



Bloomfield Township Public
Library

**Bloomfield Township Public Library
Board of Trustees**

Library Board Meeting
May 21, 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:
Carol Mueller
muellerc@btpl.org

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, May 21
7:00 p.m.

<u>#</u>	<u>NUMBERED ITEMS</u>	<u>DATE DELIVERED</u>
1	Agenda	5/17/2019
2a	Request to remove items from the Consent Agenda for Discussion	5/17/2019
2b	Motion to approve the order of items for the regular and consent agendas	5/17/2019
5	Motion to approve remaining Consent Agenda items 6-8d	5/17/2019
6	Regular Board Meeting Minutes of 4/23/2019	5/17/2019
6a	Special Board Meeting Minutes of 5/10/2019	5/17/2019
7a	Cash Disbursements	5/17/2019
7b	Revenues/Expenditures Budget Report	5/17/2019
7c	Energy Report	5/17/2019
8a	President's Report– no report	
8b	Director's Report	5/17/2019
8c	Art Committee –no report	
8c	Bloomfield Township Liaison – no report	
8c	Building and Grounds Committee – 4/18/19	5/17/2019
8c	Cranbrook –no report	
8c	Development Committee – 5/9/19	5/17/2019
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	Summer Library Program Presentation	5/17/2019
13	Motion to approve any items removed from the Consent Agenda	5/17/2019

<u>UNNUMBERED ITEMS</u>	<u>DATE DELIVERED</u>
2020 Serials Subscription Services Bid	5/17/2019
Strategic Plan Update	5/17/2019
Space Needs and Wayfinding Update	5/17/2019
Calendar	5/17/2019

AGENDA
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, May 21, 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 April 23, 2019
- 6a. Special Library Board meeting minutes of May 10, 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 and Grounds
 - * Cranbrook
 - * Development
 - * Finance
 - * Friends of the Library Liaison
 - * Investment
 - * Myers Scholarship
 - * Personnel
 - * Policy

REGULAR AGENDA ITEMS

9. Call to the public, communications
10. Unfinished Business
11. New Business
 - a. Summer Library Program Presentation
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, June 18, 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, April 23, 2019

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

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

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

Guests: Nicole Gillies, Youth Services Librarian and Staff Organization Committee Representative (SOC); Alex Fritz, Quinn Evans Architects representative

Upon discussion, a motion was made by Joan Luksik, seconded by Eli Greenbaum **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 reported that she believes that spring has latched on. She expressed enthusiasm for the glade of spectacular daffodils and flowering trees. She was present when Youth Services Assistant Department Head Jen Taggart received a proclamation from the Oakland County Board of Commissioners for the Youth Services special needs collection, presented by Shelly Taub and Marcia Gershenson, who both read a portion of the proclamation. Jen also gave a special presentation. President Lindstrom declared that "it is a beautiful proclamation" and the plaque was passed around the table. President Lindstrom commented, "It really is a special collection for a wonderful group of people who could use this."

Director's Verbal Report:

Director Carol Mueller declared that the 3rd Photo Reception on April 13th was lovely, well attended, and so enjoyed. She looks forward to the next photo contest. She expressed thanks to Tera Moon for getting the winning photos immediately out on display, as people were looking for them right away. The program was really well done from start to finish. The Bloomfield Hills student art exhibit, "Art from the Hills" will be coming very soon and this is the 11th year of the school exhibiting at the Library. Tera Moon coordinates this exhibition of student talent, which includes Kindergarteners through High School Seniors each year, and it is a really fun event. The

opening reception is scheduled for Tuesday, May 14 from 4:30-6:30 p.m. with Rob Glass presenting his remarks at 5:30 p.m. Each year, the governor designates Severe Weather Week. The Library takes this as an opportunity to practice in the event of a tornado warning in Oakland County. Director Mueller thanked Tera Moon, who conducted a drill on Friday, March 29, where the entire Library took shelter in 4 minutes and 45 seconds. The Myers Scholarship has opened. Applications are now being accepted until the deadline of Saturday, June 1 and are available at the library's Welcome Desk and website. These will be reviewed later in June. The award is given on August 20, 2019, just prior to the Library Board meeting. The Library will be closed for Staff Development Day on Friday, May 3. Vice President Grant Gerhart will be assisting with the Service Awards. The entire media collections will also be moved that day. The empty media shelves will remain in the Commons until they are dismantled by the end of May. The Adult Services media will be near the former Business and Investments area. The Youth Services media collection will be near the Youth Services desk.

Carol Mueller shared some of the eulogy that Virginia Smith wrote for herself.

REGULAR AGENDA:

Call to the Public:

Nicole Gillies, Youth Services Librarians, representing the SOC, introduced herself. She expressed thanks for the Board having her tonight. She said that she is new to the SOC so she did not have anything to report, but she would have more to announce in the future.

UNFINISHED BUSINESS:

No unfinished business.

NEW BUSINESS:

11 a. Roof Project Bid Award

Director Mueller thanked Alex Fritz of Quinn Evans for attending the meeting. It was a very thorough process to investigate the roof, getting through the bid process, and reviewing the proposals. To briefly recap the 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 were contacted by QEA for additional information. QEA shared this information at Tuesday's Library Board meeting.

Alex Fritz provided an overview of the roof project bid process, answered questions, and recommended CEI Michigan to be awarded the bid.

Upon discussion, a motion was made by Eli Greenbaum seconded by Sandy Edwards **TO ACCEPT THE RECOMMENDATION OF QUINN EVENS ARCHITECTS AND REWARD THIS PROJECT TO CEI MICHIGAN.**

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

11 b. Special Agreements with Cranbrook Educational Community, Detroit Public Library, and Troy Public Library

President Judy Lindstrom remarked that we are so lucky to have these treasures in our community and that these libraries agree to continuing this rather unique pairing and sharing of resources. Director Mueller thanked Judy Lindstrom and Grant Gerhart of the Cranbrook, DPL, TPL Committee for following her along in this process. 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 the community and vice versa. It certainly is a mutually beneficial arrangement. All three organizations – Cranbrook Educational Community, Detroit Public Library and Troy Public Library- enthusiastically support renewing the library's special agreements for another three years with no changes except updating the dates in the agreement.

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

Upon discussion, a motion was made by Joan Luksik, seconded by Grant Gerhart **THAT BLOOMFIELD TOWNSHIP PUBLIC LIBRARY RENEW THE AGREEMENTS WITH THE CRANBROOK EDUCATIONAL COMMUNITY, DETROIT PUBLIC LIBRARY AND TROY PUBLIC LIBRARY FOR A THREE YEAR TERM AS STATED IN THE AGREEMENTS.**

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

OTHER:

Sandy Edwards gave her report on the Friends of the Library. The Friends had a meeting on Wednesday, April 3. Preparations for the annual meeting on May 8 are in place, invitations have been sent out, Bloomfield High School Culinary program will provide lunch and author Karen Dionne will be the guest speaker. The Annual Report was released. Kim Hoke and Eve Parson were added to Friends Board and procedures for Board appointment were reviewed and approved. The April Saturday Book Sale set a record, earning \$4,333. The Friends will be experimenting with an invitation to teachers from an elementary school to a Friday presale. The

schools bought and gave \$20 Friends gift certificates for the teachers. The end of fiscal year report was given and was very positive. The Friends' intentions are to keep operational expenses very low, as the purpose of the Friends is to support the Bloomfield Township Public Library. The Friends Board is reviewing a new wish list, which is mostly Adult and Youth Services requests, including a giant chess set. The next meeting is first week of May.

Grant Gerhart gave a report of the Friends of Michigan Libraries annual meeting. He appreciated having conversation and lunch with many Friends and enjoyed the opportunity for discussion. He shared some of the elements he appreciated about other libraries and Friends groups in contrast to the Bloomfield Township Library and its Friends.

Judy Lindstrom reminded the Board of the dates of upcoming committee meetings.

The next Library Board Meeting will be Tuesday, May 21 at 7 p.m. where there will be a presentation of summer library programs.

At 7:45 p.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
Friday, May 10

The special meeting of the Bloomfield Township Public Library Board of Trustees was held in the Library on Thursday, May 10. The meeting was called to order by President Judy Lindstrom at 11:00 a.m.

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

Administration: Library Director, Carol Mueller; Administrative Assistant, Linden Godlove, Facilities Department Head Joel Dion

Guests: Ann Dilcher, Quinn Evans Associates

Upon discussion, a motion was made by Joan Luksik, 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, Gerhart, Lindstrom, and Luksik

Nays: None

MOTION CARRIED

CALL TO THE PUBLIC:

None present.

UNFINISHED BUSINESS:

No discussion at this time.

NEW BUSINESS:

4a Lobby Floor Project Bid Award – Quinn Evans Architects

The Library has been investigating options to replace the lobby floors for years now. Many different types of materials were reviewed, including cork, recycled plastic and porcelain. Extreme due diligence has been enacted to ensure the best choice be made for the specific needs of the Library. Natural stone has been the selected material. Eramosa Marble comes from Ontario and is a product that meets a class 4 standard, which is a heavy traffic standard. It has deep abrasion resistance. In terms of slip resistance, in both tests it qualifies for schools, hospitals, restaurants and more extreme circumstances.

Of the bids, O'Neal was significantly higher. Both Higley and Rewald did due diligence and talked with a lot of tile installers. Rewald, in the bid provided for Quinn Evans, included two tile contractors they have worked with in the past, and was also willing to work with a less expensive subcontractor for the installation. Rewald would be \$18,000 less, if a less expensive sub-contractor was used. Quinn Evans recommends Rewald's bid because Rewald understands the Library, knows the procedure, and is working with a subcontractor they have experience with.

Director Mueller commented that O'Neal came in with the highest bid, however they did not visit the Library, did not have any questions during the walk through, and she did not feel comfortable with them as a choice. She remarked that Higley was diligent about getting information, but neither Quinn Evans nor the Library has worked with them.

Upon discussion, a motion was made by Joan Luksik, seconded by Tom Deska **TO REWARD THE BID FOR THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY'S LOBBY FLOOR RENOVATION TO FRANK REWALD AND SONS, INC., 303 E. THIRD STREET, SUITE 300, ROCHESTER, MICHIGAN, 48307**

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

OTHER:

Joel Dion gave an update on the water remediation project. The water is coming inside an electrical conduit. The details of the project and its complications were discussed.

Carol Mueller reported that the roof project bid is less than expected. The Library now has enough money that the full roof can be completed this year.

Tom Deska asked for an update on the media move as part of the Spaces and Wayfinding Project. Carol Mueller gave a report on its success. Everything was moved when the Library was closed for Staff Development Day. The patrons have been largely positive, with a few complaints. The next step is to figure out what shelving should be kept and evaluate the structure, in terms of flooring, lighting, and other details to see what may need to be repaired or replaced.

When the lobby floor project is completed, it was suggested that we should have a celebration.

Meeting adjourned at 11:39 p.m.

Next scheduled Regular Board Meeting: Tuesday, May 21, 2019, 7:00 p.m.

Submitted By:

Sandra Edwards

Sandy Edwards, Secretary

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

Cash Disbursements Comments

May, 2019

New Vendors:

Great Oaks Maintenance is a new vendor for library grounds maintenance and snow removal services.

Joann Puffer Kotcher is a new vendor for a library program.

Kanopy, Inc. is a new vendor for downloadable movies.

PDM Investment Services is a new vendor for investment information.

General Fund Advance

- Check #19606 payable to the Michigan Library Association in the amount of \$85.00 is payment for a membership.
- Check # 19614 payable to the state of Michigan in the amount of \$370.00 is payment for the Library's boiler certification.
- Check #19627 payable to Bloomfield Township in the amount of \$645.06 is payment for water and sewer fees from 3/20– 4/22/2019.
- Check #19628 payable to the state of Michigan in the amount of \$185.00 is payment for the Library's elevator license.

General Fund

- Check #19636 payable to Bloomfield Township in the amount of \$368,793.97 is payment for two payrolls, including FICA, HRA contributions, pension, etc. as usual.
- Check #19637 payable to Bloomfield Township in the amount of \$176,522.39 is payment for the Library's portion of pension fund.
- Check #19638 payable to CDW Government, Inc. in the amount of \$26,684.52 is payment for a new server and Microsoft Office licenses.

- Check #19640 payable to the Charter Township of Bloomfield in the amount of \$10.00 is payment for a concert DVD.
- Check #19641 payable to Cranbrook Institute of Science in the amount of \$355.00 is payment for a library program.
- Check #19648 payable to Holly Township Library in the amount of \$17.00 is payment for a lost MelCat book borrowed by a Bloomfield Township resident for which the patron has been billed.
- Check #19651 payable to Kanopy, Inc. in the amount of \$6,000.00 is payment for a new downloadable movie service.
- Check #19652 payable to Kent State University in the amount of \$15.00 is payment for a lost MelCat book borrowed by a Bloomfield Township resident for which the patron has been billed.
- Check #19654 payable to LJ Rolls Refrigeration, Inc. in the amount of \$54,364.42 is payment for replacement of the Library's HVAC humidifiers.
- Check #19657 payable to Library Ideas LLC in the amount of \$15,036.00 is payment for the Library's Freegal downloadable service.
- Check #19658 payable to Midwest Collaboration for Library Services in the amount of \$20,427.96 is payment for Skyriver cataloging records.
- Check #19660 payable to the Michigan Library Association in the amount of \$85.00 is payment for a membership.
- Check #19669 payable to Quinn Evans Architects in the amount of \$52,782.74 is payment for Library roof project and lobby floor project services.
- Check #19675 payable to Siemens Industry, Inc. in the amount of \$11,046.00 is payment for the Library's annual service agreement for the building automation system.

Gift Fund

- Check #5053 payable to Bloomfield Township Public Library in the amount of \$820.26 is reimbursement for a national speaker at the 2019 Adapted Umbrella workshop for which the Friends of the Library provided funding.
- Check # 5054 payable to the Community Foundation of Southeast Michigan (CFSEM) in the amount of \$100.00 is payment for a gift to the Myers Scholarship Endowment Fund in memory of Larry Reeside and Virginia Smith.
- Check #5055 payable to the Charter Township of Bloomfield in the amount of \$100.00 is payment for program DVDs.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

CHECK REGISTERS

FOR THE MONTH OF APRIL 2019

Check #	Date	Payee	Cash Account	Amount
General Fund				
ADVANCE CHECKS:				
19540	4/4/19	Patricia Ballard	106.01	50.84
19541	4/4/19	CAR TRUCKING, INC.	106.01	199.50
19542	4/4/19	THYSSENKRUPP ELEVATOR CORP	106.01	870.41
19543-19599	4/15/19	Check stock used for FY 2018-2019 invoices	106.01	
19600	4/16/19	AFFINITY PROMOTIONS	106.01	233.38
19601	4/16/19	XFINITY	106.01	158.09
19602	4/16/19	DTE ENERGY	106.01	14,799.82
19603	4/16/19	FLAGSTAR BANK	106.01	5,889.56
19604	4/16/19	GOV'T FINANCE OFFICERS ASSOCIATION	106.01	10.00
19605	4/16/19	Laura Kraly	106.01	47.15
19606	4/16/19	MICHIGAN LIBRARY ASSOCIATION	106.01	85.00
19607	4/16/19	Edward Niemchak	106.01	820.26
19608	4/16/19	VERIZON WIRELESS	106.01	202.48
19609	4/23/19	PRINCIPAL LIFE INS CO-SBD GRANDE ISLAND	106.01	814.12
19610	4/29/19	AMAZON.COM	106.01	2,322.27
19611	4/29/19	APPLIED IMAGING	106.01	840.20
19612	4/29/19	AT&T	106.01	1,290.91
19613	4/29/19	CONSUMERS ENERGY	106.01	4,934.17
19614	4/29/19	STATE OF MICHIGAN	106.01	370.00
19615	4/29/19	Jamie Jasper	106.01	15.00
19616	4/29/19	Martha McGee	106.01	105.15
19617	4/29/19	Marian Rafal	106.01	53.00
19618	4/29/19	VIGILANTE SECURITY	106.01	1,950.00
19619	5/2/19	AT&T	106.01	782.78
19620	5/2/19	PETTY CASH - BTPL	106.01	108.75
19621	5/2/19	CAR TRUCKING, INC.	106.01	199.50
19622	5/2/19	Elizabeth Clauder	106.01	2.90
19623	5/2/19	Shayna Houghton	106.01	31.99
19624	5/2/19	Tim Perry	106.01	42.03
19625	5/2/19	Jennifer Taggart	106.01	324.80
19626	5/2/19	Elizabeth Clauder	106.01	38.57
19627	5/8/19	BLOOMFIELD TOWNSHIP	106.01	645.06
19628	5/8/19	STATE OF MICHIGAN	106.01	185.00
19629	5/8/19	Shayna Houghton	106.01	58.91
19630	5/8/19	T MOBILE	106.01	29.40
19631	5/8/19	LONG LAKE MARKET	106.01	920.00
Total				39,431.00
REGULAR CHECKS:				
19632	5/9/19	ASSA ABLOY ENTRANCE SOLUTIONS	106.01	799.54
19633	5/9/19	NATIONAL AUDUBON SOCIETY	106.01	20.00
19634	5/9/19	BAKER & TAYLOR, INC.	106.01	11,901.06
19635	5/9/19	BLACKSTONE AUDIO, INC.	106.01	446.23
19636	5/9/19	BLOOMFIELD TOWNSHIP	106.01	368,793.97
19637	5/9/19	BLOOMFIELD TOWNSHIP	106.01	176,522.39
19638	5/9/19	CDW GOVERNMENT, INC.	106.01	26,684.52
19639	5/9/19	CENGAGE LEARNING/GALE	106.01	822.83
19640	5/9/19	CHARTER TOWNSHIP OF BLOOMFIELD	106.01	10.00
19641	5/9/19	CRANBROOK INSTITUTE OF SCIENCE	106.01	355.00
19642	5/9/19	DEMCO, INC.	106.01	111.00
19643	5/9/19	DEMCO SOFTWARE	106.01	533.50
19644	5/9/19	DU ALL CLEANING, INC	106.01	5,760.00
19645	5/9/19	EBSCO INFORMATION SERVICES	106.01	1,890.00
19646	5/9/19	ENCYCLOPAEDIA BRITANNICA, INC.	106.01	1,450.00
19647	5/9/19	GREAT OAKS MAINTENANCE	106.01	6,251.42
19648	5/9/19	HOLLY TWP. LIBRARY	106.01	17.00

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

CHECK REGISTERS

FOR THE MONTH OF APRIL 2019

Check #	Date	Payee	Cash Account	Amount
19649	5/9/19	INGRAM LIBRARY SERVICES	106.01	1,030.05
19650	5/9/19	J & B MEDICAL SUPPLY	106.01	362.86
19651	5/9/19	KANOPY, INC.	106.01	6,000.00
19652	5/9/19	KENT STATE UNIVERSITY	106.01	15.00
19653	5/9/19	JOANN PUFFER KOTCHER	106.01	400.00
19654	5/9/19	LJ ROLLS REFRIGERATION CO., INC	106.01	54,364.42
19655	5/9/19	LAKELAND BOATING	106.01	64.95
19656	5/9/19	LAKESHORE LEARNING MATERIALS	106.01	52.57
19657	5/9/19	LIBRARY IDEAS LLC	106.01	15,036.00
19658	5/9/19	MIDWEST COLLABORATIVE for LIB. SVCS	106.01	20,427.96
19659	5/9/19	MIDWEST TAPE	106.01	4,494.10
19660	5/9/19	MICHIGAN LIBRARY ASSOCIATION	106.01	85.00
19661	5/9/19	NATIONAL SIGN COMPANY	106.01	975.00
19662	5/9/19	NICHOLS/NETWORK SERVICES CO	106.01	310.49
19663	5/9/19	OMNIGRAPHICS	106.01	149.60
19664	5/9/19	OVERDRIVE	106.01	3,218.24
19665	5/9/19	PDM INVESTMENT SERVICES	106.01	200.00
19666	5/9/19	PENGUIN RANDOM HOUSE LLC	106.01	213.00
19667	5/9/19	POSEIDON LAWN SPRINKLERS	106.01	1,078.75
19668	5/9/19	PROQUEST-CSA LLC	106.01	4,211.79
19669	5/9/19	QUINN EVANS ARCHITECTS	106.01	52,782.74
19670	5/9/19	RECORDED BOOKS, LLC	106.01	49.55
19671	5/9/19	TRACI ROMEO	106.01	350.00
19672	5/9/19	THE ROWMAN & LITTLEFIELD PUBLISHING GRP	106.01	23.61
19673	5/9/19	S & P GLOBAL MARKET INTELLIGENCE LLC	106.01	7,700.00
19674	5/9/19	SECANT	106.01	1,940.00
19675	5/9/19	SIEMENS INDUSTRY, INC.	106.01	11,046.00
19676	5/9/19	BTPL SOC	106.01	1,115.84
19677	5/9/19	TERMINIX PROCESSING CTR.	106.01	123.00
19678	5/9/19	WALLACEBURG BOOKBINDING & MFG	106.01	203.25
19679	5/9/19	WESCO DISTRIBUTION	106.01	421.56
Total				<u><u>790,813.79</u></u>

Gift Fund

ADVANCE CHECKS:

5046	4/16/19	FLAGSTAR BANK	102.03	393.32
5047	4/23/19	SCOTT NELSON	102.03	260.00
5048	4/23/19	Jen Taggart	102.03	156.60
5049	4/29/19	AMAZON.COM	102.03	272.29
5050	4/29/19	JPs PIANO MOVING	102.03	300.00
5051	5/2/19	LAURIE TENNENT	102.03	775.00
Total				<u><u>2,157.21</u></u>

REGULAR CHECKS:

5052	5/9/19	BAKER & TAYLOR	102.03	23.70
5053	5/9/19	BLOOMFIELD TWP. PUBLIC LIBRARY	102.03	820.26
5054	5/9/19	COMMUNITY FOUNDATION - SE MICH.	102.03	100.00
5055	5/9/19	CHARTER TOWNSHIP OF BLOOMFIELD	102.03	100.00
5056	5/9/19	JANWAY COMPANY	102.03	3,325.00
5057	5/9/19	LAKESHORE LEARNING MATERIALS	102.03	500.00
5058	5/9/19	MULTICULTURAL BOOKS & VIDEOS	102.03	974.00
Total				<u><u>5,842.96</u></u>

Bloomfield Township Public Library
FY 2019-2020 General Fund Budget
 PRESENTED: MAY 21, 2019 FOR THE MONTH OF: APRIL, 2019

7b

		2019-2020	2019-2020			One Month 8%	
ACCOUNT	ACCOUNT	ADOPTED BUDGET	AMENDED BUDGET	REVENUE/EXPENSE	REVENUE/	% OF	
NUMBER	NAME	AS OF	AS OF	CURRENT	EXPENSE	BUDGET	
		MARCH 19, 2019	MARCH 19, 2019	MONTH	YTD	YTD	VARIANCE
<u>Revenues</u>							
410.01	Taxes	\$7,310,390	\$7,310,390	(\$1,200)	(\$1,200)	-0.02%	(\$7,311,590)
420.01	Penal Fines	\$84,528	\$84,528	\$0	\$0	0.00%	(\$84,528)
422.01	State Aid	\$28,491	\$28,491	\$16,300	\$16,300	57.21%	(\$12,191)
430.01	Circulation Fines & Fees	\$85,000	\$85,000	\$6,301	\$6,301	7.41%	(\$78,699)
	Charges for Services	\$14,738	\$14,738	\$2,014	\$2,014	13.67%	(\$12,724)
	Investment earnings	\$67,150	\$67,150	\$32,012	\$32,012	47.67%	(\$35,138)
	Miscellaneous	\$14,466	\$14,466	\$7,497	\$7,497	51.82%	(\$6,969)
Total Revenues		\$7,604,763	\$7,604,763	\$62,924	\$62,924	0.83%	(\$7,541,839)
<u>Expenditures</u>							
	Personnel	\$4,165,303	\$4,165,303	\$409,003	\$409,003	9.82%	(\$3,756,300)
	Library Services	\$870,134	\$870,134	\$80,615	\$80,615	9.26%	(\$789,519)
	Facilities & Equipment	\$994,137	\$994,137	\$163,190	\$163,190	16.42%	(\$830,947)
	Other Operating Expenditures	\$3,133,364	\$3,133,364	\$154,214	\$154,214	4.92%	(\$2,979,150)
Total Expenditures		\$9,162,938	\$9,162,938	\$807,022	\$807,022	8.81%	(\$8,355,916)
Fund Balance - Beginning		\$11,933,661	\$11,933,661	\$11,933,661			
Net revenue (expenditure)		(\$1,558,175)	(\$1,558,175)	(\$744,098)			
Fund Balance - Ending		\$10,375,486	\$10,375,486	\$11,189,563			

Amendments to the budget:
None

Changes made to the line items:
None

Fund Balance Designations

Nonspendable-Prepaid Expense	\$43,630	\$43,630
Committed Fund Balance (is 8-months of operational expenditures amount)	\$4,170,392	\$4,170,392
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 \$2,639,465 for capital improvements)	\$6,061,464	\$6,061,464
Unassigned Fund Balance (is the unplanned emergency amount)	\$100,000	\$100,000

Bloomfield Township Public Library
FY 2019-2020 Gift Fund Budget

PRESENTED: MAY 21, 2019 FOR THE MONTH OF: APRIL, 2019

One Month 8%

ACCOUNT NUMBER	ACCOUNT NAME	2019-2020 ADOPTED BUDGET AS OF MAR 19, 2019	2019-2020 AMENDED BUDGET AS OF MAY 21, 2019	REVENUE/ EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	VARIANCE
	<u>Revenues</u>						
	Gift Income	\$500	\$7,229	\$6,729	\$6,729	93.08%	(\$500)
454.03	Investment Earnings	\$200	\$200	\$14	\$14	6.84%	(\$186)
460.03	Miscellaneous Revenue	\$0	\$0	\$0	\$0	0.00%	\$0
	Total Revenues	\$700	\$7,429	\$6,743	\$6,743	90.76%	(\$686)
	<u>Expenditures</u>						
	Library Services	\$50,389	\$50,388	\$3,682	\$3,682	7.31%	(\$46,706)
	Facilities & Equipment	\$22,360	\$28,085	\$500	\$500	1.78%	(\$27,585)
	Other Operating Expenditures	\$89,446	\$90,451	\$3,425	\$3,425	3.79%	(\$87,026)
	Total Expenditures	\$162,195	\$168,924	\$7,607	\$7,607	4.50%	(\$161,317)
	Fund Balance - Beginning	\$161,695	\$161,695		\$178,428		
	Net revenue (expenditures)	(\$161,495)	(\$161,495)		(\$864)		
	Fund Balance - Ending	\$200	\$200		\$177,563		

Bloomfield Township Public Library
Asset Allocation Summary
April 2019

Fund	Type	Annual Yield	Date	Amount on Hand
General Fund				
	5th 3rd Checking (Ecommerce)	0.00%	4/30/2019	\$83,008.09
	Flagstar Public Funds Savings	1.40%	4/30/2019	\$191,987.87
	Flagstar Premier Public Entities Checking	0.70%	4/30/2019	\$50,866.16
	RBC Capital Cash/Money Market	0.34%	4/30/2019	\$33,802.36
	RBC Capital - Investments	2.80%	4/30/2019	\$11,612,980.32
Total General Fund				\$11,889,636.71
Please see General Fund budget for notes on how this amount is earmarked				
Gift Fund				
	Huntington Public Fund Business Interest Checking	0.15%	4/30/2019	\$110,451.45
	Huntington CD (Charnov gift) - matures 02/04/2020	2.20%	4/30/2019	\$50,000.00
	Fifth Third Bank Business Standard Checking	0.00%	4/30/2019	\$9,363.79
Total Gift Fund				\$169,815.24

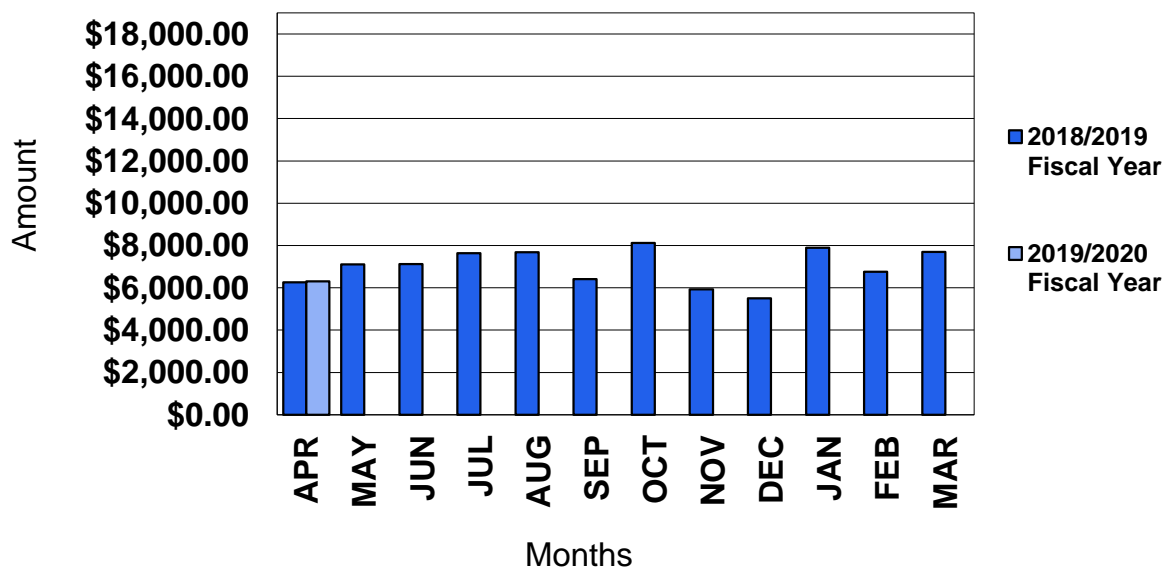
CFSEM The following endowment funds are administered by the Community Foundation for Southeast Michigan (CFSEM). CFSEM maintains unilateral variance power and legal ownership of the endowment funds, and therefore, principal is not available to BTPL. Earnings are available for distribution to the Library 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	2018/2019 Fiscal Year	2019/2020 Fiscal Year	Difference
APR	\$6,256.90	\$6,301.13	\$44.23
MAY	\$7,103.51		(\$7,103.51)
JUN	\$7,120.68		(\$7,120.68)
JUL	\$7,638.21		(\$7,638.21)
AUG	\$7,679.75		(\$7,679.75)
SEP	\$6,412.82		(\$6,412.82)
OCT	\$8,128.01		(\$8,128.01)
NOV	\$5,927.20		(\$5,927.20)
DEC	\$5,503.01		(\$5,503.01)
JAN	\$7,894.37		(\$7,894.37)
FEB	\$6,757.39		(\$6,757.39)
MAR	\$7,705.05		(\$7,705.05)
			YTD Difference
TOTAL	<u>\$84,126.90</u>	<u>\$6,301.13</u>	<u>(\$77,825.77)</u>

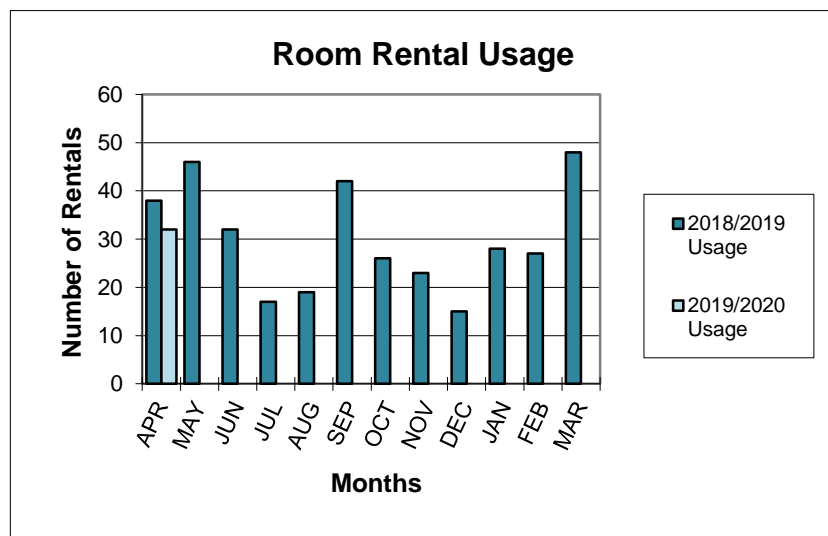
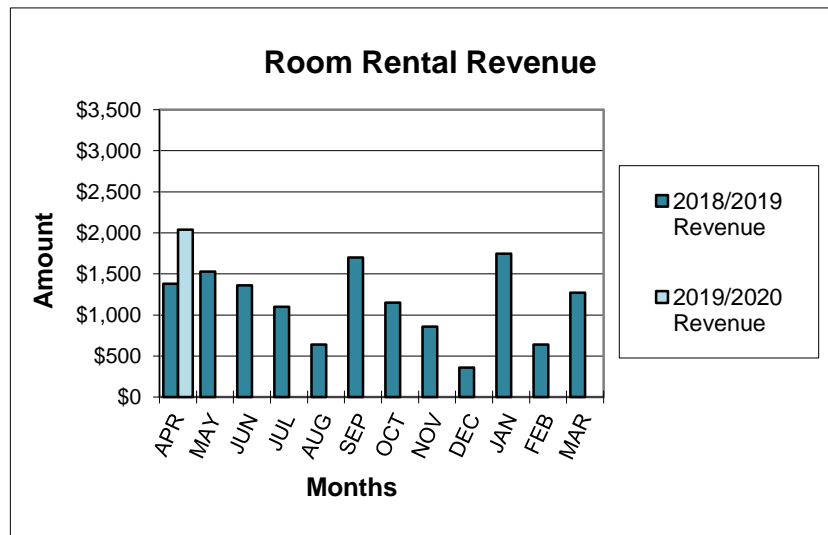
Fines and Fees Two-Year Comparison



ROOM RENTAL - TWO-YEAR COMPARISON

7b

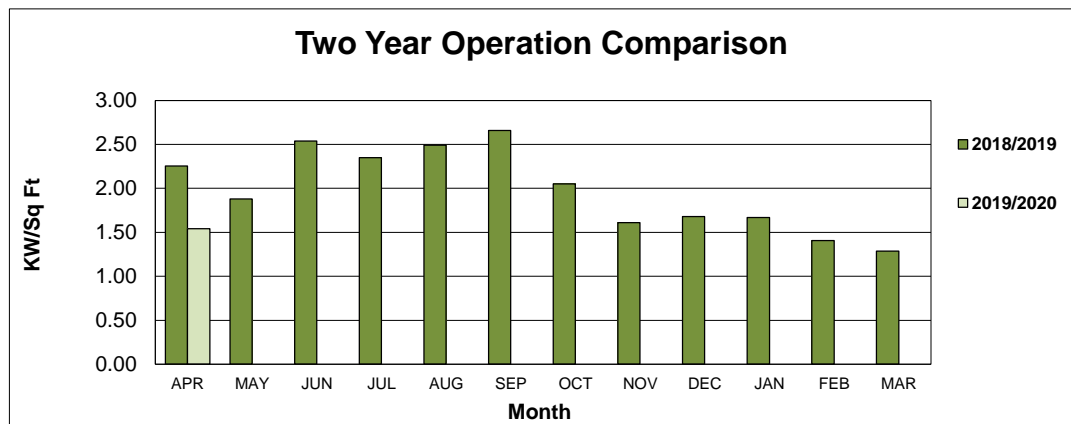
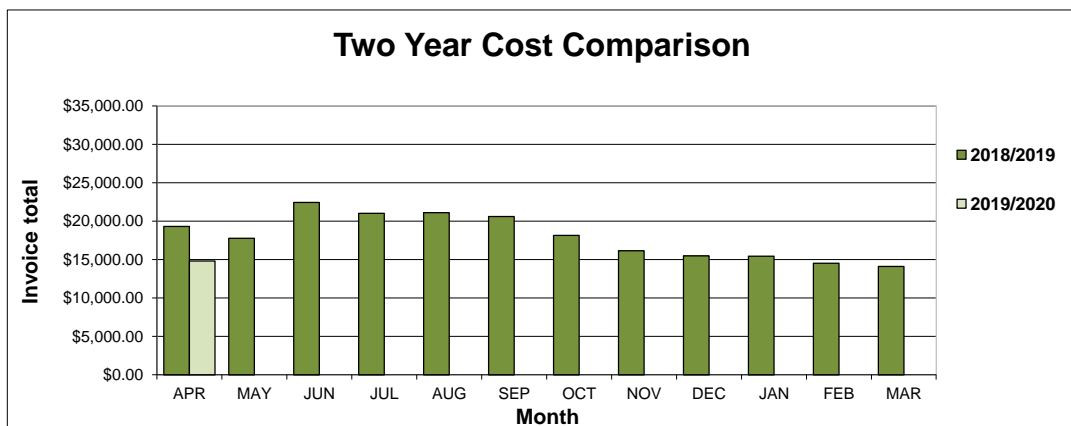
<u>Month</u>	2018/2019 <u>Revenue</u>	2019/2020 <u>Revenue</u>	<u>Difference</u>	2018/2019 <u>Usage</u>	2019/2020 <u>Usage</u>	<u>Month</u>
APR	\$1,380.00	\$2,040.00	\$660.00	38	32	APR
MAY	\$1,530.00		(\$1,530.00)	46		MAY
JUN	\$1,360.00		(\$1,360.00)	32		JUN
JUL	\$1,100.00		(\$1,100.00)	17		JUL
AUG	\$640.00		(\$640.00)	19		AUG
SEP	\$1,700.00		(\$1,700.00)	42		SEP
OCT	\$1,150.00		(\$1,150.00)	26		OCT
NOV	\$860.00		(\$860.00)	23		NOV
DEC	\$360.00		(\$360.00)	15		DEC
JAN	\$1,746.00		(\$1,746.00)	28		JAN
FEB	\$640.00		(\$640.00)	27		FEB
MAR	\$1,270.00		(\$1,270.00)	48		MAR
			YTD Difference			
TOTAL	\$13,736.00	\$2,040.00	(\$11,696.00)	361	32	



Bloomfield Township Public Library Electricity Analysis

Building Area = 101,023 Sq ft.

TWO YEAR COST COMPARISON				CURRENT YEAR OPERATION					
Month	2018/2019	2019/2020	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	\$19,326.66	\$14,799.82	(\$4,526.84)	155,540	\$0.10	216.03	1.54	\$20.56	\$0.15
MAY	\$17,765.47		(\$17,765.47)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
JUN	\$22,441.79		(\$22,441.79)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
JUL	\$21,003.42		(\$21,003.42)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
AUG	\$21,106.71		(\$21,106.71)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
SEP	\$20,598.04		(\$20,598.04)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
OCT	\$18,134.07		(\$18,134.07)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
NOV	\$16,157.32		(\$16,157.32)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
DEC	\$15,467.14		(\$15,467.14)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
JAN	\$15,419.20		(\$15,419.20)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
FEB	\$14,539.23		(\$14,539.23)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
MAR	\$14,091.82		(\$14,091.82)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
			YTD Difference						
TOTAL	\$216,050.87	\$14,799.82	(\$201,251.05)						

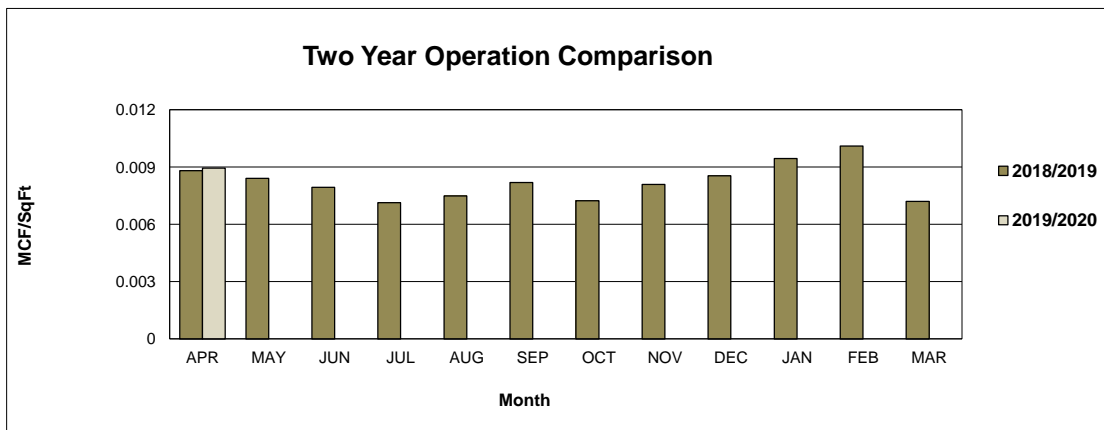
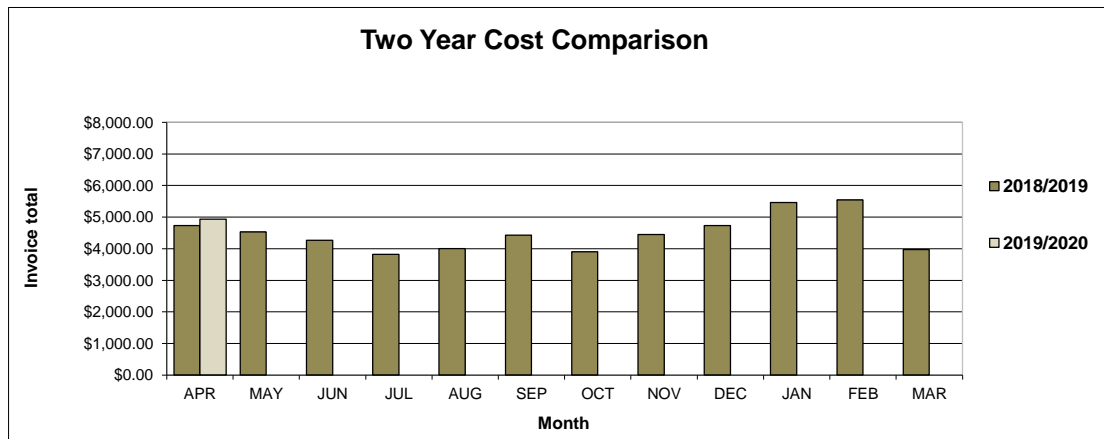


Bloomfield Township Public Library Natural Gas Analysis

Building Area = 101,023

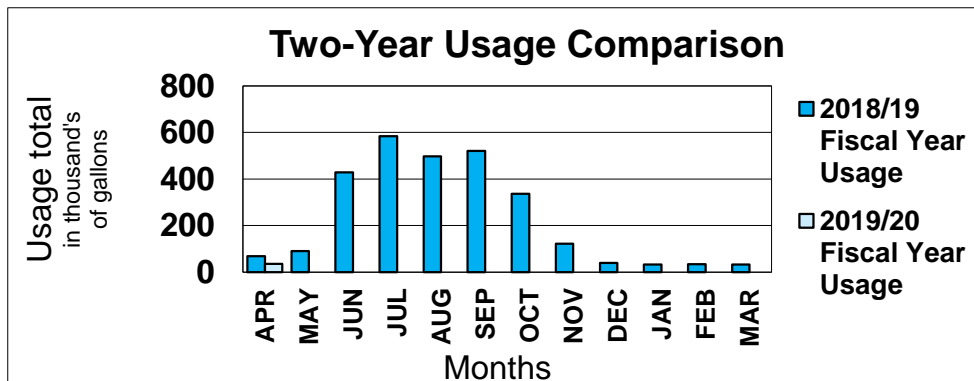
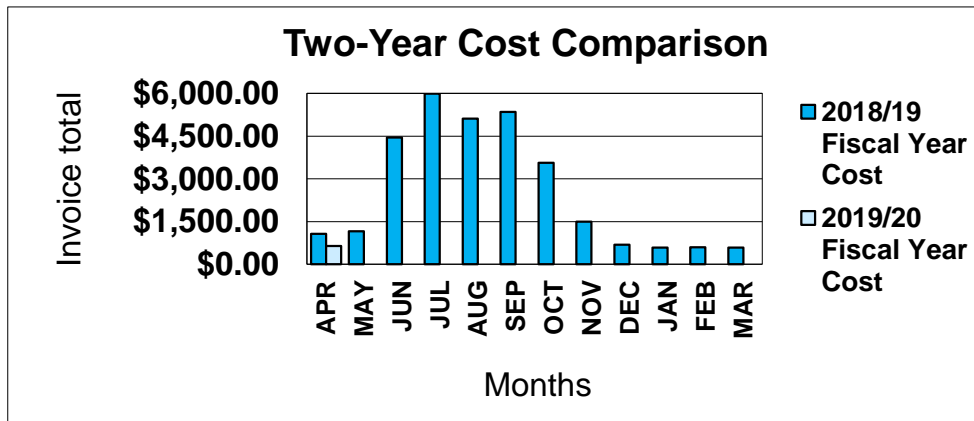
1 Cu. Ft. = 1000 BTU

TWO YEAR COST COMPARISON				OPERATION						
Month	2018/2019	2019/2020	Difference	MCF	COST/MCF	HOURS (24 x no.days per month)	MCF/HR	MCF/SqFt	\$/HR	\$/SqFt
APR	\$4,735.91	\$4,934.17	\$198.26	903.6	\$5.46	720	1.26	0.009	6.85	0.048
MAY	\$4,527.01		(\$4,527.01)		#DIV/0!	744	0.00	0.000	0.00	0.000
JUN	\$4,270.19		(\$4,270.19)		#DIV/0!	720	0.00	0.000	0.00	0.000
JUL	\$3,820.68		(\$3,820.68)		#DIV/0!	744	0.00	0.000	0.00	0.000
AUG	\$4,002.67		(\$4,002.67)		#DIV/0!	744	0.00	0.000	0.00	0.000
SEP	\$4,426.73		(\$4,426.73)		#DIV/0!	720	0.00	0.000	0.00	0.000
OCT	\$3,905.80		(\$3,905.80)		#DIV/0!	744	0.00	0.000	0.00	0.000
NOV	\$4,449.79		(\$4,449.79)		#DIV/0!	720	0.00	0.000	0.00	0.000
DEC	\$4,727.64		(\$4,727.64)		#DIV/0!	744	0.00	0.000	0.00	0.000
JAN	\$5,466.10		(\$5,466.10)		#DIV/0!	744	0.00	0.000	0.00	0.000
FEB	\$5,540.36		(\$5,540.36)		#DIV/0!	696	0.00	0.000	0.00	0.000
MAR	\$3,977.14		(\$3,977.14)		#DIV/0!	744	0.00	0.000	0.00	0.000
			YTD Difference							
TOTAL	\$53,850.02	\$4,934.17	(\$48,915.85)							



Bloomfield Township Public Library Water Analysis

Month	2018/19 Fiscal Year Cost	2019/20 Fiscal Year Cost	Difference	2018/19 Fiscal Year Usage	2019/20 Fiscal Year Usage	Difference
APR	\$1,070.69	\$645.06	(\$425.63)	68	35	(33)
MAY	\$1,159.66		(\$1,159.66)	90		(90)
JUN	\$4,448.57		(\$4,448.57)	429		(429)
JUL	\$5,988.08		(\$5,988.08)	584		(584)
AUG	\$5,110.72		(\$5,110.72)	497		(497)
SEP	\$5,347.24		(\$5,347.24)	521		(521)
OCT	\$3,565.88		(\$3,565.88)	337		(337)
NOV	\$1,491.00		(\$1,491.00)	122		(122)
DEC	\$682.89		(\$682.89)	40		(40)
JAN	\$585.94		(\$585.94)	33		(33)
FEB	\$599.79		(\$599.79)	34		(34)
MAR	\$585.94		(\$585.94)	33		(33)
			YTD Difference			YTD Difference
TOTAL	<u>\$30,636.40</u>	<u>\$645.06</u>	<u>(\$29,991.34)</u>	<u>2,788</u>	<u>35</u>	<u>(2,753)</u>



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

Take a few minutes to view the Bloomfield Hills Schools student art on display throughout the Library and in the Community Room through Saturday, May 25. These talented students of all ages have created some amazing art works. This is the 11th year the Library has hosted this wonderful event.

The Library is still accepting Jeanette P. Myers Scholarship applications. 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. In addition, the Library's Staff Organization Committee (SOC) has designated that May and June casual Friday donations be given to this year's Myers Scholarship award. We have received several donations toward the scholarship award above the \$647.00 endowment fund payout as well!

The Friends annual meeting on Wednesday, May 8 was well attended and all enjoyed their speaker, author Karen Dionne, and her fascinating story of becoming a writer and publishing her latest novel, *The Marsh King's Daughter*. Friends Board member elections were held at this meeting and officers were elected for 2019/2020. Friends Board members are:

Kathy Connor, President
Nancy Lambert, Vice President
Kim Hoke, Secretary
Bob Schnorbus, Treasurer
Sikander Rashid, Assistant Treasurer
Elaine Johnston, Historian
Ira Firestone
Eve Parsons
Cathy Ranke
Barbara Smalley
Greg Williams

This is just a reminder that the Library will be closed on Sunday and Monday, May 26 and 27, for the Memorial weekend. The Library will reopen as scheduled on Tuesday, May 28 at 9:30am.

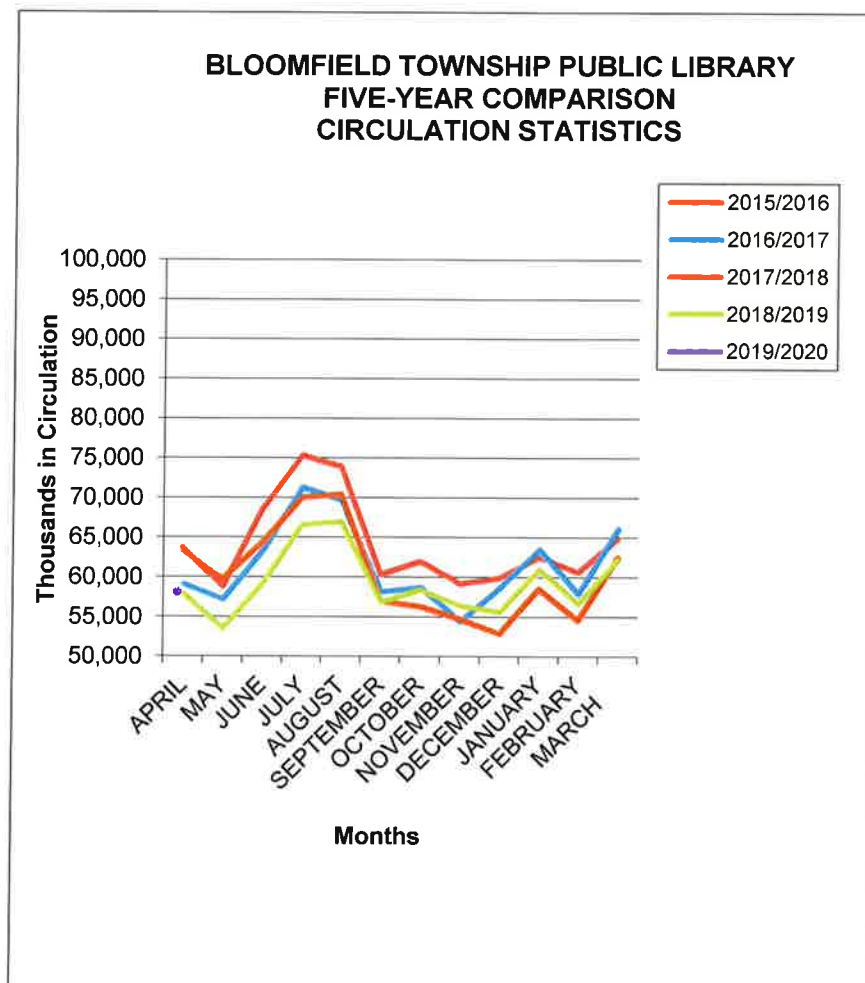
Respectfully Submitted,

*Carol Mueller
Director*

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY FIVE YEAR CIRCULATION

5/15/2019

	<u>2015/2016</u>	<u>2016/2017</u>	<u>2017/2018</u>	<u>2018/2019</u>	<u>2019/2020</u>
APRIL	63,783	59,090	63,413	57,829	57,900
MAY	58,740	57,125	59,745	53,493	
JUNE	68,518	63,243	64,319	59,101	
JULY	75,304	71,265	70,006	66,539	
AUGUST	73,868	69,676	70,391	66,907	
SEPTEMBER	60,292	58,100	56,939	56,817	
OCTOBER	61,960	58,678	56,291	58,359	
NOVEMBER	59,157	54,362	54,703	56,357	
DECEMBER	59,871	58,628	52,859	55,615	
JANUARY	62,491	63,455	58,510	60,945	
FEBRUARY	60,612	57,856	54,554	56,645	
MARCH	64,896	66,071	62,452	62,128	
TOTAL	769,492	737,549	724,182	710,735	57,900



	2018		2019	
COLLECTION				
Book Collection:	267,914		246,223	
Media Collection:	62,478		57,413	
Total e-books:	14,464		15,819	
Overdrive	9,927		11,305	
Total downloadable audiobooks:	5,418		6,111	
Materials Total:	350,274		325,566	
CIRCULATION				
Circulation Total:	57,829		57,900	
Bloomfield Township Circulation:	54,213		53,983	
Virtual Circulation Total	9,098		11,221	
Circulation of Youth materials:	19,812		15,748	
Circulation of Media:	16,137		16,060	
Circulation of Cranbrook passes:	221		194	
Self-checkout machine use:	22,059	38.1%	19,775	34.2%
Library by Mail:	42	31 patrons	40	25 patrons
BUILDING & EQUIPMENT USAGE				
Door Count:	18,412 *		17,191 **	
Gate Count:	25,803		24,900	
Meeting rooms by public:	38		32	
Meeting rooms by staff:	79		84	
VIRTUAL USE				
Home page hits:	32,390		31,765	
e-book access:	2,707		2,947	
Overdrive	2,706		2,924	
EBSCOhost	1		23	
Audiobook access: (Overdrive)	1,248		1,676	
Freegal music download access:	795		898	
Freegal music streaming:	1,722		1,960	
Magazine download access:	760		1,508	
Hoopla access:	1,866		2,232	
Tutor.com sessions:	57		30	
Library Computer Use				
Resident Use	1,349		1,441	
Guest Use	603		584	
*Library closed April 1 for Easter				
**Library closed April 21 for Easter				

	2018		2019	
OUTREACH & PROGRAMS				
<i>New Patrons and Accounts</i>				
Township:	149		142	
Cranbrook:	2		4	
Total new patrons:	209		216	
<i>Adult Program Attendance</i>				
Staff-led:	9 events	96 attended	10 events	155 attended
Speaker-led:	6 events	275 attended	4 events	217 attended
Book clubs:	5 events	71 attended	8 events	92 attended
Tours/visits on-site:	1 event	4 attended	1 event	2 attended
Tours/visits off-site:	0	0	4 events	484 attended
Chamber Music Concert	1 event	108 attended	1 event	109 attended
Bloomfield Historical Society	1 event	67 attended	1 event	83 attended
BTPL Photo Contest Reception	1 event	109 attended	1 event	79 attended
<i>Systems Program Attendance</i>				
Staff-led:	10 events	57 attended	11 events	72 attended
<i>Teen Program Attendance</i>				
Staff-led:	1 event	1 attended	0	0
<i>Youth Program Attendance</i>				
Staff-led:	24 events	518 attended	28 events	711 attended
Speaker-led:	2 events	149 attended	0	0
Tours/visits on-site:	1 event	43 attended	2 events	36 attended
Tours/visits off-site:	0	0	3 events	20 attended
TOTAL:	62 events	1,498 attended	74 events	2,060 attended
<i>Volunteers:</i>				
	23 people	236.75 hours	26 people	236.25 hours
	Shop: 10	107	Shop: 10	125
	Court: 0	0	Court: 1	19
	Students: 2	21	Students: 6	22
	Dept. Vol: 11	108.75	Dept. Vol: 9	70.25
<i>Patron Remarks</i>				
Patron Comments:	12		13	
Ask BTPL:	2		4	
Ask Us:	32		23	
DISPLAYS				
Lobby	Art Glass Display from Ephiphany Glass Studio			
Media	Adult: Spring into Reading Board and Comedies			
	Youth: Listen to the Music Board & Action			
Local History	Michigan/Under the Radar			

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, April 18, 2019 at 11:00 a.m.

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

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

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

Roof Update

Alex Fritz, Quinn Evans Architects (QEA), reviewed the roof bid process. He reported that five firms returned bids by the April 4, 2019, 2:00pm deadline:

- CEI Michigan (\$1,476,250)
- JD Candler Roofing (\$1,225,000)
- Christen Detroit (\$1,630,000)
- Royal Roofing Co. Inc. (\$3,150,860)
- Schreiber Roofing (\$3,350,500)

Royal Roofing Co. Inc. and Schreiber Roofing were eliminated as their bids were much higher than the others. Interviews were conducted with the lower three bidders: Christen Detroit, CEI Michigan, and JD Candler Roofing. On the basis of the interviews, one firm was eliminated because of a perceived bad fit. The other two firms gave impressive interviews and were more thoroughly vetted. Following the interview, QEA requested clarifying information from all three firms.

QEA called references for CEI Michigan, Christen Detroit and JD Candler. Alex reported that references for both CEI Group and Christen Detroit were positive. References for JD Candler did not respond or could not be reached. Some comments regarding CEI Michigan were that they keep a clean worksite, are professional, and that projects are completed on time and within budget. One reference contacted for CEI Michigan indicated that the building was occupied during the construction project and that they were very respectful and clean during this process. Another reference has hired CEI Michigan for several projects.

References for Christen Detroit stated that they maintained a clean worksite and completed the project within schedule and budget. Another reference stated they were easy to work with.

CEI Michigan has lower unit prices than the other bidders. Unit prices are charged for any work that is done beyond what has been specified in the bid, for instance, problems after tearing off the roof.

QEA recommends CEI Michigan as the firm to be awarded the Library's roofing contract. CEI Michigan's total bid is the second lowest received, references are positive; and the interview gave confidence that the Library can work well with CEI Michigan. This recommendation will be made to the Library Board of Trustees at their regular monthly meeting on April 23, 2019. After the Library Board meeting, QEA will notify all bidders of their status in this process.

Alex reported that drawings for this project were submitted to Bloomfield Township on March 26, 2019 and have been approved. The selected firm has 30 days from award of bid to sign the AIA agreement. Based on

CEI Michigan's schedule estimate, completion of phase 1 would be July 2019. The second phase would begin in April, 2020.

It was confirmed that the staging area will be the west part of the Library parking lot along Telegraph Road.

We are able to shift phases to do the shingle component first and the membrane second if so desired. We had originally planned the opposite for budget reasons, but practical, logistical reasons suggest that order be flipped.

Lobby Floor Update

Ann Dilcher (QEA) recommends using a general contractor for this project rather than tile companies as there are components requiring multiple trades. The bid will ask that the floor be done in two phases so that we could continue to use the main entrance during this project. Ann presented a new schedule that is earlier than originally proposed. The amount of time required to order and receive the flooring product dictates this new schedule, based on the Library's requirement that this project be completed in August 2019. As a result, a special meeting of the Library Board of Trustees is scheduled for Friday, May 10, 2019 at 11:00am to award the bid. QEA is handling this bid process and will make a recommendation to the Library Board at that time.

Ann reported that the product requires annual application of a sealant. Joan Luksik questioned whether this sealant would make the floor slippery. Ann said that the product has been vetted for sufficient friction.

QEA proposed installing a carpet that would cover the entire vestibule (the area between inner and outer automatic sliding doors). After discussion, the Committee decided to retain the current arrangement of a walk-off grate style mat to capture moisture and dirt but get a new grate. QEA will take care of requesting this. Tom Deska expressed that he liked the pattern and color suggested for a vestibule carpet. Ann said the carpet product comes in a roll product and perhaps the Library could buy one. The Committee also discussed using a commercial floor mat service such as Cintas for an interior walk-off mat, if needed.

The Committee approved to proceed with QEA's proposed schedule.

The Committee verified a desire to retain the brass elements that are currently installed. Judy Lindstrom suggested these be cleaned.

West Side Water Remediation Update

This project will require hand-digging around utilities and the building. Gene Ferrera of Rewold and Son has found a firm willing to do this hard work, DC Meyer. A work crew is ready to start excavation work on the west side but is waiting for the ground and the weather to dry up. Many factors are unknown until the trenches are dug.

Space Planning Update

Youth, Adult, and Facilities Services have been shifting materials to make room for media. Carol and Geraldine Drake of AECOM are in the process of confirming that Library Design Associates will be able to move media out of its current space and into the respective areas on Friday, May 3, 2019, when the Library is closed for Staff Development Day. Judy suggested that we have a greeter in place after the move. Carol reiterated that this process will be iterative, and that we will be soliciting feedback from patrons throughout the project.

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.

Next meeting: Thursday, May 23, 2019 at 11:00am

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

Bloomfield Township Public Library
Oakland County, Michigan
Thursday, May 9, 11 a.m.

Present: Trustees: Sandy Edwards, Judy Lindstrom, and Joan Luksik; Volunteer Nancy Kulish; Volunteers Kate Myers and Louise McCready

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

Old Business:

2019 Photo Contest: Light and Dark Recap

We had a great photo contest this year. The Best in Show photo has already been framed by Laurie Tennent and will be hung in the staff hallway. After five or more Best of Show photos have been framed, the collection may be moved to a more public place like the Administration area. It was remarked that the photographs looked considerably better on the projection screen compared to the print versions and suggested that the judges should see digital projections of the photos in addition to the print versions. The printed winning photos were considered to be too small. The Board Room should be reserved next year for the judging, where the lighting is better and the projection screen has more clarity. Sandy Edwards thought the children's participation was very exciting and suggested it would be good to exhibit their photos more in some way. It was suggested that a photography club for children and pre-teens might be a good idea. The reception was deemed a success, overall. It was suggested that the fruit trays should be simpler and more obvious. 100 cookies were deemed to be the perfect amount. Director Mueller thought it was fascinating how people perceived the light and dark theme. She enjoyed how all of the Trustees were involved with the reception. The theme for next year's photo contest is "in Motion." The reception date will be April 18, 2020 from 2-4pm. A "save the date" should be sent in advance in the fall newsletter and on the website. The same judges will be invited back for next year. All the entries might potentially be displayed in the local history display cases as well as the Youth Services Room. The previous "Best in Show" photographs should be in the Lobby display case for the month of April.

New Business:

2020 – "In Motion" events

Director Carol Mueller again reviewed the plan to focus "In Motion" on "friend-raising" rather than fundraising. These events will strengthen community support.

- Ongoing Library Programs Sub-Committee - Shayna Houghton and Marian Rafal and other community members, if desired. The "In Motion" programs will be for six months, April through October. They plan to develop the programs within the theme and then reach out to community members who fit the theme. They will discuss this further in late summer or early fall. The 2020 photo contest will kick off the "In Motion" programs.
- 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. 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.

The Read-a-thon

There was much enthusiasm for selecting *Alice in Wonderland* by Lewis Carroll. June 20 from 1-5pm is the selected date, which might possibly be part of the kickoff for summer reading for the next read-a-thon.

Interactive crafts during the read-a-thon were suggested. Youth Services could do many crafts. The chapters of *Alice in Wonderland* are short, but sentences are long, which will be challenging for some readers.

Night at the Library

There was discussion of having the "Night at the Library" be in an *Alice in Wonderland* theme called a "Magical Night at the Library." A tea party was suggested. Professional decorators might be employed, with Cranbrook or the Bloomfield Hills School's drama department among those that might be approached. "Expect the unexpected," was mentioned as a catchphrase. October is still considered to be an ideal time, but a date will not be determined until more game schedules have been released. The Library has \$8,000 in seed money to use.

Other:

Involving Community Members

The Committee was encouraged to continue to think of community members that could be involved or be an honorary committee. The list can be codified at the next meeting and those on the list can be contacted, beginning in September of 2019.

In July and August, the subcommittees can meet when convenient to discuss their areas of responsibility.

Next meeting: June 27, Thursday, 11:00 a.m.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Library Board of Trustees

FROM: Carol Mueller, Library Director

DATE: May 17, 2019

SUBJECT: Library Showcase

Summertime is almost upon us and that means that “Summer at the Library 2019” is coming up soon! I’ve invited Shayna Houghton, Adult Service Librarian and Patricia Ballard, Youth Services Librarian, to join us at our May 21 meeting to share plans for this summer’s programs with the theme of “Celebrating a Universe of Stories”. It is always fun to take some time during a Library Board meeting to share just a few of the plans at Bloomfield Township Public Library this summer! Library staff is wonderfully creative when it comes to inspiring our patrons of all ages to enjoy reading.

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: Library Board of Trustees

FROM: Tera Moon, Assistant Library Director

DATE: May 8, 2019

SUBJECT: 2020 Serials Subscription Services Bid

Each year the Library releases a request for serials subscription services proposals. A copy of this year's request for proposals is included for your information. I am working with Adult Services Librarian Ed Niemchak to conduct the bid process for 2020 library serials services. A request for proposals was mailed to seven companies – Basch Subscriptions, Inc. (now Prenax), EBSCO Information Services, LM Information Delivery, Magazine Subscription Service Agency, Popular Subscription Service, Rivistas Subscription Services, and W. T. Cox Information Services – posted on the Library website, and available at the Welcome Desk.

The deadline to receive all proposals was Friday, May 10, 2019 at 4:00p.m. Ed and I are currently reviewing the bids received. A recommendation will be made to you on June 18, 2019 at the regular monthly meeting.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees

FROM: Tera Moon

DATE: May 14, 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 summer 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: May 14, 2019

SUBJECT: Space Needs & Wayfinding Assessment Update

All media was moved on Friday, May 3, 2019! We took advantage of being closed for Staff Development Day, hired Library Design Associates, and got this whole collection moved in one day. This involved a lot of shelving changes and swaps, which is very noisy work. It was wonderful to have an opportunity to get this big task done without disrupting library work with the noise and activity. Signage has been displayed in strategic spots around the Library directing media-seekers to the new locations. This information has been in our monthly enewsletters and on social media posts for the last three months. Patrons have been flexible and understanding about the change, and are excited when told that more seating will be brought into the space.

Another workshop was held on May 8 to continue the conversation with Department Heads and Ambassadors about the Commons space. At this meeting, the group developed an actionable problem statement: Provide a flexible space for a variety of users and activities that is accessible and engaging to all in proximity to the rest of the library. This statement will guide our choices and communication through the next few months as we continue to develop the Commons. There are still variables and questions to figure out. This is the nature of the design think process. It's exciting to see how the ideas that we have been talking about for so long are developing!

Communication is integral to the success of this project. Staff has been updated at weekly staff huddles, in emails, and by information posted in the staff hallway. Patrons have been informed via newsletters, posters, social media, and of course by staff. 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!

June 2019

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
					1	2
3 4:30 PM Google CS-First Computer Coding	4 10AM Knit 'n Stitch	5 4:30 PM Google CS-First Computer Coding	6 12:15PM Friends Meeting 6PM Microsoft Word	7 12PM English Language Conversation Hour	8 9:30AM – 3:30PM Friends of the Library Second Saturday	9
10 11AM Adult /Teen Sensory Storytime 4:30 PM Google CS-First Computer Coding	11 1PM Memoir Writers' Group	12 Gale Courses Begin 2PM Wall Street Wednesday 4:30 PM Google CS-First Computer Coding 6:30PM Writers' Rendezvous	13 1PM Digital Download Help 7PM Open Lab	14 12PM English Language Conversation Hour	15 2PM Introduction to Microsoft Excel	16
17 1PM 30 Minute Lunchtime Book Club 4:30 PM Google CS-First Computer Coding 6:30PM 2019 Summer at the Library Kick Off	18 10AM Tuesday Book Club 4PM Teen Advisory Board 7PM Library Board	19 10AM Family Story Time 1PM Mystery Book Club 4:30PM Google CS-First 6PM Grand Circus: Intro to Coding 6:30PM Summer Nights Trivia	20 2PM Minecraft Perler Beads	21 11AM Coffee and Conversation 12PM English Language Conversation Hour	22 2PM Meet Donut Dolly-- Joann Puffer Kotcher	23
24 4:30 PM Google CS-First Computer Coding 6PM Books in Bars at Rusty Bucket (Book Club) 7:00 PM Randy Kaplan Family Concert	25 1PM Memoir Writers' Group 1PM Cranbrook Institute of Science - Mobile Planetarium 2PM Cranbrook Institute of Science - Mobile Planetarium 6PM Intro to Powerpoint	26 2PM Book Worms: Summer edition 3PM Myers Scholarship Committee 4:30 PM Google CS-First Computer Coding	27 10AM Eleanor's Thursday Book Club 11PM Development Committee 2PM Little Foodies 7PM Library Tour: Discover Your Library	28 11AM Sensory-Friendly Movies for Adults and Teens 11AM LEGO Club 12PM English Language Conversation Hour 6:30 Escape Mystery for Teens	29 11AM Flip Flap Frenzy Scrapbook Craft with Traci Romeo	30