



Bloomfield Township Public
Library

**Bloomfield Township Public Library
Board of Trustees**

Library Board Meeting
October 16, 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, October 16, 2018
7:00 p.m.

<u>#</u>	<u>NUMBERED ITEMS</u>	<u>DATE DELIVERED</u>
1	Agenda	10/12/2018
2a	Request to remove items from the Consent Agenda for Discussion	10/12/2018
2b	Motion to approve the order of items for the regular and consent agendas	10/12/2018
5	Motion to approve remaining Consent Agenda items 6-8d	10/12/2018
6	Regular Board Meeting Minutes of 9/25/18	10/12/2018
7a	Cash Disbursements	10/12/2018
7b	Revenues/Expenditures Budget Report	10/12/2018
7c	Energy Report	10/12/2018
8a	President's Report– no report	
8b	Director's Report	10/12/2018
8c	Art Committee –no report	
8c	Bloomfield Township Liaison – no report	
8c	Building, Grounds, Landscaping, Interiors Committee	
8c	Cranbrook –no report	
8c	Development Committee – 9/20/18 and 10/8/18	10/12/2018
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 –no report	
11a	Telephone System Bid Award	10/12/2018
11b	Annual Policy Review	10/12/2018
13	Motion to approve any items removed from the Consent Agenda	10/12/2018
<u>UNNUMBERED ITEMS</u>		<u>DATE DELIVERED</u>
	Strategic Plan Update	10/12/2018
	Space Needs and Wayfinding Update	10/12/2018
	Calendar	10/12/2018

AGENDA
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
October 16, 2018
Regular Board Meeting
7:00 P.M.

REGULAR AGENDA ITEMS #1-5

1. Call to order of regular meeting
- 2a. Request to remove items from the Consent Agenda for Discussion
- 2b. MOTION to approve the order of items for the Regular and Consent Agendas
3. President's Verbal Report
4. Director's Verbal Report
5. MOTION to approve the remaining Consent Agenda items 6-8d

CONSENT AGENDA ITEMS #6-8d
Items removed will be discussed under Item #12

6. Regular Board meeting minutes of September 25, 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. Telephone System Bid Award
 - b. Annual Policy Review
12. Discussion of items removed from the Consent Agenda
13. MOTION to approve any items removed from the Consent Agenda
14. Other
15. Next scheduled meeting: Tuesday, November 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

Bloomfield Township Public Library
Oakland County, Michigan
Tuesday, September 25

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

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

Administration: Assistant Director Tera Moon, Finance Coordinator Sandi Bird

Guests: Tim Perry, Systems Technology Specialist and Staff Organization Committee Representative (SOC); Alan Panter, Principal from Yeo & Yeo

Upon discussion, a motion was made by Grant Gerhart, 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: Edwards, Deska, Gerhart, and Lindstrom

Nays: None

MOTION CARRIED

President's Verbal Report:

Vice-President Judy Lindstrom thanked everyone for attending tonight's rescheduled meeting. She also mentioned the October 13, 2018 International Night at the Library event. She thanked the business community for supporting the Library during Library Card Sign-up month. The Finance Coordinator and Auditor were commended for their work on the FY 2017/2018 audit.

Director's Verbal Report:

Assistant Director Tera Moon provided a recap of the September 8, 2018 Read-A-Thon and thanked and appreciated the support of the readers and trustees for their participation. She mentioned the October 13, 2018 International Night at the Library ticket count is up to 80, including sponsorships. On October 7, 2018, the Bloomfield Historical Society is hosting a program about exploring the land that would become Oakland County in 1818. Tera shared a recent donation from a resident of the November 11, 1918 Detroit Journal announcing the end of World War I which will be placed in our local history archives collection. She also mentioned the September 21, 2018 Boogie Stomp concert had approximately 170 attendees and everyone

seemed to really enjoy the performance.

REGULAR AGENDA:

Call to the Public: Tim Perry provided the date of this year's library holiday party, December 2, 2018.

UNFINISHED BUSINESS:

No unfinished business.

NEW BUSINESS:

11a. Audit Report

Yeo & Yeo was our library auditing firm for FY 2017/2018 with Alan Panter, CPA, as our Principal. He and his team provided on-site auditing fieldwork in May that went very smoothly.

Special thanks to Sandi Bird, our Finance Coordinator, for her very detailed work and extremely careful management of our financial records all year long.

Alan Panter attended the meeting and provided a verbal overview of the audit and answered the Trustees' questions. He reported the Library received an Unmodified/Clean opinion and implemented the early adoption of GASB 75 to coincide with Bloomfield Township.

OTHER:

Judy Lindstrom remarked on the following:

- 1) The Friends of the Library September sales coincided with the Library's Read-A-Thon. This seemed to boost sales, which were approximately \$3,700.
- 2) The library entrance and Linda's garden urns will soon change to a fall theme.
- 3) Three reminders were mentioned:
 - a) There will be no Building & Grounds meeting on October 11.
 - b) The lower level renovations will begin October 15, 2018, and
 - c) The International Night at the Library is October 13, 2018

Next Board Meeting will be Tuesday, October 16 at 7 p.m. There are two scheduled agenda items: telephone system bid award and the annual policy review.

At 7:37 P.M. Vice-President Judy Lindstrom adjourned the meeting.

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

October 2018

New Vendors:

ElectroCycle, Inc. is a new vendor for shredding services.

Karyn Glover is a new vendor for a meeting room refund.

Oula Subei is a new vendor for a meeting room refund.

Sparta Carnegie Township Library is a new vendor for a lost MelCat book.

VFO is a new vendor for software to provide screen reading capabilities for visually impaired patrons.

General Fund Advance

- Check #18996 payable to the BTPL Gift Fund in the amount of \$150.00 is reimbursement for International Night at the Library tickets.
- Check #19002 payable to the Michigan Innovative Users Group in the amount of \$90.00 is payment for conference attendance.
- Check #19008 payable to the BTPL Gift Fund in the amount of \$300.00 is reimbursement for International Night at the Library tickets.

General Fund

- Check #19027 payable to Bloomfield Township in the amount of \$228,450.32 is payment for two payrolls, including FICA, HRA contributions, pension, etc. as usual.
- Check #19029 payable to the BTPL Gift Fund in the amount of \$200.00 is reimbursement for International Night at the Library tickets.
- Check #19046 payable to Michigan Library Association in the amount of \$85.00 is payment for an annual membership.

- Check #19055 payable to Secant Technologies in the amount of \$7,107.50 is payment for telephone system RFP and consulting services.
- Check #19058 payable to the Sparta Carnegie Township Library in the amount of \$12.99 is payment for a lot MelCat book borrowed by a Bloomfield Township resident who has been billed for this amount.
- Check #19060 payable to The Library Network (TLN) in the amount of \$4,873.40 is payment for internet service and one laptop purchase.
- Check #19063 payable to Tutor.com in the amount of 8,221.50 is payment for the Library's annual subscription.
- Check #19069 payable to Bloomfield Township in the amount of \$50,561.41 is payment for the Library's portion of the interest on pension bonds.

Gift Fund

- Check #4971 payable to Two Unique Caterers & Event Planners in the amount of \$2,564.75 is payment for our International Night at the Library catering.
- Check #4974 payable to Two Unique Caterers & Event Planners in the amount of \$2,775.50 is payment for our International Night at the Library catering.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

CHECK REGISTERS

FOR THE MONTH OF SEPTEMBER 2018

Check #	Date	Payee	Cash Account	Amount
General Fund				
ADVANCE CHECKS:				
18993	9/11/18	VOID	106.01	
18994	9/11/18	VOID	106.01	
18995	9/11/18	VOID	106.01	
18996	9/18/18	BTPL Gift Fund	106.01	150.00
18997	9/18/18	XFINITY	106.01	156.51
18998	9/18/18	FLAGSTAR BANK	106.01	5,752.56
18999	9/18/18	KARYN GLOVER	106.01	50.00
19000	9/18/18	LOWE'S	106.01	119.97
19001	9/18/18	Martha McGee	106.01	28.44
19002	9/18/18	MIUG	106.01	90.00
19003	9/18/18	Deborah Smith	106.01	99.79
19004	9/18/18	OULA SUBEI	106.01	70.00
19005	9/18/18	VIGILANTE SECURITY	106.01	1,950.00
19006	9/18/18	Karrie Yukon	106.01	228.96
19007	9/25/18	AMAZON.COM	106.01	1,017.90
19008	9/25/18	BTPL Gift Fund	106.01	300.00
19009	9/25/18	CONSUMERS ENERGY	106.01	4,426.73
19010	9/25/18	DTE ENERGY	106.01	20,598.04
19011	9/25/18	NICHOLS/NETWORK SERVICES CO	106.01	19.37
19012	9/25/18	Tim Perry	106.01	88.29
19013	9/25/18	PRINCIPAL LIFE INS CO-SBD GRANDE ISLAND	106.01	810.30
19014	9/25/18	VERIZON WIRELESS	106.01	201.80
19015	9/25/18	Karrie Yukon	106.01	137.38
19016	10/3/18	AT&T	106.01	392.65
19017	10/3/18	AT&T	106.01	789.54
19018	10/3/18	Patricia Ballard	106.01	96.04
19019	10/3/18	CAR TRUCKING, INC.	106.01	199.50
19020	10/3/18	Elizabeth Clauder	106.01	44.32
19021	10/3/18	Teneia Combs	106.01	35.81
19022	10/3/18	T MOBILE	106.01	29.40
Total				<u>37,883.30</u>
REGULAR CHECKS:				
19023	10/5/18	ACE LAWN CARE & SNOW REMOVAL	106.01	5,129.33
19024	10/5/18	ASSA ABLOY ENTRANCE SOLUTIONS	106.01	853.95
19025	10/5/18	BAKER & TAYLOR, INC.	106.01	7,500.68
19026	10/5/18	BLACKSTONE AUDIO, INC.	106.01	445.48
19027	10/5/18	BLOOMFIELD TOWNSHIP	106.01	228,450.32
19028	10/5/18	BOOKPAGE	106.01	528.00
19029	10/5/18	BTPL Gift Fund	106.01	200.00
19030	10/5/18	BUTZEL LONG	106.01	253.50
19031	10/5/18	CDW GOVERNMENT, INC.	106.01	368.48
19032	10/5/18	CENGAGE LEARNING/GALE	106.01	1,092.01
19033	10/5/18	CENTRAL BUSINESS SYSTEMS, INC.	106.01	254.60
19034	10/5/18	DEMCO, INC.	106.01	380.83
19035	10/5/18	EBSCO INFORMATION SERVICES	106.01	4,419.00
19036	10/5/18	ELECTROCYCLE, INC.	106.01	125.00
19037	10/5/18	ELM USA, Inc.	106.01	1,052.95
19038	10/5/18	G&S WINDOW WASHING	106.01	2,050.00
19039	10/5/18	GREENHAVEN PUBLISHING	106.01	118.08
19040	10/5/18	INGRAM LIBRARY SERVICES	106.01	342.65
19041	10/5/18	INNOVATIVE INTERFACE, INC	106.01	700.00
19042	10/5/18	LJ ROLLS REFRIGERATION CO., INC	106.01	2,423.66
19043	10/5/18	LAFORCE	106.01	24.00
19044	10/5/18	MICROMARKETING LLC	106.01	571.96
19045	10/5/18	MIDWEST TAPE	106.01	23,771.44
19046	10/5/18	MICHIGAN LIBRARY ASSOCIATION	106.01	85.00
19047	10/5/18	MORNINGSTAR, INC.	106.01	199.00

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

Check #	Date	Payee	Cash Account	Amount
19048	10/5/18	NATIONAL SIGN COMPANY	106.01	975.00
19049	10/5/18	NICHOLS/NETWORK SERVICES CO	106.01	301.21
19050	10/5/18	OCLC, INC.	106.01	2,685.00
19051	10/5/18	OVERDRIVE	106.01	10,558.75
19052	10/5/18	PENGUIN RANDOM HOUSE LLC	106.01	245.00
19053	10/5/18	POSEIDON LAWN SPRINKLERS	106.01	1,000.00
19054	10/5/18	RECORDED BOOKS, LLC	106.01	225.99
19055	10/5/18	SECANT	106.01	7,107.50
19056	10/5/18	SERVICE HEATING & PLUMBING	106.01	1,477.15
19057	10/5/18	SIEMENS INDUSTRY, INC.	106.01	438.00
19058	10/5/18	SPARTA CARNEGIE TOWNSHIP	106.01	12.99
19059	10/5/18	SUMMIT ELECTRIC, INC.	106.01	6,100.00
19060	10/5/18	THE LIBRARY NETWORK	106.01	4,873.40
19061	10/5/18	THYSSENKRUPP ELEVATOR CORP	106.01	842.76
19062	10/5/18	JOEL TACEY'S TIPTOP ENTERTAINMENT LLC	106.01	162.50
19063	10/5/18	TUTOR.COM	106.01	8,221.50
19064	10/5/18	UNIQUE MANAGEMENT SERVICES, INC.	106.01	187.95
19065	10/5/18	VFO	106.01	2,700.00
19066	10/5/18	WALLACEBURG BOOKBINDING & MFG	106.01	180.00
19067	10/5/18	WESCO DISTRIBUTION	106.01	1,636.37
19068	10/5/18	WORLD BOOK, INC.	106.01	2,198.00
19069	10/5/18	BLOOMFIELD TOWNSHIP	106.01	50,561.41
Total				<u><u>384,030.40</u></u>

Gift Fund

ADVANCE CHECKS:

4969	9/18/18	BOB BALDORI	102.03	1,400.00
4970	9/18/18	FLAGSTAR BANK	102.03	621.57
4971	9/18/18	TWO UNIQUE CATERERS & EVENT PLANNERS	102.03	2,564.75
4972	9/25/18	AMAZON.COM	102.03	230.94
4973	10/3/18	Tera Moon	102.03	28.49
4974	10/3/18	TWO UNIQUE CATERERS & EVENT PLANNERS	102.03	<u>2,775.50</u>
Total				<u><u>7,621.25</u></u>

REGULAR CHECKS:

4975	10/5/18	BAKER & TAYLOR	102.03	602.49
4976	10/5/18	COMMUNITY FOUNDATION - SE MICH.	102.03	72.52
4977	10/5/18	DU-ALL CLEANING INC	102.03	600.00
4978	10/5/18	NBS	102.03	4,590.94
4979	10/5/18	PROGRAM SOURCE INTERNATIONAL	102.03	1,700.00
4980	10/5/18	SHOWCASES	102.03	<u>759.24</u>
Total				<u><u>8,325.19</u></u>

Bloomfield Township Public Library
2018-2019 General Fund Budget
PRESENTED: OCTOBER 16, 2018 FOR THE MONTH OF: SEPTEMBER, 2018

7b

Six Months 50%

		2018-2019	2018-2019			Six Months	50%
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	\$0	(\$2,964)	-0.04%	(\$7,098,031)
420.01	Penal Fines	\$85,021	\$85,021	\$0	\$85,883	101.01%	\$862
422.01	State Aid	\$26,860	\$26,860	\$0	\$30,118	112.13%	\$3,258
430.01	Circulation Fines & Fees	\$100,000	\$100,000	\$6,413	\$42,212	42.21%	(\$57,788)
	Charges for Services	\$13,800	\$13,800	\$1,703	\$8,050	58.34%	(\$5,750)
	Investment earnings	\$79,000	\$79,000	(\$2,611)	\$87,059	110.20%	\$8,059
	Miscellaneous	\$13,497	\$13,497	\$439	\$12,144	89.97%	(\$1,353)
Total Revenues		\$7,413,245	\$7,413,245	\$5,943	\$262,502	3.54%	(\$7,150,743)
<u>Expenditures</u>							
	Personnel	\$4,119,114	\$4,119,114	\$278,803	\$1,961,752	47.63%	(\$2,157,362)
	Library Services	\$875,133	\$875,133	\$66,466	\$350,595	40.06%	(\$524,538)
	Facilities & Equipment	\$1,109,615	\$1,109,615	\$47,291	\$503,863	45.41%	(\$605,752)
	Other Operating Expenditures	\$3,022,865	\$3,022,865	\$26,962	\$318,724	10.54%	(\$2,704,141)
Total Expenditures		\$9,126,727	\$9,126,727	\$419,522	\$3,134,934	34.35%	(\$5,991,793)
Fund Balance - Beginning		\$12,889,674	\$12,889,674		\$12,889,674		
Net revenue (expenditure)		(\$1,713,482)	(\$1,713,482)		(\$2,872,432)		
Fund Balance - Ending		\$11,176,192	\$11,176,192		\$10,017,242		

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: OCTOBER 16, 2018 FOR THE MONTH OF: SEPTEMBER, 2018

Six Months 50%

ACCOUNT NUMBER	ACCOUNT NAME	2018-2019 ADOPTED BUDGET AS OF MAR 20, 2018	2018-2019 AMENDED BUDGET AS OF OCT 16, 2018	REVENUE/ EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	VARIANCE
	<u>Revenues</u>						
	Gift Income	\$500	\$33,005	\$1,521	\$33,005	100.00%	\$0
454.03	Investment Earnings	\$200	\$200	\$14	\$91	45.50%	(\$109)
460.03	Miscellaneous Revenue	\$0	\$0	\$0	\$0	0.00%	\$0
	Total Revenues	\$700	\$33,205	\$1,535	\$33,096	99.67%	(\$109)
	<u>Expenditures</u>						
	Library Services	\$56,425	\$70,083	\$5,876	\$33,922	48.40%	(\$36,161)
	Facilities & Equipment	\$30,202	\$33,952	\$5,379	\$18,041	53.14%	(\$15,911)
	Other Operating Expenditures	\$98,891	\$113,989	\$4,691	\$19,008	16.68%	(\$94,980)
	Total Expenditures	\$185,518	\$218,023	\$15,946	\$70,971	32.55%	(\$147,052)
	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)		(\$37,875)		
	Fund Balance - Ending	\$200	\$200		\$147,143		

Bloomfield Township Public Library
Asset Allocation Summary
September 2018

Fund	Type	Annual Yield	Date	Amount on Hand
General Fund				
	5th 3rd Checking (Ecommerce)	0.00%	9/30/2018	\$71,950.32
	Flagstar Public Funds Savings	1.40%	9/30/2018	\$170,477.70
	Flagstar Premier Public Entities Checking	0.70%	9/30/2018	\$24,194.68
	RBC Capital Cash/Money Market	0.11%	9/30/2018	\$52,888.84
	RBC Capital - Investments	2.72%	9/30/2018	\$10,078,832.42
Total General Fund				\$10,326,393.64
Please see General Fund budget for notes on how this amount is earmarked				
Gift Fund				
	Huntington Public Fund Business Interest Checking	0.15%	9/30/2018	\$92,803.52
	Huntington CD (Charnov gift) - matures 02/04/2019	0.45%	9/30/2018	\$50,000.00
	Fifth Third Bank Business Standard Checking	0.00%	9/30/2018	\$7,834.22
Total Gift Fund				\$150,637.74

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

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

Bloomfield Township Public Library
Investment Portfolio

Investment Vehicle	Portfolio %	Original Cost	9/30/2018 Market Value	Estimated Annual Inc	Current Yield
Money Market Funds	0.5%	\$13,789	\$52,889	\$58	0.11%
Vanguard Money Market Reserves Income	12.7%	\$1,282,953	\$1,288,142	\$25,248	1.96%
U.S. Treasury Note - 10/15/18	4.4%	\$449,025	\$449,802	\$3,938	0.88%
U.S. Treasury Note - 11/15/18	4.4%	\$449,193	\$448,830	\$8,689	1.94%
U.S. Treasury Note - 12/13/18	4.4%	\$447,434	\$448,061	\$9,019	2.01%
U.S. Treasury Note - 1/10/19	4.4%	\$446,597	\$447,260	\$9,424	2.11%
U.S. Treasury Note - 2/14/19	4.4%	\$445,519	\$446,162	\$9,807	2.20%
Eaton Vance Short Duration Government Income	13.1%	1,253,718	1,323,856	34,753	2.63%
Loomis Sayles Limited Term U.S. Gov't & Agency	9.1%	887,000	925,810	19,714	2.13%
BlackRock GNMA Portfolio	7.8%	778,768	792,197	28,373	3.58%
Victory INCORE Fund for Income	8.5%	821,134	864,284	47,234	5.47%
Virtus Asset SEIX U.S. Mortgage	7.8%	766,791	790,598	19,030	2.41%
VOYA GNMA Income	7.8%	750,284	794,076	21,551	2.71%
Eaton Vance Government Obligations	10.5%	1,016,743	1,059,757	38,679	3.65%
Total Portfolio	100.0%	\$9,808,948	\$10,131,721	\$275,516	2.72%

3rd Quarter Activity - June 30, 2018 - September 30, 2018

Cash Activity

Beginning Balance	\$13,789.30
Deposits & Sales Proceeds	\$3,449,000.00
Withdrawals	(\$1,270,000.00)
Interest & Dividends	\$77,138.38
Capital Gains	\$0.00
Investment Advisory Fees	(\$7,578.16)
Net funds to purchase securities	(\$2,209,460.68)
Ending Balance	\$52,888.84

Change in Security Value

Beginning value of securities	\$11,361,763.23
Securities purchased	\$2,209,460.68
Securities sold	(\$3,449,000.00)
Change in value of priced securities	(\$43,391.49)
Ending Value of priced securities	\$10,078,832.42

Estimated Accrued Interest

\$1,807.38

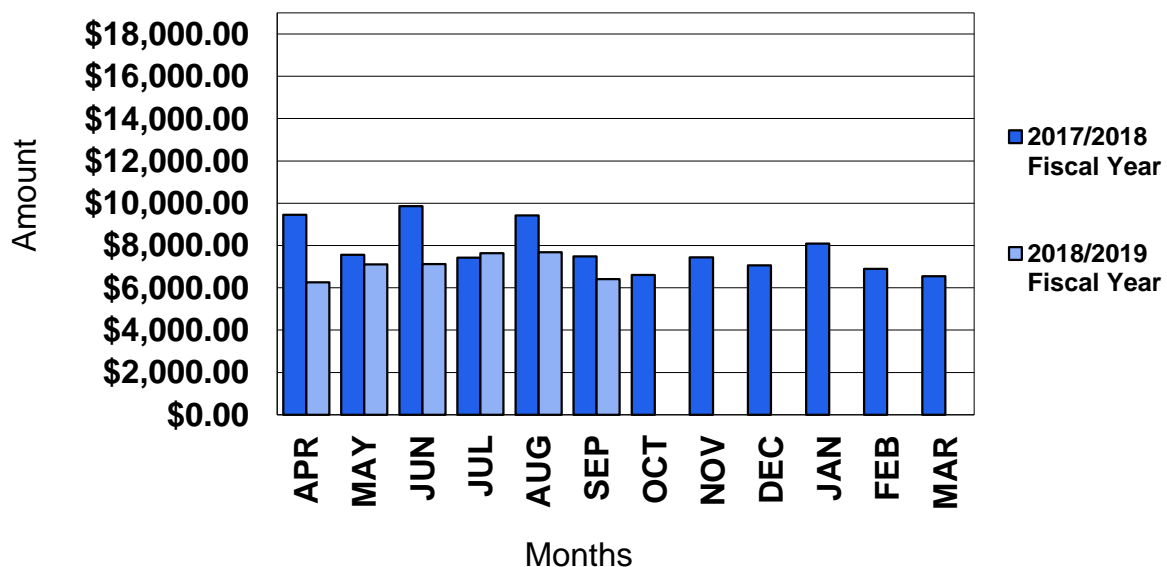
Total account value as of September 30, 2018

\$10,133,528.64

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	\$7,679.75	(\$1,742.19)
SEP	\$7,488.29	\$6,412.82	(\$1,075.47)
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	<u>\$93,868.12</u>	<u>\$42,211.87</u>	<u>(\$51,656.25)</u>

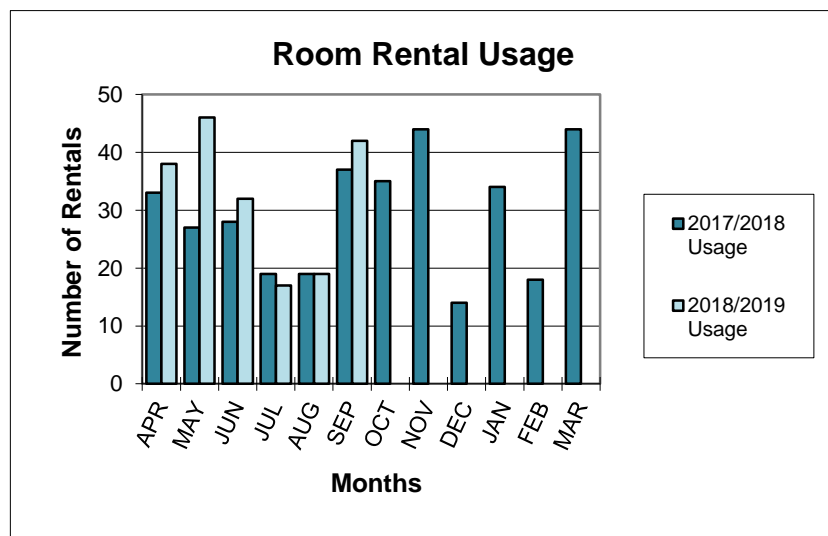
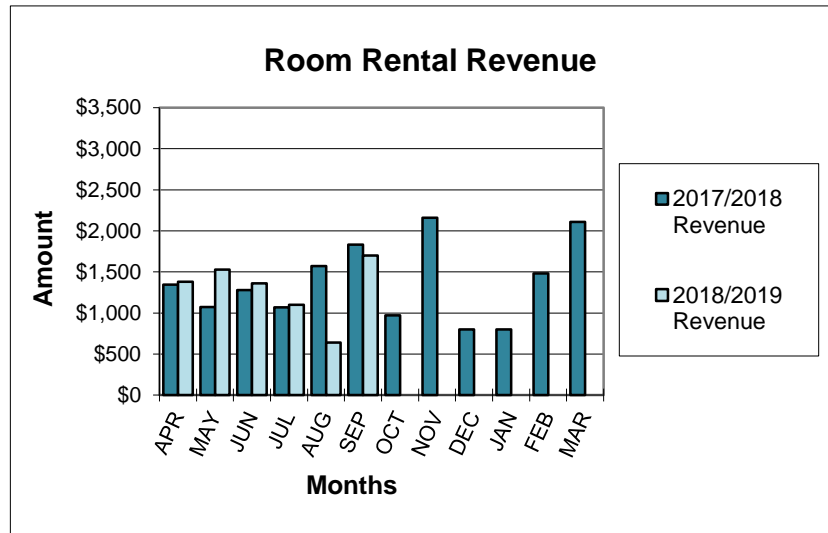
Fines and Fees Two-Year Comparison



ROOM RENTAL - TWO-YEAR COMPARISON

7b

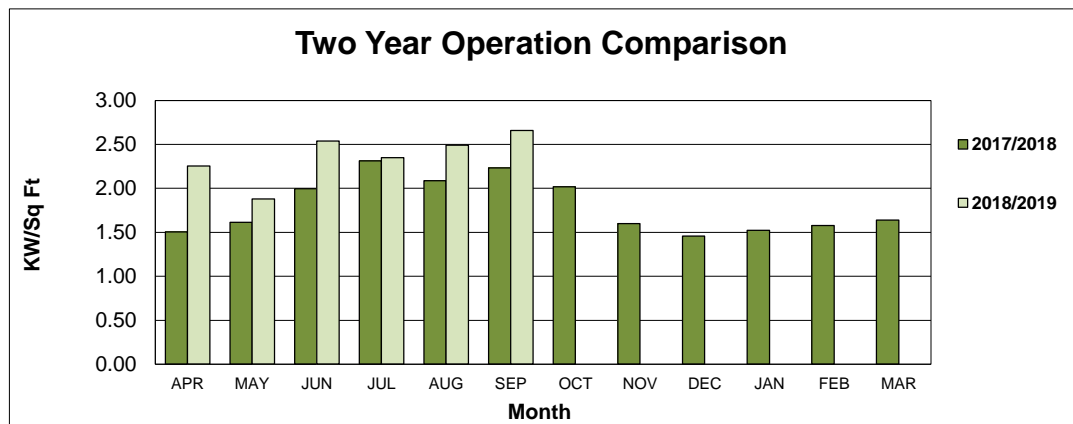
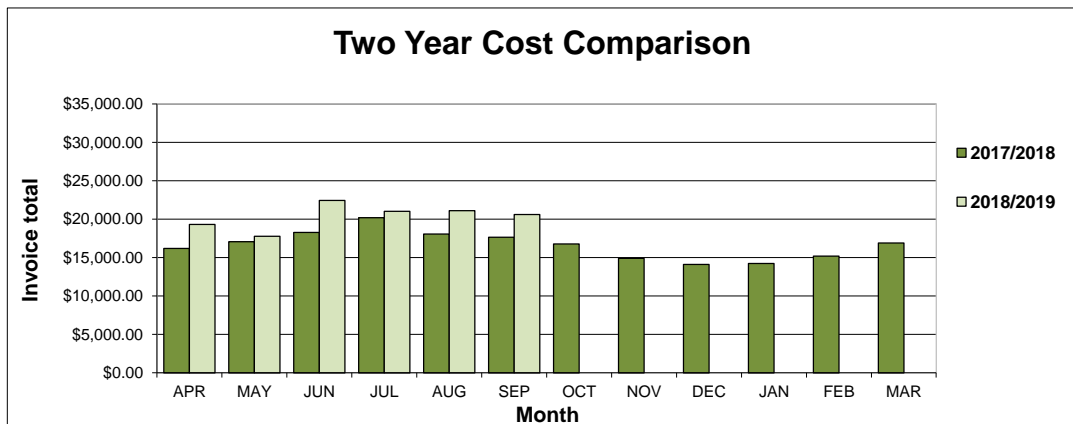
<u>Month</u>	2017/2018 <u>Revenue</u>	2018/2019 <u>Revenue</u>	<u>Difference</u>	2017/2018 <u>Usage</u>	2018/2019 <u>Usage</u>	<u>Month</u>
APR	\$1,345.50	\$1,380.00	\$34.50	33	38	APR
MAY	\$1,074.00	\$1,530.00	\$456.00	27	46	MAY
JUN	\$1,281.00	\$1,360.00	\$79.00	28	32	JUN
JUL	\$1,070.00	\$1,100.00	\$30.00	19	17	JUL
AUG	\$1,570.00	\$640.00	(\$930.00)	19	19	AUG
SEP	\$1,833.00	\$1,700.00	(\$133.00)	37	42	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	\$7,710.00	(\$8,783.50)	352	194	



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	\$21,106.71	\$3,064.67	251,650	\$0.08	338.24	2.49	\$28.37	\$0.21
SEP	\$17,640.48	\$20,598.04	\$2,957.56	268,590	\$0.08	373.04	2.66	\$28.61	\$0.20
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	\$122,242.09	(\$77,227.66)						



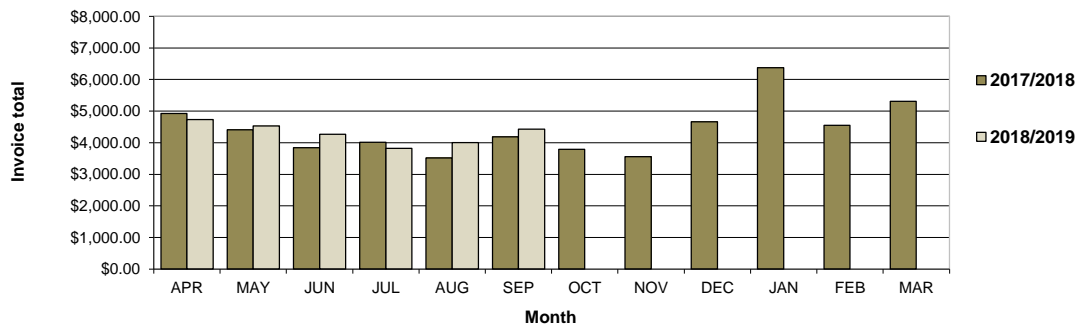
Bloomfield Township Public Library Natural Gas Analysis

Building Area = 101,023

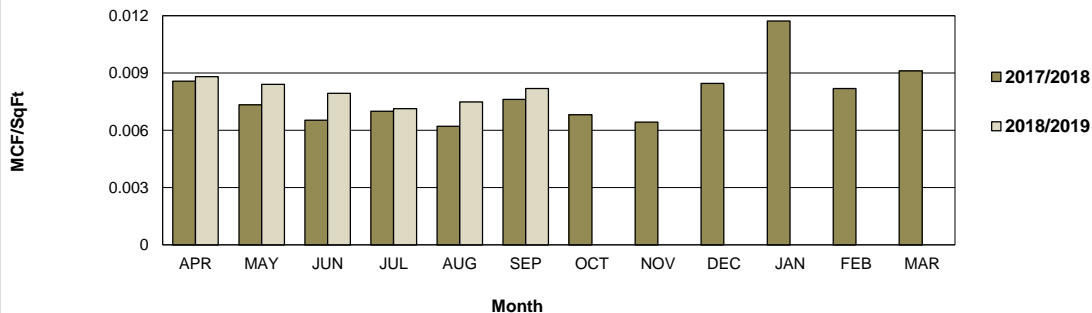
1 Cu. Ft. = 1000 BTU

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	\$4,002.67	\$487.75	756.6	\$5.29	744	1.02	0.007	5.38	0.039
SEP	\$4,181.90	\$4,426.73	\$244.83	827.2	\$5.35	720	1.15	0.008	6.15	0.043
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	\$25,783.19	(\$27,343.98)							

Two Year Cost Comparison

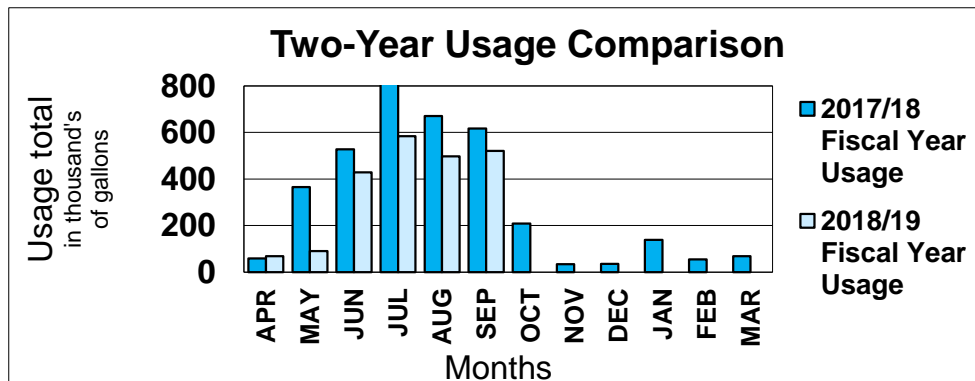
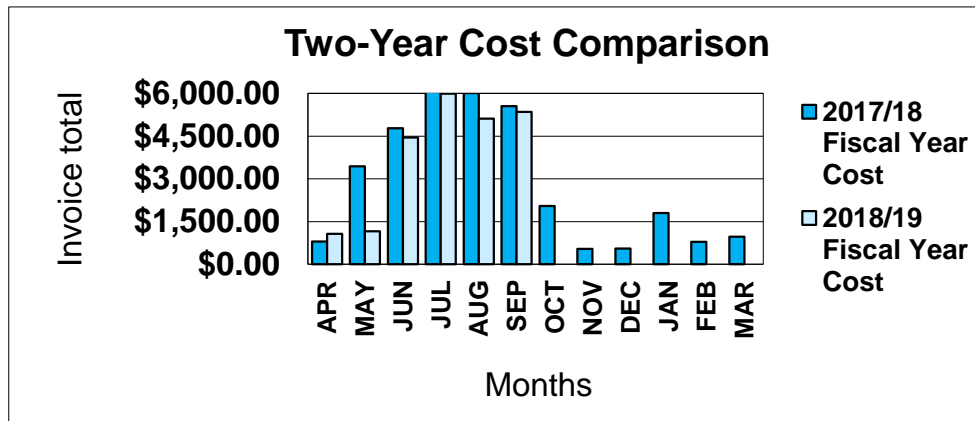


Two Year Operation Comparison



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	\$5,110.72	(\$899.40)	670	497	(173)
SEP	\$5,554.34	\$5,347.24	(\$207.10)	617	521	(96)
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>\$23,124.96</u>	<u>(\$11,510.35)</u>	<u>3,607</u>	<u>2,189</u>	<u>(1,418)</u>



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

Our 10th season of the Chamber music concerts, provided by the talented students from the University of Michigan School of Music, Theatre and Dance, begins on Friday, November 9 at 7:00pm. Concerts continue on Fridays at 7:00pm on January 25, February 22, March 22 and April 12. Many thanks to our Friends of the Library for sponsoring this popular and well attended musical series.

September was National Library Card Month. As you know, the Library offered a promotion with Bloomfield Township businesses to give discounts on their goods and services to Bloomfield Township Public Library cardholders. Many library cards were issued or updated as a result of this promotion!

Bloomfield Hills Schools has begun a strategic planning process. Superintendent Rob Glass reached out to me to participate in their process. Tera and I are happy to participate in their process and plan to bring back relevant information to the Library. Youth Services staff also is working closely with the Bloomfield Hills Schools middle schools media specialist on a new collaboration. Called the "Bloomie Book Award", middle school students will narrow down a selection of books until one book is declared the winner! The Library will make copies of the books selected available to borrow and do book talks too! We are thrilled to be working more closely with Bloomfield Hills Schools in these ways.

At their October meeting, the Friends of the Library approved ALL of the items on the Library's Wish List. Their very generous gift totaled over \$16,000 that provides funding for concerts, programs, wonderful additions to our collections and more! Thank you Friends!

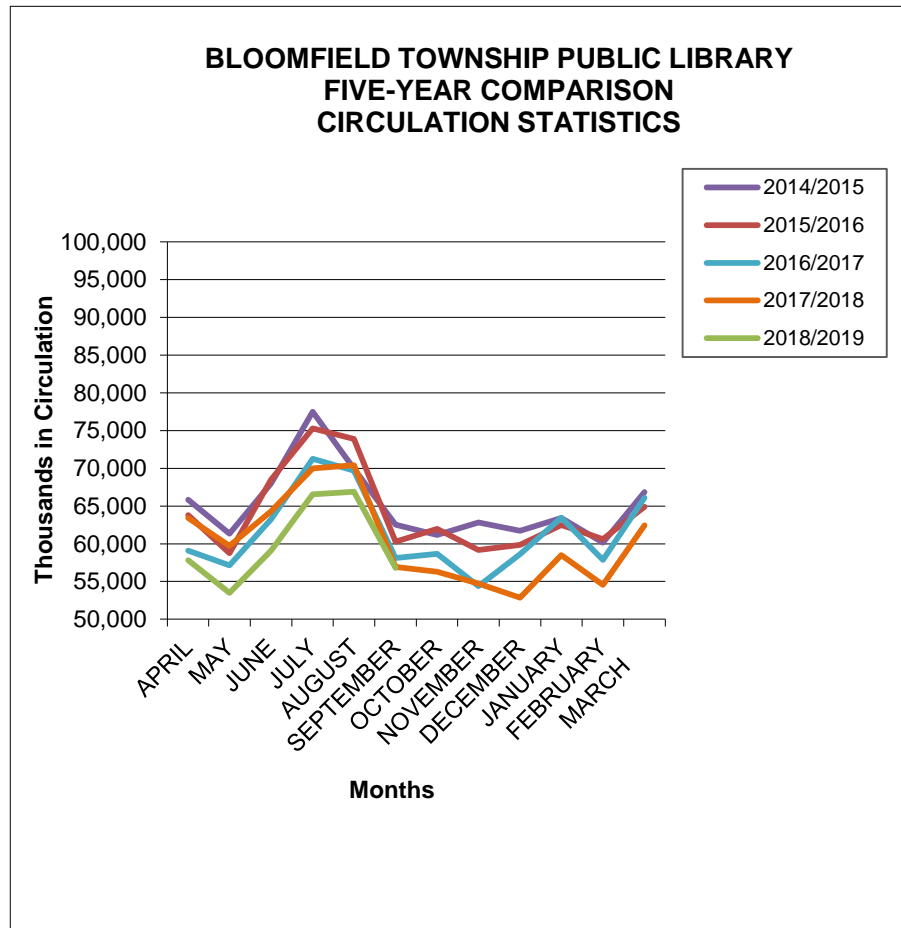
Respectfully Submitted,

Carol Mueller
Director

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
FIVE YEAR CIRCULATION**

10/10/2018

	<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	66,907
SEPTEMBER	62,536	60,292	58,100	56,939	56,817
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	360,686



	2017		2018	
COLLECTION				
Book Collection:	271,402		252,481	
Media Collection:	61,959		60,046	
Total e-books:	31,814		15,409	
Overdrive	9,171		10,755	
EBSCOhost	19,196		0	
Total downloadable audiobooks:	5,218		5,787	
Materials Total:	370,393		333,723	
CIRCULATION				
Circulation Total:	56,939		56,817	
Bloomfield Township Circulation:	53,327		52,902	
Virtual Circulation Total	9,297		11,358	
Circulation of Youth materials:	20,219		19,628	
Circulation of Media:	16,110		14,120	
Circulation of Cranbrook passes:	176		193	
Self-checkout machine use:	20,780	36.5%	20,919	36.8%
Library by Mail:	47	25 patrons	44	26 patrons
BUILDING & EQUIPMENT USAGE				
Door Count:	16,140	*^	16,510	**^^
Gate Count:	23,131		22,063	
Meeting rooms by public:	37		42	
Meeting rooms by staff:	79		81	
VIRTUAL USE				
Home page hits:	30,072		28,336	
e-book access:	2,218		2,769	
Overdrive	2,187		2,767	
EBSCOhost	31		2	
Audiobook access: (Overdrive)	1,116		1,419	
Freegal music download access:	1,049		1,493	
Freegal music streaming:	2,623		3,040	
Magazine download access:	776		610	
Hoopla access:	1,515		2,027	
Tutor.com sessions:	63		127	
Library Computer Use				
Resident Use	1,370		1,208	
Guest Use	677		498	
*Library closed September 3 & 4 for Labor Day holiday				
^September 16 Sierra down; Library closed early September 25 due to power outage;				
No data September 29 & 30 due to resetting Envisionware				
**Library closed September 2 & 3 for Labor Day holiday				
^^Door counter not working September 7 & 8				

	2017		2018	
OUTREACH & PROGRAMS				
<i>New Patrons and Accounts</i>				
Township:	167		211	
Cranbrook:	3		6	
Total new patrons:	233		256	
<i>Adult Program Attendance</i>				
Staff-led:	14 events	168 attended	10 events	179 attended
Speaker-led:	7 events	171 attended	2 events	32 attended
Book clubs:	6 events	89 attended	9 events	85 attended
Tours/visits on-site:	0	0	1 event	3 attended
Tours/visits off-site:	1 event	8 attended	3 events	11 attended
Bloomfield Historical Society	1 event	88 attended	0	0
<i>Systems Program Attendance</i>				
Staff-led:	9 events	67 attended	11 events	91 attended
<i>Teen Program Attendance</i>				
Staff-led:	2 events	8 attended	0	0
<i>Youth Program Attendance</i>				
Staff-led:	19 events	335 attended	23 events	462 attended
Speaker-led:	0	0	0	0
Tours/visits on-site:	0	0	0	0
Tours/visits off-site:	0	0	0	0
TOTAL:	59 events	934 attended	59 events	863 attended
<i>Volunteers:</i>				
	24 people	193.25 hours	28 people	204.75 hours
	Shop: 9	87.25	Shop: 11	92.5
	Court: 0	0	Court: 2	36.5
	Students: 3	15	Students: 6	12.5
	Dept. Vol: 12	91	Dept. Vol: 9	63.25
<i>Patron Remarks</i>				
Patron Comments:	12		14	
Ask BTPL:	1		5	
Ask Us:	30		53	
DISPLAYS				
Lobby	International Items from the Detroit Historical Museum			
Media	Adult: Banned books DVDs; Remembering Burt Reynolds			
	Youth: Cats & Dogs DVDs; Fall Bulletin Board			
Local History	One World, Many Stories			

MINUTES OF THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY DEVELOPMENT COMMITTEE

Bloomfield Township Public Library
Oakland County, Michigan
Thursday, September 20, 2018, 11 a.m.

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

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

Old Business:

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

- Attendance and participation: there were 25 readers. The goal, to encourage community involvement, was met. Entire families were in attendance and the proud parents were fun to see. Two people were needed to greet the readers, collect the release forms and get the certificate. Listeners are necessary.
- Location: Being situated in the media center was great. The area can get quite noisy. The background posters were great.
- Book Selection: *A Wrinkle in Time* took six and a half hours to read. It was a bit long, and it took a while for the action in the story to pick up. A shorter title is recommended for the next read-a-thon.
- Time: Having the read-a-thon in the afternoon may be preferable in the future, as attendance was slow in the morning. Having the event in tandem with the Friends Sale was successful. Many volunteer readers were seen with large bags of newly purchased books. The next read-a-thon should not be scheduled during the first week of school, as it was this year. It might be more successful in a different season, like March or April.
- Other details: The reader schedule poster needs to be larger, an extra marked copy of the book is needed, gift books to readers should have a bookplate and a letter with greetings, and promotional or commemorative bookmarks might be good.

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

A prototype of the program was distributed. It was suggested that one of the trustees should write a welcome message. The welcome message should be at the front of the program as well as the description of the World Language Collection. The programs will be printed with in-kind donations. The "golden ticket" for drawing prize winners could be a sticker in one of the programs.

Invitations were mailed last week. The flyers are out in the library

There is a floral donation from Goldner Walsh, which will be kept at the desk afterwards.

There will be an electronic ticket list available the day of the event. The event has generated \$10,970 in sponsorship, plus the \$500 in kind. The sponsorship funds are now being used to fund the costs of the event, as the Friends' seed money has been exhausted.

For the 50th anniversary, there was a greeter at the front entrance. Karrie Yukon will be the greeter. After some time has passed, the greeter will check the Local History area for the status of coffee. This area will be partitioned off until the desserts open at a specified time, which will be listed in the program.

At this time, 72 tickets are spoken for. There was a request for weekly updates for the ticket sales volume. The tickets will be \$75 at the door.

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

- Nothing new to report. The suggested theme, "In Motion," still appeals to the committee.

New Business:

No new business.

Other:

Nothing to report.

Next meeting:

Tuesday, October 9, 2018 at 11 a.m. After the October 9th meeting, the favors will be assembled.

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

Bloomfield Township Public Library
Oakland County, Michigan

Tuesday, October 9, 2018, 11 a.m.

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

Administration: Library Director Carol Mueller; Assistant Director Tera Moon, Administrative Assistant Linden Godlove, Youth Services Department Head Marian Rafal; Nancy Kulish, volunteer

Old Business:

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

- Carol shared a recap list of the Read-a-thon

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

Director Carol Mueller reviewed the roles of each person and department for preparations for the International Night and during the event. Schedules were worked out to coordinate a flow and appropriate break times.

New Business:

No new business.

Other:

Nothing to report.

Next meeting:

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees

FROM: Carol Mueller

DATE: Monday, October 11

SUBJECT: Library Telephone System Replacement

Bloomfield Township Public Library's current telephone system is over ten years old, is obsolete and no longer supported by the manufacturer. As a result, the Library worked with our technology consultant, Secant Technologies, to prepare a request for proposals (RFP) for a new telephone system. On August 9, 2018, our RFP for a new telephone system was released and posted on the Library's website, electronically sent to 498 potential bidders and posted at 38 plan houses. A total of 41 organizations downloaded the Library's RFP from our consultant's - Secant Technologies - website.

A RFP Addendum was released on August 29, 2018 to provide additional information and answer questions received about our RFP. The deadline for bids for the Library's telephone system was 2:00pm on September 13. A total of two bids were received - from Sentinel Technologies and Presidio.

The new telephone system - Cisco Voice Over IP - is all about connecting with anyone, from anywhere, in a simple and effective way, at any time, on any device. This new telephone system will provide all the features of our current system and offer some exciting new features:

- Cisco Emergency Responder enhances the existing emergency 9-1-1 functionality by providing Library building location details to the 911 dispatcher and alerting library personnel that a call was placed.
- The new system will allow integration of voice mails and emails. Voice mail messages can be sent to an email automatically as an audio file or a text transcript.
- The new system will allow Library staff to use devices such as mobile phones, tablets, and computers for telephone calls, instant messaging, voice messaging, and conferencing using a free telephone app.
- The new system provides the opportunity to pre-record our opening and closing announcements to play at scheduled times replacing our current manual announcements we make every day.
- It provides redundancy servers in our virtual environment. This ensures high availability of phone and voice system functionality even if the primary servers have hardware failure.

- The new system is more user friendly than our current system. It has a LCD screen on the telephone set with a display interface that is very similar to cell phones. This feels more familiar to staff so they will navigate and use the telephone system faster and easier.
- For our Systems staff, the new telephone system will be much easier to configure, maintain and integrate with our windows network. It will be easy to add, change, and delete library staff users - our current system is extremely cumbersome.

Joan Wu, Systems Department Head, and System staff along with our consultants Dale Bartow and Alex Ellingsen, from Secant Technologies, carefully reviewed each bid received. Their analysis is attached for your reference.

Sentinel Technologies and Presidio both provided quality bids that were within our budget. Sentinel Technologies presented a lower bid by \$20,341.12 that includes a redundant emergency responder server, something the Library desires. Sentinel Technologies also provided a more thoughtful and detailed response that included product information. In addition, Sentinel Technologies provided options for mandatory alternatives and voluntary options where Presidio only provided the required bid forms and no additional information.

After this careful review, we recommend that the bid for Library telephone system be awarded to Sentinel Technologies.

Joan Wu, System Department Head, and Dale Bartow, Secant Technologies, will attend the October 16 Library Board meeting to answer any questions you may have. Copies of both proposals will be available for your review also.

If you agree, the following action is needed:

ACTION: I move to award the bid for the Library telephone system to Sentinel Technologies located at 4220 Varsity Drive, Suite F, Ann Arbor, MI, 48108.

Bloomfield Township Public Library
VoIP Vendor Comparisons

	Sentinel Technologies	Presidio
Public Opening	Yes	Yes
Proposal	Comprehensive and thoughtful responses; Provided Options in Mandatory Options instead of just one possibility; Provided detailed suggestion for optional alternatives, including possibilities to reduce costs which we opted to accept.	Standard format and responses; qualified bid on its own ground; but without the extra suggestions to designs and options and voluntary alternatives.
Vendor Info & Experience	Established company with 11 nationwide locations; Local presence in Ann Arbor; Cisco Gold Certified.	Nationwide company with local presence in Wixom; Cisco Gold Certified.
Reference Provided	City of Saginaw Public Schools; Macomb Community College; Also, Secant has worked with Sentinel. Alex talked to County of Ottawa and State of Michigan and both customers had good comments.	Farmington Public Schools; Oakland University; Also, implemented and supported BTPL's Cisco network for over ten years; BTPL is happy with the services.
Maintenance and Support	1-year and 3-year options	1-year and 3-year options
Bond Insurance	Yes	Yes
Base Bid Amount	\$57,481.83	\$75,549.92
Mandatory Alternate Amount	\$22,943	\$27,884.65
Voluntary Alternate Amount	\$15,159	\$0
Project Amount	\$83,376.27	\$103,717.39
Vendor Location	Ann Arbor, MI	Wixom, MI

PRICE DIFFERENCE IS:

\$20,341.12

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Library Board of Trustees

FROM: Carol Mueller, Library Director

DATE: October 11, 2018

SUBJECT: Annual Policy Review

Our Policy Committee met on Tuesday, September 4 to review all Board approved policies to ensure these are update to date and continue to meet library needs. From this review, the Policy Committee selected two policies for proposed revisions – the Fixed Asset Management Policy and the Bylaws of the Library Board of Trustees.

Upon the recommendation of our auditor, Alan Panter, the Policy Committee reviewed the Library's Fixed Asset Management Policy at this meeting. The Library's Fixed Asset Management Policy was first adopted in December, 2001 and updated in 2007 and again in 2014. There are several changes being proposed. First, the title of "Fixed Asset" is an old term. Changing the title to "Capital Asset Management Policy" is being proposed as the new title. Second, our auditor suggests adding a definition of what a capital asset is and the monetary value and depreciation schedule as set forth by the Government Finance Officers Association (GFOA). The current policy and the proposed policy are attached for your reference. Proposed changes and additions are highlighted.

In addition, the Policy Committee discussed some additions to the Bylaws of the Library Board of Trustees. Specifically, it is proposed to add a sentence that states that every Trustee should expect to serve as an officer at some point during their term and clarification of the Nominating Committee role and composition. Attached are the Bylaws with the proposed additions highlighted, for your review and consideration.

The Policy Committee supports the proposed changes to the current Fixed Asset Management Policy and additions to the Bylaws of the Library Board of Trustees. If you agree, the following action is needed:

ACTION: I move to approve the revised Fixed Asset Management Policy originally approved by the Board of Trustees on December 18, 2001, and revised on September 18, 2007 and September 16, 2014, and the revised Bylaws of the Library Board of Trustees as amended on January 18, 1998, January 19, 1999, January 20, 2004, January 16, 2007, September 20, 2011, September 16, 2014 and November 21, 2017 as presented.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
POLICY MANUAL
SECTION III – FINANCE, FUND-RAISING, AND GIFTS
FIXED ASSET MANAGEMENT POLICY**

It is the policy of the Bloomfield Township Public Library to care for the community's investment in its public library, i.e., its property, equipment, furnishings, and collection. Fixed assets may be acquired through taxes, gifts, or grants consistent with the community's needs as approved by the library's operating budget.

These fixed assets shall be protected and their value maintained until they are no longer useful for library service. The monies received upon disposal of fixed assets shall be returned to the library.

Separate procedures established by the Library Director shall govern the acquisition and disposal of the collection.

Approved: December 18, 2001
Revised: September 18, 2007
Revised: September 16, 2014

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY POLICY MANUAL SECTION III – FINANCE, FUND-RAISING, AND GIFTS

FIXED CAPITAL ASSET MANAGEMENT POLICY

It is the policy of the Bloomfield Township Public Library to care for the community's investment in its public library, i.e., its property, equipment, furnishings, and collection. **Fixed Capital** assets may be acquired through taxes, gifts, or grants consistent with the community's needs as approved by the library's operating budget.

Capital assets, which include land, buildings, furniture, and library materials are defined by the library as assets with an initial individual cost of more than \$5,000 and an estimated useful life in excess of three years. Such assets are recorded at historical cost or estimated historical cost, if purchased or constructed. In the case of donations the government values these capital assets at the estimated fair value of the item at the date of its donation.

Capital assets are depreciated using the straight-line method over the following useful lives:

Building and improvements 3 to 60 years
Furniture and equipment 3 to 20 years
Library books and materials 7 to 10 years

These fixed assets shall be protected and their value maintained until they are no longer useful for library service. The monies received upon disposal of fixed assets shall be returned to the library.

Separate procedures established by the Library Director shall govern the acquisition and disposal of the collection.

Approved: December 18, 2001
Revised: September 18, 2007
Revised: September 16, 2014
Proposed: October 16, 2018

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
POLICY MANUAL**

SECTION II: ADMINISTRATION, GOVERNANCE, AND PUBLIC OPERATION

BYLAWS OF THE LIBRARY BOARD OF TRUSTEES

ARTICLE I

BOARD OF TRUSTEES

Section 1 - The Library Board of Bloomfield Township Public Library shall consist of six trustees elected as provided by the laws of the State of Michigan.

Section 2 - The responsibilities of the Library Board of Trustees as defined in Michigan Compiled Laws Public Act 397.205 include “make and adopt such by-laws, rules, and regulations for their own guidance and for the government of the library and reading room, as may be expedient; ...the exclusive control of the expenditure of all moneys collected to the credit of the library fund, and of the construction of any library building, and of the supervision, care, and custody of the grounds, rooms, or buildings constructed, leased, or set apart for that purpose; ...to purchase or lease grounds, to occupy, lease, or erect an appropriate building or buildings for the use of said library...to appoint a suitable librarian and necessary assistants, and fix their compensation; and ...to remove such appointees.”

Section 3 - In the event of a vacancy, the Board shall appoint a qualified person to hold the vacant office until the next general November election. The appointed trustee shall be selected by a process as outlined in the Library Board of Trustees-approved “Bloomfield Township Public Library Board of Trustees Vacancy Procedure.”

ARTICLE II

OFFICERS

Section 1 - The Officers of the Board of Trustees shall be a President, a Vice President, and a Secretary

Section 2 - The President, Vice President, and Secretary of the Board shall be elected annually at the annual meeting of the Library Board of Trustees. Each officer shall hold office until a successor shall have been duly elected or until death, resignation, conviction of a felony, removal from office by the Governor under the State Constitution or ceases to be a qualified elector of Bloomfield Township. Vacancies in an office shall be filled for the unexpired portion of the term, at the next regular meeting of the Library Board of Trustees after such vacancy occurs.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
POLICY MANUAL**

SECTION II: ADMINISTRATION, GOVERNANCE, AND PUBLIC OPERATION

Section 3 - The President of the Board shall preside at all meetings, appoint all committees, authorize calls for any special meetings, and generally perform the duties of a presiding officer. The President shall have the authority to sign on behalf of the Board of Trustees all instruments, contracts, or documents necessary or proper to be executed as approved by a majority of the Library Board of Trustees. The President may delegate such authority to the Library Director as approved by the Library Board of Trustees.

Section 4 – The Vice President of the Board, in the absence of the President, shall preside at all meetings, appoint all committees, authorize calls for any special meetings, and generally perform the duties of a presiding officer. The Vice President shall have the authority to sign on behalf of the Library Board of Trustees all instruments, contracts, or documents necessary or proper to be executed as approved by a majority of the Library Board of Trustees.

Section 5 - The Secretary of the Board shall approve an accurate and permanent account of the proceedings of the Board meetings, and generally perform the duties associated with that office. In the President's and Vice President's absences, the Secretary shall preside at Board meetings, and assume the authority to act on behalf of the President and Vice President.

ARTICLE III

MEETINGS

Section 1 - The regular monthly meetings of the Library Board shall be held at the Library on the third Tuesday of the month at 7 p.m., or the fourth Tuesday of April at 7 p.m., or at a time stated from the proceedings of the previous meeting unless otherwise ordered by the Library Board of Trustees.

Section 2 - The first regular meeting of the Library Board in November shall be known as the annual meeting and shall be for the purpose of electing officers and the appointment to committees, in addition to any other business that may arise. Each Trustee is expected to serve as an officer of the Library Board at least once during their four year term.

Section 3 - Special meetings may be called by the President or upon written request of three members of the Board, for the transaction of business stated in the call for the meeting.

Section 4 - Notices of all regular meetings and any special meetings shall be distributed from the Library to all members at least three (3) days before the meeting; provided, however, that notice of any meeting may be waived by any Trustee.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
POLICY MANUAL**

SECTION II: ADMINISTRATION, GOVERNANCE, AND PUBLIC OPERATION

Section 5 - Public notice of all meetings of the Library Board of Trustees shall be posted in advance of such meetings, pursuant to the Michigan "Open Meetings Act," Michigan Compiled Laws Public Act 267 of 1976, as amended.

Section 6 - A quorum for the transaction of business shall consist of not less than four (4) members of the Board. The affirmative vote of a majority of the members present of the Library Board of Trustees present is required for the approval of any action or decision of the Board, unless the vote of a larger number is required by law. If a quorum shall not be present at any meeting of the Board, the members of the Board present may adjourn the meeting from time to time, without notice other than announcement at the meeting, until a quorum shall be present.

Section 7 – A member of the Library Board of Trustees may participate in a meeting using communications equipment by means of which all persons participating in the meeting can hear each other. Participation in a meeting pursuant to this section constitutes a presence in person at the meeting.

Section 8 - Regular attendance at board meetings is essential. The Library Board President and the Library Director should be notified in advance if attendance is not possible. A trustee who misses meetings frequently may not completely understand the issues at hand and valuable meeting time can be lost bringing that trustee back up to speed. An uninformed trustee cannot make the best possible decision when it comes time to vote. A successful library board needs every trustee at every meeting. A trustee who has difficulty in regularly attending meetings may wish to seek other opportunities to help the library rather than serving on the library board.

ARTICLE IV

COMMITTEES

Section 1 – The President of the Board shall appoint members to standing committees such as Finance, Personnel, and Policy, among others. These committees shall make periodic reports to the Board.

Section 2 – The President of the Board shall appoint members to special, select, or *ad hoc* committees created for specific purposes, such as the study and investigation of special issues, **nominating committee** and other *ad hoc* committees as the President shall deem appropriate. These committees shall make periodic reports to the Board as requested.

Two Trustees shall constitute the nominating committee and shall be appointed in advance of the annual meeting in November by the President of

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
POLICY MANUAL**

SECTION II: ADMINISTRATION, GOVERNANCE, AND PUBLIC OPERATION

the Board. The role of the nominating committee is to find the most appropriate candidate for each office and present a slate of candidates at the annual meeting. Officers are elected by majority voice vote and begin their term after the meeting at which they are elected. The President should not sit on the Nominating Committee. Committee members can also be a nominee.

ARTICLE V

LIBRARY DIRECTOR

Section 1 - Pursuant to Michigan Compiled Laws Public Act 397.205, the Board of Trustees “shall have power to appoint a suitable librarian” to serve as Library Director and “shall also have power to remove such appointees.” The appointed Library Director shall be selected by a process as outlined in the Library Board of Trustees-approved “Bloomfield Township Public Library Director Vacancy Procedure.”

Section 2 - The Library Director shall be considered the executive officer of the Library and shall have sole charge of the administration of the Library under the direction and review of the Library Board of Trustees.

Section 3 -The Library Director shall be responsible for the Library’s services and resources offered to the community; for the operation of the Library under the financial conditions set forth in the annual budget; for the employment and direction of the staff; and for the care of the buildings and equipment. The Library Director shall attend all meetings of the Library Board of Trustees.

ARTICLE VI

PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order shall govern the Board in all cases to which they are applicable and in which they are not inconsistent with these By-Laws and any special rules of order the Board may adopt.

ARTICLE VII

AMENDMENTS

The bylaws may be amended at any regular meeting of the Board by the affirmative vote of four (4) members of the Board of Trustees, provided that the proposed amendment was stated in the call for the meeting.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
POLICY MANUAL**

SECTION II: ADMINISTRATION, GOVERNANCE, AND PUBLIC OPERATION

By-Laws adopted: 9/6/63
Amended: 2/10/87
Amended: 1/18/98
Amended: 1/19/99
Amended: 1/20/04
Amended: 1/16/07
Amended: 9/20/11
Amended: 9/16/14
Amended: 11/21/17
Proposed: 10/16/18

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

MOTION TO APPROVE ANY ITEMS REMOVED FROM THE CONSENT AGENDA

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

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees

FROM: Tera Moon

DATE: October 9, 2018

SUBJECT: Space Needs & Wayfinding Assessment Update

Due to the costs of renovating the lower level and restrooms 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.

Geraldine Drake, Jim Mumby, Carol Mueller, and I are giving a presentation to librarians and library workers at the Michigan Library Association annual conference on October 17, 2018 in Novi, MI. We will present the process that has brought us to this point in our Space Needs project. We will focus on communication and change management.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees

FROM: Tera Moon

DATE: October 9, 2018

SUBJECT: Strategic Plan Update

1. Marketing

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

2. Tours

The tour for September small but mighty at three. Another tour is planned for December 13, 2018.

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.

November 2018

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
			1 6PM Introduction to Scanning & Photo Editing 7PM Detroit's History	2 12PM English Language Conversation Hour 7PM Paul Keller AT SUNDOWN Quartet	3 11AM National Sandwich Day	4 - International Games Week 12PM International Games Week
5 - International Games Week 4:30PM CS -First Game Design (Grades 4-8) 7PM Open Lab 7PM International Cookbook Club	6 - International Games Week 10AM Tinker Tales 10AM Knit 'n Stitch Circle 7PM Write Your Autobiography with Dr. Charles Whitfield	7 - International Games Week 10AM Wee ALL Play	8 - International Games Week 12:15 PM Friends 10AM Mother Goose Club 1PM Digital Download Help 7PM That Inevitable War: The Vietnam Conflict and the Cold War	9 - International Games Week 10AM Movers and Shakers 12PM English Language Conversation Hour 7PM Chamber Music Concert Series	10 - International Games 9:30AM – 3:30PM Friends of the Library Second Saturday 11AM Tablet Tales	11
12 11AM Adult /Teen Sensory Storytime 4:30PM CS -First Game Design (Grades 4-8) 6:30PM Paperbacks & Snacks 7PM Readers' Club	13 10AM Tinker Tales 1PM Memoir Writers' Group	14 Gale Courses Begin 10AM Wee ALL Play 1PM Mystery Book Club 4:30PM CS -First Game Design (Grades 4-8) 6:30PM Book Chat 6:30PM Writers' Rendezvous	15 10AM Eleanor's Book Club 10AM Mother Goose Club 6:30PM Art Lab 7PM One World, One Alphabet?: Foreign Influence and China's Script Reform in the Twentieth Century	16 10AM Coffee &Conversation 10AM Movers and Shakers 11AM Sensory-Friendly Movies for Adults and Teens 12PM English Language Conversation Hour	17 11AM SENSEational Story Time 2PM Introduction to Microsoft Excel	18
19 10AM Family Story Time 1PM 30 Minute Lunchtime Book Club 4:30PM CS -First Game Design (Grades 4-8)	20 10AM Tuesday Book Club 10AM Tinker Tales 6:30PM <i>'In Vino Veritas'</i> Nonfiction Book Club 6:30 Book Worms 7PM BTPL Board of Trustees Meeting	21 10AM Wee ALL Play 4:30PM CS -First Game Design (Grades 4-8) Thanksgiving Eve - the Library will close at 5:30p and re-open Friday, November 23, 9:30 a.m.	22 Thanksgiving Day - Library Closed - will re-open Friday, November 23, 9:30 a.m.	23 10AM Movers and Shakers 1PM Family Movie Time	24	25
26 4:30PM CS -First Game Design (Grades 4-8) 6PM Books in Bars at Rusty Bucket	27 10AM Tinker Tales 1PM Memoir Writers' Group 6:30PM My First Book Group	28 10AM Wee ALL Play 4:30PM CS -First Game Design (Grades 4-8) 6:30PM My First Book Group 6:30PM Writers' Rendezvous	29 10AM Mother Goose Club 6PM Teen Cosplay Club—Star Wars	30 10AM Movers and Shakers 12PM English Language Conversation Hour		