

Bloomfield Township Public

Library

**Bloomfield Township Public Library
Board of Trustees**

Library Board Meeting
November 19, 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, November 19, 2019
7:00 p.m.

<u>#</u>	<u>NUMBERED ITEMS</u>	<u>DATE DELIVERED</u>
1	Agenda	11/15/2019
2a	Request to remove items from the Consent Agenda for Discussion	11/15/2019
2b	Motion to approve the order of items for the regular and consent agendas	11/15/2019
5	Motion to approve remaining Consent Agenda items 6-8d	11/15/2019
6	Regular Board Meeting Minutes of 10/15/2019	11/15/2019
7a	Cash Disbursements	11/15/2019
7b	Revenues/Expenditures Budget Report	11/15/2019
7c	Energy Report	11/15/2019
8a	President's Report– no report	
8b	Director's Report	11/15/2019
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 – 11/7/2019	11/15/2019
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	Election of Officers	11/15/2019
11b	Appointment of Committees	11/15/2019
13	Motion to approve any items removed from the Consent Agenda	11/15/2019
<u>UNNUMBERED ITEMS</u>		<u>DATE DELIVERED</u>
	Strategic Plan Update	11/15/2019
	Space Needs and Wayfinding Update	11/15/2019
	Calendar	11/15/2019

AGENDA
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, November 19, 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 October 15, 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. Election of Officers
 - b. Appointment of Committees
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, December 17, 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, October 15, 2019

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

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

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

Guests: Geraldine Drake, the Library's Interior Designer from AECOM, Paul Zink, Systems Specialist and Staff Organization Committee Representative (SOC)

Upon discussion, a motion was made by Joan Luksik and seconded by Tom Deska **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, Lindstrom, and Luksik

Nays: None

MOTION CARRIED

President's Verbal Report:

President Judy Lindstrom reported that the weather has been spectacular and the red trees in the parking lot are gorgeous. She expressed admiration for the newest Goldner Walsh urn at the entry as well as the Virginia Smith garden. President Lindstrom shared a letter from recent Myers Scholarship winner Anna Pelepchuk thanking the committee for their generous scholarship award. Anna received a letter from the Dean of Student Affairs announcing that she is on the honor roll. "Another one of our wonderful students that is benefitting from the work we do," President Lindstrom remarked. She exhorted all to enjoy fall, one of her favorite seasons

Director's Verbal Report:

Director Carol Mueller asked the Board what they thought of the lobby floor. There will be a walkthrough on Thursday to inspect the tilework. Being a natural product, some tiles need to be repaired, as they are a little too imperfect. Because there are so few tables with the removal of the test Commons furniture, many patrons have returned to the Café. The tables are the pieces of furniture most needed. Patrons have regarded the renovations favorably overall. The roof is progressing very well and the shingle work is all done. Director Mueller went of the roof last week to view it and she thought it looked great. Next Tuesday, there will be another inspection on the Youth Services ceiling art piece that suspends above the staff desk. Next week, October 20 – 26,

is National Friends of the Library week. Sandy Edwards will be bringing a cake to the Friends post-sale meeting to thank them for all of their efforts. The Friends have been working particularly hard to clear out the old stock of books and to rearrange their storage room. Director Mueller requested that trustees look in their grey folders to see the activity report, as well as two letters from the Development Committee for their review.

REGULAR AGENDA:

Call to the Public:

Paul Zink, Systems Specialist and representative of the SOC, had nothing to report. He repeated the news that the Library Holiday Party will be on December 8.

UNFINISHED BUSINESS:

No unfinished business.

NEW BUSINESS:

11 a. Commons Area Phase Three with Geraldine Drake

The former media area that is being renovated into the Commons had eight seats. When the work is complete, it will have 77 places to sit and will be going from 2 tables to 17 tables. Geraldine Drake, the Library's Interior Designer from AECom, was present to review the final design and finishes for the new Commons area. Geraldine presented a brief recap of decisions made for this area and answered questions. The Trustees reviewed and approved the Thread™ under carpet wiring system, proposed lighting changes, and millwork designs. The Trustees also approved was the pounded rubber flooring for the stairs to the lower level.

11 b. Annual Policy Review

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 the library's 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. The Fund Balance Reporting Document is entirely new.

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.

Credit Card Acceptance Guidelines

The 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). The Library auditor, Alan Panter of Yeo & Yeo, recommends that the Library include these guidelines in our operation and add to our Administration procedure manual.

Upon discussion, a motion was made by Tom Deska, seconded by Grant Gerhart **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.**

A vote was taken for approval of the motion.

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

Nays: None

MOTION PASSED

DISCUSSION OF ITEMS REMOVED FROM THE CONSENT AGENDA

None.

OTHER:

Sandy Edwards reported on the Wednesday, October 2 Friends of the Library meeting. Since the meeting, they reported that the October book sale raised \$ 4,794.42 and total sales are \$3,000 ahead of last year. For November and December, they are considering book sale gift certificates, as well as gift wrapping services. They held two volunteer meetings to exchange ideas. Friends Board President Kathy Conner is introducing herself to the library's book groups to help raise awareness of the Friends' work. Eve Parsons is working on branding and marketing materials. She has developed an elevator speech, as well as a press release. The next Friends Board meeting is on Wednesday, November 6.

Judy Lindstrom said that in Article 4 of the Library Board bylaws a nominating committee will need to be nominated. At the November 19 meeting, there will be an election of officers. Judy will be contacting two Trustees to serve on this year's nominating committee.

The next regular monthly meeting of the Board of Trustees will be Tuesday, November 19 at 7 p.m.

At 8:02 p.m. President Lindstrom adjourned the meeting.

Submitted by:

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

Sandra Edwards, Secretary

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

Doetsch Environmental Services is a new vendor for lower level water remediation.

The Stage Depot is a new vendor for portable stage sections, stairs and skirting.

General Fund Advance

- Check #20076 payable to Bloomfield Township in the amount of \$4,395.20 was payment for the Library's water bill for 8/20 – 9/23/2019.
- Check #20085 payable to the Library Design Associates, Inc. in the amount of \$63,000.00 was payment for Commons furniture down payment.

General Fund

- Check #20108 payable to AECOM in the amount of \$11,400 is final payment for phase two of our Commons/Spaces project.
- Check #20111 payable to Bloomfield Township in the amount of \$276,300.72 is payment for two payrolls including FICA, HRA contributions, pension, etc., as usual.
- Check #20117 payable to CEI Michigan L.L.C. in the amount of \$453,355.11 is payment for another 25% roof completion.
- Check #20117 payable to Charter Township of Bloomfield in the amount of \$10.00 is payment for a concert DVD.
- Check #20119 payable to Doetsch in the amount of \$8,900.00 is payment for a lower level water remediation.
- Check #20125 payable to Healy Fire Protection, Inc. in the amount of \$2,545.00 is payment for replacement of a fire suppression system air compressor.

- Check #20134 payable to Midwest Collaborative for Library Services in the amount of \$3,638.87 is payment for reference resources.
- Check #20137 payable to Michigan Library Association in the amount of \$1,295.00 is payment for staff development training.
- Check #20143 payable to Plymouth District Library in the amount of \$34.00 is payment for a book borrowed by a Bloomfield Township resident that is lost and for which the patron has been billed.
- Check #20145 payable to Professional Engineering Associates, Inc. in the amount of \$600.00 is payment for lower level water remediation.
- Check #20146 payable to Quinn Evans Architects in the amount of \$11,910.00 is payment for roof and lobby floor projects oversight.
- Check #20150 payable to Tech Logic Corporation in the amount of \$21,012.00 is payment for yearly maintenance of our automated materials handling system.
- Check # 20153 payable to The Library Network in the amount of \$530.00 is payment for software.
- Check #201158 payable to Yeo & Yeo in the amount of \$1,500.00 is payment for final audit presentation.

Gift Fund

- Check #5097 payable to Bloomfield Township Public Library in the amount of \$79.28 is reimbursement for program supplies.
- Check #5099 payable to the Charter Township of Bloomfield in the amount of \$10.00 is payment for a concert DVD.
- Check #5102 payable to Goldner Walsh Nursery, Inc. in the amount of \$7,170.00 is payment for a new garden and front entrance arrangements.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

CHECK REGISTERS

FOR THE MONTH OF OCTOBER 2019

Check #	Date	Payee	Cash Account	Amount
General Fund				
ADVANCE CHECKS:				
20068	10/8/19	CAR TRUCKING, INC.	106.01	199.50
20069	10/8/19	CDW GOVERNMENT, INC.	106.01	602.68
20070	10/8/19	Elizabeth Clauder	106.01	139.24
20071	10/8/19	Jamie Jasper	106.01	30.00
20072	10/8/19	LOWE'S	106.01	217.07
20073	10/8/19	PACIFIC TELEMAGEMENT SERVICES	106.01	78.00
20074	10/8/19	TERMINIX PROCESSING CTR.	106.01	128.00
20075	10/8/19	THYSENKRUPP ELEVATOR CORP	106.01	870.41
20076	10/15/19	BLOOMFIELD TOWNSHIP	106.01	4,395.20
20077	10/15/19	PETTY CASH - BTPL	106.01	155.01
20078	10/15/19	XFINITY	106.01	158.09
20079	10/15/19	Paul Zink	106.01	69.84
20080	10/23/19	AMAZON.COM	106.01	886.04
20081	10/23/19	APPLIED IMAGING	106.01	1,315.84
20082	10/23/19	DTE ENERGY	106.01	20,133.70
20083	10/23/19	FLAGSTAR BANK	106.01	7,750.81
20084	10/23/19	Andrea Lebeck	106.01	53.82
20085	10/23/19	LIBRARY DESIGN ASSOCIATES INC.	106.01	63,000.00
20086	10/23/19	Ashlee McClaughry	106.01	65.21
20087	10/23/19	SECURE PLANNING STRATEGIES	106.01	120.00
20088	10/23/19	VERIZON WIRELESS	106.01	206.29
20089	10/23/19	VIGILANTE SECURITY	106.01	1,950.00
20090	10/30/19	AT&T	106.01	279.37
20091	10/30/19	AT&T	106.01	1,246.00
20092	10/30/19	Patricia Ballard	106.01	28.55
20093	10/30/19	PETTY CASH - BTPL	106.01	127.55
20094	10/30/19	CAR TRUCKING, INC.	106.01	60.00
20095	10/30/19	CONSUMERS ENERGY	106.01	4,155.69
20096	10/30/19	Brooke Hoskins	106.01	700.00
20097	10/30/19	Martha McGee	106.01	125.26
20098	10/30/19	PRINCIPAL LIFE INS CO-SBD GRANDE ISLAND	106.01	763.19
20099	11/5/19	Patricia Ballard	106.01	29.15
20100	11/5/19	CAR TRUCKING, INC.	106.01	199.50
20101	11/5/19	Elizabeth Clauder	106.01	74.78
20102	11/5/19	Martha McGee	106.01	112.69
20103	11/5/19	VOID	106.01	
20104	11/5/19	PACIFIC TELEMAGEMENT SERVICES	106.01	78.00
20105	11/5/19	T MOBILE	106.01	29.40
20106	11/5/19	Jennifer Taggart	106.01	31.90
Total				<u>110,565.78</u>
REGULAR CHECKS:				
20107	11/7/19	ABDO-SPOTLIGHT-MAGIC WAGON	106.01	2,647.40
20108	11/7/19	AECOM GREAT LAKES, INC.	106.01	11,400.00
20109	11/7/19	ASSA ABLOY ENTRANCE SOLUTIONS	106.01	799.54
20110	11/7/19	BAKER & TAYLOR, INC.	106.01	15,731.12
20111	11/7/19	BLOOMFIELD TOWNSHIP	106.01	276,300.72
20112	11/7/19	BUTZEL LONG	106.01	526.50
20113	11/7/19	CDW GOVERNMENT, INC.	106.01	501.27
20114	11/7/19	CEI MICHIGAN LLC	106.01	453,355.11
20115	11/7/19	CENGAGE LEARNING/GALE	106.01	4,057.34
20116	11/7/19	CENTRAL BUSINESS SYSTEMS, INC.	106.01	382.05
20117	11/7/19	CHARTER TOWNSHIP OF BLOOMFIELD	106.01	10.00
20118	11/7/19	DEMCO, INC.	106.01	112.87
20119	11/7/19	DOETSCH ENVIRONMENTAL SVCS	106.01	8,900.00
20120	11/7/19	DU ALL CLEANING, INC	106.01	8,610.00

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

CHECK REGISTERS

FOR THE MONTH OF OCTOBER 2019

Check #	Date	Payee	Cash Account	Amount
20121	11/7/19	ELM USA, Inc.	106.01	520.00
20122	11/7/19	DANYA GAMMAS	106.01	150.00
20123	11/7/19	GAYLORD BROTHERS, INC.	106.01	234.94
20124	11/7/19	GREAT OAKS MAINTENANCE	106.01	1,754.28
20125	11/7/19	HEALEY FIRE PROTECTION, INC	106.01	2,545.00
20126	11/7/19	INSTITUTE OF CONT. LEGAL EDUCATION	106.01	138.50
20127	11/7/19	INFORMATION TODAY, INC.	106.01	455.03
20128	11/7/19	INGRAM LIBRARY SERVICES	106.01	1,220.00
20129	11/7/19	LJ ROLLS REFRIGERATION CO., INC	106.01	5,510.00
20130	11/7/19	LAKESHORE LEARNING MATERIALS	106.01	257.58
20131	11/7/19	LEADERSHIP DIRECTORIES, INC.	106.01	565.00
20132	11/7/19	LERNER PUBLISHING GROUP	106.01	1,543.00
20133	11/7/19	MASON CREST	106.01	1,035.05
20134	11/7/19	MIDWEST COLLABORATIVE for LIB. SVCS	106.01	9,766.32
20135	11/7/19	MICROMARKETING LLC	106.01	353.35
20136	11/7/19	MIDWEST TAPE	106.01	4,679.33
20137	11/7/19	MICHIGAN LIBRARY ASSOCIATION	106.01	1,295.00
20138	11/7/19	MORNINGSTAR, INC.	106.01	205.00
20139	11/7/19	NATIONAL SIGN COMPANY	106.01	975.00
20140	11/7/19	NICHOLS/NETWORK SERVICES CO	106.01	427.25
20141	11/7/19	OVERDRIVE	106.01	12,501.12
20142	11/7/19	PENGUIN RANDOM HOUSE LLC	106.01	155.25
20143	11/7/19	PLYMOUTH DISTRICT LIBRARY	106.01	34.00
20144	11/7/19	POSEIDON LAWN SPRINKLERS	106.01	200.00
20145	11/7/19	PROFESSIONAL ENGINEERING ASSOC., INC.	106.01	600.00
20146	11/7/19	QUINN EVANS ARCHITECTS	106.01	11,910.00
20147	11/7/19	RECORDED BOOKS, LLC	106.01	41.60
20148	11/7/19	SECANT	106.01	970.00
20149	11/7/19	SHOWCASES	106.01	2,638.12
20150	11/7/19	TECH LOGIC CORP.	106.01	21,012.00
20151	11/7/19	THE BOOK FARM, INC.	106.01	236.77
20152	11/7/19	THE CHILD'S WORLD	106.01	730.20
20153	11/7/19	THE LIBRARY NETWORK	106.01	530.00
20154	11/7/19	UNIQUE MANAGEMENT SERVICES, INC.	106.01	340.10
20155	11/7/19	WALLACEBURG BOOKBINDING & MFG	106.01	195.50
20156	11/7/19	WORLD BOOK, INC.	106.01	2,316.00
20157	11/7/19	WT COX INFORMATION SERVICES	106.01	3,464.67
20158	11/7/19	YEO & YEO	106.01	1,500.00
Total				<u><u>876,338.88</u></u>

Gift Fund

ADVANCE CHECKS:

5093	10/8/19	THE STAGE DEPOT	102.03	5,136.21
5094	10/23/19	AMAZON.COM	102.03	1,047.58
5095	10/23/19	FLAGSTAR BANK	102.03	161.44
5096	10/23/19	Anna Pelepchuk	102.03	100.00
5097	10/30/19	BLOOMFIELD TWP. PUBLIC LIBRARY	102.03	79.28
Total				<u><u>6,524.51</u></u>

REGULAR CHECKS:

5098	11/7/19	BAKER & TAYLOR	102.03	56.25
5099	11/7/19	CHARTER TOWNSHIP OF BLOOMFIELD	102.03	10.00
5100	11/7/19	DEMCO	102.03	1,362.97
5101	11/7/19	DISCOUNT SCHOOL SUPPLY	102.03	125.66

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
CHECK REGISTERS
FOR THE MONTH OF OCTOBER 2019

Check #	Date	Payee	Cash Account	Amount
5102	11/7/19	GOLDNER WALSH NURSERY, INC.	102.03	7,170.00
5103	11/7/19	LAKESHORE LEARNING MATERIALS	102.03	114.98
5104	11/7/19	ORIENTAL TRADING CO., INC.	102.03	86.94
5105	11/7/19	S & S WORLDWIDE, INC	102.03	346.28
5106	11/7/19	PAUL VONDIZIANO	102.03	800.00
Total				10,073.08

Bloomfield Township Public Library
FY 2019-2020 General Fund Budget
 PRESENTED: NOVEMBER 19, 2019 FOR THE MONTH OF: OCTOBER, 2019

7b

Seven Months 58%

		2019-2020	2019-2020			Seven Months	58%
ACCOUNT	ACCOUNT	ADOPTED BUDGET	AMENDED BUDGET	REVENUE/EXPENSE	REVENUE/	% OF	
NUMBER	NAME	AS OF	AS OF	CURRENT	EXPENSE	BUDGET	
		MARCH 19, 2019	AUGUST 20, 2019	MONTH	YTD	YTD	VARIANCE
<u>Revenues</u>							
410.01	Taxes	\$7,310,390	\$7,434,405	\$0	(\$1,580)	-0.02%	(\$7,435,985)
420.01	Penal Fines	\$84,528	\$84,528	\$0	\$87,723	103.78%	\$3,195
422.01	State Aid	\$28,491	\$28,491	\$0	\$32,919	115.54%	\$4,428
430.01	Circulation Fines & Fees	\$85,000	\$85,000	\$6,794	\$47,331	55.68%	(\$37,669)
	Charges for Services	\$14,738	\$14,738	\$2,166	\$8,651	58.70%	(\$6,087)
	Investment earnings	\$67,150	\$75,000	\$16,279	\$176,078	234.77%	\$101,078
	Miscellaneous	\$14,466	\$14,466	\$318	\$9,241	63.88%	(\$5,225)
Total Revenues		\$7,604,763	\$7,736,628	\$25,557	\$360,362	4.66%	(\$7,376,266)
<u>Expenditures</u>							
	Personnel	\$4,165,303	\$4,310,143	\$274,954	\$2,237,235	51.91%	(\$2,072,908)
	Library Services	\$870,134	\$849,839	\$67,482	\$452,886	53.29%	(\$396,953)
	Facilities & Equipment	\$994,137	\$969,137	\$77,607	\$525,765	54.25%	(\$443,372)
	Other Operating Expenditures	\$3,133,364	\$3,991,482	\$572,583	\$2,110,977	52.89%	(\$1,880,505)
Total Expenditures		\$9,162,938	\$10,120,601	\$992,626	\$5,326,862	52.63%	(\$4,793,739)
	Fund Balance - Beginning	\$11,933,661	\$11,933,661		\$11,933,661		
	Net revenue (expenditure)	(\$1,558,175)	(\$2,383,973)		(\$4,966,500)		
	Fund Balance - Ending	\$10,375,486	\$9,549,688		\$6,967,161		

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	\$5,235,666
Unassigned Fund Balance (is the unplanned emergency amount)	\$100,000	\$100,000

Bloomfield Township Public Library
FY 2019-2020 Gift Fund Budget

PRESENTED: NOVEMBER 19, 2019 FOR THE MONTH OF: OCTOBER, 2019

Seven Months 58%

ACCOUNT NUMBER	ACCOUNT NAME	2019-2020 ADOPTED BUDGET AS OF MAR 19, 2019	2019-2020 AMENDED BUDGET AS OF NOV 19, 2019	REVENUE/ EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	VARIANCE
	<u>Revenues</u>						
	Gift Income	\$500	\$46,028	\$15,316	\$46,028	100.00%	\$0
454.03	Investment Earnings	\$200	\$200	\$15	\$98	49.25%	(\$102)
460.03	Miscellaneous Revenue	\$0	\$5	\$0	\$5	100.00%	\$0
	Total Revenues	\$700	\$46,232	\$15,331	\$46,131	99.78%	(\$102)
	<u>Expenditures</u>						
	Library Services	\$50,389	\$78,474	\$2,826	\$19,519	24.87%	(\$58,955)
	Facilities & Equipment	\$22,360	\$35,835	\$13,620	\$26,800	74.79%	(\$9,035)
	Other Operating Expenditures	\$89,446	\$93,418	\$152	\$5,243	5.61%	(\$88,175)
	Total Expenditures	\$162,195	\$207,727	\$16,598	\$51,562	24.82%	(\$156,165)
	Fund Balance - Beginning	\$161,695	\$161,695		\$178,428		
	Net revenue (expenditures)	(\$161,495)	(\$161,495)		(\$5,431)		
	Fund Balance - Ending	\$200	\$200		\$172,996		

Bloomfield Township Public Library
Asset Allocation Summary
October 2019

Fund	Type	Annual Yield	Date	Amount on Hand
General Fund				
	5th 3rd Checking (Ecommerce)	0.00%	10/31/2019	\$76,316.63
	Flagstar Public Funds Savings	1.40%	10/31/2019	\$158,433.25
	Flagstar Premier Public Entities Checking	0.63%	10/31/2019	\$17,082.37
	RBC Capital Cash/Money Market	1.13%	10/31/2019	\$7,513.90
	RBC Capital - Investments	2.92%	10/31/2019	\$7,576,798.70
Total General Fund				<u>\$7,759,828.22</u>
Please see General Fund budget for notes on how this amount is earmarked				
Gift Fund				
	Huntington Public Fund Business Interest Checking	0.15%	10/31/2019	\$109,214.26
	Huntington CD (Charnov gift) - matures 02/04/2020	2.20%	10/31/2019	\$50,000.00
	Fifth Third Bank Business Standard Checking	0.00%	10/31/2019	\$9,488.81
Total Gift Fund				<u>\$168,703.07</u>

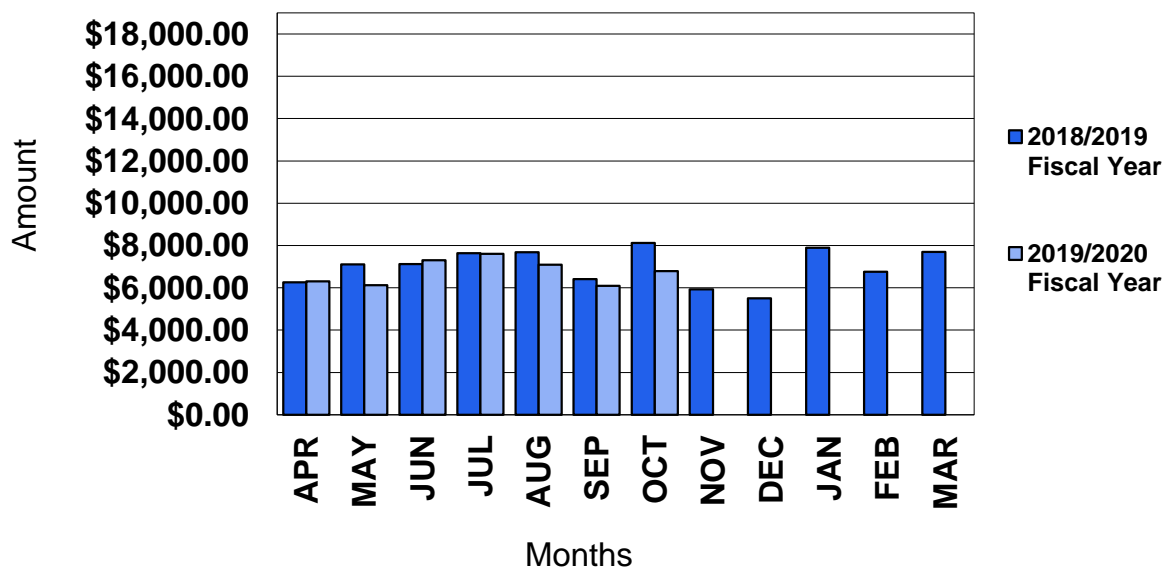
CFSEM The following endowment funds are administered by the Community Foundation for Southeast Michigan (CFSEM). CFSEM maintains unilateral variance power and legal ownership of the endowment funds, and therefore, principal is not available to BTPL. Earnings are available for distribution to the Library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

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

FINES AND FEES - TWO-YEAR COMPARISON

Month	2018/2019 Fiscal Year	2019/2020 Fiscal Year	Difference
APR	\$6,256.90	\$6,301.13	\$44.23
MAY	\$7,103.51	\$6,121.84	(\$981.67)
JUN	\$7,120.68	\$7,306.12	\$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	\$6,794.13	(\$1,333.88)
NOV	\$5,927.20		(\$5,927.20)
DEC	\$5,503.01		(\$5,503.01)
JAN	\$7,894.37		(\$7,894.37)
FEB	\$6,757.39		(\$6,757.39)
MAR	\$7,705.05		(\$7,705.05)
			YTD Difference
TOTAL	<u>\$84,126.90</u>	<u>\$47,331.41</u>	<u>(\$36,795.49)</u>

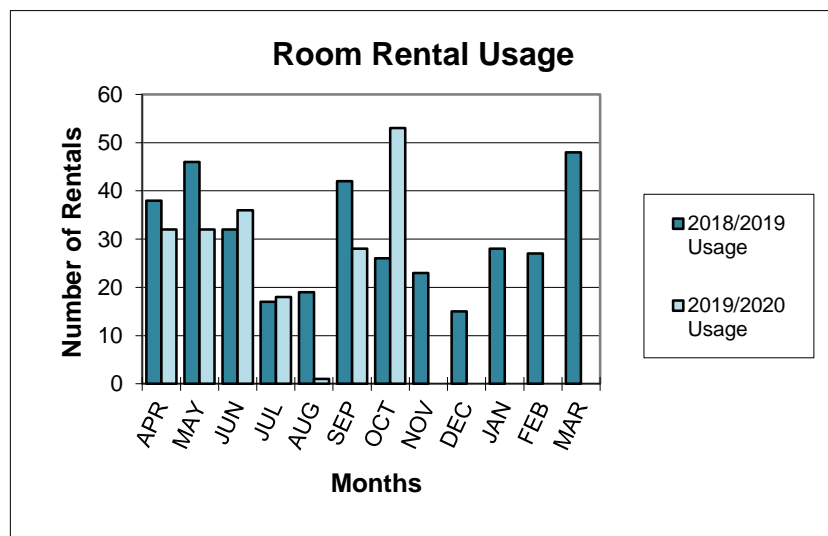
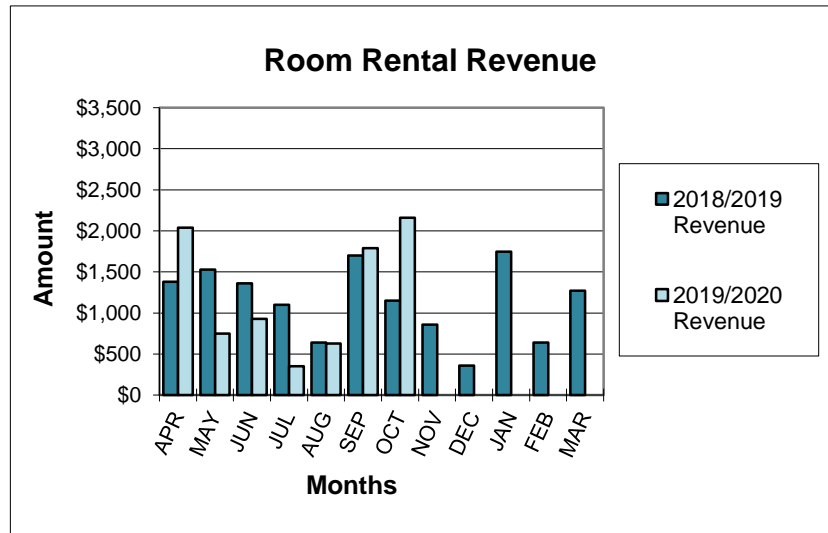
Fines and Fees Two-Year Comparison



ROOM RENTAL - TWO-YEAR COMPARISON

7b

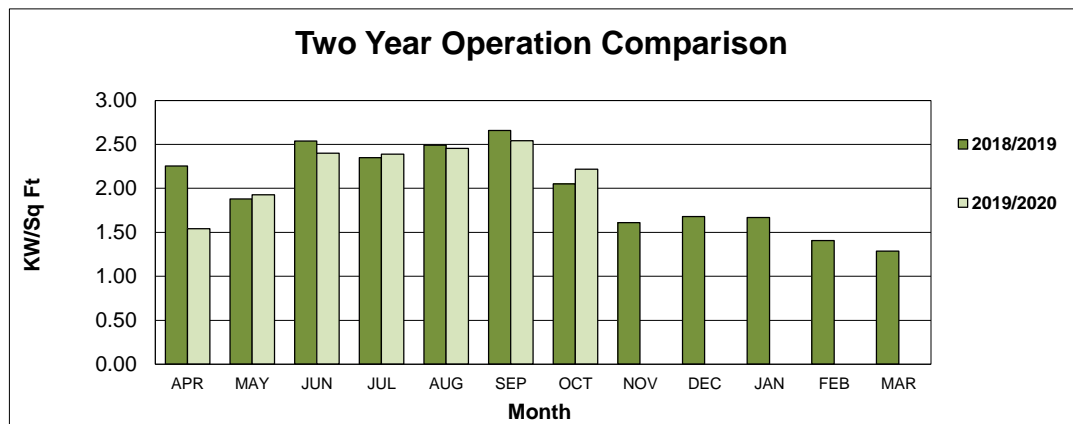
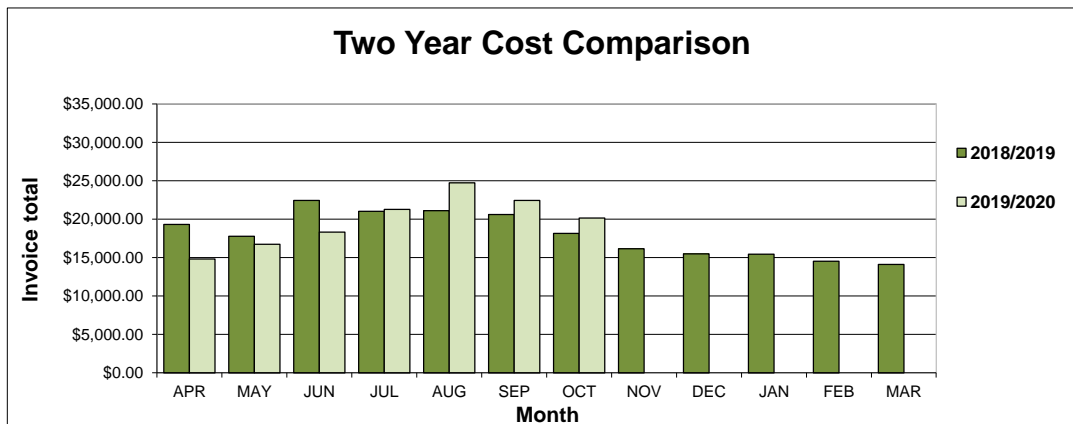
<u>Month</u>	2018/2019 <u>Revenue</u>	2019/2020 <u>Revenue</u>	<u>Difference</u>	2018/2019 <u>Usage</u>	2019/2020 <u>Usage</u>	<u>Month</u>
APR	\$1,380.00	\$2,040.00	\$660.00	38	32	APR
MAY	\$1,530.00	\$750.00	(\$780.00)	46	32	MAY
JUN	\$1,360.00	\$930.00	(\$430.00)	32	36	JUN
JUL	\$1,100.00	\$350.00	(\$750.00)	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	\$2,160.00	\$1,010.00	26	53	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	\$8,650.00	(\$5,086.00)	361	200	



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	\$20,133.70	\$1,999.63	224,140	\$0.09	301.26	2.22	\$27.06	\$0.20
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	\$138,351.62	(\$77,699.25)						



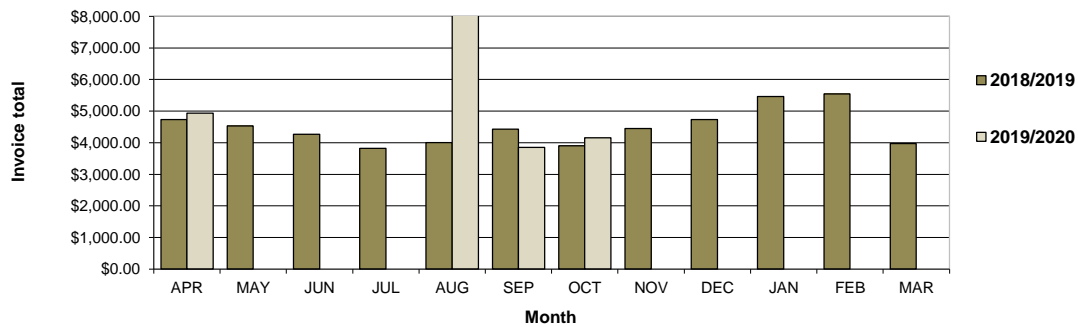
Bloomfield Township Public Library Natural Gas Analysis

Building Area = 101,023

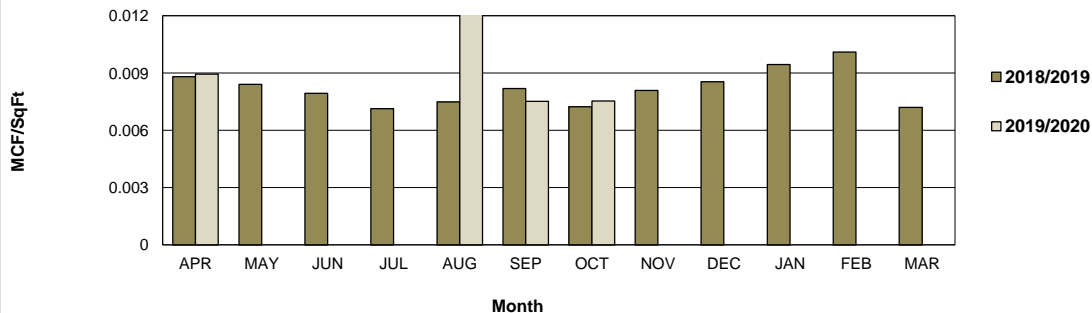
1 Cu. Ft. = 1000 BTU

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	\$4,155.69	\$249.89	761.6	\$5.46	744	1.02	0.008	5.59	0.041
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	\$28,664.37	(\$25,185.65)							

Two Year Cost Comparison

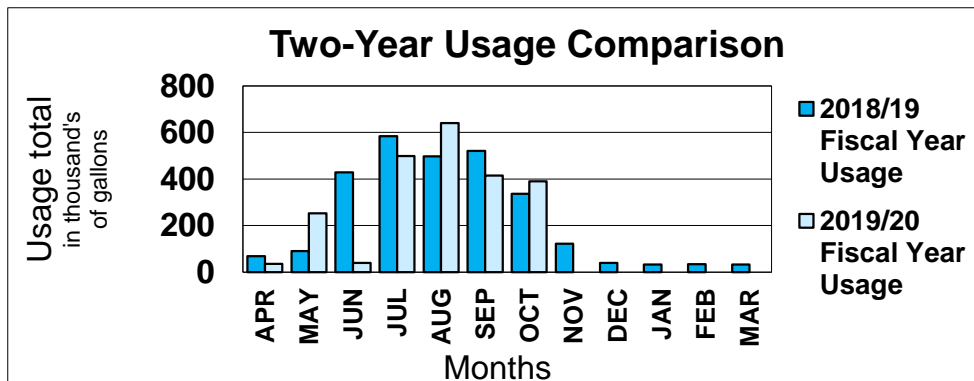
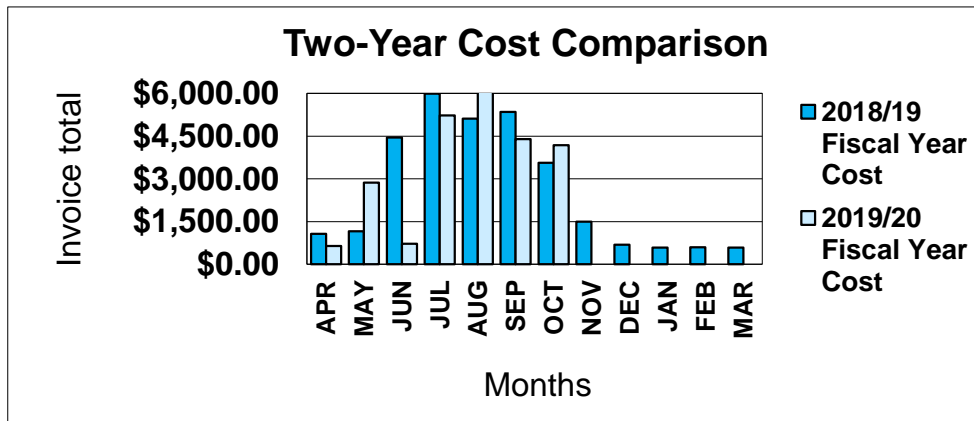


Two Year Operation Comparison



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	\$4,181.74	\$615.86	337	390	53
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>\$24,654.83</u>	<u>(\$5,981.57)</u>	<u>2,788</u>	<u>2,272</u>	<u>(516)</u>



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

Friday, November 15 was the start of our 11th season of chamber music concerts featuring the talented student musicians from our partner, the University of Michigan School of Music, Theatre and Dance. We are grateful to our Friends of the Library for funding this popular musical series and for introducing the programs also. These remain among the most popular programs offered at the Library.

Speaking of popular programs, the Library was full of princesses, super heroes and more on Tuesday, October 29! In all, over 400 people enjoyed our Spooktacular event. Many thanks again to our Friends of the Library for funding this family fun event at the Library.

Just a reminder that the Library closes at 5:30pm on Wednesday, November 27 and is closed all day on Thursday, November 28 – Thanksgiving Day. The Library will reopen at 9:30am on Friday, November 29.

In this season of thankfulness, I am very thankful for the opportunity to work with such wonderful Trustees and so very grateful for all that you do for Bloomfield Township Public Library.

*Small cheer and great welcome makes a merry feast
~ William Shakespeare*

Wishing you all a very happy Thanksgiving!

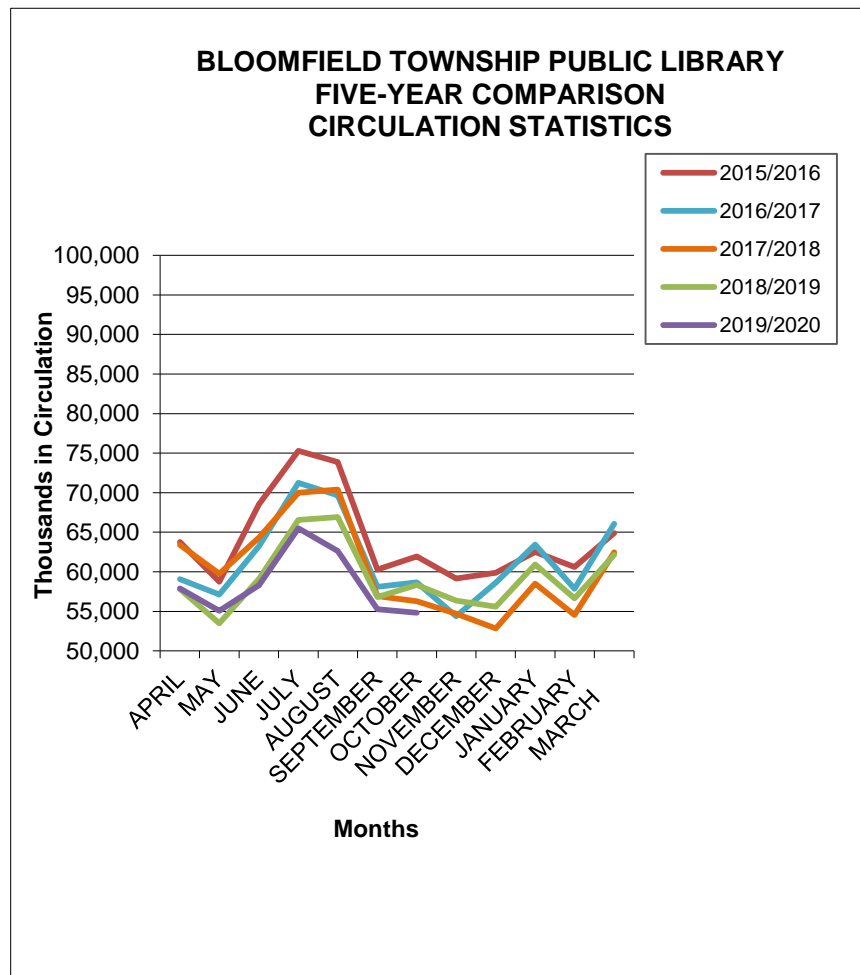
Respectfully Submitted,

Carol Mueller
Director

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
FIVE YEAR CIRCULATION**

11/9/2019

	<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	54,813
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	409,472



	2018		2019	
COLLECTION				
Book Collection:	252,135		240,697	
Media Collection:	60,477		56,477	
Total e-books:	15,609		16,530	
Overdrive	10,948		11,929	
Total downloadable audiobooks:	5,848		6,482	
Materials Total:	334,069		320,186	
CIRCULATION				
Circulation Total:	58,359		54,813	
Bloomfield Township Circulation:	54,026		51,215	
Virtual Circulation Total	10,349		11,859	
Circulation of Youth materials:	21,412		15,549	
Circulation of Media:	14,763		11,850	
Circulation of Cranbrook passes:	186		147	
Self-checkout machine use:	21,542	36.9%	18,327	33.4%
Library by Mail:	46	26 patrons	24	23 patrons
BUILDING & EQUIPMENT USAGE				
Door Count:	18,671		6,436 *	
Gate Count:	28,689		26,057	
Meeting rooms by public:	26		53	
Meeting rooms by staff:	82		61	
VIRTUAL USE				
Home page hits:	30,970		27,991	
e-book access:	2,799		3,051	
Overdrive	2,798		3,048	
EBSCOhost	1		3	
Audiobook access: (Overdrive)	1,539		1,939	
Freegal music download access:	968		693	
Freegal music streaming:	1,877		2,165	
Magazine download access:	986		1,680	
Hoopla access:	2,180		2,331	
Tutor.com sessions:	136		45	
Library Computer Use				
Resident Use	1,539		1,109	
Guest Use	593		539	
*Count unavailable due to lobby floor project				

	2018		2019	
OUTREACH & PROGRAMS				
New Patrons and Accounts				
Township:	181		158	
Cranbrook:	7		5	
Total new patrons:	243		226	
Adult Program Attendance				
Staff-led:	11 events	147 attended	12 events	166 attended
Speaker-led:	0	0	9 events	286 attended
Book clubs:	6 events	98 attended	8 events	97 attended
Tours/visits on-site:	0	0	0	0
Tours/visits off-site:	6 events	300 attended	3 events	111 attended
Bloomfield Historical Society	1 event	100 attended	1 event	73 attended
Bloomfield Township Open House	1 event	560 attended**	n/a	
International Night at the Library Gala	1 event	97 attended	n/a	
Systems Program Attendance				
Staff-led:	19 events	148 attended	13 events	29 attended
Teen Program Attendance				
Staff-led:	1 event	3 attended	1 event	21 attended
Youth Program Attendance				
Staff-led:	23 events	549 attended	25 events	1,021 attended
Speaker-led:	1 event	23 attended	0	0
Tours/visits on-site:	0	0	2 events	10 attended
Tours/visits off-site:	1 event	90 attended	5 events	367 attended
TOTAL:	71 events	2,115 attended	79 events	2,181 attended
Volunteers:	26 people	212.50 hours	18 people	172.50 hours
	Shop: 12	124.25	Shop: 8	111
	Court: 1	2.5	Court: 0	0
	Students: 5	22	Students: 3	6.75
	Dept. Vol: 8	63.75	Dept. Vol: 7	54.75
Patron Remarks				
Patron Comments:	4		14	
Ask BTPL:	1		11	
Ask Us:	25		44	
DISPLAYS				
Lobby	Central American Masks			
Local History	Halloween/Scary Stories			
**Joint Adult & Youth Services program				

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

Bloomfield Township Public Library
Oakland County, Michigan

Thursday, November 7, 10:30 a.m.

Present: Trustees: Tom Deska, Eli Greenbaum, Sandy Edwards, and Judy Lindstrom; Volunteer Nancy Kulish

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

Old Business: None

New Business:

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

There are no new developments.

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

A rough draft of the Read-a-thon was reviewed. Openings for volunteer readers will be available to Bloomfield Township residents through June 12. After this, volunteers will be accepted from outside of the Township. There will be refreshments for the Trustees. Tom Deska will be emcee again. Someone will be needed to relieve him for a half hour so that he may have a break.

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

- Review of estimated budget
The food will be lighter fare, so the food budget is smaller than “International Night”. The earnings from previous evening gala events at the Library were reviewed.
- Review of 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 – This subcommittee will create a marketing/promotion plan for our series of 2020 “In Motion” events. 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.” Katie Laung was suggested to be approached.

The first subcommittee meetings should be scheduled in January. All subcommittee members will receive the newsletter updates that Shayna provides. It was suggested that a teen advisor be approached for a fresh perspective.

- Review of draft photo release
Carol reviewed the 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. Director Mueller will present these proposed photo release notices to the attorney for his review.
- The letter for the invitation to the host committee was passed around to review. Carol should be notified after the committee member has contacted the potential community participants. All prospective subcommittee members should be contacted by December 1, 2019 by the Committee Member slated. The Library will prepare a follow up letter to be sent on the week of December 1, 2019. All of the community members involved will receive the eNewsletter written by Shayna Houghton.

2020 “In Motion” events

An update on the scheduled events for “In Motion” was shared, which include “The Idatrod Sled Dog Race Experience,” ballet for children, and the Flying Aces Professional Frisbee Disc Team. Shayna Houghton is working with someone from the Ann Arbor Community for Traditional Music and Dance to arrange English country dancing.

Other:

Geraldine Drake, the Library’s Interior Designer from AECOM, came to review updates to the Commons area. Designs for the alcoves, flooring, and upholstery were reviewed. There were also renderings of the furniture with the selected fabric coverings. The timeline for all of the renovations was reviewed. There will be a ribbon cutting in celebration of the new lobby floor, roof, and the opening of the Commons after it is completed. The carpeting was approved as presented.

Next meeting: Thursday, January 9 at 10:30 a.m.

Other meetings pertaining to trustees were discussed. Dates were determined for the joint Personnel and Finance Committee meeting on Thursday, December 5 at 11:00am. The Budget Review Session needs to be scheduled and Tuesday, March 10 is the tentative date. Immediately following the January 21st Board of Trustees regular meeting, a Retiree Health Care Benefits Trust meeting will be held.



**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
LIBRARY BOARD OF TRUSTEES OFFICERS**

November 2018 – November 2019

Current Officers are:

PRESIDENT: Judy Lindstrom

VICE PRESIDENT: Grant Gerhart

SECRETARY: Sandy Edwards



Board of Trustees Standing Committee Appointments
November 2018 – November 2019

Current Committee Appointments are:

Art Committee	Eli Greenbaum Judy Lindstrom
Bloomfield Township Liaison	Tom Deska Joan Luksik
Building, Grounds, Landscaping, Interiors	All
Cranbrook, DPL, Troy	Judy Lindstrom Grant Gerhart
Development	All
Finance	Sandy Edwards Joan Luksik
FOL Liaison	Grant Gerhart Sandy Edwards
Investment	All
Jeanette P. Myers Scholarship Selection	Judy Lindstrom Eli Greenbaum
Personnel/Director Evaluation	Joan Luksik Tom Deska
Policy	Eli Greenbaum Sandy Edwards

Revised January 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: November 11, 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

One tour is planned for the winter 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: November 11, 2019

SUBJECT: Space Needs & Wayfinding Assessment Update

Phase 3 of the Commons is about to kick into high gear. All the furniture that was loaned to us by vendors has been removed, and work will start in December. According to the schedule, millwork and some preliminary electrical work will happen first, then painting, laying the electrical product “Thread” which provides electricity to the tables in the center of the area. During this time, the Commons will be closed. Furniture will be arranged at the edges of the Commons to make some extra seating available.

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!

DECEMBER 2019

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
<p>2</p> <p>5PM Google CS First 6:30PM Bookworms</p>	<p>3</p> <p>10:00 AM Knit 'n Stitch Circle 10:00 AM Tinker Tales 2:00 PM 2019 Gale Graduation 6:00 PM 3D Art Pen Project</p>	<p>4</p> <p>12:15PM Friends Meeting 10:00 AM Wee ALL Play 5:00 PM Google CS First - 6:00 PM Bilingual Stories</p>	<p>5</p> <p>11AM Personnel and Finance CMTE 10:00 AM Mother Goose Club 6:00 PM Microsoft Word</p>	<p>6</p> <p>10:00 AM Movers and Shakers 12:00 PM English Language Conversation Hour</p>	<p>7</p>	<p>8</p>
<p>9</p> <p>11:00 AM Adult and Teen Sensory Storytime 1:00 PM 30 Minute Lunchtime Book Club 5:00 PM Google CS First 6:30PM My First Book Group 7:00 PM Library Tour</p>	<p>10</p> <p>10:00 AM Tinker Tales 1:00 PM Memoir Writers' Group</p>	<p>11</p> <p>Gale Courses Begin 10:00 AM Wee ALL Play 1:00 PM Digital Download Help 5:00 PM Google CS First 6:30PM Writers' Rendezvous 6:30PM Book Chat</p>	<p>12</p> <p>10:00 AM Mother Goose Club 6:30 PM Paperbacks & Snacks 7:00 PM Open Lab</p>	<p>13</p> <p>10:00 AM Movers and Shakers 12:00 PM English Language Conversation Hour 7:00 PM Paul Vondiziano: Classical Guitar</p>	<p>14</p> <p>9:30 AM Friends of the Library Second Saturday Sale 9:30 - 3:30 11:00 AM Book 'N Play</p>	<p>15</p>
<p>16</p> <p>10:00 AM Family Story Time</p>	<p>17</p> <p>6:00 PM Introduction To Social Networking 7:00 PM Classics Book Club 7:00 PM BTPL Board of Trustees Meeting</p>	<p>18</p> <p>1:00 PM Mystery Book Club 6:00 PM Grand Circus: FREE Intro to Coding Workshop</p>	<p>19</p> <p>10:00 AM Eleanor's Thursday Book Club 6:00 PM Introduction to Microsoft Excel 6:30 PM Art Lab</p>	<p>20</p> <p>12:00 PM English Language Conversation Hour</p>	<p>21</p> <p>1:00 PM Superheroes & Princesses</p>	<p>22</p>
<p>23</p> <p>10:00 AM Flaky Frosty Fun</p>	<p>24</p> <p>Closed Christmas Eve Day - will re-open Thursday, December 26 at 9:30 A.M.</p>	<p>25</p> <p>Closed Christmas Day - will re- open Thursday, December 26 at 9:30 A.M.</p>	<p>26</p>	<p>27</p> <p>10:30 AM Watercolor & Salt Painting Party 11:00 AM Sensory-Friendly Movies for Adults and Teens 12:00 PM English Language Conversation Hour 6:30PM Teen After Hours: Harry Potter Break Out</p>	<p>28</p>	<p>29</p>
<p>30</p>	<p>31</p> <p>11 AM Ring in the New Year Early!</p> <p>The Library will close today at 5:30p (New Year's Eve) and re- open on Thursday, January 2 at 9:30 A.M.</p>					