

Bloomfield Township Public

Library

**Bloomfield Township Public Library
Board of Trustees**

Library Board Meeting
Tuesday, April 27, 2021
7:00 p.m.

Community Room

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.

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, April 27, 2021
7:00 p.m.

#	<u>NUMBERED ITEMS</u>	<u>DATE DELIVERED</u>
1	Agenda	04/23/2021
2a	Request to remove items from the Consent Agenda for Discussion	04/23/2021
2b	Motion to approve the order of items for the regular and consent agendas	04/23/2021
5	Motion to approve remaining Consent Agenda items 6-8d	04/23/2021
6	Regular Board Meeting Minutes of March 16, 2021	04/23/2021
6a	Special Board Meeting Minutes of March 30, 2021	04/23/2021
7a	Cash Disbursements	04/23/2021
7b	Revenues/Expenditures Budget Report	04/23/2021
7c	Energy Report	04/23/2021
8a	President's Report– no report	
8b	Director's Report	04/23/2021
8c	Art Committee –no report	
8c	Advocacy Committee – 3/23/2021	04/23/2021
8c	Building and Grounds Committee – no report	
8c	Cranbrook –no report	
8c	Development Committee – 4/8/2021	04/23/2021
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	Strategic planning discussion	04/23/2021
13	Motion to approve any items removed from the Consent Agenda	04/23/2021

<u>UNNUMBERED ITEMS</u>	<u>DATE DELIVERED</u>
Strategic Plan Update	04/23/2021
What's Going on at the Library	04/23/2021
Dates for Library Board of Trustees	04/23/2021

AGENDA
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
April 27, 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 March 16, 2021
- 6a. Special Board meeting minutes of March 30, 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: *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. Strategic planning discussion
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, May 18, 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, March 16, 2021
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, Administrative Assistant Linden Godlove, Finance Coordinator Sandi Bird

Guests: (via Zoom), Anna Pelepchuk, Circulation Department Head and SOC representative

Upon discussion, a motion was made by Sandy Edwards 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 praised the recent beautiful spring weather, but warned everyone once more that the weather could change unexpectedly and there may be snow in May. She recommended not putting plants out until the frost warning is gone. In the meantime, she exhorted everyone to enjoy the sunshine—"it brings out the best in all of us. And come and visit the Library because it's a great place to be."

DIRECTOR'S VERBAL REPORT:

Director Mueller announced the Library's 5th annual photo contest closed for entries this past Sunday, March 14. 90 photos were submitted, taken by 57 Bloomfield Township residents from May 1, 2020 through March 14, 2021. Overall, this was a good turnout. The Development Committee will get a special preview of the winners during the meeting on April 8th and the winners will be unveiled in the display case after this. From the photos submitted, a Best of Show and People's Choice winner will be selected in addition to the top three photos selected

in the Youth, Teen and Adult categories. This Saturday, March 20th at 10 a.m. is the Readathon of the book *The Incredible Journey*, which will be read aloud by Bloomfield Township Residents over the course of two and a half hours. It will be available live-streaming on YouTube and a link will be available afterwards. An update with the pandemic: now up to 25 people may gather, so the Library can consider having board meetings in the building. The Library is slowly moving towards Phase 4 of reopening during the Pandemic. Bloomfield Schools are returning to in-person study on April 5. She refers to the reopening as “more like a dimmer switch than an on/off switch” as the Library will gradually be increasing its services and reducing some of the pandemic precautions. Patrons will soon be able to visit for 60 minutes, rather than 30, and some seating will be returned. Returned materials will be quarantined for less time – 48 hours. The LED lighting upgrade project is also going more slowly, due to slower than normal delivery of items during the Pandemic. Notice was received of the DTE rebate for the lighting project \$1,475.67—this is a good first step towards this project. She shared a lovely patron comment, made on Twitter: “You are a crown jewel of our community. It was great to get back inside today, even if just for 30 minutes. Many thanks to the wonderful staff for a great experience.”

REGULAR AGENDA:

Call to the Public:

Judy Lindstrom thanked Anna Pelepchuk, representative of the SOC, for three years of serving on the SOC and expressed gratitude to the other members of the committee: Paul Zink and Nicole Gillies. Anna Pelepchuk declared “it’s been a crazy kind of year and the last few months have been no different.” She reported that patrons are very happy with the Library open again for limited visits. Curbside service users are thrilled. “The new SOC are a really great group of people: Laura Kraly from Adult Services, Daniella Bryant from Circulation, and Amanda Carroll from Youth Services Intern. They will do a great job.”

Finance Coordinator Sandi Bird had no comment.

UNFINISHED BUSINESS:

No unfinished business.

NEW BUSINESS:

11a. FY 2020/2021 Amended Budget and FY 2021/2022 Proposed Budget

Director Mueller presented the proposed balanced budget that includes the FY 2020-2021 amended budget and the FY 2021-2022 proposed budget. 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 the Library to continue to increase the 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. It is assumed 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.

Director Mueller said an adjustment was made as of that morning because the final tax revenues from Bloomfield Township were a little lower than anticipated. The general fund investment earnings are also lower than anticipated. There were many reductions on line items due to COVID.

Director Mueller remarked on the challenging year—almost a year has passed since the Library closed its doors due to the pandemic. Staff have been incredible at being creative, adaptive, and flexible to adjust to the changes. For all of this, the year ended on a solid financial ground. Revenues will increase this year and are slightly higher than predicted a year ago. Other revenues are lower than projected, as the meeting rooms, the Library Shop, fines and fees, and penal fines were all affected by the pandemic. The Library was awarded a \$50,000 grant which aided the Library greatly.

Upon discussion, a motion was made by Joan Luksik, seconded by Dani Gillman **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:**

\$8,252,542 REVENUES

\$10,427,275 EXPENDITURES

- **FUND BALANCE RESERVES SHALL BE DECREASED BY : \$2,174,733 NET REVENUE/EXPENDITURES.**

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

FY 2021-2022 AMENDMENTS:

BUDGET AMENDMENT 1:

DECREASE GENERAL FUND TAXES REVENUE BY \$11,500 AND DECREASE INVESTMENT EARNINGS REVENUE BY \$18,500 FOR REVISED 3/2021 PROJECTIONS.

AS AMENDED MARCH 16, 2021

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.

\$8,012,678 REVENUES
\$7,291,500 EXPENDITURES

FUND BALANCE RESERVES SHALL BE INCREASED BY:

\$721,178 NET REVENUE/(EXPENDITURES)

FY 2020-2021 AMENDMENTS:

BUDGET AMENDMENT 2:
DECREASE GENERAL FUND TAXES REVENUE BY \$11,500 AND DECREASE INVESTMENT EARNINGS REVENUE BY \$18,500 FOR REVISED 3/2021 PROJECTIONS.
AS AMENDED MARCH 16, 2021

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

Upon discussion, a motion was made by Dani Gillman, seconded by Tom Deska **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

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

11b. Library Employee handbook

The Library's Administration team of the Library Director Carol Mueller, Assistant Library Director Tera Moon, Finance Coordinator Sandi Bird and Administration Assistant Linden Godlove worked 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 Library's Employee Handbook for style, language and clarity. After this review, the Employee Handbook was sent to the Library's labor attorney for his review. He reviewed it no less than four times and came back with only a few suggestions. On January 27, the 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. The Employee Handbook was shared 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. Implementation will take place on April 1, 2021.

Upon discussion, a motion was made by Grant Gerhart and seconded by Sandy Edwards **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.**

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

11c. 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

This was discussed among the Trustees with comments on the process and the candidates.

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.

OTHER:


Trustee Dani Gillman reported on the Wednesday, March 3 Friends Board Meeting, which was conducted via Zoom. The Friends currently have a membership of 227. There was a discussion about the Advocacy Committee and its purpose and how it differs from the Friends' role. Director Mueller thanked the Friends for the \$11,660 gift for the Wish List Funds. She shared updates on the Readathon and the March is reading month programming. The 2021 Friends Annual report is being created and will be sent via email with a hard copy option. Planning for the Annual Meeting is underway. The Friends' next meeting is April 7 at 10:30am.

The Read-a-thon is this Saturday, March 20, starting at 10 a.m. The first meeting of the Ambassador's Group is Tuesday, March 23 at 7pm. The Director's candidates will be interviewed on March 30.

The next Library Board Meeting will be Tuesday, April 27 at 7:00 p.m.

At 7:50 p.m. President Judy Lindstrom adjourned the meeting.

Submitted by:



Sandra Edwards, Secretary

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

Bloomfield Township Public Library
Oakland County, Michigan

Special Board Meeting
Library Director Search Interviews and Deliberations

Tuesday, March 30, 2021

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

Members Absent: None

Staff: Administrative Assistant Linden Godlove, Systems Technician Paul Zink

Public: Rebekah Craft, Eli Greenbaum, Nancy Lambert, Mary Schneider
At deliberations in addition to the above guests: Laura Kraly, Marian Rafal, Anna Pelepchuk, Karrie Yukon, Joan Wu

The special meeting of the Bloomfield Township Public Library Board of Trustees was held via Zoom starting at 9:00am on Tuesday, March 30, 2021 with interviews ending at 12:15pm. Deliberations began at 12:30pm.

The purpose of this meeting was to conduct virtual interviews of candidates for the Library Director vacancy created by Carol Mueller's retirement. The interviews and deliberations were open to the public.

The Library Board received applications from six candidates interested in the Library Director position. Two candidates were selected for final interviews: Ben Malczewski and Tera Moon.

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

After discussion, it was unanimously agreed upon by the Trustees to offer the position of Library Director to Tera Moon. The Trustees felt Tera has an affinity for new technology, understands the needs of the community, is very articulate and has good professional affiliations. Tera is familiar with the Library and community as she currently holds the position of Assistant Library Director at Bloomfield Township Public Library. Tera has worked well with the Library Board of Trustees, Friends of the Library and Library Staff in her current position. The Trustees felt Tera has the capacity for innovation and resources of strength to lead this Library into the future.

President, Judy Lindstrom, will contact Tera Moon and offer her the position of Library Director.

Meeting adjourned at 1:12 p.m.

Submitted by:

A handwritten signature in black ink that reads "Sandra Edwards". The signature is written in a cursive style with a large initial 'S'.

Sandra Edwards, Secretary

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

USBORNE Books & More is a new vendor for books.

General Fund Advance

- Check #21265 payable to Bloomfield Township in the amount of \$780.68 was payment for the Library's water bill from 2/22/2021 – 3/22/2021.

General Fund

- Check #21277 payable to AECOM Great Lakes, Inc. in the amount of \$20,142.00 was payment for the Library interior design services.
- Check #21285 payable to Bloomfield Township in the amount of \$287,881.99 is payment for two payrolls including FICA, HRA contributions, pension, etc.
- Check #21296 payable to Frank Rewold and Son, Inc. in the amount of \$83,265.88 is payment for the lighting project.
- Check #21307 payable to Metcom, Inc. in the amount of \$10,405.00 is payment for RFID tags.
- Check #21310 payable to the Michigan Library Association in the amount of \$3,328.32 is payment for the Library annual membership.
- Check #21311 payable to the Michigan Library Association in the amount of \$85.00 is payment for a personal membership.
- Check #21314 payable to NBS in the amount of \$14,358.68 is payment for workroom furniture and additional staff chairs.
- Check #21323 payable to The Library Network (TLN) in the amount of \$13,685.27 is payment for a subscription to Consumer Reports, internet service and laptops.

Gift Fund

- Check #5206 payable to Bloomfield Township Public Library SOC (Staff Organization Committee) in the amount of \$1,101.18 is payment for staff vending machine commission.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

CHECK REGISTERS

FOR THE MONTH OF MARCH 2021

Check #	Date	Payee	Cash Account	Amount
General Fund				
ADVANCE CHECKS:				
21240	3/9/21	AT&T	106.01	56.43
21241	3/9/21	AT&T	106.01	798.08
21242	3/9/21	Nicole Gillies	106.01	23.47
21243	3/9/21	T MOBILE	106.01	33.50
21244	3/16/21	Sandra Bird	106.01	35.08
21245	3/16/21	CDW GOVERNMENT, INC.	106.01	613.80
21246	3/16/21	CINTAS CORPORATION	106.01	13.00
21247	3/16/21	CONSUMERS ENERGY	106.01	4,810.45
21248	3/16/21	FLAGSTAR BANK	106.01	6,128.24
21249	3/16/21	LOWE'S	106.01	92.99
21250	3/16/21	PACIFIC TELEMAGEMENT SERVICES	106.01	78.00
21251	3/23/21	Patricia Ballard	106.01	80.49
21252	3/23/21	Grant Gerhart	106.01	70.46
21253	3/23/21	PRINCIPAL LIFE INS CO-SBD GRANDE ISLAND	106.01	743.22
21254	3/29/21	AMAZON.COM	106.01	2,354.77
21255	3/29/21	APPLIED IMAGING	106.01	523.00
21256	3/29/21	CDW GOVERNMENT, INC.	106.01	367.66
21257	3/29/21	XFINITY	106.01	171.93
21258	3/29/21	DTE ENERGY	106.01	19,862.73
21259	3/29/21	Martha McGee	106.01	13.58
21260	3/29/21	VERIZON WIRELESS	106.01	197.20
21261	3/29/21	VIGILANTE SECURITY	106.01	1,950.00
21263	4/6/21	AT&T	106.01	224.61
21264	4/6/21	AT&T	106.01	798.08
21265	4/6/21	BLOOMFIELD TOWNSHIP	106.01	780.68
21266	4/6/21	CAR TRUCKING, INC.	106.01	199.50
21267	4/6/21	Elizabeth Clauder	106.01	77.27
21268	4/6/21	Martha McGee	106.01	5.19
21269	4/6/21	PACIFIC TELEMAGEMENT SERVICES	106.01	78.00
21270	4/6/21	T MOBILE	106.01	59.96
21271	4/6/21	TERMINIX PROCESSING CTR.	106.01	143.00
21272	4/13/21	PETTY CASH - BTPL	106.01	123.80
21273	4/13/21	THYSSENKRUPP ELEVATOR CORP	106.01	928.44
21274	4/13/21	VERIZON WIRELESS	106.01	197.24
Total				<u>42,633.85</u>
REGULAR CHECKS:				
21275	4/15/21	ABC-CLIO, INC.	106.01	89.00
21276	4/15/21	ABDO-SPOTLIGHT-MAGIC WAGON	106.01	2,212.90
21277	4/15/21	AECOM GREAT LAKES, INC.	106.01	20,142.00
21278	4/15/21	AERO FILTER, INC	106.01	252.18
21279	4/15/21	ALLIED PRINTING CO., INC.	106.01	600.00
21280	4/15/21	ARBOR OAKLAND GROUP	106.01	2,650.00
21281	4/15/21	NATIONAL AUDUBON SOCIETY	106.01	20.00
21282	4/15/21	AUNALYTICS	106.01	2,762.61
21283	4/15/21	BAKER & TAYLOR, INC.	106.01	5,264.50
21284	4/15/21	BLACKSTONE AUDIO, INC.	106.01	41.60
21285	4/15/21	BLOOMFIELD TOWNSHIP	106.01	287,881.99
21286	4/15/21	BOOK BEAT	106.01	43.18
21287	4/15/21	CDW GOVERNMENT, INC.	106.01	679.86
21288	4/15/21	CENGAGE LEARNING/GALE	106.01	3,773.41
21289	4/15/21	CENTRAL BUSINESS SYSTEMS, INC.	106.01	1,815.90
21290	4/15/21	CINTAS CORPORATION	106.01	162.41

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

CHECK REGISTERS

FOR THE MONTH OF MARCH 2021

Check #	Date	Payee	Cash Account	Amount
21291	4/15/21	DEMCO, INC.	106.01	525.42
21292	4/15/21	DOSTER LAW OFFICES, PLC	106.01	600.00
21293	4/15/21	DU ALL CLEANING, INC	106.01	6,960.00
21294	4/15/21	ENVISIONWARE, INC.	106.01	1,314.72
21295	4/15/21	FINDAWAY WORLD LLC	106.01	59.99
21296	4/15/21	FRANK REWOLD AND SON, INC.	106.01	83,265.88
21297	4/15/21	GRIFFIN MARBLE RESTORATION	106.01	1,000.00
21298	4/15/21	H. V. BURTON CO.	106.01	524.79
21299	4/15/21	INDIANA STATE LIBRARY	106.01	5.34
21300	4/15/21	INFOBASE LEARNING	106.01	2,940.74
21301	4/15/21	INGRAM LIBRARY SERVICES	106.01	349.73
21302	4/15/21	KANOPY, INC.	106.01	6,000.00
21303	4/15/21	LJ ROLLS REFRIGERATION CO., INC	106.01	4,163.02
21304	4/15/21	LERNER PUBLISHING GROUP	106.01	827.52
21305	4/15/21	MANGO LANGUAGES	106.01	2,105.25
21306	4/15/21	MERIT NETWORK	106.01	3,850.00
21307	4/15/21	METCOM, INC.	106.01	10,405.00
21308	4/15/21	MICROMARKETING LLC	106.01	174.20
21309	4/15/21	MIDWEST TAPE	106.01	5,962.34
21310	4/15/21	MICHIGAN LIBRARY ASSOCIATION	106.01	3,328.32
21311	4/15/21	MICHIGAN LIBRARY ASSOCIATION	106.01	85.00
21312	4/15/21	MANUFACTURER'S NEWS. INC.	106.01	170.00
21313	4/15/21	NATIONAL SIGN COMPANY	106.01	975.00
21314	4/15/21	NBS	106.01	14,358.68
21315	4/15/21	NICHOLS/NETWORK SERVICES CO	106.01	730.01
21316	4/15/21	ORIENTAL TRADING CO., INC.	106.01	272.85
21317	4/15/21	OVERDRIVE	106.01	11,702.24
21318	4/15/21	PDM INVESTMENT SERVICES	106.01	300.00
21319	4/15/21	ROURKE PUBLISHING LLC	106.01	466.20
21320	4/15/21	THE ROWMAN & LITTLEFIELD PUBLISHING GRP	106.01	124.05
21321	4/15/21	SALEM PRESS, INC.	106.01	156.75
21322	4/15/21	THE BOOK FARM, INC.	106.01	2,622.24
21323	4/15/21	THE LIBRARY NETWORK	106.01	13,685.27
21324	4/15/21	THOMSON REUTERS/THOMSON WEST	106.01	126.00
21325	4/15/21	TOTAL ENERGY SYSTEMS, INC.	106.01	411.35
21326	4/15/21	ULINE	106.01	186.40
21327	4/15/21	UBAM EDUCATOINAL SERVICES	106.01	386.27
21328	4/15/21	WALLACEBURG BOOKBINDING & MFG	106.01	649.84
21329	4/15/21	WESCO DISTRIBUTION	106.01	889.90
21330	4/15/21	WT COX INFORMATION SERVICES	106.01	186.11

Total

511,237.96

Gift Fund

ADVANCE CHECKS:

5203	3/16/21	FLAGSTAR BANK	102.03	91.25
5204	3/16/21	Nicole Gillies	102.03	53.00
5205	3/29/21	AMAZON.COM	102.03	370.76
5206	4/6/21	BLOOM. TWP. PUB. LIB. STAFF ORG. COMM.	102.03	1,101.18
5207	4/6/21	Nicole Gillies	102.03	9.54

Total

1,625.73

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
CHECK REGISTERS
FOR THE MONTH OF MARCH 2021

Check #	Date	Payee	Cash Account	Amount
REGULAR CHECKS:				
5208	4/15/21	BAKER & TAYLOR	102.03	281.83
5209	4/15/21	MULTICULTURAL BOOKS & VIDEOS	102.03	625.00
5210	4/15/21	SCHOLASTIC INC. EDUCATION	102.03	2,122.70
Total				3,029.53

Bloomfield Township Public Library
FY 2020-2021 General Fund Budget
(Unaudited)

7b

PRESENTED: APRIL 27, 2021 FOR THE MONTH OF: MARCH, 2021

		2020-2021	2020-2021			Twelve Months 100%	
ACCOUNT	ACCOUNT	ADOPTED BUDGET	AMENDED BUDGET	REVENUE/EXPENSE	REVENUE/	% OF	
NUMBER	NAME	AS OF	AS OF	CURRENT	EXPENSE	BUDGET	
		MARCH 17, 2020	MARCH 16, 2021	MONTH	YTD	YTD	VARIANCE
<u>Revenues</u>							
410.01	Taxes	\$7,661,343	\$7,745,257	\$455,275	\$7,744,732	99.99%	(\$525)
420.01	Penal Fines	\$87,600	\$71,600	\$0	\$70,731	98.79%	(\$869)
422.01	State Aid	\$32,800	\$32,800	\$0	\$32,880	100.24%	\$80
430.01	Circulation Fines & Fees	\$38,250	\$22,500	\$1,296	\$19,751	87.78%	(\$2,749)
	Charges for Services	\$14,866	\$651	\$4	(\$1,063)	-163.26%	(\$1,714)
	Investment earnings	\$105,000	\$86,500	(\$2,307)	\$90,872	105.05%	\$4,372
	Miscellaneous	\$14,566	\$53,370	\$30,478	\$83,969	157.33%	\$30,599
Total Revenues		\$7,954,425	\$8,012,678	\$484,746	\$8,041,872	100.36%	\$29,194
<u>Expenditures</u>							
	Personnel	\$4,485,881	\$4,485,696	\$390,976	\$4,080,747	90.97%	(\$404,949)
	Library Services	\$850,839	\$855,492	\$59,323	\$686,388	80.23%	(\$169,104)
	Facilities & Equipment	\$976,341	\$1,034,691	\$47,077	\$869,890	84.07%	(\$164,801)
	Other Operating Expenditures	\$2,672,746	\$915,621	\$154,495	\$633,605	69.20%	(\$282,016)
Total Expenditures		\$8,985,807	\$7,291,500	\$651,871	\$6,270,630	86.00%	(\$1,020,870)
Fund Balance - Beginning		\$11,300,592	\$11,300,592		\$11,300,592		
Net revenue (expenditure)		(\$1,031,382)	\$721,178		\$1,771,242		
Fund Balance - Ending		\$10,269,210	\$12,021,770		\$13,071,834		

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	\$7,546,534
Unassigned Fund Balance (is the unplanned emergency amount)	\$100,000	\$100,000

Bloomfield Township Public Library
FY 2020-2021 Gift Fund Budget
(Unaudited)

PRESENTED: APRIL 27, 2021 FOR THE MONTH OF: MARCH, 2021

Twelve Months 100%

ACCOUNT NUMBER	ACCOUNT NAME	2020-2021 ADOPTED BUDGET AS OF MAR 17, 2020	2020-2021 AMENDED BUDGET AS OF APR 27, 2021	REVENUE/ EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	VARIANCE
	<u>Revenues</u>						
	Gift Income	\$500	\$45,399	\$65	\$45,399	100.00%	\$0
454.03	Investment Earnings	\$200	\$200	\$1	\$820	409.76%	\$620
460.03	Miscellaneous Revenue	\$0	\$0	\$0	\$0	0.00%	\$0
	Total Revenues	\$700	\$45,599	\$66	\$46,219	101.36%	\$620
	<u>Expenditures</u>						
	Library Services	\$50,389	\$75,653	\$4,521	\$32,552	43.03%	(\$43,101)
	Facilities & Equipment	\$22,360	\$34,382	\$0	\$1,301	3.79%	(\$33,080)
	Other Operating Expenditures	\$89,446	\$97,060	\$1,101	\$2,031	2.09%	(\$95,029)
	Total Expenditures	\$162,195	\$207,094	\$5,622	\$35,884	17.33%	(\$171,210)
	Fund Balance - Beginning	\$161,695	\$161,695		\$174,227		
	Net revenue (expenditures)	(\$161,495)	(\$161,495)		\$10,335		
	Fund Balance - Ending	\$200	\$200		\$184,562		

Bloomfield Township Public Library
Asset Allocation Summary
March 2021

Fund	Type	Annual Yield	Date	Amount on Hand
General Fund				
	5th 3rd Checking (Ecommerce)	0.00%	3/31/2021	\$68,773.38
	Flagstar Public Funds Savings	0.25%	3/31/2021	\$199,824.88
	Flagstar Premier Public Entities Checking	0.15%	3/31/2021	\$63,357.96
	RBC Capital Cash/Money Market	0.00%	3/31/2021	\$2,377,892.13
	RBC Capital - Investments	2.02%	3/31/2021	\$10,974,770.21
Total General Fund				\$13,615,845.18
Please see General Fund budget for notes on how this amount is earmarked				
Gift Fund				
	Huntington Public Fund Business Interest Checking	0.01%	3/31/2021	\$123,694.73
	Huntington CD (Charnov gift) - matures 02/03/2022	0.01%	3/31/2021	\$50,000.00
	Fifth Third Bank Business Standard Checking	0.00%	3/31/2021	\$13,073.15
Total Gift Fund				\$186,767.88

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 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	
Total CFSEM holdings			\$172,617.00

Bloomfield Township Public Library
Investment Portfolio

Investment Vehicle	Portfolio %	Original Cost	3/31/2021 Market Value	Estimated Annual Inc	Current Yield
Money Market Funds	17.8%	\$2,377,892	\$2,377,892	\$37	0.00%
Accrued Interest	0.0%	\$0	\$0	\$0	0.00%
Vanguard Money Market Reserves Income	0.9%	\$120,655	\$120,655	\$12	0.01%
Eaton Vance Short Duration Government Income	23.9%	3,043,967	3,196,886	65,830	2.06%
Loomis Sayles Limited Term U.S. Gov't & Agency	10.5%	1,287,000	1,397,504	16,678	1.19%
BlackRock GNMA Portfolio	10.6%	1,383,503	1,419,655	42,755	3.01%
Victory INCORE Fund for Income	10.8%	1,321,134	1,437,340	67,928	4.73%
Virtus Asset SEIX U.S. Mortgage	0.9%	86,758	123,323	1,324	1.07%
VOYA GNMA Income	3.9%	489,789	524,117	12,611	2.41%
Eaton Vance Government Opportunities	20.6%	2,616,743	2,755,291	62,519	2.27%
Total Portfolio	100.0%	\$12,727,439	\$13,352,662	\$269,694	2.02%

1st Quarter Activity - December 31, 2020 - March 31, 2021

Cash Activity

Beginning Balance	\$1,094,831.69
Deposits & Sales Proceeds	\$6,843,605.95
Withdrawals	(\$1,655,000.00)
Interest & Dividends	\$42,717.11
Capital Gains	\$0.00
Investment Advisory Fees	(\$5,585.46)
Net funds to purchase securities	(\$3,942,677.16)
Ending Balance	\$2,377,892.13

Change in Security Value

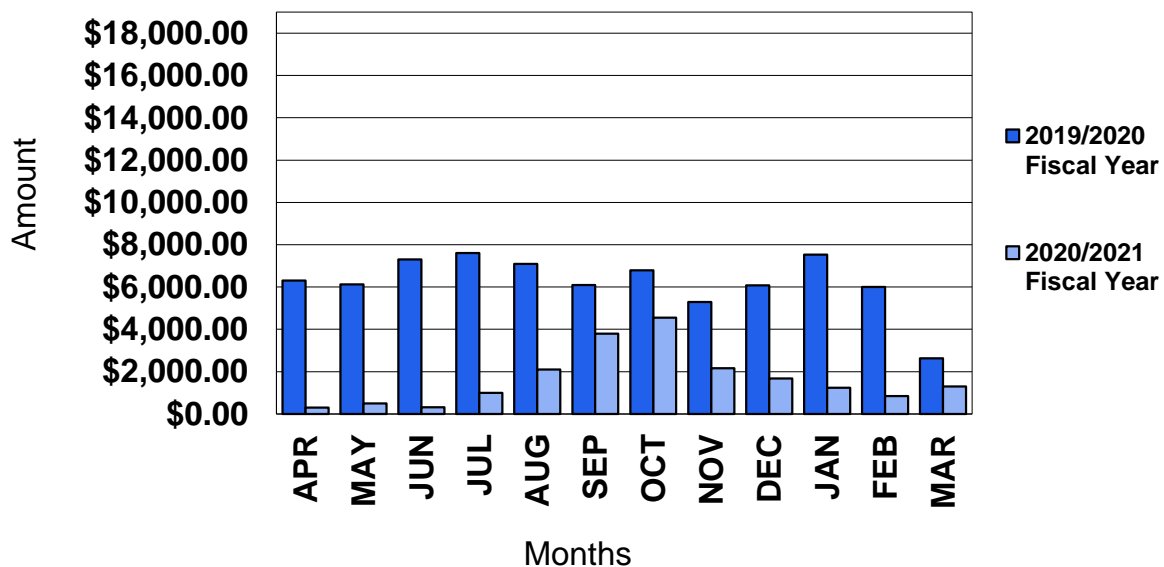
Beginning value of securities	\$7,284,254.98
Securities purchased	\$3,942,677.16
Securities sold	(\$200,000.00)
Change in value of priced securities	(\$52,161.93)
Ending Value of priced securities	\$10,974,770.21

Estimated Accrued Interest**\$0.00****Total account value as of March 31, 2021****\$13,352,662.34**

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	\$1,295.62	(\$1,331.97)
			YTD Difference
TOTAL	<u>\$74,853.70</u>	<u>\$19,751.13</u>	<u>(\$55,102.57)</u>

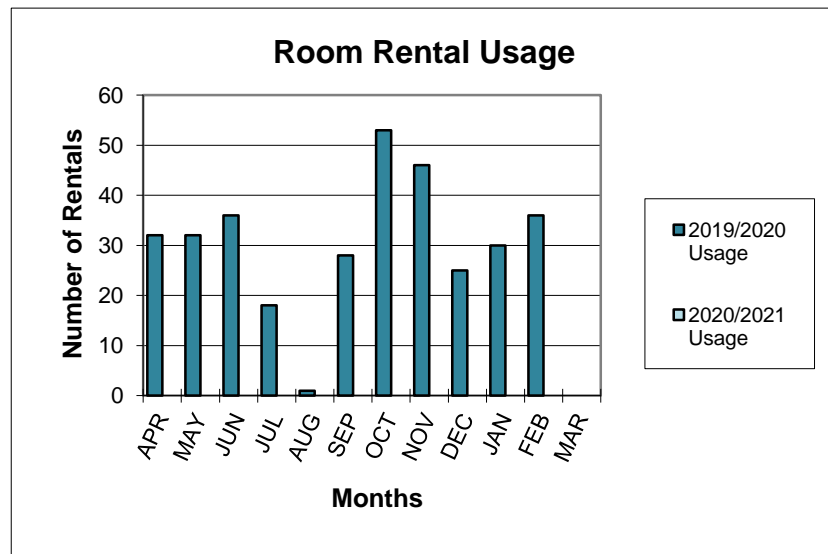
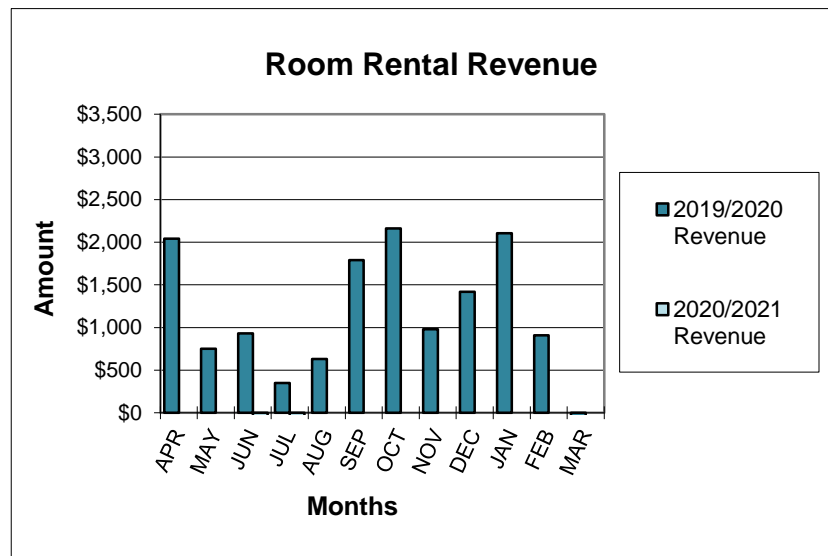
Fines and Fees Two-Year Comparison



ROOM RENTAL - TWO-YEAR COMPARISON

7b

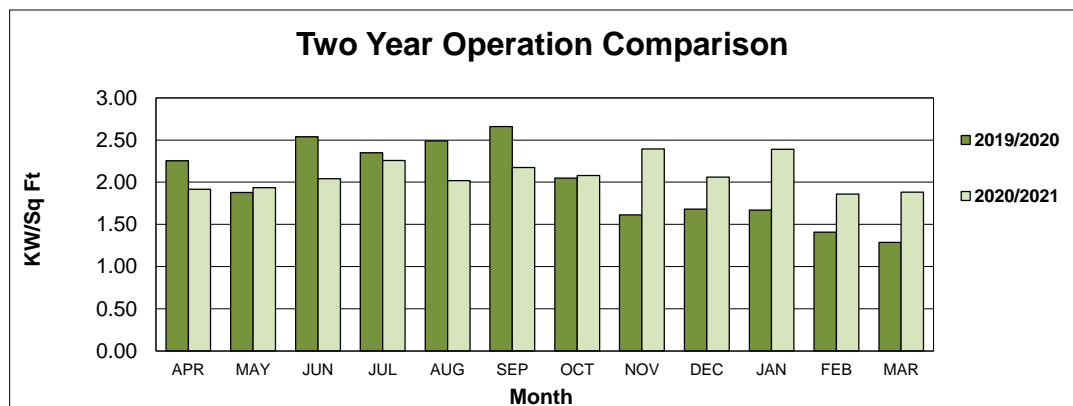
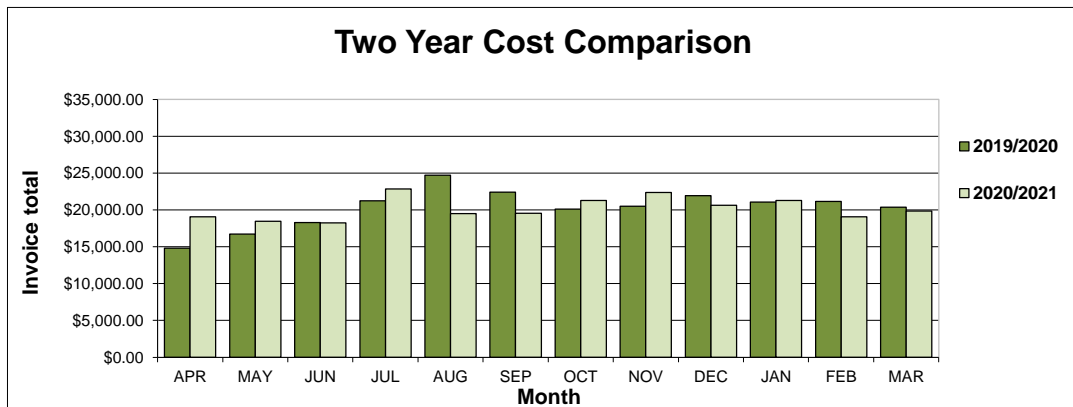
Month	2019/2020 Revenue	2020/2021 Revenue	Difference	2019/2020 Usage	2020/2021 Usage	Month
APR	\$2,040.00	\$0.00	(\$2,040.00)	32	0	APR
MAY	\$750.00	\$0.00	(\$750.00)	32	0	MAY
JUN	\$930.00	(\$520.00)	(\$1,450.00)	36	(Refunds)	JUN
JUL	\$350.00	(\$640.00)	(\$990.00)	18	(Refunds)	JUL
AUG	\$630.00	\$0.00	(\$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	0	FEB
MAR	(\$700.00)	\$0.00	\$700.00	0	0	MAR
			YTD Difference			
TOTAL	<u>\$13,364.00</u>	<u>(\$1,160.00)</u>	<u>(\$14,524.00)</u>	<u>337</u>	<u>0</u>	



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	\$19,862.73	(\$528.93)	190,050	\$0.10	282.81	1.88	\$29.56	\$0.20
YTD Difference									
TOTAL	\$243,406.23	\$242,264.71	(\$1,141.52)						

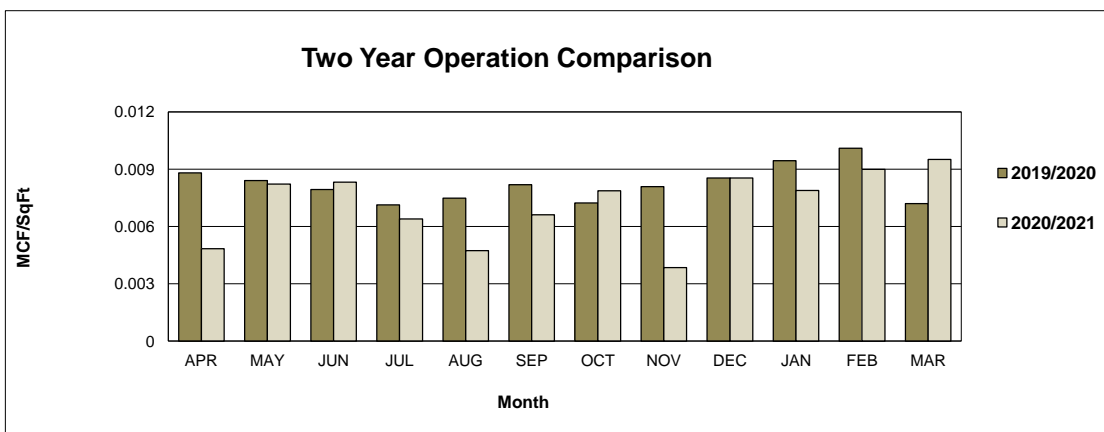
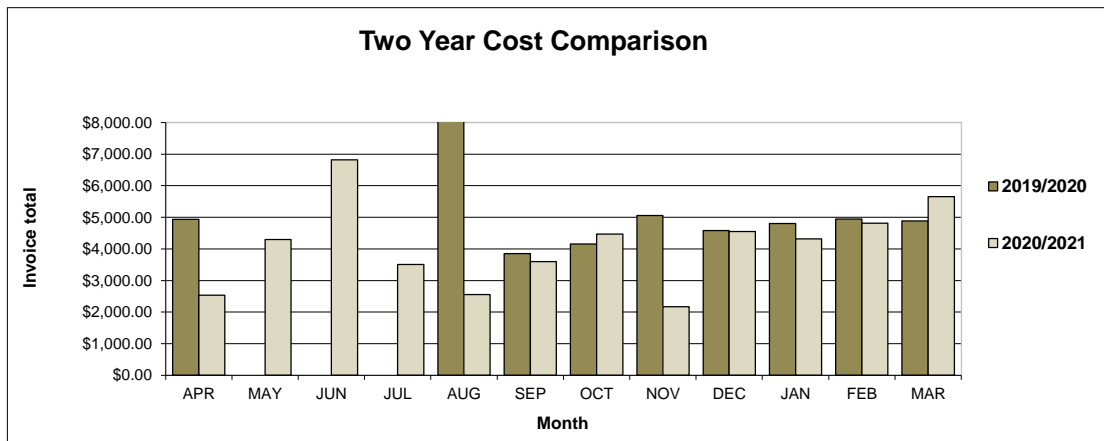


Bloomfield Township Public Library Natural Gas Analysis

Building Area = 101,023

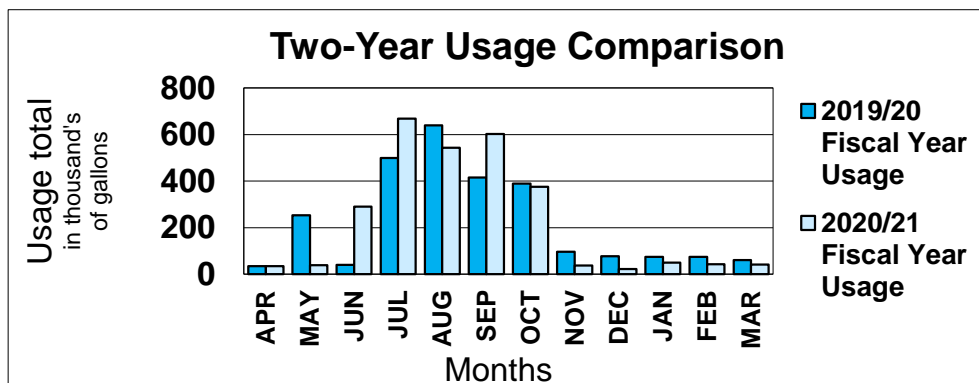
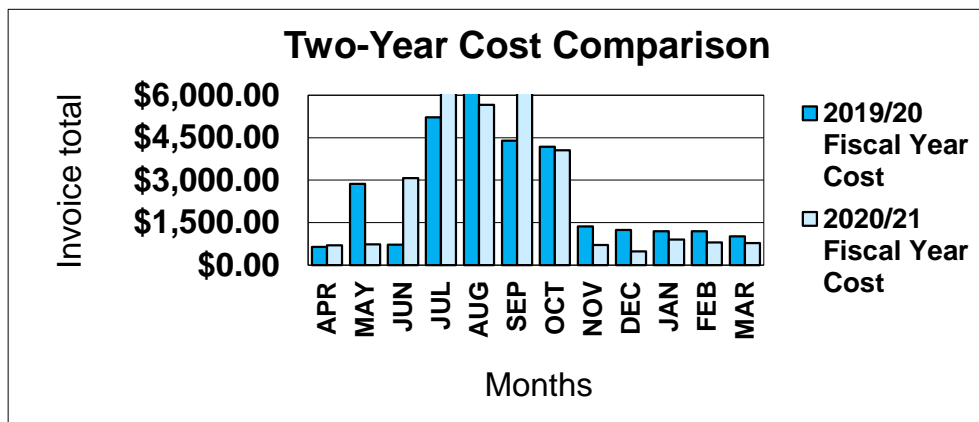
1 Cu. Ft. = 1000 BTU

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	\$5,654.64	\$770.53	962.0	\$5.88	744	1.29	0.010	7.60	0.055
YTD Difference										
TOTAL	\$52,933.98	\$49,271.60	(\$3,662.38)							



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	\$780.68	(\$234.36)	61	42	(19)
			YTD Difference			YTD Difference
TOTAL	<u>\$30,675.08</u>	<u>\$31,092.55</u>	<u>\$417.47</u>	<u>2,654</u>	<u>2,748</u>	<u>94</u>



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

I am happy to share that the Jeanette P. Myers Scholarship applications are now being accepted after a hiatus due to the pandemic last year. Applications for this scholarship are available at the Library's Welcome Desk as well as on the Library's website at www.btpl.org. Due date for all applications is Tuesday, June 1. Award(s) will be presented prior to the August 17 Library Board meeting. Please share this information with anyone who may have an interest and be eligible.

Beginning Monday April 26, all library card holders will need to create their own PIN (Personal Identification Number) to access their library card account. The first time you log into your account after this change, you will receive a prompt to create a unique 4-digit PIN. The PIN must be four numerical digits of your choosing, with no letters or special characters. There are several reasons for this new requirement:

1. This change will give you an additional level of protection. Similar to a password, your PIN number should be kept secret, because it allows access to your personal information, borrowed items, requested items, and any fines or fees owed.
2. This feature has become an industry standard. Making this change allows the Library to pursue new services and technology to better meet the needs of our community.
3. If you know your library card number and PIN number by heart, you will no longer be required to have your physical library card to borrow items at the self-checkout machines.

This is just a reminder that the Library will be closed on Friday, May 7 for our annual staff development day. Thank you for supporting this important opportunity for all library staff to be together on this day to learn and share.

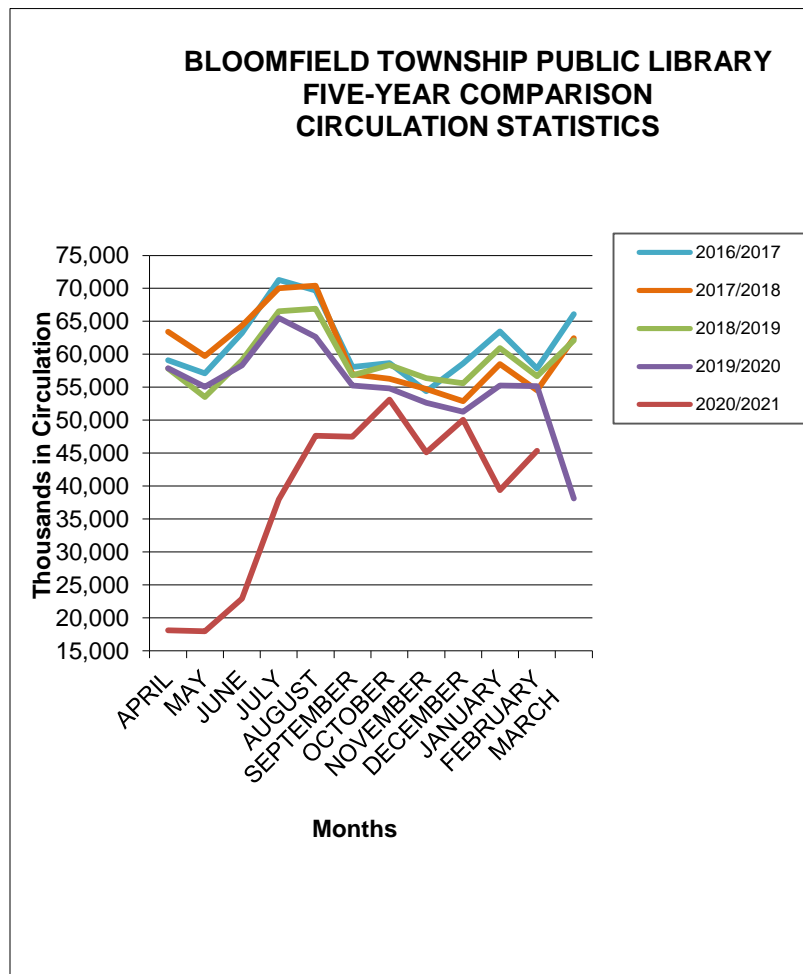
Respectfully Submitted,

*Carol Mueller
Director*

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
FIVE YEAR CIRCULATION**

4/14/2021

	<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	56,504
TOTAL	737,549	724,182	710,735	661,932	481,614



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)

March 2021

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MONTHLY ACTIVITY REPORT

4/15/2021

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

	2020		2021	
COLLECTION				
Book Collection:	235,420		232,976	
Media Collection:	56,538		55,457	
Total e-books:	21,163		22,535	
Overdrive	16,710		17,988	
Total downloadable audiobooks:	6,880		7,861	
Materials Total:	320,001		318,829	
CIRCULATION				
Circulation Total:	38,121		56,504	
Bloomfield Township Circulation:	36,325		52,361	
Virtual Circulation Total	15,087		12,371	
Circulation of Youth materials:	6,605		20,559	
Circulation of Media:	10,181		10,518	
Circulation of Cranbrook passes:	56		51	
Self-checkout machine use:	9,711	25.5%	12,833	22.7%
Library by Mail:	21	26 patrons	74	33 patrons
BUILDING & EQUIPMENT USAGE				
Door Count:	10,358 *		7,003	
Gate Count:	11,038		8,666	
Meeting rooms by public:	14		0	
Meeting rooms by staff:	31		0	
VIRTUAL USE				
Home page hits:	28,979		29,777	
e-book access:	4,506		4,243	
Overdrive	4,495		4,240	
EBSCOhost	11		3	
Audiobook access: (Overdrive)	1,960		2,149	
Freemal music download access:	677		623	
Freemal music streaming:	2,488		1,832	
Magazine download access:	1,806		1,337	
Hoopla access:	3,650		3,837	
	8			
Library Computer Use				
Resident Use	397		203	
Guest Use	243		195	
* Library closed March 14 - 31 due to pandemic (COVID 19)				

March 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

4/15/2021

	2020		2021	
OUTREACH & PROGRAMS				
New Patrons and Accounts				
Township:	92		72	
Cranbrook:	2		0	
Total new patrons:	135		92	
Adult Program Attendance				
Staff-led:	4 events	60 attended	5 events	43 attended
Speaker-led:	0	0	0	0
Book clubs:	3 events	20 attended	2 events	14 attended
Tours/visits on-site:	0	0	0	0
Tours/visits off-site:	2 events	15 attended	6 events	89 attended
Systems Program Attendance				
Staff-led:	5 events	8 attended	3 events	2 attended
Teen Program Attendance				
Staff-led:	1 event	1 attended	2 events	15 attended
Youth Program Attendance				
Staff-led:	4 events	123 attended	14 events	635 attended
Speaker-led:	0		0	
Tours/visits on-site:	0		0	
Tours/visits off-site:	0		4 events	88 attended
TOTAL:	19 events	227 attended	36 events	886 attended
Volunteers:	15 people	94 hours	0 people	0 hours
	Shop: 7	42.5	Shop: 0	0
	Court: 2	23.0	Court: 0	0
	Students: 0	0.0	Students: 0	0
	Dept. Vol: 6	28.5	Dept. Vol: 0	0
Patron Remarks				
Patron Comments:	7		3	
Ask BTPL:	5		7	
Ask Us:	31		41	
DISPLAYS				
Lobby	Current and Past Winners of the Annual Photo Contest			
Local History	How Does Your Garden Grow? (Gardening)			

**PROPOSED MINUTES OF THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
LIBRARY AMBASSADORS GROUP**

Bloomfield Township Public Library
Oakland County, Michigan
Tuesday, March 23, 2021
Held via Zoom

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

Trustees Absent: Grant Gerhart

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

Guests: Bloomfield Township Residents Lyle Dahlberg, Wes Dietrich, Julie Gheen, Yona Grey, Kim Hoke, Joy Murray, John Owens, Albert Sasson, Jay Shah, Constance Silver, Shane Spradlin

President Judy Lindstrom expressed that she was thrilled that “everyone is here.” She explained the proceedings for this first meeting and that it will be an overview of strategic planning.

Brief Introductions were made by the Library Board and the present staff. The Ambassadors introduced themselves and shared their history with the Library and Bloomfield Township.

Strategic Planning –

President Lindstrom introduced the first topic of conversation: strategic planning. The Library will soon embark on its 6th strategic plan. Director Mueller was quoted as saying, “a strategic plan is a road map that helps you to plan bigger and broader.” Attendees provided feedback on a series of questions.

1. What do you value the most about the Library?

- Accessibility and safety precautions (especially during the Pandemic)
- Flexibility of services
- Plethora of accessibility
- Inviting environment (building and gardens) where one wants to spend time
- Safe and well-lit facility
- Other nearby libraries “pale in comparison” and out of town visitors are impressed
- Spaces for the community to meet and to meet the community (for example, meeting rooms, book sales, programs)

- One of the few places where physical books can be perused
- Being able to check out books
- The variety of book formats (audiobooks, downloadable books, print, etc.)
- Melcat (and the ability to borrow from other libraries)
- The quality of the collection
- Great teen collection and spaces for the teens to gather
- Children's collection and programming
- Programs
- Spectacular children's area
- Culture of service
- Helpful staff that is front and center

2. *What is one of your best experiences with the Library?*

- "Serving on the Board of Trustees—the Library has great leadership"
- Staff in reference took time assisting with getting an app to work on a patron's phone
- Visitor found children's department well-stocked and grandchildren had a great time
- Staff personally escorted patrons to the Library materials they were looking for (rather than just giving directions or pointing)
- Watching his son check out comic books and selecting classics after walking past them on the way out
- Watching a librarian patiently try to assist a patron over the phone for a prolonged time, continually offering help until they eventually seemed to find a solution
- A teenager personally thanking a librarian for service and assistance through four years of high school
- "The Library is the last place where you can walk in and people try to help you without trying to sell you something"
- When the Library reopened after the stay-home order, it was a "hallelujah" moment in their household
- Library books supported homeschooling
- Feeling so welcome walking into the Library
- Librarian was so excited to see someone return to the Library after the stay-home order
- An extensive Accessibility Support Collection which is very telling of the inclusive environment the Library promotes,
- Community support for millage in 2014 that supported building and staff

3. *What do you wish the Library would do to become even more exceptional?*

- Game clubs (like board games) for community to meet face to face
- Recognize the importance that gathering plays in community's mental health and provide opportunities to connect with others---more classes for adults beyond computer classes--like health, history, religion, cooking, more book sales, more author events and lectures
- More adult classes (streaming or remote)
- More concerts (outdoor events)

- Leverage talented community people for programs and presentations
- Book group for 20-30 year olds promote use of facility meeting spaces
- A café (like Starbucks or Einstein Bagels) as a revenue stream and a service
- Drive-up window
- Better signs
- More diverse staff (reflective of the brown and black people in the community)
- The Library can be conservative in change
- Longer bestseller lending time
- Displays in children's area can be too provocative for young ages (particularly in regards to sexual behavior or religious beliefs)
- Improve the website, with a stronger search feature, results/suggestions based on interests, "trending now" feature—more things like Amazon.com

4. *What services and programs do you see the Library needing to focus on for the next five years?*

- More recognition from staff (no badges)---perhaps using technology (like Uber) to provide feedback or rate
- Outreach from Library to connect with community (especially schools)
- Working more with the small business community
- Reaching non-users
- Teen programming (especially coding, STEAM)
- Intergenerational programing (like teens with seniors)
- Discovering what the millennial generation wants from the Library
- Marketing (ensure that the community knows about the great things the library does), leverage the new ways of communication that have become popular during the pandemic
- Community surveys
- Focus on the Library as a community center (ways for people to gather)
- Rental program (like cameras, laptops)
- Makerspace, programs for aimed at young adults/young professionals
- Outreach to preschool parents to teach the importance of building a habit of coming to the Library
- Toy bags connected to books
- Wrap-around service for homeschooling (partnering with homeschooling services),
- Maintaining books by mail
- Mobile Library
- Increased availability of digital books
- Library materials acquisition suggestion box option on website

Judy thanked everyone for their insights and suggestions.

Future Topics to Discuss

Ideas mentioned:

- Reaching the Community: Marketing and Outreach
 - How to magnify reach when the world starts reopening/the pandemic is over

- Outreach to Senior community and nursing homes (and discussions within Senior homes)
 - Connecting with the business community--for pro-bono assistance, resources, meeting room use, etc.
- Making Space for the Community: The Library as a Community Center
 - What is the role of the Library?
 - How does it best serve all of the community?
 - The role of the Library in civic education in the community
- Diversity in the staffing
- Formal surveys (targeted to demographics)
- The budget: how it is generated
- Space needs and space use

Closing

Judy Lindstrom thanked everyone again for their participation and applauded them. Sherry Anderson said, "Volunteers don't get paid because they are priceless." She expressed that it was wonderful to see everyone again.

The next Library Ambassadors meetings will be Tuesday, July 27, at 7:00-8:30pm p.m.

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

Bloomfield Township Public Library
Oakland County, Michigan
Thursday, April 8, 2021, 11:00 a.m.

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

Library Staff: (via Zoom) 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

Old Business:

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

All events are planned to be held virtually.

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

The virtual read-a-thon went well. It was underestimated how long it would take to read the entire book, however the readers all were present for their parts and some remained for a portion of the read-a-thon. The Zoom format worked fairly well. We were pleased with the diversity and ages of the readers. People were able to watch it streaming on Youtube. Tom Deska was a great emcee. We all hope that the next time we do a read-a-thon it can be in person. It was suggested that past read-a-thon books be celebrated in the promoting of the read-a-thon.

Photo contest – Closed March 14

This was the fifth annual photo contest. There were 58 entrants with 91 photos received.

- The contest began "The Incredible Journey" program series.
- Judging and public voting was March 22-April 2. The contest entries were on the website for the public to view and select the "People's Choice." The judges Nancy Kulish, Eric Keller, and Laurie Tennent made selections on April 1.
- There will be an unveiling of the winners on April 9 on the website as well as in the Lobby display case through the end of April and there will be a social media campaign to celebrate.

Other Winter/Spring Events

Community Quilt - through April 20--- 5 squares received, including one that is counted cross-stitch. The quilt squares will be displayed in the Library along with information about the people that crafted them.

Winter Reading Challenge - through Saturday March 20

- 158 total registrants at the program's completion--82 kids, 8 teens, 68 adults—twice as many participants as last winter
- Prizes included gift cards to Toyology and Barnes and Noble, as well as prize packages

Incredible Kit Giveaway –

- 130 craft kits have been distributed since January. "Choose your Own Adventure" kits will be available next.
- "Spring Bag of Family Fun" was a recent kit and over 200 were taken.
- Patrons are encouraged to do a scavenger hunt in the Library.
- Roam from home – current kit is "Journey to Outer Space" with books for all ages
- Youth Services is gearing up for the Summer Reading program and determining what they can do, which will involve take and make bags.

Summer/Fall 2021 possible events – Brooke Hoskins, Shayna Connolly, Marian Rafal

- Tom Dalton, of the popular PBS program "Under the Radar Michigan," agreed to provide a virtual program for the Library
- "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. –may include reading to pets
- 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 Gardner 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," covering subjects like food, animals, and unusual history.

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, June 17 next meeting at 11:00am

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees
FROM: Tera Moon
DATE: April 20, 2021
SUBJECT: Library's Strategic Plan Review

Strategic planning is a process that it invites us to take a step back from daily tasks and consider the Library's future from a broader perspective. It directs energies and resources because all constituents develop a common vocabulary and vision. That process is about to start anew, as we prepare to create a new strategic plan.

The Library's 2016-2020 strategic plan was approved by the Library Board of Trustees in December 2015. Since then, library staff have accomplished many of the investments of the plan. Following this memo is a list of our strategic plan accomplishments, and a copy of the plan with completed investments in green font, and those investments that could use more attention in yellow. Are there any investments or goals from this strategic plan you would like to see further developed?

For the past two strategic planning processes, the Library has hired a consultant to facilitate the plan creation. I think the outside perspective of a consultant and their expertise in meeting facilitation is valuable. What are your thoughts?

Community involvement in this process is paramount to its success. This is, after all, the community's library. Between focus groups, one-on-one meetings, and surveys, approximately 400 community members were involved in providing feedback. How can we increase that community involvement? How can we ensure that as many residents as possible know about the process and the opportunity to participate?

Please bring your thoughts and ideas about the strategic planning process and goals to the meeting on Tuesday, April 27. We have lots of time available in the meeting to talk about the exciting future before us!

Strategic Plan 2016-2020 Accomplishments

- Developed a marketing plan and started implementation
- Formed a marketing committee with representatives from several departments meets monthly to plan campaigns and research new marketing ideas
- Enhanced our social media presence by planning Facebook posts and adding Instagram and Twitter feeds
- Designed a new print newsletter mailed to every Bloomfield Township home
- Improved graphic representation by hiring library staff with graphic design skills and upgrading our graphic design software
- Doubled our wifi strength
- Created a library video tour that is available on the Library's website
- Began offering library tours on a bi-monthly schedule
- Established weekly staff huddles to enhance communication
- Established regular meetings of the Seniors-in-Charge enhance communication
- Increased interdepartmental collaboration on programming by holding joint concerts, programs for teens and tweens, computer coding classes for kids, and especially during summer 2018 by holding many performances and other programs around the theme of "One World, Many Stories" that appeal to all ages.
- Established a photo contest and read-a-thon as community-wide, all-ages programs that provide opportunities for residents to be creative, compete, and build leadership skills.
- Increased the number and type of programming offered outside the library such as trivia at Mex, several programs at the Bloomfield Township Senior Center including drop-in download help and book talks, and offering a library card discount program that involved local businesses
- Completed design and implementation of the Commons, a multi-purpose, collaborative seating area.
- Began work to retrofit all lighting from fluorescent to LED.

In May 2015, under the guidance of the Bloomfield Township Public Library's (BTPL) strategic planning committee consisting of the library director, assistant director two library board members and two staff members, BTPL began the strategic planning for years 2016 – 2018. Library consultants Kimberly Bolan and Associates, LLC facilitated the process.

The Process

BTPL's strategic planning process included the following key areas.

- 1) **Gathering community input and data**, which involved showing Bloomfield staff and residents (both users and non-users) the possibilities for BTPL as a thriving 21st century library, and then gathering their input and ideas. In addition, benchmark, demographic, SWOT, and collection analyzes were completed.
- 2) **Developing solutions** by compiling all gathered data and input and then working with the planning team during a Strategic Retreat to establish key strategic areas, specific goals, and related investments required to implement the goals to help BTPL thrive over the next three years and beyond.
- 3) **Providing a path to results** by developing a plan that the BTPL staff and board can live, breathe, and readily implement on a day-to-day basis.

In total, twelve stakeholder sessions were conducted for the Bloomfield Public Library (BTPL) during August and September 2015. Focus group participants included the general public, parents, educators, boomers and seniors, the business community, Friends of the Library, teens, staff members, and trustees. Participants included frequent library users and non-users and ranged in ages and backgrounds. In addition, four one-on-one meetings were held with the township clerk, the township treasurer, the school superintendent, and the township supervisor. Overall, 125 stakeholders participated in the discussions regarding BTPL's facility, services, and strategic future. In addition to the stakeholder sessions, an online survey was conducted from August 4 – September 18, 2015. 270 surveys were completed. Survey participants included a mix of library users and non-users with 94% being regular users (i.e., using the library multiple times a month or more) and the remainder being infrequent to non-users. Survey takers ranged from 13 years of age to over 75. 81% were 55 years of age or older.

What We Heard

The community focus groups and online survey explored several topics including customer service, programming, outreach, marketing, technology, collections, overall physical library space. Detailed summaries of all focus group and stakeholder feedback were provided in separate documents to BTPL leadership. All stakeholder input, data analysis, and follow-up exploration work led to the strategic foci, goals, and investments outlined on page 2 of this document.

Evaluation & Collaboration

With the goal of achieving all outlined goals over the next five years, BTPL administration, staff, and board of trustees will regularly evaluate their progress and achievements. Objectives set forth in this plan will be accomplished as outlined and will be reviewed on a monthly basis at BTPL board meetings. This balanced and systematic process also emphasizes that the resulting plan will be iterative and evolve substantially over the next several years. A strategy screen and work plan were created by the team in order to best carry out and assess the plan.

The keys to Bloomfield Township Public Library's implementation, evaluation and, ultimately, the success of its strategic plan will be:

- A thorough understanding of the plan as well as active involvement in implementing the plan by staff and the board of trustees
- Frequent and ongoing communication between administration and staff
- Frequent and ongoing communication between BTPL staff and the public
- Active collaboration between BTPL's board of trustees, administration, staff, outside organizations, and the community

Our Mission:

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

Strategic Focus	Goal	Investments	Outcome
Renowned Customer Service	Further develop the highest level of customer service for Bloomfield Township residents	<ul style="list-style-type: none"> • Increase staff awareness in order to reduce user redirecting • Improve wayfinding throughout the building • Offer Library tours to new and existing users • Develop consistency and application of policies by staff • Improve Wi-Fi access: outdoors, terraces & parking lot 	A community that loves the Library as much for the outstanding service as for the resources
Effective Public Awareness & Fundraising	Expand awareness, use and support of the Library and its services	<ul style="list-style-type: none"> • Commit more resources and attention to marketing • Develop a marketing and awareness plan • Work to better personalize the marketing experience • Increase the commitment to social media • Re-evaluate newsletter content and design approach • Expand outreach within the community • Develop opportunities to increase donor commitments 	The Library is viewed as one of the community's most important resources & priorities
Exceptional Services & Collections	Increase use of and customer satisfaction with the Library's services and collections	<ul style="list-style-type: none"> • Create a coordinated programming plan focusing on quality over quantity • Expand the scope and depth of technology training • Increase senior outreach and senior center partnerships • Upgrade the usability of the website and online calendar • Digitize historical collections • Further evaluate collection content and merchandising • Engage all staff in continuous learning about library services and collections 	Quality services that engage and elate all users and deliver the most effective use of taxpayer dollars
Quality Spaces & Places	Provide an attractive, easy-to-use and flexible facility and grounds that meet a variety of users' needs	<ul style="list-style-type: none"> • Re-evaluate the layout, size and functionality of various spaces throughout the building including the computer lab, café, youth room, and teen area <ul style="list-style-type: none"> • Improve awareness of the use of appropriate volume levels and activities in the respective quiet and active areas • Increase and improve practicality, comfort and flexibility of furnishings • Improve outdoor space usability for programming and individual use 	The community perceives the facility is efficiently and effectively supporting the needs of all users

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: April 19, 2021

SUBJECT: Strategic Plan Update

The LED Lighting Project grew out of the 2016-2020 Strategic Plan. It was a big project that had been tabled for a sometime. It was meeting Geraldine Drake through the development of the Commons that provided just the spark that was needed to get it going. Geraldine assembled a team including Gene Ferrera of Rewold & Sons, Lance Barnes of Gasser Bush, and Joel Dion, Facility Services Department Head. The new lighting being installed will help save money and resources, and will improve the overall look and function of the library building.

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 April & May

Displays

1. YS – National Poetry Month (April).
2. YS – Autism Acceptance Month (April).
3. YS – In Memory of Beverly Cleary – book display.
4. Photo Contest winning photos in Lobby Display Case.
5. AS – It's a Snap-photography books (April).
6. AS – Great American Road Trip-travel books (May).

Virtual Programs

- 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. YS - **Monthly Art Lab projects** on Zoom, with material packets provided for registered attendees. *Yarn Painting* for ages 10 – 13 in April. *Mosaic Tile Workshop* for ages 10 – 13 in May.
3. AS – **Virtual Teen Book Club – Game Day** on Zoom in April. **Book Club Meeting & Games**, discussing *Skyhunter* by Marie Lu, on Zoom in May.
4. AS – **Adult Reading Club** – last monthly informal online discussion of what people are reading, with recommendations from our librarians (April).
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 *Educated* by Tara Westover (May).
8. AS - **Nonfiction Book Club** – meets on Zoom bimonthly, discussing *Hidden Valley Road : inside the mind of an American family* by Robert Kolker (May).
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 – **Fabric Collage**, for ages 4 -11 years.
2. YS – **Roam from Home Kit** – Outer Space (April).
3. YS – **Spring Big Bag of Fun Kit** – all ages.
4. YS – **Rainbow Heart Wall Hanging Kit** – ages 4 & up.
5. YS – **Science at Home Kit** – Silly Grass Heads - elementary grades & up (April).
6. 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.
7. AS - **Adult and Teen Craft Kits** – Make **Your Incredible Craft Adventure Kit** with your choice of a Spring Wreath, Teacup Floral arrangement or Rainbow Dreamcatcher (April).
8. AS - **Adult and Teen Craft Kits** – Pick up an **Unexpected Incredible Craft Challenge Kit** - YOU decide what to make in this craft project! Each kit is unique – no two are alike. What you receive is a surprise!

Online Resources

1. The digital magazines from RBDigital (formerly Zinio) have been moved to the Libby app as part of our OverDrive collection. You will continue to be able to browse, borrow, and enjoy all the same great magazines you loved in the RBDigital app, now available in Libby, by OverDrive.

On-demand videos

Youth Services:

- *Puppy Love Story Time* with Ms. Patricia.
- Sensory Story Time: **Let's Create!** Ms. Jen talks about using your imagination to create things. Story Time supply kits available.
- Colorful Story Time with Ms. Liz..
- *Rainbow Paper Plate Craft* – Ms. Patricia demonstrates how to weave a rainbow using a paper plate, scissors, and colorful yarn.

Adult Services:

- Teen Book Talks – Jamie Jasper discusses books of interest to teens in a variety of videos. Most recent – *Bright Shining World* by Josh Swiller.
- Karrie demonstrates how you can access several our Travel Databases and Resources available for free with your Bloomfield Township Library Card.
- 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.
- Virtual Read-Aloud: *The Yellow Wallpaper* by Charlotte Perkins Gilman. First published in 1892 in the *New England Magazine*, this story is an important early work of American feminist literature. Closed Captioning sponsored by Friends of the Bloomfield Township Public Library.
- Karrie demonstrates learning resources available for free with your Bloomfield Township Library Card.
- Adult Services Recommends—Discover what our Adult Services librarians are reading and recommended each month.

Other

1. **Annual Photo Contest** – Winners will be announced and honored via the Library's website and social media Friday, April 9.
2. **Welcome Bloomfield Baby Bags** – books, literacy tips, and more – funded by the Friends of the Library.
3. **2020 Tax Forms and Resources** – available at Adult Reference Desk and for curbside pickup.
4. Circulation - **Auto renewal** of library materials is up and running. Continuing curbside service.
5. 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.
6. Starting Monday, April 26, all library cardholders will be asked to create a PIN for their library card account.

DATES FOR LIBRARY BOARD OF TRUSTEES

Friday, April 30, 2:00 – 5:00 p.m. - Carol Mueller Retirement Celebration

Wednesday, May 5, 10:30 a.m. – Friends Board meeting

Tuesday, May 18, 7:00 p.m. – Library Board Meeting

Thursday, June 17, 11:00 a.m. – Development Committee