

Bloomfield Township Public

**Library**

**Bloomfield Township Public Library  
Board of Trustees**

Library Board Meeting  
**March 16, 2021**  
7:00 p.m.

Trustees:

[libraryboard@btpl.org](mailto: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](mailto:muellerc@btpl.org)

*All meetings are open to the public.*

*We invite you to attend a meeting or watch it online at [www.btpl.org](http://www.btpl.org).*

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

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

*no later than 6:00pm on Tuesday,*

*March 16 if you wish to attend.*

1099 Lone Pine Road, Bloomfield Township, MI 48302 248.642.5800

THE PLACE TO

DISCOVER

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
BOARD OF TRUSTEE MEETING**

**LIBRARY BOARD INFORMATION PACKETS**

**List of Contents**

Items included in pre-board delivery for the REGULAR BOARD MEETING SCHEDULED  
For Tuesday, March 16, 2021  
7:00 p.m.

<b>#</b>	<b><u>NUMBERED ITEMS</u></b>	<b><u>DATE DELIVERED</u></b>
1	Agenda	03/12/2021
2a	Request to remove items from the Consent Agenda for Discussion	03/12/2021
2b	Motion to approve the order of items for the regular and consent agendas	03/12/2021
5	Motion to approve remaining Consent Agenda items 6-8d	03/12/2021
6	Regular Board Meeting Minutes of 2/16/2021	03/12/2021
6a	Special Board Meeting Minutes	03/12/2021
7a	Cash Disbursements	03/12/2021
7b	Revenues/Expenditures Budget Report	03/12/2021
7c	Energy Report	03/12/2021
8a	President's Report– no report	
8b	Director's Report	03/12/2021
8c	Art Committee –no report	
8c	Advocacy Committee – 3/2/2021	03/12/2021
8c	Building and Grounds Committee – no report	
8c	Cranbrook –no report	
8c	Development Committee – 2/25/2021	03/12/2021
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 – no report	
8c	Policy Committee – no report	
11a	FY 2020/2021 Budget Close and FY 2021/2022 Budget Proposal	03/12/2021
11b	Library Employee handbook	03/12/2021
11c	Library Director Vacancy	03/12/2021
13	Motion to approve any items removed from the Consent Agenda	03/12/2021

<b><u>UNNUMBERED ITEMS</u></b>	<b><u>DATE DELIVERED</u></b>
2021 Audit Engagement	03/12/2021
Strategic Plan Update	03/12/2021
What's Going on at the Library	03/12/2021
Dates for Library Board of Trustees	03/12/2021

AGENDA  
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
BOARD OF TRUSTEES  
Tuesday, March 16, 2021  
**Regular Board Meeting**  
**7:00 P.M.**

**REGULAR AGENDA ITEMS #1-5**

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

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

6. Regular Board meeting minutes of February 16, 2021
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*
    - \*Advocacy Committee
    - \*Art Committee *Ad Hoc*
    - \*Building and Grounds
    - \*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. FY 2020/2021 Budget Close and FY 2021/2022 Budget Proposal
  - b. Library Employee Handbook
  - c. Library Director Vacancy
12. Discussion of items removed from the Consent Agenda
13. MOTION to approve any items removed from the Consent Agenda
14. Other
15. Next scheduled meeting: Tuesday, April 27, 2021
16. Adjournment

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**

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

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

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

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

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**

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

**OPTION - NO AMENDMENT NEEDED:**

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

**OPTION - AMENDMENT TO AGENDA:**

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

the **REGULAR AGENDA** as follows:

the **CONSENT AGENDA** as follows:

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

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**

**CONSENT AGENDA ITEMS MOTION**

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

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

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Bloomfield Township Public Library  
Oakland County, Michigan  
Tuesday, February 16, 2021  
Held via Zoom

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At 7:01 p.m. the Regular Meeting of the Bloomfield Township Public Library Board of Trustees was called to order by President Judy Lindstrom.

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, Administrative Assistant Linden Godlove

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

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Upon discussion, a motion was made by Grant Gerhart and seconded by Tom Deska **TO APPROVE THE ORDER OF 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 on the gift of seven sunny days in the past two weeks. She predicted that come May, "Ma Nature will wake up" and there will be. The first Zoom Library Board meeting was in April. President Lindstrom has attended 225 Zoom meetings in her various involvements since March. She expressed her enthusiasm for the Library Board group and the board meetings.

**DIRECTOR'S VERBAL REPORT:**

Director Mueller reported the Library was closed today due to the snow. While it felt somewhat peculiar to close when the Library is only partly open, this was determined because the conditions made it difficult for staff to arrive at work and the parking lot had not been fully cleared. She thanked the Friends of the Library for granting the Wish List requests totaling \$11,660 in funding for Wonder Books, Art Lab, US Presidents books, large print editions of classic books, and increased eResources through Hoopla and elsewhere. The Friends have

kept busy during this slower time updating their bylaws, which were submitted to an attorney for review. The Trustee Committee descriptions have been updated to include the new advocacy committee. February is Black History Month and she encouraged the board to see the displays in Local History and Youth Services. She made a correction to the January monthly activities report for computer usage: there had been 15 resident uses and 16 non-resident uses. She shared an anecdote about a patron praising the Library for its generosity.

### **REGULAR AGENDA:**

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

Paul Zink, representing the SOC, reported that there is an all staff meeting tomorrow, where new SOC members will be voted in. This will be his last board meeting. Staff donated \$945 to various charities through Casual Fridays and Casual Months.

### **UNFINISHED BUSINESS:**

No unfinished business.

### **NEW BUSINESS:**

#### **11a. Library Director Vacancy**

Trustee Sandy Edwards provided the update that yesterday, February 15, was the final day of the posting. Four applications were received. The Personnel Committee met on February 9 to discuss the Library Director Search. The application deadline to be considered for the Library Director position was Monday, February 15. Four applications were received. The Committee will review and rate applications on February 18 and select finalists for the first round of telephone interviews on February 24. Following the telephone interviews, Linden Godlove will set up in-person interviews with finalists for March 30 with the full Library Board. Notebooks for the trustees with finalist information will be available for pick-up at the Library on March 17. On March 30, the finalist interviews are scheduled for 9:00 am -12:00 noon and 1:00 pm – 4:00 pm with the full Library Board. At 4:30 pm the Library Board will deliberate and make the final candidate selection.

The meetings will be open to the public.

#### **11b. Library Employee handbook**

The Administration team of the Library Director Carol Mueller, Assistant Library Director Tera Moon, Finance Coordinator Sandi Bird and Administration Assistant Linden Godlove has been working on revisions to the current Library Employee Handbook for many months. The last edition was published in 2013 and several updates were needed. After the internal review and edits were made, an outside Human Resources consultant was asked to review the Employee Handbook for style, language and clarity. The Employee Handbook was then sent to the Library's labor attorney for his review. He reviewed it no less than four times and made only a few suggestions. On January 27, the library managers reviewed the Employee Handbook and had several questions and suggestions, which were incorporated. At the February 9 Personnel committee, Trustees Sandy Edwards and Judy Lindstrom shared their comments after their review. It is now time to share the Employee Handbook with the entire Library Board. After the



Board's review, a final review is planned with a discussion at the March 16, 2021 regular Library Board meeting. Implementation will take place on April 1, 2021.

### **11c. Advocacy**

Judy Lindstrom spoke of the Advocacy Committee. She thanked Sandy Edwards for her work with creating letters, guidelines, and other materials for the Advocacy Committee. The first meeting of the Advocacy Committee was held on January 28, 2021. The purpose of this committee is to facilitate community involvement and active participation in library efforts such as public relations, community support, space needs, and local advocacy.

Many of the residents who applied for the open Trustee position expressed strong interest in supporting the Library, which inspired the creation of this group. The committee decided to call the group Library Ambassadors. The Library Ambassadors group will meet quarterly in July, October, January, and April. A discussion topic will be scheduled for each meeting. The committee selected Tuesday, March 23 as the date to hold the first meeting of the newly formed Library Ambassadors group. This meeting will be held virtually via Zoom from 7:00pm – 8:30pm. The meeting will establish the purpose of the group and discuss the topic of strategic planning. Library Board President Judy Lindstrom will facilitate this meeting and discussion.

Invitations have been extended to all who interviewed for the open Library Board Trustee position in December, 2020 and to the presidents of the Bloomfield Historical Society and the Friends of the Library. The letter of invitation and guidelines for the Library Ambassadors group were shared.

This is a step towards engaging the public and connecting with them.

### **OTHER:**

Trustee Dani Gillman reported on the Wednesday, February 3 Friends Board Meeting, which was conducted via Zoom. The Friends reported 239 members. \$11,660 in Wish List items was approved. The Friends Bylaws have been revised and were accepted at that meeting. Nancy Lambert joined the Development Committee and gave a report at the meeting. The Friends discussed their Annual Report. The Friends Annual Meeting will be on Wednesday, June 9. A grant from Mr. and Mrs. Bashinski was made in \$10,000 to the Friends. The Friends' next meeting is March 3 at 10:30am.

Suggestions were made of the Ambassador Group. The decision was to start with the core group invited and spread out to include more community leaders later.

Upon discussion, a motion was made by Sandy Edwards and seconded by Joan Luksik **TO GO INTO CLOSED SESSION FOR PURPOSES OF THE LIBRARY DIRECTOR CONTRACT AND PERFORMANCE EVALUATION.**

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

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

*Nays: None*

## **MOTION CARRIED**

The trustees discussed the evaluation report from Carol Mueller. Many comments were made and noted regarding Carol's exemplary service during her tenure as Library Director. Her accomplishments over the last year are especially noted and are greatly valued by the board – and the community.

As Library Director, Carol's personal goal of creating an environment of "teamwork and collegiality" has resulted in an A+ library. There was unanimous approval for extending her contract until May 1, 2021. Projected raises for all Library staff for this year were discussed. With her retirement, instead of a raise, a one-time bonus was proposed. There was unanimous agreement that a bonus was warranted and was a fitting way to recognize Carol's work in the last year and the challenging circumstances of the pandemic.

Director Mueller was then invited to join the closed session. Trustee Lindstrom informed her that a contract renewal and a one-time bonus were agreed upon. She was warmly thanked for her efforts. A formal motion approving a contract renewal will be made in open session.

Upon discussion, a motion was made to adjourn by Sandy Edwards and seconded by Grant Gerhart **TO ADJOURN**

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

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

*Nays: None*

## **MOTION CARRIED**

At 8:05 p.m. the Board returned to regular session.

Upon discussion, a motion was made by Grant Gerhart and seconded by Joan Luksik **TO RENEW THE LIBRARY DIRECTOR'S CONTRACT UNTIL MAY 1, 2021.**

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

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

*Nays: None*

## **MOTION CARRIED**

The next Library Board Meeting will be Tuesday, March 16 at 7 p.m.

At 8:07 p.m. President Judy Lindstrom adjourned the meeting.

Submitted by:

*Sandra Edwards*

Sandra Edwards, Secretary

PROPOSED

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

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Bloomfield Township Public Library  
Oakland County, Michigan  
Thursday, March 11, 2021

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The special meeting of the Bloomfield Township Public Library Board of Trustees was held in the Library on Thursday, March 11, 2021. The meeting was called to order by President Judy Lindstrom at 11:00 a.m. The meeting was held via Zoom.

**Present:** Trustees: (via Zoom) Tom Deska, Sandra Edwards, Dani Gillman, Judy Lindstrom, and Grant Gerhart

**Not Present:** Joan Luksik

**Administration:** Library Director, Carol Mueller; Assistant Director, Tera Moon; Administrative Assistant, Linden Godlove; Sandi Bird, Finance Coordinator

Upon discussion, a motion was made by Sandy Edwards seconded by Dani Gillman **TO APPROVE THE ORDER OF ITEMS FOR THE SPECIAL AGENDA.**

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

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

*Nays: None*

**MOTION CARRIED**

**CALL TO THE PUBLIC:**

None present.

**UNFINISHED BUSINESS:**

None.

**NEW BUSINESS:**

**5a Budget Review** – Director Carol Mueller thanked everyone for their role in the budget and for their support. Carol thanked the team of people that put together the budget, especially Finance Coordinator Sandi Bird and Assistant Director Tera Moon for all their diligent work on the budget and compiling the information for the Library Board. She thanked the department heads for reconsidering their budgets. She also thanked the

Library Board Trustees for their careful review and consideration of the proposed budget.

Director Mueller said the Library is doing well and this is a very sound financial plan. She gave an overview of library revenues and expenditures for the Fiscal Year 2020-2021 and the proposed budget for Fiscal Year April 1, 2021 – March 31, 2022 which will be presented at the March 16, 2021 Library Board Meeting.

**OTHER:**

***a. Library Endowment Funds***

Each year, the Library receives notification from the Community Foundation for Southeast Michigan (CFSEM) regarding the payouts available from our Library's six endowment funds. The Library has just received such notifications for 2021. The six endowment funds, the available payouts, and our recommendations are:

**Bloomfield Township Public Library Endowment/ Amber Trust Funds and the Smith Challenge Grant Fund** – the purpose of these endowment funds is to provide support for the general charitable purposes of the Library. Further, the Smith Challenge Grant stipulates that the decision to accept the payout and how it will be used during the year is to be made by the Library Department Heads. This year the Department Heads have elected to accept the Smith Challenge Grant payout to use for Library team building purposes. This idea was unanimously supported by Department Heads at our managers meeting on February 10, 2021. I recommend not accepting payouts from the Endowment/ Amber Trust funds this year as we have funding left from previous payouts to support audio book purchases. The payouts available are:

Endowment/Amber Trust Funds - \$1,605.50 to be reinvested

Smith Challenge Grant Fund - \$1,605.50 to be accepted

**The Fair Radom Garden Endowment Fund** – the purpose of this fund is to support the beautification, improvement and preservation of the Library's gardens as well as related educational programs and activities at the Library. We propose reinvesting both payouts from this endowment this year as funding is available from previous payouts. The payouts available are:

June, 2021 - \$356.50 – to be reinvested

December, 2021 - \$356.50 – to be reinvested

**The Yvonne T. Atkinson Fund** – the purpose of this fund is to support the general charitable purposes of the Library with a preference for programs encouraging and supporting book discussion. We propose reinvesting the payouts from this fund. The payouts will be:

June, 2021 - \$667.50 to be reinvested

December, 2021 - \$667.50 to be reinvested

**The Jeanette P. Myers Scholarship Fund** – the purpose of this fund is to provide funds to encourage and support the post-secondary education of past or present employees of the Library or persons who have some relationship with the Library. The payout from this fund is accepted every year. This annual scholarship is awarded in August each year, prior to the regular Library Board meeting that month. The payout will be:

June, 2021 - \$671.00 to be accepted

**Bloomfield Township Public Library Director's Legacy Fund**, supports staff development opportunities and staff training that improves or enhances service to the public. I am recommending that we do not accept the payouts from this fund this year but instead invest these back into the fund to grow the corpus, resulting in potentially larger payouts in the future.

The Library board supported these recommendations.

Upon discussion, a motion was made by Dani Gillman and seconded by Tom Deska **TO APPROVE THE ENDOWMENT FUND RECOMMENDATIONS AS PRESENTED.**

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

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

*Nays: None*


**MOTION CARRIED**

President Lindstrom asked the trustees how they felt about meeting in person for the April board meeting. There was discussion on this and there will be consideration of meeting in person if there is not an escalation of COVID-19 cases.

The next scheduled Regular Board Meeting is March 16, 2021 at 7:00 p.m. via Zoom.

Meeting adjourned at 12:06 pm

Submitted By:



Sandra Edwards, Secretary

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

Dow Jones & Company, Inc. is a new vendor for a subscription to the Wall Street Journal.

**General Fund Advance**

- Check #21194 payable to Bloomfield Township in the amount of \$795.49 was payment for the Library's water bill from 1/18/2021 – 2/22/2021.

**General Fund**

- Check #21197 payable to AECOM Great Lakes, Inc. in the amount of \$32,750.00 was payment for the LED lighting project consultation.
- Check #21202 payable to Bloomfield Township in the amount of \$248,973.63 is payment for two payrolls including FICA, HRA contributions, pension, etc.
- Check #21209 payable to Envisionware, Inc. in the amount of \$9,507.48 is the annual renewal for RFID software.
- Check #21216 payable to Midwest Collaborative for Library Services in the amount of \$341.25 is payment for a subscription.
- Check #21220 payable to the Michigan Library Association in the amount of \$170.00 is payment for two professional memberships.
- Check #21230 payable to Bloomfield Township Public Library SOC (Staff Organization Committee) in the amount of \$205.12 is payment for vending commission.
- Check #21235 payable to The Library Network (TLN) in the amount of \$1,762.53 is payment for a subscription to Tumblebook.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**

**CHECK REGISTERS**

**FOR THE MONTH OF FEBRUARY 2021**

<b>Check #</b>	<b>Date</b>	<b>Payee</b>	<b>Cash Account</b>	<b>Amount</b>
<b>General Fund</b>				
<b>ADVANCE CHECKS:</b>				
21173	2/9/21	APPLIED IMAGING	106.01	279.46
21174	2/9/21	AT&T	106.01	798.08
21175	2/9/21	CAR TRUCKING, INC.	106.01	199.50
21176	2/9/21	CONSUMERS ENERGY	106.01	4,315.81
21177	2/9/21	Martha McGee	106.01	181.10
21178	2/9/21	PACIFIC TELEMAGEMENT SERVICES	106.01	78.00
21179	2/9/21	T MOBILE	106.01	29.40
21180	2/15/21	PETTY CASH - BTPL	106.01	160.22
21181	2/15/21	Andy Cascarelli	106.01	33.32
21182	2/15/21	FLAGSTAR BANK	106.01	4,071.22
21183	2/15/21	Martha McGee	106.01	87.06
21184	2/15/21	PRINCIPAL LIFE INS CO-SBD GRANDE ISLAND	106.01	737.76
21185	2/25/21	APPLIED IMAGING	106.01	347.72
21186	2/25/21	XFINITY	106.01	151.93
21187	2/25/21	DTE ENERGY	106.01	19,068.67
21188	2/25/21	ENVISIONWARE, INC.	106.01	900.00
21189	2/25/21	MICHIGAN LIBRARY ASSOCIATION	106.01	350.00
21190	2/25/21	VERIZON WIRELESS	106.01	197.20
21191	2/25/21	VIGILANTE SECURITY	106.01	1,950.00
21192	3/2/21	AMAZON.COM	106.01	3,690.39
21193	3/2/21	Patricia Ballard	106.01	221.44
21194	3/2/21	BLOOMFIELD TOWNSHIP	106.01	795.49
21195	3/2/21	CAR TRUCKING, INC.	106.01	199.50
21196	3/2/21	Marian Rafal	106.01	34.32
Total				<u>38,877.59</u>
<b>REGULAR CHECKS:</b>				
21197	3/5/21	AECOM GREAT LAKES, INC.	106.01	32,750.00
21198	3/5/21	ASSA ABLOY ENTRANCE SOLUTIONS	106.01	799.53
21199	3/5/21	AUNALYTICS	106.01	772.00
21200	3/5/21	BAKER & TAYLOR, INC.	106.01	8,606.91
21201	3/5/21	BLACKSTONE AUDIO, INC.	106.01	41.60
21202	3/5/21	BLOOMFIELD TOWNSHIP	106.01	248,973.63
21203	3/5/21	BOOK BEAT	106.01	40.78
21204	3/5/21	CENGAGE LEARNING/GALE	106.01	754.29
21205	3/5/21	CINTAS CORPORATION	106.01	81.39
21206	3/5/21	DOSTER LAW OFFICES, PLC	106.01	9,200.00
21207	3/5/21	DOW JONES & COMPANY, INC.	106.01	1,800.00
21208	3/5/21	DU ALL CLEANING, INC	106.01	10,702.40
21209	3/5/21	ENVISIONWARE, INC.	106.01	9,507.48
21210	3/5/21	GOV'T FINANCE OFFICERS ASSOCIATION	106.01	160.00
21211	3/5/21	GRAINGER, INC	106.01	712.72
21212	3/5/21	GREAT OAKS MAINTENANCE	106.01	4,125.00
21213	3/5/21	INGRAM LIBRARY SERVICES	106.01	614.49
21214	3/5/21	LJ ROLLS REFRIGERATION CO., INC	106.01	3,355.95
21215	3/5/21	LIBRARY DESIGN ASSOCIATES INC.	106.01	918.00
21216	3/5/21	MIDWEST COLLABORATIVE for LIB. SVCS	106.01	341.25
21217	3/5/21	MERGENT, INC.	106.01	642.00
21218	3/5/21	MICROMARKETING LLC	106.01	487.16
21219	3/5/21	MIDWEST TAPE	106.01	12,079.62
21220	3/5/21	MICHIGAN LIBRARY ASSOCIATION	106.01	170.00
21221	3/5/21	NATIONAL SIGN COMPANY	106.01	975.00
21222	3/5/21	THE NEW YORK TIMES	106.01	2,090.40
21223	3/5/21	NICHOLS/NETWORK SERVICES CO	106.01	934.54



**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
CHECK REGISTERS  
FOR THE MONTH OF FEBRUARY 2021**

<b>Check #</b>	<b>Date</b>	<b>Payee</b>	<b>Cash Account</b>	<b>Amount</b>
21224	3/5/21	OVERDRIVE	106.01	16,070.76
21225	3/5/21	PROQUEST-CSA LLC	106.01	7,141.46
21226	3/5/21	ROSEN PUBLISHING	106.01	2,156.92
21227	3/5/21	SALEM PRESS, INC.	106.01	280.25
21228	3/5/21	SERVICE HEATING & PLUMBING	106.01	141.00
21229	3/5/21	SHOWCASES	106.01	220.26
21230	3/5/21	BTPL SOC	106.01	205.12
21231	3/5/21	SUMMIT ELECTRIC, INC.	106.01	1,657.48
21232	3/5/21	SUPERINTENDENT OF DOCUMENTS	106.01	58.00
21233	3/5/21	TECH LOGIC CORP.	106.01	134.10
21234	3/5/21	THE CHILD'S WORLD	106.01	515.75
21235	3/5/21	THE LIBRARY NETWORK	106.01	1,762.53
21236	3/5/21	THOMSON REUTERS/THOMSON WEST	106.01	126.00
21237	3/5/21	ULINE	106.01	262.75
21238	3/5/21	WORLD BOOK, INC.	106.01	482.00
21239	3/5/21	WP COMPANY LLC	106.01	1,759.00

Total

384,609.52

**Gift Fund**

**ADVANCE CHECKS:**

5197	2/15/21	FLAGSTAR BANK	102.03	246.15
5198	3/2/21	AMAZON.COM	102.03	<u>1,147.33</u>

Total

1,393.48

**REGULAR CHECKS:**

5199	3/5/21	ACCESS SMITHSONIAN INSTITUTE	102.03	250.00
5200	3/5/21	BAKER & TAYLOR	102.03	69.04
5201	3/5/21	THE CHILD'S WORLD	102.03	1,122.75
5202	3/5/21	FINDAWAY WORLD, LLC	102.03	<u>2,449.48</u>

Total

3,891.27

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

**7b**

**PRESENTED: MARCH 16, 2021      FOR THE MONTH OF: FEBRUARY, 2021**

		2020-2021	2020-2021			Eleven Months 92%	
ACCOUNT	ACCOUNT	ADOPTED BUDGET	AMENDED BUDGET	REVENUE/EXPENSE	REVENUE/	% OF	
NUMBER	NAME	AS OF	AS OF	CURRENT	EXPENSE	BUDGET	
		MARCH 17, 2020	AUGUST 18, 2020	MONTH	YTD	YTD	VARIANCE
<b><u>Revenues</u></b>							
410.01	<b>Taxes</b>	<b>\$7,661,343</b>	<b>\$7,756,757</b>	<b>\$2,705,245</b>	<b>\$7,289,456</b>	<b>93.98%</b>	<b>(\$467,301)</b>
420.01	<b>Penal Fines</b>	<b>\$87,600</b>	<b>\$87,600</b>	<b>\$0</b>	<b>\$70,731</b>	<b>80.74%</b>	<b>(\$16,869)</b>
422.01	<b>State Aid</b>	<b>\$32,800</b>	<b>\$16,800</b>	<b>\$0</b>	<b>\$32,880</b>	<b>195.72%</b>	<b>\$16,080</b>
430.01	<b>Circulation Fines &amp; Fees</b>	<b>\$38,250</b>	<b>\$38,250</b>	<b>\$846</b>	<b>\$18,456</b>	<b>48.25%</b>	<b>(\$19,794)</b>
	<b>Charges for Services</b>	<b>\$14,866</b>	<b>\$7,866</b>	<b>(\$3)</b>	<b>(\$1,067)</b>	<b>-13.56%</b>	<b>(\$8,933)</b>
	<b>Investment earnings</b>	<b>\$105,000</b>	<b>\$105,000</b>	<b>(\$17,921)</b>	<b>\$93,179</b>	<b>88.74%</b>	<b>(\$11,821)</b>
	<b>Miscellaneous</b>	<b>\$14,566</b>	<b>\$9,066</b>	<b>\$191</b>	<b>\$53,285</b>	<b>587.75%</b>	<b>\$44,219</b>
<b>Total Revenues</b>		<b>\$7,954,425</b>	<b>\$8,021,339</b>	<b>\$2,688,358</b>	<b>\$7,556,921</b>	<b>94.21%</b>	<b>(\$464,418)</b>
<b><u>Expenditures</u></b>							
	<b>Personnel</b>	<b>\$4,485,881</b>	<b>\$4,495,992</b>	<b>\$261,146</b>	<b>\$3,689,771</b>	<b>82.07%</b>	<b>(\$806,221)</b>
	<b>Library Services</b>	<b>\$850,839</b>	<b>\$857,349</b>	<b>\$59,838</b>	<b>\$627,107</b>	<b>73.14%</b>	<b>(\$230,242)</b>
	<b>Facilities &amp; Equipment</b>	<b>\$976,341</b>	<b>\$1,030,341</b>	<b>\$56,407</b>	<b>\$822,813</b>	<b>79.86%</b>	<b>(\$207,528)</b>
	<b>Other Operating Expenditures</b>	<b>\$2,672,746</b>	<b>\$1,875,746</b>	<b>\$59,277</b>	<b>\$479,110</b>	<b>25.54%</b>	<b>(\$1,396,636)</b>
<b>Total Expenditures</b>		<b>\$8,985,807</b>	<b>\$8,259,428</b>	<b>\$436,668</b>	<b>\$5,618,801</b>	<b>68.03%</b>	<b>(\$2,640,627)</b>
Fund Balance - Beginning		\$11,300,592	\$11,300,592		\$11,300,592		
Net revenue (expenditure)		(\$1,031,382)	(\$238,089)		\$1,938,120		
Fund Balance - Ending		\$10,269,210	\$11,062,503		\$13,238,712		

**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: MARCH 16, 2021      FOR THE MONTH OF: FEBRUARY, 2021

Eleven Months 92%

ACCOUNT NUMBER	ACCOUNT NAME	2020-2021 ADOPTED BUDGET AS OF MAR 17, 2020	2020-2021 AMENDED BUDGET AS OF MAR 16, 2021	REVENUE/ EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	VARIANCE
	<b><u>Revenues</u></b>						
	Gift Income	\$500	\$45,334	\$11,660	\$45,334	100.00%	\$0
454.03	Investment Earnings	\$200	\$200	\$761	\$818	409.22%	\$618
460.03	Miscellaneous Revenue	\$0	\$0	\$0	\$0	0.00%	\$0
	<b>Total Revenues</b>	<b>\$700</b>	<b>\$45,534</b>	<b>\$12,421</b>	<b>\$46,153</b>	<b>101.36%</b>	<b>\$618</b>
	<b><u>Expenditures</u></b>						
	Library Services	\$50,389	\$75,588	\$5,285	\$28,031	37.08%	(\$47,557)
	Facilities & Equipment	\$22,360	\$34,382	\$0	\$1,301	3.79%	(\$33,080)
	Other Operating Expenditures	\$89,446	\$97,060	\$0	\$930	0.96%	(\$96,130)
	<b>Total Expenditures</b>	<b>\$162,195</b>	<b>\$207,029</b>	<b>\$5,285</b>	<b>\$30,261</b>	<b>14.62%</b>	<b>(\$176,768)</b>
	Fund Balance - Beginning	\$161,695	\$161,695		\$174,227		
	Net revenue (expenditures)	(\$161,495)	(\$161,495)		\$15,891		
	Fund Balance - Ending	\$200	\$200		\$190,118		

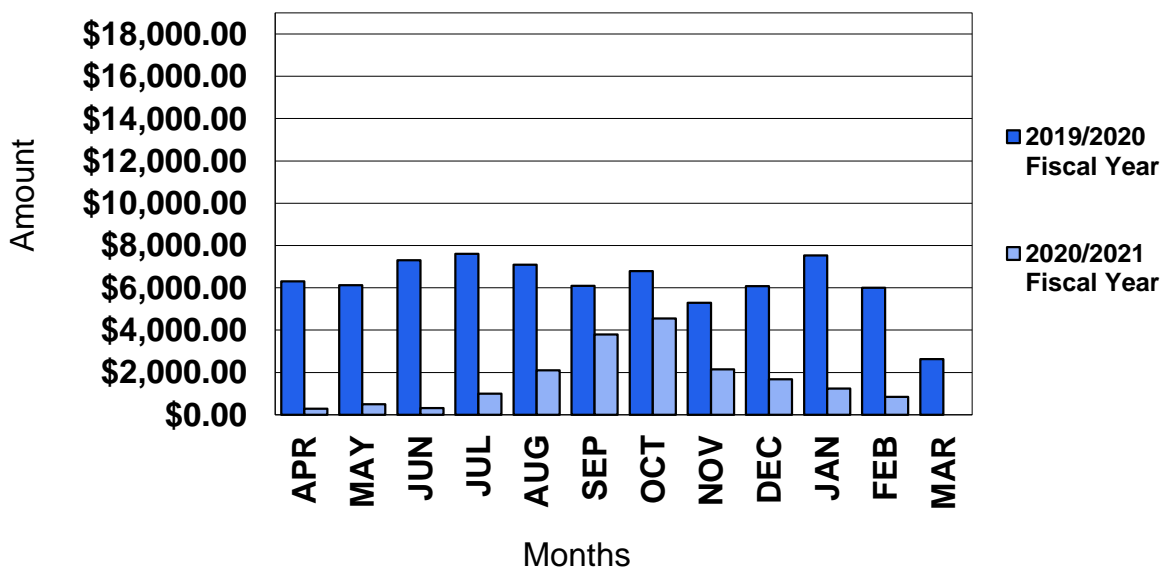
**Bloomfield Township Public Library**  
**Asset Allocation Summary**  
**February 2021**

Fund	Type	Annual Yield	Date	Amount on Hand
<b>General Fund</b>				
	5th 3rd Checking (Ecommerce)	0.00%	2/28/2021	\$67,987.21
	Flagstar Public Funds Savings	0.25%	2/28/2021	\$199,782.46
	Flagstar Premier Public Entities Checking	0.15%	2/28/2021	\$26,215.96
	RBC Capital Cash/Money Market	0.02%	2/28/2021	\$2,387,049.69
	RBC Capital - Investments	2.40%	2/28/2021	\$10,977,170.92
<b>Total General Fund</b>				<b>\$13,590,219.03</b>
Please see General Fund budget for notes on how this amount is earmarked				
<b>Gift Fund</b>				
	Huntington Public Fund Business Interest Checking	0.01%	2/28/2021	\$129,182.25
	Huntington CD (Charnov gift) - matures 02/03/2022	0.01%	2/28/2021	\$50,000.00
	Fifth Third Bank Business Standard Checking	0.00%	2/28/2021	\$13,073.15
<b>Total Gift Fund</b>				<b>\$192,255.40</b>
<b>CFSEM</b>				
The following endowment funds are administered by the Community Foundation for Southeast Michigan (CFSEM). CFSEM maintains unilateral variance power and legal ownership of the endowment funds, and therefore, principal is not available to BTPL. Earnings are available for distribution to the Library for its operations at the discretion of CFSEM.				
<i>Updated 3/2021</i>				
	Jeanette P. Myers Memorial Scholarship Fund		12/31/2020	\$16,819.00
	Yvonne T. Atkinson Fund		12/31/2020	\$33,370.00
	Lawrence Smith and Isabel Francis Smith Challenge Grant Fund		12/31/2020	\$37,855.75
	BTPL Endowment Fund		12/31/2020	\$45,632.25
	Fair Radom Garden Endowment Fund		12/31/2020	\$18,175.00
	BTPL Director's Legacy Fund		12/31/2020	\$20,765.00
<b>Total CFSEM holdings</b>				<b>\$172,617.00</b>

**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	\$1,236.95	(\$6,290.23)
FEB	\$6,004.90	\$845.50	(\$5,159.40)
MAR	\$2,627.59		(\$2,627.59)
			YTD Difference
<b>TOTAL</b>	<b>\$74,853.70</b>	<b>\$18,455.51</b>	<b>(\$56,398.19)</b>

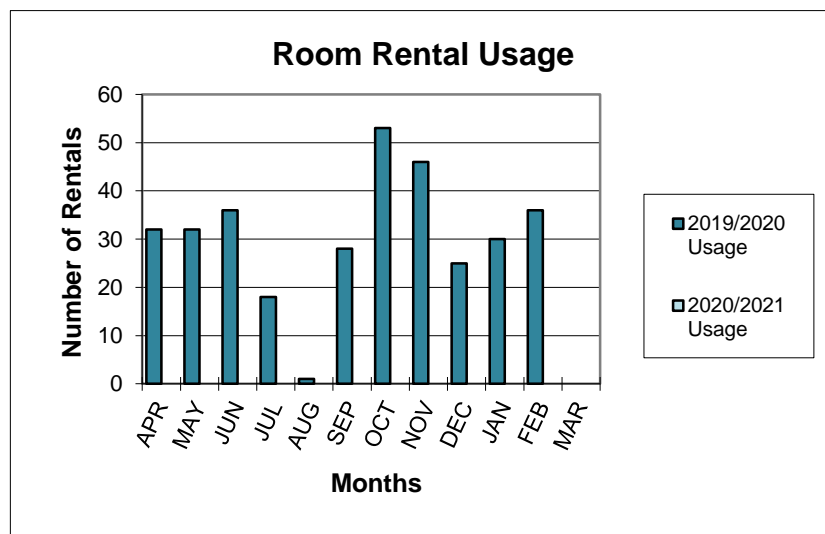
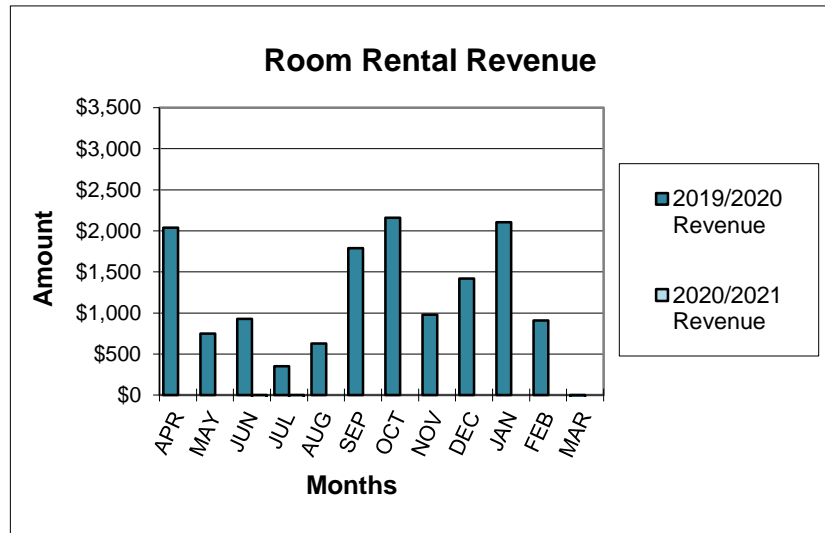
### Fines and Fees Two-Year Comparison



## ROOM RENTAL - TWO-YEAR COMPARISON

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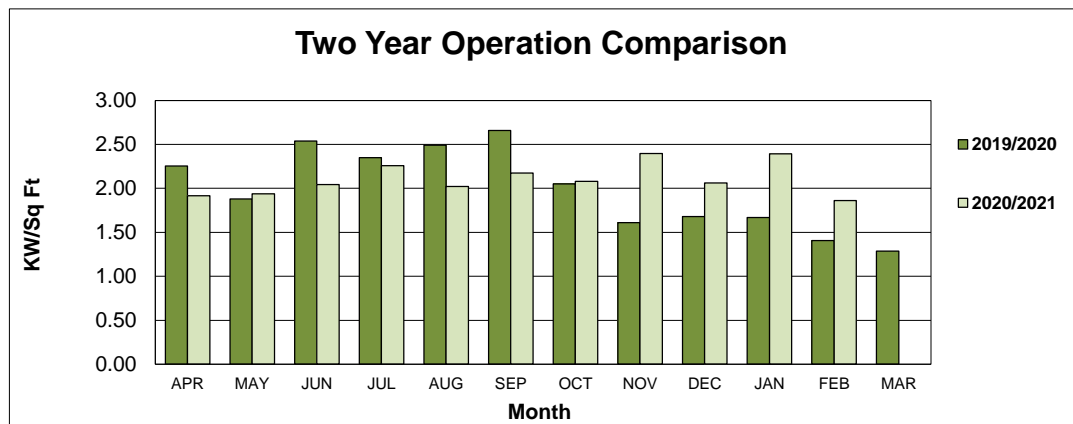
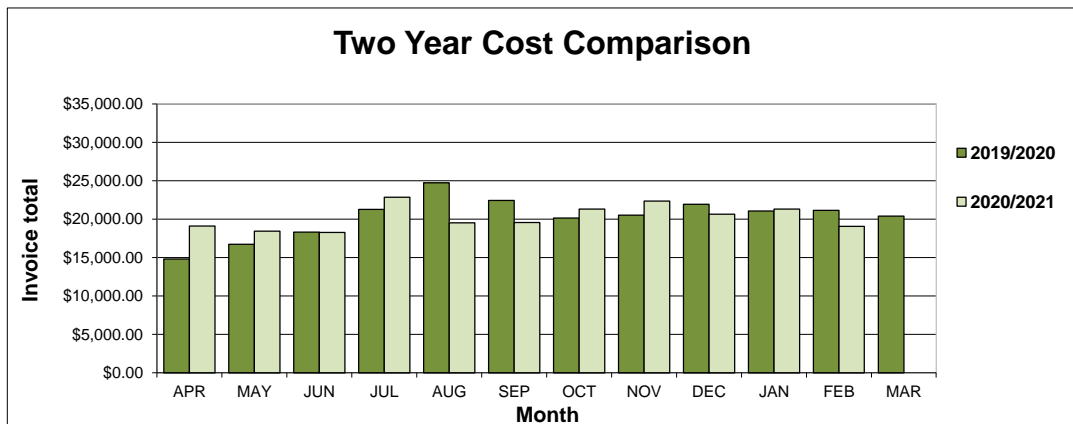
<u>Month</u>	2019/2020 <u>Revenue</u>	2020/2021 <u>Revenue</u>	<u>Difference</u>	2019/2020 <u>Usage</u>	2020/2021 <u>Usage</u>	<u>Month</u>
APR	\$2,040.00	\$0.00	(\$2,040.00)	32	0	APR
MAY	\$750.00	\$0.00	(\$750.00)	32	0	MAY
JUN	\$930.00	(\$520.00)	(\$1,450.00)	36	(Refunds)	JUN
JUL	\$350.00	(\$640.00)	(\$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	0	DEC
JAN	\$2,104.00	\$0.00	(\$2,104.00)	30	0	JAN
FEB	\$910.00	\$0.00	(\$910.00)	36		FEB
MAR	(\$700.00)		\$700.00			MAR
			YTD Difference			
TOTAL	\$13,364.00	(\$1,160.00)	(\$14,524.00)	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	\$21,291.56	\$237.00	241,570	\$0.09	324.69	2.39	\$28.62	\$0.21
FEB	\$21,150.09	\$19,068.67	(\$2,081.42)	188,020	\$0.10	279.79	1.86	\$28.38	\$0.19
MAR	\$20,391.66		(\$20,391.66)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
YTD Difference									
TOTAL	\$243,406.23	\$222,401.98	(\$21,004.25)						

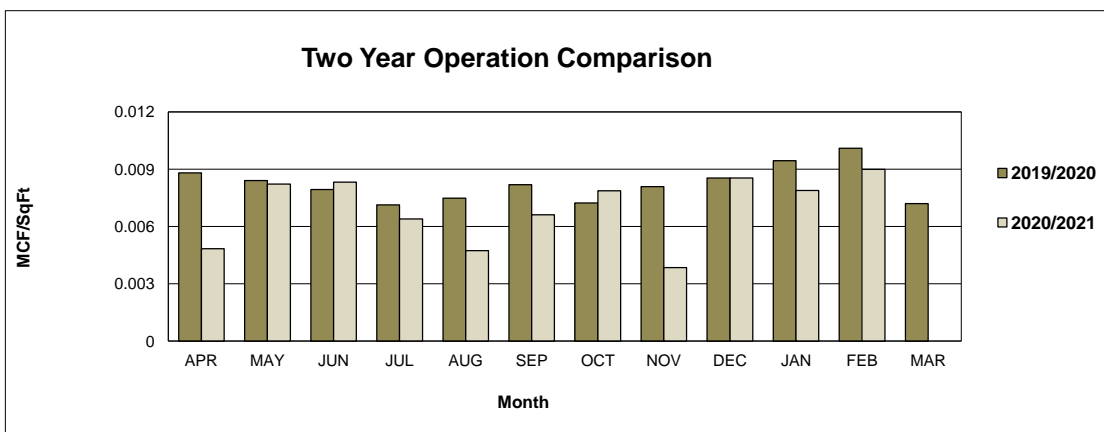
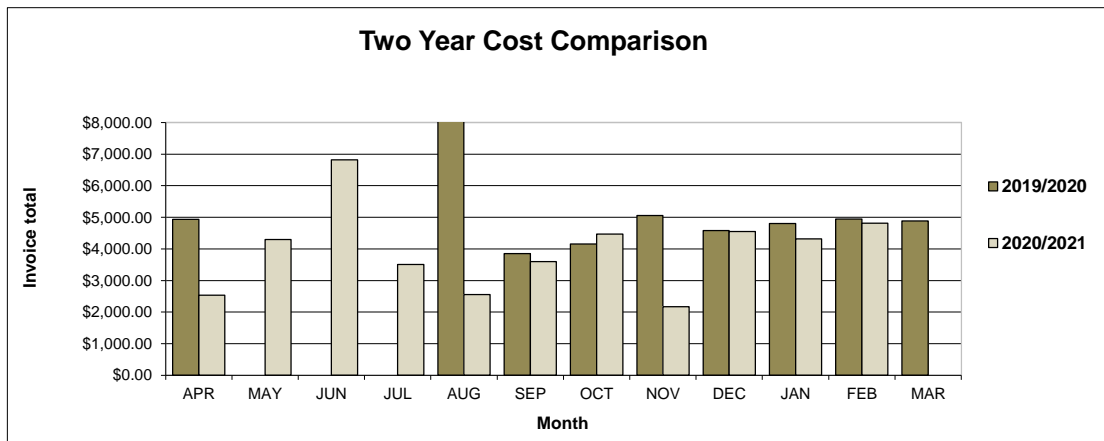


## Bloomfield Township Public Library Natural Gas Analysis

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)	488.2	\$5.19	720	0.68	0.005	3.52	0.025
MAY	\$0.00	\$4,294.32	\$4,294.32 - Correction	830.4	\$5.17	744	1.12	0.008	5.77	0.042
JUN	\$0.00	\$6,820.12	\$6,820.12	840.4	\$8.12	720	1.17	0.008	9.47	0.067
JUL	\$0.00	\$3,502.62	\$3,502.62	646.3	\$5.42	744	0.87	0.006	4.71	0.034
AUG	\$15,725.12	\$2,553.53	(\$13,171.59)	478.7	\$5.33	744	0.64	0.005	3.43	0.025
SEP	\$3,849.39	\$3,601.75	(\$247.64)	668.0	\$5.39	720	0.93	0.007	5.00	0.035
OCT	\$4,155.69	\$4,465.17	\$309.48	794.8	\$5.62	744	1.07	0.008	6.00	0.044
NOV	\$5,060.97	\$2,167.17	(\$2,893.80)	388.3	\$5.58	720	0.54	0.004	3.01	0.021
DEC	\$4,580.10	\$4,554.47	(\$25.63)	863.3	\$5.28	744	1.16	0.009	6.12	0.044
JAN	\$4,803.87	\$4,315.81	(\$488.06)	796.4	\$5.42	744	1.07	0.008	5.80	0.042
FEB	\$4,940.56	\$4,810.45	(\$130.11)	908.2	\$5.30	696	1.30	0.009	6.91	0.047
MAR	\$4,884.11		(\$4,884.11)		#DIV/0!	744	0.00	0.000	0.00	0.000
YTD Difference										
TOTAL	\$52,933.98	\$43,616.96	(\$9,317.02)							

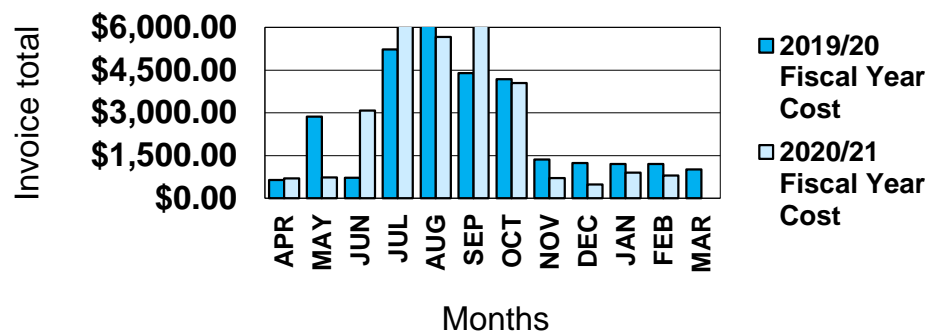




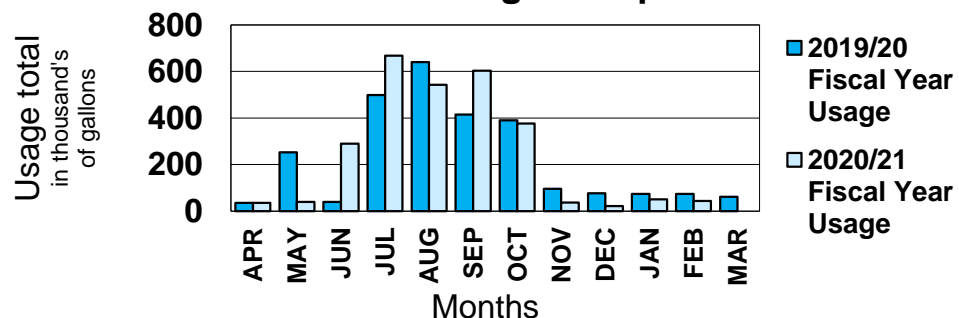
## Bloomfield Township Public Library Water Analysis

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	\$899.16	(\$300.87)	74	50	(24)
FEB	\$1,200.03	\$795.49	(\$404.54)	74	43	(31)
MAR	\$1,015.04		(\$1,015.04)	61		(61)
			YTD Difference			YTD Difference
TOTAL	<u>\$30,675.08</u>	<u>\$30,311.87</u>	<u>(\$363.21)</u>	<u>2,654</u>	<u>2,706</u>	<u>52</u>

### Two-Year Cost Comparison



### Two-Year Usage Comparison



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

We are so grateful to have such good Friends! In spite of this challenging year when no book sales were held, the Friends have given the Library more than \$40,000! They are an amazing group of people who work so very hard to raise funds that enable this Library to provide wonderful collections and great programs throughout each year. In February, the Friends approved ALL items on the Library's Wish List! Their generous gift will allow the Library to continue providing its high quality collections, programs and services.

March is National Reading Month. At the Library and in most years, we celebrate this occasion by inviting first grade students from local schools to the Library. Sponsored by the Friends, our First Grade Reader's Rally remains an important milestone in the lives of our young patrons. The Friends' generous support allows the Library to provide each first grade student with a new book, plated as a gift from the Friends, to keep and take home. What a great way to encourage these young students to learn the joy of reading. This year, the Library will be offering a Readers Rally scavenger hunt to do at home, at the Johnson Nature Center and in the Library. When children complete the scavenger hunt, they can return to the Library to receive a free book. If teachers have at least five children from their class participate, the teacher will receive a small collection of books for their individual classroom. We so enjoy offering this fun way to encourage reading at an early age.

Included in this meeting packet is the annual audit engagement letter for your information. The Library will be working with Alan Panter and his team from Yeo and Yeo on its annual audit for FY 2020/2021 beginning with field work in May, 2021.

Just a friendly reminder that the April Library Board meeting is held on the fourth Tuesday evening of the month to allow time to close the books on FY 2020/2021. This year, our regular monthly library board meeting will be held on Tuesday, April 27 at 7:00pm.

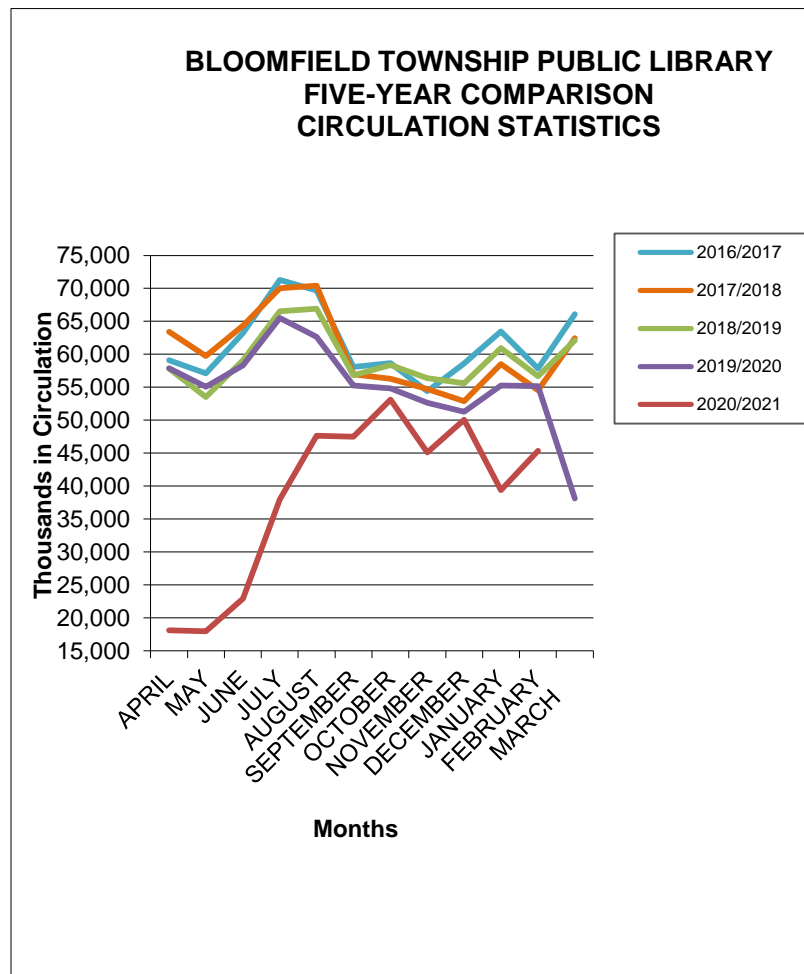
Respectfully Submitted,

*Carol Mueller*  
*Director*

# BLOOMFIELD TOWNSHIP PUBLIC LIBRARY FIVE YEAR CIRCULATION

3/9/2021

	<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	39,378
FEBRUARY	57,856	54,554	56,645	55,172	45,329
MARCH	66,071	62,452	62,128	38,121	
<b>TOTAL</b>	<b>737,549</b>	<b>724,182</b>	<b>710,735</b>	<b>661,932</b>	<b>425,110</b>



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

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

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

February 2021

*Pandemic Service**Building closed 4/1 - 6/14/20**Phase 2 6/15 - 7/12/20**Phase 3 7/13 - 11/17/20**Phase 2 11/18 - 1/24/21**Phase 3 1/25 - present*BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
MONTHLY ACTIVITY REPORT

3/10/2021

	2020		2021	
<b>COLLECTION</b>				
Book Collection:	235,956		233,248	
Media Collection:	56,635		55,441	
Total e-books:	16,483		22,426	
Overdrive	12,070		17,879	
Total downloadable audiobooks:	6,684		7,592	
Materials Total:	315,758		318,707	
<b>CIRCULATION</b>				
Circulation Total:	55,172		45,329	
Bloomfield Township Circulation:	51,435		43,646	
Virtual Circulation Total	12,709		12,247	
Circulation of Youth materials:	19,115		15,465	
Circulation of Media:	11,869		8,757	
Circulation of Cranbrook passes:	155		35	
Self-checkout machine use:	18,750	34.0%	9,456	20.9%
Library by Mail:	27	30 patrons	46	33 patrons
<b>BUILDING &amp; EQUIPMENT USAGE</b>				
Door Count:	22,929		4,841	*
Gate Count:	24,719		6,089	
Meeting rooms by public:	36		0	
Meeting rooms by staff:	94		0	
<b>VIRTUAL USE</b>				
Home page hits:	26,976		32,752	
e-book access:	3,418		4,309	
Overdrive	3,413		4,304	
EBSCOhost	5		5	
Audiobook access: (Overdrive)	2,021		1,956	
Freegal music download access:	630		576	
Freegal music streaming:	2,187		1,464	
Magazine download access:	2,031		327	
Hoopla access:	2,422		3,615	
<b>Library Computer Use</b>				
Resident Use	1,027		131	
Guest Use	537		101	
*Library closed February 24 & 25 due to staff member Covid+				

February 2021

Pandemic Service

Building closed 4/1 - 6/14/20

Phase 2 6/15 - 7/12/20

Phase 3 7/13 - 11/17/20

Phase 2 11/18 - 1/24/21

Phase 3 1/25 - present

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
MONTHLY ACTIVITY REPORT

3/10/2021

	2020		2021	
<b>OUTREACH &amp; PROGRAMS</b>				
<b><i>New Patrons and Accounts</i></b>				
Township:	188		75	
Cranbrook:	4		2	
Total new patrons:	229		93	
<b><i>Adult Program Attendance</i></b>				
Staff-led:	14 events	154 attended	4 events	53 attended
Speaker-led:	4 events	232 attended	0	0
Book clubs:	8 events	80 attended	2 events	17 attended
Tours/visits on-site:	0	0	0	0
Tours/visits off-site:	3 events	25 attended	5 events	64 attended
Chamber Music Concert	1 event	87 attended	0	0
Bloomfield Historical Society	1 event	61 attended	0	0
<b><i>Systems Program Attendance</i></b>				
Staff-led:	9 events	33 attended	3 events	2 attended
<b><i>Teen Program Attendance</i></b>				
Staff-led:	1 event	2 attended	1 event	1 attended
<b><i>Youth Program Attendance</i></b>				
Staff-led:	31 events	603 attended	12 events	882 attended
Speaker-led:	4 events	52 attended	0	0
Tours/visits on-site:	0	0	0	0
Tours/visits off-site:	3 events	82 attended	2 events	67 attended
TOTAL:	79 events	1,411 attended	29 events	1,086 attended
<b><i>Volunteers:</i></b>				
	15 people	131.5 hours	0 people	0 hours
	Shop: 7	83.00	Shop: 0	0
	Court: 1	4.50	Court: 0	0
	Students: 1	2.00	Students: 0	0
	Dept. Vol: 6	42.00	Dept. Vol: 0	0
<b><i>Patron Remarks</i></b>				
Patron Comments:	17		5	
Ask BTPL:	7		1	
Ask Us:	24		47	
<b>DISPLAYS</b>				
Lobby	Staff Arts & Crafts Display			
Local History	Youth Award Winners			

**PROPOSED MINUTES OF THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
ADVOCACY COMMITTEE**

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The meeting of the Bloomfield Township Public Library Board of Trustees Advocacy Committee was held via Zoom at 11:00am on Thursday, March 2, 2021.

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

**Trustees Absent:** None

**Administration:** Carol Mueller, Library Director; Tera Moon, Assistant Library Director; Linden Godlove, Administrative Assistant.

**Guests:** None

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**Old Business:** None.

**New Business:**

- Library Ambassador Partners Meeting

The Agenda for the meeting was discussed. President Lindstrom will welcome attendees and explain the purpose of the group. Those invited would have an opportunity to briefly make introductions.

- Discuss logistics and information to share

- Library Ambassadors Meeting participants

The guest list will be grown after the initial meeting and members have been established.

Strategic planning will be discussed with the potential ambassadors. The current strategic plan would be shared. The attendees would be asked four questions (to be determined), including future topics for discussion. Brainstorming questions included "What are ideas for the upcoming strategic plan? How do people see the process of the strategic plan? Who do they think should be included in next strategic plan?" The strategic planning process might begin in the early summer. The second meeting of the Library Ambassadors will be Tuesday, July 27, 7-8:30 pm. Future meeting dates will be on October, January, and April. The entire Library Board of Trustees is invited and should be present at 6:45 p.m.

**Other:**

- Library Director Vacancy
  - March 30 interview logistics and Trustee notebook content

The logistics for the zoom interviews were discussed, as well as particulars needed in the interview notebook for the other Trustees. Carol shared the process of how the staff would weigh in on their thoughts on the director candidates.

**No future meeting has been scheduled at this time.**

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

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Bloomfield Township Public Library  
Oakland County, Michigan  
Thursday, February 25, 2021, 11:00 a.m.

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**Present:** (via Zoom) Trustees: Grant Gerhart, Dani Gillman, Joan Luksik; Nancy Kulish, Library Volunteer; and Nancy Frey, Bloomfield Township Resident

**Library Staff:** (via Zoom) 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

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**Old Business:**

**2021 theme and events** "The Incredible Journey"- January – April 2021

All events are planned to be held virtually.

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

This is the fifth annual photo contest. So far, there are 25 entrants with 38 photos received.

- 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 on the website as well as in the Lobby display case.
- Prizes: Shayna Connolly is working to get a Toyology gift certificate. Woodward Camera will be donating the grand prize. The Library will source other prizes.
- Past winners (11 winners each year) will be featured in lobby display case after March 14, with space reserved for this year's winners. The photographs will remain on display through the rest of April. Since there will not be a reception, this is a way to enjoy the winners.

**Read-a-thon** - March 20 - *The Incredible Journey* by Sheila Burnford

- Marian, Linden, and Tera met to review the read-a-thon.
- Planned to occur via Zoom. Working out the details of how Zoom will work to keep things running smoothly and prevent disruptions
- 10 volunteers signed up so far, with others expressing interest that have not yet confirmed. About 14 readers are needed to divide the book evenly. Readers will be encouraged to make their own backdrops, use costumes, add Zoom video background and filters. A pandemic perk may be that participants can include their pets in the read-a-thon
- Should last 2-2.5 hours, with each reader's section being about 10 pages long and taking 12 minutes to read aloud
- Emcees: Tom Deska will emcee. Grant Gerhart volunteered to assist and Joan Luksik may be available. There will be a follow up meeting with Joan and Grant to review emcee roles.
- More details will be forthcoming.

## **Other Winter/Spring Events**

### **Winter Reading Challenge - through March 20**

- 150 total registrants at two-thirds till the program's completion—this is almost doubled from 85 registered participants last year. 78 kids have read 542 hours, and 420 books were read among 64 adults and 8 teens
- Ticket allocation-- Adults are most interested in the "Winter Reading Package" (includes a mug, hot chocolate, Barnes and Noble gift card), teens mostly interested in the Game Night Package and the Youth have a spread of options they are interested. The current platform the Library is using for this challenge gives a lot of data on participants and reports that can be reviewed.

**Incredible Kit Giveaway** – Adult kits have included altered books, map origami, travel journals, and they are working on the plans for a community quilt with take-home squares. The intention is to display the completed quilt on the last week of April. For teens, there is an "unexpected craft kit" with random supplies and ideas to inspire, as well as a "choose your own adventure" kit in April. So far 43 kits have been given away. For Youth, there will be a sewing stress ball kit, and in March a "Big Bag of Fun" for all ages released before spring break. Dani Gillman said that people love the kits and have expressed a lot of enthusiasm. Marian Rafal commented this has been "a fun part of rethinking everything."

### **Fall 2021 possible events – Brooke Hoskins, Shayna Connolly, Marian Rafal**

- Tails and Tales Bulletin Board and Social Media Campaign - July and August  
Patrons are invited to submit photos of their pets, past or present—large bulletin board across the Youth Services Wall will be used to post photos for the whole summer.
- Online Escape Room for Teens – July (Jamie Jasper and Patricia Ballard) – "Great Journey Escape Room" –details pending
- Self-Guided Garden Tour – August  
Short video clips about the gardens accessed with QR codes hosted by Jim Slezinski, the Master Gardener from Goldner Walsh.
- Scavenger hunt – August and September  
3-5 hunts built around themes, released every other week with a two week deadline. In lieu of a road rally, which would have concerning liability issues, this is another way to potentially get people into the community and the Library, and possibly including local businesses.
- Lectures – September and October  
A series of fun and quirky on-demand lectures with a loose theme like "The incredible journey of knowledge," with subjects like food, animals, and quirky history have leads. The Librarians are looking into these options. Other suggestions were made.

Staff maintains the plan to not have single-date events or having in-person events. This makes it easier to pivot if the Library needs to close or change phases during the pandemic.

### **New Business:**

None.

### **Other:**



None

**Next meeting:**

Thursday, April 8 next meeting at 11:00am via Zoom

PROPOSED

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
MEMORANDUM**

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**TO:** Library Board of Trustees

**FROM:** Carol Mueller, Library Director

**DATE:** March 12, 2021

**SUBJECT: Proposed General Fund and Gift Fund Budgets  
for Fiscal Year April 1, 2021 - March 31, 2022**

I am pleased to present to you at the Tuesday, March 16, 2021 regular Library Board meeting the proposed balanced budget that includes the FY 2020-2021 amended budget and the FY 2021-2022 proposed budget for your review. The fiscal plan projects the anticipated operating expenditures that are balanced with the projected operating revenues and includes a plan for the Library's capital improvement needs for the next seven years.

The Library continues to be in very sound financial condition with revenues exceeding expenditures. This allows us to continue to increase our capital improvements funding to replace necessary capital projects such as LED lighting throughout the inside and outside of the building.

As in past years, the proposed Gift Fund budget does not assume revenue from gifts, but does include the Myers Scholarship payout from the Community Foundation of Southeast Michigan (CFSEM) and a small amount of investment earnings. Expenditures are budgeted based on purchases made within the current fiscal year and gifts rolled over from the previous year. We assume all gifts will be spent during the year.

A copy of the proposed General Fund and Gift Fund Estimated budgets for fiscal year April 1, 2021 – March 31, 2022 is available at the Library's Welcome Desk for public review.

Attached to this memo are General Fund and Gift Fund budget resolutions in support and maintenance of Bloomfield Township Public Library and are needed to adopt the budget at the March 16, 2021 regular library board meeting.

Thank you for your review of the Library's budget.

**Bloomfield Township Public Library  
PUBLIC BUDGET HEARING MOTION  
GENERAL FUND**

March 16, 2021

A Motion was made by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

- TO APPROVE ON A FUNCTIONAL AND TOTAL FUND BASIS THE **PROPOSED** GENERAL FUND BUDGET, AS ATTACHED, FOR FISCAL YEAR **APRIL 1, 2021 - MARCH 31, 2022**, IN THE FOLLOWING AMOUNTS FOR THE SUPPORT AND MAINTENANCE OF BLOOMFIELD TOWNSHIP PUBLIC LIBRARY:

**\$8,282,542**

**Revenues**

**\$10,427,275**

**Expenditures**

- FUND BALANCE RESERVES SHALL BE DECREASED BY :

**(\$2,144,733)**

**Net Revenue/(Expenditures)**

THERE IS A PLANNED USE OF FUND BALANCE FOR CAPITAL PROJECTS, INCLUDING THE LED LIGHTING PROJECT.

- TO APPROVE ON A FUNCTIONAL AND TOTAL FUND BASIS THE **AMENDED** GENERAL FUND BUDGET, AS ATTACHED, FOR THE CURRENT FISCAL YEAR **APRIL 1, 2020 - MARCH 31, 2021**, IN THE FOLLOWING AMOUNTS FOR THE SUPPORT AND MAINTENANCE OF BLOOMFIELD TOWNSHIP PUBLIC LIBRARY.

**\$8,042,678**

**Revenues**

**\$7,291,500**

**Expenditures**

- FUND BALANCE RESERVES SHALL BE INCREASED BY :

**\$751,178**

**Net Revenue/(Expenditures)**

Motion carried.

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

**Bloomfield Township Public Library  
PUBLIC BUDGET HEARING MOTION  
GIFT FUND**

**March 16, 2021**

A Motion was made by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

- TO APPROVE ON A TOTAL FUND BASIS THE **PROPOSED** GIFT FUND BUDGET, AS ATTACHED, FOR FISCAL YEAR **APRIL 1, 2021 - MARCH 31, 2022**, IN THE FOLLOWING AMOUNTS FOR THE SUPPORT AND MAINTENANCE OF BLOOMFIELD TOWNSHIP PUBLIC LIBRARY:

**\$700**

**Revenues**

**\$162,195**

**Expenditures**

- TO APPROVE ON A TOTAL FUND BASIS THE **AMENDED** GIFT FUND BUDGET, AS ATTACHED, FOR THE CURRENT FISCAL YEAR **APRIL 1, 2020 - MARCH 31, 2021**, IN THE FOLLOWING AMOUNTS FOR THE SUPPORT AND MAINTENANCE OF BLOOMFIELD TOWNSHIP PUBLIC LIBRARY.

**\$45,534**

**Revenues**

**\$207,029**

**Expenditures**

Motion carried.

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
MEMORANDUM**

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**TO:** Trustees

**FROM:** Library Director

**DATE:** March 12, 2021

**SUBJECT:** Library Employee Handbook

Just to recap from our February Library Board meeting, our Administration team of the Library Director Carol Mueller, Assistant Library Director Tera Moon, Finance Coordinator Sandi Bird and Administration Assistant Linden Godlove has been working on revisions to our current Library Employee Handbook for many months. Our last edition was published in 2013 and several updates were needed. After our internal review and edits were made, an outside Human Resources consultant was asked to review our Employee Handbook for style, language and clarity. After this review, our Employee Handbook was sent to our labor attorney for his review. He reviewed it no less than four times and came back to us with only a few suggestions. On January 27, our library managers reviewed the Employee Handbook and had several questions and suggestions. At the February 9 Personnel committee, Trustees Sandy Edwards and Judy Lindstrom shared their comments after their review. We shared the Employee Handbook with the entire Library Board at the February 16, 2021 Library Board meeting. We are ready for a final review and discussion at the March 16, 2021 regular Library Board meeting. A motion has been included below for approval of the Library Employee Handbook for this meeting for your consideration. Implementation will take place on April 1, 2021.

**ACTION:** I move to accept the updated Employee Handbook as presented and to authorize the Library Director to distribute the Handbook to all library employees beginning April 1, 2021.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
MEMORANDUM**

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**TO: Trustees**

**FROM: Personnel Committee Trustees, Sandy Edwards and Judy Lindstrom**

**DATE: March 10, 2021**

**SUBJECT: Library Director Vacancy**

The Personnel Committee has been working diligently on the search for a new Library Director. Here are updates to the process:

- As of February 18, five complete applications for the position were received.
- The Committee met on February 18 to review and rate applications and to select finalists for the first round of telephone interviews on February 24.
- Three candidates were selected for telephone interviews. The Committee talked with all three on February 24. Conversations with all three candidates were enjoyable and informative. We were pleased to speak with candidates who value the Bloomfield Township Public Library and expressed a desire to work here as Library Director. On March 1, one candidate decided to drop out of the search.
- Notebooks for trustees with finalist information will be delivered to each Trustee's home on March 17.
- March 30 – interviews with two finalists are scheduled for 9:00 am – 12:00 noon (details to follow) with the full Library Board and library staff.
- March 30 – 12:30 pm – Library Board deliberations and final candidate selection

Please note: all candidate information is considered confidential and all interviews (including deliberations and selection) are subject to the Open Meeting Act and will be open to the public, with details for attendance to be posted on the website.

**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.

March 1, 2021

Board of Trustees  
Bloomfield Township Public Library  
1099 Lone Pine Road  
Bloomfield Township, MI 48302

We are pleased to confirm our understanding of the services we are to provide Bloomfield Township Public Library for the year ended March 31, 2021. We will audit the financial statements of the governmental activities and each major fund, including the related notes to the financial statements, which collectively comprise the basic financial statements of Bloomfield Township Public Library as of and for the year ended March 31, 2021. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Bloomfield Township Public Library's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Bloomfield Township Public Library's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's discussion and analysis
- 2) Budgetary comparison schedules
- 3) Pension and other post-employment benefit schedules

#### **Audit Objectives**

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of the accounting records and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of Bloomfield Township Public Library's financial statements. Our report will be addressed to management and the Board of Trustees of Bloomfield Township Public Library. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or may withdraw from this engagement.

#### **Audit Procedures—General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the



areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We may also request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements, compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

#### **Audit Procedures—Internal Control**

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures.

An audit is not designed to provide assurance on internal controls or to identify deficiencies in internal controls. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

#### **Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Bloomfield Township Public Library's compliance with applicable laws and regulations and the provisions of contracts and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance, and we will not express such an opinion.

#### **Other Services**

Management is responsible for the basic financial statements and all accompanying information as well as all representations contained therein.

In conjunction with the audit, we will provide certain non-audit services, which will include:

- 1) Assist in preparing financial statements, related notes [and supplementary financial information] in accordance with U.S. Generally Accepted Accounting Principles (U.S. GAAP)
- 2) Assist in preparing the entity-wide conversion
- 3) Assist in preparing calculations related to GASB 68 for the Net Pension Liability and related amount
- 4) Assist in preparing calculations related to GASB 75 for the Net OPEB Liability and related amounts

We will perform the services in accordance with applicable professional standards. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

### **Management Responsibilities**

You agree to assume all management responsibilities relating to the financial statements, related notes, required supplementary information, other supplementary information, the non-audit services listed above, and any other non-audit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes, and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the non-audit services by designating one or more individuals, preferably from senior management, with suitable skill, knowledge, or experience; to evaluate the adequacy and results of the services; and accept responsibility for them.

Management is responsible for establishing and maintaining effective internal controls, including evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. GAAP, and for compliance with applicable laws and regulations and the provisions of contracts and agreements.

Management is also responsible for making all financial records and related information available to us, and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the

government complies with applicable laws, regulations, contracts, agreements and grants, and for taking timely and appropriate steps to remedy any fraud, violations of contracts or grant agreements, or abuse that we may report.

You are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles (U.S. GAAP). You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that: (1) you are responsible for the presentation of the supplementary information in accordance with U.S. GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with U.S. GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

With regard to using the auditors' report, if you request our written consent to reproduce or use our report in a bond offering, official statements, or other documents, additional procedures will be required, at an additional cost mutually agreed upon.

However, you are not required to request or obtain our consent. If you use the auditors' report without our written consent, the following statements must be included in the bond offering, official statements, or other documents:

#### INDEPENDENT AUDITORS

The financial statements of Bloomfield Township Public Library, as of March 31, 2020, and for the year then ended, included in this Official Statement, have been audited by Yeo & Yeo, P.C., CPAs & Business Consultants, independent auditors, as stated in their report appearing herein.

Yeo & Yeo, P.C., CPAs & Business Consultants has not been engaged to perform and has not performed, since the date of its report included herein, any procedures on the financial statements addressed in that report. Yeo & Yeo, P.C., CPAs & Business Consultants also has not performed any procedures relating to this official statement.

You acknowledge that as a condition of our agreement to perform an audit, you agree to the best of your knowledge and belief to be truthful, accurate, and complete in the representations you make to us during the course of the audit and in the written representations provided to us at the completion of the audit.

#### **Engagement Administration, Prices, and Other**

We understand that your employees will prepare all cash, accounts receivable, and other confirmations we request, and will locate any documents selected by us for testing.

We will provide copies of our reports to Bloomfield Township Public Library; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or

containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Yeo & Yeo, P. C. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a regulator or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Yeo & Yeo, P. C. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of seven years after the report release date or for any additional period requested by the regulator. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Alan D. Panter, CPA is the engagement principal and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it. We expect to begin our audit on May 18, 2021 and to issue our reports no later than September 30, 2021.

Professional standards require us to be independent with respect to the Organization in the performance of our services. Any discussions that management has with personnel of Yeo & Yeo regarding employment could pose a threat to our independence. Therefore, we request that management inform the engagement principal prior to any such discussions so that we can implement appropriate safeguards to maintain our independence.

Neither party shall, during the term of this engagement and for one year after its termination, solicit for hire as an employee, consultant or otherwise, any of the other party's personnel without such other party's express written consent. If the Organization desires to offer employment to a Yeo & Yeo employee and the employee is hired in any capacity by the Organization, a compensation placement fee of 25% of their salary may apply.

Any litigation arising out of this engagement, except actions by us to enforce payment of our professional invoices, must be filed within one year from the completion of the engagement, notwithstanding any statutory provision to the contrary. In the event of litigation brought against us, any judgment you obtain shall be limited in amount, and shall not exceed the amount of the price charged by us, and paid by you, for the services set forth in this engagement letter.

You acknowledge that we may collect your employees' personally identifiable information as part of the services that we are engaged to perform. We agree to indemnify you for any covered damages or claim expenses that may result from a data breach at Yeo & Yeo, P.C. as part of the terms of this contract.

Yeo and Yeo has an established portal system to allow for secure transfer of your confidential information. The portal system is not intended to be utilized as a record storage device, purely a means to transmit information. Documents provided via the portal system will be removed approximately a year after it has been provided.

In order to protect the confidentiality of your information and limit the risk of your information being compromised, we will not distribute your information to third parties, unless those third parties are used in the servicing of the

engagement, and we will inform you of such circumstances. Our finished work product will be provided directly to you to distribute to those that you determine to have a need for such information.

Our price for these services will be \$16,000. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes past due and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above price is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If additional time becomes necessary to complete your engagement, we will discuss the issues with you and arrive at a new price estimate, which may or may not occur before we incur the additional time. Our price quoted above is also contingent on all items on the assistance list being completed by the due dates indicated and the audit being performed during the dates scheduled. If the dates are not met and the engagement needs to be rescheduled due to things in your control, then an additional price of 20% will apply. The reason for this is that we schedule our client work well in advance. When the job has to be rescheduled it causes a domino effect, as we likely have other clients scheduled in the new requested time slot, and our staff are likely scheduled on another client. As a result, we may have to put you at the end of the line, and/or change staff. When our staff members finishing the work are not the same as those who started it, the audit is less efficient and more disruptive to your staff.

Our engagement will end upon delivery of your audited financial statements and our report thereon for the year set forth above. Any additional services that may be required will be part of a separate and new engagement. Should you wish to engage us to audit your financial statements for any other year, and should we accept such engagement, such engagement will be a separate and new engagement. A new engagement letter for any services beyond the scope of this engagement will govern the terms and conditions of the new engagement.

We appreciate the opportunity to be of service to Bloomfield Township Public Library and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Sincerely,

*Yeo & Yeo, P.C.*

Yeo & Yeo, P. C.  
CPAs & Business Consultants

RESPONSE:

This letter correctly sets forth the understanding of Bloomfield Township Public Library.

By: *Carol Mueller*

Title: \_\_\_\_\_ Library Director \_\_\_\_\_

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
MEMORANDUM**

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**TO:** Trustees

**FROM:** Tera Moon

**DATE:** March 8, 2021

**SUBJECT:** Strategic Plan Update

Soon we will start the process of creating a new strategic plan. What do you want that process to look like? From what constituencies should we collect feedback? Do you favor a qualitative or quantitative approach?

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.

# What's Going on at the Library in March & April

## Displays

1. YS - Women's History Month (March).
2. YS - Poetry History Month (April).
3. YS – Anti-racism books on display.
4. Library Staff Arts & Crafts in Lobby Display Case.
5. AS – Local History display – “*How Does Your Garden Grow*” (March).

## Virtual Programs

- All ages – **Read-A-Thon**. *The Incredible Journey* by Shelia Burnford will be read out loud in its entirety by volunteer readers. This annual event will be offered to the public via Zoom on Saturday, March 20, 10 a.m.
- YS – **Paperbacks & Snacks** - virtual book discussion of *The Case of the Missing Marquess* by Nancy Springer, for ages 9 – 10 years (March).
- YS – **Art Lab (LIVE!)** – Felt Beads and Geodes, for ages 10 – 13 years (March).
- YS – **Book Chat (LIVE!)** - virtual book discussion of *Insignificant Events in the Life of a Cactus* by Dusti Bowling, for ages 11 – 13 years (April).

## Virtual Programs - recurring

1. YS - **Live Weekly Family Story Time** on Zoom, alternating Tuesdays and Wednesdays.
2. AS – **Virtual Teen Book Club** – meeting in April.
3. AS – **Teen Advisory Board (TAB)** – on Zoom in March, meeting to discuss books, programs, and services for our teen patrons.
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
6. AS - **BYOB–Bring Your Own Book–Club** – meets on Zoom bimonthly
7. AS - **30 Minute Lunchtime Book Club** – meets on Zoom bimonthly, discussing *Sargent's Women* by Donna Lucey (March).
8. AS - **Nonfiction Book Club** – meets on Zoom bimonthly, discussing *Group: how one therapist and a circle of strangers saved my life* by Christie Tate (March).
9. AS – **ESL Conversation Hour** – meets on Zoom weekly.
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** - *Art Museums around the World* – March.
2. YS – **Fabric Collage**, for ages 4 -11 years.
3. YS – **DIY Squishy Stress Ball** – recommended for ages 10 and up.
4. YS & AS - **Community Quilt Project: Create Your Incredible Journey** - All ages are invited to create a panel to be included in our Community Quilt. Panels will be displayed in April at the Library.
5. AS - **Adult and Teen Craft Kits** - *Make your own Travel Journal* and *Unexpected Incredible Craft Challenge* (March). *Spring Wreaths*, *Teacup Floral* or *Rainbow Dreamcatcher* (April).

## Online Resources

1. YS – **American Sign Language (ASL)** resources and programs – signed story e-videos through OverDrive and sign language DVDs are available, along with signed story kits and sign language dictionaries, story books, and flashcard sets.
2. YS & AS - **Anti-Racism Reading List**: books and media for all ages to support conversations about race and racism.
3. AS - **Ancestry.com** from Home: Research your genealogy from home for a limited time.
4. AS - **Brainfuse**: Get help with your homework online from 2 p.m. to 11 p.m. daily (check holidays).

## On-demand videos

### **Youth Services:**

- (ASL version) *Feelings! Sensory Story Time* - Join Ms. Jen and Ms. Michelle for stories about feelings. Pick up a sensory story time supply kit, while supplies last.
- *Fizzy Pot of Gold* – Ms. Patricia demonstrates how to make a chemical reaction using items in your home.
- Youth Database Spotlight: **Explora!**: Join Ms. Andy for a look at this fantastic digital resource for middle school research.

### **Adult Services:**

- Teen Book Talks – Jamie Jasper and Brooke Hoskins discuss books of interest to teens in a variety of videos.
- Travel Journal Kit Instruction: Emily shows how to make your own travel journal using one of our take home craft kits OR your own supplies.
- Teacup Floral Arrangement Instruction: Karrie demonstrates how to arrange flowers in a teacup using our take home craft kit or your own supplies.
- Karrie Yukon demonstrates how to access Ancestry, Fold 3, and MyHeritage databases, free with your Bloomfield Township library card.
- Recommended Reading, Watching and Listening - 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. **Welcome Bloomfield Baby Bags** – books, literacy tips, and more – funded by the Friends of the Library.
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**

Tuesday, March 20, 10 a.m. - Read-a-thon – *The Incredible Journey*

Tuesday, March 23, 7:00 p.m. Library Ambassadors meeting

Tuesday, March 30, 8:45 a.m. – Director Interviews

Thursday, April 1, 11:00 a.m. - Photo contest judging

Wednesday, April 7, 10:30 a.m. – Friends Board meeting

Thursday, April 8, 11:00 a.m. – Development Committee