



Bloomfield Township Public

Library

**Bloomfield Township Public Library
Board of Trustees**

Library Board Meeting
March 17, 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, March 17, 2020
7:00 p.m.

#	<u>NUMBERED ITEMS</u>	<u>DATE DELIVERED</u>
1	Agenda	03/13/2020
2a	Request to remove items from the Consent Agenda for Discussion	03/13/2020
2b	Motion to approve the order of items for the regular and consent agendas	03/13/2020
5	Motion to approve remaining Consent Agenda items 6-8d	03/13/2020
6	Regular Board Meeting Minutes of 02/18/2020	03/13/2020
6a	Special Board Meeting Minutes of 03/12/2020	03/12/2020
7a	Cash Disbursements	03/13/2020
7b	Revenues/Expenditures Budget Report	03/13/2020
7c	Energy Report	03/13/2020
8a	President's Report– no report	
8b	Director's Report	03/13/2020
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 – 03/05/2020	03/13/2020
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 – no report	
8c	Policy Committee – no report	
11a	FY 2019/2020 Budget Close and FY 2020/2021 Budget Proposal	03/13/2020
13	Motion to approve any items removed from the Consent Agenda	03/13/2020

<u>UNNUMBERED ITEMS</u>	<u>DATE DELIVERED</u>
Library Endowment Funds Year End Review	03/13/2020
CFSEM Memo	03/13/2020
Space Needs and Wayfinding Update	03/13/2020
Strategic Plan Update	03/13/2020

AGENDA
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, March 17, 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 February 18, 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. FY 2019/2020 Budget Close and FY 2020/2021 Budget Proposal
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, April 28, 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, February 18, 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, Judy Lindstrom, and Joan Luksik

Administration: Library Director Carol Mueller and Assistant Director Tera Moon

Guests: Residents Barbara Bloom and Klaren Gerhart; Paul Zink, Staff Organization Committee Representative (SOC);

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

No items were removed from the consent agenda.

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 talked about the importance of words, sharing information she just learned about how the word "skyscraper" was coined. Judy said that words are so very important and are often poetic, like "skyscraper". She enjoys the role the Library plays in sharing words with everyone.

DIRECTOR'S VERBAL REPORT:

Director Carol Mueller shared that the s-shaped desk has been installed in the Commons, and barring some painting touch-ups, the space is complete. Director Mueller invited all to the celebration of the Commons and the end of the roof and lobby floor projects on Saturday, March 14 at 9:00 a.m. Refreshments will be provided by Geraldine Drake of AECOM and Library Board President Judy Lindstrom will share brief remarks.

Director Mueller reported that she represented the Library at the Bloomfield Hills School board meeting on January 30 where we, along with other members and businesses in the community, were recognized for our involvement in the active shooter false alarm that occurred on December 19. Director Mueller shared that the Library's relationship with Bloomfield Hills Schools is ever

evolving and deepening. This spring the Youth Services Department is hosting workshops to support students participating in science fairs. The Library also hosted participants in Way Elementary's program called "One School, One Book". Over 200 attendees gathered in the Community Room to read a chapter out of a book.

Director Mueller announced this year's Newbery and Caldecott winners. The Caldecott, the most distinguished picture book for children, was awarded to *The Undefeated* illustrated by Kadir Nelson and written by Kwame Alexander, and the Newbery, the most distinguished contribution to children in the preceding year, was awarded to *New Kid* by Jerry Craft.

Director Mueller pointed to the Trustees' grey folders, where they could find calendars for 2020-2021 year of Library Board of Trustees meetings, the engagement letter from the library auditor, and information about upcoming workshops.

At the last Friends meeting the Friends granted all wish list items, Director Mueller was pleased to report. The Friends generosity allowed Youth Services to give all participants in a new book group for kindergarteners and first graders their very own copy of the book to keep. This is so wonderful and the Friends are generous. Director Mueller shared some positive patron comments made via social media.

REGULAR AGENDA:

Call to the Public: Paul Zink, representative of the SOC, shared that the slate of SOC representatives will remain the same for the 2020-2021 year.

UNFINISHED BUSINESS:

No unfinished business

NEW BUSINESS:

11a. Vending Services Bid Award

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.

After careful analysis of both bids by Library Administration, it is recommended to award the bid for vending services to Corporate Dining Concepts.

Upon discussion, a motion was made by Sandy Edwards, seconded by Grant Gerhart **THAT CORPORATE DINING CONCEPTS, 1645 WEST HAMLIN, ROCHESTER HILLS, MICHIGAN, BE AWARDED THE CONTRACT TO PROVIDE VENDING SERVICES FOR BLOOMFIELD TOWNSHIP PUBLIC LIBRARY.**

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

OTHER:

Sandy Edwards reported on the Wednesday, February 5 Friends of the Library meeting. Since the meeting, the Friends shared that the February book sale raised \$3181. The next Friends Board meeting is on Wednesday, March 4, 2020. The next sale is Saturday, March 14, 2020.

Judy Lindstrom addressed the group to determine the best meeting time to ensure maximum attendance. It was determined that Tuesdays at 11am are a good day and time for most meetings. Carol mentioned that she is happy to meet one-on-one with anyone who can't attend a scheduled meeting.

Grant and Klaren Gerhart attended the Rob Cromier jazz concert on Friday, February 7 and remarked on how wonderful it was. Eli Greenbaum recommended attending the upcoming concert on March 13, Andrew Brown's Djangophonique.

Judy Lindstrom likes the new calendars. The group thinks the list of board-specific meetings is useful.

Upon discussion, a motion was made by Eli Greenbaum and seconded by Grant Gerhart **TO GO INTO CLOSED SESSION FOR PURPOSES OF THE LIBRARY DIRECTOR CONTRACT AND PERFORMANCE EVALUATION.**

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

The Board of Trustees went into a closed session at 7:28 p.m. Trustees discussed the comments they submitted as part of the Library Director Evaluation process. Additional comments were made and noted. Projected raises for all Library staff were reviewed and discussed.

The current salary of the Director was discussed. Trustees also reviewed a recent survey of peer library director salaries prepared by Sandi Bird. In addition, the multiple building projects this year, with all their complexities, were also discussed in determining a salary increase.

At 7:58 p.m., Director Mueller was invited to join the closed session. Library Board President Judy Lindstrom informed her that a contract renewal and salary increase was agreed upon – she cited the exemplary performance of the Director – especially during a year with multiple building projects.

A formal motion approving a contract renewal and increase in compensation will be made in open session.

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

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

At 8:14 p.m. the Board returned to regular session.

Upon discussion, a motion was made by Joan Luksik and seconded by

Tom Deska **TO RENEW THE LIBRARY DIRECTOR'S CONTRACT FOR THE APRIL 1, 2020-MARCH 31, 2021 FISCAL YEAR.**

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

The next Library Board Meeting will be Tuesday, March 17 at 7 p.m.

At 8:15p.m. President Judy Lindstrom adjourned the meeting.

Submitted by:

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

Sandra Edwards, Secretary

**MINUTES OF THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES**

Bloomfield Township Public Library
Oakland County, Michigan
Thursday, March 12, 2020

The special meeting of the Bloomfield Township Public Library Board of Trustees was held in the Library on Thursday, March 12, 2020. The meeting was called to order by President Judy Lindstrom at 11:10 a.m.

Present: Trustees: Tom Deska, Sandra Edwards (via phone) Eli Greenbaum (via phone), Judy Lindstrom, and Joan Luksik (via phone)

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

Guests: Matt Whitty of Gregory J. Schwartz & Co., Inc.

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

A vote was taken for approval of the motion.

Ayes: Deska, Edwards, Greenbaum, Lindstrom and Luksik

Nays: None

MOTION CARRIED

CALL TO THE PUBLIC:

None present.

UNFINISHED BUSINESS:

None.

NEW BUSINESS:

5a Library Investment Review – Schwartz and Co.

Matt Whitty, the representative from Schwartz and Company, presented an overview of current library investments.

The Trustees approved the recommended trust investment reallocations as provided by Matt Whitty.

5b Budget Review – Director Carol Mueller thanked everyone for their guidance and support. The budget is our road map. Carol thanked Sandi Bird, Finance Coordinator and

Assistant Director Tera Moon, Assistant Director, for all their diligent work on the budget and compiling the information for the Library Board. She also thanked the Library Board Trustees for their careful review and consideration of the proposed budget.

Director Mueller said the Library is doing well and this is a very good budget. She gave an overview of library revenues and expenditures for the Fiscal Year 2019-2020 and the proposed budget for Fiscal Year April 1, 2020 – March 31, 2021 which will be presented at the March 17, 2020 Library Board Meeting.

OTHER:

Director Mueller spoke about the Library Endowment Fund. Each year, the Library receives notification from the Community Foundation for Southeast Michigan (CFSEM) regarding the payouts available from our Library's six endowment funds. The Library has just received such notifications for 2020. The six endowment funds, the available payouts, and our recommendations are:

Bloomfield Township Public Library Endowment/ Amber Trust Funds and the Smith Challenge Grant Fund – the purpose of these endowment funds is to provide support for the general charitable purposes of the Library. Further, the Smith Challenge Grant stipulates that the decision to accept the payout and how it will be used during the year is to be made by the Library Department Heads. This year the Department Heads have elected to accept the Smith Challenge Grant payout to use for Library team building purposes. The Library Department Heads recommend accepting the Smith Challenge Grant to add to the amount available for the 2020 annual Library Holiday Party. It has become more challenging for the Staff Organization Committee (SOC) to organize an event to be enjoyed by many, yet only funded with the gift provided by the Friends. This additional funding will open up more options for SOC to plan an event for many to enjoy. This idea was unanimously supported by Department Heads at the managers meeting on February 26, 2020. The Director recommends not accepting payouts from the Endowment/ Amber Trust funds this year as there is funding left from previous payouts to support audio book purchases. The payouts available are: Endowment/Amber Trust Funds - \$1,557.00 to be reinvested and the Smith Challenge Grant Fund - \$1,557.00 to be accepted.

The Fair Radom Garden Endowment Fund – the purpose of this fund is to support the beautification, improvement and preservation of the Library's gardens as well as related educational programs and activities at the Library. It is proposed to accept both payouts from this endowment this year. The payouts available are: June, 2019 - \$349.00 – to be accepted for Adult Services gardening programs and December, 2019 - \$349.00 – to be accepted for Youth Services gardening programs.

The Yvonne T. Atkinson Fund – the purpose of this fund is to support the general charitable purposes of the Library with a preference for programs encouraging and supporting book discussion. It is proposed to accept the payouts from this fund to support library sponsored book discussion groups. The payouts would be split evenly between

Adult Services and Youth Services. The payouts will be: June, 2019 - \$668.00 to be accepted and December, 2019 - \$668.00 to be accepted.

The Jeanette P. Myers Scholarship Fund – the purpose of this fund is to provide funds to encourage and support the post-secondary education of past or present employees of the Library or persons who have some relationship with the Library. The payout from this fund is accepted every year. This annual scholarship is awarded in August each year, prior to the regular Library Board meeting that month. The payout will be: June, 2019 - \$669.00 to be accepted

Bloomfield Township Public Library Director's Legacy Fund, established in July, 2013, supports staff development opportunities and staff training that improves or enhances service to the public. Director Mueller is recommending that the payouts not be accepted from this fund this year but instead invest these back into the fund to grow the corpus, resulting in potentially larger payouts in the future. This fiscal year, the Library has included staff development funding in the General Fund budget. The Library is declining any distributions and reinvesting all payouts back into this fund until further notice.

The Library board supported these recommendations.

President Lindstrom proposed Tuesday March 31 at 11 a.m. Building and Grounds Committee Meeting.

The next scheduled Regular Board Meeting is March 17, 2020 at 7:00 p.m. in the Board Room.

Director Mueller reported that in a 24 hour period, we have gone from a Level 1 to a Level 2 response to the Coronavirus – COVID - 19. Level 3 is cancelling all Library programs and meeting groups. She reviewed the cleanliness procedures that the Library has enacted. The Friends have cancelled their March and April book sales. This will be reevaluated as it goes.

Meeting adjourned at 12:24 p.m.

Submitted By:

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

Sandra Edwards, Secretary

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**Cash Disbursements Comments
March 2020****New Vendors:**

Backyard Birds and Beyond is a new vendor for a library program.

Kim Darst is a new vendor for a library program.

General Fund Advance

- Check #20393 payable to Bloomfield Township in the amount of \$1,200.03 was payment for the Library's water bill for 12/17/2019 – 1/20/2020.
- Check #20395 payable to Innovative Interfaces, Inc. in the amount of \$12,910.00 was payment for our Encore catalog subscription.

General Fund

- Check #20423 payable to AECOM Great Lakes, Inc. in the amount of \$14,000.00 is payment for our Commons interior design work.
- Check #20425 payable to Arbor Oakland Group in the amount of \$4,306.00 is payment for printing and mailing of the Library's spring newsletter.
- Check #20428 payable to Bad Axe Area District Library in the amount of \$16.00 is payment for a book borrowed by a Bloomfield Township resident through Mel Cat and lost. The patron has been billed for this item.
- Check #20431 payable to Bloomfield Township in the amount of \$255,342.34 is payment for two payrolls including FICA, HRA contributions, pension, etc., as usual.
- Check #20436 payable to Bridgeall Libraries Limited in the amount of \$9,750.00 is payment for collection management software called Collection HQ.

- Check #20439 payable to Frank Rewold and Son, Inc. in the amount of \$29,673.79 is payment for our Commons area work.
- Check #20446 payable to Library Design Associates, Inc. in the amount of \$10,534.00 is payment for Commons area furniture.
- Check #20450 payable to Michigan Library Association in the amount of \$85.00 is payment for an annual membership.
- Check #20454 payable to Quinn Evans Architects in the amount of \$4,830.00 is payment for the roof project.
- Check #20461 payable to The Library Network (TLN) in the amount of \$1,662.00 is payment for the Library's subscription to Consumer Reports.
- Check #20464 payable to the University of Michigan in the amount of \$25.00 is payment for a book borrowed by a Bloomfield Township resident through MelCat and lost. The patron has been billed for this item.

Gift Fund

- Check #5140 payable to Movie Licensing USA in the amount of \$2,901.00 is payment for a three year movie license, a gift of the Friends.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

CHECK REGISTERS

FOR THE MONTH OF FEBRUARY 2020

Check #	Date	Payee	Cash Account	Amount
General Fund				
ADVANCE CHECKS:				
20392	2/12/20	Patricia Ballard	106.01	72.27
20393	2/12/20	BLOOMFIELD TOWNSHIP	106.01	1,200.03
20394	2/12/20	Shayna Connolly	106.01	28.88
20395	2/12/20	INNOVATIVE INTERFACE, INC	106.01	12,910.00
20396	2/12/20	PACIFIC TELEMAGEMENT SERVICES	106.01	78.00
20397	2/12/20	T MOBILE	106.01	29.40
20398	2/17/20	Joel Dion	106.01	27.26
20399	2/17/20	FLAGSTAR BANK	106.01	4,543.96
20400	2/17/20	Ashlee McClaughry	106.01	70.58
20401	2/17/20	Anna Pelepchuk	106.01	48.34
20402	2/17/20	TERMINIX PROCESSING CTR.	106.01	128.00
20403	2/17/20	THOMSON REUTERS/THOMSON WEST	106.01	360.00
20404	2/17/20	Killian Weston	106.01	110.80
20405	2/24/20	Marianne Abdoo	106.01	198.80
20406	2/24/20	AMAZON.COM	106.01	2,068.72
20407	2/24/20	AUNALYTICS	106.01	1,940.00
20408	2/24/20	Patricia Ballard	106.01	21.19
20409	2/24/20	Anru Cheng	106.01	150.00
20410	2/24/20	XFINITY	106.01	162.75
20411	2/24/20	CONSUMERS ENERGY	106.01	4,940.56
20412	2/24/20	DTE ENERGY	106.01	21,150.09
20413	2/24/20	PRINCIPAL LIFE INS CO-SBD GRANDE ISLAND	106.01	782.01
20414	2/24/20	Jennifer Taggart	106.01	49.88
20415	2/24/20	VERIZON WIRELESS	106.01	903.95
20416	2/24/20	VIGILANTE SECURITY	106.01	1,950.00
20417	3/3/20	AT&T	106.01	270.13
20418	3/3/20	AT&T	106.01	468.55
20419	3/3/20	Elizabeth Clauder	106.01	64.61
20420	3/3/20	Marcia Preston	106.01	89.04
20421	3/3/20	T MOBILE	106.01	29.40
20422	3/3/20	Qiong Wu	106.01	198.80
Total				<u>55,046.00</u>
REGULAR CHECKS:				
20423	3/6/20	AECOM GREAT LAKES, INC.	106.01	14,000.00
20424	3/6/20	AERO FILTER, INC	106.01	231.66
20425	3/6/20	ARBOR OAKLAND GROUP	106.01	4,306.00
20426	3/6/20	AUNALYTICS	106.01	970.00
20427	3/6/20	BACKYARD BIRDS AND BEYOND	106.01	200.00
20428	3/6/20	BAD AXE AREA DISTRICT LIBRARY	106.01	16.00
20429	3/6/20	BAKER & TAYLOR, INC.	106.01	12,713.14
20430	3/6/20	BAYSCAN TECHNOLOGIES	106.01	4,395.26
20431	3/6/20	BLOOMFIELD TOWNSHIP	106.01	255,342.34
20432	3/6/20	CDW GOVERNMENT, INC.	106.01	1,022.15
20433	3/6/20	CENGAGE LEARNING/GALE	106.01	316.29
20434	3/6/20	CINTAS CORPORATION	106.01	102.95
20435	3/6/20	CIRQUE AMONGUS	106.01	60.00
20436	3/6/20	BRIDGEALL LIBRARIES LIMITED	106.01	9,750.00
20437	3/6/20	DU ALL CLEANING, INC	106.01	5,760.00
20438	3/6/20	ENVISIONWARE, INC.	106.01	9,507.48
20439	3/6/20	FRANK REWOLD AND SON, INC.	106.01	29,673.79
20440	3/6/20	GREAT OAKS MAINTENANCE	106.01	4,125.00
20441	3/6/20	HEALEY FIRE PROTECTION, INC	106.01	790.00
20442	3/6/20	INGRAM LIBRARY SERVICES	106.01	362.15
20443	3/6/20	KID'S REFERENCE COMPANY, INC.	106.01	104.94

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
CHECK REGISTERS
FOR THE MONTH OF FEBRUARY 2020**

Check #	Date	Payee	Cash Account	Amount
20444	3/6/20	LJ ROLLS REFRIGERATION CO., INC	106.01	13,174.97
20445	3/6/20	LAKESHORE LEARNING MATERIALS	106.01	509.44
20446	3/6/20	LIBRARY DESIGN ASSOCIATES INC.	106.01	10,534.00
20447	3/6/20	THE MAGNOLIA JOURNAL	106.01	20.00
20448	3/6/20	MICROMARKETING LLC	106.01	951.16
20449	3/6/20	MIDWEST TAPE	106.01	4,952.08
20450	3/6/20	MICHIGAN LIBRARY ASSOCIATION	106.01	85.00
20451	3/6/20	NATIONAL SIGN COMPANY	106.01	1,275.00
20452	3/6/20	NICHOLS/NETWORK SERVICES CO	106.01	1,464.21
20453	3/6/20	OVERDRIVE	106.01	5,740.89
20454	3/6/20	QUINN EVANS ARCHITECTS	106.01	4,830.00
20455	3/6/20	RECORDED BOOKS, LLC	106.01	48.55
20456	3/6/20	TRACI ROMEO	106.01	350.00
20457	3/6/20	THE ROWMAN & LITTLEFIELD PUBLISHING GRP	106.01	51.29
20458	3/6/20	SECURITY DESIGNS INC.	106.01	2,745.00
20459	3/6/20	SHOWCASES	106.01	1,137.40
20460	3/6/20	THE BOOK FARM, INC.	106.01	287.90
20461	3/6/20	THE LIBRARY NETWORK	106.01	1,662.00
20462	3/6/20	TOTAL ENERGY SYSTEMS, INC.	106.01	1,076.90
20463	3/6/20	UNIQUE MANAGEMENT SERVICES, INC.	106.01	349.05
20464	3/6/20	UNIVERSITY OF MICHIGAN	106.01	25.00
20465	3/6/20	VALUE LINE PUBLISHING, INC	106.01	1,370.00
20466	3/6/20	WEISS RATINGS INC	106.01	487.05
20467	3/6/20	WT COX INFORMATION SERVICES	106.01	24.56
Total				<u>406,900.60</u>

Gift Fund

ADVANCE CHECKS:

5132	2/17/20	FLAGSTAR BANK	102.03	1,108.67
5133	2/24/20	AMAZON.COM	102.03	<u>231.25</u>
Total				<u>1,339.92</u>

REGULAR CHECKS:

5134	3/6/20	ABDO-SPOTLIGHT-MAGIC WAGON	102.03	957.60
5135	3/6/20	ARBOR OAKLAND GROUP	102.03	436.00
5136	3/6/20	BACKYARD BIRDS AND BEYOND	102.03	200.00
5137	3/6/20	BAKER & TAYLOR	102.03	130.57
5138	3/6/20	KIM DARST	102.03	500.00
5139	3/6/20	DEMCO	102.03	149.90
5140	3/6/20	MOVIE LICENSING USA	102.03	2,901.00
5141	3/6/20	SCOTT NELSON	102.03	<u>130.00</u>
Total				<u>5,405.07</u>

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

7b

Eleven Months 92%

		2019-2020	2019-2020			Eleven Months 92%	
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	\$2,579,002	\$7,120,753	95.78%	(\$313,652)
420.01	Penal Fines	\$84,528	\$84,528	\$0	\$87,723	103.78%	\$3,195
422.01	State Aid	\$28,491	\$28,491	\$0	\$32,919	115.54%	\$4,428
430.01	Circulation Fines & Fees	\$85,000	\$85,000	\$6,005	\$72,226	84.97%	(\$12,774)
	Charges for Services	\$14,738	\$14,738	\$936	\$14,155	96.04%	(\$583)
	Investment earnings	\$67,150	\$75,000	\$56,976	\$265,161	353.55%	\$190,161
	Miscellaneous	\$14,466	\$14,466	\$524	\$13,926	96.27%	(\$540)
Total Revenues		\$7,604,763	\$7,736,628	\$2,643,444	\$7,606,862	98.32%	(\$129,766)
<u>Expenditures</u>							
	Personnel	\$4,165,303	\$4,310,143	\$269,097	\$3,567,318	82.77%	(\$742,825)
	Library Services	\$870,134	\$849,839	\$42,735	\$684,708	80.57%	(\$165,131)
	Facilities & Equipment	\$994,137	\$969,137	\$77,441	\$850,736	87.78%	(\$118,401)
	Other Operating Expenditures	\$3,133,364	\$3,991,482	\$86,479	\$2,720,316	68.15%	(\$1,271,166)
Total Expenditures		\$9,162,938	\$10,120,601	\$475,752	\$7,823,078	77.30%	(\$2,297,523)
	Fund Balance - Beginning	\$11,933,661	\$11,933,661		\$11,933,661		
	Net revenue (expenditure)	(\$1,558,175)	(\$2,383,973)		(\$216,216)		
	Fund Balance - Ending	\$10,375,486	\$9,549,688		\$11,717,445		

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: MARCH 17, 2020 FOR THE MONTH OF: FEBRUARY, 2020

Eleven Months 92%

ACCOUNT NUMBER	ACCOUNT NAME	2019-2020 ADOPTED BUDGET AS OF MAR 19, 2019	2019-2020 AMENDED BUDGET AS OF MAR 17, 2020	REVENUE/ EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	VARIANCE
	<u>Revenues</u>						
	Gift Income	\$500	\$73,297	\$22,026	\$73,297	100.00%	\$0
454.03	Investment Earnings	\$200	\$200	\$1,128	\$1,264	632.10%	\$1,064
460.03	Miscellaneous Revenue	\$0	\$5	\$0	\$5	100.00%	\$0
	Total Revenues	\$700	\$73,501	\$23,154	\$74,566	101.45%	\$1,064
	<u>Expenditures</u>						
	Library Services	\$50,389	\$95,137	\$5,865	\$32,498	34.16%	(\$62,639)
	Facilities & Equipment	\$22,360	\$41,097	\$880	\$27,713	67.43%	(\$13,384)
	Other Operating Expenditures	\$89,446	\$98,762	\$0	\$8,120	8.22%	(\$90,642)
	Total Expenditures	\$162,195	\$234,996	\$6,745	\$68,332	29.08%	(\$166,665)
	Fund Balance - Beginning	\$161,695	\$161,695		\$178,428		
	Net revenue (expenditures)	(\$161,495)	(\$161,495)		\$6,234		
	Fund Balance - Ending	\$200	\$200		\$184,661		

Bloomfield Township Public Library
Asset Allocation Summary
February 2020

Fund	Type	Annual Yield	Date	Amount on Hand
General Fund				
	5th 3rd Checking (Ecommerce)	0.00%	2/29/2020	\$93,507.73
	Flagstar Public Funds Savings	1.29%	2/29/2020	\$159,110.95
	Flagstar Premier Public Entities Checking	0.55%	2/29/2020	\$14,506.53
	RBC Capital Cash/Money Market	0.55%	2/29/2020	\$2,031,648.99
	RBC Capital - Investments	2.90%	2/29/2020	\$9,805,732.41
Total General Fund				\$12,010,998.88
Please see General Fund budget for notes on how this amount is earmarked				
Gift Fund				
	Huntington Public Fund Business Interest Checking	0.15%	2/29/2020	\$113,106.37
	Huntington CD (Charnov gift) - matures 02/03/2021	1.50%	2/29/2020	\$50,000.00
	Fifth Third Bank Business Standard Checking	0.00%	2/29/2020	\$12,593.94
Total Gift Fund				\$175,700.31

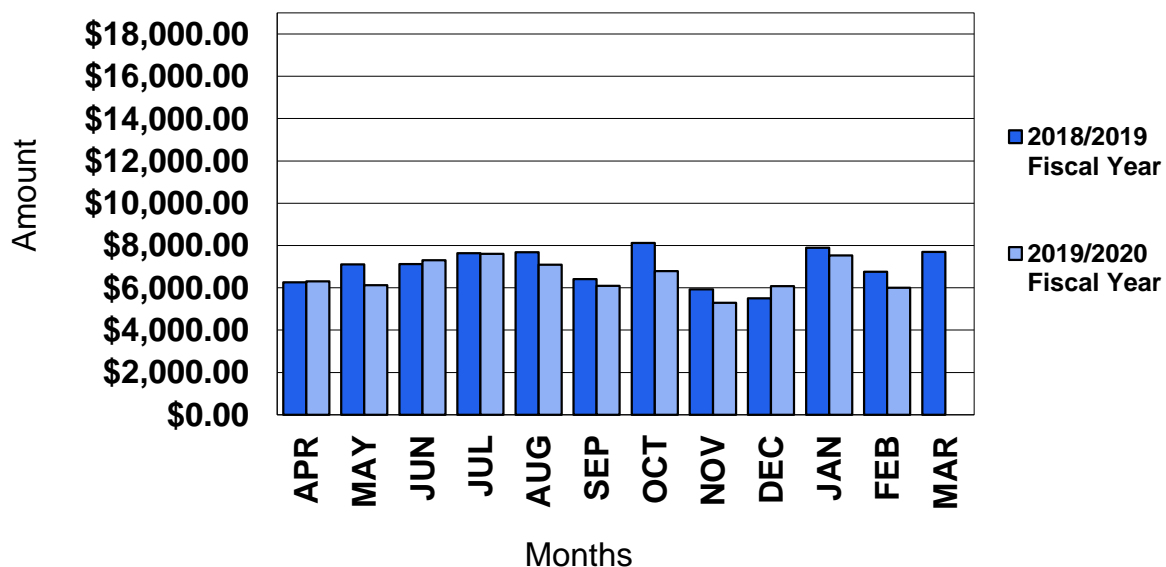
CFSEM The following endowment funds are administered by the Community Foundation for Southeast Michigan (CFSEM). CFSEM maintains unilateral variance power and legal ownership of the endowment funds, and therefore, principal is not available to BTPL. Earnings are available for distribution to the Library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

	<i>Updated 2/2020</i>	
Jeanette P. Myers Memorial Scholarship Fund	12/31/2019	\$15,700.00
Yvonne T. Atkinson Fund	12/31/2019	\$31,159.00
Lawrence Smith and Isabel Francis Smith Challenge Grant Fund	12/31/2019	\$35,222.59
BTPL Endowment Fund	12/31/2019	\$40,516.41
Fair Radom Garden Endowment Fund	12/31/2019	\$16,934.00
BTPL Director's Legacy Fund	12/31/2019	\$18,489.00
Total CFSEM holdings		\$158,021.00

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	\$6,004.90	(\$752.49)
MAR	\$7,705.05		(\$7,705.05)
			YTD Difference
TOTAL	\$84,126.90	\$72,226.11	(\$11,900.79)

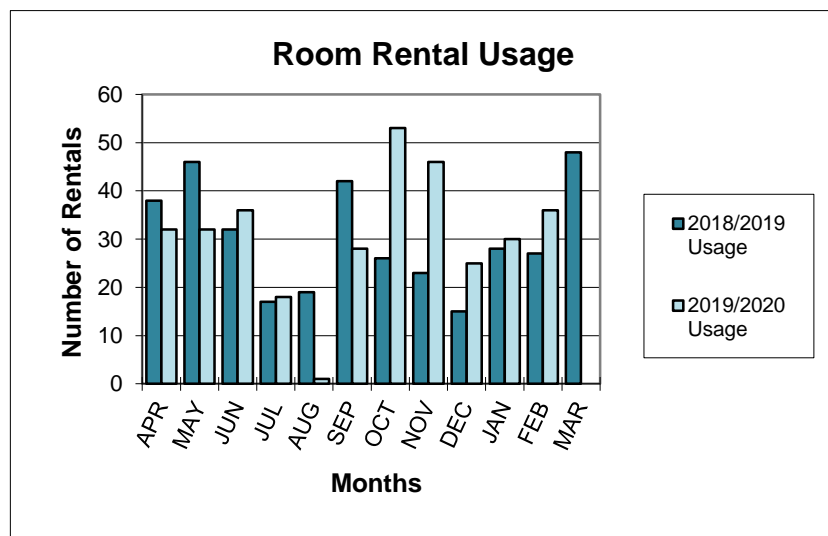
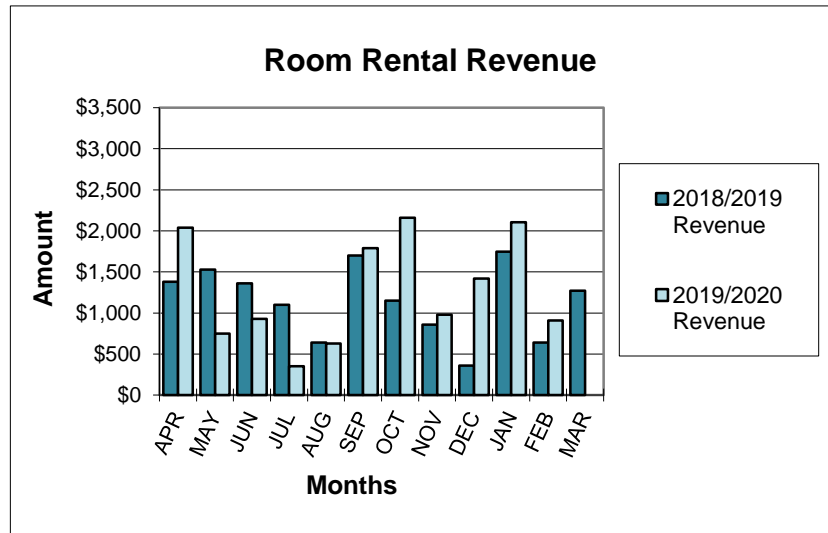
Fines and Fees Two-Year Comparison



ROOM RENTAL - TWO-YEAR COMPARISON

7b

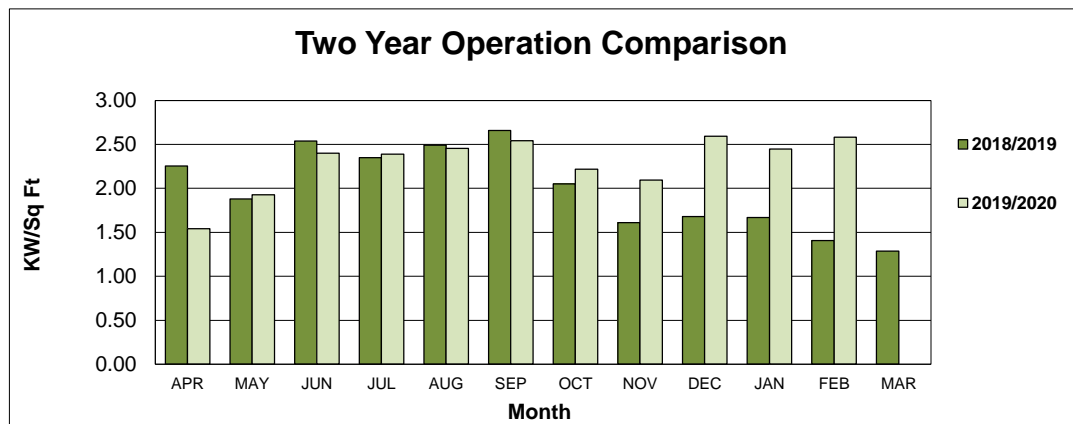
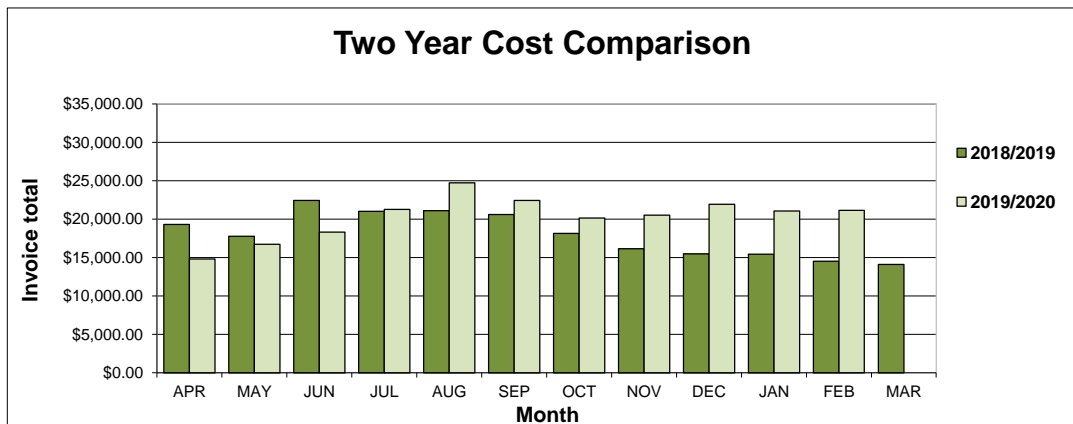
<u>Month</u>	2018/2019 <u>Revenue</u>	2019/2020 <u>Revenue</u>	<u>Difference</u>	2018/2019 <u>Usage</u>	2019/2020 <u>Usage</u>	<u>Month</u>
APR	\$1,380.00	\$2,040.00	\$660.00	38	32	APR
MAY	\$1,530.00	\$750.00	(\$780.00)	46	32	MAY
JUN	\$1,360.00	\$930.00	(\$430.00)	32	36	JUN
JUL	\$1,100.00	\$350.00	(\$750.00)	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	\$910.00	\$270.00	27	36	FEB
MAR	\$1,270.00		(\$1,270.00)	48		MAR
			YTD Difference			
TOTAL	\$13,736.00	\$14,064.00	\$328.00	361	337	



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	\$21,150.09	\$6,610.86	260,680	\$0.08	387.92	2.58	\$31.47	\$0.21
MAR	\$14,091.82		(\$14,091.82)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
YTD Difference									
TOTAL	\$216,050.87	\$223,014.57	\$6,963.70						



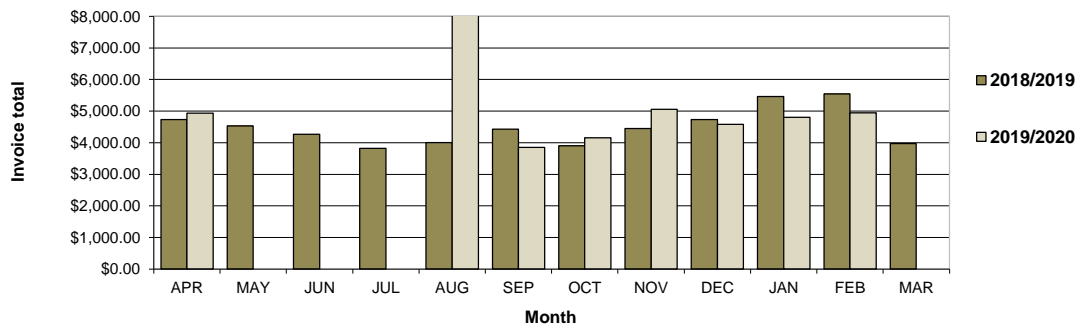
Bloomfield Township Public Library Natural Gas Analysis

Building Area = 101,023

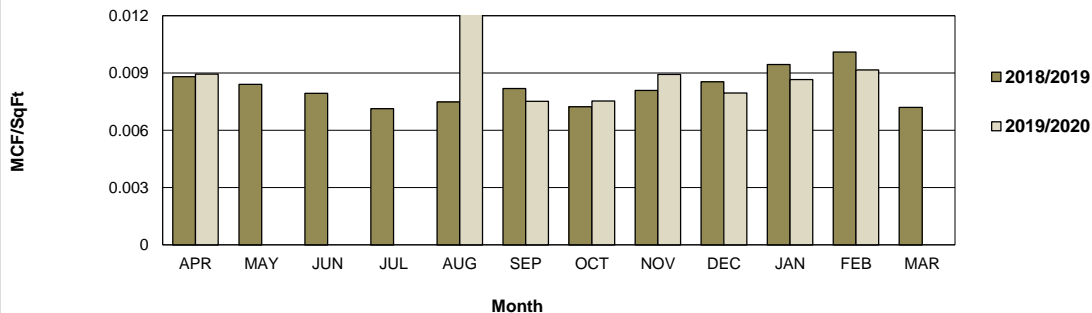
1 Cu. Ft. = 1000 BTU

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	\$4,940.56	(\$599.80)	926.4	\$5.33	696	1.33	0.009	7.10	0.048
MAR	\$3,977.14		(\$3,977.14)		#DIV/0!	744	0.00	0.000	0.00	0.000
YTD Difference										
TOTAL	\$53,850.02	\$48,049.87	(\$5,800.15)							

Two Year Cost Comparison

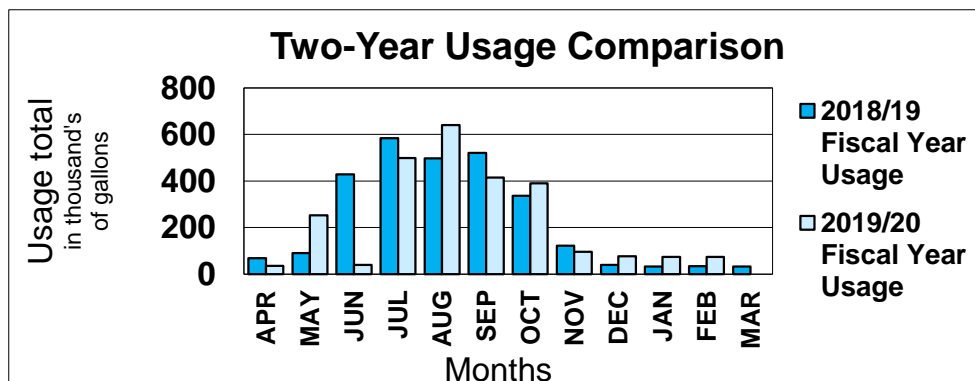
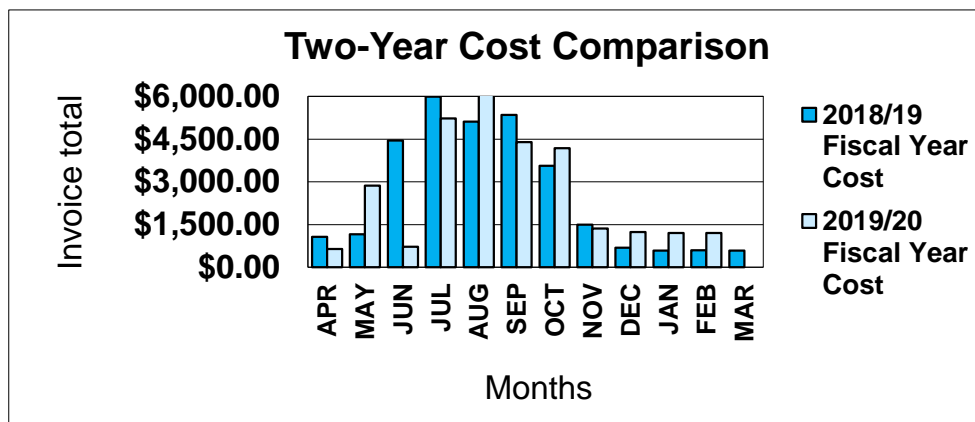


Two Year Operation Comparison



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	\$1,200.03	\$600.24	34	74	40
MAR	\$585.94		(\$585.94)	33		(33)
			YTD Difference			YTD Difference
TOTAL	<u>\$30,636.40</u>	<u>\$29,660.04</u>	<u>(\$976.36)</u>	<u>2,788</u>	<u>2,593</u>	<u>(195)</u>



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

Just a friendly reminder that the April Library Board meeting is held on the fourth Tuesday evening of the month to allow time to close the books on FY 2019/2020. This year, our regular monthly library board meeting will be held on Tuesday, April 28 at 7:00pm.

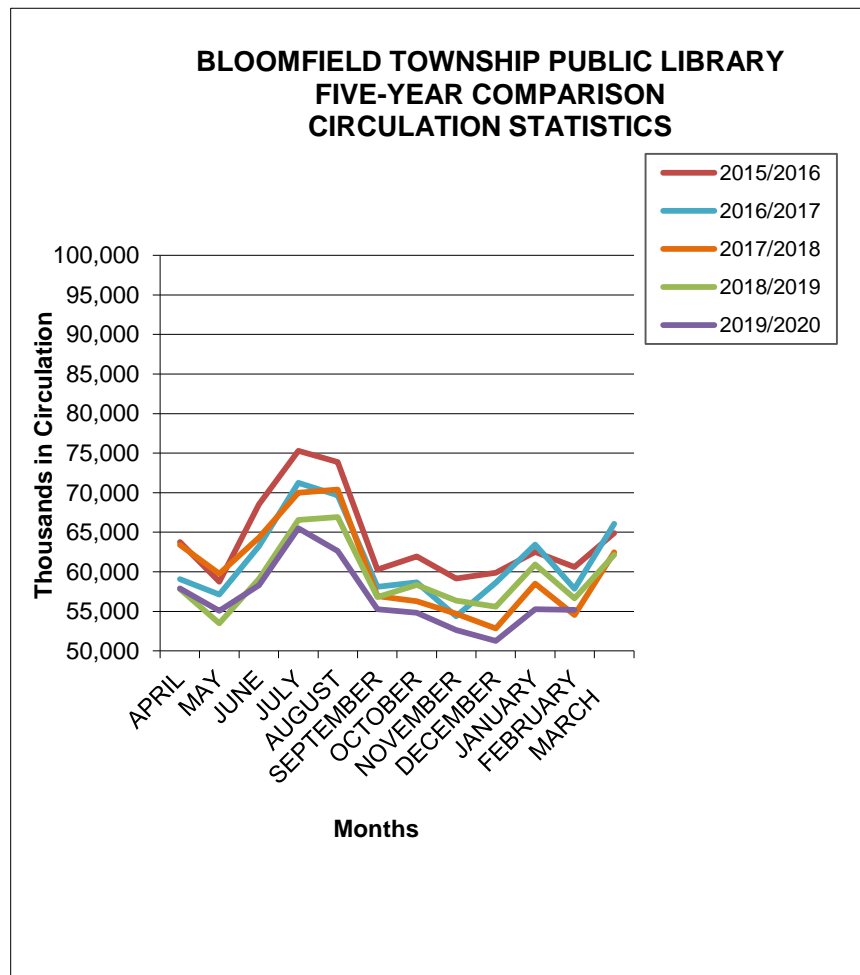
Each year, Oakland County designates a week in spring as Severe Weather Awareness Week. This year, it is the week of March 22 with a test of the county's alert system taking place on Wednesday, March 25 at 1:00pm. The Library takes this opportunity to review our tornado warning procedures with staff and hold a practice tornado warning drill for anyone in the building at an unanticipated time.
Respectfully Submitted,

Carol Mueller
Director

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
FIVE YEAR CIRCULATION**

3/7/2020

	<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	55,172
MARCH	64,896	66,071	62,452	62,128	
TOTAL	769,492	737,549	724,182	710,735	623,811



[illegible]

	2019		2020	
OUTREACH & PROGRAMS				
New Patrons and Accounts				
Township:	172		188	
Cranbrook:	2		4	
Total new patrons:	211		229	
Adult Program Attendance				
Staff-led:	13 events	186 attended	14 events	154 attended
Speaker-led:	2 events	32 attended	4 events	232 attended
Book clubs:	8 events	72 attended	8 events	80 attended
Tours/visits on-site:	0	0	0	0
Tours/visits off-site:	2 events	23 attended	3 events	25 attended
Chamber Music Concert	1 event	118 attended	1 event	87 attended
Bloomfield Historical Society	1 event	66 attended	1 event	61 attended
Systems Program Attendance				
Staff-led:	7 events	55 attended	9 events	33 attended
Teen Program Attendance				
Staff-led:	1 event	4 attended	1 event	2 attended
Youth Program Attendance				
Staff-led:	29 events	515 attended	31 events	603 attended
Speaker-led:	1 event	5 attended	4 events	52 attended
Tours/visits on-site:	0	0	0	0
Tours/visits off-site:	4 events	140 attended	3 events	82 attended
TOTAL:	69 events	1,216 attended	79 events	1,411 attended
Volunteers:	27 people	222.25 hours	15 people	131.5 hours
	Shop: 9	93.5	Shop: 7	83
	Court: 1	38	Court: 1	4.5
	Students: 9	27	Students: 1	2
	Dept. Vol: 8	63.75	Dept. Vol: 6	42
Patron Remarks				
Patron Comments:	6		17	
Ask BTPL:	12		7	
Ask Us:	37		24	
DISPLAYS				
Lobby	Blacksmithing Items on Display from the Troy Historic Village			
Local History	Fairytale Retellings			

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

Bloomfield Township Public Library
Oakland County, Michigan
Thursday, March 5, 11:00 a.m.

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

Library Staff: Library Director Carol Mueller; Assistant Director Tera Moon; Administrative Assistant Linden Godlove;

Old Business:

New Business:

2020 – Photo Contest

The theme is “In Motion.” Submissions are a little slow to begin compared to previous years, but have recently begun to pick up, following an article in *the Eagle* as well as the Library’s newsletter announcement. Half of the submissions have been from non-residents and non-cardholders. Promotional brochures were distributed to Hite Photo, Cranbrook Institute, Woodward Camera, and other places in the community. The previous participants have been contacted. The contest will continue to be promoted more on social media. It has been promoted at Library programs. 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. Judy has ordered ribbons for winners. In addition, Woodward Camera will provide the Best in Show prize, which is to be determined. Photo Contest judges, Nancy Kulish, Eric Keller, and Laurie Tennant, 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 and sparkling beverages. Kites might be the décor theme. The reception will not coincide with the Second Saturday sale, so we will observe how this impacts attendance. The room will be arranged the same way as last year. A display of previous winners to promote the reception and contest will be in the display case for April.

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

2020 “In Motion” events

Shayna Connelly and Marian Rafal 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. Cirque Amongus has just been booked.

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

Save the Dates will be sent in March with the book title, *Alice’s’ Adventures in Wonderland*, announced. Around May 1, volunteer reading opportunities will be posted for Bloomfield Township residents. After June 1, volunteers from the greater community can register. Last year’s readers will be contacted. The Friends will also be asked. Tera and Marian will divide the book into sections for the readers. The Reader’s Certificates will be

provided, sans photos. Tom Deska will be the emcee. Tera and Carol will be listeners. Placement will be determined in the near future.

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

Inquiries were made of sponsorship opportunities, so levels will be determined. Previous sponsorship was discussed. Frequent library vendors will be approached.

The budget was discussed, with increases made for food and entertainment.

The Host Committee List is growing and was reviewed.

- **Décor and Library Layout (6-8 months before event)**
Colored lighting and reflective materials will be used to decorate the Library. A bubble machine will be investigated.
- **Food and Beverage (3-6 months)**
There is a discussion of sparkling beverages, as well as sweet and savory foods. Vendors will soon be approached.
- **Music and Other Entertainment (3-6 months before the event)**
Brooke Hoskins is meeting with CTYHOP to discuss Silent Disco as well as the gaelic folk band Nessa. Eli has contacted LL7, a Latin Jazz band. Linden will be making arrangements with Detroit Cirque performers.
- **Favors (3-6 months before the event)**
This is still being considered.
- **Prize Baskets**
The Library Board, Lindstrom Family, Sandy Edwards, and Library Staff will all be contributing.
- **Volunteers (3-5 months before event)**
- **Program and Ticket Printing (2-3 months before event)**
Ticket selling will start at the beginning of September. Ticket sales can be promoted in newsletter. There will need to be a disclaimer about photographs and lights in the program and in the marketing.
- **Sponsorship, Ads, Tickets, and Sales (1-3 months before event)**
This will be discussed at the next meeting.
- **Invitations and Mailing Lists(2-3 months before event)**
- **Marketing Committee (12 months through day of event)**
Our goal is to sell 200 tickets to “The Magical Night at the Library” and this will be the focus of the marketing. Marketing materials will be created and used to promote the event through social media. The *Event Exclusive* newsletter is being sent out already. The *Insider Newsletter* has gone to the Development Committee, the Host Committee, and the Ambassadors. BCTV has been contacted about filming a commercial for the event. They have a long lead time for volunteers, so the filming would need to be done in July.

Other:

2020 Legislative Breakfast –

There was discussion of who would be invited. The previous Legislative Breakfast built relationships with the community legislators. Senator Andy Levin will be reading at a storytime in March. Representative Mari

Manoogian and Senator Rosemary Bayer have regularly used the meeting room. The breakfast will focus on the changing role of the Library as a community center. Administration Clerk Celia Domalewski will manage the refreshments.

Celebration of Library Projects –

Saturday March 14 will be the celebration of the Commons. AECOM will bring refreshments. Goldner Walsh will change the front entrance arrangement and bring other flower arrangements. BCTV will be present. The Second Saturday sale is that day, so there will be an audience to attend.

Next meeting: Tuesday, April 7 11 a.m.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Library Board of Trustees

FROM: Carol Mueller, Library Director

DATE: March 13, 2020

**SUBJECT: Proposed General Fund and Gift Fund Budgets
for Fiscal Year April 1, 2020 - March 31, 2021**

I am pleased to present to you at the Tuesday, March 17, 2020 regular Library Board meeting the proposed balanced budget that includes the FY 2019-2020 amended budget and the FY 2020-2021 proposed budget for your review. The fiscal plan projects the anticipated operating expenditures that are balanced with the projected operating revenues and includes a plan for the Library's capital improvement needs for the next seven years.

The Library continues to be in very sound financial condition with revenues exceeding expenditures. This allows us to continue to increase our capital improvements funding to replace the Library roof and complete other necessary capital projects.

As in past years, the proposed Gift Fund budget does not assume revenue from gifts, but does include the Myers Scholarship payout from the Community Foundation of Southeast Michigan (CFSEM) and a small amount of investment earnings. Expenditures are budgeted based on purchases made within the current fiscal year and gifts rolled over from the previous year. We assume all gifts will be spent during the year.

A copy of the proposed General Fund and Gift Fund Estimated budgets for fiscal year April 1, 2020 – March 31, 2021 is available at the Library's Welcome Desk for public review.

Attached to this memo are General Fund and Gift Fund budget resolutions in support and maintenance of Bloomfield Township Public Library and are needed to adopt the budget. The complete budget packet will be sent to each of you as a separate email message as this packet is too large to include in the regular meeting packet.

Thank you for your review of the Library's budget.

**Bloomfield Township Public Library
PUBLIC BUDGET HEARING MOTION
GENERAL FUND**

March 17, 2020

A Motion was made by: _____

Seconded by: _____

- TO APPROVE ON A FUNCTIONAL AND TOTAL FUND BASIS THE **PROPOSED** GENERAL FUND BUDGET, AS ATTACHED, FOR FISCAL YEAR **APRIL 1, 2020 - MARCH 31, 2021**, IN THE FOLLOWING AMOUNTS FOR THE SUPPORT AND MAINTENANCE OF BLOOMFIELD TOWNSHIP PUBLIC LIBRARY:

\$7,954,425	Revenues
\$8,985,807	Expenditures

- FUND BALANCE RESERVES SHALL BE INCREASED BY :

(\$1,031,382)	Net Revenue/(Expenditures)
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THERE IS A PLANNED USE OF FUND BALANCE FOR CAPITAL PROJECTS, INCLUDING THE SPACE NEEDS PROJECT.

- TO APPROVE ON A FUNCTIONAL AND TOTAL FUND BASIS THE **AMENDED** GENERAL FUND BUDGET, AS ATTACHED, FOR THE CURRENT FISCAL YEAR **APRIL 1, 2019 - MARCH 31, 2020**, IN THE FOLLOWING AMOUNTS FOR THE SUPPORT AND MAINTENANCE OF BLOOMFIELD TOWNSHIP PUBLIC LIBRARY.

\$7,750,628	Revenues
\$9,661,730	Expenditures

- FUND BALANCE RESERVES SHALL BE DECREASED BY :

(\$1,911,102)	Net Revenue/(Expenditures)
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THERE IS A PLANNED USE OF FUND BALANCE FOR CAPITAL PROJECTS, INCLUDING THE ROOF REPLACEMENT AND SPACE NEEDS PROJECTS.

Motion carried.

President

Vice President/Secretary

**Bloomfield Township Public Library
PUBLIC BUDGET HEARING MOTION
GIFT FUND**

March 17, 2020

A Motion was made by: _____

Seconded by: _____

- TO APPROVE ON A TOTAL FUND BASIS THE **PROPOSED** GIFT FUND BUDGET, AS ATTACHED, FOR FISCAL YEAR **APRIL 1, 2019 - MARCH 31, 2020**, IN THE FOLLOWING AMOUNTS FOR THE SUPPORT AND MAINTENANCE OF BLOOMFIELD TOWNSHIP PUBLIC LIBRARY:

\$700

Revenues

\$162,195

Expenditures

- TO APPROVE ON A TOTAL FUND BASIS THE **AMENDED** GIFT FUND BUDGET, AS ATTACHED, FOR THE CURRENT FISCAL YEAR **APRIL 1, 2018 - MARCH 31, 2019**, IN THE FOLLOWING AMOUNTS FOR THE SUPPORT AND MAINTENANCE OF BLOOMFIELD TOWNSHIP PUBLIC LIBRARY.

\$72,840

Revenues

\$234,335

Expenditures

Motion carried.

President

Vice President/Secretary

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.

Memo

To: Carol Mueller
From: Sandi Bird
Date: 3/4/2020
Subject: BTPL Endowment Funds

The following is a report on endowment funds for which the BTPL Board of Trustees has oversight responsibility. All funds are held by and administered by The Community Foundation of Southeastern Michigan (CFSEM). A similar report will be furnished each year when fiscal year-end (December 31) fund balances are available.

1. Bloomfield Township Public Library (BTPL) Endowment Fund & Lawrence and Isabel Francis Smith Challenge Grant Fund

- a. **BTPL Endowment Fund** established November 22, 1996 from a donation of George & Elizabeth Frost.
Smith Challenge Grant Fund established November 24, 1998 (\$2,000/yr. for five years, to be matched by other donations).
- b. Purpose of Funds: provide support in furtherance of the general charitable purposes of BTPL.
- c. Please note: CFSEM combines Endowment Fund and Smith Challenge Funds together in their reports. The breakdown below is BTPL's best guess of the actual percentages in each fund based on CFSEM's grant distributions to each fund.

1/1/19 Market Value of Endowment Fund	\$ 34,093.61
Contributions Received for Endowment Fund	\$ 265.00
Income (Loss) for Endowment Fund (52.08%)	\$ 6,157.80
Grant received from Endowment Fund (0%)	\$ (0.00)
12/31/19 Market Value for Endowment Fund (52.08%)	
of total provide by CFSEM)	\$ 40,516.41

2020 **Endowment Fund** grant available from 12/31/19 combined funds' balance is \$1,557.00. (Distribution was declined.)

1/1/19 Market Value for Smith Challenge Grant Fund	\$ 31,369.39
Contributions Received for Smith Challenge Grant Fund	\$ 0.00
Income (Loss) for Smith Challenge Grant Fund (47.92%)	\$ 5,353.20
Grant received from Smith Challenge Grant Fund (100.00%)	\$ (1,500.00)
12/31/19 Market Value for Smith Challenge Grant Fund (47.92%)	
of total provided by CFSEM)	\$ 35,222.59

2020 **Smith Challenge Grant Fund** grant available from 12/31/19 combined funds' balance is \$1,557.00. (Distribution will be taken in June and December 2020.)

- d. Responsibility for decisions regarding use of Endowment Fund grant: Library Director/Board of Trustees
Responsibility for decisions regarding use of Smith Challenge Fund grant: Committee of Library's Department Heads.

2. Jeanette P. Myers Memorial Scholarship Fund

- a. Established March 24, 1998 from donations by Rodman N. Myers family.
- b. Purpose of fund: Provide funds to encourage and support the post-secondary education of past or present employees of BTPL or persons who have some relationship with the Library, as the Selection Committee shall determine.

c. 1/1/19 Market Value	\$ 13,784.00
Contributions Received	\$ 100.00
Income (Loss)	\$ 2,463.00
Grant received	<u>\$ (647.00)</u>
12/31/19 Market Value	\$ 15,700.00

2020 Grant available from 12/31/19 balance is \$669.00 (Distribution will be taken in June 2020.)

- d. Responsibility for decisions regarding use of grant: Selection Committee comprised of Library Director and two members of the Library Board of Trustees.

3. Yvonne T. Atkinson Fund

- a. Established December 4, 2001 from a donation from the Yvonne T. Atkinson Trust.
- b. Purpose of fund: support the general charitable purposes of BTPL with a preference for programs encouraging and supporting book discussions.

c. 1/1/19 Market Value	\$ 27,556.00
Contributions Received	\$ 0.00
Income (Loss)	\$ 4,900.00
Grant received	<u>\$ (1,297.00)</u>
12/31/18 Market Value	\$ 31,159.00

2020 Grant available from 12/31/19 balance is \$1,336.00. (Distribution will be taken in June and December 2020.)

- d. Responsibility for decisions regarding use of grant: Library Director/Board of Trustees.

4. Fair Radom Garden Endowment Fund

- a. Established February 12, 2010 from donations by the Fair Radom family.
- b. Purpose of fund: Provide support for the improvement and preservation of the public garden(s) of the Bloomfield Township Public Library as an educational and outreach resource to the public on proper land use and landscaping, and the development and implementation of educational and research programs and activities relating to such public garden(s).

c. 1/1/19 Market Value	\$ 14,657.00
Contributions Received	\$ 0.00
Income (Loss)	\$ 2,610.50
Grant received	<u>\$ (333.50)</u>
12/31/19 Market Value	\$ 16,934.00

2020 Grant available from 12/31/19 balance is \$698.00. (Distribution will be taken in June and December 2020.)

- d. Responsibility for decisions regarding use of grant: Library Director/Board of Trustees.

5. Library Director's Legacy Endowment Fund

- a. Established June 28, 2013 from donations from various persons.
- b. Purpose of fund: Provide funds to provide staff development opportunities and staff training that improves or enhances service to the public.

c. 1/1/19 Market Value	\$15,690.00
Contributions Received	\$ 0.00
Income (Loss)	\$ 2,799.00
Grant received	<u>\$ (0.00)</u>
12/31/19 Market Value	\$18,489.00

2020 Grant available from 12/31/19 balance is \$0. (Distribution was declined until further notified.)

- d. Responsibility for decisions regarding use of grant: Library Director/Board of Trustees.

NOTES:

1. Monies paid into endowment funds are invested by CFSEM in stocks and bonds. All earnings from these investments are credited to the individual endowment fund.
2. Administrative Fees and Bank Fees are charged to each individual endowment fund by CFSEM. These amounts vary but are usually less than 1% per fund each year. In 2007 CFSEM no longer provides the breakdown for each individual fund, claiming it is a money savings not to do so.
3. When the balance in an endowment is more than \$10,000, a grant of up to 5% is offered to BTPL by CFSEM. The grant may be taken whole, in part, or not at all. Grants are made in June and December. When the balance in an endowment fund is less than \$10,000, no grant is offered by CFSEM. Any net increase in value is credited to the endowment.
4. In the event that the investments return less than 5% or incur a loss for any given year, a distribution of 5% is still offered from each endowment. However, in this type of situation, the CFSEM advises the reinvestment of that distribution rather than the pay out of it to increase the long term value of the fund.
5. The principal amount of money in an endowment may never be withdrawn.
6. In addition to administering endowments, CFSEM makes grants to local charitable and community organizations from money donated to CFSEM. BTPL is eligible to apply for such a grant. Monies in the grant and endowment funds are completely separate accounts.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees

FROM: Carol Mueller

DATE: March 12, 2020

SUBJECT: Library Endowment Funds 2020

Each year, the Library receives notification from the Community Foundation for Southeast Michigan (CFSEM) regarding the payouts available from our Library's six endowment funds. We have just received such notifications for 2020. The six endowment funds, the available payouts, and our recommendations are:

Bloomfield Township Public Library Endowment/ Amber Trust Funds and the Smith Challenge Grant Fund – the purpose of these endowment funds is to provide support for the general charitable purposes of the Library. Further, the Smith Challenge Grant stipulates that the decision to accept the payout and how it will be used during the year is to be made by the Library Department Heads. This year the Department Heads have elected to accept the Smith Challenge Grant payout to use for Library team building purposes. The Library Department Heads recommend accepting the Smith Challenge Grant to add to the amount available for the 2020 annual Library Holiday Party. As you know, this is the one time of year when the Library Board, Friends Board, Library staff and volunteers gather together socially to strengthen our bonds and common interests in and support of the Bloomfield Township Public Library. It has become more and more challenging for our Staff Organization Committee (SOC) to organize an event to be enjoyed by many, yet only funded with the gift provided by the Friends. This additional funding will open up a few more options for SOC to plan a fun event for many to enjoy. This idea was unanimously supported by Department Heads at our managers meeting on February 26, 2020. I recommend not accepting payouts from the Endowment/ Amber Trust funds this year as we have funding left from previous payouts to support audio book purchases. The payouts available are:

Endowment/Amber Trust Funds - \$1,557.00 to be reinvested

Smith Challenge Grant Fund - \$1,557.00 to be accepted

The Fair Radom Garden Endowment Fund – the purpose of this fund is to support the beautification, improvement and preservation of the Library's gardens as well as related educational programs and activities at the Library. We propose accepting both payouts from this endowment this year. The payouts available are:

June, 2019 - \$349.00 – to be accepted for Adult Services gardening programs

December, 2019 - \$349.00 – to be accepted for Youth Services gardening programs

The Yvonne T. Atkinson Fund – the purpose of this fund is to support the general charitable purposes of the Library with a preference for programs encouraging and supporting book discussion. We propose accepting the payouts from this fund to support our library sponsored book discussion groups. The payouts would be split evenly between Adult Services and Youth Services. The payouts will be:

June, 2019 - \$668.00 to be accepted

December, 2019 - \$668.00 to be accepted

The Jeanette P. Myers Scholarship Fund – the purpose of this fund is to provide funds to encourage and support the post-secondary education of past or present employees of the Library or persons who have some relationship with the Library. The payout from this fund is accepted every year. This annual scholarship is awarded in August each year, prior to the regular Library Board meeting that month. The payout will be:

June, 2019 - \$669.00 to be accepted

Bloomfield Township Public Library Director's Legacy Fund, established in July, 2013, supports staff development opportunities and staff training that improves or enhances service to the public. I am recommending that we do not accept the payouts from this fund this year but instead invest these back into the fund to grow the corpus, resulting in potentially larger payouts in the future. This fiscal year, we have included staff development funding in the General Fund budget. We are declining any distributions and reinvesting all payouts back into this fund until further notice.

Along with this memo, I have included a report on our endowment funds, prepared by our Finance Coordinator Sandi Bird, for your information.

Thank you for your support of these recommendations. We will communicate these decisions regarding payouts to CFSEM.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees

FROM: Tera Moon

DATE: March 11, 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 upon us, the goals of the plan are still relevant and continue to direct our resources and energies. The Spaces project has resulted in the Commons, which is very successful. Administration, the Department Heads, and the Building and Grounds Committee are just starting to talk about moving into the next phase of space assessment.

I encourage you to consider your vision for the future of Bloomfield Township Public Library. What are the best ways we can continue to elevate this Library from an A to an A+ library?

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: March 11, 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 has presented a proposal for the next phase of space assessment, lighting investigation, and carpet placement. A meeting of the Building and Grounds Committee will be called soon. The proposal will be shared with the committee at that time. The same careful consideration will be applied to future phases of making our A library an A+ library.