

Bloomfield Township Public

**Library**

**Bloomfield Township Public Library  
Board of Trustees**

Library Board Meeting  
**December 15, 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  
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,  
December 15 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, December 15, 2020  
7:00 p.m.

| <b>#</b> | <b><u>NUMBERED ITEMS</u></b>   | <b><u>DATE DELIVERED</u></b> |
|----------|--|------------------------------|
| 1        | Agenda   | 12/11/2020                   |
| 2a       | Request to remove items from the Consent Agenda for Discussion           | 12/11/2020                   |
| 2b       | Motion to approve the order of items for the regular and consent agendas | 12/11/2020                   |
| 5        | Motion to approve remaining Consent Agenda items 6-8d                    | 12/11/2020                   |
| 6        | Regular Board Meeting Minutes of 11/17/2020                              | 12/11/2020                   |
| 7a       | Cash Disbursements   | 12/11/2020                   |
| 7b       | Revenues/Expenditures Budget Report                                      | 12/11/2020                   |
| 7c       | Energy Report  | 12/11/2020                   |
| 8a       | President's Report– no report  |                              |
| 8b       | Director's Report  | 12/11/2020                   |
| 8c       | Art Committee –no report   |                              |
| 8c       | Bloomfield Township Liaison – no report                                  |                              |
| 8c       | Building and Grounds Committee – no report                               |                              |
| 8c       | Cranbrook –no report   |                              |
| 8c       | Development Committee – 12/03/2020                                       | 12/11/2020                   |
| 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 – 12/01/2020   | 12/11/2020                   |
| 8c       | Policy Committee – no report   |                              |
| 11a      | Election of Officers   | 12/11/2020                   |
| 11b      | Appointment of Committees  | 12/11/2020                   |
| 11c      | PA 152   | 12/11/2020                   |
| 13       | Motion to approve any items removed from the Consent Agenda              | 12/11/2020                   |

| <b><u>UNNUMBERED ITEMS</u></b>                          | <b><u>DATE DELIVERED</u></b> |
|---|------------------------------|
| They Represent You—Representatives' Contact Information | 12/11/2020                   |
| Strategic Plan Update                                   | 12/11/2020                   |
| Library Happenings                                      | 12/11/2020                   |
| Meeting Dates   | 12/11/2020                   |

AGENDA  
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
BOARD OF TRUSTEES  
Tuesday, December 15, 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 November 17, 2020
7. Budget
  - a. Cash Disbursements
  - b. Monthly Revenues & Expenditures
  - c. Energy Report
8. Written Reports:
  - a. President: \*Judy Lindstrom
  - b. Director: \*Carol Mueller
  - c. Committee:
    - \*Art Committee *Ad Hoc*
    - \*Bloomfield Township Liaison
    - \*Building, Grounds, Landscaping, Interiors
    - \*Cranbrook
    - \*Development
    - \*Finance
    - \*Friends of the Library Liaison
    - \*Investment
    - \*Jeanette P. Myers Scholarship Selection
    - \*Personnel
    - \*Policy

**REGULAR AGENDA ITEMS**

9. Call to the public, communications
10. Old Business
11. New Business
  - a. Election of Officers
  - b. Appointment of Committees
  - c. PA 152
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, January 19, 2021
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, November 17, 2020

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At 7:02 p.m. the Regular Meeting of the Bloomfield Township Public Library Board of Trustees was called to order by President Judy Lindstrom.

Present: Trustees: Tom Deska (via Zoom), Sandra Edwards, Judy Lindstrom, and Joan Luksik

Administration: Director Carol Mueller, Assistant Director Tera Moon, and Administrative Assistant Linden Godlove

Guests: Roger Luksik, Bloomfield Township Resident

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Upon discussion, a motion was made by Sandy Edwards and seconded by Joan Luksik **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.*

*Ayes: Deska, Edwards, Lindstrom, and Luksik*

*Nays: None*

**MOTION CARRIED**

**PRESIDENT'S VERBAL REPORT:**

President Judy Lindstrom announced that Trustee Eli Greenbaum has decided to resign from the Board of Trustees. The Board appreciates the time he served as a Trustee. The stewardship of the Library is in great hands. She read a resolution regarding Eli Greenbaum. Trustee Eli Greenbaum's resignation was accepted by the Library Board.

**DIRECTOR'S VERBAL REPORT:**

Director Mueller echoed what President Lindstrom expressed regarding Eli Greenbaum. She gave thanks to Eli for his many contributions to the Library, including his term as president. All will be looking forward to his visits as a patron. She shared with the Trustees a timeline for the election of a new trustee, as well as an application, and some other elements to the process of appointing a new Trustee. All Trustees present approved the selection process and posting for the vacant Trustee position. The swearing in will occur prior to the December 15 Library Board Meeting.

The Library will return to Phase 2 of closure, where the building will be closed to the public and

services will be limited to virtual services, telephone reference, and curbside, starting on November 18, 2020. This decision was made after the Governor's announcement and seeing the increase in cases of Covid-19, specifically in Oakland County and Bloomfield Township. Many libraries around the area are returning to curbside service also. It is not anticipated that the Library will move out of this phase before the end of the year. All Trustees expressed their unanimous support for this decision.

There have been two significant staff anniversaries recently. Karen Efimoff has worked as a Circulation Page for 45 years. On the day of this meeting, Youth Services Department Head Marian Rafal celebrated her 40<sup>th</sup> Anniversary with the Library.

The Library received a comment via Facebook Messenger:

"Today my grandson and I made our first trip inside the library since March. As we're leaving with the 30 books he checked out he said, 'I've really missed this.' Just wanted you to know how much all your hard work is appreciated and how happy we are to have such a wonderful library as part of our community."

### **REGULAR AGENDA:**

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

Bloomfield Township resident Roger Luksik had no comment.

### **UNFINISHED BUSINESS:**

No unfinished business.

### **NEW BUSINESS:**

#### ***11a. Appointment of Nominating Committee***

President Lindstrom appointed a Nominating Committee of Sandy Edwards and Joan Luksik with the purpose of creating a slate of officers for the year to be presented at the December Library Board Meeting.

#### ***11b. Marketing Update***

Assistant Director Tera Moon reported that the Library had previously relied on posters, brochures, and other methods of in-house promotion to communicate its services. Without having people in the building, the Library is turning to other resources to communicate to patrons. Recently, the Library used software called Savannah to send an email to every patron in the library's database. Of the many emails sent out, only two recipients unsubscribed to the service. Fifty percent of the recipients opened the message, which is an outstanding "open rate." The Library will continue to send out monthly emails and work on messaging for a more targeted approach.

Social media has been relied on during this time. The Library has a strong Facebook following and its "likes" have increased during recent months. Posts to Instagram have increased to one or more a day. Videos and other content staff has created have been shared through these platforms. The Library's Facebook and Instagram accounts have received about 200 new followers since the Pandemic began in March. The staff responds to questions sent via Yelp and other platforms.



Marketing efforts support the strategic planning goal to expand awareness, use, and support of the Library and its services.

**OTHER:**


Trustee Sandy Edwards reported on the Wednesday, November 4 Friends Board Meeting, which was conducted via Zoom. Their revised bylaws were presented. The Friends received books from the estate of former Library Trustee Peggy Cohen, who passed away in 2016. The Friends membership renewals are continuing. The Friends are very eager to return for book sales, but understand that it is not safe to do so at the present time. The Friends next meeting is December 2 at 10:30 a. m.

The next Library Board Meeting will be Tuesday, December 15 at 7 p.m. The topics will include PA 152, the election of officers and committee appointments.

President Lindstrom wished everyone a wonderful and safe holiday.

At 7:26 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  
December 2020****New Vendors:**

Combi Packaging is a new vendor for book tape dispensers.

Findaway is a new vendor for Wonderbook book purchases.

**General Fund Advance**

- Check #20987 payable to Bloomfield Township in the amount of \$706.63 was payment for the Library's water bill from 10/22/2020 to 11/23/2020.

**General Fund**

- Check #20997 payable to Farmington Community Library in the amount of \$18,913.59 is payment for database subscriptions and ebooks purchased through Metro Net.
- Check #20998 payable to the Goldner Walsh Nursery, Inc. in the amount of \$8,025.57 is payment for garden maintenance.
- Check #20999 payable to Great Oaks Maintenance in the amount of \$8,250.00 is payment for fall and winter grounds maintenance.
- Check #20935 payable to Farmington Community Library in the amount of 500.00 is payment for ebooks purchased through Metro Net.
- Check #21004 payable to Midwest Collaborative for Library Services (MCLS) in the amount of \$40.00 is payment for a book.
- Check #21019 payable to Bloomfield Township in the amount of \$300,000.00 is payment for two payrolls including FICA, HRA contributions, pension, etc. as usual.

## **Gift Fund**

- Check #5178 payable to Bloomfield Township Public Library in the amount of \$24.19 is reimbursement for art lab supplies.
- Check #5180 payable to Findaway in the amount of 2,499.48 is payment for a new book collection called Wonderbooks.

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

| Check #                | Date     | Payee                                   | Cash Account | Amount    |
|------------------------|----------|---|--------------|-----------|
| <b>General Fund</b>    |          |   |              |           |
| <b>ADVANCE CHECKS:</b> |          |   |              |           |
| 20971                  | 11/10/20 | CAR TRUCKING, INC.                      | 106.01       | 199.50    |
| 20972                  | 11/10/20 | T MOBILE                                | 106.01       | 29.40     |
| 20973                  | 11/10/20 | TERMINIX PROCESSING CTR.                | 106.01       | 143.00    |
| 20974                  | 11/10/20 | VIGILANTE SECURITY                      | 106.01       | 710.00    |
| 20975                  | 11/10/20 | Karrie Yukon                            | 106.01       | 33.39     |
| 20976                  | 11/16/20 | CONSUMERS ENERGY                        | 106.01       | 2,167.17  |
| 20977                  | 11/16/20 | FLAGSTAR BANK                           | 106.01       | 3,597.42  |
| 20978                  | 11/16/20 | TARA HAYES                              | 106.01       | 300.00    |
| 20979                  | 11/16/20 | Killian Weston                          | 106.01       | 65.63     |
| 20980                  | 11/16/20 | XFINITY                                 | 106.01       | 162.53    |
| 20981                  | 11/24/20 | APPLIED IMAGING                         | 106.01       | 356.27    |
| 20982                  | 11/24/20 | PETTY CASH - BTPL                       | 106.01       | 122.07    |
| 20983                  | 11/24/20 | DTE ENERGY                              | 106.01       | 22,352.41 |
| 20984                  | 11/24/20 | PRINCIPAL LIFE INS CO-SBD GRANDE ISLAND | 106.01       | 792.80    |
| 20985                  | 11/24/20 | VERIZON WIRELESS                        | 106.01       | 197.00    |
| 20986                  | 12/1/20  | AMAZON.COM                              | 106.01       | 2,809.00  |
| 20987                  | 12/1/20  | BLOOMFIELD TOWNSHIP                     | 106.01       | 706.63    |
| 20988                  | 12/1/20  | VIGILANTE SECURITY                      | 106.01       | 1,950.00  |
| Total                  |          |   |              | 36,694.22 |
| <b>REGULAR CHECKS:</b> |          |   |              |           |
| 20989                  | 12/7/20  | ABDO-SPOTLIGHT-MAGIC WAGON              | 106.01       | 1,360.65  |
| 20990                  | 12/7/20  | APPLE INC.                              | 106.01       | 553.00    |
| 20991                  | 12/7/20  | BAKER & TAYLOR, INC.                    | 106.01       | 5,676.44  |
| 20992                  | 12/7/20  | CAPTION ACCESS LLC                      | 106.01       | 109.14    |
| 20993                  | 12/7/20  | CENGAGE LEARNING/GALE                   | 106.01       | 574.85    |
| 20994                  | 12/7/20  | CINTAS CORPORATION                      | 106.01       | 126.14    |
| 20995                  | 12/7/20  | DEMCO, INC.                             | 106.01       | 135.40    |
| 20996                  | 12/7/20  | ELM USA, Inc.                           | 106.01       | 620.00    |
| 20997                  | 12/7/20  | FARMINGTON COMMUNITY LIBRARY            | 106.01       | 18,913.59 |
| 20998                  | 12/7/20  | GOLDNER WALSH NURSERY, INC.             | 106.01       | 8,025.57  |
| 20999                  | 12/7/20  | GREAT OAKS MAINTENANCE                  | 106.01       | 8,250.00  |
| 21000                  | 12/7/20  | INGRAM LIBRARY SERVICES                 | 106.01       | 577.26    |
| 21001                  | 12/7/20  | LJ ROLLS REFRIGERATION CO., INC         | 106.01       | 7,461.00  |
| 21002                  | 12/7/20  | LAFORCE                                 | 106.01       | 6,875.00  |
| 21003                  | 12/7/20  | LERNER PUBLISHING GROUP                 | 106.01       | 557.00    |
| 21004                  | 12/7/20  | MIDWEST COLLABORATIVE for LIB. SVCS     | 106.01       | 40.00     |
| 21005                  | 12/7/20  | MICROMARKETING LLC                      | 106.01       | 260.07    |
| 21006                  | 12/7/20  | MIDWEST TAPE                            | 106.01       | 3,918.12  |
| 21007                  | 12/7/20  | NATIONAL SIGN COMPANY                   | 106.01       | 975.00    |
| 21008                  | 12/7/20  | NICHOLS/NETWORK SERVICES CO             | 106.01       | 724.06    |
| 21009                  | 12/7/20  | ORIENTAL TRADING CO., INC.              | 106.01       | 89.80     |
| 21010                  | 12/7/20  | OVERDRIVE                               | 106.01       | 8,111.57  |
| 21011                  | 12/7/20  | ROSEN PUBLISHING                        | 106.01       | 1,354.20  |
| 21012                  | 12/7/20  | THE ROWMAN & LITTLEFIELD PUBLISHING GRP | 106.01       | 14.96     |
| 21013                  | 12/7/20  | SERVICE HEATING & PLUMBING              | 106.01       | 188.00    |
| 21014                  | 12/7/20  | THOMSON REUTERS/THOMSON WEST            | 106.01       | 126.00    |
| 21015                  | 12/7/20  | LAGOD TOVEY                             | 106.01       | 450.00    |
| 21016                  | 12/7/20  | VALUE LINE PUBLISHING, INC              | 106.01       | 1,000.00  |
| 21017                  | 12/7/20  | WEISS RATINGS INC                       | 106.01       | 496.05    |
| 21018                  | 12/7/20  | WOLTERS KLUWER                          | 106.01       | 162.23    |

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

| <b>Check #</b>         | <b>Date</b> | <b>Payee</b>                   | <b>Cash Account</b> | <b>Amount</b>     |
|------------------------|-------------|--------------------------------|---------------------|-------------------|
| 21019                  | 12/7/20     | BLOOMFIELD TOWNSHIP            | 106.01              | 300,000.00        |
| Total                  |             |                                |                     | <u>377,725.10</u> |
| <b>Gift Fund</b>       |             |                                |                     |                   |
| <b>ADVANCE CHECKS:</b> |             |                                |                     |                   |
| 5173                   | 11/16/20    | FLAGSTAR BANK                  | 102.03              | 786.36            |
| 5174                   | 11/16/20    | GOLDNER WALSH NURSERY, INC.    | 102.03              | 265.10            |
| 5175                   | 12/1/20     | AMAZON.COM                     | 102.03              | 979.73            |
| Total                  |             |                                |                     | <u>2,031.19</u>   |
| <b>REGULAR CHECKS:</b> |             |                                |                     |                   |
| 5176                   | 12/7/20     | ARBOR OAKLAND GROUP            | 102.03              | 269.00            |
| 5177                   | 12/7/20     | BAKER & TAYLOR                 | 102.03              | 139.45            |
| 5178                   | 12/7/20     | BLOOMFIELD TWP. PUBLIC LIBRARY | 102.03              | 24.19             |
| 5179                   | 12/7/20     | CAPTION ACCESS LLC             | 102.03              | 676.86            |
| 5180                   | 12/7/20     | FINDAWAY                       | 102.03              | 2,499.48          |
| 5181                   | 12/7/20     | MULTICULTURAL BOOKS & VIDEOS   | 102.03              | 625.00            |
| 5182                   | 12/7/20     | OVERDRIVE, INC.                | 102.03              | 576.40            |
| Total                  |             |                                |                     | <u>4,810.38</u>   |

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

**7b**

**PRESENTED: DECEMBER 15, 2020      FOR THE MONTH OF: NOVEMBER, 2020**

| ACCOUNT<br>NUMBER | ACCOUNT<br>NAME                     | 2020-2021<br>ADOPTED BUDGET<br>AS OF<br>MARCH 17, 2020 | 2020-2021<br>AMENDED BUDGET<br>AS OF<br>AUGUST 18, 2020 | REVENUE/EXPENSE<br>CURRENT<br>MONTH | REVENUE/<br>EXPENSE<br>YTD | % OF<br>BUDGET<br>YTD | Eight Months 67%<br>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>\$2,154</b>                      | <b>\$14,697</b>            | <b>38.42%</b>         | <b>(\$23,553)</b>            |
|                   | <b>Charges for Services</b>         | <b>\$14,866</b>  | <b>\$7,866</b>  | <b>\$0</b>                          | <b>(\$1,177)</b>           | <b>-14.96%</b>        | <b>(\$9,043)</b>             |
|                   | <b>Investment earnings</b>          | <b>\$105,000</b>                                       | <b>\$105,000</b>  | <b>\$6,085</b>                      | <b>\$83,928</b>            | <b>79.93%</b>         | <b>(\$21,072)</b>            |
|                   | <b>Miscellaneous</b>                | <b>\$14,566</b>  | <b>\$9,066</b>  | <b>\$2,733</b>                      | <b>\$2,799</b>             | <b>30.87%</b>         | <b>(\$6,267)</b>             |
|                   | <b>Total Revenues</b>               | <b>\$7,954,425</b>                                     | <b>\$8,021,339</b>                                      | <b>\$10,972</b>                     | <b>\$204,014</b>           | <b>2.54%</b>          | <b>(\$7,817,325)</b>         |
|                   | <b><u>Expenditures</u></b>          |  |   |                                     |                            |                       |                              |
|                   | <b>Personnel</b>                    | <b>\$4,485,881</b>                                     | <b>\$4,495,992</b>                                      | <b>\$299,793</b>                    | <b>\$2,661,909</b>         | <b>59.21%</b>         | <b>(\$1,834,083)</b>         |
|                   | <b>Library Services</b>             | <b>\$850,839</b>                                       | <b>\$857,349</b>  | <b>\$47,562</b>                     | <b>\$477,947</b>           | <b>55.75%</b>         | <b>(\$379,402)</b>           |
|                   | <b>Facilities &amp; Equipment</b>   | <b>\$976,341</b>                                       | <b>\$1,030,341</b>                                      | <b>\$56,559</b>                     | <b>\$584,847</b>           | <b>56.76%</b>         | <b>(\$445,494)</b>           |
|                   | <b>Other Operating Expenditures</b> | <b>\$2,672,746</b>                                     | <b>\$1,875,746</b>                                      | <b>\$15,825</b>                     | <b>\$247,645</b>           | <b>13.20%</b>         | <b>(\$1,628,101)</b>         |
|                   | <b>Total Expenditures</b>           | <b>\$8,985,807</b>                                     | <b>\$8,259,428</b>                                      | <b>\$419,739</b>                    | <b>\$3,972,348</b>         | <b>48.09%</b>         | <b>(\$4,287,080)</b>         |
|                   | Fund Balance - Beginning            | \$11,300,592   | \$11,300,592  |                                     | \$11,300,592               |                       |                              |
|                   | Net revenue (expenditure)           | (\$1,031,382)  | (\$238,089)   |                                     | (\$3,768,334)              |                       |                              |
|                   | Fund Balance - Ending               | \$10,269,210   | \$11,062,503  |                                     | \$7,532,258                |                       |                              |

**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: DECEMBER 15, 2020      FOR THE MONTH OF: NOVEMBER, 2020

Eight Months 67%

| 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>DEC 15, 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   | \$33,180  | \$200                                   | \$33,180                   | 100.00%               | \$0                |
| 454.03            | Investment Earnings          | \$200   | \$200   | \$1                                     | \$55                       | 27.55%                | (\$145)            |
| 460.03            | Miscellaneous Revenue        | \$0   | \$0   | \$0                                     | \$0                        | 0.00%                 | \$0                |
|                   | <b>Total Revenues</b>        | <b>\$700</b>  | <b>\$33,380</b>   | <b>\$201</b>                            | <b>\$33,235</b>            | <b>99.57%</b>         | <b>(\$145)</b>     |
|                   | <b><u>Expenditures</u></b>   |   |   |   |                            |                       |                    |
|                   | Library Services             | \$50,389  | \$63,831  | \$6,307                                 | \$19,229                   | 30.12%                | (\$44,603)         |
|                   | Facilities & Equipment       | \$22,360  | \$34,297  | \$265                                   | \$552                      | 1.61%                 | (\$33,745)         |
|                   | Other Operating Expenditures | \$89,446  | \$96,747  | \$269                                   | \$661                      | 0.68%                 | (\$96,086)         |
|                   | <b>Total Expenditures</b>    | <b>\$162,195</b>  | <b>\$194,875</b>  | <b>\$6,842</b>                          | <b>\$20,441</b>            | <b>10.49%</b>         | <b>(\$174,434)</b> |
|                   | Fund Balance - Beginning     | \$161,695   | \$161,695   |   | \$174,227                  |                       |                    |
|                   | Net revenue (expenditures)   | (\$161,495)   | (\$161,495)   |   | \$12,795                   |                       |                    |
|                   | Fund Balance - Ending        | \$200   | \$200   |   | \$187,021                  |                       |                    |

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

| Fund   | Type  | Annual<br>Yield | Date       | Amount on Hand        |
|--|---|-----------------|------------|-----------------------|
| <b>General Fund</b>  |   |                 |            |                       |
|  | 5th 3rd Checking (Ecommerce)                      | 0.00%           | 11/30/2020 | \$65,115.82           |
|  | Flagstar Public Funds Savings                     | 0.25%           | 11/30/2020 | \$199,659.47          |
|  | Flagstar Premier Public Entities Checking         | 0.15%           | 11/30/2020 | \$23,900.57           |
|  | RBC Capital Cash/Money Market                     | 0.03%           | 11/30/2020 | \$1,712.45            |
|  | RBC Capital - Investments                         | 1.78%           | 11/30/2020 | \$7,673,194.05        |
| <b>Total General Fund</b>  |   |                 |            | <b>\$7,898,466.54</b> |
| Please see General Fund budget for notes on how this amount is earmarked |   |                 |            |                       |
| <b>Gift Fund</b>   |   |                 |            |                       |
|  | Huntington Public Fund Business Interest Checking | 0.01%           | 11/30/2020 | \$127,186.17          |
|  | Huntington CD (Charnov gift) - matures 02/03/2021 | 1.50%           | 11/30/2020 | \$50,000.00           |
|  | Fifth Third Bank Business Standard Checking       | 0.00%           | 11/30/2020 | \$12,724.12           |
| <b>Total Gift Fund</b>   |   |                 |            | <b>\$189,910.29</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.

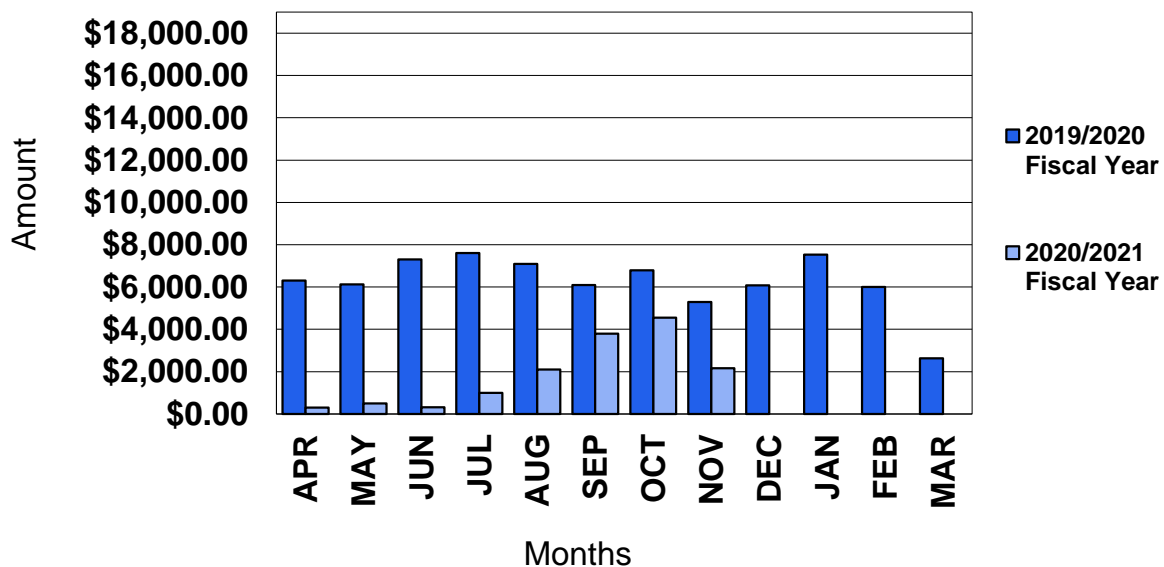
|  |            |                       |                     |
|--|------------|-----------------------|---------------------|
|  |            | <i>Updated 2/2020</i> |                     |
| Jeanette P. Myers Memorial Scholarship Fund                  | 12/31/2019 | \$15,700.00           |                     |
| 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               | \$2,153.70               | (\$3,136.41)         |
| DEC   | \$6,072.51               |                          | (\$6,072.51)         |
| JAN   | \$7,527.18               |                          | (\$7,527.18)         |
| FEB   | \$6,004.90               |                          | (\$6,004.90)         |
| MAR   | \$2,627.59               |                          | (\$2,627.59)         |
|       |                          |                          | YTD Difference       |
| TOTAL | <u>\$74,853.70</u>       | <u>\$14,697.11</u>       | <u>(\$60,156.59)</u> |

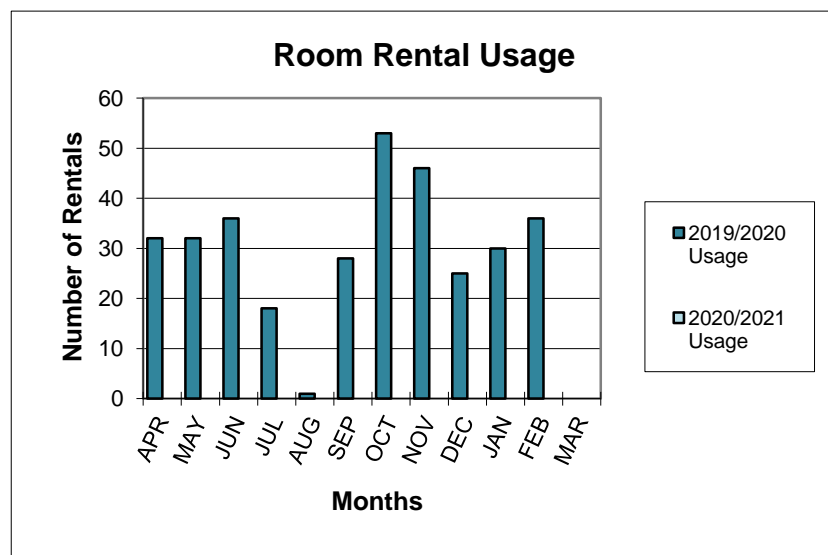
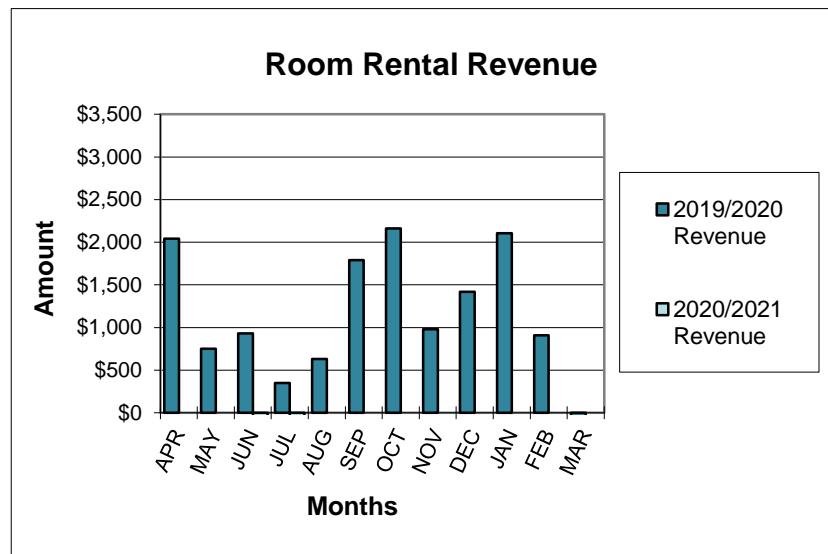
### Fines and Fees Two-Year Comparison



## ROOM RENTAL - TWO-YEAR COMPARISON

7b

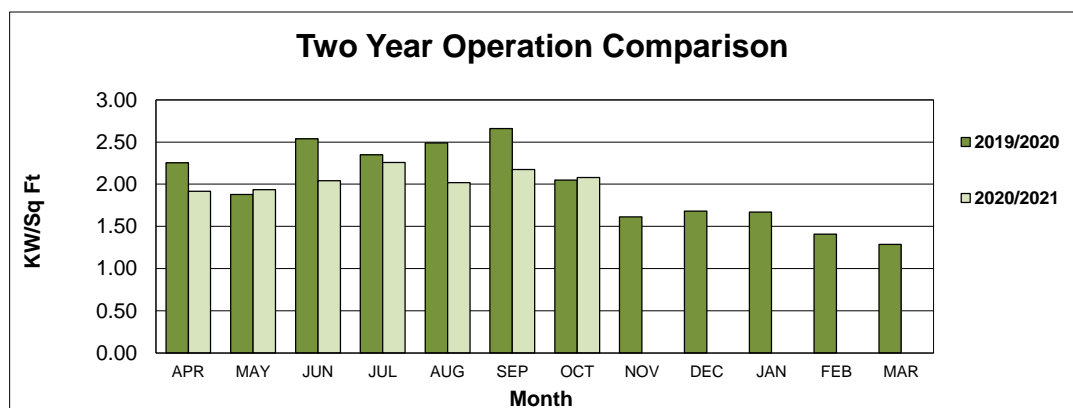
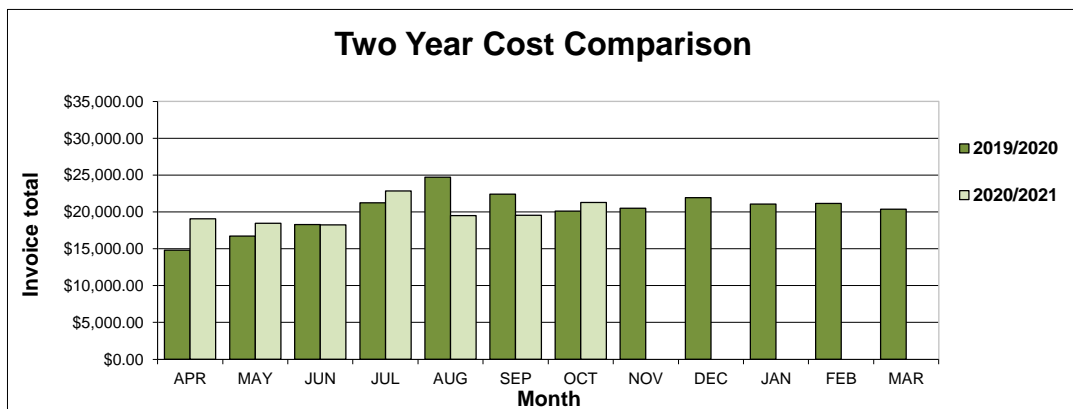
| Month | 2019/2020<br>Revenue | 2020/2021<br>Revenue | Difference     | 2019/2020<br>Usage | 2020/2021<br>Usage | Month |
|-------|----------------------|----------------------|----------------|--------------------|--------------------|-------|
| APR   | \$2,040.00           | \$0.00               | (\$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             | \$0.00               | (\$980.00)     | 46                 | 0                  | 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) |                        |          |  |                      |   |                        |

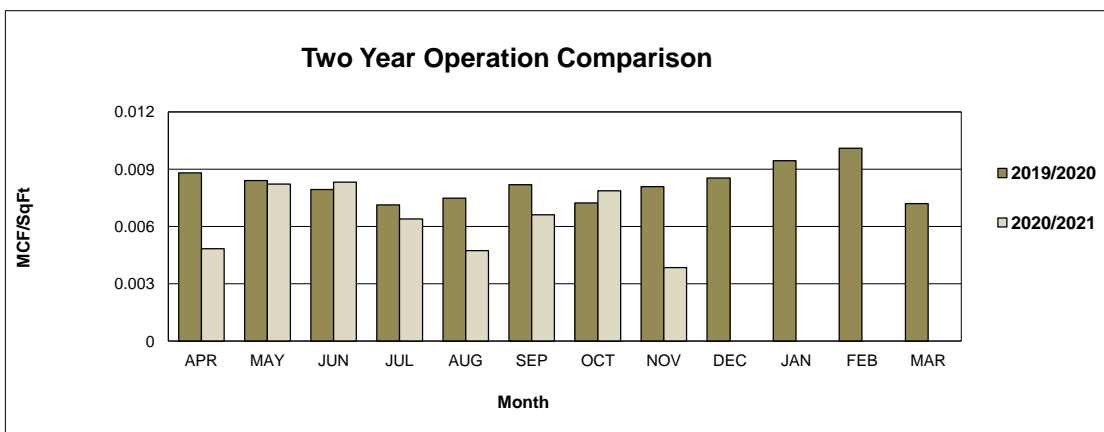
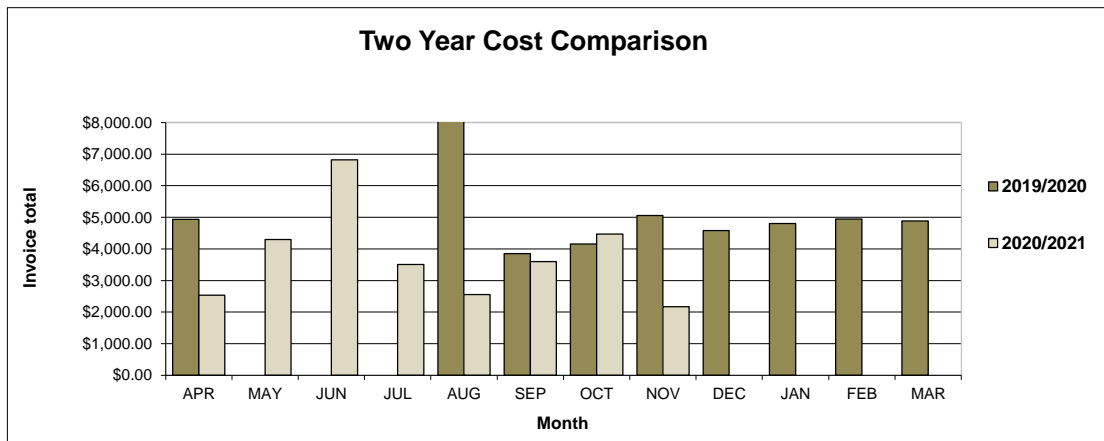


## Bloomfield Township Public Library Natural Gas Analysis

Building Area = 101,023

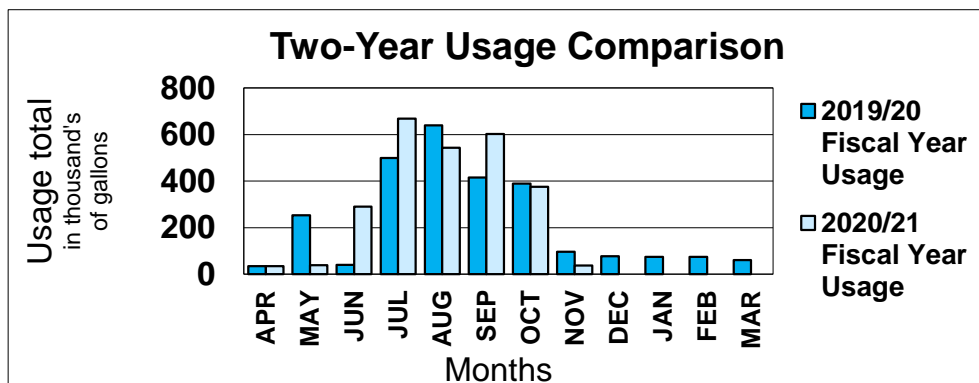
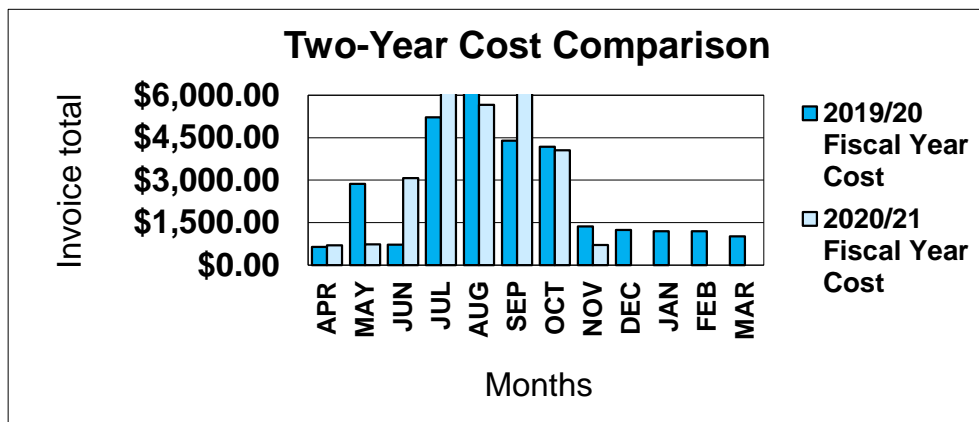
1 Cu. Ft. = 1000 BTU

| 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  | \$2,167.17  | (\$2,893.80)            | 388.3     | \$5.58   | 720                                  | 0.54   | 0.004    | 3.01  | 0.021   |
| 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 | \$29,936.23 | (\$22,997.75)           |           |          |                                      |        |          |       |         |



## 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                     | \$706.63                       | (\$655.80)          | 96                              | 37                              | (59)           |
| 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>\$28,132.74</u>             | <u>(\$2,542.34)</u> | <u>2,654</u>                    | <u>2,591</u>                    | <u>(63)</u>    |



## **MINUTES OF THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY PERSONNEL COMMITTEE**

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The meeting of the Bloomfield Township Public Library Board of Trustees Personnel Committee was held via Zoom on Tuesday, December 1, 2020 at 1:00 p.m.

**Present:** Trustees Tom Deska, Joan Luksik, Judy Lindstrom

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

### **PA 152**

Each December the Library Board must make a decision about which of the available options for funding health care costs the Library will follow for the coming fiscal year. After discussion, the Personnel Committee recommends choosing the 80/20 option for the 2021 calendar year. This decision will be on the agenda for the regular monthly Library Board of Trustees meeting on December 15, 2020.

### **Director Evaluation**

Director Mueller notified the committee that she plans to retire effective May 1, 2021. The committee decided to not go through the traditional director evaluation process at this time. Director Mueller indicated that the committee would need to extend her contract from April 1 through May 1, 2021. In February, the personnel committee will meet with Director Mueller in February to review her contract extension and her report from the 2020 year.

The committee agreed to conduct the new Library Director hiring process internally. Director Mueller shared a suggested tentative timeline for the hiring process.

The committee discussed logistics of interviewing the candidates for the vacant Trustee position. Interviews will take place December 9. All candidates will be offered an interview. Notebooks with candidate applications will be delivered to the Trustees on Monday, December 7, 2020.

**Schedule next meeting:** No future meeting is scheduled at this time.

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

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Bloomfield Township Public Library  
Oakland County, Michigan  
Thursday, December 3, 11:00 a.m.

---

**Present:** (via Zoom) Trustees: Tom Deska, Sandy Edwards, Grant Gerhart, 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, Adult Services Assistant Department Head Brooke Hoskins

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**Old Business:**

***2021 theme and events***

All events are planned to be held virtually, although some could be attended in person if circumstances change. The sub-committee of Library Staff formed a timeline of events, beginning with the photo contest which opens on January 11.

- A series of programs and events for the Bloomfield Township community
- January – April 2021
- Theme for all events is *The Incredible Journey*.

**Photo contest** - Opens January 11- Deadline March 14

- Begins “the Incredible Journey” series
- Brochure will be sent via email and more information will be in January newsletter
- Judging and public voting March 22-April 2
- Unveiling week of April 5

**Read-a-thon** - March 20

- Registration starts February 1
- Read-a-thon - *The Incredible Journey* by Sheila Burnford is the chosen book.

**Winter Reading Challenge** - January 1 - March 20

- similar to the Summer Reading Program
- conducted through Beanstack with challenges for Youth, Teen, and Adult

**Community quilt** Opens March 22 – April 10

- muslin squares for patrons to take home and decorate in a variety of methods  
The squares will be assembled and displayed in the building with a virtual exhibit as well.
- Unveiled April 26-30
- AS & Teen & Youth

## **Adult, Teen & Youth Programs**

*Craft Kits* – Will be planned for both Adult and Youth

These are very popular and more of these are planned to be available. The Board expressed enthusiasm over the take-home kits they personally experienced.

### *Adult Reading Club*

- book talks with an open discussion about books enjoyed
- Second Friday of each month at 2pm, January-April

### *Youth Science Kits* - TBD

### *Youth Roam from Home Kits*

- January - Journey Under the Sea
- February -Journey to Folk and Fairy Lands
- March – Journey to Museums and Art around the World
- April - Journey to Outer Space

## **New Business:**

None.

## **Other:**

### **December Newsletter**

The broad outline of events for *The Incredible Journey* will be in the January newsletter. There were inquiries about the email newsletter and discussions of other methods for marketing the Library.

The Bloomfield Hills Schools contacted the Library to collaborate on a permanent story walk at the Johnson Nature Center.

## **Next meeting:**

Thursday, January 14 at 11 a.m. via Zoom



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

The Library continues to work closely with the Bloomfield Hills Schools middle schools this year, in spite of the pandemic, on a program called Book of the Year. Our Youth Services librarians have collaborated with the school media specialists to come up with a list of books for students to read and vote on. Through the students' voting, the Book of the Year is arrived at. This is the Library's third year of collaboration with Bloomfield Hills Schools on this program.

Thanks to the generosity of our wonderful Friends, the Library will be participating with the Bloomfield Hills Schools Johnson Nature Center to construct a permanent story walk at the Center. Funds from both organizations will be used to purchase and install permanent and weatherproof sign holders that different story pages can be inserted into and enjoyed by many. Exciting news! Enjoy the photo below of the current temporary story walk at the Johnson Nature Center.



Just a reminder that the Library is closed on Thursday, December 24 and Friday, December 25 and closes at 5:30pm on Thursday, December 31 and is closed all day on Friday, January 1, 2020.

Warm Wishes this holiday season and all year long!

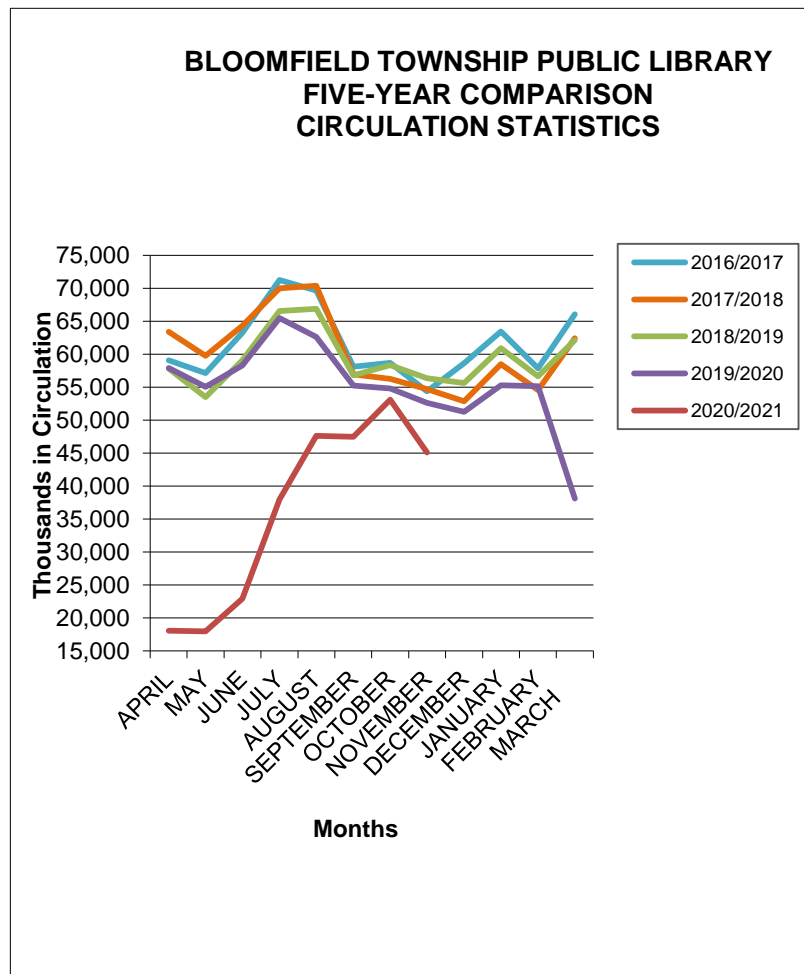
Respectfully Submitted,

Carol Mueller  
Director

# BLOOMFIELD TOWNSHIP PUBLIC LIBRARY FIVE YEAR CIRCULATION

12/9/2020

|              | <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           | 45,117           |
| 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>290,323</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)

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
 MONTHLY ACTIVITY REPORT

12/9/2020

|  | 2019     |            | 2020       |            |
|--|----------|------------|------------|------------|
| <b>COLLECTION</b>  |          |            |            |            |
| Book Collection:   | 240,918  |            | 234,964    |            |
| Media Collection:  | 56,630   |            | 55,987     |            |
| Total e-books:   | 16,625   |            | 21,846     |            |
| Overdrive  | 12,024   |            | 17,567     |            |
| Total downloadable audiobooks:   | 6,549    |            | 7,454      |            |
| Materials Total:   | 320,722  |            | 320,251    |            |
| <b>CIRCULATION</b>   |          |            |            |            |
| Circulation Total:   | 52,623   |            | 45,117     |            |
| Bloomfield Township Circulation:                                       | 49,265   |            | 42,860     |            |
| Virtual Circulation Total  | 11,534   |            | 15,102     |            |
| Circulation of Youth materials:  | 15,247   |            | 14,025     |            |
| Circulation of Media:  | 11,741   |            | 7,191      |            |
| Circulation of Cranbrook passes:                                       | 161      |            | 25         |            |
| Self-checkout machine use:   | 18,271   | 34.7%      | 7,354      | 16.3%      |
| Library by Mail:   | 17       | 27 patrons | 41         | 30 patrons |
| <b>BUILDING &amp; EQUIPMENT USAGE</b>                                  |          |            |            |            |
| Door Count:  | 22,036 * |            | 3,813 *^** |            |
| Gate Count:  | 23,475   |            | 4,506      |            |
| Meeting rooms by public:   | 46       |            | 0          |            |
| Meeting rooms by staff:  | 80       |            | 0          |            |
| <b>VIRTUAL USE</b>   |          |            |            |            |
| Home page hits:  | 26,332   |            | 28,821     |            |
| e-book access:   | 3,042    |            | 4,445      |            |
| Overdrive  | 3,036    |            | 4,445      |            |
| EBSCOhost  | 6        |            | 0          |            |
| Audiobook access: (Overdrive)  | 1,908    |            | 2,108      |            |
| Freegal music download access:   | 543      |            | 618        |            |
| Freegal music streaming:   | 1,998    |            | 1,783      |            |
| Magazine download access:  | 1,783    |            | 2,370      |            |
| Hoopla access:   | 2,260    |            | 3,778      |            |
| <b>Library Computer Use</b>  |          |            |            |            |
| Resident Use   | 955      |            | 116        |            |
| Guest Use  | 489      |            | 79         |            |
| *Library closed at 5:30pm Thanksgiving Eve and all day Thanksgiving    |          |            |            |            |
| ^Library closed November 27-30 due to employee Covid exposure          |          |            |            |            |
| **Library closed to patrons November 18-30; Covid Phase II implemented |          |            |            |            |

|                            | 2019  |                | 2020         |              |
|----------------------------|---|----------------|--------------|--------------|
| OUTREACH & PROGRAMS        |   |                |              |              |
| New Patrons and Accounts   |   |                |              |              |
| Township:                  | 122   |                | 41           |              |
| Cranbrook:                 | 2   |                | 1            |              |
| Total new patrons:         | 190   |                | 53           |              |
|                            |   |                |              |              |
| Adult Program Attendance   |   |                |              |              |
| Staff-led:                 | 12 events   | 136 attended   | 6 events     | 234 attended |
| Speaker-led:               | 4 events  | 221 attended   | 1 event      | 5 attended   |
| Book clubs:                | 7 events  | 87 attended    | 2 events     | 18 attended  |
| Tours/visits on-site:      | 1 event   | 2 attended     | 0            | 0            |
| Tours/visits off-site:     | 3 events  | 48 attended    | 4 events     | 43 attended  |
|                            |   |                |              |              |
| Systems Program Attendance |   |                |              |              |
| Staff-led:                 | 11 events   | 28 attended    | 4 events     | 8 attended   |
|                            |   |                |              |              |
| Teen Program Attendance    |   |                |              |              |
| Staff-led:                 | 1 event   | 3 attended     | 1 event      | 3 attended   |
|                            |   |                |              |              |
| Youth Program Attendance   |   |                |              |              |
| Staff-led:                 | 25 events   | 696 attended   | 9 events     | 314 attended |
| Speaker-led:               | 0   | 0              | 0            | 0            |
| Tours/visits on-site:      | 0   | 0              | 0            | 0            |
| Tours/visits off-site:     | 7 events  | 747 attended   | 0            | 0            |
| TOTAL:                     | 71 events   | 1,968 attended | 27 events    | 625 attended |
|                            |   |                |              |              |
| Volunteers:                | 19 people   | 157.50 hours   | 0 people     | 0 hours      |
|                            | Shop: 9   | 94.5           | Shop: 0      | 0            |
|                            | Court: 2  | 19.75          | Court: 0     | 0            |
|                            | Students: 2   | 6              | Students: 0  | 0            |
|                            | Dept. Vol: 6  | 37.25          | Dept. Vol: 0 | 0            |
| Patron Remarks             |   |                |              |              |
| Patron Comments:           | 11  |                | 2            |              |
| Ask BTPL:                  | 4   |                | 4            |              |
| Ask Us:                    | 25  |                | 14           |              |
|                            |   |                |              |              |
| DISPLAYS                   |   |                |              |              |
| Lobby                      | Michigan Treasure Hunters Club display                  |                |              |              |
|                            |   |                |              |              |
| Local History              | Home Sweet Home - Decorating, Organizing, Cooking Books |                |              |              |
|                            |   |                |              |              |



**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**  
**LIBRARY BOARD OF TRUSTEES OFFICERS**

December 2019 – November 2020

*Current Officers are:*

PRESIDENT: Judy Lindstrom

VICE PRESIDENT: Grant Gerhart

SECRETARY: Sandy Edwards

A Library Trustee recognizes the importance of the Library in the community and oversees the funding of all aspects of Library services including traditional media and computer technologies. Library Trustees support freedom of information and the American Library Association Bill of Rights, which includes providing information presenting all points of view to all people of the community. A Library Trustee sets policy, hires the Library Director, and approves the budget to provide the very best service the Library can offer the Bloomfield Township community.



Board of Trustees Standing Committee Appointments

January 2020 – November 2020

|   |                                 |
|---|---------------------------------|
| Art Committee                             | Eli Greenbaum<br>Judy Lindstrom |
| Bloomfield Township Liaison               | Tom Deska<br>Joan Luksik        |
| Building, Grounds, Landscaping, Interiors | All                             |
| Cranbrook, DPL, Troy                      | Judy Lindstrom<br>Grant Gerhart |
| Development                               | All                             |
| Finance                                   | Joan Luksik<br>Sandy Edwards    |
| Friends of the Library Liaison            | Grant Gerhart<br>Sandy Edwards  |
| Investment                                | All                             |
| Jeanette P. Myers Scholarship Selection   | Judy Lindstrom<br>Eli Greenbaum |
| Personnel/Director Evaluation             | Joan Luksik<br>Tom Deska        |
| Policy                                    | Eli Greenbaum<br>Sandy Edwards  |

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
MEMORANDUM**

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**TO:** Trustees

**FROM:** Carol Mueller, Library Director

**DATE:** December 11, 2020

**SUBJECT: PA 152**

Michigan Public Act 152, the Publicly Funded Health Insurance Contribution Act, requires public employees to contribute to their health insurance costs. This Act gives public employers three options to choose for funding health care costs: (1) the hard cap option, (2) the 80/20 option or (3) to be exempt.

**Option 1 – Hard Cap Option:**

By a majority vote of its governing body, a public employer shall pay not more for a medical benefits plan than a total equal to \$7,043.89 for single coverage, \$14,730.96 for employee and spouse (not available for our health care coverage), or \$19,210.66 for family coverage for each eligible employee. This is referred to as utilizing “hard cap” and would mean our eligible employees would pay the difference between the total annual cost of the medical benefits plan and the hard cap noted above.

**Option 2 – 80/20 Option:**

By a majority vote of its governing body, a public employer shall pay not more than 80% of the total annual costs of the medical benefit plans it offers. Our eligible employees would be required to pay 20% or more of the total annual costs of that plan.

**Option 3 – Exempt:**

By a 2/3 vote of its governing body, a local unit of government may exempt itself from the requirements of this act.

(Note: The Library does not qualify to be exempt as it is not, by definition, a local unit of government. Bloomfield Township is the local unit of government and does exempt itself from the requirements of this act. )

The amounts specified in the amended act have been increased 3.3% for the 2021 calendar year and are updated in the options above. The state of Michigan annual cost limitations announcement is attached for your information.

Each December, the Library Board must decide which of the available options to implement for the next fiscal year. The Library Board approved the hard cap option in 2011, 2012, 2014, 2015 and 2016. In 2013, 2017, 2018 and 2019 the Library Board approved the 80/20 option.

We now have an opportunity to choose the Hard Cap option for 2021 or choose the 80/20 option but the decision must be affirmatively made by a majority vote of the Trustees at the December 15, 2020 Library Board meeting. This decision will affect all full time and all 30 hour employees who accept health care benefits from the Library in 2021.

The attached cost analysis indicates the library/employee costs for both the hard cap and 80/20 options. It would benefit our employees to elect the 80/20 option as employee costs to pay for their health care coverage would be less than the hard cap option. It would benefit the Library to elect the hard cap option as library costs to provide health care coverage to employees would be less than the 80/20 option.

Another consideration this year is that the Cigna health care plan has been changed to a high deductible plan. What this means is that employees must reach a higher amount of health care costs before the Cigna health care plan covers additional health care costs. Employees will have higher out of pocket costs for their health care costs than in previous years.

It is recommended by Administration to adopt Option 2, known as the 80/20 Option, for 2021 as it provides a lower health care cost for library employees. The Personnel Committee supports this recommendation. Thank you for your consideration.

If you agree, the following motion is needed:

**ACTION:** I move to adopt the 80/20 Option, as stated in PA 152, effective January 1, 2021.





GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF TREASURY

RACHAEL EUBANKS  
STATE TREASURER

**March 18, 2020**

**PUBLIC EMPLOYER CONTRIBUTIONS TO MEDICAL BENEFIT PLANS  
ANNUAL COST LIMITATIONS – CALENDAR YEAR 2021**

For a medical benefit plan coverage year beginning on or after January 1, 2012, MCL 15.563, as last amended by 2018 Public Act 477, sets a limit on the amount that a public employer may contribute to a medical benefit plan.


For medical benefit plan coverage years beginning on or after January 1, 2013, MCL 15.563 provides that the dollar amounts that are multiplied by the number of employees with each coverage type be adjusted annually. Specifically, the dollar amounts shall be adjusted, by October 1 of each year after 2011 and before 2019, by the change in the medical care component of the United States consumer price index for the most recent 12-month period for which data are available. By April 1 of each year after 2018, the dollar amounts shall be adjusted by the change in the medical care component of the U.S. consumer price index for the most recent 12-month period for which data are available. For calendar year 2020, the limit on the amount that a public employer may contribute to a medical benefit plan was set to the sum of the following:

- \$ 6,818.87 times the number of employees and elected public officials with single-person coverage
- \$14,260.37 times the number of employees and elected public officials with individual-and-spouse coverage or individual-plus-1-nonspouse-dependent coverage
- \$18,596.96 times the number of employees and elected public officials with family coverage.

The limits for 2021 equal the 2020 limits increased by **3.3 percent**. The 3.3 percent is the percentage change in the medical care component from the period March 2018-February 2019 to the period March 2019-February 2020.

Thus, for medical benefit plan coverage years beginning on or after January 1, 2021, the limit on the amount that a public employer may contribute to a medical benefit plan equals the sum of the following:

- **\$ 7,043.89** times the number of employees and elected public officials with single-person coverage
- **\$ 14,730.96** times the number of employees and elected public officials with individual -and-spouse coverage or individual-plus-1-nonspouse-dependent coverage
- **\$ 19,210.66** times the number of employees and elected public officials with family coverage.

  
Rachael Eubanks  
State Treasurer

March 18, 2020

MICHIGAN PUBLIC ACT 152 - This act provides for health care premium employee contribution/sharing beginning 01/01/2012

**Calendar Year 2021 annual cost limitations - published 9/2020, effective 1/1/2021**

**HARD CAP 1/1/2021-12/31/2021**

|   | Single            | Family            |
|---|-------------------|-------------------|
| Current budgeted annual health care costs (medical only)* | \$ 9,523.20       | \$ 27,542.76      |
| Hard cap amount = BTPL annual cost                        | (\$7,043.89)      | (\$19,210.66)     |
| Employee annual cost                                      | <b>\$2,479.31</b> | <b>\$8,332.10</b> |
| Amount employee would pay per paycheck (24 pay periods)   | \$103.30          | \$347.17          |

**80/20 SPLIT**

|   |                   |                   |
|---|-------------------|-------------------|
| Current budgeted annual health care costs (medical only)* | \$ 9,523.20       | \$ 27,542.76      |
| 80% = BTPL annual cost                                    | \$7,618.56        | \$22,034.21       |
| 20% = Employee annual cost                                | <b>\$1,904.64</b> | <b>\$5,508.55</b> |
| Amount employee would pay per paycheck (24 pay periods)   | \$79.36           | \$229.52          |

\* Budgeted health care costs for FY 2020-2021 predict a 5% increase.

2013-14 Library adopted the hard cap option.

2014-15 Library adopted the 80/20 option.

2015-16 Library adopted the hard cap option.

2016-17 Library adopted the hard cap option.

2017-18 Library adopted the hard cap option.

2018 Library adopted the 80/20 option.

2019 Library adopted the 80/20 option.

2020 Library adopted the 80/20 option.

2021 Library Director recommends the 80/20 option.

**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.

## They Represent You

### United States Senate

Gary C. Peters  
724 Hart Senate Office Building  
Washington, DC 20510  
202.224.6221  
[www.peters.senate.gov/contact/email-gary](http://www.peters.senate.gov/contact/email-gary)

Patrick V. McNamara Federal Building  
477 Michigan Ave. Suite 1837  
Detroit, MI 48226  
313.226.6020

Debbie Stabenow  
731 Hart Senate Office Building  
Washington, DC 20510  
202.224.4822  
[www.stabenow.senate.gov/contact](http://www.stabenow.senate.gov/contact)

719 Griswold St. Suite 700  
Detroit, MI 48262  
313.961.4330

### United States House of Representatives

Andy Levin – 9<sup>th</sup> District  
228 Cannon HOB  
Washington, DC 20515  
202.225.4961  
<https://andylevin.house.gov/contact/email-me>

60500 Van Dyke Ave. Suite 306  
Warren, MI 48093  
586.498.7122

### Michigan Senate

Rosemary Bayer – 12<sup>th</sup> District  
3600 Binsfeld Building  
PO Box 30036  
Lansing, MI 48909  
517.373.2417  
<https://senatedems.com/bayer/contact>

### Michigan House of Representatives

Mari Manoogian – 40<sup>th</sup> District  
S-889 House Office Building  
PO Box 30014  
Lansing, MI 48909  
517.373.8670  
[marimanoogian@house.mi.gov](mailto:marimanoogian@house.mi.gov)

### Oakland County Executive

David Coulter  
2100 Pontiac Lake Road  
Building 41W  
Waterford, MI 48328  
248.858.0480  
<https://www.oakgov.com/Pages/Contact-Us.aspx>

### Oakland County Board of Commissioners

Shelley Goodman Taub – District 12  
1200 North Telegraph Road  
Pontiac, MI 48341  
248.420.8870  
[shelleytaub@comcast.net](mailto:shelleytaub@comcast.net)  
<https://www.oakgov.com/boc/Commissioners/District-12/Pages/default.aspx>  
Term ends 31 December 2020

Chuck Moss – elected November 2020; term begins 1 January 2021  
Contact information forthcoming

### Bloomfield Township

Township Supervisor – Dani Walsh  
4200 Telegraph Road  
PO Box 489  
Bloomfield Township, MI 48303  
248.433.7708  
[dwalsh@bloomfieldtwp.org](mailto:dwalsh@bloomfieldtwp.org)

Township Clerk – Martin Brook  
4200 Telegraph Road  
PO Box 489  
Bloomfield Township, MI 48303  
248.433.7702  
[mbrook@bloomfieldtwp.org](mailto:mbrook@bloomfieldtwp.org) (?)

Township Treasurer – Brian Kepes  
4200 Telegraph Road  
PO Box 489  
Bloomfield Township, MI 48303  
248.433.7705  
[bkepes@bloomfieldtwp.org](mailto:bkepes@bloomfieldtwp.org)

Trustees  
4200 Telegraph Road  
PO Box 489  
Bloomfield Township, MI 48303  
248.433.7700

Michael Schostak -  
[mschostak@bloomfieldtwp.org](mailto:mschostak@bloomfieldtwp.org)  
Stephanie Fakih –  
[sfakih@bloomfieldtwp.org](mailto:sfakih@bloomfieldtwp.org) (?)  
Neal Barnett –  
[nbarnett@bloomfieldtwp.org](mailto:nbarnett@bloomfieldtwp.org)  
Valerie Sayles Murray –  
[vmurray@bloomfieldtwp.org](mailto:vmurray@bloomfieldtwp.org) (?)

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
MEMORANDUM**

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**TO:** Trustees

**FROM:** Tera Moon

**DATE:** December 8, 2020

**SUBJECT:** Strategic Plan Update

New carpeting has been installed in the main lobby area, adjacent to the Commons, and in the Administration hallway. The carpeting gives these spaces a fresh appearance.

On Wednesday, December 2, Geraldine Drake and Gene Ferrara conducted a walk-through for prospective bidders on the LED lighting project. The deadline for bids on the LED lighting project was today.

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 DECEMBER & JANUARY

## Displays

YS - virtual "**Family & Friends**" -- [https://btpl.org/ys\\_post/december-books-about-family-friends-and-celebrations/](https://btpl.org/ys_post/december-books-about-family-friends-and-celebrations/)

## Virtual Programs

YS - **LIVE! Storytime with Ryan & Craig** in December.

YS – **Bookworms LIVE!** - virtual book discussion of *Zanzibar*, by Catharina Valckx, in January.

## 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 *Commonwealth*, by Ann Patchett, in January.
9. AS - **Nonfiction Book Club** – meets on Zoom bimonthly, discussing *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** – none in December, January's new theme, *Under the Sea*.
2. YS – **Science from Home kit** – Tree Rings.
3. YS - **Take and Make bag** – Family Trees in December, Preschool Mitten in January.
4. YS - **New year's Eve party in a bag** – available approximately 12/21.
5. 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 - **Brainfuse**: Get help with your homework online from 2 p.m. to 11 p.m. daily (check holidays).

### On-demand videos

#### **Youth Services:**

- **Sensory Storytime for all ages**. Theme for December is 'Cookies!'
- Database Spotlight: **Explora**, with Miss Andy
- **Mini-Foodies**: Dinosaur Snacks with Ms. Patricia
- **Vimeo Channel** offering more recorded activities, book talks, crafts, and story times.
- **Online Resources at the Library**: Join Ms. Patricia for a tour of our updated virtual resources for students and families.

#### **Adult Services:**

- Read **Newspapers Online**: Karrie Yukon will show you how to access newspapers online, for free with your library card.
- **Winter garland craft instructional 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, December 16, 2 p.m. - Building and Grounds 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

Tuesday, January 5, 1 p.m. – Personnel Committee Meeting

Wednesday, January 6, 10:30 a.m. – Friends Board meeting

Thursday, January 14, 11:00 a.m. Development Committee

Tuesday, January 19, 7:00 p.m. – Library Board Meeting