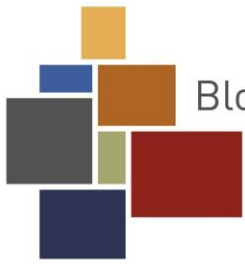


Please arrive at 6:30 p.m.

For the swearing in  
of Sandra Edwards



Bloomfield Township Public  
**Library**

**Bloomfield Township Public Library  
Board of Trustees**

Library Board Meeting  
**November 20, 2018**  
7:00 p.m.  
John Rumsey Board Room

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

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

Director:  
[muellerc@btpl.org](mailto:muellerc@btpl.org)  
Carol Mueller

All meetings are open to the public.  
We invite you to attend a meeting or watch it online at [www.btpl.org](http://www.btpl.org)

1099 Lone Pine Road, Bloomfield Township, MI 48302 248.642.5800

THE PLACE TO  
**DISCOVER**

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
BOARD OF TRUSTEE MEETING**

**LIBRARY BOARD INFORMATION PACKETS**

**List of Contents**

Items included in pre-board delivery for the REGULAR BOARD MEETING SCHEDULED  
For Tuesday, November 20, 2018  
7:00 p.m.

<b><u>#</u></b>	<b><u>NUMBERED ITEMS</u></b>	<b><u>DATE DELIVERED</u></b>
1	Agenda	11/16/2018
2a	Request to remove items from the Consent Agenda for Discussion	11/16/2018
2b	Motion to approve the order of items for the regular and consent agendas	11/16/2018
5	Motion to approve remaining Consent Agenda items 6-8d	11/16/2018
6	Regular Board Meeting Minutes of 10/16/18	11/16/2018
7a	Cash Disbursements	11/16/2018
7b	Revenues/Expenditures Budget Report	11/16/2018
7c	Energy Report	11/16/2018
8a	President's Report– no report	
8b	Director's Report	11/16/2018
8c	Art Committee –no report	
8c	Bloomfield Township Liaison – no report	
8c	Building, Grounds, Landscaping, Interiors Committee - 11/15/2018	11/16/2018
8c	Cranbrook –no report	
8c	Development Committee – 11/1/2018	11/16/2018
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 –no report	
11a	Election of Officers	11/16/2018
11b	Appointment of Committees	11/16/2018
11c	Strategic Plan Update and Discussion	11/16/2018
13	Motion to approve any items removed from the Consent Agenda	11/16/2018
<b><u>UNNUMBERED ITEMS</u></b>		<b><u>DATE DELIVERED</u></b>
	Grounds Maintenance and Snow Removal RFP	11/16/2018
	Strategic Plan Update	11/16/2018
	Space Needs and Wayfinding Update	11/16/2018
	Calendar	11/16/2018

AGENDA  
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
BOARD OF TRUSTEES  
Tuesday, November 20, 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 October 16, 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. Election of Officers
  - b. Appointment of Committees
  - c. Strategic Plan Update and Discussion
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, December 18, 2018
16. Adjournment

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**

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

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

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**BE REMOVED FROM THE CONSENT AGENDA FOR DISCUSSION  
DURING REGULAR AGENDA ITEM 12.**

If amended, CONSENT AGENDA items will be moved to REGULAR AGENDA ITEM #12 for discussion and REGULAR AGENDA ITEM #13 for approval.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**

**MOTION TO APPROVE THE ORDER OF ITEMS FOR THE REGULAR  
AND CONSENT AGENDAS**

**OPTION - NO AMENDMENT NEEDED:**

I move to approve the order of items as listed on the REGULAR and CONSENT AGENDAS as presented.

**OPTION - AMENDMENT TO AGENDA:**

I move to approve the order of items as listed on the AGENDAS, with the following items to be moved from

the **REGULAR AGENDA** as follows:

the **CONSENT AGENDA** as follows:

If amended, CONSENT AGENDA items will be moved to REGULAR AGENDA ITEM #12 for discussion and REGULAR AGENDA ITEM #13 for approval.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**

**CONSENT AGENDA ITEMS MOTION**

I move to approve the remaining items on the consent agenda.

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

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Bloomfield Township Public Library  
Oakland County, Michigan  
**Tuesday, October 16**

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

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

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

**Guests:** Tim Perry, Systems Specialist and Staff Organization Committee Representative (SOC); Joan Wu, System Department Head; and Dale Bartow, Secant Technologies.

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

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

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

*Nays: None*

**MOTION CARRIED**

**President's Verbal Report:**

President Greenbaum wished to congratulate everyone on the "International Night of the Library" and compliment the Trustees and the staff for their hard work and collaboration.

**Director's Verbal Report:**

Director Mueller agreed that the "International Night at the Library" was perfect in every way. Many guests and staff reported that they had a lovely time. She thanked the Trustees for their hard work. Isabel Smith called to express how much she enjoyed being at the event and how delighted she was with the gift basket she won in the drawing. She promises to send a check for staff development. Everyone took care of their own area of responsibility and all of the elements combined together for an exceptional evening. The following Sunday was a Bloomfield Township open house, where the Library had a tent in the parking lot. 160 children made pumpkin hats at the table and 4 new library cards were issued. The Library has recently hired a new Adult Services Department Head – Laura Kraly. She comes from the Loutit District Library in Grand Haven, Michigan. She is currently the Adult Services Department Head in addition to managing the Local History and Genealogy Department and Public Computing area. She has good experience in a smaller library and is excited to be joining the Bloomfield Township Public Library team. The

Director looks forward to introducing her to the Library Board. Director Mueller reported that the renovations are underway and everything is moving along as expected. She reviewed samples of the new flooring, tile, and wall colors that will be installed. November 8 should be when the meeting rooms will be available. The bathrooms may be somewhat later. The Library's Youth Services department is collaborating with Cranbrook Art Museum to offer Saturday morning story times on select days. Called "Story times Listen and Learn", these are open to all at no charge. The swearing in of our new Trustee will take place prior to our November 20 Library Board meeting at 6:30pm.

**REGULAR AGENDA:**

***Call to the Public:*** Tim Perry, representing the SOC, said there was nothing to report.

**UNFINISHED BUSINESS:**

No unfinished business.

**NEW BUSINESS:**

**11a. Telephone System Bid Award**

Director Mueller introduced Joan Wu, Systems Department Head and Dale Bartow from Secant Technologies, who were present to answer questions about the Library's telephone system.

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. 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.

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. After this careful review, it was recommended that the bid for Library telephone system be awarded to Sentinel Technologies.

Upon discussion, a motion was made by Judy Lindstrom, seconded by Tom Deska **TO AWARD THE BID FOR THE LIBRARY TELEPHONE SYSTEM TO SENTINEL TECHNOLOGIES LOCATED AT 4220 VARSITY DRIVE, SUITE F, ANN ARBOR, MI, 48108.**

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

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

*Nays: None*

**MOTION CARRIED**

### **11b. Annual Policy Review**

Director Mueller thanked the Policy Committee Trustees Eli Greenbaum, Grant Gerhart, and Joan Luksik for their assistance in this year. The 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. 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).

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.

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.

Upon discussion, a motion was made by Tom Deska, seconded by Grant Gerhart **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.**

**Sandy Edwards noted an additional grammatical error on 11b and**

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

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

*Nays: None*

**MOTION CARRIED**

### **OTHER:**

Sandy Edwards reported that the Friends of the Library approved all of the Library's Wish List requests of over \$16,000. The Friends are looking at their logo, inspired by Quest Sculpture hope to redesign and update this image. There is a new Facebook page for the Friends of the Bloomfield Township Public Library and all are encouraged to "like" their page.

Carol Mueller confirmed the Development Committee's next meeting date on Thursday, November 1 at 11:00 a.m. The focus will be on the 2019 photo contest. The next Building and

Grounds Committee meeting date has been set for November 15 at 10:30 a.m.

New business at the November 20 meeting will be an update on the Library's Strategic Plan. The board is encouraged to think about the following three questions and bring their thoughts to the November 20 meeting. Please consider: What would the Library Board like to see happen in 2020 when the current strategic plan expires? What would the Library Board like to see happen in 2024 when the current millage increase expires and the 2004 Library Improvements Project Bond payments end? What are best ways to elevate our Library from an "A" Library to an "A+" Library?

Vice-President Lindstrom remarked that the urn at the front entrance is the best Goldner Walsh has created yet.

Next Library Board Meeting will be Tuesday, November 20 at 7 p.m.

At 7:42 p.m. President Eli Greenbaum 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**

**November 2018**

#### **New Vendors:**

Abby Dewire is a new vendor for a refund of overpayment of fines.

Enabling Devices is a new vendor for special needs items.

Dayna Davis is a new vendor for a library program.

Howard Davis is a new vendor for coffee for our International Night at the Library.

School Library Connection is a new vendor for an annual professional journal subscription.

Uncle Goose is a new vendor for Youth Services blocks in different languages.

#### **General Fund Advance**

- Check #19070 payable to Bloomfield Township in the amount of \$5,347.24 is payment for the Library's water and sewer bill for 8/20 – 9/18/2018.
- Check #19071 payable to the Bloomfield Township Public Library Gift Fund in the amount of \$200.00 is reimbursement for International Night at the Library tickets.
- Check #19077 payable to the Bloomfield Township Public Library Gift Fund in the amount of \$550.00 is reimbursement for International Night at the Library tickets.

#### **General Fund**

- Check #19108 payable to the American Library Association in the amount of \$205.00 is payment for an annual membership.
- Check #19118 payable to the Charter Township of Bloomfield in the amount of \$10.00 is payment for a library program DVD
- Check #19121 payable to Du All Cleaning in the amount of \$11,520.00 is payment for cleaning services in September and October, 2018.

- Check #19136 payable to the Midwest Collaborative for Library Services in the amount of \$9,496.73 is payment for two online services.
- Check #19137 payable to Metronet Library Consortium in the amount of \$3,065.37 is payment for ebooks and two online services.
- Check #19157 payable to The Library Network (TLN) in the amount of \$505.00 is payment for the Library's internet service.
- Check #19162 payable to W.T. Cox Information Services in the amount of \$28,399.41 is payment for the Library's 2019 subscriptions.
- Check #19164 payable to Bloomfield Township in the amount of \$288,412.60 is payment for two payrolls, including FICA, HRA contributions, pension, etc. as usual.

### **Gift Fund**

- Check #4983 payable to Bloomfield Township Public Library in the amount of \$60.82 is reimbursement for our International Night at the Library decorations.
- Check #4990 payable to Bloomfield Township Public Library in the amount of \$13.76 is reimbursement for our International Night at the Library decorations.
- Check #4991 payable to the Community Foundation of Southeast Michigan in the amount of \$413.25 is a contribution to the Library's Endowment Fund in memory of Walter Cohen.
- Check #4992 payable to the Charter Township of Bloomfield in the amount of \$10.00 is payment for a library program DVD.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**

**CHECK REGISTERS**

**FOR THE MONTH OF OCTOBER 2018**

<b>Check #</b>	<b>Date</b>	<b>Payee</b>	<b>Cash Account</b>	<b>Amount</b>
<b>General Fund</b>				
<b>ADVANCE CHECKS:</b>				
19070	10/9/18	BLOOMFIELD TOWNSHIP	106.01	5,347.24
19071	10/9/18	BTPL Gift Fund	106.01	200.00
19072	10/9/18	PETTY CASH - BTPL	106.01	151.48
19073	10/9/18	Edward Niemchak	106.01	74.07
19074	10/9/18	PACIFIC TELEMAGEMENT SERVICES	106.01	78.00
19075	10/9/18	Karrie Yukon	106.01	50.88
19076	10/16/18	APPLIED IMAGING	106.01	589.07
19077	10/16/18	BTPL Gift Fund	106.01	550.00
19078	10/16/18	Joel Dion	106.01	844.34
19079	10/16/18	Martha McGee	106.01	26.71
19080	10/16/18	FLAGSTAR BANK	106.01	4,724.57
19081	10/23/18	APPLIED IMAGING	106.01	600.00
19082	10/23/18	XFINITY	106.01	156.51
19083	10/23/18	ABBY DEWIRE	106.01	32.00
19084	10/23/18	DTE ENERGY	106.01	18,134.07
19085	10/23/18	Andrea Lebeck	106.01	51.33
19086	10/23/18	Martha McGee	106.01	75.53
19087	10/23/18	Marian Rafal	106.01	30.29
19088	10/23/18	Deborah Smith	106.01	85.46
19089	10/23/18	TERMINIX PROCESSING CTR.	106.01	123.00
19090	10/23/18	VERIZON WIRELESS	106.01	202.68
19091	10/23/18	VIGILANTE SECURITY	106.01	1,950.00
19092	10/23/18	Karrie Yukon	106.01	32.70
19093	10/31/18	AMAZON.COM	106.01	1,682.03
19094	10/31/18	AT&T	106.01	436.42
19095	10/31/18	AT&T	106.01	786.28
19096	10/31/18	PETTY CASH - BTPL	106.01	196.64
19097	10/31/18	CONSUMERS ENERGY	106.01	3,905.80
19098	10/31/18	Andrea Lebeck	106.01	132.04
19099	10/31/18	Martha McGee	106.01	94.98
19100	10/31/18	PACIFIC TELEMAGEMENT SERVICES	106.01	78.00
19101	10/31/18	PRINCIPAL LIFE INS CO-SBD GRANDE ISLAND	106.01	810.30
19102	10/31/18	T MOBILE	106.01	29.40
19103	10/31/18	Jennifer Taggart	106.01	79.79
19104	11/7/18	CAR TRUCKING, INC.	106.01	199.50
19105	11/7/18	Elizabeth Clauder	106.01	285.52
19106	11/7/18	Martha McGee	106.01	104.96
19107	11/7/18	TERMINIX PROCESSING CTR.	106.01	123.00
Total				<u><u>37,355.87</u></u>
<b>REGULAR CHECKS:</b>				
19108	11/7/18	AMERICAN LIBRARY ASSOCIATION	106.01	205.00
19109	11/7/18	AMERICAN PEST CONTROL	106.01	75.00
19110	11/7/18	APPLE BOOKS	106.01	1,212.32
19111	11/7/18	ASSA ABLOY ENTRANCE SOLUTIONS	106.01	1,369.09
19112	11/7/18	BAKER & TAYLOR, INC.	106.01	15,646.49
19113	11/7/18	BLACKSTONE AUDIO, INC.	106.01	134.99
19114	11/7/18	BOOKS GALORE INC.	106.01	23.94
19115	11/7/18	BUTZEL LONG	106.01	156.00
19116	11/7/18	CDW GOVERNMENT, INC.	106.01	6,152.38
19117	11/7/18	CENGAGE LEARNING/GALE	106.01	926.54
19118	11/7/18	CHARTER TOWNSHIP OF BLOOMFIELD	106.01	10.00
19119	11/7/18	DEMCO, INC.	106.01	438.63
19120	11/7/18	DEMCO SOFTWARE	106.01	485.00
19121	11/7/18	DU ALL CLEANING, INC	106.01	11,520.00
19122	11/7/18	ELECTROCYCLE, INC.	106.01	37.95
19123	11/7/18	ELECTRONIC SECURITY SYSTEMS, INC.	106.01	1,702.20
19124	11/7/18	ELM USA, Inc.	106.01	520.00

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**

**CHECK REGISTERS**

**FOR THE MONTH OF OCTOBER 2018**

<b>Check #</b>	<b>Date</b>	<b>Payee</b>	<b>Cash Account</b>	<b>Amount</b>
19125	11/7/18	ENABLING DEVICES	106.01	1,216.60
19126	11/7/18	FILM IDEAS, INC.	106.01	333.50
19127	11/7/18	GARETH STEVENS PUBLISHING	106.01	849.90
19128	11/7/18	GREY HOUSE PUBLISHING	106.01	135.00
19129	11/7/18	INSTITUTE OF CONT. LEGAL EDUCATION	106.01	138.50
19130	11/7/18	INFORMATION TODAY, INC.	106.01	442.53
19131	11/7/18	INGRAM LIBRARY SERVICES	106.01	396.12
19132	11/7/18	J. APPLESEED	106.01	4,036.65
19133	11/7/18	LJ ROLLS REFRIGERATION CO., INC	106.01	2,424.08
19134	11/7/18	LERNER PUBLISHING GROUP	106.01	1,249.93
19135	11/7/18	MASON CREST	106.01	522.95
19136	11/7/18	MIDWEST COLLABORATIVE for LIB. SVCS	106.01	9,496.73
19137	11/7/18	METRONET LIB. CONSORT.	106.01	3,065.37
19138	11/7/18	MICROMARKETING LLC	106.01	854.61
19139	11/7/18	MIDWEST TAPE	106.01	4,927.16
19140	11/7/18	NATIONAL SIGN COMPANY	106.01	975.00
19141	11/7/18	NICHOLS/NETWORK SERVICES CO	106.01	1,704.39
19142	11/7/18	OMNIGRAPHICS	106.01	557.80
19143	11/7/18	OVERDRIVE	106.01	6,396.75
19144	11/7/18	PENGUIN RANDOM HOUSE LLC	106.01	580.00
19145	11/7/18	RECORDED BOOKS, LLC	106.01	1,075.74
19146	11/7/18	VOID	106.01	
19147	11/7/18	VOID	106.01	
19148	11/7/18	ROURKE EDUCATIONAL MEDIA	106.01	1,045.70
19149	11/7/18	SALEM PRESS, INC.	106.01	900.00
19150	11/7/18	ABC-CLIO, LLC	106.01	89.00
19151	11/7/18	SECANT	106.01	1,940.00
19152	11/7/18	SHOWCASES	106.01	200.32
19153	11/7/18	SUMMIT ELECTRIC, INC.	106.01	225.00
19154	11/7/18	TEL SYSTEMS	106.01	692.50
19155	11/7/18	THE CHILD'S WORLD	106.01	940.45
19156	11/7/18	THE COUNCIL OF STATE GOVERNMENTS	106.01	89.10
19157	11/7/18	THE LIBRARY NETWORK	106.01	505.00
19158	11/7/18	THOMSON REUTERS/THOMSON WEST	106.01	5,084.40
19159	11/7/18	UNIFY INC.	106.01	494.23
19160	11/7/18	UNIQUE MANAGEMENT SERVICES, INC.	106.01	232.70
19161	11/7/18	WESCO DISTRIBUTION	106.01	1,014.00
19162	11/7/18	WT COX INFORMATION SERVICES	106.01	28,399.41
19163	11/7/18	YEO & YEO	106.01	4,000.00
19164	11/7/18	BLOOMFIELD TOWNSHIP	106.01	288,412.60
19165	11/8/18	ROSEN PUBLISHING	106.01	1,525.85
19166	11/8/18	ROURKE EDUCATIONAL MEDIA	106.01	24.95
Total				<u>417,810.05</u>

**Gift Fund**

**ADVANCE CHECKS:**

4981	10/9/18	TWO UNIQUE CATERERS & EVENT PLANNERS	102.03	681.68
4982	10/12/18	HOWARD DAVIS	102.03	600.00
4983	10/16/18	BLOOMFIELD TWP. PUBLIC LIBRARY	102.03	60.82
4984	10/16/18	VOID	102.03	
4985	10/16/18	SCOTT NELSON	102.03	130.00
4986	10/16/18	FLAGSTAR BANK	102.03	221.78
4987	10/23/18	JUDY LINDSTROM	102.03	309.81
4988	10/31/18	AMAZON.COM	102.03	377.40
Total				<u>2,381.49</u>

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

<b>Check #</b>	<b>Date</b>	<b>Payee</b>	<b>Cash Account</b>	<b>Amount</b>
<b>REGULAR CHECKS:</b>				
4989	11/7/18	BAKER & TAYLOR	102.03	14.94
4990	11/7/18	BLOOMFIELD TWP. PUBLIC LIBRARY	102.03	13.76
4991	11/7/18	COMMUNITY FOUNDATION - SE MICH.	102.03	413.25
4992	11/7/18	CHARTER TOWNSHIP OF BLOOMFIELD	102.03	10.00
4993	11/7/18	DAYNA DAVIS	102.03	1,600.00
4994	11/7/18	GOLDNER WALSH NURSERY, INC.	102.03	485.70
4995	11/7/18	SHOWCASES	102.03	106.40
4996	11/7/18	UNCLE GOOSE	102.03	171.51
Total				<u><u>2,815.56</u></u>

**Bloomfield Township Public Library**  
**2018-2019 General Fund Budget**  
 PRESENTED: NOVEMBER 20, 2018      FOR THE MONTH OF: OCTOBER, 2018

7b

Seven Months 58%

		2018-2019	2018-2019	Seven Months 58%			
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	(\$303)	(\$3,267)	-0.05%	(\$7,098,334)
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	\$8,128	\$50,340	50.34%	(\$49,660)
	Charges for Services	\$13,800	\$13,800	\$1,166	\$9,216	66.79%	(\$4,584)
	Investment earnings	\$79,000	\$79,000	(\$5,412)	\$81,647	103.35%	\$2,647
	Miscellaneous	\$13,497	\$13,497	\$455	\$12,599	93.35%	(\$898)
Total Revenues		\$7,413,245	\$7,413,245	\$4,034	\$266,536	3.60%	(\$7,146,709)
<u>Expenditures</u>							
	Personnel	\$4,119,114	\$4,119,114	\$287,920	\$2,249,672	54.62%	(\$1,869,442)
	Library Services	\$875,133	\$875,133	\$95,227	\$445,822	50.94%	(\$429,311)
	Facilities & Equipment	\$1,109,615	\$1,109,615	\$57,531	\$561,370	50.59%	(\$548,245)
	Other Operating Expenditures	\$3,022,865	\$3,022,865	\$25,313	\$344,037	11.38%	(\$2,678,828)
Total Expenditures		\$9,126,727	\$9,126,727	\$465,991	\$3,600,901	39.45%	(\$5,525,826)
Fund Balance - Beginning		\$12,889,674	\$12,889,674		\$12,889,674		
Net revenue (expenditure)		(\$1,713,482)	(\$1,713,482)		(\$3,334,365)		
Fund Balance - Ending		\$11,176,192	\$11,176,192		\$9,555,309		

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: NOVEMBER 20, 2018    FOR THE MONTH OF: OCTOBER, 2018

Seven Months 58%

ACCOUNT NUMBER	ACCOUNT NAME	2018-2019 ADOPTED BUDGET AS OF MAR 20, 2018	2018-2019 AMENDED BUDGET AS OF NOV 20, 2018	REVENUE/ EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	VARIANCE
	<b><u>Revenues</u></b>						
	Gift Income	\$500	\$53,321	\$20,316	\$53,321	100.00%	\$0
454.03	Investment Earnings	\$200	\$200	\$13	\$104	51.81%	(\$96)
460.03	Miscellaneous Revenue	\$0	\$0	\$0	\$0	0.00%	\$0
	<b>Total Revenues</b>	<b>\$700</b>	<b>\$53,521</b>	<b>\$20,329</b>	<b>\$53,425</b>	<b>99.82%</b>	<b>(\$96)</b>
	<b><u>Expenditures</u></b>						
	Library Services	\$56,425	\$75,522	\$2,460	\$36,382	48.17%	(\$39,140)
	Facilities & Equipment	\$30,202	\$46,017	\$486	\$18,527	40.26%	(\$27,490)
	Other Operating Expenditures	\$98,891	\$116,800	\$2,251	\$21,260	18.20%	(\$95,540)
	<b>Total Expenditures</b>	<b>\$185,518</b>	<b>\$238,339</b>	<b>\$5,197</b>	<b>\$76,168</b>	<b>31.96%</b>	<b>(\$162,171)</b>
	Fund Balance - Beginning	\$90,305	\$90,305		\$90,305		
	Reserved Fund Bal.	\$94,713	\$94,713		\$94,713		
	Net revenue (expenditures)	(\$184,818)	(\$184,818)		(\$22,743)		
	Fund Balance - Ending	\$200	\$200		\$162,275		

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

Fund	Type	Annual Yield	Date	Amount on Hand
<b>General Fund</b>				
	5th 3rd Checking (Ecommerce)	0.00%	10/31/2018	\$78,043.33
	Flagstar Public Funds Savings	1.40%	10/31/2018	\$170,678.96
	Flagstar Premier Public Entities Checking	0.70%	10/31/2018	\$21,768.44
	RBC Capital Cash/Money Market	0.11%	10/31/2018	\$34.44
	RBC Capital - Investments	2.72%	10/31/2018	\$9,699,201.47
<b>Total General Fund</b>				<b>\$9,891,683.31</b>
Please see General Fund budget for notes on how this amount is earmarked				
<b>Gift Fund</b>				
	Huntington Public Fund Business Interest Checking	0.15%	10/31/2018	\$98,600.48
	Huntington CD (Charnov gift) - matures 02/04/2019	0.45%	10/31/2018	\$50,000.00
	Fifth Third Bank Business Standard Checking	0.00%	10/31/2018	\$8,855.22
<b>Total Gift Fund</b>				<b>\$157,455.70</b>

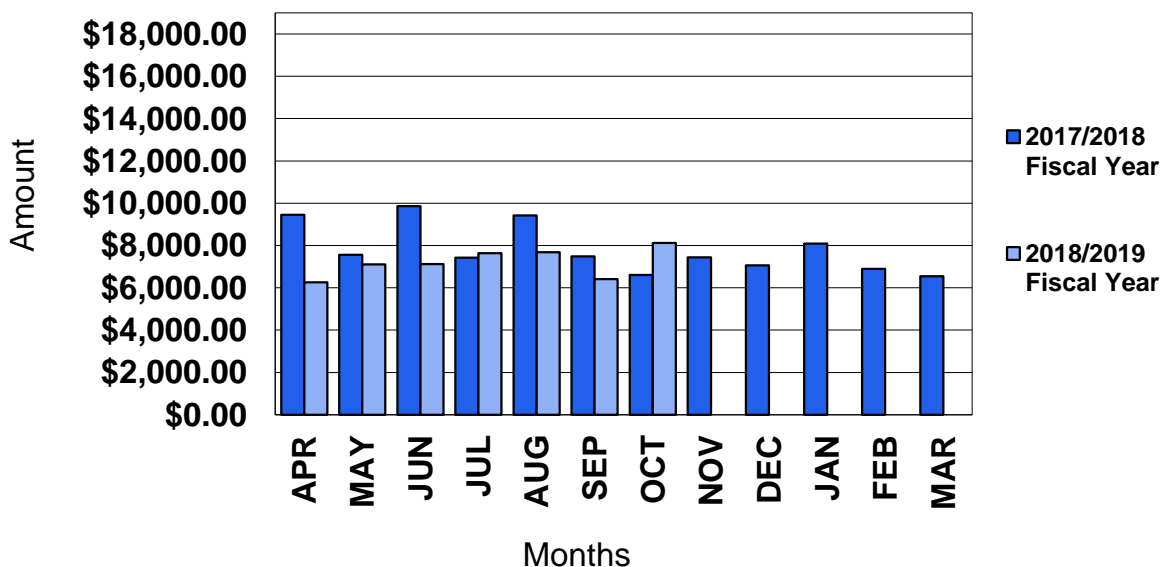
**CFSEM** The following endowment funds are administered by the Community Foundation for Southeast Michigan (CFSEM). CFSEM maintains unilateral variance power and legal ownership of the endowment funds, and therefore, principal is not available to BTPL. Earnings are available for distribution to the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

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

**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	\$8,128.01	\$1,520.43
NOV	\$7,444.84		(\$7,444.84)
DEC	\$7,059.80		(\$7,059.80)
JAN	\$8,097.85		(\$8,097.85)
FEB	\$6,896.75		(\$6,896.75)
MAR	\$6,549.10		(\$6,549.10)
			YTD Difference
<b>TOTAL</b>	<b>\$93,868.12</b>	<b>\$50,339.88</b>	<b>(\$43,528.24)</b>

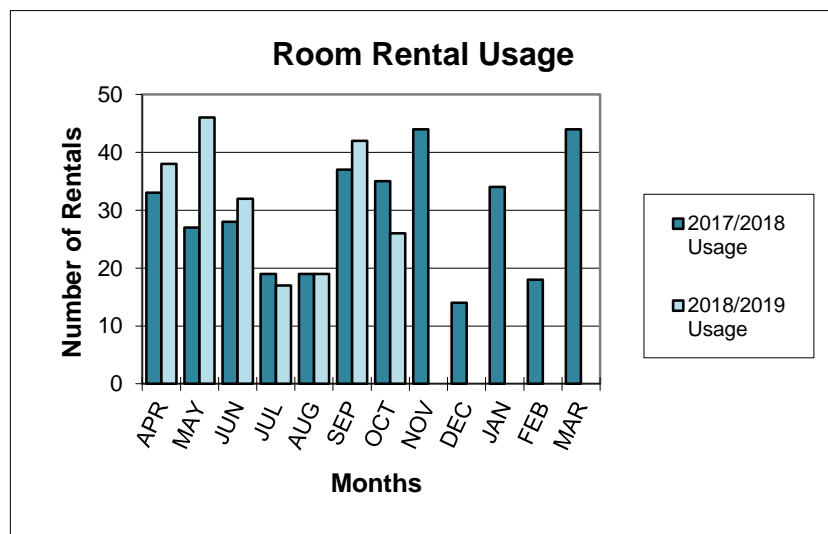
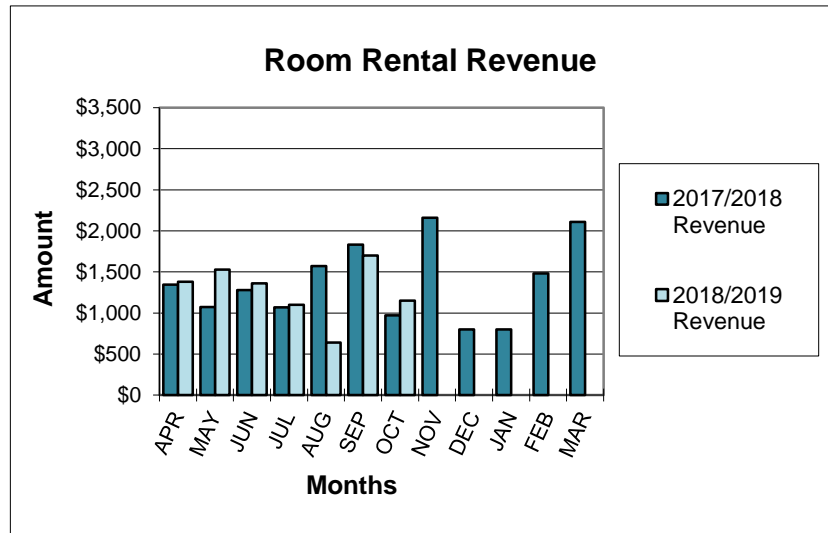
### Fines and Fees Two-Year Comparison



## ROOM RENTAL - TWO-YEAR COMPARISON

7b

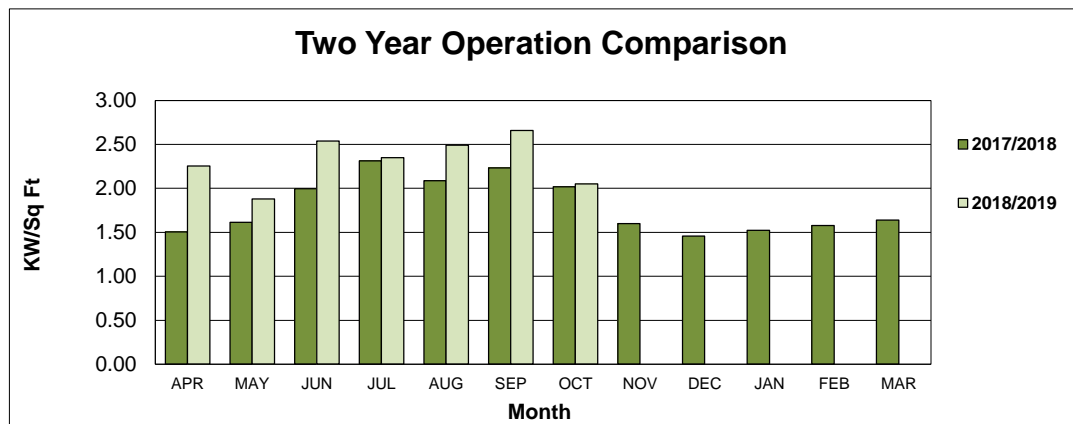
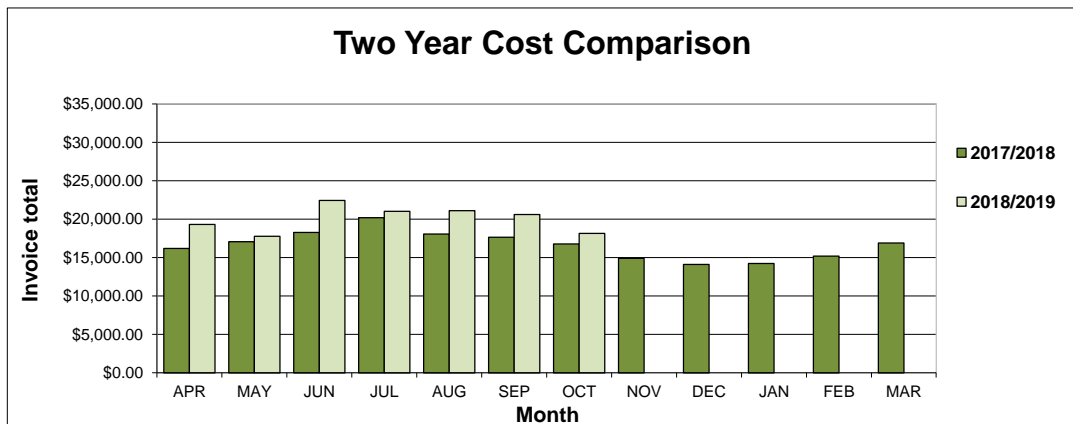
<u>Month</u>	2017/2018 <u>Revenue</u>	2018/2019 <u>Revenue</u>	<u>Difference</u>	2017/2018 <u>Usage</u>	2018/2019 <u>Usage</u>	<u>Month</u>
APR	\$1,345.50	\$1,380.00	\$34.50	33	38	APR
MAY	\$1,074.00	\$1,530.00	\$456.00	27	46	MAY
JUN	\$1,281.00	\$1,360.00	\$79.00	28	32	JUN
JUL	\$1,070.00	\$1,100.00	\$30.00	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	\$1,150.00	\$180.00	35	26	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	\$8,860.00	(\$7,633.50)	352	220	



## 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	\$18,134.07	\$1,350.07	207,060	\$0.09	278.31	2.05	\$24.37	\$0.18
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	\$140,376.16	(\$59,093.59)						



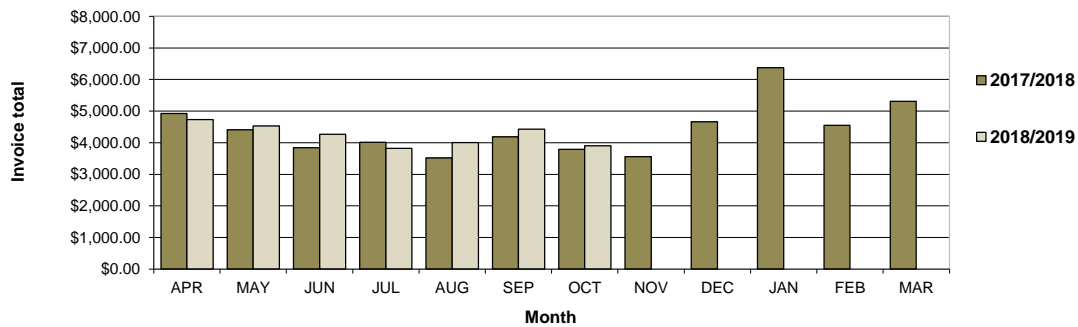
## Bloomfield Township Public Library Natural Gas Analysis

Building Area = 101,023

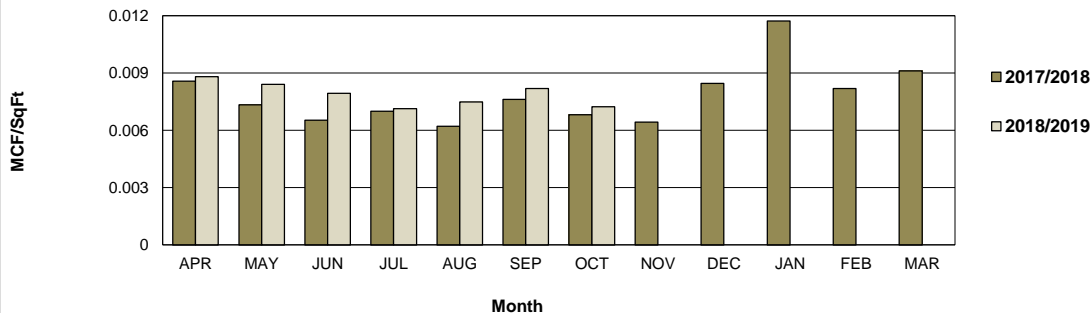
1 Cu. Ft. = 1000 BTU

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	\$3,905.80	\$112.10	730.8	\$5.34	744	0.98	0.007	5.25	0.038
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	\$29,688.99	(\$23,438.18)							

### Two Year Cost Comparison



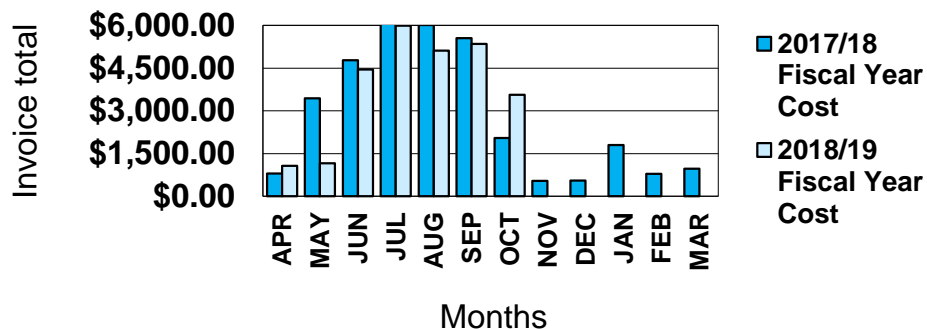
### Two Year Operation Comparison



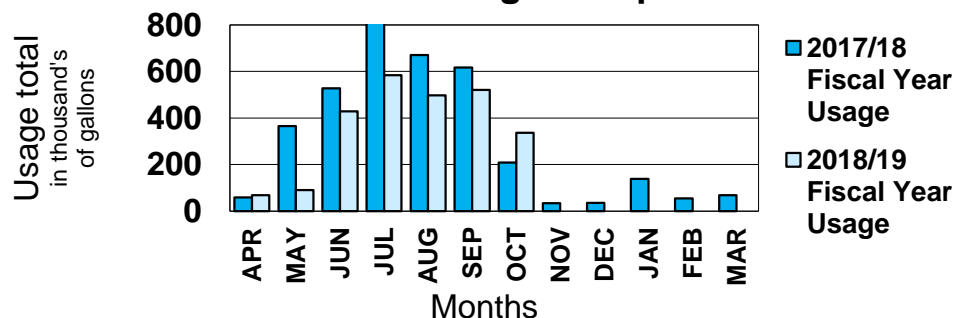
## Bloomfield Township Public Library Water Analysis

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	\$3,565.88	\$1,519.14	209	337	128
NOV	\$540.76		(\$540.76)	34		(34)
DEC	\$552.89		(\$552.89)	35		(35)
JAN	\$1,802.28		(\$1,802.28)	138		(138)
FEB	\$783.36		(\$783.36)	54		(54)
MAR	\$965.31		(\$965.31)	69		(69)
			YTD Difference			YTD Difference
<b>TOTAL</b>	<b>\$34,635.31</b>	<b>\$26,690.84</b>	<b>(\$7,944.47)</b>	<b>3,607</b>	<b>2,526</b>	<b>(1,081)</b>

### Two-Year Cost Comparison



### Two-Year Usage Comparison



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

Congratulations to Sandy Edwards on being elected to the Library Board of Trustees. Our Bloomfield Township Clerk Jan Roncelli will be at the Library at 6:30pm on Tuesday, November 20 to conduct the swearing in ceremony for Sandy. Everyone is invited to attend and light refreshments will be served.

On October 29, four trees were planted on library grounds to replace four trees that were removed this past year due to poor health or damage. We now have two Green Giant Arborvitae trees on the south end of library grounds and one along Timberlake where we lost Austrian Pine trees due to disease. Along Telegraph road, a Norway maple tree was damaged in a wind storm last March. It has been replaced with a red maple. We were able to add these trees to library grounds thanks to the generosity of our wonderful Friends.

The Library's Grounds Maintenance and Snow Removal bid expires on March 31, 2019. We released a request for proposals (RFP) on November 15, 2018 with a December 21, 2018 deadline. Bid awards for both grounds maintenance and snow removal will take place at the February 19, 2019 Library Board meeting. The Grounds Maintenance and Snow Removal RFP is included as an unnumbered item in this packet, for your information.

Just a reminder that the Library closes at 5:30pm on Wednesday, November 21 and is closed all day on Thursday, November 22 – Thanksgiving Day.

In this season of thankfulness, I am very thankful for the opportunity to work with such wonderful Trustees and so very grateful for all that you do for Bloomfield Township Public Library.

*Small cheer and great welcome makes a merry feast  
~ William Shakespeare*

Wishing you all a very happy Thanksgiving!

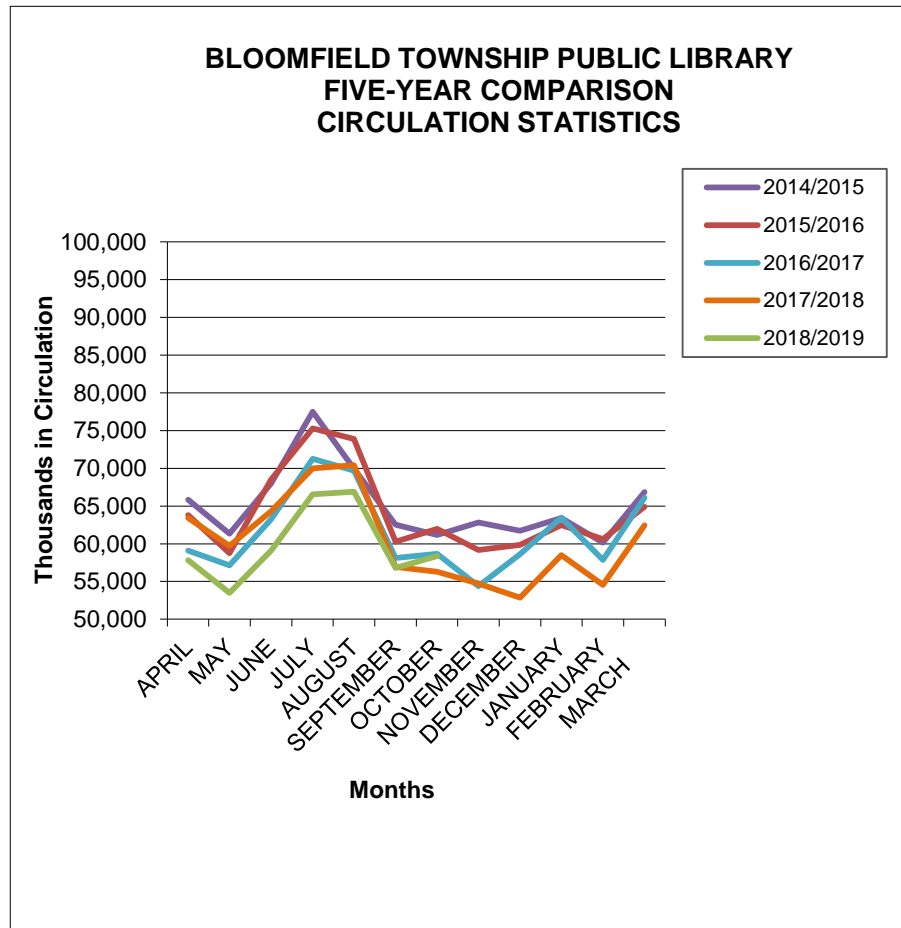
Respectfully Submitted,

Carol Mueller  
Director

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
FIVE YEAR CIRCULATION**

11/12/2018

	<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	58,359
NOVEMBER	62,815	59,157	54,362	54,703	
DECEMBER	61,726	59,871	58,628	52,859	
JANUARY	63,404	62,491	63,455	58,510	
FEBRUARY	60,140	60,612	57,856	54,554	
MARCH	66,845	64,896	66,071	62,452	
<b>TOTAL</b>	<b>781,244</b>	<b>769,492</b>	<b>737,549</b>	<b>724,182</b>	<b>419,045</b>



	2017		2018	
<b>COLLECTION</b>				
Book Collection:	271,696		252,135	
Media Collection:	61,902		60,477	
Total e-books:	32,080		15,609	
Overdrive	9,436		10,948	
EBSCOhost	19,196		0	
Total downloadable audiobooks:	5,283		5,848	
Materials Total:	370,961		334,069	
<b>CIRCULATION</b>				
Circulation Total:	56,291		58,359	
Bloomfield Township Circulation:	52,346		54,026	
Virtual Circulation Total	8,550		10,349	
Circulation of Youth materials:	20,440		21,412	
Circulation of Media:	16,125		14,763	
Circulation of Cranbrook passes:	172		186	
Self-checkout machine use:	20,289	36.0%	21,542	36.9%
Library by Mail:	88	28 patrons	46	26 patrons
<b>BUILDING &amp; EQUIPMENT USAGE</b>				
Door Count:	18,436	*^	18,671	
Gate Count:	26,465		28,689	
Meeting rooms by public:	35		26	
Meeting rooms by staff:	86		82	
<b>VIRTUAL USE</b>				
Home page hits:	31,239		30,970	
e-book access:	2,360		2,799	
Overdrive	2,335		2,798	
EBSCOhost	25		1	
Audiobook access: (Overdrive)	1,183		1,539	
Freegal music download access:	1,073		968	
Freegal music streaming:	1,662		1,877	
Magazine download access:	746		986	
Hoopla access:	1,526		2,180	
Tutor.com sessions:	93		136	
<b>Library Computer Use</b>				
Resident Use	1,482		1,539	
Guest Use	657		593	
*No count for two days				
^Library closed early Oct. 17 due to power outage				
^Library closed on Oct. 24 due to low water pressure				

	2017		2018	
<b>OUTREACH &amp; PROGRAMS</b>				
<b><i>New Patrons and Accounts</i></b>				
Township:	138		181	
Cranbrook:	10		7	
Total new patrons:	209		243	
<b><i>Adult Program Attendance</i></b>				
Staff-led:	13 events	158 attended	11 events	147 attended
Speaker-led:	7 events	134 attended	0 events	0 attended
Book clubs:	5 events	47 attended	6 events	98 attended
Tours/visits on-site:	0	0	0 events	0 attended
Tours/visits off-site:	3 events	249 attended	6 events	300 attended
Bloomfield Historical Society	0	0	1 event	100 attended
Bloomfield Township Open House	0	0	1 event	560 attended**
<b><i>Systems Program Attendance</i></b>				
Staff-led:	12 events	105 attended	19 events	148 attended
<b><i>Teen Program Attendance</i></b>				
Staff-led:	2 events	3 attended	1 event	3 attended
<b><i>Youth Program Attendance</i></b>				
Staff-led:	22 events	809 attended	23 events	549 attended
Speaker-led:	3 events	138 attended	1 event	23 attended
Tours/visits on-site:	0	0	0 events	0 attended
Tours/visits off-site:	1 event	40 attended	1 event	90 attended
TOTAL:	68 events	1,683 attended	70 events	2,018 attended
<b><i>Volunteers:</i></b>				
	28 people	236.75 hours	26 people	212.50 hours
	Shop: 9	102.25	Shop: 12	124.25
	Court: 0	0	Court: 1	2.5
	Students: 9	73.25	Students: 5	22
	Dept. Vol: 10	61.25	Dept. Vol: 8	63.75
<b><i>Patron Remarks</i></b>				
Patron Comments:	15		4	
Ask BTPL:	2		1	
Ask Us:	14		25	
<b>DISPLAYS</b>				
Lobby	International Items from the Detroit Historical Museum			
Media	Adult: Postcard Stories from Around the World; Haunted Movies			
	Youth: "Where Has Your Story Taken You?"; Spooky Movies			
Local History	One World, Many Stories			
**Joint Adult & Youth Services program				

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

Bloomfield Township Public Library  
Oakland County, Michigan  
**Thursday, November 1, 2018, 11 a.m.**

**Present:** Trustees: Tom Deska, Sandy Edwards, Grant Gerhart, Judy Lindstrom,

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

**Old Business:**

***One World, Many Stories-An International Night at the Library:*** Saturday, October 13, 2018 (International Literacy Day)

Carol shared a wonderful patron comment on the many “One World, Many Stories” events they attended as well as other glowing reviews.

All agreed that “International Night at the Library” was nearly perfect, with the only disappointment being the low ticket sales. It was also suggested that the event could have been isolated to a smaller portion of the Library.

The committee discussed the relatively low attendance of the event. Would a family-friendly event draw more attendance? How could more of the community be drawn in? Thoughts were shared about involving the community in some aspect of the planning, or getting their feedback. There were concerns that the message of “One World, Many Stories” was not readily understood and there were discussions of having an outside perspective of marketing and copy before things went to print.

Tickets for staff were discussed, as staff would be more enthusiastic in endorsing an event they could afford to attend. Sponsors donated tickets for a staff prize drawing, which was very popular. Many of the sponsors did not attend, due to conflicting events, including the Friends. It was agreed that there were many events that weekend, including the Bloomfield Preservation Planning Board, two sports games, and some conflict of scheduling was unavoidable.

Over \$14,000 was donated by sponsors, and there was a profit of \$3,871.82 from the event.

“International Night at the Library” should be marketed after the fact, to gain enthusiasm for the next Library event.

“In Motion” was suggested as a theme for the next library celebration in 2020, with hands-on activities and interaction being an emphasis for programming through the year. The main event could be family friendly, with entertainment being physical, interactive things that fill the Library, like putt putt golf.

**2019 Photo Contest**

The theme “In Motion” will be saved for a later date to coordinate with the suggested 2020 Library event.

Photography involving contrast, like black and white, was suggested as a theme. The idea was expanded to suggest participants could explore moods, contrasts, race relationships and more in their photography. The 2019 photo contest theme will be "Light and Dark."

Director Carol Mueller recapped the progress of planning the next photo contest at this point. Judy Lindstrom will obtain prizes. Voting on "People's Choice" in the Library on a computer (rather than having a binder of print photographs) was discussed. The reception will be on Saturday, April 13 at, 2 p.m. and the awards will be announced at 3 p.m. The 3 p.m. announcement time will be publicized.

Marian commented on 20/20 for 2020 as something to consider for the photo contest or the programming.

***New Business:***

No new business.

***Other:***

Nothing to report.

**Next meeting:**

Thursday, January 17, 11:00 a.m.

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

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The meeting of the Bloomfield Township Public Library Board of Trustees Building and Grounds Committee was held at the Library on Thursday, November 15, 2018 at 10:30 a.m.

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

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

**Guests:** Ann Dilcher, Quinn Evans Architects (QEA)

Ann updated us on some changes at QEA. Jim Mumby is retiring at the end of the year, and Geraldine Drake has left QEA. QEA has acquired another firm with extensive library experience including an interior designer.

### **Old Business:**

#### **Roof Update – recommendations and next steps**

Ann reviewed the plan for the roof rejuvenation project. QEA has created an American Institute of Architects (AIA) document that outlines the terms of the relationship between QEA and the Library throughout this project, including fees paid to QEA. The plan is for QEA to write the design and construction documents over the winter with the intent to bid out the project in April or May, 2019. QEA will handle the bidding process. The project will be split into two phases with phase one to begin in summer 2019. Phase two would be planned for year 2020 or 2021. The bid will be written to include both phases and the intent is to hire one firm to execute both phases. The Committee will review the AIA document that QEA has presented and make a recommendation about moving forward.

A bad connection in a roof drain over the Adult Services reference area was discovered and repaired. The conditions that cause this leak have not been present since the repair, but it is hoped that this repair will fully address the leak that happened on occasion.

#### **Lobby Floor options update**

The Committee reviewed two flooring options that were presented at the August 2018 meeting. The two options are granite and a manmade tile. QEA had proposed a design that included installing an area of carpeting. Hiring a mat service is a more preferable option. The group favors the look of the granite but is concerned about it being slippery. There is a nonskid coating available. Ann will get a sample of the granite tile with the nonskid coating.

#### **Lower Level meeting rooms and restroom renovations update**

The lower level renovations are complete and wonderful! The restrooms still need a few more details but should be finished early next week.

### **New Business:**

#### **Mechanical Room Water Leaks**

Joel explained a problem with standing water on the west side of the library campus. Water from the roof is directed toward the foot of the building and has been seeping into the building through the walls, and more

alarmingly, through electrical conduits in a mechanical room in the lower level of the building. The Committee recommends hiring an expert to investigate this situation. Ann will ask Richard Renaud, QEA's roofing expert, to review this problem.

**Other:** None

**The next meeting will be January 24, 2019 at 11:00am.**



**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
LIBRARY BOARD OF TRUSTEES OFFICERS**

November 2017 – November 2018

*Current Officers are:*

PRESIDENT: Eli Greenbaum

VICE PRESIDENT: Judy Lindstrom

SECRETARY: Tom Deska



Board of Trustees Standing Committee Appointments  
November 2017 – November 2018

**Current Committee Appointments are:**

Art Committee	Tom Deska Judy Lindstrom
Bloomfield Township Liaison	Eli Greenbaum Tom Deska
Building, Grounds, Landscaping, Interiors	Joan Luksik Eli Greenbaum Tom Deska
Cranbrook, DPL, Troy	Judy Lindstrom Sandy Edwards
Development	Sandy Edwards Judy Lindstrom
Finance	Grant Gerhart Tom Deska
FOL Liaison	Grant Gerhart Sandy Edwards
Investment	Judy Lindstrom Joan Luksik
Jeanette P. Myers Scholarship Selection	Grant Gerhart Joan Luksik
Personnel/Director Evaluation	Eli Greenbaum Sandy Edwards
Policy	Eli Greenbaum Grant Gerhart Joan Luksik

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
MEMORANDUM**

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**TO:** Trustees

**FROM:** Carol Mueller

**DATE:** November 16, 2018

**SUBJECT:** Library's Strategic Plan Review

The Library's 2016-2020 strategic plan was approved by the Library Board of Trustees in December, 2015. Since 2015, library staff has accomplished many of the investments of the plan and is beginning work on the biggest project – the Library's Space Needs Assessment Project.

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

I invite you to step into that broader perspective and look forward to the Library's future. Please bring your thoughts to the Library Board meeting on Tuesday, November 20 on the questions below. Tera Moon will lead a discussion around these questions.

- What you would like to happen in 2020 when this strategic plan has expired?
- What would you like to happen in 2024 when the current millage restoration and the 2008 Library Improvements Project Bond payments end?
- How can we continue to elevate this Library from an A to an A+ library?
- If you had to pick one thing for the Library to focus on for the next five years, what would it be?
- How can we increase the value of the Library to our community?

I look forward to a lively discussion about the Library's future!

## **Strategic Plan 2016-2020 Accomplishments**

- Developed a marketing plan and started implementation
- Formed a marketing committee with representatives from several departments meets monthly to plan campaigns and research new marketing ideas
- Enhanced our social media presence by planning Facebook posts and adding Instagram and Twitter feeds
- Designed a new print newsletter mailed to every Bloomfield Township home
- Improved graphic representation by hiring library staff with graphic design skills and upgrading our graphic design software
- Doubled our wifi strength
- Created a library video tour that is available on the Library's website
- Began offering library tours on a bi-monthly schedule
- Established weekly staff huddles to enhance communication
- Established regular meetings of the Seniors-in-Charge enhance communication
- Increased interdepartmental collaboration on programming by holding joint concerts, programs for teens and tweens, computer coding classes for kids, and especially during summer 2018 by holding many performances and other programs around the theme of "One World, Many Stories" that appeal to all ages.
- Increased the number and type of programming offered outside the library such as trivia at Mex, several programs at the Bloomfield Township Senior Center including drop-in download help and book talks, and offering a library card discount program that involved local businesses
- Hired Quinn Evans Architects to help improve wayfinding and re-imagine spaces in the Library to address the tension between quiet and active spaces, lighting concerns, and the lack of seating options for both groups and individuals.

**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**

1099 Lone Pine Rd.  
Bloomfield Township, MI 48302

### **REQUEST FOR PROPOSALS**

#### **GROUND'S MAINTENANCE AND SNOW REMOVAL SERVICES**

November 15, 2018

Bloomfield Township Public Library is accepting firm, sealed bids for library grounds maintenance and snow removal service.

This request for bids can be obtained on the Library's website at [www.btpl.org](http://www.btpl.org), at the Welcome Desk, Bloomfield Township Public Library, 1099 Lone Pine Road, Bloomfield Township, MI 48302, or by calling Tera Moon, Assistant Director, at (248) 642-5800, extension 112. Bidders should direct all questions to Tera Moon at the above phone number or email [moontera@btpl.org](mailto:moontera@btpl.org).

**All interested bidders must attend a mandatory bid walk-through at 10:00am on Wednesday, December 5, 2018.**

**The deadline for bids is 3:00pm on Friday, December 21, 2018.** All bids received will be publicly opened at 3:01pm on Friday, December 21, 2018 at the Library.

Please deliver four (4) copies of the bid in a sealed envelope marked with the name of the company and entitled "Grounds Maintenance and Snow Removal Bid". Bids must be hand delivered, mailed, or delivered by courier to the Welcome Desk to arrive no later than 3:00pm on Friday, December 21, 2018. Address these to:

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

Library hours are:

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

### **OVERVIEW**

All bids should be quoted for a three year period beginning on April 1, 2019 through March 31, 2021. The bid will be awarded for a minimum of one year with the option of renewal for two additional years.

Contract work should be considerate of the Library's hours of operation. All bids will adhere to the following practices: landscape maintenance, which includes lawn mowing, lawn fertilization, trimming, edging, weeding and mulching of tree beds, spring and fall leaf clean-up, snow removal, and de-icing. The Library's requirements for grounds maintenance and snow removal are as follows.

### 1) Lawn Fertilization Program

- 1<sup>st</sup> Application – Fertilizer
- 2<sup>nd</sup> Application – Pre-emergent crab grass, fertilizer, and spot spray weed control
- 3<sup>rd</sup> Application – Fertilizer, weed, and grub control preventative
- 4<sup>th</sup> Application – Combination of fertilizer and spot spray weed control
- 5<sup>th</sup> Application – Grub control preventative
- 6<sup>th</sup> Application – Pre-winter root developer

### 2) Lawn Maintenance

- Spring and fall clean-up including removal of leaves and other debris from planting beds, parking areas, and lawn areas and hauling of debris.
- Removal of clippings and debris on all lawn areas as necessary.
- Mowing to a height of 2.5-3.0 inches as frequently as needed to maintain this height. Include hauling debris as necessary. Commercial lawn care equipment required. The first cutting should take place with spring clean-up and the last cutting with fall clean-up. Two fall clean-ups may be required.
- All sidewalks and curbs should be trimmed each cutting and power-edged as needed. All flatwork concrete and asphalt surfaces should be free of clippings using leaf blowers.
- Tree bed maintenance, including installation of shredded hardwood mulch (up to 200 yards) and regular weeding. *Refer to tree beds identified in the attached site plan.*

### 3) Snow Removal

- Snow to be removed from all library lots, parking spaces, de-acceleration lane, and drives for each snowfall of 1.5" or more and also at the Library's request.
- Salt shall be applied to all lots and drives for snowfalls of less than 1.5", after each plowing service, when slippery conditions exist, and at the Library's request. Per ton or application costs shall be specified in proposal.
- Sidewalk shoveling is expected during off hours when the snowfall is 1.5" or greater. Sidewalks should require no more than three (3) fifty (50) pound bags of ice melt (magnesium or calcium chloride blends only) **USE OF ROCK SALT IS NOT PERMITTED ON SIDEWALKS.**

- Overnight snow falls must be cleared from the parking lot and sidewalks prior to 7:30 AM, before the Library opens for business, seven (7) days a week, Monday through Sunday, and as needed during snowfalls between the hours of 7:30 AM – 9:30 PM.
- Snow plowing must start with the West parking lot for employee and early arrival parking.
- Snow piles should not block visibility in the parking lot or drives and should not exceed four (4) feet in height. Snow removal from the premises should be provided at the Library's request.
- Snow removal must be completed by plow trucks with normal snow plowing equipment. Front end loaders and dump trucks, should be available as needed for heavy snowfalls and piled snow. Please include hourly equipment rate in your bid. Library authorization for additional equipment is required.
- Provide pricing for both seasonal and per-push options, fixed price of road salt (per ton), and sidewalk ice melt. Include percentage of annual cost increases for each over the course of three (3) successive years. The seasonal service period is from November 15 through April 15 of each year of the contract.

## **PROPOSAL ELEMENTS**

### **Company Information**

Please provide contact information including company name, address, website, primary contact person, telephone number, and email address. Include the year the company was established, number of employees, and a list of equipment available to complete requested work in this bid. Also, provide proof of being bonded and insured.

### **References**

Provide contact names and phone numbers for at least three organizations for which you have recently provided grounds maintenance and snow removal services.

Provide contact names and phone numbers, plus references, for any subcontractors with whom you work to complete the contract work.

### **Grounds Maintenance and Snow Removal Experience**

Discuss your experience in providing grounds maintenance and snow removal services – list only experience at companies of comparable size.

Comment on the Library grounds, noting any special features or unusual circumstances.

### **Description of work**

Be specific as to the description of the work to be performed, equipment used in the performance of this work and any and all materials to be used.

**Budget**

Indicate your costs for grounds maintenance and snow removal services for the Library. Break out the costs for each of the parts of the bid. Indicate any costs that may be optional and/or ways to decrease costs of requested services. This will allow for adjustments to the budget as necessary. Include when we can expect to be billed for services rendered.

**Availability**

Address your availability, reliability, and flexibility to meet Library needs for this contract.

**PROPOSED TIMELINE**

December 5, 2018, 10:00am – mandatory bid walk-through at the Library

December 21, 2018, 3:00pm – deadline for bids and 3:01pm public bid opening

February 19, 2019, 7:00pm – bid awarded at the regularly scheduled monthly Library Board meeting

April 1, 2019 – contract begins

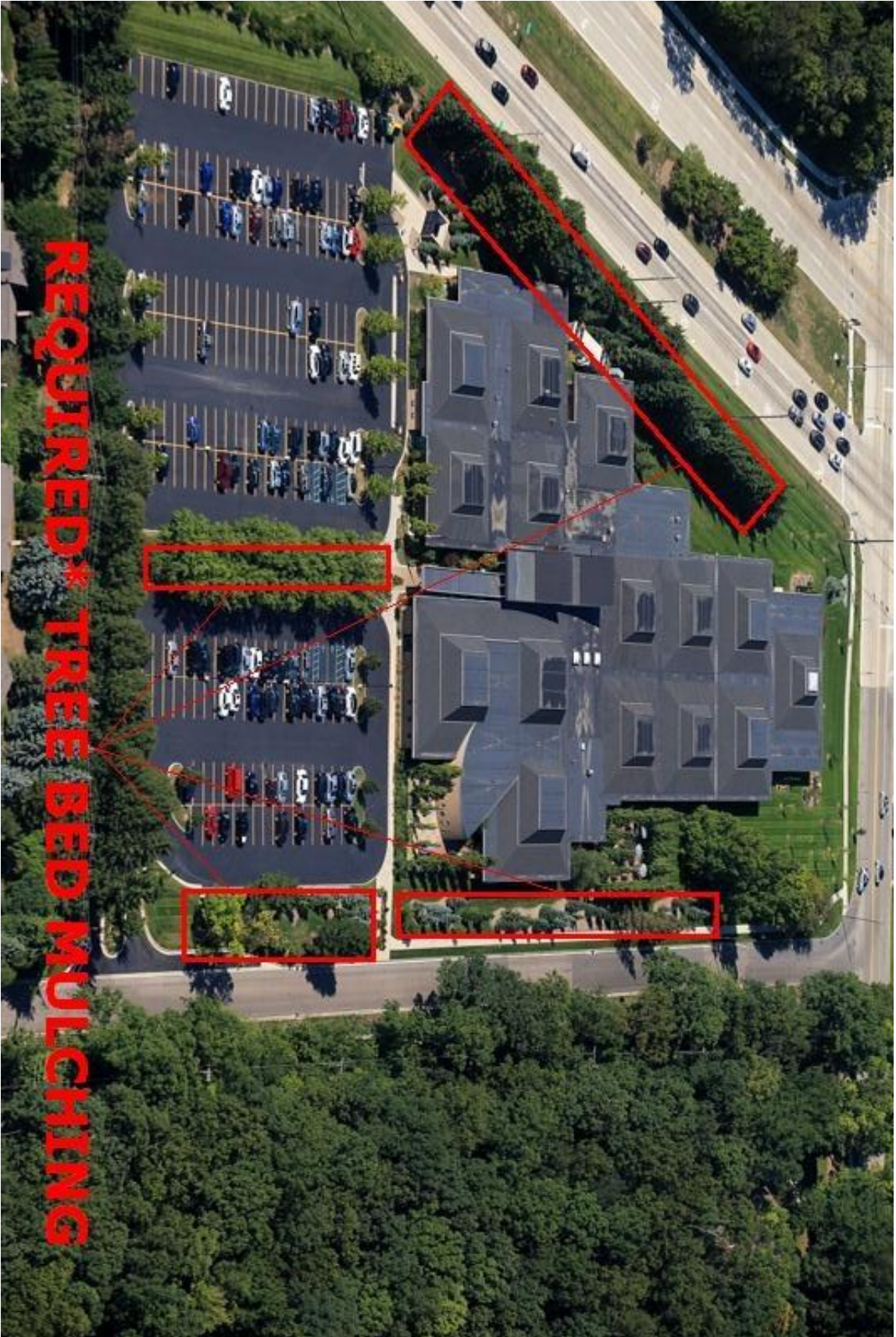
**NEGOTIATION**

All bids submitted will remain firm for a period of one hundred twenty (120) days and valid throughout the life of the contract.

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

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

Bids will be evaluated on the information provided including the completeness of the bid and information supplied.



**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
MEMORANDUM**

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**TO:** Trustees

**FROM:** Tera Moon

**DATE:** November 13, 2018

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

Geraldine Drake, Jim Mumby, Carol Mueller, and I presented to librarians and library workers at the Michigan Library Association annual conference on October 17, 2018 in Novi, MI. We talked about the process that has brought us to this point in our Space Needs project. We each talked about our respective roles in the process and shared ideas for gathering input from the community and for communicating such intense changes to staff and the community.

We anticipate starting phase one of the Spaces project in April 2019. Phase one is moving the Media collection to Adult and Youth Services and converting the space left into an area that patrons can use in a variety of ways including for collaboration and group studying.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
MEMORANDUM**

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**TO:** Trustees

**FROM:** Tera Moon

**DATE:** November 13, 2018

**SUBJECT:** Strategic Plan Update

This is a brief summary of the most current activities related to our strategic plan. A more complete list of accomplishments is included in the memo regarding the discussion to take place at the November board of trustees meeting. I look forward to discussing the library's future with you.

**1. Marketing**

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

**2. Tours**

Another library tour is planned for the winter quarter. The tours continue to attract small but enthusiastic groups.

**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**

This group hasn't met in a while due to changes in personnel. Once the new Adult Services Department Head settles in, we will take up our meetings again and work toward more coordinated and joint programming between departments.

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.

# DECEMBER 2018

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
				12PM English Language Conversation Hour	1 2PM Introduction to Powerpoint	2
3 4:30PM CS -First Animation (Grades 4-8) 7PM Open Lab	4 10AM Tinker Tales 10AM Knit 'n Stitch Circle 2PM 2018 Gale Graduation 3PM Travel Tuesday: Discover the world with our travel databases	5 12:15 PM Friends 10AM Wee ALL Play 4:30PM CS -First Animation (Grades 4-8)	6 10AM Mother Goose Club 11PM Personnel Committee 6:30PM Paperbacks & Snacks	7 10AM Movers and Shakers 12PM English Language Conversation Hour 7PM Dayna Davis Live @ the Library	8 9:30AM – 3:30PM Friends of the Library Second Saturday 11AM Tablet Tales	9
10 11AM Adult /Teen Sensory Storytime 4:30PM CS -First Animation (Grades 4-8) 6:30PM Book Chat 7PM Readers' Club	11 10AM Tinker Tales 11PM Finance Committee 1PM Memoir Writers' Group 2PM Cord Cutting Basics 6PM Intro To Social Networking 7PM Making Sense of Sensory Systems	12 Gale Courses Begin 6:30PM Writers' Rendezvous 6:30 Book Worms	13 11AM Library Tour: Discover Your Library 1PM Digital Download Help 6:30PM My First Book Group 7PM Open Lab	14 12PM English Language Conversation Hour	15 11AM SENSEational Story Time 2PM PowerPoint 2	16
17 10AM Family Story Time No 30 Minute Lunchtime Book Club	18 No Tuesday Book Club 7PM BTPL Board of Trustees Meeting	19 1PM Mystery Book Club .	20 6PM Internet Security 6:30PM Art Lab	21 10AM Coffee &Conversation 12PM English Language Conversation Hour	22	23
24 Closed Christmas Eve 31 New Year's Eve Closes Library Closing at 5:30 p.m. will re-open Wednesday, 1/2 11 AM Countdown to Noon	25 Closed Christmas Library will re-open Wednesday, 12/26 9:30 a.m.	26	27 10AM Eleanor's Book Club 2PM Frozen Sing-Along	28 No English Language Conversation Hour 11AM Sensory-Friendly Movies for Adults and Teens 1PM The Princess Bride: An Interactive Adventure	29	30