

Bloomfield Township Public  
**Library**

**Bloomfield Township Public Library  
Board of Trustees**

Library Board Meeting  
**October 20, 2020**  
7:00 p.m.

Trustees:

[libraryboard@btpl.org](mailto: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](mailto: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](http://www.btpl.org).

As this meeting will be held virtually, please contact the Library

Director Carol Mueller at [muellerc@btpl.org](mailto:muellerc@btpl.org)

no later than 6:00pm on Tuesday,  
October 20 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, October 20, 2020  
7:00 p.m.

<b>#</b>	<b><u>NUMBERED ITEMS</u></b>	<b><u>DATE DELIVERED</u></b>
1	Agenda	10/16/2020
2a	Request to remove items from the Consent Agenda for Discussion	10/16/2020
2b	Motion to approve the order of items for the regular and consent agendas	10/16/2020
5	Motion to approve remaining Consent Agenda items 6-8d	10/16/2020
6	Regular Board Meeting Minutes of 09/15/2020	10/16/2020
7a	Cash Disbursements	10/16/2020
7b	Revenues/Expenditures Budget Report	10/16/2020
7c	Energy Report	10/16/2020
8a	President's Report– no report	
8b	Director's Report	10/16/2020
8c	Art Committee –no report	
8c	Bloomfield Township Liaison – no report	
8c	Building and Grounds Committee – no report	10/16/2020
8c	Cranbrook –no report	
8c	Development Committee – 9/22/20	10/16/2020
8c	Finance Committee/ Personnel Committee – no report	
8c	Friends of the Library Liaison – no report	
8c	Jeanette P. Myers Scholarship Committee – no report	
8c	Investment Committee – no report	
8c	Personnel Committee – no report	
8c	Policy Committee – 10/6/2020	10/16/2020
11a	Annual Policy Review	10/16/2020
13	Motion to approve any items removed from the Consent Agenda	10/16/2020

<b><u>UNNUMBERED ITEMS</u></b>	<b><u>DATE DELIVERED</u></b>
Strategic Plan Update	10/16/2020
Calendar	10/16/2020
Meeting Dates	10/16/2020

AGENDA  
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
BOARD OF TRUSTEES  
October 20, 2020  
**Regular Board Meeting via Zoom**  
**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 September 15, 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. Annual Policy Review
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, November 17, 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, September 15, 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, Grant Gerhart, Eli Greenbaum, Judy Lindstrom, and Joan Luksik

Administration: (via Zoom): Director Carol Mueller, Assistant Director Tera Moon, Administrative Assistant Linden Godlove, Finance Coordinator, Sandi Bird

Guests: (via Zoom) Alan Panter, Principal from Yeo & Yeo

---

**PRESIDENT'S VERBAL REPORT:**

President Judy Lindstrom thinks of September as a time of new beginnings, when school starts and the seasons change. She expressed gratitude to everyone for "soldiering through" despite not being able to be together. Eventually "we will see this in the rearview mirror," and she praised how staff has worked hard, patrons have been patient and kind, the Board has worked extraordinarily well together, and she applauds everyone. She again expressed her optimism for new beginnings in September.

**DIRECTOR'S VERBAL REPORT:**

Director Mueller shared good news: the Bloomfield Township Public Library has been given the Partner with the Arts Award from the Birmingham Bloomfield Cultural Council in recognition of art in public places. This is not only for the visual art and sculptures in the Library, but also for things like the concerts and the photo contest. This is a wonderful recognition and on October 2, Judy Lindstrom will be accepting the award for the Library. The ceremony will be held virtually and there will be a recording. Director Mueller thanked the Library Board for all of their support and for all that they do. She provided an update on the Library's current phase of service during the pandemic, phase III, which permits limited access inside of the building. The numbers are going up. Circulation in August was 75% of what it had been before the pandemic. The patron count is down, but increasing slowly every day and there are now about 300 visitors daily. The curbside service remains good; however the hours have been reduced on the service from 10am to 5pm. Some patrons are disappointed that they cannot sit down and use the space for prolonged times. It is hoped that this will be available soon, but it is not anticipated that the Library will be in Phase 4 of opening until early next year. The Adaptive Umbrella program will be held virtually on September 23. The silver lining is that more than 250 people are attending from across the nation, whereas usually the

building could only accommodate around 90 people. Jen Taggart, Assistant Department Head of Youth Services, is coordinating this accessibility support workshop. The Building and Grounds Committee meeting is Thursday, September 17 at 11 a.m. There will be updates on the LED lighting project and carpeting project. Youth Services is offering kits that offer the world in a bag, called "Roam from Home" with different countries represented in books, DVDs, and CDs.

Trustee Joan Luksik requested that Fines and Fees be removed for discussion.

A motion was made by Grant Gerhart and seconded by Sandy Edwards **TO APPROVE THE REMAINING ITEMS ON THE CONSENT AGENDA ITEMS FOR THE REGULAR AND CONSENT AGENDAS**

*A vote was taken for approval of the motion.*

*Edwards: Aye*

*Deska: Aye*

*Gerhart: Aye*

*Lindstrom: Aye*

*Luksik: Aye*

#### **REGULAR AGENDA:**

##### ***Call to the Public:***

None present

#### **UNFINISHED BUSINESS:**

No unfinished business.

#### **NEW BUSINESS:**

##### ***11a. Audit***

President Lindstrom thanked Director Carol Mueller, Finance Coordinator Sandi Bird, Assistant Director Tera Moon, and Allen Panter of Yeo and Yeo for putting the audit presentation together.

Yeo & Yeo was the auditing firm used by Bloomfield Township Public Library for FY 2019/2020 with Alan Panter, CPA, as the Principal. He and his team provided auditing fieldwork in May that went very smoothly and was conducted virtually. The Library again received a favorable report from Yeo & Yeo for the Library's FY 2019-2020.

On September 1, 2020, the Finance Committee Trustees Sandy Edwards and Joan Luksik and Library Board President Judy Lindstrom met with Alan Panter to review the audit. Alan provided a very thorough review of the Library's audit and answered the Trustees' questions. The Finance Committee recommends that the Library Board accepts the audit report as presented.

Alan Panter, Principal from Yeo & Yeo, attended the meeting and provided an overview of the audit and answered the Trustees questions.



Upon discussion, a motion was made by Tom Deska and seconded by Joan Luksik **TO ACCEPT THE FISCAL YEAR 2019/2020 AUDIT REPORT AS PRESENTED AND PLACE ON FILE.**

*A vote was taken for approval of the motion.*

*Edwards: Aye*

*Deska: Aye*

*Gerhart: Aye*

*Lindstrom: Aye*

*Luksik: Aye*

## **MOTION CARRIED**

### **11b. FY 2019/2020 Library Annual Report**

Assistant Director Tera Moon expressed “this is one of the most fun and challenging” of all her jobs at the Library. It is enjoyable to review the previous year and take stock of accomplishments and events that took place in the previous fiscal year. It is easy to get caught up in moving from one project to another, so pausing to gather important moments from the recent past is energizing and a pleasure. Library staff is never short on ideas, innovation, or enthusiasm, nor are there many dull moments in the life of our Library, especially this year with so many building projects, many of which happened at the same time.

Some of the highlights of Library events, programs and accomplishments of this past year include: 320,001 items in the collection, 19,549 patrons attended 723 programs, 2,243 hours given by volunteers, and there were 181,939 visitors to the Library during the last fiscal year. It was a year of building projects, with reimagining library spaces, creating the Commons area, replacing the Lobby floor, and the building the new roof. These are just a few of the accomplishments of this past year. Assistant Director Moon expressed gratitude to the Library Board for their unwavering support, to the Friends for their generosity and to the library staff who make it all happen.

The Annual Investment Report compares library investment returns with the standard national average to reassure the Trustees that the Library is investing under relatively standard circumstances. This report requirement came about from PA 20 and is also cited in the Library Investment Policy.

The Library FY 2019/2020 Annual Report will be posted on the Library website and will be distributed to the Friends Board. Tera Moon shared highlights from the annual report and accompanying notebook. The notebook will be available at the Welcome Desk through the end of September to look at while at the Library. The notebook contains not only the library-wide report, but reports submitted by the Assistant Director, Finance Coordinator, Volunteer Coordinator, and Department Heads, plus photos, media coverage, and much more. It is a wonderful snapshot of a year in the life of Bloomfield Township Public Library and will be permanently kept in the Library Archives.

Assistant Director Tera Moon expressed thanks to all Library Department Heads for submitting

their summaries of the year's activities in their respective department, as well as the Administration Clerks, Jane Bersche and Laura Moore.

Upon discussion, a motion was made by Joan Luksik seconded by Tom Deska **TO ACCEPT THE LIBRARY ANNUAL REPORT AND ANNUAL INVESTMENT REPORT FOR FISCAL YEAR 2019/2020.**

*A vote was taken for approval of the motion.*

*Edwards: Aye*

*Deska: Aye*

*Gerhart: Aye*

*Lindstrom: Aye*

*Luksik: Aye*

## **MOTION CARRIED**

### **11c. Pension and OPEB Reports**

The state of Michigan requires two reports be completed each year regarding the local unit of government's pension and Other Post-Employment Benefits (OPEB) obligations per PA 202 of 2017. The Library's reports have been prepared by Finance Coordinator Sandi Bird and submitted to the state's Department of Treasury to verify the Library's compliance with PA 202.

### **11d. Other Post-Employment Benefits Resolution**

The state of Michigan Public Act 202 of 2017 requires local units of government to comply with reporting requirements as specified in this act. These reports verify funding levels of a local unit of government's pension and Other Post-Employment Benefits (OPEB) obligations. For OPEB obligations, the state requires 40% funding of a local unit of government's obligations.

At the end of the Library's fiscal year, the Library experienced an untimely and temporary market loss due to the impact of COVID-19 on the investment markets. This caused the OPEB trust fund to be less than 40% funded at year end on March 31, 2020. The library's actuaries determined the OPEB trust was funded at 38.51% at year end and recommended that a contribution of \$80,000 be made by the Library to the OPEB trust. This contribution was made in April, 2020. Since that time, this contribution and market gains have increased the Library's OPEB funding to above 40% once again.

However, Public Act 202 reporting requirements mandate that the Library file an "Application of Waiver and Plan" as a result of the underfunded status of the Library's OPEB trust for reporting year 2020. The Library is requesting the state to grant a waiver from "corrective action plan reporting" as the OPEB trust is once again 40% funded.

Sandra Edwards read the resolution:

**WHEREAS, Public Act 202 of 2017 requires local units of government that have established, maintain, or participate in and provide retirement pension benefits or**

retirement health benefits, or both, to comply with certain reporting and other requirements as specified in the Act; and

WHEREAS, At the FYE 3/31/20, The Bloomfield Township Public Library experienced untimely and temporary market losses due to COVID-19 for the OPEB Trust account, causing the funded ratio to fall slightly below 40%. An actuarial recommended contribution of \$80,000 was made in the following month, 4/2020 and market gains in 4/2020 and 5/2020 increased the account values back to levels reported at 2/2020, and

WHEREAS, The Bloomfield Township Public Library is filing with the State Department of Treasury the “Application for Waiver and Plan” as a result of the underfunded status of the library’s OPEB trust for the reporting year 2020, pursuant to Section 3 of the Act; and

WHEREAS, The Board is now required to review and vote on the approval of a waiver application, prior to its submission by the Bloomfield Township Public Library to the Municipal Stability Board;

WHEREAS, The Finance Coordinator and the Library Director of the Bloomfield Township Public Library have submitted a proposed waiver application to the Board, a copy of which is attached hereto, the Board has reviewed the proposed waiver application at length, and now, therefore, let it be

RESOLVED, The Bloomfield Township Public Library Board of Trustees hereby approves the waiver application attached hereto and made a part of the record.

IT IS FURTHER

RESOLVED, That the Bloomfield Township Public Library Board of Trustees hereby authorizes the Finance Coordinator and the Library Director to take all actions necessary in connection with the submission of the waiver application to the Municipal Stability Board and any subsequent follow-up actions required or deemed desirable to help ensure compliance with the Act.

**These Resolutions are hereby adopted by the Trustees, as of the date set forth above.**

*A vote was taken for approval of the motion.*

*Edwards: Aye*

*Deska: Aye*

*Gerhart: Aye*

*Greenbaum: Aye*

*Lindstrom: Aye*

*Luksik: Aye*

**MOTION CARRIED**

### **DISCUSSION OF ITEMS REMOVED FROM THE CONSENT AGENDA**

Joan Luksik had a query regarding the fines and fees for this fiscal year. She wanted to know how fines had accrued when fines were not charged during the stay-home order. Anything checked out as of March 13 would be renewed, but items checked out after the Library opened in June can now accrue fines. Also, when they wished to use digital resources, some patrons discovered their accounts were closed, due to unpaid fines. The fines were paid so that accounts could be reactivated.

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

*A vote was taken for approval of the motion.*

*Edwards: Aye*

*Deska: Aye*

*Gerhart: Aye*

*Greenbaum: Aye*

*Lindstrom: Aye*

*Luksik: Aye*

### **MOTION CARRIED**

### **OTHER:**

Sandy Edwards reported on the Wednesday, September 2 Friends Board Meeting, which was conducted via Zoom. The Friends were delighted to report on the pop-up sale for staff and volunteers, which netted \$453 in book sales, \$210 in membership, and \$58 in donations. People who attended were pleased to get new materials. New memberships are coming in after a period where the Friends were unable to contact members for 3 or 4 months during the stay-home order. In August, Director Mueller submitted a Wish List request totaling at \$13,200. This will be voted on at the October meeting so the newest Friends Board members have time to review it. The Friends next meeting is October 7 at 1 p.m.

The next Library Board Meeting will be Tuesday, October 20 at 7 p.m. Topics include the annual policy review.

At 7:56 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  
October 2020****New Vendors:**

Hanbooks.com is a new vendor for a magazine subscription.

Lagod Tovey is a new vendor for a library program.

**General Fund Advance**

- Check #20831 payable to Michigan Library Association in the amount of \$85.00 was payment for a professional membership.
- Check #20834 payable to Bloomfield Township in the amount of \$5,663.25 was payment for the Library's water bill from 7/22/2020 – 8/19/2020.
- Check #20847 payable to Bloomfield Township in the amount of \$6,292.57 was payment for the Library's water bill from 8/19/2020 – 9/21/2020.

**General Fund**

- Check #20861 payable to Bloomfield Township in the amount of \$244,044.98 is payment for two payrolls including FICA, HRA contributions, pension, etc. as usual.
- Check #20862 payable to Bloomfield Township in the amount of \$27,387.67 is payment for semi-annual pension contribution.
- Check #20868 payable to Du All Cleaning, Inc. in the amount of \$14,267.32 is payment for regular building cleaning services, carpet and upholstery cleaning and bi-weekly electrostatic spray cleaning for COVID.
- Check #20876 payable to Midwest Collaborative for Library Services in the amount of \$15.00 is payment for a reference book.
- Check #20879 payable to Milliman, Inc. in the amount of \$7,500.00 is payment for the an actuarial evaluation for the Library's OPEB trust fund.

- Check #20889 payable to Tech Logic Corp.in the amount of \$21,012.00 is payment for annual service agreement for the Library's automated materials handling system.
- Check \$20890 payable to The Library Network in the amount of \$4,096.47 is payment for library internet services and PPE for staff.
- Check #20896 payable to WT Cox Information Services in the amount of \$27,827.84 is payment for periodical subscriptions.
- Check #20897 payable to Yeo & Yeo in the amount of \$1,000.00 is payment for final library audit report.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**

**CHECK REGISTERS**

**FOR THE MONTH OF SEPTEMBER 2020**

<b>Check #</b>	<b>Date</b>	<b>Payee</b>	<b>Cash Account</b>	<b>Amount</b>
<b>General Fund</b>				
<b>ADVANCE CHECKS:</b>				
20826	9/8/20	CAR TRUCKING, INC.	106.01	199.50
20827	9/8/20	Karrie Yukon	106.01	256.75
20828	9/15/20	VOID	106.01	
20829	9/15/20	VOID	106.01	
20830	9/15/20	FLAGSTAR BANK	106.01	6,034.45
20831	9/15/20	MICHIGAN LIBRARY ASSOCIATION	106.01	85.00
20832	9/15/20	Karrie Yukon	106.01	190.27
20833	9/15/20	TERMINIX PROCESSING CTR.	106.01	143.00
20834	9/22/20	BLOOMFIELD TOWNSHIP	106.01	5,663.25
20835	9/22/20	XFINITY	106.01	182.52
20836	9/22/20	DTE ENERGY	106.01	19,555.73
20837	9/22/20	PACIFIC TELEMAGEMENT SERVICES	106.01	78.00
20838	9/22/20	PITNEY BOWES RESERVE ACCOUNT	106.01	1,500.00
20839	9/22/20	PRINCIPAL LIFE INS CO-SBD GRANDE ISLAND	106.01	792.80
20840	9/22/20	VERIZON WIRELESS	106.01	196.92
20841	9/29/20	AMAZON.COM	106.01	3,133.89
20842	9/29/20	CONSUMERS ENERGY	106.01	3,601.75
20843	9/29/20	TERMINIX PROCESSING CTR.	106.01	250.00
20844	9/29/20	VIGILANTE SECURITY	106.01	1,950.00
20845	10/6/20	AT&T	106.01	306.34
20846	10/6/20	AT&T	106.01	788.16
20847	10/6/20	BLOOMFIELD TOWNSHIP	106.01	6,292.57
20848	10/6/20	PETTY CASH - BTPL	106.01	145.92
20849	10/6/20	CAR TRUCKING, INC.	106.01	199.50
20850	10/6/20	PACIFIC TELEMAGEMENT SERVICES	106.01	78.00
20851	10/6/20	T MOBILE	106.01	29.40
20852	10/6/20	TERMINIX PROCESSING CTR.	106.01	143.00
20853	10/6/20	THYSENKRUPP ELEVATOR CORP	106.01	600.00
20854	10/6/20	Karrie Yukon	106.01	155.49
Total				<u>52,552.21</u>
<b>REGULAR CHECKS:</b>				
20855	10/9/20	AERO FILTER, INC	106.01	245.43
20856	10/9/20	AMERICAN PEST CONTROL	106.01	240.90
20857	10/9/20	APPLIED IMAGING	106.01	152.37
20858	10/9/20	ARBOR OAKLAND GROUP	106.01	3,003.00
20859	10/9/20	AUNALYTICS	106.01	3,877.28
20860	10/9/20	BAKER & TAYLOR, INC.	106.01	12,186.05
20861	10/9/20	BLOOMFIELD TOWNSHIP	106.01	244,044.98
20862	10/9/20	BLOOMFIELD TOWNSHIP	106.01	27,387.67
20863	10/9/20	BOOKPAGE	106.01	882.00
20864	10/9/20	BROAD REACH	106.01	598.92
20865	10/9/20	CENGAGE LEARNING/GALE	106.01	988.00
20866	10/9/20	CINTAS CORPORATION	106.01	186.14
20867	10/9/20	DEMCO, INC.	106.01	254.29
20868	10/9/20	DU ALL CLEANING, INC	106.01	14,267.32
20869	10/9/20	EBSCO INFORMATION SERVICES	106.01	4,871.00
20870	10/9/20	ELECTROCYCLE, INC.	106.01	150.00
20871	10/9/20	GREAT OAKS MAINTENANCE	106.01	6,251.45
20872	10/9/20	HANBOOKS.COM MAGAZINE	106.01	430.87
20873	10/9/20	INGRAM LIBRARY SERVICES	106.01	626.60
20874	10/9/20	LJ ROLLS REFRIGERATION CO., INC	106.01	2,069.58
20875	10/9/20	LOOKOUT BOOKS	106.01	584.13
20876	10/9/20	MIDWEST COLLABORATIVE for LIB. SVCS	106.01	15.00
20877	10/9/20	MICROMARKETING LLC	106.01	993.86

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

<b>Check #</b>	<b>Date</b>	<b>Payee</b>	<b>Cash Account</b>	<b>Amount</b>
20878	10/9/20	MIDWEST TAPE	106.01	2,519.48
20879	10/9/20	MILLIMAN, INC.	106.01	7,500.00
20880	10/9/20	NATIONAL SIGN COMPANY	106.01	1,691.00
20881	10/9/20	NICHOLS/NETWORK SERVICES CO	106.01	2,126.50
20882	10/9/20	OVERDRIVE	106.01	13,830.20
20883	10/9/20	RECORDED BOOKS, LLC	106.01	41.60
20884	10/9/20	SAGE SOFTWARE	106.01	2,443.00
20885	10/9/20	SERVICE HEATING & PLUMBING	106.01	141.00
20886	10/9/20	SMART APPLE MEDIA	106.01	520.04
20887	10/9/20	SUMMIT ELECTRIC, INC.	106.01	1,234.70
20888	10/9/20	THE SUN	106.01	39.00
20889	10/9/20	TECH LOGIC CORP.	106.01	21,012.00
20890	10/9/20	THE LIBRARY NETWORK	106.01	4,096.47
20891	10/9/20	THOMSON REUTERS/THOMSON WEST	106.01	240.00
20892	10/9/20	UNIVERSITY PRODUCTS, INC.	106.01	695.02
20893	10/9/20	WALLACEBURG BOOKBINDING & MFG	106.01	189.25
20894	10/9/20	WESCO DISTRIBUTION	106.01	87.60
20895	10/9/20	WORLD BOOK, INC.	106.01	3,073.30
20896	10/9/20	WT COX INFORMATION SERVICES	106.01	27,827.84
20897	10/9/20	YEO & YEO	106.01	1,000.00
Total				<u><u>414,614.84</u></u>

**Gift Fund**

**ADVANCE CHECKS:**

5159	9/15/20	FLAGSTAR BANK	102.03	15.00
5160	9/29/20	AMAZON.COM	102.03	254.56
5161	10/6/20	Nicole Gillies	102.03	<u>55.90</u>
Total				<u><u>325.46</u></u>

**REGULAR CHECKS:**

5162	10/9/20	BAKER & TAYLOR	102.03	499.30
5163	10/9/20	DEMCO	102.03	157.88
5164	10/9/20	MULTICULTURAL BOOKS & VIDEOS	102.03	<u>625.00</u>
Total				<u><u>499.30</u></u>



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

**7b**

PRESENTED: OCTOBER 20, 2020      FOR THE MONTH OF: SEPTEMBER, 2020

		2020-2021	2020-2021			Six Months	50%
ACCOUNT	ACCOUNT	ADOPTED BUDGET	AMENDED BUDGET	REVENUE/EXPENSE	REVENUE/	% OF	
NUMBER	NAME	AS OF	AS OF	CURRENT	EXPENSE	BUDGET	
		MARCH 17, 2020	AUGUST 18, 2020	MONTH	YTD	YTD	VARIANCE
<b><u>Revenues</u></b>							
410.01	<b>Taxes</b>	<b>\$7,661,343</b>	<b>\$7,756,757</b>	<b>(\$277)</b>	<b>\$157</b>	<b>0.00%</b>	<b>(\$7,756,601)</b>
420.01	<b>Penal Fines</b>	<b>\$87,600</b>	<b>\$87,600</b>	<b>\$0</b>	<b>\$70,731</b>	<b>80.74%</b>	<b>(\$16,869)</b>
422.01	<b>State Aid</b>	<b>\$32,800</b>	<b>\$16,800</b>	<b>\$0</b>	<b>\$32,880</b>	<b>195.72%</b>	<b>\$16,080</b>
430.01	<b>Circulation Fines &amp; Fees</b>	<b>\$38,250</b>	<b>\$38,250</b>	<b>\$3,794</b>	<b>\$7,989</b>	<b>20.89%</b>	<b>(\$30,261)</b>
	<b>Charges for Services</b>	<b>\$14,866</b>	<b>\$7,866</b>	<b>(\$6)</b>	<b>(\$1,182)</b>	<b>-15.03%</b>	<b>(\$9,048)</b>
	<b>Investment earnings</b>	<b>\$105,000</b>	<b>\$105,000</b>	<b>\$5,019</b>	<b>\$77,532</b>	<b>73.84%</b>	<b>(\$27,468)</b>
	<b>Miscellaneous</b>	<b>\$14,566</b>	<b>\$9,066</b>	<b>\$0</b>	<b>\$0</b>	<b>0.00%</b>	<b>(\$9,066)</b>
<b>Total Revenues</b>		<b>\$7,954,425</b>	<b>\$8,021,339</b>	<b>\$8,530</b>	<b>\$188,107</b>	<b>2.35%</b>	<b>(\$7,833,232)</b>
<b><u>Expenditures</u></b>							
	<b>Personnel</b>	<b>\$4,485,881</b>	<b>\$4,495,992</b>	<b>\$269,948</b>	<b>\$1,958,044</b>	<b>43.55%</b>	<b>(\$2,537,948)</b>
	<b>Library Services</b>	<b>\$850,839</b>	<b>\$857,349</b>	<b>\$75,419</b>	<b>\$397,734</b>	<b>46.39%</b>	<b>(\$459,615)</b>
	<b>Facilities &amp; Equipment</b>	<b>\$976,341</b>	<b>\$1,030,341</b>	<b>\$91,578</b>	<b>\$474,121</b>	<b>46.02%</b>	<b>(\$556,220)</b>
	<b>Other Operating Expenditures</b>	<b>\$2,672,746</b>	<b>\$1,875,746</b>	<b>\$30,060</b>	<b>\$183,133</b>	<b>9.76%</b>	<b>(\$1,692,613)</b>
<b>Total Expenditures</b>		<b>\$8,985,807</b>	<b>\$8,259,428</b>	<b>\$467,005</b>	<b>\$3,013,032</b>	<b>36.48%</b>	<b>(\$5,246,396)</b>
	Fund Balance - Beginning	\$11,300,592	\$11,300,592		\$11,300,592		
	Net revenue (expenditure)	(\$1,031,382)	(\$238,089)		(\$2,824,926)		
	Fund Balance - Ending	\$10,269,210	\$11,062,503		\$8,475,666		

**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	\$6,587,267
Unassigned Fund Balance (is the unplanned emergency amount)	\$100,000	\$100,000

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

PRESENTED: OCTOBER 20, 2020    FOR THE MONTH OF: SEPTEMBER, 2020

Six Months 50%

ACCOUNT NUMBER	ACCOUNT NAME	2020-2021 ADOPTED BUDGET AS OF MAR 17, 2020	2020-2021 AMENDED BUDGET AS OF OCT 20, 2020	REVENUE/ EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	VARIANCE
	<b><u>Revenues</u></b>						
	Gift Income	\$500	\$19,780	\$3,548	\$19,780	100.00%	\$0
454.03	Investment Earnings	\$200	\$200	\$5	\$52	26.09%	(\$148)
460.03	Miscellaneous Revenue	\$0	\$0	\$0	\$0	0.00%	\$0
	<b>Total Revenues</b>	<b>\$700</b>	<b>\$19,980</b>	<b>\$3,553</b>	<b>\$19,832</b>	<b>99.26%</b>	<b>(\$148)</b>
	<b><u>Expenditures</u></b>						
	Library Services	\$50,389	\$52,431	\$1,608	\$5,714	10.90%	(\$46,717)
	Facilities & Equipment	\$22,360	\$34,297	\$0	\$287	0.84%	(\$34,010)
	Other Operating Expenditures	\$89,446	\$94,747	\$0	\$292	0.31%	(\$94,455)
	<b>Total Expenditures</b>	<b>\$162,195</b>	<b>\$181,475</b>	<b>\$1,608</b>	<b>\$6,292</b>	<b>3.47%</b>	<b>(\$175,183)</b>
	Fund Balance - Beginning	\$161,695	\$161,695		\$174,227		
	Net revenue (expenditures)	(\$161,495)	(\$161,495)		\$13,540		
	Fund Balance - Ending	\$200	\$200		\$187,767		

**Bloomfield Township Public Library**  
**Asset Allocation Summary**  
**September 2020**

Fund	Type	Annual Yield	Date	Amount on Hand
<b>General Fund</b>				
	5th 3rd Checking (Ecommerce)	0.00%	9/30/2020	\$60,567.67
	Flagstar Public Funds Savings	0.25%	9/30/2020	\$199,576.30
	Flagstar Premier Public Entities Checking	0.15%	9/30/2020	\$14,960.26
	RBC Capital Cash/Money Market	0.03%	9/30/2020	\$295,923.98
	RBC Capital - Investments	1.78%	9/30/2020	\$8,370,985.04
	<b>Total General Fund</b>			<b>\$8,881,445.58</b>
Please see General Fund budget for notes on how this amount is earmarked				
<b>Gift Fund</b>				
	Huntington Public Fund Business Interest Checking	0.05%	9/30/2020	\$123,479.83
	Huntington CD (Charnov gift) - matures 02/03/2021	1.50%	9/30/2020	\$50,000.00
	Fifth Third Bank Business Standard Checking	0.00%	9/30/2020	\$12,724.12
	<b>Total Gift Fund</b>			<b>\$186,203.95</b>
<b>CFSEM</b>				
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
	<b>Total CFSEM holdings</b>			<b>\$158,021.00</b>

**Bloomfield Township Public Library**  
**Investment Portfolio**

<b>Investment Vehicle</b>	<b>Portfolio %</b>	<b>Original Cost</b>	<b>9/30/2020 Market Value</b>	<b>Estimated Annual Inc</b>	<b>Current Yield</b>
Money Market Funds	3.4%	\$295,924	\$295,924	\$75	0.03%
Accrued Interest	0.0%	\$0	\$3,730	\$0	0.00%
Vanguard Money Market Reserves Income	34.9%	\$3,025,433	\$3,025,433	\$3,328	0.11%
U.S. Treasury Note - 10/15/20	5.8%	\$500,056	\$500,290	\$8,125	1.59%
Eaton Vance Short Duration Government Income	15.9%	1,243,967	1,382,436	36,944	2.67%
Loomis Sayles Limited Term U.S. Gov't & Agency	11.6%	887,000	1,002,450	17,155	1.71%
BlackRock GNMA Portfolio	1.4%	83,503	124,305	4,161	3.35%
Victory INCORE Fund for Income	10.9%	821,134	942,481	46,231	4.91%
Virtus Asset SEIX U.S. Mortgage	1.4%	86,758	124,465	1,675	1.35%
VOYA GNMA Income	1.5%	89,871	125,954	3,708	2.94%
Eaton Vance Government Opportunities	13.2%	1,016,743	1,143,170	33,111	2.90%
<b>Total Portfolio</b>	<b>100.0%</b>	<b>\$8,050,388</b>	<b>\$8,670,639</b>	<b>\$154,513</b>	<b>1.78%</b>

**3rd Quarter Activity - June 30, 2020 - September 30, 2020**

Cash Activity

Beginning Balance	\$9,601.90
Deposits & Sales Proceeds	\$1,504,100.00
Withdrawals	(\$1,225,000.00)
Interest & Dividends	\$44,395.82
Capital Gains	\$0.00
Investment Advisory Fees	(\$6,530.37)
Net funds to purchase securities	(\$30,643.37)
Ending Balance	\$295,923.98

Change in Security Value

Beginning value of securities	\$9,862,336.98
Securities purchased	\$30,643.37
Securities sold	(\$1,500,000.00)
Change in value of priced securities	(\$21,995.31)
Ending Value of priced securities	\$8,370,985.04

**Estimated Accrued Interest**

**\$3,729.51**

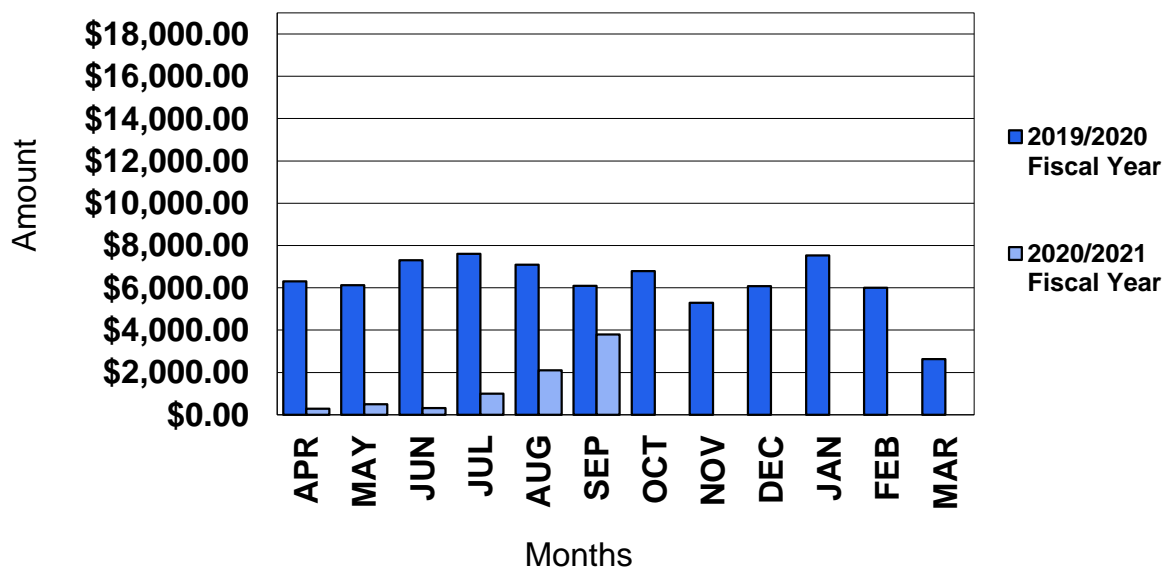
**Total account value as of September 30, 2020**

**\$8,670,638.53**

**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	\$990.79	(\$6,622.86)
AUG	\$7,094.04	\$2,099.50	(\$4,994.54)
SEP	\$6,100.50	\$3,793.90	(\$2,306.60)
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
<b>TOTAL</b>	<b>\$74,853.70</b>	<b>\$7,989.19</b>	<b>(\$66,864.51)</b>

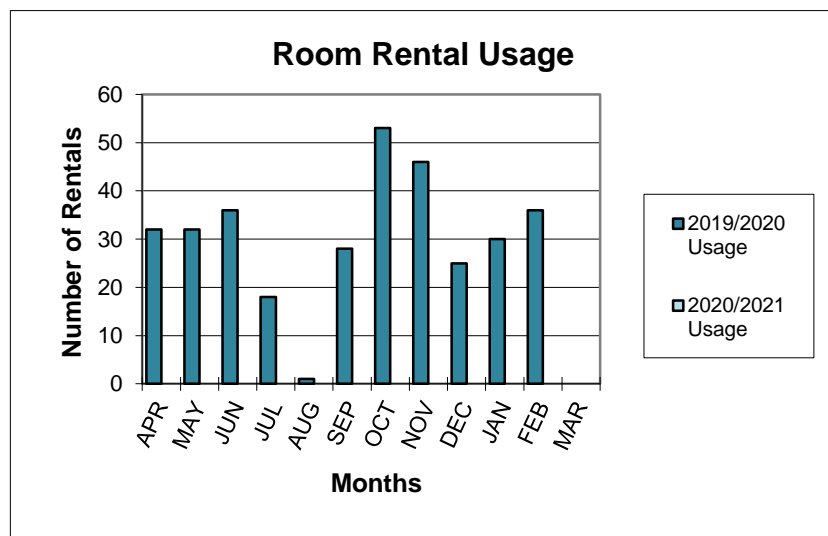
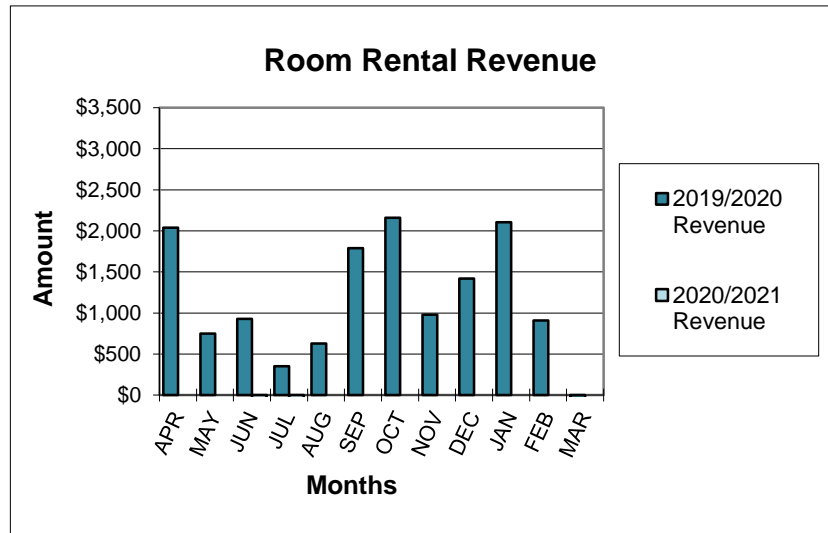
### Fines and Fees Two-Year Comparison



## ROOM RENTAL - TWO-YEAR COMPARISON

7b

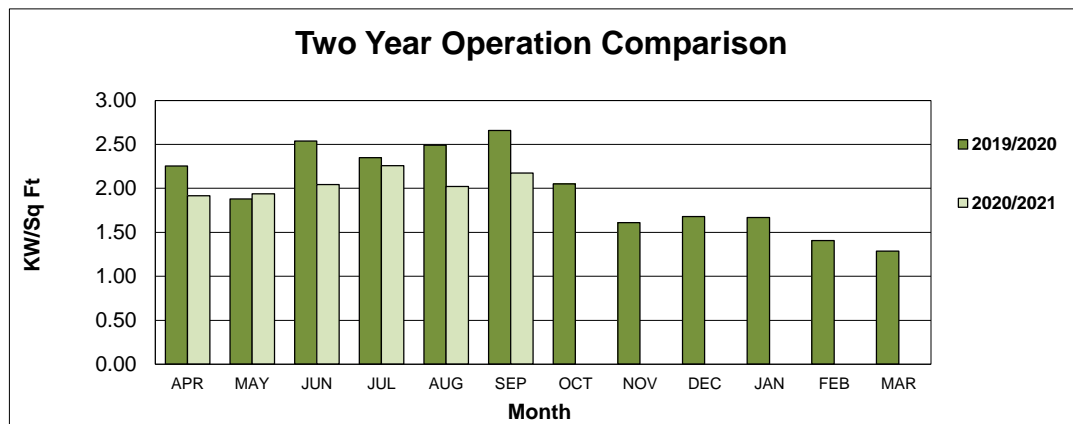
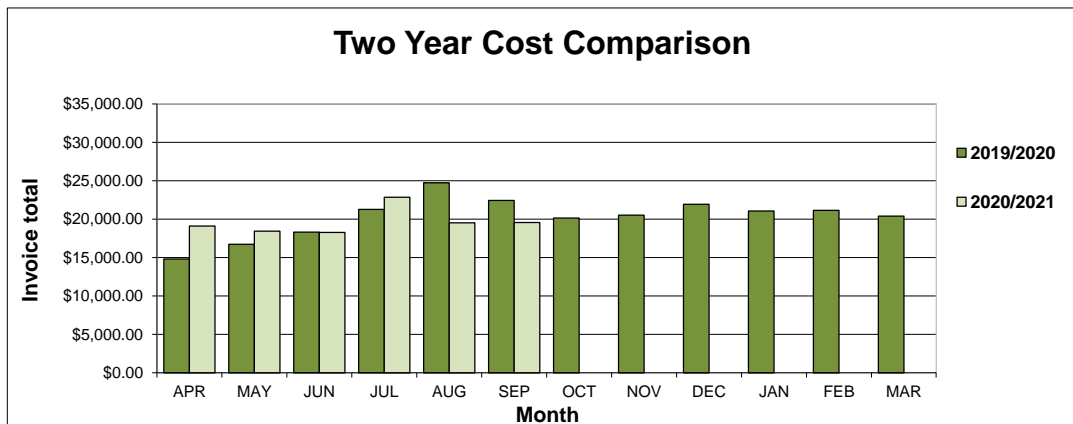
<u>Month</u>	2019/2020 <u>Revenue</u>	2020/2021 <u>Revenue</u>	<u>Difference</u>	2019/2020 <u>Usage</u>	2020/2021 <u>Usage</u>	<u>Month</u>
APR	\$2,040.00	\$0.00	(\$2,040.00)	32	0	APR
MAY	\$750.00	\$0.00	(\$750.00)	32	0	MAY
JUN	\$930.00	(\$620.00)	(\$1,550.00)	36	(Refunds)	JUN
JUL	\$350.00	(\$640.00)	(\$990.00)	18	(Refunds)	JUL
AUG	\$630.00	\$0.00	(\$630.00)	1	0	AUG
SEP	\$1,790.00	\$0.00	(\$1,790.00)	28	0	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	(\$1,260.00)	(\$14,624.00)	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	\$18,265.94	(\$31.62)	206,360	\$0.09	286.61	2.04	\$25.37	\$0.18
JUL	\$21,263.38	\$22,841.96	\$1,578.58	228,130	\$0.10	306.63	2.26	\$30.70	\$0.23
AUG	\$24,712.62	\$19,522.85	(\$5,189.77)	204,100	\$0.10	274.33	2.02	\$26.24	\$0.19
SEP	\$22,429.69	\$19,555.73	(\$2,873.96)	219,590	\$0.09	304.99	2.17	\$27.16	\$0.19
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	\$117,732.11	(\$125,674.12)						



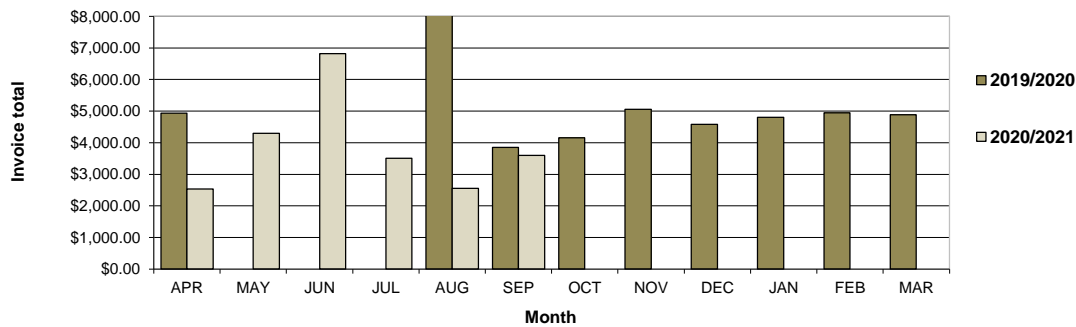
## Bloomfield Township Public Library Natural Gas Analysis

Building Area = 101,023

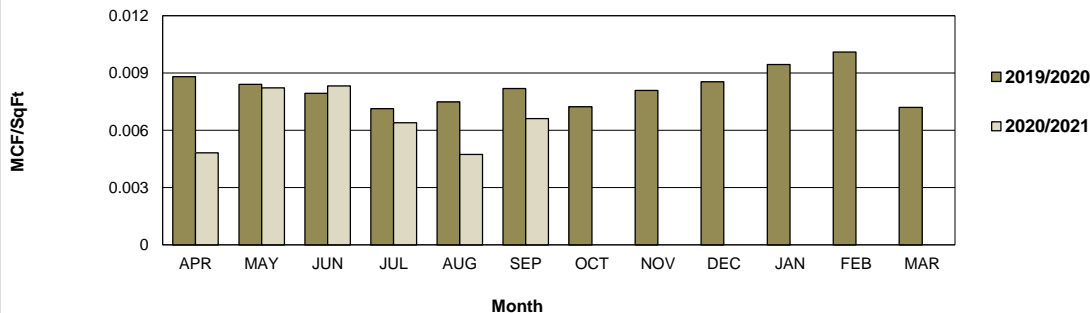
1 Cu. Ft. = 1000 BTU

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	\$3,502.62	\$3,502.62		646.3	\$5.42	744	0.87	0.006	4.71	0.034
AUG	\$15,725.12	\$2,553.53	(\$13,171.59)		478.7	\$5.33	744	0.64	0.005	3.43	0.025
SEP	\$3,849.39	\$3,601.75	(\$247.64)		668.0	\$5.39	720	0.93	0.007	5.00	0.035
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	\$23,303.89	(\$29,630.09)								

### Two Year Cost Comparison



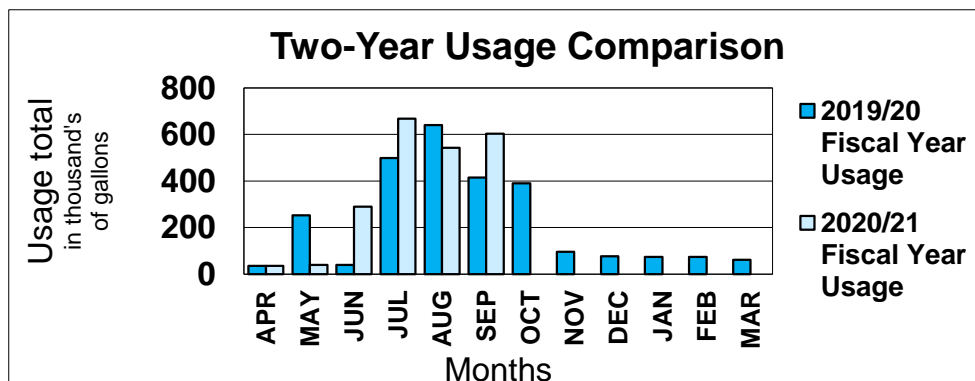
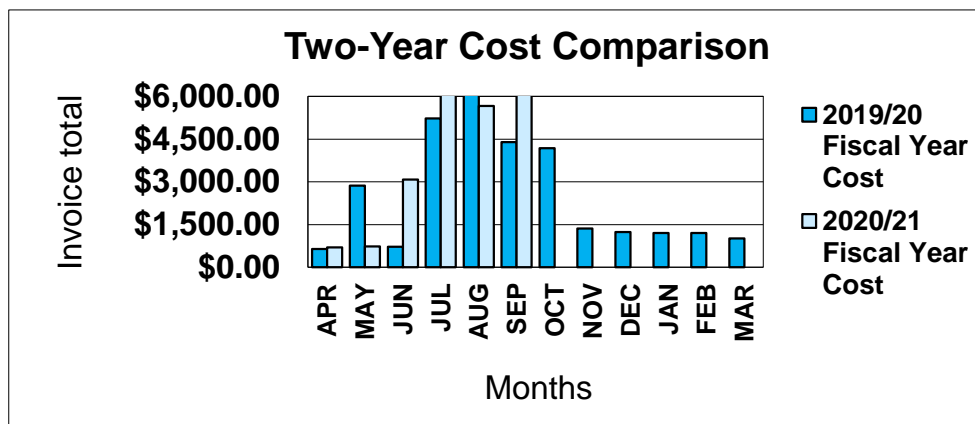
### Two Year Operation Comparison





## 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	\$6,912.60	\$1,690.36	499	668	169
AUG	\$6,626.03	\$5,663.25	(\$962.78)	640	543	(97)
SEP	\$4,395.20	\$6,292.57	\$1,897.37	415	603	188
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>\$23,374.95</u>	<u>(\$7,300.13)</u>	<u>2,654</u>	<u>2,178</u>	<u>(476)</u>



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

The Friends of the Library, at their October 7 meeting, approved ALL 5 items on the Library's current Wish List. Their very generous gift totaled \$13,200.00 and provides funding for virtual programming equipment and software, downloadable ebooks and audiobooks, and curbside service outdoor signs. Many, many thanks to our hardworking and generous Friends!

Two great videos are available for your viewing. One is the [The Cultural Council of Birmingham Bloomfield '25th Annual Birmingham Bloomfield Cultural Arts Awards'](#) featuring our Library Board President Judy Lindstrom and Assistant Library Director Tera Moon accepting the Library's Partner in Arts Award from this organization.

Staff recently posted a [stunning video of the Library's gardens and grounds](#) set to relaxing music. Enjoy this virtual stroll around our beautiful outdoor surroundings from the comfort of your own house.

Last Friday and Saturday, October 9 and 10, the University of Michigan School of Music, Theatre and Dance hosted two online chamber music concerts. Thanks to the quick actions of staff, we were able to email this information to our regular concert patrons, and also share these events on the Library's social media pages and website. Make sure to bookmark their webpage for future, free live-streamed concerts! The next concert will be on November 10, 2020.

Calendars of upcoming Library Board meetings and library events and activities are once again included in the Library Board meeting packet. I hope you find this information helpful and a sign that some things are slowly getting back to pre-pandemic times.

The October 20, 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](http://www.btpl.org). Patrons interested in participating virtually are asked to contact the Library Director at [muellerc@btpl.org](mailto:muellerc@btpl.org) by Tuesday, October 20, 2020, 6:00pm, if they are interested in attending this meeting virtually or have comments and questions to be shared verbally during the virtual meeting.

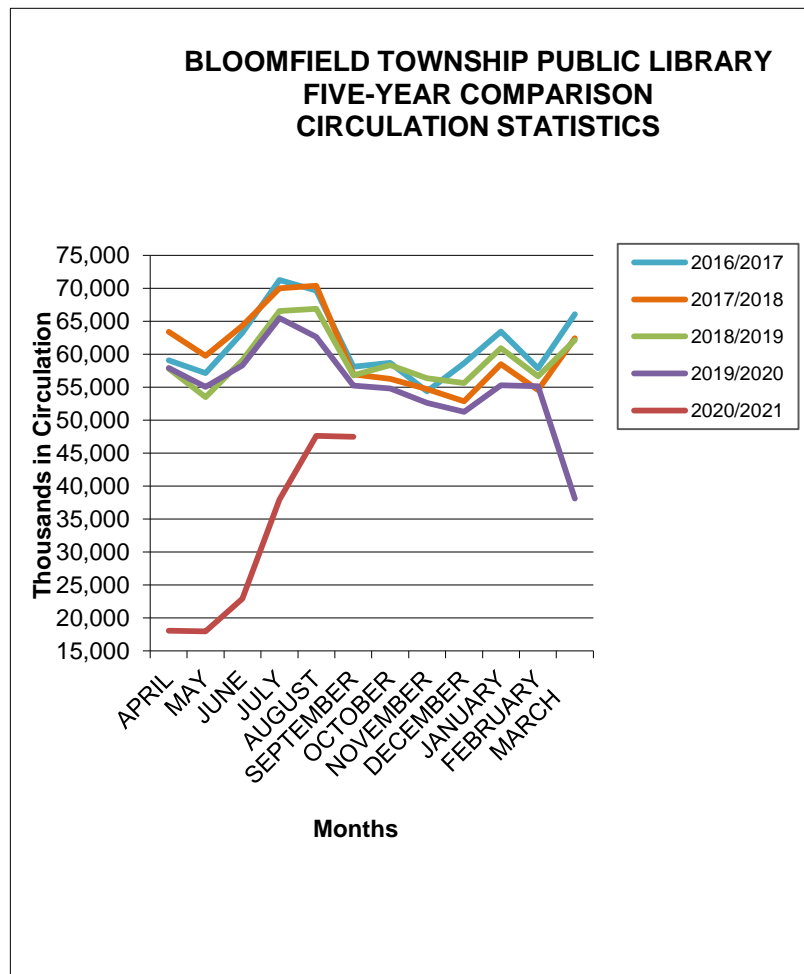
Respectfully Submitted,

Carol Mueller, Director

# BLOOMFIELD TOWNSHIP PUBLIC LIBRARY FIVE YEAR CIRCULATION

10/13/2020

	<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	37,962
AUGUST	69,676	70,391	66,907	62,633	47,629
SEPTEMBER	58,100	56,939	56,817	55,270	47,507
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	
<b>TOTAL</b>	<b>737,549</b>	<b>724,182</b>	<b>710,735</b>	<b>661,932</b>	<b>192,092</b>



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)

	2019		2020	
<b>COLLECTION</b>				
Book Collection:	240,037		234,509	
Media Collection:	56,493		56,194	
Total e-books:	16,388		21,611	
Overdrive	11,801		17,345	
Total downloadable audiobooks:	6,422		7,355	
Materials Total:	319,340		319,669	
<b>CIRCULATION</b>				
Circulation Total:	55,270		47,507	
Bloomfield Township Circulation:	52,043		45,188	
Virtual Circulation Total	12,274		14,031	
Circulation of Youth materials:	15,061		15,094	
Circulation of Media:	11,842		7,828	
Circulation of Cranbrook passes:	146		39	
Self-checkout machine use:	18,484	33.4%	11,644	24.5%
Library by Mail:	29	25 patrons	44	27 patrons
<b>BUILDING &amp; EQUIPMENT USAGE</b>				
Door Count:	n/a	*^	7,022	**
Gate Count:	n/a	^^	8,070	
Meeting rooms by public:	28		0	
Meeting rooms by staff:	71		0	
<b>VIRTUAL USE</b>				
Home page hits:	27,501		28,338	
e-book access:	3,223		4,528	
Overdrive	3,223		4,522	
EBSCOhost	0		6	
Audiobook access: (Overdrive)	1,908		1,951	
Freegal music download access:	821		482	
Freegal music streaming:	2,483		1,575	
Magazine download access:	1,596		2,170	
Hoopla access:	2,243		3,325	
<b>Library Computer Use</b>				
Resident Use	1,077		203	
Guest Use	517		161	
*Library closed September 1 & 2 for Labor Day holiday				
**Library closed September 7 for Labor Day holiday				
^Door counter not working				
^^Inaccurate count due to lobby floor renovation				

	2019		2020	
<b>OUTREACH &amp; PROGRAMS</b>				
<b><i>New Patrons and Accounts</i></b>				
Township:	167		95	
Cranbrook:	6		2	
Total new patrons:	241		122	
<b><i>Adult Program Attendance</i></b>				
Staff-led:	6 events	133 attended	2 events	21 attended
Speaker-led:	4 events	162 attended	0	0
Book clubs:	6 events	75 attended	4 events	32 attended
Tours/visits on-site:	1 event	1 attended	0	0
Tours/visits off-site:	3 events	26 attended	4 events	53 attended
<b><i>Systems Program Attendance</i></b>				
Staff-led:	10 events	49 attended	4 events	11 attended
<b><i>Teen Program Attendance</i></b>				
Staff-led:	1 event	4 attended	2 events	8 attended
<b><i>Youth Program Attendance</i></b>				
Staff-led:	23 events	480 attended	9 events	109 attended
Speaker-led:	0	0	1 event	362 attended
Tours/visits on-site:	0	0	0	0
Tours/visits off-site:	1 event	3 attended	0	0
TOTAL:	55 events	933 attended	26 events	596 attended
<b><i>Volunteers:</i></b>				
	15 people	100.25 hours	0 people	0 hours
	Shop: 6	23.5	Shop: 0	0
	Court: 1	4	Court: 0	0
	Students: 1	4	Students: 0	0
	Dept. Vol: 7	68.75	Dept. Vol: 0	0
<b><i>Patron Remarks</i></b>				
Patron Comments:	13		5	
Ask BTPL:	3		0	
Ask Us:	26		58	
<b>DISPLAYS</b>				
Lobby	Winning Photos from the 2020 Photo Contest, along with winners from the past three years			
Local History	MeLCat/Library Card Sign-up Month			

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

---

Bloomfield Township Public Library  
Oakland County, Michigan  
Thursday, September 22, 11:00 a.m.

---

**Present:** Trustees: Grant Gerhart, Eli Greenbaum, and Judy Lindstrom; Volunteers: Nancy Kulish and Nancy Frey, Bloomfield Township

**Library Staff:** Library Director Carol Mueller, Assistant Director Tera Moon, Administrative Assistant Linden Godlove, Adult Services Librarian Shayna Connolly, Youth Services Department Head Marian Rafal, Adult Services Assistant Department Head Brooke Hoskins,

---

**Old Business:**

***2020 "In Motion" events Postponed***

The Library has had to put all the wonderful programs and events on hold due to the pandemic.

**New Business:**

***New Directions***

Until it seems safer, there is a reluctance to schedule programs or events. However, some things may be able to occur virtually. The photo contest can still occur virtually. The read-a-thon might also be possible in a virtual format. There was discussion of what could occur and what should be planned.

Suggestions for virtual programming included craft-alongs, concerts, scavenger hunts, and sports teams, take home kits for hands-on projects that could be done in a day, like ikebana, or bonsai. Non-galas were mentioned, where donations were sent in lieu of the costs for the gala, or carry-out food was available. Craft projects where members of the community each make a piece, like a quilt, were proposed.

The Library has had take-home craft kits as part of Art Lab for teens and tweens. They receive real-time instructions from the librarians. They have also had a scavenger hunt within the participant's homes.

Marian Rafal gave a report on Adaptive Umbrella, which is a virtual program this year, taking place on Wednesday, September 23. 300 people from all over the country, including three other countries, are scheduled to attend. It will be a good test of Zoom events and the challenge of managing multiple attendees.

Programs have new complications to booking, including permissions of who can participate, how long the video is available, and what technology is needed to broadcast. It was observed that "families seem to be Zoomed out," with lots of virtual school and other learning, as well as many working remotely. Programming for families may not be appealing at this time. Zoom has the advantage that one does not need to travel to participate, so winter weather is not an issue. Some people have concerns about participating in Zoom, but can participate via the call-in option. Even when the pandemic is over, there will be some who will remain reluctant to go out.

Targeted emails were thought to be the best method for marketing. A small newsletter will also go out in mid-December to announce the themed programs.

A theme will be chosen for a set period of programs and outreach. This will be distinct from the library's other programs. It was thought that keeping the events low-key, without a kickoff or closing events, might be a way to plan around uncertainty. Themes were suggested to be "uplifting," a sort of escape, "mind-massage, or getaway." Other thoughts were to "travel from home" and "our community together." Theme ideas must be submitted to the Director by November 2.

In summary:

- there will be a theme
- offerings will include a variety of activities and events or take and makes to outreach to patrons
- it will begin in January and run through April or May
- the photo contest will be one of the events
- a one page announcement will be mailed to all Bloomfield Township residents in mid-December

**Other:**

**Next meeting:**

Thursday, November 12 at 11 a.m.

Preparation: theme ideas sent to Carol Mueller by November 2.

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

---

Bloomfield Township Public Library  
Oakland County, Michigan  
**Tuesday, October 6, 2020**

---

The meeting of the Bloomfield Township Public Library Board of Trustees Policy Committee was held virtually via Zoom on Tuesday, October 6, 2020 at 2:00 am.

**Present:** Trustees Sandy Edwards and Judy Lindstrom

**Administration:** Carol Mueller, Library Director; Tera Moon, Assistant Director

***Annual Policy Review***

Carol reviewed that this is the annual review of the Library's policies. No Board approved policies need updating at this time. Carol recommends updates to two Board approved guidelines.

***Conflict of Interest Guidelines***

A draft of this policy was presented last year. Since that time Sandy Edwards and Eli Greenbaum revised this draft. The Library's attorney, Scott Patterson of Butzel Long, reviewed the draft and made further recommended revisions. The Committee discussed the revisions and decided that this draft is acceptable. Carol stated that she would like to roll out this guideline in January 2021 to Trustees, Friends, and staff. Carol further explained that we will provide a FAQ to all those asked to sign this to help answer questions. Sandy suggested to stress that many other organizations including libraries ask their staffs and involved parties to sign a conflict of interest policy in order to provide full transparency.

***Credit Card Acceptance Guidelines***

Carol reviewed proposed changes to the Credit Card Acceptance Guidelines. Administration felt that further clarification to the use of the Library's Amazon Prime account is needed. This guideline would take effect immediately upon approval from the Library Board of Trustees.

The Library Board of Trustees will review these guidelines with updates at the October regular monthly meeting.

No future meeting has been scheduled.



**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
MEMORANDUM**

---

**TO:** Library Board Trustees

**FROM:** Carol Mueller, Library Director

**DATE:** October 16, 2020

**SUBJECT: Annual Policy Review**

Each year, the Policy Committee meets to review all 15 Library Board approved policies. The purpose of this review is to ensure that these policies, our guiding principles, are up to date and continue to meet library needs. From time to time, Board approved guidelines are reviewed and updated as necessary as well. This year, there are no recommended changes to library policies but there are recommended updates to two guidelines.

On October 6, the Policy Committee met and reviewed two Board approved guidelines: Conflict of Interest Policy and Credit Card Acceptance Guidelines.

Upon the recommendation of our attorney, Scott Patterson of Butzel Long, several changes in wording have been made to our Conflict of Interest Policy and acknowledgement form. Changes include clarity on conducting an investigation into any conflicts of interest and firmer wording on the annual acknowledgement form. Both the original document and the revised document are included for your reference. If approved, the Conflict of Interest Policy and acknowledgement form would be implemented in January, 2021.

There are several recommended changes to the Library's Credit Card Acceptance Guidelines also. First, the names of library credit card holders have been replaced with position titles instead. The name of "house" card has been replaced with "trade" card to reflect more accurately what type of card this is. Finally, a new section regarding use of the Library's Amazon Prime account has been added as this is a newer library account. The revised document is attached with recommended changes highlighted along with the original document for your reference. If approved, these guidelines will take effect immediately.

Thank you for your review and consideration.

**ACTION:** I move to approve the revisions to the Conflict of Interest Policy and Credit Card Acceptance Guidelines as presented.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**  
**POLICY MANUAL**  
**APPENDICES**

**original**

**Conflict of Interest Policy**

All Board trustees, employees, and volunteers of the Bloomfield Township Public Library (BTPL) are held to the highest standards of ethical conduct. Elected and appointed public office and public employment is a public trust. The intention of a Conflict of Interest Policy is to protect the transparency of the decision-making process of the Library and to enable the constituencies of the BTPL, as a public entity, to have confidence and trust in the Library.

The purpose of the Conflict of Interest Policy set forth below is to help inform trustees, employees, and volunteers about what constitutes a conflict of interest, assist them in identifying and disclosing actual and potential conflicts, and help ensure the avoidance of conflicts of interest where necessary.

**Definitions:**

A conflict of interest may arise when the personal, professional, and business interests of a trustee, employee, or volunteer – or their immediate family - potentially or actually compete with the interests of the Bloomfield Township Public Library.

Conflict of Interest means a conflict, or the appearance of a conflict, between the private interests and official responsibilities of a person in a position of trust.

Interest means a direct or indirect pecuniary or material benefit accruing to a library trustee, employee, or volunteer as a result of a contract with the Library which such officer or employee or volunteer serves.

Persons in a position of trust include trustees, employees, and volunteers of the Bloomfield Township Public Library. Trustee means member of the Library Board. Employee means any person who receives all or part of his/her income from the payroll of the Bloomfield Township Public Library. Volunteer means a person – other than a board member – who works with the BTPL and does not receive compensation for services and expertise provided to the Bloomfield Township Public Library.

Immediate family means spouse, child, stepchild, parent, stepparent, parents-in-law, siblings and siblings-in-law, stepbrother, stepsister, or legal guardian.

All conflicts of interest are not necessarily prohibited or harmful to the Bloomfield Township Public Library. However, full disclosure of all actual and potential conflicts and a determination by the Library Board is required. Trustee conflicts proceed with the interested Trustee recused from participating in debates and voting on the matter.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**  
**POLICY MANUAL**  
**APPENDICES**

**original**

**Financial Interests:**

To assist in understanding and to be in full compliance with the Conflict of Interest policy, the following is a list of potential areas where issues of ethical conduct most often arise:

- Investing in suppliers
- Borrowing or lending to supplier companies
- Accepting employment with entities that have a business relationship with BTPL
- Accepting substantial gifts or entertainment that might be intended to influence decisions and/or cause an appearance of impropriety
- Misusing privileged information
- Providing information to an outside party or business that gives that entity a competitive advantage
- Using position for personal gain
- Associating BTPL with outside business or political activity

This list is not all-inclusive. Other conflict situations may arise and will be treated on a case-by-case basis. If there are any doubts about whether an interest is covered by this policy, full disclosure should be made to the Library Director or the Library Board.

**Procedures:**

All actual and potential conflicts of interests shall be disclosed by Trustees, employees, or volunteers to the Board through the annual disclosure form and/or to the Board whenever a conflict arises.

On an annual basis, all Trustees, employees, and volunteers shall be provided with a copy of this policy and required to complete and sign the acknowledgment and disclosure form below. All completed forms shall be provided to and reviewed by the Library Director, as well as all other conflict information, and provided to the Library Board where necessary. If the Library Director is a party to the Conflict of Interest issue, the matter will be reviewed by the Assistant Library Director and the Library Board.

It is required that the existence and resolution of the conflict be documented in the Bloomfield Township Public Library records, including in the minutes of any meeting at which the conflict was discussed or voted upon.

**Violation of policy:**

If the Library Board has reasonable cause to believe a Library Trustee, employee, or volunteer has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and, at a formal hearing, afford the member an opportunity to explain the alleged failure to disclose. Additionally, any person may file a

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
POLICY MANUAL  
APPENDICES**

**original**

signed written complaint to the Library Director or Assistant Library Director (see exception above) alleging a violation of policy.

After hearing a response, a proper investigation will be undertaken as warranted and, after consultation with the Library Attorney, a determination will be made if a violation has occurred. If the Library Board determines that a person has failed to disclose an actual or possible conflict of interest, appropriate disciplinary and corrective action will follow. The appropriate corrective action will be determined on a case-by-case basis and may include dismissal or a request for resignation from the Library Board or staff.

**Distribution:**

The Library Director shall include a copy of the Policy on Conflict of Interest in the Board of Trustees Operating Procedures Manual and in the Employee Handbook.

Approved: October 15, 2019

# **BLOOMFIELD TOWNSHIP PUBLIC LIBRARY POLICY MANUAL APPENDICES**

## **Conflict of Interest Policy**

All Board trustees, employees, and volunteers of the Bloomfield Township Public Library (BTPL) are held to the highest standards of ethical conduct. Elected and appointed public office and public employment is a public trust. The intention of a Conflict of Interest Policy is to protect the transparency of the decision-making process of the Library and to enable the constituencies of the BTPL, as a public entity, to have confidence and trust in the Library.

The purpose of the Conflict of Interest Policy set forth below is to help inform trustees, employees, and volunteers about what constitutes a conflict of interest, assist them in identifying and disclosing actual and potential conflicts, and help ensure the avoidance of conflicts of interest where necessary.

### **Definitions:**

A conflict of interest may arise when the personal, professional, and business interests of a trustee, employee, or volunteer – or their immediate family - potentially or actually compete with the interests of the Bloomfield Township Public Library.

Conflict of Interest means a conflict, or the appearance of a conflict, between the private interests and official responsibilities of a person in a position of trust.

Interest means a direct or indirect pecuniary or material benefit accruing to a library trustee, employee, or volunteer as a result of a contract with the Library which such officer or employee or volunteer serves.

Persons in a position of trust include trustees, employees, and volunteers of the Bloomfield Township Public Library. Trustee means member of the Library Board. Employee means any person who receives all or part of his/her income from the payroll of the Bloomfield Township Public Library. Volunteer means a person – other than a board member – who works with the BTPL and does not receive compensation for services and expertise provided to the Bloomfield Township Public Library.

Immediate family means spouse, child, stepchild, parent, stepparent, parents-in-law, siblings and siblings-in-law, stepbrother, stepsister, or legal guardian.

All conflicts of interest are not necessarily prohibited or harmful to the Bloomfield Township Public Library. However, full disclosure of all actual and potential conflicts and a determination by the Library Board is required. Trustee conflicts proceed with the interested Trustee recused from participating in debates and voting on the matter.

# BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

## POLICY MANUAL

### APPENDICES

#### **Financial Interests:**

To assist in understanding and to be in full compliance with the Conflict of Interest policy, the following is a list of potential areas where issues of ethical conduct most often arise:

- Investing in suppliers
- Borrowing or lending to supplier companies
- Accepting employment with entities that have a business relationship with BTPL
- Accepting substantial gifts or entertainment that might be intended to influence decisions and/or cause an appearance of impropriety
- Misusing privileged information
- Providing information to an outside party or business that gives that entity a competitive advantage
- Using position for personal gain
- Associating BTPL with outside business or political activity

This list is not all-inclusive. Other conflict situations may arise and will be treated on a case-by-case basis. If there are any doubts about whether an interest is covered by this policy, full disclosure should be made to the Library Director or the Library Board.

#### **Procedures:**

All actual and potential conflicts of interests shall be disclosed by Trustees, employees, or volunteers to the Board through the annual disclosure form and/or to the Board whenever a conflict arises.

On an annual basis, all Trustees, employees, and volunteers shall be provided with a copy of this policy and required to complete and sign the acknowledgment and disclosure form below. All completed forms shall be provided to and reviewed by the Library Director, as well as all other conflict information, and provided to the Library Board where necessary. If the Library Director is a party to the Conflict of Interest issue, the matter will be reviewed by the Assistant Library Director and the Library Board.

It is required that the existence and resolution of the conflict be documented in the Bloomfield Township Public Library records, including in the minutes of any meeting at which the conflict was discussed or voted upon.

#### **Violation of policy:**

If the Library Board has reasonable cause to believe a Library Trustee, employee, or volunteer has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and, at a formal hearing, afford the member an opportunity address the alleged conflict and to explain the alleged failure to disclose. Additionally, any person may file a

# BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

## POLICY MANUAL

### APPENDICES

signed written complaint to the Library Director or Assistant Library Director (see exception above) alleging a violation of policy.

After ~~the formal hearing-a response~~, the Library Board shall make a determination. Prior to the hearing or following the hearing but prior to making a determination, the Library Board may, if in its discretion it deems appropriate and necessary, may direct the Library Director to conduct an proper investigation will be undertaken and report to the Library Board. as warranted and, after consultation with the Library Attorney, a determination will be made if a violation has occurred.

If the Library Board determines that a person has failed to disclose an actual or possible conflict of interest, appropriate disciplinary and corrective action will follow. The appropriate corrective action will be determined on a case-by-case basis and may include dismissal or a request for resignation from the Library Board or staff.

#### **Distribution:**

The Library Director shall include a copy of the Policy on Conflict of Interest in the Board of Trustees Operating Procedures Manual and in the Employee Handbook.

Proposed: October ~~15, 2019~~



## CONFLICT OF INTEREST

Annual Acknowledgement and disclosure form:

Attached hereto is the Bloomfield Township Public Library Conflict of Interest Policy. Prior to completing this form, I have read the Conflict of Interest policy and in particular the definitions of conflicts of interest and the duty of disclosure.

I~~and~~ agree to comply fully with its terms and conditions of the Bloomfield Township Public Library Conflict of Interest Policy and its duty of disclosure at all times during my service at the Bloomfield Township Public Library.

Below I have fully disclosed any current actual or potential conflicts of interest. If at any time following the submission of this form, I become aware of any actual or potential conflicts of interest, or if the information provided below becomes inaccurate or incomplete, I will promptly notify the Library Director or Library Board of Trustees in writing.

Disclosure of Actual or Potential Conflicts of Interest:

---

---

---

---

---

---

Signature: \_\_\_\_\_

Date \_\_\_\_\_

Proposed: October 15, 2019



## Guidelines for Credit Card Policy

---

The Credit Card Resolution attached was first adopted by the Board of Trustees in January, 1999.

The Credit Card Policy attached was reviewed and approved by the Board of Trustees in May, 2007.

### **Guidelines for Credit Card Policy**

The following is a summary of the recommended guidelines for the Library's credit card policy effective for the FY 2017-2018:

- 1) The Library positions eligible for credit card issuance are:

Director  
Assistant Director  
Department Heads  
Assistant Department Heads  
Director's Secretary  
Volunteer Coordinator

- 2) The following is a list of the Library's current cardholders and their monthly credit limits. The total aggregate limit is \$26,000 per month, which is less than 1% of the Library's total annual budget. State law limits an organization's total aggregate limit to 5% of the total annual budget.

Name of Cardholder:	Expires	Credit Limit
BTPL Total		\$ 26,000
Marianne Abdoo	10/19	\$ 5,000
Linden Godlove	08/19	\$ 3,000
Joel Dion	10/19	\$ 1,000
Elizabeth Korey	10/19	\$ 1,000
Tera Moon	10/19	\$ 2,000

Carol Mueller	10/19	\$ 4,000
Martha McGee	10/19	\$ 1,000
Anna Pelepchuk	10/19	\$ 1,000
Marian Rafal	01/20	\$ 1,000
Lori Smith Hoogasian	10/19	\$ 1,000
Jennifer Taggart	10/19	\$ 1,000
Laura Kraly	01/22	\$ 1,000
Joan Wu	10/19	\$ 3,000
Brooke Hoskins	07/19	\$ 1,000

- 3) State law states "a credit card may be used only by an officer or employee of the local unit for the purchase of goods or services for the official business of the local unit." Purchases made with the credit card should be made with as much care as in all reimbursement procedures. The same kind of thought and selection process should also take place for all purchases made with tax dollars. Staff is bound by the budget as approved by the Library Board of Trustees. If any items require prior approval, this approval will still be required before purchase.
- 4) The credit card can be used wherever a VISA card is accepted. If the business has established a house account for the library, staff is instructed to use the house account. The Finance Coordinator has an up-to-date list of businesses and vendors with whom such an account is established for staff's information. Staff is required to continue to inform the Finance Coordinator of companies that are repeatedly used to establish a house account with that business. This still is the preferred method of making transactions due to the reduction of paperwork and bookkeeping and expediting payment.
- 5) State law requires that "The official body to which is granted general governing powers over an authority or organization of government may expend funds of the authority or organization." "A local unit shall not be a party to a credit card arrangement unless the governing body of the local unit has adopted by resolution a written policy". The Library Board of Trustees adopted the Library's Credit Card Resolution in 1999.
- 6) The Library is eligible to receive sales tax exemption. The Library is a Component Unit of Bloomfield Township and uses their Taxpayer Identification Number 07-1300352. At the vendor's request, a Sales Tax Exemption form is provided to the vendor at time of purchase.
- 7) A Credit or Charge Verification form is completed for each purchase, and the receipt is attached and submitted within five working days, along with the detail of the service provided or goods purchased, the cost of the item, the date of the purchase, and the official business from which purchased. This information is required by state statute. All credit card

invoices must be approved by the staff member before payment, and the balance must be "paid for within not more than 60 days of the initial statement date." according to state law. To avoid paying finance charges, the Library will be pay the monthly statement balance in full, by the statement due date.

- 8) If a credit card is lost or stolen, the law states "an officer or employee issued a credit card is responsible for its protection and custody and shall immediately notify the local unit if the credit card is lost or stolen." Staff is instructed to immediately report a lost or stolen Library credit card to the Director or Finance Coordinator.
- 9) When an employee leaves the Library, the card will be collected by the Library and the cardholder account will be closed. New employees in the approved positions will be issued a new cardholder account. The law requires that "An officer or employee issued a credit card shall return the credit card upon the termination of his or her employment with the local unit."
- 10) Department Heads will carefully supervise their use and their staff's use of any individually issued Library credit cards relative to their departmental budget responsibilities. The Director and Finance Coordinator will monitor the use of the credit cards and be responsible for a system of internal accounting controls.

## Guidelines for Credit Card Policy

---

The Credit Card Resolution attached was first adopted by the Board of Trustees in January, 1999.

The Credit Card Policy attached is to be reviewed and approved by the Board of Trustees in October, 2020.

### **Guidelines for Credit Card Policy – Flagstar VISA**

The following is a summary of the recommended guidelines for the Library's Flagstar VISA credit card policy:

- 1) The Library positions eligible for credit card issuance are:

Director  
Assistant Director  
Department Heads  
Assistant Department Heads  
Administrative Assistant  
Volunteer Coordinator

- 2) The following is a **list of the Library's current cardholders** and their monthly credit limits. The total aggregate limit is \$26,000 per month, which is less than 1% of the Library's total annual budget. State law limits an organization's total aggregate limit to 5% of the total annual budget.

Name of Cardholder:	Credit Limit
BTPL Total	\$26,000
Technical Services DH	\$ 5,000
Administrative Assistant	\$ 3,000
Facilities DH	\$ 1,000
Circulation ADH	\$ 1,000
Assistant Library Director	\$ 2,000
Director	\$ 4,000
Volunteer Coordinator	\$ 1,000
Circulation DH	\$ 1,000
Youth Services DH	\$ 1,000
Technical Services ADH	\$ 1,000

Youth Services ADH	\$ 1,000
Adult Services DH	\$ 1,000
Systems DH	\$ 3,000
Adult Services ADH	\$ 1,000

- 3) State law states "a credit card may be used only by an officer or employee of the local unit for the purchase of goods or services for the official business of the local unit." Purchases made with the credit card should be made with as much care as in all reimbursement procedures. The same kind of thought and selection process should also take place for all purchases made with tax dollars. Staff is bound by the budget as approved by the Library Board of Trustees. If any items require prior approval, this approval will still be required before purchase.
- 4) The credit card can be used wherever a VISA card is accepted. If the business has established a trade account (vendor materials) for the library, staff is instructed to use the trade account. The Finance Coordinator has an up-to-date list of businesses and vendors with whom such an account is established for staff's information. Staff is required to continue to inform the Finance Coordinator of companies that are repeatedly used to establish a trade account with that business. This still is the preferred method of making transactions due to the reduction of paperwork and bookkeeping and expediting payment.
- 5) State law requires that "The official body to which is granted general governing powers over an authority or organization of government may expend funds of the authority or organization." "A local unit shall not be a party to a credit card arrangement unless the governing body of the local unit has adopted by resolution a written policy". The Library Board of Trustees adopted the Library's Credit Card Resolution in 1999.
- 6) The Library is eligible to receive sales tax exemption. The Library is a Component Unit of Bloomfield Township and uses their Taxpayer Identification Number 07-1300352. At the vendor's request, a Sales Tax Exemption form is provided to the vendor at time of purchase.
- 7) A Credit or Charge Verification form is completed for each purchase, and the receipt is attached and submitted within five working days, along with the detail of the service provided or goods purchased, the cost of the item, the date of the purchase, and the official business from which purchased. This information is required by state statute. All credit card invoices must be approved by the staff member before payment, and the balance must be "paid for within not more than 60 days of the initial statement date." according to state law. To avoid paying finance charges, the Library will be pay the monthly statement balance in full, by the statement due date.

- 8) If a credit card is lost or stolen, the law states "an officer or employee issued a credit card is responsible for its protection and custody and shall immediately notify the local unit if the credit card is lost or stolen." Staff is instructed to immediately report a lost or stolen Library credit card to the Director or Finance Coordinator.
- 9) When an employee leaves the Library, the card will be collected by the Library and the cardholder account will be closed. New employees in the approved positions will be issued a new cardholder account. The law requires that "An officer or employee issued a credit card shall return the credit card upon the termination of his or her employment with the local unit."
- 10) Department Heads will carefully supervise their use and their staff's use of any individually issued Library credit cards relative to their departmental budget responsibilities. The Director and Finance Coordinator will monitor the use of the credit cards and be responsible for a system of internal accounting controls.

#### **Guidelines for Credit Card Policy – Amazon Business/Prime Credit Card**

The following is a summary of the recommended guidelines for the Library's Amazon credit card policy:

- 1) The Library position eligible for managing the Library's business Amazon account is the Technical Services Department Head. The credit limit is \$15,100, which is less than 1% of the Library's total annual budget.
- 2) Staff may occasionally use their own personal Amazon accounts and request reimbursement for expenditures purchased on behalf of the Library. Staff is encouraged to work with the Technical Services Department Head to use the Library's business Amazon account in order to receive the financial benefits associated, such as free next day delivery and sales tax exemption. Other staff is not authorized to set-up a business Amazon account under the Library's tax exemption status.
- 3) The Technical Services Department Head will attach a receipt corresponding to each credit card charge, along with the detail of the service provided or goods purchased, the cost of the item, the date of the purchase, and the official business from which purchased. This information is required by state statute.
- 4) All of the Flagstar VISA credit card guidelines apply to this credit card, except for the specifics outlined in the Amazon credit card, items #1-3.

**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:** October 12, 2020

**SUBJECT:** Strategic Plan Update

The Library continues to make updates that improve the library building. Taking advantage of this time, when use of the building is light due to the pandemic restrictions, the LED lighting project is moving ahead. This week the Building and Grounds committee and the Department Heads will view some sample LED lights in six strategic locations. These lights will give us a flavor of the new lighting. This project is very much in the beginning phases and much more planning is to be done.

In addition to new lighting, fresh paint and new carpet will update some areas of the library. All these things help us to provide an attractive, easy-to-use, and flexible facility and grounds that meet a variety of users' needs.

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.



# What's Going on at the Library in October & November

## Displays

1. Seasons are changing with a fun **Fall** display in October in Youth Services
2. We're celebrating **Dinovember** with a Dinosaur display in November in Youth AND Adult Services
3. Learn about the fight for women's suffrage at the '**Rightfully Hers: American Women and the Right to Vote**' display from the National Archives in Adult Services. Includes books from our collection.
4. **Classics Book display** in Adult Services. Classic books and information on the Classics Book Club meetings every other month through August 2021.
5. In November, the '**Home, Sweet Home**' display in Adult Services helps you feather your nest before winter sets arrives.
6. Check out the work of the **International Plastic Modelers' Society** in the Lobby Display Case through October 30. Following that will be a Michigan Treasure Hunters - metal detecting hobbyists display.

## Virtual Programs

1. YS - **Virtual Teen Club - Haunted Trivia & Costume Contest** - fun games and prizes on Zoom.
2. AS - **Film Talk with Dr. Tara Hayes - "Night of the Living Dead"** - Professor of English at Oakland University leads this discussion on Zoom.

## Virtual Programs - recurring

1. YS - **Live Weekly Family Story Time** on Zoom, alternating Tuesdays and Wednesdays.
2. YS - **Monthly Art Lab projects** on Zoom, with material packets provided for registered attendees.
3. YS - **Virtual Teen Book Club** – monthly book discussion for ages 13-18 on Zoom.
4. **Teen Advisory Board (TAB) Meeting** – on Zoom, discuss and review books to purchase for teen collection and discuss programming ideas for teens.
5. AS - **Classics Book Club** – meets on Zoom bimonthly, discussing *And Then There Were None*, by Agatha Christie, in October and *Northanger Abbey*, by Jane Austen, in December.
6. AS - **BYOB–Bring Your Own Book–Club** – meets on Zoom bimonthly, discussing *The Alice Network*, by Kate Quinn, in October and *Nine Perfect Strangers*, by Liane Moriarty in December
7. AS - **30 Minute Lunchtime Book Club** – meets on Zoom bimonthly, discussing *Alternate Side*, by Anna Quindlen in November.
8. AS - **Nonfiction Book Club** – meets on Zoom bimonthly, discussing *Secondhand: travels in the new global garage sale* by Adam Minter in November.
9. Systems -**Tech Open Lab** – weekly. Technology staff discuss a different topic each week on Zoom (such as a Microsoft product, Web Application, Social Media, Email, how to use your personal digital device, etc.) and are available to answer questions on any topic.

## Take-Home Activities

1. YS - **Roam from Home media packs** - kits to explore different locations around the globe include books, movies, and music to experience a new locale as a family. Locations include Antarctica, Australia, the Caribbean, China, England, France, Hawaii, Italy, South America, or Spain. If interested in a location not listed, ask a librarian for a customized pack.
2. YS - **Spooky Spiderwebs** – 'Take-and-Make' kits.
3. YS - **Science Bags** to take home - owl pellet dissection kits in October, with more science themed bags to follow.

## Online Resources

1. YS - **Wonderbooks added to collection**. Wonderbooks combine a physical book with a built-in audiobook player so children can read and follow along with their favorite books.
2. YS - **PebbleGo** has been added, an early literacy resource for children in preschool through 3rd grade who are just learning how to read.
3. AS - **Fold3**, a new genealogical resource which features premier military records. Also, patrons temporarily have access to **Ancestry.com** from home for free with their Bloomfield Township Public Library card.
4. AS - **Lynda.com**, an online learning platform with over 15,500 courses to help achieve personal and professional goals through self-guided study.
5. AS - New **MEL (Michigan Electronic Library) resources**, which include AutoMate, Small Business Resource Center, Regional Business News, Caribbean Search, Political Science Complete, Hobbies & Crafts Reference Center

## On-demand videos

### **Youth Services:**

- Make a Catapult with Charlie.
- Make a Paper Chain with Ms. Patricia.
- New Graphic Novels Book Talk Ms. Liz talks about some of the latest and greatest graphic novels.
- "Look Up!" Sensory Story Time - Ms. Jen leads a virtual sensory story time about things you see when you look up.
- Make a Miniature Foosball Table with Charlie.
- A video is available showing how one can find our latest books, DVDs, CDs, and other media on the shelves in the Youth Room or online.
- Make Donuts in Disguise - Ms. Liz shows how to make some yummy treats in this mini Little Foodies.
- "Slightly Spooky" story time for families of all ages with Ms. Liz.
- Youth Services Vimeo Channel offering more recorded activities, book talks, crafts, and story times.

### **Adult Services:**

- Make an Autumn Wreath with Marcia Preston.
- Virtual Tours and Experiences - Detroit Symphony Orchestra, Time Out Magazine's Theater Stream, Tour a National Park, 12 museums from around the world, The National Theatre, Alvin Ailey American Dance Theater.
- 19th Century Origins of Football: From Folk Football to Soccer, Rugby and American Football. Available throughout October.
- Brainfuse – Marcia Preston demonstrates new learning resource in a short video.
- October 2020 Adult Services Librarian Recommendations - Adult Services librarians books, music, films, and series recommendations.

## Other

1. **Library Pen Pals** - Send a letter via U.S. mail to the library and we'll write you back! Mail letter to Youth Services, C/O Bloomfield Township Public Library, 1099 Lone Pine Road, Bloomfield Twp., MI 48302.
2. Circulation - **Auto renewal** of library materials in testing phase.
3. University of Michigan School of Music, Theatre and Dance hosted two **online chamber music concerts**. Staff emailed this information to our regular concert patrons. They were also informed they can bookmark their webpage for future, free live-streamed concerts.

# **DATES FOR LIBRARY BOARD OF TRUSTEES**

## **OCTOBER-NOVEMBER, 2020**

Thursday, October 29, 11:00am – Building and Grounds Committee meeting

Wednesday, November 4, 1:00pm – Friends Board meeting

Thursday, November 12, 11:00am – Development Committee meeting

Tuesday, November 17, 6:00pm – swearing in followed by 7:00pm Library Board meeting

Wednesday, November 25 – Library closes at 5:30pm

Thursday, November 26 – Library closed for Thanksgiving Day