

Bloomfield Township Public

Library

**Bloomfield Township Public Library
Board of Trustees**

Library Board Meeting
December 17, 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, December 17, 2019
7:00 p.m.

<u>#</u>	<u>NUMBERED ITEMS</u>	<u>DATE DELIVERED</u>
1	Agenda	12/13/2019
2a	Request to remove items from the Consent Agenda for Discussion	12/13/2019
2b	Motion to approve the order of items for the regular and consent agendas	12/13/2019
5	Motion to approve remaining Consent Agenda items 6-8d	12/13/2019
6	Regular Board Meeting Minutes of 11/19/2019	12/13/2019
7a	Cash Disbursements	12/13/2019
7b	Revenues/Expenditures Budget Report	12/13/2019
7c	Energy Report	12/13/2019
8a	President's Report– no report	
8b	Director's Report	12/13/2019
8c	Art Committee –no report	
8c	Bloomfield Township Liaison – no report	
8c	Building and Grounds Committee – no report	
8c	Cranbrook –no report	
8c	Development Committee – no report	
8c	Finance Committee/ Personnel Committee – 12/05/19	12/13/2019
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	
10a	Library Board Committee Appointments	12/13/2019
11a	PA 152	12/13/2019
11b	Director Evaluation	12/13/2019
13	Motion to approve any items removed from the Consent Agenda	12/13/2019

<u>UNNUMBERED ITEMS</u>	<u>DATE DELIVERED</u>
Vending RFP	12/13/2019
Strategic Plan Update	12/13/2019
Space Needs and Wayfinding Update	12/13/2019
Calendar	12/13/2019

AGENDA
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, December 17, 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 November 19, 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
 - a. Library Trustee Committee appointments
11. New Business
 - a. PA 152
 - b. Director Evaluation
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, January 21, 2020
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, November 19, 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, Eli Greenbaum, Grant Gerhart, Judy Lindstrom, and Joan Luksik

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

Guests: Anna Pelepchuk, Circulation Department Head and Staff Organization Committee Representative (SOC); Barbara Bloom, Bloomfield Township Resident

Upon discussion, a motion was made by Eli Greenbaum 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, Greenbaum, Lindstrom, and Luksik

Nays: None

MOTION CARRIED

President's Verbal Report:

President Judy Lindstrom recalled her father telling her as a child when the days seemed long, "never wish away time." Now, in the holiday time where Halloween has passed, Thanksgiving is around the corner, Christmas is coming, and the other holidays will continue by in a whirl, she wished everyone to be safe during this wonderful period of time and "don't let it go so fast and enjoy each day." She wished all to have happy holidays.

Director's Verbal Report:

Director Carol Mueller had a Power Point presentation to share with updates on the roof project. There were photos shared of the work in progress. Despite the noise and confusion in the Library building and in the parking lot, there were no complaints by patrons. She also shared images of the lobby floor before, during, and after the renovations. While this process was quite disruptive, everyone seemed to take the renovation in good stride.

She also reviewed the Commons Area improvements with a timeline of the work to be done. Director Mueller feels that the Library has been ahead of the curve with this creation of a Commons seating area. With the considerable traffic in the Library, she feels confident that it will

get great use.

There are proposed amendments at the state level to the library privacy act. If these proposed amendments are passed, it would enable libraries, if they choose, to work with law enforcement if the library is a victim of a crime or a crime occurs at the library. Currently, the library requires law enforcement to get a court order before the library gives out information. The Michigan Library Association has not yet issued an opinion on this, but they are meeting on December 13th.

The Staff Organization Committee is giving December funds raised from casual Fridays to the Endowment Fund in honor of the Library Board.

Director Mueller shared a thank you note from Youth Services to Klaren Gerhardt for caring for their Sesame Street characters before a program in celebration of the show's 50th anniversary.

The Budget meeting is now on March 12, 2020.

She also shared an orange paper maple leaf. The Youth Services has created a Grateful Tree and she encouraged the trustees to write an expression of gratitude on the leaf to be hung on the tree.

REGULAR AGENDA:

Call to the Public:

Anna Pelepchuk, Circulation Department Head and representative of the SOC, had nothing to report. A staff member made a suggestion that staff could wear something in remembrance of veterans who served on Veterans Day, which the SOC endorsed. She encouraged attendance of the Library Holiday party. There will be trivia and prizes, as well as games of bocce. December is casual month for the staff and all the money collected will be given for the endowment fund.

UNFINISHED BUSINESS:

No unfinished business.

NEW BUSINESS:

11a. Election of Officers

President Lindstrom thanked the Nominating Committee, Tom Deska and Eli Greenbaum, for creating a slate of officers for the year. The Committee met to discuss what had been occurring and what the future might be. They suggested carrying forth as it has been. The Trustees elected the following officers to serve the 2019-20 term: Judy Lindstrom, President; Grant Gerhart, Vice President; Sandy Edwards, Secretary.

For Secretary Sandy Edwards

All in favor, none opposed

For Vice President Grant Gerhardt

All in favor, none opposed

For President Judy Lindstrom
All in favor, none opposed

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

11b. Board of Trustees Standing Committees

Judy Lindstrom announced that there will be an appointment of committees. Each board member should review the committees that they are on and decide if they wish to remain on these committees or join a different committee by December 5. Otherwise all will remain on the committees they are currently on.

DISCUSSION OF ITEMS REMOVED FROM THE CONSENT AGENDA

None.

OTHER:

Sandy Edwards reported on the Wednesday, November 6 Friends of the Library meeting. Their October book sale totaled over \$5,000. Since the meeting, they reported that the November book sale raised \$ 4,539. They are \$8,000 ahead of last year. They have ordered the book sale calendar magnets. They will be supplying children's books and parent resource materials for Teach for America. Kim Hoke will now serve as Friends Volunteer Coordinator and will work carefully to organize efforts. Eve Parsons, who has been doing the marketing and set up a Facebook Page for the Friends, gave a marketing report. The Friends are purchasing new acrylic racks and stools. The Book Nook has been reorganized. Eve Parsons has recently resigned from the Friends Board of Trustees and her marketing role. The next Friends Board meeting is on Wednesday, December 4. Sandy Edwards expressed appreciation for all of the wonderful things the Friends have funded for the Library, including the Library Holiday Party.

Joan Luksik remarked that the latest newsletter is lovely.

Director Mueller thanked the Trustees again for all that they do, the generous Friends, and the great staff. She is so very grateful.

President Lindstrom reported a wild turkey sighting on Library grounds. Over twenty turkeys were spotted.

The next regular monthly meeting of the Board of Trustees will be Tuesday, December 17 at 7 p.m.

At 7:36 p.m. President Lindstrom adjourned the meeting.

Submitted by:

Sandra Edwards

Sandra Edwards, Secretary

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

Hayley Browning is a new vendor for a replacement fee refund.

Rob Crozier is a new vendor for a library program.

Andrea Moon is a new vendor for a library program.

Dina Pyle is a new vendor for a library program.

Your Cluttered Space LLC is a new vendor for a library program.

General Fund Advance

- Check #20164 payable to Bloomfield Township in the amount of \$4,181.74 was payment for the Library's water bill for 9/23 – 10/21/2019.

General Fund

- Check #20184 payable to Arbor Oakland Group in the amount of \$4,306.00 is payment for printing and mailing the Library's winter newsletter.
- Check #20192 payable to CEI Michigan L.L.C. in the amount of \$53,460.00 is payment for the Library's roof project.
- Check #20201 payable to Frank Rewold and Son, Inc. in the amount of \$63,111.16 is payment for the Library's lobby floor project.
- Check #20206 payable to Innovative Choices LTD, Inc. in the amount of \$12,910.00 is payment for a the Library's annual Encore catalog subscription.
- Check #20209 payable to Midwest Collaborative for Library Services in the amount of \$5,377.50 is payment for an annual subscription to an investment service.

- Check #20210 payable to MetroNet Library Consortium in the amount of \$17,628.62 is payment for several database subscription.
- Check #20222 payable to Proquest – CSA LLC in the amount of \$4,553.34 is payment for a database.
- Check #20229 payable to SQBOX Solutions LTD. in the amount of \$3,240.00 is payment for the Library's intranet software.
- Check #20235 payable to Waterford Public Librar in the amount of \$11.98 is payment for a book borrowed by a Bloomfield Township resident that is lost and for which the patron has been billed.
- Check #20240 payable to Bloomfield Township in the amount of \$300,000.00 is payment for two payrolls including FICA, HRA contributions, pension, etc., as usual.

Gift Fund

- Check #5109 payable to Bloomfield Township Public Library in the amount of \$38.01 is reimbursement for program supplies.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

CHECK REGISTERS

FOR THE MONTH OF NOVEMBER 2019

Check #	Date	Payee	Cash Account	Amount
General Fund				
ADVANCE CHECKS:				
20159	11/12/19	APPLIED IMAGING	106.01	671.01
20160	11/12/19	Celia Domalewski	106.01	36.70
20161	11/12/19	Nicole Gillies	106.01	51.70
20162	11/12/19	MIKERO MOH	106.01	500.00
20163	11/12/19	VOID	106.01	
20164	11/19/19	BLOOMFIELD TOWNSHIP	106.01	4,181.74
20165	11/19/19	HAYLEY BROWNING	106.01	66.00
20166	11/19/19	DTE ENERGY	106.01	20,520.50
20167	11/19/19	FLAGSTAR BANK	106.01	3,888.48
20168	11/19/19	Andrea Lebeck	106.01	41.97
20169	11/19/19	TERMINIX PROCESSING CTR.	106.01	128.00
20170	11/25/19	AMAZON.COM	106.01	1,279.38
20171	11/25/19	PETTY CASH - BTPL	106.01	203.26
20172	11/25/19	XFINITY	106.01	158.09
20173	11/25/19	CONSUMERS ENERGY	106.01	5,060.97
20174	11/25/19	Martha McGee	106.01	119.51
20175	11/25/19	PRINCIPAL LIFE INS CO-SBD GRANDE ISLAND	106.01	763.19
20176	11/25/19	VERIZON WIRELESS	106.01	205.20
20177	11/25/19	VIGILANTE SECURITY	106.01	1,950.00
20178	12/3/19	AT&T	106.01	266.26
20179	12/3/19	CAR TRUCKING, INC.	106.01	199.50
20180	12/3/19	Elizabeth Clauder	106.01	101.71
20181	12/3/19	Marian Rafal	106.01	63.92
20182	12/3/19	T MOBILE	106.01	29.40
Total				<u>40,486.49</u>
REGULAR CHECKS:				
20183	12/6/19	AERO FILTER, INC	106.01	3,802.61
20184	12/6/19	ARBOR OAKLAND GROUP	106.01	4,306.00
20185	12/6/19	BAKER & TAYLOR, INC.	106.01	11,422.55
20186	12/6/19	BLACKSTONE AUDIO, INC.	106.01	3.98
20187	12/6/19	BOOKS GALORE INC.	106.01	2,140.56
20188	12/6/19	BROAD REACH	106.01	386.71
20189	12/6/19	BUTZEL LONG	106.01	97.50
20190	12/6/19	CAVENDISH SQUARE	106.01	467.10
20191	12/6/19	CDW GOVERNMENT, INC.	106.01	1,045.23
20192	12/6/19	CEI MICHIGAN LLC	106.01	53,460.00
20193	12/6/19	CENGAGE LEARNING/GALE	106.01	550.23
20194	12/6/19	CRAWFORD DOOR SALES	106.01	453.00
20195	12/6/19	DEMCO, INC.	106.01	198.79
20196	12/6/19	LYNN DOWE	106.01	360.00
20197	12/6/19	DU ALL CLEANING, INC	106.01	8,610.00
20198	12/6/19	DUROSS PAINTING CO	106.01	8,900.00
20199	12/6/19	ELM USA, Inc.	106.01	620.00
20200	12/6/19	ENVISIONWARE, INC.	106.01	2,446.00
20201	12/6/19	FRANK REWOLD AND SON, INC.	106.01	63,111.16
20202	12/6/19	GOLDNER WALSH NURSERY, INC.	106.01	1,364.00
20203	12/6/19	GREAT OAKS MAINTENANCE	106.01	4,125.00
20204	12/6/19	GREY HOUSE PUBLISHING	106.01	154.00
20205	12/6/19	INGRAM LIBRARY SERVICES	106.01	582.63
20206	12/6/19	INNOVATIVE CHOICES LTD., INC.	106.01	12,910.00
20207	12/6/19	LJ ROLLS REFRIGERATION CO., INC	106.01	8,413.84
20208	12/6/19	LERNER PUBLISHING GROUP	106.01	104.95
20209	12/6/19	MIDWEST COLLABORATIVE for LIB. SVCS	106.01	5,377.50

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

Check #	Date	Payee	Cash Account	Amount
20210	12/6/19	METRONET LIB. CONSORT.	106.01	17,628.62
20211	12/6/19	MICROMARKETING LLC	106.01	1,747.32
20212	12/6/19	MIDWEST TAPE	106.01	4,717.14
20213	12/6/19	ANDREA MOON	106.01	150.00
20214	12/6/19	NATIONAL SIGN COMPANY	106.01	1,205.50
20215	12/6/19	NICHOLS/NETWORK SERVICES CO	106.01	974.86
20216	12/6/19	OAKLAND COMMUNITY COLLEGE	106.01	24.95
20217	12/6/19	OMNIGRAPHICS	106.01	199.00
20218	12/6/19	OVERDRIVE	106.01	10,125.72
20219	12/6/19	OXFORD UNIVERSITY PRESS USA	106.01	1,465.00
20220	12/6/19	PENGUIN RANDOM HOUSE LLC	106.01	134.25
20221	12/6/19	THE PENWORTHY CO.	106.01	421.52
20222	12/6/19	PROQUEST-CSA LLC	106.01	4,553.54
20223	12/6/19	DINA PYLE	106.01	150.00
20224	12/6/19	ROSEN PUBLISHING	106.01	3,331.85
20225	12/6/19	THE ROWMAN & LITTLEFIELD PUBLISHING GRP	106.01	338.12
20226	12/6/19	SALEM PRESS, INC.	106.01	148.50
20227	12/6/19	SECANT	106.01	970.00
20228	12/6/19	SHOWCASES	106.01	435.13
20229	12/6/19	SQBOX SOLUTIONS LTD.	106.01	3,240.00
20230	12/6/19	LAURIE TENNENT	106.01	500.00
20231	12/6/19	UNIQUE MANAGEMENT SERVICES, INC.	106.01	241.65
20232	12/6/19	US GOVERNMENT PRINTING OFFICE	106.01	58.00
20233	12/6/19	VALUE LINE PUBLISHING, INC	106.01	1,000.00
20234	12/6/19	WALLACEBURG BOOKBINDING & MFG	106.01	195.50
20235	12/6/19	WATERFORD TWP. PUBLIC LIBRARY	106.01	11.98
20236	12/6/19	WEST ACADEMIC	106.01	51.94
20237	12/6/19	WOLTERS KLUWER	106.01	148.23
20238	12/6/19	WORLD BOOK, INC.	106.01	999.00
20239	12/6/19	YOUR CLUTTERED SPACE	106.01	135.88
20240	12/6/19	BLOOMFIELD TOWNSHIP	106.01	300,000.00
Total				<u><u>550,716.54</u></u>

Gift Fund

ADVANCE CHECKS:

5107	11/19/19	FLAGSTAR BANK	102.03	791.44
5108	11/25/19	AMAZON.COM	102.03	157.80
5109	11/25/19	BLOOMFIELD TWP. PUBLIC LIBRARY	102.03	38.01
Total				<u><u>987.25</u></u>

REGULAR CHECKS:

5110	12/6/19	BAKER & TAYLOR	102.03	623.06
5111	12/6/19	ROB CROZIER	102.03	700.00
5112	12/6/19	DEMCO	102.03	159.23
5113	12/6/19	THE BOOK FARM	102.03	93.96
Total				<u><u>1,576.25</u></u>

Bloomfield Township Public Library
FY 2019-2020 General Fund Budget
 PRESENTED: DECEMBER 17, 2019 FOR THE MONTH OF: NOVEMBER, 2019

7b

Eight Months 67%

		2019-2020	2019-2020			Eight Months 67%	
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	\$5,290	\$52,622	61.91%	(\$32,378)
	Charges for Services	\$14,738	\$14,738	\$1,013	\$9,663	65.57%	(\$5,075)
	Investment earnings	\$67,150	\$75,000	\$10,372	\$186,450	248.60%	\$111,450
	Miscellaneous	\$14,466	\$14,466	\$400	\$9,641	66.65%	(\$4,825)
Total Revenues		\$7,604,763	\$7,736,628	\$17,075	\$377,437	4.88%	(\$7,359,191)
<u>Expenditures</u>							
	Personnel	\$4,165,303	\$4,310,143	\$299,763	\$2,536,998	58.86%	(\$1,773,145)
	Library Services	\$870,134	\$849,839	\$74,619	\$527,505	62.07%	(\$322,334)
	Facilities & Equipment	\$994,137	\$969,137	\$81,285	\$607,050	62.64%	(\$362,087)
	Other Operating Expenditures	\$3,133,364	\$3,991,482	\$135,393	\$2,219,910	55.62%	(\$1,771,572)
Total Expenditures		\$9,162,938	\$10,120,601	\$591,061	\$5,891,463	58.21%	(\$4,229,138)
	Fund Balance - Beginning	\$11,933,661	\$11,933,661		\$11,933,661		
	Net revenue (expenditure)	(\$1,558,175)	(\$2,383,973)		(\$5,514,026)		
	Fund Balance - Ending	\$10,375,486	\$9,549,688		\$6,419,635		

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: DECEMBER 17, 2019 FOR THE MONTH OF: NOVEMBER, 2019

Eight Months 67%

ACCOUNT NUMBER	ACCOUNT NAME	2019-2020 ADOPTED BUDGET AS OF MAR 19, 2019	2019-2020 AMENDED BUDGET AS OF DEC 17, 2019	REVENUE/ EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	VARIANCE
	<u>Revenues</u>						
	Gift Income	\$500	\$46,103	\$75	\$46,103	100.00%	\$0
454.03	Investment Earnings	\$200	\$200	\$13	\$112	55.86%	(\$88)
460.03	Miscellaneous Revenue	\$0	\$5	\$0	\$5	100.00%	\$0
	Total Revenues	\$700	\$46,307	\$88	\$46,219	99.81%	(\$88)
	<u>Expenditures</u>						
	Library Services	\$50,389	\$78,549	\$2,483	\$22,002	28.01%	(\$56,547)
	Facilities & Equipment	\$22,360	\$35,835	\$34	\$26,833	74.88%	(\$9,002)
	Other Operating Expenditures	\$89,446	\$93,418	\$47	\$5,290	5.66%	(\$88,127)
	Total Expenditures	\$162,195	\$207,802	\$2,564	\$54,126	26.05%	(\$153,677)
	Fund Balance - Beginning	\$161,695	\$161,695		\$178,428		
	Net revenue (expenditures)	(\$161,495)	(\$161,495)		(\$7,907)		
	Fund Balance - Ending	\$200	\$200		\$170,521		

Bloomfield Township Public Library
Asset Allocation Summary
November 2019

Fund	Type	Annual Yield	Date	Amount on Hand
General Fund				
	5th 3rd Checking (Ecommerce)	0.00%	11/30/2019	\$79,998.77
	Flagstar Public Funds Savings	1.30%	11/30/2019	\$158,301.23
	Flagstar Premier Public Entities Checking	0.55%	11/30/2019	\$70,094.42
	RBC Capital Cash/Money Market	1.13%	11/30/2019	\$9,764.44
	RBC Capital - Investments	2.92%	11/30/2019	\$6,644,643.64
Total General Fund				\$6,882,803.73
Please see General Fund budget for notes on how this amount is earmarked				
Gift Fund				
	Huntington Public Fund Business Interest Checking	0.15%	11/30/2019	\$98,242.15
	Huntington CD (Charnov gift) - matures 02/04/2020	2.20%	11/30/2019	\$50,000.00
	Fifth Third Bank Business Standard Checking	0.00%	11/30/2019	\$9,488.81
Total Gift Fund				\$157,730.96

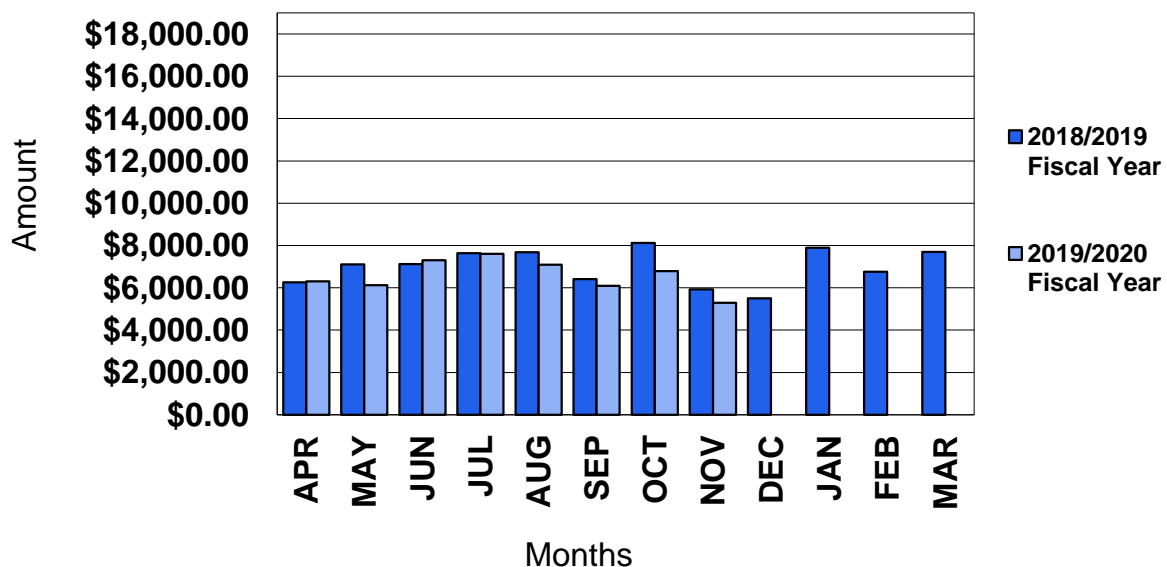
CFSEM The following endowment funds are administered by the Community Foundation for Southeast Michigan (CFSEM). CFSEM maintains unilateral variance power and legal ownership of the endowment funds, and therefore, principal is not available to BTPL. Earnings are available for distribution to the Library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

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

FINES AND FEES - TWO-YEAR COMPARISON

Month	2018/2019 Fiscal Year	2019/2020 Fiscal Year	Difference
APR	\$6,256.90	\$6,301.13	\$44.23
MAY	\$7,103.51	\$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	\$5,290.11	(\$637.09)
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	\$52,621.52	(\$31,505.38)

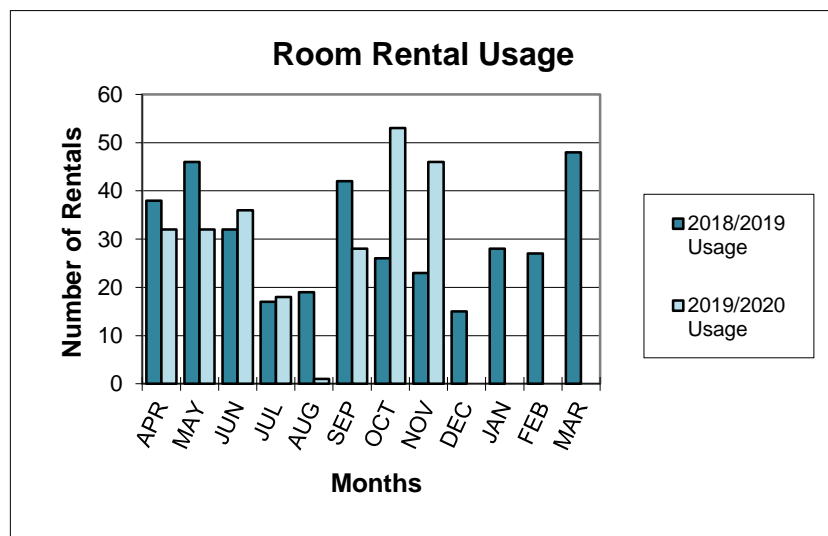
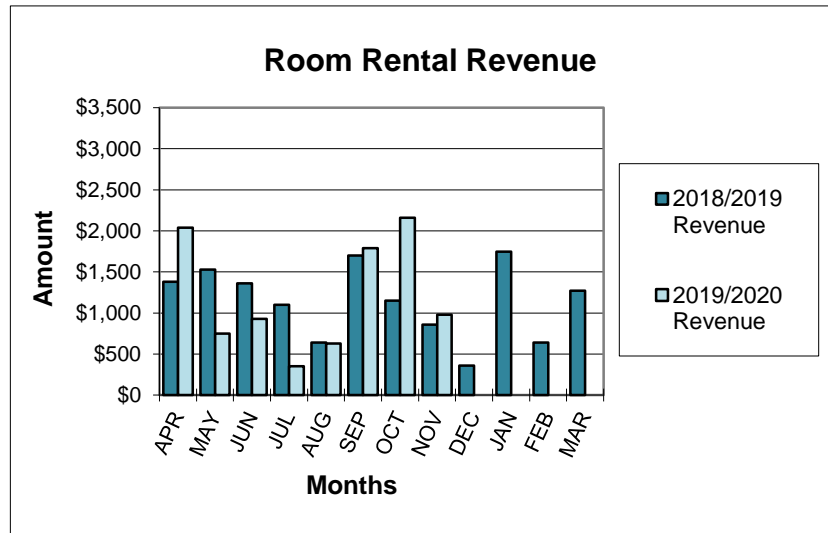
Fines and Fees Two-Year Comparison



ROOM RENTAL - TWO-YEAR COMPARISON

7b

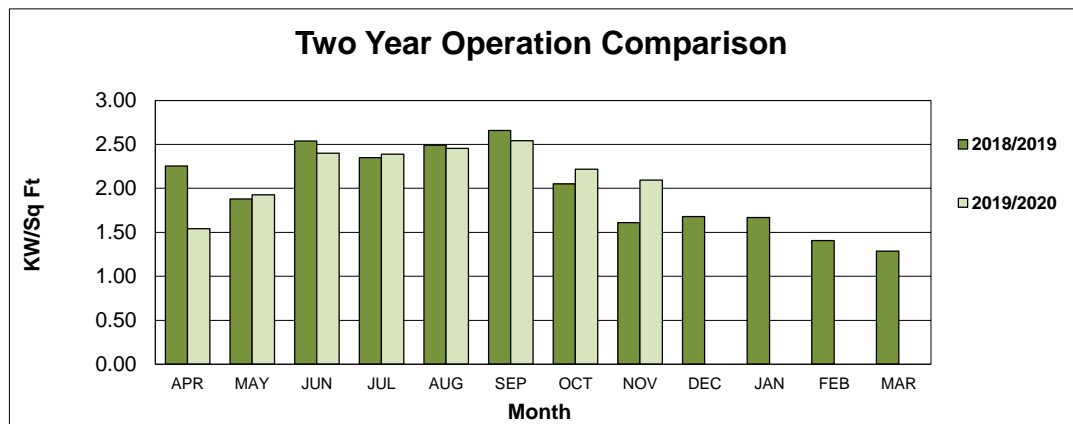
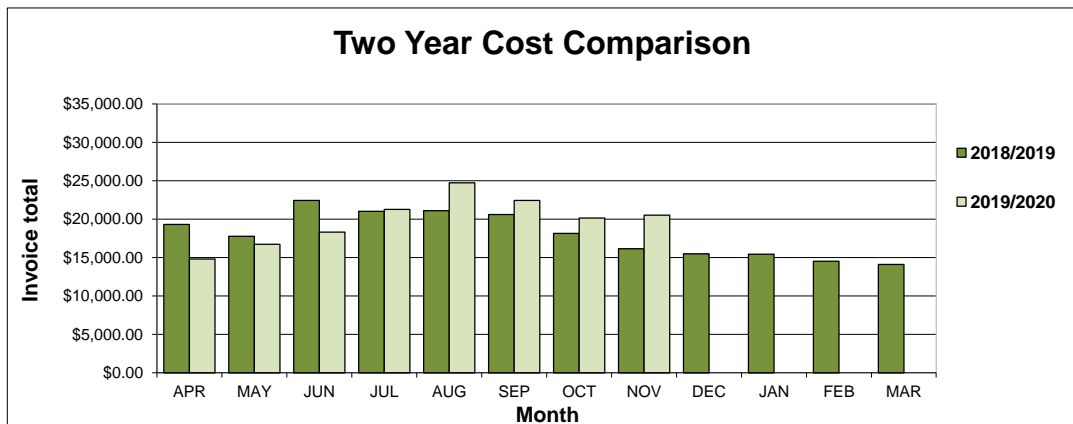
<u>Month</u>	2018/2019 <u>Revenue</u>	2019/2020 <u>Revenue</u>	<u>Difference</u>	2018/2019 <u>Usage</u>	2019/2020 <u>Usage</u>	<u>Month</u>
APR	\$1,380.00	\$2,040.00	\$660.00	38	32	APR
MAY	\$1,530.00	\$750.00	(\$780.00)	46	32	MAY
JUN	\$1,360.00	\$930.00	(\$430.00)	32	36	JUN
JUL	\$1,100.00	\$350.00	(\$750.00)	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	\$980.00	\$120.00	23	46	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	\$9,630.00	(\$4,106.00)	361	246	



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	\$20,520.50	\$4,363.18	211,470	\$0.10	293.71	2.09	\$28.50	\$0.20
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	\$158,872.12	(\$57,178.75)						



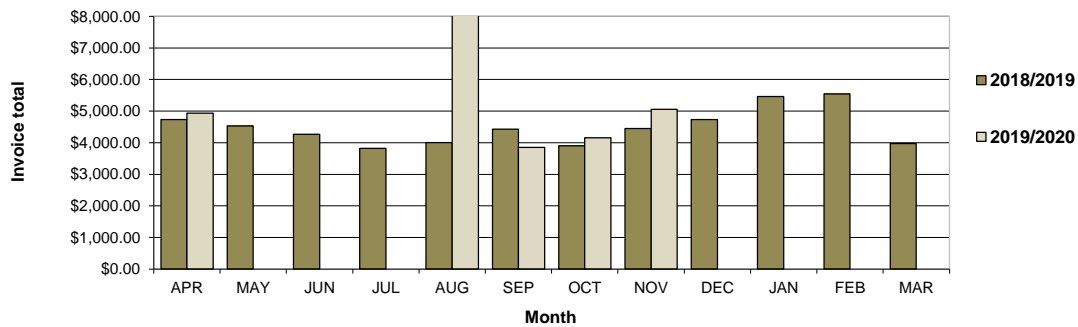
Bloomfield Township Public Library Natural Gas Analysis

Building Area = 101,023

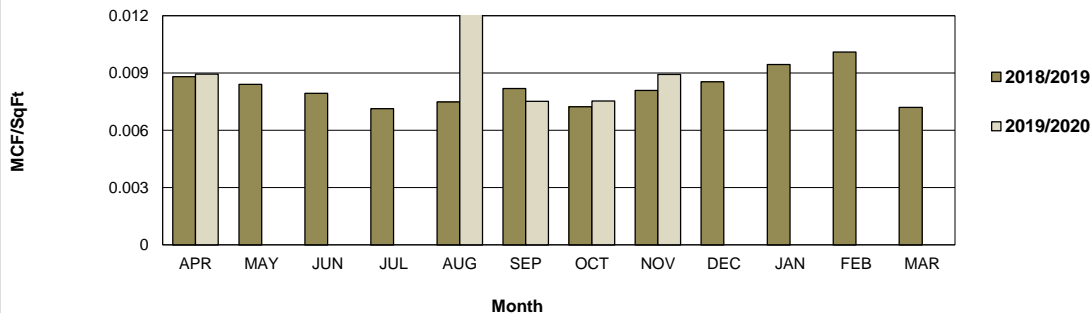
1 Cu. Ft. = 1000 BTU

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	\$5,060.97	\$611.18	901.9	\$5.61	720	1.25	0.009	7.03	0.049
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	\$33,725.34	(\$20,124.68)							

Two Year Cost Comparison

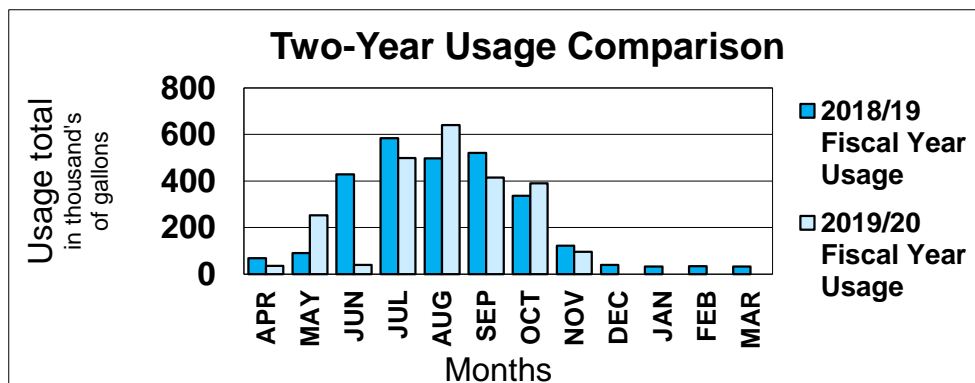
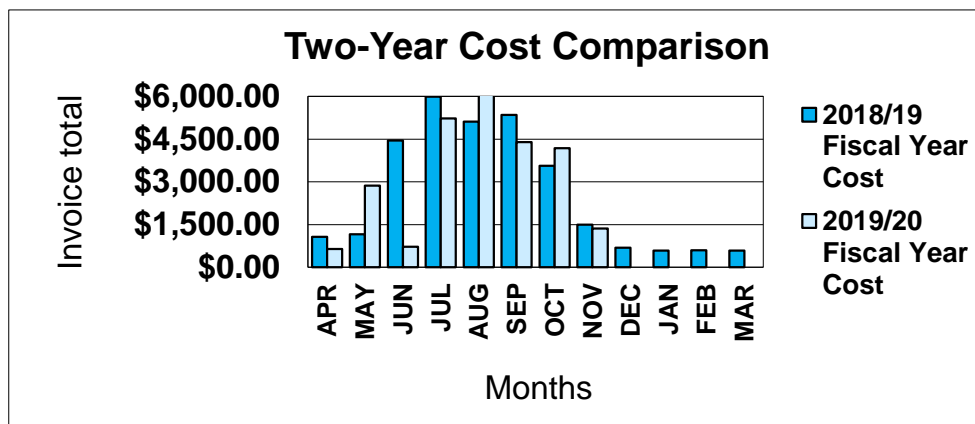


Two Year Operation Comparison



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	\$1,362.43	(\$128.57)	122	96	(26)
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>\$26,017.26</u>	<u>(\$4,619.14)</u>	<u>2,788</u>	<u>2,368</u>	<u>(420)</u>



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

What fun we had at the annual Library Holiday Party on December 8! It is wonderful for us all - Library Trustees, Friends Board, Library staff and volunteers – to come together outside of the Library and get to know each other a little better. It is our only opportunity to do so. Our sincere thanks to SOC for their hard work planning such a wonderful event and to our Friends of the Library for their generous financial support of the evening.

The Library's Vending Services agreement expires on March 31, 2020. On Friday, December 6, 2019, a request for proposals (RFP) for vending services was released. Responses are due on January 6, 2020. A bid award for vending services will take place at the February 18, 2020 Library Board meeting. A copy of our RFP is included in this month's Library Board meeting packet for your information.

Just a reminder that the Library is closed on Tuesday, December 24 and Wednesday, December 25 and closes at 5:30pm on Tuesday, December 31 and is closed all day on Wednesday, January 1, 2020.

Warm Wishes this holiday season and all year long!

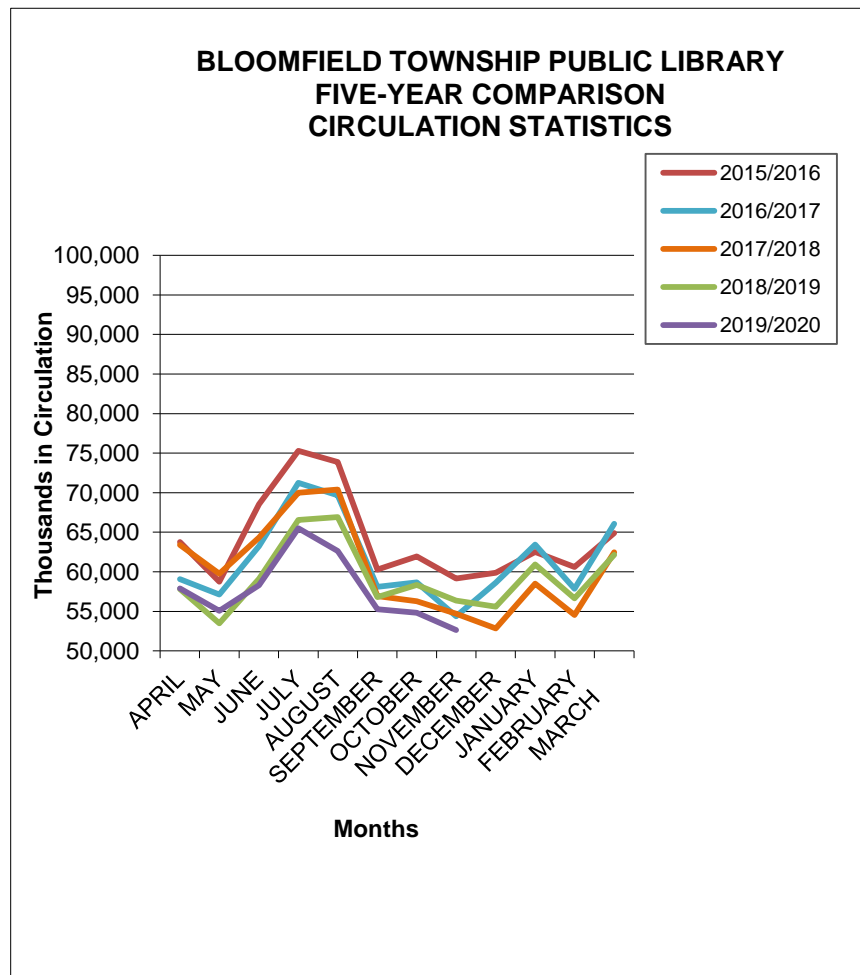
Respectfully Submitted,

Carol Mueller
Director

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
FIVE YEAR CIRCULATION**

12/11/2019

	<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	52,623
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	462,095



	2018		2019	
COLLECTION				
Book Collection:	251,761		240,918	
Media Collection:	60,683		56,630	
Total e-books:	15,533		16,625	
Overdrive	11,072		12,024	
Total downloadable audiobooks:	5,889		6,549	
Materials Total:	333,866		320,722	
CIRCULATION				
Circulation Total:	56,357		52,623	
Bloomfield Township Circulation:	52,337		49,265	
Virtual Circulation Total	11,130		11,534	
Circulation of Youth materials:	19,824		15,247	
Circulation of Media:	15,309		11,741	
Circulation of Cranbrook passes:	168		161	
Self-checkout machine use:	20,086	35.6%	18,271	34.7%
Library by Mail:	41	26 patrons	17	27 patrons
BUILDING & EQUIPMENT USAGE				
Door Count:	16,381	*	22,036	*
Gate Count:	24,854		23,475	
Meeting rooms by public:	23		46	
Meeting rooms by staff:	87		80	
VIRTUAL USE				
Home page hits:	27,135		26,332	
e-book access:	2,716		3,042	
Overdrive	2,713		3,036	
EBSCOhost	3		6	
Audiobook access: (Overdrive)	1,488		1,908	
Freegal music download access:	869		543	
Freegal music streaming:	2,218		1,998	
Magazine download access:	1,769		1,783	
Hoopla access:	2,070		2,260	
Tutor.com sessions:	83		27	
Library Computer Use				
Resident Use	1,184		955	
Guest Use	518		489	
*Library closed at 5:30pm Thanksgiving Eve and all day Thanksgiving				

	2018		2019	
OUTREACH & PROGRAMS				
<i>New Patrons and Accounts</i>				
Township:	160		122	
Cranbrook:	2		2	
Total new patrons:	211		190	
<i>Adult Program Attendance</i>				
Staff-led:	8 events	131 attended	12 events	136 attended
Speaker-led:	10 events	217 attended	4 events	221 attended
Book clubs:	7 events	52 attended	7 events	87 attended
Tours/visits on-site:	1 event	8 attended	1 event	2 attended
Tours/visits off-site:	5 events	82 attended	3 events	48 attended
Chamber Music Concert	1 event	93 attended	1 event	103 attended
<i>Systems Program Attendance</i>				
Staff-led:	9 events	83 attended	11 events	28 attended
<i>Teen Program Attendance</i>				
Staff-led:	1 event	0 attended	1 event	3 attended
<i>Youth Program Attendance</i>				
Staff-led:	29 events	798 attended	25 events	696 attended
Speaker-led:	0	0	0	0
Tours/visits on-site:	2 events	20 attended	0	0
Tours/visits off-site:	2 events	63 attended	7 events	747 attended
TOTAL:	75 events	1,547 attended	72 events	2,071 attended
<i>Volunteers:</i>				
	26 people	175.50 hours	19 people	157.50 hours
	Shop: 11	89.75	Shop: 9	94.5
	Court: 1	5.5	Court: 2	19.75
	Students: 6	19.5	Students: 2	6
	Dept. Vol: 8	60.75	Dept. Vol: 6	37.25
<i>Patron Remarks</i>				
Patron Comments:	13		11	
Ask BTPL:	1		4	
Ask Us:	44		25	
DISPLAYS				
Lobby	"Collection" of various items from Rochelle & Randy Forester			
Local History	Veterans-themed Display			

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

The meeting of the Bloomfield Township Public Library Board of Trustees Personnel & Finance Committee was held in the Library on Thursday, December 5, 2019 at 11:00 a.m.

Present: Trustees Tom Deska, Sandy Edwards, Joan Luksik

Administration: Library Director Carol Mueller; Assistant Director Tera Moon

PA 152

Each December the Library Board must make a decision about which of the available options for funding health care costs the Library will follow for the coming fiscal year. After discussion, the Personnel Committee recommends choosing the 80/20 option for the 2020/2021 fiscal year. This decision will be on the agenda for the regular monthly Library Board of Trustees meeting on December 17, 2019.

Director's Evaluation

The committee discussed the evaluation form used and agreed that the form does not need changes. The committee agreed that Director Mueller's comments on her work are desired. The committee discussed the timeline for the Director's Evaluation. Director Mueller will provide her comments by January 3, 2020; the Trustees will provide their comments by the January 21, 2020 monthly meeting. The current committee will continue to oversee this process through February 18, 2020 when the performance appraisal will be presented to the Director and a recommendation will be made about renewing the Director's contract.

Next meetings:

Personnel Committee meeting: Tuesday, February 11, 2020, 11:00am

Budget Review Session: Thursday, March 12, 11:00am



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
MEMORANDUM**

TO: Trustees

FROM: Carol Mueller, Library Director

DATE: December 13, 2019

SUBJECT: PA 152

Michigan Public Act 152, the Publicly Funded Health Insurance Contribution Act, requires public employees to contribute to their health insurance costs. This Act gives public employers three options to choose for funding health care costs: (1) the hard cap option, (2) the 80/20 option or (3) to be exempt.

Option 1 – Hard Cap Option:

By a majority vote of its governing body, a public employer shall pay not more for a medical benefits plan than a total equal to \$6,818.87 for single coverage, \$14,260.37 for employee and spouse (not available for our health care coverage), or \$18,596.96 for family coverage for each eligible employee. This is referred to as utilizing “hard cap” and would mean our eligible employees would pay the difference between the total annual cost of the medical benefits plan and the hard cap noted above.

Option 2 – 80/20 Option:

By a majority vote of its governing body, a public employer shall pay not more than 80% of the total annual costs of the medical benefit plans it offers. Our eligible employees would be required to pay 20% or more of the total annual costs of that plan.

Option 3 – Exempt:

By a 2/3 vote of its governing body, a local unit of government may exempt itself from the requirements of this act.

(Note: The Library does not qualify to be exempt as it is not, by definition, a local unit of government. Bloomfield Township is the local unit of government and does exempt itself from the requirements of this act.)

The amounts specified in the amended act have been increased 2.0% for the 2020 calendar year and are updated in the options above. The state of Michigan annual cost limitations announcement is attached for your information.

Each December, the Library Board must decide which of the available options to implement for the next fiscal year. The Library Board approved the hard cap option in 2011, 2012, 2014, 2015 and 2016. In 2013, 2017, 2018 and 2019 the Library Board approved the 80/20 option.

We now have an opportunity to choose the Hard Cap option for 2020 or choose the 80/20 option but the decision must be affirmatively made by a majority vote of the Trustees at the December 17, 2019 Library Board meeting. This decision will affect all full time and all 30 hour employees who accept health care benefits from the Library in 2020.

The attached cost analysis indicates the library/employee costs for both the hard cap and 80/20 options. It would benefit our employees to elect the 80/20 option as employee costs to pay for their health care coverage would be less than the hard cap option. It would benefit the Library to elect the hard cap option as library costs to provide health care coverage to employees would be less than the 80/20 option.

It is recommended by Administration to adopt Option 2, known as the 80/20 Option, because it provides a lower health care cost for library employees. The Finance Committee and Personnel Committee support this recommendation.

Thank you for your consideration.



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF TREASURY

RACHAEL EUBANKS
STATE TREASURER

March 25, 2019

**PUBLIC EMPLOYER CONTRIBUTIONS TO MEDICAL BENEFIT PLANS
ANNUAL COST LIMITATIONS – CALENDAR YEAR 2020**

For a medical benefit plan coverage year beginning on or after January 1, 2012, MCL 15.563, as last amended by 2018 Public Act 477, sets a limit on the amount that a public employer may contribute to a medical benefit plan.


For medical benefit plan coverage years beginning on or after January 1, 2013, MCL 15.563 provides that the dollar amounts that are multiplied by the number of employees with each coverage type be adjusted annually. Specifically, the dollar amounts shall be adjusted, by October 1 of each year after 2011 and before 2019, by the change in the medical care component of the United States consumer price index for the most recent 12-month period for which data are available. By April 1 of each year after 2018, the dollar amounts shall be adjusted by the change in the medical care component of the U.S. consumer price index for the most recent 12-month period for which data are available. For calendar year 2019, the limit on the amount that a public employer may contribute to a medical benefit plan was set to the sum of the following:

- \$ 6,685.17 times the number of employees and elected public officials with single-person coverage
- \$13,980.75 times the number of employees and elected public officials with individual-and-spouse coverage or individual-plus-1-nonspouse-dependent coverage
- \$18,232.31 times the number of employees and elected public officials with family coverage.

The limits for 2020 equal the 2019 limits increased by **2.0 percent**. The 2.0 percent is the percentage change in the medical care component from the period March 2017-February 2018 to the period March 2018-February 2019.

Thus, for medical benefit plan coverage years beginning on or after January 1, 2020, the limit on the amount that a public employer may contribute to a medical benefit plan equals the sum of the following:

- **\$ 6,818.87** times the number of employees and elected public officials with single-person coverage
- **\$14,260.37** times the number of employees and elected public officials with individual-and-spouse coverage or individual-plus-1-nonspouse-dependent coverage
- **\$18,596.96** times the number of employees and elected public officials with family coverage.


Rachael Eubanks
State Treasurer

March 25, 2019

MICHIGAN PUBLIC ACT 152 - This act provides for health care premium employee contribution/sharing beginning 01/01/2012

Calendar Year 2020 annual cost limitations - published 9/2019, effective 1/1/2020

HARD CAP 1/1/2020-12/31/2020

	Single	Family
Current budgeted annual health care costs (medical only)*	\$ 9,181.32	\$ 26,496.96
Hard cap amount = BTPL annual cost	(\$6,818.87)	(\$18,596.96)
Employee annual cost	\$2,362.45	\$7,900.00
Amount employee would pay per paycheck (24 pay periods)	\$98.44	\$329.17

80/20 SPLIT

Current budgeted annual health care costs (medical only)*	\$ 9,181.32	\$ 26,496.96
80% = BTPL annual cost	\$7,345.06	\$21,197.57
20% = Employee annual cost	\$1,836.26	\$5,299.39
Amount employee would pay per paycheck (24 pay periods)	\$76.51	\$220.81

* Budgeted health care costs for FY 2020-2021 predict a 5% increase.

2013-14 Library adopted the hard cap option.

2014-15 Library adopted the 80/20 option.

2015-16 Library adopted the hard cap option.

2016-17 Library adopted the hard cap option.

2017-18 Library adopted the hard cap option.

2018 Library adopted the 80/20 option.

2019 Library adopted the 80/20 option.

2020 Library Director recommends the 80/20 option.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM

TO: Trustees

FROM: Personnel Committee – Joan Luksik, Tom Deska

DATE: December 17, 2019

SUBJECT: Director's Evaluation

December is traditionally the time of year when the Personnel Committee asks for your input on the Library Director's performance during the past fiscal year.

The evaluation process will begin with a report from the Library Director to the Board summarizing her activities during 2019. The report, as well as the Director's evaluation form, will be sent to you in early January. The form will be a Word document (it may be adjusted accordingly for your use) which you can print out or complete online. We ask that your completed evaluation form be returned to the Personnel Committee Trustees Joan Luksik and Tom Deska no later than January 21, 2020.

The Personnel Committee will then use your input to complete the Library Director's performance evaluation, share the results with you, and make a formal recommendation to the full Library Board regarding the Director's performance and contract at the February 18, 2020 Library Board meeting.

It is anticipated that the Director's report will provide information that will assist us in the evaluation process and guide the development of goals for the next fiscal year.

We look forward to receiving your comments – any questions, please call or email.

Bloomfield Township Public Library

Annual Evaluation for Library Director, FY 2019

Please evaluate the job performance of the Director for the period of April 1, 2019 through the present in the following areas of responsibility.

Management Skills and Communication

- Does the Director effectively and efficiently manage the operations and resources of the library to optimize performance and service?
- Does the Director work successfully with staff, the Board, Friends of the Library, library patrons, township residents, township government and community partners?
- Are communications with internal and external constituencies satisfactory

Comments:

Community and Personal Relations

- Does the Director effectively represent the mission and programs of the Library to the community as a visible leader and spokesperson?
- Is the Director actively involved in networking with professional peers, government representatives, agencies, organizations and the general public?
- Does the Director demonstrate high personal standards of workplace ethics, honesty and integrity?
- What are the strengths of the Director? How do these affect the strength of the organization?

Comments:

Financial and Business Management

- Is the Director a responsible steward of the library's financial resources?
- Are appropriate systems in place to ensure the integrity and security of library funds and the accuracy of financial reporting?

- Does the Director responsibly manage the implementation of the strategic plan and the annual budget plan?
- Are library policies and procedures reviewed and updated annually as needed?

Comments:

Technology / Systems / and Innovation

- Are operational technologies/systems kept up to date and new technologies/systems developed to improve and enhance library programs and services?
- Does the Director encourage and support staff in developing new programs and services to insure that changing patron and community needs are met?

Comments:

Goals and Vision

- Does the Director demonstrate a vision for the future of the Library? Is it consistent with the approved strategic plan?
- Are annual goals developed that are realistic and contribute to the implementation of the strategic plan?
- Are challenges being effectively met and resolved?

Comments:

Other comments regarding the job performance of the Director:

Library Board recommendations for FY 2020 goals and objectives:

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
REQUEST FOR PROPOSAL
VENDING SERVICES**

December 6, 2019

The Bloomfield Township Public Library requests proposals from qualified firms for snack and beverage vending machines and services.

Vending services are provided in both staff and public areas. Services in our staff lounge include a non-refrigerated snack machine with packaged foods; a cold beverage machine with bottles and cans of including pop, juice, and water; and a hot beverage machine. These machines serve approximately 110 employees. Gross sales are in the \$600.00 - \$700.00 range per month.

The public vending café has comfortable seating and is located immediately to the left of the library entrance. These machines provide convenient refreshment to the 900 plus patrons who visit the Library daily. There are four machines in the public vending café: a non-refrigerated snack machine with packaged foods; a cold beverage machine with bottles and cans of including pop, juice, and water; a hot beverage machine; and a change machine. Gross monthly sales of the public machines are in the range of \$3,000-\$4,000 with an average of \$3,330 per month. Fast food and similar outlets are located no less than one mile from the library. In addition to traditional library services, this Library offers four meeting rooms and 18 study rooms.

Proposal guidelines are listed below. This request for proposals also can be obtained on the Library's web site at www.btpl.org, at the Library's Welcome Desk at Bloomfield Township Public Library, 1099 Lone Pine Road, Bloomfield Township, MI, 48302, or by calling Tera Moon, Assistant Director, at the Library at (248) 642-5800, extension 112.

Please deliver four (4) copies of the proposal in a sealed envelope marked with the name of the proposer and entitled "Vending Service Proposal" to the Welcome Desk of the Bloomfield Township Public Library during open library hours:

Monday – Thursday, 9:30 a.m. – 9:00 p.m.

Friday, 9:30 a.m. – 6:30 p.m.

Saturday, 9:30 a.m. – 5:30 p.m.

Sunday, 12noon – 5:30 p.m.

Proposals must arrive no later than **4:00 p.m., Monday, January 6, 2020** addressed to:

Tera Moon, Assistant Director
Bloomfield Township Public Library
1099 Lone Pine Road
Bloomfield Township, MI 48302

All proposals received will be publicly opened immediately thereafter at the Library. Verbal, telephone, fax or electronic mail proposals are invalid and will not receive consideration. All questions should be directed to Tera Moon, Assistant Director, Bloomfield Township Public Library via email at moontera@btpl.org.

PROPOSAL GUIDELINES

Please provide:

- The full name of the firm, local address, telephone number, name and title of the contact person, and the date of submission.
- A description of company background (history, mission, current size).
- A list of current references with contact names and phone numbers must be included with the proposal.

Proposals must specifically address:

- Percentage or portion of revenues from snack and beverage machines to be returned to the Bloomfield Township Public Library, including an example of a monthly sales report that will be required if awarded the bid. Two separate sales reports, one for staff vending and one for public vending, will be required each month. Sales commissions should be paid to the library on one check.
- Specific schedule for such payments.
- Specific manner of payments (check or cash).
- Time line for any re-evaluation of revenue return.
- Manner and time frame in which requested changes in snack and beverage machine contents will be met.
- Schedule for turnover of product and stocking machines.
- Number of communities/sites served by a single route.
- Response time required to address shortages of product.
- Response time for machine repair or replacements.
- Removal of empty beverage containers.
- Procedure for reimbursement of funds lost in machines.
- Schedule for machine maintenance and cleaning.
- Cups and lids **MUST** be provided. A listing of other supplies provided such as cup sleeves would be helpful.

- List of available brands for beverages, snacks, and candy.
- Availability of Coke and Pepsi products in one machine.
- Suggestions for service improvements in number, configuration, and/or content of machines.
- Photo with dimensions of equipment and equipment electrical, plumbing or other specifications.
- Energy efficiencies of proposed vending machines.
- Money changing capabilities of all machines and/or description of the type of change machine provided with vending machines.
- Availability of vending machines that accept RFID and/or magnetic stripe and/or credit/debit cards to purchase items.

TAXES

State and local sales and use taxes are not applicable and should not be included in the proposal.

CONTRACT AWARD

The contract will be awarded in the form of a signed proposal sheet mailed to the vendor selected. It is the intent of the Library to award the bid for vending services on February 18, 2020 with implementation by April 1, 2020 through March 31, 2023.

METHOD OF EVALUATING PROPOSALS

Proposals will be evaluated with strict emphasis on quality. Attributes which will be analyzed include:

- Reference responses
- Response times for machine repair or replacement and to address product shortages
- Schedule for stocking machines, turnover of product and machine maintenance and cleaning
- Revenue percentage shared with the Library, schedule for payments and report
- Products offered
- Equipment provided with features outlined

After technical qualities have been evaluated, cost and other considerations will be evaluated. Once all factors have been evaluated, the vendor chosen will be notified. We hope to be able to notify the successful vendor by Wednesday, February 19, 2020.

WITHDRAWAL OF PROPOSALS

Any proposer may withdraw the proposal at any time prior to the deadline for receipt of proposals.

WALK-THROUGH

Proposers are welcome to schedule an appointment to visit the Library for a walk-through of the existing staff lounge and public vending café. Please call Tera Moon at (248) 642-5800, ext. 112 to arrange.

NEGOTIATION

Bloomfield Township Public Library solicits this proposal subject to review and negotiation with one or more of the firms under consideration. It is understood that negotiation may lead to proposal revision.

All proposals submitted will remain firm for a period of ninety (90) days.

The Bloomfield Township Public Library reserves the right to accept or reject any or all proposals submitted, either in whole or in part; to request additional information from all proposers; to award contract to other than the low proposer; to waive any irregularities and/or informalities; and in general, to make awards in any manner deemed to be in the best interests of the Library. Any contract awarded will be made to the vendor who, based on evaluation of all responses, all criteria and oral interviews, if necessary, is determined to be the best qualified to provide vending services.

Successful proposer will declare and stipulate that its proposal is made in good faith, without collusion or connection with any other person or persons bidding for the same work, and that the prices quoted include all terms, insurance, royalties, transportation charges, allowances, taxes, use of all tools and equipment, overhead, profit, etc., necessary to fully provide the requested services in accordance with the proposal parameters.

Awards will be made for all or part of the vending services, using the proposal entirely or in part, at the Library's discretion, in a manner most favorable to Bloomfield Township Public Library.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees

FROM: Tera Moon

DATE: December 9, 2019

SUBJECT: Strategic Plan Update

The current strategic plan, which has led us to accomplish so many exciting goals, is dated 2016-2020. Though 2020 is on the horizon, the goals of the plan are still relevant and continue to direct our resources and energies. The Spaces project which has become the Commons is the most visible and significant achievement of the plan will be completed in early 2020. We look forward to completing this project before assessing other areas of the Library.

The marketing group continues to meet and discuss ideas and tactics for marketing the Library and its services. The group will be consulted on digital signage and other displays as the new Commons takes shape. They can help identify new opportunities for reaching patrons using existing spaces, like the Copy Center, in new ways.

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.

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.

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: December 9, 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!

JANUARY 2020

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 The Library will close today at 5:30p (New Year's Eve) and re-open on Thursday, January 2 at 9:30 A.M.	2	3 12:00 PM English Language Conversation Hour 1:00 PM Bullet Journaling for the New Year, New You!	4 2:00 PM Introduction to Powerpoint
6 10:00 AM Family Story Time 5:00 PM Google CS First	7 10:00 AM Knit 'n Stitch Circle 10:00 AM Tinker Tales 6:00 PM Introduction to Scanning & Photo Editing 7:00 PM Christopher Harding Concert	8 12:15PM Friends Meeting 10:00 AM Wee ALL Play 1:00 PM Digital Download Help 5:00 PM Google CS First 6:30 PM Writers' Rendezvous	9 10:00 AM Mother Goose Club 10:30 AM Development CMTE 3:00 PM Library Tour 6:30 PM My First Book Group 7:00 PM Open Lab	10 10:00 AM Movers and Shakers 12:00 PM English Language Conversation Hour	11 9:30 AM Friends of the Library Second Saturday Sale 9:30 - 3:30 11:00 AM Book 'N Play 1:00 PM Self-Defense
13 10:00 AM My First Signs 11:00 AM Adult and Teen Sensory Storytime 5:00 PM Google CS First 6:30 PM Paperbacks & Snacks	14 10:00 AM Tinker Tales 1:00 PM Memoir Writers' Group 3:30 PM Teen Advisory Board 6:30PM Bookworms	15 Gale Courses Begin 10:00 AM Wee ALL Play 1:00 PM Mystery Book Club 5:00 PM Google CS First 6:30 PM Bilingual Story Time – Hebrew	16 10:00 AM Mother Goose Club 12:30 PM SENSEational Story Time 6:30 PM 'In Vino Veritas' Nonfiction Book Club 6:30PM Book Chat	17 10:00 AM Movers and Shakers 12:00 PM English Language Conversation Hour 6:30 PM Family Fort Night	18 1:00 PM Keeping Nutrition Real with Trader Joe's 2:00 PM PowerPoint 2
20 10:00 AM My First Signs 1:00 PM 30 Minute Lunchtime Book Club 7:00 PM Time for a De-Clutter	21 10:00 AM Tuesday Book Club 10:00 AM Tinker Tales 7:00 PM BTPL Board of Trustees Meeting 7:30 Trust Meeting	22 10:00 AM Wee ALL Play 5:00 PM Google CS First 6:30 PM Writers' Rendezvous	23 10:00 AM Eleanor's Thursday Book Club 10:00 AM Mother Goose Club 6:00 PM Introduction to Shutterfly 6:30 PM Art Lab	24 10:00 AM Movers and Shakers 11:00 AM Sensory-Friendly Movies for Adults and Teens 12:00 PM English Language Conversation Hour 7:00 PM Chamber Music Concert	25
27 10:00 AM My First Signs 5:00 PM Google CS First 6:00 PM Books in Bars at Rusty Bucket (Book Club) 7:00 PM International Holocaust Remembrance Day	28 10:00 AM Tinker Tales 1:00 PM Memoir Writers' Group	29 10:00 AM Wee ALL Play 5:00 PM Google CS First 6:00 PM BEARy Sleepy Story Time	30 10:00 AM Mother Goose Club	31 10:00 AM Movers and Shakers 12:00 PM English Language Conversation Hour	