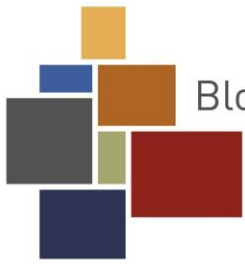




Please arrive at 6:30 p.m.

For the presentation
of the Myers Scholarship



Bloomfield Township Public
Library

**Bloomfield Township Public Library
Board of Trustees**

Library Board Meeting
August 21, 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, August 21, 2018
7:00 p.m.

<u>#</u>	<u>NUMBERED ITEMS</u>	<u>DATE DELIVERED</u>
1	Agenda	8/16/2018
2a	Request to remove items from the Consent Agenda for Discussion	8/16/2018
2b	Motion to approve the order of items for the regular and consent agendas	8/16/2018
5	Motion to approve remaining Consent Agenda items 6-8d	8/16/2018
6	Regular Board Meeting Minutes of 6/19/18	8/16/2018
6a	Special Library Board Meeting Minutes	8/16/15
7a	Cash Disbursements	8/16/2018
7b	Revenues/Expenditures Budget Report	8/16/2018
7c	Energy Report	8/16/2018
8a	President's Report– no report	
8b	Director's Report	8/16/2018
8c	Art Committee –no report	
8c	Bloomfield Township Liaison – no report	
8c	Building, Grounds, Landscaping, Interiors Committee – no report	
8c	Cranbrook –no report	
8c	Development Committee – 8/2/2018	8/16/2018
8c	Finance Committee – no report	
8c	Friends of the Library Liaison – no report	
8c	Jeanette P. Myers Scholarship Committee – no report	
8c	Investment Committee – no report	
8c	Personnel Committee – no report	
8c	Policy Committee	
11a	Library Renovations Bid Award	8/16/2018
11b	Proposed 2019 Holiday Calendar	8/16/2018
13	Motion to approve any items removed from the Consent Agenda	8/16/2018
<u>UNNUMBERED ITEMS</u>		<u>DATE DELIVERED</u>
	Request for Proposals for Library Telephone System	8/16/2018
	Strategic Plan Update	8/16/2018
	Space Needs and Wayfinding Update	8/16/2018
	Calendar	8/16/2018

AGENDA
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, August 21, 2018
Regular Board Meeting
7:00 P.M.

**Brief ceremony to award Myers Scholarship at 6:30 p.m.*

**Public Budget Hearing at 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 July 17, 2018
- 6a. Special Library Board meeting minutes of August 9, 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. Library Renovations Bid Award
 - b. Proposed 2019 Holiday Calendar
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: Thursday, September 20, 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, July 17, 2018

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

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

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

Guests: None

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

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

President's Verbal Report:

Director Mueller announced that tonight there would be a guest Ann Williams, Adult Services Department Head, whose last day of work before retirement is tomorrow. Her official retirement date is July 31, 2018. Ann Williams has worked at the Library for almost 30 years and has done many wonderful things, among which was initiating the Writer's Rendezvous group over 20 years ago. She was quite proud of the group's published anthology that came out recently.

President Eli Greenbaum read and presented a Library Board resolution to retiring Adult Services Department Head Ann Williams, recognizing her for her many years of service.

Director's Verbal Report:

There has been a lot going on at this Library this summer, with some wonderful concerts, thanks to the Friends who gave generous contributions so that the Library could have some extra special entertainment this year. Tonight, the Wild Swan Theater is presenting "Marketplace Stories from the Arab World." Director Mueller also reported about other events coming up this week at the Library. Tuesday, August 21 at 1 p.m. Detroit born author Steve

Hamilton is coming, and he is releasing a new novel, *Dead Man Running*, that day. Volunteer readers are still needed for the Read-a-Thon on Saturday, September 8, for *A Wrinkle in Time*. The Friends had a book sale this past Saturday and Sunday and earned \$4,404.00, which is the highest amount they have generated in a long time.

REGULAR AGENDA:

Call to the Public: none present

UNFINISHED BUSINESS:

No unfinished business.

NEW BUSINESS:

11a Annual Report

Director Mueller remarked on how much she enjoys looking back at the wonderful accomplishments of the previous year. FY 2017/2018 was a very full year once again. Included in the annual report is just a sampling of events, programs and accomplishments of the 2017/2018 fiscal year.

Director Mueller remains ever grateful to the Library Board for their unwavering support, to the Friends for their generosity that helps this Library be so great and to the amazing library staff that make it all happen.

The Library FY 2017/2018 Annual Report will be posted on the Library website. The complete Annual Report notebook is also available to browse. 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.

Upon discussion, a motion was made by Tom Deska, seconded by Sandra Edwards **TO ACCEPT THE LIBRARY ANNUAL REPORT AND ANNUAL INVESTMENT REPORT FOR FISCAL YEAR 2017/2018.**

A vote was taken for approval of the motion.

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

Nays: None

DISCUSSION OF ITEMS REMOVED FROM THE CONSENT AGENDA

No items removed

OTHER:

The Welcome Desk Panel samples were shared to review. The September Library Board

meeting is moved to Thursday, September 20. The Library's audit will be presented at this meeting.

Upon discussion, a motion was made by Eli Greenbaum, seconded by Judy Lindstrom **TO RESCHEDULE THE SEPTEMBER BOARD OF TRUSTEES MEETING TO THURSDAY, SEPTEMBER 20.**

Judy Lindstrom inquired about the 31,000 books that are removed from the collection. Director Mueller shared that some copies are sold and some are recycled, because they are in poor condition. The Friends donate some books to other organizations. The numbers will be greatly different in the current fiscal year, as the library staff is weeding heavily in anticipation of the move of the media items.

Grant Gerhart remarked on the low prices at the Used Equipment sale. Director Mueller reported that many of the items were old and were mostly good for scrap. The Library works to get all of the use possible out of their equipment before it is set aside for the sale.

At 7:34 p.m. President Eli Greenbaum adjourned the meeting. The next Board Meeting will be Tuesday, August 21 at 7 p.m. The presentation of the Myers Scholarship will be at 6:30 p.m. and the Public Budget hearing at 7:00 p.m.

Submitted by:

A handwritten signature in black ink, appearing to read "Tom Deska". The signature is fluid and cursive, with the first name "Tom" and last name "Deska" clearly distinguishable.

Tom Deska, Secretary

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

Bloomfield Township Public Library
Oakland County, Michigan
Thursday, August 9, 2018

The special meeting of the Bloomfield Township Public Library Board of Trustees was held in the Library on Thursday, August 9. The meeting was called to order by Vice-President Judy Lindstrom at 11:00 a.m.

Present: Trustees: Tom Deska, Sandra Edwards, Judy Lindstrom, and Joan Luksik

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

Guests: None Present

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

A vote was taken for approval of the motion.

Ayes: Deska, Edwards, Lindstrom, and Luksik

Nays: None

MOTION CARRIED

CALL TO THE PUBLIC:

None present.

UNFINISHED BUSINESS:

No discussion at this time.

NEW BUSINESS:

4a Library Investment Review

Schwartz & Co. provided an overview of the Library's investments. Matt Whitty presented up to date information on the Library's investments. The Trustees present agreed to continue the laddering of treasuries into 2019.

4b Budget Review – Preliminary FY 2019/2020 Budget FY 2019-2020 Public Budget Hearing

Director Mueller gave an overview of the FY 2019/2020 Budget. The FY 2018-2019 budget does not have any proposed amendments at this time. She reviewed the General Fund , the Gift Fund, and the capital improvements programs. Carol expressed thanks to the Department Heads and to Finance Coordinator Sandi Bird and Assistant Director Tera Moon for their contributions to prepare this detailed budget.

4c Protecting Local Government Retirement and Benefits Act – PA 202

There has been some recent legislation regarding the Library's pension and Other Post-Employment Benefits (OPEB) obligations. PA 202 was signed into law in 2017 for the purpose of providing state oversight of local government retirement systems (pension and healthcare). A local unit of government, such as this Library, is now required to annually report the funding status of their pension and OPEB (retiree healthcare) plans.

The Library's pension liability is determined to be fully funded by the State of Michigan. However, while the Library does set aside 100% of its OPEB liability in the Assigned Fund Balance classification of the Library's adopted budget, the Library's OPEB liability is not considered to be fully funded by the State because the funds are not set aside in a qualified trust account (per GASB standards). No recommendation is being made regarding a change in the Library's OPEB funding method. PA 202 and GASB standards generally recommend funding through a qualified trust, but do not require it at this time. However, the Library is required to submit a corrective action plan approved by the Library Board at this time indicating how OPEB obligations will be funded now and into the future. This corrective action plan and signed Board resolution will indicate that the Bloomfield Township Public Library Board of Trustees is a good steward of the Library's resources. The Library's attorney worked with us to develop the corrective action plan and resolution. The Trustees unanimously supported the Library's corrective action plan and signed the resolution stating so.

4d Proposed 2019 Calendar

Director Mueller reviewed the closings for the 2019/2020 Fiscal Year Calendar. The same closings as the Library had in 2018 are proposed.

The proposed 2019 calendar includes eleven total days closed to the public and two early closings. The two evenings the Library closes early in 2019 are Thanksgiving Eve on Wednesday, November 27 and on New Year's Eve on Tuesday, December 31 in 2019. The Library closes at 5:30 p.m. on these two days.

OTHER:

The upcoming August 21 board meeting was discussed, where the Myers scholarship will be presented at 6:30 p.m., the public budget hearing, commencing at 7 p.m. and the regular Library Board meeting to follow.

There was discussion of moving the meeting of September because there are challenges making quorum. Monday, September 17 at 7 p.m. is the proposed date for this meeting.

Meeting adjourned at 12:13 p.m.

Submitted By:

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

Tom Deska, Secretary

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

Cash Disbursements Comments

August 2018

New Vendors:

AGM/Approved Gas Masks is a new vendor for emergency supplies.

Demco Software is a new vendor for library software.

Image 360 is a new vendor for a library logo vector file.

The Social Express is a new vendor for a library online resource .

General Fund Advance

- Check #18834 payable to Bloomfield Township in the amount of \$4,448.57 is payment for the Library's water and sewer usage from 5/23 – 6/19/2018.
- Check #18838 payable to Metronet Library Consortium in the amount of \$596.31 is payment for ebooks and Gale resources.
- Check #18860 payable to Bloomfield Township in the amount of \$5,988.08 is payment for the Library's water and sewer usage from 6/19 – 7/23/2018.

General Fund

- Check #18868 payable to Bloomfield Township in the amount of \$722,531.16 is payment for five payrolls, including FICA, HRA contributions, pension, etc. as usual and includes a charge of \$3,000 for the Library's portion of the OPEB actuarial report.
- Check #18877 payable to the State of Michigan in the amount of \$185.00 is payment for reference materials.
- Check #18888 payable to L.J. Rolls Refrigeration Co., Inc. in the amount of \$7,366.12 is payment for replacement of one of the Library's HVAC compressors.

- Check #18890 payable to Midwest Collaborative for Library Services in the amount of \$250.00 is payment for the Library's annual membership.
- Check #18891 payable to Metronet Library Consortium in the amount of \$4,500.00 is payment for the Library's annual membership.
- Check #18903 payable to The Library Network (TLN) in the amount of \$164.00 is payment for books.

Gift Fund

- Check #4937 payable to Bloomfield Township Public Library's Staff Organization Committee (SOC) in the amount of \$1,385.00 is payment for the Smith Challenge Grant payout to support the 2018 holiday party.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

CHECK REGISTERS

FOR THE MONTH OF JULY 2018

Check #	Date	Payee	Cash Account	Amount
General Fund				
ADVANCE CHECKS:				
18829	7/11/18	LOWE'S	106.01	195.10
18830	7/11/18	Martha McGee	106.01	233.63
18831	7/11/18	TERMINIX PROCESSING CTR.	106.01	123.00
18832	7/11/18	THYSSENKRUPP ELEVATOR CORP	106.01	842.76
18833	7/11/18	Karrie Yukon	106.01	76.28
18834	7/17/18	BLOOMFIELD TOWNSHIP	106.01	4,448.57
18835	7/17/18	Lauren Catoni	106.01	80.12
18836	7/17/18	XFINITY	106.01	156.51
18837	7/17/18	DTE ENERGY	106.01	21,003.42
18838	7/17/18	METRONET LIB. CONSORT.	106.01	596.31
18839	7/17/18	Marian Rafal	106.01	28.83
18840	7/17/18	THE SOCIAL EXPRESS	106.01	500.00
18841	7/17/18	VERIZON WIRELESS	106.01	754.92
18842	7/24/18	AMAZON.COM	106.01	3,446.83
18843	7/24/18	APPLIED IMAGING	106.01	584.71
18844	7/24/18	Joel Dion	106.01	263.90
18845	7/24/18	FLAGSTAR BANK	106.01	6,181.05
18846	7/24/18	Shayna Houghton	106.01	70.00
18847	7/24/18	POSEIDON LAWN SPRINKLERS	106.01	192.00
18848	7/24/18	PRINCIPAL LIFE INS CO-SBD GRANDE ISLAND	106.01	686.69
18849	7/24/18	VIGILANTE SECURITY	106.01	1,950.00
18850	7/31/18	Patricia Ballard	106.01	42.32
18851	7/31/18	PETTY CASH - BTPL	106.01	123.36
18852	7/31/18	VOID	106.01	
18853	7/31/18	CONSUMERS ENERGY	106.01	3,820.68
18854	7/31/18	MIDEASTERN MICH. LIBRARY COOP.	106.01	50.00
18855	7/31/18	VOID	106.01	
18856	8/1/18	AT&T	106.01	404.85
18857	8/1/18	AT&T	106.01	1,559.14
18858	8/1/18	PACIFIC TELEMAGEMENT SERVICES	106.01	78.00
18859	8/1/18	Sing Fang Yuan	106.01	120.00
18860	8/8/18	BLOOMFIELD TOWNSHIP	106.01	5,988.08
18861	8/8/18	Edward Niemchak	106.01	106.00
18862	8/8/18	TERMINIX PROCESSING CTR.	106.01	123.00
Total				<u>54,830.06</u>
REGULAR CHECKS:				
18863	8/9/18	ACE LAWN CARE & SNOW REMOVAL	106.01	5,129.33
18864	8/9/18	AMERICAN PEST CONTROL	106.01	1,588.00
18865	8/9/18	ASSA ABLOY ENTRANCE SOLUTIONS	106.01	719.58
18866	8/9/18	BAKER & TAYLOR, INC.	106.01	10,283.88
18867	8/9/18	BLACKSTONE AUDIO, INC.	106.01	413.73
18868	8/9/18	BLOOMFIELD TOWNSHIP	106.01	722,531.16
18869	8/9/18	BUSINESS COMMUNICATION SYSTEMS, INC.	106.01	124.00
18870	8/9/18	CAR TRUCKING, INC.	106.01	199.50
18871	8/9/18	CAVENDISH SQUARE	106.01	125.70
18872	8/9/18	CDW GOVERNMENT, INC.	106.01	5,793.47
18873	8/9/18	CENGAGE LEARNING/GALE	106.01	632.08
18874	8/9/18	CENTRAL BUSINESS SYSTEMS, INC.	106.01	238.00
18875	8/9/18	DEMCO, INC.	106.01	723.74
18876	8/9/18	DEMCO SOFTWARE	106.01	533.50
18877	8/9/18	STATE OF MICHIGAN	106.01	185.00
18878	8/9/18	DU ALL CLEANING, INC	106.01	5,760.00
18879	8/9/18	ELECTRONIC SECURITY SYSTEMS, INC.	106.01	4,740.00
18880	8/9/18	ENVISIONWARE, INC.	106.01	2,950.00
18881	8/9/18	FILM IDEAS, INC.	106.01	172.10
18882	8/9/18	GARETH STEVENS PUBLISHING	106.01	16.95
18883	8/9/18	GENPOWER PRODUCTS, INC.	106.01	820.00

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

CHECK REGISTERS

FOR THE MONTH OF JULY 2018

Check #	Date	Payee	Cash Account	Amount
18884	8/9/18	GOLDNER WALSH NURSERY, INC.	106.01	388.29
18885	8/9/18	GREY HOUSE PUBLISHING	106.01	134.10
18886	8/9/18	IMAGE 360	106.01	95.00
18887	8/9/18	INGRAM LIBRARY SERVICES	106.01	700.69
18888	8/9/18	LJ ROLLS REFRIGERATION CO., INC	106.01	17,366.12
18889	8/9/18	LANGUAGE LIZARD, LLC	106.01	53.30
18890	8/9/18	MIDWEST COLLABORATIVE for LIB. SVCS	106.01	250.00
18891	8/9/18	METRONET LIB. CONSORT.	106.01	4,500.00
18892	8/9/18	MICH. GOVERNMENT FINANCE OFFICERS ASSN.	106.01	125.00
18893	8/9/18	MICROMARKETING LLC	106.01	387.45
18894	8/9/18	MIDWEST TAPE	106.01	7,163.28
18895	8/9/18	NICHOLS/NETWORK SERVICES CO	106.01	1,431.50
18896	8/9/18	OMNIGRAPHICS	106.01	149.60
18897	8/9/18	OVERDRIVE	106.01	11,675.44
18898	8/9/18	PENGUIN RANDOM HOUSE LLC	106.01	309.00
18899	8/9/18	RECORDED BOOKS, LLC	106.01	1,195.88
18900	8/9/18	THE ROWMAN & LITTLEFIELD PUBLISHING GRP	106.01	280.02
18901	8/9/18	SECANT	106.01	720.00
18902	8/9/18	THE GREAT COURSES	106.01	11.95
18903	8/9/18	THE LIBRARY NETWORK	106.01	164.00
18904	8/9/18	UNIFY INC.	106.01	494.23
18905	8/9/18	UNIQUE MANAGEMENT SERVICES, INC.	106.01	438.55
18906	8/9/18	UNIVERSITY PRODUCTS, INC.	106.01	637.07
18907	8/9/18	WT COX INFORMATION SERVICES	106.01	18.02

Total				<u><u>812,368.21</u></u>
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Gift Fund

ADVANCE CHECKS:

4937	7/13/18	BLOOM. TWP. PUB. LIB. SOC. ORG. COMM.	102.03	1,385.00
4938	7/24/18	AMAZON.COM	102.03	646.21
4939	7/24/18	FLAGSTAR BANK	102.03	218.85

Total				<u><u>2,250.06</u></u>
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REGULAR CHECKS:

4940	8/9/18	BAKER & TAYLOR	102.03	81.08
4941	8/9/18	DISCOUNT SCHOOL SUPPLY	102.03	55.22
4942	8/9/18	GOLDNER WALSH NURSERY, INC.	102.03	334.23
4943	8/9/18	LAKESHORE LEARNING MATERIALS	102.03	229.91
4944	8/9/18	SCHOLASTIC LIBRARY PUBLISHING	102.03	461.16
4945	8/9/18	SHOWCASES	102.03	1,058.40
4946	8/9/18	TFH USA	102.03	34.50

Total				<u><u>2,254.50</u></u>
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Bloomfield Township Public Library
2018-2019 General Fund Budget
PRESENTED: AUGUST 21, 2018 FOR THE MONTH OF: JULY 2018

7b

Four Months 33%

		2018-2019	2018-2019			Four Months	33%
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	(\$1,165)	(\$2,964)	-0.04%	(\$7,098,031)
420.01	Penal Fines	\$85,021	\$85,021	\$85,883	\$85,883	101.01%	\$862
422.01	State Aid	\$26,860	\$26,860	\$0	\$14,949	55.65%	(\$11,911)
430.01	Circulation Fines & Fees	\$100,000	\$100,000	\$7,638	\$28,119	28.12%	(\$71,881)
	Charges for Services	\$13,800	\$13,800	\$1,105	\$5,661	41.02%	(\$8,139)
	Investment earnings	\$79,000	\$79,000	\$3,170	\$55,625	70.41%	(\$23,375)
	Miscellaneous	\$13,497	\$13,497	\$2,192	\$11,286	83.62%	(\$2,211)
Total Revenues		\$7,413,245	\$7,413,245	\$98,822	\$198,560	2.68%	(\$7,214,685)
<u>Expenditures</u>							
	Personnel	\$4,119,114	\$4,119,114	\$418,052	\$1,426,263	34.63%	(\$2,692,851)
	Library Services	\$875,133	\$875,133	\$40,538	\$246,894	28.21%	(\$628,239)
	Facilities & Equipment	\$1,109,615	\$1,109,615	\$63,612	\$365,083	32.90%	(\$744,532)
	Other Operating Expenditures	\$3,022,865	\$3,022,865	\$50,488	\$262,321	8.68%	(\$2,760,544)
Total Expenditures		\$9,126,727	\$9,126,727	\$572,691	\$2,300,561	25.21%	(\$6,826,166)
	Fund Balance - Beginning	\$12,889,674	\$12,889,674		\$12,889,674		
	Net revenue (expenditure)	(\$1,713,482)	(\$1,713,482)		(\$2,102,002)		
	Fund Balance - Ending	\$11,176,192	\$11,176,192		\$10,787,672		

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: AUGUST 21, 2018 FOR THE MONTH OF: JULY 2018

Four Months 33%

ACCOUNT NUMBER	ACCOUNT NAME	2018-2019 ADOPTED BUDGET AS OF MAR 20, 2018	2018-2019 AMENDED BUDGET AS OF AUG 21, 2018	REVENUE/ EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	VARIANCE
	<u>Revenues</u>						
	Gift Income	\$500	\$25,539	\$2,097	\$25,539	100.00%	\$0
454.03	Investment Earnings	\$200	\$200	\$16	\$63	31.40%	(\$137)
460.03	Miscellaneous Revenue	\$0	\$0	\$0	\$0	0.00%	\$0
	Total Revenues	\$700	\$25,739	\$2,113	\$25,602	99.47%	(\$137)
	<u>Expenditures</u>						
	Library Services	\$56,425	\$70,083	\$2,168	\$19,540	27.88%	(\$50,543)
	Facilities & Equipment	\$30,202	\$32,202	\$279	\$9,001	27.95%	(\$23,201)
	Other Operating Expenditures	\$98,891	\$108,272	\$2,300	\$7,636	7.05%	(\$100,636)
	Total Expenditures	\$185,518	\$210,557	\$4,747	\$36,177	17.18%	(\$174,380)
	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)		(\$10,575)		
	Fund Balance - Ending	\$200	\$200		\$174,443		

Bloomfield Township Public Library
Asset Allocation Summary
July 2018

Fund	Type	Annual Yield	Date	Amount on Hand
General Fund				
	5th 3rd Checking (Ecommerce)	0.00%	7/31/2018	\$103,048.92
	Flagstar Public Funds Savings	0.79%	7/31/2018	\$242,057.72
	Flagstar Premier Public Entities Checking	0.25%	7/31/2018	\$97,409.25
	RBC Capital Cash/Money Market	0.42%	7/31/2018	\$223,085.08
	RBC Capital - Investments	2.65%	7/31/2018	\$10,937,878.94
Total General Fund				\$11,500,430.99
Please see General Fund budget for notes on how this amount is earmarked				
Gift Fund				
	Huntington Public Fund Business Interest Checking	0.15%	7/31/2018	\$113,018.27
	Huntington CD (Charnov gift) - matures 02/04/2019	0.45%	7/31/2018	\$50,000.00
	Fifth Third Bank Business Standard Checking	0.00%	7/31/2018	\$5,944.97
Total Gift Fund				\$168,963.24

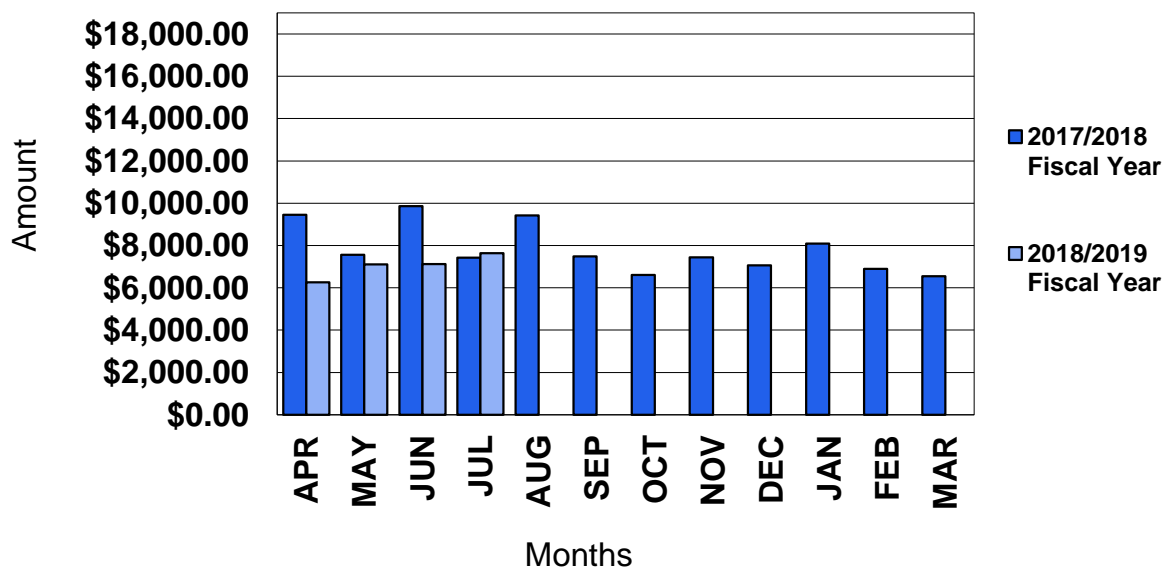
CFSEM The following endowment funds are administered by the Community Foundation for Southeast Michigan (CFSEM). CFSEM maintains unilateral variance power and legal ownership of the endowment funds, and therefore, principal is not available to BTPL. Earnings are available for distribution to the Library 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	\$7,120.68	(\$2,745.58)
JUL	\$7,426.47	\$7,638.21	\$211.74
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	\$28,119.30	(\$65,748.82)

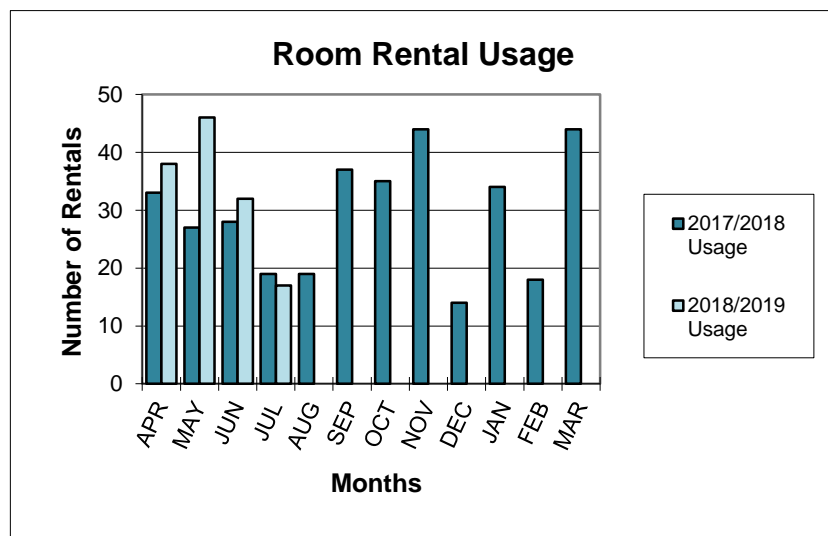
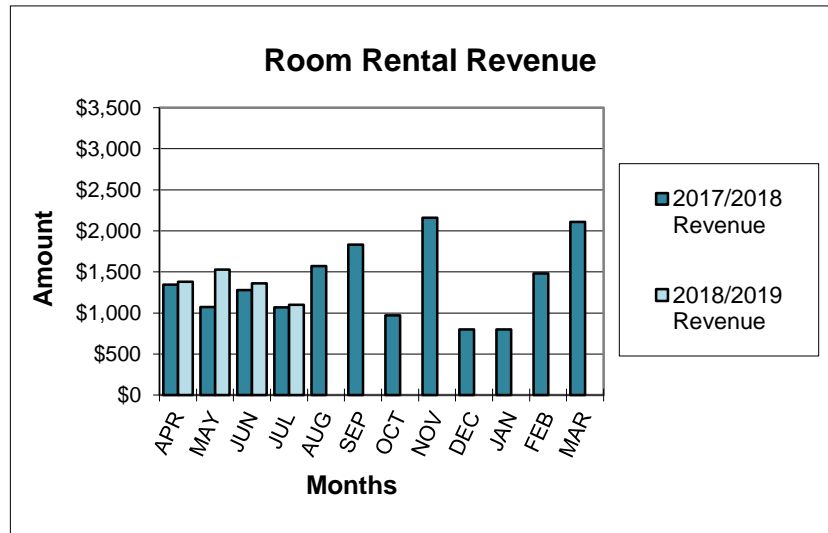
Fines and Fees Two-Year Comparison



ROOM RENTAL - TWO-YEAR COMPARISON

7b

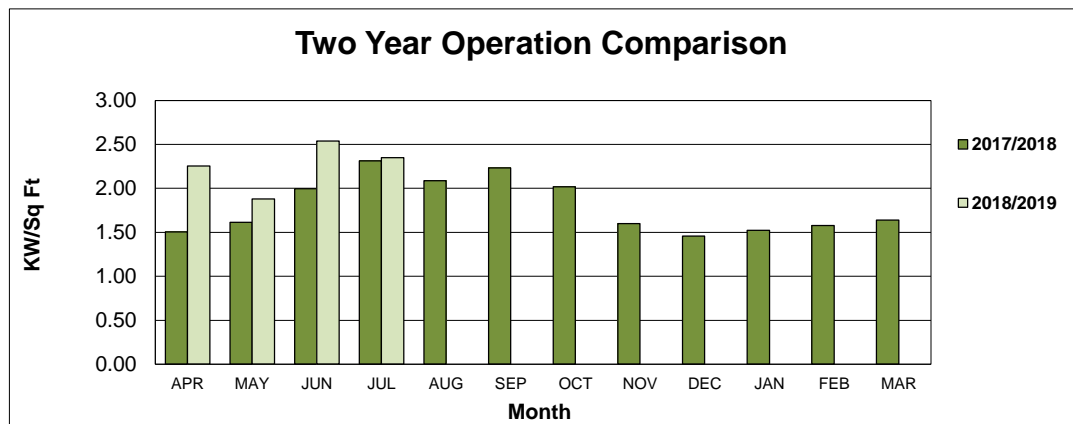
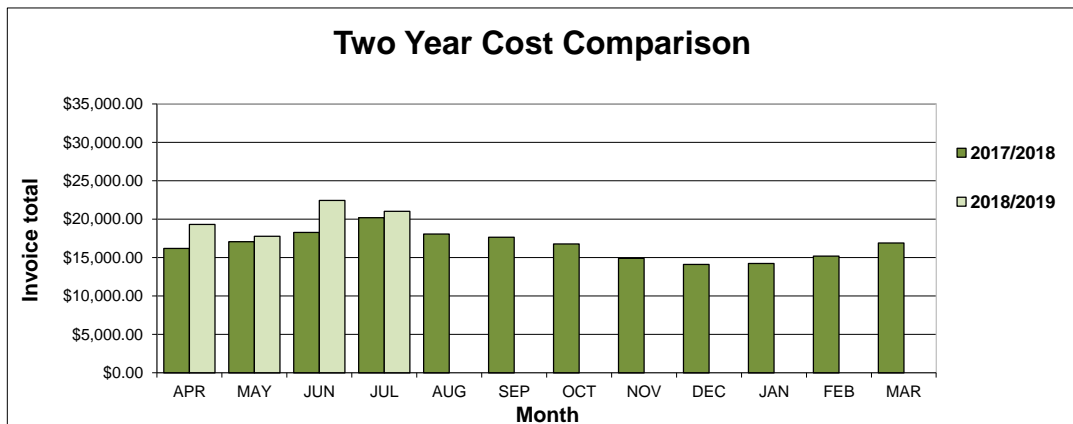
<u>Month</u>	2017/2018 <u>Revenue</u>	2018/2019 <u>Revenue</u>	<u>Difference</u>	2017/2018 <u>Usage</u>	2018/2019 <u>Usage</u>	<u>Month</u>
APR	\$1,345.50	\$1,380.00	\$34.50	33	38	APR
MAY	\$1,074.00	\$1,530.00	\$456.00	27	46	MAY
JUN	\$1,281.00	\$1,360.00	\$79.00	28	32	JUN
JUL	\$1,070.00	\$1,100.00	\$30.00	19	17	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	\$5,370.00	(\$11,123.50)	352	133	



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	\$21,003.42	\$820.32	237,370	\$0.09	319.05	2.35	\$28.23	\$0.21
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	\$80,537.34	(\$118,932.41)						



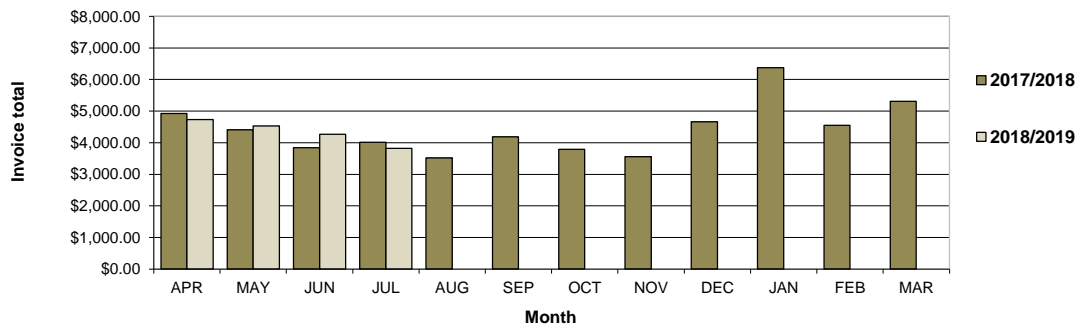
Bloomfield Township Public Library Natural Gas Analysis

Building Area = 101,023

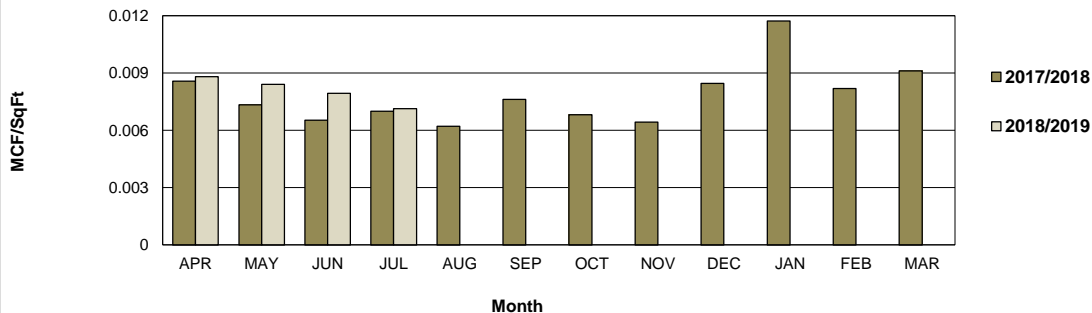
1 Cu. Ft. = 1000 BTU

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	\$3,820.68	(\$188.72)	721.7	\$5.29	744	0.97	0.007	5.14	0.037
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	\$17,353.79	(\$35,773.38)							

Two Year Cost Comparison

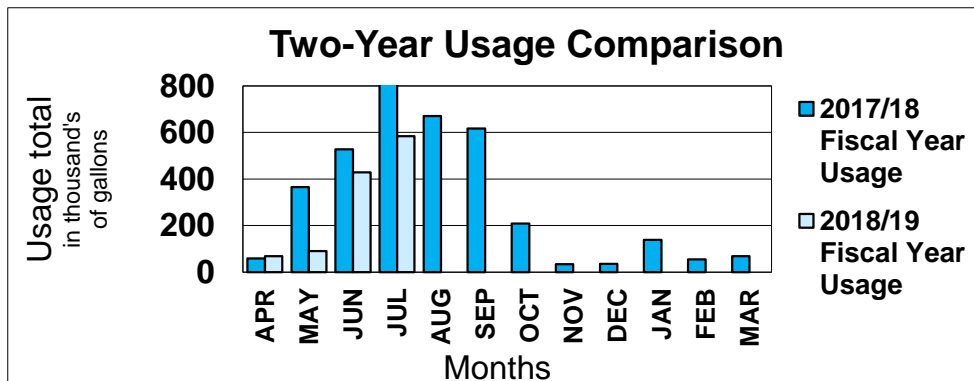
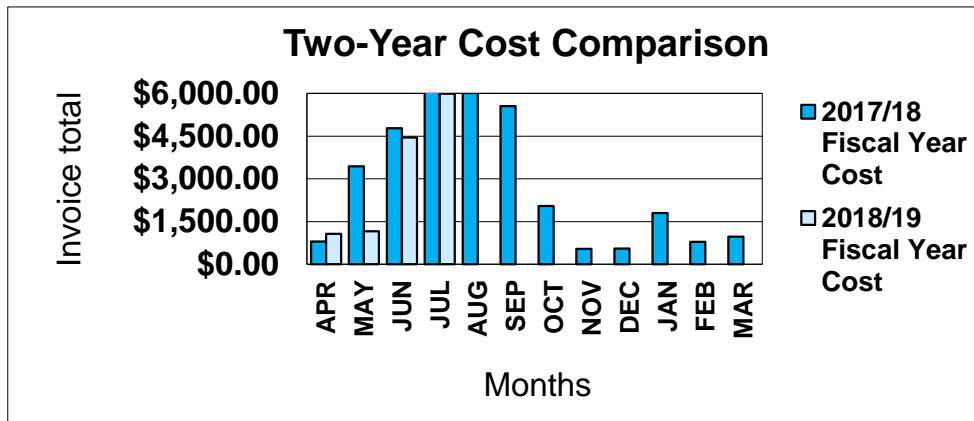


Two Year Operation Comparison



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	\$4,448.57	(\$324.19)	528	429	(99)
JUL	\$7,363.60	\$5,988.08	(\$1,375.52)	829	584	(245)
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>\$12,667.00</u>	<u>(\$21,968.31)</u>	<u>3,607</u>	<u>1,171</u>	<u>(2,436)</u>



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

In honor of the Bloomfield Township Public Library Board of Trustees, our Staff Organization Committee (SOC) recently made a donation of \$113.00 to the Library Endowment Fund. In this way, Library staff wishes to thank you for all that you do to make this Library so great.

On August 8, 2018, through its consultant, The Library released a request for proposals for a new telephone system. Our current telephone system has reached the end of its life and needs to be replaced. Attached, for your information, is a copy of the request for proposals. The deadline for proposals is Thursday, September 13, 2018. A recommendation for the award of this bid will be forthcoming for your review at the October 16 Library Board meeting.

The Library's annual fire alarm inspection was held on July 18, 2018. Everything is in perfect order. Our Facilities Department Head Joel Dion shared this information with Bloomfield Township Fire Department inspectors. Joel was commended for his "forward approach to safety". I am grateful that Joel does maintain and follow a regular schedule of proactive work on all library systems.

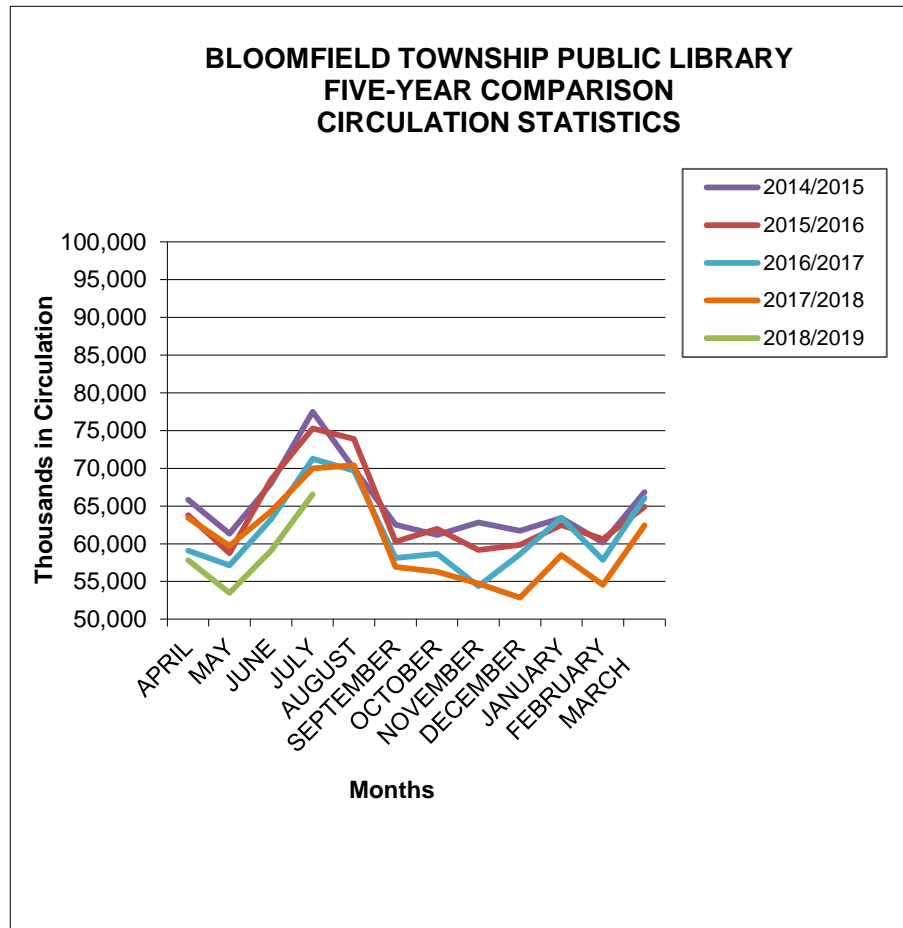
Respectfully Submitted,

Carol Mueller
Director

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
FIVE YEAR CIRCULATION**

8/11/2018

	<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	66,539
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	236,962



	2017		2018	
COLLECTION				
Book Collection:	273,169		260,452	
Media Collection:	61,777		61,510	
Total e-books:	31,627		14,943	
Overdrive	9,039		10,324	
EBSCOhost	19,196		0	
Total downloadable audiobooks:	5,203		5,707	
Materials Total:	371,776		342,612	
CIRCULATION				
Circulation Total:	70,006		66,539	
Bloomfield Township Circulation:	65,590		66,413	
Virtual Circulation Total	9,566		10,389	
Circulation of Youth materials:	25,934		24,208	
Circulation of Media:	21,009		19,178	
Circulation of Cranbrook passes:	350		329	
Self-checkout machine use:	28,554	40.8%	26,403	39.7%
Library by Mail:	49	26 patrons	61	34 patrons
BUILDING & EQUIPMENT USAGE				
Door Count:	19,844 *		18,764 *	
Gate Count:	28,186		27,441	
Meeting rooms by public:	19		17	
Meeting rooms by staff:	65		64	
VIRTUAL USE				
Home page hits:	32,173		31,864	
e-book access:	2,534		3,109	
Overdrive	2,513		3,109	
EBSCOhost	21		0	
Audiobook access: (Overdrive)	1,366		1,621	
Freegal music download access:	1,070		899	
Freegal music streaming:	2,345		2,081	
Magazine download access:	775		570	
Hoopla access:	1,476		2,109	
Tutor.com sessions:	5		2	
Library Computer Use				
Resident Use	1,651		1,453	
Guest Use	729		593	
*Library closed July 4 for Independence Day				

	2017		2018	
OUTREACH & PROGRAMS				
<i>New Patrons and Accounts</i>				
Township:	213		238	
Cranbrook:	5		5	
Total new patrons:	294		296	
<i>Adult Program Attendance</i>				
Staff-led:	16 events	144 attended	11 events	129 attended
Speaker-led:	7 events	175 attended	4 events	202 attended
Book clubs:	6 events	64 attended	6 events	38 attended
Tours/visits on-site:	1 event	5 attended	1 event	12 attended
Tours/visits off-site:	3 events	14 attended	5 events	47 attended
<i>Systems Program Attendance</i>				
Staff-led:	4 events	22 attended	5 events	57 attended
<i>Teen Program Attendance</i>				
Staff-led:	3 events	44 attended	3 events	6 attended
<i>Youth Program Attendance</i>				
Staff-led:	14 events	479 attended	13 events	545 attended
Speaker-led:	2 events	106 attended	5 events	246 attended
Tours/visits on-site:	2 events	23 attended	0	0
Tours/visits off-site:	0	0	1 event	11 attended
TOTAL:	58 events	1,076 attended	54 events	1,293 attended
<i>Volunteers:</i>				
	31 people	263.50 hours	32 people	239.75 hours
	Shop: 9	105.5	Shop: 10	100.75
	Court: 0	0	Court: 2	22.75
	Students: 12	91	Students: 13	62.5
	Dept. Vol: 10	67	Dept. Vol: 7	53.75
<i>Patron Remarks</i>				
Patron Comments:	7		9	
Ask BTPL:	3		4	
Ask Us:	40		17	
DISPLAYS				
Lobby	Ethnic & cultural artifacts from International Institute of Metropolitan Detroit			
Media	Adult AV: Musicals, Shark Week, American Stories/Film (4th of July)			
	Youth AV: Shark Week, "But Wait, There's More", Libraries Rock			
Local History	One World, Many Stories: Australia			

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

Bloomfield Township Public Library
Oakland County, Michigan
Thursday, August 2, 2018, 11 a.m.

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

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

Old Business:

Photo Contest 2019 Recap - Saturday, April 13, 2019 – 2-4 p.m. (the end of National Library Week)

- Reviewed basics: suggested theme, “In Motion,” still appeals to the committee.

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 is being promoted in-house and in the departments. The Library is on track to promote the program. The deadline for volunteer readers is August 15, but volunteer readers will still be accepted after this.
- The Read-a-Thon will start at 10 a.m. that day and all logistics were confirmed.
- Joan Luksik and Grant Gerhart will back up Tom Deska for breaks. There will be refreshments in the Board Room. The Read-a-Thon will not be taped this time.
- Since the most recent meeting, the number of volunteer readers has doubled to 8 readers in a range of ages. New Administration Clerk Laura Moore has connections to the Roeper school forensics students and suggests volunteers could come from there. Our need for readers will be shared at the next Friends’ meeting. There might be board members and staff serving as readers.
- Volunteer readers will receive a certificate with their photo on it. There will also be a one-line bio for each reader shared by the emcee.
- The layout was discussed, with a preference expressed for fewer chairs than the 2016 read-a-thon.
- There will be a poster with the sponsors on it. Sponsors of a certain level will also be announced periodically.

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

Subcommittee reports were reviewed. Décor and library layouts were reviewed. The Library is selling tickets in advance at \$50 and \$75 at the door. Programs and tickets are being worked on in Administration. At this time, we have ten sponsorships, one of which is from Arbor Oakland, who provided \$500 of in kind printing. Sponsor Midwest Tape, who donated \$500, will not be attending and will return 4 tickets, for which there might be a staff drawing. The Library has received \$7,000 in sponsorship so far, without having made any follow-up calls. The goal is to sell 150 tickets. Linden Godlove gave an updated review on the décor. Two Unique has been confirmed as our caterer, and Carolyn Berry will be approached for a preview of the space. Desserts and coffee will be in the Local History section. There are no updates on the desired wine donation. Joan Luksik and Judy Lindstrom will assist the caterers that evening. Other volunteers are being approached for attending to the bar. Goldner Walsh will be approached to create a flower arrangement. The liquor license has been submitted to the state. The Township has approved their portion and has been great and assisting in the process. Music and entertainment seems to be all wrapped up. Entertainers have all been paid a 50% deposit. Tom Deska, Eli Greenbaum, and Grant Gerhart will host the entertainers that evening and the Board Room will serve as the green room. Marian Rafal will host the caricaturist. The invitations

and mailing list were reviewed. Electronic invitations will be sent as well. The website is now live for sponsorship and tickets. Four baskets will be donated for prize drawings, the Library Board, the Lindstrom family, Sandy Edwards, and the Library. Details of how one will win the baskets are to be determined.

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

Many thanks to our Friends, there will be "Pint-Sized Polka" tonight at 7 p.m. Ninety people attended the "Joey Leone: Shades of America" Blues concert on Friday night. The concerts and performances have been wonderful and a variety of people have attended each performance. "Uke' Can Do It" was also quite popular. There are a few youth programs left for summer reading, with one being part of "One World, Many Stories."

New Business:

No new business.

Other:

Nothing to report.

Next meeting:

Thursday, August 30, 2018 at 11 a.m.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Library Board of Trustees
FROM: Carol Mueller, Library Director
DATE: August 16, 2018
SUBJECT: Library Renovations Bid Award

At long last, I feel that our lower level flooding issue has been substantially resolved. After dealing with so much water coming in to the lower level over the years, it is time to replace flooring, remove peeling wall covering and freshen up these areas with new flooring and paint. In addition, the two restrooms in the lower level as well as the two heavily used restrooms near the Community Room are in need of renovations. Quinn Evans Architects (QEA) was asked to recommend new materials for these spaces and issue a request for proposals for the renovations.

On July 19, 2018, a request for proposals for Library renovations was released. A mandatory walk-through was held at the Library and conducted by QEA on Wednesday, July 25, 2018. This walk-through was attended by three companies. The deadline for bids was Wednesday, August 1, 2018 at which time three proposals were received. AM Higley, O'Neal Construction Inc. and Frank Rewold and Son, Inc. submitted proposals to QEA for our Library renovations.

QEA has carefully reviewed all three proposals received. Their analysis and recommendation are attached for your review and consideration. Geraldine Drake and Jim Mumby from QEA will be present at the August 21 Library Board meeting to answer any questions you may have about the proposals received and their recommendation.

Thank you for your review and consideration of the recommendation.

If you agree with the proposed bid award recommendation, the following action is needed:

ACTION NEEDED: I move to award the Library Renovations bid to Frank Rewold and Son, Inc., 333 E 2nd Street, Rochester, Michigan, 48307.

14 August, 2018

Carol Mueller, Library Director
Bloomfield Township Public Library
1099 Lone Pine Road
Bloomfield Township, MI 48302

**RE: BLOOMFIELD TOWNSHIP PUBLIC LIBRARY BID PACKAGE FOR BATHROOM AND
LOWER LEVEL RENOVATIONS
RECOMMENDATION OF BID AWARD**



QUINN EVANS
ARCHITECTS

219½ N. MAIN STREET
ANN ARBOR, MI 48104
734 663 5888

Dear Ms. Mueller:

On July 19, 2018, a request for proposals for the bathroom and lower level renovations. This request was released through Quinn Evans Architects Newforma system to four companies in metro Detroit.

A mandatory walk-through for interested proposers was held on Wednesday, July 25, 2018. Representatives from three contractor companies and their designated sub-contractors attended the walk-through: O'Neal Construction, AM Higley Construction and Rewold Construction. The deadline for proposals was Wednesday, August 1, 2018 at 3:00 PM to the offices of Quinn Evans Architects in Ann Arbor, MI. QEA opened the bids and reviewed them for accuracy and meeting the requirements of the bid submission. All proposals received were carefully reviewed by Geraldine Drake, James Mumby and Ann Dilcher. A copy of our proposal review is attached for your information.

After reviewing the proposals, O'Neal Construction was eliminated due to high bid submission costs, compared to the other bidders. AM Higley offered a competitive bid, however, given that Higley is relatively new to the Detroit marketplace, it was determined this project would not be a good fit for their services.

Following our analysis of all the proposals and discussing the strong relationship and trust that the library has in Rewold, our recommendation is to award the library bathroom and lower level renovations to Rewold for \$248,740.00 total costs.

Cordially,

Quinn Evans Architects

James Mumby, AIA, LEED AP
Principal

Geraldine Drake, NCIDQ, LEED Green Associate
Associate

WASHINGTON, DC
ANN ARBOR, MI
DETROIT, MI
MADISON, WI

WWW.QUINNEVANS.COM

BTPL Bid Package Analysis

FIRM NAME	ATTEND WALK THROUGH	PROPOSAL	FIRM INFORMATION + EXPERIENCE	INSURANCE	PROPOSAL NOTES	FEE
O'Neal Construction	Yes	Met requirements	Long standing relationship with QEA meeting high performance expectation and high quality	Met requirements	None	\$290,000
AM Higley	Yes	Met requirements	New comer to Detroit marketplace, relationship with the Regional Manager from high performance work performed Beaumont Health	See Notes	Includes Plumbing + Permit Costs only (verified with BTBD no plan review or permits required) Builder's Risk Insurance not included (assumed to be provided by Owner). Excludes Payment and Performance Bonds. Excludes any abatement or mold remediation work if encountered during demolition phase.	\$238,240
Rewold and Son	Yes	Met requirments	Long standing relationship with BTPL and QEA meeting high performance expectation and high quality. High comfort level with BTPL in allowing in space during off-hours.	See Notes	Includes full-time supervision. Assumes circuits are existing for all hand dryers and new ones are simply being swapped. Assumes existing blocking will be utilized and walls will not be opened and new blocking added. Per G001, the project is exempt from plan review/bldg permits. No permit costs are included. Includes Performance and Labor Bond. Basis of design for changing station deis not match specifications, price based on A-101 product. No model number included for paper towel dispenser. Price based on #59466A. Excludes: Builders Risk, Asbestos/Hazardous Material Testing/Abatement, FFE, Design Fees, Moving Furniture, Moving Technology, Existing Base Touch up.	\$248,740

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Library Board of Trustees
FROM: Carol Mueller, Library Director
DATE: August 16, 2018
SUBJECT: Proposed 2019 Calendar

The proposed 2019 calendar includes eleven total days closed to the public and two early closings. The two evenings the Library closes early in 2019 are Thanksgiving Eve on Wednesday, November 27 and on New Year's Eve on Tuesday, December 31 in 2019. The Library closes at 5:30pm on these two days.

The proposed 2019 calendar is shown in the traditional January through December calendar format. However, as the Library's fiscal year begins April 1 and ends March 31, the first three months of the 2020 calendar year are included to show the complete April 1 – March 31 2019/2020 fiscal year.

Please review the attached proposed 2019 calendar for the 2019/2020 fiscal year. I also have attached the approved 2018 calendar for the 2018/2019 fiscal year for your comparison.

Thank you for your review and consideration of this proposal.

If you agree with the proposed 2019 Library calendar, the following action is needed:

ACTION NEEDED: I move to approve the proposed 2019 Library calendar of Holidays and Closings as presented.

Bloomfield Township Public Library

Proposed 2019 Calendar

LIBRARY CALENDAR 2019 HOLIDAYS AND CLOSINGS

January 1	CLOSED	Tuesday	*New Year's Day
January 21	open	Monday	Martin Luther King Day Observance
February 18	open	Monday	President's Day
April 19	open	Friday	*Good Friday +
April 20	open	Saturday	Easter Weekend
April 20	open	Saturday	Passover
April 21	CLOSED	Sunday	Easter
May 3	CLOSED	Friday	*Staff Development Day +
May 6	open	Monday	Ramadan starts
May 25	open	Saturday	Memorial Day Weekend
May 26	CLOSED	Sunday	Memorial Day Weekend
May 27	CLOSED	Monday	*Memorial Day Observance
July 4	CLOSED	Thursday	*Independence Day
August 31	open	Saturday	Labor Day Weekend
September 1	CLOSED	Sunday	Labor Day Weekend
September 2	CLOSED	Monday	*Labor Day
September 30	open	Tuesday	Rosh Hashanah
October 9	open	Wednesday	Yom Kippur
October 14	open	Monday	Columbus Day Observance
November 11	open	Monday	Veterans Day
November 27	Close at 5:30p.m.	Wednesday	Thanksgiving Eve
November 28	CLOSED	Thursday	*Thanksgiving Day
December 23	open	Monday	Hanukkah
December 24	CLOSED	Tuesday	*Christmas Eve
December 25	CLOSED	Wednesday	*Christmas Day
December 31	Close at 5:30p.m.	Tuesday	New Year's Eve

2020			
January 1	CLOSED	Wednesday	*New Year's Day
January 20	open	Monday	Martin Luther King Day
February 17	open	Monday	President's Day

+Floating holidays: Good Friday and Staff Development Day should be scheduled within the pay period of their occurrence or after their occurrence prior to the end of the fiscal year as approved by the supervisor. Staff Development Day is awarded if employee attends the full day of Staff Development Day and employee is eligible for holidays.

*Library-approved paid holidays

Daylight Savings Time begins: Sunday, March 10, 2019
 Daylight Savings Time ends: Sunday, November 3, 2019

Bloomfield Township Public Library

Approved 2018 Calendar

LIBRARY CALENDAR 2018 HOLIDAY AND CLOSINGS

January 1	CLOSED	Monday	*New Year's Day
January 15	open	Monday	Martin Luther King Day Observance
February 19	open	Monday	President's Day
March 30	open	Friday	*Good Friday +
March 31	open	Saturday	Easter Weekend
March 31	open	Saturday	Passover
April 1	CLOSED	Sunday	Easter
May 4	CLOSED	Friday	*Staff Development Day +
May 26	open	Saturday	Memorial Day Weekend
May 27	CLOSED	Sunday	Memorial Day Weekend
May 28	CLOSED	Monday	*Memorial Day Observance
July 4	CLOSED	Wednesday	*Independence Day
September 1	open	Saturday	Labor Day Weekend
September 2	CLOSED	Sunday	Labor Day Weekend
September 3	CLOSED	Monday	*Labor Day
September 10	open	Monday	Rosh Hashanah
September 19	open	Wednesday	Yom Kippur
October 8	open	Monday	Columbus Day Observance
November 11	open	Sunday	Veterans Day
November 21	Close at 5:30p.m.	Wednesday	Thanksgiving Eve
November 22	CLOSED	Thursday	*Thanksgiving Day
December 3	open	Monday	Hanukkah
December 24	CLOSED	Monday	*Christmas Eve
December 25	CLOSED	Tuesday	*Christmas Day
December 31	Close at 5:30p.m.	Monday	New Year's Eve

2019			
January 1	CLOSED	Tuesday	*New Year's Day
January 21	open	Monday	Martin Luther King Day
February 18	open	Monday	President's Day

+Floating holidays: Good Friday and Staff Development Day should be scheduled within the pay period of their occurrence or after their occurrence prior to the end of the fiscal year as approved by the supervisor. Staff Development Day is awarded if employee attends the full day of Staff Development Day and employee is eligible for holidays.

*Library-approved paid holidays

Daylight Savings Time begins: Sunday, March 11, 2018
Daylight Savings Time ends: Sunday, November 4, 2018

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.



August 8, 2018

Bids for the Bloomfield Township Public Library Unified Communications System project BTPL 2616, will be received by Joan Wu, Systems Department Head, at Bloomfield Township Public Library, 1099 Lone Pine Road, Bloomfield Hills, MI., 48302. The bids will be accepted until September 13, 2018, no later than 2:00 p.m. local time.

Bids are being solicited for:

Unified Communications System

All bids received prior to the stated time will, at said place, be publicly opened and read aloud. Bids received after the stated time will be returned unopened. Work will be performed between October 22, 2018 and January 25, 2019.

Bid security in the amount of 5% of the base bid must accompany each proposal. All contractors submitting bids for work must be capable of supplying 100% labor & material performance bonds.

Technology Consultant: Secant Technologies
6395 Technology Avenue, Suite A
Kalamazoo, MI 49009
(269) 375-8996
(269) 375-4222 Fax

Contractors may request PDF format bid documents for the work from Secant Technologies. Please make the request to mmiller@secantcorp.com. These PDF Documents will be available on August 10, 2018. The bid documents can also be downloaded from <http://bids.secantcorp.com/BTPL2616>.

NO Pre Bid meeting is scheduled.

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 owner.

Joan Wu/Systems Department Head
Bloomfield Township Public Library

SPECIFICATIONS

**Bloomfield Township Public Library
Unified Communications System**

PROJECT NUMBER

2616

RFP DATE

August 10, 2018

PREPARED BY



1 Schedule of Events

Specifications Released

08/09/2018

Project Specifications are available from:
Melissa Miller
Fax: 269-375-4222
Email: mmiller@secantcorp.com
Web: <http://bids.secantcorp.com/BTPL2616>

Deadline for Intent-to-Bid Notification

08/23/2018 @ 5:00 p.m. EST

All prospective bidders should provide notification
of their intent to bid by fax or e-mail to:

Melissa Miller
Fax: 269-375-4222
Email: mmiller@secantcorp.com

Deadline for questions

08/23/2018 @ 5:00 p.m. EST

Melissa Miller
Fax: 269-375-4222
Email: mmiller@secantcorp.com

Bid Due Date

09/13/2018 @ 02:00 p.m. EST

Late bids will not be accepted.

*It is **solely** the responsibility of the bidder to ensure that their bid is received and signed-in, at stated location, prior to the due date and time. For bids that are not hand-delivered by a representative of the Contractor, it is recommended that the bidder verify with Library office staff that their bid is received and signed-in prior to the stated due date and time*

Deliver bids to:

Bloomfield Township Public Library
Attn: Joan Wu, Systems Department Head
1099 Lone Pine Road
Bloomfield Hills, MI 48302

Provide two (2) sealed copies of your response and one (1) digital copy on USB storage.

Bids must be clearly marked:

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY - UNIFIED COMMUNICATIONS SYSTEM – 2616 - BID RESPONSE –
DO NOT OPEN**

Bid Bond: 5% bid bond is required – Cashier's Check or Bond

Performance Bond is required for bids of \$50,000 or higher.

No bids may be withdrawn for at least ninety (90) consecutive calendar days following the bid opening.

The Owner reserves the right to accept or reject any and all bids, alternatives, or proposals that, in its judgment, serves its best interests.

The Owner reserves the right to award individual sections to different contractors

The Base Bid shall be a lump sum amount, for the work as set forth in the Bidding Documents.

2 Terms and Conditions

2.1 SALES TAX

The Contractor shall be responsible for the payment of any tax obligation it may incur in connection with the work of this project, including but not limited to State sales and use taxes. The cost of these, if any, shall be included in the bid price.

2.2 PERFORMANCE AND PAYMENT BOND

- A. Acceptable bidders shall be required, as a condition precedent to award of contract, to furnish satisfactory Performance Bond and Labor and Material Payment Bond in the amount of 100% of the contract price. Performance Bond is not required if the total bid price does not equal or exceed \$50,000.
- B. The bidder shall deliver the required bonds to the Owner within 15 days after award of the contract. If the work is to be commenced prior thereto in response to a letter of intent, the bidder shall submit evidence to the Owner that such bonds will be furnished prior to commencement of the work.
- C. The proposed bonding company of the bidder shall be acceptable to the Owner. The Owner shall be listed as obligee on the bond.
- D. Contractor will not be allowed onto the project work site to begin work until after submittal of required bonds to the Owner.
- E. All costs for the Performance Bond and Labor and Materials bond must be included with base bid response.

2.3 BID SECURITY

- A. Each Proposal shall be accompanied by Bid Security pledging that the bidder will enter into a contract with the Owner on the terms stated in the Proposal, and will furnish Bonds as described herein. Should the bidder refuse to enter into such contract or fail to furnish satisfactory Bonds and insurances as required after Notice to Proceed, the amount of the Bid Security shall be forfeited to the Owner as liquidated damages, not as a penalty.
- B. Bid Security shall be in the amount of five percent (5%) of the Base Bid(s).
- C. Bid Security may take the form of a Bid Bond, Certified Check, Cashier's Check, or a Money Order. When submitting a Certified Check, Cashier's Check or Money Order for multiple Bids, it is recommended that a separate check or money order accompany each bid. **AN UNCERTIFIED PERSONAL OR COMPANY CHECK DOES NOT CONSTITUTE A BID SECURITY.**
- D. The Owner will have the right to retain the Bid Security of bidders to whom an award is being considered until either (a) the Contract has been executed and bonds, if required, have been furnished, or (b) the specified time has elapsed so that Bids may be withdrawn or (c) all bids have been rejected.

2.4 INSURANCE

- A. Limitation of Liability – By signing the bid, the bidder acknowledges that he/she is skilled and experienced in the use and interpretation of the Specifications. He/she has reviewed the Specifications for this project and has found them to be free of ambiguities and sufficient for Bid purposes. He/she has based his/her Bid solely on these documents and observations and has not relied in any way on any explanation or interpretation, oral or written, from any other source.
- B. Insurance Required – Prior to commencement of the work, the Contractor shall provide to the Owner satisfactory proof of insurance and maintain during the term of the project such insurance as will protect him and the Owner from claims arising out of the Work described in this contract and performed by the Contractor consisting of:
 - 1. Worker's Compensation Insurance including Employer's liability to cover employee injuries or disease compensable under the Worker's Compensation Statutes of the State of Michigan, disability benefit laws, if any or Federal compensation acts such as U.S. Longshoremen or Harbor Workers', Maritime

	Property Damage – Each Occurrence	\$1,000,000.00
	Property Damage – Aggregate	\$1,000,000.00
	or combined single limit	\$1,000,000.00
3.	Comprehensive Automobile Liability	
	Bodily Injury – Each Person	\$1,000,000.00
	Bodily Injury – Each Occurrence	\$1,000,000.00
	Property Damage – Each Occurrence	\$1,000,000.00
	or combined single limit	\$1,000,000.00
4.	Umbrella or Excess Liability	\$2,000,000.00

D. Insurance – Other Requirements

1. Notice of Cancellation or Intent Not to Renew – Policies will be endorsed to provide that written notice shall be given to the Owner of cancellation or of intent not to renew.
2. Evidence of Coverage – Prior to commencement of the Work, the Contractor shall furnish to the Owner, Certificates of Insurance in force. The Owner reserves the right to request complete copies of policies if deemed necessary to ascertain detail of coverage not provided by the certificates. Such policy copies shall be "Originally Signed Copies," and so designated.
3. Qualification on Insurers – In order to determine financial strength and reputation of insurance carriers, all companies providing the coverage required shall have a financial rating not lower than XII and a policyholder's service rating no lower than A+ as listed in A.M. Best's Key Rating Guide, current edition. Companies with ratings lower than A+: XII will be acceptable only upon written consent of the Owner.
4. Subrogation Clause – The following subrogation clause shall appear in all policies of insurance, "Subrogation Clause – It is hereby stipulated that this insurance shall not be invalidated should the insured waive in writing prior to a loss any or all right of recovery against any part for loss occurring to the property described herein."
5. Additional Insured Provision on Policy(ies) is to read as follows:
"The Bloomfield Township Public Library, its elected or appointed officers, officials, employees and volunteers are included as insured with regard to damages and defense of claims arising from:
 - a. activities performed by or on behalf of the Named Insured,
 - b. products and completed operations of the Named Insured,
 - c. premises owned, leased or used by the Named Insured, or
 - d. the ownership, operation, maintenance, use, loading or unloading of any auto owned, leased, hired or borrowed by the Named Insured."
6. **Secant Technologies shall also be listed as Additional insured.**

2.5 ENVIRONMENTAL STATEMENT AND RESPONSIBILITY OF CONTRACTORS

- A. It shall be the responsibility of the Contractor to pay any and all costs incurred from the clean-up related to any environmental hazard created by means of release, spill, leak or any other means of contamination caused by accident or negligence.
- B. It shall be the responsibility of the Contractor to dispose of any product(s) and/or material following EPA, DNR, and local applicable laws and regulations.
- C. It shall be the responsibility of the contractor, if required, to purchase the proper permits and notify the proper authorities prior to commencing said project or, should a "release" take place, to notify proper authorities of any such release.

National Electrical Code (NEC) – NFPA 70-1993
Telecommunications Industries Association (TIA)
Underwriters' Laboratories (UL)
National Institute of Standards and Technology (NIST)
National Technical Information Service (NTIS)
Occupational Safety and Health Administration (OSHA)
Rural Utilities Services USDA/RUS (RUS Formerly REA)
State and Local Municipality Codes and Ordinances
Building Industry Consulting Service International (BICSI)
HDBaseT Alliance (HDBaseT)

Where conflicts occur between codes and standards, or between codes and standards and Specifications and Plans, the one establishing the more stringent requirements shall be followed.

2.7 Contract Documents

This document along with the completed Bid Form and Proposal Documents shall constitute the Contract Documents by which performance of work shall be judged. The Owner's consultant shall be the judge of performance regarding all work.

2.8 Conformance

The Contractor warrants that all workmanship, materials, and equipment incorporated in this work will be of good quality and in conformance with the Contract Documents.

2.9 Quality Standard

The Contract Documents establish a standard of quality that the Owner has determined to be necessary for the project. It is mandatory that items of material and equipment conform to the Contract Documents and meet the quality standards in every respect.

2.10 Conformity of Work

Execute all work in conformity with best practice to accommodate work to environment and surroundings. Perform all work in accordance with drawings, manufacturer's instructions, shop drawings, this specification, and other Contractors and Vendors.

2.11 Coordinate Locations

Coordinate locations and arrangements of equipment with requirements of all other Contractors, Vendors and Owner. In cases of technical configuration or implementation difficulties, or if simplified installation is made possible by slight variance, bring such conditions to attention of Owner, in writing, via fax, electronic mail, or letter. Changes in arrangements may be made only if authorized by Owner.

Drawings are diagrammatic and indicate the general arrangement of systems and work included in these documents. Final placement and arrangement are the responsibility of the Installing Contractor.

2.12 Work Definition

Below is an outline of specific work the Contractor shall be responsible for performing:

- Demolition
- Project Management
- Systems Engineering
- Construction Scheduling
- Installation
- Configuration
- Testing
- Documentation
- Orientation & Training

2.13 General Duties

2.13.1 Supervision

The Contractor shall plan, direct, supervise, coordinate, and perform the work.

within a period agreed upon by the Owner and the Contractor. The Contractor shall notify the Owner, in writing, of any condition or situation that in the Contractor's opinion warrants an extension of Contract Time.

2.15.4 Time Extension

The Contractor shall not be entitled to additional compensation or damages due to delays, interference's or interruptions to the Work or the Project, but shall be entitled only to an appropriate extension of time in accord with the General Conditions of the Contract for Construction.

2.16 Contractor Inspection of Work

The Contractor shall promptly facilitate inspection and testing of the Work regardless of expense as necessary or as requested by the Owner. The costs for such tests or inspections shall be born as follows:

2.16.1 Contractor Deficiencies

If such tests or inspections reveal deficiencies as measured by Construction documents or an independent consultant/testing agency, the Contractor shall bear all costs incurred to correct such deficiencies, including the cost of testing and inspection, and the cost to reconstruct any work by testing or inspection or by the correction of any deficiency.

2.16.2 Other Deficiencies

If such test and inspections do not reveal deficiencies attributable to the Contractor, the Owner shall bear all costs incurred including the cost of testing and inspection, and the cost of reconstruction. Contracts shall be modified by Change Order to reimburse the Contractor for costs.

2.17 Inspection of Work

The Owner will inspect and "punch" the project. The Contractor is responsible to correct any issues brought forth at no additional expense to the Owner.

Retainage, as presented in this document, will be dependent on complying with the final "punch out" list.

2.17.1 Deficiencies

The Contractor shall replace, repair or otherwise correct all deficiencies in the Work during the construction of the Project, within two years after the date of substantial completion, within the time period prescribed in any special warranties and guarantees, and any longer period prescribed by law.

2.17.2 Owner Option

The Contractor shall expediently correct all deficiencies brought to his attention in writing by the Owner. If, in the opinion of the Owner, the Contractor fails to correct deficiencies, or fails to act expeditiously to correct deficiencies, the Owner may:

2.17.2.1 Accept Deficiencies

Accept the deficiencies in the Work, and reduce the Contract Sum of the Contractor at fault by a unilateral Change Order issued and signed by the Owner in an amount to be determined by the Owner.

2.17.2.2 Deficiencies Removed

Have the deficiencies removed in any reasonable manner available to the Owner, and charge the Contractor at fault for the costs incurred, or reduce that Contractor's Contract Sum by a unilateral Change Order issued by the Owner for the costs incurred.

2.17.3 Cost of the Work

The Contractor shall pay all costs of the Work including, but not limited to, labor, materials, equipment, tools, transportation, freight, taxes, royalties, patent fees, support facilities, construction equipment, water, heat, utilities, supervision, overhead, and all other items necessary for the proper execution and completion of the Work.

2.18 Legal Compliance

The Contractor shall comply fully with all laws, statutes, ordinances, rules, regulations, codes, and lawful orders applicable to their work, including employment regulations, unless specifically exempted from compliance by the Contract Documents. Where local codes differ from codes of broader jurisdictions, the more stringent code shall apply. The Contractor shall promptly notify the Owner in writing, of items in the plans or specifications for this project that violate any applicable codes.

2.29.2 Payment of Invoice

Invoices in question shall be communicated to the Contractor within eight (8) business days of reception.

2.29.3 Retainer

Ten percent (10%) of all invoices will be retained. Retained amount will be paid within 60 days of final acceptance.

2.30 Contract Change Orders

The process for contract change orders shall be as follows:

- Owner request for change order quote from Contractor.
- Contractor shall use add/delete unit cost pricing from bid forms.
- Owner shall review quote. If no further changes are deemed necessary, Owner will provide written approval to proceed.
- Upon approval, AIA change order will be distribute to Contractor and Owner for approval signatures.
- Upon final signature execution, Contractor shall proceed.
- For miscellaneous work that does not have a stated add/delete cost on bid forms, the stated hourly labor rate and markup %, listed on the bid forms, shall apply.

The Contractor shall not perform any additional work without following this process. Direct requests from owner personnel does not constitute a notice to proceed, and any such work performed by the Contractor, without following the procedures listed in this section, will not be reimbursed by the Owner.

3.10 Warranty

All hardware, equipment, jumpers, patch cords, as well as all workmanship and labor, will be warranted for a period of not less than one (1) year. All standard manufacturer-advertised hardware warranties shall apply.

All warranties will begin immediately following final acceptance of the completed project, as determined by the Owner. Contractor is required to register all warranty information with manufacturers if the warranty requires registration.

3.11 General Installation

The Vendor will be responsible to furnish, set in place, and install all equipment, unless otherwise noted. The installation process includes, but is not limited to the following:

- Receive all equipment on behalf of the Owner.
- Provide inventory receipt of all equipment to Owner.
- Store all equipment until the equipment is installed according to specifications.
- Transport devices and all components to designated locations.
- Cable and configure all components as needed.
- Complete control system programming as specified.
- Demonstrate successful installation.
- Maintain inventory and status documents and discard all trash packaging at locations designated by the Owner.
- Asset tagging of any/all equipment as required by Owner.
- Owner Orientation and Training.

3.11.1 Asset Tagging

Owner will provide asset tags for major equipment components. Vendor shall affix tags to equipment as instructed by Owner and shall maintain an asset tag worksheet that records the type of equipment, serial number and installation location for all items tagged. Asset tagging shall be coordinated with the Systems Department.

3.11.2 Workmanship

All work shall have a finished appearance. The contractor shall supply and repair / install all trim, covers, fixtures, carpet, ceiling tile, paint, hardware, brackets, etc., as needed.

3.11.3 Floor Plans and Diagrams

The floor plans and diagrams provided with this document are considered part of this specification document.

3.12 Proposal Format

3.12.1 Bid Forms

All bidders submitting a response to this RFP must complete all bid forms provided. At least three references must be provided on the Technology Reference form. Bid forms are available in Microsoft Word format upon request. References shall be for projects of similar size and functional scope.

3.12.2 Executive Summary

Bidders should include an executive summary that gives an overview of their response. Please include any pertinent information not specifically asked for on the bid forms.

3.12.3 Diagrams

Some specific sections require diagrams. Please review each specific section for stated diagram requirements. If noted, failure to provide diagram may disqualify your bid. In addition, signal flow diagrams are required for proposed solutions that do not exactly match the systems specified in the included system riser diagrams.

3.12.4 Cut Sheets

Include manufacturer cut sheets for key components used in your design. Cut sheets are not required for items that exactly match the specified models in this RFP.

4 VoIP Telephony

4.1 Work Summary

Work covered by this section includes:

- Unified Communications System
- Voice Mail
- E911 System

4.2 General Specifications

4.2.1 Approved Manufactures

The Owner's existing network utilizes Cisco hardware and Cisco is used as the basis-of-design in this RFP. Bidders shall respond with the specified Cisco hardware or other equivalent hardware that meets or exceeds the specifications of the models listed.

4.2.2 New Equipment

All equipment provided shall be new and of the latest model or version available.

4.2.3 Genuine Product

All equipment provided shall be genuine products sourced only from approved distributors. Third-party and clone products will not be accepted. Vendor will be required to show proof of purchase for all products from an authorized distributor or manufacturer direct sales.

4.2.4 Authorizations Required

Network Electronics Contractor shall have, at a minimum, a Premier Partner authorization. All engineers working on this project must have Manufacturer certifications equivalent to Cisco CCNP or greater and must have three (3) or more years of field experience.

4.2.5 Experience

Contractor shall have a minimum of five (5) years of experience installing networks of similar size and complexity.

4.2.6 General Installation

The Vendor will be responsible to furnish, set in place, and install all equipment, unless otherwise noted. The installation process includes, but is not limited to the following:

- Receive all equipment on behalf of the Owner.
- Provide inventory receipt of all equipment to Owner.
- Store all equipment until the equipment is installed according to specifications.
- Transport devices and all components to designated locations.
- Cable and configure all components as needed.
- Demonstrate successful installation.
- Maintain inventory and status documents and discard all trash packaging at locations designated by the Owner.

4.2.7 Phone System Downtime

All work schedules must be coordinated with and approved by Owner. Care must be taken to restrict downtime to time periods acceptable to the Owner.

4.2.8 Drawings

Drawings provided with this RFP contain details of the network design and installation details and are considered part of this specification document.

4.2.9 Appendix A

Refer to Appendix A for device and license counts and other details for the project.

4.2.10 Existing Phone System

The existing phone system is a Siemens HiPath 3800.

4.3 Base System Requirements

The Contractor shall provide all components and perform all labor required to provide a fully functional Unified Communication System. Any equipment, licensing and labor not specially requested in this document that is required for a complete and operational system, shall be provided by contractor.

4.3.9 Microsoft Active Directory

All systems shall be integrated with the Owner's Microsoft Active Directory for user management. Contractor shall assist Owner IT staff in performing any updates to active directory that are required to support the VoIP systems.

4.3.10 Backup

Each server that comprises the VoIP system shall be configured to backup automatically to separate storage. Owner will provide Windows server to function as a backup data target for SFTP and SMB based backups. Owner will provide any required Windows backup agents.

Contractor shall provide SFTP software and any other special backup utilities required to perform daily backups of the VoIP system.

4.3.11 Licensing

See Appendix A for licensing type and counts for each component of the unified communications system.

4.3.12 Voice/Video Call Processing

Cisco Communications Manager shall be deployed. System hardware shall be sized to accommodate future expansion to a minimum of 200 users.

Minimum standard features and functionality to be deployed are:

- Automatic Alternate Routing
- Class of Service/Class of Control
- E.164 numbering plan
- Conference Now/Meet Me
- Single Number Reach
- Extension mobility
- Device mobility
- Call Pickup
- Call Park
- Do Not Disturb
- Hunt Groups
- Call Back
- Shared Lines
- Immediate Divert
- Monitoring and Recording
- Music on Hold
- BLF Presence
- Single Sign On
- Self-Care Portal
- Local Route Groups
- Web Dialer
- Local calling restrictions
- Toll calling restrictions
- International calling restrictions
- 900 Number call restrictions
- External Dial Code
- Smart Call Home

4.3.12.1 Direct Inward Dial

Contractor shall work with Owner to plan how to utilize DID features for departments, users and special functions.

4.3.12.2 Hunt Groups

Contractor shall work with Owner to plan how to utilize hunt groups for their departments and functions. This will include type of hunt group, distinctive ring, log in/out of group, etc. Up to ten hunt groups will be configured.

4.3.15.1 Jabber Clients

Contractor shall train Owner IT staff in the deployment and configuration of Jabber client on computers and mobile devices.

4.3.16 Software Attendant Console

Bridge Operator Console shall be provided and configured for software attendant console use. A virtual Windows server for BOC shall be supplied by Owner. See Appendix A for the number of licenses required.

4.3.17 Voice Gateway/Analog Gateway

Voice Gateways shall be installed at locations requiring PRI, FXS and FXO ports. Voice gateway shall be either routers equipped with voice interface cards or VG-204XM units. Use of ATA devices are not acceptable.

Refer to Appendix A for sites that require a voice gateway and the number and type of ports required. Note that campus settings will utilize a single voice gateway that serves multiple buildings where multipair backbone cable exists between buildings.

A minimum of one analog line shall be connected to the system to support outbound calling in the event the PRI circuit is nonfunctional.

Any analog devices currently connected to the existing phone system shall be connected to the new VoIP system.

Analog/FXS gateways shall be deployed to connect:

- Fax Machines
- Elevators
- Pay Phones
- POS systems
- Monitoring Systems
- Modems
- Other (Except Fire and Security)

4.3.18 Survivable Remote Site Telephony

Voice gateways shall support Survivable Remote Site Telephony (SRST) for a minimum of 5 devices. Contractor shall coordinate with Owner on the exact devices to be supported by SRST. See Appendix A for the number of SRST licenses required.

4.3.19 Handset Models

See Appendix A for handset models and quantities by location. Contractor shall provision all handset in the system and provide to Owner for physical deployment.

4.3.20 Bluetooth Headsets

Contractor shall train Owner IT staff in the process of configuring Bluetooth headsets with telephones that support Bluetooth. Owner shall purchase headsets outside of this project.

4.3.21 Backups

All systems shall have manufacturer recommended backups configured and tested. Contractor shall provide the special software, such as SFTP, that is required to support backups.

4.3.22 Cable Connections

Contractor shall be responsible for all jumpers, cross-connecting and patching to make phone equipment active.

Contractor shall install any cables and punch down blocks required to extend circuits from the telephone demarcation point to the location of voice gateways, and to connect existing analog devices to voice gateways.

4.4 Training

The Contractor shall provide training for all staff members in the use of the new system, including telephone and voice mail features. All training will be conducted at the Owner's facility. Training shall take place a minimum of one week prior to cut over to the new system and after new phones are deployed. This will allow users to practice use of the new system.

4.7.2 Alternate 2 - Remove Existing Telephone Equipment

After the Owner has accepted the new VoIP system as 100% operational, the contractor shall remove all old phone system components including chassis units, connection blocks, power supplies, and telephones. All equipment shall be disposed of using the services of an environmentally responsible electronics recycling firm.

4.7.3 Alternate 3 - SpeechView

Contractor shall provide and install SpeechView Standard for Unity Connection. See Appendix A for user counts. Provide 1-year and 3-year licensing.

4.7.4 Alternate 4 - Cisco Prime Collaboration Provisioning

Cisco Prime Collaboration Provisioning shall be deployed as a single instance for system management. Contractor shall train Owner IT staff on the use of Prime Collaboration Provisioning.

4.7.5 Alternate 5 - InformaCast Fusion

Contractor shall provide, install and configure InformaCast Fusion Notification server. Provide pricing for one-year and three-year licensing. Work with Owner to define and implement notification groups.

For mobile clients, Contractor shall train Owner IT staff in the process of deploying and configuring clients. Owner shall deploy clients for mobile devices. See Appendix A for user counts. Provide 1-year and 3-year licensing.

4.7.5.1 Recorded Announcements

Configure InformaCast to support standard pre-recorded announcements. Contractor shall work with Owner to define and record announcements. These may include standard and emergency announcements. Provide training on use of recorded announcements.

4.7.6 Alternate 6 – Boardroom Audio System Integration

The boardroom is equipped with an audio system using the Biamp Tesiraforte VT Digital Audio Server. This device supports SIP VoIP. Contractor shall provide the required labor to integrate this system with the VoIP phone system as an internal phone extension. The system shall support inbound and outbound calling.

4.7.7 Alternate 7 - Hardware and Software Contracts

Contractor shall provide manufacturer contract pricing for hardware contracts and software assurance contracts. Provide pricing for 1-year and 3-year contracts.

4.7.7.1 VoIP Hardware Contract

Contractor shall provide hardware coverage for servers and voice gateways. Telephone handsets will **not** be covered by a hardware contract. Coverage shall provide next business day coverage.

4.7.7.2 VoIP Software Contracts

Contractor shall provide software support and upgrade contracts for all VoIP related software packages.

6 Vendor Profile

Company Name: _____

Address: _____

Contact Name: _____

E-Mail Address: _____

Phone: _____

Fax: _____

Date Founded: _____ Number of employees: _____

Total revenue last fiscal year: _____

Type of Organization (Corporation, Partnership, LLC, etc.): _____

Has organization ever had a contract terminated prior to completion: _____

Has organization ever failed to complete a project: _____

Has organization ever filed for bankruptcy, reorganization or receivership: _____

Number of full-time technicians qualified to perform work on this project: _____

Has organization ever been involved in a lawsuit with Owners, Engineers
or other contractors within the last five years: _____

Name of Project Manager: _____

List relevant certifications: _____

The undersigned certifies to the accuracy of the information provided on this form and attachments.

Signature: _____ Date: _____

Title: _____

8 Iran Economic Sanctions Act Affidavit of Compliance – Michigan Public Act No. 517 of 2012

The undersigned, the owner or authorized officer of the below-named contractor (the "Contractor"), pursuant to the compliance certification requirement provided in The Bloomfield Township Public Library (the "Owner") RFP for **Unified Communications System** (the "RFP"), hereby certifies, represents and warrants that the Contractor (including its officers, directors and employees) is not an "Iran linked business" within the meaning of the Iran Economic Sanctions Act, Michigan Public Act No. 517 of 2012 (the "Act"), and that in the event Contractor is awarded a contract as a result of the aforementioned RFP, the Contractor will not become an "Iran linked business" at any time during the course of performing any services under the contract.

The Act defines an Iran Linked Business as an individual or any entity, including all successors, parent companies, subsidiaries and companies under common control, engaged in investment activities of \$20,000,000.00 or more with the energy sector of Iran, including providing products used to construct or maintain oil or liquefied natural gas pipelines.

The Contractor further acknowledges that any person who is found to have submitted a false certification is responsible for a civil penalty of not more than \$250,000.00 (or 2 times the amount of the contract, or proposed contract, for which the false certification was made), whichever is greater. Additionally, the cost of the Owner's investigation, and reasonable attorney fees, will be added to the fine. Moreover, any person who submitted a false certification shall be ineligible to bid on a Request for Proposal for three (3) years from the date it is determined that the person has submitted the false certification.

The Bloomfield Township Public Library shall not accept a bid that does not include a sworn and notarized Affidavit of Compliance.

Signature

Company Name

Notary Public

_____ County, State _____

My Commission Expires: _____

References Continued

Customer Name: _____

Address: _____

Contact Name: _____

Contact Title: _____

Phone: _____

E-Mail Address: _____

Date Started & Completed: _____

Dollar Amount of Project: _____

Comments: _____

Customer Name: _____

Address: _____

Contact Name: _____

Contact Title: _____

Phone: _____

E-Mail Address: _____

Date Started & Completed: _____

Dollar Amount of Project: _____

Comments: _____

10.3 Mandatory Add Alternates

Alternate 1 - Deploy Telephone Handsets	\$
Alternate 2 - Remove Existing Telephone Equipment	\$
Alternate 3 – SpeechView Standard	
1-year licensing	\$
3-year licensing	\$
Alternate 4 - Cisco Prime Collaboration Provisioning	\$
Alternate 5 - InformaCast Fusion	
1-year licensing	\$
3-year licensing	\$
Alternate 6 - Boardroom Audio System Integration	\$
Alternate 7 – Hardware & Software Contracts	
Hardware Contracts – 1-year	\$
Hardware Contracts – 3-year	\$
Software Contracts – 1-year	\$
Software Contracts – 3-year	\$

10.4 Unit Pricing Detail

Prices shall include all associated parts, labor and other charges associated with adding or removing an item.

Cisco 7821 phone	\$
Cisco 7821 phone	\$
Cisco 7800 Wall Mount Kit	\$
Cisco 8851 phone	\$
Cisco CP-BEKEM= IP Phone 8800 Key Expansion Module	\$
Cisco 8832 phone	\$
Cisco 8832 Wireless Microphones	\$
Cisco HWIC-2CE1T1-PRI 2-port PRI Card	\$
Cisco Bridge Operator Console License	\$
CUWL Standard License	\$
UCL Enhanced User Connect License	\$

10.5 Hourly rate for out-of-scope labor and travel

Provide an hourly labor rate that will be utilized for out-of-scope work:

Hourly On-site labor rate	\$
Hourly travel rate	\$

10.6 Markup for out-of-scope hardware/software

Provide a markup percentage (% over dealer cost) that will be used for contract-addition Contractor quotes (for any products that are not listed on the mandatory base-bid material sheets):

Product mark-up %	%
-------------------------	---------

10.7 Performance and Materials Bond

Bond cost per \$1000 of project cost	\$
--	----------

11 Appendix A

	Base	Spare	Total
Voice Gateway Requirements			
Voice Gateway/Router Required	1	0	1
PRI Ports (Unless SIP connection is used)	2	0	2
FXS ports for Analog Devices	8	0	8
FXO portsfor Paging System & POTS line	4	0	4
SRST User Count	5	0	5
Handsets			
Cisco CP-7821-K9= 2-line Phone	15	2	17
Cisco CP-7800-WMK= Wall Mount Kit	15	2	17
Cisco CP-8851-K9= 5-Line Phone	64	5	69
Cisco CP-8832-K9 Conference Phone	2	0	2
CP-BEKEM= IP Phone 8800 Key Expansion Module	2	0	2
CP-PWR-CUBE-4= Unified IP Phone Power Cube 4	1	0	1
Licensing Details			
CUWL Standard	81	5	86
UCL Enhanced User Connect	0	0	0
Attendant Software			
Bridge Operator Consoles Server Connector/Client licenses	2	0	2
Voicemail to Text			
Speechview for Unity Connect Standard Edition	70	0	70

Bloomfield Township Public Library Unified Communications System

Bloomfield Township Library

1099 Lone Pine Road, Bloomfield Twp, MI 48302

Project Number: 2616



630 TECHNOLOGY AVENUE, SUITE A, ANN ARBOR, MI 48106
P: 248.774.8800 F: 248.774.8200 WWW.SECANTCORP.COM

Bloomfield Township Library
Bloomfield Township Public Library Unified Communications System
1099 Lone Pine Road, Bloomfield Twp, MI 48302

Titlesheet

DATE ISSUED
2/28/2016
REVISION DATE

DRAWN BY
JAN
PROJECT NO.
2616
SHEET NO.

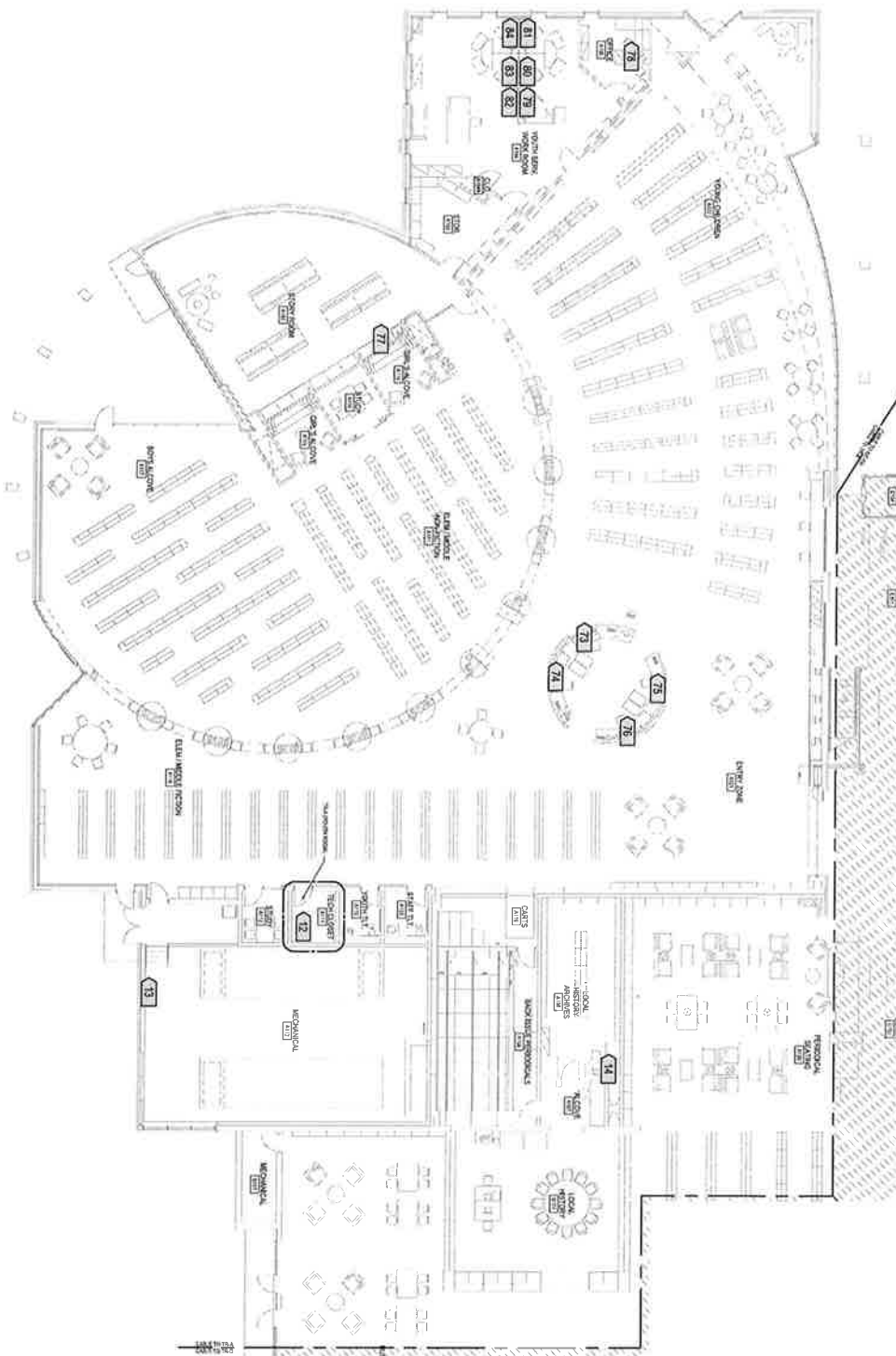
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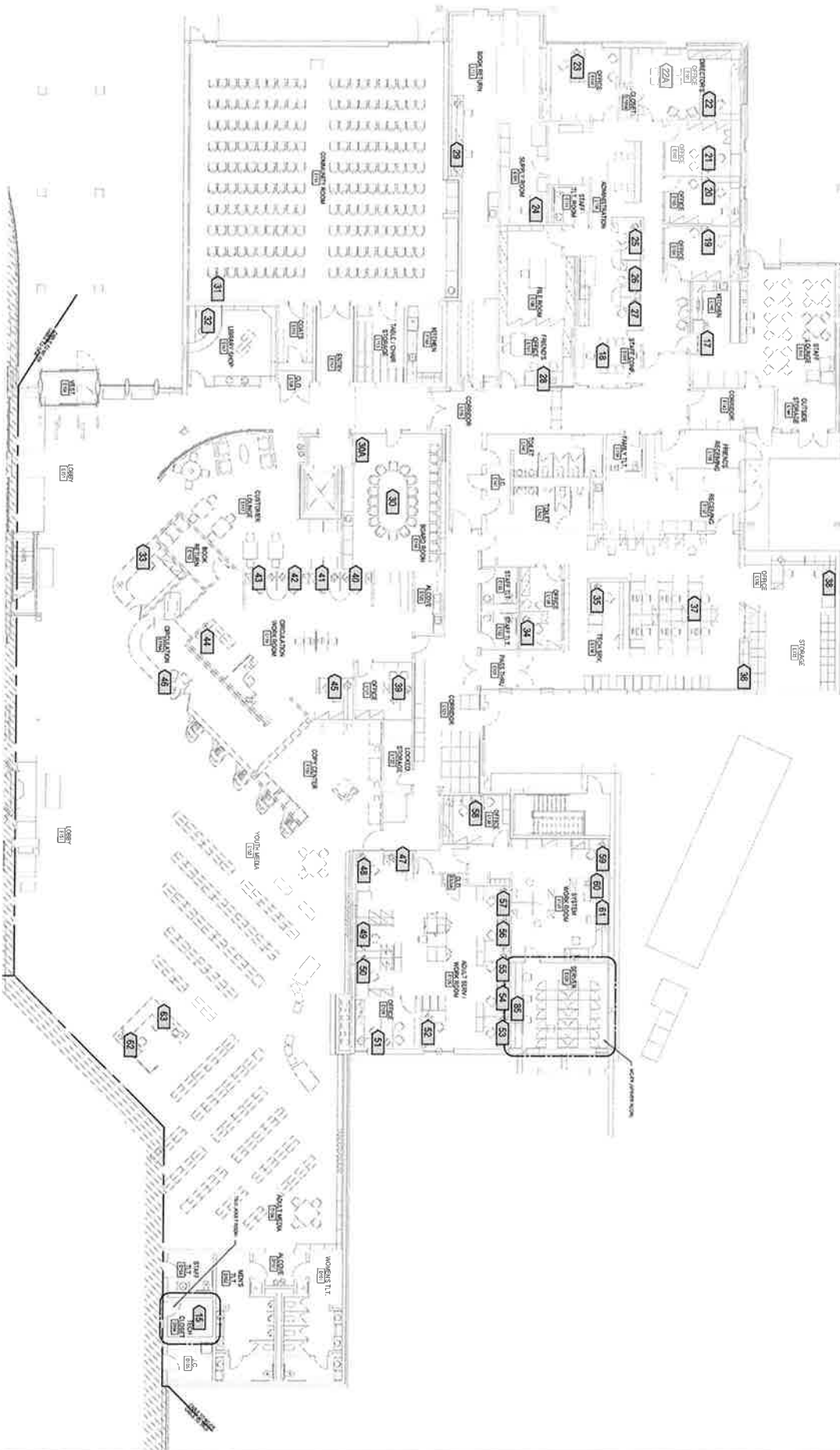


Lower Level VoIP Phone Layout - Composite

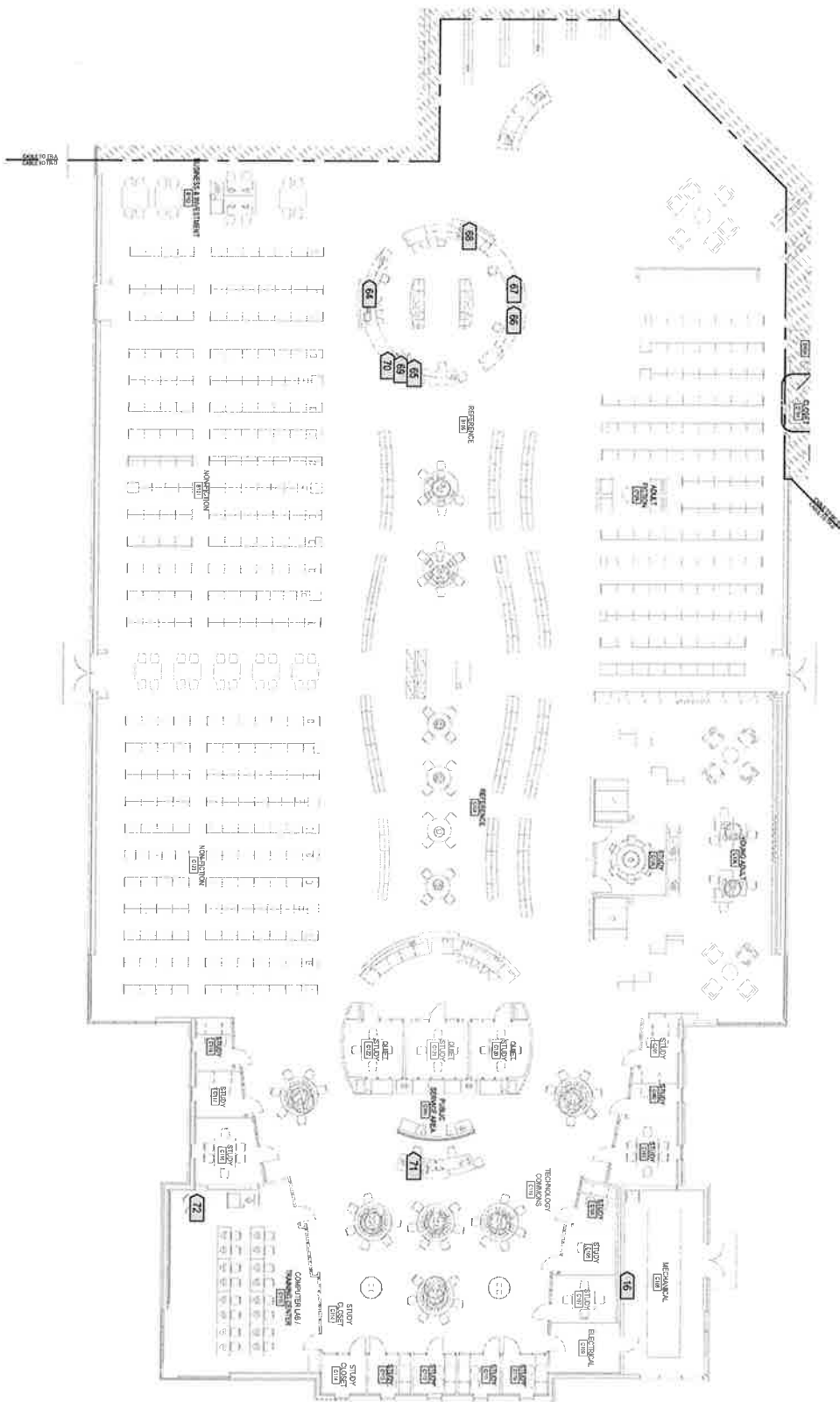
Lower Level VoIP Phone Layout - Composite



☐ Main Level VoIP Phone Layout - Unit A



 Main Level VoIP Phone Layout - Unit B
 1/12



Main Level VoIP Phone Layout - Unit C

Bloomfield Township Library
 Bloomfield Township Public Library Unified Communications System
 1099 Lone Pine Road, Bloomfield Twp, MI 48302

Main Level VoIP Phone Layout - Unit C



400 TECHNOLOGY AVENUE, SUITE A, CALAMITOSO, CA 94008
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T102C

DESIGNED BY
 PROJECT NO.

DATE ISSUED
 REVISION DATE

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees

FROM: Tera Moon

DATE: August 13 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

Another public tour is planned for September 19, 2018 at 1:00 p.m.

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: August 13, 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 four other building projects – the lobby floor replacement, the lower level and restroom renovations, the Library roof 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.

September 2018

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
					1 Library Closed - Labor Day Weekend - will re-open Tuesday, September 4, 9:30 a.m.	2 Library Closed - Labor Day Weekend - will re-open Tuesday, September 4, 9:30 a.m.
3 Library Closed - Labor Day Weekend - will re-open Tuesday, September 4, 9:30 a.m.	4 10AM Knit 'n Stitch Circle 3PM Policy Meeting	5 12:15 PM Friends 6PM Introduction to Google Apps	6	7 12PM English Language Conversation Hour	8 9:30AM – 3:30PM Friends of the Library Second Saturday 10AM <i>A Wrinkle in Time</i> by Madeleine L'Engle READ-A-THON	9
10 11AM Adult /Teen Sensory Storytime 4:30PM Google CS First Coding with Scratch 7PM International Cookbook Club	11 10AM Tinker Tales 1PM Memoir Writers' Group 6:30PM 'In Vino Veritas' Nonfiction Book Club	12 Gale Courses Begin 10AM Wee ALL Play 4:30PM Google CS First Coding with Scratch 6:30PM Writers' Rendezvous 6:30PM Paperbacks & Snacks	13 10AM Mother Goose Club 1PM Digital Download Help	14 10AM Movers and Shakers 12PM English Language Conversation Hour	15 11AM SENSEational Story Time	16
17 Diaper Drive 10AM Family Story Time 1PM 30 Minute Lunchtime Book Club 4:30PM Google CS First 6:30 Book Worms 7PM The Perfect Pint	18 Diaper Drive 10AM Tuesday Book Club 10AM Tinker Tales 6PM Intro to Powerpoint	19 Diaper Drive 10AM Wee ALL Play 1PM Mystery Book Club 1PM Library Tour 4:30PM Google CS First	20 Diaper Drive 10AM Mother Goose Club 6PM Book Chat	21 Diaper Drive 10AM Coffee &Conversation 10AM Movers and Shakers 11AM Sensory-Friendly Movies for Adults and Teens 2PM English Language Conversation Hour	22 Diaper Drive	23 Diaper Drive
24 Diaper Drive 4:30PM Google CS First Coding with Scratch 6PM Books in Bars at Rusty Bucket 6:30PM My 1 st Book Club	25 Diaper Drive 10AM Tinker Tales 1PM Memoir Writers' Group 2PM Free Music From Freegal 7PM BTPL Board of Trustees Meeting	26 Diaper Drive 10AM Wee ALL Play 4:30PM Google CS First Coding with Scratch 6:30PM Writers' Rendezvous	27 Diaper Drive 10AM Eleanor's Book Club 10AM Mother Goose Club 6PM Intro to Scanning & Photo Editing 6:30 Art Lab	28 Diaper Drive 10AM Movers and Shakers 12PM English Language Conversation Hour	29 Diaper Drive 10AM Get Started on Your Family Genealogy Workshop 2PM Powerpoint 2	30 Diaper Drive