

Bloomfield Township Public
Library

**Bloomfield Township Public Library
Board of Trustees**

Library Board Meeting
July 21, 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
Assistant Director Tera Moon at Moontera@btpl.org no later than
6:00pm on Tuesday,
July 21 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, July 21, 2020
7:00 p.m.

#	<u>NUMBERED ITEMS</u>	<u>DATE DELIVERED</u>
1	Agenda	07/17/2020
2a	Request to remove items from the Consent Agenda for Discussion	07/17/2020
2b	Motion to approve the order of items for the regular and consent agendas	07/17/2020
5	Motion to approve remaining Consent Agenda items 6-8d	07/17/2020
6	Regular Board Meeting Minutes of 06/16/2020	07/17/2020
7a	Cash Disbursements	07/17/2020
7b	Revenues/Expenditures Budget Report	07/17/2020
7c	Energy Report	07/17/2020
8a	President's Report– no report	
8b	Director's Report	07/17/2020
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	
11a	Library Showcase	07/17/2020
13	Motion to approve any items removed from the Consent Agenda	07/17/2020
	<u>UNNUMBERED ITEMS</u>	<u>DATE DELIVERED</u>
	Strategic Plan Update	07/17/2020
	Spaces and Wayfinding	07/17/2020

AGENDA
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, July 21, 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 June 16, 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. Library Showcase
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: August 18, 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, June 16, 2020

At 7:01 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): Sandra Edwards, Eli Greenbaum, Grant Gerhart, Judy Lindstrom, and Joan Luksik

Administration: (via zoom): Library Director Carol Mueller, Assistant Director Tera Moon, 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 Sandy 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.

Edwards: Aye

Gerhart: Aye

Greenbaum: Aye

Lindstrom: Aye

Luksik: Aye

MOTION CARRIED

PRESIDENT'S VERBAL REPORT:

President Judy Lindstrom remarked on how when you have certain joys, she considers them "red letter moments." There are many great moments still happening right now, although they may seem smaller with social distancing. During this time, she had virtually attended a baby shower, a graduation, and a wedding. The wedding was between two people who had known each other since high school and moved into the same retirement community. In their late 80s, they decided "we're on borrowed time" and got married via Zoom. These moments are to be remembered and treasured because they are so unique to this period in history. "One of the blessings is to be here," she said.

DIRECTOR'S VERBAL REPORT:

Director Carol Mueller reported that returning to the Library building is one of the treasures of this particular time, as staff was able to enter the Library on June 8. There are some anxieties with the transition back into work and adapting to the new safety measures. It is delightful to be together

again. She thanked Assistant Director Tera Moon for the many communications, such as the directional signs for curbside service. On Thursday, June 11, the drive up returns opened and this has been going very smoothly. Circulation Department Head Anna Pelepchuk and the Circulation staff have worked very hard to check in materials, quarantine items for 72 hours, and then reshelv these. As of Monday night, there were 1,936 items on the hold shelf. On Monday, June 15, the Library began offering its first curbside service and this has been very well received. There was some initial confusion among patrons on the first day, but she has not heard any reports of issues since. Curbside service may be extended beyond the phases of reopening. With the gradual return of services, Director Mueller commented, "reopening is like a dimmer switch." The Summer Reading Program began this week on June 15, with the theme, "Imagine your Story: Summer of Discovery 2020." All of the summer reading programs will be virtual and registration is online.

REGULAR AGENDA:

Call to the Public: Anna Pelepchuk made no remarks on behalf of the SOC. As Circulation Department Head, she reported on the Circulation Department's activity with the return to the Library. Since opening Phase II, Circulation has constantly been busy with phone calls, curbside service, and returns. Staff from other departments have joined Circulation to assist in running materials to vehicles.

UNFINISHED BUSINESS:

No unfinished business.

NEW BUSINESS:

11a. Periodical Bid Award

Each year the Library releases a request for serials subscription services proposals. Assistant Director Tera Moon 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 4:01p.m. A bid opening was held via Zoom on Friday, May 29 at 4:01pm. One vendor attended, LM Information Delivery. 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. Ed and Tera thoroughly analyzed all four proposals received.

W. T. Cox Information Services is the Library's current serials vendor. They submitted a proposal for periodical subscriptions of \$30,153.85. W. T. Cox is able to provide all the titles requested plus meet all of the library's service requirements. Bloomfield Township Public Library has used W. T. Cox since 2006 with the exception of one year during which a different vendor was used. The Library's 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.

Upon discussion, a motion was made by Sandy Edwards and seconded by Joan Luksik **TO AWARD THE 2021 LIBRARY SERIALS SUBSCRIPTION SERVICE BID TO W. T. COX INFORMATION SERVICES, 201 VILLAGE ROAD, SHALLOTTE, NC 28470.**

A vote was taken for approval of the motion.

Edwards: Aye

Gerhart: Aye

Greenbaum: Aye

Lindstrom: Aye

Luksik: Aye

11b. COVID 19 Preparedness Policy and Reopening

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. Library Administration has drafted a policy that includes a reopening summary and reopening phases for the Bloomfield Township Public Library with all of the required information. Director Mueller feels very confident about the plans made for safety. Director Mueller said the changes of reopening phases will be ongoing, as the virus continues to be ongoing. The Library is currently in Phase II, with “contactless service” via drive up returns and curbside delivery among the services. Phase III “Controlled In-House Service” will be limited public access. The Department Heads will be assessing the entire building to determine what further changes need to be made, including moving furniture into storage. Social distancing mats are in place to indicate where people need to stand. Some staff has been relocated to adhere to social distancing guidelines. There will be a notice at the front entrance alerting patrons to their expectations. There are posters in the restroom about how to properly wash hands. Many thanks to the department heads, Deb Smith from Circulation, and Lori Smith Hoogasian from Technical Services for their assistance in creating this plan.

Upon discussion, a motion was made by Joan Luksik and seconded by Eli Greenbaum **TO APPROVE THE COVID 19 PREPAREDNESS AND RESPONSE PLAN FOR BLOOMFIELD TOWNSHIP PUBLIC LIBRARY AS PRESENTED EFFECTIVE JUNE 16, 2020.**

A vote was taken for approval of the motion.

Edwards: Aye

Gerhart: Aye

Greenbaum: Aye

Lindstrom: Aye

Luksik: Aye

11c. Corporate Dining Concepts Agreement Amendment

Corporate Dining Concepts has provided library vending services in the staff and public areas since April, 2010. 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. This new agreement year started with the library building being closed on March 14, 2020 due to the COVID 19 pandemic. Corporate Dining Concepts recently reached out regarding a revision to the library vending services agreement with them. They are in the midst of a very challenging business climate for vending services. Corporate Dining Concepts no longer feels confident about their ability to meet the \$7,500 guaranteed commission in the 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.

Upon discussion, a motion was made by Grant Gerhart and seconded by Eli Greenbaum **TO APPROVE THE AMENDED AGREEMENT WITH CORPORATE DINING CONCEPTS, 1645 WEST HAMLIN, ROCHESTER HILLS, MICHIGAN, EFFECTIVE JUNE 16, 2020.**

A vote was taken for approval of the motion.

Edwards: Aye

Gerhart: Aye

Greenbaum: Aye

Lindstrom: Aye

Luksik: Aye

MOTION CARRIED


OTHER:

Sandy Edwards reported on the Wednesday, June 3 Friends Board Meeting, which was conducted via Zoom. The Friends continue to be very enthusiastic, while being very limited with their volunteering during the phases of reopening. At this point, volunteers are not permitted in the building and donations are not being accepted. The Friends approved the April/May Wish List requesting \$11,750 for STEM collections, Summer Reading, entrance flower arrangements, yearbooks for the Local History collection, and more. They are still working on their Annual Report. The nominating committee has presented three new candidates for the Friends Board. Their next meeting is July 8 at 1 p.m.

The next Library Board Meeting will be Tuesday, July 21 at 7 p.m.

At 7:47 p.m. President Judy Lindstrom adjourned the meeting.

Submitted by:



Sandra Edwards, Secretary

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

American Dahlia Society is a new vendor for a meeting room refund.

Barger & Gaines is a new vendor for a meeting room refund.

CaptionAccess LLC is a new vendor for virtual program captioning software.

The Church in Birmingham is a new vendor for a meeting room refund.

Kyoko Kashiwagi is a new vendor for a meeting room refund.

Pierluigi Erbaggio is a new vendor for a meeting room refund.

Michigan Translators/Interpreters is a new vendor for a meeting room refund.

Michigan Vaccine for Choice is a new vendor for a meeting room refund.

General Fund Advance

- Check #20634 payable to Bloomfield Township in the amount of \$731.36 was payment for the Library's water bill from 4/16- 5/19/2020.
- Check #20657 payable to Library Design Associates, Inc. in the amount of \$3,269.00 was payment for Plexiglas shields for the Library's public service desks.

General Fund

- Check #20669 payable to Bloomfield Township in the amount of \$286,480.61 is payment for two payrolls including FICA, HRA contributions, pension, etc. as usual.
- Check #20683 payable to LinkedIn Corporation in the amount of \$6,510.00 is payment for the database Lynda.com.

- Check #20684 payable to Midwest Collaborative for Library Services in the amount of \$4,166.35 is payment for annual membership and interlibrary loan delivery service.
- Check #20685 payable to Metro Net Library Consortium in the amount of \$4,500.00 is payment for the Library's annual membership.
- Check #20688 payable to Milliman, Inc. in the amount of \$4,100.00 is payment for the Library Trust OPEB Fund actuary report.
- Check #20689 payable to the Michigan Library Association in the amount of \$85.00 is payment for an annual membership.
- Check #20697 payable to Quinn Evans Architects in the amount of \$1,060.00 is payment for roof project oversight.
- Check # 20703 payable to The Library Network (TLN) in the amount of \$10,487.87 is payment for library laptops.
- Check #20705 payable to the United State Postal Service in the amount of \$240.00 is payment for the Library's mail permit renewal.
- Check #20707 payable to Yeo & Yeo in the amount of \$14,000.00 is payment for the Library's FY 2019/2020 audit services.

Gift Fund

- Check #5147 payable to the Friends of the Bloomfield Township Public Library in the amount of \$33.68 is a transfer payment of a donation.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

CHECK REGISTERS

FOR THE MONTH OF JUNE 2020

Check #	Date	Payee	Cash Account	Amount
General Fund				
ADVANCE CHECKS:				
20634	6/9/20	BLOOMFIELD TOWNSHIP	106.01	731.36
20635	6/9/20	XFINITY	106.01	75.80
20636	6/9/20	CONSUMERS ENERGY	106.01	4,294.32
20637	6/9/20	PACIFIC TELEMAGEMENT SERVICES	106.01	78.00
20638	6/16/20	AMERICA DAHLIA	106.01	100.00
20639	6/16/20	BARGER & GAINES	106.01	120.00
20640	6/16/20	THE CHURCH IN BLOOMFIELD	106.01	100.00
20641	6/16/20	Elizabeth Clauder	106.01	42.39
20642	6/16/20	PIERLUIGI ERBAGGIO	106.01	100.00
20643	6/16/20	FLAGSTAR BANK	106.01	4,181.78
20644	6/16/20	Jamie Jasper	106.01	27.88
20645	6/16/20	KYOKO KASHIWAGI	106.01	100.00
20646	6/16/20	LOWE'S	106.01	149.43
20647	6/16/20	MICHIGAN TRANSLATORS/INTERPRETERS	106.01	50.00
20648	6/16/20	MICHIGAN VACCINE FOR CHOICE	106.01	50.00
20649	6/22/20	XFINITY	106.01	86.95
20650	6/22/20	DTE ENERGY	106.01	18,265.94
20651	6/22/20	PRINCIPAL LIFE INS CO-SBD GRANDE ISLAND	106.01	767.43
20652	6/22/20	VERIZON WIRELESS	106.01	203.60
20653	6/30/20	AMAZON.COM	106.01	655.08
20654	6/30/20	APPLIED IMAGING	106.01	150.09
20655	6/30/20	AT&T	106.01	313.84
20656	6/30/20	AT&T	106.01	444.56
20657	6/30/20	LIBRARY DESIGN ASSOCIATES INC.	106.01	3,269.00
20658	7/7/20	CONSUMERS ENERGY	106.01	6,820.12
20659	7/7/20	THYSSENKRUPP ELEVATOR CORP	106.01	898.96
20660	7/7/20	VIGILANTE SECURITY	106.01	1,950.00
20661	7/9/20	CAR TRUCKING, INC.	106.01	199.50
20662	7/9/20	PACIFIC TELEMAGEMENT SERVICES	106.01	78.00
20663	7/9/20	Marcia Preston	106.01	98.30
20664	7/9/20	T MOBILE	106.01	29.40
Total				<u>44,431.73</u>
REGULAR CHECKS:				
20665	7/10/20	AERO FILTER, INC	106.01	3,422.70
20666	7/10/20	AMERICAN PEST CONTROL	106.01	3,944.30
20667	7/10/20	AUNALYTICS	106.01	970.00
20668	7/10/20	BAKER & TAYLOR, INC.	106.01	10,454.57
20669	7/10/20	BLOOMFIELD TOWNSHIP	106.01	286,480.61
20670	7/10/20	BUTZEL LONG	106.01	624.00
20671	7/10/20	CAPTION ACCESS LLC	106.01	136.25
20672	7/10/20	CDW GOVERNMENT, INC.	106.01	377.15
20673	7/10/20	CENGAGE LEARNING/GALE	106.01	1,387.02
20674	7/10/20	CINTAS CORPORATION	106.01	86.14
20675	7/10/20	DU ALL CLEANING, INC	106.01	6,260.00
20676	7/10/20	FINANCIAL TIMES LTD	106.01	1,777.00
20677	7/10/20	FOSTER SWIFT	106.01	210.00
20678	7/10/20	GREAT OAKS MAINTENANCE	106.01	3,125.71
20679	7/10/20	H. V. BURTON CO.	106.01	359.00
20680	7/10/20	INSTITUTE OF CONT. LEGAL EDUCATION	106.01	158.50
20681	7/10/20	INGRAM LIBRARY SERVICES	106.01	252.08
20682	7/10/20	LJ ROLLS REFRIGERATION CO., INC	106.01	3,030.52
20683	7/10/20	LINKEDIN CORPORATION	106.01	6,510.00
20684	7/10/20	MIDWEST COLLABORATIVE for LIB. SVCS	106.01	4,166.35
20685	7/10/20	METRONET LIB. CONSORT.	106.01	4,500.00

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

CHECK REGISTERS

FOR THE MONTH OF JUNE 2020

Check #	Date	Payee	Cash Account	Amount
20686	7/10/20	MICH. GOVERNMENT FINANCE OFFICERS ASSN.	106.01	125.00
20687	7/10/20	MIDWEST TAPE	106.01	8,454.39
20688	7/10/20	MILLIMAN, INC.	106.01	4,100.00
20689	7/10/20	MICHIGAN LIBRARY ASSOCIATION	106.01	85.00
20690	7/10/20	MORNINGSTAR, INC.	106.01	219.00
20691	7/10/20	NATIONAL SIGN COMPANY	106.01	1,145.00
20692	7/10/20	NICHOLS/NETWORK SERVICES CO	106.01	4,100.18
20693	7/10/20	OVERDRIVE	106.01	22,889.44
20694	7/10/20	POSEIDON LAWN SPRINKLERS	106.01	313.00
20695	7/10/20	PRESIDIO NETWORK SOLUTIONS GROUP, LLC	106.01	1,646.40
20696	7/10/20	PROQUEST-CSA LLC	106.01	11,420.39
20697	7/10/20	QUINN EVANS ARCHITECTS	106.01	1,060.00
20698	7/10/20	RECORDED BOOKS, LLC	106.01	124.80
20699	7/10/20	ROCHESTER HILLS CONTRACT GLAZING	106.01	959.00
20700	7/10/20	SERVICE HEATING & PLUMBING	106.01	2,849.08
20701	7/10/20	SHOWCASES	106.01	813.43
20702	7/10/20	SUMMIT ELECTRIC, INC.	106.01	2,675.00
20703	7/10/20	THE LIBRARY NETWORK	106.01	10,487.87
20704	7/10/20	THOMSON REUTERS/THOMSON WEST	106.01	240.00
20705	7/10/20	UNITED STATES POSTAL SERVICE	106.01	240.00
20706	7/10/20	WALLACEBURG BOOKBINDING & MFG	106.01	238.43
20707	7/10/20	YEO & YEO	106.01	14,000.00
Total				<u><u>426,417.31</u></u>

Gift Fund

ADVANCE CHECKS:

None

Total

REGULAR CHECKS:

5146	7/10/20	BAKER & TAYLOR	102.03	22.94
5147	7/10/20	FRIENDS OF THE BTPL	102.03	33.68
Total				<u><u>56.62</u></u>

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

7b

PRESENTED: JULY 21, 2020 FOR THE MONTH OF: JUNE, 2020

		2020-2021	2020-2021			Three Months 25%	
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	\$0	\$16,300	49.70%	(\$16,500)
430.01	Circulation Fines & Fees	\$38,250	\$38,250	\$309	\$1,105	2.89%	(\$37,145)
	Charges for Services	\$14,866	\$14,866	(\$620)	(\$620)	-4.17%	(\$15,486)
	Investment earnings	\$105,000	\$105,000	\$5,566	\$54,888	52.27%	(\$50,112)
	Miscellaneous	\$14,566	\$14,566	\$0	\$0	0.00%	(\$14,566)
Total Revenues		\$7,954,425	\$7,954,425	\$5,255	\$71,673	0.90%	(\$7,882,752)
<u>Expenditures</u>							
	Personnel	\$4,485,881	\$4,485,881	\$235,812	\$1,104,539	24.62%	(\$3,381,342)
	Library Services	\$850,839	\$850,839	\$65,592	\$244,052	28.68%	(\$606,787)
	Facilities & Equipment	\$976,341	\$976,341	\$61,285	\$261,622	26.80%	(\$714,719)
	Other Operating Expenditures	\$2,672,746	\$2,672,746	\$46,518	\$89,853	3.36%	(\$2,582,893)
Total Expenditures		\$8,985,807	\$8,985,807	\$409,207	\$1,700,066	18.92%	(\$7,285,741)
Fund Balance - Beginning		\$11,300,592	\$11,300,592		\$11,300,592		
Net revenue (expenditure)		(\$1,031,382)	(\$1,031,382)		(\$1,628,393)		
Fund Balance - Ending		\$10,269,210	\$10,269,210		\$9,672,199		

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 \$493,042 the 3/31/20 compensated absences accrual, plus \$2,940,000 the 60% OPEB obligation plus \$2,360,932 for capital improvements)	\$5,793,974	\$5,793,974
Unassigned Fund Balance (is the unplanned emergency amount)	\$100,000	\$100,000

Bloomfield Township Public Library
FY 2020-2021 Gift Fund Budget

PRESENTED: JULY 21, 2020 FOR THE MONTH OF: JUNE, 2020

Three Months 25%

ACCOUNT NUMBER	ACCOUNT NAME	2020-2021 ADOPTED BUDGET AS OF MAR 17, 2020	2020-2021 AMENDED BUDGET AS OF JULY 21, 2020	REVENUE/ EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	VARIANCE
	<u>Revenues</u>						
	Gift Income	\$500	\$14,436	\$11,784	\$14,436	100.00%	\$0
454.03	Investment Earnings	\$200	\$200	\$9	\$27	13.75%	(\$173)
460.03	Miscellaneous Revenue	\$0	\$0	\$0	\$0	0.00%	\$0
	Total Revenues	\$700	\$14,636	\$11,793	\$14,464	98.82%	(\$173)
	<u>Expenditures</u>						
	Library Services	\$50,389	\$52,431	\$23	\$23	0.04%	(\$52,408)
	Facilities & Equipment	\$22,360	\$34,297	\$0	\$0	0.00%	(\$34,297)
	Other Operating Expenditures	\$89,446	\$89,403	\$34	\$134	0.15%	(\$89,270)
	Total Expenditures	\$162,195	\$176,131	\$57	\$157	0.09%	(\$175,975)
	Fund Balance - Beginning	\$161,695	\$161,695		\$174,227		
	Net revenue (expenditures)	(\$161,495)	(\$161,495)		\$14,307		
	Fund Balance - Ending	\$200	\$200		\$188,534		

Bloomfield Township Public Library
Asset Allocation Summary
June 2020

Fund	Type	Annual Yield	Date	Amount on Hand
General Fund				
	5th 3rd Checking (Ecommerce)	0.00%	6/30/2020	\$95,854.62
	Flagstar Public Funds Savings	0.40%	6/30/2020	\$159,421.18
	Flagstar Premier Public Entities Checking	0.25%	6/30/2020	\$20,369.57
	RBC Capital Cash/Money Market	0.02%	6/30/2020	\$9,601.90
	RBC Capital - Investments	2.02%	6/30/2020	\$9,862,336.98
Total General Fund				\$10,051,729.63
Please see General Fund budget for notes on how this amount is earmarked				
Gift Fund				
	Huntington Public Fund Business Interest Checking	0.10%	6/30/2020	\$123,013.67
	Huntington CD (Charnov gift) - matures 02/03/2021	1.50%	6/30/2020	\$50,000.00
	Fifth Third Bank Business Standard Checking	0.00%	6/30/2020	\$12,675.87
Total Gift Fund				\$185,689.54
CFSEM				
The following endowment funds are administered by the Community Foundation for Southeast Michigan (CFSEM). CFSEM maintains unilateral variance power and legal ownership of the endowment funds, and therefore, principal is not available to BTPL. Earnings are available for distribution to the Library for its operations at the discretion of CFSEM.				
<i>Updated 2/2020</i>				
	Jeanette P. Myers Memorial Scholarship Fund		12/31/2019	\$15,700.00
	Yvonne T. Atkinson Fund		12/31/2019	\$31,159.00
	Lawrence Smith and Isabel Francis Smith Challenge Grant Fund		12/31/2019	\$35,313.31
	BTPL Endowment Fund		12/31/2019	\$40,425.69
	Fair Radom Garden Endowment Fund		12/31/2019	\$16,934.00
	BTPL Director's Legacy Fund		12/31/2019	\$18,489.00
Total CFSEM holdings				\$158,021.00

Bloomfield Township Public Library
Investment Portfolio

Investment Vehicle	Portfolio %	Original Cost	6/30/2020 Market Value	Estimated Annual Inc	Current Yield
Money Market Funds	0.1%	\$9,602	\$9,602	\$2	0.02%
Accrued Interest	0.1%	\$0	\$12,031	\$0	0.00%
Vanguard Money Market Reserves Income	30.6%	\$2,958,385	\$3,024,578	\$9,981	0.33%
U.S. Treasury Note - 7/15/20	5.1%	\$500,013	\$500,255	\$7,500	1.43%
U.S. Treasury Note - 8/15/20	5.1%	\$500,704	\$501,510	\$13,125	1.48%
U.S. Treasury Note - 9/15/20	5.1%	\$499,675	\$501,235	\$6,875	1.47%
U.S. Treasury Note - 10/15/20	5.1%	\$500,056	\$502,075	\$8,125	1.59%
Eaton Vance Short Duration Government Income	13.9%	1,243,967	1,376,751	41,150	2.99%
Loomis Sayles Limited Term U.S. Gov't & Agency	10.1%	887,000	1,000,360	19,696	1.97%
BlackRock GNMA Portfolio	1.3%	83,503	124,327	4,140	3.33%
Victory INCORE Fund for Income	9.5%	821,134	943,704	47,351	5.02%
Virtus Asset SEIX U.S. Mortgage	1.3%	86,758	124,706	2,048	1.64%
VOYA GNMA Income	1.3%	89,871	125,980	3,727	2.96%
Eaton Vance Government Obligations	11.5%	1,016,743	1,136,855	36,424	3.20%
Total Portfolio	100.0%	\$9,197,410	\$9,883,970	\$200,143	2.02%

2nd Quarter Activity - March 31, 2020 - June 30, 2020

Cash Activity

Beginning Balance	\$6,737.72
Deposits & Sales Proceeds	\$1,929,000.00
Withdrawals	(\$1,930,000.00)
Interest & Dividends	\$50,114.42
Capital Gains	\$0.00
Investment Advisory Fees	(\$7,699.38)
Net funds to purchase securities	(\$38,550.86)
Ending Balance	\$9,601.90

Change in Security Value

Beginning value of securities	\$11,748,329.83
Securities purchased	\$38,550.86
Securities sold	(\$1,929,000.00)
Change in value of priced securities	\$4,456.29
Ending Value of priced securities	\$9,862,336.98

Estimated Accrued Interest

\$12,030.93

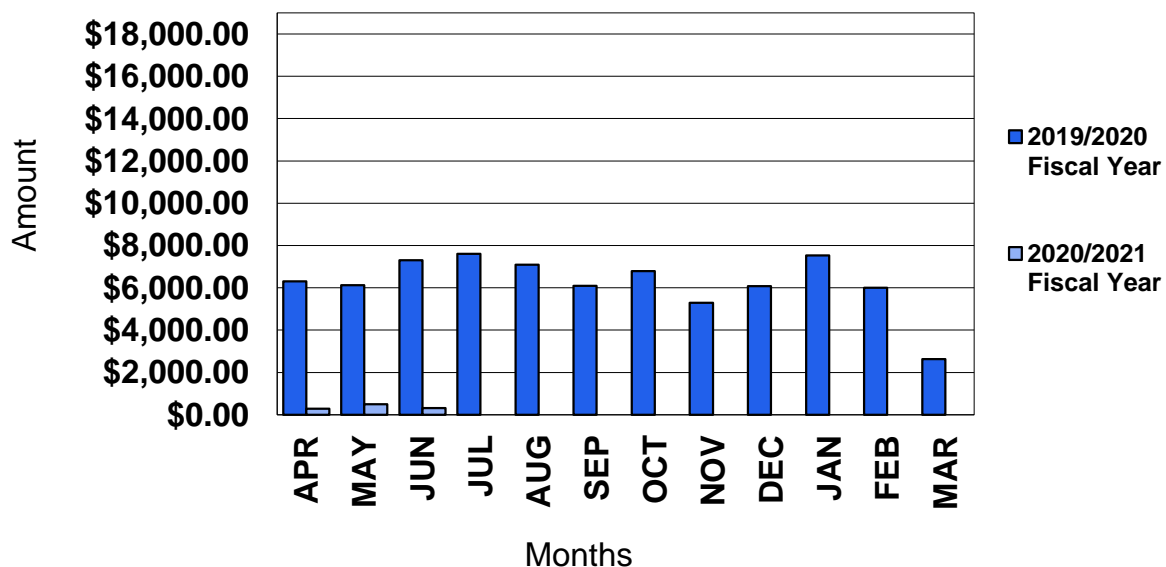
Total account value as of June 30, 2020

\$9,883,969.81

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	\$308.75	(\$6,997.37)
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	<u>\$74,853.70</u>	<u>\$1,105.00</u>	<u>(\$73,748.70)</u>

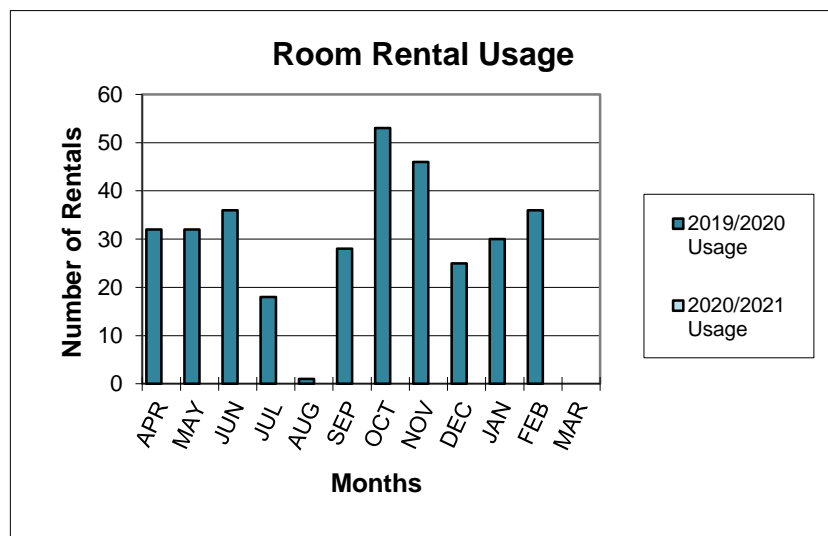
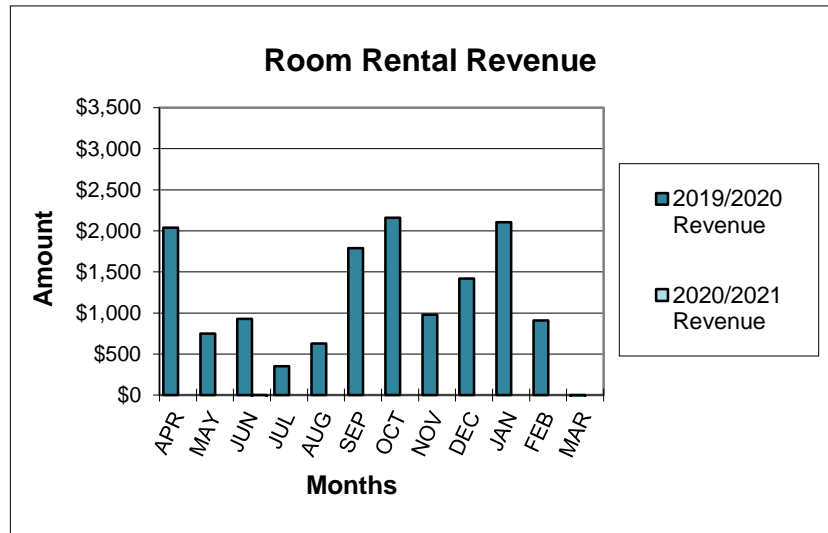
Fines and Fees Two-Year Comparison



ROOM RENTAL - TWO-YEAR COMPARISON

7b

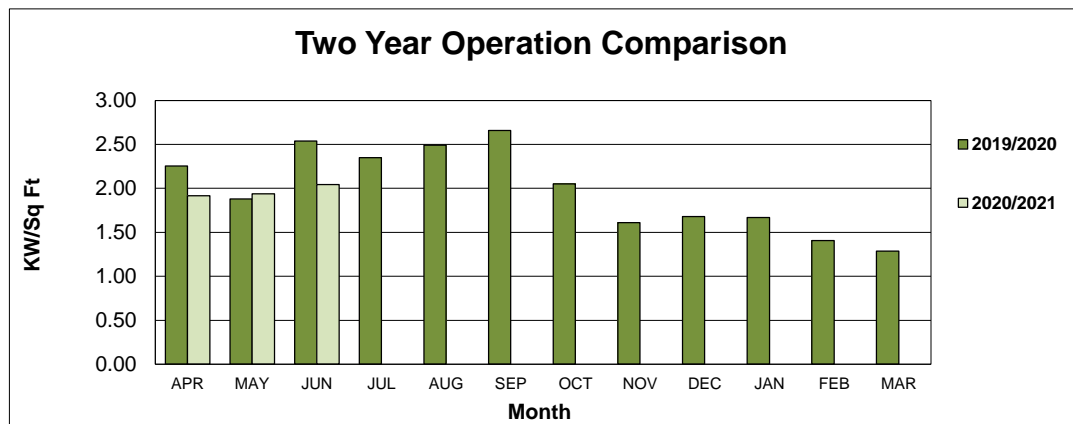
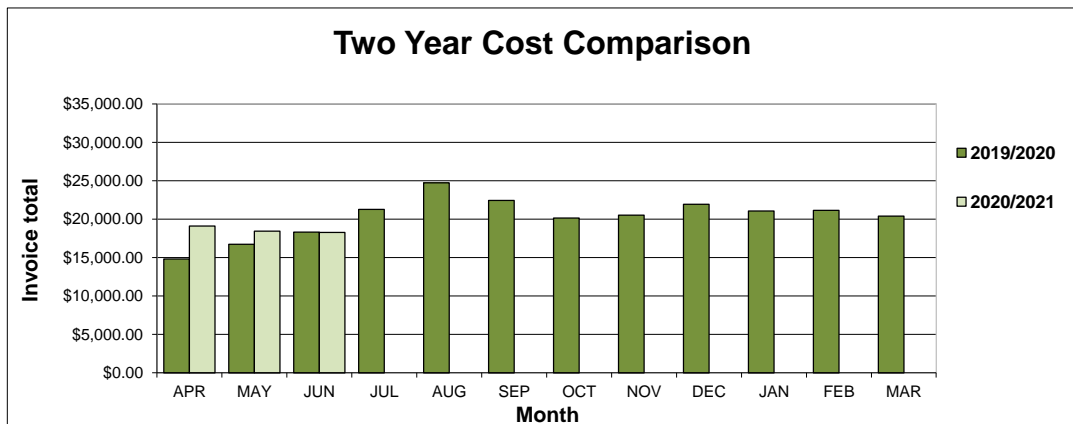
<u>Month</u>	2019/2020 <u>Revenue</u>	2020/2021 <u>Revenue</u>	<u>Difference</u>	2019/2020 <u>Usage</u>	2020/2021 <u>Usage</u>	<u>Month</u>
APR	\$2,040.00	\$0.00	(\$2,040.00)	32	0	APR
MAY	\$750.00	\$0.00	(\$750.00)	32	0	MAY
JUN	\$930.00	(\$620.00)	(\$1,550.00)	36	(Refunds)	JUN
JUL	\$350.00		(\$350.00)	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	<u>\$13,364.00</u>	<u>(\$620.00)</u>	<u>(\$13,984.00)</u>	<u>337</u>	<u>0</u>	



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	\$18,265.94	(\$31.62)	206,360	\$0.09	286.61	2.04	\$25.37	\$0.18
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	\$55,811.57	(\$187,594.66)						



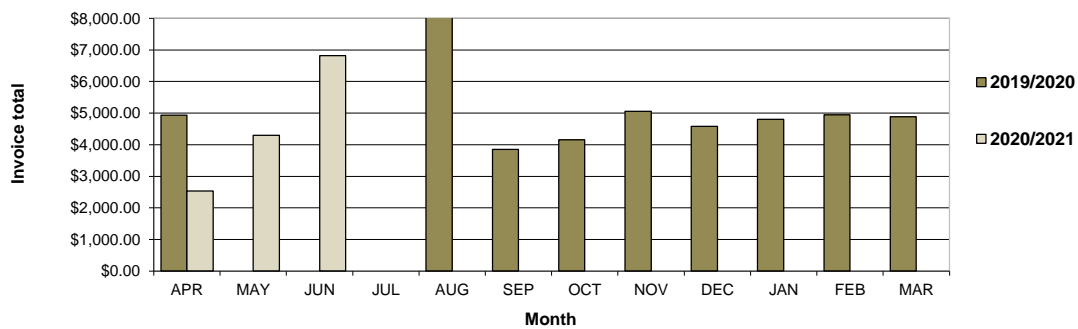
Bloomfield Township Public Library Natural Gas Analysis

Building Area = 101,023

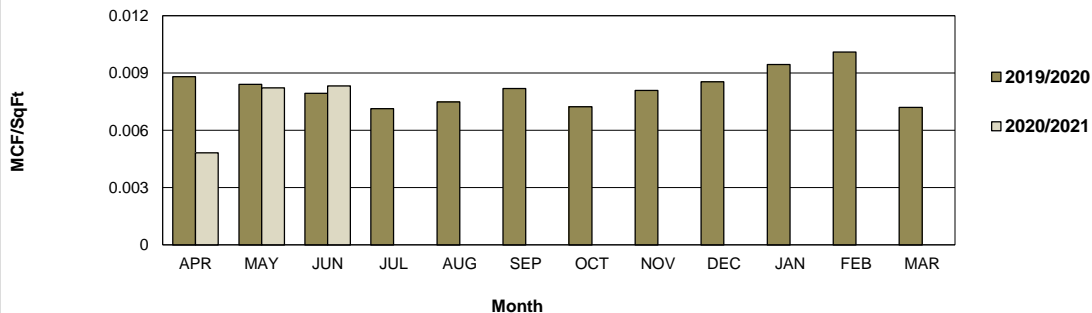
1 Cu. Ft. = 1000 BTU

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)	(Billing Error	488.2	\$5.19	720	0.68	0.005	3.52	0.025
MAY	\$0.00	\$4,294.32	\$4,294.32	- Correction	830.4	\$5.17	744	1.12	0.008	5.77	0.042
JUN	\$0.00	\$6,820.12	\$6,820.12	6/2020)	840.4	\$8.12	720	1.17	0.008	9.47	0.067
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	\$13,645.99	(\$39,287.99)								

Two Year Cost Comparison

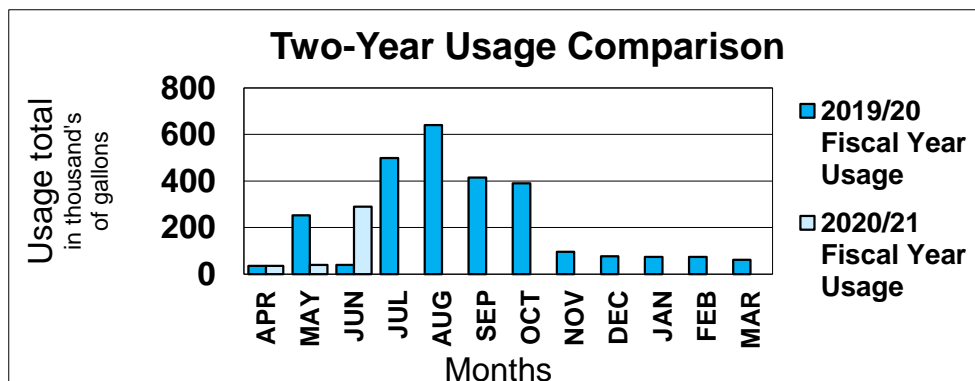
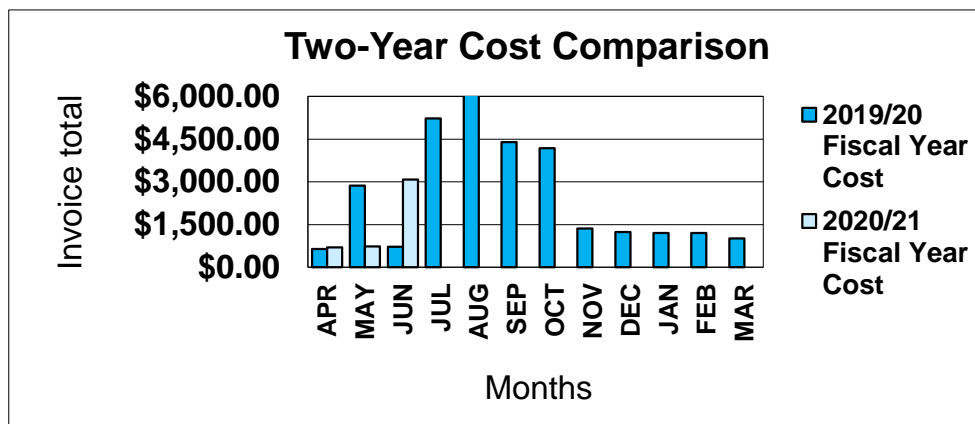


Two Year Operation Comparison



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	\$3,076.81	\$2,360.60	40	290	250
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>\$4,506.53</u>	<u>(\$26,168.55)</u>	<u>2,654</u>	<u>364</u>	<u>(2,290)</u>



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

Monday, July 13 was the first day the Library building was open to patrons again since March 13. It was a very successful day with 76 patrons visiting that day. All patrons met the posted expectations including wearing a mask and visiting for 30 minutes or less. Some of the comments patrons made were:

“Yippee!” upon entering the lobby

“This is a dream come true!”

“The worst thing about the pandemic was not being able to come to the Library”.

It has been heartwarming to hear these responses and see the happiness on patrons' faces upon their return to the Library.

The monthly activities report has returned to the Library Board meeting packet once again. Due to this unusual time and many changes to library services due to COVID-19, statistics will reflect the changes to library hours, among other changes. Please note that Tutor.com statistics will no longer be included on the monthly activity report as the Library now subscribes to Brainfuse instead of Tutor.com. Brainfuse is an online comprehensive tutoring suite that offers more services than Tutor.com at a significantly lower price.

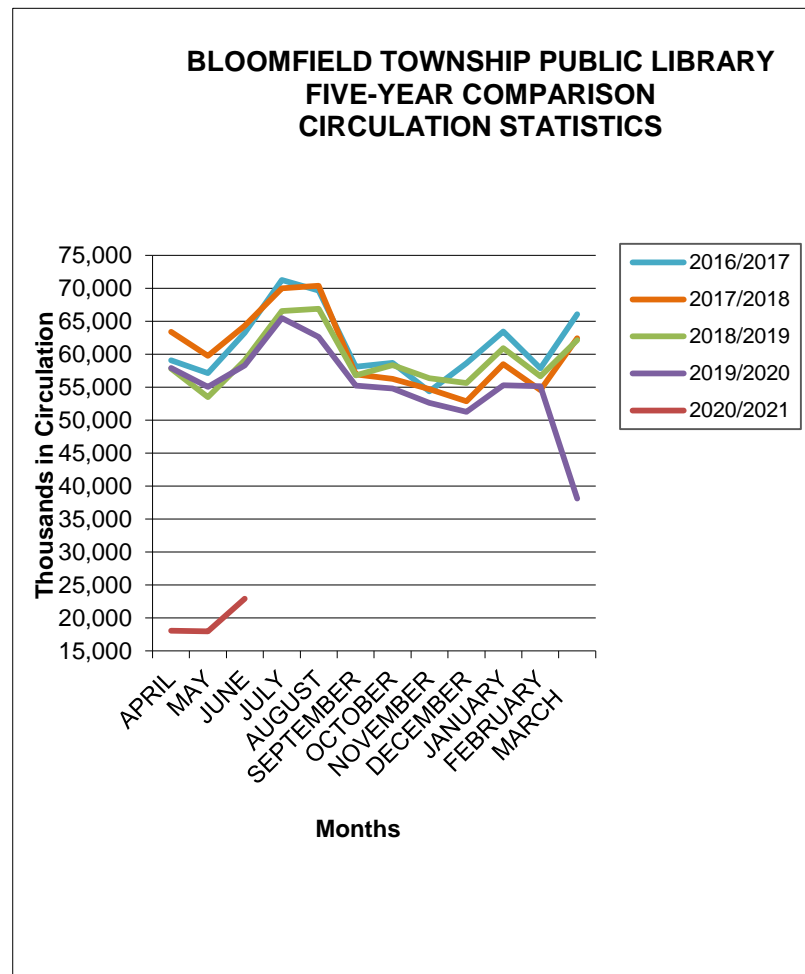
The July 21, 2020 Library Board of Trustees regularly scheduled meeting will be conducted virtually. A notice has been placed on the Library's website at www.btpl.org. Patrons interested in participating virtually are asked to contact the Library Director at muellerc@btpl.org if they are interested in attending this meeting virtually or have comments and questions to be shared verbally during the virtual meeting.

Carol Mueller
Director

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY FIVE YEAR CIRCULATION

7/14/2020

	<u>2016/2017</u>	<u>2017/2018</u>	<u>2018/2019</u>	<u>2019/2020</u>	<u>2020/2021</u>
APRIL	59,090	63,413	57,829	57,900	18,087
MAY	57,125	59,745	53,493	55,056	17,974
JUNE	63,243	64,319	59,101	58,301	22,933
JULY	71,265	70,006	66,539	65,499	
AUGUST	69,676	70,391	66,907	62,633	
SEPTEMBER	58,100	56,939	56,817	55,270	
OCTOBER	58,678	56,291	58,359	54,813	
NOVEMBER	54,362	54,703	56,357	52,623	
DECEMBER	58,628	52,859	55,615	51,267	
JANUARY	63,455	58,510	60,945	55,277	
FEBRUARY	57,856	54,554	56,645	55,172	
MARCH	66,071	62,452	62,128	38,121	
TOTAL	737,549	724,182	710,735	661,932	58,994



Decrease due to Library being closed March 14-31, 2020 (Covid-19 Pandemic)

Decrease due to Library being closed April 1-30, 2020 (Covid 19 Pandemic)

Decrease due to Library being closed May 1-31, 2020 (Covid 19 Pandemic)

JUNE 2020

*Due to COVID-19 pandemic**Library building closed June 1-30;**curbside service started June 15*BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MONTHLY ACTIVITY REPORT

7/16/2020

	2019		2020	
COLLECTION				
Book Collection:	245,196		235,273	
Media Collection:	56,581		56,755	
Total e-books:	16,021		21,576	
Overdrive	11,473		17,329	
Total downloadable audiobooks:	6,251		7,205	
Materials Total:	324,049		320,809	
CIRCULATION				
Circulation Total:	58,301		22,933	
Bloomfield Township Circulation:	54,851		22,189	
Virtual Circulation Total	11,056		15,625	
Circulation of Youth materials:	16,493		2,291	
Circulation of Media:	13,765		1,866	
Circulation of Cranbrook passes:	209		0	
Self-checkout machine use:	21,847	37.5%	210	0.9%
Library by Mail:	49	25 patrons	26	27 patrons
BUILDING & EQUIPMENT USAGE				
Door Count:	18,148		0	
Gate Count:	27,867		0	
Meeting rooms by public:	36		0	
Meeting rooms by staff:	64		0	
VIRTUAL USE				
Home page hits:	30,624		33,282	
e-book access:	3,177		5,596	
Overdrive	3,168		5,567	
EBSCOhost	9		29	
Audiobook access: (Overdrive)	1,705		2,268	
Freegal music download access:	654		599	
Freegal music streaming:	1,780		1,581	
Magazine download access:	1,451		1,854	
Hoopla access:	2,289		3,727	
Tutor.com sessions:	2		n/a	
Library Computer Use				
Resident Use	1,201		0	
Guest Use	576		0	

	2019		2020	
OUTREACH & PROGRAMS				
<i>New Patrons and Accounts</i>				
Township:	195		22	
Cranbrook:	4		0	
Total new patrons:	273		22	
<i>Adult Program Attendance</i>				
Staff-led:	14 events	390 attended	0	0
Speaker-led:	3 events	42 attended	0	0
Book clubs:	7 events	76 attended	0	0
Tours/visits on-site:	1 event	5 attended	0	0
Tours/visits off-site:	1 event	9 attended	3 events	31 attended
<i>Systems Program Attendance</i>				
Staff-led:	5 events	64 attended	3 events	1 attended
<i>Teen Program Attendance</i>				
Staff-led:	5 events	200 attended	4 events	28 attended
<i>Youth Program Attendance</i>				
Staff-led:	10 events	1,266 attended	9 events	59 attended
Speaker-led:	3 events	189 attended	1 event	3 attended
Tours/visits on-site:	0	0	0	0
Tours/visits off-site:	15 events	1,463 attended	2 events	110 attended
TOTAL:	64 events	3,704 attended	23 events	232 attended
<i>Volunteers:</i>	29 people	187.75 hours	0 people	0 hours
	Shop: 10	93.75	Shop: 0	0
	Court: 0	0	Court: 0	0
	Students: 11	38	Students: 0	0
	Dept. Vol: 8	56	Dept. Vol: 0	0
<i>Patron Remarks</i>				
Patron Comments:	9		0	
Ask BTPL:	5		2	
Ask Us:	35		37	
DISPLAYS				
Lobby	N/A			
Local History	N/A			

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Library Board of Trustees

FROM: Tera Moon, Assistant Library Director

DATE: July 14, 2020

SUBJECT: Library Showcase

One of a public library's most basic functions is to support literacy throughout the community. A highly tangible way that happens is through summer reading programs. Reading throughout the summer helps mitigate that infamous "summer slide". Summer slide refers to the loss of knowledge in reading and math during the summer break. To encourage kids to keep reading while they are not in school library staff plan creative programs, games, and other incentives. They also help readers choose new books to read through book talks, reading lists by grade, and personalized recommendations.

This year, summer reading is even more important as the school year was interrupted by the COVID-19 pandemic and returning to the classroom in the fall is so uncertain. Library staff have worked hard to plan a summer reading program that is just as fun and encouraging as previous years' in spite of the circumstances.

During our meeting, Shayna Connolly, Adult Services librarian, and Killian Weston, Youth Services librarian, will share what they and their colleagues have planned to encourage all readers to "imagine their story". They were faced with the new challenge of planning programs in a completely online environment. Their creativity and care has resulted in many shining opportunities for budding Bloomfield Township readers to keep building their reading skills this summer.

Hopefully you will sign up for summer reading, if you haven't already done so. There's still time to log some books and reach your summer reading goals, whatever they might be.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

MOTION TO APPROVE ANY ITEMS REMOVED FROM THE CONSENT AGENDA

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

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees

FROM: Tera Moon

DATE: July 14, 2020

SUBJECT: Strategic Plan Update

The Strategic Plan is wrapping up during this very strange year. One of the most ambitious goals of the Plan is the Spaces project which started as a way to address wayfinding and reimagine some spaces throughout the Library. This project, which has been on pause while we were on lockdown, is picking up momentum again and will continue on to its second phase.

Our four strategic goals:

- Expand awareness, use, and support of the Library and its services.
- Further develop the highest level of customer service for Bloomfield Township residents.
- Increase use of and customer satisfaction with the Library's services and collections.
- Provide an attractive, easy-to-use, and flexible facility and grounds that meet a variety of users' needs.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees

FROM: Tera Moon

DATE: July 14, 2020

SUBJECT: Space Needs & Wayfinding Assessment Update

Geraldine Drake has jumped right back in to this project and is proposing resuming it where we left off with replacing carpeting in the lobby and Administration hallway, plus a plan for replacing library lighting with LED fixtures where possible.