



Bloomfield Township Public
Library

**Bloomfield Township Public Library
Board of Trustees**

Library Board Meeting
March 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, March 19
7:00 p.m.

#	<u>NUMBERED ITEMS</u>	<u>DATE DELIVERED</u>
1	Agenda	3/15/2019
2a	Request to remove items from the Consent Agenda for Discussion	3/15/2019
2b	Motion to approve the order of items for the regular and consent agendas	3/15/2019
5	Motion to approve remaining Consent Agenda items 6-8d	3/15/2019
6	Regular Board Meeting Minutes of 2/19/2019	3/15/2019
6a	Special Board Meeting Minutes of 3/14/2019	3/15/2019
7a	Cash Disbursements	3/15/2019
7b	Revenues/Expenditures Budget Report	3/15/2019
7c	Energy Report	3/15/2019
8a	President's Report– no report	
8b	Director's Report	3/15/2019
8c	Art Committee –no report	
8c	Bloomfield Township Liaison – no report	
8c	Building, Grounds, Landscaping, Interiors Committee – 2/21/2019	3/15/2019
8c	Cranbrook –no report	
8c	Development Committee – 1/17/2019	3/15/2019
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 – no report	
8c	Policy Committee –no report	
11a	FY 2018/2019 Budget Close and FY 2019/2020 Budget Proposal	3/15/2019
13	Motion to approve any items removed from the Consent Agenda	3/15/2019

<u>UNNUMBERED ITEMS</u>	<u>DATE DELIVERED</u>
CFSEM Memo to Trustees'	3/15/2019
Library Endowment Funds Year End Summary	3/15/2019
Freedom of Information Act	3/15/2019
Strategic Plan Update	3/15/2019
Space Needs and Wayfinding Update	3/15/2019
Calendar	3/15/2019

AGENDA
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, March 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 February 19, 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. FY 2018/2019 Budget Close and FY 2019/2020 Budget Proposal
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, April 23, 2019
16. Adjournment

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

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

I REQUEST THAT ITEM (S):

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

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

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

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

OPTION - NO AMENDMENT NEEDED:

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

OPTION - AMENDMENT TO AGENDA:

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

the **REGULAR AGENDA** as follows:

the **CONSENT AGENDA** as follows:

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

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

CONSENT AGENDA ITEMS MOTION

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

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

Bloomfield Township Public Library
Oakland County, Michigan
Tuesday, February 19, 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 (attended later), Judy Lindstrom, and Joan Luksik (via phone)

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

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

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

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

President's Verbal Report:

President Judy Lindstrom had the opportunity to join Director Mueller and Sandy Edwards at the Friends of the Library meeting in February. She declared that "they are such a hardworking group and they do so much." She was glad to meet some of the Friends. She is delighted that Grant Gerhart and Sandy Edwards are Library Board liaisons to the Friends.

Director's Verbal Report:

Director Carol Mueller thanked the Systems staff for the new telephone system. She reported it to be a smooth transition to very different phone system. The old telephone system was over 10 years old and obsolete. There is now a requirement that every phone system needs to comply with 911 detecting with each building in each phone—each phone plugs into network port, rather than the copper lines. The new phones are wonderful and easy to use.

Director Mueller also announced this year's Newbery and Caldecott winners. The Caldecott, the most distinguished picture book for children, was awarded to *Hello Lighthouse* by Sophie Blackall and the Newbery, the most distinguished contribution to children in preceding year, awarded to *Merci Suárez Changes Gears* by Meg Medina. Bloomfield Township Public Library is one of two libraries sponsoring the "Everyone's Reading" program. Ariana Trigiani's *Kiss Carlo* is the book

and tickets to hear her speak will be available at the Adult Services desk. Director Mueller encouraged the Trustees to look in their grey folders, where an updated Trustee committee list was provided, as well as information about a Friends of Michigan Libraries trustee workshop at Novi Public Library in April.

The Director also reported an update on the Library's trust. The trust has now been funded with 40% of our current OPEB obligations.

Director Mueller reminded everyone that the Library will be closed on Friday, March 8, to repair the water main.

REGULAR AGENDA:

Call to the Public: Tim Perry, representing the SOC, thanked the Board for an interesting experience. President Lindstrom thanked Tim and the SOC.

UNFINISHED BUSINESS:

No unfinished business.

NEW BUSINESS:

11 a. Grounds and Snow Removal Bid Award

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. 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 of 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. 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. 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.

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.

Upon discussion, a motion was made by Grant Gerhart, seconded by Sandy Edwards **TO APPROVE AWARDING THE 2019 GROUNDS MAINTENANCE AND SNOW REMOVAL BID TO GREAT OAKS MAINTENANCE, 28025 SAMUEL LINDEN CT, NOVI, MI 48377.**

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

OTHER:

Sandy Edwards gave her report on the Friends of the Library. The Friends met on Wednesday, February 6. During this meeting, two new board members were elected: Greg Williams and Eve Parsons. Susan Abentrod will be on the Hospitality Committee and Eve Parsons will be on the Facebook Committee. The Wish List was approved. The Friends are preparing the annual report for publication. The Annual Meeting is on May 8, with author Karen Dione as the keynote speaker. Postcards invitations will be printed and sent out. Over \$4,000 was raised at the last two book sales. The next Friends' meeting is on Wednesday, March 6.

Judy Lindstrom expressed concern over Little Free Libraries she encountered in Detroit, which were in need of being stocked. She wished to know if there was a consortium of Little Free Libraries.

Judy Lindstrom reminded everyone that Thursday, February 21 is the Building and Grounds Committee meeting. This Friday, February 22, is the Legislative Breakfast. The next Development Committee meetings are Thursday March 7 and April 4. Thursday, March 14 is the investment and budget review meeting. The next scheduled Library Board meeting is Tuesday, March 19.

Upon discussion, a motion was made by Tom Deska and seconded by Sandy Edwards **TO GO INTO CLOSED SESSION FOR PURPOSES OF THE LIBRARY DIRECTOR CONTRACT AND PERFORMANCE EVALUATION.**

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

The Board of Trustees went into a closed session at 7:20 p.m. Trustees discussed the comments they submitted as part of the Library Director Evaluation process. Additional comments were made and noted. Projected raises for all Library staff were reviewed and

discussed.

The current salary of the Director was discussed as well as last year's Compensation & Classification Study, noting that the Director was the only BTPL employee who was not included in the study. Trustees also reviewed a recent survey of peer library director salaries prepared by Sandi Bird. In addition, a commitment was made to ensure that the Bloomfield Township Public Library Director salary reflected a "top of the range" average salary.

At 7:58 p.m., Director Mueller was invited to join the closed session. Trustees Greenbaum and Edwards informed her that a contract renewal and salary increase was agreed upon – she cited the exemplary performance of the Director – especially during a year with multiple projects, programs, building crises, and health insurance issues.

A formal motion approving a contract renewal and increase in compensation will be made in open session.

Upon discussion, a motion was made by Tom Deska and seconded by Joan Luksik **TO ADJOURN CLOSED SESSION.**

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

At 8:08 p.m. the Board returned to regular session.

Upon discussion, a motion was made by Sandi Edwards and seconded by Tom Deska **TO RENEW THE LIBRARY DIRECTOR'S CONTRACT FOR THE APRIL 1, 2019-MARCH 31, 2020 FISCAL YEAR.**

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

The next Library Board Meeting will be Tuesday, March 19 at 7 p.m.

At 8:15p.m. President Judy Lindstrom adjourned the meeting.

Submitted by:

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

Sandra Edwards, Secretary

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

Bloomfield Township Public Library
Oakland County, Michigan
Thursday, March 14, 2019

The special meeting of the Bloomfield Township Public Library Board of Trustees was held in the Library on Thursday, March 14, 2019. The meeting was called to order by President Judy Lindstrom at 11:01 a.m.

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

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

Guests: Matt Whitty of Gregory J. Schwartz & Co., Inc.

Upon discussion, a motion was made by Eli Greenbaum, seconded by Tom Deska, **TO APPROVE THE ORDER OF ITEMS FOR THE SPECIAL AGENDA.**

A vote was taken for approval of the motion.

Ayes: Deska, Edwards, Greenbaum, Lindstrom and Luksik

Nays: None

MOTION CARRIED

CALL TO THE PUBLIC:

None present.

UNFINISHED BUSINESS:

None.

NEW BUSINESS:

5a Library Investment Review – Schwartz and Co.

Matt Whitty, the representative from Schwartz and Company, presented an overview of current library investments.

5b Budget Review –Director Carol Mueller declared that all should be pleased with the financial state of the Library, thanks to everyone's hard work and consideration. The budget is great shape. She gave an overview of library revenues and expenditures for the Fiscal Year 2018-2019 and our proposed budget for Fiscal Year April 1, 2019 – March 31,

2020 which will be presented at the March 19, 2019 Library Board Meeting.

Carol thanked Sandi Bird, Finance Coordinator and Assistant Director Tera Moon, for all their diligent work on the budget and compiling the information for the Library Board. She also thanked the Library Board Trustees for their careful review and consideration of the proposed budget.

OTHER:

There was a discussion of PA202. The Library's 2017 Corrective Action plan was accepted as presented. The formal report is not needed in 2018.

There is a Building and Grounds meeting on Thursday, March 21, 2019 at 11:00 a.m.

The next scheduled Regular Board Meeting is March 19, 2019 at 7:00 p.m. in the Board Room.

Meeting adjourned at 12:10 p.m.

Submitted By:

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

Sandra Edwards, Secretary

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

Cash Disbursements Comments

March 2019

New Vendors:

Backstage Library Works is a new vendor for library catalog authority control work.

Government Finance Officers Association (GFOA) is a new vendor for a professional membership.

Milliman, Inc. is a new vendor for actuarial services.

Christopher Welsh is a new vendor for a refund.

General Fund Advance

- Check #19424 payable to Bloomfield Township in the amount of \$585.94 is payment for water and sewer fees from 12/18 – 1/7/2019.
- Check #19437 payable to the BTPL SOC in the amount of \$25.98 is payment for refreshments for the February 14 All Staff meeting.

General Fund

- Check #19447 payable to Alma College in the amount of \$20.00 is payment for a lost book borrowed by a Bloomfield Township resident for which the patron has been billed.
- Check #19451 payable to Bloomfield Township in the amount of \$283,762.99 is payment for two payrolls, including FICA, HRA contributions, pension, etc. as usual and a reimbursement of \$13,682.48 for personal property tax.
- Check #19452 payable to Bridgman Public Library in the amount of \$8.09 is payment for a lost book borrowed by a Bloomfield Township resident for which the patron has been billed.
- Check #19458 payable to Charter Township of Bloomfield in the amount of \$20.00 is payment for two program DVDs.

- Check #19464 payable to Frank Rewold and Son, Inc. in the amount of \$9,581.06 is payment for lower level renovations.
- Check #19476 payable to Milliman, Inc. in the amount of \$7,982.5 is payment for the Library's OPEB actuary report.
- Check #19477 payable to Michigan Library Association in the amount of \$85.00 is payment for a professional membership.
- Check #19481 payable to Oakland County Historical Resources in the amount of \$600.00 is payment for an annual membership.
- Check #19486 payable to Quinn Evans Architects in the amount of \$10,070.00 is payment for Library roof project – phase 1.
- Check #19490 payable to Sentinel Technologies, Inc. in the amount of \$24,545.87 is payment for our new telephone system.
- Check # 19494 payable to The Library Network in the amount of \$6,243.25 is payment for Consumers Report online and additional computers.
- Check #19496 payable to the University of Michigan in the amount \$9.00 is payment for a lost book borrowed by a Bloomfield Township resident for which the patron has been billed.

Gift Fund

- Check #5027 payable to the Charter Township of Bloomfield in the amount of \$90.00 is payment for program DVDs.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

CHECK REGISTERS

FOR THE MONTH OF FEBRUARY 2019

Check #	Date	Payee	Cash Account	Amount
General Fund				
ADVANCE CHECKS:				
19424	2/13/19	BLOOMFIELD TOWNSHIP	106.01	585.94
19425	2/13/19	FLAGSTAR BANK	106.01	2,148.78
19426	2/19/19	DTE ENERGY	106.01	14,539.23
19427	2/19/19	Shayna Houghton	106.01	44.92
19428	2/19/19	SHERWIN-WILLIAMS CO	106.01	4.24
19429	2/19/19	CHRISTOPHER WELSH	106.01	27.00
19430	2/26/19	AMAZON.COM	106.01	3,529.16
19431	2/26/19	APPLIED IMAGING	106.01	836.93
19432	2/26/19	AT&T	106.01	787.38
19433	2/26/19	XFINITY	106.01	158.09
19434	2/26/19	Celia Domalewski	106.01	105.45
19435	2/26/19	VOID	106.01	
19436	2/26/19	PRINCIPAL LIFE INS CO-SBD GRANDE ISLAND	106.01	785.27
19437	2/26/19	BTPL SOC	106.01	25.98
19438	2/26/19	VERIZON WIRELESS	106.01	202.96
19439	2/26/19	VIGILANTE SECURITY	106.01	1,950.00
19440	3/5/19	AT&T	106.01	477.65
19441	3/5/19	PETTY CASH - BTPL	106.01	94.91
19442	3/5/19	CAR TRUCKING, INC.	106.01	199.50
19443	3/5/19	CONSUMERS ENERGY	106.01	5,540.36
19444	3/5/19	Martha McGee	106.01	220.10
19445	3/5/19	Karrie Yukon	106.01	31.80
Total				<u>15,021.70</u>
REGULAR CHECKS:				
19446	3/6/19	ACE LAWN CARE & SNOW REMOVAL	106.01	3,446.25
19447	3/6/19	ALMA COLLEGE	106.01	20.00
19448	3/6/19	ARBOR OAKLAND GROUP	106.01	3,902.00
19449	3/6/19	BACKSTAGE LIBRARY WORKS	106.01	8,277.45
19450	3/6/19	BAKER & TAYLOR, INC.	106.01	11,490.68
19451	3/6/19	BLOOMFIELD TOWNSHIP	106.01	283,762.99
19452	3/6/19	BRIDGMAN PUBLIC LIBRARY	106.01	8.09
19453	3/6/19	BUTZEL LONG	106.01	39.00
19454	3/6/19	CDW GOVERNMENT, INC.	106.01	1,787.28
19455	3/6/19	CENGAGE LEARNING/GALE	106.01	790.52
19456	3/6/19	CENTER POINT PUBLISHING	106.01	3,839.76
19457	3/6/19	CENTRAL BUSINESS SYSTEMS, INC.	106.01	354.20
19458	3/6/19	CHARTER TOWNSHIP OF BLOOMFIELD	106.01	20.00
19459	3/6/19	JIM CRAFT	106.01	20.00
19460	3/6/19	VOID	106.01	
19461	3/6/19	DEMCO, INC.	106.01	226.61
19462	3/6/19	DU ALL CLEANING, INC	106.01	5,760.00
19463	3/6/19	FILM IDEAS, INC.	106.01	291.90
19464	3/6/19	FRANK REWOLD AND SON, INC.	106.01	9,581.06
19465	3/6/19	GOV'T FINANCE OFFICERS ASSOCIATION	106.01	150.00
19466	3/6/19	INFOBASE LEARNING	106.01	854.90
19467	3/6/19	INGRAM LIBRARY SERVICES	106.01	1,325.56
19468	3/6/19	KTD COMMUNICATIONS	106.01	496.02
19469	3/6/19	LJ ROLLS REFRIGERATION CO., INC	106.01	3,530.27
19470	3/6/19	LAKESHORE LEARNING MATERIALS	106.01	217.91
19471	3/6/19	LEADERSHIP DIRECTORIES, INC.	106.01	471.00
19472	3/6/19	LEXISNEXIS MATTHEW BENDER	106.01	1,468.00
19473	3/6/19	METCOM, INC.	106.01	8,735.19
19474	3/6/19	MICROMARKETING LLC	106.01	199.69
19475	3/6/19	MIDWEST TAPE	106.01	6,919.20
19476	3/6/19	MILLIMAN, INC.	106.01	7,982.50
19477	3/6/19	MICHIGAN LIBRARY ASSOCIATION	106.01	85.00
19478	3/6/19	MANUFACTURER'S NEWS. INC.	106.01	179.90

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
CHECK REGISTERS
FOR THE MONTH OF FEBRUARY 2019**

Check #	Date	Payee	Cash Account	Amount
19479	3/6/19	NATIONAL SIGN COMPANY	106.01	1,950.00
19480	3/6/19	NICHOLS/NETWORK SERVICES CO	106.01	968.60
19481	3/6/19	OAKLAND COUNTY HISTORICAL RESOURCES	106.01	600.00
19482	3/6/19	OMNIGRAPHICS	106.01	128.10
19483	3/6/19	ORIENTAL TRADING CO., INC.	106.01	40.97
19484	3/6/19	OVERDRIVE	106.01	2,049.79
19485	3/6/19	PENGUIN RANDOM HOUSE LLC	106.01	136.50
19486	3/6/19	QUINN EVANS ARCHITECTS	106.01	10,070.00
19487	3/6/19	RECORDED BOOKS, LLC	106.01	41.60
19488	3/6/19	SALEM PRESS, INC.	106.01	850.50
19489	3/6/19	SECANT	106.01	4,523.75
19490	3/6/19	SENTINEL TECHNOLOGIES, INC.	106.01	24,545.87
19491	3/6/19	SHOWCASES	106.01	1,155.60
19492	3/6/19	SMART APPLE MEDIA	106.01	414.04
19493	3/6/19	TECH LOGIC CORP.	106.01	167.95
19494	3/6/19	THE LIBRARY NETWORK	106.01	6,243.25
19495	3/6/19	UNIQUE MANAGEMENT SERVICES, INC.	106.01	474.35
19496	3/6/19	UNIVERSITY OF MICHIGAN	106.01	9.00
19497	3/6/19	WT COX INFORMATION SERVICES	106.01	130.00

Total				<u>420,732.80</u>
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Gift Fund

ADVANCE CHECKS:

5021	2/13/19	FLAGSTAR BANK	102.03	89.00
5022	2/26/19	AMAZON.COM	102.03	816.62
5023	2/26/19	JPs PIANO MOVING	102.03	300.00
5024	2/26/19	MICHIGAN OPERA THEATER	102.03	150.00
5025	3/5/19	Nicole Gillies	102.03	55.62

Total				<u>1,411.24</u>
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REGULAR CHECKS:

5026	3/6/19	BAKER & TAYLOR	102.03	80.58
5027	3/6/19	CHARTER TOWNSHIP OF BLOOMFIELD	102.03	90.00
5028	3/6/19	VOID	102.03	
5029	3/6/19	SCHOLASTIC INC	102.03	79.20
5030	3/6/19	SCHOLASTIC INC	102.03	936.00

Total				<u>1,185.78</u>
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Bloomfield Township Public Library
2018-2019 General Fund Budget
PRESENTED: MARCH 19, 2019 FOR THE MONTH OF: FEBRUARY, 2019

7b

Eleven Months 92%

		2018-2019	2018-2019	Eleven Months 92%			
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	\$2,405,294	\$6,834,770	96.33%	(\$260,297)
420.01	Penal Fines	\$85,021	\$85,021	(\$20)	\$85,862	100.99%	\$841
422.01	State Aid	\$26,860	\$26,860	\$0	\$30,118	112.13%	\$3,258
430.01	Circulation Fines & Fees	\$100,000	\$100,000	\$6,757	\$76,454	76.45%	(\$23,546)
	Charges for Services	\$13,800	\$13,800	\$648	\$12,897	93.46%	(\$903)
	Investment earnings	\$79,000	\$79,000	\$13,838	\$225,560	285.52%	\$146,560
	Miscellaneous	\$13,497	\$13,497	\$341	\$17,191	127.37%	\$3,694
Total Revenues		\$7,413,245	\$7,413,245	\$2,426,858	\$7,282,852	98.24%	(\$130,393)
<u>Expenditures</u>							
	Personnel	\$4,119,114	\$6,203,114	\$297,231	\$5,763,369	92.91%	(\$439,745)
	Library Services	\$875,133	\$875,133	\$47,203	\$685,298	78.31%	(\$189,835)
	Facilities & Equipment	\$1,109,615	\$1,109,615	\$40,220	\$849,355	76.55%	(\$260,260)
	Other Operating Expenditures	\$3,022,865	\$3,022,865	\$81,941	\$843,457	27.90%	(\$2,179,408)
Total Expenditures		\$9,126,727	\$11,210,727	\$466,595	\$8,141,479	72.62%	(\$3,069,248)
	Fund Balance - Beginning	\$12,889,674	\$12,889,674		\$12,889,674		
	Net revenue (expenditure)	(\$1,713,482)	(\$3,797,482)		(\$858,628)		
	Fund Balance - Ending	\$11,176,192	\$9,092,192		\$12,031,046		

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: MARCH 19, 2019 FOR THE MONTH OF: FEBRUARY, 2019

Eleven Months 92%

ACCOUNT NUMBER	ACCOUNT NAME	2018-2019 ADOPTED BUDGET AS OF MAR 20, 2018	2018-2019 AMENDED BUDGET AS OF MAR 19, 2019	REVENUE/ EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	VARIANCE
	<u>Revenues</u>						
	Gift Income	\$500	\$76,013	\$20,074	\$76,013	100.00%	\$0
454.03	Investment Earnings	\$200	\$200	\$470	\$609	304.28%	\$409
460.03	Miscellaneous Revenue	\$0	\$0	\$0	\$0	0.00%	\$0
	Total Revenues	\$700	\$76,213	\$20,543	\$76,622	100.54%	\$409
	<u>Expenditures</u>						
	Library Services	\$56,425	\$96,431	\$1,909	\$42,810	44.39%	(\$53,621)
	Facilities & Equipment	\$30,202	\$46,117	\$89	\$28,374	61.53%	(\$17,743)
	Other Operating Expenditures	\$98,891	\$118,483	\$599	\$22,685	19.15%	(\$95,798)
	Total Expenditures	\$185,518	\$261,031	\$2,597	\$93,870	35.96%	(\$167,161)
	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)		(\$17,248)		
	Fund Balance - Ending	\$200	\$200		\$167,770		

Bloomfield Township Public Library
Asset Allocation Summary
February 2019

Fund	Type	Annual Yield	Date	Amount on Hand
General Fund				
	5th 3rd Checking (Ecommerce)	0.00%	2/28/2019	\$73,669.87
	Flagstar Public Funds Savings	1.40%	2/28/2019	\$191,542.65
	Flagstar Premier Public Entities Checking	0.70%	2/28/2019	\$32,007.98
	RBC Capital Cash/Money Market	1.20%	2/28/2019	\$729,696.00
	RBC Capital - Investments	3.03%	2/28/2019	\$11,406,626.90
Total General Fund				\$12,359,873.53
Please see General Fund budget for notes on how this amount is earmarked				
Gift Fund				
	Huntington Public Fund Business Interest Checking	0.15%	2/28/2019	\$102,013.10
	Huntington CD (Charnov gift) - matures 02/04/2020	2.20%	2/28/2019	\$50,000.00
	Fifth Third Bank Business Standard Checking	0.00%	2/28/2019	\$9,363.79
Total Gift Fund				\$161,376.89

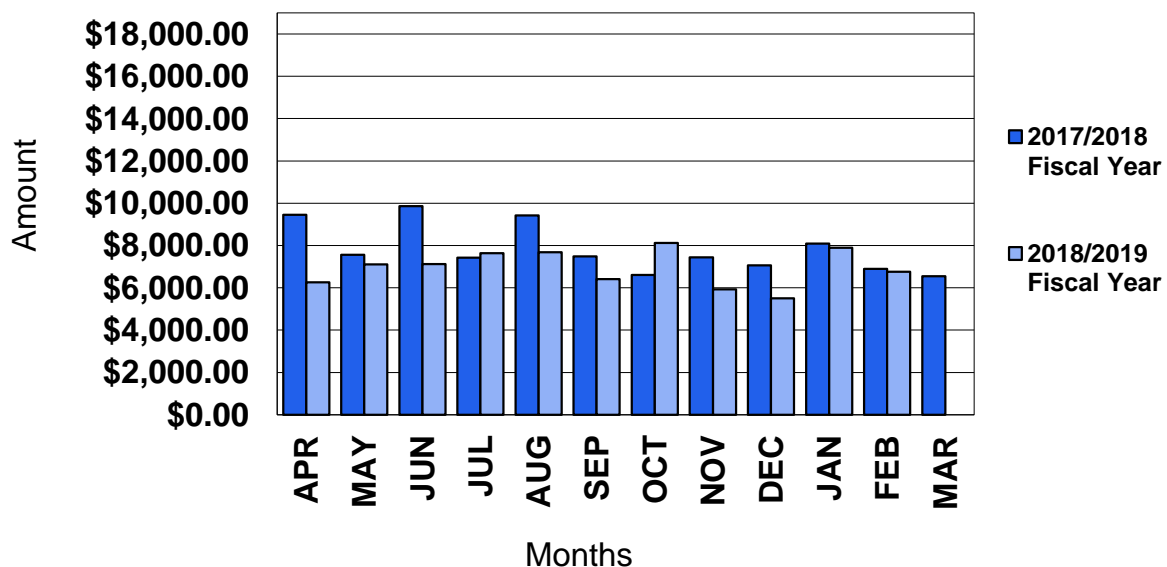
CFSEM The following endowment funds are administered by the Community Foundation for Southeast Michigan (CFSEM). CFSEM maintains unilateral variance power and legal ownership of the endowment funds, and therefore, principal is not available to BTPL. Earnings are available for distribution to the Library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

	<i>Updated 2/2019</i>	
Jeanette P. Myers Memorial Scholarship Fund	12/31/2018	\$13,784.00
Yvonne T. Atkinson Fund	12/31/2018	\$27,556.00
Lawrence Smith and Isabel Francis Smith Challenge Grant Fund	12/31/2018	\$31,369.39
BTPL Endowment Fund	12/31/2018	\$34,093.61
Fair Radom Garden Endowment Fund	12/31/2018	\$14,657.00
BTPL Director's Legacy Fund	12/31/2018	\$15,690.00
Total CFSEM holdings		\$137,150.00

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	\$6,757.39	(\$139.36)
MAR	\$6,549.10		(\$6,549.10)
			YTD Difference
TOTAL	\$93,868.12	\$76,421.85	(\$17,446.27)

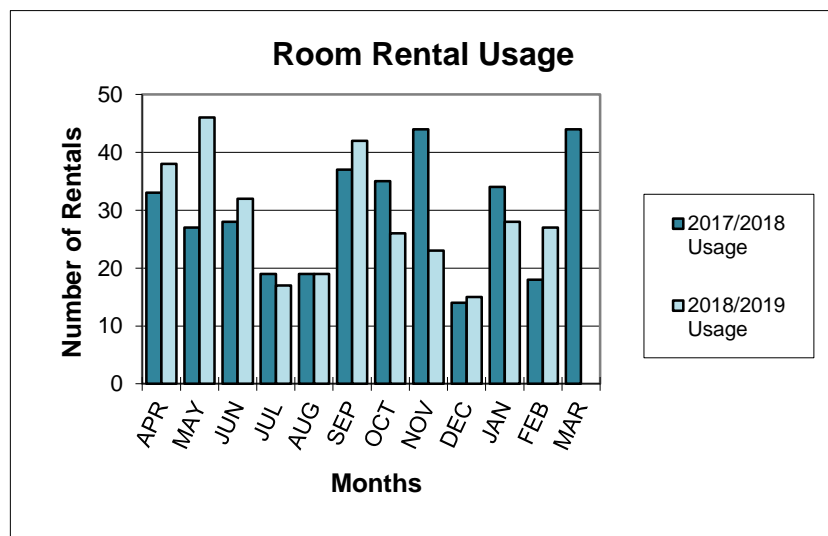
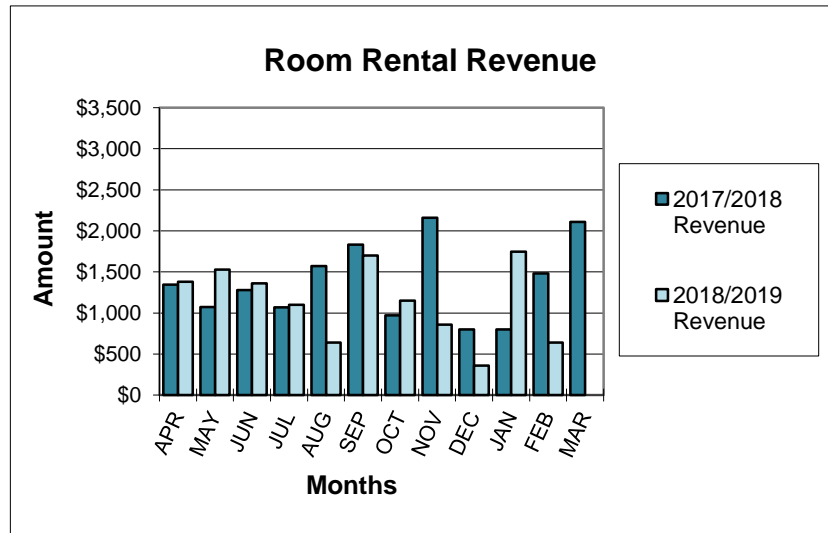
Fines and Fees Two-Year Comparison



ROOM RENTAL - TWO-YEAR COMPARISON

7b

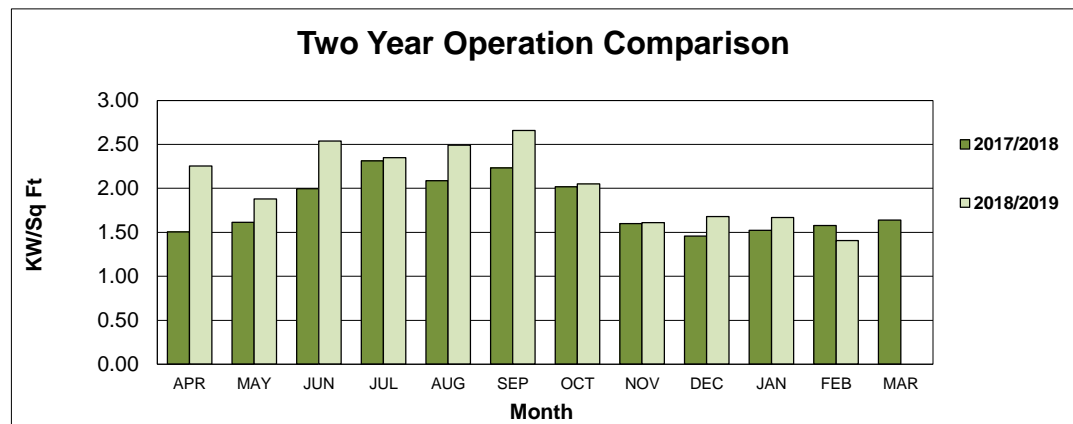
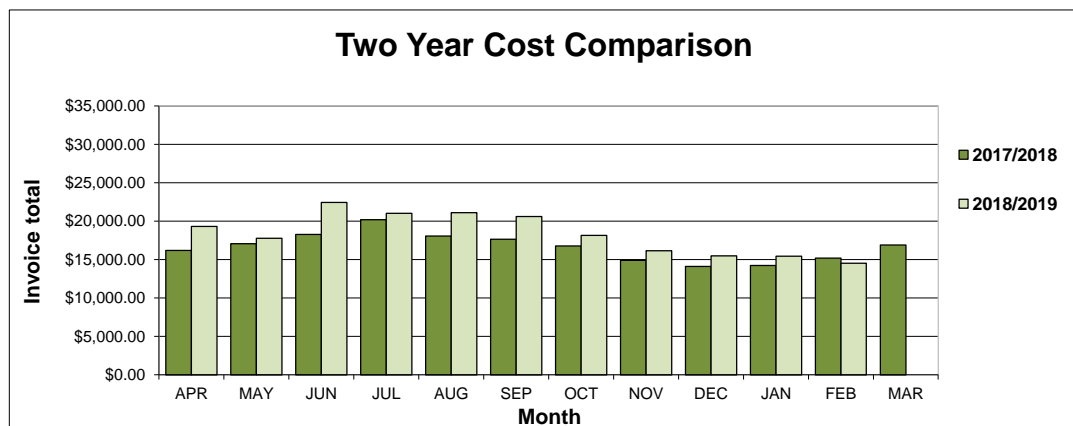
<u>Month</u>	2017/2018 <u>Revenue</u>	2018/2019 <u>Revenue</u>	<u>Difference</u>	2017/2018 <u>Usage</u>	2018/2019 <u>Usage</u>	<u>Month</u>
APR	\$1,345.50	\$1,380.00	\$34.50	33	38	APR
MAY	\$1,074.00	\$1,530.00	\$456.00	27	46	MAY
JUN	\$1,281.00	\$1,360.00	\$79.00	28	32	JUN
JUL	\$1,070.00	\$1,100.00	\$30.00	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	\$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	\$640.00	(\$840.00)	18	27	FEB
MAR	\$2,110.00		(\$2,110.00)	44		MAR
			YTD Difference			
TOTAL	\$16,493.50	\$12,466.00	(\$4,027.50)	352	313	



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	\$14,539.23	(\$639.55)	142,240	\$0.10	211.67	1.41	\$21.64	\$0.14
MAR	\$16,912.49		(\$16,912.49)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
YTD Difference									
TOTAL	\$199,469.75	\$201,959.05	\$2,489.30						



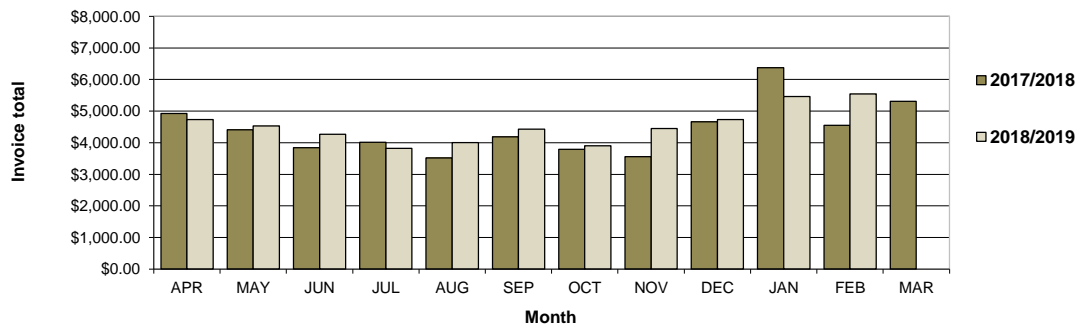
Bloomfield Township Public Library Natural Gas Analysis

Building Area = 101,023

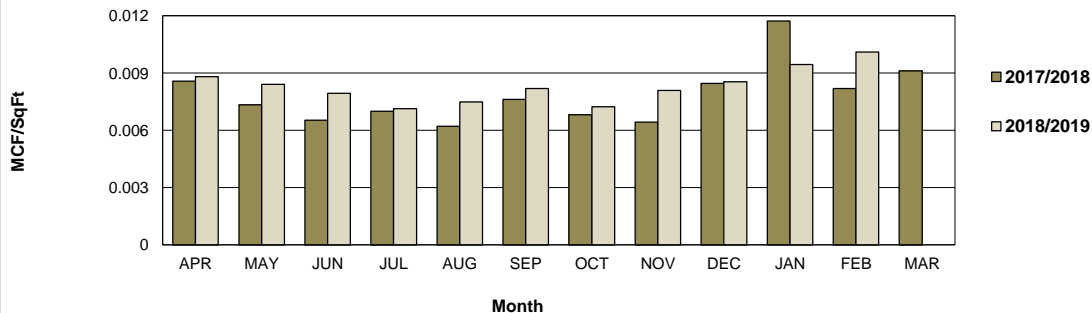
1 Cu. Ft. = 1000 BTU

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	\$5,540.36	\$988.60	1019.8	\$5.43	696	1.47	0.010	7.96	0.054
MAR	\$5,313.49		(\$5,313.49)		#DIV/0!	744	0.00	0.000	0.00	0.000
			YTD Difference							
TOTAL	\$53,127.17	\$49,872.88	(\$3,254.29)							

Two Year Cost Comparison

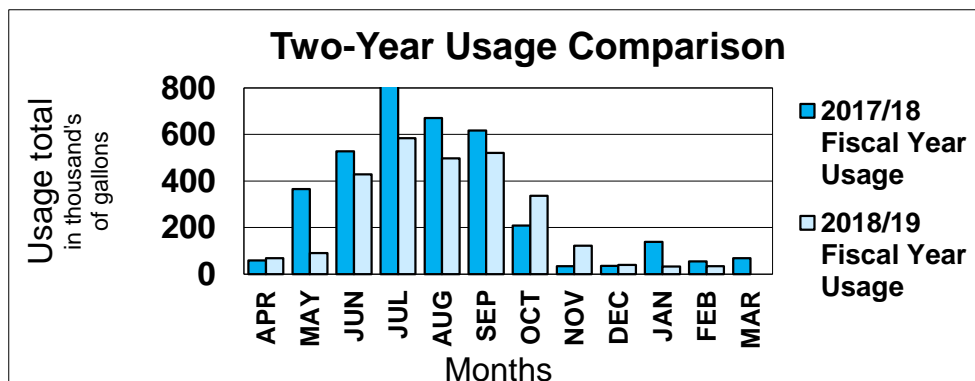
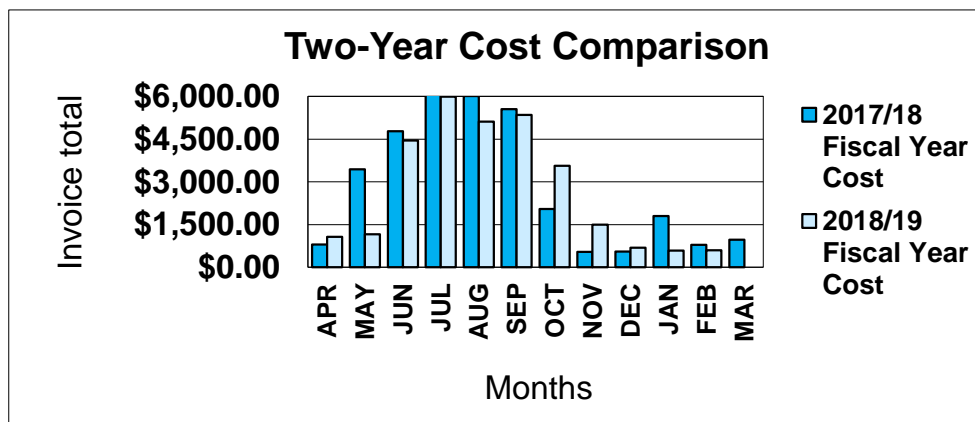


Two Year Operation Comparison



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	\$599.79	(\$183.57)	54	34	(20)
MAR	\$965.31		(\$965.31)	69		(69)
			YTD Difference			YTD Difference
TOTAL	<u>\$34,635.31</u>	<u>\$30,050.46</u>	<u>(\$4,584.85)</u>	<u>3,607</u>	<u>2,755</u>	<u>(852)</u>



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

Take time on Wednesday, April 10, 2:00 – 4:00pm for our annual Library Volunteer Reception. A group photo will be taken at 3:00pm. Help us honor our wonderful library volunteers and thank them for the gift of their time volunteering at Bloomfield Township Public Library.

Each year, Oakland County designates a week in spring as Severe Weather Awareness Week. This year, it is the week of March 25 with a test of the county's alert system taking place on Wednesday, March 27 at 1:00pm. The Library takes this opportunity to review our tornado warning procedures with staff and hold a practice tornado warning drill for anyone in the building at an unanticipated time.

Just a friendly reminder that the April Library Board meeting is held on the fourth Tuesday evening of the month to allow us time to close the books on FY 2018/2019. This year, our regular monthly library board meeting will be held on Tuesday, April 23 at 7:00pm.

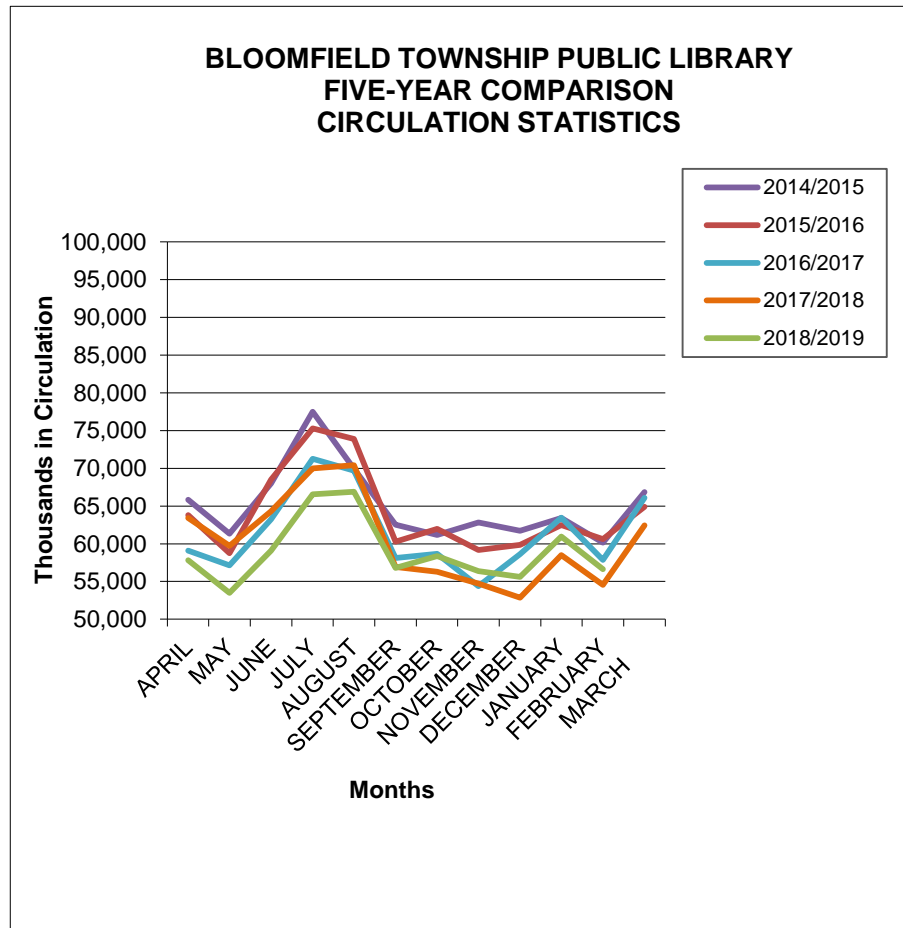
Respectfully Submitted,

*Carol Mueller
Director*

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
FIVE YEAR CIRCULATION**

3/13/2019

	<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	56,645
MARCH	66,845	64,896	66,071	62,452	
TOTAL	781,244	769,492	737,549	724,182	648,607



[illegible]

	2018		2019	
OUTREACH & PROGRAMS				
<i>New Patrons and Accounts</i>				
Township:	140		172	
Cranbrook:	1		2	
Total new patrons:	203		211	
<i>Adult Program Attendance</i>				
Staff-led:	12 events	170 attended	13 events	186 attended
Speaker-led:	5 events	182 attended	2 events	32 attended
Book clubs:	5 events	68 attended	8 events	72 attended
Tours/visits on-site:	0	0	0	0
Tours/visits off-site:	1 event	19 attended	2 events	23 attended
Chamber Music Concert	1 event	87 attended	1 event	118 attended
Bloomfield Historical Society	1 event	56 attended	1 event	66 attended
<i>Systems Program Attendance</i>				
Staff-led:	4 events	27 attended	7 events	55 attended
<i>Teen Program Attendance</i>				
Staff-led:	3 events	5 attended	1 event	4 attended
<i>Youth Program Attendance</i>				
Staff-led:	23 events	549 attended	29 events	515 attended
Speaker-led:	0	0	1 event	5 attended
Tours/visits on-site:	1 event	4 attended	0	0
Tours/visits off-site:	0	0	4 events	140 attended
TOTAL:	56 events	1,167 attended	69 events	1,216 attended
<i>Volunteers:</i>				
	17 people	186 hours	27 people	222.25 hours
	Shop: 8	80.25	Shop: 9	93.5
	Court: 1	35.5	Court: 1	38
	Students: 1	14	Students: 9	27
	Dept. Vol: 7	56.25	Dept. Vol: 8	63.75
<i>Patron Remarks</i>				
Patron Comments:	10		6	
Ask BTPL:	2		12	
Ask Us:	37		37	
DISPLAYS				
Lobby	1st Editions Caldecott Award Winners			
Media	Adult: Digital Learning; Films You'll Love			
	Youth: Love Your Library; Fairy Tale Films			
Local History	Indoor/Outdoor Winter Activities			

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, February 21, 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

Old Business:

Roof Update – next steps

Carol reviewed the timeline that Quinn Evans Architects (QEA) has proposed:

- March 6 – Bid documents reviewed with Joel Dion
- March 21 – Building and Grounds Committee reviews documents and list of potential bidders
- March 22 – Bid documents to be released
- March 25 – Mandatory walk-through
- April 4 – Deadline to receive bids

Lobby Floor – next steps

The Committee reviewed QEA's proposed pattern for the lobby floor. The Committee had many questions regarding the proposed pattern, the estimated cost, and the schedule. Carol will follow up with QEA before the next meeting.

West Side Water Remediation Update

This project proposal includes installing perforated drain pipes along the western elevation of the building to tie into the main drainage storm sewer. Once this project is complete, our electrician will be able to repair the damage to the electrical conduits caused by water. The Committee is concerned that the concrete be completely dried out before the electrical repairs are made. The Committee would like to explore the idea of sealing the outer part of the wall to prevent water from seeping through the concrete. The Committee understands the urgency of this project and directed Joel to move ahead with this project.

Water Main Update

Carol reminded the Committee that the Library will be closed Friday, March 8 to repair a water main issue. This repair will install a water pressure regulator to the Library's water main supply pipe.

Space Planning Update

Geraldine Drake moved to a new firm, AECOM, but will continue to lead the Library's space planning project. Geraldine proposes moving forward with this project by breaking it into two phases. The first phase is to reconfirm the concept and begin developing a plan to move media into Adult and Youth Services during several discussions with the Library's management team. Phase 2 involves moving the collections, assessing the condition of existing flooring and other utilities, and procuring and testing furniture. The success of this project depends on a lot of communication to the public and among staff. The Committee requested that AECOM review the fees looking for ways to save money. The Committee supports moving forward with this plan.

The next meeting will be Thursday, March 21, 2019 at 11:00am

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

Bloomfield Township Public Library
Oakland County, Michigan
Thursday, March 7, 11 a.m.

Present: Trustees: Tom Deska, Sandy Edwards, Eli Greenbaum
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, Academy of the Sacred Heart Volunteers Kate Myers and Louise McCready

Kate Myers and Louise McCready, volunteers from the Academy of the Sacred Heart, were introduced to the Committee. Both are juniors at the school, which has a program where teens volunteer service hours on a weekly basis. Kate was in the running for the teen board member for Baldwin Public Library. The Committee explained to the young volunteers what the essence of the Development Committee is. Every two years, the committee plans a fundraising event, but it also plans smaller programs to enrich the Library throughout the year.

Old Business:

2019 Photo Contest: *Light and Dark*

Director Carol Mueller reviewed the photo contest. The reception is on Saturday, April 13 from 2-4 p.m. with the winners announced at 3:00 p.m.

Assistant Director Tera Moon reviewed the prizes, which include a Coolpix W100 camera, two shoebox scan kit (valued at \$75 each), two \$50 gift cards to Toyology, and five \$50 Robert's Restaurants gift cards. It was determined that The Shoebox Scans will go to People's Choice and 1st Place Adult. Judy Lindstrom will be obtaining prize ribbons. The promotional materials will be updated to include the donor's logos. Thanks were expressed to Judy Lindstrom and Shayna Houghton for obtaining wonderful prizes. At this time, there are 30 entrants and more photos. Last year, there were nearly 100 participants in the contest. There are repeat entrants from previous years, with "Light and Dark" being the third library photo contest for some. Past entrants were contacted via email. There was discussion of how to push the final weeks of promotion. The judges, Nancy Kulish, Eric Keller, and Laurie Tennant, will determine the winners on Tuesday, April 2. Laurie Tennant will be approached to print the winning photos. The People's Choice voting will be in-house and online and also managed so that patrons can vote only once a day.

New Business:

2020 – *"In Motion" events*

Director Carol Mueller suggested shifting the focus of "In Motion" to be more about "friend-raising" than fundraising. The millage ends in 2024 and preparations need to be made, which include building community support. The Director proposed that sub-committees be formed to plan "In Motion." There was discussion of having members of the community join the sub-committees and targeting people from Bloomfield Township who may wish to become involved. It was agreed that a fact sheet about the Development Committee with talking points about each sub-committee should be made to help promote the sub-committees and enlist community members. Director Mueller will work on these. The Committee needs to consider who should be involved in the committees and subcommittees.

- Ongoing Library Programs Sub-Committee - Shayna Houghton and Marian Rafal and other community members if desired
- Main Event Sub-committee – Development Committee, plus others
- Marketing PR Sub-Committee – Tera Moon, Eli Greenbaum, Tom Deska, plus others
- Outreach Sub-Committee - This would be the Trustees and the community

Volunteer Kate Myers commented that social media doesn't reach students, but sending announcements to the schools does. It was discussed to "position involvement as a service learning experience." Getting recommendations to jobs and colleges from a Trustee could be an added benefit for students' involvement.

Nancy Kulish shared about a New York Public Library Lunch fundraiser event that she found to be inspiring. This reminded Librarian Shayna Houghton about local author events at the Library, both recently, and upcoming. Adult Services Department Head Laura Kraly has been a great supporter of having author programs at the Library.

It was agreed that community member involvement would be further discussed at the next meeting. "In Motion" programming was declared to be a potentially great resource to the community.

The options of dates for the Read-a-Thon and Night at the Library were discussed. It was determined that the Read-a-thon would take place during the summer, possibly in June, to take advantage of the outdoors. The Adult Terrace was considered ideal, although a portable PA system would be needed. It was also suggested that there be passive activities, like coloring, to encourage longer participation in the Read-a-thon. It was determined that October is still the best month for the Night at the Library. Research needs to be done to establish when the Read-a-thon and Night at the Library will be.

Other:

Carol Mueller updated the committee on the Community Foundation for Southeast Michigan Endowment Funds and provided recommendations on the acceptance of the 2019 payouts.

The Committee supported these recommendations.

Next meeting:

Thursday, April 4, 11:00 a.m.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Library Board of Trustees

FROM: Carol Mueller, Library Director

DATE: March 15, 2019

**SUBJECT: Proposed General Fund and Gift Fund Budgets
for Fiscal Year April 1, 2019 - March 31, 2020**

I am pleased to present to you at the Tuesday, March 19, 2019 regular Library Board meeting the proposed balanced budget that includes the FY 2018-2019 amended budget and the FY 2019-2020 proposed budget for your review. The fiscal plan projects the anticipated operating expenditures that are balanced with the projected operating revenues and includes a plan for the Library's capital improvement needs for the next seven years.

The Library continues to be in very sound financial condition with revenues exceeding expenditures. This allows us to continue to increase our capital improvements funding to replace the Library roof and complete other necessary capital projects.

As in past years, the proposed Gift Fund budget does not assume revenue from gifts, but does include the Myers Scholarship payout from the Community Foundation of Southeast Michigan (CFSEM) and a small amount of investment earnings. Expenditures are budgeted based on purchases made within the current fiscal year and gifts rolled over from the previous year. We assume all gifts will be spent during the year.

A copy of the proposed General Fund and Gift Fund Estimated budgets for fiscal year April 1, 2019 – March 31, 2020 is available at the Library's Welcome Desk for public review.

Attached to this memo are General Fund and Gift Fund budget resolutions in support and maintenance of Bloomfield Township Public Library and are needed to adopt the budget. The complete budget packet will be sent to each of you as a separate email message as this packet is too large to include in the regular meeting packet.

Thank you for your review of the Library's budget.

**Bloomfield Township Public Library
PUBLIC BUDGET HEARING MOTION
GENERAL FUND**

March 19, 2019

A Motion was made by: _____

Seconded by: _____

- TO APPROVE ON A FUNCTIONAL AND TOTAL FUND BASIS THE **PROPOSED** GENERAL FUND BUDGET, AS ATTACHED, FOR FISCAL YEAR **APRIL 1, 2019 - MARCH 31, 2020**, IN THE FOLLOWING AMOUNTS FOR THE SUPPORT AND MAINTENANCE OF BLOOMFIELD TOWNSHIP PUBLIC LIBRARY:

\$7,604,763

Revenues

\$9,162,938

Expenditures

- FUND BALANCE RESERVES SHALL BE DECREASED BY :

(\$1,558,175)

Net Revenue/(Expenditures)

THERE IS A PLANNED USE OF FUND BALANCE FOR CAPITAL PROJECTS, INCLUDING \$1.5 MILLION ROOF REPLACEMENT PROJECT (Project delayed and carried over from the prior fiscal year).

- TO APPROVE ON A FUNCTIONAL AND TOTAL FUND BASIS THE **AMENDED** GENERAL FUND BUDGET, AS ATTACHED, FOR THE CURRENT FISCAL YEAR **APRIL 1, 2018 - MARCH 31, 2019**, IN THE FOLLOWING AMOUNTS FOR THE SUPPORT AND MAINTENANCE OF BLOOMFIELD TOWNSHIP PUBLIC LIBRARY.

\$7,406,883

Revenues

\$9,200,956

Expenditures

- FUND BALANCE RESERVES SHALL BE DECREASED BY :

(\$1,794,073)

Net Revenue/(Expenditures)

THERE IS A PLANNED USE OF THE ASSIGNED FUND BALANCE FOR OPEB FUNDING OF \$2,084,000, APPROVED 12/18/18 - BUDGET AMENDMENT 1.

Motion carried.

President

Vice President/Secretary

**Bloomfield Township Public Library
PUBLIC BUDGET HEARING MOTION
GIFT FUND**

March 19, 2019

A Motion was made by: _____

Seconded by: _____

- TO APPROVE ON A TOTAL FUND BASIS THE **PROPOSED** GIFT FUND BUDGET, AS ATTACHED, FOR FISCAL YEAR **APRIL 1, 2019 - MARCH 31, 2020**, IN THE FOLLOWING AMOUNTS FOR THE SUPPORT AND MAINTENANCE OF BLOOMFIELD TOWNSHIP PUBLIC LIBRARY:

\$700

Revenues

\$162,195

Expenditures

- TO APPROVE ON A TOTAL FUND BASIS THE **AMENDED** GIFT FUND BUDGET, AS ATTACHED, FOR THE CURRENT FISCAL YEAR **APRIL 1, 2018 - MARCH 31, 2019**, IN THE FOLLOWING AMOUNTS FOR THE SUPPORT AND MAINTENANCE OF BLOOMFIELD TOWNSHIP PUBLIC LIBRARY.

\$76,189

Revenues

\$261,007

Expenditures

Motion carried.

President

Vice President/Secretary

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: Carol Mueller

DATE: March 15, 2019

SUBJECT: Library Endowment Funds 2019

Each year, the Library receives notification from the Community Foundation for Southeast Michigan (CFSEM) regarding the payouts available from our Library's six endowment funds. We received such notifications for 2019 and, with the support of the Development Committee, have responded with our decisions regarding payouts. The six endowment funds, the available payouts, and our recommendations are:

Bloomfield Township Public Library Endowment/ Amber Trust Funds and the Smith Challenge Grant Fund – the purpose of these endowment funds is to provide support for the general charitable purposes of the Library. Further, the Smith Challenge Grant stipulates that the decision to accept the payout and how it will be used during the year is to be made by the Library Department Heads. This year the Department Heads have elected to accept the Smith Challenge Grant payout to use for Library team building purposes. The Library Department Heads recommend accepting the Smith Challenge Grant this year to add to the amount available for the 2019 annual Holiday Party. As you know, this is the one time of year when the Library Board, Friends Board, Library staff and volunteers gather together socially to strengthen our bonds and common interests in and support of the Bloomfield Township Public Library. It has become more and more challenging for SOC to organize an event to be enjoyed by many, yet funded with the gift provided by the Friends. This additional funding will open up a few more options for SOC to plan a fun event for many to enjoy. This idea was unanimously supported by Department Heads at our managers meeting on February 13, 2019. I recommend not accepting payouts from the Endowment/ Amber Trust funds this year as we have funding left from previous payouts to support audio book purchases. The payouts available are:

Endowment/Amber Trust Funds - \$1,444.00 to be reinvested

Smith Challenge Grant Fund - \$1,500.00 to be accepted

The Fair Radom Garden Endowment Fund – the purpose of this fund is to support the beautification, improvement and preservation of the Library's gardens as well as related educational programs and activities at the Library. We propose accepting one payout and reinvesting the second payout from this endowment this year. Due to the roofing project, the Youth Services Read to Seed program is not being held.

The payouts available are:

June, 2019 - \$333.50 – to be accepted for Adult Services gardening programs

December, 2019 - \$333.50 – to be reinvested

The Yvonne T. Atkinson Fund – the purpose of this fund is to support the general charitable purposes of the Library with a preference for programs encouraging and supporting book discussion. We propose accepting the payouts from this fund to support our library sponsored book discussion groups. The payouts would be split evenly between Adult Services and Youth Services. The payouts will be:

June, 2019 - \$648.50 to be accepted

December, 2019 - \$648.50 to be accepted

The Jeanette P. Myers Scholarship Fund – the purpose of this fund is to provide funds to encourage and support the post-secondary education of past or present employees of the Library or persons who have some relationship with the Library. The payout from this fund is accepted every year. This annual scholarship is awarded in August each year, prior to the regular Library Board meeting that month. The payout will be:

June, 2019 - \$647.00 to be accepted

Bloomfield Township Public Library Director's Legacy Fund, established in July, 2013, supports staff development opportunities and staff training that improves or enhances service to the public. I am recommending that we do not accept the payouts from this fund this year but instead invest these back into the fund to grow the corpus, resulting in potentially larger payouts in the future. This fiscal year, we have included staff development funding in the General Fund budget. The amounts reinvested into the fund will be:

June, 2019 – \$342.00 to be reinvested

December, 2019 - \$342.00 to be reinvested

The Development Committee has given their full support of these recommendations and we have responded to CFSEM accordingly. Along with this memo, I have included a report on our endowment funds, prepared by our Finance Coordinator Sandi Bird, for your information.

Please let me know if you have any questions.

Memo

To: Carol Mueller
From: Sandi Bird
Date: 3/4/2019
Subject: BTPL Endowment Funds

The following is a report on endowment funds for which the BTPL Board of Trustees has oversight responsibility. All funds are held by and administered by The Community Foundation of Southeastern Michigan (CFSEM). A similar report will be furnished each year when fiscal year-end (December 31) fund balances are available.

1. Bloomfield Township Public Library (BTPL) Endowment Fund & Lawrence and Isabel Francis Smith Challenge Grant Fund

- a. **BTPL Endowment Fund** established November 22, 1996 from a donation of George & Elizabeth Frost.
Smith Challenge Grant Fund established November 24, 1998 (\$2,000/yr. for five years, to be matched by other donations).
- b. Purpose of Funds: provide support in furtherance of the general charitable purposes of BTPL.
- c. Please note: CFSEM combines Endowment Fund and Smith Challenge Funds together in their reports. The breakdown below is BTPL's best guess of the actual percentages in each fund based on CFSEM's grant distributions to each fund.

1/1/18 Market Value of Endowment Fund	\$ 35,497.26
2018 Contributions Received for Endowment Fund	\$ 491.44
2018 Income (Loss) for Endowment Fund (52.08%)	\$ (1,895.10)
2018 Grant received from Endowment Fund (0%)	\$ (0.00)
12/31/18 Market Value for Endowment Fund (52.08%)	
of total provide by CFSEM)	\$ 34,093.61

2019 **Endowment Fund** grant available from combined funds' 12/31/18 balance is \$1,444.00. (Distribution was declined.)

1/1/18 Market Value for Smith Challenge Grant Fund	\$ 34,188.74
2018 Contributions Received for Smith Challenge Grant Fund	\$ 473.33
2018 Income (Loss) for Smith Challenge Grant Fund (47.92%)	\$ (1,743.67)
2018 Grant received from Smith Challenge Grant Fund (100.00%)	\$ (1,549.00)
12/31/18 Market Value for Smith Challenge Grant Fund (47.92%)	
of total provided by CFSEM)	\$ 31,369.39

2019 **Smith Challenge Grant Fund** grant available from combined funds' 12/31/18 balance is \$1,500.00. (Distribution will be taken in June and December 2019.)

- d. Responsibility for decisions regarding use of Endowment Fund grant: Library Director/Board of Trustees
Responsibility for decisions regarding use of Smith Challenge Fund grant: Committee of Library's Department Heads.

2. Jeanette P. Myers Memorial Scholarship Fund

- a. Established March 24, 1998 from donations by Rodman N. Myers family.
- b. Purpose of fund: Provide funds to encourage and support the post-secondary education of past or present employees of BTPL or persons who have some relationship with the Library, as the Selection Committee shall determine.

c. 1/1/18 Market Value	\$ 15,231.00
2018 Contributions Received	\$ 0.00
2018 Income (Loss)	\$ (808.00)
2018 Grant received	<u>\$ (639.00)</u>
12/31/18 Market Value	\$ 13,784.00

2019 Grant available from 12/31/18 balance is \$647.00 (Distribution will be taken in June 2019.)

- d. Responsibility for decisions regarding use of grant: Selection Committee comprised of Library Director and two members of the Library Board of Trustees.

3. Yvonne T. Atkinson Fund

- a. Established December 4, 2001 from a donation from the Yvonne T. Atkinson Trust.
- b. Purpose of fund: support the general charitable purposes of BTPL with a preference for programs encouraging and supporting book discussions.

c. 1/1/18 Market Value	\$ 30,453.00
2018 Contributions Received	\$ 0.00
2018 Income (Loss)	\$ (1,616.00)
2018 Grant received	<u>\$ (1,281.00)</u>
12/31/18 Market Value	\$ 30,453.00

2019 Grant available from 12/31/18 balance is \$1,297.00. (Distribution will be taken in June and December 2019.)

- d. Responsibility for decisions regarding use of grant: Library Director/Board of Trustees.

4. Fair Radom Garden Endowment Fund

- a. Established February 12, 2010 from donations by the Fair Radom family.
- b. Purpose of fund: Provide support for the improvement and preservation of the public garden(s) of the Bloomfield Township Public Library as an educational and outreach resource to the public on proper land use and landscaping, and the development and implementation of educational and research programs and activities relating to such public garden(s).

c. 1/1/18 Market Value	\$ 15,511.00
2018 Contributions Received	\$ 0.00
2018 Income (Loss)	\$ (854.00)
2018 Grant received	<u>\$ 0.00</u>
12/31/18 Market Value	\$ 14,657.00

2019 Grant available from 12/31/18 balance is \$667.00. (One-half (1/2) of distribution was declined.)

- d. Responsibility for decisions regarding use of grant: Library Director/Board of Trustees.

5. Library Director's Legacy Endowment Fund

- a. Established June 28, 2013 from donations from various persons.
- b. Purpose of fund: Provide funds to provide staff development opportunities and staff training that improves or enhances service to the public.

c. 1/1/18 Market Value	\$16,333.00
2018 Contributions Received	\$ 264.00
2018 Income (Loss)	\$ (907.00)
2018 Grant received	<u>\$ (0.00)</u>
12/31/18 Market Value	\$15,690.00

2019 Grant available from 12/31/18 balance is \$684.00. (Distribution was declined.)

- d. Responsibility for decisions regarding use of grant: Library Director/Board of Trustees.

NOTES:

1. Monies paid into endowment funds are invested by CFSEM in stocks and bonds. All earnings from these investments are credited to the individual endowment fund.
2. Administrative Fees and Bank Fees are charged to each individual endowment fund by CFSEM. These amounts vary but are usually less than 1% per fund each year. In 2007 CFSEM no longer provides the breakdown for each individual fund, claiming it is a money savings not to do so.
3. When the balance in an endowment is more than \$10,000, a grant of up to 5% is offered to BTPL by CFSEM. The grant may be taken whole, in part, or not at all. Grants are made in June and December. When the balance in an endowment fund is less than \$10,000, no grant is offered by CFSEM. Any net increase in value is credited to the endowment.
4. In the event that the investments return less than 5% or incur a loss for any given year, a distribution of 5% is still offered from each endowment. However, in this type of situation, the CFSEM advises the reinvestment of that distribution rather than the pay out of it to increase the long term value of the fund.
5. The principal amount of money in an endowment may never be withdrawn.
6. In addition to administering endowments, CFSEM makes grants to local charitable and community organizations from money donated to CFSEM. BTPL is eligible to apply for such a grant. Monies in the grant and endowment funds are completely separate accounts.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees

FROM: Carol Mueller

DATE: March 19, 2019

SUBJECT: Freedom of Information Act Amendments

As of December 28, 2018, the Legislature approved two amendments to the Michigan Freedom of Information Act (FOIA). A new requirement was added regarding the information that must be included in a FOIA request. Specifically, this act requires that the requesting person must include their complete name, address and contact information. If the request is made by a person other than an individual (a corporation, for example) the complete name, address and contact information of the person's agent who is an individual must be included in the FOIA request. This amendment prevents an anonymous FOIA request from being submitted. This has been a problem when a FOIA requester has sent an email or other written requests only using the first name and little other contact information. As each FOIA request takes time to respond to, this amendment requires the necessary information to contact someone submitting a FOIA requests for which there are questions.

A second amendment includes a new notice regarding deposits for FOIA requests. Each deposit letter must now include a deadline for when a deposit is due before FOIA work proceeds.

Anne Seurnyck, attorney with Foster Swift Collins & Smith, has reviewed our FOIA procedures and has provided updates as required by these new amendments. I have included her recent article in *The Review* for your information. As required by this Act, these updated procedures will be posted on the Library website and available at the Welcome Desk.

I have not included these procedures or the complete Act as it is a very large document and its size would require me to send this to you as a separate document. Please do let me know if you would like to receive these documents and I would be happy to send to you.

As these are FOIA procedures and not policy, this is informational only and no action is required of the Library Board.

FOIA

FREEDOM OF INFORMATION ACT

New Amendments to the

FREEDOM OF INFORMATION ACT

By Anne M. Seuryneck

Effective Dec. 28, 2018, the Legislature approved two important amendments to the Michigan Freedom of Information Act ("FOIA"). Public Act 523 added a new requirement to Section 3 regarding the contact information that must be included in a FOIA request. In addition, Act 523 amended Section 4 to address what happens when a requester does not pay a deposit in a timely manner.

Contact Information

Section 3 of the FOIA now requires that a requester must include that person's complete name, address, and contact information in the FOIA request. If the request is made by a person other than an individual, the requester must include the complete name, address, and contact information of the person's agent who is an individual. An address must

be written in compliance with United States Postal Service addressing standards. Contact information must include a valid telephone number or electronic mail address. This new requirement does not apply to an individual who qualifies as indigent under Section 4(2)(a) of the FOIA.

Essentially, the amendment prevents an anonymous FOIA or a FOIA that does not fully identify the person making the request. This has been a problem in the past where the requester sends a FOIA request using only his or her first name and providing little contact information. Similarly, public bodies have received email FOIA requests with a company name and the only contact information is the email address itself. Now, the public body will have the necessary information to contact or talk to an individual about the FOIA request.



Timely Deposit

Public bodies have also been faced with deciding what to do when a requester does not respond to a request for a deposit. Currently, pursuant to the FOIA, a public body can ask for a deposit of up to half of the total estimate fee if that fee is expected to exceed \$50. The public body may also ask for a 100 percent deposit if a requester has not paid for a previous request and meets other requirements under the Act. Under Act 523, if (1) a public body requests a deposit, (2) if that deposit is not received by the public body within 45 days from receipt of the notice of deposit, and (3) if the requesting person has not filed an appeal of the deposit amount, the request shall be considered abandoned by the requesting person. In such case, the public body is no longer required to fulfill the request.


Act 523 does include a new notice requirement for deposits. The notice of deposit ("deposit letter") is considered received three days after it is sent, regardless of the means of transmission. The deposit letter must include notice of the date by which the deposit must be received, which date is 48 days after the date the deposit letter is sent. So, each deposit letter must now include the deadline.

How to Comply

So, what should each public body do after understanding the changes? First, the public body should carefully review the FOIA requests as they come in to ensure that the required

included and record that deadline. As a matter of policy, the public body should amend its Procedures and Guidelines and Written Public Summary to reflect the new changes. Pursuant to Section 4(4) of the FOIA,

"[a]public body shall establish procedures and guidelines to implement this act and shall create a written public summary of the specific procedures and guidelines relevant to the general public regarding how to submit written requests to the public body and explaining how to understand a public body's written responses, deposit requirements, fee calculations, and avenues for challenge and appeal." MCL 15.234(4).

Because the FOIA requires the Procedures and Guidelines and the Written Public Summary to instruct requesters on (1) how to submit a written request and (2) deposit requirements, the public body should amend these documents to reflect the changes required by Act 523. 

Anne M. Seurnyck is an attorney with Foster Swift Collins & Smith PC. You may contact her at 616.726.2240 or aseurnyck@fosterswift.com.



**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees

FROM: Tera Moon

DATE: March 11, 2019

SUBJECT: Strategic Plan Update

1. Marketing

This group continues to meet and discuss ideas and tactics for marketing the Library and its services. The group will be providing input on some design and functionality changes to the Library's website. This group recently launched a Welcome Email which is sent to new library card holders (unless they opt out) reiterating the benefits of their library card. This Welcome Email includes a plug for the Library's monthly enewsletter. Subscriptions to this enewsletter have risen by about 100 since the first Welcome Email was sent.

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: March 11, 2019

SUBJECT: Space Needs & Wayfinding Assessment Update

Geraldine Drake and her colleague, Yao Tang, addressed the MAC group and the project ambassadors on February 27, 2019 to reconfirm the direction of this project and lay out a timeline for meetings and action. The next step is to hold workshops at which Adult and Youth Services will start to discuss the details of how this project will get done. Geraldine and Yao will lead these workshops. These are scheduled for March 18 and 19, 2019.

Communication is going to be integral to the success of this project. Geraldine and Yao have developed a communications plan to help patrons understand the changes, for patrons to provide feedback, and to help staff be informed. This is an exciting time for Bloomfield Township Public Library as we continue to move from an A to an A+ library!

April 2019

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
1 2PM Family Movie Time 7PM Open Lab	2 10AM Knit 'n Stitch 1PM Leftover Craft Day 7PM Everyone's Reading 2019: Meet Adriana Trigiani in Bloomfield Township	3 10AM Wee ALL Play 12:15 PM Friends 7PM Everyone's Reading 2019: Meet Adriana Trigiani in Farmington Hills	4 11AM Development CMTE 2PM LEGO Club	5 12PM English Language Conversation Hour 3PM Fairy Houses	6 11AM Slimy Saturday 2PM Introduction to Powerpoint	7
8 AARP Tax Aide - Free Tax Assistance 10AM Family Story Time 11AM Adult /Teen Sensory Storytime 2PM Music Monday	9 10AM Tinker Tales 1PM Memoir Writers' Group	10 10AM Wee ALL Play 6:30PM Writers' Rendezvous 6:30PM My First Book Group 7PM Stratford Festival Speaker Series	11 10AM Mother Goose Club 1PM Digital Download Help 4:30PM Book Chat 7PM Open Lab	12 10AM Movers and Shakers 12PM English Language Conversation Hour 7PM Chamber Music Concert Series	13 9:30AM – 3:30PM Friends of the Library Second Saturday 11AM SENSEational Story Time 2PM Photo Contest Reception	14
15 1PM 30 Minute Lunchtime Book Club	16 10AM Tuesday Book Club 10AM Tinker Tales 6PM Introduction To Scanning and Photo Editing 7PM Perennial Gardening 101 with English Gardens	17 Gale Courses Begin 10AM Wee ALL Play 1PM Mystery Book Club	18 10AM Mother Goose Club 11AM Building and Grounds CMTE 6:30PM Art Lab	19 10AM Movers and Shakers 11AM Coffee and Conversation 12PM English Language Conversation Hour	20 2PM PowerPoint 2	21 CLOSED EASTER SUNDAY - LIBRARY WILL REOPEN MONDAY AT 9:30A
22 6PM Books in Bars at Rusty Bucket (Book Club) 6:30PM Book Worms	23 10AM Tinker Tales 1PM Memoir Writers' Group 7PM Library Board	24 10AM Wee ALL Play 6:30PM Writers' Rendezvous	25 10AM Eleanor's Thursday Book Club 10AM Mother Goose Club 6:30PM Paperbacks & Snacks	26 10AM Movers and Shakers 11AM Sensory-Friendly Movies for Adults and Teens 12PM English Language Conversation Hour 7PM Meet Author Wade Rouse aka Viola Shipman	27 2PM Michigan Author Series: Joe Grimm, The Faygo Book	28
29	30 10AM Tinker Tales					