



Bloomfield Township Public
Library

**Bloomfield Township Public Library
Board of Trustees**

Library Board Meeting
February 19, 2019
7:00 p.m.
John Rumsey Board Room

Trustees:
libraryboard@btpl.org

Judy Lindstrom, President
Grant Gerhart, Vice President
Sandra Edwards, Secretary
Tom Deska
Eli Greenbaum
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, February 19
7:00 p.m.

<u>#</u>	<u>NUMBERED ITEMS</u>	<u>DATE DELIVERED</u>
1	Agenda	2/15/2019
2a	Request to remove items from the Consent Agenda for Discussion	2/15/2019
2b	Motion to approve the order of items for the regular and consent agendas	2/15/2019
5	Motion to approve remaining Consent Agenda items 6-8d	2/15/2019
6	Regular Board Meeting Minutes of 1/15/2019	2/15/2019
7a	Cash Disbursements	2/15/2019
7b	Revenues/Expenditures Budget Report	2/15/2019
7c	Energy Report	2/15/2019
8a	President's Report– no report	
8b	Director's Report	2/15/2019
8c	Art Committee –no report	
8c	Bloomfield Township Liaison – no report	
8c	Building, Grounds, Landscaping, Interiors Committee – 1/24/2019	2/15/2019
8c	Cranbrook –no report	
8c	Development Committee – 1/17/2019	2/15/2019
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 – 2/13/2019	2/15/2019
8c	Policy Committee –no report	
11a	Grounds and Snow Removal Bid Award	2/15/2019
13	Motion to approve any items removed from the Consent Agenda	2/15/2019

<u>UNNUMBERED ITEMS</u>	<u>DATE DELIVERED</u>
Strategic Plan Update	2/15/2019
Space Needs and Wayfinding Update	2/15/2019
Regular Trust Board Meeting Minutes of 1/15/2019	2/15/2019
Calendar	2/15/2019

AGENDA
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, February 19, 2019
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 January 15, 2019
7. Budget
 - a. Cash Disbursements
 - b. Monthly Revenues & Expenditures
 - c. Energy Report
8. Written Reports:
 - a. President: *Judy Lindstrom
 - 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. Grounds and Snow Removal Bid Award
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, March 19, 2019
16. Executive Session regarding Library Director Performance Review and Contract
17. 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, January 15, 2019

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

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

Administration: Director Carol Mueller, Assistant Director Tera Moon, Administrative Assistant Linden Godlove, and Finance Coordinator Sandi Edwards

Guests: Systems Specialist and Staff Organization Committee Representative (SOC) Tim Perry

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

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

President's Verbal Report:

President Judy Lindstrom remarked about the long meeting ahead. There are many things on the agenda for 2019. She is very excited and looks forward to working with everyone. She expressed hope that all had a wonderful holiday and wished everyone happy New Year's.

Director's Verbal Report:

Director Carol Mueller also voiced the wish that all had a lovely holiday and a happy new year. She expressed enthusiasm for the upcoming projects in 2019. She thanked the Board for their support. She reported that the Friends had record breaking one day Saturday Sale, earning \$4,840.00. Jen Taggart, Youth Services Assistant Department Head, is a speaker in demand regarding the library's special needs services. She is giving a webinar on January 31 called "One Size Does Not Fit All." The Director expressed kudos to Jen for sharing her knowledge and experience with others.

REGULAR AGENDA:

Call to the Public: Tim Perry, representing the SOC, said there was nothing to report. Carol reported the Friends have approved the SOC's request for \$3,500.00 towards the 2019 Library Holiday Party.

UNFINISHED BUSINESS:

10a. Committee Appointments

The Standing Committee Appointments was reviewed by Judy Lindstrom. Judy Lindstrom was changed from the Friends of the Library Liaison to the Myers Scholarship Selection Committee and Sandra Edwards will continue her role as the Friends of the Library Liaison.

NEW BUSINESS:

11 a. Fines & Fees FY 2019/2020

The Department Heads and Administration conducted the annual review of the Library's Fines and Fees schedule in preparation for completing the FY 2019/2020 library budget. This schedule is the summary table of the restrictions and costs associated with borrowing library materials and use of library services at Bloomfield Township Public Library. All items on this schedule were carefully reviewed for relevant changes to recommend. Several changes were suggested this year for the Board's consideration to implement at the start of the next fiscal year on April 1, 2019.

The Department Heads and Administration vigorously discussed again offering automatic renewals to residents this year. The service is not recommended at this time for several reasons. This idea will be discussed again in fall, 2019.

Director Mueller also reviewed other changes that will be reflected on the Fines and Fees schedule.

Upon discussion, a motion was made by Grant Gerhart, seconded by Eli Greenbaum **THAT THE FY 2019/2020 SCHEDULE OF FINES & FEES BE APPROVED AS PRESENTED WITH IMPLEMENTATION TO BEGIN ON APRIL 1, 2019.**

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

11b. Bank Signatories

With the recent changes in officers on the Bloomfield Township Public Library Board of Trustees, a resolution to approve a change in bank signatories is needed. As per the procedure required by financial institutions, a copy of a duly signed board resolution is required for bringing change to the bank account authorized signatories. The resolution authorizes the following persons to sign on behalf of the Library, issue orders for payment or withdrawal of money:

Judy Lindstrom, Trustee/President
Sandra Edwards, Trustee/Secretary
Carol Mueller, Library Director
Tera Moon, Assistant Library Director
Sandra Bird, Finance Coordinator
Brian Kepes, Bloomfield Township Treasurer

Leo Savoie, Bloomfield Township Supervisor
Janet Roncelli, Bloomfield Township Clerk
Teresa Renaud, Bloomfield Township Deputy Treasurer

This resolution will need to be updated again when officers of the Library Board of Trustees change, when changes in the positions of Library Director, Assistant Library Director or Finance Coordinator occur or when changes in the Bloomfield Township Public Officials occur.

Upon discussion, a motion was made by Sandy Edwards, seconded by Tom Deska **TO APPROVE THE RESOLUTION AUTHORIZING SIGNATURES, INCLUDING FACSIMILE SIGNATURES, FOR BANKING SERVICES ON BEHALF OF THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY AS PRESENTED, EFFECTIVE JANUARY 1, 2019.**

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

OTHER:

Sandy Edwards gave her report on the Friends of the Library. The Friends Board Meeting was held on Wednesday, January 9. Tim Perry attended on behalf of the SOC and thanked the Friends for their support of the 2018 Library Holiday Party. He also requested \$3,500.00 for 2019 Library Holiday Party. New Adult Services Department Head Laura Kraly was introduced. The Friends Board is recruiting three new members, as suggested by their bylaws. Sandy Edwards reported that the Friends had made \$3,365.00 for December book sale. The Friends reviewed the wish list requests. Wish list items will be voted at the next Friends Board Meeting on Wednesday, February 6, 2019.

Judy Lindstrom reminded all that Thursday, January 17 is the date for the Development Committee meeting and the Building and Grounds Committee will meet on Thursday, January 24.

Grant Gerhart remarked on video game rental and inquired about the library's collection.

Sandy Edwards commented that, in an effort towards advocacy, she would like to go forward to contact the new senators and representatives to visit the Library, possibly for morning coffee and a tour. There was a conversation of inviting the Oakland County Board of Commissioners. There will be a discussion at the Development Committee meeting about student representatives.

The next Library Board Meeting will be Tuesday, February 19 at 7 p.m. There will be a discussion of the grounds bid as well as the Director's Evaluation.

At 7:28 p.m. President Judy Lindstrom adjourned the meeting.

Submitted by:

Sandra Edwards

Sandra Edwards, Secretary

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

Cash Disbursements Comments

February 2019

New Vendors:

None

General Fund Advance

- Check #19334 payable to Bloomfield Township in the amount of \$682.89 is payment for water and sewer fees from 11/19 – 12/18/2018.
- Check #19347 payable to the Zingerman's Training Inc. in the amount of \$1,750.00 is payment for a speaker's fee for Staff Development Day.

General Fund

- Check #19370 payable to Bloomfield Township in the amount of \$296,749.29 is payment for two payrolls, including FICA, HRA contributions, pension, etc. as usual.
- Check #19379 payable to Frank Rewold and Son, Inc. in the amount of \$234,846.56 is payment for lower level and restroom renovations, 97% complete.
- Check #19380 payable to Goldner Walsh Nursery, Inc. in the amount of \$13,050.00 is payment for the annual garden certificate.
- Check #19392 payable to the Michigan Library Association in the amount of \$330.00 is payment for two memberships and Spring Institute Conference attendance.
- Check #19400 payable to Presidio Network Solutions Group, LLC in the amount of \$5,554.49 is payment for the Library's Cisco network support.
- Check #19401 payable to Professional Engineering Association, Inc. in the amount of \$5,826.65 is payment for west side water remediation investigation.
- Check #19403 payable to Quinn Evans Architects in the amount of \$34,864.20 is payment for Library interior design and project management services.

- Check #19408 payable to Sentinel Technologies, Inc. in the amount of \$32,742.00 is payment for our new telephone system.
- Check # 19413 payable to The Library Network in the amount of \$4,225.17 is payment for internet services and books.
- Check #19420 payable to the United States Postal Service in the amount \$6,000.00 is payment for postage for the quarterly newsletter.
- Check #19421 payable to Vigilante Security in the amount of \$4,849.50 is payment for a water detection system.

Gift Fund

- Check #5016 payable to the Community Foundation of Southeast Michigan in the amount of \$100.00 is a contribution to the Library's Endowment Fund in memory of Walter Cohen.
- Check #5020 payable to Temple Beth El in the amount of \$700.00 is payment for use of meeting space for our Everyone's Reading author visit.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

CHECK REGISTERS

FOR THE MONTH OF JANUARY 2019

Check #	Date	Payee	Cash Account	Amount
General Fund				
ADVANCE CHECKS:				
19333	1/9/19	AMAZON.COM	106.01	3,096.35
19334	1/9/19	BLOOMFIELD TOWNSHIP	106.01	682.89
19335	1/9/19	CAR TRUCKING, INC.	106.01	199.50
19336	1/9/19	Martha McGee	106.01	305.39
19337	1/9/19	TERMINIX PROCESSING CTR.	106.01	123.00
19338	1/9/19	THYSSENKRUPP ELEVATOR CORP	106.01	870.41
19339	1/9/19	Killian Weston	106.01	47.12
19340	1/15/19	APPLIED IMAGING	106.01	462.81
19341	1/15/19	XFINITY	106.01	158.09
19342	1/15/19	Martha McGee	106.01	115.28
19343	1/15/19	PACIFIC TELEMAGEMENT SERVICES	106.01	78.00
19344	1/16/19	FLAGSTAR BANK	106.01	10,072.26
19345	1/23/19	PETTY CASH - BTPL	106.01	135.20
19346	1/23/19	DTE ENERGY	106.01	15,419.20
19347	1/23/19	ZINGERMAN'S TRAINING INC.	106.01	1,750.00
19348	1/29/19	AT&T	106.01	473.54
19349	1/29/19	CONSUMERS ENERGY	106.01	5,466.10
19350	1/29/19	Nicole Gillies	106.01	17.79
19351	1/29/19	Andrea Lebeck	106.01	48.44
19352	1/29/19	Martha McGee	106.01	48.62
19353	1/29/19	PRINCIPAL LIFE INS CO-SBD GRANDE ISLAND	106.01	785.27
19354	1/29/19	VERIZON WIRELESS	106.01	202.96
19355	1/29/19	VOID	106.01	
19356	1/29/19	Karrie Yukon	106.01	49.61
19357	1/29/19	AMAZON.COM	106.01	2,037.03
19358	2/6/19	PETTY CASH - BTPL	106.01	139.15
19359	2/6/19	CAR TRUCKING, INC.	106.01	199.50
19360	2/6/19	Elizabeth Clauder	106.01	175.05
19361	2/6/19	Shayna Houghton	106.01	99.45
19362	2/6/19	PACIFIC TELEMAGEMENT SERVICES	106.01	78.00
19363	2/6/19	T MOBILE	106.01	29.40
19364	2/6/19	TERMINIX PROCESSING CTR.	106.01	123.00
19365	2/6/19	VIGILANTE SECURITY	106.01	1,950.00
Total				<u>41,459.67</u>
REGULAR CHECKS:				
19366	2/8/19	ACE LAWN CARE & SNOW REMOVAL	106.01	3,446.25
19367	2/8/19	ASSA ABLOY ENTRANCE SOLUTIONS	106.01	719.58
19368	2/8/19	BAKER & TAYLOR, INC.	106.01	9,823.06
19369	2/8/19	BLACKSTONE AUDIO, INC.	106.01	45.00
19370	2/8/19	BLOOMFIELD TOWNSHIP	106.01	296,749.29
19371	2/8/19	BOOK BEAT	106.01	188.70
19372	2/8/19	BUTZEL LONG	106.01	1,017.50
19373	2/8/19	CDW GOVERNMENT, INC.	106.01	602.68
19374	2/8/19	CENGAGE LEARNING/GALE	106.01	1,554.71
19375	2/8/19	CENTRAL BUSINESS SYSTEMS, INC.	106.01	541.30
19376	2/8/19	DEMCO, INC.	106.01	303.97
19377	2/8/19	DU ALL CLEANING, INC	106.01	5,760.00
19378	2/8/19	ENVISIONWARE, INC.	106.01	1,546.00
19379	2/8/19	FRANK REWOLD AND SON, INC.	106.01	234,846.56
19380	2/8/19	GOLDNER WALSH NURSERY, INC.	106.01	13,050.00
19381	2/8/19	INGRAM LIBRARY SERVICES	106.01	284.88
19382	2/8/19	INNOVATIVE INTERFACE, INC	106.01	5,941.50
19383	2/8/19	JANWAY COMPANY	106.01	114.31
19384	2/8/19	KTD COMMUNICATIONS	106.01	365.00
19385	2/8/19	LJ ROLLS REFRIGERATION CO., INC	106.01	11,889.12
19386	2/8/19	MANGO LANGUAGES	106.01	1,909.63

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

CHECK REGISTERS

FOR THE MONTH OF JANUARY 2019

Check #	Date	Payee	Cash Account	Amount
19387	2/8/19	MIDWEST COLLABORATIVE for LIB. SVCS	106.01	327.60
19388	2/8/19	MERGENT, INC.	106.01	619.00
19389	2/8/19	MICHIGAN OPERA THEATRE	106.01	600.00
19390	2/8/19	MICROMARKETING LLC	106.01	1,158.00
19391	2/8/19	MIDWEST TAPE	106.01	20,977.31
19392	2/8/19	MICHIGAN LIBRARY ASSOCIATION	106.01	330.00
19393	2/8/19	CLIFF MONEAR	106.01	1,200.00
19394	2/8/19	MORNINGSTAR, INC.	106.01	185.00
19395	2/8/19	NATIONAL SIGN COMPANY	106.01	975.00
19396	2/8/19	NICHOLS/NETWORK SERVICES CO	106.01	1,554.84
19397	2/8/19	OMNIGRAPHICS	106.01	216.90
19398	2/8/19	OVERDRIVE	106.01	8,294.13
19399	2/8/19	PENGUIN RANDOM HOUSE LLC	106.01	145.00
19400	2/8/19	PRESIDIO NETWORK SOLUTIONS GROUP, LLC	106.01	5,554.49
19401	2/8/19	PROFESSIONAL ENGINEERING ASSOC., INC.	106.01	5,826.65
19402	2/8/19	PROQUEST-CSA LLC	106.01	1,227.20
19403	2/8/19	QUINN EVANS ARCHITECTS	106.01	34,864.20
19404	2/8/19	RECORDED BOOKS, LLC	106.01	41.60
19405	2/8/19	RED BOOKS LLC	106.01	3,077.55
19406	2/8/19	THE ROWMAN & LITTLEFIELD PUBLISHING GRP	106.01	449.50
19407	2/8/19	SALEM PRESS, INC.	106.01	202.50
19408	2/8/19	SECANT	106.01	970.00
19409	2/8/19	SENTINEL TECHNOLOGIES, INC.	106.01	32,742.00
19410	2/8/19	SHOWCASES	106.01	1,337.04
19411	2/8/19	SMART APPLE MEDIA	106.01	871.24
19412	2/8/19	THE BOOK FARM, INC.	106.01	505.20
19413	2/8/19	THE LIBRARY NETWORK	106.01	4,225.17
19414	2/8/19	THE LIBRARY STORE, INC.	106.01	640.46
19415	2/8/19	THOMSON REUTERS	106.01	5.46
19416	2/8/19	UNIQUE MANAGEMENT SERVICES, INC.	106.01	456.45
19417	2/8/19	THE UNIVERSITY OF CALIFORNIA BERKELEY	106.01	172.58
19418	2/8/19	UNIVERSITY OF MICHIGAN	106.01	9.00
19419	2/8/19	UNIVERSITY OF WISCONSIN	106.01	300.00
19420	2/8/19	UNITED STATES POSTAL SERVICE	106.01	6,000.00
19421	2/8/19	VIGILANTE SECURITY	106.01	4,849.50
19422	2/8/19	WALLACEBURG BOOKBINDING & MFG	106.01	191.25
19423	2/8/19	WORLD BOOK, INC.	106.01	399.00
Total				<u><u>732,199.86</u></u>

Gift Fund

ADVANCE CHECKS:

5013	1/23/19	MATTHEW THOMPSON	102.03	500.00
5014	1/29/19	AMAZON.COM	102.03	<u>136.10</u>
Total				<u><u>636.10</u></u>

REGULAR CHECKS:

5015	2/8/19	BAKER & TAYLOR	102.03	148.88
5016	2/8/19	COMMUNITY FOUNDATION - SE MICH.	102.03	100.00
5017	2/8/19	ENGLISH GARDENS	102.03	150.00
5018	2/8/19	JANWAY COMPANY	102.03	158.67
5019	2/8/19	OVERDRIVE, INC.	102.03	622.88
5020	2/8/19	TEMPLE BETH EL	102.03	<u>700.00</u>
Total				<u><u>1,880.43</u></u>

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

7b

Ten Months 83%

		2018-2019	2018-2019			Ten Months	83%
ACCOUNT	ACCOUNT	ADOPTED BUDGET	AMENDED BUDGET	REVENUE/EXPENSE	REVENUE/	% OF	
NUMBER	NAME	AS OF	AS OF	CURRENT	EXPENSE	BUDGET	
		MARCH 20, 2018	DEC 18, 2018	MONTH	YTD	YTD	VARIANCE
<u>Revenues</u>							
410.01	Taxes	\$7,095,067	\$7,095,067	\$4,430,549	\$4,429,476	62.43%	(\$2,665,591)
420.01	Penal Fines	\$85,021	\$85,021	(\$1)	\$85,882	101.01%	\$861
422.01	State Aid	\$26,860	\$26,860	\$0	\$30,118	112.13%	\$3,258
430.01	Circulation Fines & Fees	\$100,000	\$100,000	\$7,894	\$69,664	69.66%	(\$30,336)
	Charges for Services	\$13,800	\$13,800	\$1,760	\$12,250	88.76%	(\$1,550)
	Investment earnings	\$79,000	\$79,000	\$28,201	\$211,722	268.00%	\$132,722
	Miscellaneous	\$13,497	\$13,497	\$313	\$16,851	124.85%	\$3,354
Total Revenues		\$7,413,245	\$7,413,245	\$4,468,716	\$4,855,962	65.50%	(\$2,557,283)
<u>Expenditures</u>							
	Personnel	\$4,119,114	\$6,203,114	\$2,380,584	\$5,466,138	88.12%	(\$736,976)
	Library Services	\$875,133	\$875,133	\$64,002	\$638,095	72.91%	(\$237,038)
	Facilities & Equipment	\$1,109,615	\$1,109,615	\$55,136	\$809,136	72.92%	(\$300,479)
	Other Operating Expenditures	\$3,022,865	\$3,022,865	\$348,244	\$761,516	25.19%	(\$2,261,349)
Total Expenditures		\$9,126,727	\$11,210,727	\$2,847,965	\$7,674,884	68.46%	(\$3,535,843)
	Fund Balance - Beginning	\$12,889,674	\$12,889,674		\$12,889,674		
	Net revenue (expenditure)	(\$1,713,482)	(\$3,797,482)		(\$2,818,922)		
	Fund Balance - Ending	\$11,176,192	\$9,092,192		\$10,070,752		

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 \$2,940,000 the 12/18/18 60% OPEB obligation plus \$1,335,446 for capital improvements)	\$6,812,628	\$4,728,628
Unassigned Fund Balance (is the unplanned emergency amount)	\$100,000	\$100,000

Bloomfield Township Public Library
2018-2019 Gift Fund Budget

PRESENTED: FEBRUARY 19, 2019 FOR THE MONTH OF: JANUARY, 2019

Ten Months 83%

ACCOUNT NUMBER	ACCOUNT NAME	2018-2019 ADOPTED BUDGET AS OF MAR 20, 2018	2018-2019 AMENDED BUDGET AS OF FEB 19, 2019	REVENUE/ EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	VARIANCE
	<u>Revenues</u>						
	Gift Income	\$500	\$55,939	\$297	\$55,939	100.00%	\$0
454.03	Investment Earnings	\$200	\$200	\$11	\$139	69.53%	(\$61)
460.03	Miscellaneous Revenue	\$0	\$0	\$0	\$0	0.00%	\$0
	Total Revenues	\$700	\$56,139	\$308	\$56,078	99.89%	(\$61)
	<u>Expenditures</u>						
	Library Services	\$56,425	\$76,357	\$1,644	\$40,901	53.57%	(\$35,456)
	Facilities & Equipment	\$30,202	\$46,117	\$623	\$28,285	61.33%	(\$17,832)
	Other Operating Expenditures	\$98,891	\$118,483	\$263	\$22,086	18.64%	(\$96,397)
	Total Expenditures	\$185,518	\$240,957	\$2,530	\$91,273	37.88%	(\$149,684)
	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)		(\$35,195)		
	Fund Balance - Ending	\$200	\$200		\$149,824		

Bloomfield Township Public Library
Asset Allocation Summary
January 2019

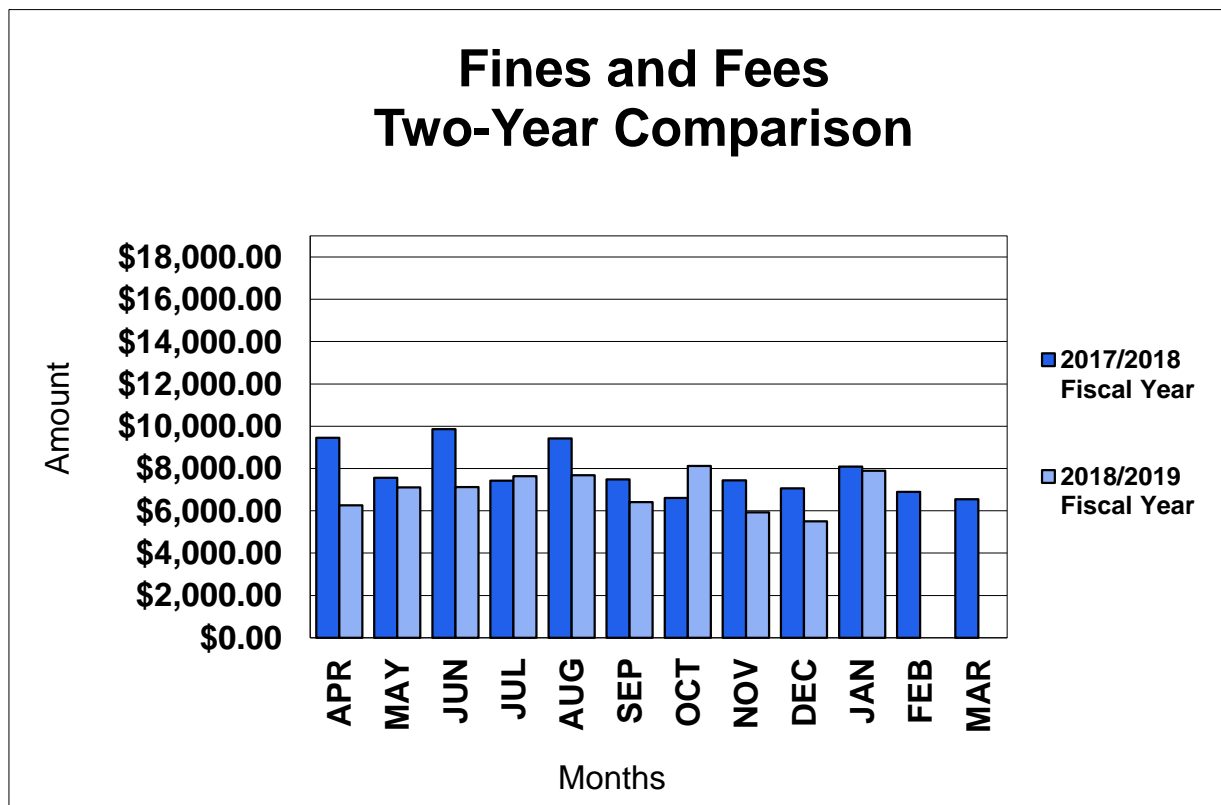
Fund	Type	Annual Yield	Date	Amount on Hand
General Fund				
	5th 3rd Checking (Ecommerce)	0.00%	1/31/2019	\$69,628.11
	Flagstar Public Funds Savings	1.40%	1/31/2019	\$191,338.63
	Flagstar Premier Public Entities Checking	0.70%	1/31/2019	\$23,806.48
	RBC Capital Cash/Money Market	1.20%	1/31/2019	\$2,001.64
	RBC Capital - Investments	3.03%	1/31/2019	\$10,494,170.23
Total General Fund				\$10,711,316.98
Please see General Fund budget for notes on how this amount is earmarked				
Gift Fund				
	Huntington Public Fund Business Interest Checking	0.15%	1/31/2019	\$84,729.65
	Huntington CD (Charnov gift) - matures 02/04/2020	2.20%	1/31/2019	\$50,000.00
	Fifth Third Bank Business Standard Checking	0.00%	1/31/2019	\$9,339.82
Total Gift Fund				\$144,069.47

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

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

FINES AND FEES - TWO-YEAR COMPARISON

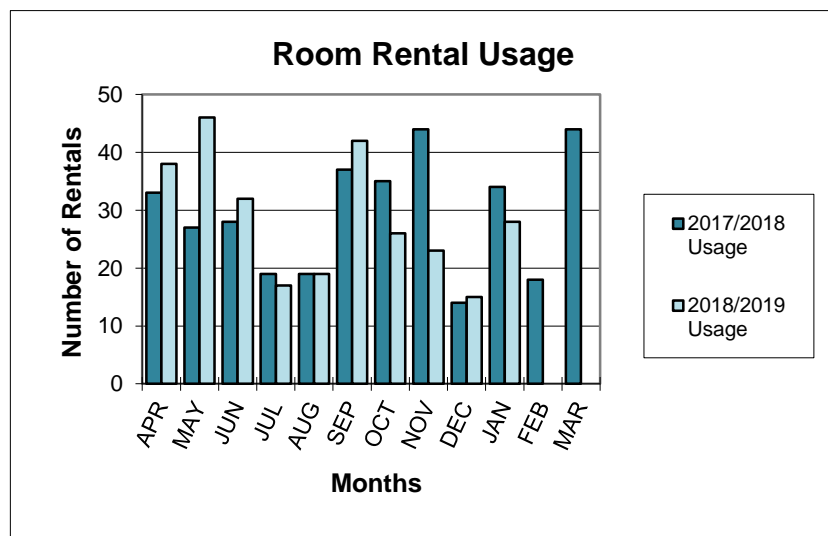
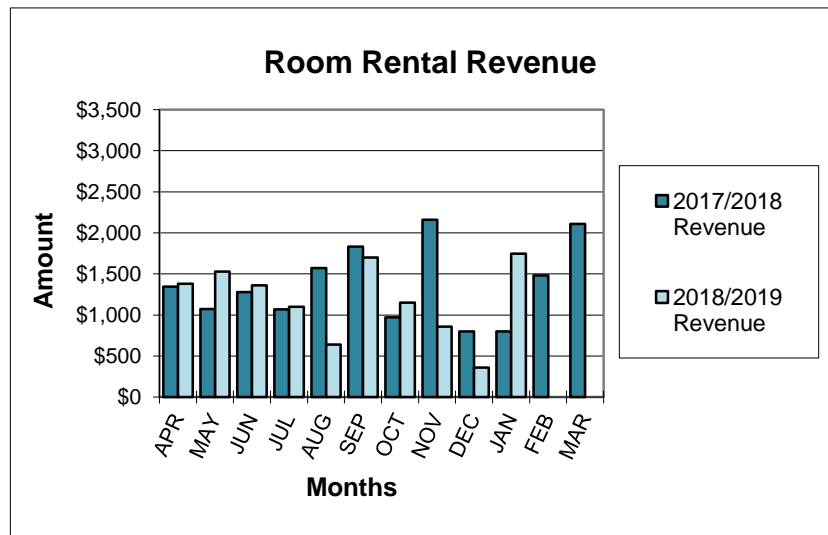
Month	2017/2018 Fiscal Year	2018/2019 Fiscal Year	Difference
APR	\$9,449.79	\$6,256.90	(\$3,192.89)
MAY	\$7,559.45	\$7,103.51	(\$455.94)
JUN	\$9,866.26	\$7,120.68	(\$2,745.58)
JUL	\$7,426.47	\$7,638.21	\$211.74
AUG	\$9,421.94	\$7,679.75	(\$1,742.19)
SEP	\$7,488.29	\$6,412.82	(\$1,075.47)
OCT	\$6,607.58	\$8,128.01	\$1,520.43
NOV	\$7,444.84	\$5,927.20	(\$1,517.64)
DEC	\$7,059.80	\$5,503.01	(\$1,556.79)
JAN	\$8,097.85	\$7,894.37	(\$203.48)
FEB	\$6,896.75		(\$6,896.75)
MAR	\$6,549.10		(\$6,549.10)
			YTD Difference
TOTAL	\$93,868.12	\$69,664.46	(\$24,203.66)



ROOM RENTAL - TWO-YEAR COMPARISON

7b

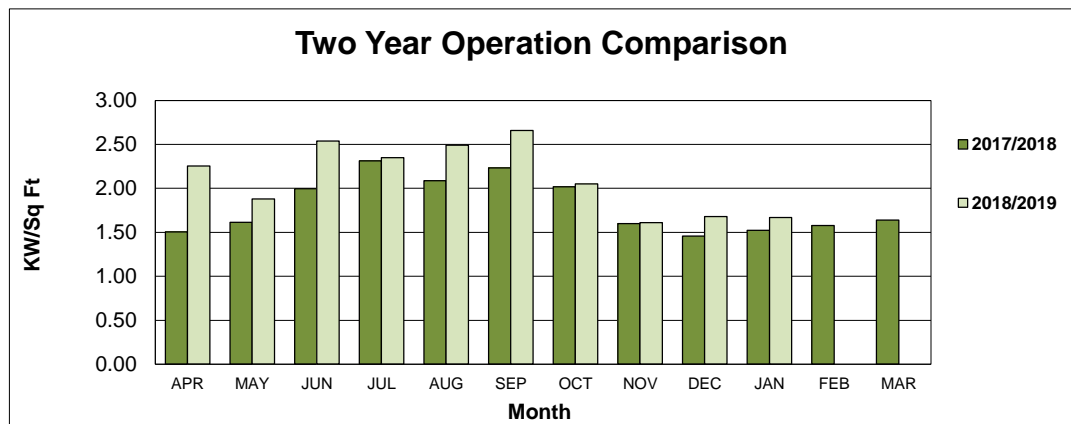
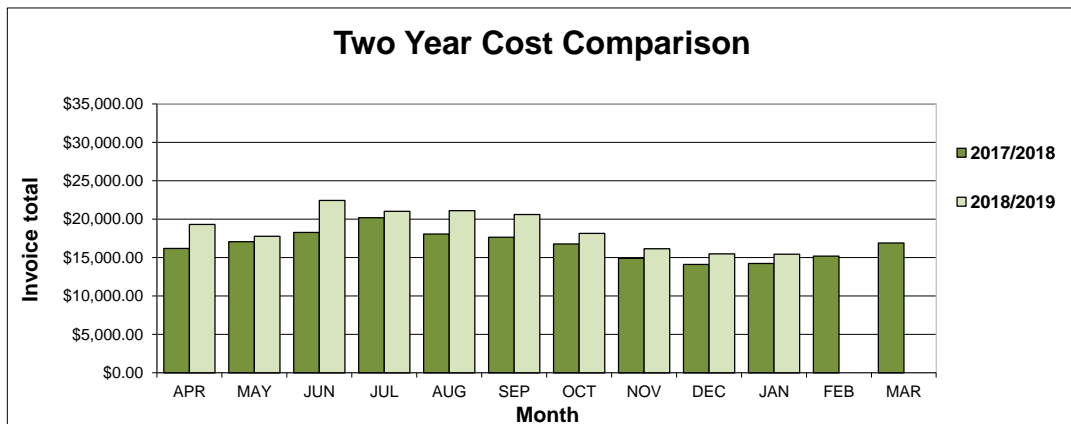
<u>Month</u>	2017/2018 <u>Revenue</u>	2018/2019 <u>Revenue</u>	<u>Difference</u>	2017/2018 <u>Usage</u>	2018/2019 <u>Usage</u>	<u>Month</u>
APR	\$1,345.50	\$1,380.00	\$34.50	33	38	APR
MAY	\$1,074.00	\$1,530.00	\$456.00	27	46	MAY
JUN	\$1,281.00	\$1,360.00	\$79.00	28	32	JUN
JUL	\$1,070.00	\$1,100.00	\$30.00	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	\$860.00	(\$1,300.00)	44	23	NOV
DEC	\$800.00	\$360.00	(\$440.00)	14	15	DEC
JAN	\$800.00	\$1,746.00	\$946.00	34	28	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	\$11,826.00	(\$4,667.50)	352	286	



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	\$16,157.32	\$1,257.86	162,750	\$0.10	226.04	1.61	\$22.44	\$0.16
DEC	\$14,103.39	\$15,467.14	\$1,363.75	169,820	\$0.09	228.25	1.68	\$20.79	\$0.15
JAN	\$14,243.92	\$15,419.20	\$1,175.28	168,490	\$0.09	226.47	1.67	\$20.72	\$0.15
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	\$187,419.82	(\$12,049.93)						



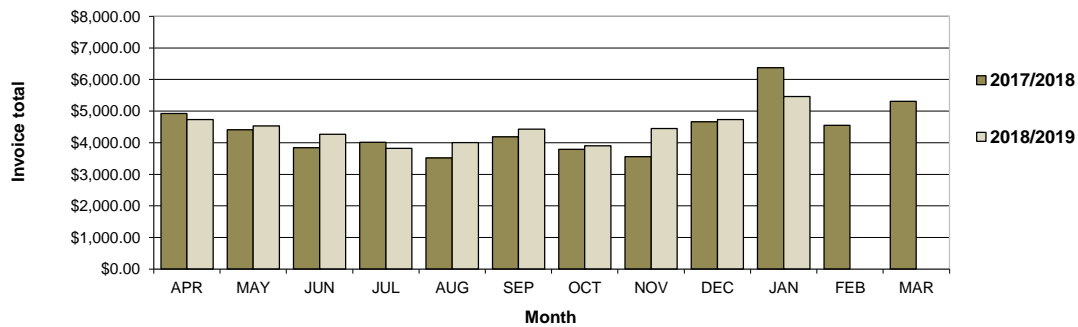
Bloomfield Township Public Library Natural Gas Analysis

Building Area = 101,023

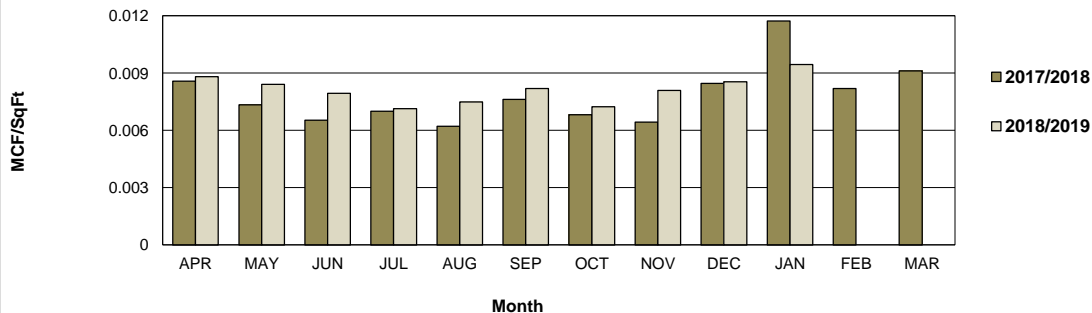
1 Cu. Ft. = 1000 BTU

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	\$4,449.79	\$897.05	817.7	\$5.44	720	1.14	0.008	6.18	0.043
DEC	\$4,656.43	\$4,727.64	\$71.21	862.5	\$5.48	744	1.16	0.009	6.35	0.046
JAN	\$6,369.63	\$5,466.10	(\$903.53)	954.6	\$5.73	744	1.28	0.009	7.35	0.053
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	\$44,332.52	(\$8,794.65)							

Two Year Cost Comparison

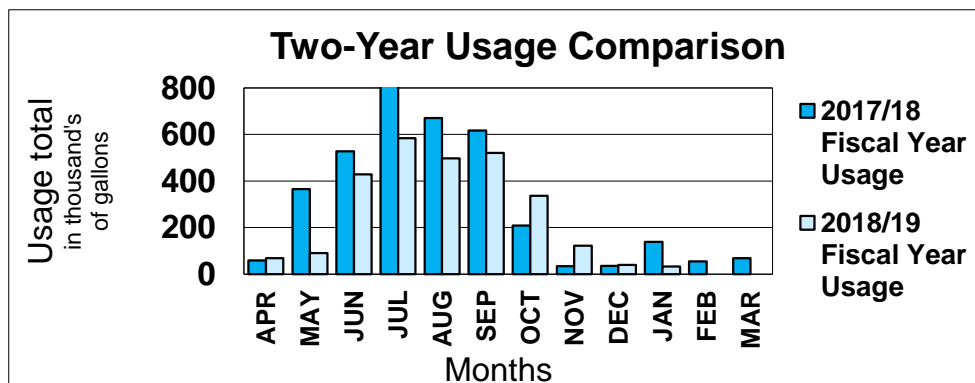
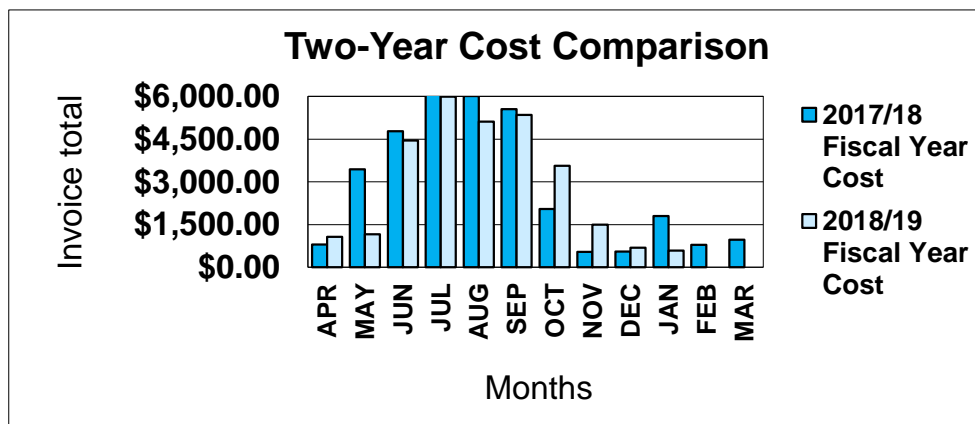


Two Year Operation Comparison



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	\$1,491.00	\$950.24	34	122	88
DEC	\$552.89	\$682.89	\$130.00	35	40	5
JAN	\$1,802.28	\$585.94	(\$1,216.34)	138	33	(105)
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>\$29,450.67</u>	<u>(\$5,184.64)</u>	<u>3,607</u>	<u>2,721</u>	<u>(886)</u>



BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**LIBRARY BOARD OF TRUSTEES
MONTHLY DIRECTOR'S REPORT****February, 2019**

New Staff Organization Committee (SOC) representatives for FY 2019/2020 were elected by library staff at the February 14 All Staff Meeting. Our new SOC representatives are Anna Pelepchuk, (continuing on for a second year), Nicole Gillies and Paul Zink. I am very grateful that they volunteered to serve in this role. Our outgoing SOC representatives are Ed Niemchak and Tim Perry, to whom we extend our sincere thanks for a wonderful year. Anna, Nicole and Paul begin as our new SOC representatives on April 1, 2019.

The Friends of the Library, at their February 6 meeting, approved ALL 7 items on the Library's current Wish List. Their very generous gift totaled over \$20,050.00 and provides funding for programs, including \$5,000 in seed money for our 2020 "In Motion" series of programs, wonderful additions to the Library collections and so much more! Many, many thanks to our hardworking and generous Friends!

The 2019 Everyone's Reading program brings author Adriana Trigiani to town. Come meet the author on Tuesday, April 2 at 7:00pm at Temple Beth El or on Wednesday, April 3 at 7:00pm at Adat Shalom Synagogue. Tickets will be available beginning Monday, March 4. Bloomfield Township residents are eligible for two tickets per library card per household to one of the two speaking engagements. Register by calling or visiting the Library's Adult Services desk or reserve online at www.btpl.org beginning March 4.

Just a reminder that the Library will be closed on Friday, March 8 for our water main repair. The Library will reopen as scheduled on Saturday, March 9 at 9:30am.

Per the Open Meetings Act, I am requesting that the discussion regarding the Library Director Performance Review and Contract be held in closed session. If any action needs to be conducted, it can be approved when the regular meeting is re-convened to adjourn the Board meeting.

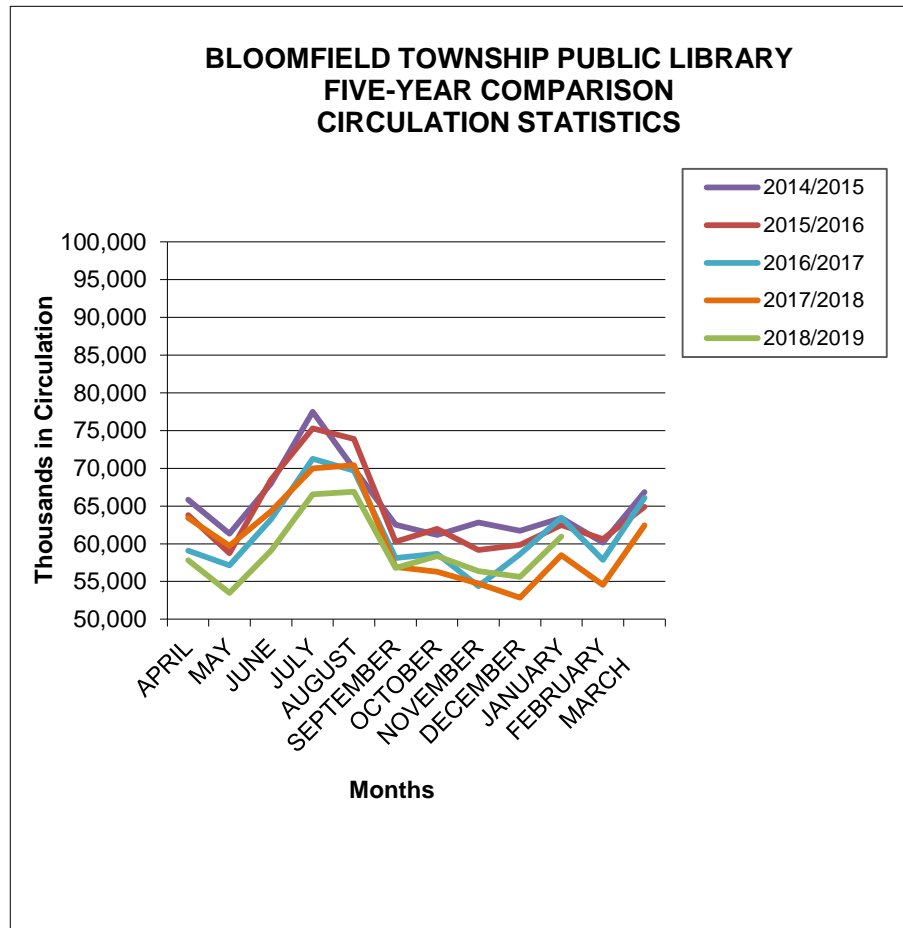
Respectfully Submitted,

*Carol Mueller
Director*

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
FIVE YEAR CIRCULATION**

2/12/2019

	<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	56,357
DECEMBER	61,726	59,871	58,628	52,859	55,615
JANUARY	63,404	62,491	63,455	58,510	60,945
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	591,962



	2018		2019	
COLLECTION				
Book Collection:	270,319		250,471	
Media Collection:	61,430		59,819	
Total e-books:	13,270		15,630	
Overdrive	9,574		11,169	
EBSCOhost	0		0	
Total downloadable audiobooks:	5,345		5,971	
Materials Total:	350,364		331,891	
CIRCULATION				
Circulation Total:	58,510		60,945	
Bloomfield Township Circulation:	54,426		56,751	
Virtual Circulation Total	10,394		12,019	
Circulation of Youth materials:	19,147		20,862	
Circulation of Media:	17,356		16,435	
Circulation of Cranbrook passes:	164		188	
Self-checkout machine use:	22,240	38.0%	21,852	35.9%
Library by Mail:	66	32 patrons	35	29 patrons
BUILDING & EQUIPMENT USAGE				
Door Count:	19,616	*^	17,296	*^^**
Gate Count:	27,745		26,696	
Meeting rooms by public:	34		28	
Meeting rooms by staff:	75		98	
VIRTUAL USE				
Home page hits:	35,159		34,145	
e-book access:	2,740		3,238	
Overdrive	2,724		3,228	
EBSCOhost	16		10	
Audiobook access: (Overdrive)	1,303		1,775	
Freegal music download access:	1,063		1,000	
Freegal music streaming:	2,617		2,289	
Magazine download access:	861		1,436	
Hoopla access:	1,810		2,291	
Tutor.com sessions:	87		145	
Library Computer Use				
Resident Use	1,221		1,219	
Guest Use	702		591	
*Library closed January 1 for New Year's Day				
^Library closed early Jan. 6, 2018 due to broken water pipe				
^^Library closed Jan. 21, 2019 due to building problem				
**Library closed early Jan. 28, 2019 due to inclement weather				

[illegible]

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

Bloomfield Township Public Library
Oakland County, Michigan
Thursday, January 17, 11 a.m.

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

Administration: Library Director Carol Mueller; Assistant Director Tera Moon; Administrative Assistant Linden Godlove; Youth Services Department Head Marian Rafal; Adult Services Librarian Shayna Houghton; Volunteer Nancy Kulish

Old Business:

2019 Photo Contest: *Light and Dark*

Brochures for the photo contest were distributed and extra brochures were made available for the Board to share. This year, the SOC is supporting a Staff Photo Contest of the same theme, concurrent with the public contest. The Staff Photo Contest will likely have a reception at the end of March. For the Library Photo Contest, the categories will be the same as previous years: Best in Show, People's Choice, Children (up to 12), Teen (13-18), and Adult (19 and over). For prizes, Judy Lindstrom has procured items from Woodward Camera, which includes a FujiFilm FinePix waterproof camera, and two "shoebox" scans that will convert hard copies of photographs into digital files. There was some discussion on the distribution of the prizes and the age appropriateness. Five Roberts Restaurants gift cards are intended to be acquired. Librarian Shayna Houghton will approach Toyology to see if they are willing to donate gift cards. Judy Lindstrom will acquire ribbons for the winners. The judges are pleased to participate again in this contest. All photo submissions will be judged on Tuesday, April 2 at 11:00 a.m.

For promotion, flyers are out and are being distributed at the schools. *The Eagle* contacted the Library for a feature article. There was discussion about further promotion at local schools, Senior Centers, and at the Township reception area. It was suggested that previous contest entrants be contacted again about this year's contest. Paul Zink has found a way to restrict the online voting for "People's Choice." To vote at the Library, there will be a ballot.

The reception is Saturday, April 14, 2-4 p.m. with the winners announced at 3 p.m. This will be at the end of National Library Week. There also is a Friends second Saturday sale at the Library that day. The winners will be personally invited, but not notified of their win. There will be a slideshow on the projection screen with the submissions. The winning photos will be printed and displayed. Judy Lindstrom will be the emcee. The Trustees will unveil the photo winners and also assist in getting the cordless microphone to the winners so that they can speak if they wish to. There will be some prompts of questions to ask the winners. Nino Salvaggios will be approached for refreshments. Linden Godlove will undertake the decorations.

The Best in Show winning photographs from the previous two photo contests are on display in the staff hallway. There was discussion of moving the winning photos from the staff hallway to the Library Café or the Administration hallway.

The Board agreed that the Photo Contest is a great way to involve the community and all hope that it continues to grow.

New Business:**2020 – “In Motion” events**

There was some brainstorming about the idea of “in motion,” and it was speculated that it could be any number of things, mental or physical. Firetrucks, slot cars, an auto show, paper airplane contests, kite flying, filmmaking, interactive music, dancing, and other activities were mentioned. There was much emphasis on programs being hands-on and for all ages.

For the main event, the money raised will go towards STEM kits in the Youth and Adult Departments. The best time of year for the event was speculated, and whether it should include outdoors spaces, if it should fill the Library (including meeting rooms), and other possibilities. It was decided that the main event would be called “Night at the Library” rather than “Gala” to establish that brand.

It was also agreed that the Read-a-thon needs to be at a different time of year, but nothing was concluded. Marian Rafal will start looking for suitable books for the read-a-thon. A date will be decided at the next Development Committee meeting.

The photo contest will be repeated in April of 2020. The 2020 summer reading program theme is “Imagine your Story.”

Other:

Baldwin Public Library and Rochester Hills Public Library have had very successful big events. There was discussion of how events at Bloomfield Township Public Library could be more successful. There was speculation on involving members of the community, which included having a millennial on the committee board, outreach to community corporate entities, creating an advisory board or an honorary committee, creating a leadership group that directly supports marketing activities, and other ideas. The board wondered if past board applicants could be approached for involvement. Rochester Hills Public Library has a huge Friends organization with many active members who are interested in supporting that library in ways other than book sales. Baldwin Public Library involves business members of the community. It was agreed that a signature event builds recognition, so having a more consistent brand for the “gala” would help with this.

The committee was very interested in getting the perspective of students. Librarian Ed Niemchak has partnered with a local school to get student volunteers. In May, Cranbrook has a senior project and a student comes to the Library to volunteer for a week. The Library has a small teen advisory board. Sara Claire Myers was mentioned as a possibility to approach. Shayna Houghton will ask Ed about having the teen volunteers attend the next Development Committee Meeting.

Next meeting:

Thursday, March 7, 11:00 a.m.

Homework:

1. Bring ideas about the best day/time to hold:
 - The 2020 Read-a-thon
 - The 2020 Main Event
2. Bring ideas on how best to involve community members in our 2020 “In Motion” Planning
 - Youth representatives
 - Reaching out to the corporate community
 - Honorary committee members

MINUTES OF THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY BUILDING AND GROUNDS COMMITTEE

The meeting of the Bloomfield Township Public Library Board of Trustees Building and Grounds Committee was held at the Library on Thursday, January 24, 2019 at 11:00 a.m.

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

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

Guests: Ann Dilcher, Quinn Evans Architects (QEA), Richard Renaud, Quinn Evans Architects (QEA)

Old Business:

Roof Update - next steps

Richard and Ann delivered the construction documents for the Library to review with a one-week deadline. Richard and Ann asked the group if we would like to work with a general contractor or a construction manager. The group decided on a general contractor model. The bid will be awarded at the March 19, 2019 Library Board of Trustees regular monthly meeting. QEA will submit a schedule of bid milestones to the Library shortly.

Lobby Floor Options Update

The group reviewed the *Eramosa* granite tiles with a nonskid coating applied. The group approved the *Eramosa* with a honed finish with the nonskid coating applied. This project will be bid out by QEA with a recommendation for bid award made at the May 21 Library Board meeting. This work would be scheduled for August.

Renovations Wrap-up

Carol reported the Lower Level renovations were completed on time and under budget. However one issue needs resolving. Carpeting in the east hallway of the Lower Level is not aligned with the hallway walls. To solve this, the VCT flooring will be installed further up the hallway, past the restrooms. This is practical as there is a maintenance closet and two floor drains in that section of the hallway.

West Side Water Remediation

Joel presented plans to solve a serious problem with constant standing water on the west side of the Library property which seeps into the building in dangerous proximity to electrical conduits. The plans were prepared by PEA (Professional Engineers of America). The group approved the plans for the Library to proceed immediately.

Other: Water Main Problems

A serious problem with the Library's water main supply pipe caused the Library to close on Monday, January 21. Water to the building had to be turned off while repairs were made. It was determined that a pressure regulator has to be installed on the Library's supply pipe. The Library will have to be closed during this repair. The committee approved proceeding with this repair and closing the Library as necessary. Carol will keep the committee informed on plans for this repair.

The next meeting will be Thursday, February 21, 2019 at 11:00 a.m.

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

The meeting of the Bloomfield Township Public Library Board of Trustees Personnel Committee was held in the Library on Wednesday, February 13, 2019 at 1:30 p.m.

Present: Trustees Sandy Edwards, Eli Greenbaum

Administration: Library Director Carol Mueller; Assistant Director Tera Moon

Proposed Personnel Budget FY 2019/2020

Carol reviewed the Library's budget and explained that the Library is on very solid financial ground. Carol proposed changes to the minimum and maximum of the current salary ranges and proposed an across the board increase for those in the open range. The Committee supported Carol's proposals. The budget will be presented at a budget review session with the full Library Board on Thursday, March 14. The final FY 2019/2020 budget will be presented for approval at the regular monthly meeting of the Board of Trustees on March 19, 2019.

Michigan's New Paid Sick Leave Act

A new law mandates that employers with over 50 employees must pay employees who work an annual average of 25 hours a week at least 40 hours of sick leave in a year. The law goes into effect April 1, 2019. Each eligible employee may use up to 40 hours of sick time during the year. This time would not be paid out when the employee leaves.

No future meeting is scheduled at this time.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY MEMORANDUM

TO: Library Board of Trustees

FROM: Carol Mueller

DATE: February 13, 2019

SUBJECT: Grounds Maintenance and Snow Removal Bids

On November 15, 2018, a request for proposals (RFP) for grounds maintenance and snow removal services for the Library was released with a deadline of December 21, 2018. This request was posted on the Library's website, available at the Welcome Desk, and mailed to 10 companies in the metro Detroit area. Firms were invited to bid on one or both components: grounds maintenance and snow removal. A mandatory walk-through for interested bidders was held on Wednesday, December 5, 2018 at the Library. Two companies participated in the walk-through: Ace Landscaping, Lawn Care, and Snow Removal and Great Oaks Maintenance. These two companies also submitted bids by the deadline.

Grounds maintenance services required in the Library's RFP include lawn cutting, lawn fertilizing, and weeding of tree beds. The Library will continue contracting with American Lawn and Tree Arborists for care and maintenance of trees on library grounds. Likewise, because garden maintenance and design has been provided by Goldner Walsh for many years, the Library is choosing to continue contracting with Goldner Walsh because the high level of quality of service provided.

A thorough review of all bids was conducted by Assistant Director, Tera Moon and Facility Services Department Head, Joel Dion. Their bid analysis summary is attached for your review. Also attached are the bid process timeline and RFP document for your information. The two proposals received are also available for your review at the Library Board meeting.

Great Oaks Maintenance provided the most complete proposal package, which included a thorough lawn fertilization plan and a plan for a method of applying mulch that is an improvement over the current method. Currently mulch is brought to each bed with tractors or other small vehicles. These vehicles sometimes damage the lawn. Great Oaks would use a system of hoses to transport the mulch. Great Oaks bid was the lowest bid. Great Oaks references were positive and came from firms with large, complex properties. Great Oaks services clients with larger properties which are more comparable to the Library's. One reference stated they designed a nature center on their campus and reported that Great Oaks has never caused property damage in the course of their work. Another reference, which manages 2.5 million square feet of property, has contracted with Great Oaks for 20 years and said their communication and work quality are excellent.

Ace Landscaping's proposal was not as detailed as Great Oaks and contained errors. Their quoted fee is higher than Great Oaks Maintenance by more than \$8,000. Ace Landscaping has provided grounds maintenance and snow removal services for the Library for the last three years. While they have done an adequate job, this winter they have not met our standards for parking lot snow removal on two occasions. In addition they have neglected to clear sidewalks. Therefore, Administration and Facility Services recommends that the bid for Bloomfield Township Public Library grounds maintenance and snow removal services be awarded to Great Oaks Maintenance beginning on April 1, 2019. If you approve, there is an action below.

ACTION: I move to approve awarding the 2019 grounds maintenance and snow removal bid to Great Oaks Maintenance, 28025 Samuel Linden Ct, Novi, MI 48377.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

1099 Lone Pine Rd.
Bloomfield Township, MI 48302

REQUEST FOR PROPOSALS

GROUND 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, 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.

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

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

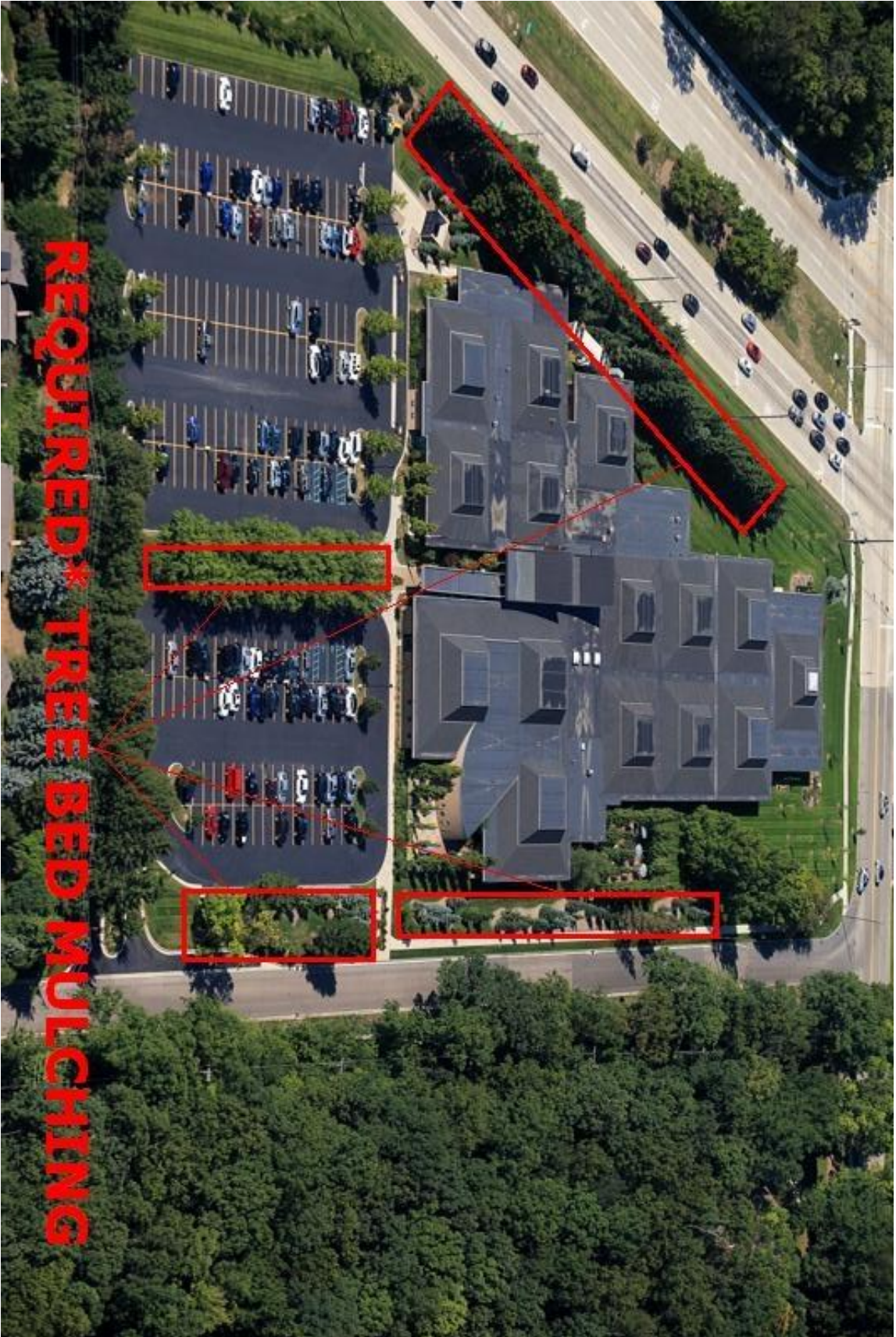
NEGOTIATION

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.



GROUNDS MAINTENANCE SERVICES BID EVALUATION 2019

	ACE LANDSCAPING	GREAT OAKS
Received bid on time	YES	YES
Proposal comprehensive & complete	ONLY ONE COPY; MATH ERROR IN PRICING; "PER VISIT" PRICE NOT INCLUDED	YES
Required info provided: <ul style="list-style-type: none"> year established # of employees equipment list proof of bonding & insurance 	<ul style="list-style-type: none"> 1984 15 PROVIDED NOT PROVIDED 	<ul style="list-style-type: none"> 1981 140 PROVIDED PROVIDED
DESCRIPTION OF WORK		
Lawn maintenance	WEEKLY MOWING BIWEEKLY WEEDING	WEEKLY MOWING & WEEDING
Lawn fertilization	PROPOSAL INCLUDES ALL SIX APPLICATIONS SPECIFIED IN RFP	PROPOSAL INCLUDES ALL SIX APPLICATIONS SPECIFIED IN RFP
Snow removal	PROVIDED FEE FOR EXTRA LOADING OF STACKED SNOW, IF NEEDED, BUT DIDN'T PROVIDE "PER VISIT" PRICING	INCLUDED "PER VISIT" PRICING
Additional comments provided	"AVAILABLE, RELIABLE, AND FLEXIBLE IN ORDER TO TAKE CARE OF" THE LIBRARY'S NEEDS; MULCH APPLICATION METHOD DESCRIBED AT SITE WALK-THRU: USING SMALL FRONT LOADING TRACTOR.	MULCH APPLICATION METHOD: DESCRIBED AT SITE WALK-THRU AIR BLOWN APPLICATION. NOTE: THIS IS A HIGH EFFICIENCY APPLICATION WITH LESS RISK OF LAWN DAMAGE & NO MATERIAL ON-SITE.
BUDGET		
Lawn maintenance	\$12,180 + \$11,345 (MULCH)	\$6,400 + \$9,600 (MULCH)
Lawn fertilization	\$450 x 6 = \$2,700	\$2,700
Weeding	\$365 X 14 = \$5,110	\$1,600
Spring & fall clean-up	\$500 (SPRING) + \$3,200 (FALL)	\$630 (SPRING) + \$950 (FALL)
Snow removal	ONE FEE QUOTED FOR ALL SNOW REMOVAL SERVICES \$16,200 YEAR 1 \$16, 686 YEAR 2 \$17,186 YEAR 3	\$2,675 PLOWING LOT \$2,060 CLEARING WALKS \$13,440 SALTING LOT <u>\$2,450 SALTING WALKS</u> \$20,625 TOTAL DOES NOT INDICATE PRICE WILL INCREASE
Total	\$51,235 YEAR 1 \$51,721 YEAR 2 \$52,221 YEAR 3	\$42,505
AVAILABILITY		
Can meet our schedule requirements	YES	YES
REFERENCES & ADDITIONAL COMMENTS		
References	WOODBIDGE GROUP GAGE PRODUCTS DR. SILBER	NORTHERN EQUITIES BARTON MALOW EATON AUTOMOTIVE
Additional comments provided by firm	SEASONAL PRICING ONLY	CONTRACT INCLUDES TERMS OF SERVICE & COST BREAKDOWN PER SITE VISIT AS WELL AS SEASONAL COST.

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: February 12, 2019

SUBJECT: Strategic Plan Update

1. Marketing

This group continues to meet and discuss ideas and tactics for marketing the Library and its services. We recently launched a Welcome Email which is sent to new library card holders (unless they opt out) reiterating the benefits of their library card.

2. Tours

Another library tour is planned for the spring 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 is being reviewed and will start meeting again soon.

These investments will move us toward accomplishing our four strategic goals:

- Expand awareness, use, and support of the Library and its services.
- Further develop the highest level of customer service for Bloomfield Township residents.
- Increase use of and customer satisfaction with the Library's services and collections.
- Provide an attractive, easy-to-use, and flexible facility and grounds that meet a variety of users' needs.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees

FROM: Tera Moon

DATE: February 12, 2019

SUBJECT: Space Needs & Wayfinding Assessment Update

Carol and I have met with Geraldine Drake to discuss the next steps for this project. There are a lot of questions to ask and answer as we embark on reconfiguring the Media area. Geraldine recommends starting with a workshop with Adult and Youth Services to review all those questions and research answers.

Communication is going to be integral to the success of this project. Geraldine has a draft outline of a communications plan to help staff and patrons adapt to these changes. This is an exciting time for Bloomfield Township Public Library as we continue to move from an A to an A+ library!

**MINUTES OF THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
RETIREE HEALTH CARE BENEFITS TRUST MEETING**

Bloomfield Township Public Library
Oakland County, Michigan
Tuesday, January 15, 2019

At 7:39 p.m. the First Annual Bloomfield Township Public Library
Retiree Health Care Benefits Trust Meeting of the Bloomfield Township Public Library
Board of Trustees was called to order by President Judy Lindstrom.

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

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

Guests: None present

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

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

REGULAR AGENDA:

Call to the Public: None present

NEW BUSINESS:

4a. Appointment of Trust Trustees

One of the first actions of the Library's newly formed Retiree Health Care Benefits Trust is to establish a Trust Board of Trustees. Article 5 from the Trust Agreement addresses how the Trust Board is established. As indicated in this article, the current Library

Board President, Judy Lindstrom, shall appoint the Trust Trustees at the first Trust meeting. Article 5.1 indicates which positions should be included on the Trust Board.

Article 5.5 indicates that each appointed Trust Trustee will need to accept the Trust Agreement in writing. A form for each Trust Trustee's signature acknowledging receipt of the Trust Agreement will be provided at the Trust meeting. The appointed Trust Trustees are:

President of the Library Judy Lindstrom
Personnel Committee Member Tom Deska
Finance Committee Member Sandy Edwards
Library Director Carol Mueller
Finance Coordinator Sandi Bird.

4b. Bank Signatories

With the recent establishment of the Section 115 Library Retiree Health Care Benefits Trust and appointment of officers on the Bloomfield Township Public Library Retirees Health Care Benefits Trust Board of Trustees, a resolution to approve the authorized bank signatories was presented at the January 15, 2019 first annual Trust Board Meeting for approval. As per the procedure required by financial institutions, a copy of a duly signed board resolution is required for bringing change to the bank account authorized signatories. The resolution authorizes the following persons to sign on behalf of the Trust, issue orders for payment or withdrawal of money:

Carol Mueller, Library Director
Sandra Bird, Finance Coordinator

This resolution will need to be updated again when changes in the positions of Library Director or Finance Coordinator occur.

Upon discussion, a motion was made by Eli Greenbaum, seconded by Grant Gerhart TO APPROVE THE RESOLUTION AUTHORIZING SIGNATURES, INCLUDING FACSIMILE SIGNATURES, FOR BANKING SERVICES ON BEHALF OF THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY RETIREE HEALTH CARE BENEFITS TRUST AS PRESENTED, EFFECTIVE JANUARY 15, 2019.

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

OTHER:

None to discuss

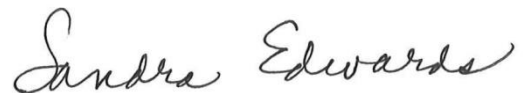
Joan Luksik inquired about the duties of the Trust Trustees. At the annual Trust meeting, the Trust Trustees will approve expenses and the review the performance of the annual investment portfolio. There is expectation that it will earn around 6%, and the portfolio activity of the year will be reviewed.

President Lindstrom thanked Carol Mueller and Sandi Bird for their hard work at organizing the Trust.

Next scheduled regular Library Retiree Health Care Benefits Trust meeting: Tuesday, January 21, 2020, 7:30 p.m.

At 7:47 p.m. President Judy Lindstrom adjourned the meeting.

Submitted by:

A handwritten signature in cursive script that reads "Sandra Edwards".

Sandra Edwards,
Secretary

March 2019

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
				1 10AM Movers and Shakers 12PM English Language Conversation Hour 7PM Cliff Monear Quartet After Hours Concert	2	3
4 AARP Tax Aide - Free Tax Assistance 4:30PM CS -First Coding (Grades 4-8) 6:30PM My First Book Group 7PM Open Lab	5 10AM Knit 'n Stitch 4PM Teen Advisory Board	6 12:15 PM Friends 10AM Wee ALL Play 4:30PM CS -First Animation (Grades 4-8) 6PM Make It @ the Library: Crochet Colorwork	7 11AM Development CMTE	8 LIBRARY CLOSED	9 9:30AM – 3:30PM Friends of the Library Second Saturday 11AM SENSEational Story Time 2PM Library Tour	10
11 10AM Family Story Time 11AM Adult /Teen Sensory Storytime 4:30PM CS -First Coding (Grades 4-8) 7PM Readers' Club	12 1PM Memoir Writers' Group 6PM Introduction to Microsoft Word	13 Gale Courses Begin 4:30PM CS -First Coding (Grades 4-8) 6:30PM Writers' Rendezvous 6:30PM Book Worms 7PM "You've Finished Your Manuscript, Now What?" With Barbara Bloom of Bloom Ink	14 11AM Budget Review 1PM Digital Download Help 6:30PM Art Lab	15 10AM Coffee &Conversation 12PM English Language Conversation Hour 6:30PM Robot Challenge for Teens and Adults	16 11AM Tablet Tales	17
18 AARP Tax Aide - Free Tax Assistance 1PM 30 Minute Lunchtime Book Club 4:30PM CS -First Coding (Grades 4-8) 7PM Supporting the Struggling Reader Workshop	19 10AM Tuesday Book Club 11AM SENSEploration: Touch and Feel Discovery Play 7PM Library Board	20 1PM Mystery Book Club 2PM World Almanac Wednesday 4:30PM CS -First Coding (Grades 4-8) 4:30PM Book Chat	21	22 11AM Sensory-Friendly Movies for Adults and Teens 12PM English Language Conversation Hour 7PM Chamber Music Concert Series	23	24
25 AARP Tax Aide - Free Tax Assistance 4:30PM CS -First Coding (Grades 4-8) 6PM Books in Bars at Rusty Bucket (Book Club)	26 1PM Memoir Writers' Group 6PM Introduction to MS Excel 6:30PM Paperbacks & Snacks	27 4:30PM CS -First Coding (Grades 4-8) 6:30PM Writers' Rendezvous 7PM Michigan Opera Theatre Page to Stage: Fairy Tales in Song	28 10AM Eleanor's Book Club	29 12PM English Language Conversation Hour	30	