

Bloomfield Township Public

Library

**Bloomfield Township Public Library
Board of Trustees**

Library Board Meeting
October 15, 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, October 15, 2019
7:00 p.m.

<u>#</u>	<u>NUMBERED ITEMS</u>	<u>DATE DELIVERED</u>
1	Agenda	10/11/2019
2a	Request to remove items from the Consent Agenda for Discussion	10/11/2019
2b	Motion to approve the order of items for the regular and consent agendas	10/11/2019
5	Motion to approve remaining Consent Agenda items 6-8d	10/11/2019
6	Regular Board Meeting Minutes of 9/17/2019	10/11/2019
7a	Cash Disbursements	10/11/2019
7b	Revenues/Expenditures Budget Report	10/11/2019
7c	Energy Report	10/11/2019
8a	President's Report– no report	
8b	Director's Report	10/11/2019
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 – 9/26/2019	10/11/2019
8c	Finance Committee– no report	
8c	Friends of the Library Liaison – no report	
8c	Jeanette P. Myers Scholarship Committee – no report	
8c	Investment Committee – no report	
8c	Personnel Committee	
8c	Policy Committee – no report	
11a	Commons Area Phase Three with Geraldine Drake	10/11/2019
11b	Annual Policy Review	10/11/2019
13	Motion to approve any items removed from the Consent Agenda	10/11/2019

<u>UNNUMBERED ITEMS</u>	<u>DATE DELIVERED</u>
Strategic Plan Update	10/11/2019
Space Needs and Wayfinding Update	10/11/2019
Calendar	10/11/2019

AGENDA
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
October 15, 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 September 17, 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. Commons Area Phase Three with Geraldine Drake
 - b. Annual Policy Review
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, November 19, 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, September 17, 2019

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

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

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

Guests: Alan Panter, Yeo & Yeo, Nicole Gillies, Youth Services Librarian and Staff Organization Committee Representative (SOC)

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

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

President's Verbal Report:

President Judy Lindstrom expressed how thrilled she is that over 300 people signed up for the library's summer reading program. The numbers of teen readers are dropping around the country, as observed in teacher Jeremy Adams' article "Why My High School Students No Longer Read." She read some lines from the article. However, in Bloomfield Township she is delighted that this is not the case. She is ever hopeful.

Director's Verbal Report:

Director Carol Mueller shared about project updates. Under "New Business" on the agenda, there is more about the Commons Area. The proposed furniture and floor plan were reviewed and it was agreed that this is a good use of the space. Things can always be changed or added, as needed. The Lobby floor work is progressing well, although there was much more grinding than anticipated to ensure the floor was level to set the tile. Because there is still a lot of dust, the Library Shop will not open this week as planned, but it is hoped to open next week. The roof work is progressing really well and they have moved on to stage two of the plan. The artwork over the Youth Services Desk has been investigated by many professionals due to concerns that it could become loose during the construction overhead. It looks sound and there are no signs of distress. As a precaution, however, the Youth Services desk will not be used during that phase of

construction and a temporary desk will be established. Virginia Smith's memorial garden will be installed this Thursday and Friday. There will be a special viewing of the garden on September 26 with Virginia's family and Jim Slezinski of Goldner Walsh. A patron recently came with her two daughters to the Library and reported that her eldest daughter plans her social events around the Friends Second Saturday sale. The girl is an avid reader and purchases books for herself as well as her friends. Last week the Library was featured in a news segment on WDIV channel 4 about 84-year-old Robert Prosser. Since the age of 79, Mr. Prosser has been meeting regularly at the Library with volunteer tutors from the Oakland Literacy Council. State Representative Mari Manoogian will hold a Town Hall at the Library on the topic of elder abuse. Attorney General Dana Nessel will also be here. This will take place on Monday, September 23 at 11:00.

REGULAR AGENDA:

Call to the Public:

Nicole Gillies, representing the SOC, had nothing to report.

UNFINISHED BUSINESS:

No unfinished business.

NEW BUSINESS:

11 a. Audit Presentation – Alan Panter, Yeo & Yeo

President Lindstrom thanked Carol Mueller, Finance Coordinator Sandi Bird, and Allen Panter for putting the audit presentation together. Director Mueller welcomed Allen Panter. Carol also thanked Sandi Bird for an excellent job of preparing records. She also thanked the Finance Committee, Joan Luksik and Sandy Edwards, for being the first to review it and for asking great questions.

Yeo & Yeo was the library's auditing firm for FY 2018/2019 with Alan Panter, CPA, as the Principal. He and his team provided on-site auditing fieldwork in May that went very smoothly. The Library again received a favorable report from Yeo & Yeo for FY 2018-2019.

On September 10, 2019, the Finance Committee Trustees Sandy Edwards and Joan Luksik met with Alan Panter to review the audit. Alan provided a very thorough review of the Library's audit and answered the Trustees' questions. The Finance Committee recommends that the Library Board accepts the audit report as presented.

Alan Panter, Principal from Yeo & Yeo, attended the Library Board meeting to provide a verbal overview of the audit and answered the trustee's questions.

The state of Michigan requires two reports to be completed each year regarding the Library's pension and Other Post-Employment Benefits (OPEB) obligations. These have been prepared by Finance Coordinator Sandi Bird and submitted to the state to verify the Library's compliance with PA 202. These two reports will be included with the audit process each year.

Upon discussion, a motion was made by Joan Luksik, seconded by Grant Gerhart **ACCEPT THE FISCAL YEAR 2018/2019 AUDIT REPORT AS PRESENTED AND PLACE ON FILE.**

A vote was taken for approval of the motion.

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

Nays: None

MOTION PASSED

11 b. Commons Area – Phase Three Proposal

Phases one and two of our Commons space planning have now been completed. During Phase one, Library Board and management reviewed ideas for a different use of the space occupied by the Library's Media collections, agreed that the Media collections could be moved into the Adult Services and Youth Services collection space and then worked to empty the Media area of all collections and shelving. Phase two, using the direction agreed upon in Phase one, involved an intensive communications plan to get community feedback on the proposed use of the new Commons space and their opinion on furniture for this new area. Director Mueller thanked Adult and Youth Services for all of their hard work in revising the collections. Many different pieces of furniture were loaned to the Library to test out which ones were most used and desired by our community. In addition, an evaluation of the Commons carpeting, lighting, noise, electrical and millwork needs was conducted. Much of what is already in place such as the ceiling, acoustics and lighting require little if any changes.

It is now time to order furniture and proceed with recommended improvements. A proposal from Geraldine Drake, the interior designer at AECOM Great Lakes, Inc., was shared for Phase three. This phase is a culmination of the first two phases and the next logical step to complete our new Commons area by the end of the year.

Upon discussion, a motion was made by Sandy Edwards, seconded by Eli Greenbaum **TO APPROVE THE AECOM GREAT LAKES, INC. PROPOSAL TO PROVIDE PROFESSIONAL SERVICES FOR PHASE 3 OF THE LIBRARY'S COMMONS AREA PROJECT.**

A vote was taken for approval of the motion.

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

Nays: None

MOTION PASSED

DISCUSSION OF ITEMS REMOVED FROM THE CONSENT AGENDA

No items removed

OTHER:

Sandy Edwards reported on the Wednesday, September 4 Friends meeting. Since the meeting, they reported that the September book sale again set a record \$4,194.50, highest of any September sale and the highest year to date Second Saturday sale. Five sales this year have yielded over \$4,000. The Friends had an informal volunteers meeting where 22 people showed up to share new ideas, which produced four pages of comments and suggestions. They will have another meeting for the same purpose on September 26 from 3-5 p.m. They created a new position "Storage Room Manager" which was filled by Lyn Wethy. She is also doing outreach to Brilliant Detroit and more than 3,000 books were donated. Eve Parson shared a marketing report with a business plan and a trifold bookmark. The annual meeting will be on May 6 and the keynote

speaker will be State Librarian Randy Riley on "2020 Michigan Notable Books." The next Friends Board meeting is on Wednesday, October 2. They will have a special meeting on October 1 to discuss reorganizing their book nook.

Judy Lindstrom shared some updates on the plan to Virginia Smith's garden. New plants will be introduced and she described the types of plants and their virtues in detail. It will be fragrant and attract pollinators. She expressed thanks to Virginia Smith's family for their contribution and to Jim Slezinski of Goldner Walsh for designing and collaborating on the garden. She also detailed the Berm gardens, which were funded by the Friends.

Judy reviewed the upcoming meetings.

The next regular monthly meeting of the Board of Trustees will be Tuesday, October 15 at 7 p.m.

At 7:52 p.m. President Lindstrom adjourned the meeting.

Submitted by:

A handwritten signature in cursive script that reads "Sandra Edwards". The signature is written in dark ink and is positioned above the printed name.

Sandra Edwards, Secretary

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

Larry Martin is a new vendor for a library program.

General Fund Advance

- Check #19994 payable to Bloomfield Township in the amount of \$6,626.03 was payment for the Library's water bill for 7/22 – 8/20/2019.
- Check #20003 payable to the Michigan Government Finance Association in the amount of \$120.00 was payment for an annual membership.

General Fund

- Check #20016 payable to the American Library Association in the amount of \$208.00 was payment for an annual membership.
- Check #20019 payable to Arbor Oakland Group in the amount of \$4,252.00 was payment for printing and mailing the Library's fall 2019 print newsletter.
- Check #20021 payable to Bloomfield Township in the amount of \$290,106.70 was payment for two payrolls including FICA, HRA contributions, pension, etc., as usual.
- Check #20022 payable to Bloomfield Township in the amount of \$36,907.08 was payment for semi-annual pension payment.
- Check #20025 payable to CEI Michigan L.L.C. in the amount of \$543,317.35 was payment for another 30% roof completion.
- Check #20042 payable to Michigan Library Association in the amount of \$1,295.00 was payment for staff leadership training.
- Check #20043 payable to Michigan Library Association in the amount of \$85.00 was payment for a professional membership.

- Check #20051 payable to Quinn Evans Architects in the amount of \$7,740.00 was payment for roof and lobby floor project oversight.
- Check #20061 payable to The Library Network in the amount of \$3,638.87 was payment for internet service.
- Check #20064 payable to Tutor.com in the amount of \$8,230.00 was payment for an annual subscription.
- Check #20067 payable to W.T. Cox Information Services in the amount of \$27,248.78 was payment for annual periodical subscriptions for 2020.

Gift Fund

- Check #5090 payable to Bloomfield Township Public Library in the amount of \$23.94 is reimbursement for library book club refreshments.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

CHECK REGISTERS

FOR THE MONTH OF SEPTEMBER 2019

Check #	Date	Payee	Cash Account	Amount
General Fund				
ADVANCE CHECKS:				
19989	9/10/19	CAR TRUCKING, INC.	106.01	199.50
19990	9/10/19	Brooke Hoskins	106.01	93.96
19991	9/10/19	Laura Kraly	106.01	53.87
19992	9/10/19	Martha McGee	106.01	14.41
19993	9/10/19	TERMINIX PROCESSING CTR.	106.01	406.00
19994	9/17/19	BLOOMFIELD TOWNSHIP	106.01	6,626.03
19995	9/17/19	XFINITY	106.01	158.09
19996	9/17/19	FLAGSTAR BANK	106.01	3,417.72
19997	9/17/19	MANHATTAN SHORT INC.	106.01	600.00
19998	9/17/19	SAGE SOFTWARE	106.01	2,221.00
19999	9/17/19	VERIZON WIRELESS	106.01	203.91
20000	9/23/19	Marianne Abdoo	106.01	92.80
20001	9/23/19	PETTY CASH - BTPL	106.01	134.30
20002	9/23/19	DTE ENERGY	106.01	22,429.69
20003	9/23/19	MICH. GOVERNMENT FINANCE OFFICERS ASSN.	106.01	120.00
20004	9/23/19	PRINCIPAL LIFE INS CO-SBD GRANDE ISLAND	106.01	698.66
20005	9/23/19	Marian Rafal	106.01	748.23
20006	9/23/19	VIGILANTE SECURITY	106.01	1,950.00
20007	10/1/19	Marianne Abdoo	106.01	70.33
20008	10/1/19	AMAZON.COM	106.01	2,638.84
20009	10/1/19	AT&T	106.01	262.57
20010	10/1/19	AT&T	106.01	796.68
20011	10/1/19	CONSUMERS ENERGY	106.01	3,849.39
20012	10/1/19	Jamie Jasper	106.01	44.52
20013	10/1/19	QUALITY CARE MOVING	106.01	355.00
20014	10/1/19	T MOBILE	106.01	29.40
20015	10/1/19	Karrie Yukon	106.01	107.89
Total				<u>48,322.79</u>
REGULAR CHECKS:				
20016	10/4/19	AMERICAN LIBRARY ASSOCIATION	106.01	208.00
20017	10/4/19	AMERICAN PEST CONTROL	106.01	836.00
20018	10/4/19	APPLIED IMAGING	106.01	524.88
20019	10/4/19	ARBOR OAKLAND GROUP	106.01	4,252.00
20020	10/4/19	BAKER & TAYLOR, INC.	106.01	11,025.42
20021	10/4/19	BLOOMFIELD TOWNSHIP	106.01	290,106.70
20022	10/4/19	BLOOMFIELD TOWNSHIP	106.01	36,907.08
20023	10/4/19	BUTZEL LONG	106.01	331.90
20024	10/4/19	CDW GOVERNMENT, INC.	106.01	426.55
20025	10/4/19	CEI MICHIGAN LLC	106.01	543,317.35
20026	10/4/19	CENGAGE LEARNING/GALE	106.01	1,516.41
20027	10/4/19	CENTRAL BUSINESS SYSTEMS, INC.	106.01	121.60
20028	10/4/19	CRAWFORD DOOR SALES	106.01	328.00
20029	10/4/19	DEMCO, INC.	106.01	241.07
20030	10/4/19	DU ALL CLEANING, INC	106.01	15,277.32
20031	10/4/19	EBSCO INFORMATION SERVICES	106.01	4,639.00
20032	10/4/19	GAYLORD BROTHERS, INC.	106.01	244.02
20033	10/4/19	GREAT OAKS MAINTENANCE	106.01	3,125.71
20034	10/4/19	HEALEY FIRE PROTECTION, INC	106.01	1,210.00
20035	10/4/19	INGRAM LIBRARY SERVICES	106.01	502.32
20036	10/4/19	KNOWBUDDY RESOURCES	106.01	408.63
20037	10/4/19	LJ ROLLS REFRIGERATION CO., INC	106.01	2,884.11
20038	10/4/19	LAFORCE	106.01	910.00
20039	10/4/19	LARRY MARTIN	106.01	300.00
20040	10/4/19	MICROMARKETING LLC	106.01	1,601.56
20041	10/4/19	MIDWEST TAPE	106.01	22,399.48
20042	10/4/19	MICHIGAN LIBRARY ASSOCIATION	106.01	1,295.00
20043	10/4/19	MICHIGAN LIBRARY ASSOCIATION	106.01	85.00
20044	10/4/19	MORNINGSTAR, INC.	106.01	219.00
20045	10/4/19	NATIONAL SIGN COMPANY	106.01	1,251.50
20046	10/4/19	SCOTT NELSON, RPT	106.01	130.00

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

Check #	Date	Payee	Cash Account	Amount
20047	10/4/19	NICHOLS/NETWORK SERVICES CO	106.01	687.36
20048	10/4/19	OCLC, INC.	106.01	2,765.55
20049	10/4/19	OVERDRIVE	106.01	9,660.33
20050	10/4/19	POSEIDON LAWN SPRINKLERS	106.01	121.75
20051	10/4/19	QUINN EVANS ARCHITECTS	106.01	7,740.00
20052	10/4/19	RECORDED BOOKS, LLC	106.01	41.60
20053	10/4/19	THE ROWMAN & LITTLEFIELD PUBLISHING GRP	106.01	14.59
20054	10/4/19	SALEM PRESS, INC.	106.01	1,269.00
20055	10/4/19	SECANT	106.01	1,940.00
20056	10/4/19	SERVICE HEATING & PLUMBING	106.01	1,268.00
20057	10/4/19	SHOWCASES	106.01	567.83
20058	10/4/19	STUMPS PROM & PARTY CATALOG	106.01	279.60
20059	10/4/19	SUMMIT ELECTRIC, INC.	106.01	613.15
20060	10/4/19	THE BOOK FARM, INC.	106.01	2,004.63
20061	10/4/19	THE LIBRARY NETWORK	106.01	3,638.87
20062	10/4/19	THE LIBRARY STORE, INC.	106.01	168.24
20063	10/4/19	TOWN SQUARE PUBLICATIONS, LLC	106.01	425.00
20064	10/4/19	TUTOR.COM	106.01	8,230.00
20065	10/4/19	UNIQUE MANAGEMENT SERVICES, INC.	106.01	250.60
20066	10/4/19	WESCO DISTRIBUTION	106.01	3,316.03
20067	10/4/19	WT COX INFORMATION SERVICES	106.01	27,248.78
Total				<u><u>1,018,876.52</u></u>
Gift Fund				
ADVANCE CHECKS:				
5087	9/17/19	FLAGSTAR BANK	102.03	618.69
5088	10/1/19	AMAZON.COM	102.03	<u>88.61</u>
Total				<u><u>707.30</u></u>
REGULAR CHECKS:				
5089	10/4/19	BAKER & TAYLOR	102.03	153.23
5090	10/4/19	BLOOMFIELD TWP. PUBLIC LIBRARY	102.03	23.94
5091	10/4/19	DETROIT HISTORICAL SOCIETY	102.03	500.00
5092	10/4/19	GOLDNER WALSH NURSERY, INC.	102.03	<u>5,835.00</u>
Total				<u><u>6,512.17</u></u>

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

7b

PRESENTED: OCTOBER 15, 2019 FOR THE MONTH OF: SEPTEMBER, 2019

		2019-2020	2019-2020	REVENUE/EXPENSE	REVENUE/EXPENSE	% OF BUDGET	Six Months 50%
ACCOUNT NUMBER	ACCOUNT NAME	ADOPTED BUDGET AS OF MARCH 19, 2019	AMENDED BUDGET AS OF AUGUST 20, 2019				
				CURRENT MONTH	YTD	YTD	VARIANCE
<u>Revenues</u>							
410.01	Taxes	\$7,310,390	\$84,528	\$0	\$87,723	103.78%	\$3,195
420.01	Penal Fines	\$84,528	\$28,491	\$0	\$32,919	115.54%	\$4,428
422.01	State Aid	\$28,491	\$85,000	\$6,101	\$40,537	47.69%	(\$44,463)
430.01	Circulation Fines & Fees	\$85,000	\$857	\$10	(\$5)	-0.61%	(\$862)
	Charges for Services	\$14,738	\$88,881	\$23,464	\$152,833	171.95%	\$63,952
	Investment earnings	\$67,150	\$3,479	(\$9,166)	\$13,615	391.35%	\$10,136
	Miscellaneous	\$14,466	\$10,987	\$29	\$8,764	79.76%	(\$2,223)
Total Revenues		\$7,604,763	\$302,223	\$20,437	\$336,385	111.30%	\$34,162
<u>Expenditures</u>							
	Personnel	\$4,165,303	\$927,085	\$66,006	\$338,785	36.54%	(\$588,300)
	Library Services	\$870,134	\$602,019	\$62,999	\$265,828	44.16%	(\$336,191)
	Facilities & Equipment	\$994,137	\$994,528	\$85,233	\$429,348	43.17%	(\$565,180)
	Other Operating Expenditures	\$3,133,364	\$4,175,841	\$590,222	\$1,664,881	39.87%	(\$2,510,960)
Total Expenditures		\$9,162,938	\$6,699,473	\$804,460	\$2,698,843	40.28%	(\$4,000,630)
Fund Balance - Beginning		\$11,933,661	\$11,933,661		\$11,933,661		
Net revenue (expenditure)		(\$1,558,175)	(\$6,397,250)		(\$2,362,458)		
Fund Balance - Ending		\$10,375,486	\$5,536,411		\$9,571,203		

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	\$1,222,389
Unassigned Fund Balance (is the unplanned emergency amount)	\$100,000	\$100,000

Bloomfield Township Public Library
FY 2019-2020 Gift Fund Budget

PRESENTED: OCTOBER 15, 2019 FOR THE MONTH OF: SEPTEMBER, 2019

Six Months 50%

ACCOUNT NUMBER	ACCOUNT NAME	2019-2020 ADOPTED BUDGET AS OF MAR 19, 2019	2019-2020 AMENDED BUDGET AS OF OCT 15, 2019	REVENUE/ EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	VARIANCE
	<u>Revenues</u>						
	Gift Income	\$500	\$30,712	\$200	\$30,712	100.00%	\$0
454.03	Investment Earnings	\$200	\$200	\$14	\$84	41.92%	(\$116)
460.03	Miscellaneous Revenue	\$0	\$5	\$0	\$5	100.00%	\$0
	Total Revenues	\$700	\$30,916	\$214	\$30,800	99.62%	(\$116)
	<u>Expenditures</u>						
	Library Services	\$50,389	\$68,158	\$1,067	\$16,693	24.49%	(\$51,465)
	Facilities & Equipment	\$22,360	\$30,835	\$5,969	\$13,180	42.74%	(\$17,655)
	Other Operating Expenditures	\$89,446	\$93,418	\$184	\$5,091	5.45%	(\$88,326)
	Total Expenditures	\$162,195	\$192,411	\$7,219	\$34,965	18.17%	(\$157,447)
	Fund Balance - Beginning	\$161,695	\$161,695		\$178,428		
	Net revenue (expenditures)	(\$161,495)	(\$161,495)		(\$4,165)		
	Fund Balance - Ending	\$200	\$200		\$174,263		

Bloomfield Township Public Library
Asset Allocation Summary
September 2019

Fund	Type	Annual Yield	Date	Amount on Hand
General Fund				
	5th 3rd Checking (Ecommerce)	0.00%	9/30/2019	\$70,319.19
	Flagstar Public Funds Savings	1.40%	9/30/2019	\$228,203.83
	Flagstar Premier Public Entities Checking	0.63%	9/30/2019	\$13,795.12
	RBC Capital Cash/Money Market	1.13%	9/30/2019	\$14,039.58
	RBC Capital - Investments	2.92%	9/30/2019	\$8,623,084.08
Total General Fund				\$8,879,122.61
Please see General Fund budget for notes on how this amount is earmarked				
Gift Fund				
	Huntington Public Fund Business Interest Checking	0.15%	9/30/2019	\$107,008.90
	Huntington CD (Charnov gift) - matures 02/04/2020	2.20%	9/30/2019	\$50,000.00
	Fifth Third Bank Business Standard Checking	0.00%	9/30/2019	\$9,488.81
Total Gift Fund				\$166,497.71

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

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

Bloomfield Township Public Library
Investment Portfolio

Investment Vehicle	Portfolio %	Original Cost	9/30/2019 Market Value	Estimated Annual Inc	Current Yield
Money Market Funds	0.2%	\$14,040	\$14,040	\$159	1.13%
Vanguard Money Market Reserves Income	35.3%	\$3,049,114	\$3,049,114	\$62,507	2.05%
U.S. Treasury Note - 10/15/19	5.2%	\$446,063	\$449,811	\$10,890	2.42%
U.S. Treasury Note - 11/15/19	5.2%	\$445,748	\$449,420	\$11,015	2.45%
Eaton Vance Short Duration Government Income	15.6%	1,243,967	1,343,716	43,575	3.24%
Loomis Sayles Limited Term U.S. Gov't & Agency	11.2%	887,000	969,115	22,482	2.32%
BlackRock GNMA Portfolio	1.4%	83,514	119,675	4,276	3.57%
Victory INCORE Fund for Income	10.6%	821,134	911,674	52,020	5.71%
Virtus Asset SEIX U.S. Mortgage	1.4%	86,829	120,446	3,102	2.58%
VOYA GNMA Income	1.4%	89,871	121,592	3,372	2.77%
Eaton Vance Government Obligations	12.6%	1,016,743	1,088,524	38,440	3.53%
Total Portfolio	100.0%	\$8,184,022	\$8,637,124	\$251,838	2.92%

3rd Quarter Activity - June 30, 2019 - September 30, 2019

Cash Activity

Beginning Balance	\$18,016.07
Deposits & Sales Proceeds	\$1,881,000.00
Withdrawals	(\$1,750,000.00)
Interest & Dividends	\$71,465.28
Capital Gains	\$0.00
Investment Advisory Fees	(\$6,813.31)
Net funds to purchase securities	(\$199,628.46)
Ending Balance	\$14,039.58

Change in Security Value

Beginning value of securities	\$10,303,331.69
Securities purchased	\$199,628.46
Securities sold	(\$1,870,000.00)
Change in value of priced securities	(\$9,876.07)
Ending Value of priced securities	\$8,623,084.08

Estimated Accrued Interest

\$3,753.07

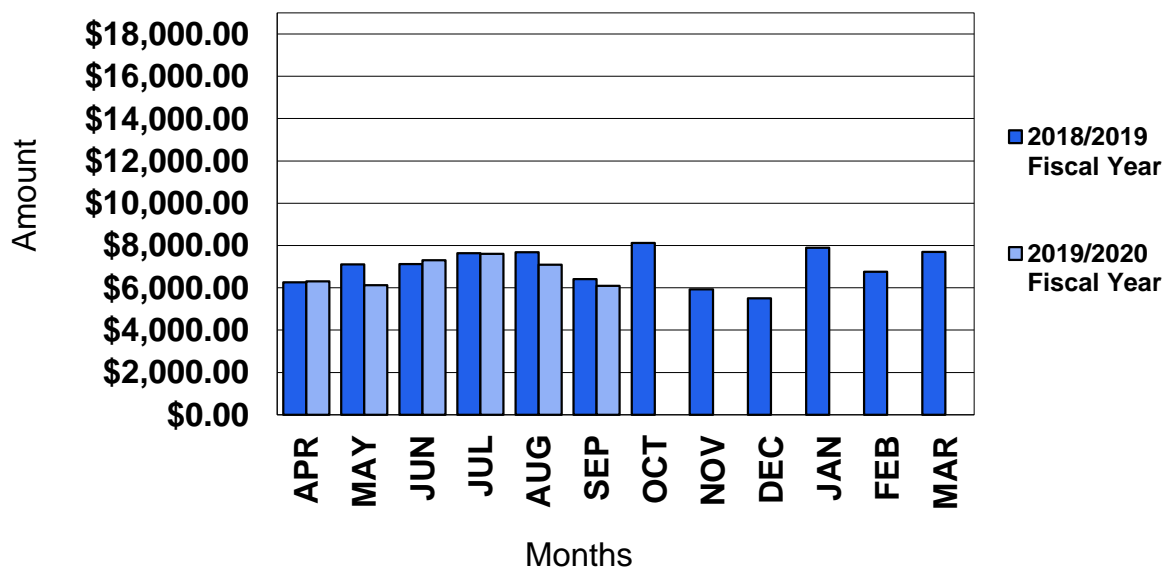
Total account value as of September 30, 2019

\$8,640,876.73

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	\$7,094.04	(\$585.71)
SEP	\$6,412.82	\$6,100.50	(\$312.32)
OCT	\$8,128.01		(\$8,128.01)
NOV	\$5,927.20		(\$5,927.20)
DEC	\$5,503.01		(\$5,503.01)
JAN	\$7,894.37		(\$7,894.37)
FEB	\$6,757.39		(\$6,757.39)
MAR	\$7,705.05		(\$7,705.05)
			YTD Difference
TOTAL	\$84,126.90	\$40,537.28	(\$43,589.62)

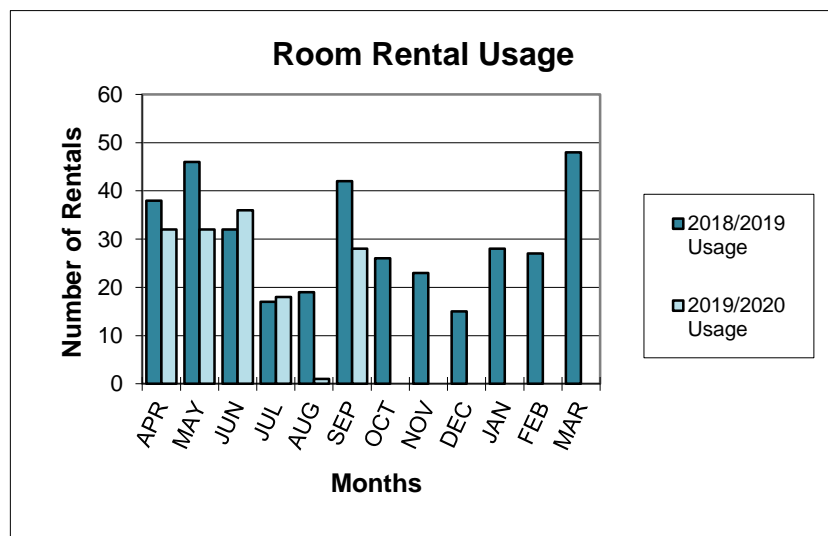
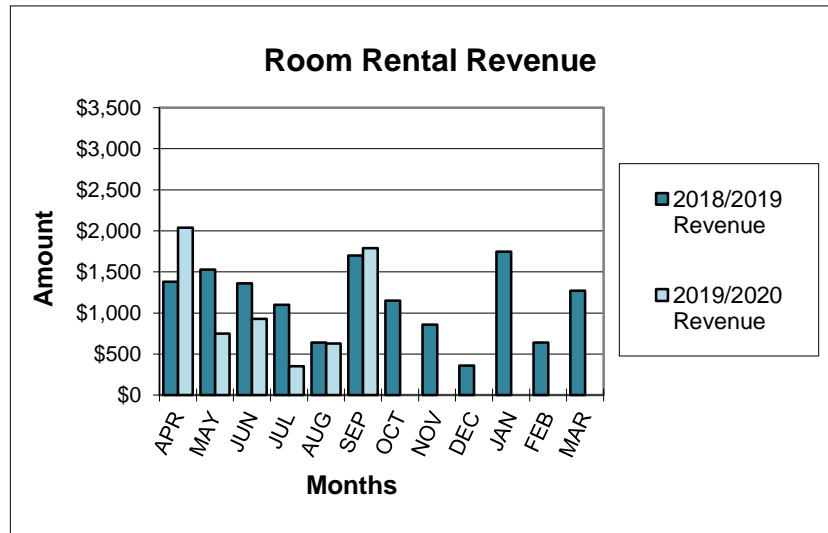
Fines and Fees Two-Year Comparison



ROOM RENTAL - TWO-YEAR COMPARISON

7b

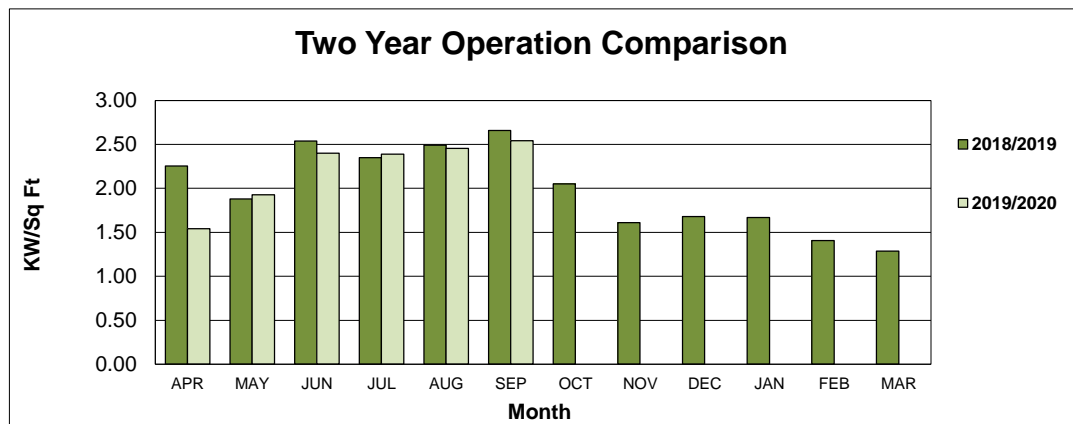
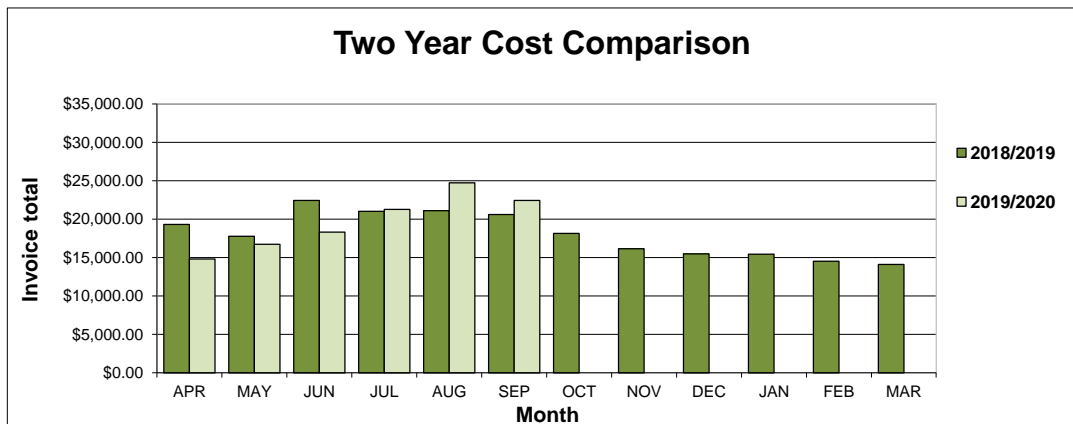
<u>Month</u>	2018/2019 <u>Revenue</u>	2019/2020 <u>Revenue</u>	<u>Difference</u>	2018/2019 <u>Usage</u>	2019/2020 <u>Usage</u>	<u>Month</u>
APR	\$1,380.00	\$2,040.00	\$660.00	38	32	APR
MAY	\$1,530.00	\$750.00	(\$780.00)	46	32	MAY
JUN	\$1,360.00	\$930.00	(\$430.00)	32	36	JUN
JUL	\$1,100.00	\$350.00	(\$750.00)	17	18	JUL
AUG	\$640.00	\$630.00	(\$10.00)	19	1	AUG
SEP	\$1,700.00	\$1,790.00	\$90.00	42	28	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	\$6,490.00	(\$7,246.00)	361	147	



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	\$24,712.62	\$3,605.91	247,870	\$0.10	333.16	2.45	\$33.22	\$0.24
SEP	\$20,598.04	\$22,429.69	\$1,831.65	256,760	\$0.09	356.61	2.54	\$31.15	\$0.22
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	\$118,217.92	(\$97,832.95)						



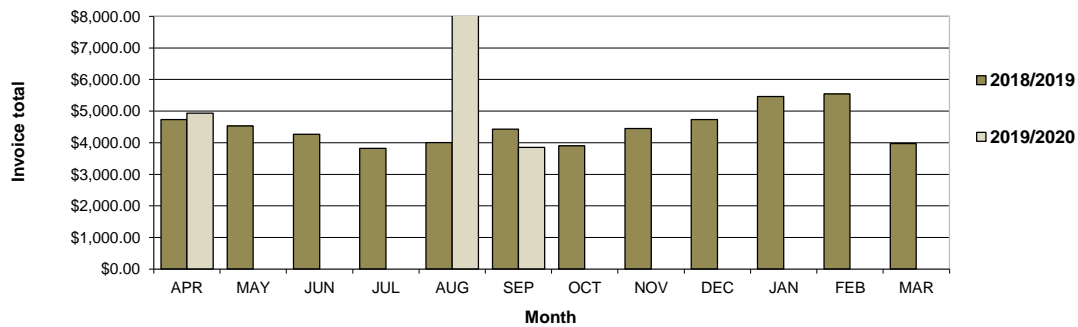
Bloomfield Township Public Library Natural Gas Analysis

Building Area = 101,023

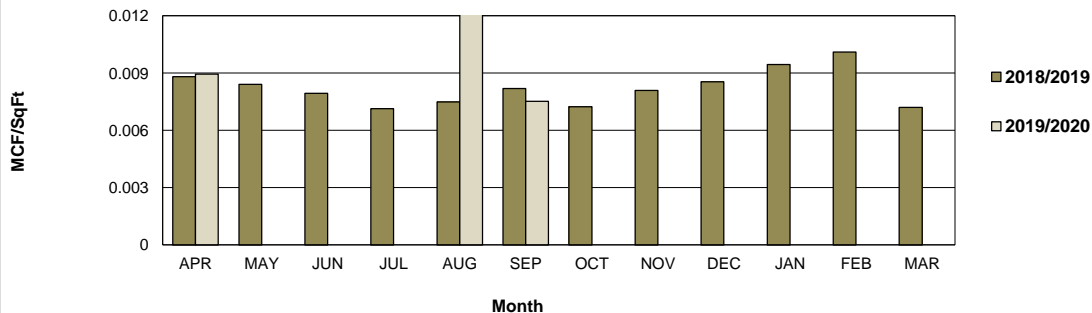
1 Cu. Ft. = 1000 BTU

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)		#DIV/0!	744	0.00	0.000	0.00	0.000
JUN	\$4,270.19	\$0.00	(\$4,270.19)		#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	\$15,725.12	\$11,722.45	3102.8	\$5.07	744	4.17	0.031	21.14	0.153
SEP	\$4,426.73	\$3,849.39	(\$577.34)	759.2	\$5.07	720	1.05	0.008	5.35	0.038
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	\$24,508.68	(\$29,341.34)							

Two Year Cost Comparison

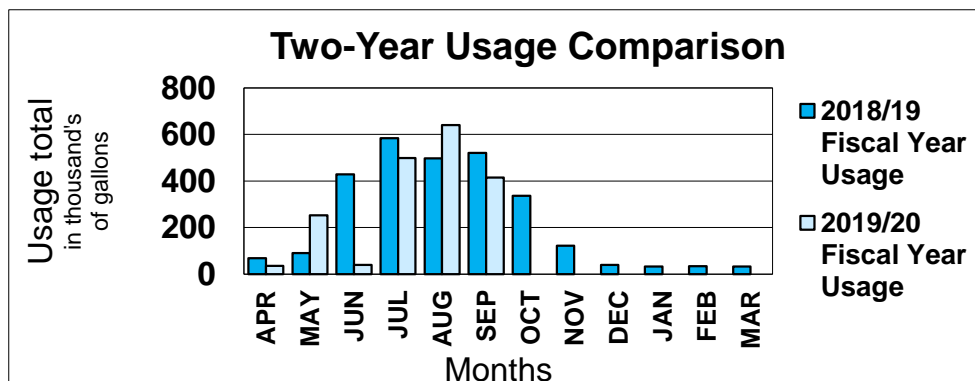
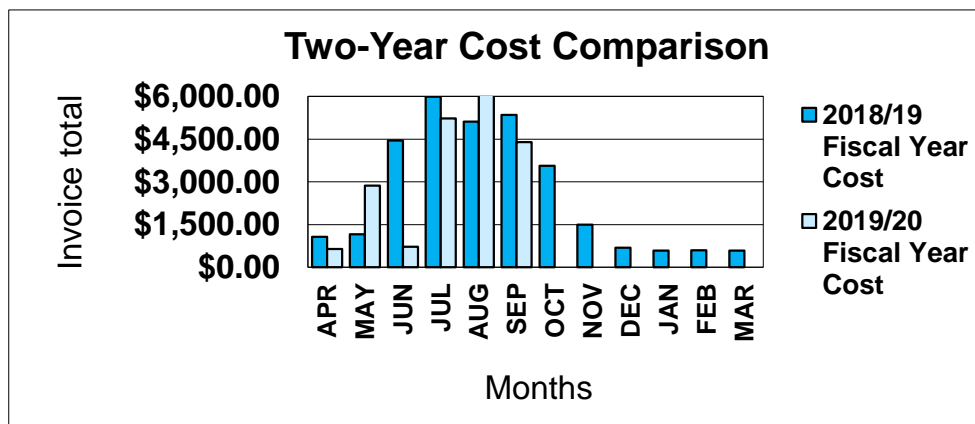


Two Year Operation Comparison



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	\$6,626.03	\$1,515.31	497	640	143
SEP	\$5,347.24	\$4,395.20	(\$952.04)	521	415	(106)
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>\$20,473.09</u>	<u>(\$10,163.31)</u>	<u>2,788</u>	<u>1,882</u>	<u>(906)</u>



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

Our 11th season of the Chamber music concerts, provided by the talented students from the University of Michigan School of Music, Theatre and Dance, begins on Friday, November 15 at 7:00pm. Concerts continue on Fridays at 7:00pm on January 24, February 24, March 27 and April 24. There is an additional concert on Tuesday, January 7 at 7:00pm with Professor Harding and two of his colleagues performing also. Many thanks to our Friends of the Library for sponsoring this popular and well attended musical series and our partners at the University of Michigan.

At their October meeting, the Friends of the Library approved ALL of the items on the Library's current Wish List. Their very generous gift totaled over \$15,000 that provides funding for programs, a three year movie license, wonderful additions to our collections and more! Thank you Friends!

The *Eagle* published an article recently (September 18, 2019) titled, "Drivers Stuck in Traffic Have Options Beyond Radio". Our very own Brooke Hoskins, Assistant Department Head of Adult Services is featured in this article. Brooke shares information about the Library's audiobook collection available at Bloomfield Township Public Library and how these can be helpful and interesting during drive time. Well done, Brooke!

Respectfully Submitted,

Carol Mueller
Director

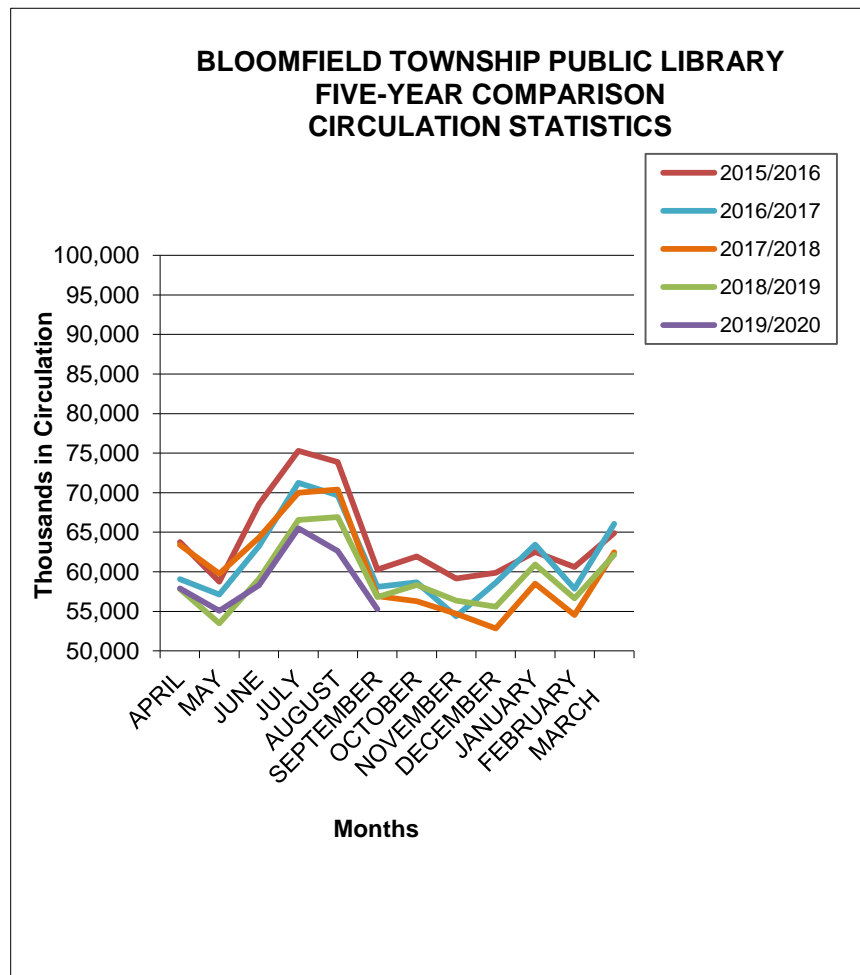
	2018		2019	
COLLECTION				
Book Collection:	252,481		240,037	
Media Collection:	60,046		56,493	
Total e-books:	15,409		16,388	
Overdrive	10,755		11,801	
Total downloadable audiobooks:	5,787		6,422	
Materials Total:	333,723		319,340	
CIRCULATION				
Circulation Total:	56,817		55,270	
Bloomfield Township Circulation:	52,902		52,043	
Virtual Circulation Total	11,358		12,274	
Circulation of Youth materials:	19,628		15,061	
Circulation of Media:	14,120		11,842	
Circulation of Cranbrook passes:	193		146	
Self-checkout machine use:	20,919	36.8%	18,484	33.4%
Library by Mail:	44	26 patrons	29	25 patrons
BUILDING & EQUIPMENT USAGE				
Door Count:	16,510	*^	n/a	**^
Gate Count:	22,063		n/a	^^
Meeting rooms by public:	42		28	
Meeting rooms by staff:	81		71	
VIRTUAL USE				
Home page hits:	28,336		27,501	
e-book access:	2,769		3,223	
Overdrive	2,767		3,223	
EBSCOhost	2		0	
Audiobook access: (Overdrive)	1,419		1,908	
Freegal music download access:	1,493		821	
Freegal music streaming:	3,040		2,483	
Magazine download access:	610		1,596	
Hoopla access:	2,027		2,243	
Tutor.com sessions:	127		36	
Library Computer Use				
Resident Use	1,208		1,077	
Guest Use	498		517	
*Library closed September 3 & 4 for Labor Day holiday				
**Library closed September 1 & 2 for Labor Day holiday				
^Door counter not working				
^^Inaccurate count due to lobby floor renovation				

	2018		2019	
OUTREACH & PROGRAMS				
<i>New Patrons and Accounts</i>				
Township:	211		167	
Cranbrook:	6		6	
Total new patrons:	256		241	
<i>Adult Program Attendance</i>				
Staff-led:	10 events	179 attended	6 events	133 attended
Speaker-led:	2 events	32 attended	4 events	162 attended
Book clubs:	9 events	85 attended	6 events	75 attended
Tours/visits on-site:	1 event	3 attended	1 event	1 attended
Tours/visits off-site:	3 events	11 attended	3 events	26 attended
<i>Systems Program Attendance</i>				
Staff-led:	11 events	91 attended	10 events	49 attended
<i>Teen Program Attendance</i>				
Staff-led:	0	0	1 event	4 attended
<i>Youth Program Attendance</i>				
Staff-led:	23 events	462 attended	23 events	480 attended
Speaker-led:	0	0	0	0
Tours/visits on-site:	0	0	0	0
Tours/visits off-site:	0	0	1 event	3 attended
TOTAL:	59 events	863 attended	55 events	933 attended
<i>Volunteers:</i>				
	28 people	204.75 hours	15 people	100.25
	Shop: 11	92.5	Shop: 6	23.5
	Court: 2	36.5	Court: 1	4
	Students: 6	12.5	Students: 1	4
	Dept. Vol: 9	63.25	Dept. Vol: 7	68.75
<i>Patron Remarks</i>				
Patron Comments:	14		13	
Ask BTPL:	5		3	
Ask Us:	53		26	
DISPLAYS				
Lobby	Quill Basket & Native American Artifacts from the Detroit Historical Society			
Local History	Resume Writing Month			

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
FIVE YEAR CIRCULATION**

10/8/2019

	<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	62,633
SEPTEMBER	60,292	58,100	56,939	56,817	55,270
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	354,659



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

Bloomfield Township Public Library
Oakland County, Michigan

Thursday, September 26, 10 a.m.

Present: Trustees: Tom Deska, Sandy Edwards, Judy Lindstrom, and Joan Luksik; Volunteer Nancy Kulish

Administration: Library Director Carol Mueller; Assistant Director Tera Moon; Administrative Assistant Linden Godlove; Adult Services Librarian Shayna Houghton;

Old Business:

Assistant Director Tera Moon gave the committee an update on the construction projects.

New Business:

2020 – Photo Contest – the theme is “In Motion.”

The same format, age groups, and award categories will be kept for the 2020 contest. Submissions will be accepted in 2020 from January through March. Concerns were expressed about the People’s Choice and the restrictions preventing over-voting were reviewed. To promote the contest in December, the Lobby display case will feature vintage and antique cameras and photographs from the Detroit Historical Society. There were inquiries about using the display case earlier in the year to spur more interest; however it is scheduled for January through March. Photographer and contest judge Laurie Tennent has been booked by Adult Services for a talk and book signing in February. In April, the display case will feature the previous Best in Show photographs and will feature the 2020 contest winners after they are announced in the reception. Sandy Edwards will provide the thank you gifts for the judges. Shayna Houghton will request gift certificates from Toyology for the Youth and Young Adult prizes. Judy Lindstrom will request gift certificates from Roberts Restaurants. There were inquiries about having the staff photo contest again. Linden Godlove will discuss this with the SOC.

The Read-a-thon – Saturday, June 20, 2020, 1 – 5 p.m.

The Commons was agreed to be an excellent location for the Read-a-thon with spots suitable for passive activities, like crafts. Tom Deska agreed to be the emcee again. The book on audio is 2 hours and 45 minutes long, so the timeframe allotted should be sufficient. More roles for the read-a-thon will be determined at the next meeting. Costumes for attendees of the Read-a-thon are encouraged.

A Magical Night at the Library-Saturday November 7, 2020

- Review estimated budget
There is \$8,000 in seed money from the Friends. The children’s tickets would be for ages 12 and under. The trustees wanted to know if a profit was made at “Fall for Dahl,” which was a fundraiser for a puppet theater in Youth Services. The money raised from the 50th Anniversary Gala funded the alcoves in Youth Services. “International Night at the Library” raised funds for the World Language Collection. The Trustees determined any profits raised from “Magical Night at the Library” would benefit the STEM kit collection.

The Sponsorship goal of \$2,000 was felt to be modest. Other budget items were discussed. For entertainment, suggestions were made for a photo booth with take- home photos, a magician like

“Baffling Bill,” karaoke, and family friendly bands. The actor who played Willy Wonka at “Fall for Dahl” might be approached to play the Mad Hatter at “Magical Night.” Favors were discussed, with previous favors being cookies for the 50th Anniversary Gala, commemorative bookmarks for “Fall for Dahl,” and suitcases with chocolates for “International Night.”

- Review sub-committees
 - Main Event Sub-committee – This subcommittee would serve as a sounding board, providing feedback. (Read-a-thon and Night at the Library) Development Committee, plus others.
 - Marketing Public Relations Sub-Committee – Tera Moon, Eli Greenbaum, Tom Deska, plus others
 - Outreach Sub-Committee - Trustees and the community. There will be a host committee whose names will be included as supporters. Ten people should be on this sub-committee.
 - Ongoing Library Programs Sub-Committee - Shayna Houghton and Marian Rafal have approached library patrons to be “Community Ambassadors.” They will send them an insider scoop newsletter with highlights and talking points on library programs leading up to the “Magical Night at the Library.”

The Sub Committees for Development Committee members was discussed and members volunteered or were elected.

- Review draft photo release

Carol showed a poster with a sample photo/video notice, as well as a program that included the notice. The attorney did not feel a blanket release like these was sufficient. The committee considered the release being put in every invitation, in the newsletters, and other methods of raising awareness that photographs would be taken by the Library and used for promotional purposes. Having an annual written release would make for complicated record keeping. Positioning the release to be a positive was discussed. Director Mueller will present these proposed photo release notices to the attorney.

2020 “In Motion” events

The scheduled events for “In Motion” were further reviewed, many of which had been discussed elsewhere during the meeting.

Other:

Involving Community Members-Fundraising

The suggested list was reviewed. It was agreed to approach community members personally first, followed by a formal invitation letter. Committee members determined who would approach which township residents.

Community Member Invitation Letter Draft

This was reviewed and discussed.

Photographic Stories Proposal Discussion

“Your Story Speaks Volumes” is a proposal by Steve Schneider, who wishes to document library stories of how the Library has impacted people’s lives accompanied by portraits of patrons and staff. He has the vision of an eventual book, somewhat like *Humans of New York*. There are many possibilities for this project and its uses to promote the Library, including a display in the lobby case. The Board was enthusiastic about the concept. More fine-tuning of details and protocols will need to be made to preserve the privacy of patrons and not disrupt library services. It was wondered if grant funding could be obtained.

There was a discussion of having a program or programming with classic cars.

Carol shared a letter from Steven Siman, a supportive patron.

Next meeting: Thursday, November 7 at 10:30 a.m.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees

FROM: Carol Mueller

DATE: October 11, 2019

SUBJECT: Commons Area Phase Three

Geraldine Drake, the Library's Interior Designer from AECOM, will attend the October 15, 2019 Library Board meeting to review the final design and finishes for our new Commons area. We're excited to complete improvements to this area for our community's use and enjoyment. Geraldine will present a brief recap of decisions made for this area and answer any questions you may have.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Library Board of Trustees

FROM: Carol Mueller, Library Director

DATE: October 11, 2019

SUBJECT: Policy Review 2019

The Policy Committee, Sandy Edwards and Eli Greenbaum, and Library Board President Judy Lindstrom met in September for the annual review of all approved library policies. The purpose of this review is to ensure that these are up to date and continue to meet library needs. This year there is one policy that needs to be updated: the Financial Management Policy. In addition, three new documents are recommended by our auditor, Alan Panter, and supported by the Policy Committee to include in library procedures: Fund Balance Reporting Policy, Conflict of Interest Policy and Credit Card Acceptance Guidelines.

Financial Management Policy and Fund Balance Reporting Policy

Upon the recommendation of our auditor, Alan Panter from Yeo & Yeo, the Financial Management Policy has been updated to include a reference to a new Fund Balance Reporting Policy that is recommended in the Library's FY 2018/2019 audited financial statements. Both the updated Financial Management Policy and the Fund Balance Reporting Policy are included for your review and consideration. The new additions to the Financial Management Policy are highlighted for your quick reference. The Fund Balance Reporting Document is entirely new.

The reason for the change to our policy and addition of a Fund Balance Reporting Policy is to address Government Accounting Standards Board (GASB) #54, *Fund Balance Reporting and Governmental Fund Definitions*. The need for a fund balance policy was first discussed by the Policy Committee in 2011 when GASB #54 was new and fund balance definitions were first implemented. At that time, the need for a fund balance reporting document was not required so it was not adopted by the Library Board then. While it is still not a required document, it is a document that is referred to by library auditors and ensures that Bloomfield Township Public Library maintains adequate fund balances for daily financial needs and offsets revenue shortfalls and unforeseen emergency expenditures.

If you approve, the updated Financial Management Policy will be replaced in the Library's Policy Manual with this new revision. The Fund Balance Reporting Policy will be placed in the Appendices section of the Library's Policy Manual.

Conflict of Interest Policy

A Conflict of Interest Policy is recommended by the Library's auditor, Alan Panter of Yeo & Yeo, as written procedures and guidelines to provide assurance to our community that conflicts of interest of Library officials, staff and volunteers are eliminated to the fullest extent possible and that violations of rules and conduct are investigated and handled appropriately. Attached is a proposed policy written collaboratively between Policy Committee Trustees Sandy Edwards and Eli Greenbaum for your review.

If you approve, the Conflict of Interest Policy will be included in the Library's Policy Manual Appendices and in the Employee Handbook.

Credit Card Acceptance Guidelines

The attached Credit Card Acceptance Guidelines are recommended to provide a written procedure to ensure the Library complies with all applicable laws, including Michigan Public Act 280 of 1995 (Financial Transaction Device Payments). Our Library auditor, Alan Panter of Yeo & Yeo, recommends that the Library include these guidelines in our operation and add to our Administration procedure manual. These are attached for your review and consideration.

If you approve, the Credit Card Acceptance Guidelines will be added to Library Administration's procedure manual.

ACTION: I move to approve the revision to the Library's Financial Management Policy and accept the Fund Balance Reporting Policy, Conflict of Interest Policy and Credit Card Acceptance Guidelines as presented.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
POLICY MANUAL
SECTION III – FINANCE, FUND-RAISING, AND GIFTS**

FINANCIAL MANAGEMENT POLICY

It is the policy of the Bloomfield Township Public Library Board of Trustees, as elected stewards of this community's funds, that the library shall exercise prudent financial management. The library's investment, banking, and accounting procedures shall be governed by such resolutions as meet or exceed accounting standards and accepted audit recommendations.

In order to address Government Accounting Standards Board (GASB) Statement 54, a Fund Balance Reporting Policy have been adopted. This policy can be found in the Library's Policy Manual Appendices.

Any changes to such resolutions shall be recommended by the Finance Committee in consultation with the Library Director and brought to the Board of Trustees for approval.

Approved: July 17, 2007
Proposed: October 15, 2019

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY POLICY MANUAL APPENDICES

Fund Balance Reporting Policy

Purpose:

The following fund balance reporting policy has been adopted by the Bloomfield Township Public Library Board of Trustees in order to address the implications of Governmental Accounting Standards Board ("GASB") Statement No. 54, *Fund Balance Reporting and Governmental Fund Definitions*. The fund balance reporting policy is created in consideration of unanticipated events that could adversely affect the financial condition of the Bloomfield Township Public Library and jeopardize the continuation of necessary public services. This fund balance reporting policy will ensure that Bloomfield Township Public Library maintains adequate fund balances and reserves in order to:

- a. Provide sufficient cash flow for daily financial needs,
- b. Offset significant economic downturns or revenue shortfalls, and
- c. Provide funds for unforeseen expenditures related to emergencies.

This fund balance reporting policy and the procedures promulgated under it supersede all previous regulations regarding Bloomfield Township Public Library's fund balance and reserve reporting.

Fund balance reporting in governmental funds:

Fund balance will be reported in governmental funds under the following categories using the definitions provided by GASB Statement No. 54:

Nonspendable fund balance

Definition – includes amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact.

Classification – Nonspendable amounts will be determined before all other classifications and consist of the following items (as applicable in any given fiscal year):

- Bloomfield Township Public Library will maintain a fund balance equal to the balance of any long-term outstanding balances due from others (including other funds of the government)
- Bloomfield Township Public Library will maintain a fund balance equal to the value of inventory balances and prepaid items
- Bloomfield Township Public Library will maintain a fund balance equal to the corpus (principal) of any permanent funds that are legally or contractually required to be maintained intact

- Bloomfield Township Public Library will maintain a fund balance equal to the balance of any land or other nonfinancial assets held for sale

Restricted fund balance

Definition – includes amounts that can be spent only for the specific purposes stipulated by the constitution, external resource providers, or through enabling legislation.

Committed fund balance

Definition – includes amounts that can be used only for the specific purposes determined by a formal action of the Library's highest level of decision-making authority.

Authority to Commit – Commitments will only be used for specific purposes pursuant to a formal action of the Bloomfield Township Public Library Board of Trustees. A majority vote is required to approve, or remove, a commitment.

Assigned fund balance

Definition – includes amounts intended to be used by the Library for specific purposes but do not meet the criteria to be classified as restricted or committed. In governmental funds other than the general fund, assigned fund balance represents the remaining amount that is not restricted or committed.

Authority to Assign – The Bloomfield Township Public Library Board of Trustees delegates to the Finance Committee or the Library Director or his/her/their designee the authority to assign amounts to be used for specific purposes. Such assignments cannot exceed the available (spendable, unrestricted, uncommitted) fund balance in any particular fund.

Unassigned fund balance

Definition – includes the residual classification for the Library's general fund and includes all spendable amounts not contained in the other classifications. In other funds, the unassigned classification should be used only to report a deficit balance from overspending for specific purposes for which amounts had been restricted, committed, or assigned.

Operational guidelines:

The following guidelines address the classification and use of fund balance in governmental funds:

Classifying fund balance amounts – Fund balance classifications depict the nature of the net resources that are reported in a governmental fund. An individual governmental fund may include nonspendable resources and amounts

that are restricted, committed, or assigned, or any combination of those classifications. The general fund may also include an unassigned amount.

Encumbrance reporting – Encumbering amounts for specific purposes for which resources have already been restricted, committed or assigned should not result in separate display of encumbered amounts. Encumbered amounts for specific purposes for which amounts have not been previously restricted, committed or assigned, will be classified as committed or assigned, as appropriate, based on the definitions and criteria set forth in GASB Statement No. 54.

Prioritization of fund balance use – When an expenditure is incurred for purposes for which both restricted and unrestricted (committed, assigned, or unassigned) amounts are available, Bloomfield Township Public Library shall consider restricted amounts to be reduced first. When an expenditure is incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used, Bloomfield Township Public Library shall reduce committed amounts first, followed by assigned amounts and then unassigned amounts.

Minimum committed fund balance – Bloomfield Township Public Library will maintain a committed fund balance in its General Fund that is equal to a maximum of eight months of total expenditures and a minimum of four months of total expenditures. This advised committed fund balance of eight months is to protect against cash flow shortfalls related to timing of projected tax revenue receipts and to maintain a budget stabilization commitment.

Replenishing deficiencies – when committed fund balance falls below the four month minimum, Bloomfield Township Public Library will replenish shortages/deficiencies using the budget strategies and timeframes described below.

The following budgetary strategies shall be utilized by Bloomfield Township Public Library to replenish funding deficiencies:

- Bloomfield Township Public Library will reduce recurring expenditures to eliminate any structural deficit or
- Bloomfield Township Public Library will increase fines/fees for services or pursue other funding sources, or
- Some combination of the two options above

Minimum committed fund balance deficiencies shall be replenished within the following time periods:

- Deficiency resulting in a minimum committed fund balance below four months shall be replenished immediately
- Deficiency resulting in a minimum committed fund balance between four and eight months shall be replenished over a period not to exceed one year

Implementation and review:

Upon adoption of this fund balance reporting policy the Bloomfield Township Public Library Board of Trustees authorizes the Library Director to establish any standards and procedures which may be necessary for its implementation. The Library Director shall review this fund balance reporting policy at least annually and make any recommendations for changes to the Bloomfield Township Public Library Board of Trustees.

Proposed: October 15, 2019

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

POLICY MANUAL

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Conflict of Interest Policy

All Board trustees, employees, and volunteers of the Bloomfield Township Public Library (BTPL) are held to the highest standards of ethical conduct. Elected and appointed public office and public employment is a public trust. The intention of a Conflict of Interest Policy is to protect the transparency of the decision-making process of the Library and to enable the constituencies of the BTPL, as a public entity, to have confidence and trust in the Library.

The purpose of the Conflict of Interest Policy set forth below is to help inform trustees, employees, and volunteers about what constitutes a conflict of interest, assist them in identifying and disclosing actual and potential conflicts, and help ensure the avoidance of conflicts of interest where necessary.

Definitions:

A conflict of interest may arise when the personal, professional, and business interests of a trustee, employee, or volunteer – or their immediate family - potentially or actually compete with the interests of the Bloomfield Township Public Library.

Conflict of Interest means a conflict, or the appearance of a conflict, between the private interests and official responsibilities of a person in a position of trust.

Interest means a direct or indirect pecuniary or material benefit accruing to a library trustee, employee, or volunteer as a result of a contract with the Library which such officer or employee or volunteer serves.

Persons in a position of trust include trustees, employees, and volunteers of the Bloomfield Township Public Library. Trustee means member of the Library Board. Employee means any person who receives all or part of his/her income from the payroll of the Bloomfield Township Public Library. Volunteer means a person – other than a board member – who works with the BTPL and does not receive compensation for services and expertise provided to the Bloomfield Township Public Library.

Immediate family means spouse, child, stepchild, parent, stepparent, parents-in-law, siblings and siblings-in-law, stepbrother, stepsister, or legal guardian.

All conflicts of interest are not necessarily prohibited or harmful to the Bloomfield Township Public Library. However, full disclosure of all actual and potential conflicts and a determination by the Library Board is required. Trustee conflicts proceed with the interested Trustee recused from participating in debates and voting on the matter.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

POLICY MANUAL

APPENDICES

Financial Interests:

To assist in understanding and to be in full compliance with the Conflict of Interest policy, the following is a list of potential areas where issues of ethical conduct most often arise:

- Investing in suppliers
- Borrowing or lending to supplier companies
- Accepting employment with entities that have a business relationship with BTPL
- Accepting substantial gifts or entertainment that might be intended to influence decisions and/or cause an appearance of impropriety
- Misusing privileged information
- Providing information to an outside party or business that gives that entity a competitive advantage
- Using position for personal gain
- Associating BTPL with outside business or political activity

This list is not all-inclusive. Other conflict situations may arise and will be treated on a case-by-case basis. If there are any doubts about whether an interest is covered by this policy, full disclosure should be made to the Library Director or the Library Board.

Procedures:

All actual and potential conflicts of interests shall be disclosed by Trustees, employees, or volunteers to the Board through the annual disclosure form and/or to the Board whenever a conflict arises.

On an annual basis, all Trustees, employees, and volunteers shall be provided with a copy of this policy and required to complete and sign the acknowledgment and disclosure form below. All completed forms shall be provided to and reviewed by the Library Director, as well as all other conflict information, and provided to the Library Board where necessary. If the Library Director is a party to the Conflict of Interest issue, the matter will be reviewed by the Assistant Library Director and the Library Board.

It is required that the existence and resolution of the conflict be documented in the Bloomfield Township Public Library records, including in the minutes of any meeting at which the conflict was discussed or voted upon.

Violation of policy:

If the Library Board has reasonable cause to believe a Library Trustee, employee, or volunteer has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and, at a formal hearing, afford the member an opportunity to explain the alleged failure to disclose. Additionally, any person may file a

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
POLICY MANUAL
APPENDICES**

signed written complaint to the Library Director or Assistant Library Director (see exception above) alleging a violation of policy.

After hearing a response, a proper investigation will be undertaken as warranted and, after consultation with the Library Attorney, a determination will be made if a violation has occurred. If the Library Board determines that a person has failed to disclose an actual or possible conflict of interest, appropriate disciplinary and corrective action will follow. The appropriate corrective action will be determined on a case-by-case basis and may include dismissal or a request for resignation from the Library Board or staff.

Distribution:

The Library Director shall include a copy of the Policy on Conflict of Interest in the Board of Trustees Operating Procedures Manual and in the Employee Handbook.

Proposed: October 15, 2019



CONFLICT OF INTEREST

Acknowledgement and disclosure form:

I have read the Conflict of Interest policy and agree to comply fully with its terms and conditions at all times during my service at the Bloomfield Township Public Library. If at any time following the submission of this form, I become aware of any actual or potential conflicts of interest, or if the information provided below becomes inaccurate or incomplete, I will promptly notify the Library Director or Library Board of Trustees in writing.

Disclosure of Actual or Potential Conflicts of Interest:

Signature: _____

Date _____

Proposed: October 15, 2019

Guidelines for Credit Card Acceptance

The following is a summary of the recommended procedures for the Library's credit card acceptance guidelines effective for the FY 2019/2020:

1) Purpose.

The purpose of the Credit Card Acceptance Guidelines of the Bloomfield Township Public Library is to facilitate the Library's acceptance of the payment of certain library fees by credit card (or other financial transaction device) to ensure that the Library complies with all applicable laws, including Michigan Public Act 280 of 1995 (Financial Transaction Device Payments).

2) Authority to Accept Payment by Financial Transaction Device.

- a. The Library authorizes the payment of the following fees by a financial transaction device such as a credit/debit card, ECheck & ACH (Bank Draft):
 - i. Fines/Fees Payments
 - ii. Donations
 - iii. Event Registrations
 - iv. Miscellaneous Receivables and Other Fees & Charges.
- b. As recommended by the Library Director and approved by the Board of Trustees, the Library accepts all major credit cards.
- c. The Library is subject to compliance with all laws, statutes, and reasonable terms and conditions associated with accepting these credit cards. The Library authorizes PayPal and Verifone to provide third party credit card verification and payment processing services for all accepted financial transactions, along with authorization to charge a fee in accordance with their convenience fee schedule. Payments are encrypted to protect patron financial information.
- d. Credit card payments will not be accepted by telephone, mail or e-mail.

3) Responsibility of Library Director.

- a. The Library Director shall be responsible for recommending the types of financial transaction devices that may be used. However, the Board of Trustees must approve all financial transaction devices that may be used.
- b. The determination of the financial transaction devices that may be accepted shall comply with any resolution for the deposit of public money under section 2 of the Depositories for Public Moneys Act, 1932 PA 40 (1st Ex. Sess.) applicable to the Library. Accordingly, the Library designates Fifth Third Bank and Chase Merchant Services as the depository institutions for the financial transaction devices.

Proposed: October 15, 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: October 8, 2019

SUBJECT: Strategic Plan Update

1. Marketing

This group continues to meet and discuss ideas and tactics for marketing the Library and its services. Recently the group picked themes to create mini-marketing campaigns for the fall and winter months.

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. This has been a great way to keep staff informed during the three building projects this fall.

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: October 8, 2019

SUBJECT: Space Needs & Wayfinding Assessment Update

Now that the lobby floor is finished and the Vending Café is back in business, the Commons has been less busy. This validates the plan to provide tables and chairs in a variety of configurations.

Geraldine Drake has been planning Phase 3 of the Commons. Phase 3 involves painting, new carpeting, addressing electricity, and lighting in the Commons space. This will require coordinating with Rewold & Sons for tradespeople to do this work. Geraldine will present more details to you at the regular monthly meeting.

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!

NOVEMBER 2019

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
				1 12PM English Language Conversation Hour	2 11AM Tooth Fairy Traditions	3
4 5PM Google CS First 7PM Larry Martin's World War II: In their Own Words—Pearl Harbor Remembrances	5 10AM Knit 'n Stitch Circle 10AM Tinker Tales 3:30PM Teen Book Club: <i>We Are All Made of Molecules</i>	6 10AM Wee ALL Play 12:15PM Friends Meeting 1PM Make It @ the Library: Paper Flowers 5PM Google CS 6PM Intro to Coding	7 10AM Mother Goose Club 10:30AM Development CMTE 1PM Library Tour 6PM Internet Security 6:30PM Bookworms	8 10AM Movers& Shakers 12PM English Language Conversation Hour	9 9:30 AM FOL Second Saturday Sale 11AM SENSEational Story Time	10
11 11AM Adult and Teen Sensory Storytime 6PM Computer Basics	12 10AM Tinker Tales 1PM Memoir Writers' 6:30PM Paperbacks and Snacks 7:30PM And the Great War Came: the Origins of World War I	13 Gale Courses Begin 10AM Wee ALL Play 1PM Digital Download Help 5PM Google CS 6:30PM Writers' Rendezvous 6:30PM My 1st Book Group	14 10AM Mother Goose Club 6:30PM Book Chat 7PM Open Lab	15 10AM Movers and Shakers 12PM English Language Conversation Hour 7PM Chamber Music Concert Series	16	17
18 10AM Family Story Time 1PM 30 Minute Lunchtime Book Club 6:30 PM My First Book Group	19 10AM Tuesday Book Club 10 AM Tinker Tales 7PM Revival, Reform, and the Migration to Michigan, 1820-1850 7:30 Library Board	20 10AM Wee ALL Play 1PM Mystery Book Club 5PM Google CS	21 10AM Eleanor's Thursday Book Club 10AM Mother Goose Club 6PM Intron to Google Apps 6:30PM Art Lab 6:30PM 'In Vino Veritas' Nonfiction Book Club	22 10AM Movers and Shakers 11AM Sensory-Friendly Movies for Adults and Teens 12PM English Language Conversation Hour	23	24
25 5PM Google CS 6PM Books in Bars at Rusty Bucket (Book Club)	26 10AM Tinker Tales 1PM Memoir Writers' Group	27 10AM Wee ALL Play 5PM Google CS Closed at 5:30p Thanksgiving Eve - Library will reopen Friday at 9:30a	28 Closed Thanksgiving - Library will reopen Friday at 9:30a	29 12PM English Language Conversation Hour 1PM Sesame Street Day	30	