\$13,789	\$13,789	\$58	0.42%
Vanguard Money Market Reserves Income	11.3%	\$1,282,953	\$1,282,953	\$23,478	1.83%
U.S. Treasury Note - 7/15/18	3.7%	\$423,915	\$424,860	\$3,719	1.45%
U.S. Treasury Note - 8/15/18	3.7%	\$423,697	\$424,550	\$4,250	1.54%
U.S. Treasury Note - 9/15/18	3.7%	\$423,448	\$424,184	\$4,250	1.60%
U.S. Treasury Note - 10/15/18	0.9%	\$99,413	\$99,678	\$875	1.84%
Eaton Vance Short Duration Government Income	17.5%	1,926,000	1,987,894	50,605	2.55%
Loomis Sayles Limited Term U.S. Gov't & Agency	11.9%	1,300,748	1,353,532	28,088	2.08%
BlackRock GNMA Portfolio	7.5%	842,764	852,193	30,039	3.52%
Victory INCORE Fund for Income	7.6%	821,134	864,557	47,392	5.48%
Virtus Asset SEIX U.S. Mortgage	11.2%	1,262,969	1,270,286	29,620	2.33%
VOYA GNMA Income	9.4%	1,038,622	1,071,713	28,909	2.70%
Eaton Vance Government Obligations	11.5%	1,252,449	1,305,364	50,386	3.86%
<b>Total Portfolio</b>	<b>100.0%</b>	<b>\$11,111,902</b>	<b>\$11,375,553</b>	<b>\$301,669</b>	<b>2.65%</b>

**2nd Quarter Activity - March 31, 2018 - June 30, 2018**

## Cash Activity

Beginning Balance	\$14,563.19
Deposits & Sales Proceeds	\$2,811,000.00
Withdrawals	(\$1,670,000.00)
Interest & Dividends	\$87,061.77
Capital Gains	\$0.00
Investment Advisory Fees	(\$8,559.31)
Net funds to purchase securities	(\$1,220,276.35)
Ending Balance	\$13,789.30

## Change in Security Value

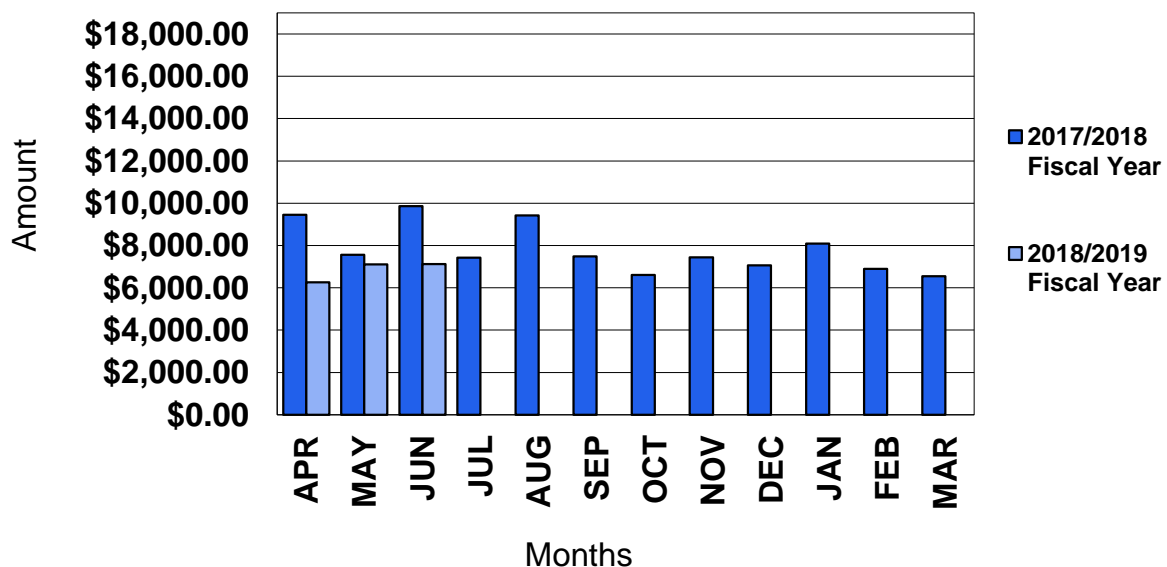
Beginning value of securities	\$12,987,658.40
Securities purchased	\$1,220,276.35
Securities sold	(\$2,811,000.00)
Change in value of priced securities	(\$35,171.52)
Ending Value of priced securities	\$11,361,763.23

**Estimated Accrued Interest****\$4,707.64****Total account value as of June 30, 2018****\$11,380,260.17**

**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	\$7,120.68	(\$2,745.58)
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
<b>TOTAL</b>	<b>\$93,868.12</b>	<b>\$20,481.09</b>	<b>(\$73,387.03)</b>

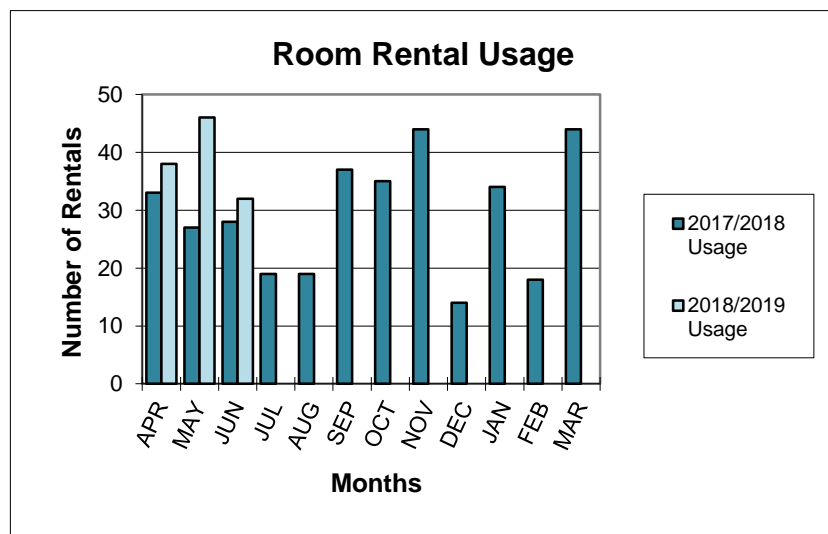
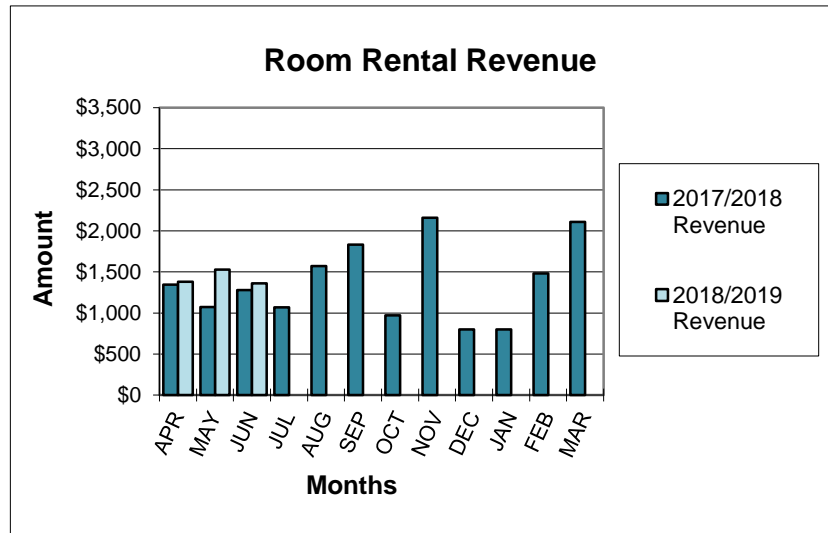
### Fines and Fees Two-Year Comparison



## ROOM RENTAL - TWO-YEAR COMPARISON

7b

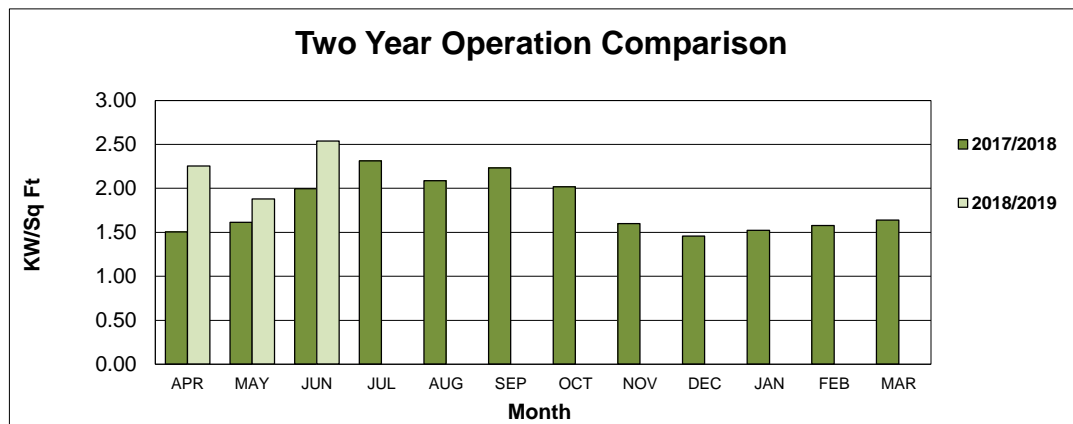
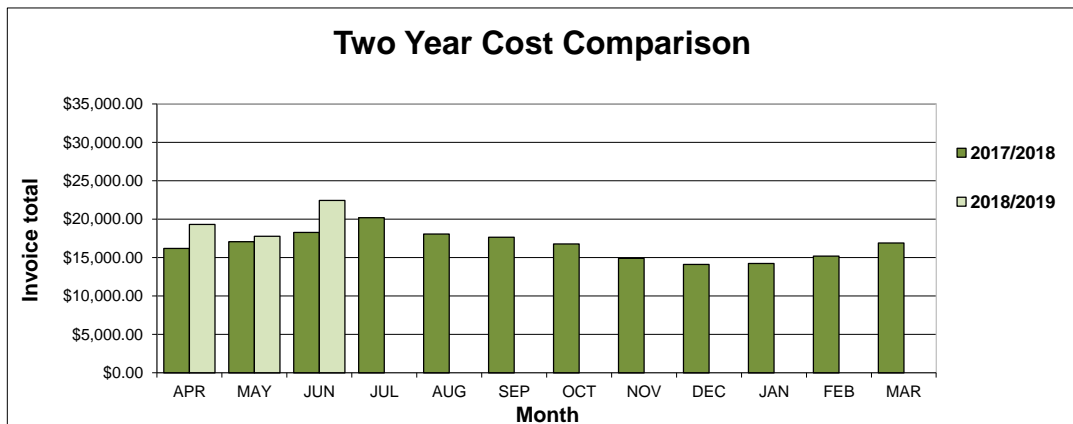
<u>Month</u>	2017/2018 <u>Revenue</u>	2018/2019 <u>Revenue</u>	<u>Difference</u>	2017/2018 <u>Usage</u>	2018/2019 <u>Usage</u>	<u>Month</u>
APR	\$1,345.50	\$1,380.00	\$34.50	33	38	APR
MAY	\$1,074.00	\$1,530.00	\$456.00	27	46	MAY
JUN	\$1,281.00	\$1,360.00	\$79.00	28	32	JUN
JUL	\$1,070.00		(\$1,070.00)	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	\$4,270.00	(\$12,223.50)	352	116	



## 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	\$22,441.79	\$4,190.21	256,550	\$0.09	356.32	2.54	\$31.17	\$0.22
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	\$59,533.92	(\$139,935.83)						

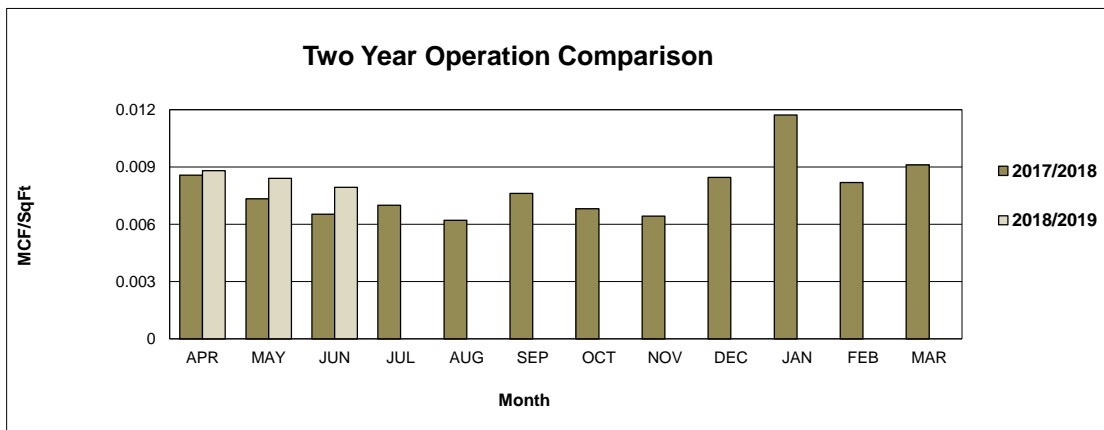
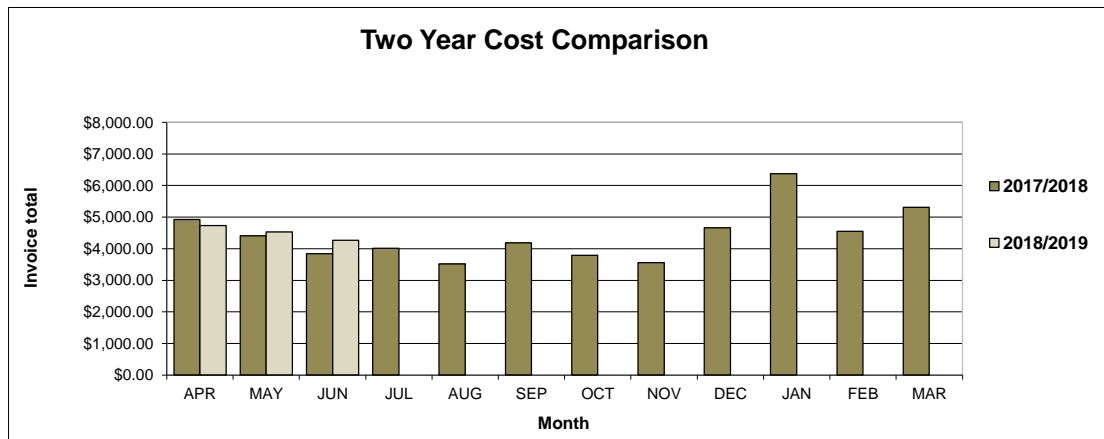


## Bloomfield Township Public Library Natural Gas Analysis

Building Area = 101,023

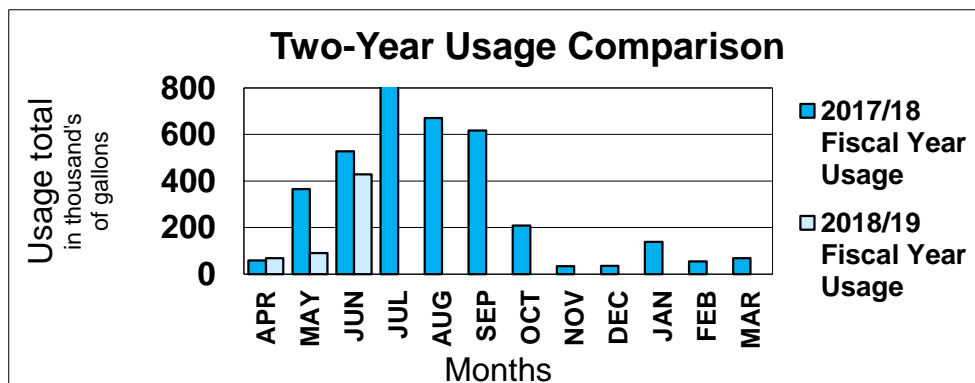
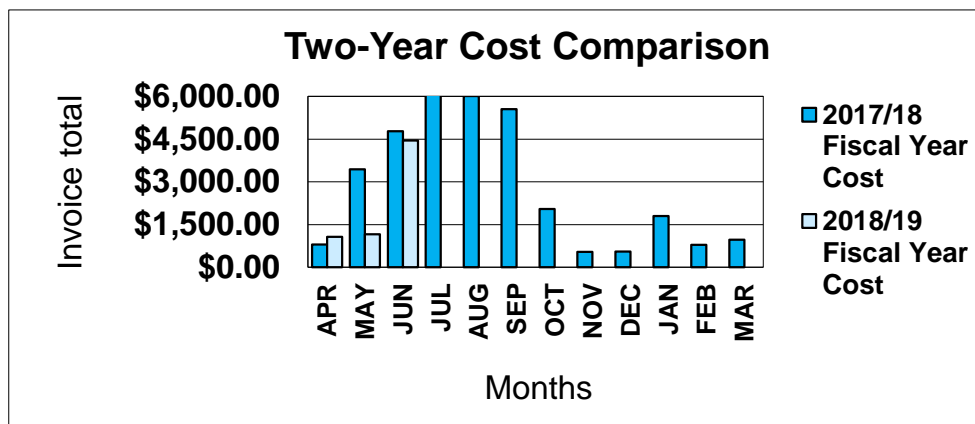
1 Cu. Ft. = 1000 BTU

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	\$4,270.19	\$427.58	802.7	\$5.32	720	1.11	0.008	5.93	0.042
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	\$13,533.11	(\$39,594.06)							



## 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	\$4,448.57	(\$324.19)	528	429	(99)
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>\$6,678.92</u>	<u>(\$27,956.39)</u>	<u>3,607</u>	<u>587</u>	<u>(3,020)</u>



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

Our second Read-a-thon is scheduled for Saturday, September 8 starting at 10:00am. We are actively seeking volunteers to read aloud the entire book, *A Wrinkle in Time*, during this day. Please encourage your Bloomfield Township friends and neighbors to contact the Library by calling (248) 642-5800 or sending an email message to [readathon@btpl.org](mailto:readathon@btpl.org) to sign up to be a volunteer reader!

The Michigan Library Association (MLA) annual conference will be held on October 17 – 19, 2018 in Novi, Michigan this year. The following link is to the MLA website: <http://www.milibraries.org/> - click the tab called "Events" for the conference program. If you are interested in attending, please let me know.

Save the date of Sunday, December 2 for the Library's annual holiday dinner. This year's event is financially supported by the Friends of the Library and will be held at the Iroquois Club, where last year's dinner was held. More information about this event will be forthcoming this fall from our SOC.

Respectfully Submitted,

Carol Mueller  
Director

[illegible]

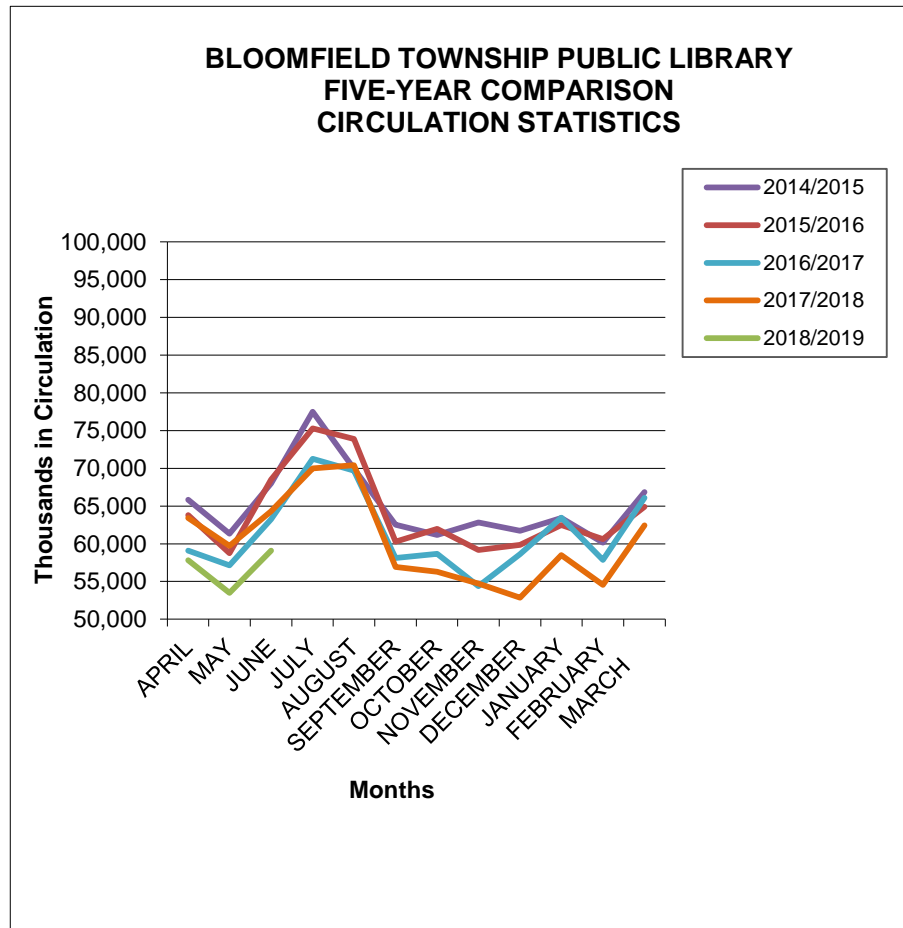


	2017		2018	
<b>OUTREACH &amp; PROGRAMS</b>				
<b><i>New Patrons and Accounts</i></b>				
Township:	197		223	
Cranbrook:	2		5	
Total new patrons:	274		259	
<b><i>Adult Program Attendance</i></b>				
Staff-led:	15 events	122 attended	14 events	273 attended
Speaker-led:	8 events	202 attended	7 events	145 attended
Book clubs:	6 events	108 attended	5 events	134 attended
Tours/visits on-site:	0	0	0	0
Tours/visits off-site:	1 event	150 attended	2 events	60 attended
<b><i>Systems Program Attendance</i></b>				
Staff-led:	12 events	122 attended	10 events	125 attended
<b><i>Teen Program Attendance</i></b>				
Staff-led:	1 event	2 attended	1 event	23 attended
<b><i>Youth Program Attendance</i></b>				
Staff-led:	11 events	1,435 attended	10 events	1,232 attended
Speaker-led:	1 event	350 attended	3 events	182 attended
Tours/visits on-site:	0	0	0	0
Tours/visits off-site:	11 events	1,014 attended	7 events	583 attended
TOTAL:	66 events	3,505 attended	59 events	2,757 attended
<b><i>Volunteers:</i></b>				
	24 people	203.75 hours	27 people	212.25 hours
	Shop: 9	104.75	Shop: 9	86.25
	Court: 0	0	Court: 2	35.75
	Students: 3	19	Students: 9	30.5
	Dept. Vol: 12	80	Dept. Vol: 7	59.75
<b><i>Patron Remarks</i></b>				
Patron Comments:	5		n/a	
Ask BTPL:	5		n/a	
Ask Us:	43		44	
<b>DISPLAYS</b>				
Lobby	Summer Reading Display			
Media	Adult: History DVDs; One World, Many Stories Flag Bulletin Board			
	Youth: Movies Over 50 Years Old; Libraries rock!			
Local History	One World, Many Stories: Africa			

# BLOOMFIELD TOWNSHIP PUBLIC LIBRARY FIVE YEAR CIRCULATION

7/11/2018

	<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	59,101
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>170,423</b>



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

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Bloomfield Township Public Library  
Oakland County, Michigan  
**Thursday, June 21, 2018, 11 a.m.**

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

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

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**Old Business:**

***Photo Contest 2018 Recap*** - Saturday, April 13.

- Theme suggestion – “In Motion” – all agreed that this is still a good theme.
- The People’s Choice discussion – the concern remains to restrict it to one vote a day but it was agreed to not limit it to the Township or cardholders, but open beyond the Library.

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

- For PR, the Read-a Thon has been featured in the newsletter. The need for readers will be promoted in-house and in the departments. 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. Tom Deska will serve as emcee.
- Joan Luksik will back up Tom Deska for breaks, with Grant Gerhart as an alternate backup.
- There are two confirmed volunteer readers so far, with a third likely.
- The Sponsorship letters went out last week to 48 recipients. Follow-up phone calls will be made in July. Please let the Director know if you have anyone who might be interested in Sponsorship. The focus will be on following up on sponsors for the Read-a-thon and International Night. Sponsorship is on the website. The Trustees will receive a .doc copy of the letter so it can be personalized to encourage sharing with any connections they might have.

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

- The goal is to sell 150 tickets. Décor and Library layout were briefly reviewed. Judy Lindstrom continues to pursue options for costumes to be worn or displayed.
- Food and beverages were discussed. Inquiries were made to Trader Joe’s and Papa Joes regarding a donation of wine. Nino Salvagio’s will be approached also. Howard Davis of Coffee Express is committed to provide coffee for the date. The liquor license is in the works. The church across street has been notified of it and they are supportive. We have one bartender, but two or three people are wanted.
- Music and entertainment are under way. Jazz musician Clif Monear spoke with Eli Greenbaum recently and expressed enthusiasm. Volunteers are needed to greet and assist caterers and musicians. Pinwheel buttons will be created for volunteers/staff to wear.
- There was further discussion regarding ads. Carol will provide the amount of revenue generated from ads only from the Library’s 50<sup>th</sup> anniversary Gala.
- Formal Invitations are being designed by Tera Moon and Amberrose Hammond and these will be sent to an official list, which was reviewed. Electronic invitations will also be sent out to community centers and other community groups. Three baskets will be available as drawing prizes. Sandy Edwards volunteered to donate a basket. There will be little suitcase boxes with chocolates as the favor, which will be reviewed at the next meeting.

***Library Wide One World/Many Stories spring/summer program series***

On Tuesday, Klezunderheit will be performing. There was further discussion of the t-shirts which are available to anyone who would like one.

***New Business:***

No new business.

***Other:***

Nothing to report.

***Next meeting:***

Thursday, August 2 at 11 a.m.

## MINUTES OF THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

### MYERS SCHOLARSHIP COMMITTEE

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The meeting of the Bloomfield Township Public Library Board of Trustees Myers Scholarship Committee was held in the Library on Tuesday, June 26, 2018 at 11:00 a.m.

**Present:** Trustees Grant Gerhart and Joan Luksik

**Administration:** Carol Mueller, Library Director

The Myers Scholarship Committee met to review the eleven applications received for this scholarship. Carol thanked the Committee for their thoughtful review of all the applications. In addition, Carol shared that the Staff Organization Committee (SOC) designated March and April, 2018 casual day donations to be given to the Myers Scholarship award. In addition, the Myers family contributed to the scholarship award and the Library received an anonymous donation of \$500.00 also. The Committee has \$1,500.00 to award this year.

After discussion, the Committee unanimously agreed to split the award between three applicants. Each will receive \$500.00 to be sent directly to the universities they are attending for fall, 2018 costs. Charles Cusack, Katherine Korey and Lauren Aquilina have been informed by Administration of their award of the 2018 Myers Scholarship. Charles is currently a Library Media Intern working on his Master's degree in Library and Information Studies at Wayne State University. Katherine is the daughter of Circulation Assistant Department Head Elizabeth Korey and is working on her nursing degree at Oakland Community College. Lauren is currently a Library Media Intern working on her Master's degree in Library and Information Studies at Wayne State University. Scholarship funds for their fall, 2018 semesters will be sent in their name to Wayne State University and Oakland Community College.

Administration contacted Rod Myers Jr. to confirm his family's attendance at the annual Myers Scholarship award presentation on Tuesday, August 21. The Committee reviewed the presentation outline. Grant Gerhart and Joan Luksik will present the awards. Three oversized checks will be created to present to the scholarship winners in addition to the certificates.

## 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 CIOT Conference Room, 1080 Coolidge Highway, Troy, MI on Tuesday, July 11, 2018 at 11:00 a.m.

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

**Administration:** Carol Mueller, Library Director; Tera Moon, Assistant Director;

**Guests:** Geraldine Drake, Fatima Beachum, Ann Dilcher, and Jim Mumby of Quinn Evans Architects (QEA);  
Ben Soave, Ciot

### Old Business:

#### Lobby Floor Updates

The group met at Ciot's show room in Troy, MI in order to see granite samples. Ben Soave from Ciot showed the group a granite tile called Eramosa. This natural stone granite is quarried by Ciot in Canada with interesting veining in this product. This product is used in outdoor installations, is slip-resistant (even when wet), and it is easy to clean using standard washing protocols. QEA recommends a Versailles pattern. Ciot can provide installation, if desired. Installation would be about 2-3 weeks. Ben will supply the warranty information. The group also reviewed porcelain pavers. These are different than the porcelain tiles in the Library's first test tile. There is interest in looking at this option in addition to granite. Terrazzo was also discussed. Terrazzo would create a monolithic look which would be drastically different from our current tile. Terrazzo can be difficult to get just right. The Trustees did not wish to consider terrazzo further but would like to take a closer look at porcelain viewed at CIOT. Samples of granite and porcelain will be provided by Ciot. Estimates for both options will be forthcoming.

#### Welcome Desk Panels

Geraldine presented a sample of a 3Form panel with the Library's logo rendered to scale and with the logo laid out on three screens, as our panels are situated. There is a fabricator in Birmingham who will receive the panels (after manufactured by 3Form), deliver them to the Library, and install these. The group approved the presented design but requested modification of the color of the resin to be whiter. A higher-resolution, vector logo will be created by a graphics company QEA is working with. Lead time on manufacture of the panels is 3-4 weeks from placing the order. Samples will be sent to the Library and reviewed at the July 17 Library Board meeting for final selection.

#### Lower Level Renovations & Restroom Renovations

QEA presented corner guard options for the pillars in the lower level Gathering Space. This area sees a lot of traffic and abuse so the pillars required constant repair. The group decided not to install corner guards.

QEA presented construction documents for bidding out the lower level meeting room renovations and four restroom renovations. These were reviewed with the group. A decision was made to

award the bid at the August 21, 2018 regular monthly Library Board of Trustees meeting in order to adhere to the planned October 15-November 9, 2018 construction date.

### **Roof Update**

QEA provided a packet of information regarding the roof with results of several tests that have been conducted. The roof is a candidate for restoration because less than 15% is water damaged according to an infrared scan. The leak that occurs in Adult Services is caused by a faulty roof drain which can be repaired independently of the entire project. The roof inspection also found nails popping out of shingles all across the entire roof. A bigger problem found is buckling of the roof deck. The roof deck is delaminated. Jim recommends two phases: 1) pavilions first, 2) EDPM roof membrane later. Jim also recommends creating a "step" to provide a better seal between the EDPM membrane and the shingled pavilions. The decking is not properly ventilated and needs to be so. A more detailed review will take place at the August 23, 2018 meeting of the Building & Grounds committee. Ideally, a decision to proceed with roof work as planned in phases would be made in October. Bidding would take place in February with work to begin in early spring.

### **Spaces and Wayfinding Update**

Due to the costs of the building projects discussed above and cost information regarding our Space Needs ideas, we will begin with Phase 1- moving Media - in spring, 2019.

### **New Business:**

### **Other:**

**The next meeting is Thursday, August 23 at 11:00am at the Library.**

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
MEMORANDUM**

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**TO:** Trustees

**FROM:** Carol Mueller

**DATE:** July 13, 2018

**SUBJECT:** FY 2017/2018 Annual Report

Attached is the Library's Annual Report for FY 2017/2018 for your review. I love to review the previous year and am always amazed by the number of accomplishments and events that take place in the previous fiscal year. It is easy to quickly move on to other projects, events and work so it is very fun for me to remember again all that has passed. Library staff is never short on ideas, innovation, or enthusiasm, nor are there many dull moments in the life of our Library.

FY 2017/2018 was a very full year once again – included here is just a sampling of events, programs and accomplishments of this past year.

We all mourned the passing of Library Board President Pam Williams in April, 2017. In her memory, friends of Pam provided funding to plant a golden dawn redwood tree on library grounds. We were pleased to welcome Sandra Edwards to the Library Board in June, 2017. The Library's first photo contest was a great success with over 80 photos entered by 53 Bloomfield Township residents who were inspired to capture the joy of reading, libraries and books in a photograph. Our April 14, 2017 photo contest reception revealed the winners of the five categories of photos. A wonderful idea of creating a photo story of the early days of the Library was unveiled in April 2017 also. Over 30 historic photos of the early days of Bloomfield Township Public Library now adorn the walls of the Community Room. Library staff helped to strengthen our relationship with the Bloomfield Hills Schools by offering science fair workshops and assistance to students looking for resources and ideas for their projects. Several new programs were offered at Bloomfield Township Senior Services also such as "Cutting the Cord" and book discussions, among others. The Library celebrated the publication of the Writer's Rendezvous anthology, a result of their meetings at the Library over the past 20 years. Our generous Friends of the Library gave over \$60,000 to the Library to fund an inclusive workstation for all abilities in Youth Services, another season of Chamber music concerts and special additions to the collections, to name just a few items their generosity provided. Quinn Evans Architects was awarded the bid to conduct a space needs assessment resulting in some big ideas to change collection locations and spaces in the Library in response to patron use of the building. Five meeting rooms were upgraded with new audio visual equipment and new public copiers replaced old and worn out copiers.

These examples are really just a few of the accomplishments of this past year. I remain ever so grateful to the Library Board for your unwavering support, to the Friends for their



generosity that helps this Library be so great and to our amazing library staff who make it all happen!

As required, the Annual Investment Report also is included. This report compares our investment returns with the standard national average to reassure the Trustees that the Library is investing under relatively standard circumstances. This report requirement came about from PA 20 and is also cited in the Library Investment Policy.

The Library FY 2017/2018 Annual Report will be posted on our website and will be distributed to the Friends Board and to any guests attending the July 17 Library Board meeting. The complete Annual Report notebook will be available to browse at the July 17 meeting also. This notebook contains not only the library-wide report, but reports submitted by the Assistant Director, Finance Coordinator, Volunteer Coordinator, and Department Heads, plus photos, media coverage, and much more! It is a wonderful snapshot of a year in the life of Bloomfield Township Public Library and will be kept in the Library Archives in perpetuity.

Many thanks to Assistant Director Tera Moon for preparing this report and to all Library Department Heads for submitting their summaries of the year's activities in their respective departments. I hope you enjoy reviewing the past year as much as I did!

**ACTION: I move to accept the Library Annual Report and Annual Investment Report for Fiscal Year 2017/2018.**

## BLOOMFIELD TOWNSHIP PUBLIC LIBRARY BOARD OF TRUSTEES

We were all greatly saddened and shocked when our Library Board President Pam Williams suddenly passed away on April 16, 2017. Pam had served on the Bloomfield Township Public Library Board of Trustees since 2008. Pam was retired from many years of service in public schools. Our connection to the 2016 Conant Elementary School art project made her especially proud and pleased. Her love for Bloomfield Township Public Library and this community was evident in all that she did. She will be greatly missed by many. A lovely dawn redwood tree was planted on the Library's grounds to honor her memory.

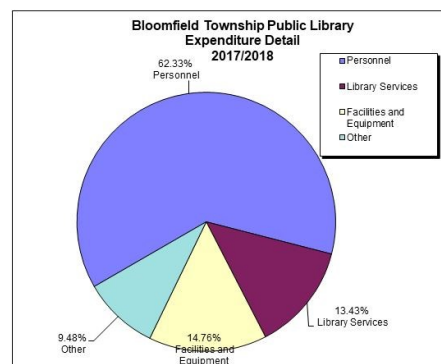
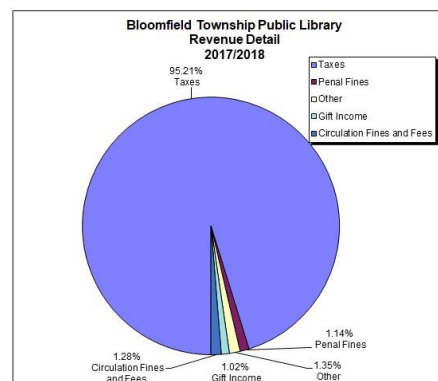
Sandra Edwards was chosen as a new Trustee on the Library Board. Sandy is retired from higher education where she served as a development officer. Sandy brings a great public service ethic and experience. Sandy and her grandchildren love spending time at the Library.



**Library Board of Trustees**

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

### Financial Review of Fiscal Year 2017/2018



### Library Hours

Mon-Thurs: 9:30 a.m.-9:00 p.m.  
Friday: 9:30 a.m.-6:30 p.m.  
Saturday: 9:30 a.m.-5:30 p.m.  
Sunday: Noon-5:30 p.m.

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

## BLOOMFIELD TOWNSHIP PUBLIC LIBRARY FACTS AT A GLANCE

**352,417**

Items in the Library's collection, including books, DVDs, CDs, games, and one skeleton.

**17,906**  
**709**

Library patrons attended

Programs

**2,689**

Hours given to the Library by volunteers. From Trustees to the teen volunteers, the Library would not function without our volunteers.

**223,709**

Visitors to the Library

## Bloomfield Township Public Library ANNUAL REPORT April 1, 2017 - March 31, 2018



*Virginia Lee Smith photographed in the early 1980s in The Friends Garden. A photographic trick shows the current appearance of The Friends Garden.*



Bloomfield Township Public  
**Library**

THE PLACE TO  
**DISCOVER**

1099 Lone Pine Road, Bloomfield Township, MI 48302 (248) 642-5800 [www.btpl.org](http://www.btpl.org)



PHOTO CONTEST WINNERS CAPTURE THE JOY OF READING

The Library’s first community-wide photo contest came to a close on April 29, 2017 with a wonderful reception held at the Library. The contest was open to Bloomfield Township residents of all ages with the theme “capture the joy of reading”. A total of 53 people entered 83 photos: nine were children under 13; 15 were teens aged 13-18; and 29 were adults. Photos were judged by celebrity judges Laurie Tennent, Nancy Kulish, and Dave Buffington. A first, second, and third place winner were chosen in each age category. One photograph was named Best in Show and a People’s Choice winner was selected through online and in-person voting.



Best in Show  
Jourdan Rus  
“Bibliophile”

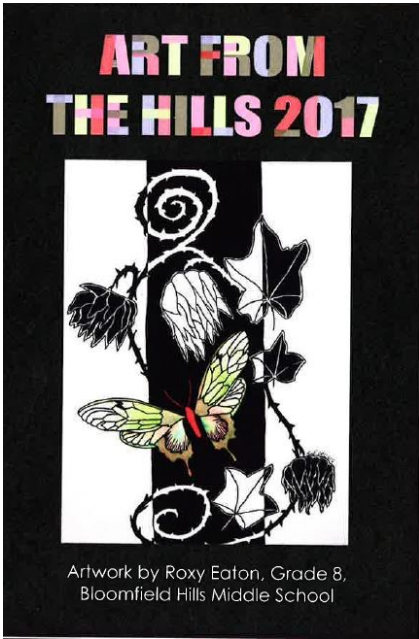


People’s Choice  
Noor Mustafa  
“Flying in a Book”

COLLABORATIONS WITH BLOOMFIELD HILLS SCHOOLS IN THE ARTS & SCIENCES

The Library hosted the Bloomfield Hills School Student art exhibition *Art from the Hills*. The creative and beautiful artwork of the students was on display in the Library’s Community Room from May 15-27, 2017. A special reception was held on May 16 at the Library.

This year marked the first collaboration with Bloomfield Hills Schools science fair. Librarians provided research support for students as they created projects for the fair.



Artwork by Roxy Eaton, Grade 8,  
Bloomfield Hills Middle School

WRITERS’ GROUP PUBLISHES FIRST BOOK

Writers’ Rendezvous is a group of writers that has been meeting at the library for more than 20 years. In March 2018, they celebrated the publication of their first book, *Writers’ Rendezvous Anthology 2017*. The Library is thrilled to be part of their success.



HISTORIC LIBRARY PHOTOS GRACE COMMUNITY ROOM WALL

On April 29, 2017, the Library unveiled several framed historic photographs of the Library’s first days, months, and years. Displaying these beautiful photographs in the Community Room was the vision of Virginia Lee Smith, a longtime library supporter, former staff, former Trustee, and current Friends member. The Friends of the Library provided gift funding that made it possible to enlarge, enhance, frame, and hang a selection of photographs that tell the story of the Library’s beginnings. Nationally-recognized, Birmingham-based photographer Laurie Tennent completed the enlarging, enhancing, framing, and hanging. The display is not only attractive, it also captures a moment in time and an era. The photographs convey our pride in Bloomfield Township Public Library.



Virginia Lee Smith  
enjoys the historic  
photo display

NEW INCLUSIVE TECHNOLOGY STATION

The Youth Services department added an Inclusive Technology station to its offerings. This desktop PC is loaded with adaptive software and applications plus has accessories geared to people of all ages with special needs and their caregivers. This station has “active seating” and an iPad with 40 apps geared to youth working on developmental skills. Thank you to the Friends for funding this project.



GIFTS FROM OUR FRIENDS

The Friends of the Bloomfield Township Public Library continue to help the Library elevate its service from good to great with their generous donations. The Friends total gift for the 2017/2018 fiscal year was \$65,894.00 Friends gift funding has helped accomplish projects that add to the Library’s beauty, services, and programs. From the historic photos in the Community Room to technology that welcomes even more abilities, we get by with a LOT of help from our Friends. Thank you, Friends, for all your hard work, generosity, and dedication to making Bloomfield Township Public Library the place to discover!

The Library is so very fortunate to be supported by such a generous community.

TECHNOLOGY UPGRADES

The Systems department completed a major server upgrade and virtualization project. The result is increased performance, reliability, and better management capabilities. Using cloud technology, Systems also moved the Sierra and Encore servers to Innovative Interfaces hosting services to ensure better security, availability, compliance, and privacy for our patrons and staff.

The audio-visual equipment in the Library’s three lower level meeting rooms, the Board Room, and the Story Room was upgraded. The upgrade includes all new equipment and new user-friendly, touchscreen interface panels.

SPACE NEEDS ASSESSMENT

As part of the 2016-2020 Strategic Plan, the Library completed a Space Needs Assessment. This project was facilitated by Quinn Evans Architects (QEA). QEA is helping us reimagine some of the Library’s spaces to ensure that a variety of users’ needs are met. The findings of this assessment will result in some big changes around the Library in the years to come.

In addition, QEA will help complete some building renovations such as replacement of the lobby floor.

SOLAR ECLIPSE DAY



On Monday, August 21, 2017, a total solar eclipse of the sun brought Bloomfield Township to a halt ... literally! A national news story promoted public libraries giving out viewing glasses that allow a person to safely see the eclipse generated a lot of interest. The Library gave out 1,200 pairs of glasses in 45 minutes! The Welcome Desk fielded thousands of phone calls, a line of patrons stretched from the inside of the Library down Timberlake nearly to Lone Pine Road, a traffic jam on Telegraph brought the Bloomfield Township police department out to help. On a typical day at the Library there are about 1,000 visitors—this day brought 1,880 guests. This rare celestial event really eclipsed everything else.

LIBRARY CARD DISCOUNT PROGRAM

During the month of September, the Library partnered with 12 Bloomfield Township businesses to offer a discount to customers who showed their Bloomfield Township Public Library card. This discount program helped us celebrate National Library Card Sign-up Month. Usually around 300 new and updated library cards are issued each month. This September 578 new and updated library cards were issued.



Stroh’s Ice Cream Parlour  
is super excited to be part  
of the Library Card  
Discount Program.

LIBRARIANS IN THE COMMUNITY

Librarians from both Adult and Youth Services met patrons outside of the Library to deliver programs and services. Adult Services hosted three trivia nights at Mex restaurant and began offering a variety of programs at the Bloomfield Township Senior Services Center that helped seniors navigate the world of digital content.

The Youth Services librarians visited 27 classrooms and school assemblies to promote the summer reading program, and were onsite at Eastover Elementary and East Hills Middle School during a workshop introducing kids to a science fair.

DISCOVER

Bloomfield Township Public Library

2017 SUMMER AT THE LIBRARY

Award-Winning Librarian

On March 29, the Library’s own Marian Raloff, Youth Services Department Head, was awarded the Frances H. Plitz Award for Excellence in Service to Youth by the Michigan Library Association. This award is given annually to a Michigan library staff person who has made an outstanding contribution to the field of library service to youth. Marian’s outstanding leadership of our Library Youth Services Department has allowed services, programs and collections to flourish in many wonderful ways. Most notably, the First Grade Readers’ Rally has ensured that every first grader in the Bloomfield Hills Schools visits the library. We are incredibly proud of her. Congratulations, Marian!

1009 LONE PINE ROAD  
BLOOMFIELD TOWNSHIP, MI 48302  
248.642.3800  
www.btpl.org

BUILD A BETTER WORLD

Read books, come to programs, and discover new things in your world during the Library’s family summer reading program. Bloomfield Township Public Library encourages readers of all ages to keep their reading skills sharp all summer with prizes, programs, and lots of fun.

START THE CELEBRATION AT THE FAMILY SUMMER READING KICKOFF ON MONDAY, JUNE 19 AT 6:30 P.M.

Interested young readers should sign up in the Youth Services room. Participation is open to all, but due to popular demand, some activities require advance registration. Non-residents are welcome to sign up the week before these activities (see inside for more information). Teens and adults should pick up a summer reading challenge game card at the Adult Services desk. Participation is open to all, but prizes are limited to Bloomfield Township residents. On August 4 from 12-2 p.m., turn in your reading sheets and game cards, play Quidditch on the library lawn, enjoy refreshments, and celebrate summer reading.

YOUR SUMMER OF EXPLORATION BEGINS ON MONDAY, JUNE 19, 6:30-8:00 P.M. THE YOUTH SERVICES ROOM WILL BE FILLED WITH ACTIVITIES AND CRAFTS FOR ALL AGES AND ABILITIES. REGISTRATION IS NOT REQUIRED.

REGISTER: ONLINE, BY PHONE, IN-PERSON

The newly designed print newsletter, Discover, debuted in March 2017.



Bloomfield Township Public Library  
Annual Investment Report  
Fiscal Year 2017/2018

The past fiscal year saw interest rates slightly increase from a high of 0.35% and a low of 0.15% in April 2017 to 0.65% and 0.15% respectively in March 2018. The following graphic is from the Bankrate.com web site and shows the various rates used with explanations of what they are used for.

Updated 4/25/2018

Prime rate, federal funds rate, COFI

	This week	Month ago	Year ago
<b>WSJ Prime Rate</b>	4.75	4.75	4.00
<b>Federal Discount Rate</b>	2.25	2.25	1.50
<b>Fed Funds Rate (Current target rate 0.25-0.50)</b>	1.75	1.75	1.00
<b>11th District Cost of Funds</b>	0.82	0.78	0.59

Read more: <http://www.bankrate.com/rates/interest-rates/prime-rate.aspx#ixzz4CmtRIE4E>

Follow us: @Bankrate on Twitter | Bankrate on Facebook

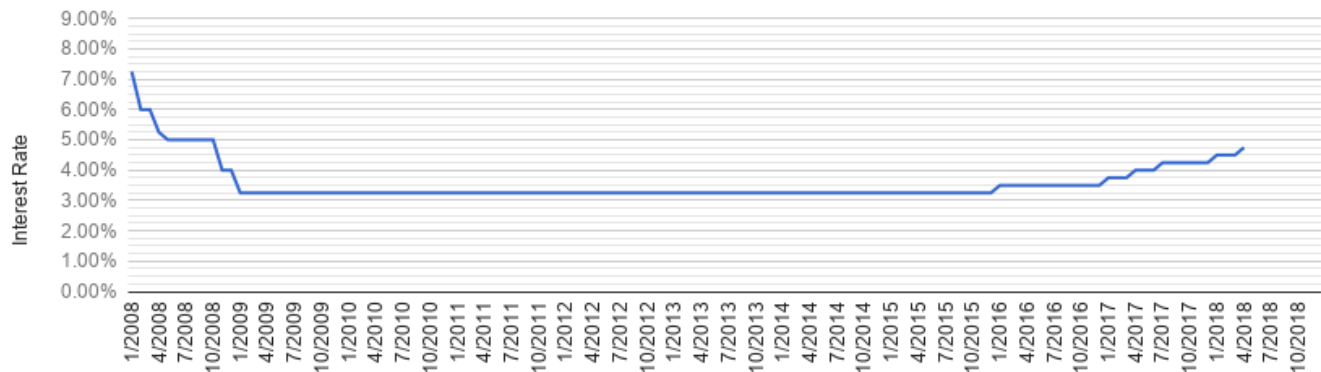
### Ratings methodology

**What's included?** The federal funds rate is the primary tool that the Federal Open Market Committee uses to influence interest rates and the economy. Changes in the federal funds rate have far-reaching effects by influencing the borrowing cost of banks in the overnight lending market, and subsequently the returns offered on bank deposit products such as certificates of deposit, savings accounts and money market accounts. Changes in the federal funds rate and the discount rate also dictate changes in The Wall Street Journal prime rate, which is of interest to borrowers. The prime rate is the underlying index for most credit cards, home equity loans and lines of credit, auto loans, and personal loans. Many small business loans are also indexed to the Prime rate. The 11th District Cost of Funds is often used as an index for adjustable-rate mortgages.

<http://www.bankrate.com/rates/interest-rates/prime-rate.aspx>

The following graphic is from the MoneyCafe.com web site and shows a leveling off in the Prime Interest Rates beginning in July 2007 and continuing through September 2008 when it began falling. It continued to fall through March 2009 but leveled off again and has continued to stay level through the beginning of 2016 when there was a slight increase in 2017 and in 2018.

### Prime Rate



© 2018 MoneyCafe.com

<http://www.moneycafe.com/personal-finance/prime-rate/>

The interest-bearing Public Funds Banking investment portfolio began and ended the fiscal year with an average interest rate of 0.31%. This investment totaled \$350,389.27 as of March 31, 2018.

The Library's Certificate of Deposit investment portfolio began and ended the fiscal year with an average interest rate of 0.45%. Funds from the Gift Fund have been invested in CDs only to take advantage of exceptionally higher interest rate earnings for money that is not expected to be spent for a number of years. We held one CD at Huntington Bank as of March 31, 2018. The Certificate of Deposit investment portfolio was valued at \$50,000 with a 0.45% interest rate. This CD will mature in February 2019 and it will be decided then whether to roll it over or not depending on the rates offered at that time.

The Library Board, as a part of their due diligence, issued a RFP for investment services in July 2015. This was awarded to Gregory J. Schwartz & Co., Inc. at the September 2015 Board meeting. The Library continued to diversify the investments in government obligation funds using a "matching" investment strategy. This strategy is one which we give Schwartz & Co. a holding period (or time frame) for our investments and they select a bond portfolio with a duration that equals the holding period. A matching strategy is a more aggressive type of investing because it uses a longer time frame for the whole investment which could be affected with how the market acts during that time frame. With the matching strategy, these funds are invested for one to five years. All investments made with Schwartz & Co. follow the Library's investment policy. At a special meeting of the trustees in July 2017, they approved the reallocation of approximately \$5,000,000 of our investments from the diversified mutual fund allocation into short-term laddered treasuries. This will allow Schwartz & Co. to more conservatively manage the short-term distribution needs for us and reduce their investment consulting fees by approximately 0.27%.

All dividends from the investments with Schwartz & Co. have been reinvested in the funds. Throughout the course of the year, investments are sold to cover the Library's monthly expenditures. As of March 31, 2018 the market value of the Investment Portfolio was \$13,002,222 with an average yield of 2.45% which is slightly higher than the rate from a year ago.

The total 2017/2018 investment return for all Library funds was \$249,836. This amount was reduced by the change in asset value which totaled a negative \$211,880. The funds were invested in Governmental Securities, short term CDs, Money Markets, and Business Savings accounts at banks approved by the Library Board of Trustees, consistent with the BTPL's Investment Policy. The CDs, Money Markets, and Business Savings accounts are FDIC insured up to \$250,000 in each bank. The governmental securities are fully backed by the United States of America and are insured through the Securities Investor Protection Corporation (SIPC) to \$500,000.

The following chart shows our banks ratings. The chart shows ratings from the Weiss Financial Ratings database that can be found on the Bloomfield Township Public Library website (<http://financialratingsseries.com/search/banks>).

<u>Bank Name</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>
Bank of America – Charlotte, NC	B-	B-	C+	C
Comerica – Dallas, TX	B+	B-	B	B
Fifth Third Bank – Cincinnati, OH	B-	B-	B-	C+
Flagstar Bank – Troy, MI	A-	B+	B-	D
Huntington – Columbus, OH	B-	B-	B-	B-
J.P. Morgan Chase – Columbus, OH	B	B	C+	C-
PNC – Wilmington, DE	B-	C+	C+	C

<http://financialratingsseries.com/search/banks>

#### What Our Ratings Mean: Weiss Ratings for Banks & Thrifts

##### A Excellent

The institution offers excellent financial security. It has maintained a conservative stance in its business operations as evidenced by its strong equity base, top-notch asset quality, steady earnings, and high liquidity. While the financial position of any institution is subject to change, we believe that this institution has the resources necessary to deal with severe economic conditions.

##### B Good

The institution offers good financial security and has the resources to deal with a variety of adverse economic conditions. It comfortably exceeds the minimum levels for all of our rating criteria and is likely to remain healthy for the near future. Nevertheless, in the event of a severe recession or major financial crisis, we feel that this assessment should be reviewed to make sure that the institution is still maintaining adequate financial strength.

##### C Fair

The institution offers fair financial security, is currently stable, and will likely remain relatively healthy as long as the economic environment avoids the extremes of inflation or deflation. In a prolonged period of adverse economic or financial conditions, however, we feel this institution may encounter difficulties in maintaining its financial stability.

##### D Weak

The institution currently demonstrates what we consider to be significant weaknesses which could negatively impact depositors or creditors. In an unfavorable economic environment, these weaknesses could be magnified.

##### E Very Weak

The institution currently demonstrates what we consider to be significant weaknesses and has also failed some of the basic tests that we use to identify fiscal stability. Therefore, even in a favorable economic environment, it is our opinion that depositors or creditors could incur significant risks.

##### F Failed

The institution has been placed under the custodianship of regulatory authorities. This implies that it will be either liquidated or taken over by another financial institution.

##### + The plus sign

An indication that the institution is at the upper end of the letter grade rating.

##### - The minus sign

An indication that the institution is at the lower end of the letter grade rating.

##### U Unrated Companies

The institution is unrated due to insufficient data at the time its rating was updated.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**

**MOTION TO APPROVE ANY ITEMS REMOVED FROM THE CONSENT AGENDA**

I move to approve the items previously removed from the consent agenda for discussion.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
MEMORANDUM**

---

**TO:** Trustees

**FROM:** Tera Moon

**DATE:** July 9, 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 took place Wednesday, June 13. Six patrons attended this tour. I witnessed two of them linger in the lobby for quite a while after the tour. It seems the tour is also a source of new friendships! This tour was conducted by a staff person who is not a member of the Tours committee. There is high interest among staff from all departments to help lead these tours.

**3. Staff Awareness**

The weekly Staff Huddles 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:** July 9, 2018

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

Quinn Evans Architects (QEA) has been meeting with Library Administration to discuss phasing and budgeting of this project. As you know, QEA is also assisting the Library with three other building projects – the lobby floor replacement, the lower level and restroom renovations, and the Welcome Desk panel revision. Due to the costs of these building projects and cost information regarding our Space Needs ideas, we will begin with Phase 1- moving Media - in spring, 2019. Adult Services and Youth Services have been closely analyzing their collections to prepare for this move.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**  
**MEMORANDUM**

---

**TO:** Carol Mueller, Library Director

**FROM:** Tera Moon, Assistant Library Director

**DATE:** July 6, 2018

**SUBJECT: Used Equipment Sale**

On Saturday, June 16, 2018, a used equipment sale was held in the Community Room from 10:00 a.m. to 1:00 p.m. The first 30 minutes were reserved for Bloomfield Township residents only. Approximately 60 people attended the sale. Attached is a list of items offered for sale.

The Community Room was full of residents piling items onto carts for purchase. At least two families with several young children were very excited about browsing the equipment for sale. One family with three young boys had been looking forward to it for weeks! There was great interest in the laptops and iPads being offered. Sales were very brisk for the first 45 minutes and tapered off after that with only three sales made after 11:30am. The sale generated \$1061.00. Items that sold include: 10 iPads, 6 laptops, 5 Chromebooks, 4 projectors, 1 Elmo projector, a tape transcriber, 5 DVD/VHS players, a 5-disc CD player, a dual tape player, a video camcorder cart, a handheld video recorder, a video conferencing unit, a large CRT TV, a large AV cart, 2 AV mobile desks, 3 AWE computers, several ceiling and portable speakers, 2 Nooks, 1 Kindle, several printers, several microphones, several stylus pens, a box of cash register tape, a Fujitsu ScanSnap, an iPhone 5, 3 metal cashboxes, several PC computers, a few servers and routers, and many pieces of AV equipment.

The sale was promoted through the Library's website, a press release, the print and electronic newsletters, and a poster in the lobby.

The used equipment sale requires assistance from several departments to run smoothly. Facilities staff set up the room and helped to transport items from the lower level storage to the Community Room. The Systems department ensured that PCs and other computers were wiped clean (electronically speaking), helped compile the list of items for publicity, helped set pricing, arranged the sale items, and arranged for disposal of leftover items after the sale to go to an electronics recycler. From Administration, Sandi was our cashier while I greeted patrons and answered questions. I appreciated everyone's help and was very pleased with the result.

Item	Quantity	Price
Dell Optiplex 745	13	\$5
Dell Optiplex 755 PC	19	\$5
Dell Optiplex 780	17	\$5
Dell Optiplex 330	1	\$5
Dell servers	10	\$2
Sanyo overhead projector (DVP)	4	\$10
Lightspeed multi-source amplifier	5	\$5
Lightspeed DRQ ceiling speaker	20	\$2
JVC DVD/VHS combo player	5	\$2
Sony Microcassette tape transcriber	1	\$2
Crestron AM/WX tuner	1	\$5
TEAC 5-disc CD player	1	\$5
Tascam dual Cassette player/recorder	1	\$10
ETA Systems rackmount power conditioner/supply	1	\$10
Shure rackmount mixer	1	\$10
Marantz CD recorder	1	\$5
Denon dual cassette player/recorder	1	\$10
DBX hardware compressor/limiter/gate	1	\$20
Ricoh copier	1	\$25
Panasonic mini DV camcorder	1	\$20
Tascam CD recorder/cassette deck (boxed)	1	\$10
Sonyo Pro Xtrax multiverse projector (large)	1	\$20
HP G4010 scanners	10	\$2
Video camcorder cart	1	\$20
Ricoh Aficio AP410 desktop printer	2	\$5
Giant A/V carts	2	\$20
Elmo projector	1	\$5
HP 4050 printer	1	
AWE machines + keyboard	3	\$5
Cisco routers 2950 series	4	\$2
HP Laserjet 4610N Networking Printer	1	\$5
HP color Laserjet CP1518ni printer	1	\$5
HP Laserjet 500 color m551 printer	1	\$5
HP Laserjet 4050N printer	1	\$10
HP Laserjet 400 color	1	\$10
HP Laserjet 5500n printer	1	\$5
Polycom Video Conferencing Unit Cart	1	\$20
Sony Trinitron large TV carts	2	\$5
Apollo Overhead projector	1	\$10
Cisco 3560G routers	23	\$10
Cisco 3750G routers	3	\$2
Cisco 1112 secure access control server	1	\$5
Cisco 3140 clean access server	3	\$5

Cisco ASA 5520	1	\$10
Cisco 2800	1	\$5
Cisco AS5300	1	\$5
Cisco A/B/G wireless access points	26	\$2
Cisco Prime	1	\$5
red vintage A/V rack	1	\$40
EMI filtered common + differential surge/spike protection	1	\$10
Blonder Tongue Modulator	1	\$5
shure stereo mixer	1	\$5
Shure Digital EQ + Feedback Reducer	1	\$5
Telex band a and b Lav mic amps	1	\$10
Extron RGB	1	\$5
Big AV equipment rack	1	\$10
Giant boxes of a/v + computer cables		Make an offer
Tape Drive	1	\$1
Box of personal PA recievers and headphones		\$10
Toshiba Color TV 13 inch 2006	1	\$1
Crestron Screen	1	\$5
Crestron amplifier	1	\$5
IOGear 8-port KVM switch	1	\$5
serial port connected barcode scanners	4	\$1
iPads	9	\$20
iPad covers	10	\$1
firewire PCI cards		\$1 for lot
Old board room microphones + stands	6	\$5
Dell D630 laptops + laptop bags	2	\$5
Dell Latitude E6510 laptop	3	\$30
Sharp projector	1	\$10
Spare bulbs for Sharp Projector	2	\$10
2008 iMac	1	\$30
AMD graphics cards		\$1 for lot
Canon Powershot point-n-shoot digital camera	2	\$2
2011 Chromebooks + bags	4	\$5
Dell portable sphere speakers	1	\$2
Stylus pens	4	\$0.25
Dell Latitude E6400 laptop	1	\$30
Barnes & Noble Nook Color	2	\$5
Amazon Kindle and blue case	1	\$10
Nikon Coolpix 2500	1	\$1
Dell poweredge 1600 SC	1	10
Brother Typewriter	1	\$5
Bag of lavalier & handheld wireless microphones/cables/remotes		\$1 per mic, \$0.25 per cable
Extron Electronics VGA extender	4	\$1

HP LaserJet P1006	2	\$1
DV & HDV Recorder	1	\$5
Fujitsu ScanSnap S1500	1	\$20
Checkpoint Inventory Scanner	1	\$5
iPhone 5	1	\$10
HP copier	1	\$5
Stylus pens	4	\$0.25 each
Metal combination lock cash box	3	\$3 each
Fellowes Adjustable shelf with drawer	1	\$5
Medium Duty Electric Punch	2	\$10
Zumba Toning Sticks	1 pair	\$5
Premier Technologies Message On Hold System	1	\$5
Sharp Cash Register Paper	16 rolls	\$2 for lot
Checkpoint inventory scanner and pocket pc	2	\$5 each
Scan Snap	1	\$20
IBM Diskettes		\$1 for lot

# August 2018

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
		<b>1</b> <b>12:15 PM Friends</b> 6:30PM Recycled CD Art	<b>2</b> <b>11AM Development Committee</b> 6PM Introduction To Scanning and Photo Editing 7PM Pint Sized Polka	<b>3</b> 12PM English Language Conversation Hour 6:30PM Adult Recess After Hours	<b>4</b>	<b>5</b>
<b>6</b> 7PM Michigan's Ghosts and Legends	<b>7</b> 10AM Knit 'n Stitch Circle 2PM HITS Theater 3PM Kevin Devine's Family Concert	<b>8</b> 12PM By Kids for Kids - Summer Rocks! Camp Kids @ the Library 6:30PM Writers' Rendezvous	<b>9</b> 10AM Family Story Time <b>11AM Special Budget Hearing</b> 1PM Drop In Download Help	<b>10</b> 12PM English Language Conversation Hour 12PM Ice Cream Social & Summer Reading Finale! 5:30PM 2018 Summer Reading for Adults 5:30 PM 2018 Summer Reading for Teens	<b>11</b> 9:30AM – 3:30PM Friends of the Library Second Saturday	<b>12</b>
<b>13</b> 11AM Adult /Teen Sensory Storytime	<b>14</b> 1PM Memoir Writers' Group 4PM Teen Advisory Board 6:30PM Read to Seed Garden: Plant, Taste, Harvest!	<b>15</b> <b>Gale Courses Begin</b> 10AM Wee ALL Play 1PM Mystery Book Club 6:30PM Summer Nights Trivia	<b>16</b>	<b>17</b> 10AM Coffee &Conversation 12PM English Language Conversation Hour	<b>18</b> 2PM Internet Security	<b>19</b>
<b>20</b> 1PM 30 Minute Lunchtime Book Club	<b>21</b> 1:00 PM Meet Author Steve Hamilton <b>7PM BTPL Board of Trustees Meeting</b>	<b>22</b> 6:30PM Writers' Rendezvous 7PM Escape Room for Teens and Adults	<b>23</b> 10AM Eleanor's Book Club <b>11AM Building and Grounds</b> 2PM Meet the Author - Miss Noor	<b>24</b> 11AM Sensory-Friendly Movies for Adults and Teens 12PM English Language Conversation Hour	<b>25</b>	<b>26</b>
<b>27</b> 6PM Books in Bars at Rusty Bucket	<b>28</b> 1PM Memoir Writers' Group	<b>29</b> 6PM Introduction to Google Apps	<b>30</b>	<b>31</b>		