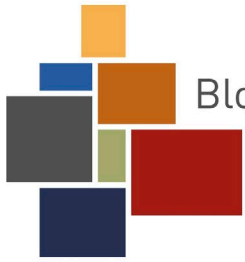


Please arrive at 6:00 p.m.  
For the swearing in  
of the Trustees  
and the retirement celebration  
of Jan Roncelli



Bloomfield Township Public  
**Library**

**Bloomfield Township Public Library  
Board of Trustees**

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

Leslie Harcourt Green Community Room

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)

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, November 17, 2020  
7:00 p.m.

| <b>#</b> | <b><u>NUMBERED ITEMS</u></b>   | <b><u>DATE DELIVERED</u></b> |
|----------|--|------------------------------|
| 1        | Agenda   | 11/13/2020                   |
| 2a       | Request to remove items from the Consent Agenda for Discussion           | 11/13/2020                   |
| 2b       | Motion to approve the order of items for the regular and consent agendas | 11/13/2020                   |
| 5        | Motion to approve remaining Consent Agenda items 6-8d                    | 11/13/2020                   |
| 6        | Regular Board Meeting Minutes of 10/20/2020                              | 11/13/2020                   |
| 7a       | Cash Disbursements   | 11/13/2020                   |
| 7b       | Revenues/Expenditures Budget Report                                      | 11/13/2020                   |
| 7c       | Energy Report  | 11/13/2020                   |
| 8a       | President's Report– no report  |                              |
| 8b       | Director's Report  | 11/13/2020                   |
| 8c       | Art Committee –no report   |                              |
| 8c       | Bloomfield Township Liaison – no report                                  |                              |
| 8c       | Building and Grounds Committee – 10/29/2020                              | 11/13/2020                   |
| 8c       | Cranbrook –no report   |                              |
| 8c       | Development Committee – 11/12/2020                                       | 11/13/2020                   |
| 8c       | Finance Committee/ Personnel Committee – no report                       |                              |
| 8c       | Friends of the Library Liaison – no report                               |                              |
| 8c       | Jeanette P. Myers Scholarship Committee – no report                      |                              |
| 8c       | Investment Committee – no report   |                              |
| 8c       | Personnel Committee – no report  |                              |
| 8c       | Policy Committee – no report   |                              |
| 11a      | Appointment of Nominating Committee                                      | 11/13/2020                   |
| 11b      | Library PR Update  | 11/13/2020                   |
| 13       | Motion to approve any items removed from the Consent Agenda              | 11/13/2020                   |
|          | <b><u>UNNUMBERED ITEMS</u></b>   | <b><u>DATE DELIVERED</u></b> |
|          | Strategic Plan Update  | 11/13/2020                   |
|          | Library Happenings   | 11/13/2020                   |
|          | Meeting Dates  | 11/13/2020                   |

AGENDA  
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
BOARD OF TRUSTEES  
Tuesday, November 17, 2020  
**Regular Board Meeting**  
**7:00 P.M.**

**REGULAR AGENDA ITEMS #1-5**

1. Call to order of regular meeting
- 2a. Request to remove items from the Consent Agenda for Discussion
- 2b. MOTION to approve the order of items for the Regular and Consent Agendas
3. President's Verbal Report
4. Director's Verbal Report
5. MOTION to approve the remaining Consent Agenda items 6-8d

**CONSENT AGENDA ITEMS #6-8d**  
**Items removed will be discussed under Item #12**

6. Regular Board meeting minutes of October 20, 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. Appointment of Nominating Committee
  - b. Library PR Update
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, December 15, 2020
16. Adjournment

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**

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

**I REQUEST THAT ITEM (S):**

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**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**

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Bloomfield Township Public Library  
Oakland County, Michigan  
Tuesday, October 20, 2020

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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, and Administrative Assistant Linden Godlove

Guests: (via Zoom) Paul Zink, Systems Specialist and SOC Representative

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Upon discussion, a motion was made by Grant Gerhart and seconded by Eli Greenbaum **TO APPROVE THE ORDER OF ITEMS ON THE CONSENT AGENDA ITEMS FOR THE REGULAR AND CONSENT AGENDAS**

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

*Deska: Aye*

*Edwards: Aye*

*Gerhart: Aye*

*Greenbaum: Aye*

*Lindstrom: Aye*

*Luksik: Aye*

**PRESIDENT'S VERBAL REPORT:**

President Judy Lindstrom declared that fall is one of her favorite seasons. She exhorted all to embrace every gift this year and every good thing that is available during these times. In that light, this autumn is particularly beautiful to enjoy this year. "Ma Nature has delivered," she declared, noting all the light and colors were a joy this season.

**DIRECTOR'S VERBAL REPORT:**

Director Mueller said that "speaking of light and color" the Library had the LED lighting tour last week. The improved LED lighting plan is on schedule and will bring great improvements to the Library. There are samples of the new lighting installed in the Adult Services non-fiction area as well as in Meeting Room 3 on the lower level. There is a Building and Grounds committee meeting on Thursday, October 29 where they will discuss the next steps in this process and



budget guidelines may be available. The painting in the Administration hallway has been completed. The carpeting will be replaced there as well as in the main library lobby. Some shelves and other things will be moved next week and the carpeting will be laid in stages. In November, Assistant Director Tera Moon will be featured on BCTV monthly with highlights of the Library. This is National Friends of the Library Week. Staff has been busy thanking the wonderful and generous Friends. There are posts on social media sharing about the many gifts provided by the Friends. There will be a basket of goodies for the Friends. Staff wrote notes on various cutout shapes which are being used to create a special gift. New iPads will be ordered for the Trustees.

Director Mueller shared some recent patron comments.

Regarding the Library by Mail: "This is an incredible service and truly speaks to inclusivity of a public library."

Regarding the garden and grounds video: "Kudos to the photographers. Well done. The Library is one of the many benefits of living in Bloomfield Township."

Regarding patron visits: "Happy news everyone! I just got off the phone with a patron who was in yesterday with her special needs granddaughter. They took a spider web kit and the South America "Roam from Home" bag and she wanted to let everyone know how much they enjoyed them. The patron says "thank you" and her daughter was amazed at how much they were able to do thanks to their visit to the Library."

### **REGULAR AGENDA:**

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

Paul Zink, Systems Specialist and representative of the SOC, reported that the SOC have been offering various morale boosters for the staff. Through the end of the year, every day can be casual, with funds raised to go to the Friends of the Library and the Children's Optimist Club. There will be dress up for Halloween and a baby picture guessing contest, as well as a craft sale in December.

### **UNFINISHED BUSINESS:**

No unfinished business.

### **NEW BUSINESS:**

#### ***11a. Annual Policy Review***

Director Mueller thanked the Policy Committee –Eli Greenbaum and Sandy Edwards—for their hard work reviewing the policies and making changes.

Each year, the Policy Committee meets to review all fifteen Library Board approved policies. The purpose of this review is to ensure that these policies, the library's 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 the Library's 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. 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. If approved, these guidelines will take effect immediately.

Upon discussion, a motion was made by Joan Luksik and seconded by Sandy Edwards **TO APPROVE THE REVISIONS TO THE CONFLICT OF INTEREST POLICY AND CREDIT CARD ACCEPTANCE GUIDELINES AS PRESENTED.**

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

*Deska: Aye*

*Edwards: Aye*

*Gerhart: Aye*

*Greenbaum: Aye*

*Lindstrom: Aye*

*Luksik: Aye*

## **MOTION CARRIED**

### **OTHER:**

Sandy Edwards reported on the Wednesday, October 7 Friends Board Meeting, which was conducted via Zoom. The Friends meeting approved all items on the Wish List requests totaling \$13,200. The Wishes included tools to improve virtual programming and more eBooks and digital audiobooks for borrowing. The Friends currently have \$32,000 in the bank before the Wish List is taken. Without the monthly book sales and the Library Shop, their fundraising abilities are reduced. In the future, great consideration will need to be given to what requests are made on the Wish List and what will actually be funded. However, sufficient funds need to be spent in order to keep the Friends' status as a 501c3. The Friends next meeting is November 4 at 1 p.m.

Judy Lindstrom queried about plans for the entrance arrangement flowers being updated by Goldner Walsh.

Observations were made about the number of items circulating in September (47,507) compared to this time last year (55,270). It was agreed that this was an amazing comeback from the pandemic closing period. There are fewer visitors to the Library, but they are borrowing more materials. The number of programs is fewer and the participants in total are fewer, however the percentage is still good.

Sandy Edwards commented that the Youth Services librarians' work is incredible and her neighbors enjoyed the spooky spider web take home craft. She is very impressed on the quantity of resources on the website.

Director Mueller told the Trustees that a list of future committee meetings, as well as a list of happenings in the Library, is once again included at the end of board packet. Most of the extensive offerings are virtual.

A special edition of the Library newsletter will be coming out this week.

The next Library Board Meeting will be Tuesday, November 17 at 7 p.m. with a 6pm swearing in at the Library. There will be an appointment of the Library Board Nominating Committee at that time.

At 7:23 p.m. President Judy Lindstrom adjourned the meeting.

Submitted by:

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

Sandra Edwards, Secretary

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

No new vendors this month.

**General Fund Advance**

- Check #20917 payable to Bloomfield Township in the amount of \$4,051.16 was payment for the Library's water bill from 9/21/2020 – 10/22/2020.

**General Fund**

- Check #20919 payable to AECOM Great Lakes, Inc. in the amount of \$32,750.00 is payment for work on the Library's LED lighting project.
- Check #20921 payable to the American Library Association in the amount of \$218.00 is payment for a membership renewal.
- Check #20924 payable to Arbor Oakland Group in the amount of \$2,665.00 is payment for printing and mailing of the fall newsletter.
- Check #20935 payable to Farmington Community Library in the amount of 500.00 is payment for ebooks purchased through Metro Net.
- Check #20937 payable to Healey Fire Protection, Inc. in the amount of \$2,900.00 is payment for inspection of our building's fire system.
- Check #20942 payable to Kalamazoo College Circulation in the amount of \$60.00 is payment for a lost MelCat book borrowed by a Bloomfield Township resident for which the resident has been billed.
- Check #20944 payable to Midwest Collaborative for Library Services in the amount of \$3,138.75 is payment for reference books.
- Check #20959 payable to SQBOX Solutions, Inc. in the amount of \$3,340.00 is payment for the support of the Library's technology infrastructure.

- Check \$20963 payable to The Library Network in the amount of \$555.00 is payment for library internet services license renewals.
- Check #20970 payable to Bloomfield Township in the amount of \$405,228.89 is payment for three payrolls including FICA, HRA contributions, pension, etc. as usual.

#### **Gift Fund**

- Check #5172 payable to Laurie Tennent in the amount of \$450.00 is payment for the 2020 Best in Show photograph framing.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**

**CHECK REGISTERS**

**FOR THE MONTH OF OCTOBER 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> |             |   |                     |                  |
| 20898                  | 10/12/20    | Marcia Preston                          | 106.01              | 200.34           |
| 20899                  | 10/12/20    | THYSSENKRUPP ELEVATOR CORP              | 106.01              | 898.96           |
| 20900                  | 10/12/20    | LAGOD TOVEY                             | 106.01              | 50.00            |
| 20901                  | 10/20/20    | Andy Cascarelli                         | 106.01              | 55.00            |
| 20902                  | 10/20/20    | CHAMPAGNE ENGRAVING                     | 106.01              | 25.00            |
| 20903                  | 10/20/20    | XFINITY                                 | 106.01              | 162.53           |
| 20904                  | 10/20/20    | FLAGSTAR BANK                           | 106.01              | 7,289.14         |
| 20905                  | 10/20/20    | LOWE'S                                  | 106.01              | 72.03            |
| 20906                  | 10/20/20    | PRINCIPAL LIFE INS CO-SBD GRANDE ISLAND | 106.01              | 792.80           |
| 20907                  | 10/20/20    | VERIZON WIRELESS                        | 106.01              | 197.00           |
| 20908                  | 10/27/20    | CONSUMERS ENERGY                        | 106.01              | 4,465.17         |
| 20909                  | 10/27/20    | DTE ENERGY                              | 106.01              | 21,308.13        |
| 20910                  | 10/27/20    | GRAPHIC SCIENCES, INC.                  | 106.01              | 590.00           |
| 20911                  | 10/27/20    | Xiao Luo                                | 106.01              | 50.00            |
| 20912                  | 10/27/20    | VIGILANTE SECURITY                      | 106.01              | 1,950.00         |
| 20913                  | 11/3/20     | AMAZON.COM                              | 106.01              | 1,862.85         |
| 20914                  | 11/3/20     | APPLIED IMAGING                         | 106.01              | 739.26           |
| 20915                  | 11/3/20     | AT&T                                    | 106.01              | 305.06           |
| 20916                  | 11/3/20     | AT&T                                    | 106.01              | 789.25           |
| 20917                  | 11/3/20     | BLOOMFIELD TOWNSHIP                     | 106.01              | 4,051.16         |
| 20918                  | 11/3/20     | PACIFIC TELEMAGEMENT SERVICES           | 106.01              | 78.00            |
| Total                  |             |   |                     | <u>45,931.68</u> |
| <b>REGULAR CHECKS:</b> |             |   |                     |                  |
| 20919                  | 11/9/20     | AECOM GREAT LAKES, INC.                 | 106.01              | 32,750.00        |
| 20920                  | 11/9/20     | AERO FILTER, INC                        | 106.01              | 3,422.16         |
| 20921                  | 11/9/20     | AMERICAN LIBRARY ASSOCIATION            | 106.01              | 218.00           |
| 20922                  | 11/9/20     | AMERICAN PEST CONTROL                   | 106.01              | 148.00           |
| 20923                  | 11/9/20     | APPLIED IMAGING                         | 106.01              | 912.66           |
| 20924                  | 11/9/20     | ARBOR OAKLAND GROUP                     | 106.01              | 2,665.00         |
| 20925                  | 11/9/20     | ASSA ABLOY ENTRANCE SOLUTIONS           | 106.01              | 799.54           |
| 20926                  | 11/9/20     | AUNALYTICS                              | 106.01              | 2,719.90         |
| 20927                  | 11/9/20     | BAKER & TAYLOR, INC.                    | 106.01              | 10,108.16        |
| 20928                  | 11/9/20     | CENGAGE LEARNING/GALE                   | 106.01              | 714.07           |
| 20929                  | 11/9/20     | CENTRAL BUSINESS SYSTEMS, INC.          | 106.01              | 584.35           |
| 20930                  | 11/9/20     | CINTAS CORPORATION                      | 106.01              | 179.21           |
| 20931                  | 11/9/20     | DEMCO, INC.                             | 106.01              | 180.23           |
| 20932                  | 11/9/20     | DEMCO SOFTWARE                          | 106.01              | 533.50           |
| 20933                  | 11/9/20     | DU ALL CLEANING, INC                    | 106.01              | 8,360.00         |
| 20934                  | 11/9/20     | ELM USA, Inc.                           | 106.01              | 520.00           |
| 20935                  | 11/9/20     | FARMINGTON COMMUNITY LIBRARY            | 106.01              | 500.00           |
| 20936                  | 11/9/20     | GovHR USA                               | 106.01              | 688.00           |
| 20937                  | 11/9/20     | HEALEY FIRE PROTECTION, INC             | 106.01              | 2,900.00         |
| 20938                  | 11/9/20     | INSTITUTE OF CONT. LEGAL EDUCATION      | 106.01              | 138.50           |
| 20939                  | 11/9/20     | INFOBASE LEARNING                       | 106.01              | 889.10           |
| 20940                  | 11/9/20     | INFORMATION TODAY, INC.                 | 106.01              | 464.53           |
| 20941                  | 11/9/20     | INGRAM LIBRARY SERVICES                 | 106.01              | 344.41           |
| 20942                  | 11/9/20     | KALAMAZOO COLLEGE CIRCULATION           | 106.01              | 60.00            |
| 20943                  | 11/9/20     | LJ ROLLS REFRIGERATION CO., INC         | 106.01              | 2,789.10         |
| 20944                  | 11/9/20     | MIDWEST COLLABORATIVE for LIB. SVCS     | 106.01              | 3,138.75         |
| 20945                  | 11/9/20     | MICROMARKETING LLC                      | 106.01              | 365.49           |
| 20946                  | 11/9/20     | MIDWEST TAPE                            | 106.01              | 3,233.33         |

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

| <b>Check #</b>         | <b>Date</b> | <b>Payee</b>                            | <b>Cash Account</b> | <b>Amount</b>     |
|------------------------|-------------|---|---------------------|-------------------|
| 20947                  | 11/9/20     | MIKERO MOH                              | 106.01              | 400.00            |
| 20948                  | 11/9/20     | NATIONAL SIGN COMPANY                   | 106.01              | 203.92            |
| 20949                  | 11/9/20     | NICHOLS/NETWORK SERVICES CO             | 106.01              | 1,083.34          |
| 20950                  | 11/9/20     | OMNIGRAPHICS                            | 106.01              | 795.30            |
| 20951                  | 11/9/20     | ORIENTAL TRADING CO., INC.              | 106.01              | 224.04            |
| 20952                  | 11/9/20     | OVERDRIVE                               | 106.01              | 4,389.40          |
| 20953                  | 11/9/20     | POSEIDON LAWN SPRINKLERS                | 106.01              | 250.00            |
| 20954                  | 11/9/20     | RECORDED BOOKS, LLC                     | 106.01              | 41.60             |
| 20955                  | 11/9/20     | THE ROWMAN & LITTLEFIELD PUBLISHING GRP | 106.01              | 252.09            |
| 20956                  | 11/9/20     | SALEM PRESS, INC.                       | 106.01              | 855.00            |
| 20957                  | 11/9/20     | SHOWCASES                               | 106.01              | 833.76            |
| 20958                  | 11/9/20     | SIERRA                                  | 106.01              | 35.00             |
| 20959                  | 11/9/20     | SQBOX SOLUTIONS LTD.                    | 106.01              | 3,340.00          |
| 20960                  | 11/9/20     | TECH LOGIC CORP.                        | 106.01              | 876.06            |
| 20961                  | 11/9/20     | THE BOOK FARM, INC.                     | 106.01              | 481.28            |
| 20962                  | 11/9/20     | THE CHILD'S WORLD                       | 106.01              | 1,133.10          |
| 20963                  | 11/9/20     | THE LIBRARY NETWORK                     | 106.01              | 555.00            |
| 20964                  | 11/9/20     | TIMES LITERARY SUPPLEMENT               | 106.01              | 175.00            |
| 20965                  | 11/9/20     | TOWN SQUARE PUBLICATIONS, LLC           | 106.01              | 425.00            |
| 20966                  | 11/9/20     | VISUAL ENTITIES, INC.                   | 106.01              | 899.95            |
| 20967                  | 11/9/20     | WESCO DISTRIBUTION                      | 106.01              | 2,185.68          |
| 20968                  | 11/9/20     | WEST ACADEMIC                           | 106.01              | 53.00             |
| 20969                  | 11/9/20     | WORLD BOOK, INC.                        | 106.01              | 563.00            |
| 20970                  | 11/9/20     | BLOOMFIELD TOWNSHIP                     | 106.01              | 405,228.89        |
| Total                  |             |   |                     | <u>505,605.40</u> |
| <b>Gift Fund</b>       |             |   |                     |                   |
| <b>ADVANCE CHECKS:</b> |             |   |                     |                   |
| 5165                   | 10/12/20    | Anna Pelepchuk                          | 102.03              | 100.00            |
| 5166                   | 10/20/20    | FLAGSTAR BANK                           | 102.03              | 584.68            |
| 5167                   | 11/3/20     | AMAZON.COM                              | 102.03              | <u>48.99</u>      |
| Total                  |             |   |                     | <u>733.67</u>     |
| <b>REGULAR CHECKS:</b> |             |   |                     |                   |
| 5168                   | 11/9/20     | 4IMPRINT                                | 102.03              | 427.68            |
| 5169                   | 11/9/20     | BAKER & TAYLOR                          | 102.03              | 86.37             |
| 5170                   | 11/9/20     | OVERDRIVE, INC.                         | 102.03              | 4,418.33          |
| 5171                   | 11/9/20     | SCHOLASTIC INC. EDUCATION               | 102.03              | 1,191.00          |
| 5172                   | 11/9/20     | LAURIE TENNENT                          | 102.03              | <u>450.00</u>     |
| Total                  |             |   |                     | <u>427.68</u>     |

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

**7b**

**PRESENTED: NOVEMBER 17, 2020      FOR THE MONTH OF: OCTOBER, 2020**

|                            |                                     | 2020-2021          | 2020-2021          |                  |                    | Seven Months 58% |                      |
|----------------------------|-------------------------------------|--------------------|--------------------|------------------|--------------------|------------------|----------------------|
| 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>\$0</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>\$4,554</b>   | <b>\$12,543</b>    | <b>32.79%</b>    | <b>(\$25,707)</b>    |
|                            | <b>Charges for Services</b>         | <b>\$14,866</b>    | <b>\$7,866</b>     | <b>\$5</b>       | <b>(\$1,177)</b>   | <b>-14.97%</b>   | <b>(\$9,043)</b>     |
|                            | <b>Investment earnings</b>          | <b>\$105,000</b>   | <b>\$105,000</b>   | <b>\$311</b>     | <b>\$77,843</b>    | <b>74.14%</b>    | <b>(\$27,157)</b>    |
|                            | <b>Miscellaneous</b>                | <b>\$14,566</b>    | <b>\$9,066</b>     | <b>\$66</b>      | <b>\$66</b>        | <b>0.73%</b>     | <b>(\$9,000)</b>     |
| <b>Total Revenues</b>      |                                     | <b>\$7,954,425</b> | <b>\$8,021,339</b> | <b>\$4,936</b>   | <b>\$193,042</b>   | <b>2.41%</b>     | <b>(\$7,828,297)</b> |
| <b><u>Expenditures</u></b> |                                     |                    |                    |                  |                    |                  |                      |
|                            | <b>Personnel</b>                    | <b>\$4,485,881</b> | <b>\$4,495,992</b> | <b>\$404,072</b> | <b>\$2,362,116</b> | <b>52.54%</b>    | <b>(\$2,133,876)</b> |
|                            | <b>Library Services</b>             | <b>\$850,839</b>   | <b>\$857,349</b>   | <b>\$32,652</b>  | <b>\$430,386</b>   | <b>50.20%</b>    | <b>(\$426,963)</b>   |
|                            | <b>Facilities &amp; Equipment</b>   | <b>\$976,341</b>   | <b>\$1,030,341</b> | <b>\$54,167</b>  | <b>\$528,288</b>   | <b>51.27%</b>    | <b>(\$502,053)</b>   |
|                            | <b>Other Operating Expenditures</b> | <b>\$2,672,746</b> | <b>\$1,875,746</b> | <b>\$48,687</b>  | <b>\$231,820</b>   | <b>12.36%</b>    | <b>(\$1,643,926)</b> |
| <b>Total Expenditures</b>  |                                     | <b>\$8,985,807</b> | <b>\$8,259,428</b> | <b>\$539,577</b> | <b>\$3,552,610</b> | <b>43.01%</b>    | <b>(\$4,706,818)</b> |
| Fund Balance - Beginning   |                                     | \$11,300,592       | \$11,300,592       | \$11,300,592     |                    |                  |                      |
| Net revenue (expenditure)  |                                     | (\$1,031,382)      | (\$238,089)        | (\$3,359,567)    |                    |                  |                      |
| Fund Balance - Ending      |                                     | \$10,269,210       | \$11,062,503       | \$7,941,025      |                    |                  |                      |

**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: NOVEMBER, 2020    FOR THE MONTH OF: OCTOBER, 2020

Seven Months 58%

| ACCOUNT<br>NUMBER | ACCOUNT<br>NAME              | 2020-2021<br>ADOPTED<br>BUDGET<br>AS OF<br>MAR 17, 2020 | 2020-2021<br>AMENDED<br>BUDGET<br>AS OF<br>NOV 17, 2020 | REVENUE/<br>EXPENSE<br>CURRENT<br>MONTH | REVENUE/<br>EXPENSE<br>YTD | % OF<br>BUDGET<br>YTD | VARIANCE           |
|-------------------|------------------------------|---|---|---|----------------------------|-----------------------|--------------------|
|                   | <b><u>Revenues</u></b>       |   |   |   |                            |                       |                    |
|                   | Gift Income                  | \$500   | \$32,980  | \$13,200                                | \$32,980                   | 100.00%               | \$0                |
| 454.03            | Investment Earnings          | \$200   | \$200   | \$2                                     | \$54                       | 27.00%                | (\$146)            |
| 460.03            | Miscellaneous Revenue        | \$0   | \$0   | \$0                                     | \$0                        | 0.00%                 | \$0                |
|                   | <b>Total Revenues</b>        | <b>\$700</b>  | <b>\$33,180</b>   | <b>\$13,202</b>                         | <b>\$33,034</b>            | <b>99.56%</b>         | <b>(\$146)</b>     |
|                   | <b><u>Expenditures</u></b>   |   |   |   |                            |                       |                    |
|                   | Library Services             | \$50,389  | \$63,631  | \$7,207                                 | \$12,921                   | 20.31%                | (\$50,710)         |
|                   | Facilities & Equipment       | \$22,360  | \$34,297  | \$0                                     | \$287                      | 0.84%                 | (\$34,010)         |
|                   | Other Operating Expenditures | \$89,446  | \$96,747  | \$100                                   | \$392                      | 0.40%                 | (\$96,355)         |
|                   | <b>Total Expenditures</b>    | <b>\$162,195</b>  | <b>\$194,675</b>  | <b>\$7,307</b>                          | <b>\$13,599</b>            | <b>6.99%</b>          | <b>(\$181,076)</b> |
|                   | Fund Balance - Beginning     | \$161,695   | \$161,695   |   | \$174,227                  |                       |                    |
|                   | Net revenue (expenditures)   | (\$161,495)   | (\$161,495)   |   | \$19,435                   |                       |                    |
|                   | Fund Balance - Ending        | \$200   | \$200   |   | \$193,662                  |                       |                    |

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

| Fund   | Type  | Annual<br>Yield | Date       | Amount on Hand        |
|--|---|-----------------|------------|-----------------------|
| <b>General Fund</b>  |   |                 |            |                       |
|  | 5th 3rd Checking (Ecommerce)                      | 0.00%           | 10/31/2020 | \$63,732.99           |
|  | Flagstar Public Funds Savings                     | 0.25%           | 10/31/2020 | \$199,618.56          |
|  | Flagstar Premier Public Entities Checking         | 0.15%           | 10/31/2020 | \$37,311.66           |
|  | RBC Capital Cash/Money Market                     | 0.03%           | 10/31/2020 | \$326,710.83          |
|  | RBC Capital - Investments                         | 1.78%           | 10/31/2020 | \$7,867,175.15        |
| <b>Total General Fund</b>  |   |                 |            | <b>\$8,430,816.20</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%           | 10/31/2020 | \$134,658.90          |
|  | Huntington CD (Charnov gift) - matures 02/03/2021 | 1.50%           | 10/31/2020 | \$50,000.00           |
|  | Fifth Third Bank Business Standard Checking       | 0.00%           | 10/31/2020 | \$12,724.12           |
| <b>Total Gift Fund</b>   |   |                 |            | <b>\$197,383.02</b>   |

**CFSEM**

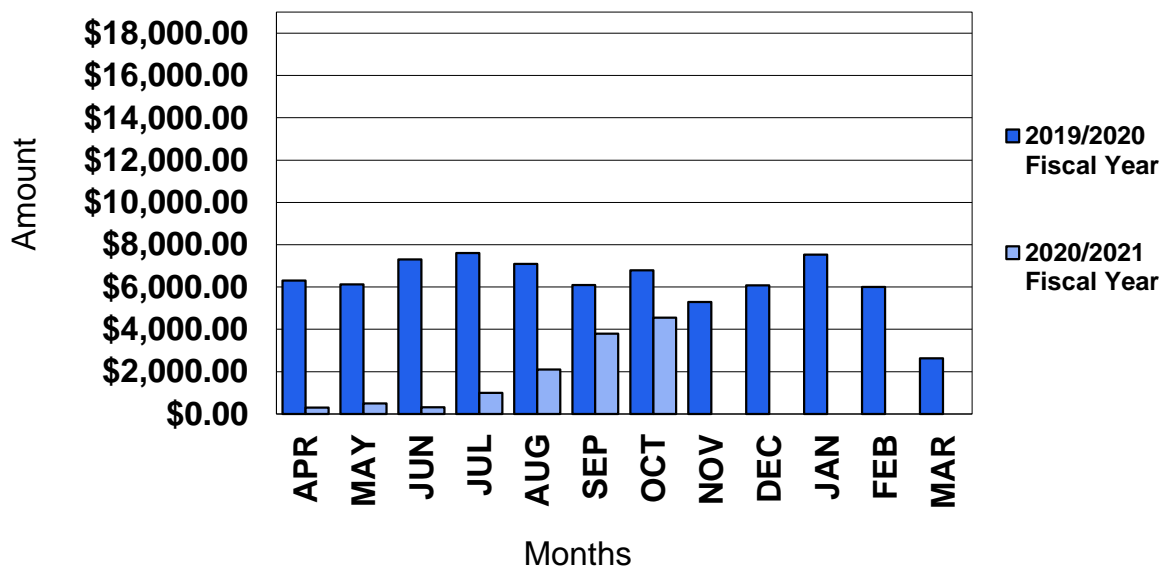
The following endowment funds are administered by the Community Foundation for Southeast Michigan (CFSEM). CFSEM maintains unilateral variance power and legal ownership of the endowment funds, and therefore, principal is not available to BTPL. Earnings are available for distribution to the Library for 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           |                     |
| <b>Total CFSEM holdings</b>                                  |            |                       | <b>\$158,021.00</b> |

**FINES AND FEES - TWO-YEAR COMPARISON**

| Month        | 2019/2020<br>Fiscal Year | 2020/2021<br>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               | \$4,554.22               | (\$2,239.91)         |
| 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>\$12,543.41</b>       | <b>(\$62,310.29)</b> |

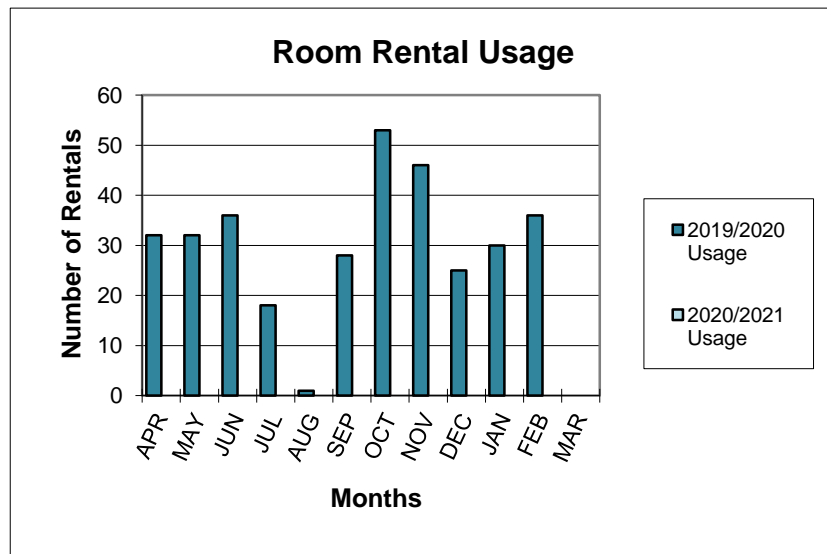
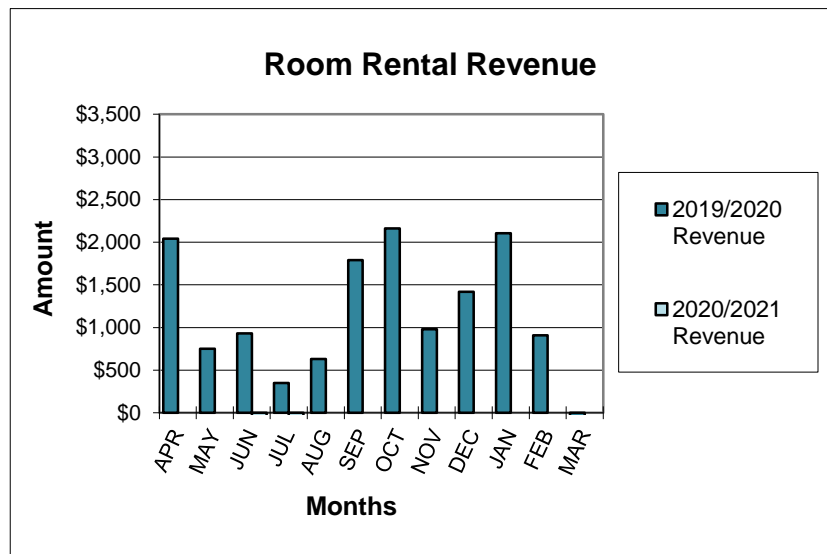
### Fines and Fees Two-Year Comparison



## ROOM RENTAL - TWO-YEAR COMPARISON

7b

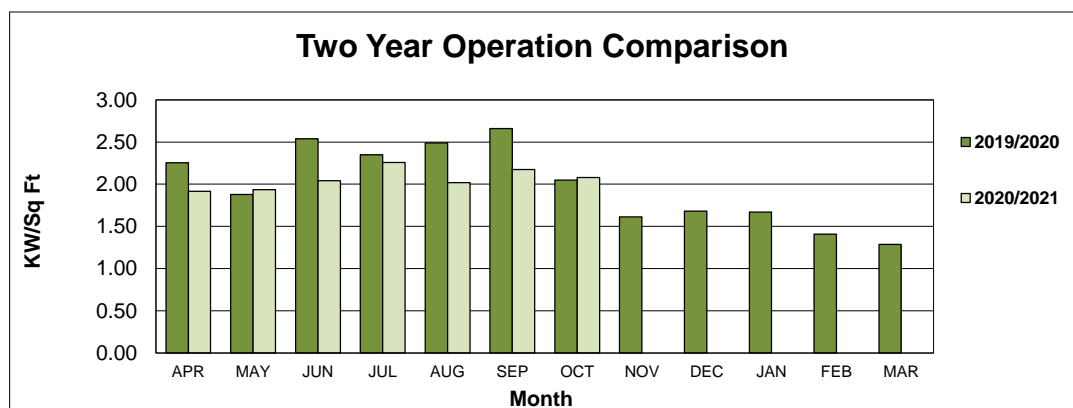
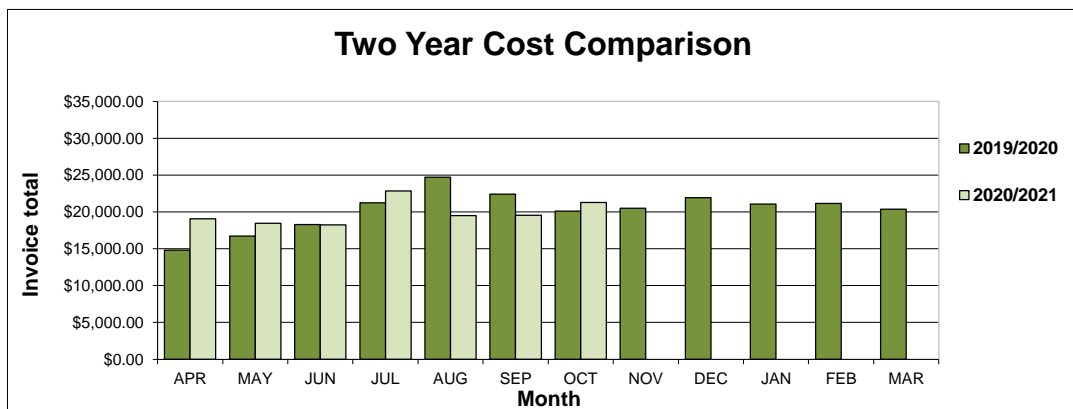
| Month | 2019/2020<br>Revenue | 2020/2021<br>Revenue | Difference     | 2019/2020<br>Usage | 2020/2021<br>Usage | Month |
|-------|----------------------|----------------------|----------------|--------------------|--------------------|-------|
| APR   | \$2,040.00           | \$0.00               | (\$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           | \$0.00               | (\$2,160.00)   | 53                 | 0                  | 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<br>KWH           | COST/KWH | KWH/HR<br>(24 x no. days per<br>month) | KWH/SQ FT<br>101,023 | COST/HR<br>(24 x no. days per<br>month) | COST/SQ FT.<br>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  | \$21,308.13  | \$1,174.43     | 210,210                | \$0.10   | 282.54                                 | 2.08                 | \$28.64                                 | \$0.21                 |
| 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 | \$139,040.24 | (\$104,365.99) |                        |          |  |                      |   |                        |



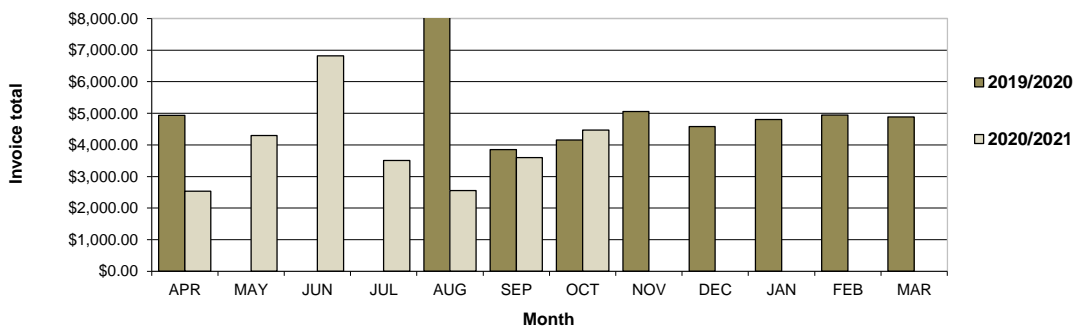
## Bloomfield Township Public Library Natural Gas Analysis

Building Area = 101,023

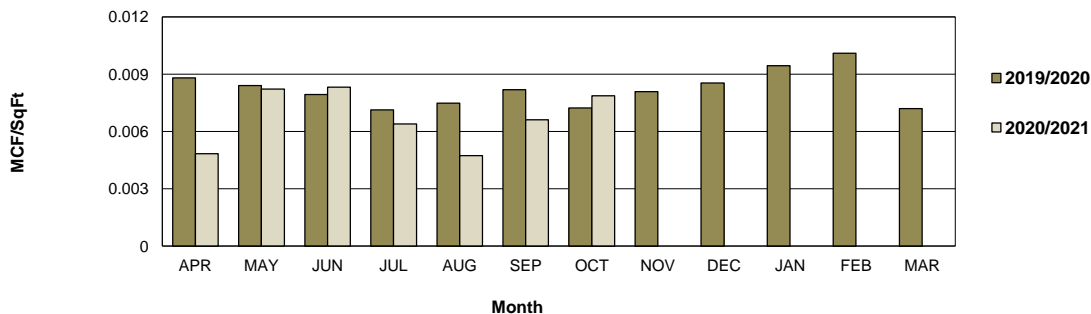
1 Cu. Ft. = 1000 BTU

| TWO YEAR COST COMPARISON |             |             |                         | OPERATION |          |                                      |        |          |       |         |
|--------------------------|-------------|-------------|-------------------------|-----------|----------|--------------------------------------|--------|----------|-------|---------|
| Month                    | 2019/2020   | 2020/2021   | Difference              | MCF       | COST/MCF | HOURS<br>(24 x no.days<br>per month) | MCF/HR | MCF/SqFt | \$/HR | \$/SqFt |
| APR                      | \$4,934.17  | \$2,531.55  | (\$2,402.62)            | 488.2     | \$5.19   | 720                                  | 0.68   | 0.005    | 3.52  | 0.025   |
| MAY                      | \$0.00      | \$4,294.32  | \$4,294.32 - Correction | 830.4     | \$5.17   | 744                                  | 1.12   | 0.008    | 5.77  | 0.042   |
| JUN                      | \$0.00      | \$6,820.12  | \$6,820.12              | 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  | \$4,465.17  | \$309.48                | 794.8     | \$5.62   | 744                                  | 1.07   | 0.008    | 6.00  | 0.044   |
| 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 | \$27,769.06 | (\$25,164.92)           |           |          |                                      |        |          |       |         |

### Two Year Cost Comparison

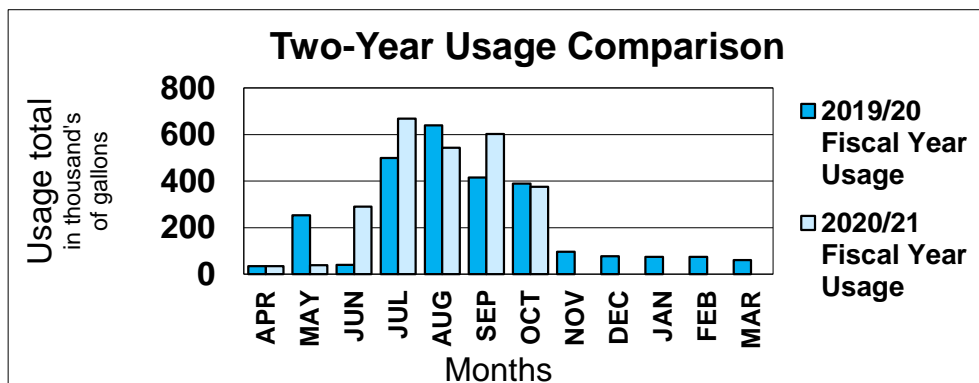
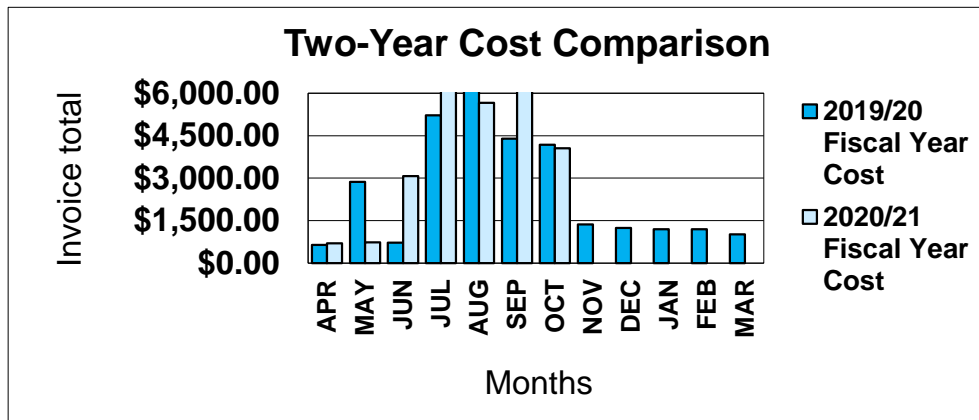


### Two Year Operation Comparison



## Bloomfield Township Public Library Water Analysis

| Month | 2019/20<br>Fiscal Year<br>Cost | 2020/21<br>Fiscal Year<br>Cost | Difference          | 2019/20<br>Fiscal Year<br>Usage | 2020/21<br>Fiscal Year<br>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                     | \$4,051.16                     | (\$130.58)          | 390                             | 376                             | (14)           |
| 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>\$27,426.11</u>             | <u>(\$3,248.97)</u> | <u>2,654</u>                    | <u>2,554</u>                    | <u>(100)</u>   |



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

Library Board meetings will once again be held in person at the Library. Masks are required and social distancing is expected. The November 17, 2020 Library Board of Trustees regularly scheduled meeting will be held at the Library in the Community Room starting at 7:00pm. Prior to the start of the regular meeting, Bloomfield Township Clerk Jan Roncelli will be giving the oath of office to the newly elected Trustees beginning at 6:00pm that evening. Congratulations to the newly elected Trustees.

New carpeting will be installed soon in the main lobby and down the Administrative hallway. Starting on Saturday, November 21 when the Library closes and continuing through the day on Sunday, November 22, carpet installation will be done. I am grateful that this work can be completed while the Library is closed.

After a soft opening while some glitches were worked out, automatic renewals are working well and to great public response. This is a wonderful new service the Library has now implemented.

As you may recall, Oakland County received funding from the Coronavirus Aid, Relief and Economic Security Act ("CARES Act") and made it available to local organizations including Bloomfield Township Public Library. The purpose of this funding is to remediate unanticipated expenditures necessitated by the COVID-19 pandemic. Bloomfield Township Public Library has been impacted by this pandemic and has purchased items to respond to the public health emergency it has created. Among the items the Library purchased to help make the library safer for staff and patrons are personal protection equipment, Plexiglas shields at all public service desks, and social distancing mats. These expenditures were not anticipated nor were these accounted for in our annual budget. The Library applied for and has received word from Oakland County Commissioners Shelly Taub and Marcia Gershenson that the Library will receive CARES Act funding of approximately \$40,000. Many thanks to Commissioners Taub and Gershenson for their support of this reimbursement.

*Small cheer and great welcome makes a merry feast  
~ William Shakespeare*

Wishing you all a very happy Thanksgiving!

Respectfully Submitted,

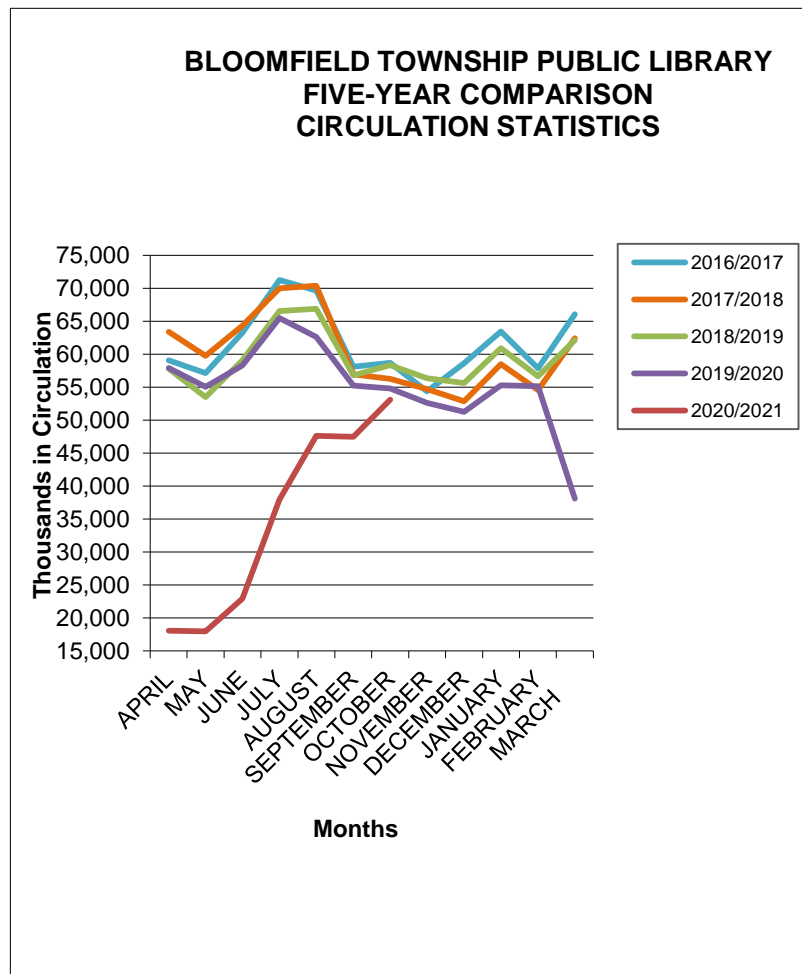
Carol Mueller, Director



**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
FIVE YEAR CIRCULATION**

11/10/2020

|              | <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           | 53,114           |
| 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>245,206</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:                              | 240,697 |            | 235,126 |            |
| Media Collection:                             | 56,477  |            | 56,144  |            |
| Total e-books:                                | 16,530  |            | 21,790  |            |
| Overdrive                                     | 11,929  |            | 17,511  |            |
| Total downloadable audiobooks:                | 6,482   |            | 7,412   |            |
| Materials Total:                              | 320,186 |            | 320,472 |            |
|   |         |            |         |            |
| <b>CIRCULATION</b>                            |         |            |         |            |
| Circulation Total:                            | 54,813  |            | 53,114  |            |
| Bloomfield Township Circulation:              | 51,215  |            | 51,309  |            |
| Virtual Circulation Total                     | 11,859  |            | 15,080  |            |
| Circulation of Youth materials:               | 15,549  |            | 17,926  |            |
| Circulation of Media:                         | 11,850  |            | 8,644   |            |
| Circulation of Cranbrook passes:              | 147     |            | 35      |            |
| Self-checkout machine use:                    | 18,327  | 33.4%      | 12,873  | 24.2%      |
| Library by Mail:                              | 24      | 23 patrons | 33      | 29 patrons |
|   |         |            |         |            |
| <b>BUILDING &amp; EQUIPMENT USAGE</b>         |         |            |         |            |
| Door Count:                                   | 6,436 * |            | 7,399   |            |
| Gate Count:                                   | 26,057  |            | 8,785   |            |
| Meeting rooms by public:                      | 53      |            | 0       |            |
| Meeting rooms by staff:                       | 61      |            | 0       |            |
|   |         |            |         |            |
| <b>VIRTUAL USE</b>                            |         |            |         |            |
| Home page hits:                               | 27,991  |            | 28,578  |            |
| e-book access:                                | 3,051   |            | 4,455   |            |
| Overdrive                                     | 3,048   |            | 4,446   |            |
| EBSCOhost                                     | 3       |            | 9       |            |
| Audiobook access: (Overdrive)                 | 1,939   |            | 2,246   |            |
| Freegal music download access:                | 693     |            | 517     |            |
| Freegal music streaming:                      | 2,165   |            | 1,754   |            |
| Magazine download access:                     | 1,680   |            | 2,624   |            |
| Hoopla access:                                | 2,331   |            | 3,484   |            |
|   |         |            |         |            |
|   |         |            |         |            |
| <b>Library Computer Use</b>                   |         |            |         |            |
| Resident Use                                  | 1,109   |            | 196     |            |
| Guest Use                                     | 539     |            | 194     |            |
|   |         |            |         |            |
|   |         |            |         |            |
|   |         |            |         |            |
| *Count unavailable due to lobby floor project |         |            |         |            |

|  | 2019   |                | 2020         |                |
|--|--|----------------|--------------|----------------|
| <b>OUTREACH &amp; PROGRAMS</b>           |  |                |              |                |
| <b><i>New Patrons and Accounts</i></b>   |  |                |              |                |
| Township:                                | 158  |                | 69           |                |
| Cranbrook:                               | 5  |                | 3            |                |
| Total new patrons:                       | 226  |                | 98           |                |
| <b><i>Adult Program Attendance</i></b>   |  |                |              |                |
| Staff-led:                               | 12 events  | 166 attended   | 6 events     | 711 attended   |
| Speaker-led:                             | 9 events   | 286 attended   | 3 events     | 135 attended   |
| Book clubs:                              | 8 events   | 97 attended    | 2 events     | 14 attended    |
| Tours/visits on-site:                    | 0  | 0              | 0            | 0              |
| Tours/visits off-site:                   | 3 events   | 111 attended   | 5 events     | 64 attended    |
| Bloomfield Historical Society            | 1 event  | 73 attended    | 0            | 0              |
| <b><i>Systems Program Attendance</i></b> |  |                |              |                |
| Staff-led:                               | 13 events  | 29 attended    | 4 events     | 13 attended    |
| <b><i>Teen Program Attendance</i></b>    |  |                |              |                |
| Staff-led:                               | 1 event  | 21 attended    | 3 events     | 34 attended    |
| <b><i>Youth Program Attendance</i></b>   |  |                |              |                |
| Staff-led:                               | 25 events  | 1,021 attended | 10 events    | 279 attended   |
| Speaker-led:                             | 0  | 0              | 0            | 0              |
| Tours/visits on-site:                    | 2 events   | 10 attended    | 0            | 0              |
| Tours/visits off-site:                   | 5 events   | 367 attended   | 0            | 0              |
| TOTAL:                                   | 79 events  | 2,181 attended | 33 events    | 1,250 attended |
| <b><i>Volunteers:</i></b>                |  |                |              |                |
|  | 18 people  | 172.50 hours   | 0 people     | 0 hours        |
|  | Shop: 8  | 111            | Shop: 0      | 0              |
|  | Court: 0   | 0              | Court: 0     | 0              |
|  | Students: 3  | 6.75           | Students: 0  | 0              |
|  | Dept. Vol: 7   | 54.75          | Dept. Vol: 0 | 0              |
| <b><i>Patron Remarks</i></b>             |  |                |              |                |
| Patron Comments:                         | 14   |                | 3            |                |
| Ask BTPL:                                | 11   |                | 1            |                |
| Ask Us:                                  | 44   |                | 63           |                |
| <b>DISPLAYS</b>                          |  |                |              |                |
| Lobby                                    | Models of trains, planes, automobiles, and other things made by members of the Michigan chapter of the International Plastic Modelers' Society of Michigan |                |              |                |
|  |  |                |              |                |
| Local History                            | Classic Books  |                |              |                |
|  |  |                |              |                |

## MINUTES OF THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY BUILDING AND GROUNDS COMMITTEE

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The meeting of the Bloomfield Township Public Library Board of Trustees Building and Grounds Committee was held via Zoom at 11:00am on Thursday, October 29, 2020.

**Present:** Trustees: Tom Deska, Sandy Edwards, Judy Lindstrom, Joan Luksik  
Administration: Carol Mueller, Library Director; Tera Moon, Assistant Library Director;

**Guests:** Geraldine Drake, AECOM; Gene Ferrara, Rewold & Sons

### **LED Lighting Project Update – Geraldine Drake, AECOM**

Geraldine shared progress on the LED Lighting Project which included the schedule with a target date of March 2021 for the completion of phase 1.

Geraldine shared before and after photos of the sample lighting that has been installed. The installations are in the corridor outside the Community Room, Adult Services stacks, local history cove light, lower level meeting room, and exterior sidewalk at employee entrance. An exterior parking lot fixture was brought inside as a sample but not installed. Tom Deska asked if the lights are dimmable. Geraldine said that some fixtures will have controls and some will be adjusted as they are installed. Tom asked if we would be able to make adjustments after a fixture is installed, if a different level is desired. Geraldine said this is possible.

Geraldine shared information about energy and cost savings. The estimate for total savings per year is \$64,577.46. This doesn't include the savings that will be seen in staff time spent doing other work besides changing light fixtures. Tom Deska suggested that this information should be shared in communications with the community about this project.

The proposed installation order is meeting rooms, offices, and corridors in winter 2020-2021; exterior lighting in spring 2021; pendants in main library in summer/fall 2021; linear fixtures in main library in winter 2021-2022; and maintenance rooms in spring 2022.

Judy asked about the pendant lights and what was selected as a decorative light. Geraldine replied that it's best to wait until the main lighting is installed. Joan suggested that as attendance is very low because of the pandemic, perhaps it's good to take advantage of this time to install lighting in the main areas of the library. While this might be a good idea, Carol mentioned that budget is a consideration. Geraldine will consider Joan's suggestion. Sandy observed that this project is proposed to cover three budget years.

Judy asked where the fixtures will be manufactured and what the lead time is. Gene responded that the way the project is phased should provide enough lead time for ordering. Geraldine responded that most fixtures come from the US and Canada.

The Trustees approved of the direction and pacing of the project.

### **Carpeting Project Update – Geraldine Drake, AECOM**

Painting has been completed satisfactorily. Shelving and other items have been moved to allow for carpet installation. Gene reported that a walk-through will be 12:30 on Tuesday, November 3, 2020. Installation will be scheduled soon after this.

**Next meeting: Tuesday, December 8, 2020 at 2:00 pm to review the bid package**

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

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Bloomfield Township Public Library  
Oakland County, Michigan  
Thursday, November 12, 11:00 a.m.

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**Present:** (via Zoom) Trustees: Tom Deska, Sandy Edwards, Joan Luksik, Judy Lindstrom;  
Volunteers: Nancy Kulish, Library Volunteer and Nancy Frey, Bloomfield Township

**Library Staff:** (via Zoom) 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

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**Old Business:**

***2021 theme and events***

The goal was to pick a theme for the January through April series, which will include the photo contest and the read-a-thon. One idea was “The Way Back Home,” inspired by the book by Oliver Jeffers. Another was “Bloomfield Connects” which would have a rotating tagline “with art/home/friends/history/etc.” Judy Lindstrom proposed a theme where the Library is celebrated through different books, perhaps with a book a month or has various programs or crafts inspired by the book’s topics or subjects. There was interest in celebrating crafts revived during the pandemic. There were discussions of different ways to interact with books. There were discussions of combining all of the suggested themes. There were discussions of not having a theme. “The Incredible Journey” was suggested, while potentially incorporating a book a month. This could include *The Way Back Home* and *Alice’s Adventures in Wonderland*. Upon discussion “The Incredible Journey” was selected as a theme.

Sandy Edwards shared suggestions inspired by “The Way Back Home,” which included scavenger hunts, photo contest, fitness “fun run”, “host an academy awards” for favorite movies during the lockdown.

Adult and Youth Services shared some of their ideas for programming and services, which include a virtual escape room, a “lawn sign campaign,” as well as the popular “take and make” crafts. There could be paper crafts, kindness rocks, and a community quilt that had squares made in any creative style (knit, crochet/paper, etc.) as well as virtual presentations. Shayna Connolly described the Winter Reading challenge, which will be conducted through the Beanstack software again, with prize options, goals, and Monthly reading club for discussions.

A subcommittee of Library Staff will convene and rework the timeline and hone ideas for programs. They will also propose books for topics. The Friends will be approached to join the Development Committee.

The Photo Contest will have “Incredible Journey” as a theme.

**New Business:**

None.

**Other:**

Sandy Edwards suggested that raffle baskets full of Friends books and Library swag could be used to entice and encourage visitors. Visiting patrons could be given tickets for the raffle. At this time, the Library is uncertain about encouraging visits, but thought the idea might be welcome in the future.

Judy Lindstrom suggested a public engagement with a photo campaign of “where do you read?” or including a favorite first line of a book.

**Next meeting:**

Thursday, December 3, 11:00 a.m. via Zoom

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
MEMORANDUM**

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**TO:** Trustees

**FROM:** Carol Mueller

**DATE:** November 13, 2020

**SUBJECT:** Appointment of Nominating Committee

At the November 17, 2020 Library Board of Trustees regular meeting, Board President Judy Lindstrom will appoint a nominating committee. This committee will present a slate of officers for consideration at the December 15, 2020 regular Library Board of Trustees meeting.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
MEMORANDUM**

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**TO:** Trustees  
**FROM:** Tera Moon  
**DATE:** November 10, 2020  
**SUBJECT:** Marketing Update

I will share some statistics and other information about our recently debuted email newsletter plus updates on our social media campaigns.

Marketing efforts support the strategic planning goal to:

- Expand awareness, use, and support of the Library and its services.



**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**

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**TO:** Trustees

**FROM:** Tera Moon

**DATE:** November 10, 2020

**SUBJECT:** Strategic Plan Update

The Building and Grounds committee and the Department Heads viewed some sample LED lights in six strategic locations. Everyone who saw the lights and heard the update from the LED Lighting Team agrees that this project is moving in the right direction.

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 November & December

## Displays

1. YS - Seasons are changing with a fun **Fall** display.
2. YS – **Native American Heritage Month** display.
3. We're celebrating **Dinovember** with a Dinosaur display in November in Youth, Teen, AND Adult Services.
4. AS - '**Home, Sweet Home**' display helps you feather your nest before winter arrives.
5. Check out the cool finds of the **Michigan Treasure Hunters** in the metal detecting hobbyists display – here until November 30. December will feature items from the Bloomfield Township Public Library Archives.

## 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. AS - **Virtual Teen Book Club** – monthly book discussion for ages 13-18 on Zoom.
4. AS – **Teen Game Day!** on Zoom in December.
5. **Teen Advisory Board (TAB) Meeting** – on Zoom, discuss and review books to purchase for teen collection and discuss programming ideas for teens.
6. AS - **Classics Book Club** – meets on Zoom bimonthly, discussing *Northanger Abbey* by Jane Austen, in December and *The Scarlet Letter* by Nathaniel Hawthorne, in February.
7. AS - **BYOB–Bring Your Own Book–Club** – meets on Zoom bimonthly, discussing *Nine Perfect Strangers*, by Liane Moriarty in December and *The Silent Patient*, by Alex Michaelides, in February.
8. AS - **30 Minute Lunchtime Book Club** – meets on Zoom bimonthly, discussing *Alternate Side* by Anna Quindlen in November and *Commonwealth* by Ann Patchett, in January.
9. AS - **Nonfiction Book Club** – meets on Zoom bimonthly, discussing *Secondhand: Travels in the New Global Garage Sale* by Adam Minter in November and *Spying On The South: An Odyssey Across the American Divide* by Tony Horwitz, in January.
10. AS – **ESL Conversation Hour** – meets on Zoom Wednesdays and Fridays each week.
11. 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 – **Dinosaur-themed Science Project.**
3. YS – **Dino-Craft** – contains materials to make a Pterodactyl puppet.
4. YS – **Dino Slap Bracelets** – a color yourself bracelet.
5. AS – **Dinosaur Craft Kits** – kits for Teens and Adults will include instructions and specialty origami craft paper to create paper prehistoric dinosaurs. Available for pick up at the Adult Services desk.
6. AS – **Winter Garland** - register to receive a kit with supplies and instructions to make a seasonal garland decoration, while supplies last.

## Online Resources

1. YS - **BookFlix**: interactive reading experience to explore fiction and non-fiction for grades PreK – 3
2. YS - **Read It!**: articles on a variety of subjects that include comprehension supports for middle school – adult ELL and other different learners.
3. YS - **TumbleBook** Library: Children's eBook database of picture books and read-along chapter books.
4. YS & AS - Anti-Racism Reading List: books and media for all ages to support conversations about race and racism.
5. AS - **Ancestry.com** from Home: Research your genealogy from home for a limited time.
6. AS - NEW: **Brainfuse**: Get help with your homework online from 2pm to 11pm daily (excluding some holidays).

## On-demand videos

### **Youth Services:**

- Online Resources at the Library: Join Ms. Patricia for a tour of our updated virtual resources for students and families.
- Sensory Storytime for all ages.
- Family Dinosaur Storytime.
- Dinosaur-themed Science Project.
- Dinosaur Book Talk
- Mini-Foodies: Dino Snack
- Mini Foodies: "Umbrellas in the Rain:" Make some yummy umbrella snacks with Ms. Liz!
- Vimeo Channel offering more recorded activities, book talks, crafts, and story times.

### **Adult Services:**

- *It Was a Dark and Stormy Day at the Library*, November 2020 - a short video slideshow of our library and grounds during recent rainstorms - no spoken words, just calm instrumental music and soft rain and wind sounds.
- November 2020 Adult Services Librarian Recommendations - Adult Services librarians' books, music, films, and series recommendations.
- Dinosaur origami instructional video.
- Winter garland craft instructional video.
- Brainfuse – Marcia Preston demonstrates new learning resource in a short video.

### Other

1. **Library Pen Pals** (on hiatus) - 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 is up and running. Continuing curbside service.
3. University of Michigan School of Music, Theatre and Dance hosts **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**

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

Thursday, November 26 – Library closed for Thanksgiving Day

Wednesday, December 2, 10:30 a.m. – Friends Board meeting

Thursday, December 3, 11:00 a.m. Development Committee

Tuesday, December 8, 2 p.m. - Building and Grounds Meeting

Tuesday, December 15, 7:00 p.m. – Library Board Meeting

Thursday, December 24 – Library Closed for Christmas Eve

Friday, December 25 - Library Closed for Christmas

Thursday, December 31 - Library closes at 5:30pm for New Year's Eve

Friday, January 1 - Library Closed for New Year's Day