

Bloomfield Township Public

Library

**Bloomfield Township Public Library
Board of Trustees**

Library Board Meeting
June 16, 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,
June 16 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, June 16, 2020
7:00 p.m.

#	<u>NUMBERED ITEMS</u>	<u>DATE DELIVERED</u>
1	Agenda	06/12/2020
2a	Request to remove items from the Consent Agenda for Discussion	06/12/2020
2b	Motion to approve the order of items for the regular and consent agendas	06/12/2020
5	Motion to approve remaining Consent Agenda items 6-8d	06/12/2020
6	Regular Board Meeting Minutes of 04/28/2020	06/12/2020
7a	Cash Disbursements	06/12/2020
7b	Revenues/Expenditures Budget Report	06/12/2020
7c	Energy Report	06/12/2020
8a	President's Report– no report	
8b	Director's Report	06/12/2020
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	06/12/2020
11a	Periodical Bid	06/12/2020
11b	COVID 19 Preparedness Policy and Reopening Plan	06/12/2020
11c	Corporate Dining Concepts Agreement Amendment	06/12/2020
13	Motion to approve any items removed from the Consent Agenda	06/12/2020

UNNUMBERED ITEMS

No items

DATE DELIVERED

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEE MEETING**

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UNNUMBERED ITEMS

No items

DATE DELIVERED

AGENDA
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, June 16, 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 May 19, 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. Periodical Bid Award
 - b. COVID 19 Preparedness Policy and Reopening Plan
 - c. Corporate Dining Concepts Agreement Amendment
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 July 21, 2020
16. Adjournment

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

**REQUEST TO REMOVE ITEMS FROM THE CONSENT AGENDA
FOR DISCUSSION**

I REQUEST THAT ITEM (S):

**BE REMOVED FROM THE CONSENT AGENDA FOR DISCUSSION
DURING REGULAR AGENDA ITEM 12.**

If amended, CONSENT AGENDA items will be moved to REGULAR AGENDA ITEM #12 for discussion and REGULAR AGENDA ITEM #13 for approval.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

**MOTION TO APPROVE THE ORDER OF ITEMS FOR THE REGULAR
AND CONSENT AGENDAS**

OPTION - NO AMENDMENT NEEDED:

I move to approve the order of items as listed on the REGULAR and CONSENT AGENDAS as presented.

OPTION - AMENDMENT TO AGENDA:

I move to approve the order of items as listed on the AGENDAS, with the following items to be moved from

the **REGULAR AGENDA** as follows:

the **CONSENT AGENDA** as follows:

If amended, CONSENT AGENDA items will be moved to REGULAR AGENDA ITEM #12 for discussion and REGULAR AGENDA ITEM #13 for approval.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

CONSENT AGENDA ITEMS MOTION

I move to approve the remaining items on the consent agenda.

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

Bloomfield Township Public Library
Oakland County, Michigan
Tuesday, May 19, 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. She stated that the meeting would be recorded.

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

Administration: (via zoom): Library Director Carol Mueller, Assistant Director Tera Moon, Facility Services Department Head Joel Dion, and Administrative Assistant Linden Godlove

Guests: (via zoom) Anna Pelepchuk, Staff Organization Committee (SOC) representative and Circulation Services Department Head

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

A vote was taken for approval of the motion.

Deska: Aye

Edwards: Aye

Gerhart: Aye

Greenbaum: Aye

Lindstrom: Aye

Luksik: Aye

MOTION CARRIED

PRESIDENT'S VERBAL REPORT:

President Judy Lindstrom commented on an article from *National Geographic* on "Zoom fatigue," the platform the Library Board is currently using to conduct Library Board Meetings. Meetings can last "an extraordinarily long time", without the same normal nuanced interactions that subtly shift discussions. She commented on another article where an attendee of a Zoom meeting noted the time it took for participants to manage technical errors, introduce their pet cats, and other elements unique to these meetings which can make them last twice as long. President Lindstrom said, with all that, she is delighted to see everyone for the Board Meetings. She hopes everyone is enjoying "the gift that spring brings us with colors and fresh air."

DIRECTOR'S VERBAL REPORT:

Director Carol Mueller reported that the executive orders for Stay Home/Stay Safe and also the closure of libraries will expire on May 28. Assuming that date does not change, library staff can return to the building and the Library may begin to provide limited services. The Library has continued to prepare for the phased reopening plan. All decisions are based on the executive orders that libraries must follow, as well as efforts to keep everyone safe and healthy. Everyone is eager to return to the Library building. There is much work to be done when staff returns. Staff will need several days before opening services to the public to be trained on some new expectations, including having their temperature checked, wearing a mask, practicing social distancing, and taking on extra responsibilities for keeping work areas clean and sanitized. Then, phase one services will begin, which includes telephone reference and reader's advisory services, open drive up returns, and open curbside delivery services. It is not certain how long this phase will last. In work areas, there are now sanitizing stations and cleaning products set up. Staff may need work areas moved in order to practice social distancing. A policy and a phased reopening plan is being prepared by Administration and will be presented to the Library Board at the June meeting.

Meanwhile, the building may be closed but the Library is still open. Library staff has virtual programs and activities in place and are working on more. Teen Club is (virtually) taking place every other Tuesday. Youth Services is working with area schools to book talk for summer library programs. Also online are 4th – 6th grade book discussions, and digital coding classes, Story times (Director Mueller recommends seeing Youth Services Intern Amanda Carroll's recent story time with her children), crafts (including Youth Services Intern Charlie Cusack's slime project and aquarium in a bottle), English Conversation Hours meet twice per week with Oakland Literacy Council partnership, and classes on Word and Excel. Coming soon are gaming, virtual summer library programs for kids, teens and adults themed "Summer discovery" June 15 – July 31, book talks, trivia, game nights and story times are all part of the fun. Library staff has been very busy planning, ordering, learning, sharing and so much more.

REGULAR AGENDA:

Call to the Public: Anna Pelepchuk, representing the SOC, reported that the SOC hosted an all staff meeting last week to discuss what the SOC can do for staff at this time. Staff posed for a photograph to use on the website and on social media where they held up books, hearts, and signs to greet the community. The staff shared ideas of how they might be able to transition more comfortably into working in the coming phases of opening.

Joel Dion, representing his role as Facilities Department Head, reported that he has been doing as much as possible to "keep the wheels turning" at the Library building. He expressed that it is an honor and a privilege to serve his community and he has "never felt a greater sense of duty before now."

UNFINISHED BUSINESS:

No unfinished business.

NEW BUSINESS:

11a. Cleaning Services Bid

Carol Mueller said it is a good business practice to get different proposals on different services

that the Library requires. She thanked Tera Moon and Joel Dion for their hard work on this bid. One never knows what one will get, and all proposals are analyzed, references checked, and everything is considered.

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

A mandatory walk-through for interested proposers was held on Friday, February 21, 2020. Representatives from six cleaning companies attended the walk-through: Allied Building Services, Augies Building Services, CITI Building Services, Du-All Cleaning, Inc., JaniKing, and Polished to Perfection. The deadline for proposals was Monday, March 9, 2020 at 4:00 p.m. The Library received proposals from four cleaning services companies: Augies Building Services, Du-All Cleaning, Inc., JaniKing, and Polished to Perfection. All four proposals received were carefully reviewed by Joel Dion, Carol Mueller, and Tera Moon.

JaniKing's bid was eliminated for being the highest bidder. Polished to Perfection and Augies Building Maintenance were second and third highest. All three firms presented quality assurance plans and appeared to offer multiple methods of communication between themselves and the Library. Augies Building Services indicated they would need to hire more staff to service the Library's account. Polished to Perfection has no municipal or library experience. References for all companies were contacted. All were positive.

Du-All Cleaning, Inc.'s bid was the lowest. Du-All Cleaning, Inc. assigns one crew to the Library's account and allows direct communication to the on-site supervisor. The on-site supervisor is part of the nightly cleaning crew, which is preferable to the Library. Du-All Cleaning, Inc. provides emergency cleaning and restoration services, which the Library has needed in the past. Du-All Cleaning, Inc. provides cleaning services to several area libraries and busy public buildings, and meets or exceeds our proposal requirements.

After analysis of all proposals, the recommendation of Library Administration and Facility Services is to award the contract to Du-All Cleaning, Inc.

Joel Dion reported that Du-All was very on top of everything with the COVID-19 cleaning necessities, as well as the past times the Library has flooded. He expressed great confidence and trust in them and their services.

Upon discussion, a motion was made by Sandy Edwards and seconded by Grant Gerhart **TO APPROVE THAT DU-ALL CLEANING, INC., 35474 MOUND ROAD, STERLING HEIGHTS, MICHIGAN, 48310 BE AWARDED THE CONTRACT TO PROVIDE CLEANING SERVICES FOR BLOOMFIELD TOWNSHIP PUBLIC LIBRARY COMMENCING ON JUNE 1, 2020.**

A vote was taken for approval of the motion.

Deska: Aye

Edwards: Aye

Gerhart: Aye

Greenbaum: Aye
Lindstrom: Aye
Luksik: Aye

MOTION CARRIED

OTHER:

Sandy Edwards reported on the Wednesday, May 6 Friends Board Meeting, which was conducted via Zoom. The sad news was reported that Friends Board member Ira Firestone had taken ill that morning. Later that day, Director Mueller shared that he had passed away. Director Mueller gave the Friends the Wish List, with items totaling \$11,750 for them to consider and determine at the next Friends meeting. This included STEM Collections, floral arrangements and more. The Friends received a bequest of \$20,000 from Richard J. Bilaitis, a deceased art professor from Wayne State University. This was called a preliminary distribution and it is possible that more money will be given to the Friends. Mr. Bilaitis' affiliation with the Library is not known, although he was a Bloomfield Hills resident. The Friends were concerned about electing officers, which is usually conducted during the annual meeting in May, and they changed a bylaw so they can meet as soon as convenient in the new fiscal year to elect officers. They have decided to include a mail-in ballot with the annual report so that the Friends could vote on the electing officers. The Friends reported the pop-sales generated \$1,700. Their next meeting is June 3 at 1 p.m.

Joan Luksik asked when the Library will open the first phase of services to the community. Director Mueller reported that a week will be needed for staff to return, get acclimated with the new protocols, and set everything up for curbside delivery and more. This depends on if the executive order for the stay home/stay safe is not extended, and the order for the closure of libraries is not extended beyond the date of both, which is May 28. The hopeful date for curbside pickup and other services is Monday, June 8. Joan Luksik commented that the eNewsletter sent out was excellent for maintaining contact with the patrons.

Grant Gerhart commented on Zoom, remarking that if the participant mutes their speaker, it prevents the distraction of their video screen popping up out of turn.

The next Library Board Meeting will be Tuesday, June 16 at 7 p.m. This will be a zoom meeting, where the annual serials bid award will be discussed.

At 7:39 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
June 2020****New Vendors:**

OrangeBoy is a new vendor for patron messaging software.

General Fund Advance

- Check #20586 payable to Bloomfield Township in the amount of \$698.36 was payment for the Library's water bill from 3/18 – 4/16/2020.

General Fund

- Check #20607 payable to Du All Cleaning, Inc. in the amount of \$1,859.97 is payment for staff masks and restroom steam cleaning.
- Check #20608 payable to H. V. Burton in the amount of \$1,150.00 is payment for cleaning supplies and hand sanitizer.
- Check #20609 payable to Kanopy in the amount of \$6,000.00 is payment for a subscription to this downloadable service.
- Check #20611 payable to Library Ideas LLC in the amount of \$3,269.00 is payment for public service desk Plexiglas shields.
- Check #20614 payable to Midwest Tape in the amount of \$70,600.00 is payment for Hoopla downloads.
- Check #20617 payable to Nichols Network Solutions in the amount of \$10,500.77 is payment for social distancing mats and cleaning supplies.
- Check #20631 payable to Bloomfield Township in the amount of \$358,833.43 is payment for three payrolls including FICA, HRA contributions, pension, etc. as usual.
- Check # 20632 payable to CEI Michigan LLC in the amount of \$81,563.00 is final payment for the Library's roof project.

Gift Fund

- Check #5145 payable to Anna Pelepchuk in the amount of \$100.00 is payment for her Myers Scholarship award.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

CHECK REGISTERS

FOR THE MONTH OF MAY 2020

Check #	Date	Payee	Cash Account	Amount
General Fund				
ADVANCE CHECKS:				
20585	5/12/20	APPLIED IMAGING	106.01	447.75
20586	5/12/20	BLOOMFIELD TOWNSHIP	106.01	698.36
20587	5/12/20	XFINITY	106.01	75.80
20588	5/12/20	LOWE'S	106.01	84.92
20589	5/19/20	XFINITY	106.01	86.95
20590	5/19/20	DTE ENERGY	106.01	18,452.63
20591	5/19/20	Carol Mueller	106.01	65.70
20592	5/19/20	PRINCIPAL LIFE INS CO-SBD GRANDE ISLAND	106.01	555.99
20593	5/19/20	VERIZON WIRELESS	106.01	203.60
20594	5/26/20	AMAZON.COM	106.01	35.00
20595	5/26/20	AT&T	106.01	251.30
20596	5/26/20	Joel Dion	106.01	31.91
20597	5/26/20	FLAGSTAR BANK	106.01	2,099.70
20598	5/26/20	VIGILANTE SECURITY	106.01	1,950.00
20599	6/2/20	AT&T	106.01	444.56
20600	6/2/20	CAR TRUCKING, INC.	106.01	199.50
20601	6/2/20	T MOBILE	106.01	29.40
20602	6/2/20	VIGILANTE SECURITY	106.01	430.00
20603	6/2/20	Qiong Wu	106.01	240.00
Total				26,383.07
REGULAR CHECKS:				
20604	6/5/20	AMERICAN PEST CONTROL	106.01	1,652.00
20605	6/5/20	AUNALYTICS	106.01	1,940.00
20606	6/5/20	CDW GOVERNMENT, INC.	106.01	675.65
20607	6/5/20	DU ALL CLEANING, INC	106.01	1,859.97
20608	6/5/20	H. V. BURTON CO.	106.01	1,150.00
20609	6/5/20	KANOPY, INC.	106.01	6,000.00
20610	6/5/20	LJ ROLLS REFRIGERATION CO., INC	106.01	9,238.16
20611	6/5/20	LIBRARY IDEAS LLC	106.01	3,269.00
20612	6/5/20	LOOKOUT BOOKS	106.01	495.13
20613	6/5/20	MICROMARKETING LLC	106.01	55.25
20614	6/5/20	MIDWEST TAPE	106.01	70,600.00
20615	6/5/20	MICHIGAN LIBRARY ASSOCIATION	106.01	85.00
20616	6/5/20	MANUFACTURER'S NEWS. INC.	106.01	179.90
20617	6/5/20	NICHOLS/NETWORK SERVICES CO	106.01	10,500.77
20618	6/5/20	ORANGEBOY, INC.	106.01	6,000.00
20619	6/5/20	OVERDRIVE	106.01	17,759.48
20620	6/5/20	OXFORD UNIVERSITY PRESS USA	106.01	2,395.00
20621	6/5/20	PITNEY BOWES, INC.	106.01	9.00
20622	6/5/20	POSEIDON LAWN SPRINKLERS	106.01	279.50
20623	6/5/20	PRESIDIO NETWORK SOLUTIONS GROUP, LLC	106.01	3,027.30
20624	6/5/20	PROQUEST-CSA LLC	106.01	1,450.43
20625	6/5/20	ROCKET ENTERPRISE INC.	106.01	776.00
20626	6/5/20	S & P GLOBAL MARKET INTELLIGENCE LLC	106.01	7,985.00
20627	6/5/20	SALEM PRESS, INC.	106.01	112.50
20628	6/5/20	SUMMIT ELECTRIC, INC.	106.01	630.00
20629	6/5/20	THOMSON REUTERS/THOMSON WEST	106.01	120.00
20630	6/5/20	ULINE	106.01	391.09
20631	6/8/20	BLOOMFIELD TOWNSHIP	106.01	358,833.43
20632	6/8/20	CEI MICHIGAN LLC	106.01	81,563.60

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

Check #	Date	Payee	Cash Account	Amount
20633	6/8/20	GREAT OAKS MAINTENANCE	106.01	3,125.71
Total				592,158.87
Gift Fund				
ADVANCE CHECKS:				
5145	5/12/20	Anna Pelepchuk	102.03	100.00
Total				100.00
REGULAR CHECKS:				
		None		
Total				

**Bloomfield Township Public Library
FY 2020-2021 General Fund Budget**

7b

PRESENTED: JUNE 16, 2020 FOR THE MONTH OF: MAY, 2020

		2020-2021	2020-2021			Two Months 17%	
ACCOUNT	ACCOUNT	ADOPTED BUDGET	AMENDED BUDGET	REVENUE/EXPENSE	REVENUE/	% OF	
NUMBER	NAME	AS OF	AS OF	CURRENT	EXPENSE	BUDGET	
		MARCH 17, 2020	MARCH 17, 2020	MONTH	YTD	YTD	VARIANCE
<u>Revenues</u>							
410.01	Taxes	\$7,661,343	\$7,661,343	\$0	\$0	0.00%	(\$7,661,343)
420.01	Penal Fines	\$87,600	\$87,600	\$0	\$0	0.00%	(\$87,600)
422.01	State Aid	\$32,800	\$32,800	\$16,300	\$16,300	49.70%	(\$16,500)
430.01	Circulation Fines & Fees	\$38,250	\$38,250	\$504	\$796	2.08%	(\$37,454)
	Charges for Services	\$14,866	\$14,866	\$0	\$0	0.00%	(\$14,866)
	Investment earnings	\$105,000	\$105,000	\$17,114	\$49,322	46.97%	(\$55,678)
	Miscellaneous	\$14,566	\$14,566	\$0	\$0	0.00%	(\$14,566)
Total Revenues		\$7,954,425	\$7,954,425	\$33,918	\$66,418	0.83%	(\$7,888,007)
<u>Expenditures</u>							
	Personnel	\$4,485,881	\$4,485,881	\$358,088	\$868,727	19.37%	(\$3,617,154)
	Library Services	\$850,839	\$850,839	\$107,183	\$178,460	20.97%	(\$672,379)
	Facilities & Equipment	\$976,341	\$976,341	\$45,138	\$200,337	20.52%	(\$776,004)
	Other Operating Expenditures	\$2,672,746	\$2,672,746	\$26,369	\$46,604	1.74%	(\$2,626,142)
Total Expenditures		\$8,985,807	\$8,985,807	\$536,778	\$1,294,128	14.40%	(\$7,691,679)
Fund Balance - Beginning		\$11,349,214	\$11,349,214		\$11,349,214		
Net revenue (expenditure)		(\$1,031,382)	(\$1,031,382)		(\$1,227,710)		
Fund Balance - Ending		\$10,317,832	\$10,317,832		\$10,121,504		

Fund Balance Designations

Nonspendable-Prepaid Expense	\$23,471	\$23,471
Committed Fund Balance (is 8-months of operational expenditures amount)	\$4,351,765	\$4,351,765
Assigned Fund Balance (is \$458,004 the 3/31/20 compensated absences accrual, plus \$2,940,000 the 12/18/18 60% OPEB obligation plus \$2,444,592 for capital improvements)	\$5,842,596	\$5,842,596
Unassigned Fund Balance (is the unplanned emergency amount)	\$100,000	\$100,000

Bloomfield Township Public Library
FY 2020-2021 Gift Fund Budget

PRESENTED: JUNE 16, 2020 FOR THE MONTH OF: MAY, 2020

Two Months 17%

ACCOUNT NUMBER	ACCOUNT NAME	2020-2021 ADOPTED BUDGET AS OF MAR 17, 2020	2020-2021 AMENDED BUDGET AS OF MAY 19, 2020	REVENUE/ EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	VARIANCE
	<u>Revenues</u>						
	Gift Income	\$500	\$2,653	\$188	\$2,653	100.00%	\$0
454.03	Investment Earnings	\$200	\$200	\$9	\$18	9.19%	(\$182)
460.03	Miscellaneous Revenue	\$0	\$0	\$0	\$0	0.00%	\$0
	Total Revenues	\$700	\$2,853	\$198	\$2,671	93.63%	(\$182)
	<u>Expenditures</u>						
	Library Services	\$50,389	\$42,931	\$0	\$0	0.00%	(\$42,931)
	Facilities & Equipment	\$22,360	\$32,047	\$0	\$0	0.00%	(\$32,047)
	Other Operating Expenditures	\$89,446	\$89,370	\$100	\$100	0.11%	(\$89,270)
	Total Expenditures	\$162,195	\$164,348	\$100	\$100	0.06%	(\$164,248)
	Fund Balance - Beginning	\$161,695	\$161,695		\$174,227		
	Net revenue (expenditures)	(\$161,495)	(\$161,495)		\$2,571		
	Fund Balance - Ending	\$200	\$200		\$176,798		

Bloomfield Township Public Library
Asset Allocation Summary
May 2020

Fund	Type	Annual Yield	Date	Amount on Hand
General Fund				
	5th 3rd Checking (Ecommerce)	0.00%	5/31/2020	\$95,651.46
	Flagstar Public Funds Savings	0.55%	5/31/2020	\$159,368.27
	Flagstar Premier Public Entities Checking	0.25%	5/31/2020	\$24,878.94
	RBC Capital Cash/Money Market	2.36%	5/31/2020	\$851.70
	RBC Capital - Investments	2.21%	5/31/2020	\$10,485,602.01
Total General Fund				<u>\$10,670,700.92</u>
Please see General Fund budget for notes on how this amount is earmarked				
Gift Fund				
	Huntington Public Fund Business Interest Checking	0.10%	5/31/2020	\$111,254.55
	Huntington CD (Charnov gift) - matures 02/03/2021	1.50%	5/31/2020	\$50,000.00
	Fifth Third Bank Business Standard Checking	0.00%	5/31/2020	\$12,642.19
Total Gift Fund				<u>\$173,896.74</u>

CFSEM

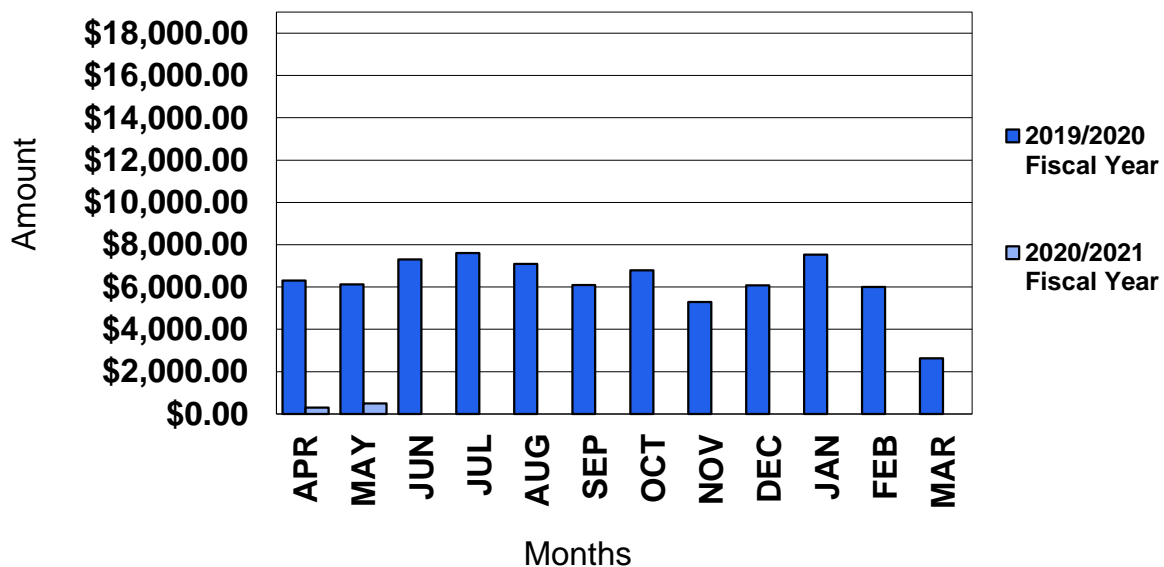
The following endowment funds are administered by the Community Foundation for Southeast Michigan (CFSEM). CFSEM maintains unilateral variance power and legal ownership of the endowment funds, and therefore, principal is not available to BTPL. Earnings are available for distribution to the Library for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

		<i>Updated 2/2020</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		<u>\$158,021.00</u>	

FINES AND FEES - TWO-YEAR COMPARISON

Month	2019/2020 Fiscal Year	2020/2021 Fiscal Year	Difference
APR	\$6,301.13	\$292.50	(\$6,008.63)
MAY	\$6,121.84	\$503.75	(\$5,618.09)
JUN	\$7,306.12		(\$7,306.12)
JUL	\$7,613.65		(\$7,613.65)
AUG	\$7,094.04		(\$7,094.04)
SEP	\$6,100.50		(\$6,100.50)
OCT	\$6,794.13		(\$6,794.13)
NOV	\$5,290.11		(\$5,290.11)
DEC	\$6,072.51		(\$6,072.51)
JAN	\$7,527.18		(\$7,527.18)
FEB	\$6,004.90		(\$6,004.90)
MAR	\$2,627.59		(\$2,627.59)
			YTD Difference
TOTAL	\$74,853.70	\$796.25	(\$74,057.45)

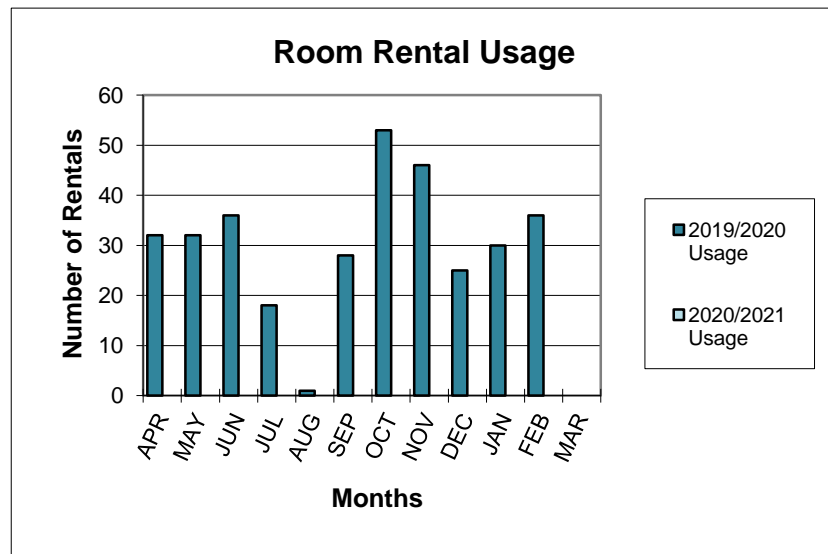
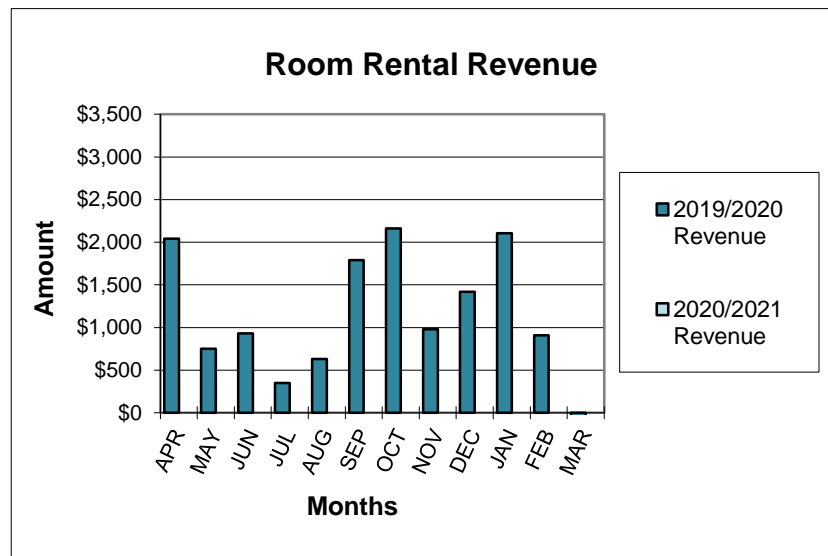
Fines and Fees Two-Year Comparison



ROOM RENTAL - TWO-YEAR COMPARISON

7b

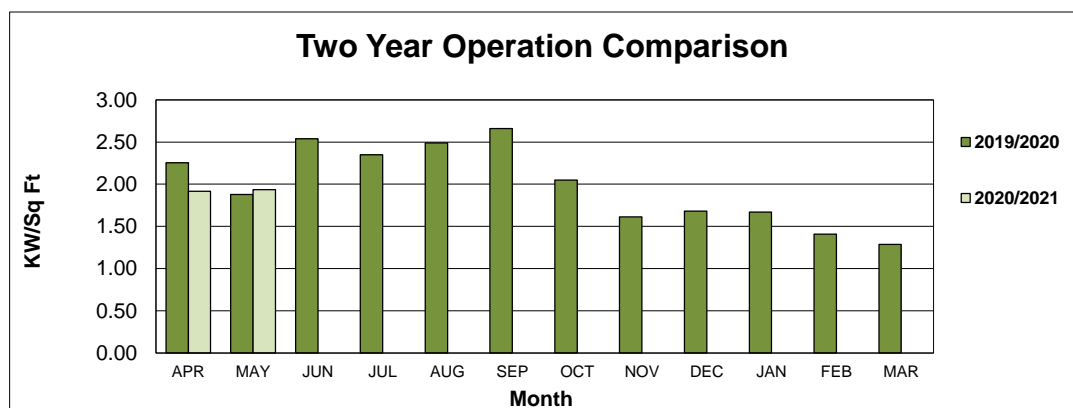
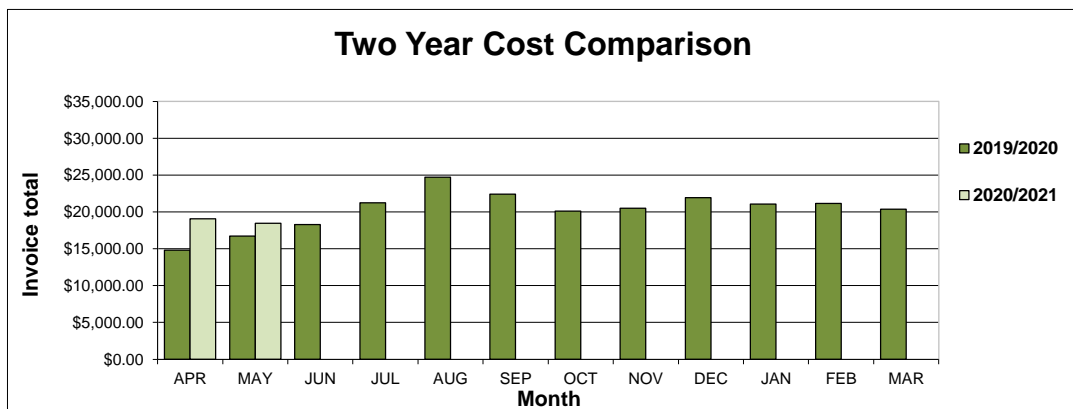
Month	2019/2020 Revenue	2020/2021 Revenue	Difference	2019/2020 Usage	2020/2021 Usage	Month
APR	\$2,040.00	\$0.00	(\$2,040.00)	32		APR
MAY	\$750.00	\$0.00	(\$750.00)	32		MAY
JUN	\$930.00		(\$930.00)	36		JUN
JUL	\$350.00		(\$350.00)	18		JUL
AUG	\$630.00		(\$630.00)	1		AUG
SEP	\$1,790.00		(\$1,790.00)	28		SEP
OCT	\$2,160.00		(\$2,160.00)	53		OCT
NOV	\$980.00		(\$980.00)	46		NOV
DEC	\$1,420.00		(\$1,420.00)	25		DEC
JAN	\$2,104.00		(\$2,104.00)	30		JAN
FEB	\$910.00		(\$910.00)	36		FEB
MAR	(\$700.00)		\$700.00			MAR
			YTD Difference			
TOTAL	\$13,364.00	\$0.00	(\$13,364.00)	337	0	



Bloomfield Township Public Library Electricity Analysis

Building Area = 101,023 Sq ft.

TWO YEAR COST COMPARISON				CURRENT YEAR OPERATION					
Month	2019/2020	2020/2021	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	\$14,799.82	\$19,093.00	\$4,293.18	193,620	\$0.10	268.92	1.92	\$26.52	\$0.19
MAY	\$16,714.85	\$18,452.63	\$1,737.78	195,650	\$0.09	262.97	1.94	\$24.80	\$0.18
JUN	\$18,297.56		(\$18,297.56)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
JUL	\$21,263.38		(\$21,263.38)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
AUG	\$24,712.62		(\$24,712.62)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
SEP	\$22,429.69		(\$22,429.69)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
OCT	\$20,133.70		(\$20,133.70)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
NOV	\$20,520.50		(\$20,520.50)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
DEC	\$21,937.80		(\$21,937.80)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
JAN	\$21,054.56		(\$21,054.56)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
FEB	\$21,150.09		(\$21,150.09)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
MAR	\$20,391.66		(\$20,391.66)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
			YTD Difference						
TOTAL	\$243,406.23	\$37,545.63	(\$205,860.60)						



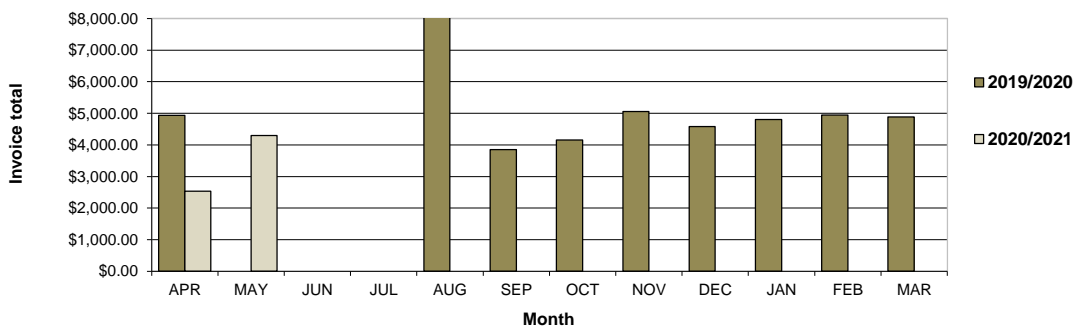
Bloomfield Township Public Library Natural Gas Analysis

Building Area = 101,023

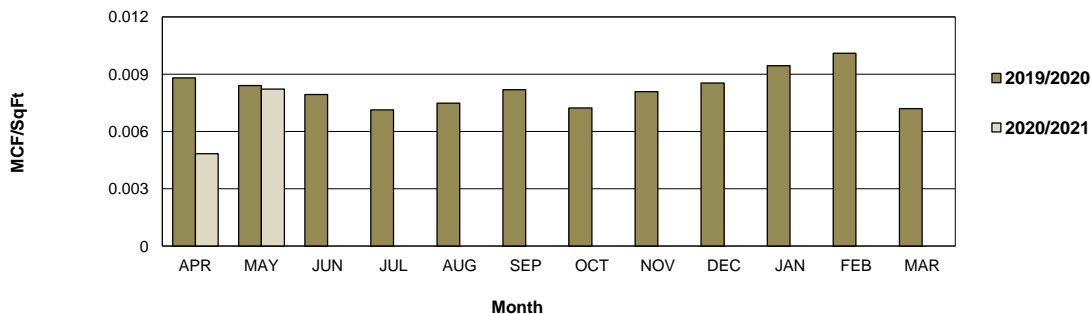
1 Cu. Ft. = 1000 BTU

TWO YEAR COST COMPARISON				OPERATION						
Month	2019/2020	2020/2021	Difference	MCF	COST/MCF	HOURS (24 x no. days per month)	MCF/HR	MCF/SqFt	\$/HR	\$/SqFt
APR	\$4,934.17	\$2,531.55	(\$2,402.62)	488.2	\$5.19	720	0.68	0.005	3.52	0.025
MAY	\$0.00	\$4,294.32	\$4,294.32	830.4	\$5.17	744	1.12	0.008	5.77	0.042
JUN	\$0.00		\$0.00		#DIV/0!	720	0.00	0.000	0.00	0.000
JUL	\$0.00		\$0.00		#DIV/0!	744	0.00	0.000	0.00	0.000
AUG	\$15,725.12		(\$15,725.12)		#DIV/0!	744	0.00	0.000	0.00	0.000
SEP	\$3,849.39		(\$3,849.39)		#DIV/0!	720	0.00	0.000	0.00	0.000
OCT	\$4,155.69		(\$4,155.69)		#DIV/0!	744	0.00	0.000	0.00	0.000
NOV	\$5,060.97		(\$5,060.97)		#DIV/0!	720	0.00	0.000	0.00	0.000
DEC	\$4,580.10		(\$4,580.10)		#DIV/0!	744	0.00	0.000	0.00	0.000
JAN	\$4,803.87		(\$4,803.87)		#DIV/0!	744	0.00	0.000	0.00	0.000
FEB	\$4,940.56		(\$4,940.56)		#DIV/0!	696	0.00	0.000	0.00	0.000
MAR	\$4,884.11		(\$4,884.11)		#DIV/0!	744	0.00	0.000	0.00	0.000
YTD Difference										
TOTAL	\$52,933.98	\$6,825.87	(\$46,108.11)							

Two Year Cost Comparison



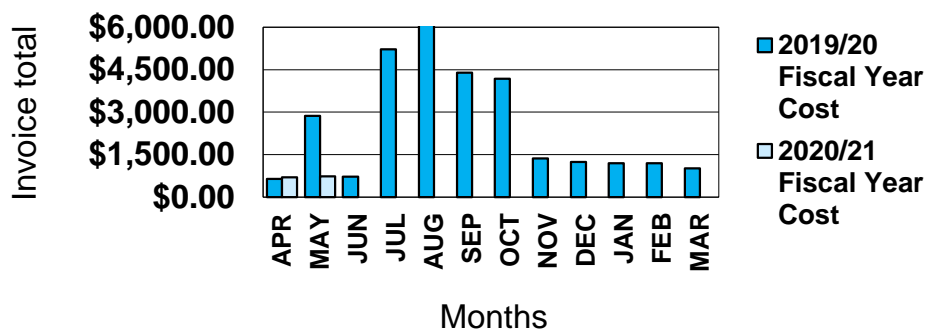
Two Year Operation Comparison



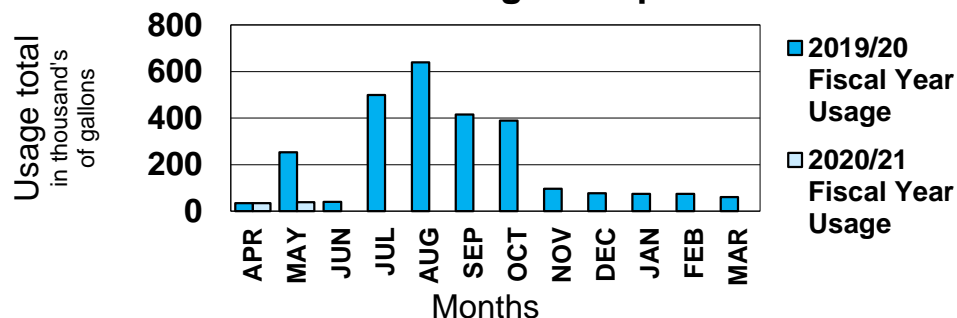
Bloomfield Township Public Library Water Analysis

Month	2019/20 Fiscal Year Cost	2020/21 Fiscal Year Cost	Difference	2019/20 Fiscal Year Usage	2020/21 Fiscal Year Usage	Difference
APR	\$645.06	\$698.36	\$53.30	35	35	0
MAY	\$2,868.35	\$731.36	(\$2,136.99)	253	39	(214)
JUN	\$716.21		(\$716.21)	40		(40)
JUL	\$5,222.24		(\$5,222.24)	499		(499)
AUG	\$6,626.03		(\$6,626.03)	640		(640)
SEP	\$4,395.20		(\$4,395.20)	415		(415)
OCT	\$4,181.74		(\$4,181.74)	390		(390)
NOV	\$1,362.43		(\$1,362.43)	96		(96)
DEC	\$1,242.72		(\$1,242.72)	77		(77)
JAN	\$1,200.03		(\$1,200.03)	74		(74)
FEB	\$1,200.03		(\$1,200.03)	74		(74)
MAR	\$1,015.04		(\$1,015.04)	61		(61)
			YTD Difference			YTD Difference
TOTAL	<u>\$30,675.08</u>	<u>\$1,429.72</u>	<u>(\$29,245.36)</u>	<u>2,654</u>	<u>74</u>	<u>(2,580)</u>

Two-Year Cost Comparison



Two-Year Usage Comparison



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

Library staff is back in the building at long last! We are all pleased to be back and able to offer our new curbside service, reopen the drive up returns again and answer questions by telephone during this phase.

Two weeks ago, the Library posted a short survey for our patrons to answer questions about virtual programming. Within the first hour, there were 55 responses! Most of the comments were about how much they missed the Library. We have missed our wonderful patrons too! Below are a few comments received:

Thank you for your adjustment to keep serving our community during this challenging time.

Thank you for adding so many audiobooks to Hoopla and Overdrive.

We just really miss the Library and can't wait till it's safe to return!

The June 16, 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*

**Minutes of the
Bloomfield Township Public Library
Policy Committee
Tuesday, June 2, 2020
1:00 pm
Virtually via Zoom**

Trustees: Judy Lindstrom, Sandy Edwards, Eli Greenbaum
Library Staff: Carol Mueller, Library Director; Tera Moon, Assistant Library Director

COVID 19 Library Preparedness Policy and Reopening Plan

Carol reviewed Executive Order 2020-97 that requires several points of documentation to be approved by the governing body of an organization within two weeks of staff returning to the workplace. She said that the proposed policy, reopening plan and staff expectations address these points.

Carol reviewed the policy first. The Library Director has the authority to make decisions such as closing the library and canceling services as often quick decisions are needed, as we have seen throughout this pandemic. Carol will be sure to communicate such changes with the Library Board of Trustees.

The reopening summary and phases was reviewed along with our staff expectations and training. These will be updated as appropriate once we return to the building, see how our plans work and monitor changes from local and state authorities.

Judy wondered how much the Library has spent on equipment and other preparations for reopening the building. Carol responded that approximately \$28,000 has been spent to date for masks, cleaning supplies, Plexiglas shields, and social distancing mats, among other expenditures.

Discussion followed regarding masks and whether these will be required of patrons in the building. At this time everyone is required to wear a mask by law when inside a building. We will be discussing with staff how to respond to a situation when a patron refuses to wear a mask.

The committee supports the reopening policy and plans. This information will be on the June 16 Library Board agenda for review and consideration of the entire Board. A motion will be needed to approve the policy.

No future meeting date has been scheduled at this time

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees

FROM: Tera Moon

DATE: June 9, 2020

SUBJECT: 2021 Serials Subscription Services Bid

Each year the Library releases a request for serials subscription services proposals. A copy of this year's request for proposals is included for your information. I worked with Adult Services Librarian Ed Niemchak to conduct the bid process for 2021 serials subscriptions services. This bid process was conducted while staff were working at home. All communications were conducted electronically.

A request for proposals was emailed on May 11, 2020 to seven companies –EBSCO Information Services, LM Information Delivery, Magazine Subscription Service Agency, Popular Subscription Service, Prenax Inc., Rivistas Subscription Services, and W. T. Cox Information Services – and posted on the Library website..

The deadline to receive all proposals was Friday, May 29, 2020 at 4:00p.m. Proposals from four companies were received via email. A bid opening was held via Zoom on Friday, May 29 at 4:01pm. All vendors were invited to the bid opening. One vendor attended, LM Information Delivery. During the bid opening, I read the names of the firms that submitted bids and the quoted fee submitted. Proposals were received from EBSCO Subscription Services, LM Information Delivery, Popular Subscription Services, and W. T. Cox Information Services. Prenax Inc. notified the Library in writing that they declined to submit a proposal. The Library received no correspondence from Magazine Subscription Services Agency nor Rivistas Subscription Services.

Ed and I thoroughly analyzed all four proposals received. Attached is a chart which compares the vital aspects of each company's proposal.

Poplar Subscription Service submitted the lowest bid at \$24,452.35. They are unable to provide 19 titles requested. Their proposal also lacked some information such as whether they can electronically interface with our integrated library system. For these reasons, Poplar Subscription Service was not considered further.

LM Information Delivery's proposal was bid at \$27,780.49, but they are unable to provide eight titles requested. Because LM could not provide all the titles we wanted, we decline to recommend them as our serials subscription service company.

EBSCO Information Services bid was the highest bid at \$32,542.99. EBSCO is unable to provide four titles that we requested. Because EBSCO could not provide all titles requested, we decline to recommend them as our serials subscription service provider.

W. T. Cox Information Services is our current serials vendor. They submitted a proposal for periodical subscriptions of \$30,153.85. W. T. Cox is able to provide all the titles we requested plus meet all of our service requirements. This library has used W. T. Cox since 2006 with the exception of one year during which a different vendor was used. Our experience with W. T. Cox's service during these years has been very good. Their customer service is responsive and satisfactory. All references consulted were positive. For these reasons, it is the recommendation of Administration and Adult Services that we accept the bid from W. T. Cox Information Services for serials subscription services for 2021.

ACTION: I move to award the 2021 library serials subscription service bid to W. T. Cox Information Services, 201 Village Road, Shallotte, NC 28470.

Serials Subscription Services Firm Analysis – 2021

FIRM NAME	PROPOSAL PACKAGE	ONLINE PORTAL	HANDLING OF CREDITS	INTERFACE WITH SIERRA	ABILITY TO PROVIDE TITLES REQUESTED	FEE	SUPPLEMENTAL INVOICING	REFERENCES
EBSCO Information Services	Complete proposal, delivered via email on time. Offer 25% discount on Flipster (digital magazine portal); higher discount available if subscribe to EBSCOhost databases Founded 1944	Yes	Sends monthly credit memos	Yes	4 Unavailable	Group A: \$28,823.13 Group B: \$3,719.86 Total: \$ 32,542.99 10% discount off every title; some pricing adjusted upwards based on current list price to avoid suppl. invoicing	No	<ul style="list-style-type: none"> County of Henrico Public Library Durham County Public Library Skokie Public Library
LM Information Delivery Inc.	Complete proposal, delivered via email on time. Established 1972; offers 700,000+ titles	Yes	As needed	Yes	8 Unavailable	Group A: \$24,930.38 Group B: \$2,850.21 Total: \$ 27,780.59 10% discount off every title; prices firm for 90 days	After 90 days	<ul style="list-style-type: none"> Arapahoe Library District St Clair County Library System Cleveland Public Library
Popular Subscription Service	Complete proposal, delivered via email on time. Pricing not completed on spreadsheet, only via PDF	Yes	Unknown	Unknown	19 Unavailable	Group A: \$21,902.93 Group B: \$2,849.42 Total: \$ 24,452.35	Unknown	Not checked
WT Cox Information Services	Complete proposal, delivered via email on time. Established 1974; access to 300,000+ titles	Yes	As needed	Yes	All	Group A: 26,734.47 Group B: \$3,419.38 Total: \$30,153.85 18% discount off qualifying titles	No	<ul style="list-style-type: none"> Cuyahoga County Public Library System Fairfax County Public Library System Los Angeles Public Library System

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

1099 Lone Pine Rd.
Bloomfield Township, MI 48302

REQUEST FOR PROPOSALS

SERIALS SUBSCRIPTIONS AND SERVICES

May 11, 2020

The Bloomfield Township Public Library is accepting firm, sealed bids for **serials subscriptions and services**.

Proposal guidelines are listed below. This request for proposals also can also be obtained on the Library's web site at www.btpl.org or by emailing Tera Moon, Assistant Director, at moontera@btpl.org. Proposers should direct all questions to Tera Moon 248-762-9567 at or email moontera@btpl.org.

Proposals should be submitted by email to moontera@btpl.org. If the combined file size is larger than 10MB, submit via DropBox to moontera@btpl.org.

Files expected are:

- A PDF with responses to the proposal guidelines below
- Spreadsheet provided by library to be filled out with pricing and notes specific to the bidder

Files must arrive no later than **4:00 p.m. Friday, May 29, 2020**.

All submissions will receive an acknowledgement. Respondents should call or email Tera Moon if they do not receive an acknowledgement within 48 hours of submission.

A virtual public bid opening will take place at 4:01 p.m. Friday, May 22, 2020. Interested attendees must contact Tera Moon moontera@btpl.org in order to attend the bid opening virtually.

The Bloomfield Township Public Library reserves the right to accept or reject any or all bids, either in whole or in part; to award the contract to other than the low bidder; to waive any irregularities and/or informalities; and in general, to make awards in any manner deemed to be in the best interests of the library.

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

INSTRUCTIONS TO BIDDERS

1. Proposals must include a description of the company's background (history, mission, growth).
2. Proposals must include a list of references that are **current customers**, including contact names and phone numbers.

3. Bidders **are required to fill in prices in the Excel Spreadsheet** provided with this request document. Submit completed spreadsheet as an electronic file to listed email address along with responses.
4. Bidders **must** provide a comprehensive total for all subscriptions. Final bid price must reflect Group A: Bloomfield Township Public Library; Group B: Maggie Pub Bloomfield Township Public Library (see page 4 of this document). Bidders should include pricing for both groups within their response using the format on page 4. Bidders are not required to submit a separate file with pricing for Groups A and B.
5. All proposals submitted will remain firm for a period of **90 DAYS**.

SPECIAL CONDITIONS

- A. The library reserves the right to add or delete titles from the final purchase order submitted. This may be due to a) missed items from this original quote, b) a title has ceased publication, or c) the title is no longer needed by the library.
- B. The library reserves the right to cancel any serial subscriptions deemed unnecessary.

REPORTS & CLAIMING

- A. Bidder must include documentation demonstrating that the bidding company has the capability to accept electronic claims for missing issues via Innovative Interfaces Sierra Serials module.
- B. Bidder must have the ability to notify the library bi-monthly of ceased publications, suspended publications, publication delays, publishing frequency changes, title changes or title mergers.

INVOICING & CREDIT MEMOS

Bidder must include documentation describing the invoicing procedure for added subscriptions, periodical subscription price increases, and standing order invoices during the course of the fiscal year. Bidder must also provide information describing its CREDIT MEMO procedure. Bidder must also provide information on any technology available to permit delivery of invoices by e-mail in PDF and/or HTML.

DELIVERY

Proposals must include delivery to Bloomfield Township, Michigan, Bloomfield Township Public Library. Deliveries will be made to this one (1) location of 1099 Lone Pine Road, Bloomfield Township, Michigan. There are two accounts for this bid: Group A: Bloomfield Township Public Library; Group B: Maggie Pub Bloomfield Township Public Library. Each group is to be invoiced on the same invoice under separate accounts. If bidder is awarded contract, both accounts must be renewed in a proper and timely fashion.

PAYMENTS

Invoice must be received no later than September 13, 2020. Payment in full will be due and payable as of **November 15, 2020**, providing all subscriptions are renewed and accepted and the contract has been fully renewed.

DOCUMENTATION

Bidder will provide a toll free telephone number, toll free fax number, and e-mail address, and will assign a specific customer service representative and an account services manager to handle this account.

TAXES

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

CONTRACT AWARD

It is the intent of the Library to award the bid for serials services at the regularly scheduled Library Board of Trustees meeting on **Tuesday, June 16, 2020**. Notification will be emailed to all proposers on June 17, 2020. Awards will be made on a lump-sum basis, in a manner most favorable to Bloomfield Township Public Library.

The contract will be awarded in the form of a signed proposal sheet mailed to the vendor selected. The award of the bid will be for a minimum of one year with the option of renewal for two additional years at the discretion of Bloomfield Township Public Library. The Library reserves the right to terminate the contract at any time.

WITHDRAWAL OF BIDS

Any bidder may withdraw a bid at any time prior to the scheduled time for receipt of bids.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

SERIALS QUOTE

PROPOSAL FORM

Bloomfield Township Public Library
1099 Lone Pine Road
Bloomfield Township, MI 48302
248-642-5800 www.btpl.org

GROUP A TOTAL: \$ _____

GROUP B TOTAL: \$ _____

PROPOSAL GRAND TOTAL: \$ _____

The Bloomfield Township Public Library reserves the right to accept or reject any or all bids, either in whole or in part; to award contract to other than the low bidder; to waive any irregularities and/or informalities; and, in general, to make awards in any manner deemed to be in the best interests of the library.

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

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Library Board

FROM: Carol Mueller, Library Director

DATE: June 12, 2020

SUBJECT: COVID 19 Preparedness and Response Plan

The Library is required by Executive Order 2020-97 to have a COVID 19 Preparedness and Response Plan. This executive order is quite specific about the information that should be included in such a plan. I am including a [link here](#) to Executive Order 2020-97 for your reference. Library Administration has drafted a policy that includes, as Exhibit A, a reopening summary and reopening phases for our library with all of the required information. These documents are attached for your consideration. I have included our Staff Expectations document for your reference also.

The COVID 19 Preparedness and Response Plan must be reviewed and approved by the Library Board Trustees. I look forward to discussing these documents with you at our June 16 Library Board meeting and answering any questions you may have. Thank you for your review and consideration.

If you approve of the policy and plan as presented, the following motion will be needed.

ACTION: I move to approve the COVID 19 Preparedness and Response Plan for Bloomfield Township Public Library as presented effective June 16, 2020.

Reopening Policy

I. **Purpose.** Michigan public libraries have been closed to the public pursuant to a series of executive orders. The Library anticipates that those restrictions will be lifted and the Library may once again resume public library service. This Policy establishes the steps the Library may take and the protocols the Library may put in place to protect the Library, staff, and patrons when the Library reopens.

II. **Resuming Library Service.** Before reopening to the public or non-essential staff, and during the term of the Reopening Plan, the Library will establish regulations and implement the following:

A. **Cleaning Protocols.** The Library Director, with the recommendations of the Facility Services Department Head, will establish and follow reasonable cleaning protocols, including the regular cleaning of objects and areas that are frequently used, such as restrooms, public computers, staff work areas, conference rooms, door handles, frequently touched surfaces and railings. This may include removing objects and material from public areas and wiping down surfaces. The cleaning protocols may change as the health and safety issues evolve or as the Library moves through the phases of reopening.

B. **Returned Material.** The Library Director, with the Circulation Department Head, will develop a protocol for addressing returned material. This may include quarantining returned materials for specific periods of time.

C. **Assess Needs.** The Library Director and Department Heads will meet to assess the condition of the Library and the tasks that need to occur prior to opening the Library to the public and for each phase of reopening. This includes making sure the Library has the proper protection equipment such as hand sanitizer, gloves, masks or other similar equipment.

D. **Social Distancing.** The Library Director will take steps to implement social distancing protocols if required by law or the Reopening Plan. This may include removing or rearranging chairs and computers, blocking areas/furniture, installing Plexiglas shields, marking areas to indicate social distancing of six (6) foot spacing, or providing traffic control designations such as arrows showing one way travel in certain areas of the Library in order to maintain social distancing. The social distancing protocols will be established in the Reopening Plan for each phase.

E. **Notice to Patrons.** The Library Director shall post notices in the Library and on the website to inform patrons of the proper library building conduct for the current phase of the Reopening Plan.

III. **Reopening Phases.** The Library Board adopts the reopening plan attached as Exhibit A ("Reopening Plan") to this Policy as the basic structure for the reopening phases for public library service. Pursuant to Section IV, the Library Director has authority to modify the Reopening Plan. The Reopening Plan, including any modification by the Library Director, shall govern the use of the Library.

IV. **Director's Role; Authority.** The Library Director or his/her designee will monitor and coordinate events surrounding the reopening. The Library Director has the authority over the following:

A. **Modifications; Reopening Phases.** The Library Director may modify in writing any services, safety protocols or other parts of the Reopening Plan. The Library Director also may determine when it is an appropriate time to move on to the next phase either in whole or in part.

B. **Staffing Levels.** The Library Director has the authority to address and determine appropriate staffing levels for each phase and whether staff can work from home or must work in-person.

C. **Cancel or Limit Services.** Even after the Library reopens and the Library Board approves a Reopening Plan, the Library Director may cancel or limit programs or services to ensure the safety and security of staff and patrons. This includes cancelling scheduled meetings and programs held in any Library meeting rooms. The Library Director will use reasonable efforts to post notices of the program changes and cancellations, including posting notices at the Library and on the Library's website.

D. **Library Closure.** The Library Director has the authority to close the Library temporarily. The Library Director will inform the Library Board President of the determination to close and the proposed duration of the closure. This closure may be due to a specific incident or reoccurrence of an infectious disease in the Library's service area. The Library Director will use reasonable efforts to post notices of the closure, including posting notices at the Library and on the Library's website. This Policy assumes the staff will be paid based on their "normal" schedule during the Library's closure under this paragraph.

E. **Consultation.** The decision to cancel or limit services, move through the phases of the Reopening Plan, close the Library, or adopt additional protocols may be based on recommendations made regarding the outbreak by local health officials, the state of Michigan, the Library Board, or other reputable sources.

V. **Enforcement.** Only the Library Director or his/her designee has the authority to suspend or limit patron privileges pursuant to this Policy. If any patron receives a warning or has privileges suspended or limited, the Library shall fill out an incident report and shall provide written notice of the violation when possible. If the Library does not have the ability to provide written notice, the Incident Report shall identify when verbal notice was provided. The Library may provide additional suspension periods for subsequent violations of the same rule or requirement.

VI. **Right of Appeal.** Patrons may appeal a decision to remove a patron or deny entry to the Library by sending a written appeal to the Library Board within ten (10) business days after the date the privileges were revoked, denied or limited. The appeal must be sent to the President of the Library Board. The decision of the Library Board is final.

VII. **Applicability.** Unless specifically addressed by this Policy, this Policy is not intended to govern or regulate specific employment issues or policies involved with staff returning to work. All existing Library policies remain in effect unless in conflict with this Policy. In case of a conflict, this Policy shall govern.

Policy proposed: June 16, 2020

Library Reopening Plan - Exhibit A

Bloomfield Township Public Library looks forward to reopening library services with a focus on the health and safety of both staff and patrons. This will be a phased response to the pandemic and will model the [Michigan Safe Start Plan](#). The Library will adapt its phases in accordance with recommendations from local, state and federal authorities. At times, it may be necessary to move back and forth between the phases dependent on several factors, including government recommendations, changes in illness in the area, and at the Library Director's determination.

The following is the reopening plan approved by the Bloomfield Township Library Board of Trustees. If an executive order is in effect, all elements of the executive order will be followed and the executive order will control if there is a conflict. The Reopening Plan only applies if permitted by law or executive order. This Reopening Plan is not intended to supersede or change any Library employment policies.

Requirements During All Phases include:

- A. Patrons should not enter the Library with symptoms of an infectious disease.
- B. The Library shall provide notice in the Library of patron responsibilities currently in effect. The Library Director has authority to approve the responsibilities and notices.
- C. Any requirements for staff safety precautions will be adopted separately and the staff will be informed.
- D. The Library Director, with the recommendations of the Facility Services Department Head, shall determine the cleaning protocols for all phases.

The following is a summary of the phased approach to reopening the Library. A more detailed plan follows. The Library's goals in creating this plan are as follows:

1. Keep everyone safe and healthy
2. Introduce and continue a phased response to the pandemic as recommended
3. Provide excellent library service under extenuating circumstances

Phase One: Building Closed

While the building and drive up return are closed, the Library remains open. This includes:

- eResources, downloads, eCards available via www.btpl.org
- Extended due dates and library card expiration dates
- Talk to a librarian by email
- Virtual programming available

Phase Two: Contactless Service

The Library is open for curbside service, with reduced operating hours, and:

- Drive up return is open 24/7
- Talk to a librarian by email or phone
- Library By Mail delivery service available
- Returned material quarantined for 72 hours
- Virtual programming available

Phase Three: Controlled In-House Service

The Library is open to a limited number of patrons and by appointment.

- Advise individuals to stay home if ill
- Social distancing in place
- Plexiglass shields at all public service desks in place
- Appointments available for computer use
- Quick browsing of library materials to borrow and continued curbside service by appointment
- No use of the Commons, Vending Cafe, meeting rooms, or study rooms
- Talk to a librarian by email, phone or in person by appointment
- Returned material quarantined for 72 hours
- Virtual programming available

Phase Four: Limited Service

The Library is open without an appointment, but still with limited capacity and social distancing.

- Advise individuals to stay home if ill
- Plexiglass shields at all public service desks in place
- Socially distanced and limited seating available
- Study rooms limited to one person at a time
- No use of meeting rooms
- Browsing and continued curbside service by appointment
- Talk to a librarian by email, phone or in person
- Returned material quarantined for 72 hours
- Virtual programming available

Phase Five: Cautious Full Service

The Library is open regular hours for cautious full service, including:

- Follow general safety guidelines
- Continue regular cleaning
- Advise individuals to stay home if ill
- Regular programming resumes
- Study rooms, meetings rooms, Vending Cafe, and Commons area open

Bloomfield Township Public Library Phased Service Plan

	PHASE 1 : BUILDING CLOSED	PHASE 2 : CONTACTLESS SERVICE	PHASE 3 : CONTROLLED IN- HOUSE SERVICE	PHASE 4 : LIMITED SERVICE	PHASE 5 : CAUTIOUS FULL SERVICE
Hours of Service	Building and drive up returns closed	Reduced hours for staff and patrons; drive up returns available 24/7	To be determined	To be determined	Resume regular hours
Staff Scheduling	only essential staff allowed in building carrying Director note; book drop closed; work from home; check email daily	all staff (no volunteers) scheduled in building, staggered shifts and workstation changes to enforce social distancing; choose email/jabber over in-person contact between staff; breaks/meals throughout building and capacity limits in lounge	All staff(no volunteers) scheduled in building; staggered shifts and workstation changes to enforce social distancing; choose email/jabber over in-person contact between staff; breaks/meals throughout building and capacity limits in lounge	all staff scheduled in building; restrictions to be determined. Limited # of volunteers permitted in	all staff and volunteers scheduled in building
Staff PPE	n/a	masks required except when alone in closed-door office; gloves available for handling materials; face shields available	masks required except when alone in closed-door office; gloves available for handling materials; face shields available	masks required except when alone in closed-door office; gloves available for handling materials; face shields available	optional gloves/masks
Personal Health/ Safety Measures	let supervisor know if you become ill	see staff expectations form; stay home if sick, take temp and report to supervisor for health questionnaire at start of shift; sick staff must notify supervisor and follow flow chart	see staff expectations form; stay home if sick, take temp and report to supervisor for health questionnaire at start of shift; sick staff must notify supervisor and follow flow chart; Plexiglas shields and 6-foot social distancing mats at patron service points	To be determined; some staff expectations may be loosened; Plexiglas shields and 6-foot social distancing mats remain in place	social distancing encouraged but optional; hand-washing and covering coughs/sneezes expected
Clean/Disinfect	essential Facility Services staff working to stock supplies (including PPE) and disinfect building	see staff expectations form; clean your workstation and high-touch areas; Facility Services staff implement enhanced cleaning protocols to reduce staff risk	see staff expectations form; clean your workstation and high-touch areas; Facility Services staff implement enhanced cleaning protocols to reduce patron and staff risk	sanitation supplies available ; staff clean computer stations every hour	resume regular cleaning protocols; increased presence of sanitation supplies
Materials handling	designated staff handling essential deliveries; no drive up returns	quarantine returns 72 hours; wear gloves when handling materials	quarantine returns 72 hours; wear gloves when handling materials	quarantine returns 72 hours; wear gloves when handling materials	resume regular handling; gloves optional
Patron services	virtual only; no physical returns/checkout; due dates and card expiration dates extended; holds frozen	virtual plus contactless services including phone service, drive-up and curbside service and library-by-mail	Quick browsing; computer use and reference services by appointment; no table/chair/study/meeting room use, continue curbside service	appointment access for some services (curbside service, limits on capacity and length of stay to be determined, reduced and distanced table/chair use	full service; reinstate interlibrary loan services, cafe/vending, meeting room use, in-person programming, outreach services resume
Patron PPE / Safety	n/a	n/a (contactless service)	masks required; increased presence of cleaning/disinfecting supplies. Social distancing in place	masks encouraged; increased presence of cleaning/disinfecting supplies. Social distancing in place	relaxed encouragement of masks and social distancing. Stay home if sick



Dear Staff--

Welcome Back!

I sincerely hope this message finds you and your family in good health as you return to the Library during these unprecedented times.

I am very excited to be back at the Library together again. However, I know that with this return comes some apprehension. Know that your health and safety are especially important. The staff is one of the most treasured aspects of this Library and what makes it truly exceptional. Ensuring your safety has been a priority as the Department Heads and I continue to revise the processes and reopening phases to adapt to the conditions as necessary. Together, we will adhere to local, state and federal guidelines and recommendations, and in some cases, the library's protocols will even go beyond recommended practices.

Please know that every decision will be determined by keeping everyone as safe as possible and that we are confident in our approach. The protocols that will now be in place are detailed in this packet. Please take careful note of the procedures to be implemented, including the wearing of masks. When everyone wears masks, we protect one another. We must work together to maintain a standard of safety to protect ourselves, protect each other, and protect our community. Together, we will navigate through these challenging times and look ahead to brighter days.

Sincerely,

A handwritten signature in blue ink that reads "Carol Mueller".

Carol Mueller
Library Director

THE PLACE TO
DISCOVER

STAFF EXPECTATIONS

RULES FOR SAFELY RETURNING TO WORK



- Absolutely stay home if you are sick.
- Use the staff entrance only. Do not use the door from the staff terrace or any other entrance. Wear a mask when you enter the building.
- Use the thermometer at the staff entrance to take your temperature when you arrive for your shift. If your temperature is 100 degrees or higher, return to your car and call your supervisor. Do not go into the library building. If your temperature is normal, report this to your supervisor.
- Your supervisor will review a health screening checklist (see page 2) with you every day when you arrive for your shift. You may be sent home if your supervisor believes there is a risk of infecting others.
- You are required to wear a mask at all times unless you are in an office by yourself with the door closed. The Library will supply you with at least one cloth mask. It's your responsibility to keep your mask clean and with you at all times.
- Frequently wash your hands with soap and water for at least 20 seconds. Hand sanitizer can be used if access to a sink with soap and water is not readily available.
- Don't touch your face - especially your eyes, nose, and mouth.
- The Library will supply gloves. Wearing gloves is optional. Frequent hand-washing is the most effective way to prevent infection.
- Cover your coughs and sneezes with a tissue or your elbow.
- Maintain social distance of at least 6 feet from others at all times.
- Keep your work area clean and sanitized per the attached instructions (see page 3).
- When possible, use Jabber, email, and the telephone rather than in-person conversations.
- Casual dress is acceptable during phase 2.
- It's hard to practice social distancing in our staff lounge. Limit occupancy to 3 people at a time. Feel free to eat your lunch wherever you would like during phase 2. Be sure to clean up after yourself. No crumbs left behind.

STAFF EXPECTATIONS

RULES FOR SAFELY RETURNING TO WORK



HEALTH SCREENING CHECKLIST

Each day your supervisor will ask you the following questions:

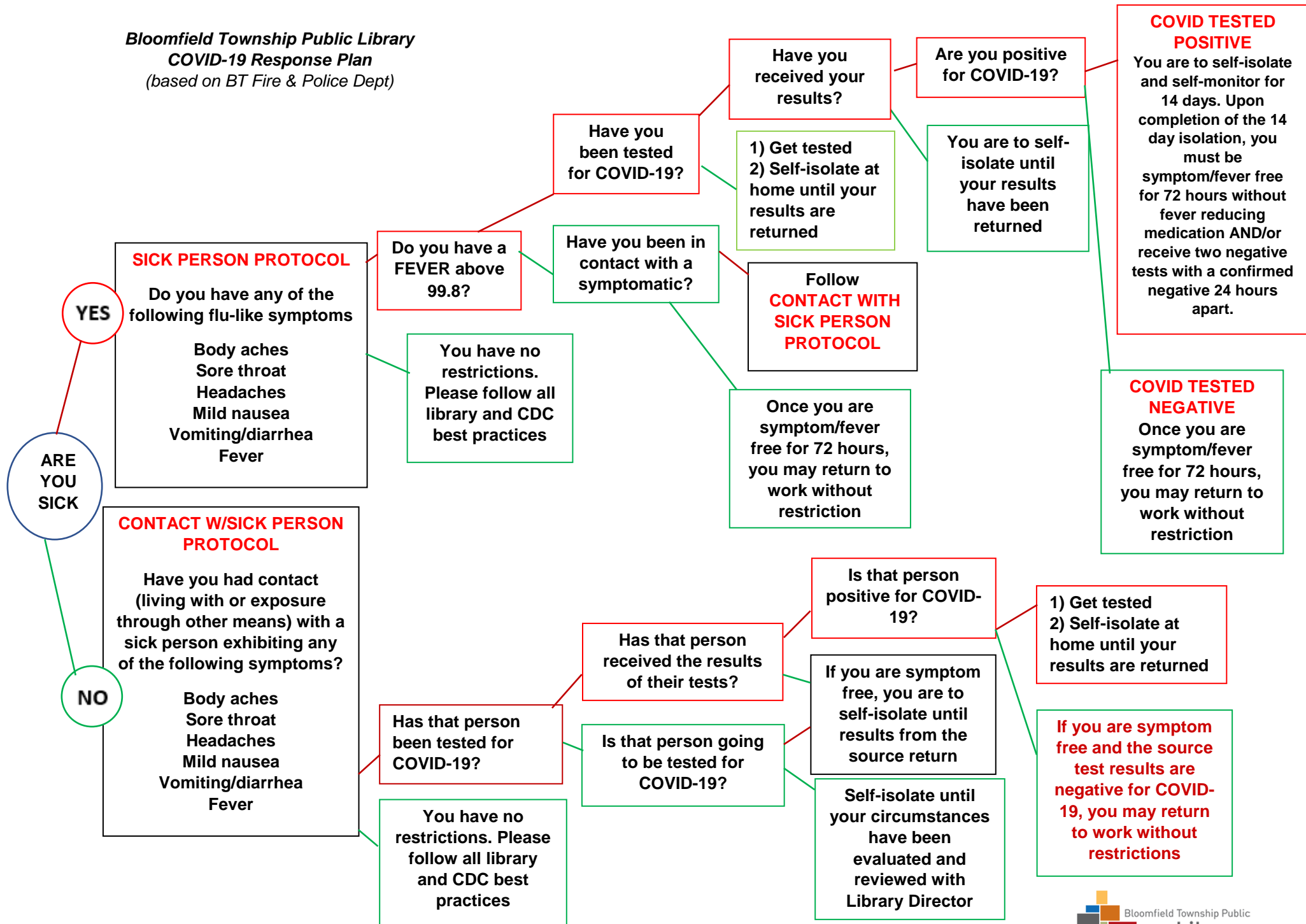
- Do you currently have:
 - Cough
 - Shortness of breath
 - Or two of the following:
 - Fever
 - Chills
 - Repeated shaking with chills
 - Muscle pain
 - Headache
 - Sore throat
 - New loss of taste or smell
 - If yes to any of the above, you should go home.
 - Have you been tested for the COVID-19 virus?
 - If yes, what were the results?
 - Have you had contact with anyone with COVID-19 virus symptoms or who has tested positive?
 - What is your temperature today?
- A doctor's note will be required certifying your fitness to return to work if you've been asked to stay home due to virus symptoms.

Because public health guidelines change so frequently, check with public health authorities for the most updated information.

[Oakland County Department of Health](#)

[Centers for Disease Control and Prevention](#)

Bloomfield Township Public Library
COVID-19 Response Plan
(based on BT Fire & Police Dept)



STAFF EXPECTATIONS

RULES FOR SAFELY RETURNING TO WORK



CLEANING & DISINFECTION PROCEDURES

Supplies listed below will be stocked in all staff workrooms and wash sink stations:

Cleaning Agents Supplied By the Library:

1. Soap & Water
2. Commercial surface cleaners, Aerosol & Spray cleaners
3. Hydrogen Peroxide-Vinegar Solution spray (Green Product)
4. Stride Citrus Neutral cleaner spray (Green Product)

Disinfectants Supplied By the Library:

1. Commercial Surface Disinfectant Aerosol – “Kills Human Coronavirus”
2. Lysol & Clorox Disinfectant Wipes – “Kills Human Coronavirus”
3. Germicidal Bleach Cleaning Spray - “Kills Human Coronavirus”

(These cleaning agents and disinfectants are EPA & CDC-approved cleaning and disinfectant chemicals.)

Clean & disinfect the FREQUENTLY TOUCHED OBJECTS in your work station: your desk, keyboards, office phone, scanners, shared workspaces, equipment and machinery handles at the start of each shift and then frequently throughout your workday using the instructions below:

- apply soap & water or surface cleaner to surfaces, let stand 5 minutes
- towel dry
- apply disinfectant

STAFF EXPECTATIONS

RULES FOR SAFELY RETURNING TO WORK



RESOURCES FOR DEALING WITH STRESS AND ANXIETY

For individuals who do not have health benefits or employee assistance program benefits through Cigna but could benefit from talking with a qualified representative, the toll-free number, 866.912.1687, will be open 24 hours a day, seven days a week, for as long as necessary. The service is open to anyone and free of charge to help people manage their stress and anxiety so they can continue to address their everyday needs. Callers may also receive referrals to community resources to help them with specific concerns, including financial and legal matters.

Cigna offers much guidance, information, and other resources for helping everyone, regardless of whether you have health benefits or not, cope with this pandemic.

<https://www.cigna.com/coronavirus/individuals-and-families>

View this webcast about Managing Anxiety, Fears, and Concerns

https://event.webcasts.com/viewer/event.jsp?ei=1291736&tp_key=5d5d655479

Mindfulness Podcasts: Listen to Podcasts on Mindfulness and Stress Management

<https://www.cigna.com/individuals-families/health-wellness/climb-mindfulness-podcasts>

In Oakland County, Common Ground has a crisis helpline available 24 hours a day, 7 days a week: 800-231-1127

EMPLOYEE RIGHTS

PAID SICK LEAVE AND EXPANDED FAMILY AND MEDICAL LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The **Families First Coronavirus Response Act (FFCRA or Act)** requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

► PAID LEAVE ENTITLEMENTS

Generally, employers covered under the Act must provide employees:

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total;
- $\frac{2}{3}$ for qualifying reasons #4 and 6 below, up to \$200 daily and \$2,000 total; and
- Up to 12 weeks of paid sick leave and expanded family and medical leave paid at $\frac{2}{3}$ for qualifying reason #5 below for up to \$200 daily and \$12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

► ELIGIBLE EMPLOYEES

In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). *Employees who have been employed for at least 30 days* prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.

► QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to **telework**, because the employee:

- | | |
|---|---|
| <ol style="list-style-type: none">1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;2. has been advised by a health care provider to self-quarantine related to COVID-19;3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2); | <ol style="list-style-type: none">5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services. |
|---|---|

► ENFORCEMENT

The U.S. Department of Labor's Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Employers in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.



WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

For additional information
or to file a complaint:
1-866-487-9243
TTY: 1-877-889-5627
dol.gov/agencies/whd



WH1422 REV 03/20

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

STAFF EXPECTATIONS ACKNOWLEDGEMENT AND AGREEMENT

I acknowledge receipt and review of the Bloomfield Township Public Staff Expectations dated 06/08/2020.

I understand that complying with the expectations set forth in this packet is a condition of my employment at Bloomfield Township Public Library.

Employee's Signature

Date

Employee's Name, Printed

Supervisor's Signature

Date

Supervisor's Name, Printed

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Library Board of Trustees

FROM: Carol Mueller, Library Director

DATE: June 12, 2020

SUBJECT: Corporate Dining Concepts Agreement

Corporate Dining Concepts has provided library vending services in the staff and public areas since April, 2010. They were awarded the library vending services bid in 2017 and again in February, 2020. The new three-year agreement with Corporate Dining Concepts began on April 1, 2020.

The Library has received excellent vending services from Corporate Dining Concepts for the past 10 years. They keep the vending machines well-stocked, clean, and maintained. They respond to calls for service within 2-4 hours, even on the weekends. Corporate Dining Concepts has helped the Library by moving the vending machines twice during the lobby floor renovations and regularly provide refreshments for our Staff Development Day, as examples of the added value they give to the Library.

This new agreement year started, as you know, with the library building being closed on March 14, 2020 due to the COVID 19 pandemic. When the Library does reopen to patrons in the building, it is likely the vending machines will not be available for patron use for several more weeks. Corporate Dining Concepts recently reached out to us regarding a revision to our library vending services agreement with them. As you can imagine, they are in the midst of a very challenging business climate for vending services. Many buildings are closed or most staff are working from home and do not need vending services. Corporate Dining Concepts no longer feels confident about their ability to meet the \$7,500 guaranteed commission in our current agreement to be paid to the Library in April at the beginning of the fiscal year. They have proposed a revision to the Library's vending services agreement to remove this guarantee and offer straight commission paid quarterly. Commission amounts remain the same at 25% for public vending sales and 20% for staff vending sales. Both the current agreement and the proposed amended agreement are included for your review. Changes in the agreement have been highlighted for your reference.

It is the recommendation of Administration that the Library Board approve the amended agreement with Corporate Dining Concepts based on their track record of providing excellent vending services during the last 10 years and in consideration of these challenging circumstances with the pandemic.

ACTION: I move to approve the amended agreement with Corporate Dining Concepts, 1645 West Hamlin, Rochester Hills, Michigan, effective June 16, 2020.

VENDING INSTALLATION & SERVICE AGREEMENT

In consideration of the mutual promises and covenants set forth herein, by and between Bloomfield Township Public Library, located at 1099 Lone Pine Road, Bloomfield Township, MI, 48302, hereinafter called "Customer" and Corporate Dining Inc, a Nevada Corporation, 1645 W. Hamlin Road, Rochester Hills, MI, hereinafter called "Operator," it is agreed as follows:

1. The Customer grants Operator the exclusive right and privilege to provide all Vended food, snack, beverage, and similar products provided and sold upon the premises thru vending machines.
2. Service Connection. Customer will furnish all necessary water, electrical and utility service connections for the operation of the machines, and will permit interruption in such services only in an emergency. Customer agrees to notify Operator immediately of any such interruption in such services.
3. Premises, Fixtures and Equipment. Customer will furnish Operator sufficient dining area, and all other space facilities, fixtures and equipment including janitorial services, so that Operator is able to provide vending services in accordance with this Agreement.
4. Installation of Vending Machines. For and in consideration of the covenants and agreements herein contained, the Customer grants Operator the right to install and operate vending machines and equipment on Customer's described premises and the Operator agrees to provide, install and operate the equipment.
5. Licenses. State, City and County or other licenses required for the installation, operation and maintenance of the vending machines will be obtained and paid for by the Operator. The Customer will cooperate with, and furnish assistance to, the Operator to enable the Operator to obtain all such licenses.
6. Replacement and Title. The vending machines equipment are and will remain the property of the Operator, who will have the right at any reasonable time to remove or replace any of the equipment as the Operator deems necessary (without materially affecting any of the other provisions of this Agreement). The Customer agrees to permit only authorized personnel of the Operator to remove or tamper in any way with any of the vending machines and will be responsible for any damage caused to such equipment by the acts or omissions of persons other than the Operator's authorized personnel.
7. License, Permit, Sale and Excise Taxes. Operator agrees to pay sales and excise taxes incident to the sales through the vending machines and to obtain all necessary licenses and permits incident thereto. However, a failure to pay resulting from Operator's lack of knowledge concerning a particular fee or due will not constitute a breach of this Agreement.
8. Maintenance. Operator will maintain service and keep the vending machines in good working order. Operator will keep machines sanitary throughout, in accordance with local industry

standards. Operator assumes all responsibility for the mechanical operation of the mechanical operation of the vending equipment.

9. Personnel. Operator's service personnel will observe all regulations in effect upon the described premises of which they have knowledge. The Customer agrees to furnish Operator's personnel with any necessary identification passes required for entrance to or exit from the described premises for service calls.
10. Change in Cost. Customer agrees to accept all reasonable documented increased charges, which are made in good faith by Operator as a result of such increased cost to offset Operator's increased cost if agreed valid. Operator may increase its prices to recover such increased costs, maintaining its historical markup. Operator shall have the right to implement such price increase ten (10) days following written notification to Customer of its need to do so with Customer's approval and Customer shall not unreasonably withhold.
11. Insurance. The operator carries, and agrees to continue to keep in force, Worker's Compensation Insurance in compliance with the laws of the State of Michigan. The Operator carries, and agrees to keep in force, product liability insurance. Operator will furnish evidence of this coverage upon request. Customer agrees to carry all property damage insurance. Operator agrees to carry Commercial General Liability (CGL) coverage identifying Bloomfield Township Public Library named as the additional insured and that this policy will have a \$1 million dollar liability coverage limit.
12. Liability. Operator agrees to indemnify, defend and hold the Customer harmless against out-of-pocket claims, losses or liabilities arising from damage to or destruction of property, or injury to persons, occurring because of the negligent or culpable operation, maintenance or installation of the vending and office coffee equipment or Operator's performance of the Agreement.
13. Term. This Agreement will remain in force for a period of one year from the date of April 1, 2020. This Agreement will automatically renew for a one year term, unless either party terminates 90 days prior to the expiration date. Bloomfield Township Public Library may, for sufficient cause such as failure to provide timely service or respond to Customer requests, terminate the balance of the existing agreement upon 90 days advance written notice of its intention to terminate. Notice must be sent in writing by U.S. Mail Certified.
14. Damages, Cancellation, or Breach. It is understood and agreed that Operator has incurred, in anticipation of the sales to be made over the full term of this Agreement, certain expenses installing vending equipment as called for by this Agreement, including equipment purchases, refinishing and alterations, hiring and rescheduling of employees, increased inventory and other necessary activities to properly perform this Agreement. It is understood that these form a part of the consideration for this Agreement.
15. Notice, Failure to Perform. Each party agrees to serve written notice to the other party of any failure to perform under the terms and conditions contained herein. The party receiving written notice of complaint will have thirty (30) days to correct or resolve the matter to the reasonable satisfaction of the Customer before the complaint may qualify as a possible breach of this Agreement.

16. Alterations. Customer agrees to notify Operator of any alterations or changes that will take place at or near the area where the vending machines or vending product storage areas are located or that will affect the operation of such equipment or storage areas before the alterations or changes are made.
17. Right to do Business. This Agreement is entered into by the Operator on the express warranty and representation that the Customer owns and operates the business conducted at the attached locations-described premises or has the authority to enter into this Agreement on behalf of such owners.
18. Entire Agreement. This Agreement, including "Attachments A and B" constitutes the entire agreement between the parties and no modification or waiver will be binding unless made in writing and signed by both parties. This Agreement supersedes any and all prior agreements or arrangements relating to this subject matter.
19. Compensation. Payment of a commission on products listed on "Attachment B" will be paid to the Customer on net sales. Commission will be due within (30) days following each calendar Quarter. Net sales are defined as gross sales less any state, local or federal taxes and fees. Operator will provide a details financial accounting of sales to Customer on a monthly basis, with supporting documentation, so as to ensure the accuracy of the commission payments called for under the Agreement.

Witness, our hands and seal this 10th of March, 2020.

Corporate Dining Inc.
1645 W. Hamlin Rd.
Rochester Hills, Michigan 48309

Bloomfield Township Public Library
1099 Lone Pine Road
Bloomfield Township, MI 48302

"Operator"

By: David P. Zella
Its: Business Development

"Customer"

By: Jean G. Moore
Its: Assistant Library Director

ATTACHMENT A

Addresses of Location

Bloomfield Township Public Library
1099 Lone Pine Road
Bloomfield Township, MI 48302

ATTACHMENT B

Commission

<u>Product</u>	<u>Staff Lounge</u>	<u>Vending Café</u>
Cold Beverages	20%	25%
Snacks	20%	25%
Hot Beverages, Gourmet	20%	N/A
Hot Beverages, Seattle's Best	N/A	25%

Operator will guarantee minimum annual cash payment of \$7,500 to be paid in advance at the beginning of the contract on April 1, 2020. A monthly report and breakdown of sales will be provided monthly. If commission rates exceed the commission guarantee at the end of the year, any overages will be paid by April 15, 2021.

VENDING INSTALLATION & SERVICE AGREEMENT

In consideration of the mutual promises and covenants set forth herein, by and between Bloomfield Township Public Library, located at 1099 Lone Pine Road, Bloomfield Township, MI, 48302, hereinafter called "Customer" and Corporate Dining Inc, a Nevada Corporation, 1645 W. Hamlin Road, Rochester Hills, MI, hereinafter called "Operator," it is agreed as follows:

1. The Customer grants Operator the exclusive right and privilege to provide all Vended food, snack, beverage, and similar products provided and sold upon the premises thru vending machines.
2. Service Connection. Customer will furnish all necessary water, electrical and utility service connections for the operation of the machines, and will permit interruption in such services only in an emergency. Customer agrees to notify Operator immediately of any such interruption in such services.
3. Premises, Fixtures and Equipment. Customer will furnish Operator sufficient dining area, and all other space facilities, fixtures and equipment including janitorial services, so that Operator is able to provide vending services in accordance with this Agreement.
4. Installation of Vending Machines. For and in consideration of the covenants and agreements herein contained, the Customer grants Operator the right to install and operate vending machines and equipment on Customer's described premises and the Operator agrees to provide, install and operate the equipment.
5. Licenses. State, City and County or other licenses required for the installation, operation and maintenance of the vending machines will be obtained and paid for by the Operator. The Customer will cooperate with, and furnish assistance to, the Operator to enable the Operator to obtain all such licenses.
6. Replacement and Title. The vending machines equipment are and will remain the property of the Operator, who will have the right at any reasonable time to remove or replace any of the equipment as the Operator deems necessary (without materially affecting any of the other provisions of this Agreement). The Customer agrees to permit only authorized personnel of the Operator to remove or tamper in any way with any of the vending machines and will be responsible for any damage caused to such equipment by the acts or omissions of persons other than the Operator's authorized personnel.
7. License, Permit, Sale and Excise Taxes. Operator agrees to pay sales and excise taxes incident to the sales through the vending machines and to obtain all necessary licenses and permits incident thereto. However, a failure to pay resulting from Operator's lack of knowledge concerning a particular fee or due will not constitute a breach of this Agreement.
8. Maintenance. Operator will maintain service and keep the vending machines in good working order. Operator will keep machines sanitary throughout, in accordance with local industry

standards. Operator assumes all responsibility for the mechanical operation of the mechanical operation of the vending equipment.

9. Personnel. Operator's service personnel will observe all regulations in effect upon the described premises of which they have knowledge. The Customer agrees to furnish Operator's personnel with any necessary identification passes required for entrance to or exit from the described premises for service calls.
10. Change in Cost. Customer agrees to accept all reasonable documented increased charges, which are made in good faith by Operator as a result of such increased cost to offset Operator's increased cost if agreed valid. Operator may increase its prices to recover such increased costs, maintaining its historical markup. Operator shall have the right to implement such price increase ten (10) days following written notification to Customer of its need to do so with Customer's approval and Customer shall not unreasonably withhold.
11. Insurance. The operator carries, and agrees to continue to keep in force, Worker's Compensation Insurance in compliance with the laws of the State of Michigan. The Operator carries, and agrees to keep in force, product liability insurance. Operator will furnish evidence of this coverage upon request. Customer agrees to carry all property damage insurance. Operator agrees to carry Commercial General Liability (CGL) coverage identifying Bloomfield Township Public Library named as the additional insured and that this policy will have a \$1 million dollar liability coverage limit.
12. Liability. Operator agrees to indemnify, defend and hold the Customer harmless against out-of-pocket claims, losses or liabilities arising from damage to or destruction of property, or injury to persons, occurring because of the negligent or culpable operation, maintenance or installation of the vending and office coffee equipment or Operator's performance of the Agreement.
13. Term. This Agreement will remain in force for a period of one year from the date of April 1, 2020. This Agreement will automatically renew for a one year term, unless either party terminates 90 days prior to the expiration date. Bloomfield Township Public Library may, for sufficient cause such as failure to provide timely service or respond to Customer requests, terminate the balance of the existing agreement upon 90 days advance written notice of its intention to terminate. Notice must be sent in writing by U.S. Mail Certified.
14. Damages, Cancellation, or Breach. It is understood and agreed that Operator has incurred, in anticipation of the sales to be made over the full term of this Agreement, certain expenses installing vending equipment as called for by this Agreement, including equipment purchases, refinishing and alterations, hiring and rescheduling of employees, increased inventory and other necessary activities to properly perform this Agreement. It is understood that these form a part of the consideration for this Agreement.
15. Notice, Failure to Perform. Each party agrees to serve written notice to the other party of any failure to perform under the terms and conditions contained herein. The party receiving written notice of complaint will have thirty (30) days to correct or resolve the matter to the reasonable satisfaction of the Customer before the complaint may qualify as a possible breach of this Agreement.

16. Alterations. Customer agrees to notify Operator of any alterations or changes that will take place at or near the area where the vending machines or vending product storage areas are located or that will affect the operation of such equipment or storage areas before the alterations or changes are made.
17. Right to do Business. This Agreement is entered into by the Operator on the express warranty and representation that the Customer owns and operates the business conducted at the attached locations-described premises or has the authority to enter into this Agreement on behalf of such owners.
18. Entire Agreement. This Agreement, including “Attachments A and B” constitutes the entire agreement between the parties and no modification or waiver will be binding unless made in writing and signed by both parties. This Agreement supersedes any and all prior agreements or arrangements relating to this subject matter.
19. Compensation. Payment of a commission on products listed on “Attachment B” will be paid to the Customer on net sales. Commission will be due **per the schedule on “Attachment B”**. Net sales are defined as gross sales less any state, local or federal taxes and fees. Operator will provide a details financial accounting of sales to Customer on a monthly basis, with supporting documentation, so as to ensure the accuracy of the commission payments called for under the Agreement.

Witness, our hands and seal this 10th of March, 2020. REVISED 16ST OF June 2020

Corporate Dining Inc.
1645 W. Hamlin Rd.
Rochester Hills, Michigan 48309

Bloomfield Township Public Library
1099 Lone Pine Road
Bloomfield Township, MI 48302

“Operator”

“Customer”

By: _____

By: _____

Its: _____

Its: _____

ATTACHMENT A

Addresses of Location

Bloomfield Township Public Library
1099 Lone Pine Road
Bloomfield Township, MI 48302

ATTACHMENT B

Commission

<u>Product</u>	<u>Staff Lounge</u>	<u>Vending Café</u>
Cold Beverages	20%	25%
Snacks	20%	25%
Hot Beverages, Gourmet	20%	N/A
Hot Beverages, Seattle's Best	N/A	25%

Commission Payment Due Dates *

Sales ending June 30, commission payment by July 31

Sales ending September 30, commission payment by October 31

Sales ending December 31, commission payment by January 31

Sales ending March 30, commission paid by April 30

***Commission is paid on sales of Cold Beverage, Hot Beverage, Snack items.**

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.