

Bloomfield Township Public

Library

**Bloomfield Township Public Library
Board of Trustees**

Library Board Meeting
January 19, 2021
7:00 p.m.

Trustees:

libraryboard@btpl.org

Judy Lindstrom, President
Grant Gerhart, Vice President
Sandra Edwards, Secretary
Tom Deska
Dani Gillman
Joan Luksik

Director:

Carol Mueller

muellerc@btpl.org

All meetings are open to the public.

We invite you to attend a meeting or watch it online at www.btpl.org.

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

Director Carol Mueller at muellerc@btpl.org

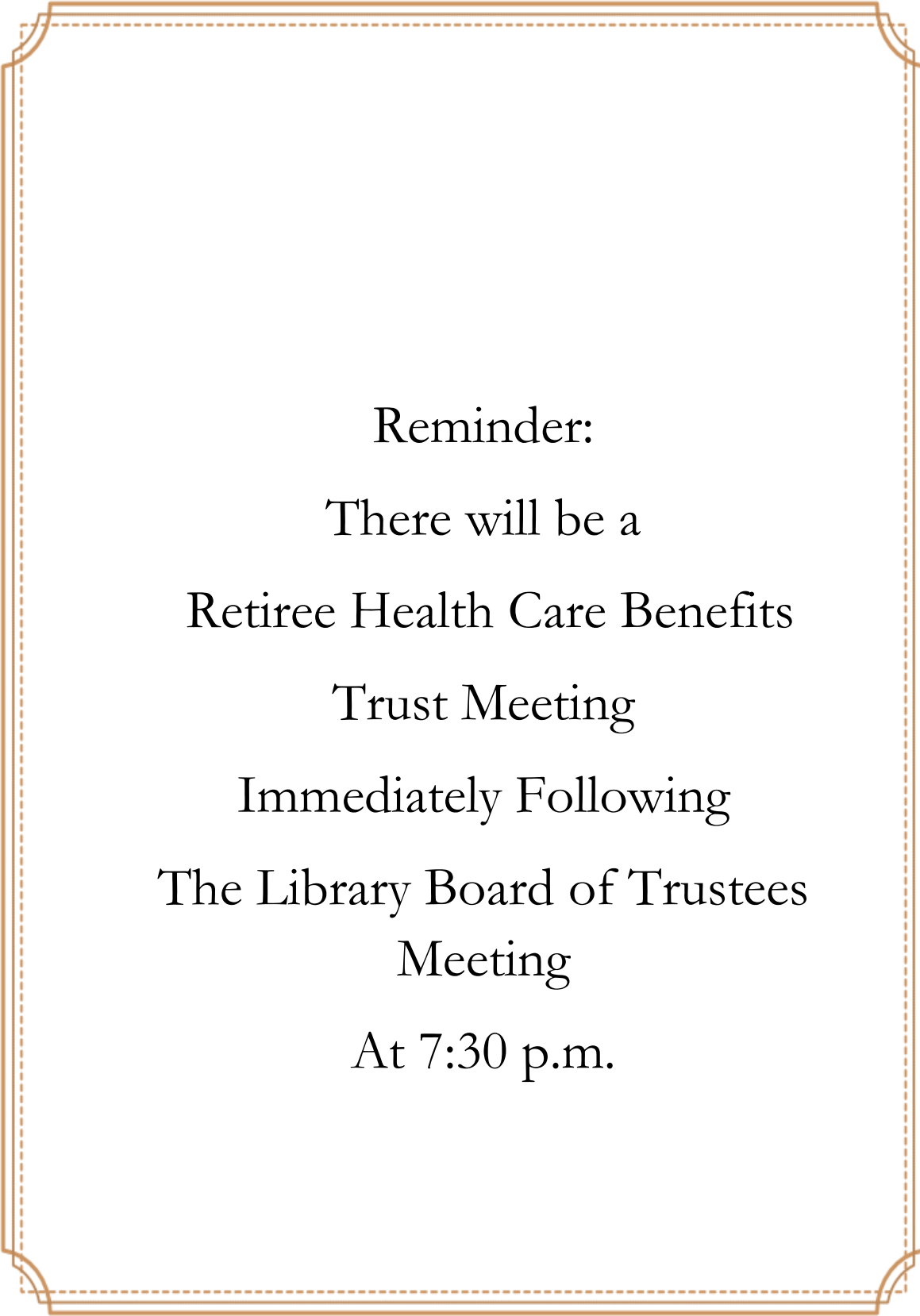
no later than 6:00pm on Tuesday,

January 19 if you wish to attend.

1099 Lone Pine Road, Bloomfield Township, MI 48302 248.642.5800

THE PLACE TO

DISCOVER



Reminder:

There will be a

Retiree Health Care Benefits

Trust Meeting

Immediately Following

The Library Board of Trustees

Meeting

At 7:30 p.m.

**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, January 19, 2021
7:00 p.m.

#	<u>NUMBERED ITEMS</u>	<u>DATE DELIVERED</u>
1	Agenda	01/15/2021
2a	Request to remove items from the Consent Agenda for Discussion	01/15/2021
2b	Motion to approve the order of items for the regular and consent agendas	01/15/2021
5	Motion to approve remaining Consent Agenda items 6-8d	01/15/2021
6	Regular Board Meeting Minutes of 12/15/2020	01/15/2021
6a	Special Board Meeting Minutes of 12/9-11/2020	01/15/2021
6a	Special Board Meeting Minutes of 12/30/2020	01/15/2021
7a	Cash Disbursements	01/15/2021
7b	Revenues/Expenditures Budget Report	01/15/2021
7c	Energy Report	01/15/2021
8a	President's Report– no report	
8b	Director's Report	01/15/2021
8c	Art Committee –no report	
8c	Advocacy Committee – no report	
8c	Building and Grounds Committee – 12/16/2020	01/15/2021
8c	Cranbrook –no report	
8c	Development Committee – 1/14/2021	01/15/2021
8c	Finance 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 – 1/05/2021	01/15/2021
8c	Policy Committee – no report	
11a	Fines & Fees FY 2021/2022	01/15/2021
11b	Bank Signatories	01/15/2021
11c	Library Director Vacancy	01/15/2021
13	Motion to approve any items removed from the Consent Agenda	01/15/2021

<u>UNNUMBERED ITEMS</u>	<u>DATE DELIVERED</u>
Strategic Plan Update	01/15/2021
Story Walk News	01/15/2021
Board Officers	01/15/2021
Board Committee	01/15/2021
Library Happenings	01/15/2021
Meeting Dates	01/15/2021

AGENDA
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, January 19, 2021
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 December 15, 2020
- 6a. Special Library Board meeting minutes of December 9 and 11, 2020
- 6b. Special Library Board meeting minutes of December 30, 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. Fines & Fees FY 2021/2022
 - b. Bank Signatories
 - c. Library Director Vacancy
- 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, February 16, 2021
16. Adjournment

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

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

I REQUEST THAT ITEM (S):

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

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

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

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

OPTION - NO AMENDMENT NEEDED:

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

OPTION - AMENDMENT TO AGENDA:

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

the **REGULAR AGENDA** as follows:

the **CONSENT AGENDA** as follows:

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

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

CONSENT AGENDA ITEMS MOTION

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

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

Bloomfield Township Public Library
Oakland County, Michigan
Tuesday, December 15, 2020
Held via Zoom

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.

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

Trustees Absent: None

Administration: (via Zoom) Director Carol Mueller, Assistant Director Tera Moon, and Administrative Assistant Linden Godlove

Guests: (via Zoom), Nicole Gillies, Youth Services Librarian and SOC representative, Matt Binkowski, Bloomfield Township resident and Ryan Noyes, Bloomfield Township resident

Upon discussion, a motion was made by Grant Gerhart and seconded by Sandy Edwards **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, Gerhart, Gillman, Lindstrom, and Luksik

Nays: None

MOTION CARRIED

PRESIDENT'S VERBAL REPORT:

President Judy Lindstrom remarked that this is a very emotional season, as it is so joy-filled, but one also remembers loved ones here and gone. It is a time of laughter and hope. She learned her love of quotations from her father. She shared one by William Arthur Ward: "Gratitude can transform common days into thanksgivings, turn routine jobs into joy, and change ordinary opportunities into blessings." She saw this as "a great symbol of what we are doing and what we try to do at the Library and what we try to do daily in our lives." She applauds the Board of Trustees for meeting and interviewing so many applicants who were all exemplary candidates. It had been a difficult decision, with such experienced people interested in joining the Board; however President Lindstrom believes they selected the perfect person for the library's needs and the needs of the Board. She introduced the newest member

of the Bloomfield Township Public Library Board of Trustees, Danielle Gillman.

Dani Gillman shared that she is originally from Los Angeles, but has “lived here long enough that she feels like a Detroiter.” She loves being a part of local community, where there is a good chunk of diversity, and there is so much to learn from each other. When asked what the library means to her, she expressed that libraries are the “last place where everybody is equal, where everybody is measured by the same stick, with equal access to resources and education, and opportunities to discover new things and broaden horizons. Libraries are a place to connect and share common interests. She expressed that libraries and equal access to them are very special to her and she wishes to continue to make that possible for the next generation to come.

President Lindstrom shared a letter from Director Mueller which announced the Director’s retirement effective May 1, 2021.

Director Mueller expressed further what a joy it has been to serve at the Bloomfield Township Public Library. She thanked everyone for their support and guidance throughout the years.

The Personnel Committee will begin the process of finding the next Director.

DIRECTOR’S VERBAL REPORT:

Director Mueller gave an update on the phases of the library’s service. A Library employee tested positive to the virus and the Library subsequently closed for deep cleaning, from Friday, November 27 through Tuesday, November 30. Patrons placed over 800 holds during this closure. This was all for curbside pickup, demonstrating a great need for this service. Director Mueller and Assistant Director Moon helped to deliver materials to vehicles, as it was a day with all hands on deck to ensure the patrons were served well and as quickly as possible. The Director believes the decision to limit services to Curbside, phone, and online is the best way to help keep everyone safe and healthy. The Library has received great positive feedback from patrons and some of this was shared, including some hand-drawn cards with cheerful messages from very young patrons.

Director Mueller sends her warm wishes for a wonderful holiday season and hopes everyone enjoys it in the ways that they can.

REGULAR AGENDA:

Call to the Public:

Nicole Gillies, representing the SOC, wished all a happy holiday season. Bloomfield Township residents Matt Binkowski and Ryan Noyes had no comment.

UNFINISHED BUSINESS:

No unfinished business.

NEW BUSINESS:

11a. Election of Officers

President Lindstrom thanked the Nominating Committee, Sandy Edwards and Joan Luksik, for creating a slate of officers for the year. The Committee met to discuss what had been occurring and what the future might be. They suggested carrying forth as it has been. There were no nominations from the floor. The Trustees elected the following officers to serve the 2020-21 term: Judy Lindstrom, President; Grant Gerhart, Vice President; Sandy Edwards, Secretary.

For Secretary Sandy Edwards

Ayes: Deska, Edwards, Gerhart, Gillman, Lindstrom, and Luksik

Nays: None

For Vice President Grant Gerhardt

Ayes: Deska, Edwards, Gerhart, Gillman, Lindstrom, and Luksik

Nays: None

For President Judy Lindstrom

Ayes: Deska, Edwards, Gerhart, Gillman, Lindstrom, and Luksik

Nays: None

11b. Board of Trustees Standing Committees

Judy Lindstrom announced that there will be an appointment of committees for the 2021 term. New appointments to committees were reviewed and discussed.

Art Committee: Dani Gillman and Judy Lindstrom

Advocacy Committee (renamed from "Bloomfield Twp. Liaison"): Sandy Edwards and Judy Lindstrom

Building and Grounds Committee ("Landscaping, Interiors" removed from title) All

Cranbrook, DPL, Troy Committee: Grant Gerhart and Joan Luksik

Development Committee: All

Finance Committee: Tom Deska and Joan Luksik

Friends of the Library Liaison Committee: Sandy Edwards and Dani Gillman

Investment Committee: All

Jeanette P. Myers Scholarship Selection Committee: Tom Deska and Grant Gerhart

Personnel/Director Evaluation Committee: Sandy Edwards and Judy Lindstrom

Policy Committee: Tom Deska and Grant Gerhart

11c. 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, however (1) the hard cap option or (2) the 80/20 option are the only options the Library Board may select.

Each December, the Library Board must decide which of the available options to implement for the next fiscal year.

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

Upon discussion, a motion was made by Sandy Edwards seconded by Tom Deska **TO ADOPT THE 80/20 OPTION, AS STATED IN PA 152, EFFECTIVE JANUARY 1, 2021.**

A vote was taken for approval of the motion.

Ayes: Deska, Edwards, Gerhart, Gillman, Lindstrom, and Luksik

Nays: None

MOTION CARRIED

OTHER:

Trustee Sandy Edwards reported on the Wednesday, December 2 Friends Board Meeting, which was conducted via Zoom. Their revised bylaws were reviewed by an attorney, with minimal changes proposed. Secretary Kim Hoke reported the book and media giveaway to staff was a great success, with carts full of free books, DVDs, CDs, games, and more being placed in the Administration Hallway for staff to choose from. The Friends are planning a project to clean and pare the Book Nook in preparation for an abundance of donations when they are able to receive these again. Director Mueller submitted a Wish List for review, totaling \$11,660, which includes materials for Art Lab (a tween program that provides hands-on art exploration), Hoopla Digital (a platform that provides streaming digital media), as well as special collections of Youth and Adult books. The Friends supported use of \$2,500 for a permanent story walk in collaboration with the Johnson Nature Center. The Friends next meeting is January 6 at 10:30am.

Comments were made on the special library borrowing agreements between Cranbrook Educational Community, Detroit Public Library and Troy Public Library. The agreements were renewed last year with a 3 year agreement.

Remarks were made on the number of library directors retiring in the area.

The next Library Board Meeting will be Tuesday, January 19 at 7 p.m. The Building and Grounds will tomorrow, December 16 at 2pm

President Lindstrom wished everyone the happiest of holidays.

At 7:37 p.m. President Judy Lindstrom adjourned the meeting.

Submitted by:



Sandra Edwards, Secretary

MINUTES OF THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY BOARD OF TRUSTEES SPECIAL MEETING

Bloomfield Township Public Library
Oakland County, Michigan
Wednesday, December 9 and Friday, December 11, 2020

Present: Trustees: Tom Deska, Grant Gerhart, Judy Lindstrom, Joan Luksik, and Sandy Edwards

Members absent: None

Administration: Library Director, Carol Mueller and Assistant Library Director Tera Moon

The special meeting of the Bloomfield Township Public Library Board of Trustees was held via Zoom at 12:30pm on Wednesday, December 9, 2020 (recessed at 6:00pm) and reconvened via Zoom at 12:00pm on Friday, December 11, 2020 (adjourned at 5:30pm).

The purpose of this meeting was to conduct interviews of candidates for the Library Board vacancy created by Eli Greenbaum's resignation. The interview schedule was publicly posted indicating that all interviews and deliberations were open to the public. All interviews were held virtually.

The Library Board received twenty-two applications by the December 2, 2020 7:00pm application deadline for the vacant Trustee position. During the course of the interview process, five applicants withdrew before their interview was conducted. The Library Board was able to interview seventeen candidates who submitted an application for consideration. Candidates interviewed were: Matt Binkowski, J.D. Carlson, Lyle Dahlberg, Wes Dietrich, Tareq Falah, Sam Geller, Julie Gheen, Danielle Gillman, Yona Grey, Joy Murray, Ryan Noyes, John Owens, Albert Sasson, Jay Shah, Constance Silver, Shane Spradlin, and Teresa Walawender

On behalf of the Library Board, President Judy Lindstrom thanked all of the candidates for their interest in serving the Bloomfield community.

A standard set of questions was asked of each candidate. Interviews were each kept to twenty minutes. Each trustee completed a rating sheet following each interview. After all interviews were completed, the Library Board members deliberated regarding individual qualities and strengths of the candidates.

After discussion, it was moved by Judy Lindstrom and seconded by Tom Deska to offer

the position to Danielle Gillman. Ayes: Deska, Gerhart, Lindstrom, Luksik, Edwards.
Nays: None”

Ms. Gillman brings extensive advocacy and fundraising development experience and skills to the position. Library Board President Judy Lindstrom will contact Ms. Gillman and offer her appointment to the Bloomfield Township Public Library Board as a Trustee. Ms. Gillman understands that her appointment on the Library Board lasts until November, 2022 and that she will need to run in the November, 2022 general election.

The meeting was adjourned at 5:30pm on Friday, December 11, 2020.

PROPOSED MINUTES OF THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY BOARD OF TRUSTEES

Bloomfield Township Public Library
Oakland County, Michigan
Wednesday, December 30, 2020
Held via Zoom

The special meeting of the Bloomfield Township Public Library Board of Trustees was held via zoom on Wednesday, December 30. The meeting was called to order by President Judy Lindstrom at 11:00 a.m. Attendance was taken. All Trustees present. She stated that the meeting would be recorded.

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

Trustees Absent: None

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

Guests: (via Zoom) Geraldine Drake, AECOM; Gene Ferrara, Rewold & Sons; Matt DeSchutter, Rewold & Sons; Matt Binkowski, Bloomfield Township Resident

A motion was made Joan Luksik and Tom Deska **TO APPROVE THE ORDER OF ITEMS FOR THE SPECIAL AGENDA.**

A vote was taken for approval of the motion.

Deska: Aye

Edwards: Aye

Gerhart: Aye

Gillman: Aye

Lindstrom: Aye

Luksik: Aye

MOTION CARRIED

CALL TO THE PUBLIC:

No comments.

4a. LED Lighting Project Update

Director Mueller thanked everyone for being at the meeting today. The Library's LED lighting project has been under discussion for several months. Due to the pandemic, it was agreed that the timing was right to proceed with this project as it would disrupt fewer patrons at this time. Many hours of research and investigation have been put into this project. The Library is now ready to finalize decisions related to the next steps in this project.

Geraldine Drake, AECOM, provide a project presentation. Gene Ferrera, Frank Rewold and Sons, Inc., prepared an executive summary. The project team with special attention by Lance Barnes and his staff at Gasser Bush Associates, along with Geraldine Drake of AECOM, states that the LED lighting improvements will save many costs such as energy cost savings that will bring a return on investment in approximately 18 years. In addition, the change to LED lighting will provide many improvements such as better lighting throughout the interior and exterior of the building and reduced staff maintenance costs as LED lighting does not need replacing as frequently as the current lighting does.

There was discussion on the costs of the project, as well as consideration for the maintenance of the current lighting. Summit will be taking away old product and recycling 100% of it including the packaging. The company's consideration of how to conduct their work during open hours was astute.

After discussion at the Building and Grounds Committee meeting held on Wednesday, December 16, 2020, it is recommended to proceed this current fiscal year with the purchase and installation of light fixtures for phases 1 – 3. In the library's next fiscal year 2021/2022, the purchase and installation of light fixtures for phases 4 -5 will be completed. This approach guarantees the price and availability of the designated light fixtures. Also, delivery of items takes longer during this pandemic. Ordering light fixtures now insures these are available for installation at the time needed. Light fixtures will be stored and kept secure by the vendor until the time of installation. Project phasing recommended is as follows:

1. Linear Fixtures: Winter 2021 – up high, difficult to reach, in main public part of library
2. Pendant Fixtures: Spring 2021 – drop fixtures, stacks lighting
3. Exterior fixtures: Summer/Fall 2021
4. Office, Meeting Rooms: Winter 2022
5. Supply, Storage, Toilet Rooms: Spring 2022

In addition to Gene's executive summary, project cost information was included for review. This information was reviewed with the Building and Grounds Committee Trustees present at the December 16, 2020 Building and Grounds Committee meeting. The Trustees in attendance supported approving this project as presented. All costs related to completing the Library's LED lighting project total at \$2,886,060. Funding for this project is included in the approved fiscal year 2020/2021 and fiscal year 2021/2022 library budgets.

Upon discussion, a motion was made by Sandy Edwards and seconded by Grant Gerhart **TO APPROVE AUTHORIZING THE EXPENDITURE OF \$2,886,060 FOR THE REPLACEMENT AND UPGRADE OF THE LIBRARY LIGHTING SYSTEM INCLUDING CONTROLS AND IN CONFORMANCE WITH THE AECOM DOCUMENTS.**

A vote was taken for approval of the motion.

Deska: Aye

Edwards: Aye

Gerhart: Aye

Gillman: Aye

Lindstrom: Aye

Luksik: Aye

Nays: None

MOTION CARRIED

Frank Rewold and Sons, Inc. has been the Library's General Contractor since the 2005-2008 Library Building Improvements project. Gene Ferrera, specifically, has tremendous knowledge of and experience working in the Library building. Administration recommends working with Frank Rewold and Sons, Inc. on this important and necessary lighting project.

Upon discussion, a motion was made by Dani Gillman and seconded by Sandra Edwards **TO APPROVE THE AWARD OF THE LIBRARY'S LED LIGHTING PROJECT TO FRANK REWOLD AND SONS, INC. AS A COST PLUS FEE CONTRACT WITH A FEE OF 3.9%.**

A vote was taken for approval of the motion.

Deska: Aye

Edwards: Aye

Gerhart: Aye

Gillman: Aye

Lindstrom: Aye

Luksik: Aye

Nays: None

MOTION CARRIED

Summit Electric submitted the lowest bid. It is recommended that the bid be awarded to Summit Electric.

Upon discussion, a motion was made by Joan Luksik and seconded by Tom Deska **TO AUTHORIZE FRANK REWOLD AND SONS, INC. TO AWARD THE ELECTRICAL CONTRACT TO SUMMIT ELECTRIC AS THE LOW RESPONSIVE QUALIFIED BIDDER.**

A vote was taken for approval of the motion.

Deska: Aye

Edwards: Aye

Gerhart: Aye

Gillman: Aye

Lindstrom: Aye

Luksik: Aye

Nays: None

MOTION CARRIED

5. OTHER:

Sandy Edwards commented that the cost of the lighting project gave pause for consideration, however the 2014 millage specifically included building upkeep and improvements. "We have to maintain stewardship of public spaces," she remarked. We have been doing many repairs to the building, including the roof, water remediation, the flooring and carpeting--the other repairs were [approved] without question because they were safety concerns. She observed that the lighting project has really come from looking at the strategic plan, the wayfinding study, moving to spaces and how they can best meet the needs of the patrons. This lighting project came out of the whole process. It has been careful and deliberate. "We have done our due diligence and it is a good opportunity to go forward."

Director Mueller thanked the Trustees for their careful review of the information involved on this project and their excellent questions.

6. Next scheduled Regular Board Meeting: Tuesday, January 19, 2021, 7:00 p.m.

At 11:52 a.m. President Judy Lindstrom adjourned the meeting.

Submitted by:

Sandra Edwards

Sandra Edwards, Secretary

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**Cash Disbursements Comments
January, 2021****New Vendors:**

Doster Law Offices is a new vendor for legal work.

General Fund Advance

- Check #21022 payable to Bloomfield Township in the amount of \$484.48 was payment for the Library's water bill from 11/23 – 12/17/2020.

General Fund

- Check #21045 payable to AECOM Great Lakes, Inc. in the amount of \$9,500.00 is payment for design services for the Library's carpet and paint project in the lobby and Administration hallway.
- Check #21077 payable to Bloomfield Township in the amount of \$432,874.29 is payment for two payrolls including FICA, HRA contributions, pension, etc. and pension contribution.
- Check #21078 payable to the Bloomfield Township Public Library Gift Fund in the amount of \$3,683.16 is reimbursement for library purchases from Amazon.
- Check #21081 payable to CEI Michigan, LLC in the amount of \$2,679.33 is payment for repairing the roof leak.
- Check #21087 payable to Du All Cleaning, Inc. in the amount of \$28,472.40 is payment for three months of regular library cleaning, bi-weekly electrostatic cleaning and a special deep clean on November 28 and 28, 2020.
- Check #21091 payable to Frank Rewold and Sons, Inc. in the amount of \$56,350.00 is payment for the Library's carpet and painting project.

- Check #21095 payable to Innovative Interfaces, Inc. in the amount of \$70,643.06 is payment for the annual renewals of the Library's integrated library system, Sierra.
- Check #21098 payable to Midwest Collaboration for Library Services in the amount of \$12,186.52 is payment for two financial services databases, Morningstar and Valueline.
- Check #21110 payable to The Library Network in the amount of \$3,313.12 is payment for library internet services.

Gift Fund

- Check #5187 payable to Bloomfield Township Public Library in the amount of \$109.14 is reimbursement for program captioning.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

CHECK REGISTERS

FOR THE MONTH OF DECEMBER 2020

Check #	Date	Payee	Cash Account	Amount
General Fund				
ADVANCE CHECKS:				
21020	12/7/20	AT&T	106.01	400.00
21021	12/7/20	AT&T	106.01	789.25
21022	12/7/20	AUNALYTICS	106.01	5,912.00
21023	12/7/20	Patricia Ballard	106.01	106.49
21024	12/7/20	CAR TRUCKING, INC.	106.01	199.50
21025	12/7/20	CONSUMERS ENERGY	106.01	3,488.41
21026	12/7/20	T MOBILE	106.01	29.40
21027	12/7/20	TERMINIX PROCESSING CTR.	106.01	143.00
21028	12/7/20	Killian Weston	106.01	40.27
21029	12/22/20	XFINITY	106.01	162.53
21030	12/22/20	FLAGSTAR BANK	106.01	7,803.10
21031	12/22/20	PRINCIPAL LIFE INS CO-SBD GRANDE ISLAND	106.01	745.12
21032	12/22/20	VERIZON WIRELESS	106.01	197.00
21033	12/29/20	Patricia Ballard	106.01	269.42
21034	12/29/20	Andy Cascarelli	106.01	55.00
21035	12/29/20	Joel Dion	106.01	27.60
21036	12/29/20	VIGILANTE SECURITY	106.01	1,950.00
21037	12/29/20	Killian Weston	106.01	34.91
21038	1/5/21	APPLIED IMAGING	106.01	318.50
21039	1/5/21	AT&T	106.01	400.00
21040	1/5/21	BLOOMFIELD TOWNSHIP	106.01	484.48
21041	1/5/21	CAR TRUCKING, INC.	106.01	199.50
21042	1/5/21	Elizabeth Clauder	106.01	27.05
21043	1/5/21	DTE ENERGY	106.01	20,649.10
21044	1/5/21	Marian Rafal	106.01	27.08
Total				<u>44,458.71</u>
REGULAR CHECKS:				
21045	1/8/21	AECOM GREAT LAKES, INC.	106.01	9,500.00
21046	1/8/21	APPLE BOOKS	106.01	707.69
21047	1/8/21	APPLE INC.	106.01	7,170.00
21048	1/8/21	AUNALYTICS	106.01	1,142.50
21049	1/8/21	BAKER & TAYLOR, INC.	106.01	10,013.74
21050-21074	1/8/21	VOID	106.01	
21075	1/8/21	BAYSCAN TECHNOLOGIES	106.01	2,251.20
21076	1/8/21	BLACKSTONE AUDIO, INC.	106.01	83.20
21077	1/8/21	BLOOMFIELD TOWNSHIP	106.01	432,874.29
21078	1/8/21	BTPL Gift Fund	106.01	3,683.16
21079	1/8/21	BUTZEL LONG	106.01	2,740.00
21080	1/8/21	CDW GOVERNMENT, INC.	106.01	329.76
21081	1/8/21	CEI MICHIGAN LLC	106.01	2,679.33
21082	1/8/21	CENGAGE LEARNING/GALE	106.01	3,421.29
21083	1/8/21	CENTRAL BUSINESS SYSTEMS, INC.	106.01	1,603.65
21084	1/8/21	CINTAS CORPORATION	106.01	92.14
21085	1/8/21	DEMCO, INC.	106.01	50.70
21086	1/8/21	DOSTER LAW OFFICES, PLC	106.01	4,600.00
21087	1/8/21	DU ALL CLEANING, INC	106.01	28,472.40
21088	1/8/21	EASTMAN FIRE PROTECTION, INC.	106.01	424.96
21089	1/8/21	FINANCIAL INFORMATION, INC.	106.01	3,850.00
21090	1/8/21	FINDAWAY WORLD LLC	106.01	1,014.80
21091	1/8/21	FRANK REWOLD AND SON, INC.	106.01	56,350.00
21092	1/8/21	GRAINGER, INC	106.01	777.32
21093	1/8/21	HEALEY FIRE PROTECTION, INC	106.01	8,550.00
21094	1/8/21	INGRAM LIBRARY SERVICES	106.01	332.96
21095	1/8/21	INNOVATIVE INTERFACE, INC	106.01	70,643.06

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

Check #	Date	Payee	Cash Account	Amount
21096	1/8/21	KNOWBUDDY RESOURCES	106.01	451.95
21097	1/8/21	LJ ROLLS REFRIGERATION CO., INC	106.01	12,762.97
21098	1/8/21	MIDWEST COLLABORATIVE for LIB. SVCS	106.01	12,186.52
21099	1/8/21	MICROMARKETING LLC	106.01	847.86
21100	1/8/21	MIDWEST TAPE	106.01	4,026.62
21101	1/8/21	NICHOLS/NETWORK SERVICES CO	106.01	1,494.32
21102	1/8/21	OVERDRIVE	106.01	5,606.28
21103	1/8/21	OXFORD UNIVERSITY PRESS USA	106.01	1,495.00
21104	1/8/21	PREFERRED DATA SYSTEMS, LLC	106.01	1,518.25
21105	1/8/21	PROQUEST-CSA LLC	106.01	4,553.54
21106	1/8/21	THE ROWMAN & LITTLEFIELD PUBLISHING GRP	106.01	635.26
21107	1/8/21	S & S WORLDWIDE, INC.	106.01	69.37
21108	1/8/21	SHOWCASES	106.01	181.87
21109	1/8/21	SIEMENS INDUSTRY, INC.	106.01	517.50
21110	1/8/21	THE LIBRARY NETWORK	106.01	3,313.12
21111	1/8/21	THE LIBRARY STORE, INC.	106.01	614.73
21112	1/8/21	THOMSON REUTERS/THOMSON WEST	106.01	252.00
21113	1/8/21	THOMSON REUTERS	106.01	150.26
21114	1/8/21	WESCO DISTRIBUTION	106.01	2,662.02
Total				<u><u>706,697.59</u></u>

Gift Fund

ADVANCE CHECKS:

5183	12/22/20	FLAGSTAR BANK	102.03	404.00
5184	12/29/20	AMAZON.COM	102.03	<u>4,645.27</u>
Total				<u><u>5,049.27</u></u>

REGULAR CHECKS:

5185	1/8/21	ARBOR OAKLAND GROUP	102.03	269.00
5186	1/8/21	BAKER & TAYLOR	102.03	412.54
5187	1/8/21	BLOOMFIELD TWP. PUBLIC LIBRARY	102.03	109.14
5188	1/8/21	GOLDNER WALSH NURSERY, INC.	102.03	<u>749.70</u>
Total				<u><u>1,540.38</u></u>

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

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PRESENTED: JANUARY 19, 2021 FOR THE MONTH OF: DECEMBER, 2020

		2020-2021	2020-2021			Nine Months 75%	
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
<u>Revenues</u>							
410.01	Taxes	\$7,661,343	\$7,756,757	\$1,088,291	\$1,088,448	14.03%	(\$6,668,309)
420.01	Penal Fines	\$87,600	\$87,600	\$0	\$70,731	80.74%	(\$16,869)
422.01	State Aid	\$32,800	\$16,800	\$0	\$32,880	195.72%	\$16,080
430.01	Circulation Fines & Fees	\$38,250	\$38,250	\$1,676	\$16,373	42.81%	(\$21,877)
	Charges for Services	\$14,866	\$7,866	\$0	(\$1,177)	-14.96%	(\$9,043)
	Investment earnings	\$105,000	\$105,000	\$16,148	\$100,076	95.31%	(\$4,924)
	Miscellaneous	\$14,566	\$9,066	\$49,651	\$52,450	578.54%	\$43,384
Total Revenues		\$7,954,425	\$8,021,339	\$1,155,766	\$1,359,781	16.95%	(\$6,661,558)
<u>Expenditures</u>							
	Personnel	\$4,485,881	\$4,495,992	\$430,791	\$3,092,700	68.79%	(\$1,403,292)
	Library Services	\$850,839	\$857,349	\$52,423	\$530,370	61.86%	(\$326,979)
	Facilities & Equipment	\$976,341	\$1,030,341	\$133,204	\$718,051	69.69%	(\$312,290)
	Other Operating Expenditures	\$2,672,746	\$1,875,746	\$129,412	\$377,057	20.10%	(\$1,498,689)
Total Expenditures		\$8,985,807	\$8,259,428	\$745,830	\$4,718,179	57.12%	(\$3,541,249)
	Fund Balance - Beginning	\$11,300,592	\$11,300,592		\$11,300,592		
	Net revenue (expenditure)	(\$1,031,382)	(\$238,089)		(\$3,358,398)		
	Fund Balance - Ending	\$10,269,210	\$11,062,503		\$7,942,194		

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: JANUARY 19, 2021 FOR THE MONTH OF: DECEMBER, 2020

Nine Months 75%

ACCOUNT NUMBER	ACCOUNT NAME	2020-2021 ADOPTED BUDGET AS OF MAR 17, 2020	2020-2021 AMENDED BUDGET AS OF JAN 19, 2021	REVENUE/ EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	VARIANCE
	<u>Revenues</u>						
	Gift Income	\$500	\$33,585	\$405	\$33,585	100.00%	\$0
454.03	Investment Earnings	\$200	\$200	\$1	\$56	28.08%	(\$144)
460.03	Miscellaneous Revenue	\$0	\$0	\$0	\$0	0.00%	\$0
	Total Revenues	\$700	\$33,785	\$406	\$33,641	99.57%	(\$144)
	<u>Expenditures</u>						
	Library Services	\$50,389	\$63,928	\$1,888	\$21,116	33.03%	(\$42,812)
	Facilities & Equipment	\$22,360	\$34,382	\$750	\$1,301	3.79%	(\$33,080)
	Other Operating Expenditures	\$89,446	\$96,971	\$269	\$930	0.96%	(\$96,041)
	Total Expenditures	\$162,195	\$195,280	\$2,906	\$23,347	11.96%	(\$171,933)
	Fund Balance - Beginning	\$161,695	\$161,695		\$174,227		
	Net revenue (expenditures)	(\$161,495)	(\$161,495)		\$10,294		
	Fund Balance - Ending	\$200	\$200		\$184,521		

Bloomfield Township Public Library
Asset Allocation Summary
December 2020

Fund	Type	Annual Yield	Date	Amount on Hand
General Fund				
	5th 3rd Checking (Ecommerce)	0.00%	12/31/2020	\$66,441.93
	Flagstar Public Funds Savings	0.25%	12/31/2020	\$199,701.75
	Flagstar Premier Public Entities Checking	0.15%	12/31/2020	\$68,760.78
	RBC Capital Cash/Money Market	0.02%	12/31/2020	\$1,094,831.69
	RBC Capital - Investments	2.40%	12/31/2020	\$7,284,254.98
Total General Fund				\$8,647,549.20
Please see General Fund budget for notes on how this amount is earmarked				
Gift Fund				
	Huntington Public Fund Business Interest Checking	0.01%	12/31/2020	\$116,427.85
	Huntington CD (Charnov gift) - matures 02/03/2021	1.50%	12/31/2020	\$50,000.00
	Fifth Third Bank Business Standard Checking	0.00%	12/31/2020	\$13,049.18
Total Gift Fund				\$179,477.03
CFSEM				
The following endowment funds are administered by the Community Foundation for Southeast Michigan (CFSEM). CFSEM maintains unilateral variance power and legal ownership of the endowment funds, and therefore, principal is not available to BTPL. Earnings are available for distribution to the Library for its operations at the discretion of CFSEM.				
<i>Updated 2/2020</i>				
	Jeanette P. Myers Memorial Scholarship Fund		12/31/2019	\$15,700.00
	Yvonne T. Atkinson Fund		12/31/2019	\$31,159.00
	Lawrence Smith and Isabel Francis Smith Challenge Grant Fund		12/31/2019	\$35,313.31
	BTPL Endowment Fund		12/31/2019	\$40,425.69
	Fair Radom Garden Endowment Fund		12/31/2019	\$16,934.00
	BTPL Director's Legacy Fund		12/31/2019	\$18,489.00
Total CFSEM holdings				\$158,021.00

Bloomfield Township Public Library

Investment Portfolio

Investment Vehicle	Portfolio %	Original Cost	12/31/2020 Market Value	Estimated Annual Inc	Current Yield
Money Market Funds	0.2%	\$13,459	\$13,459	\$3	0.02%
Accrued Interest	0.0%	\$0	\$0	\$0	0.00%
Vanguard Money Market Reserves Income	16.7%	\$1,402,016	\$1,402,016	\$561	0.04%
Eaton Vance Short Duration Government Income	24.9%	1,943,967	2,087,947	49,431	2.37%
Loomis Sayles Limited Term U.S. Gov't & Agency	12.0%	887,000	1,004,074	14,592	1.45%
BlackRock GNMA Portfolio	6.3%	483,503	527,392	17,081	3.24%
Victory INCORE Fund for Income	17.2%	1,321,134	1,441,973	70,539	4.89%
Virtus Asset SEIX U.S. Mortgage	1.5%	86,758	124,335	1,495	1.20%
VOYA GNMA Income	1.5%	89,871	127,089	3,432	2.70%
Eaton Vance Government Opportunities	19.7%	1,516,743	1,650,801	43,808	2.65%
Total Portfolio	100.0%	\$7,744,449	\$8,379,087	\$200,941	2.40%

4th Quarter Activity - September 30, 2020 - December 31, 2020

Cash Activity

Beginning Balance	\$295,923.98
Deposits & Sales Proceeds	\$4,300,619.18
Withdrawals	(\$1,400,000.00)
Interest & Dividends	\$46,664.25
Capital Gains	\$0.00
Investment Advisory Fees	(\$5,777.98)
Net funds to purchase securities	(\$2,142,597.74)
Ending Balance	\$1,094,831.69

Change in Security Value

Beginning value of securities	\$8,370,985.04
Securities purchased	\$2,142,597.74
Securities sold	(\$3,205,000.00)
Change in value of priced securities	(\$24,327.80)
Ending Value of priced securities	\$7,284,254.98

Estimated Accrued Interest

\$0.00

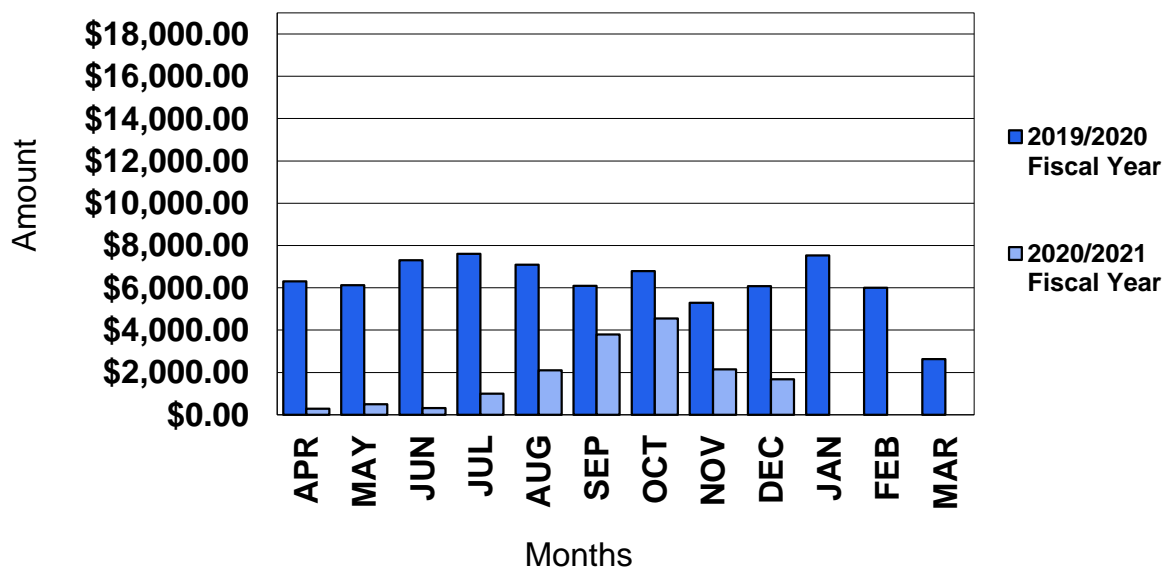
Total account value as of December 31, 2020

\$8,379,086.67

FINES AND FEES - TWO-YEAR COMPARISON

Month	2019/2020 Fiscal Year	2020/2021 Fiscal Year	Difference
APR	\$6,301.13	\$292.50	(\$6,008.63)
MAY	\$6,121.84	\$503.75	(\$5,618.09)
JUN	\$7,306.12	\$308.75	(\$6,997.37)
JUL	\$7,613.65	\$990.79	(\$6,622.86)
AUG	\$7,094.04	\$2,099.50	(\$4,994.54)
SEP	\$6,100.50	\$3,793.90	(\$2,306.60)
OCT	\$6,794.13	\$4,554.22	(\$2,239.91)
NOV	\$5,290.11	\$2,153.70	(\$3,136.41)
DEC	\$6,072.51	\$1,675.95	(\$4,396.56)
JAN	\$7,527.18		(\$7,527.18)
FEB	\$6,004.90		(\$6,004.90)
MAR	\$2,627.59		(\$2,627.59)
			YTD Difference
TOTAL	\$74,853.70	\$16,373.06	(\$58,480.64)

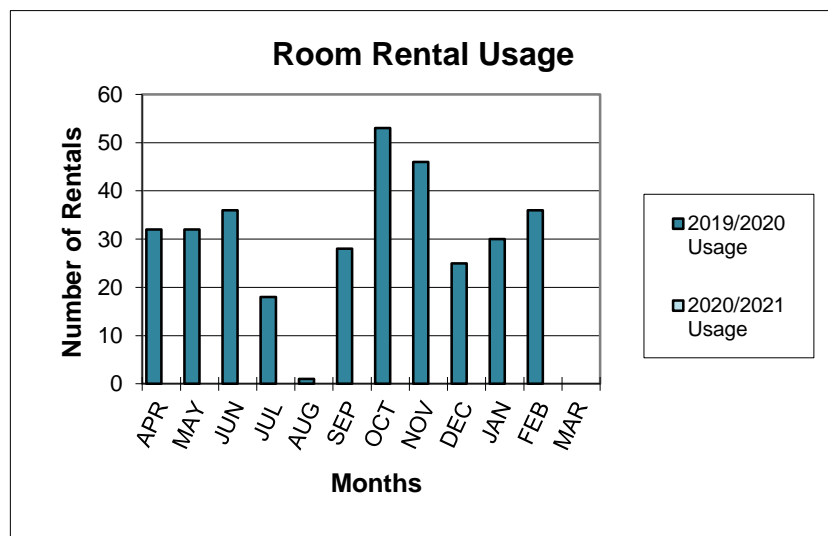
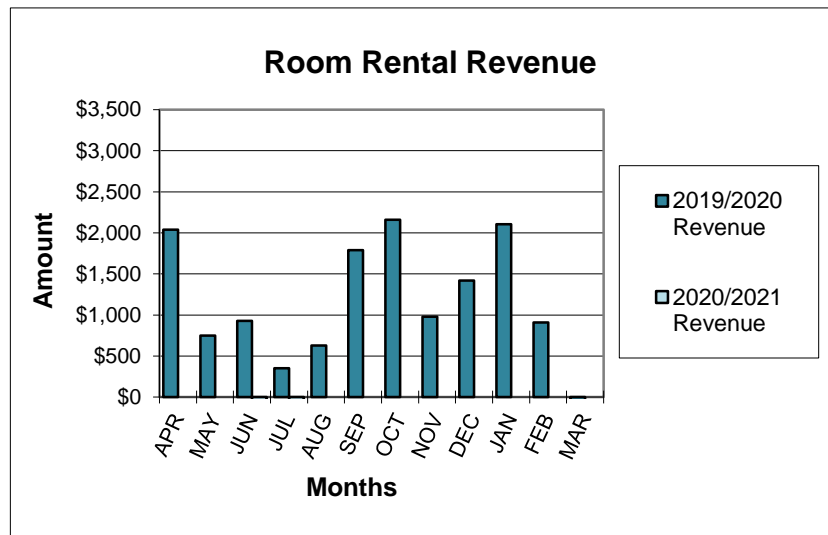
Fines and Fees Two-Year Comparison



ROOM RENTAL - TWO-YEAR COMPARISON

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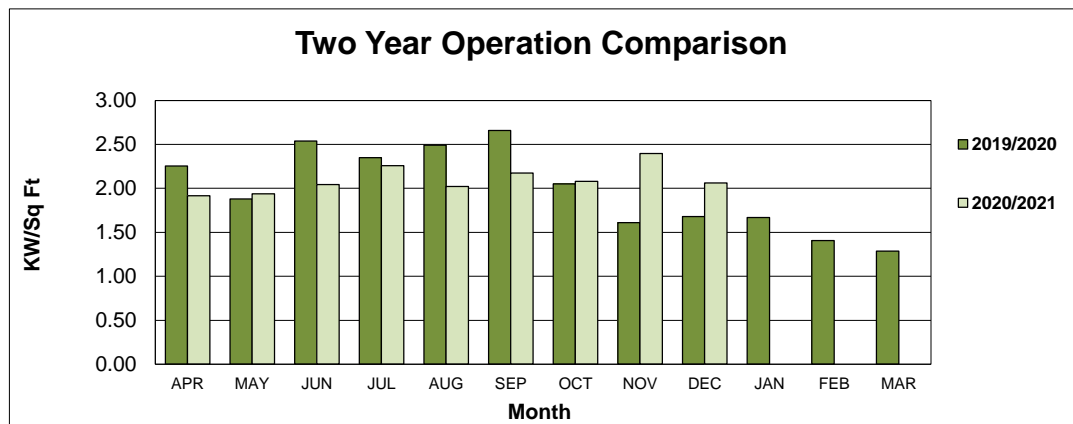
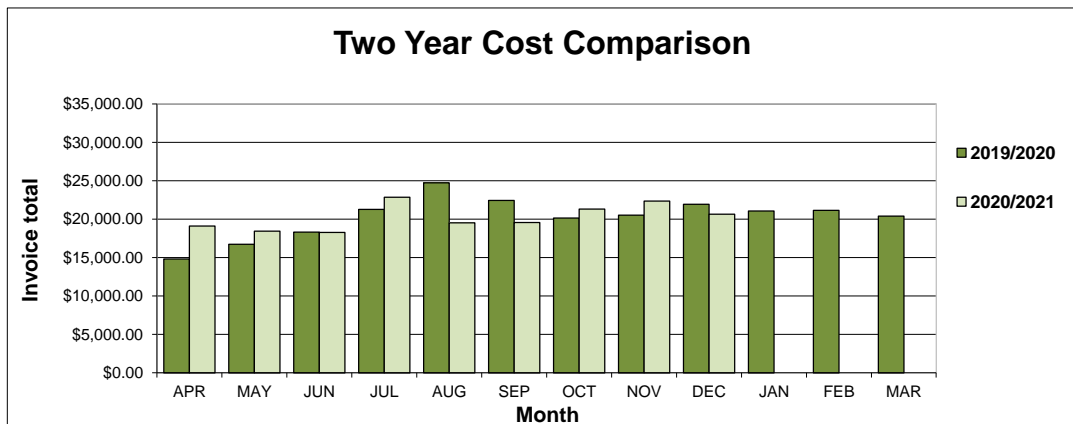
<u>Month</u>	2019/2020 <u>Revenue</u>	2020/2021 <u>Revenue</u>	<u>Difference</u>	2019/2020 <u>Usage</u>	2020/2021 <u>Usage</u>	<u>Month</u>
APR	\$2,040.00	\$0.00	(\$2,040.00)	32	0	APR
MAY	\$750.00	\$0.00	(\$750.00)	32	0	MAY
JUN	\$930.00	(\$620.00)	(\$1,550.00)	36	(Refunds)	JUN
JUL	\$350.00	(\$640.00)	(\$990.00)	18	(Refunds)	JUL
AUG	\$630.00	\$0.00	(\$630.00)	1	0	AUG
SEP	\$1,790.00	\$0.00	(\$1,790.00)	28	0	SEP
OCT	\$2,160.00	\$0.00	(\$2,160.00)	53	0	OCT
NOV	\$980.00	\$0.00	(\$980.00)	46	0	NOV
DEC	\$1,420.00	\$0.00	(\$1,420.00)	25		DEC
JAN	\$2,104.00		(\$2,104.00)	30		JAN
FEB	\$910.00		(\$910.00)	36		FEB
MAR	(\$700.00)		\$700.00			MAR
			YTD Difference			
TOTAL	\$13,364.00	(\$1,260.00)	(\$14,624.00)	337	0	



Bloomfield Township Public Library Electricity Analysis

Building Area = 101,023 Sq ft.

TWO YEAR COST COMPARISON				CURRENT YEAR OPERATION					
Month	2019/2020	2020/2021	Difference	TOTAL KWH	COST/KWH	KWH/HR (24 x no. days per month)	KWH/SQ FT 101,023	COST/HR (24 x no. days per month)	COST/SQ FT. 101,023
APR	\$14,799.82	\$19,093.00	\$4,293.18	193,620	\$0.10	268.92	1.92	\$26.52	\$0.19
MAY	\$16,714.85	\$18,452.63	\$1,737.78	195,650	\$0.09	262.97	1.94	\$24.80	\$0.18
JUN	\$18,297.56	\$18,265.94	(\$31.62)	206,360	\$0.09	286.61	2.04	\$25.37	\$0.18
JUL	\$21,263.38	\$22,841.96	\$1,578.58	228,130	\$0.10	306.63	2.26	\$30.70	\$0.23
AUG	\$24,712.62	\$19,522.85	(\$5,189.77)	204,100	\$0.10	274.33	2.02	\$26.24	\$0.19
SEP	\$22,429.69	\$19,555.73	(\$2,873.96)	219,590	\$0.09	304.99	2.17	\$27.16	\$0.19
OCT	\$20,133.70	\$21,308.13	\$1,174.43	210,210	\$0.10	282.54	2.08	\$28.64	\$0.21
NOV	\$20,520.50	\$22,352.41	\$1,831.91	241,920	\$0.09	336.00	2.39	\$31.05	\$0.22
DEC	\$21,937.80	\$20,649.10	(\$1,288.70)	208,250	\$0.10	279.91	2.06	\$27.75	\$0.20
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	\$182,041.75	(\$61,364.48)						



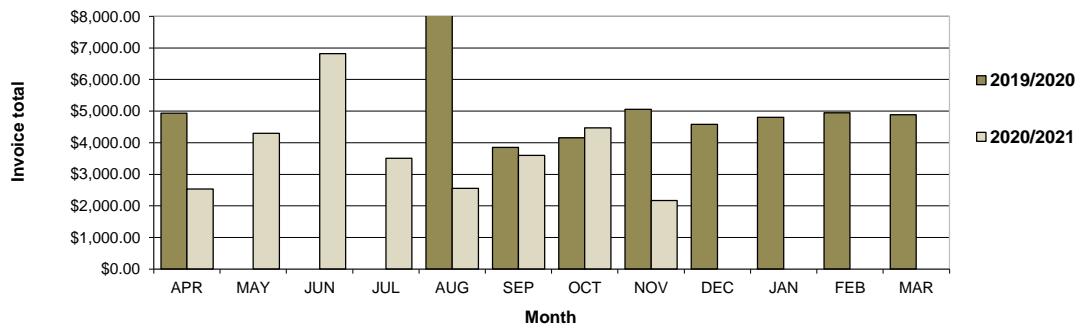
Bloomfield Township Public Library Natural Gas Analysis

Building Area = 101,023

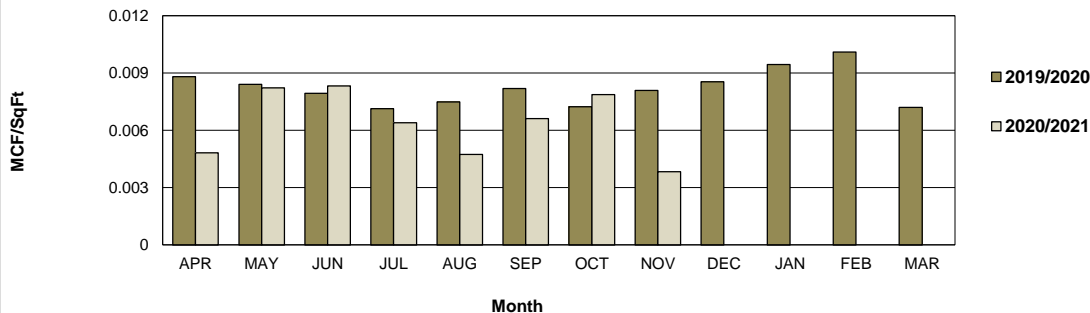
1 Cu. Ft. = 1000 BTU

TWO YEAR COST COMPARISON				OPERATION							
Month	2019/2020	2020/2021	Difference		MCF	COST/MCF	HOURS (24 x no.days per month)	MCF/HR	MCF/SqFt	\$/HR	\$/SqFt
APR	\$4,934.17	\$2,531.55	(\$2,402.62)	(Billing Error	488.2	\$5.19	720	0.68	0.005	3.52	0.025
MAY	\$0.00	\$4,294.32	\$4,294.32	- Correction	830.4	\$5.17	744	1.12	0.008	5.77	0.042
JUN	\$0.00	\$6,820.12	\$6,820.12	6/2020)	840.4	\$8.12	720	1.17	0.008	9.47	0.067
JUL	\$0.00	\$3,502.62	\$3,502.62		646.3	\$5.42	744	0.87	0.006	4.71	0.034
AUG	\$15,725.12	\$2,553.53	(\$13,171.59)		478.7	\$5.33	744	0.64	0.005	3.43	0.025
SEP	\$3,849.39	\$3,601.75	(\$247.64)		668.0	\$5.39	720	0.93	0.007	5.00	0.035
OCT	\$4,155.69	\$4,465.17	\$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)	Delayed	#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)								

Two Year Cost Comparison

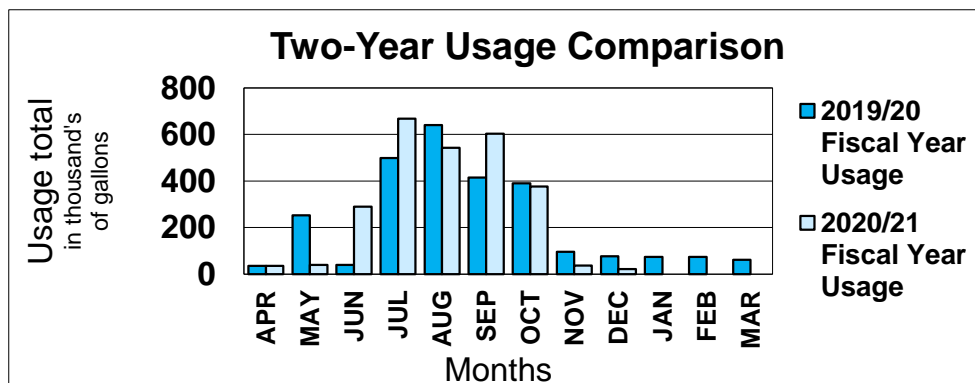
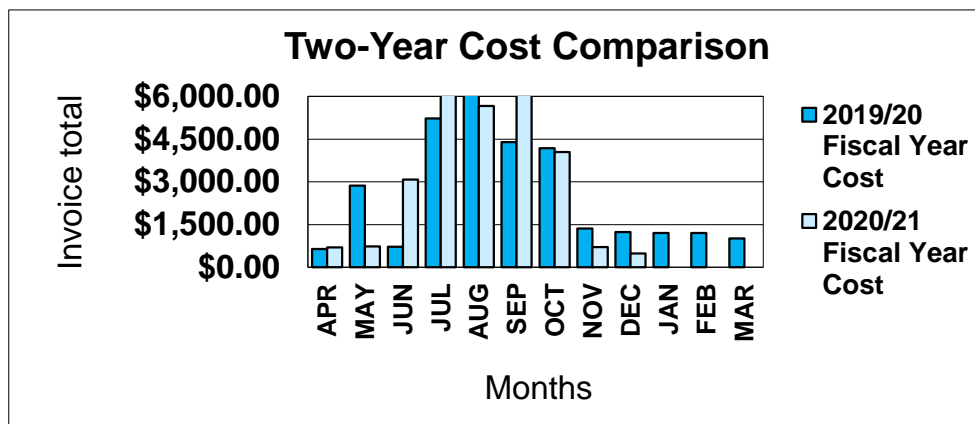


Two Year Operation Comparison



Bloomfield Township Public Library Water Analysis

Month	2019/20 Fiscal Year Cost	2020/21 Fiscal Year Cost	Difference	2019/20 Fiscal Year Usage	2020/21 Fiscal Year Usage	Difference
APR	\$645.06	\$698.36	\$53.30	35	35	0
MAY	\$2,868.35	\$731.36	(\$2,136.99)	253	39	(214)
JUN	\$716.21	\$3,076.81	\$2,360.60	40	290	250
JUL	\$5,222.24	\$6,912.60	\$1,690.36	499	668	169
AUG	\$6,626.03	\$5,663.25	(\$962.78)	640	543	(97)
SEP	\$4,395.20	\$6,292.57	\$1,897.37	415	603	188
OCT	\$4,181.74	\$4,051.16	(\$130.58)	390	376	(14)
NOV	\$1,362.43	\$706.63	(\$655.80)	96	37	(59)
DEC	\$1,242.72	\$484.48	(\$758.24)	77	22	(55)
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>\$28,617.22</u>	<u>(\$2,057.86)</u>	<u>2,654</u>	<u>2,613</u>	<u>(41)</u>



BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**LIBRARY BOARD OF TRUSTEES
MONTHLY DIRECTOR'S REPORT****January, 2021**

Immediately following our regular Library Board meeting on Tuesday, January 19 at 7:00pm, our annual trust meeting will take place. Matt Whitty, Schwartz & Co., will be present to provide a trust investment overview and answer any questions you may have. This meeting will be held virtually also.

The fifth annual Bloomfield Township Public Library photo contest opened on Monday, January 11. Three photo submissions have already been received! This year's photo contest theme is "The Incredible Journey" with a deadline for submissions of March 14, 2021. Please help get the word out by sharing this information with your Bloomfield Township neighbors and friends. More information about the photo contest is located on the Library's website at www.btpl.org.

An unnumbered item included in this meeting packet is a recent Bloomfield Hills Schools website article about the Johnson Nature Center story walk. This is a wonderful collaboration between Bloomfield Hills School and Bloomfield Township Public Library with generous financial support from the Friends of the Library. Enjoy!

The Library received the following comment from a patron:

Dear Library Staff,

Thank you sooo much for the toddler kits and all the books you put together for our curbside pickup. You made my grandchildren's visit very enjoyable. Wishing you all a healthy, happy new year.

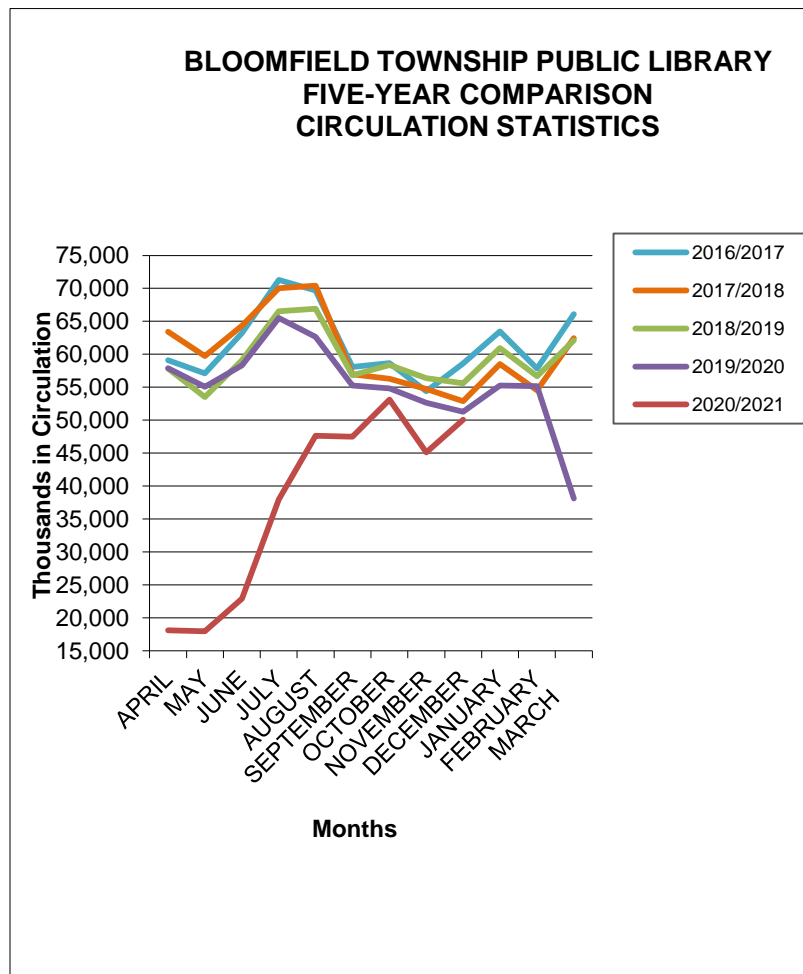
Respectfully Submitted,

Carol Mueller
Director

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
FIVE YEAR CIRCULATION**

1/11/2021

	<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	50,080
JANUARY	63,455	58,510	60,945	55,277	
FEBRUARY	57,856	54,554	56,645	55,172	
MARCH	66,071	62,452	62,128	38,121	
TOTAL	737,549	724,182	710,735	661,932	340,403



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	
COLLECTION				
Book Collection:	239,701		234,085	
Media Collection:	56,531		55,588	
Total e-books:	16,357		21,936	
Overdrive	11,947		17,607	
Total downloadable audiobooks:	6,627		7,478	
Materials Total:	319,216		319,087	
CIRCULATION				
Circulation Total:	51,267		50,080	
Bloomfield Township Circulation:	48,020		49,252	
Virtual Circulation Total	11,615		14,808	
Circulation of Youth materials:	13,558		15,862	
Circulation of Media:	11,806		7,398	
Circulation of Cranbrook passes:	155		30	
Self-checkout machine use:	16,717	32.6%	194	0.4%
Library by Mail:	25	30 patrons	81	31 patrons
BUILDING & EQUIPMENT USAGE				
Door Count:	21,432 *		N/A	***
Gate Count:	23,151		N/A	
Meeting rooms by public:	25		0	
Meeting rooms by staff:	71		0	
VIRTUAL USE				
Home page hits:	25,037		33,005	
e-book access:	3,432		4,507	
Overdrive	3,431		4,504	
EBSCOhost	1		3	
Audiobook access: (Overdrive)	1,924		2,347	
Freegal music download access:	636		603	
Freegal music streaming:	2,114		1,418	
Magazine download access:	1,056		2,304	
Hoopla access:	2,453		3,629	
Library Computer Use				
Resident Use	1,009		0	
Guest Use	416		0	
*Library closed December 24 & 25 for Christmas holiday; closed early at 5:30pm on December 31 for New Year's Eve				
**Library closed to patrons month of December; Covid 19-Phase II implemented				

	2019		2020	
OUTREACH & PROGRAMS				
<i>New Patrons and Accounts</i>				
Township:	105		49	
Cranbrook:	1		1	
Total new patrons:	161		50	
<i>Adult Program Attendance</i>				
Staff-led:	9 events	87 attended	6 events	97 attended
Speaker-led:	3 events	205 attended	0	0
Book clubs:	5 events	51 attended	1 event	5 attended
Tours/visits on-site:	1 event	2 attended	0	0
Tours/visits off-site:	0	0	3 events	38 attended
<i>Systems Program Attendance</i>				
Staff-led:	8 events	32 attended	4 events	0 attended
<i>Teen Program Attendance</i>				
Staff-led:	2 events	11 attended	1 event	0 attended
<i>Youth Program Attendance</i>				
Staff-led:	22 events	675 attended	10 events	472 attended
Speaker-led:	1 event	110 attended	1 event	61 attended
Tours/visits on-site:	0	0	0	0
Tours/visits off-site:	0	0	1 event	75 attended
TOTAL:	51 events	1,173 attended	27 events	748 attended
<i>Volunteers:</i>	23 people	198.75 hours	0 people	0 hours
	Shop: 9	90.5	Shop: 0	0
	Court: 2	52.5	Court: 0	0
	Students: 4	6.75	Students: 0	0
	Dept. Vol: 8	49	Dept. Vol: 0	0
<i>Patron Remarks</i>				
Patron Comments:	10		0	
Ask BTPL:	1		2	
Ask Us:	24		54	
DISPLAYS				
Lobby	Display of Items from BTPL Archive Collection			
Local History	Local History/Archives			

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

The meeting of the Bloomfield Township Public Library Board of Trustees Building and Grounds Committee was held via Zoom at 2:00pm on Wednesday, December 16, 2020.

Trustees Present: Trustees: Sandy Edwards, Dani Gillman, Judy Lindstrom, Joan Luksik

Trustees Absent: Tom Deska, Grant Gerhart

Administration: Carol Mueller, Library Director; Tera Moon, Assistant Library Director; Joel Dion, Facility Services Department Head

Guests: Geraldine Drake, AECOM; Gene Ferrara, Rewold & Sons; Matt DeSchutter, Rewold & Sons; Matt Binkowski, Bloomfield Township Resident

LED Lighting Project Update – Geraldine Drake, AECOM; Gene Ferrara, Rewold & Sons; Matt DeSchutter, Rewold & Sons

Geraldine shared a summary of activities to date. The team has conducted a thorough audit of existing fixtures, and field verified fixtures, locations, and finishes. The team conducted a walk-through with prospective bidders on December 2, 2020. Two qualified bids were received and interviews with the two bidders were conducted on December 11, 2020. Summit Electric, Inc. was the lower of the two bids. Rewold recommends awarding the bid to Summit Electric, Inc.

The total cost for this project is \$2,886,060. The project is planned to take 14 months of actual work time. This doesn't mean the project will be finished 14 months from now. Matt explained there is a 14% amount budgeted for contingency, if needed. This is a little higher than usual because of the nature of the project. Modifications to the building may be necessary to accommodate different light fixtures. Gene explained that Rewold will consult with the Library prior to all contingency expenses. Gene further explained that a full-time Rewold supervisor was included in the budget but this may be reduced to part-time. Gene prepared the Trustees for problems with the shipping supply chain caused by the pandemic. Gene talked about the necessity for a bond in this project because it is a public government project.

The team is advising to pre-purchase all light fixtures at the beginning of the project. The product would be stored by the distributor and brought in as the project rolls out. Storage would be at no cost and would be insured.

Geraldine outlined a proposed schedule:

1. Linear Fixtures: Winter 2021 – up high, difficult to reach, in main public part of library
2. Pendant Fixtures: Spring 2021 – drop fixtures, stacks lighting
3. Exterior Fixtures: Summer/ Fall 2021
4. Office, Meeting Rooms: Winter 2022
5. Supply, Storage, Toilet Rooms: Spring 2022 – proposed holding off on purchasing these fixtures because they are more generic, which means they are easier to get and less unique if replacements are needed.

Judy asked how old product would be disposed of. Geraldine explained that Summit will be taking away old product and recycling 100% of it including the packaging. Judy also asked what measures would be taken to ensure that product arrives intact. Geraldine said that Gasser Busch would be responsible for ensuring product is received intact.

Judy asked how scaffolding will be brought in to protect the new lobby floor and carpet. Gene explained that precautions will be taken including protection board placed on all surfaces when lifts come in and move around. The lifts used will be lighter lifts.

Gene talked about details related to communication between Rewold, Summit, and the Library to ensure safety, cleanliness, preservation of the spaces, and consideration of staff and patrons in the spaces.

Geraldine talked about the COVID safety protocols outlined by Summit. Geraldine also shared information about the savings the new fixtures will offer in budget, energy use, and maintenance staff's time.

Sandy asked if the payments would come out of this and next fiscal year, and whether it would come out of the capital improvements budget. Carol confirmed both are true.

Joan Luksik moved to approve the amount of \$2,886,060 to be used for the LED electric fixture replacement project over two budget years. Judy seconded this motion. Judy asked if any future change in the purpose of the spaces would necessitate more lighting changes. Geraldine said that the proposed lighting will function well with a variety of purposes.

Edwards – yes
Gillman – yes
Lindstrom – yes
Luksik – yes

Sandy Edwards moved to authorize the awarding of the bid to Summit Electric, Inc. for LED Lighting upgrade. Judy seconded.

Judy asked about the warranty. Gene and Geraldine responded that Summit's work is guaranteed for one year, and the fixtures average a five year warranty.

Luksik– yes
Gillman– yes
Lindstrom – yes
Edwards– yes

Carpeting Project Completion – Geraldine Drake, AECOM

Carol reported that this project has been completed satisfactorily

Next meeting: not scheduled at this time

MINUTES OF THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY PERSONNEL COMMITTEE

The meeting of the Bloomfield Township Public Library Board of Trustees Personnel Committee was held at the Library on Tuesday, January 5, 2021 at 1:00 p.m.

Trustees Present: Trustees Sandy Edwards and Judy Lindstrom

Administration: Library Director Carol Mueller

Library Director Vacancy

The Personnel Committee confirmed that the hiring process for a new Library Director will be handled internally by the Library Board with the Personnel Committee acting as the search committee as directed at the December 15, 2020 Library Board meeting. The process will follow the steps and format of the Library Director Vacancy process in 2013. The process will be reviewed with all Trustees at the January 19 Library Board meeting along with a proposed timeline and job announcement. The previous Library Director job announcement was reviewed as were several recent examples from nearby public libraries. All agreed that the job announcement requires a new format and updated responsibilities will include such things as project management, advocacy and community involvement, among others. After reviewing salary survey information, it is proposed that a salary range of \$95,000 to \$105,000 per year be listed on the job announcement. Regular Library Board meeting updates will be provided by the Personnel Committee and will be included as an agenda item on the January, February and March meeting agendas.

Advocacy Committee

Several of the Trustee applicants expressed interest in being involved in some way with the Library. This list of enthusiastic supporters will be the start of a new group of Advocacy partners. It is proposed that the Advocacy Partner group be started with the goal of quarterly meetings to discuss a specific topic at each quarterly meeting. Suggested topics to discuss include strategic planning, public relations and marketing, community support, to start. Library Board Trustees shall be included in this group along with Friends of the Library representatives. Topics and questions to consider prior to the meeting will be sent to each partner prior to each meeting. It is proposed that the first meeting take place the week of March 22, 2021. A letter will be sent in January to each partner thanking each one for their interest and sharing their time with the Library. Each partner will be asked to share their contact information and a brief bio to include in the meeting packet. Judy Lindstrom will serve as the facilitator for the March meeting.

Conflict of Interest Policy

The Library's Conflict of Interest Policy and frequently asked questions were reviewed by the Personnel Committee. January, 2021 is our target month to share this new policy with all Library staff, Friends Board members and volunteers and Library Board Trustees. Carol will include comments about this new policy in her January 19 Library Board meeting remarks. Acknowledgement forms will be returned to Linden Godlove in Administration.

Pandemic Response/Staff Exposure

We are still facing this pandemic as cautiously and as safely as we can. Several times in recent months, some Library staff has been exposed to COVID 19 and has been asked to self-isolate at home for a period of time. Carol confirmed with the Personnel Committee that authority was given to the Library Director in the approved Preparedness Plan to address staff situations as appropriate.

Next meeting date: Tuesday, February 9, 2021 at 1:00pm

PROPOSED MINUTES OF THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY DEVELOPMENT COMMITTEE

Bloomfield Township Public Library
Oakland County, Michigan
Thursday, January 14, 2021, 11:00 a.m.

Present: (via Zoom) Trustees: Tom Deska, Sandy Edwards, Grant Gerhart, Dani Gillman, Joan Luksik, Judy Lindstrom; Volunteers: Nancy Lambert, Vice President of the Friends of the Library; Nancy Kulish, Library Volunteer; and Nancy Frey, Bloomfield Township Resident

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

Director Mueller called on everyone to make introductions to the newest members of the committee, welcoming Trustee Dani Gillman and Nancy Lambert from the Friends of the Library.

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.

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

Photo contest – Opened on Monday, January 11- Deadline March 14

This is the fifth annual photo contest at the Library. Three submissions were received already. A press release was sent out to this week to: *C&G News*, *the Detroit Free Press*, *the Detroit News*, *the Oakland Press*, *Oakland County 115*, *Downtown Publications*, the Birmingham Bloomfield Chamber of Commerce, and BCTV. In addition, the contest is being promoted on the website, the eNewsletters, previous years' participants, and will be shared with the schools for the duration of the contest. When the Library is open to the public, there will be posters in lobby.

- The contest begins “the Incredible Journey” program series.
- Judging and public voting is March 22-April 2. The contest entries will be on the website for the public to view and select the “people’s choice.” The judges Nancy Kulish, Eric Keller, and Laurie Tennent will make selections on April 1.
- There will be an unveiling of the winners during the week of April 5.

There is a possibility of moving the “Best in Show” framed photos from the staff hallway to the Administration Hallway or the Commons area.

Prizes may include something from Woodward Camera and Toyology, as well as Library Swag.

Sandy Edwards suggested that if there is a reception, the Friends be notified in case they could use the opportunity to sell materials in some way.

Read-a-thon - March 20 is the date

- Planned to happen via Zoom
- Registration starts February 1—will be broadcast to same PR sources.
- Read-a-thon - *The Incredible Journey* by Sheila Burnford is the chosen book. Previously, the division of the book and reading selections was based on the number of volunteers and this will be done again
- Tom Deska will emcee
- Pandemic perk may be that participants may be able to include their pets in the read-a-thon

Winter Reading Challenge - January 1 - March 20

Shayna Connolly shared about the Winter Reading Challenge

- Similar to the Summer Reading Program
- Conducted through Beanstack with challenges for Youth, Teen, and Adult
- Books are logged, activity badges are earned, and there are challenges per age group
- Many prizes of all types for each category
- Featured in Dec/Jan eNewsletter, on social media, in bookmarks inside patron holds, on the website—all of this promotion has been effective for promoting summer reading
- 99 total registered so far, 84 registered than last winter

Patron book reviews are a favorite features of this challenge

Trustee Dani Gillman said her 7 year old has been very enthusiastic

Community Quilt - Opens March 22 – April 10

Brooke Hoskins shared about this. Precut fabric panels will be available to pick up on 3/22. Patrons can do whatever they like to the pieces. The panels are due back on 4/10. The fabric is being selected of appropriate weight. Dani Gillman observed “everybody will be a part of a whole.”

- 10x10 fabric 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
- The quilt will be eventually be stitched/assembled, but may not be done by display time
- Unveiled April 26-30
- AS & Teen & Youth
- Will likely have a numbering system to track participant to square

Adult, Teen & Youth Programs

Adult Reading Club

- Book talks with an open discussion about books enjoyed or “book club for people who don’t like book clubs”
- Second Friday of each month at 2pm, January-April
- 4 meetings in total
- This will also be shared with existing book clubs in January

Youth Science Kits – TBD

There is an “explosion of kits” in Youth Services, with catapult is the first kit for “the Incredible Journey.” Staff is working on some of the other science kits.

Youth Roam from Home Kits

The kits have seven items, including books, films, and music. There are also pre-school kits, which include “whatever hits our fancy,” and have some crafts.

- 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

Craft Kits

The project is called “create something incredible.” The first kit includes a variety of books that can be altered and re-bound with different leaflets. Each kit is different. Upcoming kits will include a map origami kit. In April, there will be “choose your own adventure” option with several decorative kits that can be selected from.

Hashtag #btplcraftkit #beincredible

All materials for the kits are the patrons’ to keep. The “Roam from Home” kits are checked out on the patrons’ card and need to be returned.

There will be an “Incredible Journey” online escape room, further details to come. It will be an outdoor scavenger hunt to involve patrons’ home, the library grounds and the Johnson nature center. It should be posted in next week or two.

Other Events

Director Mueller suggested planning for the fall. While it is difficult to foresee what will be happening with the pandemic or how the public will respond to events. The committee had much discussion.

Director Mueller said the staff committee will draft something for next meeting. She assigned the others to send their thoughts and ideas to her before the next meeting as homework.

New Business:

None.

Other:

None

Next meeting:

Thursday, February 25 at 11:00am via Zoom

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees

FROM: Carol Mueller

DATE: January 15, 2021

SUBJECT: Proposed Fines & Fees Schedule 2021

The Department Heads and Administration conducted our annual review of the Library's Fines & Fees schedule in preparation for completing the FY 2021/2022 library budget. This schedule is the summary table of the restrictions and costs associated with borrowing library materials and use of library services at Bloomfield Township Public Library. We carefully reviewed all items on this schedule for relevant changes to recommend. As 2020 was such an unusual year, there are only a few suggested changes for your consideration to implement at the start of our next fiscal year on April 1, 2021. Several collections were discontinued, magazines can now be renewed and the downloadables information was edited for clarity and consistency.

Attached is the proposed FY 2021/2022 Fines & Fees schedule with recommended changes highlighted for your consideration. Also attached is our current approved FY 2020/2021 Fines & Fees schedule for your reference.

If our proposed FY 2021/2022 Fines and Fees schedule is approved, all proposed changes would be effective on April 1, 2021.

Proposed Changes to the Fines & Fees Schedule

Audio Book Downloadable and E-book - (page 1) this same information is included on the Downloadables page and is not needed on this page

Book – HITS (page 1) this collection has been discontinued

CD-ROM – (page 1) this collection has been discontinued

DVD-HITS (page 2) this collection has been discontinued

Game- (page 2) this collection has been discontinued.

Magazine – (page 4) magazines can now be renewed up to 3 times

WonderBook – (page 4) this is a new collection

Downloadables – (pages 5 and 6) edits were made for consistency and clarity

Additional Fees and Services – (page 10) HITS books and DVDs notification schedules have been deleted

Further Fines & Fees Schedule Review

Collection Agency

Due to the pandemic year and implementation of automatic renewal, no accounts have been sent to the collection agency this year. The information below is from last year and still remains true.

Using a collection agency continues to be very successful for the Library in getting long overdue materials returned and accounts settled. From March 1, 2013 through December 31, 2019, 3,752 long overdue accounts have been sent to our collection agency, Unique Management Services, Inc., to contact. These accounts totaled \$230,349.07 in overdue fines and materials not returned. Of that amount, \$123,972.14 has been collected in overdue fines and payment for lost materials. In addition, 1,266 long overdue items were returned to the Library. The cost of collecting these materials and fines was \$33,580.40 resulting in approximately a four to one return on our investment.

Circulation and Use Policy - (schedule page 8)

Our previous change in this policy to "right size" our nonresident circulation to approximately 15% of our total circulation has been successful. Currently Bloomfield Township residents borrow 93% of all library materials. This policy is reviewed by the Policy Committee as part of their annual review of all library policies. No change is recommended at this time.

Meeting Room Rental Fees - (schedule page 11)

Due to the pandemic, meeting room use has been closed since March 14, 2020. We are not recommending any changes to our meeting room rental fees at this time.

Comparison of Fines and Fees to Other Libraries

A review of The Library Network (TLN) libraries revealed that area libraries charge anywhere from \$.05 per day to \$.25 per day for an overdue book. Our overdue fine is on the high side at \$.25 per day for an overdue book and was increased from \$.20 per day several years ago. The majority of the libraries surveyed indicated that they charge \$1.00 per day for overdue non-print materials, as we do also. We are not recommending any changes in overdue fines at this time.

Thank you for your review of the Fines & Fees schedule and consideration of our proposed changes. If you agree with the proposed changes, the following motion is needed.

ACTION:

I move to approve the FY 2021/2022 Schedule of Fines & Fees as presented with implementation to begin on April 1, 2021.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
Uniform Schedules of Fines, Rentals, Replacement Charges & Fees
Proposed Effective April 1, 2021

All library items are due at the close of the library business day.

Library fines and fees are reviewed annually. Changes may be made to encourage the return of materials in demand.

ITEM	LOAN PERIOD	LOAN LIMIT	FEES	OVERDUE FINES	RENEWAL YES/NO	HOLDS YES/NO	REPLACEMENT CHARGES*
Audio Book /CD/MP3 booklet	3 weeks	No #		25 cents per day fine. Max \$10 fine or cost (whichever is less)	Yes; 3 renewals	Yes	Cost listed for set, or \$8 per missing or damaged. CD plus \$5 service charge
Audio Book Downloadable	1, 2, or 3 weeks	10 max combined with E-book			No	Yes	
Book (hardcover or paperback)	3 weeks	No #		25 cents per day fine. Max \$10 fine or cost (whichever is less)	Yes; 3 renewals	Yes	Cost listed plus \$5 service charge
E-book	3 weeks max	10 Max combined with Audio Book			Yes for overdrive e-books	Yes	
Book HITS	7 days	No #		25 cents per day fine. Max \$10 fine or cost (whichever is less)	No	No	Cost listed plus \$5 service charge
CD-ROM	7 days or 3 weeks	No #		25 cents per day fine. Max \$10 fine or cost (whichever is less)	Yes; 3 renewals	Yes	Cost listed plus \$5 service charge
CD (Compact Disc)	3 weeks	No #		25 cents per day fine. Max \$10 fine or cost (whichever is less)	Yes; 3 renewals	Yes	Cost listed plus \$5 service charge
Cranbrook Pass <i>Limited to Bloomfield Township Library Cardholders.</i>	2 weeks	2 passes per BTPL library card only		25 cents per day fine. Max fine \$10	Yes; 3 renewals	Yes	\$25 if lost plus \$5 service charge

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
Uniform Schedules of Fines, Rentals, Replacement Charges & Fees
Proposed Effective April 1, 2021

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Library fines and fees are reviewed annually. Changes may be made to encourage the return of materials in demand.

DVDS AND VIDEO GAMES

ITEM	LOAN PERIOD	LOAN LIMIT	FEES	OVERDUE FINES	RENEWAL YES/NO	HOLDS YES/NO	REPLACEMENT CHARGES*
DVD HITS	Residents: 2 days free Nonresidents: 1 day free	No #		Resident: \$1/day for 15 days (Max fee \$15) Nonresident: \$2/day for 8 days (Max fee \$16)	No	No	Cost listed plus \$5 service charge.
DVD- Adult, Feature & Non- Feature	1 week	No #		\$1 per day fine. Max \$15 fine or cost (whichever is less)	Yes; 3 renewals	Yes	Cost listed plus \$5 service charge. <i>Full-set cost may be required. (plus \$5 service charge)</i>
DVD Youth, Feature	1 week	No #		\$1 per day fine. Max \$15 fine or cost (whichever is less)	Yes; 3 renewals	Yes	Cost listed plus \$5 service charge. <i>Full-set cost may be required. (plus \$5 service charge)</i>
DVD – Youth, Non- Feature	3 weeks	No #		\$1 per day fine. Max \$15 fine or cost (whichever is less)	Yes 3 renewals	Yes	Cost listed plus \$5 service charge. <i>Full-set cost may be required. (plus \$5 service harge)</i>
ESL DVD	3 weeks	No #		\$1 per day fine. Max fine \$15 or cost (whichever is less)	Yes; 3 renewals	Yes	Max cost listed plus \$5 service charge.
Game	1 week	5 per patron		\$1 per day fine. Max fine \$15 or cost (whichever is less)	Yes	Yes	Max cost listed plus \$5 service charge.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
Uniform Schedules of Fines, Rentals, Replacement Charges & Fees
Proposed Effective April 1, 2021

All library items are due at the close of the library business day.

Library fines and fees are reviewed annually. Changes may be made to encourage the return of materials in demand.

INTERLIBRARY LOAN & MELCAT

ITEM	LOAN PERIOD	LOAN LIMIT	FEES	OVERDUE FINES	RENEWAL YES/NO	HOLDS YES/NO	REPLACEMENT CHARGES*
Interlibrary Loan -MelCat from BTPL	3 weeks	50 per patron	None	\$1 per day fine Max fine \$15	Yes; One renewal	Holds can be placed only if material is on shelf	Cost billed by original lending library or default cost of \$55-\$105 Plus \$5 service charge.
Interlibrary Loan – MelCat to BTPL (limited to BT residents)	As permitted by lending institution	50 per patron	None	\$1 per day fine. Max fine \$15	As permitted by lending Library.	Does not Apply	Cost billed by original lending library or default cost of \$55-\$105 Plus \$5 service charge.
Interlibrary Loan – ALA (limited to BT residents)	As permitted by lending library	No #	fee charged by original lending library, paid in advance	\$1 per day fine plus other charges as billed. Max fine \$15	As permitted by lending Library.	Does not apply	Cost billed by original lending library plus \$5 service charge
Interlibrary Loan- ALA photocopies (limited to BT residents)		No #	fee charged by original lending library, paid in advance				

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
Uniform Schedules of Fines, Rentals, Replacement Charges & Fees
Proposed Effective April 1, 2021

All library items are due at the close of the library business day.

Library fines and fees are reviewed annually. Changes may be made to encourage the return of materials in demand.

MISC.

ITEM	LOAN PERIOD	LOAN LIMIT	FEES	OVERDUE FINES	RENEWAL YES/NO	HOLDS YES/NO	REPLACEMENT CHARGES *
Library Umbrella	3 weeks	No #		\$.25 per day Max \$5.00 fine or cost (whichever is less)	No	No	Item plus \$5 service charge
Magazine	1 week	No #		25 cents per day fine. Max fine \$5 or cost (whichever is less)	Yes; 3 renewals	Yes	\$4 plus \$5 service charge
Media Kit	3 weeks	No #		25 cents per day fine. Max fine \$10 or cost (whichever is less)	Yes; 3 renewals	Yes	Cost listed plus \$5 service charge
Maps	3 weeks	No #		25 cents per day fine per envelope. Max fine \$5 per envelope	Yes; 3 renewals	No	\$5 plus \$5 service charge
Poster	3 weeks	No #		25 cents per day fine. Max fine \$5	Yes; 3 renewals	Yes	\$15 plus \$5 service charge
Special Needs Collection Non-Book	3 weeks	No #		\$1 per day fine. Max fine \$15 or cost (whichever is less)	Yes 3 renewals	Yes	Cost of item (s) plus \$5 service charge
STEM Collection	3 weeks	No #		\$1per day fine Max fine \$15 or cost (whichever is less)	Yes 3 renewals	Yes	Cost of item(s) plus \$5 service charge
Vitality Kit	3 weeks	No #		\$1 per day fine. Max fine \$15 or cost (whichever is less)	Yes 3 renewals	Yes	Cost of item(s) plus \$5 service charge
WonderBook	3 weeks	No #		25 cents per day fine. Max fine \$10 or cost (whichever is less)	Yes; 3 renewals	Yes	Cost listed plus \$5 service charge
World Language Kit	3 weeks	No #		\$1 per day fine. Max fine \$15 or cost (whichever is less)	Yes 3 renewals	Yes	Cost of item(s) plus \$5 service charge

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
Uniform Schedules of Fines, Rentals, Replacement Charges & Fees
Proposed Effective April 1, 2021

All library items are due at the close of the library business day.

Library fines and fees are reviewed annually. Changes may be made to encourage the return of materials in demand.

DOWNLOADABLES

ITEM	VENDOR	LOAN PERIOD	LOAN LIMIT	RENEWAL YES/NO	HOLDS YES/NO	FINE THRESHOLD
Audio book (hoopla)	Midwest Tape	21 days from the time title was borrowed (for most)	16 borrows per title per calendar month combined with other hoopla items	No; but patrons may check out the item again if they have not met their loan limit for the month	No (items on Hoopla are always available)	\$15
Audio book (Overdrive/ Libby)	Overdrive	21 day default; can be changed to 7, 10, or 14 by patron.	10 loans on account at one time; ability to return title for another	Yes, renew option appears three days before title expires as long as there are no holds.	Yes; up to 10 holds per account at one time	\$15
eBooks, Comic books (hoopla)	Midwest Tape	21 days from the time title was borrowed (for most)	16 items total per calendar month.	No; but patrons may check out the item again if they have not met their loan limit for the month	No (items on Hoopla are always available)	\$15
eBooks (Overdrive/ Libby)	Overdrive	21 day default; can be changed to 7, 10, or 14 by patron.	10 loans per account at one time; ability to return title for another	Yes, renew option appears three days before title expires as long as there are no holds.	Yes; up to 10 holds per account at a time	\$15
Music album (hoopla)	Midwest Tape	7 days from the time item is borrowed (for most)	16 borrows total per calendar month	No; but patrons may check out items again if they have not met their loan limit for the month	No (items on Hoopla are always available)	\$15
Movie (Kanopy)	Kanopy	3 days/72 hours	16 play credits total per calendar month	No; but patrons may check out items again immediately after due date if they have not met their loan limit for the month	No – items on Kanopy are always available	\$15
Movie (Kanopy Kid)	kanopy	3 days/72 hours	No limit – these titles do not require play credits to view.	No; but patrons may check out items again immediately after due date if they have not met their loan limit for the month	No – items on Kanopy are always available	\$15

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
Uniform Schedules of Fines, Rentals, Replacement Charges & Fees
Proposed Effective April 1, 2021

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Movie (Great Courses)	Kanopy	3 days/72 hours	No limit – these titles do not require play credits to view.	No; but patrons may check out items again immediately after due date if they have not met their loan limit for the month	No – items on Kanopy are always available	\$15
Movie/TV episode (hoopla)	Midwest Tape	3 days/72 hours (for most)	16 borrows total per calendar month	No; but patrons may check out items again immediately after due date if they have not met their loan limit for the month	No (items on Hoopla are always available)	\$15
Video (Overdrive/Libby)	Overdrive	7 day default; can be changed to 3 or 5 by patron	10 loans per account at one time; ability to return title for another.	Yes, renew option appears three days before title expires as long as there are no holds.	Yes- up to 10 holds per account at one time	\$15
Magazines (RB Digital)	Recorded Books	N/A	N/A	N/A		\$15
Music Download (Freegal)	Library Ideas, LLC	5 downloads per week; videos count as 2 downloads	N/A	N/A	N/A	\$15
Music Streaming (Freegal)	Library Ideas, LLC	unlimited	N/A	N/A	N/A	\$15

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Uniform Schedules of Fines, Rentals, Replacement Charges & Fees
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MISSING & DAMAGED PARTS	
ITEM	REPLACEMENT CHARGES
Media Cases	\$5 <i>Plus \$5 service charge</i>
Cover art, Bar Code, Label, RFID Tag	\$2 for any or all <i>Plus \$5 total service charge unless entire case is replaced.</i>
Kit Bag	\$8 <i>Plus \$5 service charge</i>
Library By Mail Bag Small Large	\$7.25 <i>Plus \$5 service charge</i> \$7.50 <i>Plus \$5 service charge</i>
Special Needs Collection Bags/Backpack Small (yellow); Medium (red) Large (blue)	Bag Charge: Sm. Yellow \$4.50 – Med. Dark Green, Royal Blue, Red \$5.75 – Large Blue \$11.00 – Plastic Backpack \$13 <i>Plus \$5 service charge</i>
Special Needs and World Language Collection Boxes	Box Charge Extra Small \$4.00 (8"x6"x9") – Small \$8.00 (6"x9"x14") – Medium \$8.00 (12"x9"x15") Large - \$9.00 (12"x12"x15") - Extra Large \$10 (8"x18"x24") - XXL \$15 (13"x18"x24") - Round \$12 (24") <i>Plus \$5 service charge</i>
STEM Collection Boxes	Small \$4.00 – Medium \$7.00 – Large \$8.00 <i>Plus \$5 service charge</i>

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
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ADDITIONAL FEES & SERVICES		
ITEM	RENTAL OR PURCHASE FEES	REPLACEMENT CHARGES*
Black/White Photocopy or Printout	15 cents per sheet, 8 ½ x 11, 8 ½ x 14 20 cents per sheet, 11 x 17	
Color Photocopy or Printout	50 cents per sheet	
Borrower's Library Card		RFID replacement - \$5.00
Duplicate Key Tag		Key Tag replacement - \$1.00
Copier Card	50 cents	
Returned Check for non-sufficient funds	\$18.00 per NSF Check Returned	
<p>*Replacement Charges:</p> <p>Items that need to be withdrawn from the database, reordered, and/or reprocessed require an additional "service charge" as noted in addition to replacement cost. Some items, such as DVDs, and Audio Books, may only be replaced as a full set, so full-set replacement cost may be required to be paid in order to replace a single item in the set. Replacement value may be adjusted by Library staff. The replacement value for items borrowed through MelCat cannot be adjusted by Library staff. If the replacement cost is paid and the item is located within 30 days of payment in proper condition for continued use, the replacement cost will be fully refunded, minus the \$5 service charge. Replacement items must be pre-approved by Library staff.</p>		

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
Uniform Schedules of Fines, Rentals, Replacement Charges & Fees
Proposed Effective April 1, 2021

All library items are due at the close of the library business day.

Library fines and fees are reviewed annually. Changes may be made to encourage the return of materials in demand.

Library Cards:

- Non-resident temporary card will limit new cardholder to max of 3 items borrowed. Card expires in 2 weeks pending verification of eligibility
- All outstanding fees and fines must be paid in full to renew a library card.
- Valid library card use will be suspended if threshold of \$15 in fines or fees is reached until fines and fees are paid in full.
- 99 item cumulative limit per card for Bloomfield Township cardholders, Cranbrook and Detroit cardholders. 10 item cumulative limit per card for eligible non-resident cardholders.
- \$25 or more in overdue billed materials or fines on accounts 60 days past due will be pursued by a collection agency.
- A \$15 non-refundable collection fee will be assessed per account.
- Residents will receive one library card and one key tag library card free of charge should they lose or damage their card or key tag.

CIRCULATION AND USE POLICY
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
POLICY MANUAL
SECTION IV – CIRCULATION, ELIGIBILITY, AND ACCESS

All current Township residents, property owners, and employees of Township taxpayers are eligible for library cards at Bloomfield Township Public Library ("BTPL"). BTPL cardholders have full access to all services, facilities and collections of the library, subject to library policies and procedures.

Nonresident cards are not offered at BTPL. Borrowing privileges and other library services may be available to nonresidents if they live in a community with which BTPL has entered into a reciprocal borrowing agreement, approved by the BTPL Board of Trustees, which specifically provides for such services. Terms of library services for those covered by an approved reciprocal agreement are governed by such agreement and subject to BTPL policies and procedures.

A nonresident with a library card for a library that (i) is located in his or her community (ii) is a current member of The Library Network and (iii) offers reciprocal borrowing privileges to BTPL cardholders may use his or her home library card to register at BTPL to borrow books and other materials, subject to BTPL policies and procedures.

Nonresidents who are not covered by a reciprocal borrowing agreement or a resident of a TLN member library are welcome to visit and browse BTPL's collections, and may attend certain public events or programs and use BTPL guest computers for a limited amount of time subject to BTPL policies and procedures, but may not borrow books or other materials or be entitled to other limited or restricted library services.

Eligibility for a library card and/or use of library services or facilities is subject to compliance with all BTPL policies and procedures. A library card and/or the right to use of library services or facilities may be revoked at any time upon non-compliance with any BTPL policy or procedure.

Approved: April 26, 2011

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
Uniform Schedules of Fines, Rentals, Replacement Charges & Fees
Proposed Effective April 1, 2021

All library items are due at the close of the library business day.

Library fines and fees are reviewed annually. Changes may be made to encourage the return of materials in demand.

ADDITIONAL FEES & SERVICES

HOLDS:

- Only Bloomfield Township cardholders can place holds **up to 99 items**.

RENEWAL:

All items which are renewable may be renewed once. Bloomfield Township-residents may renew items up to three times, as available.

NOTIFICATION SCHEDULE:

EMAIL:

~~**HITS DVD:** No courtesy notice will be sent for these items. Overdue notice will be sent 2 days, 4 days and 7 days after item is due. Billed notification for overdue item will be sent 15 days after item is due.~~

~~**HITS Book collection:** Courtesy notice will be sent 2 days before item is due. Overdue notice will be sent 2 days, 4 days, and 7 days after item is due. Billed notification for overdue item will be sent 15 days after item is due.~~

1 week items: Courtesy notice will be sent 2 days before item is due. Overdue notice will be sent 2 days, 4 days, and 7 days after item is due. Billed notification for overdue item will be sent 15 days after item is due.

3 week items: Courtesy notice will be 4 days before item is due. Overdue notice will be sent 2 days, 7 days, and 14 days after item is due. Billed notification for overdue item will be sent 28 days after item is due.

Cranbrook Passes: Courtesy notice will be sent 4 days before item is due. Overdue notice will be sent 2 days, 4 days, and 7 days after item is due. Billed notification for overdue item will be sent 15 days after item is due.

TELEPHONE NOTIFICATION: (No Longer Available)

~~**HITS DVD:** Overdue notice will be sent 2 days, 4 days, and 7 days after item is due. No courtesy or billing notice sent by telephone.~~

~~**HITS Book collection:** Overdue notice will be sent 2 days, 4 days, and 7 days after item is due. No courtesy or billing notice sent by telephone.~~

1 week items: Overdue notice will be sent 2 days, 4 days, and 7 days after item is due. No courtesy or billing notice sent by telephone.

3 week items: Overdue notice will be sent 2 days, 7 days, and 14 days after item is due. No courtesy or billing notice sent by telephone.

Cranbrook Passes: 2 week loan period. Overdue notice will be sent 2 days, 4 days, and 7 days after item is due. No courtesy or billing notice sent by telephone.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
Uniform Schedules of Fines, Rentals, Replacement Charges & Fees
Proposed Effective April 1, 2021

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COMPUTER USE:

Those who live or work in Bloomfield Township will receive priority access to Library computers and may use their BTPL card for unlimited computer use.

Residents from the service area of The Library Network (TLN) may use their hometown Library card to use select computers for up to two hours of computer use per day.

Daily guest passes are available in the Computer Center for anyone who does not live or work in Bloomfield Township or live in the service area of The Library Network for computer use of up to two hours on select computers.

STUDY ROOMS:

Study rooms are available to Bloomfield Township residents, Cranbrook staff students and teachers, and Oakland Literacy Council tutors with a valid library card only. There is a two hour limit for study rooms.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
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MEETING ROOMS

Meeting rooms are available for reservation by Bloomfield Township taxpayer's only-residents, property owners, and employees of Township organizations and businesses-with a current Library card in good standing. The rates established for the use of a meeting room range from \$0 to \$240 for four hours. Meeting room 3 is available for use by tax-exempt organizations, (including charitable 501©3 organizations, homeowners associations, and similar community service organizations), at no charge.

FACILITY & GROUNDS USE FEES EFFECTIVE APRIL 1, 2021

MEETING ROOM	NONPROFIT RATE	PROFIT RATE
Leslie Harcourt Green Community Room <i>Seating: 90 chairs at 30 tables or 140 chairs only</i>	\$100.00	\$240.00
Meeting Room 1 <i>46 chairs at tables only</i>	\$50.00	\$120.00
Meeting Room 2 <i>56 chairs only</i>	\$50.00	\$120.00
Meeting Room 3 <i>18 chairs at 3 tables</i>	\$0	\$60.00

All meeting room rates are per four-hour period. A late fee of \$25.00 for each 5 minutes over the end time of the meeting room reservation will be charged.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
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ITEM	LOAN PERIOD	LOAN LIMIT	FEES	OVERDUE FINES	RENEWAL YES/NO	HOLDS YES/NO	REPLACEMENT CHARGES*
Audiobook/ CD/MP3/ booklet	3 weeks	No #		25 cents per day fine. Max \$10 fine or cost (whichever is less)	Yes; Up to 3 auto renewals	Yes	Cost listed for set, or \$8 per missing or damaged. CD plus \$5 service charge
Audio Book Downloadable	1,2, or 3 weeks	10 max combined with E-book			No	Yes	
Book (hardcover or paperback)	3 weeks	No #		25 cents per day fine. Max \$10 fine or cost (whichever is less)	Yes; Up to 3 auto renewals	Yes	Cost listed plus \$5 service charge
E-book	3 weeks max	10 Max combined with Audio Book			Yes for OverDrive e-books. Will not auto renew	Yes	
Book HITS	7 days	No #		25 cents per day fine. Max \$10 fine or cost (whichever is less)	No	No	Cost listed plus \$5 service charge
CD-ROM	7 days or 3 weeks	No #		25 cents per day fine. Max \$10 fine or cost (whichever is less)	Yes; Up to 3 auto renewals	Yes	Cost listed plus \$5 service charge
CD (Compact Disc)	3 weeks	No #		25 cents per day fine. Max \$10 fine or cost (whichever is less)	Yes; Up to 3 auto renewals	Yes	Cost listed plus \$5 service charge
Cranbrook Pass <i>Limited to Bloomfield Township Library Cardholders.</i>	2 weeks	2 passes per BTPL library card only		25 cents per day fine. Max \$10 fine	Yes; Up to 3 auto renewals	Yes	\$25 if lost plus \$5 service charge

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DVDS

ITEM	LOAN PERIOD	LOAN LIMIT	FEES	OVERDUE FINES	RENEWAL YES/NO	HOLDS YES/NO	REPLACEMENT CHARGES*
DVD HITS	Residents 2 days free Nonresidents: 1 day free	No #		Resident:\$1/day for 15 days (Max fee \$15) Nonresident:\$2/day for 8 days (Max fee \$16)	No	No	Cost listed plus \$5 service charge.
DVD- Adult, Feature & Non-Feature	1 week	No #		\$1 per day fine. Max \$15 fine or cost (whichever is less)	Yes; Up to 3 auto renewals	Yes	Cost listed plus \$5 service charge. <i>Full-set cost may be required.(plus \$5 service charge)</i>
DVD Youth, Feature	1 week	No #		\$1 per day fine. Max \$15 fine or cost (whichever is less)	Yes; Up to 3 auto renewals	Yes	Cost listed plus \$5 service charge. <i>Full-set cost may be required.(plus \$5 service charge)</i>
DVD – Youth, Non-Feature	3 weeks	No #		\$1 per day fine. Max \$15 fine or cost (whichever is less)	Yes Up to 3 auto renewals	Yes	Cost listed plus \$5 service charge. <i>Full-set cost may be required. (plus \$5 service charge)</i>
ESL DVD	3 weeks	No #		\$1per day fine. Max fine \$15 or cost (whichever is less)	Yes up to 3 renewals	Yes	Max cost listed plus \$5 service charge.

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INTERLIBRARY LOAN & MELCAT

ITEM	LOAN PERIOD	LOAN LIMIT	FEES	OVERDUE FINES	RENEWAL YES/NO	HOLDS YES/NO	REPLACEMENT CHARGES*
Interlibrary Loan -MelCat from BTPL	3 weeks	50 per patron	None	\$1 per day fine Max fine \$15	Yes; One renewal No auto renewal	Holds can be placed only if material is on shelf	Cost billed by original lending library or default cost of \$55-\$105 Plus \$5 service charge.
Interlibrary Loan – MelCat to BTPL (limited to BT residents)	As permitted by lending institution	50 per patron	None	\$1 per day fine. Max fine \$15	As permitted by lending library. No auto renewal	Does not Apply	Cost billed by original lending library or default cost of \$55-\$105 Plus \$5 service charge.
Interlibrary Loan – ALA (limited to BT residents)	As permitted by lending library	No #	Fee charged by original lending library, paid in advance	\$1 per day fine plus other charges as billed. Max fine \$15	As permitted by lending library. No auto renewal	Does not apply	Cost billed by original lending library plus \$5 service charge
Interlibrary Loan- ALA photocopies (limited to BT residents)		No #	Fee charged by original lending library, paid in advance				

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MISC.

<i>ITEM</i>	<i>LOAN PERIOD</i>	<i>LOAN LIMIT</i>	<i>FEES</i>	<i>OVERDUE FINES</i>	<i>RENEWAL YES/NO</i>	<i>HOLDS YES/NO</i>	<i>REPLACEMENT CHARGES *</i>
Library Umbrella	3 weeks	No #		\$.25 per day Max \$5.00 fine or cost (whichever is less)	No	No	Item plus \$5 service charge
Magazine	1 week	No #		25 cents per day fine. Max fine \$5 or cost (whichever is less)	No	Yes	\$4 plus \$5 service charge
Media Kit	3 weeks	No #		25 cents per day fine. Max fine \$10 or cost (whichever is less)	Yes Up to 3 auto renewals	Yes	Cost listed plus \$5 service charge
Maps	3 weeks	No #		25 cents per day fine per envelope. Max fine \$5 per envelope	Yes Up to 3 auto renewals	No	\$5 plus \$5 service charge
Poster	3 weeks	No #		25 cents per day fine. Max fine \$5	Yes; Up to 3 auto renewals	Yes	\$15 plus \$5 service charge
Accessibility Support Collection Non-Book	3 weeks	No #		\$1 per day fine Max fine \$15 or cost (whichever is less)	Yes Up to 3 auto renewals	Yes	Cost of item(s) plus \$5 service charge
STEAM & STEM Collections	3 weeks	No #		\$1 per day fine Max fine \$15 or cost (whichever is less)	Yes Up to 3 auto renewals	Yes	Cost of item(s) plus \$5 service charge
Vitality Kit	3 weeks	No #		\$1 per day fine. Max fine \$15 or cost (whichever is less)	Yes Up to 3 auto renewals	Yes	Cost of item(s) plus \$5 service charge
World Language Kit	3 weeks	No #		\$1 per day fine. Max fine \$15 or cost (whichever is less)	Yes Up to 3 auto renewals	Yes	Cost of item(s) plus \$5 service charge

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DOWNLOADABLES

ITEM	VENDOR	LOAN PERIOD	LOAN LIMIT	RENEWAL YES/NO	HOLDS YES/NO	FINE THRESHOLD
Audio book (hoopla)	Midwest Tape	Varies by item	8 items Max per calendar month, combined with other hoopla items	No; but patrons may check out items again immediately after due date if they have not met their loan limit for the month	No (infinite copies available)	\$15
Audio book (OverDrive)	OverDrive	21 day default, can be changed to 7, 10 or 14 by patron	10 checkouts on account at one time; ability to return title for another	Yes, if there are no further patron holds on item, renewal button will show up a few days prior to expiration date	Yes; up to 10 at a time	\$15
ebooks, including Comic books (hoopla)	Midwest Tape	Varies by item	8 items Max per calendar month, combined with other hoopla items	No; but patrons may check out items again immediately after due date if they have not met their loan limit for the month	No (infinite copies available)	\$15
ebooks (OverDrive)	OverDrive	21 day default, can be changed to 7, 10 or 14 by patron	10 checkouts on account at one time; ability to return title for another	Yes, if there are no further patron holds on item, renewal button will show up a few days prior to expiration date	Yes; up to 10 at a time	\$15
Music (Freegal)	Freegal	N/A	5 downloads per week, videos count as 2 downloads	N/A; songs are downloaded to device and kept in the My Music folder until deleted	No (infinite copies available)	\$15
Music album (hoopla)	Midwest Tape	Varies by item	8 items Max per calendar month, combined with other hoopla items (1 album = 1 item)	No; but patrons may check out items again immediately after due date if they have not met their loan limit for the month	No (infinite copies available)	\$15
Movie (Kanopy)	Kanopy	3 Days	8 items Max per calendar month	No; but patrons may check out items again immediately after due date if they have not met their loan limit for the month	No (infinite copies available)	\$15

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Movies and TV episodes (hoopla)	Midwest Tape	Varies by item	8 items Max per calendar month, combined with other hoopla items (1 TV episode = 1 item)	No; but patrons may check out items again immediately after due date if they have not met their loan limit for the month	No (infinite copies available)	\$15
Magazines (RBdigital)	Recorded Books	N/A	N/A, no limit	N/A; magazines are downloaded to device and kept in My Collection folder until deleted	No (infinite copies available)	\$15

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Effective April 1, 2020

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MISSING & DAMAGED PARTS	
ITEM	REPLACEMENT CHARGES
Media Cases	\$5 <i>Plus \$5 service charge</i>
Cover art, Bar Code, Label, RFID Tag	\$2 for any or all <i>Plus \$5 total service charge unless entire case is replaced.</i>
Kit Bag	\$8 <i>Plus \$5 service charge</i>
Library By Mail Bag Small Large	\$7.25 <i>Plus \$5 service charge</i> \$7.50 <i>Plus \$5 service charge</i>
Accessibility Support and STEAM Collection Bags/Backpack Small (yellow); Medium (red) Large (blue)	Bag Charge: Sm. Yellow \$4.50 – Med. Dark Green, Royal Blue, Red \$5.75 – Large Blue \$11.00 – Plastic Backpack \$13 <i>Plus \$5 service charge</i>
Accessibility Support STEAM and World Language Collection Boxes	Box Charge Extra Small \$4.00 (8"x6"x9") – Small \$8.00 (6"x9"x14") – Medium \$8.00 (12"x9"x15") Large - \$9.00 (12"x12"x15") - Extra Large \$10 (8"x18"x24") - XXL \$15 (13"x18"x24") - Round \$12 (24") <i>Plus \$5 service charge</i>
STEM Collection Boxes	Small \$4.00 – Medium \$7.00 – Large \$8.00 <i>Plus \$5 service charge</i>

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Uniform Schedules of Fines, Rentals, Replacement Charges & Fees
Effective April 1, 2020

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ADDITIONAL FEES & SERVICES		
ITEM	RENTAL OR PURCHASE FEES	REPLACEMENT CHARGES*
Black/White Photocopy or Printout	\$.15 per sheet, 8 ½ x 11, 8 ½ x 14 \$.20 per sheet, 11 x 17	
Color Photocopy or Printout	\$.50 per sheet	
Borrower's Library Card		RFID replacement -\$5.00
Duplicate Key Tag		Key Tag replacement - \$1.00
Copier Card	\$.50	
Returned Check for non-sufficient funds	\$18.00 per NSF Check Returned	
Replacement Charges: Items that need to be withdrawn from the database, reordered, and/or reprocessed require an additional "service charge" as noted in addition to replacement cost. Some items, such as DVDs, and Audio Books, may only be replaced as a full set, so full-set replacement cost may be required to be paid in order to replace a single item in the set. Replacement value may be adjusted by Library staff. The replacement value for items borrowed through MelCat cannot be adjusted by Library staff. If the replacement cost is paid and the item is located within 30 days of payment in proper condition for continued use, the replacement cost will be fully refunded, minus the \$5 service charge. Replacement items must be pre-approved by Library staff.		
Library Cards: <ul style="list-style-type: none"> Nonresident temporary card will limit new cardholder to max of 3 items borrowed. Card expires in 2 weeks pending verification of eligibility All outstanding fees and fines must be paid in full to renew a library card. Valid library card use will be suspended if threshold of \$15 in fines or fees is reached until fines and fees are paid in full. 99 item cumulative limit per card for Bloomfield Township cardholders, Cranbrook and Detroit cardholders. 10 item cumulative limit per card for eligible non-resident cardholders. \$25 or more in overdue billed materials or fines on accounts 60 days past due will be pursued by a collection agency. A \$15 non-refundable collection fee will be assessed per account. Residents will receive one library card and one key tag library card free of charge should they lose or damage their card or key tag. 		

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**CIRCULATION AND USE POLICY
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
POLICY MANUAL
SECTION IV – CIRCULATION, ELIGIBILITY, AND ACCESS**

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Nonresident cards are not offered at BTPL. Borrowing privileges and other library services may be available to nonresidents if they live in a community with which BTPL has entered into a reciprocal borrowing agreement, approved by the BTPL Board of Trustees, which specifically provides for such services. Terms of library services for those covered by an approved reciprocal agreement are governed by such agreement and subject to BTPL policies and procedures.

A nonresident with a library card for a library that (i) is located in his or her community (ii) is a current member of The Library Network and (iii) offers reciprocal borrowing privileges to BTPL cardholders may use his or her home library card to register at BTPL to borrow books and other materials, subject to BTPL policies and procedures.

Nonresidents who are not covered by a reciprocal borrowing agreement or a resident of a TLN member library are welcome to visit and browse BTPL's collections, and may attend certain public events or programs and use BTPL guest computers for a limited amount of time subject to BTPL policies and procedures, but may not borrow books or other materials or be entitled to other limited or restricted library services.

Eligibility for a library card and/or use of library services or facilities is subject to compliance with all BTPL policies and procedures. A library card and/or the right to use of library services or facilities may be revoked at any time upon non-compliance with any BTPL policy or procedure.

Approved: April 26, 2011

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
Uniform Schedules of Fines, Rentals, Replacement Charges & Fees
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ADDITIONAL FEES & SERVICES

HOLDS

- Only Bloomfield Township cardholders can place holds up to 99 items.

RENEWAL:

All items which are renewable will be automatically renewed once. Bloomfield Township residents will have items automatically renewed up to three times, as available.

NOTIFICATION SCHEDULE:**TEXT and EMAIL:**

HITS DVD: No courtesy notice will be sent for these items. Overdue notice will be sent 2 days, 4 days and 7 days after item is due. Billed notification for overdue item will be sent 15 days after item is due.

HITS Book: Courtesy notice will be sent 2 days before item is due. Overdue notice will be sent 2 days, 4 days, and 7 days after item is due. Billed notification for overdue item will be sent 15 days after item is due.

1 week items: Courtesy notice will be sent 2 days before item is due. Overdue notice will be sent 2 days, 4 days, and 7 days after item is due. Billed notification for overdue item will be sent 15 days after item is due.

3 week items: Courtesy notice will be 4 days before item is due. Overdue notice will be sent 2 days, 7 days, and 14 days after item is due. Billed notification for overdue item will be sent 28 days after item is due.

Cranbrook Passes: Courtesy notice will be sent 4 days before item is due. Overdue notice will be sent 2 days, 4 days, and 7 days after item is due. Billed notification for overdue item will be sent 15 days after item is due.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
Uniform Schedules of Fines, Rentals, Replacement Charges & Fees
Effective April 1, 2020

All library items are due on the due date by the close of the library business day.
Library fines and fees are reviewed annually. Changes may be made to encourage the return of materials in demand.

COMPUTER USE:

Those who live, work or own property in Bloomfield Township will receive priority access to Library computers and may use their BTPL card for unlimited computer use.

Residents from the service area of The Library Network (TLN) may use their hometown Library card to use select computers for up to two hours of computer use per day.

Daily guest passes are available in the Computer Center for anyone who does not live or work in Bloomfield Township or live in the service area of The Library Network for computer use of up to two hours on select computers.

STUDY ROOMS:

Study rooms are available to Bloomfield Township residents, Cranbrook staff, students and teachers, and Oakland Literacy Council tutors with a valid library card only. There is a two hour limit for study rooms.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
Uniform Schedules of Fines, Rentals, Replacement Charges & Fees
Effective April 1, 2020

All library items are due on the due date by the close of the library business day.
Library fines and fees are reviewed annually. Changes may be made to encourage the return of materials in demand.

MEETING ROOMS

Meeting rooms are available for reservation by Bloomfield Township taxpayer's only-residents, property owners, and employees of Bloomfield Township organizations and businesses-with a current Library card in good standing. The rates established for the use of a meeting room range from \$0 to \$240 for four hours. Meeting room 3 is available for use by tax-exempt organizations, (including charitable 501©3 organizations, homeowners associations, and similar community service organizations), at no charge.

FACILITY & GROUNDS USE FEES EFFECTIVE APRIL 1, 2019

MEETING ROOM	NONPROFIT RATE	FOR PROFIT RATE
Leslie Harcourt Green Community Room <i>Seating: 90 chairs at 30 tables or 140 chairs only</i>	\$100.00	\$240.00
Meeting Room 1 <i>46 chairs at tables only</i>	\$50.00	\$120.00
Meeting Room 2 <i>56 chairs only</i>	\$50.00	\$120.00
Meeting Room 3 <i>18 chairs at 3 tables only</i>	\$0	\$60.00

All meeting room rates are per four-hour period. A late fee of \$25.00 for each 5 minutes over the end time of the meeting room reservation will be charged.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees
FROM: Carol Mueller
DATE: January 15, 2021
SUBJECT: Bank Signatories

With the recent changes in the Clerk and Supervisor positions on the Bloomfield Township Board, a resolution to approve a change in bank signatories is being presented at the January 19, 2021 Regular Board Meeting for your approval. As per the procedure required by financial institutions, a copy of a duly signed board resolution is required for bringing change to the bank account authorized signatories. The resolution attached authorizes the following persons to sign on behalf of the Library, issue orders for payment or withdrawal of money:

Judy Lindstrom, Trustee/President
Sandra Edwards, Trustee/Secretary
Carol Mueller, Library Director
Tera Moon, Assistant Library Director
Sandra Bird, Finance Coordinator
Brian Kepes, Bloomfield Township Treasurer
Danielle Walsh, Bloomfield Township Supervisor
Martin Brook, Bloomfield Township Clerk
Teresa Renaud, Bloomfield Township Deputy Treasurer

This resolution will need to be updated again when officers of the Library Board of Trustees change, when changes in the positions of Library Director, Assistant Library Director or Finance Coordinator occur or when changes in the Bloomfield Township Public Officials occur.

If you agree, the following action is needed:

ACTION: I move to approve the resolution authorizing signatures, including facsimile signatures, for banking services on behalf of the Bloomfield Township Public Library as presented, effective November 20, 2020.

**A RESOLUTION AUTHORIZING SIGNATURES, INCLUDING FACSIMILE
SIGNATURES, FOR BANKING SERVICES ON BEHALF OF THE BLOOMFIELD
TOWNSHIP PUBLIC LIBRARY**

THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY RESOLVES AS FOLLOWS:

SECTION 1. The following persons are authorized to sign on behalf of the library, orders for payment or withdrawal of money:

Judy Lindstrom, President/Trustee
Sandra Edwards, Secretary/Trustee
Carol Mueller, Director
Tera Moon, Assistant Director
Sandra Bird, Finance Coordinator
Brian Kepes, Bloomfield Township Treasurer
Danielle Walsh, Bloomfield Township Supervisor
Martin Brook, Bloomfield Township Clerk
Teresa Renaud, Bloomfield Township Deputy Treasurer

Such authority shall remain in force until revoked by written notice to the affected financial institution of the action taken by the Trustees of the Bloomfield Township Public Library.

All prior authorizations are suspended.

SECTION 2. The following depository institutions are approved institutions for the authorized signers on behalf of the Library:

Flagstar Bank
Fifth Third Bank
Huntington Bank
RBC Schwartz & Co.

SECTION 3. This resolution was duly PASSED and ADOPTED this 19th day of January, 2021, and takes effect November 20, 2020, upon signing by the President and Secretary.

Judy Lindstrom, President

Sandra Edwards, Secretary

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees

FROM: Personnel Committee Trustees – Sandy Edwards and Judy Lindstrom

DATE: January 15, 2021

SUBJECT: Library Director Vacancy

At the December 15, 2020 meeting of the Board of Trustees, the Personnel Committee was designated to conduct the search for a new Library Director. The authority to manage the search process was also delegated to the Personnel Committee.

The Committee met in early January to review search materials, library policies, and recent job announcements. American Library Association (ALA) and Michigan Library Association (MLA) materials were additionally consulted to provide additional information and to begin preparing a process and timeline.

The Personnel Committee also agreed that the search will be an internal process under the aegis of the Committee, as well as full Library Board participation in the final interviews and selection. The Committee will keep the Library Board fully informed and provide updates on the search at all times throughout the process. While the timetable is aggressive, the Committee believes it can effectively meet its goals.

The Personnel Committee has prepared the following for your review and approval:

- a formal search process based on Library Policies and Procedures and best practices,
- a timeline based on a May 3 start date for a new Library Director, and
- a job announcement, including salary recommendations.

Attached for your consideration is a process, a recommended timeline, and a draft position posting. A formal motion of approval is included below. Please note that, as required by law, all Library Board meetings, including hiring interviews and deliberations, are open to the public. If you have any questions or concerns, feel free to contact us.

ACTION: I move to approve the process, timeline, and job announcement prepared and recommended by the Personnel Committee for the Library Director Vacancy search.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY LIBRARY DIRECTOR VACANCY PROCEDURE

Pursuant to Article V of the Library Board Bylaws and Michigan compiled Laws Public Act 397.205, the Board of Trustees “shall have power to appoint a suitable librarian” to serve as Library Director and “shall also have power to remove such appointees.” The appointed Library Director shall be selected by a process as outlined in the Library Board of Trustees-approved “Bloomfield Township Public Library Director Vacancy Procedure.”

The Bylaws and Public Act further state “The Library Director shall be considered the executive officer of the Library and shall have sole charge of the administration of the Library under the direction and review of the Library Board of Trustees. The Library Director shall be responsible for the Library’s services and resources offered to the community; for the operation of the Library under the financial conditions set forth in the annual budget; for the employment and direction of the staff; and for the care of the buildings and equipment. The Library Director shall attend all meetings of the Library Board of Trustees.

The Library Director shall hold such position as specified in the negotiated Library Director Contract. It is recommended that contracts be one-year contracts.

The Library Board of Trustees Personnel Committee or an ad hoc Search Committee shall act as the Library Director Search Committee in the event of a vacancy.

The Professional library community shall be informed of the vacancy by an announcement and posting published in professional journals and websites. The posting shall refer inquiries and requests for more information to the Library Board Search Committee. The Library Director Job Posting should be advertised at American Library Association, Michigan Library Association and The Library Network. The posting will consist of application information along with a list of three questions as a written exercise. Applicant will submit a cover letter, resume and application along with responses to questions, and references to be considered. Applications can be mailed or received electronically. The Administrative Assistant will date stamp each application as received and may assist the Personnel/Search Committee as needed.

When a completed application is received, the applicant will be mailed a letter of acknowledgement from the Search Committee along with any pertinent information relevant to the application procedure. The Administrative Assistant will assist by preparing the communications to all selected candidates and Library Board President stating the Administrative Assistant will contact them to schedule an onsite interview, if chosen.

The Search Committee will review all applications and select the top candidates to be selected for a telephone interview.

The Search Committee will conduct telephone interviews of the selected candidates on behalf of the Library Board and shall recommend eligible candidates to the Library Board for on-site interviews. Candidates shall be selected for an on-site interview by the full Board of Trustees considering these recommendations.

The Search Committee, assisted by the Administrative Assistant as needed, shall arrange for the on-site interviews. The Administrative Assistant will call candidates chosen for an onsite interview to schedule an interview with the full Library Board. These interviews shall be conducted at a time and place posted in advance and open to the public, as required by the Open Meetings Act.

Library staff will have an opportunity to meet the candidates chosen by the Library Board for an interview before the Library Board makes its final selection. A Staff Open Forum will be scheduled for each candidate interviewed and library staff will complete a feedback form. All forms will be returned to the Search Committee. Library staff feedback will be shared by the Search Committee with the Library Board.

The Library Director job posting and interview questions shall reflect the standard requirements of the position along with any special desirable qualifications relative to the current and future needs of the library. The Michigan Public Library Trustee Manual can be referenced for typical requirements and descriptions defining the roles of Trustees and the Director. These established standards shall be represented in the criteria used to determine the selected candidate.

The interviews will be conducted by the full Library Board as a Committee of the Whole and specific interview questions will be consistently asked of each candidate. Each Trustee shall make notes relative to each answer given by the candidates on the Interview Forms provided. These shall be kept as part of the Library Director search process files. The selection will be made according to established standards as articulated in the posting. The Administrative Assistant will assist the process by providing an interview packet for each trustee that shall contain copies of all forms submitted by each candidate along with interview questions and a rating form. The Administrative Assistant will also prepare an information packet for each candidate.

The Board shall decide by a vote of the quorum which candidate is to be offered the position. Interviews and the Board selection deliberation shall be open to the public. Minutes of the special deliberation meeting shall be made available.

The Library Board President shall inform the candidate selected. Once the selected candidate confirms his or her acceptance of the Library Director position, a formal letter offering the position shall be drafted by the Administrative Assistant containing the agreed upon salary, benefits and start date. Upon this acceptance, the Administrative Assistant will send letters to the other candidates thanking them for their application and interest.

The Library Board may appoint an interim Library Director if needed to ensure a successful transition from one Library Director to the next.

A Meet & Greet Morning Coffee can be scheduled to have the chosen candidate meet informally with our department heads. Also a simple reception should be planned to allow for an informal opportunity for the newly appointed Library Director to greet all of the staff and Friends Board. A more formal reception can be planned to introduce the new Library Director to the community, Township officials and area organization leaders.

Proposed Library Director Vacancy Process and Timeline:

January 5, 2021	Personnel Committee meeting to develop recommendations for Library Director vacancy process
January 19, 2021	Library Board Meeting: Personnel Committee recommendations reviewed and motion made to approve the recommendations
January 20, 2021	Library Director job announcement posted widely
February 15, 2021	Application Deadline for Library Director vacancy
February 16, 2021	Library Board meeting – Personnel Committee provides vacancy update
February 18, 2021	Personnel Committee reviews all Library Director applications received
February 24, 2021, 12:30 p.m. – 5:30 pm February 25, 2021, 9:30 a.m. if needed	Personnel Committee conducts telephone interviews with selected qualified Library Director candidates
March 16, 2021	Library Board Meeting – Personnel committee recommends top Library Director candidates
March 30 – All Day	Library Board Trustee interviews with top Library Director candidates. Staff meetings with top candidates scheduled also.
March 31 - April 2, 2021	References for top Library Director candidate checked by Personnel Committee Job offer made to top candidate by Library Board President
May 3, 2021	New Library Director begins



Bloomfield Township Public Library Library Director Position Announcement

Bloomfield Township Public Library serves a community of 41,070 residents in Bloomfield Township. The current operating budget is \$6,527,647 with a Capital Improvement Plan fund in place. The collection includes 320,000 items with an annual circulation of 661,932 items. Bloomfield Township Public Library is well supported by its community with a current millage rate of 1.9 mils and an average of 900 visits to the building per day (pre-pandemic).

The Library enjoys a strong reputation for providing excellent library services, collections, and programs to the community. Under the auspices of its strategic plan, the library has boldly implemented changes to meet the space requirements of patrons and to better serve a diverse population with multiple needs. Bringing the Library from an “A” library to an “A+” library is a future goal the board and staff are uniquely poised to realize.

The Library Director serves as the chief executive officer of the Bloomfield Township Public Library and is responsible for the administration and daily operations of the library within the mission, goals and policies established by the Library Board. The Library Director reports to a nonpartisan six member elected governing Library Board of Trustees.

MINIMUM QUALIFICATIONS:

The successful applicant will have:

- Master’s degree in library and information science from an A.L.A. accredited institution
- Level 1 Permanent Professional Certification from the Library of Michigan as required by state law for a Class V library or ability to receive certification within six months of hire
- Eight years of experience managing staff in a public library
- Strong financial management experience
- Demonstrated passion for public service
- Highly effective communication and interpersonal skills
- Valid state of Michigan driver’s license with a good driving record or ability to receive such license within six months of hire
- Ability to successfully pass a background check

PRIMARY DUTIES and RESPONSIBILITIES:

- Demonstrate exceptional leadership and the ability to promote the evolving and increasingly important role of the Library in the community.
- Manage and supervise all library operations and building projects that meet the goals of the library and needs of the community.
- Develop and administer the library budget, authorize all funds expended, and serve as a responsible steward of library resources.

- Oversee a balanced schedule of traditional and innovative library services, collections and programs within the approved budget.
- Implement all library board approved policies and make recommendations for new policies and revisions to existing policies.
- Provide leadership to and serve as a role model for all library staff (56 FTE).
- Maintain effective working relationships with a wide variety of community organizations including the Friends of the Library and the Bloomfield Historical Society, among others.
- Act as a library advocate and represent the Library within the community to gain support for and awareness of all that the Library has to offer.
- Develop and implement a strategic plan involving staff, patrons, community stakeholders and others to gather feedback about library services.
- Make decisions within the framework of the Library's mission and goals, and policies and procedures.
- Demonstrate comprehensive knowledge of public libraries, trends and developments and share a vision for the future of the library with Library Board, staff and volunteers, patrons, community partners, among others.
- Possess high personal standards of ethics, honesty and integrity.
- Possess excellent communication skills and the ability to express ideas and recommendations verbally and in writing to the library team and in presentations to small and large groups.

COMPENSATION and BENEFITS:

Annual salary is \$95,000 to \$105,000.

Benefits include 80% employer paid health care; dental and optical insurances; defined contribution retirement plan; employer and employee contributed HRA – retirement health care; employer paid life insurance; paid leave time including vacation, sick, emergency, personal and holiday time; among others.

APPLICATION PROCESS:

DEADLINE: February 15, 2021

As part of the application process, please send responses to the following questions (250 word limit per question :)

- What are the most important issues facing public libraries today?
- How would you develop and administer an emergency response plan to ensure positive staff morale and patron satisfaction?
- Describe your core values and philosophy of public service.

The Bloomfield Township Public Library application may be found on the Library's website at www.btpl.org/About/Employment.

Please send your cover letter, resume, completed library application and written responses to:

Library Director Search Committee
Bloomfield Township Public Library
1099 Lone Pine Road
Bloomfield Township, MI 48302
Fax: (248) 258-2555
Email: careers@btpl.org

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

MOTION TO APPROVE ANY ITEMS REMOVED FROM THE CONSENT AGENDA

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

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees

FROM: Tera Moon

DATE: January 11, 2021

SUBJECT: Strategic Plan Update

As the LED Lighting project kicks off, it's easy to forget that the 2016-2020 Strategic Plan is partly responsible for bringing us to this moment. Along the way, that strategic plan has led us to accomplish many goals that led to improvements and enhancements to the library building and services:

- Increased staff awareness of library-wide information and events and services offered by all departments through staff huddles held twice a week and shared via email
- Offered library tours to new and existing patrons to increase awareness of library collections, services, and events, and deepen relationships between staff and patrons
- Improved consistency of procedure and messaging among all staff through increased communication across departments
- Improved Wi-Fi throughout the library
- Increased the commitment to social media by establishing an Instagram and Twitter account in addition to our Facebook page and meeting the goal of posting at least once a day
- Redesigned the print newsletter and enhanced and improved the e-newsletter with new software that allows us to reach all library cardholders
- Expanded outreach through relationships with Bloomfield Hills Schools, Johnson Nature Center, Bloomfield Township Senior Services Center
- Expanded outreach by inviting elected officials to tour the library during a special legislative breakfast event
- Coordinated programming between Adult and Youth Services by combining summer reading into one platform; jointly offering speakers and other events that have multi age appeal; coordinating offerings in areas like themes, crafts, and programming
- Created a new space in the Library called The Commons which achieved the goal of providing a welcoming space for collaboration
- Improved wayfinding by moving the Media collection to Adult and Youth respectively; this opened the view to a restroom that was difficult to find and helped with lighting of the DVD and CD collections

Soon we will start the process of creating a new strategic plan. I encourage you to think about your vision for the Library's next five years (and beyond!). What great achievements can we build upon? What challenges will we face? How has the community changed and how will the Library respond to these changes? Keep notes of your thoughts for when the time comes to start this process.

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.

The Bloomfield Township Public Library champions the power of words to spark discovery and imagination.

Bloomfield Hills Schools Webnews

With children and youth spending more time on technology than ever before, time in nature has never been more necessary to support overall health and well-being. Due to safety precautions, the Bloomfield Hills School District's E. L. Johnson Nature Center's ability to provide in-person programs has been significantly limited, yet thousands of visitors continue to hike our trails in growing numbers as people seek natural places to restore and rejuvenate. As a result, the Nature Center has been exploring ways to provide visitors with self-guided, educational experiences that aim to enrich families' visits to the Nature Center during the pandemic. Thanks to grant-funding from the Friends of the Bloomfield Township Public Library, the Bloomfield Hills Branch of the Woman's National Farm & Garden Association, and the Jerry Cohen Foundation, permanent StoryWalk structures will soon be installed along the Fox Ridge Trail at the Nature Center. On a StoryWalk, children's literature is brought to life in a large-scale format.

The StoryWalk concept was created by Anne Ferguson of Montpelier, VT with the support of Rachel Senechal of the Kellogg-Hubbard Library. Here in Bloomfield, the StoryWalk idea was brought to fruition by Cass Arsenault, an E. L. Johnson Nature Center Instructional Guide, and Marian Rafal, Youth Services Department Head at the Bloomfield Township Public Library. In February 2020, the Nature Center featured its first-ever StoryWalk, a temporary exhibit displaying the book *Owl Moon* by Jane Yolen. A special event titled "Owl Prowl" included a reading of the book by librarian Patricia Ballard, and an evening hike and owl hunt, guided by Cass Arsenault.

Arsenault and Rafal continued their collaboration in fall 2020 to select books for the future, with the aim of continuously rotating them with the changing seasons. Meanwhile, Brooke Larm, who has worked as a Bowers Farm employee since May 2019, was named Education Specialist at both Bowers Farm and the E. L. Johnson Nature Center, in October 2020. With this new title, Larm, along with Alan Jaros, Director of Bowers School Farm and the Johnson Nature Center, joined in on the collaboration to expand the StoryWalk idea and make it a permanent fixture. Larm and Jaros each worked with local resources to seek grants to fund the waterproof, vandal-proof (deer scratching resistant) post mounts to safely display the pages, and create additional enrichment activities and prompts to accompany the story along the trail. Permanent posts with laminated pages of stories will be positioned along the Fox Ridge Trail to encourage exploration and learning through literacy and movement, inspiring families to engage in new ways with the natural world.

Thanks to outreach efforts, three local organizations have all generously agreed to fund the project. Carol Mueller, Director of the Bloomfield Township Public Library, made the grant request to the Friends of Bloomfield Township Library, which approved the idea. Moreover, the library will continue to support the StoryWalks by printing and laminating the stories in the future. A second grant was received by the Women's National Farm and Garden Association's Bloomfield Hills Branch. The focus of the StoryWalk book choices will center on topics ranging from horticulture, environmental science, ecosystems, and conservation, as well as diversity and inclusion. Just as the Women's National Farm & Garden Association was founded to support women in obtaining horticultural and agricultural skills during a time when they were not well represented in these fields, the book choices will aim to support all

children with similar opportunities. And finally, the Jerry Cohen Foundation is the third donor. This connection was facilitated by Sandy Cohen, Nature Center Instructional Guide. Cohen's family foundation's mission is to enhance lives locally and globally. With the funding from these three organizations, the Nature Center will be able to purchase the permanent posts and create wayfaring signage to guide visitors.

BHS Educational Specialist Brooke Larm shares, "Creating a StoryWalk that becomes a permanent part of the experience at Johnson Nature Center will inspire our visitors to engage in literacy and self-guided exploration as they hike our trails, further instilling a sense of the joys and benefits of the time spent in nature. We are grateful for the support from our community and partners as it will provide us with the ability to build upon and expand our program offerings in a safe way now, during the pandemic through self-guided visitation, and in the future, once we are able to resume gathering together in-person and as a community." Marian Rafal, Head of Bloomfield Township Public Library Youth Services, is "pleased that the library is able to reach out into the wider community sharing the love of literature and nature." The StoryWalk permanent posts will be installed when the ground thaws, likely in March 2021. As children's literature is brought to life along the trails, head to the E. L. Johnson Nature Center to enjoy rotating stories as the seasons change!



BLOOMFIELD TOWNSHIP PUBLIC LIBRARY LIBRARY BOARD OF TRUSTEES OFFICERS

December 2020 – November 2021

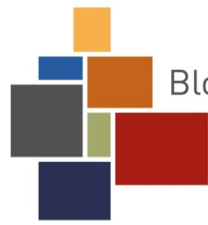
Current Officers are:

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.



Bloomfield Township Public
Library

Board of Trustees Standing Committee Appointments

January 2021 – January 2022

Art Committee	Dani Gillman Judy Lindstrom
Advocacy Committee	Sandy Edwards Judy Lindstrom
Building and Grounds Committee	All
Cranbrook, DPL, Troy Committee	Grant Gerhart Joan Luksik
Development Committee	All
Finance Committee	Tom Deska Joan Luksik
Friends of the Library Liaison Committee	Sandy Edwards Dani Gillman
Investment Committee	All
Jeanette P. Myers Scholarship Selection Committee	Tom Deska Grant Gerhart
Personnel/Director Evaluation Committee	Sandy Edwards Judy Lindstrom
Policy Committee	Tom Deska Grant Gerhart

Revised December 2020

What's Going on at the Library in January & February

Displays

1. YS – virtual, “Family & Friends”.
2. YS – virtual and in library, “Under the Sea” – last week of January.
3. YS – Black History Month – February.
4. AS – Local History display, “Gems of Bloomfield Township Public Library”.

Virtual Programs

- YS – Bookworms LIVE! - virtual book discussion of *Zanzibar*, by Catharina Valckx, in January.
- YS – My 1st Book Group - virtual book discussion of *Extra Yarn*, by Mac Barnett, in February.
- AS - **Calling all Teen Detectives!** All teens are welcome to participate in the MiLibraryQuest: Mystery Edition. Solve a mystery and you could win a prize.

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 Club** - monthly meeting on Zoom where teens discuss books, arts & crafts, play games & more.
4. AS – **Adult Reading Club** – monthly informal online discussion of what people are reading, with recommendations from our librarians.
5. AS - **Classics Book Club** – meets on Zoom bimonthly, discussing *The Scarlet Letter*, by Nathaniel Hawthorne, in February.
6. AS - **BYOB–Bring Your Own Book–Club** – meets on Zoom bimonthly, discussing *The Silent Patient*, by Alex Michaelides, in February.
7. AS - **30 Minute Lunchtime Book Club** – meets on Zoom bimonthly, discussing *Commonwealth*, by Ann Patchett, in January.
8. AS - **Nonfiction Book Club** – meets on Zoom bimonthly, discussing *Spying on the South: an odyssey across the American divide*, by Tony Horwitz, in January.
9. AS – **ESL Conversation Hour** – meets on Zoom Wednesdays and Fridays each week.
10. 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** - *Under the Sea* – January, *Journey to Folk and Fairy Lands*- February.
2. YS – **Science from Home kit** – Tree Rings.
3. YS - **Take and Make bag** – Preschool Mitten in January.
4. YS – **“Bath Time” Sensory Story Time** kit – for use with “Bath Time” Sensory Story Time on Vimeo.
5. YS – **Among Us Crewmate Plushie** – upper elementary (because of need for using hot glue gun). Kit includes directions, mitten, two sections of pool noodle, stuffing, and white felt. Video tutorial available on-demand on Vimeo..
6. AS - **Adult and Teen Craft Kits** - *Altered Book Art* – January, *Map Origami* – February.

Online Resources

1. [YS - New Anxiety Books & Resources List](#)
2. YS - **BookFlix**: interactive reading experience to explore fiction and non-fiction for grades PreK – 3.
3. YS - **Read It!**: articles on a variety of subjects that include comprehension supports for middle school – adult ELL and other different learners.
4. YS - **TumbleBook** Library: Children's eBook database of picture books and read-along chapter books.
5. YS & AS - Anti-Racism Reading List: books and media for all ages to support conversations about race and racism.
6. AS - **Ancestry.com** from Home: Research your genealogy from home for a limited time.
7. 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 Story Time with Ms. Jen - Bath Time theme, geared to preschool & up, this story time is for children of all abilities to enjoy.
- Snowy Story Time! Join Ms. Liz for wintry stories, rhymes, songs, and smiles.
- *Among Us Crewmate Plushie* – a how-to video on making an Among Us crewmate based on the popular video game, Among Us.
- Scavenger Hunt with Ms. Jen.
- 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.
- Karrie Yukon demonstrates how to access Ancestry, Fold 3, and MyHeritage databases, free with your Bloomfield Township library card.
- Recommended Reading - Discover what our Adult Services librarians are recommending this month.

Other

1. **Bloomfield Twp. Public Library's Fifth Annual Photo Contest**, January 11 – March 14. This year's theme is "the Incredible Journey" – open to all ages.
2. **Winter Reading Challenge**, January 1 – March 20. All ages are encouraged to register to participate. Warm-up with a good book, challenge yourself, and win prizes!
3. **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.
4. **2020 Tax Forms and Resources** – available for curbside pickup.
5. Circulation - **Auto renewal** of library materials is up and running. Continuing curbside service.
6. 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, February 3, 10:30 a.m. – Friends Board meeting

Tuesday, February 9, 1:00 p.m. - Personnel Committee

Tuesday, February 16, 7:00 p.m. – Library Board Meeting

Thursday, February 25 at 11:00 a.m. - Development Committee