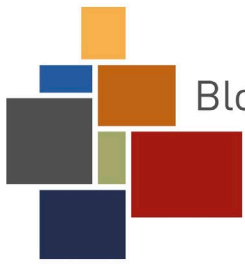


Please arrive at 6:30 p.m.

For the presentation  
of the Myers Scholarship



Bloomfield Township Public

**Library**

**Bloomfield Township Public Library  
Board of Trustees**

Library Board Meeting  
**August 20, 2019**  
7:00 p.m.  
John Rumsey Board Room

Trustees:

[libraryboard@btpl.org](mailto: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](mailto: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](http://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, August 20, 2019  
7:00 p.m.

<b><u>#</u></b>	<b><u>NUMBERED ITEMS</u></b>	<b><u>DATE DELIVERED</u></b>
1	Agenda	8/16/2019
2a	Request to remove items from the Consent Agenda for Discussion	8/16/2019
2b	Motion to approve the order of items for the regular and consent agendas	8/16/2019
5	Motion to approve remaining Consent Agenda items 6-8d	8/16/2019
6	Regular Board Meeting Minutes of 7/16/2019	8/16/2019
6a	Special Board Meeting Minutes of 8/8/2019	8/16/2019
7a	Cash Disbursements	8/16/2019
7b	Revenues/Expenditures Budget Report	8/16/2019
7c	Energy Report	8/16/2019
8a	President's Report– no report	
8b	Director's Report	8/16/2019
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 – 7/15/2019	8/16/2019
8c	Policy Committee –no report	
11a	Proposed 2020 Holiday Calendar	8/16/2019
13	Motion to approve any items removed from the Consent Agenda	8/16/2019
<b><u>UNNUMBERED ITEMS</u></b>		<b><u>DATE DELIVERED</u></b>
	Strategic Plan Update	8/16/2019
	Space Needs and Wayfinding Update	8/16/2019
	Calendar	8/16/2019

AGENDA  
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
BOARD OF TRUSTEES  
Tuesday, August 20, 2019  
**Regular Board Meeting**  
**7:00 P.M.**

*\*Brief ceremony to award Myers Scholarship at 6:30 p.m.*

*\*Public Budget Hearing at 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 July 16, 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. Proposed 2020 Holiday Calendar
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: Thursday, September 17, 2019
16. Adjournment

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**

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

**I REQUEST THAT ITEM (S):**

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**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**

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Bloomfield Township Public Library  
Oakland County, Michigan  
**Tuesday, July 16, 2019**

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At 7:03 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 and Administrative Assistant Linden Godlove

Guests: Anna Pelepchuk, Circulation Department Head and Staff Organization Committee Representative (SOC);

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

*A vote was taken for approval of the motion.*

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

*Nays: None*

**MOTION CARRIED**

**President's Verbal Report:**

President Judy Lindstrom remarked that this is a significant day for those who love NASA with the 50 year anniversary of landing on the moon. Today also marks nine years of remembering her father, who passed away on the anniversary of the launch and was an admirer of NASA. President Lindstrom said that he taught her the love of books and the journey that a book can take you on. She hopes that all who have lost loved ones can remember the great things learned from them.

**Director's Verbal Report:**

Director Carol Mueller announced, "If you have not visited our new Commons area, you should do so." On Friday, the Library received more test furniture, including another pod furnishing, very different from the other one. Staff is observing that tables and chairs are the most used, as well as the pods, but the armchairs are not as popular. Staff will continue to study the use of test furniture before the actual furniture is selected and ordered. The Director shared some of the patrons' reactions to the test furniture. Also in the Commons area and throughout the Library, is the new Story Walk, which features enlarged pages of the picture book the *Way Back Home* by Oliver Jeffers, with braille included so it can be enjoyed by people who are vision impaired as well. Many thanks to the Facilities Staff Joel Dion and Tom Corliss and Systems staff Joan Wu and Tim Perry for spending their 4<sup>th</sup> of July at the Library. All systems and power were brought down and turned



off so that the corroded electrical connections in the library's main power grid could be replaced. She reminds all that Timberlake Road will begin construction this coming Monday. She also shared a thank you note from a patron to the Youth Services Staff.

### **REGULAR AGENDA:**

#### ***Call to the Public:***

Anna Pelepchuk, representing the SOC, reported that the SOC donated \$100 to the Jeannette Myers Scholarship Fund for May and June. All of July is Casual Month and the funds raised are going to the Sisterhood of Temple Beth El braille bindery. Today, Nicole Gillies and Anna put down a deposit for the Library Holiday Party. It will be held at Pallazo di Bocci, in Lake Orion, on December 8.

### **UNFINISHED BUSINESS:**

No unfinished business.

### **NEW BUSINESS:**

#### **11a. Annual Report**

Director Mueller declared that she truly enjoys reviewing the previous year and is always amazed by the number of accomplishments and events that take place in the previous fiscal year. She shared the Annual Report binder, which is kept in the library Local History archives. Library staff is never short on ideas, innovation, or enthusiasm, nor are there many dull moments in the life of our Library, especially this year with all of our projects.

The Director remains grateful to the Library Board for their unwavering support, to the Friends for their generosity that helps this Library be so great and to the amazing library staff who make it all happen.

Many thanks to Assistant Director Tera Moon for preparing this report and to all Library Department Heads for submitting their summaries of the year's activities in their respective departments.

Upon discussion, a motion was made by Eli Greenbaum, seconded by Tom Deska **TO ACCEPT THE LIBRARY ANNUAL REPORT AND ANNUAL INVESTMENT REPORT FOR FISCAL YEAR 2018/2019.**

*A vote was taken for approval of the motion.*

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

*Nays: None*

**MOTION CARRIED**

### **OTHER:**

Sandy Edwards reported on the July 10<sup>th</sup> Friends meeting. The Friends continued to review nomination procedures, as well as board appointment. During the July book sale, \$3,899.00 was earned, which is a record for July. The sale featured genre boxes for \$5.00, including many books of one type, like mystery and romance. The patrons remarked on how nice and well-run the sale

was. Kim Hoke is new secretary of the Friends Board and the new book sale coordinator. The Friends will be receiving Emergency Procedure training soon. The Friends also reviewed the Annual Meeting. The event cost \$593 total. They will begin hosting informal meetings with the other volunteers to find out about their ideas. The next Friends Board meeting is on Wednesday, August 7.

Director Carol Mueller shared a video demonstrating the water flow off the roof, to show how so much water spills out of the west end of the building and close to the library's foundation, which is why the Library needs gutters.

Director Mueller also reported that a tree growing along Lone Pine is in ill health and needs to be cut down. It will not be replaced, due to the proximity of the power lines.

Judy Lindstrom reviewed the upcoming meetings. On Thursday, August 8, there is budget review and investment review with Schwartz and Co. at 11am. Next Board of Trustees meeting will be August 20, starting at 6:30 p.m. with the Myers Scholarship presented at 6:45, and the budget following this.

At 7:34 p.m. President 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**

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Bloomfield Township Public Library  
Oakland County, Michigan  
**Thursday, August 8, 2019**

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The special meeting of the Bloomfield Township Public Library Board of Trustees was held in the Library on Thursday, August 8. The meeting was called to order by President Judy Lindstrom at 11:02 a.m.

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

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

**Guests:** None Present

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

*A vote was taken for approval of the motion.*

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

*Nays: None*

**MOTION CARRIED**

**CALL TO THE PUBLIC:**

None present.

**UNFINISHED BUSINESS:**

No discussion at this time.

**NEW BUSINESS:**

***4a Library Investment Review***

Schwartz & Co. provided an overview of the Library's investments. Matt Whitty presented up to date information on the Library's investments.

***4b Budget Review – Preliminary FY 2020/2021 Budget FY 2020/2021 Public Budget Hearing***

Director Mueller gave an overview of the FY 2020/2021 Budget. She reviewed the General Fund, the Gift Fund, and the Capital Improvements Programs (CIP). Carol expressed thanks to the Department Heads and to Finance Coordinator Sandi Bird and Assistant Director Tera Moon for their contributions to prepare this detailed budget.

***4c Proposed 2020 Calendar***

Director Mueller reviewed the closings for the 2020/2021 Fiscal Year Calendar. The same closings as the Library had in 2019 are proposed.

**OTHER:**

The upcoming August 20 board meeting was discussed, where the Myers scholarship will be presented at 6:30 p.m., the public budget hearing, commencing at 7 p.m. and the regular Library Board meeting to follow.

Director Mueller also provided the Board with an update on the construction projects in the upcoming month.

Meeting adjourned at 12:40 p.m.

Submitted By:

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

Sandra Edwards, Secretary

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY****Cash Disbursements Comments  
August, 2019****New Vendors:**

Mary Spencer is a new vendor for a library program.

Michigan Driver and Traffic Safety Education Association is a new vendor for supplies for a library resource.

Quality Care Moving is a new vendor for library furniture moving for the lobby floor project.

**General Fund Advance**

- Check #19851 payable to Bloomfield Township in the amount of \$716.21 was payment for our 5/20-6/24 water and sewer bill.
- Check #19868 payable to Bloomfield Township in the amount of \$5,222.24 was payment for our 6/24- 7/22 water and sewer bill.

**General Fund**

- Check #19875 payable to AECOM Great Lakes, International in the amount of \$34,200.00 was payment for interior design services and space planning – phase 2.
- Check #19877 payable to American Library Association in the amount of \$220.00 was payment for a professional membership.
- Check #19882 payable to Bloomfield Township in the amount of \$295,157.35 was payment for two payrolls including FICA, HRA contributions, pension, etc., as usual.
- Check #19896 payable to L.J. Rolls Refrigeration Co., Inc. in the amount of \$13,621.67 was payment for regular maintenance and emergency HVAC repairs.
- Check #19898 payable to Library Design Associates in the amount of \$6,343.00 was payment for new backstops and installation in Youth Services Media.

- Check #19899 payable to Midwest Collaborative for Library Services in the amount of \$250.00 was payment for membership dues.
- Check #19903 payable to Milliman, Inc. in the amount of \$4,000.00 was payment for an actuary report for the Library's Other Post-Employment Benefits (OBEP) obligations.
- Check #19917 payable to Michigan Library Association in the amount of \$85.00 was payment an annual membership.
- Check #19918 payable to Summit Electric, Inc. in the amount of \$5,729.95 was payment for electrical work on July 4.
- Check #19920 payable to The Library Network in the amount of \$92.97 was payment for books.
- Check #19922 payable to the Trenton Veterans Memorial Library in the amount of \$30.00 was payment for a MelCat book borrowed and lost by a Bloomfield Township resident who has been billed for this item.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**

**CHECK REGISTERS**

**FOR THE MONTH OF JULY 2019**

<b>Check #</b>	<b>Date</b>	<b>Payee</b>	<b>Cash Account</b>	<b>Amount</b>
<b>General Fund</b>				
<b>ADVANCE CHECKS:</b>				
19851	7/16/19	BLOOMFIELD TOWNSHIP	106.01	716.21
19852	7/16/19	FLAGSTAR BANK	106.01	4,269.26
19853	7/16/19	Ashlee McClaughry	106.01	85.94
19854	7/16/19	Martha McGee	106.01	95.84
19855	7/16/19	PACIFIC TELEMAGEMENT SERVICES	106.01	78.00
19856	7/23/19	AMAZON.COM	106.01	2,944.57
19857	7/23/19	XFINITY	106.01	158.09
19858	7/23/19	Shayna Connolly	106.01	57.95
19859	7/23/19	Paul Zink	106.01	33.64
19860	7/30/19	PETTY CASH - BTPL	106.01	106.26
19861	7/30/19	DTE ENERGY	106.01	21,263.38
19862	7/30/19	Andrea Lebeck	106.01	26.69
19863	7/30/19	Martha McGee	106.01	56.13
19864	7/30/19	NICHOLS/NETWORK SERVICES CO	106.01	248.60
19865	7/30/19	PRINCIPAL LIFE INS CO-SBD GRANDE ISLAND	106.01	812.12
19866	7/30/19	VIGILANTE SECURITY	106.01	1,950.00
19867	8/7/19	AT&T	106.01	796.68
19868	8/7/19	BLOOMFIELD TOWNSHIP	106.01	5,222.24
19869	8/7/19	CAR TRUCKING, INC.	106.01	199.50
19870	8/7/19	Elizabeth Clauder	106.01	60.30
19871	8/7/19	PACIFIC TELEMAGEMENT SERVICES	106.01	78.00
19872	8/7/19	QUALITY CARE MOVING	106.01	355.00
19873	8/7/19	T MOBILE	106.01	105.72
19874	8/7/19	VERIZON WIRELESS	106.01	199.40
Total				<u>39,919.52</u>
<b>REGULAR CHECKS:</b>				
19875	8/9/19	AECOM GREAT LAKES, INC.	106.01	34,200.00
19876	8/9/19	AERO FILTER, INC	106.01	224.10
19877	8/9/19	AMERICAN LIBRARY ASSOCIATION	106.01	220.00
19878	8/9/19	AMERICAN PEST CONTROL	106.01	716.00
19879	8/9/19	APPLE BOOKS	106.01	611.25
19880	8/9/19	APPLIED IMAGING	106.01	778.39
19881	8/9/19	BAKER & TAYLOR, INC.	106.01	10,574.16
19882	8/9/19	BLOOMFIELD TOWNSHIP	106.01	295,157.35
19883	8/9/19	BOOKPAGE	106.01	48.00
19884	8/9/19	CAVENDISH SQUARE	106.01	2,329.60
19885	8/9/19	CDW GOVERNMENT, INC.	106.01	663.96
19886	8/9/19	CENGAGE LEARNING/GALE	106.01	543.80
19887	8/9/19	CENTRAL BUSINESS SYSTEMS, INC.	106.01	684.27
19888	8/9/19	DEMCO, INC.	106.01	194.39
19889	8/9/19	DU ALL CLEANING, INC	106.01	5,760.00
19890	8/9/19	ENGLISH GARDENS	106.01	203.15
19891	8/9/19	FINANCIAL TIMES LTD	106.01	1,737.00
19892	8/9/19	GARETH STEVENS PUBLISHING	106.01	801.90
19893	8/9/19	GREAT OAKS MAINTENANCE	106.01	3,125.71
19894	8/9/19	INSTITUTE OF CONT. LEGAL EDUCATION	106.01	138.50
19895	8/9/19	INGRAM LIBRARY SERVICES	106.01	534.59
19896	8/9/19	LJ ROLLS REFRIGERATION CO., INC	106.01	13,621.67
19897	8/9/19	LAKESHORE LEARNING MATERIALS	106.01	22.89
19898	8/9/19	LIBRARY DESIGN ASSOCIATES INC.	106.01	6,343.00
19899	8/9/19	MIDWEST COLLABORATIVE for LIB. SVCS	106.01	250.00
19900	8/9/19	MDTSEA	106.01	20.00
19901	8/9/19	MICROMARKETING LLC	106.01	1,770.89
19902	8/9/19	MIDWEST TAPE	106.01	3,640.25
19903	8/9/19	MILLIMAN, INC.	106.01	4,000.00
19904	8/9/19	MICHIGAN LIBRARY ASSOCIATION	106.01	85.00
19905	8/9/19	NATIONAL SIGN COMPANY	106.01	975.00
19906	8/9/19	NICHOLS/NETWORK SERVICES CO	106.01	1,108.74

# BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

## CHECK REGISTERS

### FOR THE MONTH OF JULY 2019

Check #	Date	Payee	Cash Account	Amount
19907	8/9/19	ORIENTAL TRADING CO., INC.	106.01	99.97
19908	8/9/19	OVERDRIVE	106.01	10,722.53
19909	8/9/19	PENGUIN RANDOM HOUSE LLC	106.01	228.00
19910	8/9/19	RECORDED BOOKS, LLC	106.01	41.60
19911	8/9/19	ROSEN PUBLISHING	106.01	945.90
19912	8/9/19	THE ROWMAN & LITTLEFIELD PUBLISHING GRP	106.01	245.00
19913	8/9/19	SALEM PRESS, INC.	106.01	2,511.00
19914	8/9/19	SECANT	106.01	970.00
19915	8/9/19	SHOWCASES	106.01	722.22
19916	8/9/19	MARY SPENCER	106.01	250.00
19917	8/9/19	ST. CLAIR SHORES PUBLIC LIBRARY	106.01	16.99
19918	8/9/19	SUMMIT ELECTRIC, INC.	106.01	5,729.95
19919	8/9/19	TECH LOGIC CORP.	106.01	418.74
19920	8/9/19	THE LIBRARY NETWORK	106.01	92.97
19921	8/9/19	THOMSON REUTERS	106.01	93.50
19922	8/9/19	TRENTON VETERANS MEMORIAL LIBRARY	106.01	30.00
19923	8/9/19	UNIQUE MANAGEMENT SERVICES, INC.	106.01	304.30
19924	8/9/19	US GOVERNMENT PRINTING OFFICE	106.01	14.00
19925	8/9/19	WALLACEBURG BOOKBINDING & MFG	106.01	388.93

Total

414,909.16

## Gift Fund

### ADVANCE CHECKS:

5075	7/16/19	FLAGSTAR BANK	102.03	142.51
5076	7/23/19	AMAZON.COM	102.03	2,840.65

Total

2,983.16

### REGULAR CHECKS:

5077	8/8/19	BAKER & TAYLOR	102.03	107.80
5078	8/8/19	ENGLISH GARDENS	102.03	321.85
5079	8/8/19	STEPHEN MACK JONES	102.03	300.00
5080	8/8/19	SCHOLASTIC INC	102.03	498.82

Total

1,228.47



# Bloomfield Township Public Library FY 2019-2020 General Fund Budget

7b

PRESENTED: AUGUST 20, 2019      FOR THE MONTH OF: JULY, 2019

ACCOUNT NUMBER	ACCOUNT NAME	2019-2020 ADOPTED BUDGET AS OF MARCH 19, 2019	2019-2020 AMENDED BUDGET AS OF MARCH 19, 2019	REVENUE/EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	Four Months 33% VARIANCE
	<b><u>Revenues</u></b>						
410.01	<b>Taxes</b>	\$7,310,390	\$7,310,390	\$45	(\$1,523)	-0.02%	(\$7,311,913)
420.01	<b>Penal Fines</b>	\$84,528	\$84,528	\$87,723	\$87,723	103.78%	\$3,195
422.01	<b>State Aid</b>	\$28,491	\$28,491	\$16,618	\$32,919	115.54%	\$4,428
430.01	<b>Circulation Fines &amp; Fees</b>	\$85,000	\$85,000	\$7,614	\$27,343	32.17%	(\$57,657)
	<b>Charges for Services</b>	\$14,738	\$14,738	\$356	\$4,047	27.46%	(\$10,691)
	<b>Investment earnings</b>	\$67,150	\$67,150	\$11,782	\$109,028	162.37%	\$41,878
	<b>Miscellaneous</b>	\$14,466	\$14,466	\$362	\$8,672	59.95%	(\$5,794)
	<b>Total Revenues</b>	<b>\$7,604,763</b>	<b>\$7,604,763</b>	<b>\$124,499</b>	<b>\$268,208</b>	<b>3.53%</b>	<b>(\$7,336,555)</b>
	<b><u>Expenditures</u></b>						
	<b>Personnel</b>	\$4,165,303	\$4,165,303	\$294,010	\$1,382,184	33.18%	(\$2,783,119)
	<b>Library Services</b>	\$870,134	\$870,134	\$43,642	\$255,498	29.36%	(\$614,636)
	<b>Facilities &amp; Equipment</b>	\$994,137	\$994,137	\$51,064	\$321,621	32.35%	(\$672,516)
	<b>Other Operating Expenditures</b>	\$3,133,364	\$3,133,364	\$61,832	\$345,725	11.03%	(\$2,787,639)
	<b>Total Expenditures</b>	<b>\$9,162,938</b>	<b>\$9,162,938</b>	<b>\$450,548</b>	<b>\$2,305,028</b>	<b>25.16%</b>	<b>(\$6,857,910)</b>
	Fund Balance - Beginning	\$11,933,661	\$11,933,661		\$11,933,661		
	Net revenue (expenditure)	(\$1,558,175)	(\$1,558,175)		(\$2,036,821)		
	Fund Balance - Ending	\$10,375,486	\$10,375,486		\$9,896,840		

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: AUGUST 20, 2019    FOR THE MONTH OF: JULY, 2019

Four Months 33%

ACCOUNT NUMBER	ACCOUNT NAME	2019-2020 ADOPTED BUDGET AS OF MAR 19, 2019	2019-2020 AMENDED BUDGET AS OF AUG 20, 2019	REVENUE/ EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	VARIANCE
	<b><u>Revenues</u></b>						
	Gift Income	\$500	\$7,879	\$0	\$29,665	376.51%	\$21,786
454.03	Investment Earnings	\$200	\$200	\$15	\$56	28.02%	(\$144)
460.03	Miscellaneous Revenue	\$0	\$5	\$0	\$5	4.55%	\$0
	<b>Total Revenues</b>	<b>\$700</b>	<b>\$8,084</b>	<b>\$15</b>	<b>\$29,726</b>	<b>367.73%</b>	<b>\$21,642</b>
	<b><u>Expenditures</u></b>						
	Library Services	\$50,389	\$50,388	\$3,785	\$13,442	26.68%	(\$36,946)
	Facilities & Equipment	\$22,360	\$28,085	\$0	\$5,927	21.11%	(\$22,158)
	Other Operating Expenditures	\$89,446	\$91,106	\$427	\$3,882	4.26%	(\$87,223)
	<b>Total Expenditures</b>	<b>\$162,195</b>	<b>\$169,579</b>	<b>\$4,212</b>	<b>\$23,252</b>	<b>13.71%</b>	<b>(\$146,326)</b>
	Fund Balance - Beginning	\$161,695	\$161,695		\$178,428		
	Net revenue (expenditures)	(\$161,495)	(\$161,495)		\$6,474		
	Fund Balance - Ending	\$200	\$200		\$184,901		

**Bloomfield Township Public Library**  
**Asset Allocation Summary**  
**July 2019**

Fund	Type	Annual Yield	Date	Amount on Hand
<b>General Fund</b>				
	5th 3rd Checking (Ecommerce)	0.00%	7/31/2019	\$61,895.91
	Flagstar Public Funds Savings	1.40%	7/31/2019	\$227,674.63
	Flagstar Premier Public Entities Checking	0.70%	7/31/2019	\$131,104.44
	RBC Capital Cash/Money Market	0.88%	7/31/2019	\$23,895.37
	RBC Capital - Investments	2.89%	7/31/2019	\$9,863,118.26
<b>Total General Fund</b>				<b>\$10,245,792.70</b>
Please see General Fund budget for notes on how this amount is earmarked				
<b>Gift Fund</b>				
	Huntington Public Fund Business Interest Checking	0.15%	7/31/2019	\$112,371.28
	Huntington CD (Charnov gift) - matures 02/04/2020	2.20%	7/31/2019	\$50,000.00
	Fifth Third Bank Business Standard Checking	0.00%	7/31/2019	\$9,392.31
<b>Total Gift Fund</b>				<b>\$171,763.59</b>

**CFSEM**

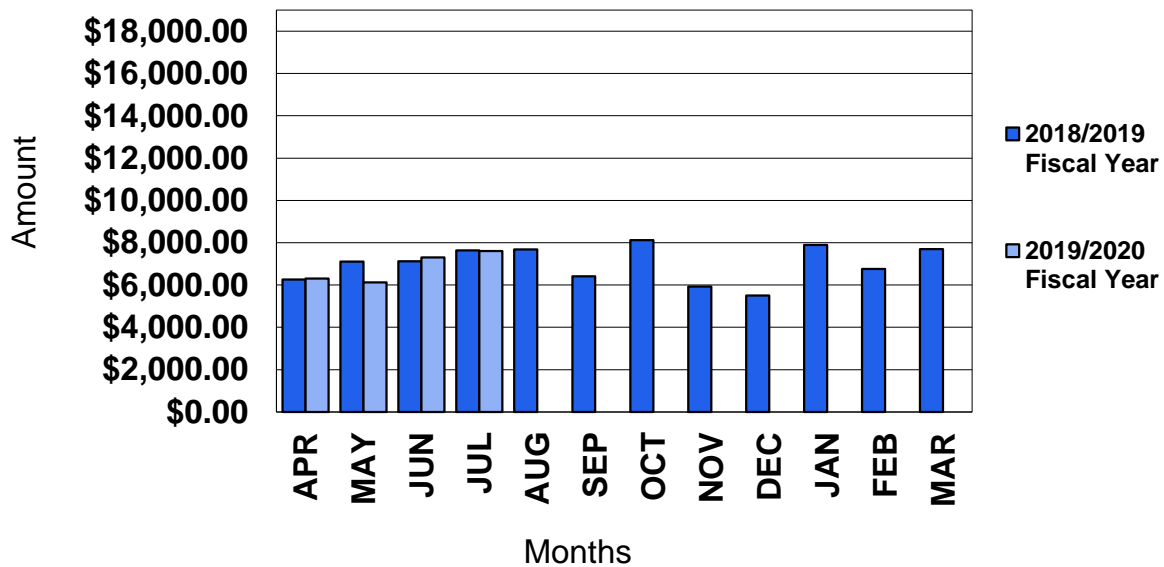
The following endowment funds are administered by the Community Foundation for Southeast Michigan (CFSEM). CFSEM maintains unilateral variance power and legal ownership of the endowment funds, and therefore, principal is not available to BTPL. Earnings are available for distribution to the Library for 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	
<b>Total CFSEM holdings</b>			<b>\$137,150.00</b>

**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	\$7,306.12	\$185.44
JUL	\$7,638.21	\$7,613.65	(\$24.56)
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
<b>TOTAL</b>	<b>\$84,126.90</b>	<b>\$27,342.74</b>	<b>(\$56,784.16)</b>

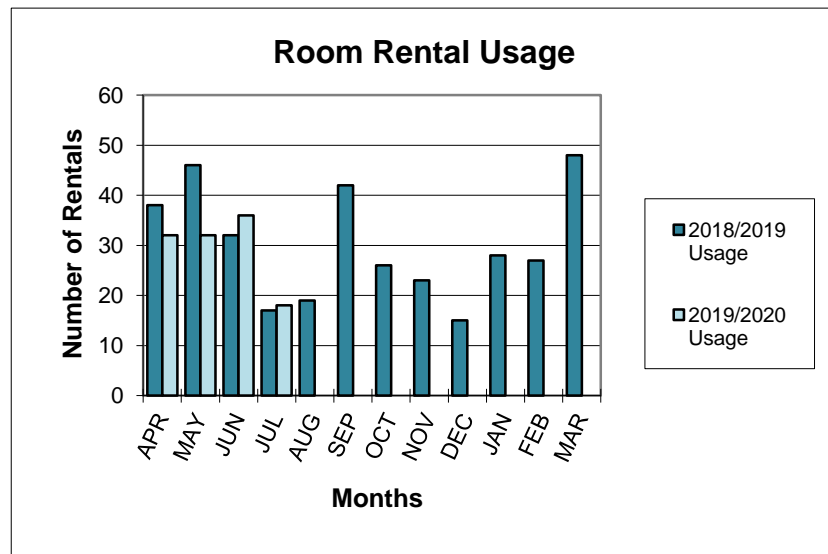
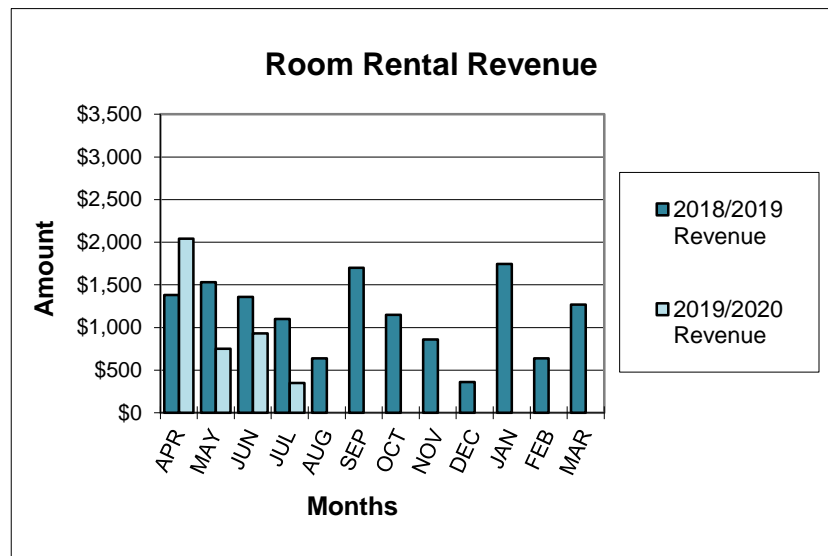
### Fines and Fees Two-Year Comparison



## ROOM RENTAL - TWO-YEAR COMPARISON

7b

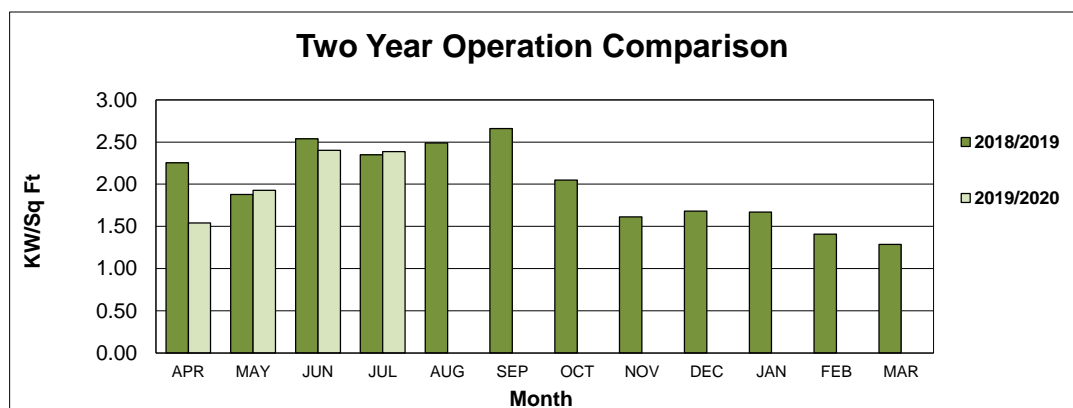
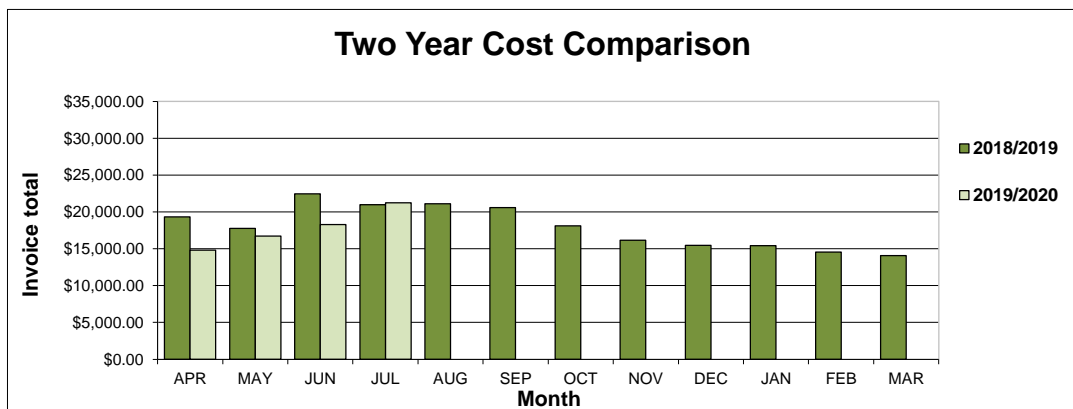
Month	2018/2019 Revenue	2019/2020 Revenue	Difference	2018/2019 Usage	2019/2020 Usage	Month
APR	\$1,380.00	\$2,040.00	\$660.00	38	32	APR
MAY	\$1,530.00	\$750.00	(\$780.00)	46	32	MAY
JUN	\$1,360.00	\$930.00	(\$430.00)	32	36	JUN
JUL	\$1,100.00	\$350.00	(\$750.00)	17	18	JUL
AUG	\$640.00		(\$640.00)	19		AUG
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	\$4,070.00	(\$9,666.00)	361	118	



## 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	\$16,714.85	(\$1,050.62)	194,600	\$0.09	261.56	1.93	\$22.47	\$0.17
JUN	\$22,441.79	\$18,297.56	(\$4,144.23)	242,620	\$0.08	336.97	2.40	\$25.41	\$0.18
JUL	\$21,003.42	\$21,263.38	\$259.96	241,290	\$0.09	324.31	2.39	\$28.58	\$0.21
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	\$71,075.61	(\$144,975.26)						



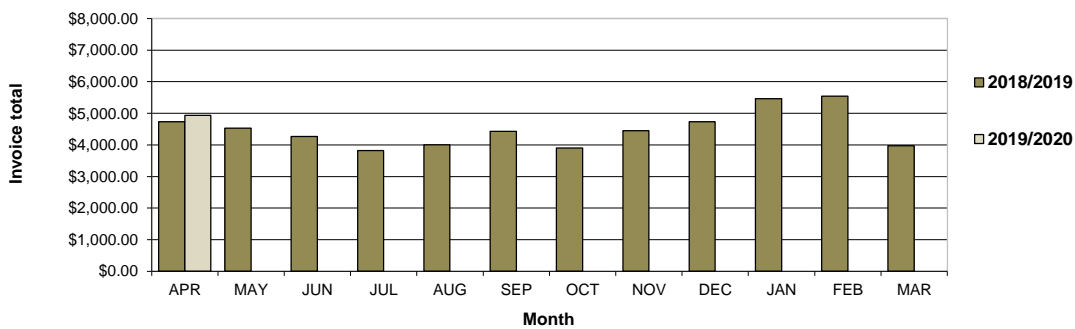
## Bloomfield Township Public Library Natural Gas Analysis

Building Area = 101,023

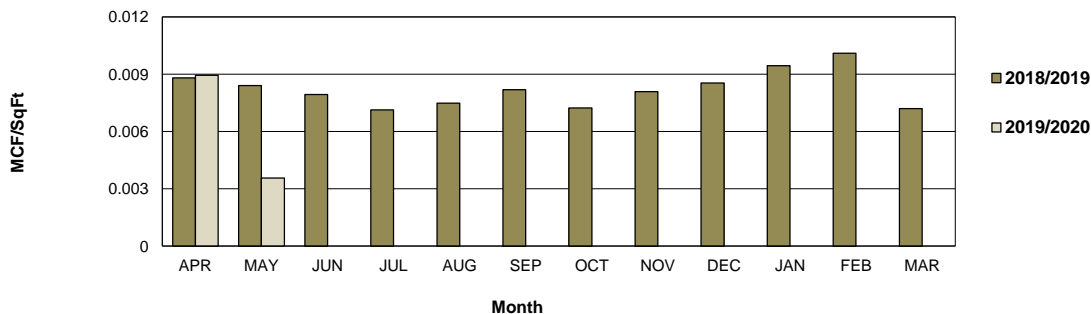
1 Cu. Ft. = 1000 BTU

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	\$0.00	(\$4,270.19)	0.0	#DIV/0!	720	0.00	0.000	0.00	0.000
JUL	\$3,820.68	\$0.00	(\$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)							

### Two Year Cost Comparison



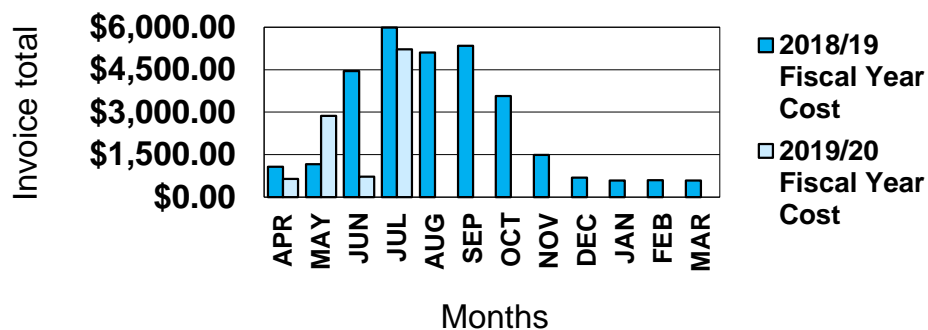
### Two Year Operation Comparison



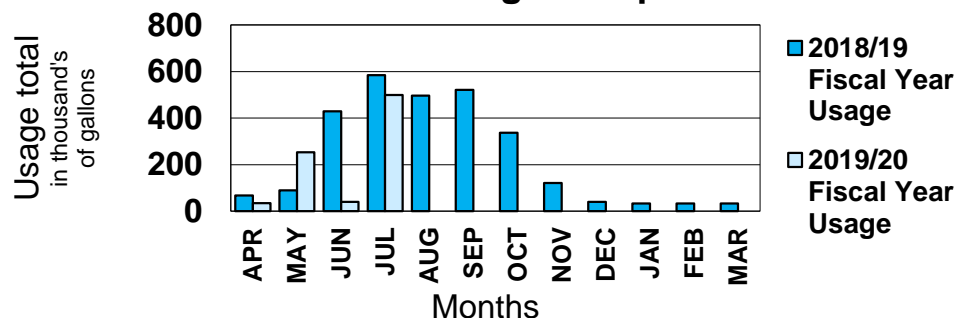
## Bloomfield Township Public Library Water Analysis

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	\$716.21	(\$3,732.36)	429	40	(389)
JUL	\$5,988.08	\$5,222.24	(\$765.84)	584	499	(85)
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>\$9,451.86</u>	<u>(\$21,184.54)</u>	<u>2,788</u>	<u>827</u>	<u>(1,961)</u>

### Two-Year Cost Comparison



### Two-Year Usage Comparison





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

Have a Library card? Get discounts! September is Library Card Month and again this year, the Library has arranged with Bloomfield area businesses to offer a discount for showing your Bloomfield Township Public Library card during the month of September. Discounts vary by business at such locations as Citizen Yoga, Olga's Kitchen, Bloomfield Township Senior Center and more.

Our summer library programs were wonderfully successful this year. The Library offered 38 programs during our summer library program series that were enjoyed by 2,841 people. Many thanks to our Adult Services and Youth Services staff who worked very hard to offer fun programs to make it such a successful program series. Thanks so very much to our Friends of the Library for funding these important programs and prizes that encourage reading at all ages.

It's always busy at Bloomfield Township Public Library but especially right now with three building projects occurring all at the same time. Our former Media area, now called the Commons, continues to evolve with furniture placement and testing. Our previous lobby floor tile has been removed and we are now in the next phase of tile installation. This project currently is ahead of schedule. Roof work begins in earnest this week. Weather dependent, all roof work should be completed by November.

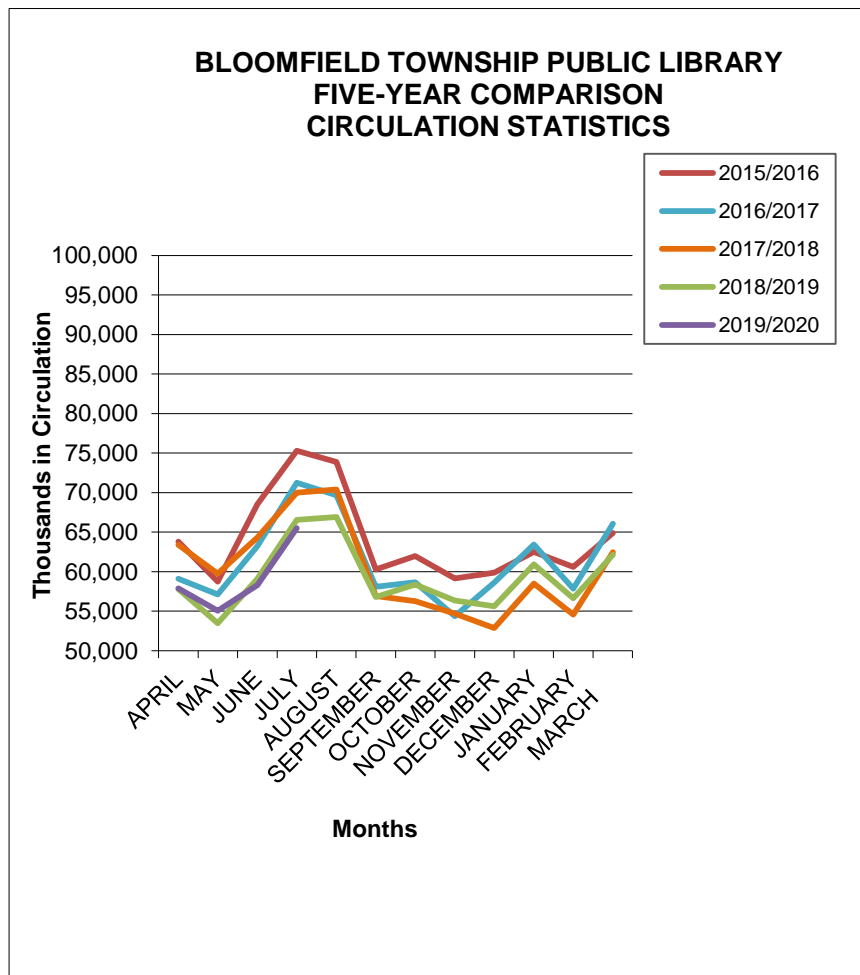
Respectfully Submitted,

Carol Mueller  
Director

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
FIVE YEAR CIRCULATION**

8/14/2019

	<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	58,301
JULY	75,304	71,265	70,006	66,539	65,499
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	
<b>TOTAL</b>	<b>769,492</b>	<b>737,549</b>	<b>724,182</b>	<b>710,735</b>	<b>236,756</b>



	2018		2019	
<b>COLLECTION</b>				
Book Collection:	260,452		244,040	
Media Collection:	61,510		56,599	
Total e-books:	14,943		16,178	
Overdrive	10,324		11,623	
Total downloadable audiobooks:	5,707		6,287	
Materials Total:	342,612		323,104	
<b>CIRCULATION</b>				
Circulation Total:	66,539		65,499	
Bloomfield Township Circulation:	66,413		61,803	
Virtual Circulation Total	10,389		12,648	
Circulation of Youth materials:	24,208		19,581	
Circulation of Media:	19,178		15,534	
Circulation of Cranbrook passes:	329		345	
Self-checkout machine use:	26,403	39.7%	24,778	37.8%
Library by Mail:	61	34 patrons	38	25 patrons
<b>BUILDING &amp; EQUIPMENT USAGE</b>				
Door Count:	18,764 *		19,415 *	
Gate Count:	27,441		29,139	
Meeting rooms by public:	17		18	
Meeting rooms by staff:	64		61	
<b>VIRTUAL USE</b>				
Home page hits:	31,864		29,904	
e-book access:	3,109		3,390	
Overdrive	3,109		3,381	
EBSCOhost	0		9	
Audiobook access: (Overdrive)	1,621		2,082	
Freegal music download access:	899		859	
Freegal music streaming:	2,081		2,592	
Magazine download access:	570		1,362	
Hoopla access:	2,109		2,363	
Tutor.com sessions:	2		19	
<b>Library Computer Use</b>				
Resident Use	1,453		1,352	
Guest Use	593		654	
*Library closed July 4 for Independence Day				



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

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The meeting of the Bloomfield Township Public Library Board of Trustees Personnel Committee was held in the Library on Tuesday, July 16, 2019 at 7:45 p.m.

**Present:** Trustees Judy Lindstrom, Joan Luksik, and Tom Deska

**Administration:** Library Director Carol Mueller

**Re:** Personnel Proposal

Anna Pelepchuk, Circulation Department Head, recently received a letter of retirement from long time Circulation Clerk Nancy Frey. Nancy worked 30 hours per week. Since 2013, it was the Library's promise to the Board to eliminate the number of 30-hour positions through attrition. As such, this position will be reduced to a 20 hour per week Clerk position.

Recently there have been two retirements of long time Clerks – one 20 hour position and now Nancy Frey's 30 hour position – and one 15 hour per week Clerical Assistant position. These hours total 65 hours of staff time. Anna proposed to combine the 15 hours of Clerical Assistant time with the 50 hours of Clerk time to create three 20 hour Clerk positions. The advantages of this change were discussed, specifically an annual savings of over \$18,000. The proposal as presented was unanimously approved. As there is a current posting for filling this Clerk position open and over 40 applications have been received, there should be no difficulties in filling these positions.

No future meeting is scheduled at this time.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
MEMORANDUM**

---

**TO:** Library Board of Trustees  
**FROM:** Carol Mueller, Library Director  
**DATE:** August 16, 2019  
**SUBJECT:** Proposed 2020 Calendar

The proposed 2020 calendar includes eleven total days closed to the public and two early closings. The two evenings the Library closes early in 2020 are Thanksgiving Eve on Wednesday, November 25 and on New Year's Eve on Thursday, December 31 in 2020. The Library closes at 5:30pm on these two days.

The proposed 2020 calendar is shown in the traditional January through December calendar format. However, as the Library's fiscal year begins April 1 and ends March 31, the first three months of the 2021 calendar year are included to show the complete April 1 – March 31 2020/2021 fiscal year.

Please review the attached proposed 2020 calendar for the 2020/2021 fiscal year. I also have attached the approved 2019 calendar for the 2019/2020 fiscal year for your comparison.

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

**ACTION NEEDED:** I move to approve the proposed 2020 Library calendar of Holidays and Closings as presented.

# Bloomfield Township Public Library

## ***Proposed 2020 Calendar***

### LIBRARY CALENDAR 2020 HOLIDAYS AND CLOSINGS

January 1	CLOSED	Wednesday	*New Year's Day
January 20	open	Monday	Martin Luther King Day Observance
February 17	open	Monday	President's Day
April 8	open	Wednesday	Passover
April 10	open	Friday	*Good Friday +
April 11	open	Saturday	Easter Weekend
April 12	CLOSED	Sunday	Easter
May 1	CLOSED	Friday	*Staff Development Day +
May 23	open	Saturday	Memorial Day Weekend
May 24	CLOSED	Sunday	Memorial Day Weekend
May 25	CLOSED	Monday	*Memorial Day Observance
July 4	CLOSED	Saturday	*Independence Day+
September 5	open	Saturday	Labor Day Weekend
September 6	CLOSED	Sunday	Labor Day Weekend
September 7	CLOSED	Monday	*Labor Day
September 18	open	Friday	Rosh Hashanah
September 27	open	Sunday	Yom Kippur
October 12	open	Monday	Columbus Day Observance
November 11	open	Wednesday	Veterans Day
November 25	Close at 5:30p.m.	Wednesday	Thanksgiving Eve
November 26	CLOSED	Thursday	*Thanksgiving Day
December 10	open	Thursday	Hanukkah
December 24	CLOSED	Thursday	*Christmas Eve
December 25	CLOSED	Friday	*Christmas Day
December 31	Close at 5:30p.m.	Thursday	New Year's Eve

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<b>2021</b>			
January 1	CLOSED	Friday	*New Year's Day
January 18	open	Monday	Martin Luther King Day
February 15	open	Monday	President's Day

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+Floating holidays: Good Friday, Staff Development Day and July 4 should be scheduled within the pay period of their occurrence or after their occurrence prior to the end of the fiscal year as approved by the supervisor. Staff Development Day is awarded if employee attends the full day of Staff Development Day and employee is eligible for holidays.

\*Library-approved paid holidays

Daylight Savings Time begins: Sunday, March 8, 2020

Daylight Savings Time ends: Sunday, November 1, 2020

# Bloomfield Township Public Library

## ***Approved 2019 Calendar***

### LIBRARY CALENDAR 2019 HOLIDAYS AND CLOSINGS

January 1	CLOSED	Tuesday	*New Year's Day
January 21	open	Monday	Martin Luther King Day Observance
February 18	open	Monday	President's Day
April 19	open	Friday	*Good Friday +
April 20	open	Saturday	Easter Weekend
April 20	open	Saturday	Passover
April 21	CLOSED	Sunday	Easter
May 3	CLOSED	Friday	*Staff Development Day +
May 6	open	Monday	Ramadan starts
May 25	open	Saturday	Memorial Day Weekend
May 26	CLOSED	Sunday	Memorial Day Weekend
May 27	CLOSED	Monday	*Memorial Day Observance
July 4	CLOSED	Thursday	*Independence Day
August 31	open	Saturday	Labor Day Weekend
September 1	CLOSED	Sunday	Labor Day Weekend
September 2	CLOSED	Monday	*Labor Day
September 30	open	Tuesday	Rosh Hashanah
October 9	open	Wednesday	Yom Kippur
October 14	open	Monday	Columbus Day Observance
November 11	open	Monday	Veterans Day
November 27	Close at 5:30p.m.	Wednesday	Thanksgiving Eve
November 28	CLOSED	Thursday	*Thanksgiving Day
December 23	open	Monday	Hanukkah
December 24	CLOSED	Tuesday	*Christmas Eve
December 25	CLOSED	Wednesday	*Christmas Day
December 31	Close at 5:30p.m.	Tuesday	New Year's Eve

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<b>2020</b>			
January 1	CLOSED	Wednesday	*New Year's Day
January 20	open	Monday	Martin Luther King Day
February 17	open	Monday	President's Day

---

+Floating holidays: Good Friday and Staff Development Day should be scheduled within the pay period of their occurrence or after their occurrence prior to the end of the fiscal year as approved by the supervisor. Staff Development Day is awarded if employee attends the full day of Staff Development Day and employee is eligible for holidays.

\*Library-approved paid holidays

Daylight Savings Time begins: Sunday, March 10, 2019  
 Daylight Savings Time ends: Sunday, November 3, 2019



**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:** August 13, 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. Three staff recently attended a workshop about collecting data that provided some useful tools for this committee.

**2. Tours**

Two tours are planned for the fall quarter. Tour guides rotate among various staff from all departments. Staff is enjoying interacting with patrons in this fun and different way.

**3. Staff Awareness**

The weekly Staff Huddles that this team recommended have been well-received by staff. Currently our new Commons area is discussed at these huddles. 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**

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**TO:** Trustees

**FROM:** Tera Moon

**DATE:** August 13, 2019

**SUBJECT:** Space Needs & Wayfinding Assessment Update

Our Commons area now has a variety of furniture – some borrowed and some relocated from other areas in the Library. Staff continues 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. Most comments are positive about the changes in this area of the Library.

We have collected feedback through two formal channels. A “question of the day” was displayed in the Commons for the first three weeks of July. These were simple questions meant to find out if we were close to solving problems such as finding the restrooms in the Commons area. Another tool used to capture furniture preference was a grid showing photos of various furniture samples and using stickers to vote for favorites. This feedback has been important to Geraldine Drake as she puts together a plan for purchasing furniture.

Having the Commons in place, even as a mock-up, is providing patrons with an alternate meeting space while the vending café is closed for lobby floor renovations.

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!

# SEPTEMBER 2019

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
Sunday, 9/1 Closed Labor Day Weekend 9/2 Closed Labor Day Weekend	3 10AM Knit 'n Stitch Circle	4 12:15PM Friends Meeting 6PM Microsoft Word	5	6 12PM English Language Conversation Hour	7	8
9 11AM Adult and Teen Sensory Storytime 5 PM Google CS First: Introduction to Coding for Kids (Storytelling with Scratch) Grades 4-8	10 10AM Tinker Tales 11AM Finance Committee 1PM Memoir Writers' Group	11 <b>Gale Courses Begin</b> 10AM Wee ALL Play 1PM Digital Download Help 5PM Google CS First 6:30PM Writers' Rendezvous	12 10AM Mother Goose Club 11AM Building & Grounds CMTE 6:30PM Book Worms 7PM Open Lab	13 10AM Movers and Shakers 12PM English Language Conversation Hour	14 9:30AM Friends of the Library Second Saturday Sale 9:30 - 3:30 11AM SENSEational Story Time	15
16 10AM Family Story Time 1PM 30 Minute Lunchtime Book Club 5PM Google CS First	17 10AM Tues Book Club 10AM Tinker Tales 3:30PM Teen Advisory Board 6PM Introduction To Social Networking 7PM Library Board	18 10AM Wee ALL Play 1PM Mystery Book Club 5PM Google CS First 6:30PM My First Book Group	19 10AM Mother Goose Club 6:30PM 'In Vino Veritas' Nonfiction Book Club	20 10AM Movers and Shakers 12PM English Language Conversation Hour	21 11AM Wizard of Oz Escape Room 1PM Wizard of Oz Escape Room	22
23 5PM Google CS First 6PM Books in Bars 6:30PM Paperbacks & Snacks	24 10AM Tinker Tales 1: PM Memoir Writers' Group	25 10AM Wee ALL Play 5PM Google CS First 6PM Grand Circus 6:30PM Writers' Rendezvous 6:30PM Book Chat	26 10AM Eleanor's Thursday Book Club 10AM Mother Goose Club 6PM Introduction to Microsoft Excel	27 10AM Movers and Shakers 11AM Sensory-Friendly Movies for Adults/Teens 12PM English Conversation Hour 7PM Boogie Woogie Kid	28 11AM Make It @ the Library: Card Making with Traci Romeo 2PM Manhattan Short Film Festival	29
30 7:00 PM Herb Garden Workshop with English Gardens	27	28	29	30		