

Bloomfield Township Public

Library

**Bloomfield Township Public Library
Board of Trustees**

Library Board Meeting
June 18, 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, June 18
7:00 p.m.

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

UNNUMBERED ITEMS

DATE DELIVERED

Strategic Plan Update	6/14/2019
Space Needs and Wayfinding Update	6/14/2019
Calendar	6/14/2019

AGENDA
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, June 18, 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 May 21, 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. Periodical Bid
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 July 16, 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, May 21, 2019

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

Present: Trustees: Tom Deska, Sandra Edwards, Grant Gerhart, Eli Greenbaum, 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); Shayna Houghton, Adult Service Librarian, and Patricia Ballard, Youth Services Librarian

Upon discussion, a motion was made by Sandra Edwards 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, and Luksik

Nays: None

MOTION CARRIED

President's Verbal Report:

Vice President Grant Gerhart remarked on the Friends Annual Meeting. He reported that, in addition to providing a great lunch, they had a wonderful speaker: Karen Dionne, author of *The Marsh King's Daughter*, which is a bestseller. He enjoyed learning about her development as a writer and broadening her reach as an author. In addition, the Friends elected their officers.

He also shared an article from the *Wall Street Journal* to pass around about a private library collector who had creative ideas about home libraries.

Director's Verbal Report:

Director Carol Mueller announced that there is a lot of show and tell tonight, including a presentation from the librarians about the summer reading program. She reported that Frank Smith, son of Virginia Smith, gave the Library a gift of \$5,000 in her memory. Under consideration is a garden surrounding the tri-color beech planted in honor of Virginia's 100th birthday. The Library is working with Goldner Walsh to make plans. Anyone who gives \$5,000 receives a small scale reproduction of "Quest," the statue in the lobby.

After many wonderful years as the Bloomfield Historical Society President, Pam Carmichael has stepped down. She had served over ten years and the Library is very grateful to Pam for all of her hard work. Dave Bogart has been elected as president.

March was reading month and over 400 first graders came to visit the Library for First Grade Readers Rally. Children learn about what the Library offers, rules on borrowing, and more. Youth Services Department Head Marian Rafal provides some hysterical instructions on taking care of books, including “don’t use bacon as a bookmark.” Carol Mueller shared some of the charming thank you letters from the students to the staff.

On Friday night, after hours, the Library presented “Artability”, a program for children, teens, and adults with special needs and their families. This event provided a less stressful experience without crowds for them to interact in. Mueller showed the Board a book created by Intern Lauren Aquilina that translates art from the Cranbrook Art Museum into tactile, dimensional reproductions. She also shared a frame art project and a sensory pouch with stars, which were some of the evening’s craft projects. The staff is so creative and Director Mueller is very proud of them.

Youth Services Librarian Nicole Gillies has submitted an application for the Arbuthnot Honor Lecture series educator grant, in collaboration with Cranbrook Educational Community and Temple Beth-el. The decision will be made at the American Library Association annual conference at the end of June. The Lecture recognizes someone who has a career contribution to children’s literature. The featured author for 2020 is Neil Gaiman. This is a very competitive grant and Director Mueller feels Gillies compiled a strong application.

There are updated rosters for the Library Board of Trustees, the Bloomfield Historical Society, and the Friends in the Trustee grey folders.

REGULAR AGENDA:

Call to the Public:

Youth Services Librarian Nicole Gillies, representing the SOC, said there will be a BBQ for staff on Thursday, and next month the graduations of staff members Lauren Aquilina and Charlie Cusack will be celebrated.

UNFINISHED BUSINESS:

No unfinished business.

NEW BUSINESS:

11 a. Library Showcase

Carol Mueller has invited Shayna Houghton, Adult Service Librarian, and Patricia Ballard, Youth Services Librarian, to share plans for this summer’s programs with the theme “Universe of Stories.” There will be many outer space themed elements in the promotional materials, displays, programs and more. Library staff is wonderfully creative when it comes to inspiring patrons of all ages to enjoy reading.

The librarians provided the Board with a folder of fliers, calendars, and other information about the upcoming summer reading program. "Summer at the Library 2019" will run from Monday, June 17 with a kickoff event in the evening through July 31. It will end with a grand finale, including ice cream and music by the Gratitude Steel Band. Summer reading neutralizes the "summer slide" where children lose 15% of what they learned the previous year. It keeps brains engaged, encourages reading as a lifelong habit, and encourages children to be interested in what the library has to offer. Adults can log their reading with their children, which encourages them to read as a family and the prizes encourage participation. For the adult program, there will be notebooks, mugs, and tote bags, awarded based on the number of items read. In addition to the prizes, there will be a grand prize drawing for a 3D doodler pen for teens or a \$100 Amazon gift card for adults. The Library will also provide an online alternative to paper logs with Wandoo Reader, offered by the Library of Michigan. Youth Services will have a grand prize drawing for a pair of telescopes, plus they have smaller prizes the children get to choose from. Last year, children also got to choose if they wanted to donate a book to Haven or to Lighthouse as part of the program and over 200 books were donated. They will be doing this again this summer.

Youth Services is doing a lot of outreach to promote summer reading in the community. The librarians are doing more outreach events, including at Johnson Nature Center, Cranbrook Art Museum, Haven, and Equinox Fitness.

DISCUSSION OF ITEMS REMOVED FROM THE CONSENT AGENDA

On page 23, Joan Luksik noticed a difference in our electricity costs from 2018-2019 and wished to know the reason, as it was lower than last year. Director Mueller reported that they were not able to determine the reason for the difference in costs.

Upon discussion, a motion was made by Sandy Edwards, seconded by Eli Greenbaum **TO APPROVE THE ITEMS REMOVED FROM THE CONSENT AGENDA.**

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

OTHER:

Sandy Edwards gave her report on the Friends of the Library annual meeting. She remarked that guest speaker Karen Dionne was wonderful. At the monthly meeting on May 1, the April book sale set a record for the month. Kim Hoke, one of the new board members, is going to be the new book sale coordinator for the Second Saturday Book Sales. The Facebook content guidelines and marketing were discussed. The next meeting is June 5 at 12:15 p.m.

Director Mueller said the next Building and Grounds meeting had been scheduled for this week, and Carol suggested rather than have that meeting, she will update the Board on a few things. The roof bid was awarded to CEI and the finishing touches are being put on the agreement. They are set to start that project in mid-July. There is now funding for the complete roof to be replaced, because the bid is lower than expected. On May 10, the lobby floor bid was granted to Frank

Rewold & Son, Inc. and they signed the agreement today. For the Spaces Project, all of the media collections were moved to Adult and Youth services areas on May 3rd. Shelving will be dismantled in early June. Several libraries are interested in making a donation to the Library for the shelving. After this, the space will be reviewed for any needs in maintenance. Furniture from other parts of the library as well as, borrowed furniture from vendors will be moved into that area temporarily.

The west side water remediation continues. The work done by the water proofing company was 90% effective. There is one area where a lot of water remains. The Library has been working with a civil engineer, the landscaping company, and Rewold to devise a new plan to work with the water. There are plans to install a sump pump in case water gets close to the electrical conduit pipes. The corrosion continues to damage the outlets. There is a suggestion to bring the conduits above ground. It is less expensive to install the sump pump than raising the conduits. The best minds on the job –a civil engineer, a landscaper, and Joel Dion, Facility Services Department Head—discussed the matter. It's possible that gutters might be added to the West side of the building when the roof is repaired.

The Building and Grounds meeting was moved to Thursday, June 20. 11 a.m.

The next Library Board Meeting will be Tuesday, June 18 at 7 p.m.
At 8:05 p.m. Vice President Gerhart 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
June, 2019****New Vendors:**

David Rodgers is a new vendor for a meeting room refund.

Comic City is a new vendor for supplies for a library program.

Michigan Retirement Advisors is a new vendor for a meeting room refund.

Joann Stores, LLC is a new vendor for a new subscription database CreativeBug.

Rhonda Gowler Greene is a new vendor for a library program.

Lisa Ludwinski is a new vendor for a library program.

Jesse Mason is a new vendor for a library program.

AECom is a new vendor for the spaces project.

General Fund Advance

- Check #19692 payable to Bloomfield Township in the amount of \$907.50 was payment for Township pension actuarial report.

General Fund

- Check #19707 payable to Melissa Baril in the amount of \$175.00 was payment for a library program.
- Check #19710 payable to Bloomfield Township in the amount of \$427,098.88 was payment for three payrolls including FICA, HRA contributions, pension, etc., as usual.
- Check #19711 payable to Bowling Green State University in the amount of \$20.00 was payment for a lost MeLCat book borrowed by a Bloomfield Township resident for which the patron has been billed.

- Check #19717 payable to EnvisionWare, Inc in the amount of \$9,495.58 was payment for regular maintenance contract.
- Check #19724 payable to International Facility Management in the amount of \$406.00 was payment for membership dues.
- Check #19728 payable to Joseph Leone in the amount of \$600.00 was payment for performance.
- Check #19730 payable to Library Design Associates in the amount of \$5,842.00.00 was payment for dismantling and hauling of shelving from media area.
- Check #19735 payable to Midwest Collaborative for Library Services in the amount of \$1,972.69 was payment for databases.
- Check #19738 payable to Michigan Library Association in the amount of \$3,262.74 was payment for organizational membership dues.
- Check #19745 payable to Quinn Evans Architects in the amount of \$11,262.81.00 was payment for work on the roof bid.
- Check #19748 payable to Traci Romeo in the amount of \$350.00 was payment for a library program.
- Check #19755 payable to The Library Network in the amount of \$5,736.25 was payment for digital magazine database.
- Check #19758 payable to Zingerman's Training in the amount of \$1,795.66 was payment for staff development.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

CHECK REGISTERS

FOR THE MONTH OF MAY 2019

Check #	Date	Payee	Cash Account	Amount
General Fund				
ADVANCE CHECKS:				
19680	5/15/19	APPLIED IMAGING	106.01	592.09
19681	5/15/19	XFINITY	106.01	158.09
19682	5/15/19	Martha McGee	106.01	17.32
19683	5/15/19	PACIFIC TELEMAGEMENT SERVICES	106.01	78.00
19684	5/15/19	VERIZON WIRELESS	106.01	202.48
19685	5/21/19	DTE ENERGY	106.01	16,714.85
19686	5/21/19	FLAGSTAR BANK	106.01	4,676.84
19687	5/21/19	Shayna Houghton	106.01	96.28
19688	5/21/19	Tim Perry	106.01	46.40
19689	5/21/19	Marian Rafal	106.01	35.33
19690	5/21/19	VIGILANTE SECURITY	106.01	1,950.00
19691	5/28/19	AMAZON.COM	106.01	698.51
19692	5/28/19	BLOOMFIELD TOWNSHIP	106.01	907.50
19693	5/28/19	PITNEY BOWES RESERVE ACCOUNT	106.01	1,500.00
19694	5/28/19	PRINCIPAL LIFE INS CO-SBD GRANDE ISLAND	106.01	814.12
19695	5/28/19	DAVID RODGERS	106.01	240.00
19696	6/5/19	AT&T	106.01	782.96
19697	6/5/19	Elizabeth Clauder	106.01	99.30
19698	6/5/19	COMIC CITY	106.01	78.10
19699	6/5/19	MICHIGAN RETIREMENT ADVISORS	106.01	240.00
19700	6/5/19	PACIFIC TELEMAGEMENT SERVICES	106.01	78.00
19701	6/5/19	Qiong Wu	106.01	1,213.46
Total				<u>31,219.63</u>
REGULAR CHECKS:				
19702	6/7/19	4TH WALL THEATRE COMPANY, LLC	106.01	216.00
19703	6/7/19	ABDO-SPOTLIGHT-MAGIC WAGON	106.01	2,343.05
19704	6/7/19	AMERICAN PEST CONTROL	106.01	3,003.00
19705	6/7/19	ARBOR OAKLAND GROUP	106.01	4,252.00
19706	6/7/19	BAKER & TAYLOR, INC.	106.01	10,005.44
19707	6/7/19	MELISSA BARIL	106.01	175.00
19708	6/7/19	BAYSCAN TECHNOLOGIES	106.01	460.00
19709	6/7/19	BLACKSTONE AUDIO, INC.	106.01	45.00
19710	6/7/19	BLOOMFIELD TOWNSHIP	106.01	427,098.88
19711	6/7/19	BOWLING GREEN STATE UNIVERSITY	106.01	20.00
19712	6/7/19	CENGAGE LEARNING/GALE	106.01	1,162.82
19713	6/7/19	VOID	106.01	
19714	6/7/19	JOANN STORES, LLC	106.01	1,150.00
19715	6/7/19	DEMCO, INC.	106.01	770.48
19716	6/7/19	DU ALL CLEANING, INC	106.01	5,760.00
19717	6/7/19	ENVISIONWARE, INC.	106.01	9,495.58
19718	6/7/19	G&S WINDOW WASHING	106.01	2,152.00
19719	6/7/19	GRATITUDE STEEL BAND	106.01	650.00
19720	6/7/19	GREAT OAKS MAINTENANCE	106.01	3,125.71
19721	6/7/19	RHONDA GOWLER GREENE	106.01	300.00
19722	6/7/19	H. V. BURTON CO.	106.01	450.00
19723	6/7/19	INGRAM LIBRARY SERVICES	106.01	846.47
19724	6/7/19	INTERNATIONAL FACILITY MGT.	106.01	406.00
19725	6/7/19	J & B MEDICAL SUPPLY	106.01	1,870.00
19726	6/7/19	J. APPLESEED	106.01	1,024.34
19727	6/7/19	LJ ROLLS REFRIGERATION CO., INC	106.01	336.00
19728	6/7/19	JOSEPH LEONE	106.01	600.00
19729	6/7/19	LERNER PUBLISHING GROUP	106.01	409.30
19730	6/7/19	LIBRARY DESIGN ASSOCIATES INC.	106.01	5,842.00
19731	6/7/19	LOOKOUT BOOKS	106.01	751.62
19732	6/7/19	LISA LUDWINSKI	106.01	275.00
19733	6/7/19	MASON CREST	106.01	245.45

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

CHECK REGISTERS

FOR THE MONTH OF MAY 2019

Check #	Date	Payee	Cash Account	Amount
19734	6/7/19	JESSE MASON	106.01	250.00
19735	6/7/19	MIDWEST COLLABORATIVE for LIB. SVCS	106.01	1,972.69
19736	6/7/19	MICROMARKETING LLC	106.01	762.89
19737	6/7/19	MIDWEST TAPE	106.01	28,575.50
19738	6/7/19	MICHIGAN LIBRARY ASSOCIATION	106.01	3,262.74
19739	6/7/19	NATIONAL SIGN COMPANY	106.01	1,234.00
19740	6/7/19	NICHOLS/NETWORK SERVICES CO	106.01	2,386.61
19741	6/7/19	OVERDRIVE	106.01	12,533.51
19742	6/7/19	OXFORD UNIVERSITY PRESS USA	106.01	2,320.00
19743	6/7/19	PENGUIN RANDOM HOUSE LLC	106.01	312.25
19744	6/7/19	PROQUEST-CSA LLC	106.01	8,164.00
19745	6/7/19	QUINN EVANS ARCHITECTS	106.01	11,262.81
19746	6/7/19	RECORDED BOOKS, LLC	106.01	41.60
19747	6/7/19	ROCKET ENTERPRISE INC.	106.01	776.00
19748	6/7/19	TRACI ROMEO	106.01	350.00
19749	6/7/19	THE ROWMAN & LITTLEFIELD PUBLISHING GRP	106.01	272.60
19750	6/7/19	S & S WORLDWIDE, INC.	106.01	87.97
19751	6/7/19	SECANT	106.01	970.00
19752	6/7/19	SHOWCASES	106.01	1,277.75
19753	6/7/19	JOEL TACEY'S TIPTOP ENTERTAINMENT LLC	106.01	162.50
19754	6/7/19	THE CHILD'S WORLD	106.01	478.80
19755	6/7/19	THE LIBRARY NETWORK	106.01	5,736.25
19756	6/7/19	UNIQUE MANAGEMENT SERVICES, INC.	106.01	187.95
19757	6/7/19	WT COX INFORMATION SERVICES	106.01	209.95
19758	6/7/19	ZINGERMAN'S TRAINING INC.	106.01	1,795.66
19759	6/7/19	CENTRAL BUSINESS SYSTEMS, INC.	106.01	149.90

Total

570,775.07

Gift Fund

ADVANCE CHECKS:

5059	5/21/19	AECOM GREAT LAKES, INC.	102.03	5,000.00
5060	5/21/19	FLAGSTAR BANK	102.03	215.00
5061	5/28/19	AMAZON.COM	102.03	494.60

Total

5,709.60

REGULAR CHECKS:

5062	6/10/19	BAKER & TAYLOR	102.03	84.51
5063	6/10/19	DEMCO	102.03	146.97
5064	6/10/19	GAYLORD BROS., INC.	102.03	106.83
5065	6/10/19	INGRAM LIBRARY SERVICES	102.03	197.80
5066	6/10/19	SCHOLASTIC LIBRARY PUBLISHING	102.03	3,202.67

Total

3,738.78

Bloomfield Township Public Library
FY 2019-2020 General Fund Budget
 PRESENTED: JUNE 18, 2019 FOR THE MONTH OF: MAY, 2019

7b

ACCOUNT NUMBER	ACCOUNT NAME	2019-2020	2019-2020	REVENUE/EXPENSE CURRENT MONTH	REVENUE/EXPENSE YTD	% OF BUDGET YTD	Two Months 17% VARIANCE
		ADOPTED BUDGET AS OF MARCH 19, 2019	AMENDED BUDGET AS OF MARCH 19, 2019				
<u>Revenues</u>							
410.01	Taxes	\$7,310,390	\$7,310,390	\$0	(\$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	\$0	\$16,300	57.21%	(\$12,191)
430.01	Circulation Fines & Fees	\$85,000	\$85,000	\$6,122	\$12,423	14.62%	(\$72,577)
	Charges for Services	\$14,738	\$14,738	\$756	\$2,770	18.79%	(\$11,968)
	Investment earnings	\$67,150	\$67,150	\$37,072	\$69,084	102.88%	\$1,934
	Miscellaneous	\$14,466	\$14,466	\$497	\$7,994	55.26%	(\$6,472)
Total Revenues		\$7,604,763	\$7,604,763	\$44,446	\$107,371	1.41%	(\$7,497,392)
<u>Expenditures</u>							
	Personnel	\$4,165,303	\$4,165,303	\$426,913	\$835,916	20.07%	(\$3,329,387)
	Library Services	\$870,134	\$870,134	\$85,357	\$165,972	19.07%	(\$704,162)
	Facilities & Equipment	\$994,137	\$994,137	\$52,698	\$215,888	21.72%	(\$778,249)
	Other Operating Expenditures	\$3,133,364	\$3,133,364	\$35,299	\$189,513	6.05%	(\$2,943,851)
Total Expenditures		\$9,162,938	\$9,162,938	\$600,266	\$1,407,288	15.36%	(\$7,755,650)
	Fund Balance - Beginning	\$11,933,661	\$11,933,661		\$11,933,661		
	Net revenue (expenditure)	(\$1,558,175)	(\$1,558,175)		(\$1,299,918)		
	Fund Balance - Ending	\$10,375,486	\$10,375,486		\$10,633,743		

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: JUNE 18, 2019 FOR THE MONTH OF: MAY, 2019

Two Months 17%

ACCOUNT NUMBER	ACCOUNT NAME	2019-2020 ADOPTED BUDGET AS OF MAR 19, 2019	2019-2020 AMENDED BUDGET AS OF JUNE 18, 2019	REVENUE/ EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	VARIANCE
	<u>Revenues</u>						
	Gift Income	\$500	\$7,879	\$650	\$7,379	93.65%	(\$500)
454.03	Investment Earnings	\$200	\$200	\$14	\$28	13.76%	(\$172)
460.03	Miscellaneous Revenue	\$0	\$5	\$5	\$5	4.55%	\$0
	Total Revenues	\$700	\$8,084	\$668	\$7,411	91.68%	(\$672)
	<u>Expenditures</u>						
	Library Services	\$50,389	\$50,388	\$4,448	\$8,130	16.14%	(\$42,258)
	Facilities & Equipment	\$22,360	\$28,085	\$5,000	\$5,500	19.58%	(\$22,585)
	Other Operating Expenditures	\$89,446	\$91,106	\$0	\$3,425	3.76%	(\$87,681)
	Total Expenditures	\$162,195	\$169,579	\$9,448	\$17,055	10.06%	(\$152,523)
	Fund Balance - Beginning	\$161,695	\$161,695		\$178,428		
	Net revenue (expenditures)	(\$161,495)	(\$161,495)		(\$9,644)		
	Fund Balance - Ending	\$200	\$200		\$168,783		

Bloomfield Township Public Library
Asset Allocation Summary
May 2019

Fund	Type	Annual Yield	Date	Amount on Hand
General Fund				
	5th 3rd Checking (Ecommerce)	0.00%	5/31/2019	\$87,065.59
	Flagstar Public Funds Savings	1.40%	5/31/2019	\$192,214.52
	Flagstar Premier Public Entities Checking	0.70%	5/31/2019	\$32,530.59
	RBC Capital Cash/Money Market	0.34%	5/31/2019	\$6,034.57
	RBC Capital - Investments	2.80%	5/31/2019	\$10,877,472.95
	Total General Fund			<u><u>\$11,108,252.63</u></u>
	<i>Please see General Fund budget for notes on how this amount is earmarked</i>			
Gift Fund				
	Huntington Public Fund Business Interest Checking	0.15%	5/31/2019	\$98,787.72
	Huntington CD (Charnov gift) - matures 02/04/2020	2.20%	5/31/2019	\$50,000.00
	Fifth Third Bank Business Standard Checking	0.00%	5/31/2019	\$9,368.34
	Total Gift Fund			<u><u>\$158,156.06</u></u>

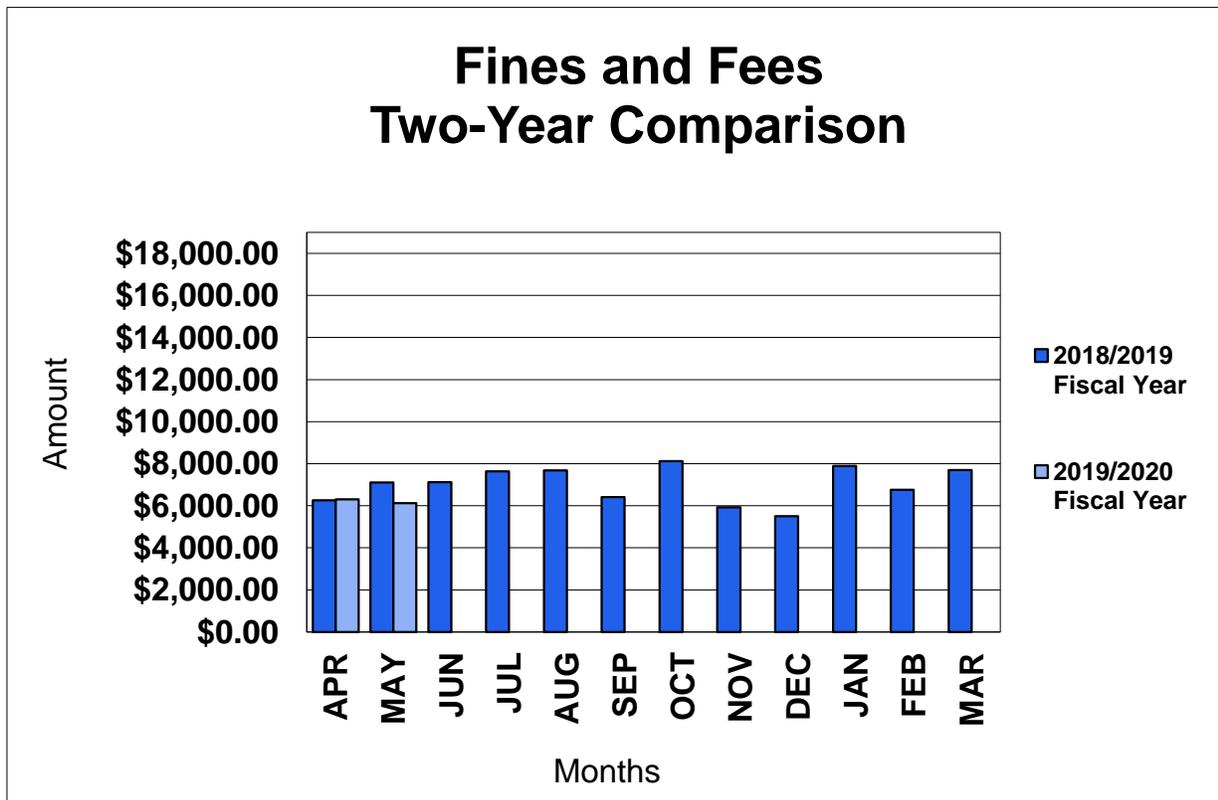
CFSEM

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		<u><u>\$137,150.00</u></u>

FINES AND FEES - TWO-YEAR COMPARISON

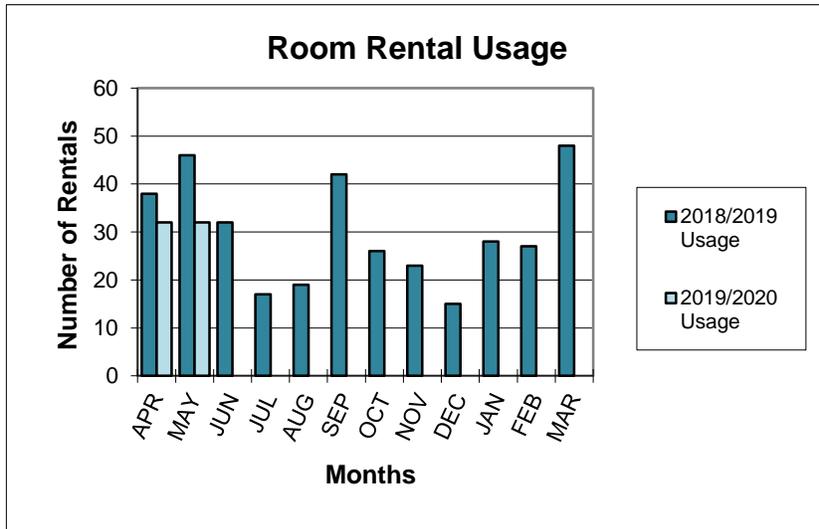
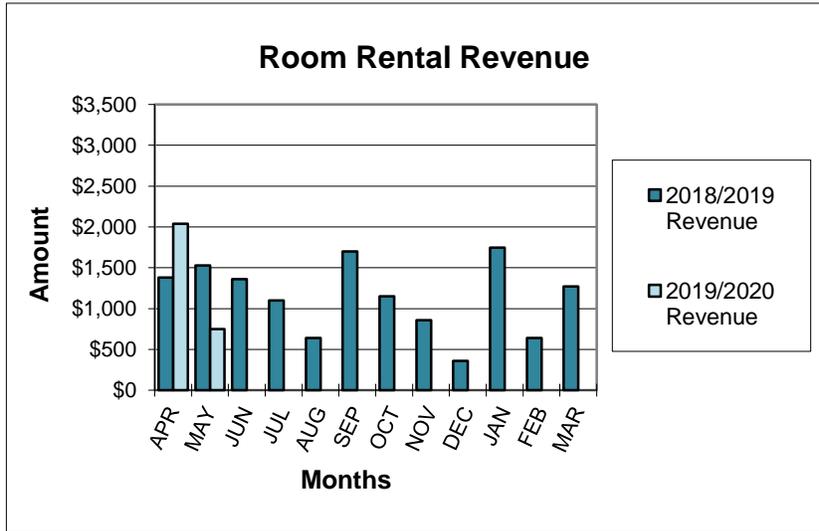
Month	2018/2019 Fiscal Year	2019/2020 Fiscal Year	Difference
APR	\$6,256.90	\$6,301.13	\$44.23
MAY	\$7,103.51	\$6,121.84	(\$981.67)
JUN	\$7,120.68		(\$7,120.68)
JUL	\$7,638.21		(\$7,638.21)
AUG	\$7,679.75		(\$7,679.75)
SEP	\$6,412.82		(\$6,412.82)
OCT	\$8,128.01		(\$8,128.01)
NOV	\$5,927.20		(\$5,927.20)
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)
TOTAL	\$84,126.90	\$12,422.97	YTD Difference (\$71,703.93)



ROOM RENTAL - TWO-YEAR COMPARISON

7b

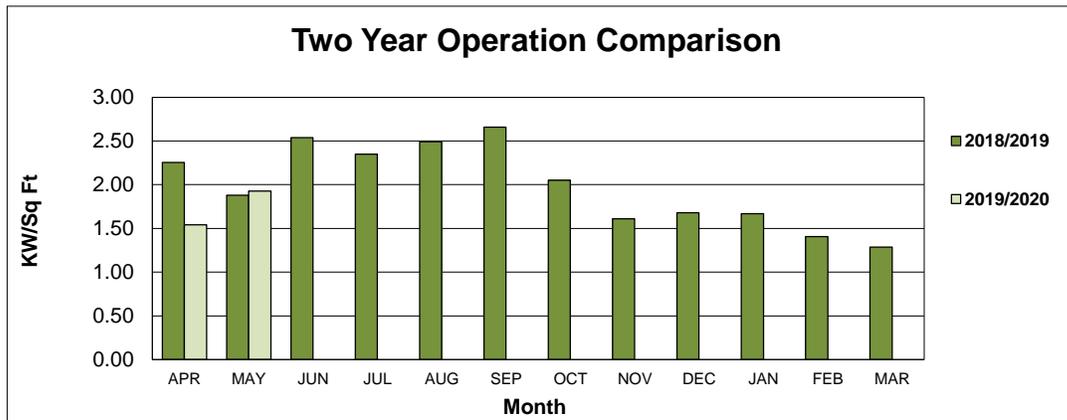
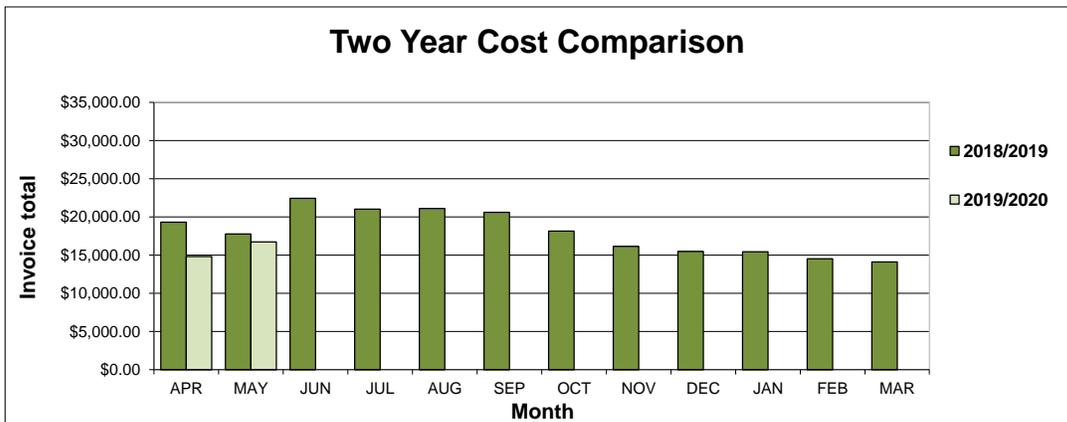
<u>Month</u>	2018/2019 <u>Revenue</u>	2019/2020 <u>Revenue</u>	<u>Difference</u>	2018/2019 <u>Usage</u>	2019/2020 <u>Usage</u>	<u>Month</u>
APR	\$1,380.00	\$2,040.00	\$660.00	38	32	APR
MAY	\$1,530.00	\$750.00	(\$780.00)	46	32	MAY
JUN	\$1,360.00		(\$1,360.00)	32		JUN
JUL	\$1,100.00		(\$1,100.00)	17		JUL
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
TOTAL	\$13,736.00	\$2,790.00	YTD Difference (\$10,946.00)	361	64	



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	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
				KWH					
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	\$16,714.85	(\$1,050.62)	194,600	\$0.09	261.56	1.93	\$22.47	\$0.17
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	\$31,514.67	(\$184,536.20)						

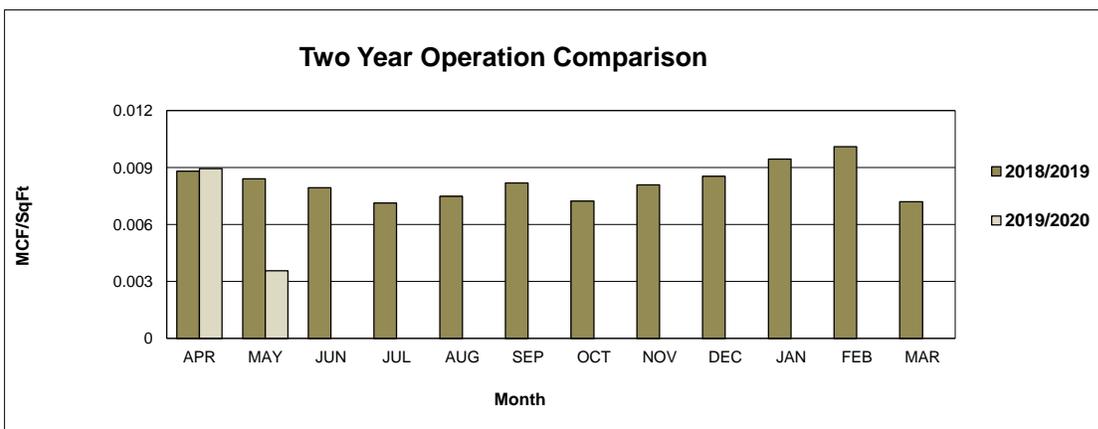
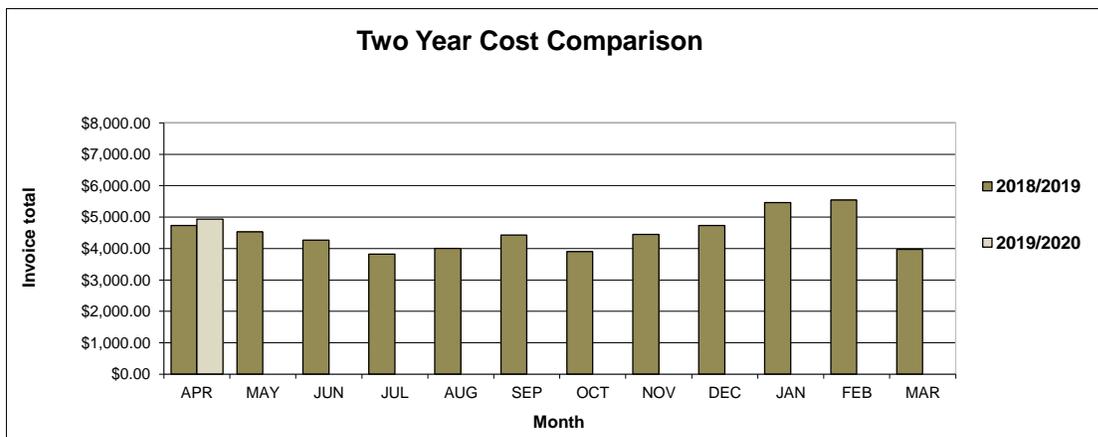


Bloomfield Township Public Library Natural Gas Analysis

Building Area = 101,023

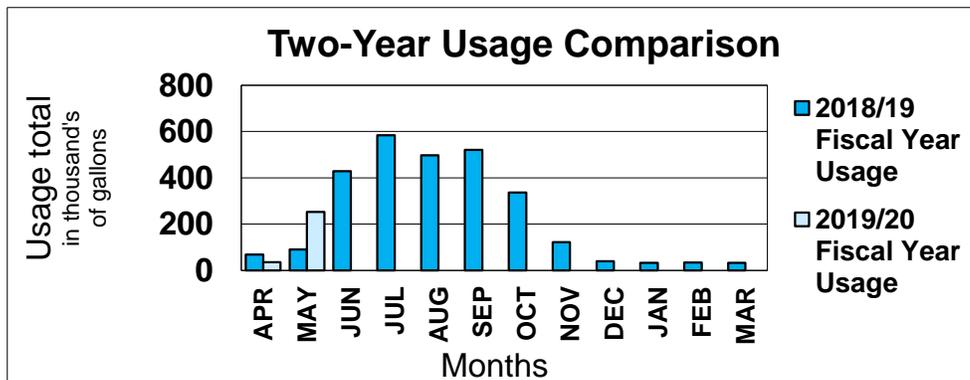
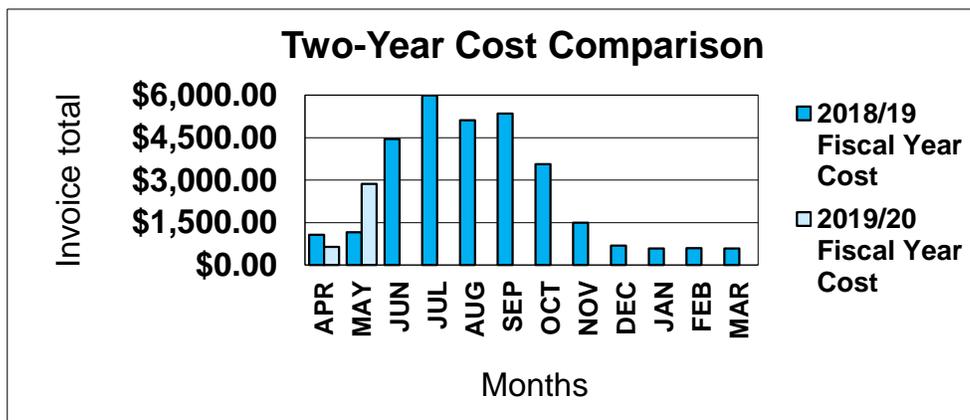
1 Cu. Ft. = 1000 BTU

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	\$0.00	(\$4,527.01)	359.6	\$0.00	744	0.48	0.004	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	\$2,868.35	\$1,708.69	90	253	163
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	\$30,636.40	\$3,513.41	(\$27,122.99)	2,788	288	(2,500)



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

Summer has launched! Our 2019 Summer Reading Program theme this year is "A Universe of Stories". This summer patrons of all ages will be able to sign up for summer reading either in person or online. The programs and prizes are out of this world. Everyone is invited to the Library's kickoff open house which goes into orbit on Monday evening, June 17 at 6:30pm. We appreciate the generosity of our Friends for once again supporting the Library's Summer Reading Program.

Eight applications have been received for consideration for the annual Jeanette P. Myers Scholarship Award. A press release regarding this scholarship was sent to our media contacts. In addition, it was promoted on the Library website, with a large poster in the library lobby, in our e-newsletter and to our community partners, specifically Bloomfield Hills Schools and area private schools, Cranbrook Educational Community, and the University of Michigan School of Music, Theatre and Dance. The applications and scholarship guideline information will be forwarded to the Myers Scholarship Committee for their review. We will inform the chosen applicant(s) by July 15 and present the scholarship just prior to the August 20, 2019 Library Board meeting. The Myers family will be joining us for this special award along with the recipient(s).

Many thanks to our wonderful Friends for approving items on our current Wish List, totaling \$18,800. Our Chamber music concert series has been funded for another season, plus funding was granted for more concerts and author visits. Youth Services received funding for new Sesame Street stuffed animals and to hold the 6th biennial Adaptive Umbrella workshop for those who provide care to the special needs community. Funding for the main entrance garden arrangement means these wonderful creations will continue to greet patrons. All of these items are outside of our library budget and greatly enhance our library services and patron experience at Bloomfield Township Public Library.

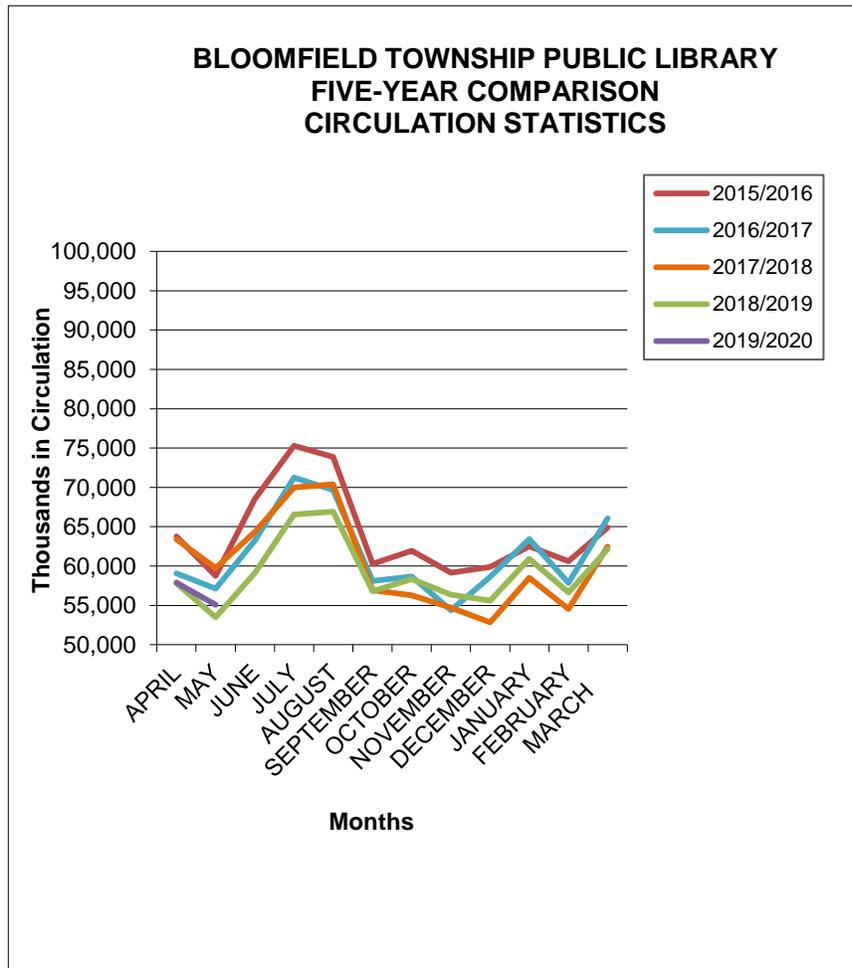
Respectfully Submitted,

Carol Mueller
Director

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
FIVE YEAR CIRCULATION**

6/10/2019

	<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	55,056
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	112,956



	2018		2019	
COLLECTION				
Book Collection:	266,234		245,130	
Media Collection:	62,288		56,885	
Total e-books:	14,598		15,951	
Overdrive	10,063		11,430	
Total downloadable audiobooks:	5,494		6,198	
Materials Total:	348,614		324,164	
CIRCULATION				
Circulation Total:	53,493		55,056	
Bloomfield Township Circulation:	49,825		51,406	
Virtual Circulation Total	8,811		11,811	
Circulation of Youth materials:	17,232		13,447	
Circulation of Media:	15,637		13,655	
Circulation of Cranbrook passes:	167		138	
Self-checkout machine use:	19,678	36.8%	18,499	33.6%
Library by Mail:	42	33 patrons	35	25 patrons
BUILDING & EQUIPMENT USAGE				
Door Count:	18,267 *		17,201 **	
Gate Count:	25,346		25,753	
Meeting rooms by public:	46		32	
Meeting rooms by staff:	79		90	
VIRTUAL USE				
Home page hits:	28,716		28,367	
e-book access:	2,625		2,964	
Overdrive	2,624		2,958	
EBSCOhost	1		6	
Audiobook access: (Overdrive)	1,385		1,791	
Freegal music download access:	773		777	
Freegal music streaming:	1,535		2,359	
Magazine download access:	610		1,652	
Hoopla access:	1,883		2,268	
Tutor.com sessions:	28		21	
Library Computer Use				
Resident Use	1,178		1,182	
Guest Use	632		557	
*Library closed May 4, 2018 for Staff Dev. Day; and May 27 & 28, 2018 for Memorial Day				
**Library closed May 3, 2019 for Staff Dev. Day; and May 26 & 27, 2019 for Memorial Day				

	2018		2019	
OUTREACH & PROGRAMS				
<i>New Patrons and Accounts</i>				
Township:	176		133	
Cranbrook:	5		4	
Total new patrons:	210		200	
<i>Adult Program Attendance</i>				
Staff-led:	9 events	132 attended	14 events	155 attended
Speaker-led:	7 events	140 attended	3 events	124 attended
Book clubs:	6 events	78 attended	8 events	87 attended
Tours/visits on-site:	0	0	0	0
Tours/visits off-site:	1 event	80 attended	4 events	134 attended
Art from the Hills Reception	1 event	250 attended	1 event	249 attended
<i>Systems Program Attendance</i>				
Staff-led:	12 events	51 attended	11 events	53 attended
<i>Teen Program Attendance</i>				
Staff-led:	0	0	1 event	7 attended
<i>Youth Program Attendance</i>				
Staff-led:	19 events	300 attended	18 events	393 attended
Speaker-led:	1 event	2 attended	1 event	11 attended
Tours/visits on-site:	0	0	0	0
Tours/visits off-site:	6 events	1,168 attended	9 events	1,338 attended
TOTAL:	62 events	2,201 attended	70 events	2,551 attended
<i>Volunteers:</i>				
	21 people	264 hours	29 people	405
	Shop: 10	100.75	Shop: 11	116.25
	Court: 2	25	Court: 1	11
	Students: 1	77.5	Students: 9	210
	Dept. Vol: 8	60.75	Dept. Vol: 8	67.75
<i>Patron Remarks</i>				
Patron Comments:	8		8	
Ask BTPL:	2		4	
Ask Us:	33		37	
DISPLAYS				
Lobby	Art from the Hills: Bloomfield Hills Schools Student Art Exhibit			
Media	Adult: Media moved to Adult Services area			
	Youth: Animal Films; Media moved to Youth Services area			
Local History	Michigan/Under the Radar			

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees
FROM: Tera Moon
DATE: June 10, 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 worked 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 called Prenax Inc.), 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. Proposals from four companies were received and opened at a public bid opening at the Library immediately following the deadline. Proposals were received from EBSCO Subscription Services, LM Information Delivery, Popular Subscription Services, and W. T. Cox Information Services. Basch/Prenax notified the Library in writing that they declined to submit a proposal. The Library received no correspondence from Magazine Subscription Services Agency nor Rivistas Subscription Services.

Ed and I thoroughly analyzed all four proposals received. Attached is a chart which compares the vital aspects of each company's proposal.

Poplar Subscription Service submitted the lowest bid at \$23,883.70. They are unable to provide 16 titles requested. Their proposal also lacked some information such as whether they can electronically interface with our integrated library system and whether an online portal is offered. For these reasons, Poplar Subscription Service was not considered further.

EBSCO Information Services bid was \$27,821.76. EBSCO is unable to provide 8 titles that we requested. Because EBSCO could not provide all titles requested, we decline to recommend them as our serials subscription service provider.

LM Information Delivery's proposal was the second highest bid at \$28,311.98, but they are unable to provide three titles requested. Because LM could not provide all the titles we wanted, we decline to recommend them as our serials subscription service company.

W. T. Cox Information Services is our current serials vendor. They submitted a proposal for periodical subscriptions of \$30,323.16. W. T. Cox is able to provide all the titles we requested plus meet all of our service requirements. This library has used W. T. Cox since 2006 with the exception of one year during which a different vendor was used. Our experience with W. T. Cox's service during these years has been very good. Their customer service is very good, even during a transition to a new service representative. The transition was smooth and the new representative has been just as competent and helpful as the previous one. For these reasons, it is the recommendation of Administration and Adult Services that we accept the bid from W. T. Cox Information Services. for serials subscription services for 2020.

ACTION: I move to approve awarding the 2020 library serials subscription service bid to W. T. Cox Information Services, 201 Village Road, Shallotte, NC 28470.

Serials Subscription Services Firm Analysis – 2020

FIRM NAME	PROPOSAL PACKAGE	ONLINE PORTAL	HANDLING OF CREDITS	INTERFACE WITH SIERRA	ABILITY TO PROVIDE TITLES REQUESTED	FEE	SUPPLEMENTAL INVOICING	REFERENCES
EBSCO Information Services	Complete proposal, 2 copies delivered on time; flashdrive included Offer 25% discount on Flipster (digital magazine portal); higher discount available if subscribe to EBSCOhost databases Founded 1944	Yes	Sends monthly credit memos	Yes	8 Unavailable	Group A: \$24,664.18 Group B: \$3,157.58 Total: \$ 27,821.76 6% discount off every title; added 4% inflation price b/c we asked for firm pricing	No	<ul style="list-style-type: none"> • Kalamazoo Public Library • Durham County Public Library • Skokie Public Library
LM Information Delivery Inc.	Complete proposal, 2 copies delivered on time; flashdrive included Established 1972; offers 700,000+ titles	Yes	As needed	Yes	3 Unavailable	Group A: \$25,457.98 Group B: \$2,854.00 Total: \$ 28,311.98 9.25% discount off every title; prices firm for 90 days	After 90 days	<ul style="list-style-type: none"> • Arapahoe Library District • St Clair County Library System • Cleveland Public Library
Popular Subscription Service	Had to make copies of part of proposal; delivered on time; flashdrive included (not completed)	Yes	Unknown	Unknown	16 Unavailable	Group A: \$21,115.88 Group B: \$2,767.82 Total: \$ 23,883.70	Unknown	Not provided
WT Cox Information Services	Complete proposal, 2 copies delivered on time; flashdrive included Established 1974; access to 300,000+ titles	Yes	As needed	Yes	All	Group A: 26,858.49 Group B: \$3,464.67 Total: \$30,323.16 18% discount off qualifying titles	No	<ul style="list-style-type: none"> • Forsyth County Public Library • Arlington Heights Public Library • Rocky River Public Library

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: June 10, 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 wrote a survey to gather data about patrons' use of our website. The goal is to get help with prioritizing the website improvements.

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: June 10, 2019
SUBJECT: Space Needs & Wayfinding Assessment Update

On Wednesday, June 5, 2019, Library Design Associates (LDA) dismantled and removed most shelving from the Commons area. Some shelving was set aside for the Redford Township District Library's Friends, and some was set aside for a resident. Joel Dion worked closely with LDA during this project and immediately vacuumed the carpeting leaving the area looking clean and bright. I hope you have a chance to see it!

Staff continue to chat with curious patrons about plans for the space. Comments and questions have been recorded by staff in the staff hallway near posted updates about this project. Patrons express excitement about more seating. During the week of May 27, the Library was especially busy as students prepared for final exams; the need for more seating was obvious.

The Department Heads and Ambassadors will meet with Geraldine Drake on Wednesday, June 12, 2019 for another workshop on the next steps for the space.

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!

July 2019

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
1 10AM Family Story Time	2 10AM Knit 'n Stitch 10AM My First Book Group: Summer edition 6PM Introduction To Social Networking	3	4 The Library is closed in observance of Independence Day and will re-open Friday, July 5 at 9:30A.M.	5 12PM English Language Conversation Hour	6	7
8 11AM Adult /Teen Sensory Storytime 4:30PM CS -First Game Design (Grades 4-8) 6:30PM 4th Wall Theatre	9 1PM Memoir Writers' Group 6PM Internet Security 6:30PM Meet the Author: Rhonda Gowler Greene	10 4:30PM CS -First Game Design (Grades 4-8) 6:30PM Writers' Rendezvous 7PM Paperbacks and Snacks: Summer edition	11 12:15PM Friends Meeting 1PM Digital Download Help 3PM Book & Play: How to Catch a Star 7PM Open Lab	12 11AM Bi-Lingual Stories 12PM English Language Conversation Hour	13 Friends of the Library Second Saturday Sale 9:30 - 3:30	14
15 1PM 30 Minute Lunchtime Book Club 4:30PM CS -First Game Design (Grades 4-8) 7PM Joel's Astroreader Magical Comedy Show	16 1PM 3D Art Pen Adults 6PM 3D Art Pen Teens 6:30PM 'In Vino Veritas' Nonfiction Book Club 6:30PM Fly Me To The Moon 7PM Library Board	17 Gale Courses Begin 1PM Mystery Book Club 3PM Paint Along 4:30PM CS -First Design 6PM Grand Circus 6:30PM Summer Trivia	18 6PM PowerPoint 2 7PM Meet Lisa Ludwinski of Sister Pie	19 10AM Family Story Time 11AM Coffee and Conversation 12PM English Language Conversation Hour	20 2PM Library Tour: Discover Your Library	21
22 6PM Books in Bars at Rusty Bucket (Book Club)	23 1PM Memoir Writers' Group 6PM Teen Book Club: And we stay by Jenny Hubbard	24 11AM/1PM/2:30PM Intergalactic Escape Room 6:30PM Writers' Rendezvous	25 10AM Eleanor's Thursday Book Club 7PM Book Chat: Summer edition	26 11AM Sensory-Friendly Movies for Adults & Teens 12PM English Language Conversation Hour 7PM Joey Leone: Shades of Blues in America	27	28
29 6:30PM Take a Trip to the Stars: Astronomy for Kids	30 1PM Gratitude Steel Band, Ice Cream Social, and Summer Reading Finale	31	27	28	29	30