

Bloomfield Township Public

Library

**Bloomfield Township Public Library
Board of Trustees**

Library Board Meeting
April 28, 2020
7:00 p.m.

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.

As this meeting will be held virtually, please contact the Library
Director at muellerc@btpl.org no later than 6:00pm on Tuesday,
April 28 if you wish to attend.

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, April 28, 2020
7:00 p.m.

#	<u>NUMBERED ITEMS</u>	<u>DATE DELIVERED</u>
1	Agenda	04/24/2020
2a	Request to remove items from the Consent Agenda for Discussion	04/24/2020
2b	Motion to approve the order of items for the regular and consent agendas	04/24/2020
5	Motion to approve remaining Consent Agenda items 6-8d	04/24/2020
6	Regular Board Meeting Minutes of 03/17/2020	04/24/2020
7a	Cash Disbursements	04/24/2020
7b	Revenues/Expenditures Budget Report	04/24/2020
7c	Energy Report	04/24/2020
8a	President's Report– no report	
8b	Director's Report	04/24/2020
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 – no report	
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	
13	Motion to approve any items removed from the Consent Agenda	04/24/2020

<u>UNNUMBERED ITEMS</u>	<u>DATE DELIVERED</u>
Space Needs and Wayfinding Update	04/28/2020
Strategic Plan Update	04/28/2020

AGENDA
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, April 28, 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 March 17, 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
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, May 19, 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, March 17, 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 (via phone), Grant Gerhart, and Judy Lindstrom

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

Guests: Barbara Blum (via phone), Bloomfield Township Resident

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

Nays: None

MOTION CARRIED

PRESIDENT'S VERBAL REPORT:

President Judy Lindstrom said that she had been rather distraught about the virus. She turned on music and danced. Found recipes that she was challenged to make. The roads are not crowded. Gas prices are low. She hopes all stay healthy and encourages them to stay positive and avoid social media. She hopes to see all in April. If you dial 211, they are looking for volunteers.

DIRECTOR'S VERBAL REPORT:

Director Carol Mueller had to eliminate all of her original reports. Things had changed very rapidly over the past week. Carol and Tera attended a meeting at Bloomfield Township offices on Sunday. All are encouraged to stay home. It is predicted to take 15 days to flatten the curve. Bloomfield Township offices are now closed. Everything is on hold at the library. The Friends sales and their annual meeting will be postponed. The volunteer reception will be postponed as will the legislative breakfast. The drive up book return is open at this time. There has been increased usage of digital resources, such as Hoopla and Kanopy, and borrowing limits per month have been increased. The photo contest deadline was Sunday, March 15. The judging was to take place on April 2 but will need to be postponed. Some staff are here at various times but no more than 10 are present in the building at any time. All meetings and programs are cancelled through

May 1.

REGULAR AGENDA:

Call to the Public: Barbara Bloom (via phone) thanked the library for doing all that it is doing to keep the community safe and well-read.

UNFINISHED BUSINESS:

No unfinished business

NEW BUSINESS:

11a. FY 2019/2020 Amended Budget and FY 2020/2021 Proposed Budget

Director Mueller thanked Finance Coordinator Sandi Bird and Assistant Library Director Tera Moon for their budget work. She also thanked the Trustees for their guidance and support. Director Mueller is pleased to present the proposed balanced budget that includes the FY 2019-2020 amended budget and the FY 2020-2021 proposed budget for the Library Board's 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 administration to continue to increase the capital improvements funding to complete necessary capital improvements 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.

Upon discussion, a motion was made by Sandy Edwards, seconded by Tom Deska **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 DECREASED BY \$1,031,382

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

A vote was taken for approval of the motion.

Ayes: Deska, Edwards, Gerhart, Greenbaum, Lindstrom

Nays: None

MOTION CARRIED

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). THERE IS A PLANNED USE OF FUND BALANCE FOR CAPITAL PROJECTS, INCLUDING THE ROOF REPLACEMENT AND SPACE NEEDS PROJECTS.

A vote was taken for approval of the motion.

Ayes: Deska, Edwards, Gerhart, Greenbaum, Lindstrom

Nays: None

MOTION CARRIED

Upon discussion, a motion was made by Tom Deska, seconded by Sandy Edwards **TO APPROVE ON A TOTAL FUND BASIS THE PROPOSED GIFT 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:**

\$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, 2019 - MARCH 31, 2020, IN THE FOLLOWING AMOUNTS FOR THE SUPPORT AND MAINTENANCE OF BLOOMFIELD TOWNSHIP PUBLIC LIBRARY.

\$72,840 Revenues
\$234,335 Expenditures

A vote was taken for approval of the motion.

Ayes: Deska, Edwards, Gerhart, Greenbaum, Lindstrom

Nays: None

MOTION CARRIED

OTHER:

Sandy Edwards reported on the Wednesday, March 4 Friends of the Library meeting. The next two book sales – March and April – have been cancelled. The annual meeting will be rescheduled at a much later date.

The Building and Grounds Committee meeting and the Development Committee meeting have been cancelled.

The next Library Board Meeting will be Tuesday, April 28 at 7 p.m.

At 7:23 p.m. President Judy 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
April 2020****New Vendors:**

Birmingham Bloomfield Credit Union is a new vendor for a meeting room refund.

Bloomfield Glens Estates Association is a new vendor for a meeting room refund.

Financial Independence is a new vendor for a meeting room refund.

Great Lakes Cobra Club is a new vendor for a meeting room refund.

Jane Ozolins is a new vendor for a meeting room refund.

Lori Sterling is a new vendor for a meeting room refund.

General Fund Advance

- Check #20469 payable to Bloomfield Township in the amount of \$1,200.03 was payment for the Library's water bill for 1/20/2020 – 2/19/2020.

General Fund

- Check #20507 payable to American Library Association in the amount of \$382.50 is payment for additions to library book collections.
- Check #20508 payable to the National Audubon Society in the amount of \$20.00 is payment for an annual subscription for the Library.
- Check #20512 payable to Bloomfield Township in the amount of \$307,275.60 is payment for two payrolls including FICA, HRA contributions, pension, etc., as usual.
- Check #20512 payable to Bloomfield Township in the amount of \$1,015.04 is payment for the Library's water bill for 2/20/2020 – 3/31/2020.
- Check #20515 payable to Bloomfield Township in the amount of \$10.00 is payment for a library program DVD.

- Check #20519 payable to DuRoss Painting Co. in the amount of \$12,870.00 is payment for library painting.
- Check #20520 payable to Frank Rewold & Son, Inc. in the amount of \$90,919.19 is payment for the Commons area work.
- Check #20523 payable to Howell Carnegie District Library in the amount of \$13.00 is payment for a lost item borrowed through MelCat for which our patron has been billed.
- Check #20529 payable to Metcom in the amount of \$8,839.80 is payment for the RFID tags for processing new library materials.
- Check #20532 payable to the Michigan Library Association in the amount of \$3,295.37 is payment for the Library annual membership.

Gift Fund

- Check #5144 payable to the Charter Township of Bloomfield in the amount of \$60.00 is payment for DVDs of a library program.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

CHECK REGISTERS

FOR THE MONTH OF MARCH 2020

Check #	Date	Payee	Cash Account	Amount
General Fund				
ADVANCE CHECKS:				
20468	3/10/20	Patricia Ballard	106.01	33.85
20469	3/10/20	BLOOMFIELD TOWNSHIP	106.01	1,200.03
20470	3/10/20	CAR TRUCKING, INC.	106.01	199.50
20471	3/10/20	Marian Rafal	106.01	413.41
20472	3/10/20	WESCO DISTRIBUTION	106.01	1,703.99
20473	3/17/20	BIRMINGHAM BLOOMFIELD CU	106.01	100.00
20474	3/17/20	BLOOMFIELD GLENS ESTATES ASSOC.	106.01	50.00
20475	3/17/20	Anru Cheng	106.01	100.00
20476	3/17/20	Elizabeth Clauder	106.01	27.38
20477	3/17/20	DTE ENERGY	106.01	20,391.66
20478	3/17/20	FINANCIAL INDEPENDENCE	106.01	240.00
20479	3/17/20	FLAGSTAR BANK	106.01	5,366.92
20480	3/17/20	GREAT LAKES COBRA CLUB	106.01	120.00
20481	3/17/20	LAFORCE	106.01	120.00
20482	3/17/20	Martha McGee	106.01	450.28
20483	3/17/20	JANE OZOLINS	106.01	100.00
20484	3/17/20	Marian Rafal	106.01	34.68
20485	3/17/20	MARY SPENCER	106.01	100.00
20486	3/17/20	LORI STERLING	106.01	240.00
20487	3/17/20	TERMINIX PROCESSING CTR.	106.01	128.00
20488	3/23/20	APPLIED IMAGING	106.01	1,486.49
20489	3/23/20	AT&T	106.01	1,639.67
20490	3/23/20	XFINITY	106.01	162.75
20491	3/23/20	CONSUMERS ENERGY	106.01	4,884.11
20492	3/23/20	JANWAY COMPANY	106.01	1,348.91
20493	3/23/20	PACIFIC TELEMAGEMENT SERVICES	106.01	78.00
20494	3/23/20	PRINCIPAL LIFE INS CO-SBD GRANDE ISLAND	106.01	806.31
20495	3/23/20	VERIZON WIRELESS	106.01	203.96
20496	3/23/20	VIGILANTE SECURITY	106.01	1,950.00
20497	3/23/20	AMAZON.COM	106.01	970.11
20498	4/7/20	AT&T	106.01	266.88
20499	4/7/20	PETTY CASH - BTPL	106.01	91.44
20500	4/7/20	NICHOLS/NETWORK SERVICES CO	106.01	58.05
20501	4/7/20	PACIFIC TELEMAGEMENT SERVICES	106.01	78.00
20502	4/7/20	THYSSENKRUPP ELEVATOR CORP	106.01	898.96
20503	4/7/20	Qiong Wu	106.01	476.67
20504	4/10/20	AT&T	106.01	2,492.89
20505	4/10/20	LOWE'S	106.01	44.69
20506	4/10/20	T MOBILE	106.01	29.40
Total				<u><u>49,086.99</u></u>
REGULAR CHECKS:				
20507	4/21/20	AMERICAN LIBRARY ASSOCIATION	106.01	382.50
20508	4/21/20	NATIONAL AUDUBON SOCIETY	106.01	20.00
20509	4/21/20	AUNALYTICS	106.01	659.06
20510	4/21/20	BAKER & TAYLOR, INC.	106.01	2,276.78
20511	4/21/20	BLOOMFIELD TOWNSHIP	106.01	307,275.60
20512	4/21/20	BLOOMFIELD TOWNSHIP	106.01	1,015.04
20513	4/21/20	BUTZEL LONG	106.01	721.50
20514	4/21/20	CENGAGE LEARNING/GALE	106.01	4,530.03
20515	4/21/20	CHARTER TOWNSHIP OF BLOOMFIELD	106.01	10.00
20516	4/21/20	CINTAS CORPORATION	106.01	50.00
20517	4/21/20	DEMCO, INC.	106.01	132.77
20518	4/21/20	DU ALL CLEANING, INC	106.01	6,460.00

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
CHECK REGISTERS
FOR THE MONTH OF MARCH 2020

Check #	Date	Payee	Cash Account	Amount
20519	4/21/20	DUROSS PAINTING CO	106.01	12,870.00
20520	4/21/20	FRANK REWOLD AND SON, INC.	106.01	90,919.19
20521	4/21/20	G&S WINDOW WASHING	106.01	2,217.00
20522	4/21/20	GREAT OAKS MAINTENANCE	106.01	3,125.71
20523	4/21/20	HOWELL CARNEGIE DISTRICT LIBRARY	106.01	13.00
20524	4/21/20	INFOBASE LEARNING	106.01	1,938.54
20525	4/21/20	INTEGRITY BUSINESS SOLUTIONS	106.01	97.56
20526	4/21/20	LJ ROLLS REFRIGERATION CO., INC	106.01	7,283.85
20527	4/21/20	LAKESHORE LEARNING MATERIALS	106.01	46.97
20528	4/21/20	MANGO LANGUAGES	106.01	2,005.00
20529	4/21/20	METCOM, INC.	106.01	8,839.80
20530	4/21/20	MICROMARKETING LLC	106.01	405.33
20531	4/21/20	MIDWEST TAPE	106.01	2,375.08
20532	4/21/20	MICHIGAN LIBRARY ASSOCIATION	106.01	3,295.37
20533	4/21/20	NBS	106.01	1,531.51
20534	4/21/20	NICHOLS/NETWORK SERVICES CO	106.01	1,413.22
20535	4/21/20	OVERDRIVE	106.01	33,844.10
20536	4/21/20	VOID	106.01	
20537	4/21/20	SCHOOL SPECIALTY	106.01	272.96
20538	4/21/20	SERVICE HEATING & PLUMBING	106.01	8,103.00
20539	4/21/20	THE LIBRARY NETWORK	106.01	6,848.78
20540	4/21/20	THOMSON REUTERS/THOMSON WEST	106.01	120.00
20541	4/21/20	TOTAL ENERGY SYSTEMS, INC.	106.01	3,202.56
20542	4/21/20	ULINE	106.01	391.09
20543	4/21/20	UNIQUE MANAGEMENT SERVICES, INC.	106.01	304.30
20544	4/21/20	UNITED STATES POSTAL SERVICE	106.01	4,000.00
20545	4/21/20	WT COX INFORMATION SERVICES	106.01	1,142.00
20546	4/21/20	THE ROWMAN & LITTLEFIELD PUBLISHING GRP	106.01	46.97
Total				<u>520,186.17</u>
Gift Fund				
ADVANCE CHECKS:				
5142	3/17/20	FLAGSTAR BANK	102.03	<u>669.47</u>
Total				<u>669.47</u>
REGULAR CHECKS:				
5143	4/21/20	BAKER & TAYLOR	102.03	2.15
5144	4/21/20	CHARTER TOWNSHIP OF BLOOMFIELD	102.03	<u>60.00</u>
Total				<u>62.15</u>

Bloomfield Township Public Library
FY 2019-2020 General Fund Budget
(Unaudited)

7b

PRESENTED: APRIL 28, 2020 FOR THE MONTH OF: MARCH, 2020

		2019-2020	2019-2020			Twelve Months 100%	
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	\$376,597	\$7,497,350	100.85%	\$62,945
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	\$2,628	\$74,854	88.06%	(\$10,146)
	Charges for Services	\$14,738	\$14,738	(\$603)	\$13,551	91.95%	(\$1,187)
	Investment earnings	\$67,150	\$75,000	\$41,281	\$306,442	408.59%	\$231,442
	Miscellaneous	\$14,466	\$14,466	\$197	\$14,123	97.63%	(\$343)
Total Revenues		\$7,604,763	\$7,736,628	\$420,100	\$8,026,962	103.75%	\$290,334
<u>Expenditures</u>							
	Personnel	\$4,165,303	\$4,310,143	\$393,402	\$3,960,720	91.89%	(\$349,423)
	Library Services	\$870,134	\$849,839	\$63,269	\$746,478	87.84%	(\$103,361)
	Facilities & Equipment	\$994,137	\$969,137	\$58,690	\$909,426	93.84%	(\$59,711)
	Other Operating Expenditures	\$3,133,364	\$3,991,482	\$230,566	\$2,950,882	73.93%	(\$1,040,600)
Total Expenditures		\$9,162,938	\$10,120,601	\$745,928	\$8,567,506	84.65%	(\$1,553,095)
Fund Balance - Beginning		\$11,933,661	\$11,933,661		\$11,933,661		
Net revenue (expenditure)		(\$1,558,175)	(\$2,383,973)		(\$540,543)		
Fund Balance - Ending		\$10,375,486	\$9,549,688		\$11,393,118		

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
(Unaudited)

PRESENTED: APRIL 28, 2020 FOR THE MONTH OF: MARCH, 2020

Twelve Months 100%

ACCOUNT NUMBER	ACCOUNT NAME	2019-2020 ADOPTED BUDGET AS OF MAR 19, 2019	2019-2020 AMENDED BUDGET AS OF APR 28, 2020	REVENUE/ EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	VARIANCE
	<u>Revenues</u>						
	Gift Income	\$500	\$74,347	\$1,050	\$74,347	100.00%	\$0
454.03	Investment Earnings	\$200	\$200	\$12	\$1,276	638.10%	\$1,076
460.03	Miscellaneous Revenue	\$0	\$5	\$0	\$5	100.00%	\$0
	Total Revenues	\$700	\$74,551	\$1,062	\$75,628	101.44%	\$1,076
	<u>Expenditures</u>						
	Library Services	\$50,389	\$95,137	(\$1,181)	\$30,617	32.18%	(\$64,520)
	Facilities & Equipment	\$22,360	\$41,097	\$0	\$27,713	67.43%	(\$13,384)
	Other Operating Expenditures	\$89,446	\$99,812	\$56	\$8,176	8.19%	(\$91,636)
	Total Expenditures	\$162,195	\$236,046	(\$1,125)	\$66,506	28.18%	(\$169,540)
	Fund Balance - Beginning	\$161,695	\$161,695		\$178,428		
	Net revenue (expenditures)	(\$161,495)	(\$161,495)		\$9,121		
	Fund Balance - Ending	\$200	\$200		\$187,549		

Bloomfield Township Public Library
Asset Allocation Summary
March 2020

Fund	Type	Annual Yield	Date	Amount on Hand
General Fund				
	5th 3rd Checking (Ecommerce)	0.00%	3/31/2020	\$95,270.51
	Flagstar Public Funds Savings	0.83%	3/31/2020	\$159,222.28
	Flagstar Premier Public Entities Checking	0.39%	3/31/2020	\$64,733.23
	RBC Capital Cash/Money Market	2.36%	3/31/2020	\$6,737.72
	RBC Capital - Investments	2.21%	3/31/2020	\$11,748,329.83
Total General Fund				\$11,979,023.06
Please see General Fund budget for notes on how this amount is earmarked				
Gift Fund				
	Huntington Public Fund Business Interest Checking	0.13%	3/31/2020	\$108,793.83
	Huntington CD (Charnov gift) - matures 02/03/2021	1.50%	3/31/2020	\$50,000.00
	Fifth Third Bank Business Standard Checking	0.00%	3/31/2020	\$12,593.94
Total Gift Fund				\$171,387.77

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	\$35,313.31	
BTPL Endowment Fund	12/31/2019	\$40,425.69	
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	

Bloomfield Township Public Library
Investment Portfolio

Investment Vehicle	Portfolio %	Original Cost	3/31/2020 Market Value	Estimated Annual Inc	Current Yield
Money Market Funds	0.1%	\$28,930	\$6,738	\$159	2.36%
Accrued Interest	0.1%	\$0	\$12,852	\$0	0.00%
Vanguard Money Market Reserves Income	33.5%	\$3,877,314	\$3,948,066	\$47,377	1.20%
U.S. Treasury Note - 4/15/20	4.3%	\$500,035	\$500,270	\$7,500	1.31%
U.S. Treasury Note - 6/15/20	4.3%	\$499,922	\$501,445	\$7,500	1.53%
U.S. Treasury Note - 7/15/20	4.3%	\$500,101	\$502,110	\$7,500	1.43%
U.S. Treasury Note - 8/15/20	4.3%	\$502,127	\$504,920	\$13,125	1.48%
U.S. Treasury Note - 9/15/20	4.3%	\$499,675	\$502,910	\$6,875	1.47%
U.S. Treasury Note - 10/15/20	4.3%	\$500,104	\$504,045	\$8,125	1.59%
Eaton Vance Short Duration Government Income	11.6%	1,243,967	1,362,848	43,241	3.17%
Loomis Sayles Limited Term U.S. Gov't & Agency	8.4%	887,000	993,084	21,514	2.17%
BlackRock GNMA Portfolio	1.0%	83,503	122,468	4,155	3.39%
Victory INCORE Fund for Income	8.0%	821,134	941,204	48,916	5.20%
Virtus Asset SEIX U.S. Mortgage	1.1%	86,758	124,073	2,524	2.03%
VOYA GNMA Income	1.1%	89,871	124,664	3,686	2.96%
Eaton Vance Government Obligations	9.5%	1,016,743	1,116,223	37,634	3.37%
Total Portfolio	100.0%	\$11,137,183	\$11,767,920	\$259,832	2.21%

1st Quarter Activity - December 31, 2019 - March 31, 2020

Cash Activity

Beginning Balance	\$28,930.05
Deposits & Sales Proceeds	\$6,465,603.92
Withdrawals	(\$1,950,000.00)
Interest & Dividends	\$54,114.21
Capital Gains	\$0.00
Investment Advisory Fees	(\$4,821.21)
Net funds to purchase securities	(\$4,587,089.25)
Ending Balance	\$6,737.72

Change in Security Value

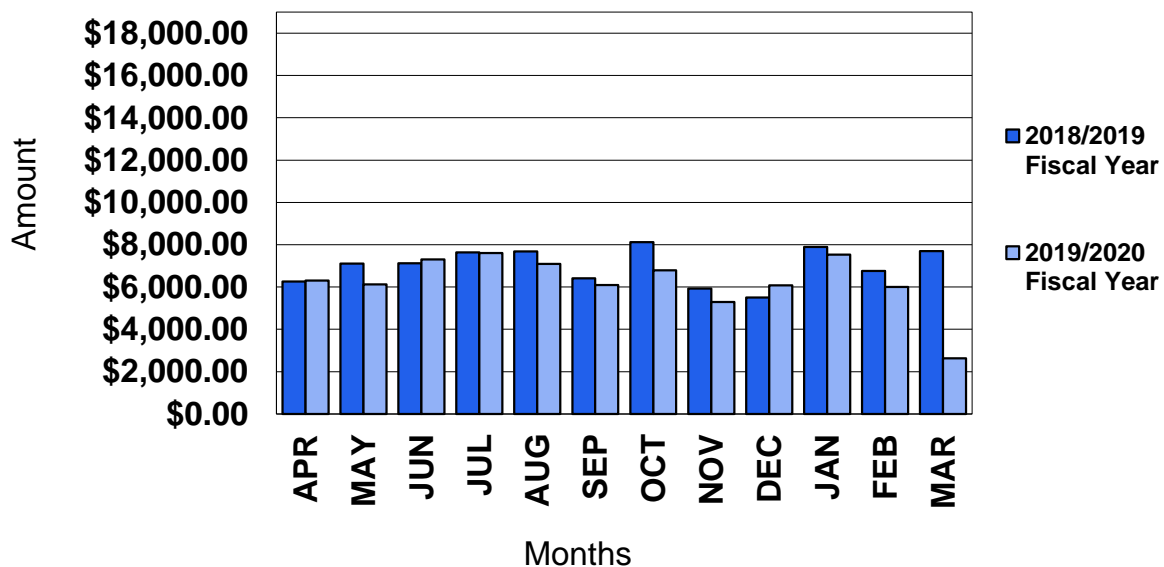
Beginning value of securities	\$7,098,693.46
Securities purchased	\$4,587,089.25
Securities sold	\$0.00
Change in value of priced securities	\$62,547.12
Ending Value of priced securities	\$11,748,329.83

Estimated Accrued Interest**\$12,852.23****Total account value as of March 31, 2020****\$11,767,919.78**

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	\$2,627.59	(\$5,077.46)
			YTD Difference
TOTAL	\$84,126.90	\$74,853.70	(\$9,273.20)

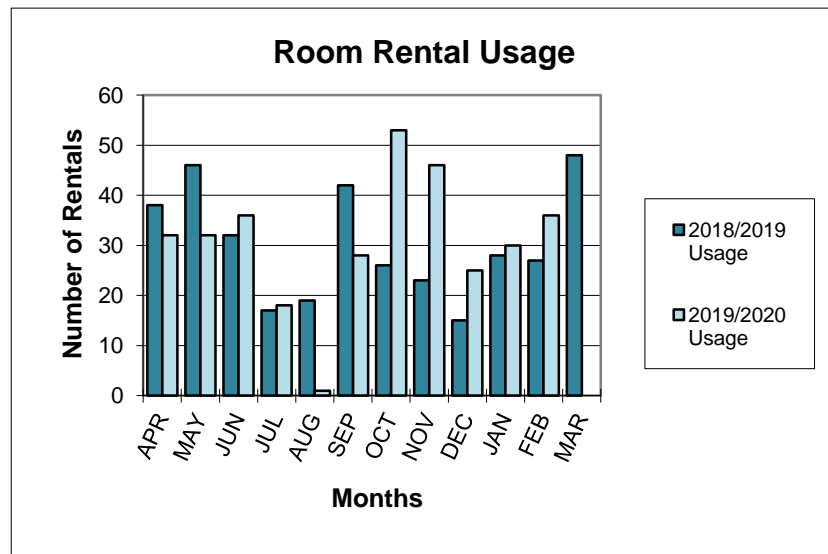
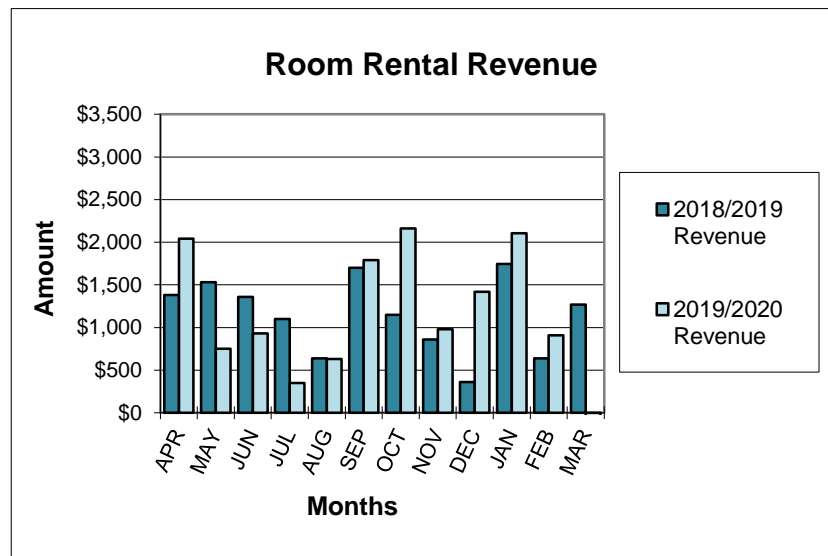
Fines and Fees Two-Year Comparison



ROOM RENTAL - TWO-YEAR COMPARISON

7b

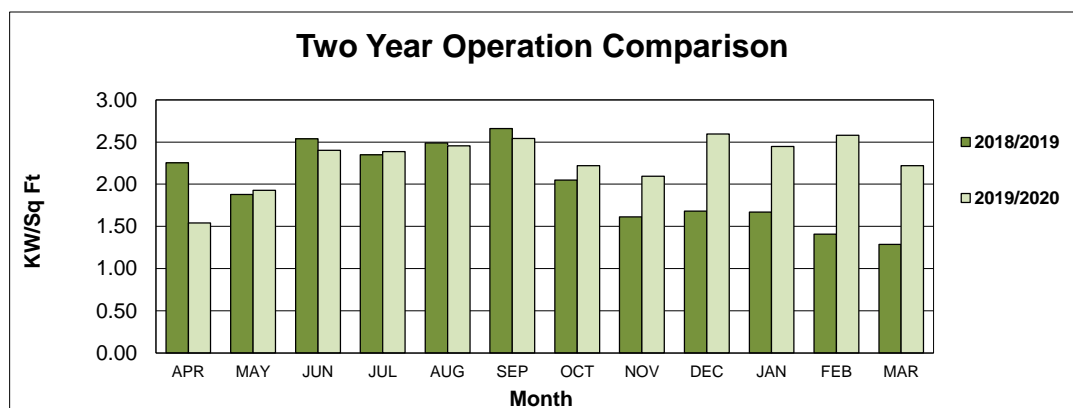
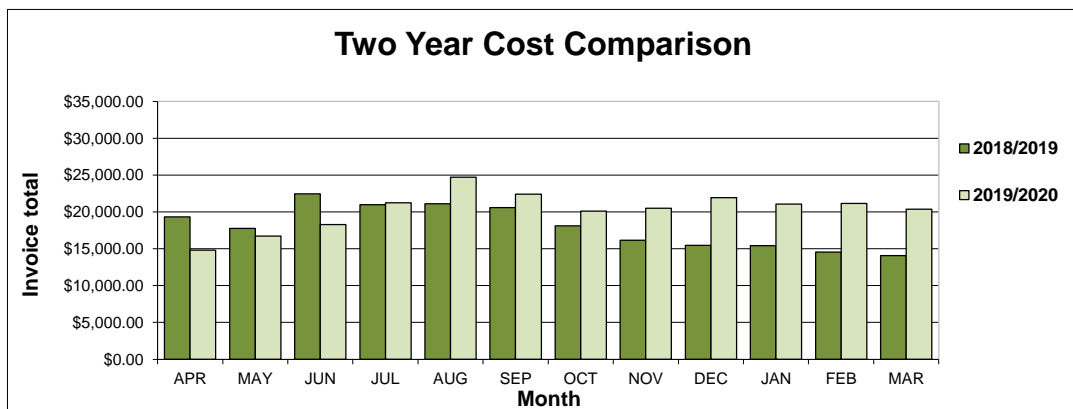
Month	2018/2019 Revenue	2019/2020 Revenue	Difference	2018/2019 Usage	2019/2020 Usage	Month
APR	\$1,380.00	\$2,040.00	\$660.00	38	32	APR
MAY	\$1,530.00	\$750.00	(\$780.00)	46	32	MAY
JUN	\$1,360.00	\$930.00	(\$430.00)	32	36	JUN
JUL	\$1,100.00	\$350.00	(\$750.00)	17	18	JUL
AUG	\$640.00	\$630.00	(\$10.00)	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	(\$700.00)	(\$1,970.00)	48		MAR
			YTD Difference			
TOTAL	\$13,736.00	\$13,364.00	(\$372.00)	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	\$20,391.66	\$6,299.84	224,140	\$0.09	333.54	2.22	\$30.34	\$0.20
YTD Difference									
TOTAL	\$216,050.87	\$243,406.23	\$27,355.36						



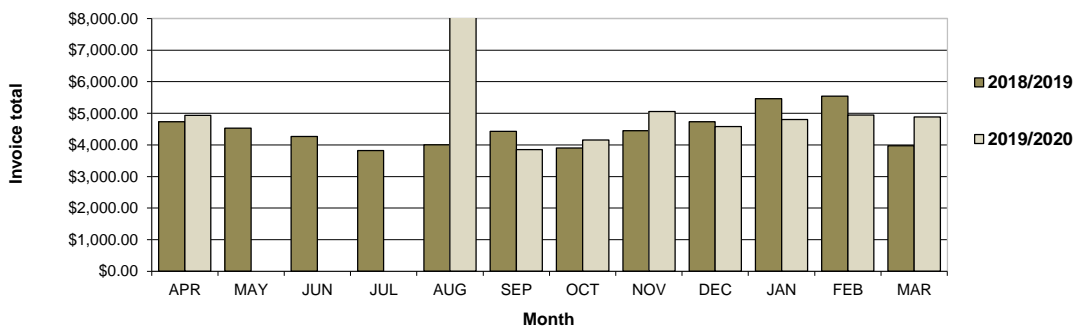
Bloomfield Township Public Library Natural Gas Analysis

Building Area = 101,023

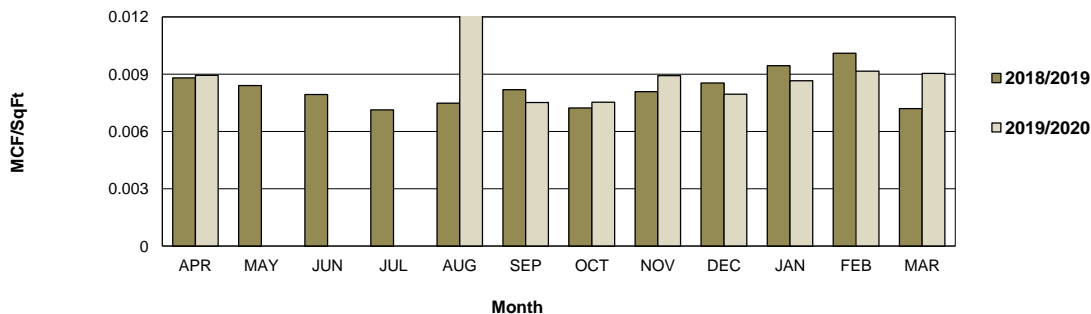
1 Cu. Ft. = 1000 BTU

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	\$4,884.11	\$906.97	913.2	\$5.35	744	1.23	0.009	6.56	0.048
YTD Difference										
TOTAL	\$53,850.02	\$52,933.98	(\$916.04)							

Two Year Cost Comparison



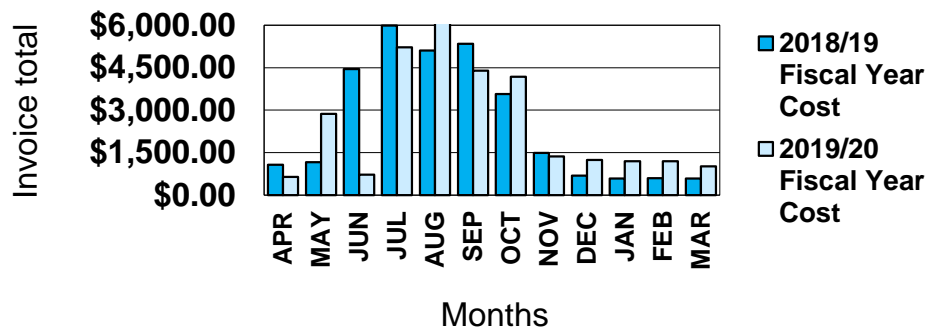
Two Year Operation Comparison



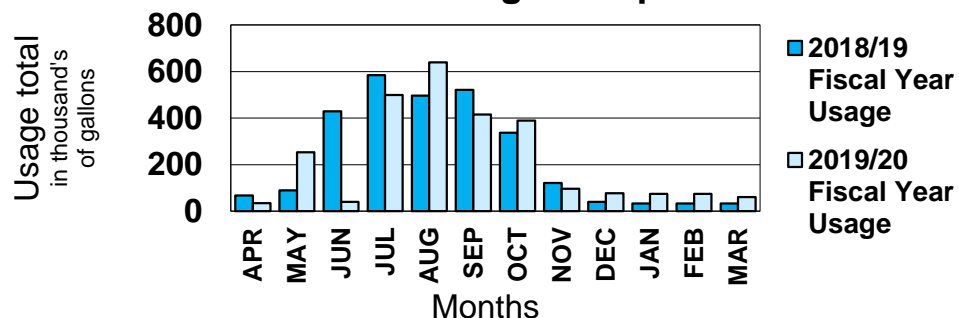
Bloomfield Township Public Library Water Analysis

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	\$1,015.04	\$429.10	33	61	28
			YTD Difference			YTD Difference
TOTAL	<u>\$30,636.40</u>	<u>\$30,675.08</u>	<u>\$38.68</u>	<u>2,788</u>	<u>2,654</u>	<u>(134)</u>

Two-Year Cost Comparison



Two-Year Usage Comparison



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

During these challenging times, it's nice to share a wonderful story of people's resilience. The story below was shared by Adult Services Librarian Drew Heuser regarding the library English Conversation group that meets every week at the Library.

"The virus and various stay at home orders have brought a lot of things down, but one thing that's impossible to keep down is the ESL Conversation Hour! They couldn't be held back during the construction over the summer, and they won't be stopped now! In lieu of library programs, several participants reached out to Molly about options to stay on top of their English during everything, and before I knew it, there was a Zoom invite in my email. Truly grateful for these people, and knowing they love the group so much that even today's world doesn't stop their interest in getting together. One very cool aspect is that doing the meetings through Zoom is allowing for people who used to be members but have left America to sign on and check in. This call is including someone in Brazil, Germany, and Japan."

As you might imagine, patron use in the Library's electronic resources and opportunity for an e-card has increased greatly since the Library's March 13 closing. With Overdrive alone, there were 8,627 uses in the last 30 days. That is 50% more than a usual month prior to the closing of the Library on March 13! I feel that the Library was in a good place to offer our resident many appealing e-resources during this challenging time.

I am sorry to share the sad news that former Library Board Trustee Michael Carmichael passed away earlier this month. Michael served on the Library Board from his appointment in August, 1990 until June, 2020. He remained very active at the Library as a volunteer helping to digitize local history documents and was an active member of the Bloomfield Historical Society where he was editor of their newsletter, *The Legacy*, among other duties. He will be missed by many. Our condolences to his wife, Pam Carmichael, and his entire family.

The April 28, 2020 Library Board of Trustees regularly scheduled meeting will be conducted virtually. A notice has been placed on the Library's website at www.btpl.org. Patrons interested in participating virtually are asked to contact the Library Director at muellerc@btpl.org if they are interested in attending this meeting virtually or have comments and questions to be shared verbally during the virtual meeting.

Carol Mueller
Director

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

MOTION TO APPROVE ANY ITEMS REMOVED FROM THE CONSENT AGENDA

I move to approve the items previously removed from the consent agenda for discussion.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees

FROM: Tera Moon

DATE: April 15, 2020

SUBJECT: Strategic Plan Update

A global pandemic has forced us to press “pause” on the goals of the strategic plan. Goals have shifted dramatically. The focus for the next few months at least will be reopening the library building in phases while adhering to guidelines established by public health officials. It won't be business as usual for a while, but phase 2 of the Spaces project is high on the list of things we are eager to resume.

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: April 15, 2020

SUBJECT: Space Needs & Wayfinding Assessment Update

A global pandemic has forced us to press “pause” on this project and everything else. All of our exciting plans - for a ribbon cutting, for field trips to inspire us to start thinking about the next phase of the project, and meetings with the Building and Grounds Committee - are now temporarily suspended. When we return to the Library, we will likely reconfigure seating in the Commons to achieve social distancing. It won't be business as usual for a while, but phase 2 of the Spaces project is high on the list of things we are eager to resume.