

Bloomfield Township Public
Library

**Bloomfield Township Public Library
Board of Trustees**

Library Board Meeting
February 18, 2020
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, February 18, 2020
7:00 p.m.

#	<u>NUMBERED ITEMS</u>	<u>DATE DELIVERED</u>
1	Agenda	02/14/2020
2a	Request to remove items from the Consent Agenda for Discussion	02/14/2020
2b	Motion to approve the order of items for the regular and consent agendas	02/14/2020
5	Motion to approve remaining Consent Agenda items 6-8d	02/14/2020
6	Regular Board Meeting Minutes of 01/21/2020	02/14/2020
7a	Cash Disbursements	02/14/2020
7b	Revenues/Expenditures Budget Report	02/14/2020
7c	Energy Report	02/14/2020
8a	President's Report– no report	
8b	Director's Report	02/14/2020
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 – 02/06/2020	02/14/2020
8c	Finance Committee/ Personnel 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 - 02/11/2020	02/14/2020
8c	Policy Committee – no report	
11a	a. Vending Services Bid Award	02/14/2020
13	Motion to approve any items removed from the Consent Agenda	02/14/2020

<u>UNNUMBERED ITEMS</u>	<u>DATE DELIVERED</u>
Automatic Renewal	02/14/2020
Utilities Use	02/14/2020
Cleaning Services	02/14/2020
Space Needs and Wayfinding Update	02/14/2020
Strategic Plan Update	02/14/2020
Calendar	02/14/2020

AGENDA
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, February 18, 2020
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 January 21, 2020
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. Vending Services Bid Award
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, March 17, 2020
16. Executive Session regarding Library Director Performance Review and Contract
17. 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, January 21, 2020

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 (via conference call), Judy Lindstrom, and Joan Luksik

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

Guests: Paul Zink, Systems Specialist and Staff Organization Committee Representative (SOC); Barbara Bloom, Bloomfield Township Resident, Alan Panter, Yeo and Yeo

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

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

President's Verbal Report:

President Judy Lindstrom expressed excitement for the coming New Year. She will be sending everyone information about the upcoming library board elections.

Director's Verbal Report:

Director Carol Mueller provided an update on the Commons Area. New lighting over the vestibule outside the public restrooms has made the beautiful tile more visible. The bench has been completed. The carpeting should be in place on Friday and the furniture will be in place next Tuesday. The stairway flooring begins tomorrow. It will be hammered rubber on the stair treads to the lower level, which will be easier to clean and look lovely. Director Mueller announced that the Adaptive Umbrella program, organized by Youth Services Assistant Department Head Jen Taggart, is on Thursday, April 30. This program is attended by librarians from all over the state, with up to 90 in attendance. The Bloomfield Historical Society will provide a program celebrating 200 years of Oakland County on Sunday, February 9 at 3:00 p.m. The Library is joining Bloomfield Hills Schools East Hills and Middle School for a Book of the Year Challenge. It's similar to March Madness for basketball, where the students can vote on which book they like. Youth Services Librarians are giving book talks at the schools to raise awareness and excitement among the

students. They are also providing copies of the books.

REGULAR AGENDA:

Call to the Public: Paul Zink, Systems Specialist and representative of the SOC, announced that the SOC collected \$265 in casual days donations in November and December and will be donated to the Library endowment fund in honor of the Library Board. The SOC, in partnership with Marian Rafal, will be conducting the second staff photo contest. The theme and dates match those of the contest for Bloomfield Township residents. The winners will be announced at a staff reception in April.

Alan Panter from Yeo and Yeo was contracted by the Library of Michigan to write a financial management guide. It is complete and available on the state's website. He distributed copies of these to the Board of Trustees.

UNFINISHED BUSINESS:

No unfinished business

NEW BUSINESS:

11a. Proposed Fines & Fees Schedule 2020

The Department Heads and Administration conducted our annual review of the Library's Fines & Fees schedule in preparation for completing the FY 2020/2021 library budget. This schedule is the summary table of the restrictions and costs associated with borrowing library materials and use of library services at Bloomfield Township Public Library. We carefully reviewed all items on this schedule for relevant changes to recommend. Several changes are suggested for the next fiscal year on April 1, 2020. The most impactful change is the recommendation to begin offering automatic renewals of most items borrowed from the Library as of April 1, 2020.

The Library's recommendation is to implement the auto renewal feature in the integrated library system as of April 1, 2020.

If our proposed FY 2020/2021 Fines and Fees schedule is approved, all proposed changes would be effective on April 1, 2020

Upon discussion, a motion was made by Joan Luksik seconded by Tom Deska **TO APPROVE THE FY 2020/2021 SCHEDULE OF FINES & FEES AS PRESENTED WITH IMPLEMENTATION TO BEGIN ON APRIL 1, 2020.**

A vote was taken for approval of the motion.

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

Nays: Greenbaum

MOTION CARRIED

DISCUSSION OF ITEMS REMOVED FROM THE CONSENT AGENDA

Pages 20 and 22

Joan Luksik asked for details on the December electricity and the water bills. The water bill appears to be doubled from the previous year. The electric bill appears to be higher for November and December. Director Mueller remarked that the construction has been going on for months which may have caused a spike in electricity. The previous year had also been drier, which causes the water usage to spike. Director Mueller will look into this further.

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

OTHER:

Sandy Edwards reported on the Wednesday, January 8 Friends of the Library meeting. Since the meeting, the Friends shared that the January book sale raised over \$2,600, although it closed at 1 pm, two hours early, due to bad weather. The Friends are continuing to update display materials and marketing supplies. They have been attending the Chamber music concerts and selling CDs. The nominating committee will meet after members have been appointed. A new slate of officers and board members will be at the next Friends Annual meeting in the spring. The next Friends Board meeting is on Wednesday, February 5, 2020.

Director Mueller raised the Board's attention to the included calendar from the packet.

Sandy Edwards shared about an article in The National Endowment for Humanities about libraries called "The Complicated Role of the Modern Public Library." She thought it was a good article about what libraries have become and what they are transitioning into. She expressed it might be useful to share at the next Legislative Breakfast.

Tom Deska reported that they will consolidate the Director's Evaluation information and share it with the Board.

The next regular monthly meeting of the Board of Trustees will be Tuesday, February 18, 2020 at 7 p.m.

At 7:36 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
February 2020****New Vendors:**

Andrew Brown is a new vendor for a library program.

Cintas is a new vendor for library mats.

Jens Klepser is a new vendor for a library program.

General Fund Advance

- Check #20318 payable to Bloomfield Township in the amount of \$1,242.72 was payment for the Library's water bill for 11/18 – 12/17/2019.

General Fund

- Check #20350 payable to Aunalytics in the amount of \$7,726.75 is payment for a new server.
- Check #20357 payable to Charter Township of Bloomfield in the amount of \$30.00 is payment for concert DVDs.
- Check #20363 payable to Goldner Walsh in the amount of \$13,050.00 is payment for a 2020 garden certificate.
- Check #20370 payable to Library Design Associates, Inc. in the amount of \$136,183.00 is payment for furniture.
- Check #20374 payable to Michigan Library Association in the amount of \$160.00 is payment for a library conference.
- Check #20375 payable to Michigan Library Association in the amount of \$85.00 is payment for an annual membership.
- Check #20378 payable to Oakland County Historical resources in the amount of \$1,200.00 is payment for an annual library membership.

- Check #20381 payable to Quinn Evans Architects in the amount of \$15,010.50 is payment for the roof project.
- Check #20387 payable to the State of Michigan in the amount of \$178.48 is payment for annual sales tax for the Library Shop.
- Check #20388 payable to The Library Network (TLN) in the amount of \$3,455.87 is payment for the Library's internet service.
- Check #20391 payable to Bloomfield Township in the amount of \$251,428.35 is payment for two payrolls including FICA, HRA contributions, pension, etc., as usual.

Gift Fund

- Check #5128 payable to Community Foundation of Southeast Michigan in the amount of \$265.00 is a donation to the Library's Endowment Fund in honor of the Library Board of Trustees.
- Check #5129 payable to the Charter Township of Bloomfield in the amount of \$190.00 is payment for concert DVDs.
- Check #5131 payable to the Staff Organization Committee in the amount of \$2,000.00 is payment for the Library Holiday Party 2019 from the Smith Challenge Grant.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

CHECK REGISTERS

FOR THE MONTH OF JANUARY 2020

Check #	Date	Payee	Cash Account	Amount
General Fund				
ADVANCE CHECKS:				
20318	1/13/20	BLOOMFIELD TOWNSHIP	106.01	1,242.72
20319	1/13/20	LOWE'S	106.01	1,123.02
20320	1/13/20	PACIFIC TELEMAGEMENT SERVICES	106.01	78.00
20321	1/13/20	TERMINIX PROCESSING CTR.	106.01	128.00
20322	1/13/20	THYSSENKRUPP ELEVATOR CORP	106.01	898.96
20323	1/20/20	Patricia Ballard	106.01	56.08
20324	1/20/20	XFINITY	106.01	162.75
20325	1/20/20	DTE ENERGY	106.01	21,054.56
20326	1/20/20	FLAGSTAR BANK	106.01	9,858.52
20327	1/20/20	Nicole Gillies	106.01	35.53
20328	1/20/20	JENS KLEPSE	106.01	150.00
20329	1/20/20	Ashlee McClaghry	106.01	205.16
20330	1/20/20	Martha McGee	106.01	57.54
20331	1/20/20	VERIZON WIRELESS	106.01	203.96
20332	1/21/20	CINTAS CORPORATION	106.01	187.23
20333	1/21/20	GREAT OAKS MAINTENANCE	106.01	1,392.85
20334	1/21/20	Killian Weston	106.01	82.88
20335	1/21/20	Karrie Yukon	106.01	254.71
20336	1/29/20	ARBOR OAKLAND GROUP	106.01	895.00
20337	1/29/20	DTE ENERGY	106.01	4,803.87
20338	1/29/20	Martha McGee	106.01	106.75
20339	1/29/20	VIGILANTE SECURITY	106.01	1,950.00
20340	2/4/20	AMAZON.COM	106.01	813.22
20341	2/4/20	APPLIED IMAGING	106.01	584.13
20342	2/4/20	AT&T	106.01	255.46
20343	2/4/20	AT&T	106.01	468.55
20344	2/4/20	PETTY CASH - BTPL	106.01	100.58
20345	2/4/20	CAR TRUCKING, INC.	106.01	199.50
20346	2/4/20	NICHOLS/NETWORK SERVICES CO	106.01	320.41
20347	2/4/20	PRINCIPAL LIFE INS CO-SBD GRANDE ISLAND	106.01	782.01
Total				<u>48,451.95</u>
REGULAR CHECKS:				
20348	2/6/20	ABDO-SPOTLIGHT-MAGIC WAGON	106.01	1,440.45
20349	2/6/20	ASSA ABLOY ENTRANCE SOLUTIONS	106.01	1,803.07
20350	2/6/20	AUNALYTICS	106.01	7,726.75
20351	2/6/20	BAKER & TAYLOR, INC.	106.01	9,564.52
20352	2/6/20	BOOKS GALORE INC.	106.01	62.84
20353	2/6/20	ANDREW BROWN	106.01	800.00
20354	2/6/20	CDW GOVERNMENT, INC.	106.01	432.09
20355	2/6/20	CENGAGE LEARNING/GALE	106.01	5,819.43
20356	2/6/20	CENTRAL BUSINESS SYSTEMS, INC.	106.01	20.90
20357	2/6/20	CHARTER TOWNSHIP OF BLOOMFIELD	106.01	30.00
20358	2/6/20	CINTAS CORPORATION	106.01	77.95
20359	2/6/20	DEMCO, INC.	106.01	1,521.15
20360	2/6/20	DU ALL CLEANING, INC	106.01	5,760.00
20361	2/6/20	ENVISIONWARE, INC.	106.01	2,400.00
20362	2/6/20	GOV'T FINANCE OFFICERS ASSOCIATION	106.01	160.00
20363	2/6/20	GOLDNER WALSH NURSERY, INC.	106.01	13,050.00
20364	2/6/20	GREAT OAKS MAINTENANCE	106.01	4,125.00
20365	2/6/20	HAGOPIAN CLEANING SVCS	106.01	638.00
20366	2/6/20	HOLLINGER METAL EDGE, INC.	106.01	137.24
20367	2/6/20	IMMEDIATE MEDIA CO.	106.01	44.95
20368	2/6/20	INGRAM LIBRARY SERVICES	106.01	379.33
20369	2/6/20	J. APPLESEED	106.01	939.60

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

CHECK REGISTERS

FOR THE MONTH OF JANUARY 2020

Check #	Date	Payee	Cash Account	Amount
20370	2/6/20	LIBRARY DESIGN ASSOCIATES INC.	106.01	136,183.00
20371	2/6/20	MERGENT, INC.	106.01	642.00
20372	2/6/20	MICROMARKETING LLC	106.01	818.92
20373	2/6/20	MIDWEST TAPE	106.01	23,676.76
20374	2/6/20	MICHIGAN LIBRARY ASSOCIATION	106.01	160.00
20375	2/6/20	MICHIGAN LIBRARY ASSOCIATION	106.01	85.00
20376	2/6/20	NATIONAL SIGN COMPANY	106.01	993.00
20377	2/6/20	NICHOLS/NETWORK SERVICES CO	106.01	509.73
20378	2/6/20	OAKLAND COUNTY HISTORICAL RESOURCES	106.01	1,200.00
20379	2/6/20	OVERDRIVE	106.01	6,489.37
20380	2/6/20	PROQUEST-CSA LLC	106.01	6,883.33
20381	2/6/20	QUINN EVANS ARCHITECTS	106.01	15,010.50
20382	2/6/20	RECORDED BOOKS, LLC	106.01	41.60
20383	2/6/20	THE ROWMAN & LITTLEFIELD PUBLISHING GRP	106.01	21.03
20384	2/6/20	SALEM PRESS, INC.	106.01	751.50
20385	2/6/20	SERVICE HEATING & PLUMBING	106.01	5,138.47
20386	2/6/20	SHOWCASES	106.01	195.91
20387	2/6/20	STATE OF MICHIGAN	106.01	178.48
20388	2/6/20	THE LIBRARY NETWORK	106.01	3,455.87
20389	2/6/20	UNIQUE MANAGEMENT SERVICES, INC.	106.01	304.30
20390	2/6/20	VOID	106.01	
20391	2/6/20	BLOOMFIELD TOWNSHIP	106.01	251,428.35
Total				<u>511,100.39</u>

Gift Fund

ADVANCE CHECKS:

5124	1/20/20	FLAGSTAR BANK	102.03	179.25
5125	1/20/20	MATTHEW THOMPSON	102.03	500.00
5126	2/4/20	AMAZON.COM	102.03	<u>373.79</u>
Total				<u>1,053.04</u>

REGULAR CHECKS:

5127	2/6/20	BAKER & TAYLOR	102.03	295.60
5128	2/6/20	COMMUNITY FOUNDATION - SE MICH.	102.03	265.00
5129	2/6/20	CHARTER TOWNSHIP OF BLOOMFIELD	102.03	190.00
5130	2/6/20	LAKESHORE LEARNING MATERIALS	102.03	343.85
5131	2/6/20	STAFF ORGANIZATION COMMITTEE	102.03	<u>2,000.00</u>
Total				<u>3,094.45</u>

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

7b

Ten Months 83%

		2019-2020	2019-2020			Ten Months 83%	
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	\$3,523,555	\$4,541,751	61.09%	(\$2,892,654)
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	\$7,527	\$66,221	77.91%	(\$18,779)
	Charges for Services	\$14,738	\$14,738	\$2,127	\$13,218	89.69%	(\$1,520)
	Investment earnings	\$67,150	\$75,000	\$19,181	\$208,185	277.58%	\$133,185
	Miscellaneous	\$14,466	\$14,466	\$432	\$13,402	92.64%	(\$1,064)
Total Revenues		\$7,604,763	\$7,736,628	\$3,552,822	\$4,963,418	64.15%	(\$2,773,210)
<u>Expenditures</u>							
	Personnel	\$4,165,303	\$4,310,143	\$250,788	\$3,298,221	76.52%	(\$1,011,922)
	Library Services	\$870,134	\$849,839	\$63,446	\$641,973	75.54%	(\$207,866)
	Facilities & Equipment	\$994,137	\$969,137	\$47,009	\$786,127	81.12%	(\$183,010)
	Other Operating Expenditures	\$3,133,364	\$3,991,482	\$180,681	\$2,633,836	65.99%	(\$1,357,646)
Total Expenditures		\$9,162,938	\$10,120,601	\$541,925	\$7,360,158	72.72%	(\$2,760,443)
	Fund Balance - Beginning	\$11,933,661	\$11,933,661		\$11,933,661		
	Net revenue (expenditure)	(\$1,558,175)	(\$2,383,973)		(\$2,396,739)		
	Fund Balance - Ending	\$10,375,486	\$9,549,688		\$9,536,922		

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: FEBRUARY 18, 2020 FOR THE MONTH OF: JANUARY, 2020

Ten Months 83%

ACCOUNT NUMBER	ACCOUNT NAME	2019-2020 ADOPTED BUDGET AS OF MAR 19, 2019	2019-2020 AMENDED BUDGET AS OF FEB 18, 2020	REVENUE/ EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	VARIANCE
	<u>Revenues</u>						
	Gift Income	\$500	\$51,271	\$3,167	\$51,271	100.00%	\$0
454.03	Investment Earnings	\$200	\$200	\$12	\$137	68.29%	(\$63)
460.03	Miscellaneous Revenue	\$0	\$5	\$0	\$5	100.00%	\$0
	Total Revenues	\$700	\$51,475	\$3,179	\$51,412	99.88%	(\$63)
	<u>Expenditures</u>						
	Library Services	\$50,389	\$78,937	\$1,743	\$26,633	33.74%	(\$52,304)
	Facilities & Equipment	\$22,360	\$35,883	\$0	\$26,833	74.78%	(\$9,050)
	Other Operating Expenditures	\$89,446	\$98,150	\$2,405	\$8,120	8.27%	(\$90,029)
	Total Expenditures	\$162,195	\$212,970	\$4,147	\$61,587	28.92%	(\$151,383)
	Fund Balance - Beginning	\$161,695	\$161,695		\$178,428		
	Net revenue (expenditures)	(\$161,495)	(\$161,495)		(\$10,175)		
	Fund Balance - Ending	\$200	\$200		\$168,253		

Bloomfield Township Public Library
Asset Allocation Summary
January 2020

Fund	Type	Annual Yield	Date	Amount on Hand
General Fund				
	5th 3rd Checking (Ecommerce)	0.00%	1/31/2020	\$88,988.16
	Flagstar Public Funds Savings	1.29%	1/31/2020	\$158,948.48
	Flagstar Premier Public Entities Checking	0.55%	1/31/2020	\$16,789.20
	RBC Capital Cash/Money Market	0.55%	1/31/2020	\$10,049.18
	RBC Capital - Investments	2.90%	1/31/2020	\$9,755,572.37
Total General Fund				\$9,941,359.23
Please see General Fund budget for notes on how this amount is earmarked				
Gift Fund				
	Huntington Public Fund Business Interest Checking	0.15%	1/31/2020	\$95,148.24
	Huntington CD (Charnov gift) - matures 02/04/2020	2.20%	1/31/2020	\$50,000.00
	Fifth Third Bank Business Standard Checking	0.00%	1/31/2020	\$12,206.44
Total Gift Fund				\$157,354.68

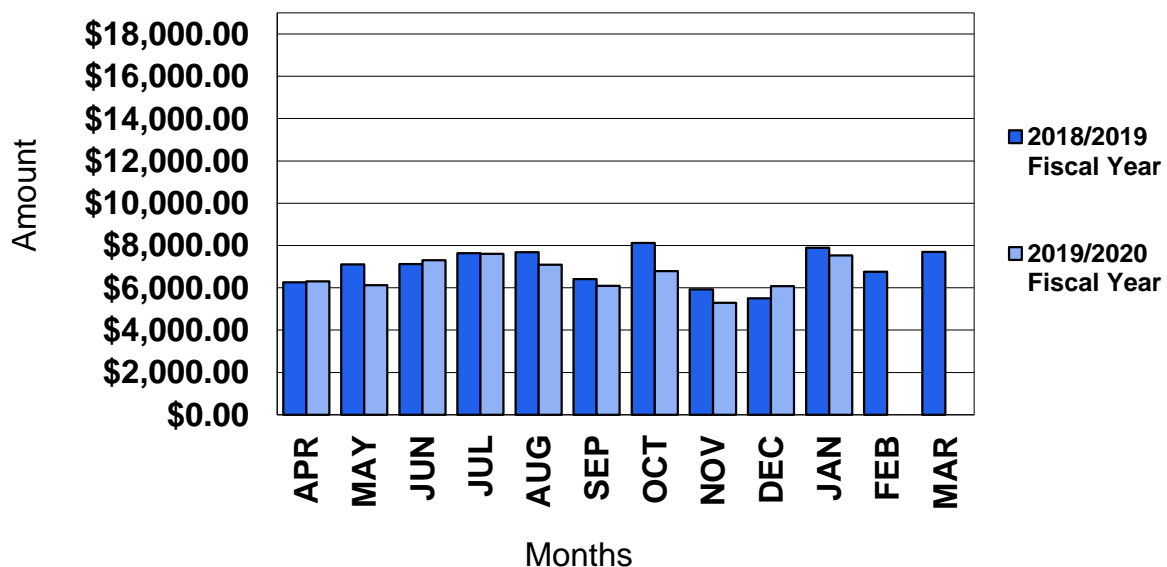
CFSEM The following endowment funds are administered by the Community Foundation for Southeast Michigan (CFSEM). CFSEM maintains unilateral variance power and legal ownership of the endowment funds, and therefore, principal is not available to BTPL. Earnings are available for distribution to the Library 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	\$6,072.51	\$569.50
JAN	\$7,894.37	\$7,527.18	(\$367.19)
FEB	\$6,757.39		(\$6,757.39)
MAR	\$7,705.05		(\$7,705.05)
			YTD Difference
TOTAL	\$84,126.90	\$66,221.21	(\$17,905.69)

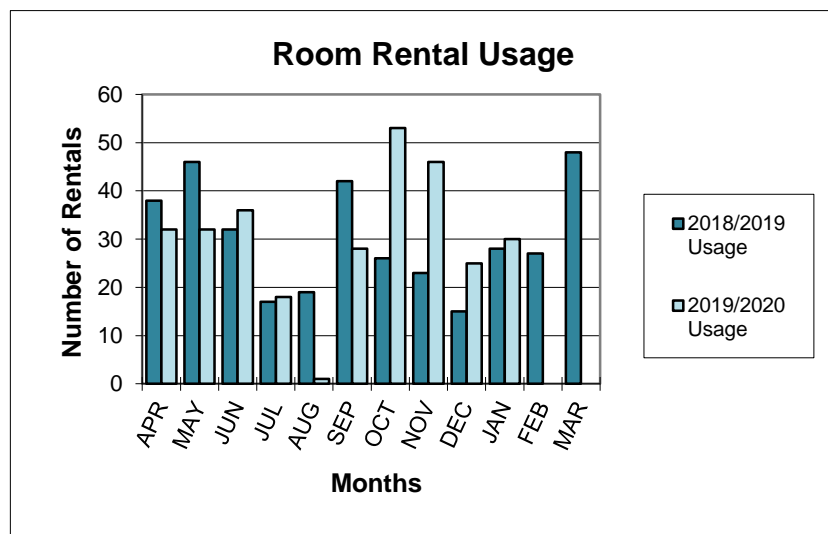
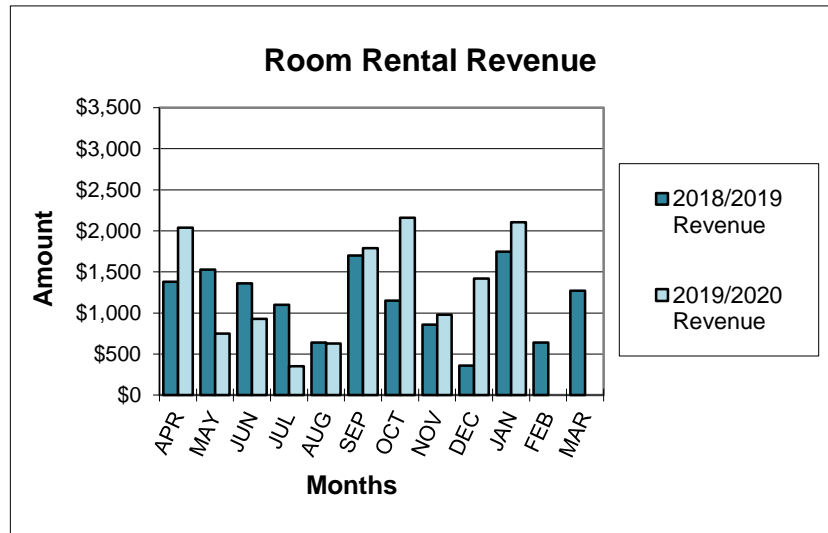
Fines and Fees Two-Year Comparison



ROOM RENTAL - TWO-YEAR COMPARISON

7b

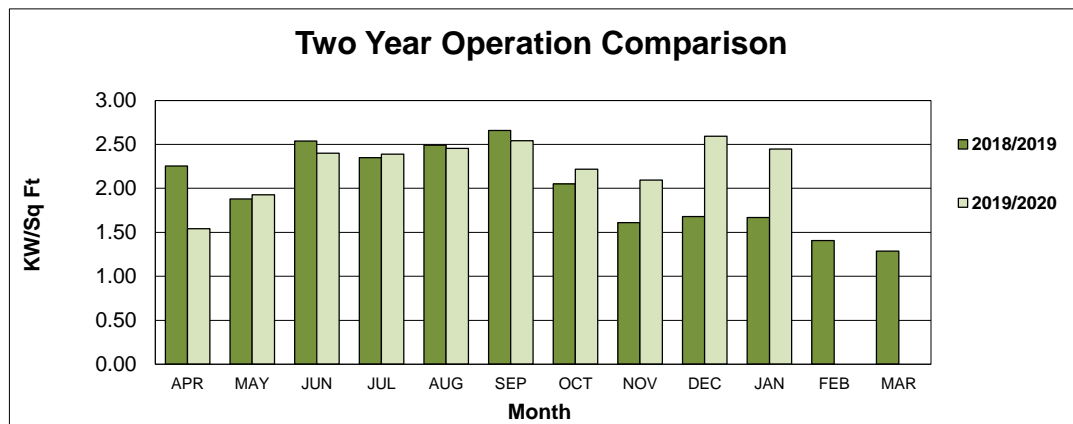
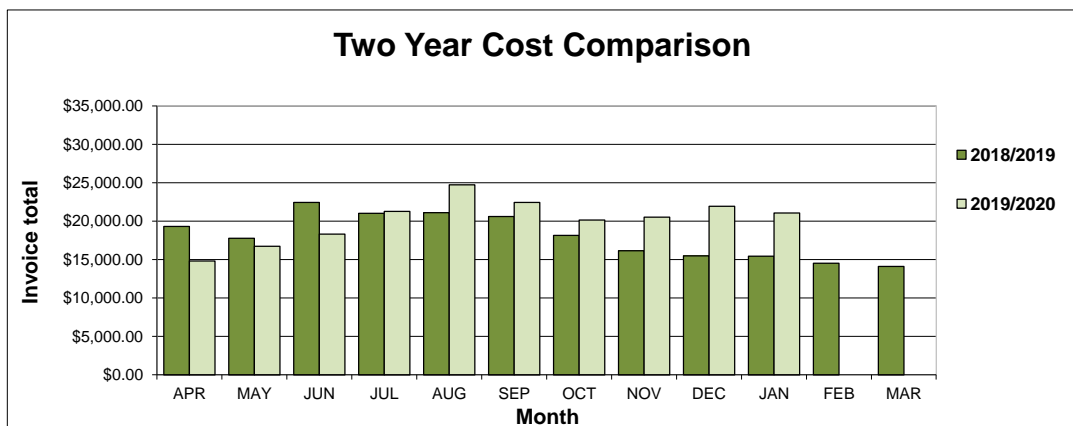
<u>Month</u>	2018/2019 <u>Revenue</u>	2019/2020 <u>Revenue</u>	<u>Difference</u>	2018/2019 <u>Usage</u>	2019/2020 <u>Usage</u>	<u>Month</u>
APR	\$1,380.00	\$2,040.00	\$660.00	38	32	APR
MAY	\$1,530.00	\$750.00	(\$780.00)	46	32	MAY
JUN	\$1,360.00	\$930.00	(\$430.00)	32	36	JUN
JUL	\$1,100.00	\$350.00	(\$750.00)	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	\$1,420.00	\$1,060.00	15	25	DEC
JAN	\$1,746.00	\$2,104.00	\$358.00	28	30	JAN
FEB	\$640.00		(\$640.00)	27		FEB
MAR	\$1,270.00		(\$1,270.00)	48		MAR
			YTD Difference			
TOTAL	\$13,736.00	\$13,154.00	(\$582.00)	361	301	



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	\$21,937.80	\$6,470.66	262,010	\$0.08	352.16	2.59	\$29.49	\$0.22
JAN	\$15,419.20	\$21,054.56	\$5,635.36	247,240	\$0.09	332.31	2.45	\$28.30	\$0.21
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	\$201,864.48	(\$14,186.39)						



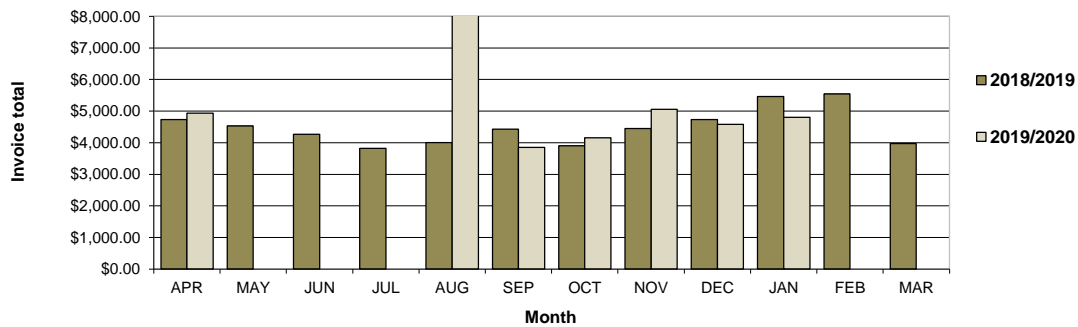
Bloomfield Township Public Library Natural Gas Analysis

Building Area = 101,023

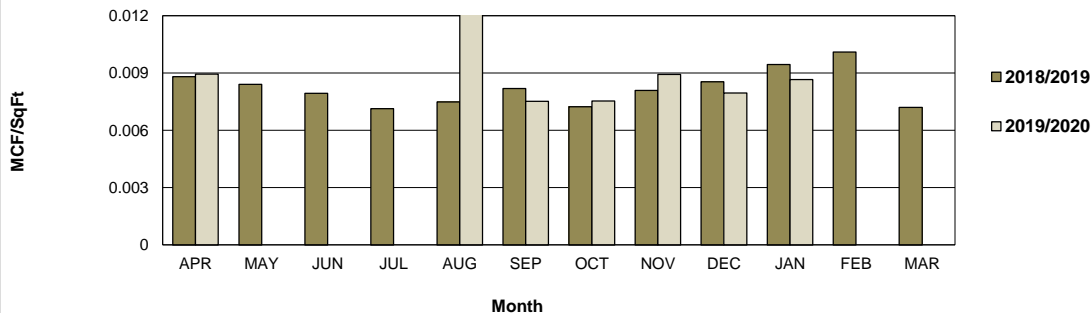
1 Cu. Ft. = 1000 BTU

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	\$4,580.10	(\$147.54)	804.0	\$5.70	744	1.08	0.008	6.16	0.045
JAN	\$5,466.10	\$4,803.87	(\$662.23)	874.3	\$5.49	744	1.18	0.009	6.46	0.047
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	\$43,109.31	(\$10,740.71)							

Two Year Cost Comparison

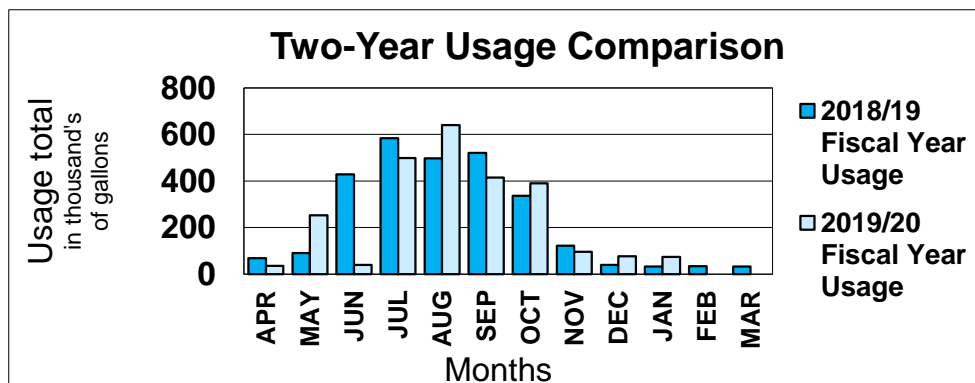
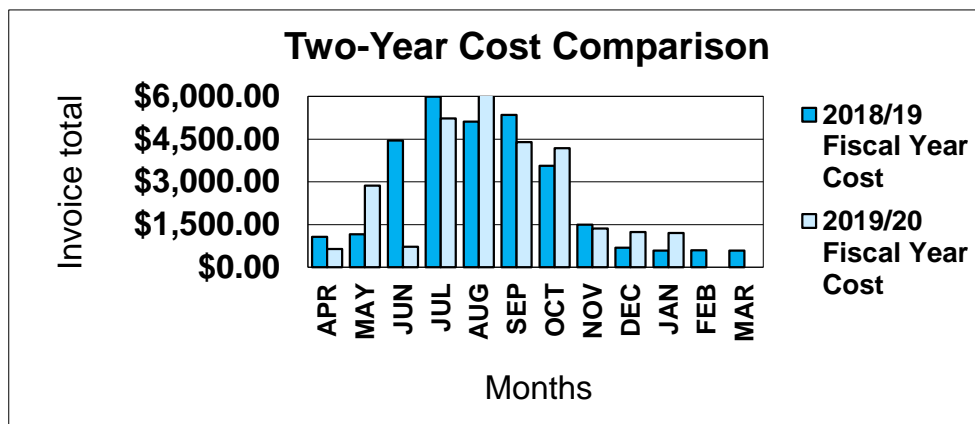


Two Year Operation Comparison



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	\$1,242.72	\$559.83	40	77	37
JAN	\$585.94	\$1,200.03	\$614.09	33	74	41
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>\$28,460.01</u>	<u>(\$2,176.39)</u>	<u>2,788</u>	<u>2,519</u>	<u>(269)</u>



BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**LIBRARY BOARD OF TRUSTEES
MONTHLY DIRECTOR'S REPORT****February, 2020**

New Staff Organization Committee (SOC) representatives for FY 2020/2021 were elected by library staff at the February 12 All Staff Meeting. Our new SOC representatives are Anna Pelepchuk, (continuing on for a third year), Nicole Gillies and Paul Zink, both continuing for a second year. I am very grateful that they volunteered to serve in this role for a second year! Anna, Nicole and Paul begin their second year as SOC representatives on April 1, 2020.

The Friends of the Library, at their February 5 meeting, approved ALL 7 items on the Library's current Wish List. Their very generous gift totaled \$21,363.67 and provides funding for programs, including \$4,000 for our 2020 "In Motion" series of programs, wonderful additions to the Library collections such as Wonderbooks and Animal Kingdom books and a new microfilm machine! Many, many thanks to our hardworking and generous Friends!

Per the Open Meetings Act, I am requesting that the discussion regarding the Library Director Performance Review and Contract be held in closed session. If any action needs to be conducted, it can be approved when the regular meeting is re-convened to adjourn the Board meeting.

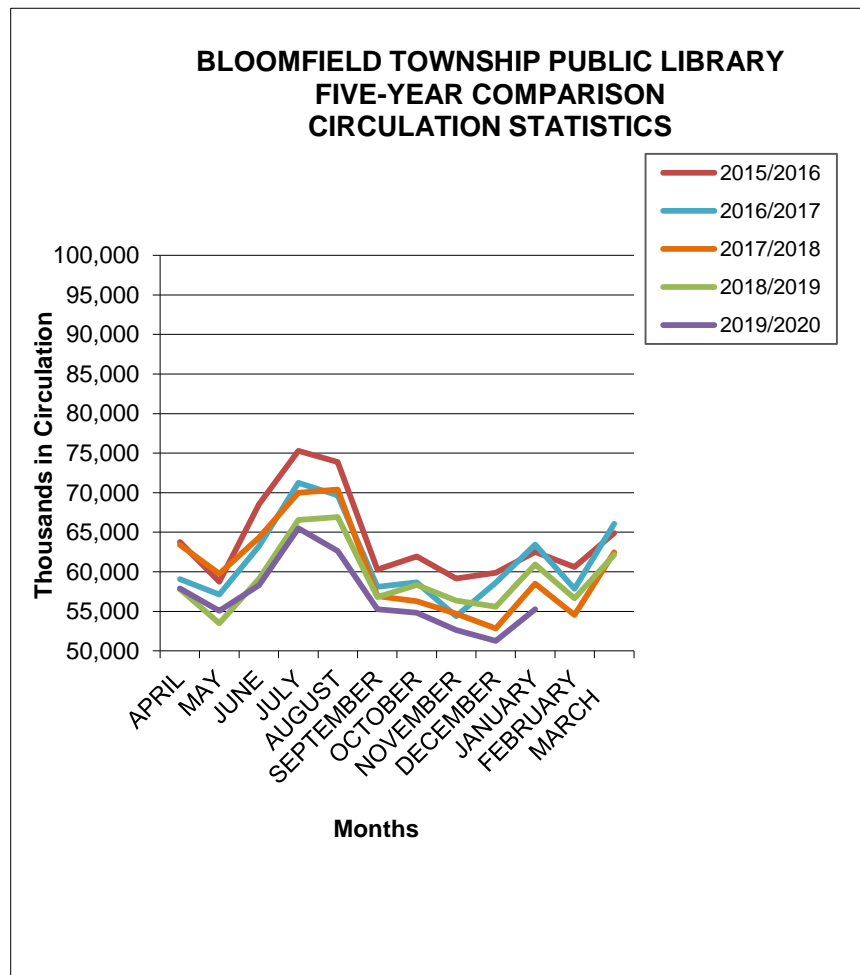
Respectfully Submitted,

*Carol Mueller
Director*

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
FIVE YEAR CIRCULATION**

2/12/2020

	<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	51,267
JANUARY	62,491	63,455	58,510	60,945	55,277
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	568,639



	2019		2020	
COLLECTION				
Book Collection:	250,471		238,499	
Media Collection:	59,819		56,741	
Total e-books:	15,630		16,440	
Overdrive	11,169		12,026	
Total downloadable audiobooks:	5,971		6,656	
Materials Total:	331,891		318,336	
CIRCULATION				
Circulation Total:	60,945		55,277	
Bloomfield Township Circulation:	56,751		51,723	
Virtual Circulation Total	12,019		11,994	
Circulation of Youth materials:	20,862		18,183	
Circulation of Media:	16,435		12,519	
Circulation of Cranbrook passes:	188		204	
Self-checkout machine use:	21,852	35.9%	19,122	34.6%
Library by Mail:	35	29 patrons	33	30 patrons
BUILDING & EQUIPMENT USAGE				
Door Count:	17,296	*^**	24,150	*
Gate Count:	26,696		26,904	
Meeting rooms by public:	28		30	
Meeting rooms by staff:	98		89	
VIRTUAL USE				
Home page hits:	34,145		31,173	
e-book access:	3,238		3,743	
Overdrive	3,228		3,743	
EBSCOhost	10		0	
Audiobook access: (Overdrive)	1,775		2,123	
Freegal music download access:	1,000		563	
Freegal music streaming:	2,289		1,876	
Magazine download access:	1,436		1,037	
Hoopla access:	2,291		2,652	
Tutor.com sessions:	145		19	
Library Computer Use				
Resident Use	1,219		1,034	
Guest Use	591		515	
*Library closed January 1 for New Year's Day				
^Library closed Jan. 21, 2019 due to building problem				
**Library closed early Jan. 28, 2019 due to inclement weather				

	2019		2020	
OUTREACH & PROGRAMS				
<i>New Patrons and Accounts</i>				
Township:	178		164	
Cranbrook:	6		3	
Total new patrons:	231		220	
<i>Adult Program Attendance</i>				
Staff-led:	11 events	108 attended	11 events	104 attended
Speaker-led:	4 events	162 attended	3 events	46 attended
Book clubs:	6 events	76 attended	8 events	86 attended
Tours/visits on-site:	0	0	1 event	0 attended
Tours/visits off-site:	3 events	62 attended	3 events	19 attended
Chamber Music Concert	1 event	87 attended	1 event	92 attended
Christopher Harding Trio Concert			1 event	150 attended
<i>Systems Program Attendance</i>				
Staff-led:	10 events	68 attended	12 events	37 attended
<i>Teen Program Attendance</i>				
Staff-led:	5 events	64 attended	1 event	7 attended
<i>Youth Program Attendance</i>				
Staff-led:	30 events	783 attended	31 events	694 attended
Speaker-led:	3 events	41 attended	5 events	70 attended
Tours/visits on-site:	0	0	2 events	210 attended
Tours/visits off-site:	0	0	3 events	83 attended
TOTAL:	73 events	1,451 attended	82 events	1,598 attended
<i>Volunteers:</i>				
	25 people	178.5 hours	16 people	157 hours
	Shop: 9	99.25	Shop: 7	90.75
	Court: 1	3	Court: 2	17.75
	Students: 8	18	Students: 1	2
	Dept. Vol: 7	58.25	Dept. Vol: 6	46.5
<i>Patron Remarks</i>				
Patron Comments:	6		19	
Ask BTPL:	2		8	
Ask Us:	26		40	
DISPLAYS				
Lobby	Artifacts from Jacobson's, Birmingham's Premier Department Store			
	On loan from the Birmingham Historical Museum			
Local History	Comedy			

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

Bloomfield Township Public Library
Oakland County, Michigan
Thursday, February 6, 11:00 a.m.

Present: Trustees: Sandy Edwards, Judy Lindstrom, and Volunteers Nancy Kulish and Nancy Frey, Bloomfield Township

Library Staff: Library Director Carol Mueller; Assistant Director Tera Moon; Administrative Assistant Linden Godlove; Adult Services Assistant Department Head Brooke Hoskins and Adult Services Librarian Shayna Connelly; Youth Services Department Head Marian Rafal

A promotional video from Palm Harbor Library, Florida for their “Magical Night at the Library” was shared and discussed. Sandy Edwards will contact them and request more information of how their event transpired and request more details. Funds from our “Magical Night at the Library” will be used for the general operation of the Library.

Old Business: **None**

New Business:

2020 – Photo Contest – the theme is “In Motion.” Submissions are a little slow to begin. The promotional brochures will be distributed to Hite Photo, Cranbrook Institute, Woodward Camera, and other places in the community. The previous participants will be contacted. The contest will be promoted more on social media. Toyology will provide two \$50 gift certificates for the Teen and Youth top prize. Roberts Restaurants has been approached for three gift certificates for the Adult, Best in Show, and People’s Choice top prize. In addition, Woodward Camera will provide the Best in Show prize.

Photo Contest judges will review all photos submitted on April 2 at 2 p.m. and select the top photos.

For the reception, Judy Lindstrom will be emcee and the Trustees will reveal the winners as they are announced. 100 cookies will be ordered. Linden Godlove will arrange for trays from Nino Salvaggio’s. The reception will not coincide with the Second Saturday sale, so we will observe how this impacts attendance.

There will also be a staff photo contest, concurrent to the patron photo contest.

2020 “In Motion” events

Shayna and Marian have many exciting programs planned and are working on additional programs. A stop-motion animation workshop is being arranged. The Gilmore Car museum will do a presentation about muscle cars. Arrangements continue to occur for the English Country Dance workshop. Toyology Toys will contribute a program. Walking track trivia and story walks have been conducted in the Library and this idea is being revisited. Ballet Edge Detroit may be approached. The Youth Department will be adding more programs.

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

Tera and Marian will divide the book. The Reader’s Certificates will be provided, sans photos. Tom will be the emcee. Tera and Carol will be listeners. Placement will be determined after the Commons work is completed. Save the Dates will be sent in March with the book title announced.

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

There were lively discussions about our November 7 evening. Some changes:

New time: 7:00 – 10:00pm

Adult ticket price= \$40 per adult (changed from \$25.) \$10 for those 18 years old and younger (no change here)

The phrase “Fun for all ages” will be used to promote this event

Library Board President Judy Lindstrom will give welcoming remarks

Funds left from costs of the events will be used for general library purposes.

Grant has been placed on the Food and Beverage Committee.

Brooke Hoskins has been added to the Entertainment Committee

The Host Committee List is growing and was reviewed.

- **Décor and Library Layout (6-8 months before event)**

An emphasis on lighting and reflective materials has been suggested. There was much discussion on ideas. Décor should be “instagrammable” and someone with a theatrical bent should be approached.

- **Food and Beverage (3-6 months)**

There is a discussion of sparkling beverages, as well as sweet and savory foods.

- **Music and Other Entertainment (3-6 months before the event)**

Eli is contacting bands. Tom Deska is contacting aerialists and magician, as well as origami circus magician. Brooke Hoskins is now on the committee and will be looking into a silent disco, as enthusiastically suggested by the Teen Advisory Board (TAB). There were suggestions of strolling entertainment, roving staff, and make and take crafts, like a kaleidoscope.

- **Favors (3-6 months before the event)**

Will still be considered, as event takes shape

- **Prize Baskets**

Library Board, Lindstrom Family, Sandy Edwards, Library Staff will all be contributing.

- **Volunteers (3-5 months before event)**

Teen Recruits and other volunteers to assist with the event as needed

- **Program and Ticket Printing (2-3 months before event)**

This will be discussed as the event gets closer. It was suggested that a map of activities be included in the program.

- **Sponsorship, Ads, Tickets, and Sales (1-3 months before event)**

Sponsorship may still be approached for the event.

- **Invitations and Mailing Lists(2-3 months before event)**

The mailing list from 2018 is being revisited.

- **Marketing Committee (12 months through day of event)**

There will be a save the date in the next newsletter. There will be marketing campaigns for news and social media. Laurie Blum has been contacted and is enthusiastic to participate.

Other:

2020 Legislative Breakfast – April 24 will be next Legislative Breakfast

The new Superintendent of Bloomfield Hills Schools is very enthusiastic to collaborate with the Library. He would like to be a reader at a future event, perhaps the read-a-thon.

Celebration of Library Projects – Tera will contact the media and talk about changing roles of libraries for a feature story. There will be a ribbon cutting on Saturday, March 14 at 9 a.m. to coincide with the second Saturday Friends book sale.

Next meeting: Thursday, March 5, 11 a.m.

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

The meeting of the Bloomfield Township Public Library Board of Trustees Personnel Committee was held in the Library on Tuesday, February 11, 2020 at 11:00 a.m.

Present: Trustees Tom Deska, Joan Luksik

Administration: Library Director Carol Mueller; Assistant Director Tera Moon

Proposed Personnel Budget FY 2020/2021

Carol reviewed the Library's budget and explained that the Library is on very solid financial ground. Changes are proposed to the minimum and maximum of the current salary. The Committee supported the proposal. The budget will be presented at a budget review session with the full Library Board on Thursday, March 12. The final FY 2020/2021 budget will be presented for approval at the regular monthly meeting of the Board of Trustees on March 17, 2020.

Proposed Systems Staffing change

Technology is integral to providing library services, especially the ability to provide library services 24 hours over 7 days a week. This makes the Systems Department vital to the smooth operation of the Library and easy access to our digital resources. Administration proposes reclassifying the vacant Systems Specialist position to an Assistant Department Head. The Committee supports this proposal.

Schedule next meeting: No future meeting is scheduled at this time.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Library Board of Trustees

FROM: Carol Mueller, Library Director

DATE: February 5, 2020

SUBJECT: Vending Bids

Corporate Dining Concepts has provided library vending services in the staff and public areas since April, 2010. Corporate Dining Concepts was awarded the bid again in 2017. The three-year contract with Corporate Dining Concepts expires March 31, 2020.

A request for proposals for vending services was posted on the library website, available at the Library's Welcome Desk, and mailed to 16 metro Detroit companies in December, 2019 with a January 6, 2020 deadline for responses. Two proposals were received from All Star Vending Services and Corporate Dining Concepts.

Bids were reviewed against predetermined criteria such as company vending experience, service response time and schedule, equipment age and features, overall product variety provided, and commission offered to the Library.

All Star Services offers comparable service and machines. They provide service on weekends. They are offering a commission of \$0.25 per unit on hot beverages, \$0.15 per unit on snacks, and \$0.25 per unit on cold beverages in the public and staff areas.

Corporate Dining Concepts has provided excellent service for the past 10 years. They keep the vending machines well-stocked, clean, and maintained. They respond to calls for service within 2-4 hours, even on the weekends. Corporate Dining Concepts is offering a commission of 20% of sales on staff vending and 25% of sales on public vending. They guarantee \$7,500.00 annually to be paid at the beginning of each contract year. They will send the Library another check at the end of the contract year if library commissions exceed the \$7,500.00 guarantee. Corporate Dining Concepts has helped the Library by moving the vending machines twice during the lobby floor renovations.

References for both companies were contacted. One reference for Corporate Dining Concepts said he is very satisfied with the service provided. He said machines are kept clean and well-stocked. He said Corporate Dining Concept's response time is very good, sometimes within 30 minutes of a call. Two references for All Star Services were positive, commenting on their wonderful service and flexibility.

It is the recommendation of Administration to award the bid for library vending services to Corporate Dining Concepts based on their commission rate and track record of providing excellent vending services during the last 10 years.

ACTION: I move that Corporate Dining Concepts, 1645 West Hamlin, Rochester Hills, Michigan, be awarded the contract to provide vending services for Bloomfield Township Public Library.

	All Star Services Marlo Scheff 3443 Military St. Port Huron, MI 48060	Corporate Dining Concepts David Fella 1645 W. Hamlin Rd. Rochester Hills, MI 48309
Description of Company Background	55 years; 1,200 clients	Est. 1999; 282 employees; locations in TN, OH, AL, MS, MI
List of references	St Clair Community College Delta College Hemlock Semiconductor Dow	Rochester Hills Public Library Volkswagen Group of America Magna Seating Dialog Direct ITC Holdings
Commission	Per unit price; projected figure based on sales from 4/18-3/19 would be \$6,513.20	20% staff & 25% public; guarantee \$7,500/yr paid at beginning
Sample of monthly sales report	Yes	Not provided
Schedule for commission payments	Quarterly	Prepay minimum guarantee of \$7,500 at beginning of fiscal year; anything over that paid at end of year
Check or cash	Check	Check
Time line for any re-evaluation of revenue return	At customer's discretion	At customer's discretion
Manner and time frame in which requested changes in snack and beverage machine contents will be met	Can make requests through service representative or through website	Contact service representative; changes made within 24-36 hours
Schedule for turnover of product and stocking machines	Use remote reporting systems; products pulled during night & ready for the next day	Daily to weekly depending on sales
Number of communities/sites service by a single route	Typically 10-15 a day	Routes are based on number of machines and/or sales volume
Response time required to address product shortages	Not specified	Within 24 hours
Response time for machine repair or replacements	Will respond within 4 hours	Average response time is 2 hours
Removal of empty beverage containers	Not specified	Yes
Procedure for reimbursement of funds lost in machines	On-site refund bank	On-site refund bank
Schedule for machine maintenance and cleaning	"commit to keep all vending machines operationally dependable, cleaned and serviced regularly"	Continual basis; part of service tech's regular visits
Supplies provided (cups, lids, sleeves)	Not specified	Yes
List of available brands for beverages, snacks, and candy	List provided	List provided
Availability of Coke and Pepsi in one machine	Yes	Yes

Comparison of Proposals for Vending Services Contract (continued)

Suggestions for service improvements in number, configuration, and/or content of machines	Would accept Apple Pay, Samsung Pay, Google Wallet; offers USConnect Rewards Card (smartphone app for payment; includes promotions)	Upgrade staff coffee machine; Add credit card readers to all staff machines; add Apple Pay and Google Pay
Photo with dimensions of equipment and equipment electrical, plumbing, or other specifications	Yes	Yes
Energy efficiencies of proposed machines	Energy Star Rated Smart Vending Machines	Energy Star Rated Smart Vending Machines
Money changing capabilities of all machines and/or description of the type of change machine provided with vending machines	Change made by vending machines; credit cards; Apple Pay, Samsung Pay, Google Wallet & USConnect Rewards Card	Machines accept denominations up to a \$5; credit cards; maintains a bill recycler to provide smaller bills
Availability of vending machines that accept RFID and/or magnetic strip and/or credit/debit cards	Accepts credit cards; RFID not specified	Accepts credit cards; RFID not specified
References	<i>Delta College:</i> "wonderful" "very responsive"; helped chose machines for a new building <i>St Clair Community College:</i> "very responsive" "wonderful"; have a bistro-to-go that SCCC is happy with	<i>Rochester Hills Public Library:</i> "very satisfied"; machines are kept clean; good relationship with stocker
Proposal package	Complete package delivered on time with all requested copies and components.	Complete package delivered late with all requested copies and components.
Other	Included a statement about employees being background checked	Current vendor; record of reliable service; answer service calls evenings and weekends; very responsive to requests for changes; moved machines during lobby floor renovation

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: Carol Mueller

DATE: February 14, 2020

SUBJECT: Follow up to Automatic Renewals questions

At the January 21, 2020 Library Board meeting, questions were asked about the Library's new proposal to offer automatic renewals as of April 1, 2020. Since this meeting and approval of the automatic renewals service, information to explain this new service to patrons was developed. This piece is attached for your information. Your questions about the email notifications that will be sent and the timing of these messages, what items are eligible and more are answered in this document.

Please let me know if you have any additional questions.

Automatic Renewal Comes to Bloomfield Township Public Library

Beginning April 1, 2020, Bloomfield Township Public Library aims to make life easier by automatically renewing checked out items. It's easy! It's convenient! It's automatic! This is how it works.

Eligible items checked out to library accounts in good standing will automatically be renewed up to three times on the due date. You will still be able to access your account online to view the status of checked out items, and you can always return items before the due date.

Items NOT eligible for automatic renewal are:

- HITS books and DVDs
- Items marked NEW
- Magazines
- Items with holds
- MeLCat or other items on loan from other libraries
- Digital items such as ebooks and eaudiobooks

This new feature will save you the worry of getting items back on time, and provides a safety net between you and fines. Visit the Library's website at www.btpl.org for more details.

FAQs

What items are eligible for automatic renewal?

It's simpler to say what items are NOT eligible. Non-eligible items are:

- HITS books and DVDs
- Items marked NEW
- Magazines
- Items with holds
- MeLCat or other items on loan from other libraries
- Digital items such as ebooks and eaudiobooks

How many times will my item be automatically renewed?

Items will be automatically renewed three times for Bloomfield Township residents and one time for nonresidents.

How will I know if my item was renewed?

You will be sent a notice via email detailing what items were renewed, and which ones were not renewed. This notice will be sent four days before the due date for three-week items; two days before the due date for one-week items. Items not renewed must be returned on the due date before the Library closes to avoid a fine.

You can check your item's due date at any time by logging into your patron account at www.btpl.org or by visiting or calling the Circulation Desk.

Will I be notified if my item was not renewed?

Yes. For each automatic renewal attempt you will be sent a notice via the email address provided when you signed up for your library account. This notice will show each item's due date, letting you know if an item was renewed or not.

Some of my items weren't renewed. Why not?

- It is a HITS book or DVD
- It is marked NEW
- It is a magazine
- The item is a digital item, such as an ebook or eaudiobook
- Another patron has requested the item and placed a hold on it
- The maximum number of renewals has been reached (3 times for residents; 1 time for nonresidents)
- The item is on loan from another library
- Your library account has fines or fees totaling \$15 or more
- Your library card is expired

Can I renew my items early?

Yes. But the new due date will be calculated from the date of the manual renewal. If you wait for the automatic renewal, the renewal will be calculated from the original due date.

Can I opt out of the auto-renewal feature?

No, but you are welcome to return an item early if you are finished with it.

What will the Library do to encourage patrons to return items?

The Library still requires that our patrons return items on time and in good condition so that the entire community is able to benefit from the library's resources. This new service is designed to make it easier for patrons to keep items they enjoy for a longer time period without penalty. Patrons who would like an item that is already checked out are encouraged to place a hold on the item.

Patrons with items more than 30 days overdue will still be billed for the replacement cost, and are unable to check out or renew items until the charge is resolved. Patrons will also continue to be held financially responsible for lost or damaged items.

What are the benefits of this service?

This new feature will save you the worry of getting items back on time and provides a safety net between you and fines. By being notified two to four days before the due date of any items that have not been automatically renewed, you will have time to return ineligible items before they become overdue and incur fees.

Learn More

For more information about the automatic renewal process, please call the Circulation Desk at 248-642-5800 or visit the Circulation Desk inside the Library during business hours.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees

FROM: Carol Mueller

DATE: February 14, 2020

SUBJECT: Follow up to Utilities questions

At the January 21, 2020 Library Board meeting, a question was asked regarding the Library's electrical bill and water bill that required further information.

Upon further investigation, I learned that December, 2019 was much warmer than the previous year. There were nine days in our billing cycle that were 45 degrees or warmer. December 23 had a high temperature of 53 degrees. When the outdoor temperature reaches 45 degrees, the Library's chiller turns on and draws more electrical energy to operate and cool the building.

Regarding the Library's water and sewer bill, it appears there was a greater use of the Library's restrooms during billing cycle of 11/18/19 – 12/17/19. During the week of December 16, two area high schools held mid-term exams. As a result, the previous week and weekend the Library had many students at the Library for long hours of study and group work.

We will monitor our utilities bills for higher than usual charges and investigate as necessary.

Please let me know if you have any additional questions.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Library Board of Trustees

FROM: Tera Moon, Assistant Director

DATE: February 6, 2020

SUBJECT: Cleaning Services RFP Process

On February 3, 2020 a request for proposals for library cleaning services was released. This request was sent to 22 companies in the metro Detroit area, posted on the Library's website, and available at the Welcome Desk in the Library.

A mandatory walk-through for any interested proposers is scheduled for Friday, February 21, 2020, at 11:00 a.m. at the Library. This is an opportunity for potential proposers to review the request for proposal process as well as hear from Joel Dion, Facility Services Department Head, on exactly what is expected for cleaning services at the Library. A tour of the building will be included as part of this mandatory walk-through.

The deadline for proposals is Monday, March 9, 2020 at 4:00 p.m. with a public bid opening immediately following. All proposals received will be carefully reviewed. Interviews will be conducted, if necessary, and references of the top two or three companies will be called. Our recommendation of a company to be awarded the contract will be presented at the regular monthly meeting of the Library Board of Trustees on April 28, 2020.

For further information, the cleaning bid process time line is included below. The request for proposal is included as a separate document.

Monday, February 3	RFP released
Friday, February 21	Mandatory library walk-through for potential bidders
Monday, March 9	Proposals due / Public bid opening
March 10 – April 10	Analysis of proposals, interviews, check references
Tuesday, April 28	Recommendation to Board
Wednesday, April 29	Successful proposer notified
Thursday, June 1	Start of new contract

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees

FROM: Tera Moon

DATE: February 13, 2020

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 committee 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.

The marketing committee will be considering using software that will help identify patron groups based on library material usage and craft messages specific to their habits.

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: February 12, 2020

SUBJECT: Space Needs & Wayfinding Assessment Update

The Commons has been very successful, with the booths and pods full almost always, and the tables nearly as popular. Feedback has been positive, and it has been fun observing people using the space. At the time of this writing, the only component we are waiting for is the S-shaped gathering bar. We are pleased with this project. A celebration is planned for Saturday, March 14 at 9:00 a.m.

Geraldine Drake addressed the Department Heads today with a recap of the creation of the Commons and started a conversation about moving forward into the next phase of space assessment. Everyone feels that the process used to develop the Commons was successful because it was inclusive and thoughtful. The same careful consideration will be applied to future phases of making our A library an A+ library.

DATES FOR LIBRARY BOARD OF TRUSTEES

MARCH, 2020

Wednesday, March 4, 12:00 p.m. – Friends of the Library

Thursday, March 5, 11:00 a.m. - Development Committee





Thursday, March 12, 11:00 a.m. – Budget Review Session

Saturday, March 14, 9:00 a.m. – Commons Celebration/Ribbon Cutting

Tuesday, March 17, 7 p.m. - Board of Trustees Meeting

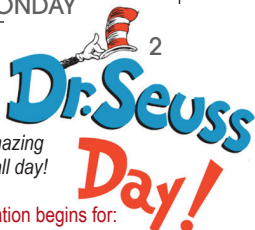



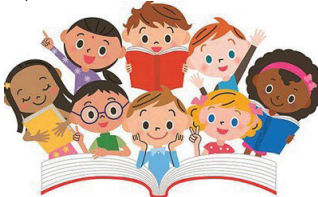

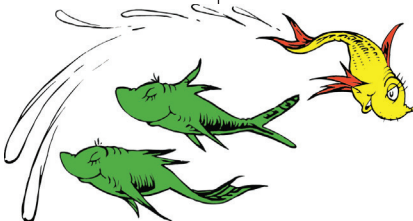

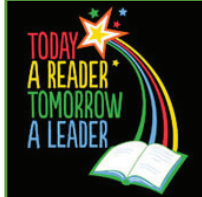
March 2020 Adult and Teen Programs









SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 **AARP Tax Aide Register by calling West Bloomfield Parks and Recreation (248) 451-1900	3 Knit 'n Stitch Circle 10 a.m. 	4	5 ***Introduction to Microsoft Word 6 p.m.	6 English Language Conversation Hour 12 Noon	7  Library Events
8	9 **AARP Tax Aide Register by calling West Bloomfield Parks and Recreation (248) 451-1900 Adult and Teen Sensory Story Time 11 a.m.	10 **Memoir Writers Group 1 p.m.	11 Digital Download Help 1-3 p.m. **Writers' Rendezvous 6:30 p.m.	12 **Teen Manga Book Club 4 p.m. Open Lab 7-8:30 p.m.	13 English Language Conversation Hour 12 Noon Concert: Andrew Brown's Djangophonique 7 p.m.	14 Friends Second Saturday Book Sale 9:30 – 3:30 p.m. <i>(First hour Friends members only)</i>
15	16 **30 Minute Book Club 1 p.m. 	17 **Tuesday Book Club 10 a.m. ***Introduction to Social Networking 6 p.m.	18 **Spring Wreaths 10 a.m. **Mystery Book Club 1 p.m.	19 ***Introduction to Microsoft Excel 6 p.m. **In Vino Veritas Nonfiction Book Club 6:30 p.m.	20 English Language Conversation Hour 12 Noon **Teen Game Night 6:30 p.m.	21 
22 	23 **AARP Tax Aide To register call (248) 451-1900 **Books in Bars, 6 p.m. **Free Movies from Kanopy and hoopla 7 p.m.	24 **Memoir Writers Group 1 p.m.	25 **Writers' Rendezvous 6:30 p.m. 	26 **Eleanor's Thursday Book Club 10 a.m.	27 Sensory Friendly Movies for Adults and Teens, 11 a.m. English Language Conversation Hour, 12 Noon Chamber Music Concert Series 7 p.m.	28 
29	30 <div>*Register online at www.btpl.org or call Youth Services, (248) 642-5800, ext. 173. **Register online at www.btpl.org or call Adult Services, (248) 642-5800, ext. 171. ***Register online at www.btpl.org or call Systems, (248) 642-5800, ext. 405.</div>	31 Student Storytelling for Ages 6+ 7 p.m.	1 Student Storytelling for Ages 12+ 7 p.m.	<div>Enjoy Great Music @ the Library this Month <i>Concerts are free and no registration is required.</i> Andrew Brown's Djangophonique, Friday, March 13, 7 p.m. – Detroit's own Andrew Brown is back in Michigan with Djangophonique, a musical project performing jazz manouche and hot swing inspired by legendary guitarist Django Reinhardt and his Quintette du Hot Club de France. Chamber Music Concert Series, Friday March 27 at 7 p.m. – Talented students from the University of Michigan School of Music, Theatre and Dance will perform.</div>		

March 2020 Youth Programs

**Indicates registration is required.
Visit www.btpl.org, call (248) 642-5800, or
stop by the Youth Services Desk to sign up.*

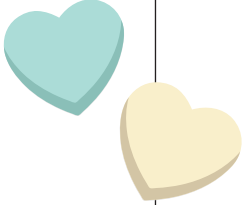








SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2  Celebrate Dr. Seuss with Seussically amazing drop-in crafts all day! Registration begins for: *Bilingual Story Time: Chinese 3/23	3	4 Wee ALL Play 10 a.m. – Drop-in play for ages newborn-3 years old	5 	6 <div>*Registration is required. See the online program calendar at www.btpl.org for registration policies and dates. Detailed information is available in the Youth Services Department.  Please contact us if you require any additional assistance.</div>	7
8 	9 Registration begins for: *Mother Goose Club 4/2 *Movers & Shakers 4/3 *Tinker Tales 3/31	10	11 Wee ALL Play 10 a.m. – Drop-in play for ages newborn-3 years old *Paperbacks & Snacks 6:30 p.m. – 4th-5th grades Registration begins for: *Paperbacks & Snacks 4/15	12 *My First Book Group 6:30 p.m. – K-1st with an adult Registration begins for: *Bilingual Story Time: Arabic 4/2 *My First Book Group 4/14	13	14 *Book 'N Play 11 a.m. – Multi-sensory story time for explorers of all abilities, ages 3-7, along with a favorite adult Registration begins for: *Book 'N Play 4/18
15	16 Family Story Time 10 a.m. – For all ages Registration begins for: *Friendship Bracelets 4/6 *Paint by Sticker 4/7	17 	18 Wee ALL Play 10 a.m. – Drop-in play for ages newborn-3 years old	19 Youth SENSEational Story Time 12:30 p.m. – Ages 3-12 with adult *Art Lab 6:30 p.m. – Ages 10-13 Registration begins for: *Art Lab 4/16	20 	21
22	23 Bilingual Story Time: Chinese 6:30 p.m. – Ages 3-7 with an adult are invited to hear stories and songs by our guest reader	24	25 Wee ALL Play 10 a.m. – Drop-in play for ages newborn-3 years old *Book Worms 6:30 p.m. – 2nd-3rd grades Registration begins for: *Book Worms 4/29	26 *Book Chat 6:30 p.m. – 6th-8th grades Registration begins for: *Book Chat 4/27	27 	28
29	30 	31 *Tinker Tales 10 a.m. – Ages 3-5 years without an adult	1 Wee ALL Play 10 a.m. – Drop-in play for ages newborn-3 years old	<div>March is National Reading Month! First Grade Readers Rally celebrates young readers during National Reading Month. First grade classes are invited to the Library along with their teachers for this annual event. Details available through the schools. Thank you to the Friends of the Library for supporting this program.</div>		

February 2020 Adult and Teen Programs

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			<p>Speed Dating with a Book Thursday, February 13 at 7 p.m.</p> <p>Get yourself in the Valentine's Weekend mood with a night of literary speed dating! Our amazing adult services librarians are ready to help you find the book of your dreams by introducing you to four new books every five minutes. Join us for a night of fast talk, laughter, and great books. <i>Registration is required and begins January 13, 2020.</i></p>			<p>1 Botanicals: Intimate Portraits by Laurie Tennent 1 p.m.</p> 
<p>2</p> 	<p>3</p>	<p>4 Knit 'n Stitch Circle 10 a.m.</p> <p>**Life Skills 101 Series 6:30 p.m. – 3-week series</p>	<p>5</p> 	<p>6 ***Internet Security 6 p.m.</p>	<p>7 English Language Conversation Hour 12 Noon</p> <p>Rob Crozier Jazz Ensemble 7 p.m.</p>	<p>8 Friends Second Saturday Book Sale 9:30 – 3:30 p.m. (First hour Friends members only)</p>
<p>9</p>	<p>10 Adult and Teen Sensory Story Time 11 a.m.</p> <p>***Computer Basics 6 p.m.</p>	<p>11 **Memoir Writers Group 1 p.m.</p> <p>**Life Skills 101 Series 6:30 p.m. – 3-week series</p>	<p>12 Digital Download Help 1-3 p.m.</p> <p>**Writers' Rendezvous 6:30 p.m.</p> <p>Gale Courses Begin</p>	<p>13 Open Lab 7-8:30 p.m.</p> <p>**Speed Dating with a Book 7 p.m.</p>	<p>14 English Language Conversation Hour 12 Noon</p> 	<p>15</p>
<p>16</p>	<p>17 **30 Minute Book Club 1 p.m.</p>	<p>18 **Tuesday Book Club, 10 a.m.</p> <p>**Teen Book Club: <i>We Were Liars</i> by E. Lockhart 3:30 p.m.</p> <p>**Life Skills 101 Series 6:30 p.m. – 3-week series</p> <p>**Classics Book Club, 7 p.m.</p>	<p>19 **Mystery Book Club 1 p.m.</p> <p>K-9 Unit Demonstration 7 p.m.</p>	<p>20</p> 	<p>21 English Language Conversation Hour 12 Noon</p> <p>Chamber Music Concert Series 7 p.m.</p>	<p>22</p> 
<p>23</p> 	<p>24 **Books in Bars 6 p.m.</p>	<p>25 **Memoir Writers Group 1 p.m.</p>	<p>26 **Writers' Rendezvous 6:30 p.m.</p>	<p>27 **Eleanor's Thursday Book Club 10 a.m.</p> <p>***Introduction to Google Apps 6 p.m.</p>	<p>28 Sensory Friendly Movies for Adults and Teens 11 a.m.</p> <p>English Language Conversation Hour 12 Noon</p>	<p>29</p>  <p>Library Events</p>

February 2020 Youth Programs

**Indicates registration is required.
Visit www.btpl.org, call (248) 642-5800, or
stop by the Youth Services Desk to sign up.*

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		 <p>Happy Hearts! Drop in to the Youth Room Friday, February 14, any time between 10:30 a.m. - 5:30 p.m. to make a decoration or card to share or keep!</p> 				
2	*My First Signs 10 a.m. – 6-week session <i>Newborn-3 years and their caregivers will learn practical starter signs</i>	*Tinker Tales 10 a.m. – Ages 3-5 years without an adult	Wee ALL Play 10 a.m. – Drop-in play for ages newborn-3 years old *My First Book Group 6:30 p.m. – K-1st with an adult <i>Registration begins for:</i> *My First Book Group 3/12	*Mother Goose Club 10 a.m. – Ages 6-24 months with an adult	*Movers & Shakers 10 a.m. – Ages 2-3 years with an adult 	Bilingual Story Time – German 11 a.m. – All ages are invited to hear stories and songs by our guest reader
 <p>Thank You</p>	*My First Signs 10 a.m. – 6-week session <i>Newborn-3 years and their caregivers will learn practical starter signs</i> *Book Worms 6:30 p.m. – 2nd-3rd grades <i>Registration begins for:</i> *Book Worms 3/25	*Tinker Tales 10 a.m. – Ages 3-5 years without an adult *Paperbacks & Snacks 6:30 p.m. – 4th-5th grades <i>Registration begins for:</i> *Paperbacks & Snacks 3/11	Wee ALL Play 10 a.m. – Drop-in play for ages newborn-3 years old	*Mother Goose Club 10 a.m. – Ages 6-24 months with an adult Youth SENSEational Story Time 12:30 p.m. – Ages 3-12 with adult	*Movers & Shakers 10 a.m. – Ages 2-3 years with an adult Happy Hearts 10:30 a.m. - 5:30 p.m. <i>Make a card or decoration to give or keep. For all ages.</i>	*Book 'N Play 11 a.m. – Multi-sensory story play for explorers of all abilities, ages 3-7, along with a favorite adult <i>Registration begins for:</i> *Book 'N Play 3/14
16	*My First Signs 10 a.m. – 6-week session <i>Newborn-3 years and their caregivers will learn practical starter signs</i> *Middle School Paint Along 1-2:30 p.m. – 4th-8th grades. Follow along with step-by-step instructions to make your own work of art!	*Tinker Tales 10 a.m. – Ages 3-5 years without an adult	Wee ALL Play 10 a.m. – Drop-in play for ages newborn-3 years old	*Mother Goose Club 10 a.m. – Ages 6-24 months with an adult *Art Lab 6:30 p.m. – Ages 10-13 <i>Registration begins for:</i> *Art Lab 3/19	*Movers & Shakers 10 a.m. – Ages 2-3 years with an adult 	*Registration is required. See the online program calendar at www.btpl.org for registration policies and dates. Detailed information is available in the Youth Services Department.
23	Family Story Time 10 a.m. – For all ages *Book Chat 6:30 p.m. – 6th-8th grades <i>Registration begins for:</i> *Book Chat 3/26	*Tinker Tales 10 a.m. – Ages 3-5 years without an adult 	Wee ALL Play 10 a.m. – Drop-in play for ages newborn-3 years old	*Mother Goose Club 10 a.m. – Ages 6-24 months with an adult	*Movers & Shakers 10 a.m. – Ages 2-3 years with an adult	 <p>Please contact us if you require any additional assistance.</p>