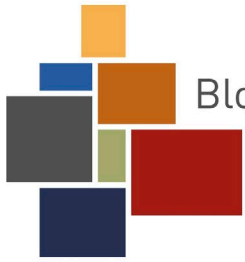


There will be a  
Retiree Health Care Benefits  
Trust Meeting  
Immediately Following  
The Library Board of Trustees  
Meeting  
At 7:30 p.m.



Bloomfield Township Public

**Library**

**Bloomfield Township Public Library  
Board of Trustees**

Library Board Meeting  
**Tuesday, May 18, 2021**  
7:00 p.m.

Community Room

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:

Tera Moon

[moontera@btpl.org](mailto:moontera@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  
Tuesday, May 18, 2021  
7:00 p.m.

<b>#</b>	<b><u>NUMBERED ITEMS</u></b>	<b><u>DATE DELIVERED</u></b>
1	Agenda	05/14/2021
2a	Request to remove items from the Consent Agenda for Discussion	05/14/2021
2b	Motion to approve the order of items for the regular and consent agendas	05/14/2021
5	Motion to approve remaining Consent Agenda items 6-8d	05/14/2021
6	Regular Board Meeting Minutes of For Tuesday, April 27, 2021	05/14/2021
7a	Cash Disbursements	05/14/2021
7b	Revenues/Expenditures Budget Report	05/14/2021
7c	Energy Report	05/14/2021
8a	President's Report– no report	
8b	Director's Report	05/14/2021
8c	Art Committee –no report	
8c	Advocacy Committee – no report	
8c	Building and Grounds Committee – no report	
8c	Cranbrook –no report	
8c	Development Committee – no report	
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	LED Lighting Update from Geraldine Drake, AECOM	05/14/2021
11b	Bank signatories	05/14/2021
13	Motion to approve any items removed from the Consent Agenda	05/14/2021

<b><u>UNNUMBERED ITEMS</u></b>	<b><u>DATE DELIVERED</u></b>
Strategic Plan Update	05/14/2021
What's Going on at the Library	05/14/2021
Dates for Library Board of Trustees	05/14/2021

AGENDA  
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
BOARD OF TRUSTEES  
Tuesday, May 18, 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 April 27, 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. LED Lighting Update from Geraldine Drake, AECOM
  - b. Bank signatories
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, June 15, 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, April 27, 2021

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

Trustees Present: Sandra Edwards, Grant Gerhart, Danielle Gillman, Judy Lindstrom, and Joan Luksik

Trustees Absent: Tom Deska

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

Guests: Laura Kraly, Adult Services Librarian and SOC representative

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Upon discussion, a motion was made by Sandy Edwards and seconded by Dani Gillman **TO APPROVE THE ORDER OF ITEMS FOR THE REGULAR AND CONSENT AGENDAS.**

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

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

*Nays: None*

**MOTION CARRIED**

**PRESIDENT'S VERBAL REPORT:**

President Judy Lindstrom expressed delight to see everyone in person. She reflected on Director Mueller's upcoming retirement. Carol Mueller became the new director in 2013 and President Lindstrom said it had been a joy and pleasure to work with her. She expressed appreciation of her guidance and direction. Director Mueller hired amazing staff and led all through so many improvements to the Library building and grounds. She did much for the Library Board in support. President Lindstrom said you are "part and parcel of this Library and you will always be that way." She is absolutely thrilled that Tera Moon is coming in as the new Library Director.

**DIRECTOR'S VERBAL REPORT:**

Director Mueller reported that the LED lighting projects are moving along despite delivery delays. The northern cove in Adult Services has new lights. She is very pleased with these new changes. In May, the work will progress to the exterior of the building and parking lot lights.



Workstations have been added to Circulation as well as new chairs for the Adult Services desk.

She shared some wonderful patron comments, including a patron's email after winning the "Winter Reading Program" drawing and another patron's card expressing gratitude for creating a safe space to visit during the pandemic. "It was the only place we went and the only thing we did."

She shared her congratulations to Tera Moon, as the new Director. She knows Tera will bring wonderful things to this Library and new levels of excellence.

This is Carol Mueller's last library board meeting as director. She thanked the Board for their support and confidence in her to lead this exceptional organization. She said these have been the best years of her career and she has been "living the dream" for 43 years of library service. The community is so fortunate to have the board leading the way. She has great memories of her service here, including the creation of the mosaic installed in the front entrance, the historic photo collection, the photo contests, the read-a-thons, and the building improvements. She said it has been an honor and she looks forward to hearing great news about all that has been accomplished in Bloomfield Township Public Library.

#### **REGULAR AGENDA:**

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

President Lindstrom welcomed Laura Kraly, representing the SOC. Laura said Daniella Bryant and Amanda Carroll are also on SOC. It will be extra creative, as they have lots of ideas.

#### **UNFINISHED BUSINESS:**

No unfinished business.

#### **NEW BUSINESS:**

##### **11a. Strategic Planning Discussion**

Assistant Director Moon says the Strategic Plan aids in thinking rationally about the future and make a logical plan for it. She gave a review of the previous strategic plan for 2016-2020 that was approved in December of 2015. The core planning group was the Board of Trustees, the Director and the Assistant Director. They had a one-day retreat to begin the plan, which included the Library Board, Friends of the Library President, the President of the Bloomfield Township Historical Society, as well as members of the community. Since then, library staff have accomplished many of the investments of the plan.

There was much discussion on whether to hire an outside contractor and how to involve the community. They had discussion of the value of having an outside perspective. The demographics of the community in 2015 may have changed in the past years and the current and future needs of residents needs to be discovered.

The accomplishments of the 2016 – 2020 strategic plan were reviewed, which included enhancing the library's marketing in numerous ways, increasing interdepartmental collaboration, increasing programming, and creating the Commons, a multi-purpose,

collaborative seating area.

There was discussion of when to begin the Strategic Planning and it was agreed that 2022 would be a good time to begin, after the Pandemic has subsided. The Board contemplated how to engage the community with this process, and it was agreed that the newly formed Ambassador Group would be an excellent resource in these efforts.

The Board discussed their vision of the near future in 2023 and what the Library might look like after the Pandemic. The engagement of the Library with the community through the pandemic has been very good. The Library's role as a community center is more pivotal than ever.

**OTHER:**

Trustee Dani Gillman reported on the Wednesday, April 7 Friends Board Meeting, which was conducted via Zoom. Their 2021 Annual report is coming along, and their annual meeting will be on June 9, at 1 p.m. Kim Hoke shared about the Ambassador's Group and said it had a "great richness and diversity in the representation." The Friends' discussed their interest in the Ambassador's Group. The Friends' next meeting is May 5 at 10:30 a.m.

Tera Moon announced that Staff Development Day is on May 7. The Library will be closed so the staff can learn about the staff's upgrade to Office 365. May 3 will be the date that everyone is migrating to this program. The Michigan Library Association Executive Summit on Strategic Planning is on May 26.

The next Library Board Meeting will be Tuesday, May 18 at 7:00 p.m.

At 8:00 p.m. President Judy Lindstrom adjourned the meeting.

Submitted by:



Sandra Edwards, Secretary

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

Collaborative Summer Library Program is a new vendor for summer reading program supplies.

**General Fund Advance**

- Check #21336 payable to Allied Building Services of Detroit in the amount of \$600.00 was for installation of a replacement table on the Library Terrace.
- Check #21343 payable to Bloomfield Township in the amount of \$592.16 was payment for water.

**General Fund**

- Check #21349 payable to AECOM in the amount of \$2,941.25 was payment for the LED Lighting project.
- Check #21351 payable to Allied Building Services of Detroit in the amount of \$1,150.00 was payment for power washing of the portico.
- Check #21354 payable to Aunalytics in the amount of \$8,355.61 was payment for the Office 365 migration.
- Check #21357 payable to Bloomfield Township in the amount of \$194,587.17 was payment for the Library's portion of the pension contribution.
- Check #21369 payable to Farmington Community Library in the amount of \$525.14 was payment for ebooks through MetroNet.
- Check #21371 payable to Frank Rewold & Sons in the amount of \$504,866.50 was payment for the LED Lighting project.
- Check #21376 payable to Janway Company the amount of \$3,300.00 was payment for plastic bags for patrons.

- Check #21378 payable to Long Lake Market in the amount of \$456.00 was payment for Staff Development Day lunch.
- Check #21380 payable to Midwest Collaborative for Library Service in the amount of \$22,094.88 was payment for Skyriver cataloging service.
- Check #21381 payable to Metcom in the amount of \$10,405.00 was payment for RFID tags and supplies.
- Check #21385 payable to New Horizons in the amount of \$2,588.00 was payment for Staff Development Day training on Office 365.

### **Gift Fund**

- Check #5216 payable to Goldner Walsh in the amount of \$677.65 was payment for entrance arrangements.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**

**CHECK REGISTERS**

**FOR THE MONTH OF APRIL 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>				
21331	4/20/21	APPLIED IMAGING	106.01	541.58
21332	4/20/21	XFINITY	106.01	171.93
21333	4/20/21	CONSUMERS ENERGY	106.01	5,654.64
21334	4/20/21	FLAGSTAR BANK	106.01	6,440.29
21335	4/20/21	PRINCIPAL LIFE INS CO-SBD GRANDE ISLAND	106.01	694.53
21336	4/27/21	ALLIED BUILDING SVCS OF DETROIT, INC.	106.01	600.00
21337	4/27/21	Celia Domalewski	106.01	165.75
21338	4/27/21	DTE ENERGY	106.01	19,353.70
21339	4/27/21	Amberrose Hammond	106.01	325.00
21340	5/4/21	AMAZON.COM	106.01	2,096.60
21341	5/4/21	AT&T	106.01	211.85
21342	5/4/21	AT&T	106.01	801.02
21343	5/4/21	BLOOMFIELD TOWNSHIP	106.01	592.16
21344	5/4/21	CAR TRUCKING, INC.	106.01	199.50
21345	5/4/21	CINTAS CORPORATION	106.01	40.51
21346	5/4/21	Elizabeth Clauder	106.01	37.51
21347	5/4/21	T MOBILE	106.01	59.96
21348	5/4/21	VIGILANTE SECURITY	106.01	1,950.00
Total				<u>39,936.53</u>
<b>REGULAR CHECKS:</b>				
21349	5/10/21	AECOM GREAT LAKES, INC.	106.01	2,941.25
21350	5/10/21	AERO FILTER, INC	106.01	4,191.95
21351	5/10/21	ALLIED BUILDING SVCS OF DETROIT, INC.	106.01	1,150.00
21352	5/10/21	AMERICAN PEST CONTROL	106.01	1,504.00
21353	5/10/21	ASSA ABLOY ENTRANCE SOLUTIONS	106.01	823.53
21354	5/10/21	AUNALYTICS, INC.	106.01	8,355.61
21355	5/10/21	BAKER & TAYLOR, INC.	106.01	15,866.10
21356	5/10/21	BLOOMFIELD TOWNSHIP	106.01	437,463.47
21357	5/10/21	BLOOMFIELD TOWNSHIP	106.01	194,587.17
21358	5/10/21	BLACKSTONE AUDIO, INC.	106.01	41.60
21359	5/10/21	BOOK FARM LLC	106.01	59.93
21360	5/10/21	BUTZEL LONG	106.01	448.50
21361	5/10/21	CENGAGE LEARNING/GALE	106.01	1,349.88
21362	5/10/21	CHAMPAGNE ENGRAVING	106.01	25.00
21363	5/10/21	CINTAS CORPORATION	106.01	81.39
21364	5/10/21	COLLABORATIVE SUMMER LIBRARY PROGRAM	106.01	66.00
21365	5/10/21	DEMCO, INC.	106.01	883.73
21366	5/10/21	DOSTER LAW OFFICES, PLC	106.01	240.00
21367	5/10/21	DU ALL CLEANING, INC	106.01	11,181.40
21368	5/10/21	ENCYCLOPAEDIA BRITANNICA, INC.	106.01	1,550.00
21369	5/10/21	FARMINGTON COMMUNITY LIBRARY	106.01	525.14
21370	5/10/21	FOSTER SWIFT	106.01	63.00
21371	5/10/21	FRANK REWOLD AND SON, INC.	106.01	504,866.50
21372	5/10/21	GAYLORD BROTHERS, INC.	106.01	144.59
21373	5/10/21	GREAT OAKS MAINTENANCE	106.01	3,125.75
21374	5/10/21	INGRAM LIBRARY SERVICES	106.01	365.27
21375	5/10/21	INNOVATIVE INTERFACE, INC	106.01	23,020.20
21376	5/10/21	JANWAY COMPANY	106.01	3,300.00
21377	5/10/21	LJ ROLLS REFRIGERATION CO., INC	106.01	5,864.23
21378	5/10/21	LONG LAKE MARKET	106.01	456.00
21379	5/10/21	LOOKOUT BOOKS	106.01	562.69
21380	5/10/21	MIDWEST COLLABORATIVE for LIB. SVCS	106.01	22,094.88
21381	5/10/21	METCOM, INC.	106.01	10,405.00

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**

**CHECK REGISTERS**

**FOR THE MONTH OF APRIL 2021**

<b>Check #</b>	<b>Date</b>	<b>Payee</b>	<b>Cash Account</b>	<b>Amount</b>
21382	5/10/21	MICROMARKETING LLC	106.01	335.69
21383	5/10/21	MIDWEST TAPE	106.01	2,460.06
21384	5/10/21	NATIONAL SIGN COMPANY	106.01	975.00
21385	5/10/21	NEW HORIZONS	106.01	2,588.00
21386	5/10/21	NICHOLS/NETWORK SERVICES CO	106.01	474.21
21387	5/10/21	OMNIGRAPHICS	106.01	254.66
21388	5/10/21	OVERDRIVE	106.01	11,413.80
21389	5/10/21	OXFORD UNIVERSITY PRESS USA	106.01	2,445.00
21390	5/10/21	PACIFIC TELEMAGEMENT SERVICES	106.01	78.00
21391	5/10/21	POSEIDON LAWN SPRINKLERS	106.01	433.00
21392	5/10/21	THE ROWMAN & LITTLEFIELD PUBLISHING GRP	106.01	97.87
21393	5/10/21	SERVICE HEATING & PLUMBING	106.01	1,886.10
21394	5/10/21	SHOWCASES	106.01	642.60
21395	5/10/21	TERMINIX PROCESSING CTR.	106.01	143.00
21396	5/10/21	THE LIBRARY NETWORK	106.01	1,411.20
21397	5/10/21	THOMSON REUTERS/THOMSON WEST	106.01	252.00
21398	5/10/21	WALLACEBURG BOOKBINDING & MFG	106.01	215.82
21399	5/10/21	WEISS RATINGS INC	106.01	514.05
21400	5/10/21	WT COX INFORMATION SERVICES	106.01	24,922.90
Total				<u><u>1,309,146.72</u></u>

**Gift Fund**

**ADVANCE CHECKS:**

5211	4/20/21	FLAGSTAR BANK	102.03	158.75
5212	5/4/21	AMAZON.COM	102.03	122.36
Total				<u><u>281.11</u></u>

**REGULAR CHECKS:**

5213	5/10/21	VOID	102.03	
5214	5/10/21	COMMUNITY FOUNDATION - SE MICH.	102.03	100.00
5215	5/10/21	FINDAWAY WORLD, LLC	102.03	49.99
5216	5/10/21	GOLDNER WALSH NURSERY, INC.	102.03	677.65
5217	5/10/21	BAKER & TAYLOR	102.03	152.85
Total				<u><u>980.49</u></u>

**Bloomfield Township Public Library  
FY 2021-2022 General Fund Budget**

**7b**

**PRESENTED: MAY 18, 2021      FOR THE MONTH OF: APRIL, 2021**

		2021-2022	2020-2021			One Month 8%	
ACCOUNT	ACCOUNT	ADOPTED BUDGET	AMENDED BUDGET	REVENUE/EXPENSE	REVENUE/	% OF	
NUMBER	NAME	AS OF	AS OF	CURRENT	EXPENSE	BUDGET	
		MARCH 16, 2021	MARCH 16, 2021	MONTH	YTD	YTD	VARIANCE
<b><u>Revenues</u></b>							
410.01	<b>Taxes</b>	<b>\$7,977,960</b>	<b>\$7,977,960</b>	<b>\$29</b>	<b>\$29</b>	<b>0.00%</b>	<b>(\$7,977,931)</b>
420.01	<b>Penal Fines</b>	<b>\$87,600</b>	<b>\$87,600</b>	<b>\$0</b>	<b>\$0</b>	<b>0.00%</b>	<b>(\$87,600)</b>
422.01	<b>State Aid</b>	<b>\$32,800</b>	<b>\$32,800</b>	<b>\$17,660</b>	<b>\$17,660</b>	<b>53.84%</b>	<b>(\$15,140)</b>
430.01	<b>Circulation Fines &amp; Fees</b>	<b>\$38,250</b>	<b>\$38,250</b>	<b>\$838</b>	<b>\$838</b>	<b>2.19%</b>	<b>(\$37,412)</b>
	<b>Charges for Services</b>	<b>\$14,866</b>	<b>\$14,866</b>	<b>\$7</b>	<b>\$7</b>	<b>0.05%</b>	<b>(\$14,859)</b>
	<b>Investment earnings</b>	<b>\$86,500</b>	<b>\$86,500</b>	<b>\$9,460</b>	<b>\$9,460</b>	<b>10.94%</b>	<b>(\$77,040)</b>
	<b>Miscellaneous</b>	<b>\$14,566</b>	<b>\$14,566</b>	<b>\$12</b>	<b>\$12</b>	<b>0.08%</b>	<b>(\$14,554)</b>
<b>Total Revenues</b>		<b>\$8,252,542</b>	<b>\$8,252,542</b>	<b>\$28,006</b>	<b>\$28,006</b>	<b>0.34%</b>	<b>(\$8,224,536)</b>
<b><u>Expenditures</u></b>							
	<b>Personnel</b>	<b>\$4,696,338</b>	<b>\$4,696,338</b>	<b>\$453,077</b>	<b>\$453,077</b>	<b>9.65%</b>	<b>(\$4,243,261)</b>
	<b>Library Services</b>	<b>\$819,810</b>	<b>\$819,810</b>	<b>\$104,374</b>	<b>\$104,374</b>	<b>12.73%</b>	<b>(\$715,436)</b>
	<b>Facilities &amp; Equipment</b>	<b>\$1,040,866</b>	<b>\$1,040,866</b>	<b>\$158,070</b>	<b>\$158,070</b>	<b>15.19%</b>	<b>(\$882,796)</b>
	<b>Other Operating Expenditures</b>	<b>\$3,870,261</b>	<b>\$3,870,261</b>	<b>\$539,606</b>	<b>\$539,606</b>	<b>13.94%</b>	<b>(\$3,330,655)</b>
<b>Total Expenditures</b>		<b>\$10,427,275</b>	<b>\$10,427,275</b>	<b>\$1,255,126</b>	<b>\$1,255,126</b>	<b>12.04%</b>	<b>(\$9,172,149)</b>
	Fund Balance - Beginning	\$13,071,834	\$13,071,834		\$13,071,834		
	Net revenue (expenditure)	(\$2,174,733)	(\$2,174,733)		(\$1,227,120)		
	Fund Balance - Ending	\$10,897,101	\$10,897,101		\$11,844,714		

**Fund Balance Designations**

Nonspendable-Prepaid Expense	\$26,125	\$26,125
Committed Fund Balance (is 8-months of operational expenditures amount)	\$4,531,000	\$4,531,000
Assigned Fund Balance (is \$530,178 the 3/31/21 compensated absences accrual, plus \$2,940,000 the 60% OPEB obligation plus \$2,769,798 for capital improvements)	\$6,239,976	\$6,239,976
Unassigned Fund Balance (is the unplanned emergency amount)	\$100,000	\$100,000

Bloomfield Township Public Library  
**FY 2021-2022 Gift Fund Budget**

PRESENTED: MAY 18, 2021    FOR THE MONTH OF: APRIL, 2021

One Month 8%

ACCOUNT NUMBER	ACCOUNT NAME	2021-2022 ADOPTED BUDGET AS OF MAR 16, 2021	2021-2022 AMENDED BUDGET AS OF MAY 18, 2021	REVENUE/ EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	VARIANCE
	<b><u>Revenues</u></b>						
	Gift Income	\$500	\$1,850	\$1,350	\$1,350	72.97%	(\$500)
454.03	Investment Earnings	\$200	\$200	\$1	\$1	0.51%	(\$199)
460.03	Miscellaneous Revenue	\$0	\$0	\$0	\$0	0.00%	\$0
	<b>Total Revenues</b>	<b>\$700</b>	<b>\$2,050</b>	<b>\$1,351</b>	<b>\$1,351</b>	<b>65.90%</b>	<b>(\$699)</b>
	<b><u>Expenditures</u></b>						
	Library Services	\$75,589	\$76,839	\$484	\$484	0.63%	(\$76,355)
	Facilities & Equipment	\$34,382	\$34,382	\$678	\$678	1.97%	(\$33,704)
	Other Operating Expenditures	\$52,224	\$52,324	\$100	\$100	0.19%	(\$52,224)
	<b>Total Expenditures</b>	<b>\$162,195</b>	<b>\$163,545</b>	<b>\$1,262</b>	<b>\$1,262</b>	<b>0.77%</b>	<b>(\$162,283)</b>
	Fund Balance - Beginning	\$161,695	\$161,695		\$184,562		
	Net revenue (expenditures)	(\$161,495)	(\$161,495)		\$89		
	Fund Balance - Ending	\$200	\$200		\$184,651		



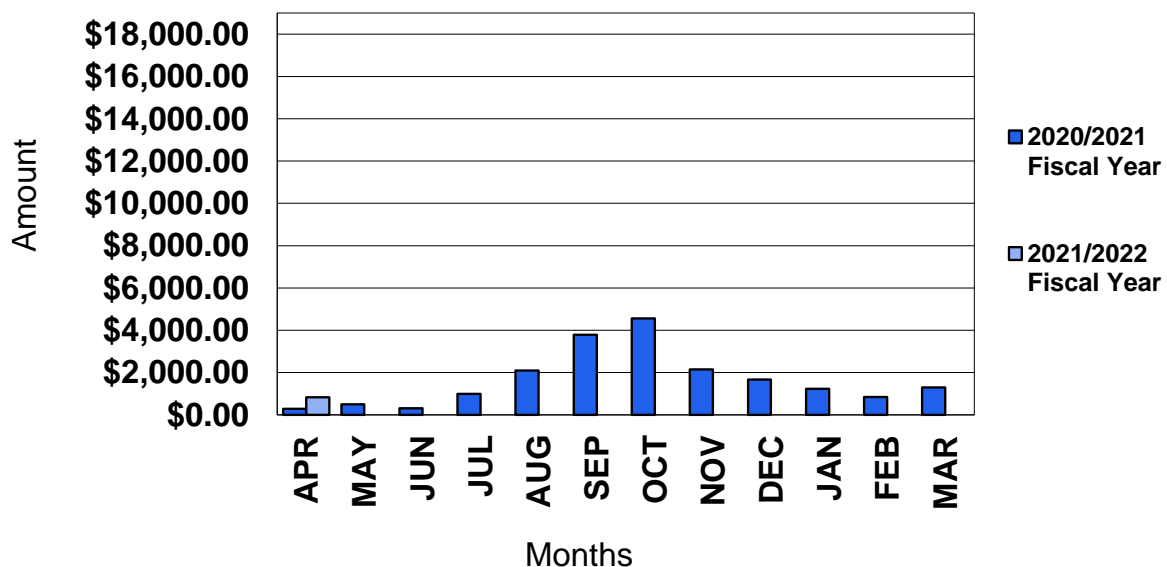
**Bloomfield Township Public Library**  
**Asset Allocation Summary**  
**APRIL 2021**

Fund	Type	Annual Yield	Date	Amount on Hand
<b>General Fund</b>				
	5th 3rd Checking (Ecommerce)	0.00%	4/30/2021	\$69,288.19
	Flagstar Public Funds Savings	0.25%	4/30/2021	\$199,865.94
	Flagstar Premier Public Entities Checking	0.15%	4/30/2021	\$53,099.08
	RBC Capital Cash/Money Market	0.00%	4/30/2021	\$1,849,456.61
	RBC Capital - Investments	2.02%	4/30/2021	\$10,984,139.61
<b>Total General Fund</b>				<b>\$13,086,561.24</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%	4/30/2021	\$120,746.74
	Huntington CD (Charnov gift) - matures 02/03/2022	0.01%	4/30/2021	\$50,000.00
	Fifth Third Bank Business Standard Checking	0.00%	4/30/2021	\$13,073.15
<b>Total Gift Fund</b>				<b>\$183,819.89</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	2020/2021 Fiscal Year	2021/2022 Fiscal Year	Difference
APR	\$292.50	\$838.45	\$545.95
MAY	\$503.75		(\$503.75)
JUN	\$308.75		(\$308.75)
JUL	\$990.79		(\$990.79)
AUG	\$2,099.50		(\$2,099.50)
SEP	\$3,793.90		(\$3,793.90)
OCT	\$4,554.22		(\$4,554.22)
NOV	\$2,153.70		(\$2,153.70)
DEC	\$1,675.95		(\$1,675.95)
JAN	\$1,236.95		(\$1,236.95)
FEB	\$845.50		(\$845.50)
MAR	\$1,295.62		(\$1,295.62)
			YTD Difference
TOTAL	<u>\$19,751.13</u>	<u>\$838.45</u>	<u>(\$18,912.68)</u>

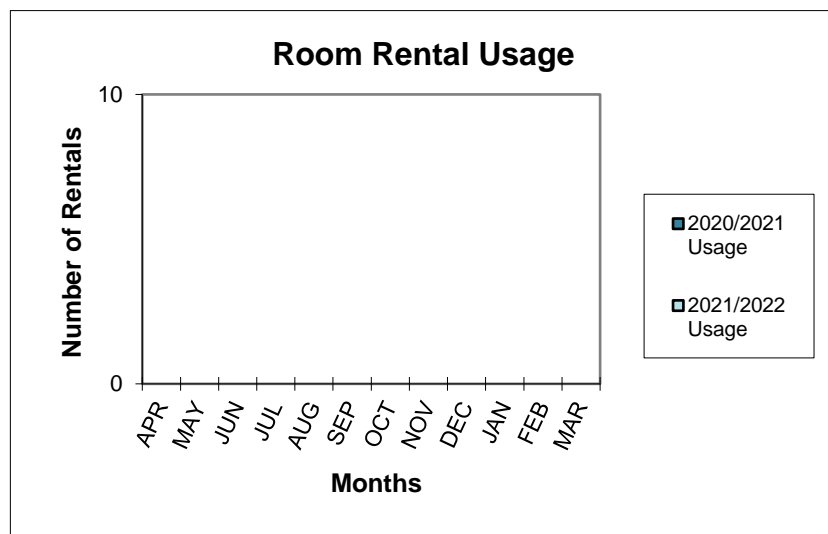
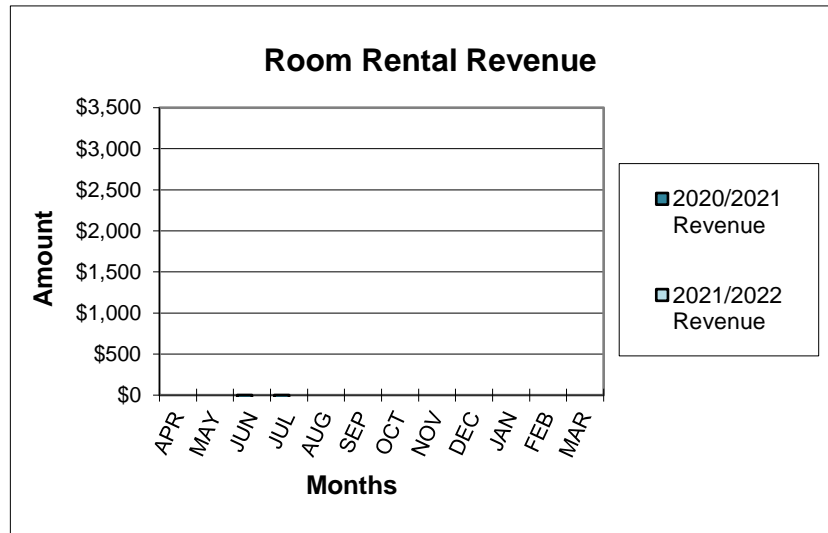
### Fines and Fees Two-Year Comparison



## ROOM RENTAL - TWO-YEAR COMPARISON

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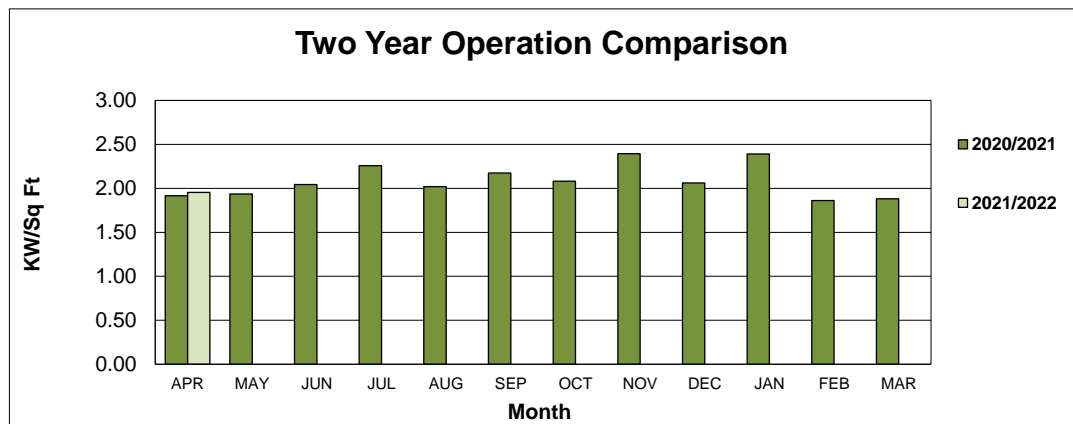
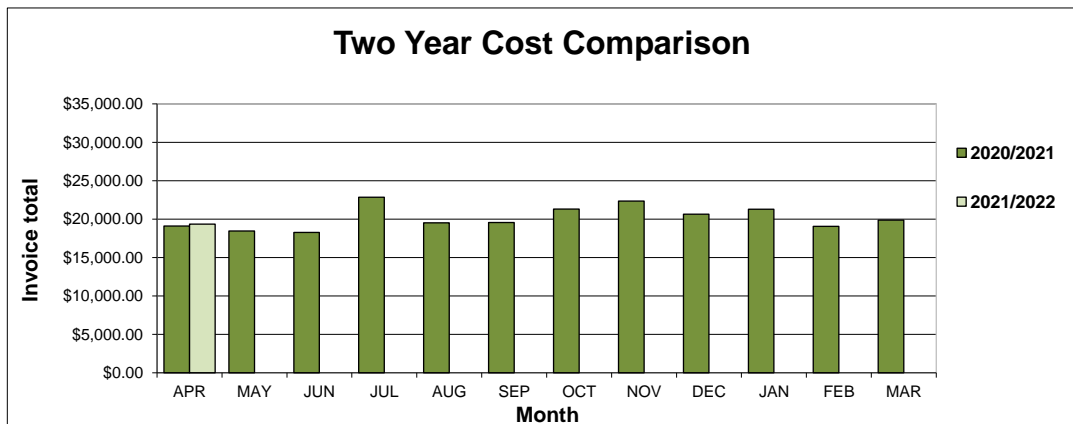
<u>Month</u>	2020/2021 <u>Revenue</u>	2021/2022 <u>Revenue</u>	<u>Difference</u>	2020/2021 <u>Usage</u>	2021/2022 <u>Usage</u>	<u>Month</u>
APR	\$0.00	\$0.00	\$0.00	0	0	APR
MAY	\$0.00		\$0.00	0		MAY
JUN	(\$520.00)		\$520.00	(Refunds)		JUN
JUL	(\$640.00)		\$640.00	(Refunds)		JUL
AUG	\$0.00		\$0.00	0		AUG
SEP	\$0.00		\$0.00	0		SEP
OCT	\$0.00		\$0.00	0		OCT
NOV	\$0.00		\$0.00	0		NOV
DEC	\$0.00		\$0.00	0		DEC
JAN	\$0.00		\$0.00	0		JAN
FEB	\$0.00		\$0.00	0		FEB
MAR	\$0.00		\$0.00	0		MAR
			YTD Difference			
TOTAL	<u><u>-\$1,160.00</u></u>	<u><u>\$0.00</u></u>	<u><u>\$1,160.00</u></u>	<u><u>0</u></u>	<u><u>0</u></u>	



## Bloomfield Township Public Library Electricity Analysis

Building Area = 101,023 Sq ft.

TWO YEAR COST COMPARISON				CURRENT YEAR OPERATION					
Month	2020/2021	2021/2022	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	\$19,093.00	\$19,353.70	\$260.70	197,330	\$0.10	274.07	1.95	\$26.88	\$0.19
MAY	\$18,452.63		(\$18,452.63)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
JUN	\$18,265.94		(\$18,265.94)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
JUL	\$22,841.96		(\$22,841.96)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
AUG	\$19,522.85		(\$19,522.85)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
SEP	\$19,555.73		(\$19,555.73)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
OCT	\$21,308.13		(\$21,308.13)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
NOV	\$22,352.41		(\$22,352.41)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
DEC	\$20,649.10		(\$20,649.10)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
JAN	\$21,291.56		(\$21,291.56)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
FEB	\$19,068.67		(\$19,068.67)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
MAR	\$19,862.73		(\$19,862.73)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
			YTD Difference						
TOTAL	\$242,264.71	\$19,353.70	(\$222,911.01)						



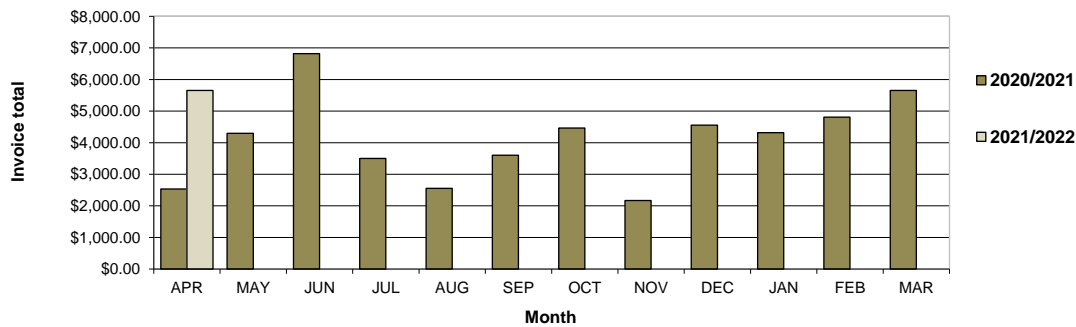
## Bloomfield Township Public Library Natural Gas Analysis

Building Area = 101,023

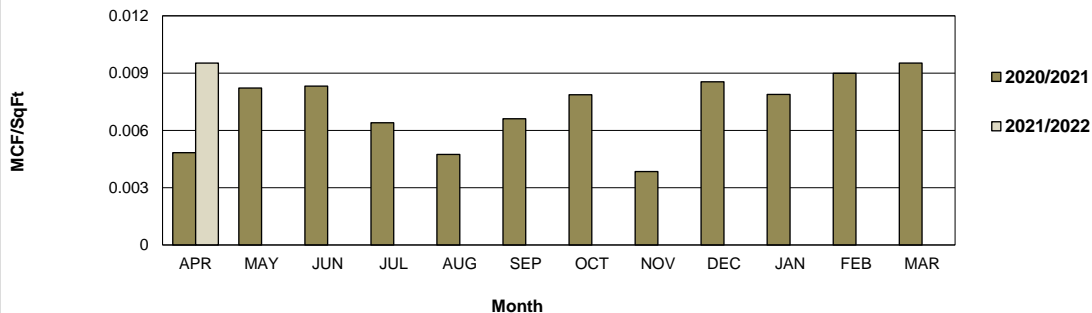
1 Cu. Ft. = 1000 BTU

TWO YEAR COST COMPARISON				OPERATION							
Month	2020/2021	2021/2022	Difference		MCF	COST/MCF	HOURS (24 x no. days per month)	MCF/HR	MCF/SqFt	\$/HR	\$/SqFt
APR	\$2,531.55	\$5,654.64	\$3,123.09	(Billing Error)	962.0	\$5.88	720	1.34	0.010	7.85	0.055
MAY	\$4,294.32		(\$4,294.32)	- Correction		#DIV/0!	744	0.00	0.000	0.00	0.000
JUN	\$6,820.12		(\$6,820.12)	6/2020)		#DIV/0!	720	0.00	0.000	0.00	0.000
JUL	\$3,502.62		(\$3,502.62)			#DIV/0!	744	0.00	0.000	0.00	0.000
AUG	\$2,553.53		(\$2,553.53)			#DIV/0!	744	0.00	0.000	0.00	0.000
SEP	\$3,601.75		(\$3,601.75)			#DIV/0!	720	0.00	0.000	0.00	0.000
OCT	\$4,465.17		(\$4,465.17)			#DIV/0!	744	0.00	0.000	0.00	0.000
NOV	\$2,167.17		(\$2,167.17)			#DIV/0!	720	0.00	0.000	0.00	0.000
DEC	\$4,554.47		(\$4,554.47)			#DIV/0!	744	0.00	0.000	0.00	0.000
JAN	\$4,315.81		(\$4,315.81)			#DIV/0!	744	0.00	0.000	0.00	0.000
FEB	\$4,810.45		(\$4,810.45)			#DIV/0!	696	0.00	0.000	0.00	0.000
MAR	\$5,654.64		(\$5,654.64)			#DIV/0!	744	0.00	0.000	0.00	0.000
			YTD Difference								
TOTAL	\$49,271.60	\$5,654.64	(\$43,616.96)								

### Two Year Cost Comparison

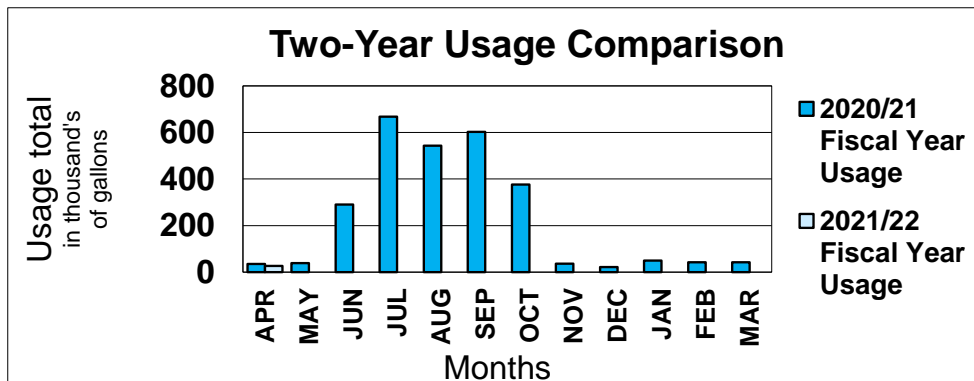
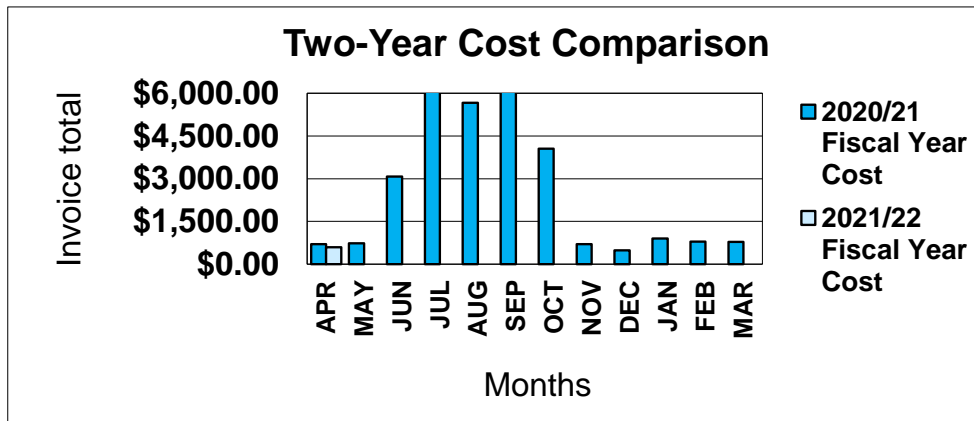


### Two Year Operation Comparison



## Bloomfield Township Public Library Water Analysis

Month	2020/21 Fiscal Year Cost	2021/22 Fiscal Year Cost	Difference	2020/21 Fiscal Year Usage	2021/22 Fiscal Year Usage	Difference
APR	\$698.36	\$592.16	(\$106.20)	35	27	(8)
MAY	\$731.36		(\$731.36)	39		(39)
JUN	\$3,076.81		(\$3,076.81)	290		(290)
JUL	\$6,912.60		(\$6,912.60)	668		(668)
AUG	\$5,663.25		(\$5,663.25)	543		(543)
SEP	\$6,292.57		(\$6,292.57)	603		(603)
OCT	\$4,051.16		(\$4,051.16)	376		(376)
NOV	\$706.63		(\$706.63)	37		(37)
DEC	\$484.48		(\$484.48)	22		(22)
JAN	\$899.16		(\$899.16)	50		(50)
FEB	\$795.49		(\$795.49)	43		(43)
MAR	\$780.68		(\$780.68)	42		(42)
			YTD Difference			YTD Difference
TOTAL	<u>\$31,092.55</u>	<u>\$592.16</u>	<u>(\$30,500.39)</u>	<u>2,748</u>	<u>27</u>	<u>(2,721)</u>



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

As of April 26, patrons have to create a PIN in order to access their library card account and many other online services such as hoopla and OverDrive. Library staff, especially Adult and Youth Services, and Circulation, fielded many phone calls from patrons needing a little bit of help to create their PIN and get back to enjoying great digital content. The process went smoothly and as of the writing of this report the questions are starting to taper off. This presented an opportunity to chat with patrons who may not have interacted with staff in a while and share some updates or other services they might be interested in.

A posting for Assistant Library Director has been distributed on several library job boards including The Library Network, Michigan Library Association, and the American Library Association. The deadline to apply is June 10, 2021. Thank you to President Judy Lindstrom for assisting me with this selection process.

This is the first year in many that the Library has not put out an RFP for Serials Subscription Services. Last year, the bid was rewritten to include the option to renew the awarded contract for up to two more years given good performance of the service provider. Last year, this bid was awarded to WT Cox. WT Cox continues to provide great service. Therefore, the contract will continue for the next year.

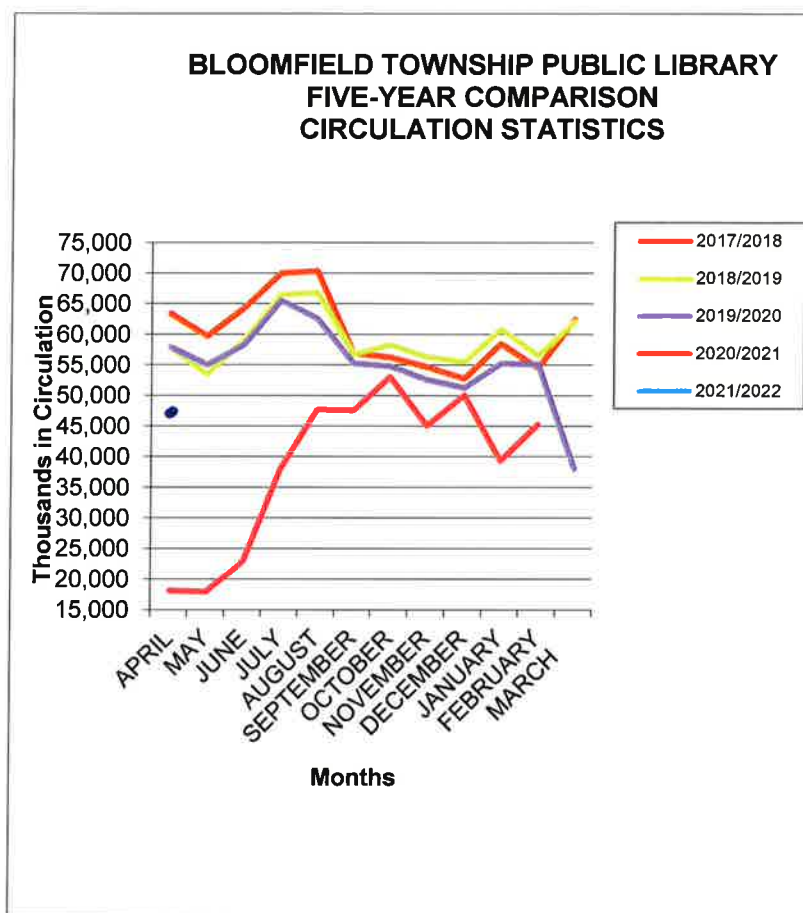
The Library's annual audit field work begins on Tuesday, May 18. This work will happen on-site this year (last year it was handled completely electronically as we were all still staying home to stay safe).

*Tera Moon*  
*Library Director*

# BLOOMFIELD TOWNSHIP PUBLIC LIBRARY FIVE YEAR CIRCULATION

5/12/2021

	<u>2017/2018</u>	<u>2018/2019</u>	<u>2019/2020</u>	<u>2020/2021</u>	<u>2021-2022</u>
APRIL	63,413	57,829	57,900	18,087	48,463
MAY	59,745	53,493	55,056	17,974	
JUNE	64,319	59,101	58,301	22,933	
JULY	70,006	66,539	65,499	37,962	
AUGUST	70,391	66,907	62,633	47,629	
SEPTEMBER	56,939	56,817	55,270	47,507	
OCTOBER	56,291	58,359	54,813	53,114	
NOVEMBER	54,703	56,357	52,623	45,117	
DECEMBER	52,859	55,615	51,267	50,080	
JANUARY	58,510	60,945	55,277	39,378	
FEBRUARY	54,554	56,645	55,172	45,329	
MARCH	62,452	62,128	38,121	56,504	
<b>TOTAL</b>	<b>724,182</b>	<b>710,735</b>	<b>661,932</b>	<b>481,614</b>	<b>48,463</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)



	2020		2021	
<b>COLLECTION</b>				
Book Collection:	235,420		232,433	
Media Collection:	56,538		55,452	
Total e-books:	21,163		22,619	
Overdrive	16,710		18,002	
Total downloadable audiobooks:	6,880		7,917	
Materials Total:	320,001		318,421	
<b>CIRCULATION</b>				
Circulation Total:	18,087		48,463 *	
Bloomfield Township Circulation:	18,070		46,474	
Virtual Circulation Total	17,547		12,435	
Circulation of Youth materials:	0		16,518	
Circulation of Media:	0		8,643	
Circulation of Cranbrook passes:	0		49	
Self-checkout machine use:	1	0.0%	9,695	20.0%
Library by Mail:	0	26 patrons	21	33 patrons
<b>BUILDING &amp; EQUIPMENT USAGE</b>				
Door Count:	0		5,270	
Gate Count:	0		7,046	
Meeting rooms by public:	0		0	
Meeting rooms by staff:	0		0	
<b>VIRTUAL USE</b>				
Home page hits:	21,250		29,781	
e-book access:	5,965		3,706	
Overdrive	5,958		3,704	
EBSCOhost	7		2	
Audiobook access: (Overdrive)	2,181		2,069	
Freegal music download access:	570		644	
Freegal music streaming:	2,157		1,870	
Magazine download access:	1,962		894	
Hoopla access:	4,712		3,252	
<b>Library Computer Use</b>				
Resident Use	0		163	
Guest Use	0		139	
*Library closed April 9 -12 and April 21 & 22 due to employee Covid exposure.				

	2020		2021	
<b>OUTREACH &amp; PROGRAMS</b>				
<b><i>New Patrons and Accounts</i></b>				
Township:	34		53	
Cranbrook:	0		1	
Total new patrons:	34		54	
<b><i>Adult Program Attendance</i></b>				
Staff-led:	0	0	7 events	57 attended
Speaker-led:	0	0	0	0
Book clubs:	0	0	2 events	17 attended
Tours/visits on-site:	0	0	0	0
Tours/visits off-site:	7 events	88 attended	5 events	97 attended
Chamber Music Concert	0	0	0	0
Bloomfield Historical Society	0	0	0	0
<b><i>Systems Program Attendance</i></b>				
Staff-led:	0	0	5 events	0 attended
<b><i>Teen Program Attendance</i></b>				
Staff-led:	0	0	1 event	4 attended
<b><i>Youth Program Attendance</i></b>				
Staff-led:	6 events	202 attended	11 events	644 attended
Speaker-led:	0	0	0	0
Tours/visits on-site:	0	0	0	0
Tours/visits off-site:	0	0	1 event	67 attended
TOTAL:	13 events	290 attended	32 events	886 attended
<b><i>Volunteers (number of people, hours)</i></b>				
Shop	0	0	0	0
Court	0	0	0	0
Students	0	0	0	0
Department volunteer	0	0	0	0
<b><i>Patron Remarks</i></b>				
Patron Comments:	0		1	
Ask BTPL:	6		4	
Ask Us:	12		46	
<b>DISPLAYS</b>				
Lobby	Current & Past Winners of the Annual Photo Contest			
Local History	Photography			

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
MEMORANDUM**

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**TO:** Trustees  
**FROM:** Tera Moon  
**DATE:** May 12, 2021  
**SUBJECT:** LED Lighting Update

I am pleased that Geraldine Drake will be providing an update on the LED Lighting project. The new lighting highlights the beautiful and unique features of our building and provides enhanced light for users.

Despite some product delivery delays, work has progressed very well. Tim Strachura from Rewold and Sons has been on site with electricians from Summit Electric and has kept us informed.

Geraldine assisted with creating a template for messaging to staff and the public. Posters explaining the project's benefits and background are in Adult Services and the lobby. A poster is in the staff hallway and updates are included in the Weekly Staff Update email that goes to all staff once per week. A press release highlighting the project's benefits was sent out. An article was published in the Birmingham Bloomfield Eagle.

Thank you to the professionals at AECOM, Frank Rewold and Sons, Summit Electric, and Gasser Bush for helping to bring the best of the library to light.

The Eagle's  
**NEWS & NOTES**

COMPILED BY TIFFANY ESSHAKI

**Library makes eco-friendly lighting improvements**



**BLOOMFIELD TOWNSHIP** – The Bloomfield Township Public Library announced it has recently begun to make energy- and cost-efficient lighting improvements as part of a library-wide lighting conversion project.

The project is expected to span two years, resulting in the replacement of all indoor and outdoor light fixtures with high-efficiency, low-cost LED lighting. Upon completion, library staff anticipates an overall wattage reduction of 67%, increased energy savings and lower maintenance costs.

All removed fixtures will be disassembled and recycled, along with the new fixture packaging, including the fluorescent lamps, electronic ballasts, copper wiring, metal housings, cardboard and plastic.

The library has planned and budgeted for this project as part of a capital improvements plan.

For more information, call the library at (248) 642-5800 or visit [btpl.org](http://btpl.org). The Bloomfield Township Public Library is located at 1099 Lone Pine Road in Bloomfield Township.

**VILLAGE SEEKS HELPERS FOR BINGHAM FARMS FAMILY FEST**

**BINGHAM FARMS** – The first ever Bingham Farms Family Fest is planned for 11 a.m.-3 p.m. Saturday, Aug. 14.

The village is looking for volunteers and sponsors for the event. Those interested can call (248) 644-0044 or email [kmarten@binghamfarms.org](mailto:kmarten@binghamfarms.org).

The event is expected to be held in the parking lot of Jamestown South, 24255 13 Mile Road in Bingham Farms.

**Cranbrook Plant Sale returns online, in person**

**BLOOMFIELD HILLS** – The Cranbrook House and Gardens Auxiliary's 49th annual Spring Plant Sale will be held online May 10-12, with pickups to be scheduled May 14-16.

Shoppers can select plants on the sale's website. All plants are native to Michigan and are expected to thrive in local gardens and to attract pollinators, birds and other wildlife that help sustain the ecosystem. Since they are well-adapted to the area, native plants require less maintenance than non-native species.

The link to the sale website will be emailed to those who register for the event at [housegardens.cranbrook.edu/events/spring-plant-sale](http://housegardens.cranbrook.edu/events/spring-plant-sale).

Then, visitors can shop in person for perennials, herbs and tropical plants 10 a.m.-3 p.m. May 22-23 at the estate conservatory's parking lot. Shoppers will be required to wear face masks and social distance during the event. No registration is required for the in-person sale.

Guests can park in the estate's main lot and walk over to the plant sale. Cranbrook House and Gardens is located at 380 Lone Pine Road in Bloomfield Hills.



**Beverly Hills invites volunteers to**



Whatever made her life  
we'll help you celebr



**Win Sullivan & Son**  
SINCE 1906  
FUNERAL DIRECTORS

Every life is unique.  
Its celebration should be too.

We've spent  
years help  
celebration  
large or un  
too early  
Let's begi

248-541-7  
586-731-2  
SullivanFu

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
MEMORANDUM**

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**TO:** Trustees

**FROM:** Tera Moon, Library Director

**DATE:** May 18, 2021

**SUBJECT: Bank Signatories**

With the recent changes in the Library Director position, a resolution to approve a change in bank signatories is being presented at the May 18, 2021 Regular Board Meeting for your approval. As per the procedure required by financial institutions, a copy of a duly signed board resolution is required for bringing change to the bank account authorized signatories. The resolution attached authorizes the following persons to sign on behalf of the Library, issue orders for payment or withdrawal of money:

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

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

If you agree, the following action is needed:

**ACTION:** I move to approve the resolution authorizing signatures, including facsimile signatures, for banking services on behalf of the Bloomfield Township Public Library as presented, effective May 3, 2021.

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

THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY RESOLVES AS FOLLOWS:

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

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

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

All prior authorizations are suspended.

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

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

SECTION 3. This resolution was duly PASSED and ADOPTED this 18th day of May, 2021, and takes effect May 3, 2021, upon signing by the President and Secretary.

---

Judy Lindstrom, President

---

Sandra Edwards, Secretary

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**

**MOTION TO APPROVE ANY ITEMS REMOVED FROM THE CONSENT AGENDA**

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



**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
MEMORANDUM**

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**TO:** Trustees

**FROM:** Tera Moon

**DATE:** May 12, 2021

**SUBJECT:** Strategic Plan Update

Thank you for sharing your thoughts and ideas about the next strategic planning process at the April 27 meeting. As discussed, the strategic planning process will begin in January 2022.

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 May & June

## Displays

1. YS - Children's Book Week, May 3 – 9, "Our Favorite Books from Childhood".
2. YS – Mental Health Month (through end of May).
3. YS – "New-ish Releases You May Have Missed Over the Past Year".
4. Photo Contest winning photos in Lobby Display Case.
5. AS – Great American Road Trip-travel books (May).

## Virtual Programs

*None scheduled to date.*

## 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. *Mosaic Tile Workshop* for ages 10 – 13 in May.
3. AS – **Virtual Teen Book Club – Teen Advisory Board (TAB): Meet to discuss books, programs and crafts for the library; play games! On Zoom.** Next month (June) we will be meeting to discuss *Skyhunter* by Marie Lu, on Zoom.
4. AS - **Classics Book Club** – meets on Zoom bimonthly, discussing *Wuthering Heights* by Emily Brontë (June).
5. AS - **BYOB–Bring Your Own Book–Club** – meets on Zoom bimonthly, discussing *The Mountains Sing* by Nguyen Phan Que Mai (June).
6. AS - **30 Minute Lunchtime Book Club** – meets on Zoom bimonthly, discussing *Educated* by Tara Westover (May).
7. AS - **Nonfiction Book Club** – meets on Zoom bimonthly, discussing *Hidden Valley Road : inside the mind of an American family* by Robert Kolker (May).
8. AS – **ESL Conversation Hour** – meets on Zoom weekly.
9. 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 – **Paper Lantern Kit** – for on-demand video, painting paper lanterns with tissue paper with Ms. Patricia.
2. YS – **Market Day! Kit** for the on-demand video, **Market Day!** Sensory Story Time.
3. YS – **Star Wars Craft Kit** for preschool & up – *May the 4<sup>th</sup> & Revenge of the 5<sup>th</sup>*.
4. YS – **Star Wars Craft Kit** for ages 10 & up – *Which Side Do You Choose?*
5. YS – **Science at Home** – Self-Inflating Balloon Kit, Preschool & up.
6. Library-wide – **Community Quilt Project** – We have extended our deadline to May 31. Pick up a square to take home and decorate with you Incredible Journey this past year. Square will be on display throughout May before being crafted into a community quilt.

## 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.
2. Asian Pacific American Heritage Month – see an assortment of books available for download with many more available inside the Library.

## On-demand videos

### **Youth Services:**

- *Puppy Love Story Time* with Ms. Patricia.
- *Paper Lantern Painting*, in celebration of Asian Pacific Islander American Heritage Month with Ms. Patricia.
- Sensory Story Time: **Market Day!** With Ms. Jen.
- 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.
- Book Talk – Marcia Preston shares her impressions of *Between Two Kingdoms* by Suleika Jaouad, along with some other recommended reading.
- Karrie demonstrates how you can access several of 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.
- Virtual Read-Aloud with Emily: Join Emily as she reads the classic short story, *The Spirit of the Herd* by Dallas Lore Sharp in May and *The Story-Teller* by Saki in June.
- 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 our Reading Database guaranteed to help you find your next great read and be a star in your book discussions in June.
- Adult Services Recommends—Discover what our Adult Services librarians are reading and recommended each month.

## Other

1. **Welcome Bloomfield Baby Bags** – books, literacy tips, and more – funded by the Friends of the Library.
2. **Summer Reading 2021** – June 21 through July 31. All ages are welcome to participate. Read books and win prizes. Register online beginning June 21.
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**

Wednesday, May 26, 9:30am-11:30am --Michigan Library Association -  
Executive Summit: Strategic Planning Workshop

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

Wednesday, June 9, 1:00 p.m. – Friends Annual meeting

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

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