



Bloomfield Township Public
Library

**Bloomfield Township Public Library
Board of Trustees**

Library Board Meeting
April 23, 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, April 23
7:00 p.m.

#	<u>NUMBERED ITEMS</u>	<u>DATE DELIVERED</u>
1	Agenda	4/19/2019
2a	Request to remove items from the Consent Agenda for Discussion	4/19/2019
2b	Motion to approve the order of items for the regular and consent agendas	4/19/2019
5	Motion to approve remaining Consent Agenda items 6-8d	4/19/2019
6	Regular Board Meeting Minutes of 3/19/2019	4/19/2019
7a	Cash Disbursements	4/19/2019
7b	Revenues/Expenditures Budget Report	4/19/2019
7c	Energy Report	4/19/2019
8a	President's Report– no report	
8b	Director's Report	4/19/2019
8c	Art Committee –no report	
8c	Bloomfield Township Liaison – no report	
8c	Building, Grounds, Landscaping, Interiors Committee – 3/21/2019	4/19/2019
8c	Cranbrook –no report	
8c	Development Committee – 4/4/19	4/19/2019
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	Roof Rejuvenation Bid Award memo	4/19/2019
11b	Special Agreements with Cranbrook, Detroit Public Library, Troy Public Library	4/19/2019
13	Motion to approve any items removed from the Consent Agenda	4/19/2019
	<u>UNNUMBERED ITEMS</u>	<u>DATE DELIVERED</u>
	Strategic Plan Update	4/19/2019
	Space Needs and Wayfinding Update	4/19/2019
	Calendar	4/19/2019

AGENDA
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, April 23, 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 March 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. Roof Project Bid Award
 - b. Special Agreements with Cranbrook, Detroit Public Library, Troy Public Library
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, May 21, 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, March 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, Judy Lindstrom, and Joan Luksik (via telephone)

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

Guests: Ed Niemchak, Adult Services Librarian and Staff Organization Committee Representative (SOC)

Upon discussion, a motion was made by Eli Greenbaum, seconded by Sandy Edwards **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 announced tomorrow is the first day of spring and there is some new growth going on. She expressed sadness at the recent passing of two library Friends, Virginia Smith and Larry Reeside. "They were Friends of the Library, but they were friends of all of us," she remarked. "We will miss them both and we will remember them." She thanked Sandy Edwards for her hard work on the Legislative Breakfast on Friday, February 22. President Lindstrom reported receiving a positive note from Brian Kepes, Township Treasurer, where he wrote, "The Library is truly one of the Townships' jewels!"

Director's Verbal Report:

Director Carol Mueller also reported that the Legislative Breakfast was very successful, and fostered new connections between legislatures and the Library. Office Hours are being held here by some of the attendees. Congressman Andy Levin held a story time because March is reading month. The Oakland County Board of Commissions will be issuing a proclamation honoring the library's special needs services and collections on Thursday, April 18. The Library Photo Contest has increased in participation this year, with 107 photos from 63 participants. The People's choice voting begins on Monday, March 25 and the reception is on Saturday, April 13. The awards will be presented at 3 p.m. There will be a Volunteer Reception on Wednesday, April 10, with a photo of

volunteers taken at 3 p.m. The Director invited the Trustees to come and thank “our wonderful volunteers who make such a difference.” She remarked that Volunteer Coordinator Marty McGee does an exceptional job putting this together, with a lot of creativity and cleverness into this celebration of the library’s volunteers. There will be books plated in each volunteer’s honor. Outstanding volunteer Virginia Smith chose the Library as a charity to be honored in her memorial. The Library is really enhancing the relationship with Bloomfield schools. Last Wednesday, March 13, the Library had over 200 people for the Science Fair. It was fun to see the students bring in their science projects with their beaming parents. The 1st Grade Reader’s Rally will fill the Library throughout the month of March, with five elementary schools visiting and 320 First Graders in all. The Youth Service Librarians create a wonderful presentation.

The Telephone notification system the Library has used for many years has become obsolete and can no longer operate, as the technology failed. The Library is trying to encourage patrons to receive email or text notifications. Less than 200 patrons still relied on telephone notifications. Most libraries do not use the telephone notification system. Letters were sent to these patrons to encourage them to switch over.

There will be more updates in the future about the library’s space planning. There were workshops with the Adult Services Staff and the Youth Services staff updating them on the changes. The media will soon be moved into Adult and Youth Services. The process has been started and it is really exciting.

REGULAR AGENDA:

Call to the Public:

Ed Niemchak, representing the SOC, announced that the donations for this month will be going to Oakland Literacy Council. He thanked the Board for the experience of working with them as an SOC representative. He announced that this was the last board meeting he would be attending on behalf of the SOC. He expressed appreciation for the “wonderful respect the Board has for the Library.” President Lindstrom thanked Ed and the SOC.

UNFINISHED BUSINESS:

No unfinished business.

NEW BUSINESS:

11 a. FY 2018/2019 Budget Close and FY 2019/2020 Budget Proposal

Director Mueller thanked Sandi Bird for her hard efforts as well as Assistant Director Tera Moon and the Trustees. Director Mueller is pleased to present the proposed budget that includes the FY 2018-2019 amended budget and the FY 2019-2020 proposed budget for the Board’s 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 administration to continue to increase the capital improvements funding to replace the Library roof, the lobby floor, and space planning, as well as to 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. It is assumed that all gifts will be spent during the year.

Upon discussion, a motion was made by Eli Greenbaum, seconded by Grant Gerhart **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).

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

Upon discussion, a motion was made by Tom Deska, seconded by Sandy Edwards **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.

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

Upon discussion, a motion was made by Grant Gerhart, seconded by Sandy Edwards **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:

<u>\$700</u>	<u>Revenues</u>
<u>\$162,195</u>	<u>Expenditures</u>

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

Upon discussion, a motion was made by Sandy Edwards, seconded by Grant Gerhart 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.

<u>\$76,189</u>	<u>Revenues</u>
<u>\$261,007</u>	<u>Expenditures</u>

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

President Lindstrom thanked Sandi Bird, Carol Mueller, and Tera Moon.

OTHER:

Sandy Edwards gave her report on the Friends of the Library. The Friends had a meeting on Wednesday, March 13. The Friends have recently attended area school PTA meetings, making all aware of the resources available for elementary and middle school teachers. An opportunity for teachers to have access to these resources was discussed and it was conclude that teachers will be invited to attend the pre-sale day on Friday. The Friends continue to prepare for the Annual Meeting on Wednesday, May 8. Author Karen Dionne will be a guest speaker and the food will be catered by the Bloomfield Township High School culinary program. The Membership dues were reviewed and revised with slightly higher rate. The Annual Report will be revised with memorial tributes for Friends Larry Reeside and Virginia Smith

Director Mueller wanted to touch base on the Library endowment funds for 2019. Letters from the Community Foundation of Southeast Michigan were received, asking if the Library wishes to accept payouts from the library's six endowments. This was reviewed.

The Freedom of Information Act (FOIA) procedure was brought to the Board's attention. There will changes to the FOIA procedure. It will now require a complete name and address, which will permit follow up. It will also now be a letter requiring a deposit for FOIA requests. There needs to

be a deadline on the deposit in order to proceed. The procedure will be updated.

Grant Gerhart shared that there is a Chamber Music concert this Friday, March 22 and commented on how wonderful these events are.

Judy Lindstrom inquired about renewing her library account, as she got an odd user message. Director Mueller will look into this.

The next Library Board Meeting will be Tuesday, April 23 at 7 p.m.

At 7:31 p.m. President Judy Lindstrom adjourned the meeting.

Submitted by:

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

Sandra Edwards, Secretary

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

Cash Disbursements Comments

April 2019

New Vendors:

Action Aards is a new vendor for library photo contest award ribbons.

Foster Swift Collins & Swift PC is a new vendor for legal services.

J & B Medical Supply is a new vendor for library AED supplies.

Joe Grimm is a new vendor for a library program.

Marshall District Library is a new vendor for payment of a lost MelCat item.

Page Masonry is a new vendor for library caulking and tuck pointing.

Robin Orman is a new vendor for reimbursement of fees.

Total Energy Systems, Inc. is a new vendor for HVAC repairs.

Under the Radar Productions, Inc. is a new vendor for a library program.

Wade House LLC is a new vendor for a library program.

General Fund Advance

- Check #19505 payable to Bloomfield Township in the amount of \$599.79 is payment for water and sewer fees from 1/18 – 2/18/2019.
- Check #19505 payable to Bloomfield Township in the amount of \$585.94 is payment for water and sewer fees from 2/19 – 3/20/2019.

General Fund

- Check #19551 payable to Bloomfield Township in the amount of \$294,691.43 is payment for two payrolls, including FICA, HRA contributions, pension, etc. as usual.

- Check #19556 payable to Charter Township of Bloomfield in the amount of \$20.00 is payment for two program DVDs.
- Check #19569 payable to Marshall District Library in the amount of \$20.00 is payment for a lost MelCat book borrowed by a Bloomfield Township resident for which the patron has been billed.
- Check #19570 payable to Metcom, Inc. in the amount of \$13,410.00 is payment for additional library cards.
- Check #19571 payable to Metronet Library Consortium in the amount of \$563.44 is payment for Everyone's Reading promotional materials and ebooks.
- Check #19574 payable to Milliman, Inc. in the amount of \$7000.00 is payment for the Library OPEB actuary report.
- Check #19582 payable to Professional Engineering Associates, Inc. in the amount of \$8,800.00 is payment for west side water remediation.
- Check #19583 payable to Quinn Evans Architects in the amount of \$5,302.82 is payment for Library roof project – phase 1.
- Check #19588 payable to /service Heating & Plumbing in the amount of \$9,386.00 is payment for the new water main check valve.
- Check # 19591 payable to The Library Network in the amount of \$3,702.27 is payment for library internet service and books.
- 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.
- Check #19599 payable to Innovative Interfaces in the amount of \$20,800.00 is payment for the Library's cloud storage.

Gift Fund

- Check #5038 payable to the Charter Township of Bloomfield in the amount of \$200.00 is payment for program DVDs.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

CHECK REGISTERS

FOR THE MONTH OF MARCH 2019

Check #	Date	Payee	Cash Account	Amount
General Fund				
ADVANCE CHECKS:				
19498	3/7/19	AT&T	106.01	785.66
19499	3/7/19	Elizabeth Clauder	106.01	28.02
19500	3/7/19	Sally Cunningham	106.01	5.28
19501	3/7/19	Edward Niemchak	106.01	70.16
19502	3/7/19	PACIFIC TELEMAGEMENT SERVICES	106.01	78.00
19503	3/7/19	T MOBILE	106.01	29.40
19504	3/13/19	ACTION AWARDS	106.01	17.01
19505	3/13/19	BLOOMFIELD TOWNSHIP	106.01	599.79
19506	3/13/19	Edward Niemchak	106.01	30.31
19507	3/13/19	TERMINIX PROCESSING CTR.	106.01	123.00
19508	3/13/19	Qiong Wu	106.01	358.59
19509	3/19/19	XFINITY	106.01	168.09
19510	3/19/19	DTE ENERGY	106.01	14,091.82
19511	3/19/19	ABBY DWYER	106.01	32.00
19512	3/19/19	FLAGSTAR BANK	106.01	3,204.34
19513	3/19/19	Jamie Jasper	106.01	64.30
19514	3/19/19	Martha McGee	106.01	218.23
19515	3/19/19	MOBILITY CENTER	106.01	85.00
19516	3/19/19	ROBIN ORMAN	106.01	12.00
19517	3/19/19	VERIZON WIRELESS	106.01	202.92
19518	3/19/19	Killian Weston	106.01	43.44
19519	3/26/19	AMAZON.COM	106.01	1,921.93
19520	3/26/19	AT&T	106.01	381.78
19521	3/26/19	Elizabeth Clauder	106.01	165.11
19522	3/26/19	CONSUMERS ENERGY	106.01	3,977.14
19523	3/26/19	Celia Domalewski	106.01	69.43
19524	3/26/19	ELM USA, Inc.	106.01	30.03
19525	3/26/19	Laura Kraly	106.01	101.88
19526	3/26/19	Andrea Lebeck	106.01	60.98
19527	3/26/19	PRINCIPAL LIFE INS CO-SBD GRANDE ISLAND	106.01	785.27
19528	3/26/19	Marian Rafal	106.01	55.05
19529	3/26/19	VIGILANTE SECURITY	106.01	1,950.00
19530	3/26/19	Karrie Yukon	106.01	131.52
19531	4/3/19	Patricia Ballard	106.01	133.19
19532	4/3/19	PETTY CASH - BTPL	106.01	130.03
19533	4/3/19	Brooke Hoskins	106.01	57.77
19534	4/3/19	Shayna Houghton	106.01	35.34
19535	4/3/19	Ashlee McClaghry	106.01	104.20
19536	4/3/19	PACIFIC TELEMAGEMENT SERVICES	106.01	78.00
19537	4/3/19	PAGE MASONRY	106.01	1,985.68
19538	4/3/19	Killian Weston	106.01	882.84
19539	4/3/19	Karrie Yukon	106.01	30.61
19540	4/4/19	Check stock used for FY 2019-2020 invoices	106.01	
19541	4/4/19	Check stock used for FY 2019-2020 invoices	106.01	
19542	4/4/19	Check stock used for FY 2019-2020 invoices	106.01	
19543	4/10/19	AT&T	106.01	789.34
19544	4/10/19	BLOOMFIELD TOWNSHIP	106.01	585.94
19545	4/10/19	T MOBILE	106.01	29.40
19546	4/10/19	TERMINIX PROCESSING CTR.	106.01	123.00
Total				<u><u>34,023.86</u></u>
REGULAR CHECKS:				
19547	4/11/19	AERO FILTER, INC	106.01	3,300.32
19548	4/11/19	APPLIED IMAGING	106.01	445.57
19549	4/11/19	BAKER & TAYLOR, INC.	106.01	10,168.16
19550	4/11/19	BLACKSTONE AUDIO, INC.	106.01	37.49

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

CHECK REGISTERS

FOR THE MONTH OF MARCH 2019

Check #	Date	Payee	Cash Account	Amount
19551	4/11/19	BLOOMFIELD TOWNSHIP	106.01	294,691.43
19552	4/11/19	CDW GOVERNMENT, INC.	106.01	1,648.80
19553	4/11/19	CENGAGE LEARNING/GALE	106.01	6,064.19
19554	4/11/19	CENTRAL BUSINESS SYSTEMS, INC.	106.01	834.05
19555	4/11/19	CHAMPAGNE ENGRAVING	106.01	85.00
19556	4/11/19	CHARTER TOWNSHIP OF BLOOMFIELD	106.01	20.00
19557	4/11/19	DEMCO, INC.	106.01	367.46
19558	4/11/19	DU ALL CLEANING, INC	106.01	8,012.52
19559	4/11/19	FOSTER SWIFT	106.01	250.00
19560	4/11/19	GREY HOUSE PUBLISHING	106.01	144.00
19561	4/11/19	HAGOPIAN CLEANING SVCS	106.01	580.00
19562	4/11/19	INFOBASE LEARNING	106.01	1,863.98
19563	4/11/19	INGRAM LIBRARY SERVICES	106.01	1,062.37
19564	4/11/19	VOID	106.01	
19565	4/11/19	J. APPLESEED	106.01	718.80
19566	4/11/19	JANWAY COMPANY	106.01	298.58
19567	4/11/19	LJ ROLLS REFRIGERATION CO., INC	106.01	501.28
19568	4/11/19	LAFORCE	106.01	110.00
19569	4/11/19	MARSHALL DISTRICT LIBRARY	106.01	20.00
19570	4/11/19	METCOM, INC.	106.01	13,410.00
19571	4/11/19	METRONET LIB. CONSORT.	106.01	563.44
19572	4/11/19	MICROMARKETING LLC	106.01	325.17
19573	4/11/19	MIDWEST TAPE	106.01	7,575.05
19574	4/11/19	MILLIMAN, INC.	106.01	7,000.00
19575	4/11/19	MORNINGSTAR, INC.	106.01	199.00
19576	4/11/19	NATIONAL SIGN COMPANY	106.01	1,145.00
19577	4/11/19	NICHOLS/NETWORK SERVICES CO	106.01	1,160.18
19578	4/11/19	OMNIGRAPHICS	106.01	299.20
19579	4/11/19	OVERDRIVE	106.01	13,357.35
19580	4/11/19	OXFORD UNIVERSITY PRESS USA	106.01	3,303.08
19581	4/11/19	PENGUIN RANDOM HOUSE LLC	106.01	183.00
19582	4/11/19	PROFESSIONAL ENGINEERING ASSOC., INC.	106.01	8,800.00
19583	4/11/19	QUINN EVANS ARCHITECTS	106.01	5,302.82
19584	4/11/19	RECORDED BOOKS, LLC	106.01	239.53
19585	4/11/19	THE ROWMAN & LITTLEFIELD PUBLISHING GRP	106.01	139.35
19586	4/11/19	SALEM PRESS, INC.	106.01	697.50
19587	4/11/19	SENTINEL TECHNOLOGIES, INC.	106.01	346.58
19588	4/11/19	SERVICE HEATING & PLUMBING	106.01	9,385.00
19589	4/11/19	SHOWCASES	106.01	2,178.36
19590	4/11/19	TERRYBERRY	106.01	443.34
19591	4/11/19	THE LIBRARY NETWORK	106.01	3,702.27
19592	4/11/19	TOTAL ENERGY SYSTEMS, INC.	106.01	755.74
19593	4/11/19	TUTOR.COM	106.01	994.41
19594	4/11/19	UNDER THE RADAR PRODUCTIONS, LLC	106.01	800.00
19595	4/11/19	UNIQUE MANAGEMENT SERVICES, INC.	106.01	447.50
19596	4/11/19	VALUE LINE PUBLISHING, INC	106.01	1,370.00
19597	4/11/19	WESCO DISTRIBUTION	106.01	1,128.06
19598	4/11/19	WT COX INFORMATION SERVICES	106.01	89.40
19599	4/11/19	INNOVATIVE INTERFACE	106.01	20,880.00
Total				437,444.33

Gift Fund

ADVANCE CHECKS:				
5031	3/7/19	Elizabeth Clauder	102.03	91.49
5032	3/19/19	FLAGSTAR BANK	102.03	820.88
5033	3/19/19	SCOTT NELSON	102.03	130.00
5034	3/26/19	AMAZON.COM	102.03	126.32
5035	3/26/19	JPs PIANO MOVING	102.03	300.00
5036	4/3/19	JPs PIANO MOVING	102.03	300.00
Total				1,768.69

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

Check #	Date	Payee	Cash Account	Amount
REGULAR CHECKS:				
5037	4/11/19	BAKER & TAYLOR	102.03	143.78
5038	4/11/19	CHARTER TOWNSHIP OF BLOOMFIELD	102.03	200.00
5039	4/11/19	DEMCO	102.03	53.90
5040	4/11/19	GOLDNER WALSH NURSERY, INC.	102.03	277.30
5041	4/11/19	JOE GRIMM	102.03	150.00
5042	4/11/19	VOID	102.03	
5043	4/11/19	MULTICULTURAL BOOKS & VIDEOS	102.03	625.00
5044	4/11/19	WADE ROUSE LLC	102.03	1,000.00
5045	4/11/19	IMAGE360	102.03	1,754.48
Total				<u>4,204.46</u>

Bloomfield Township Public Library
2018-2019 General Fund Budget (Unaudited)
 PRESENTED: APRIL 23, 2019 FOR THE MONTH OF: MARCH, 2019

7b

Twelve Months 100%

		2018-2019	2018-2019	Twelve Months			100%
ACCOUNT	ACCOUNT	ADOPTED BUDGET	AMENDED BUDGET	REVENUE/EXPENSE	REVENUE/	% OF	
NUMBER	NAME	AS OF	AS OF	CURRENT	EXPENSE	BUDGET	
		MARCH 20, 2018	MARCH 19, 2019	MONTH	YTD	YTD	VARIANCE
<u>Revenues</u>							
410.01	Taxes	\$7,095,067	\$7,095,067	\$373,039	\$7,207,809	101.59%	\$112,742
420.01	Penal Fines	\$85,021	\$85,883	\$0	\$85,862	99.98%	(\$21)
422.01	State Aid	\$26,860	\$30,118	\$0	\$30,118	100.00%	(\$0)
430.01	Circulation Fines & Fees	\$100,000	\$85,000	\$7,673	\$84,127	98.97%	(\$873)
	Charges for Services	\$13,800	\$14,738	\$1,284	\$14,181	96.22%	(\$557)
	Investment earnings	\$79,000	\$79,000	\$33,983	\$259,543	328.54%	\$180,543
	Miscellaneous	\$13,497	\$17,077	\$228	\$17,419	102.01%	\$342
Total Revenues		\$7,413,245	\$7,406,883	\$416,207	\$7,699,058	103.94%	\$292,175
<u>Expenditures</u>							
	Personnel	\$4,119,114	\$6,238,223	\$359,164	\$6,122,533	98.15%	(\$115,690)
	Library Services	\$875,133	\$845,601	\$58,413	\$743,712	87.95%	(\$101,889)
	Facilities & Equipment	\$1,109,615	\$1,028,027	\$45,185	\$894,541	87.02%	(\$133,486)
	Other Operating Expenditures	\$3,022,865	\$1,089,105	\$50,829	\$894,286	82.11%	(\$194,819)
Total Expenditures		\$9,126,727	\$9,200,956	\$513,592	\$8,655,071	94.07%	(\$545,885)
Fund Balance - Beginning		\$12,889,674	\$12,889,674		\$12,889,674		
Net revenue (expenditure)		(\$1,713,482)	(\$1,794,073)		(\$956,013)		
Fund Balance - Ending		\$11,176,192	\$11,095,601		\$11,933,661		

Amendments to the budget:
None

Changes made to the line items:
None

Fund Balance Designations

Nonspendable-Prepaid Expense	\$32,613	\$43,630
Committed Fund Balance (is 8-months of operational expenditures amount)	\$4,230,951	\$4,169,270
Assigned Fund Balance (is \$481,999 the 3/31/19 compensated absences accrual, plus \$2,940,000 the 12/18/18 60% OPEB obligation plus \$3,360,702 for capital improvements)	\$6,812,628	\$6,782,701
Unassigned Fund Balance (is the unplanned emergency amount)	\$100,000	\$100,000

Bloomfield Township Public Library
2018-2019 Gift Fund Budget (Unaudited)

PRESENTED: APRIL 23, 2019 FOR THE MONTH OF: MARCH, 2019

Twelve Months 100%

ACCOUNT NUMBER	ACCOUNT NAME	2018-2019 ADOPTED BUDGET AS OF MAR 20, 2018	2018-2019 AMENDED BUDGET AS OF APR 23, 2019	REVENUE/ EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	VARIANCE
	<u>Revenues</u>						
	Gift Income	\$500	\$86,292	\$10,279	\$86,292	100.00%	\$0
454.03	Investment Earnings	\$200	\$200	\$13	\$622	311.00%	\$422
460.03	Miscellaneous Revenue	\$0	\$0	\$0	\$0	0.00%	\$0
	Total Revenues	\$700	\$86,492	\$10,292	\$86,914	100.49%	\$422
	<u>Expenditures</u>						
	Library Services	\$56,425	\$98,556	\$4,316	\$47,126	47.82%	(\$51,430)
	Facilities & Equipment	\$30,202	\$54,117	\$2,032	\$30,406	56.19%	(\$23,711)
	Other Operating Expenditures	\$98,891	\$118,637	\$19	\$22,704	19.14%	(\$95,933)
	Total Expenditures	\$185,518	\$271,310	\$6,366	\$100,236	36.95%	(\$171,074)
	Fund Balance - Beginning	\$185,018	\$185,018		\$178,428		
	Net revenue (expenditures)	(\$184,818)	(\$184,818)		(\$13,322)		
	Fund Balance - Ending	\$200	\$200		\$165,105		

Bloomfield Township Public Library
Asset Allocation Summary
March 2019

Fund	Type	Annual Yield	Date	Amount on Hand
General Fund				
	5th 3rd Checking (Ecommerce)	0.00%	3/31/2019	\$78,958.70
	Flagstar Public Funds Savings	1.40%	3/31/2019	\$191,768.78
	Flagstar Premier Public Entities Checking	0.70%	3/31/2019	\$53,710.71
	RBC Capital Cash/Money Market	0.34%	3/31/2019	\$32,455.72
	RBC Capital - Investments	2.80%	3/31/2019	\$12,035,543.81
Total General Fund				\$12,313,479.02
Please see General Fund budget for notes on how this amount is earmarked				
Gift Fund				
	Huntington Public Fund Business Interest Checking	0.15%	3/31/2019	\$109,595.44
	Huntington CD (Charnov gift) - matures 02/04/2020	2.20%	3/31/2019	\$50,000.00
	Fifth Third Bank Business Standard Checking	0.00%	3/31/2019	\$9,363.79
Total Gift Fund				\$168,959.23

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

Bloomfield Township Public Library
Investment Portfolio

Investment Vehicle	Portfolio %	Original Cost	3/31/2019 Market Value	Estimated Annual Inc	Current Yield
Money Market Funds	0.3%	\$32,456	\$32,456	\$111	0.34%
Vanguard Money Market Reserves Income	31.9%	\$3,820,952	\$3,845,385	\$90,367	2.35%
U.S. Treasury Note - 4/15/19	3.7%	\$448,384	\$449,730	\$10,483	2.33%
U.S. Treasury Note - 5/15/19	3.7%	\$447,735	\$449,136	\$10,788	2.40%
U.S. Treasury Note - 6/15/19	3.7%	\$447,190	\$448,524	\$10,738	2.39%
U.S. Treasury Note - 7/15/19	3.7%	\$446,186	\$447,732	\$11,041	2.47%
U.S. Treasury Note - 8/15/19	3.7%	\$452,074	\$451,845	\$11,070	2.45%
U.S. Treasury Note - 9/15/19	3.7%	\$446,378	\$446,837	\$10,670	2.39%
U.S. Treasury Note - 10/15/19	3.7%	\$446,063	\$446,468	\$10,809	2.42%
U.S. Treasury Note - 11/15/19	3.7%	\$445,748	\$445,941	\$10,930	2.45%
Eaton Vance Short Duration Government Income	11.1%	1,253,718	1,340,199	39,746	2.97%
Loomis Sayles Limited Term U.S. Gov't & Agency	7.8%	887,000	947,037	21,129	2.23%
BlackRock GNMA Portfolio	1.0%	83,514	115,219	4,176	3.62%
Victory INCORE Fund for Income	7.4%	821,134	890,158	51,917	5.83%
Virtus Asset SEIX U.S. Mortgage	1.0%	86,829	116,244	2,946	2.53%
VOYA GNMA Income	1.0%	89,871	117,881	3,169	2.69%
Eaton Vance Government Obligations	8.9%	1,016,743	1,077,209	38,320	3.56%
Total Portfolio	100.0%	\$11,671,973	\$12,068,000	\$338,411	2.80%

1st Quarter Activity - December 31, 2018 - March 31, 2019

Cash Activity

Beginning Balance	\$9,236.47
Deposits & Sales Proceeds	\$10,629,170.72
Withdrawals	(\$3,894,056.31)
Interest & Dividends	\$61,920.13
Capital Gains	\$0.00
Investment Advisory Fees	(\$5,903.49)
Net funds to purchase securities	(\$6,767,911.80)
Ending Balance	\$32,455.72

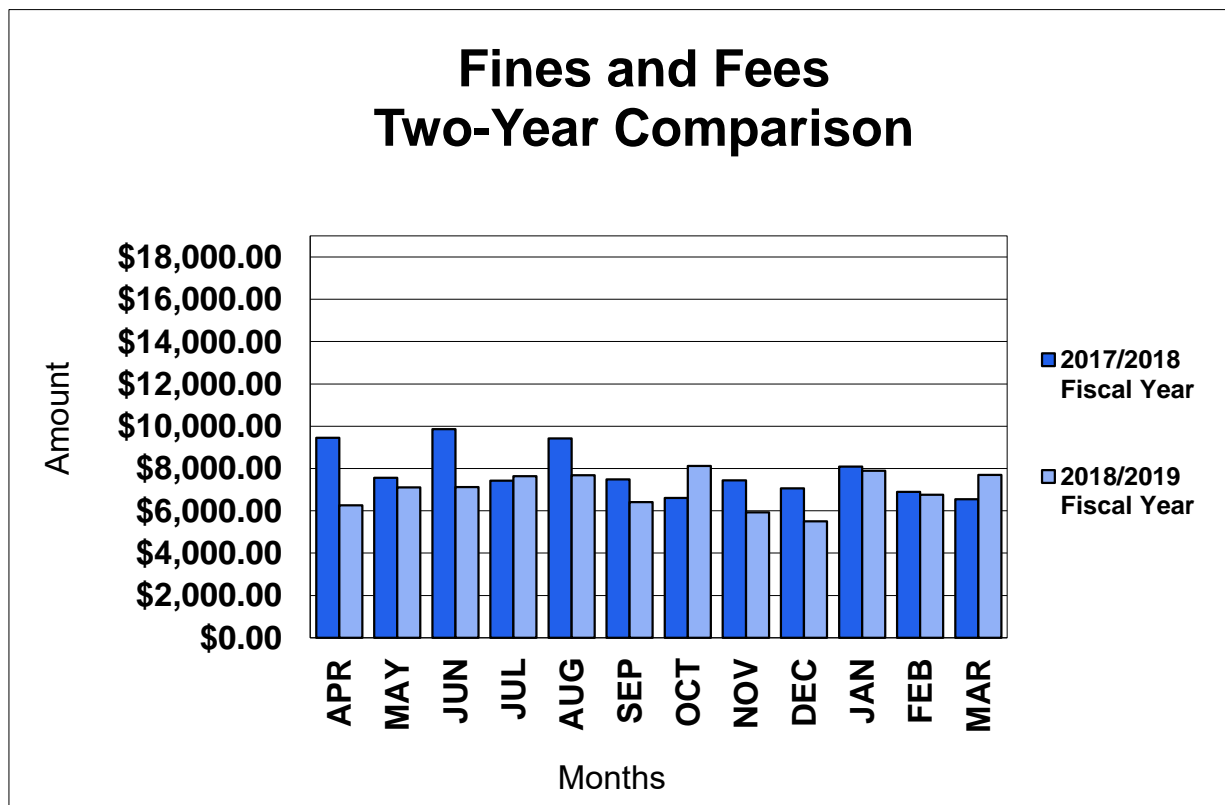
Change in Security Value

Beginning value of securities	\$8,688,445.37
Securities purchased	\$6,767,911.80
Securities sold	(\$3,434,000.00)
Change in value of priced securities	\$13,186.64
Ending Value of priced securities	\$12,035,543.81

Estimated Accrued Interest**\$11,040.75****Total account value as of March 31, 2019****\$12,079,040.28**

FINES AND FEES - TWO-YEAR COMPARISON

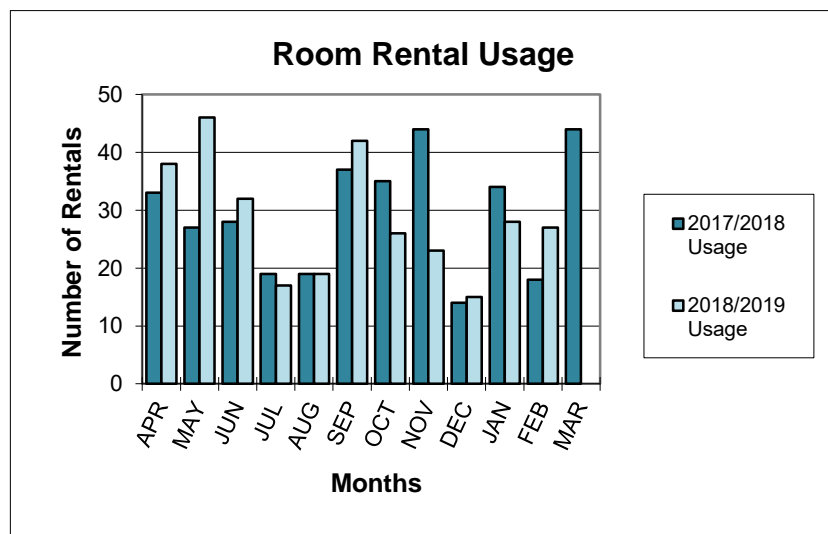
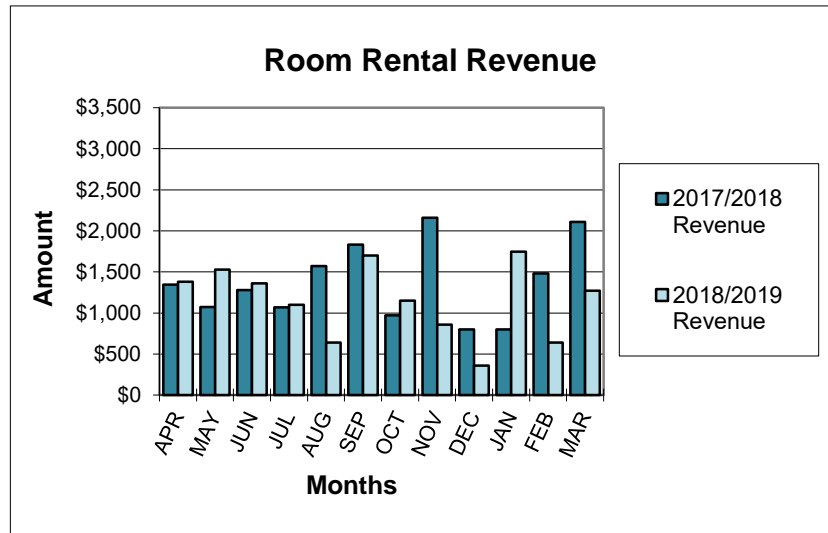
Month	2017/2018 Fiscal Year	2018/2019 Fiscal Year	Difference
APR	\$9,449.79	\$6,256.90	(\$3,192.89)
MAY	\$7,559.45	\$7,103.51	(\$455.94)
JUN	\$9,866.26	\$7,120.68	(\$2,745.58)
JUL	\$7,426.47	\$7,638.21	\$211.74
AUG	\$9,421.94	\$7,679.75	(\$1,742.19)
SEP	\$7,488.29	\$6,412.82	(\$1,075.47)
OCT	\$6,607.58	\$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	\$7,705.05	\$1,155.95
			YTD Difference
TOTAL	\$93,868.12	\$84,126.90	(\$9,741.22)



ROOM RENTAL - TWO-YEAR COMPARISON

7b

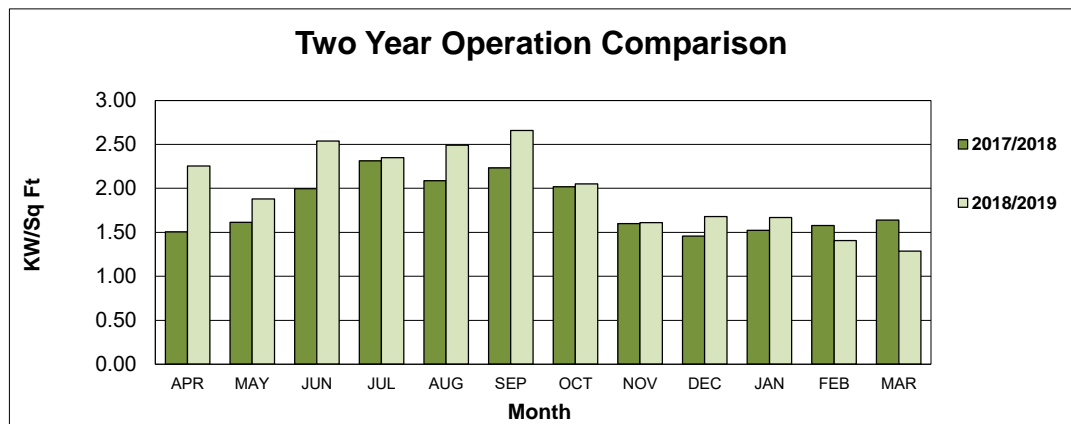
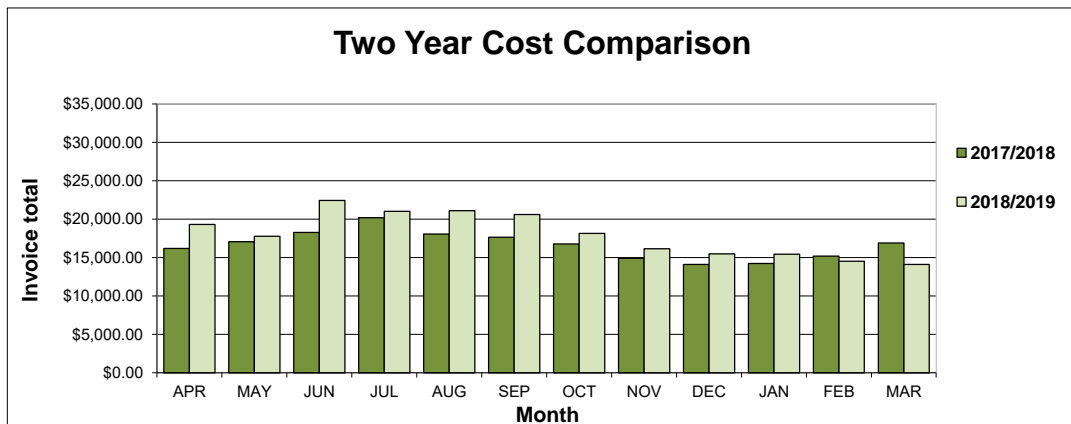
<u>Month</u>	2017/2018 <u>Revenue</u>	2018/2019 <u>Revenue</u>	<u>Difference</u>	2017/2018 <u>Usage</u>	2018/2019 <u>Usage</u>	<u>Month</u>
APR	\$1,345.50	\$1,380.00	\$34.50	33	38	APR
MAY	\$1,074.00	\$1,530.00	\$456.00	27	46	MAY
JUN	\$1,281.00	\$1,360.00	\$79.00	28	32	JUN
JUL	\$1,070.00	\$1,100.00	\$30.00	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	\$1,270.00	(\$840.00)	44		MAR
TOTAL	<u>\$16,493.50</u>	<u>\$13,736.00</u>	<u>YTD Difference (\$2,757.50)</u>	<u>352</u>	<u>313</u>	



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	\$14,091.82	(\$2,820.67)	129,850	\$0.11	193.23	1.29	\$20.97	\$0.14
	YTD Difference								
TOTAL	\$199,469.75	\$216,050.87	\$16,581.12						



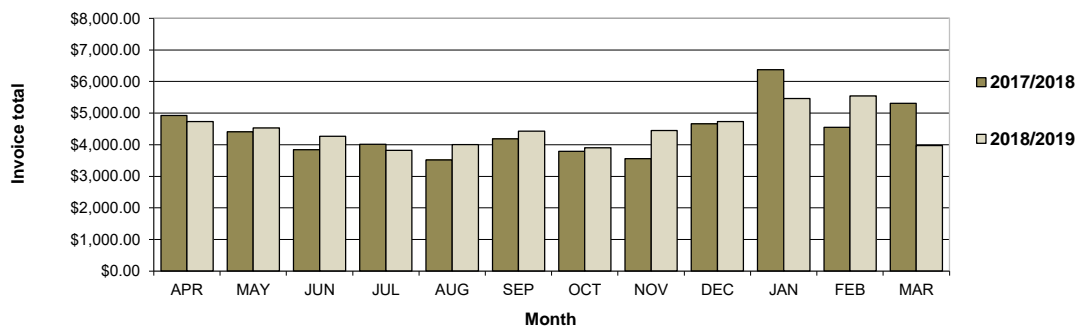
Bloomfield Township Public Library Natural Gas Analysis

Building Area = 101,023

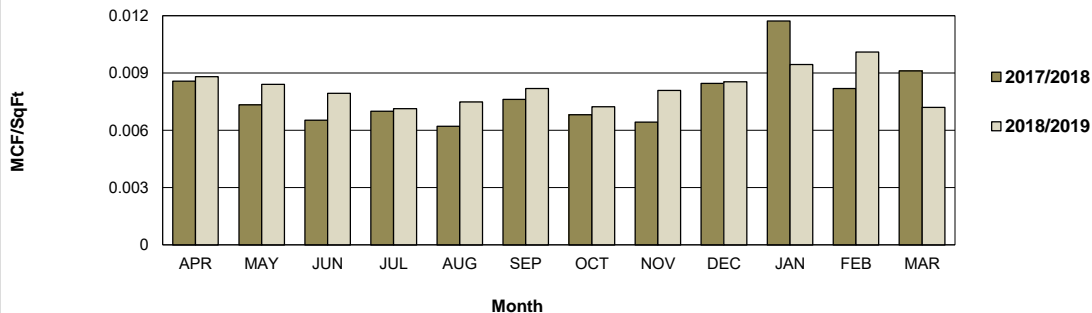
1 Cu. Ft. = 1000 BTU

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	\$3,977.14	(\$1,336.35)	727.6	\$5.47	744	0.98	0.007	5.35	0.039
YTD Difference										
TOTAL	\$53,127.17	\$53,850.02	\$722.85							

Two Year Cost Comparison

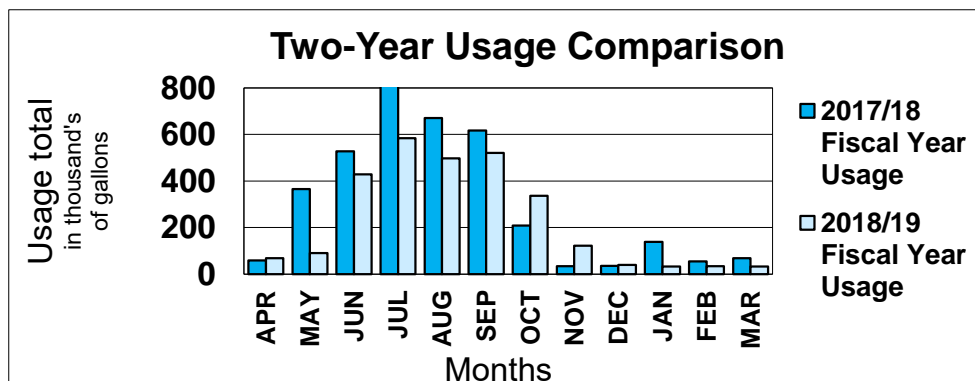
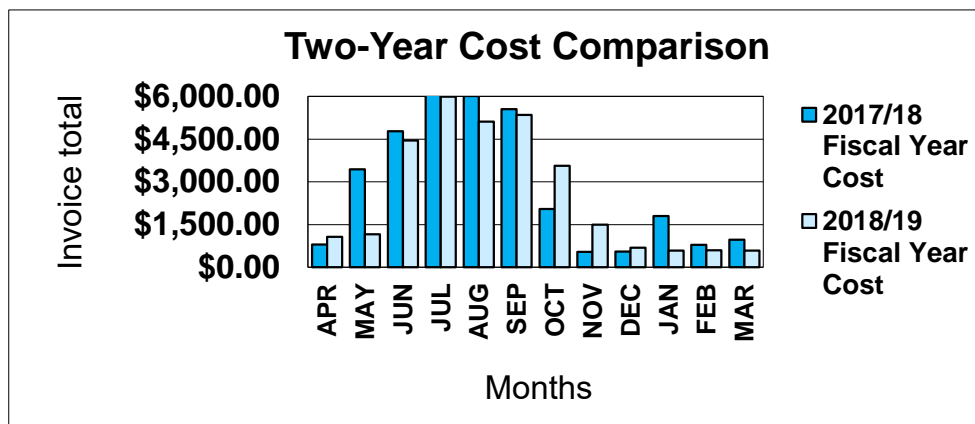


Two Year Operation Comparison



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	\$585.94	(\$379.37)	69	33	(36)
			YTD Difference			YTD Difference
TOTAL	<u>\$34,635.31</u>	<u>\$30,636.40</u>	<u>(\$3,998.91)</u>	<u>3,607</u>	<u>2,788</u>	<u>(819)</u>



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

Together with our partner, the Bloomfield Historical Society, we are offering a Local History/Local Resources program on Sunday, April 28 about homes built from a kit. Starting at 3:00pm, Andrew and Wendy Mutch, called the "Kit House Hunters", will be sharing information about kit built homes built between 1908 and 1940. There could be a kit built home in your own neighborhood! Come find out at this program.

The Jeanette P. Myers Scholarship applications are now being accepted! Applications for this annual scholarship are available at the Library's Welcome Desk as well as on the Library's website at www.btpl.org. Due date for all applications is Saturday, June 1. Award(s) will be presented prior to the August 20 Library Board meeting. Please share this information with anyone who may have an interest and be eligible.

This is just a reminder that the Library will be closed on Friday, May 3 for our annual staff development day. Thank you for supporting this important opportunity for all library staff to be together on this day to learn and share.

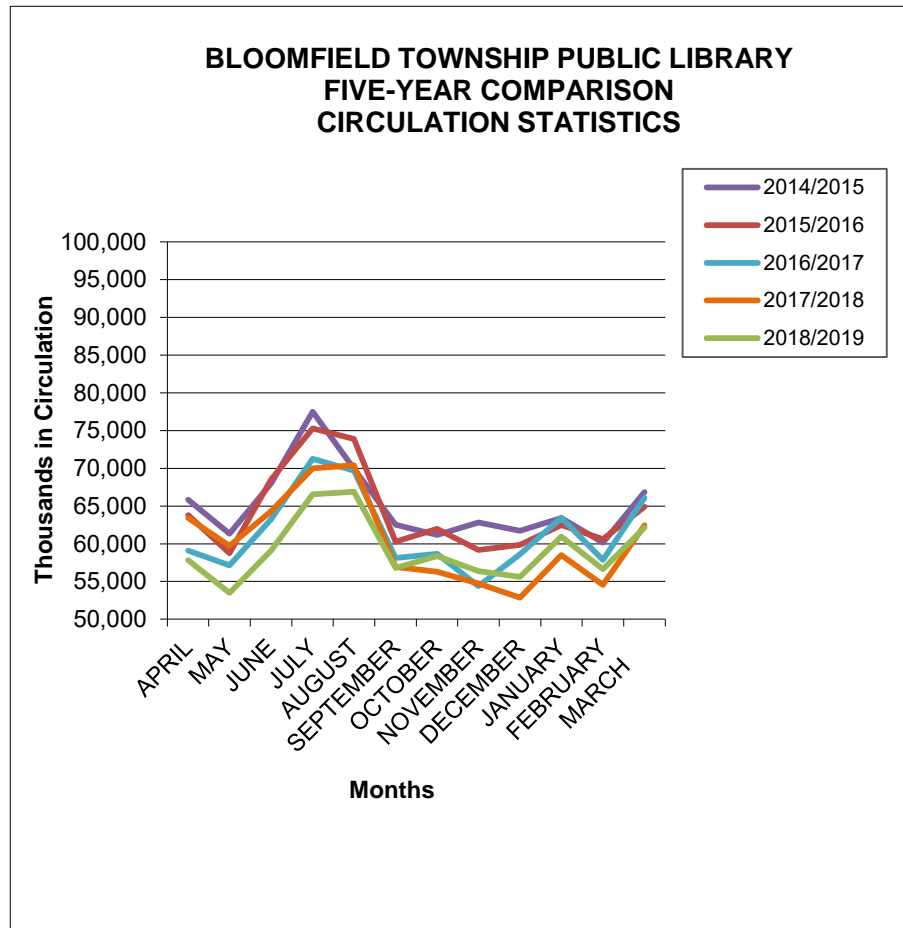
Respectfully Submitted,

*Carol Mueller
Director*

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
FIVE YEAR CIRCULATION**

4/10/2019

	<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	62,128
TOTAL	781,244	769,492	737,549	724,182	710,735



	2018		2019	
COLLECTION				
Book Collection:	270,205		248,017	
Media Collection:	62,441		59,166	
Total e-books:	14,361		15,758	
Overdrive	9,820		11,244	
EBSCOhost	0		0	
Total downloadable audiobooks:	5,410		6,065	
Materials Total:	352,417		329,006	
CIRCULATION				
Circulation Total:	62,452		62,128	
Bloomfield Township Circulation:	58,348		57,679	
Virtual Circulation Total	9,295		12,483	
Circulation of Youth materials:	22,657		22,650	
Circulation of Media:	18,482		15,773	
Circulation of Cranbrook passes:	183		188	
Self-checkout machine use:	24,380	39.0%	22,018	35.4%
Library by Mail:	44	32 patrons	44	25
BUILDING & EQUIPMENT USAGE				
Door Count:	19,755		19,028	*
Gate Count:	26,535		26,737	
Meeting rooms by public:	44		48	
Meeting rooms by staff:	83		91	
VIRTUAL USE				
Home page hits:	34,931		31,765	
e-book access:	3,017		3,359	
Overdrive	3,017		3,347	
EBSCOhost	0		12	
Audiobook access: (Overdrive)	1,254		1,747	
Freegal music download access:	1,190		917	
Freegal music streaming:	1,024		2,329	
Magazine download access:	949		1,726	
Hoopla access:	1,861		2,405	
Tutor.com sessions:	75		71	
Library Computer Use				
Resident Use	1,359		1,315	
Guest Use	665		595	
*Library closed March 8 for water pipe repair				

	2018		2019	
OUTREACH & PROGRAMS				
<i>New Patrons and Accounts</i>				
Township:	161		183	
Cranbrook:	0		2	
Total new patrons:	235		233	
<i>Adult Program Attendance</i>				
Staff-led:	12 events	149 attended	15 events	262 attended
Speaker-led:	7 events	188 attended	3 events	255 attended
Book clubs:	5 events	71 attended	8 events	81 attended
Tours/visits on-site:	0	0	0	0
Tours/visits off-site:	1 event	7 attended	6 events	299 attended
Chamber Music Concert	1 event	111 attended	1 event	112 attended
<i>Systems Program Attendance</i>				
Staff-led:	12 events	149 attended	12 events	42 attended
<i>Teen Program Attendance</i>				
Staff-led:	2 events	2 attended	2 events	7 attended
<i>Youth Program Attendance</i>				
Staff-led:	18 events	307 attended	12 events	227 attended
Speaker-led:	1 event	19 attended	3 events	234 attended
Tours/visits on-site:	7 events	331 attended	12 events	598 attended
Tours/visits off-site:	1 event	150 attended	1 event	75 attended
TOTAL:	67 events	1,484 attended	75 events	2,192 attended
<i>Volunteers:</i>				
	20 people	197 hours	25 people	199.25 hours
	Shop: 9	91.5	Shop: 11	102.75
	Court: 0	0	Court: 0	0
	Students: 2	20	Students: 6	20.75
	Dept. Vol: 9	85.5	Dept. Vol: 8	75.75
<i>Patron Remarks</i>				
Patron Comments:	10		0	
Ask BTPL:	1		0	
Ask Us:	40		28	
DISPLAYS				
Lobby	Michigan Opera Theater Display			
Media	Adult: Adult Animated Films; Digital Learning Board			
	Youth: Music-Themed Movies; Waffle Lot of Movies Board			
Local History	March Madness			

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, March 21, 2019 at 11:00 a.m.

Present: Trustees: Eli Greenbaum, Judy Lindstrom

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

Guests: Ann Dilcher and Alex Fritz, Quinn Evans Architects (QEA)

Roof Update – next steps

Alex 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 at 2:00pm
- April 4 – Deadline to receive bids, 2:00pm, with a public bid opening at 2:30pm
- April 24 + - roof work to begin

An AIA agreement will be used to contract and pay for the roof work. QEA will assist in creating this agreement. While this is a complex and important project, impact on time of library staff should not be great as only one contractor will be on the job. Proper decorum and dress is included in the bid document. Start time will be per Bloomfield Township requirements of 8:00am, earlier if possible. Staging area will need to be determined and avoidance of trees necessary. QEA will provide a sample of the epoxy color, a dark gray.

A sign in sheet for the mandatory walk through has been created. QEA will provide a release form for those attending this meeting and going up on the roof.

Lobby Floor – next steps

The Committee reviewed QEA's proposed pattern for the lobby floor in a larger rendering as well as grout color samples. The grout preferred is "Sable", a medium brown/gray color that works perfectly with the granite tile. Ann will ask if additional tiles can be received and will research slipperiness of this product, our main concern at this time. The QEA agreement was reviewed and Carol was authorized to sign this. Our goal is to present an award of bid for the lobby floor work at the May 21 Library Board meeting with work occurring in August, 2019. Many logistics such as using part of the entrance during this project need to be determined with the contractor. A plan for public awareness is needed also to prepare everyone for this necessary project.

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 understands the urgency of this project and directed Joel to move ahead with this project. We hope to complete this project in April.

Space Planning Update

The first phase has begun which includes a plan to move collections to new locations to prepare space to move media collections into Adult and Youth Services. Phase 2 involves 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 supports moving forward with this plan.

The next meeting will be Thursday, April 18, 2019 at 11:00am

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

Bloomfield Township Public Library
Oakland County, Michigan
Thursday, April 4, 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

There has been a great response to the photo contest this year, with more entries than previous years. 64 people submitted 108 photos, compared to last year where 56 participants submitted 96 photos. The People's Choice received fewer votes than last year, with 100 paper votes and 158 votes online, however this was the first year with voting restrictions. Director Carol Mueller shared the winning photographs and the judges' comments.

The reception for Saturday, April 13 was discussed and the details were reviewed. Refreshments will include sparkling juices, fruit, cheese, and veggie trays from Nino Salvagio's, and cookies courtesy of the Lindstroms. The winning photographs will be displayed on wire easels. It was determined that the photos would be placed on display one at a time, as winners were announced and ribbons would be given to each winner. The Trustees would help to present the awards and display the winning photos. Sandy Edwards would distribute gifts to the judges. The list of people to be thanked was reviewed. All of the winning photographs will be presented on a slideshow, as well as all parties to be thanked.

At 12 p.m., Carol Mueller, Tera Moon, and Linden Godlove will arrive to set up the reception. Trustees are encouraged to arrive by 1:30 p.m.

All entrants were emailed with a reminder about the reception. Many past entrants submitted again.

New Business:

2020 – "In Motion" events

Director Carol Mueller again reviewed the plan to focus "In Motion" on "friend-raising" rather than fundraising. The millage ends in 2024 and preparations need to be made, which include building community support. These events will strengthen community support.

- Ongoing Library Programs Sub-Committee - Shayna Houghton and Marian Rafal and other community members if desired (6 months, April through October)
- Main Event Sub-committee – (Read-a-thon and Night at the Library) Development Committee, plus others
- Marketing Public Relations Sub-Committee – Tera Moon, Eli Greenbaum, Tom Deska, plus others
- Outreach Sub-Committee - Trustees and the community, an honorary committee, with names and support. It was concluded that ten people should be on this sub-committee and trustees should make a list of people to invite. It was suggested that people who had previously applied for Board positions

should be considered. Director Mueller encouraged names to be brought to the next Development Committee meeting.

Eli Greenbaum commented that we need to be conscious of the fiscal demands of the community. People will be sensitive to the library millage coming up and how it is presented to the public. The bond payment will cease, regardless of what happens with the millage.

The Read-a-thon

Librarian Shayna Houghton presented books selected between Marian and herself for consideration of the Read-a-thon. There was a leaning towards classic children's books, particularly *Alice in Wonderland*.

The timing for the Read-a-thon was discussed again. Summer was preferred over fall, however it was determined that June is a better time than August. Friday, June 14 is the last day of school in Bloomfield Township.

Other:

Next meeting: May 9, Thursday, 11:00 a.m.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees

FROM: Carol Mueller

DATE: April 17, 2019

SUBJECT: Library Roof Project Bid Award

A recommendation for an award of bid for the Library's roof project will be presented at the April 23 Library Board meeting. To briefly recap our process to date, roof bid documents were released to potential bidders on March 22, 2019. A mandatory walk through with potential bidders was held on March 25 at which eight companies were present. The bid deadline was Thursday, April 4 at 2:00pm followed by a public bid opening at 2:30pm that same day. Five bids were received from the following companies: CEI Michigan, Christen Detroit, JD Candler, Royal Roofing and Schreiber Corp.

Quinn Evans Architects (QEA) has reviewed the bids along with Library Administration. Interviews were held with CEI Michigan, Christen Detroit and JD Candler on Tuesday, April 16 at the Library. References were requested and are being contacted by QEA for additional information. QEA will share this information at Tuesday's Library Board meeting.

Richard Renaud and Alex Fritz, QEA, will attend the April 23, 2019 Library Board meeting to provide an overview of the roof project bid process, answer any questions you may have and recommend a company to be awarded the bid.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Library Board

FROM: Carol Mueller

DATE: April 18, 2019

SUBJECT: Cranbrook Educational Community, Detroit Public Library and Troy Public Library Reciprocal Agreement Renewals

These unique and special agreements continue to be very worthwhile to our Bloomfield Township residents and to Cranbrook students and faculty, Detroit Public Library patrons and Troy Public Library patrons. Each organization has very different resources to offer our community and vice versa. It certainly is a win/win arrangement.

Since early March, I have been working with all three organizations to renew our special agreements. All three organizations - Cranbrook, Detroit Public Library and Troy Public Library- enthusiastically support renewing our special agreements for another three years with no changes except updating the dates in the agreement.

Bloomfield Township residents borrowed 2,469 Cranbrook Passes between April 1, 2018 – March 31, 2019. These passes provide access to Cranbrook's Natatorium, Institute of Science, Art Library, Art Museum and House and Gardens at no charge. Our residents are very pleased to have access to these wonderful facilities. During this same time, 2,640 library items were borrowed by 316 Cranbrook students and faculty. Cranbrook students and faculty registered at Bloomfield Township Public Library are permitted to borrow up to 99 items and use library study rooms.

Detroit Public Library Director Jo Anne Mondowney supports renewing our agreement between Detroit Public Library (DPL) and our Library as well. While a small number of Bloomfield Township residents use the DPL collections and services such as the Burton Historical collection, there are no other sources for this information. Without this agreement, our residents would be charged a \$100 nonresident fee. From April, 2018 through March, 2019, 101 DPL cardholders borrowed 418 items.

Technically, our agreement with the Troy Public Library has an automatic three year renewal unless one party provides written notice to terminate. Working with the Troy Public Library Director Cathy Russ, we both agreed that our communities benefit from this agreement and recommend continuing our current agreement. For some Bloomfield Township residents, Troy Public Library is closer to their homes. Also, Troy Public Library offers some interesting collections and services not offered at our Library, such as Experience Kits and a children's technology farm. 494 Troy Public Library patrons

borrowed 4,086 items from our library last year. 168 Bloomfield Township residents borrowed 1,836 items from the Troy Public Library last year.

Updated agreements between Cranbrook Educational Community, Detroit Public Library, Troy Public Library and Bloomfield Township Public Library follow this memo. New dates for each agreement are the only proposed changes from the previous agreements approved in 2013. The Cranbrook, Detroit Public Library and Troy Public Library Committee Trustees support my recommendation to approve these special agreements.

Thank you for your review and consideration. If you agree, the following motion is needed.

ACTION: I move that Bloomfield Township Public Library renew the agreements with the Cranbrook Educational Community, Detroit Public Library and Troy Public for a three year term as stated in the agreements.

**Bloomfield Township Public Library
and Cranbrook Educational Community**

Cooperative Relationship

This Agreement is entered into this 24th day, April 2019 by and between the Bloomfield Township Public Library ("BTPL") and Cranbrook Educational Community ("CEC"). This renewed Agreement, which shall be for a period of three (3) years, commencing on May 1, 2019, shall provide that:

1. BTPL Facilities: All Cranbrook and Art Academy students, staff and faculty will have borrowing privileges and access to study rooms at the BTPL. All residents of Cranbrook, including family members, also will have borrowing privileges and access to study rooms at the BTPL.

2. CEC Facilities: Residents and employees of Bloomfield Township will receive the following privileges at specific CEC facilities, including:

a. Cranbrook Academy of Art Library: On-site access to the Cranbrook Academy of Art Library for reading, research and photocopying. Circulation privileges at the Cranbrook Academy of Art Library, with a limit of two items per borrower. This excludes reference materials, rare and special collection books, periodicals, as these are all non-circulating.

b. Cranbrook Archives: By-appointment access to the Cranbrook Archives;

c. Cranbrook Centennial Pass: Cranbrook has issued 250 Cranbrook Passes ("Passes") to the BTPL on May 1, 2010 to be used throughout the term of this Agreement. Cranbrook will, in addition to the foregoing, provide such additional Passes as may be necessary to meet the demand for Passes during the period of the Agreement. Said Passes will be made available at BTPL as a "circulation" item to Bloomfield Township residents, property owners and employees with a valid BTPL borrower's card. BTPL shall circulate said Passes in accordance with policy as established by the BTPL Library Board of Trustees. The Pass will allow free general admission access for a Pass holder and one guest to Cranbrook Institute of Science, Cranbrook Art Museum, Cranbrook House and Gardens and Williams Natatorium during normal public hours. The BTPL will be identified as the holder of the Pass on the reverse side.

3. Exhibits: BTPL and CEC will cooperate to provide for CEC's collections or programmatic areas to be highlighted in a series of rotating exhibits at BTPL, each to last one month. Each exhibit should include images of pertinent CEC

spaces, text panels; object labels, and of course objects as well. It should be noted that security, lighting, environmental conditions, cabinet space, and other factors may preclude CEC from displaying some of its more valuable materials. CEC and BTPL will cooperate in developing a speaker series, wherein CEC staff and faculty could present on various themes. Additionally, BTPL will provide space of its choosing to display acceptable Cranbrook marketing literature for public consumption while the exhibits are on display. At least six weeks lead-time would be required before each exhibit could be mounted.

4. Special Programs: CEC will work with the BTPL in providing special tours and visitation programs at CEC facilities for Bloomfield Township residents, property owners and employees with a valid BTPL borrower's card.

5. Indemnification: CEC agrees to defend and indemnify BTPL, its agents, employees, representatives, officers and director's against and hold BTPL harmless from any and all liability, loss, damage, cost, expense (including attorney's fees), claim, demand, judgment or other action, whether pending or threatened, which arises out of or is in any way related to the use and/or occupation of the BTPL facilities by CEC students, staff, faculty and families of CEC boarders. Nothing herein shall be deemed to require CEC to indemnify BTPL, its agents, officers, trustees or employees, from any loss or damage which is caused solely by the negligence or willful misconduct of BTPL, its agents, employees, representatives, officers or directors. The provisions of this Section shall survive any termination of this Agreement.

This Agreement shall be for a period of three (3) years, with an annual evaluation for any adverse effects on either party, in which event, good faith consideration will be given to modification or termination. This Agreement may be terminated by either party, without cause, upon six month's written notice given to the other.

Executed by the parties, by their duly authorized officers:

Bloomfield Township Public Library

Cranbrook Educational Community

Judy Lindstrom, President
Library Board of Trustees
Authorizing Official

 4/12/19
Rod Spearin
Chief Operating Officer
Authorizing Official

**Bloomfield Township Public Library & Detroit Public
Library Reciprocal Borrowing Agreement**

This agreement is entered into this 24th day of April, 2019 by and between the **Bloomfield Township Public Library (BTPL)**, and **Detroit Public Library (DPL)**.

This Agreement, which shall be for a period of three (3) years, commencing on August 1, 2019, shall provide that:

BTPL: All residents and employees with valid Detroit Public Library cards of Detroit will have borrowing privileges at the BTPL and access to all its collections.

DPL: All residents, employees and contract communities of Bloomfield Township with valid Bloomfield Township Public Library cards will have borrowing privileges at the DPL and access to all its collections.


This Agreement will be for three (3) years, with an annual evaluation for any adverse effects on either party, in which event, good faith consideration will be given to modification or termination. This Agreement may be terminated by either party, without cause, upon six month's written notice given to the other. No modification or amendments to this Agreement shall be effective unless written and signed by both parties.

Executed by the parties, by their duly authorized officers:

Bloomfield Township Public Library

by: _____
Judy Lindstrom, President
Library Board of Trustees

Detroit Public Library

by:  _____
Jo Anne G. Mondowney
Executive Director

RECIPROCAL BORROWING AGREEMENT
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
TROY PUBLIC LIBRARY

This Agreement is entered into on this 24th day of April, 2019 by and between parties Bloomfield Township Public Library (BTPL) and the Troy Public Library (TPL).

This renewed Agreement, for three years, shall commence on July 1, 2019 through June 30, 2022 and shall be automatically renewed for subsequent three year terms unless BTPL or TPL provides written notice of termination to the other party at least 60 days prior to the expiration of the term.

BTPL: All residents of the City of Troy Michigan and employees of TPL possessing valid Troy Public Library cards will have borrowing privileges of up to ten cumulative items from the BTPL. Additionally, except as set forth above, all residents of the City of Troy, Michigan and employees of TPL possessing valid Troy Public Library cards shall have access to all BTPL collections, per BTPL's existing policy of circulation to non-residents.

TPL: All residents of the Charter Township of Bloomfield, Michigan and employees of BTPL possessing valid Bloomfield Township Public Library cards will have borrowing privileges of up to ten cumulative items from the TPL. Additionally, all residents of Bloomfield Township, Michigan and employees of BTPL possessing valid Bloomfield Township Public Library cards shall have access to all TPL collections.

BTPL and TPL agree that residents of the Charter Township of Bloomfield, Michigan or residents of the City of Troy and all library employees who use the reciprocal library under this Agreement must comply with the ordinances, regulations, rules and procedures concerning the library. BTPL and TPL will notify the other party if a reciprocal user is in violations of its ordinances, regulations, rules and procedures and specify the nature of the violation for the purposes of determining the effectiveness of the continuation of this Agreement by the parties.

Neither the Charter Township of Bloomfield Michigan nor the City of Troy assumes responsibility, financial or otherwise, for accidents or injuries sustained by reciprocal users while on its property.


The parties may terminate this Reciprocal Borrowing Agreement at any time, with or without cause, by providing a minimum 60 days written notification to the other party.

Executed by the parties, by their duly authorized officers:

Bloomfield Township Public Library

By: _____
Judy Lindstrom, President
Library Board of Trustees

Troy Public Library

By:  _____
Cathleen Russ
Director and CEO

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: April 16, 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.

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: April 16, 2019

SUBJECT: Space Needs & Wayfinding Assessment Update

Geraldine Drake and her colleague, Yao Tang, have led a team of Department Heads and Spaces Ambassadors through three workshops that have kicked this project into high gear. On March 18, the Youth Services Department shared their plans for moving collections around that will not only help make space for bringing Media into the Youth Room, but makes the collections flow better and be easier for our patrons to use. On March 19, the Adult Services Department shared their plans for shifting collections. It is clear that both Departments thought carefully about the best ways to arrange collections for our patrons and to help facilitate creating "The Commons", our new collaborative space.

On April 10, another workshop was held to discuss the new Commons space. Geraldine led staff through an empathy exercise during which we brainstormed all the different types of people who use our library and the different ways they use it. It was an invigorating exercise that will continue in May.

Both Adult and Youth Services continue to shift their nonfiction collections. It is expected that this shifting will be completed by the end of April. Library Design Associates will move the Media collections into the respective departments in May.

Communication is integral to the success of this project. I have started to use the templates provided by Geraldine and Yao to share the changes with patrons as they happen. We will continue to help patrons understand the changes and keep staff informed. This is an exciting time for Bloomfield Township Public Library as we continue to move from an A to an A+ library!

May 2019

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
		1 10AM Wee ALL Play 12:15PM Friends Meeting 4:30PM Google CS-First Computer Coding with Scratch (ART) for grades 4-8	2 10AM Mother Goose Club 6PM Internet Security	3 Staff Development Day - Library closed - will reopen Saturday at 9:30AM	4 11AM Geek Out at the Library 12PM Geek Out: Marvel vs DC Trivia	5
6 10AM Family Story Time 4:30 PM Google CS-First Computer Coding with Scratch 7PM Open Lab 7PM Under the Radar Michigan	7 10AM Tinker Tales 10AM Knit 'n Stitch	8 10AM Wee ALL Play 4:30 PM Google CS-First Computer Coding with Scratch (ART) for grades 4-8 6:30PM Writers' Rendezvous 7PM Open Lab	9 10AM Mother Goose Club 11AM Development CMTE 1PM Digital Download Help	10 10AM Movers and Shakers 11AM Library Board 12PM English Language Conversation Hour	11 9:30AM – 3:30PM Friends of the Library Second Saturday 2PM Flower Crafts	12
13 11AM Adult /Teen Sensory Storytime 6PM Computer Basics 7PM Readers' Club 7PM Help! My Child Won't Listen!	14 1PM Memoir Writers' Group	15 Gale Courses Begin 10AM Wee ALL Play 1PM Mystery Book Club	16 6:30PM Art Lab 7PM Open Lab	17 11AM Coffee and Conversation 12PM English Language Conversation Hour 6PM ArtABILITY	18 11AM SENSEational Story Time	19
20 1PM 30 Minute Lunchtime Book Club 4:30PM Google CS-First Computer Coding with Scratch (ART) for grades 4-8 6PM Books in Bars at Rusty Bucket (Book Club)	21 10AM Tuesday Book Club 6PM Intro to SHUTTERFLY 6PM 'In Vino Veritas' Nonfiction Book Club 7PM Library Board	22 10AM Wee ALL Play 4:30PM Google CS-First Computer Coding with Scratch (ART) for grades 4-8 6:30PM Writers' Rendezvous	23 10AM Eleanor's Thursday Book Club 11AM Building & Grounds CMTE	24 11AM Sensory-Friendly Movies for Adults and Teens 12PM English Language Conversation Hour	25	26 CLOSED MEMORIAL DAY - LIBRARY WILL REOPEN TUESDAY AT 9:30AM
27 CLOSED MEMORIAL DAY - LIBRARY WILL REOPEN TUESDAY AT 9:30AM	28 1PM Memoir Writers' Group	29 10AM Wee ALL Play 4:30PM Google CS-First Computer Coding with Scratch (ART) for grades 4-8 6PM Make It @ the Library: Happy Day Scrapbook Layout 6:30PM Pajama Story Time	30 6PM Introduction to Google Apps	31 12PM English Language Conversation Hour		