

Bloomfield Township Public

**Library**

**Bloomfield Township Public Library  
Board of Trustees**

Library Board Meeting  
**Tuesday, June 15, 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, June 15, 2021  
7:00 p.m.

<b>#</b>	<b><u>NUMBERED ITEMS</u></b>	<b><u>DATE DELIVERED</u></b>
1	Agenda	06/11/2021
2a	Request to remove items from the Consent Agenda for Discussion	06/11/2021
2b	Motion to approve the order of items for the regular and consent agendas	06/11/2021
5	Motion to approve remaining Consent Agenda items 6-8d	06/11/2021
6	Regular Board Meeting Minutes of For Tuesday, May 18, 2021	06/11/2021
7a	Cash Disbursements	06/11/2021
7b	Revenues/Expenditures Budget Report	06/11/2021
7c	Energy Report	06/11/2021
8a	President's Report– no report	
8b	Director's Report	06/11/2021
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	Summer Reading Showcase	06/11/2021
11b	Library Reopening Policy Review and Update	06/11/2021
13	Motion to approve any items removed from the Consent Agenda	06/11/2021

<b><u>UNNUMBERED ITEMS</u></b>	<b><u>DATE DELIVERED</u></b>
What's Going on at the Library	06/11/2021
Dates for Library Board of Trustees	06/11/2021

AGENDA  
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
BOARD OF TRUSTEES  
Tuesday, June 15, 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 May 18, 2021
7. Budget
  - a. Cash Disbursements
  - b. Monthly Revenues & Expenditures
  - c. Energy Report
8. Written Reports:
  - a. President: \*\*Judy Lindstrom
  - b. Director: \*Tera Moon
  - 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. Summer Reading Showcase
  - b. Library Reopening Policy Review and Update
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, July 20, 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, May 18, 2021

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

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

Trustees Absent: Dani Gillman

Administration: Director Tera Moon, Administrative Assistant Linden Godlove

Guests: Amanda Carroll, Youth Services Intern and SOC representative; Geraldine Drake, AECOM

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Grant Gerhart requested **Item 7a Cash Disbursement Comments** be removed from the consent agenda for regular discussion.

Upon discussion, a motion was made by Sandy Edwards and seconded by Tom Deska **TO APPROVE THE ORDER OF ITEMS AS LISTED ON THE AGENDAS WITH THE FOLLOWING ITEMS REMOVED FROM CONSENT AGENDA AS FOLLOWS: 7a**

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

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

*Nays: None*

**MOTION CARRIED**

**PRESIDENT'S VERBAL REPORT:**

President Judy Lindstrom welcomed everyone and expressed pleasure that Geraldine Drake of AECOM is joining the meeting today. This has been a beautiful spring and the library's gardens are at their most stunning. The weather has been perfect for the tulips. The grounds designer, Jim Slezinski of Goldner Walsh, has expressed the library's gardens are a mark of pride for him.

**DIRECTOR'S VERBAL REPORT:**

Director Moon is delighted to lead her first board meeting as the library director. She thanked the Board for their faith in her. She expressed that it has been an interesting couple of weeks with the COVID mask ordinances changing. She has been learning to delegate well and staff

have been very supportive. She thanked the board for sending off former Director Carol Mueller in such a celebratory way. Carol Mueller loved the gifts. She is very happy and a little tired. She is enjoying the sunshine and her days at home.

It has been an interesting week with COVID and pandemic operations. The CDC issued new guidelines with no masks required in certain settings and Governor Whitmer issued the same guidelines for the state of Michigan. The Library is continuing to require masks, as this is just safer, there is no way to legally verify anyone is vaccinated, still guided by MIOSHA rule (locked into retail, libraries, museums), and most other libraries are requiring masks too. This requirement also makes staff feel more comfortable to interact with patrons. Some furniture will be moved out storage and into public spaces soon as part of transitioning into another phase of broader opening.

The annual Staff Development Day was on Friday, May 7. The staff had a good day, albeit a bit odd with the pandemic forcing more isolation on a day where traditionally everyone gets to be together. A hybrid approach of Zoom and direct learning was taken, with some staff in the building and some opting to Zoom from home. The staff learned about Office 365, which the Library has recently installed on all staff computers.

The Friends Annual Meeting will be on June 9 at 1:00 pm and will be held via Zoom. An email was sent out inviting all Friends.

The staff are busy planning a fun campaign to engage with summer reading. There will be a lawn sign campaign and first 250 people to sign up for supper reading and complete a challenge can receive a sign.

Youth Services Assistant Department Head Jen Taggart brings more recognition to Bloomfield Township Public Library. Her writings were included in a book called *Library Programming for Autistic Children and Teens*. Jen shares about the story times and services inclusive to people of all abilities.

Tera Moon will be on "Bloomfield in Focus", a BCTV news program, with Director Alan Jaros of Johnson Nature Center to talk about a joint story walk between both organizations. Dani Walsh is host of show.

RB Digital magazine recently moved to Overdrive and the staff have made efforts to communicate to patrons about the change, including social media, a slider on the website, and a poster in the lobby. Savannah, an email marketing platform, was also used to target to RB Digital account holders. 1,200 emails sent out with an open rate was 2,000. The magazine usage statistics were compared to other MetroNet libraries and Bloomfield Township Public Library had the highest statistics, with 1,300 uses logged. Rochester Hills Public Library had the next highest usage at 800 uses.

Upon discussion, a motion was made by Tom Deska seconded by Joan Luksik to **APPROVE THE REMAINING ITEMS ON THE CONSENT AGENDA.**



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

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

*Nays: None*

**MOTION CARRIED**

**REGULAR AGENDA:**

***Call to the Public:***

Amanda Carroll, representing the SOC, thanked everyone for having her at the meeting. She is the Secretary for the Staff Organization Committee. She has seven weeks remaining before completing a master's degree in Library Science. She was hired as a Circulation Page and this was her first time working in 15 years after raising her family. Now she is a Youth Services Intern. She is a patron at Bloomfield Township Public Library as well.

**UNFINISHED BUSINESS:**

No unfinished business.

**NEW BUSINESS:**

**11a. LED Lighting Update from Geraldine Drake, AECOM**

Geraldine Drake provided an update on the LED Lighting project with details on the areas that have been updated. This was begun to reduce operating costs, creating an energy savings, reducing maintenance costs, and avoiding complications with discontinued parts. The new lighting highlights the beautiful and unique features of the 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 staff informed.

100 percent of the packaging has been recycled, the components have been stripped from the defunct lighting, and so far, there is less than 10 pounds of materials that could not be recycled.

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.

**11b. Bank signatories**

With the recent changes in the Library Director position, a resolution to approve a change in bank signatories was presented for the Library Board's 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 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.

Upon discussion, a motion was made by Sandy Edwards and seconded by Joan Luksik **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 vote was taken for approval of the motion.*

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

*Nays: None*

**MOTION CARRIED**

## **12. DISCUSSION OF ITEMS REMOVED FROM THE CONSENT AGENDA**

Grant Gerhart inquired about section 7a, regarding some of the checks issued this month. He expressed concern how many expensive checks were in the month. This included the check to Rewold, who is managing the entire lighting project, including the labor and parts, and all the subcontractors. He also inquired about Check #21357, which is a monthly check made to the Township for the pension obligation. Check #21356 was for salaries and employee insurances and is a monthly expense.

Upon discussion, a motion was made by Joan Luksik, seconded by Tom Deska **TO APPROVE THE ORDER OF ITEMS REMOVED FROM THE CONSENT AGENDAS.**

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

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

*Nays: None*

**MOTION CARRIED**

## **OTHER:**

Trustee Sandy Edwards reported on the Wednesday, May 5 Friends Board Meeting, which

was conducted via Zoom. Their 2021 Annual Report is now available and is on the website. Their Annual Meeting will be on June 9, at 1 p.m., via Zoom, and will include the election of officers and Director Moon will be their special guest. The Friends have a healthy balance in their budget, despite the lack of book sales. They are very eager to resume the book sales, but they must consider COVID precautions. The Friends donated books to the Dominican Sisters and their Adrian Retirement Community site, a monastic community, and a contemplative community, so they were very grateful for the books. The Friends' next meeting is June 2 at 10:30 a.m.

Tera Moon spoke about the strategic planning workshop offered by the Michigan Library Association as part of their executive summit.

The next Library Board Meeting will be Tuesday, June 15 at 7:00 p.m.

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

Submitted by:

A handwritten signature in cursive script that reads "Sandra Edwards".

Sandra Edwards, Secretary

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY****Cash Disbursements Comments  
June 2021**

**New Vendors:** Nathan Shaw is a new vendor for a teen program

**General Fund Advance**

- Check #21419 payable to Bloomfield Township in the amount of \$5,053.36 was payment for the Library's water bill from 4/19/2021 – 5/19/2021

**General Fund**

- Check #21425 payable to Aunalytics in the amount of \$1,971.25 was payment for licensing and implementation of Office365.
- Check #21437 payable to Farmington Community Library in the amount of \$3,847.04 was payment for OverDrive magazines.
- Check #21439 payable to Frank Rewold & Sons in the amount of \$392,436.62 was payment for the LED Lighting project.
- Check #21452 payable to S&P Global Market Intelligence in the amount of \$8,380.00 was payment for NetAdvantage database.
- Check #21452 payable to Siemens Industry in the amount of \$15,996.00 was payment for upgrade of climate control equipment in Local History Archives and connection to Facility Services Department Head control panel.
- Check #21457 payable to Rick Stromoski in the amount of \$250.00 was payment for a Youth Services program.
- Check #21459 payable to The Library Network in the amount of \$5,717.55 was payment for BrainFuse HelpNow database.
- Check #21464 payable to Bloomfield Township in the amount of \$326,139.76 was payment for two payrolls including FICA, health insurance, pension, etc.

**Gift Fund**

- Check #5222 payable to Laurie Tennent in the amount of \$350.00 was payment for framing the best in show photo contest winner.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**

**CHECK REGISTERS**

**FOR THE MONTH OF MAY 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>				
21401	5/11/21	Celia Domalewski	106.01	121.50
21402	5/11/21	Patricia Ballard	106.01	466.39
21403	5/17/21	Patricia Ballard	106.01	103.20
21404	5/17/21	COLLABORATIVE SUMMER LIBRARY PROGRAM	106.01	159.14
21405	5/17/21	XFINITY	106.01	151.91
21406	5/17/21	CONSUMERS ENERGY	106.01	3,636.56
21407	5/17/21	DTE ENERGY	106.01	22,004.56
21408	5/17/21	FLAGSTAR BANK	106.01	3,696.61
21409	5/17/21	VERIZON WIRELESS	106.01	197.24
21410	5/25/21	AMAZON.COM	106.01	1,799.92
21411	5/25/21	AT&T	106.01	210.91
21412	5/25/21	HEALEY FIRE PROTECTION, INC	106.01	910.00
21413	5/25/21	PRINCIPAL LIFE INS CO-SBD GRANDE ISLAND	106.01	717.51
21414	5/25/21	VIGILANTE SECURITY	106.01	1,950.00
21415	6/1/21	APPLIED IMAGING	106.01	252.62
21416	6/1/21	AT&T	106.01	801.02
21417	6/1/21	ROURKE EDUCATIONAL MEDIA	106.01	466.20
21418	6/7/21	Patricia Ballard	106.01	172.15
21419	6/7/21	BLOOMFIELD TOWNSHIP	106.01	5,053.36
21420	6/7/21	PETTY CASH - BTPL	106.01	97.56
21421	6/7/21	CAR TRUCKING, INC.	106.01	199.50
21422	6/7/21	T MOBILE	106.01	59.96
21423	6/7/21	TERMINIX PROCESSING CTR.	106.01	143.00
Total				<u>43,370.82</u>
<b>REGULAR CHECKS:</b>				
21424	6/7/21	AMERICAN PEST CONTROL	106.01	2,051.00
21425	6/7/21	AUNALYTICS, INC.	106.01	1,971.25
21426	6/7/21	BAKER & TAYLOR, INC.	106.01	5,988.93
21427	6/7/21	BLACKSTONE AUDIO, INC.	106.01	41.60
21428	6/7/21	BUTZEL LONG	106.01	156.00
21429	6/7/21	CENGAGE LEARNING/GALE	106.01	4,406.99
21430	6/7/21	CINTAS CORPORATION	106.01	121.90
21431	6/7/21	COLLABORATIVE SUMMER LIBRARY PROGRAM	106.01	69.43
21432	6/7/21	DEAF COMMUNITY ADVOCACY NETWORK	106.01	228.00
21433	6/7/21	DEMCO, INC.	106.01	212.24
21434	6/7/21	DOSTER LAW OFFICES, PLC	106.01	560.00
21435	6/7/21	DU ALL CLEANING, INC	106.01	5,560.00
21436	6/7/21	ENVISIONWARE, INC.	106.01	725.00
21437	6/7/21	FARMINGTON COMMUNITY LIBRARY	106.01	3,847.04
21438	6/7/21	FINANCIAL TIMES LTD	106.01	1,716.00
21439	6/7/21	FRANK REWOLD AND SON, INC.	106.01	392,436.62
21440	6/7/21	GREAT OAKS MAINTENANCE	106.01	3,125.75
21441	6/7/21	H. V. BURTON CO.	106.01	495.00
21442	6/7/21	INGRAM LIBRARY SERVICES	106.01	82.70
21443	6/7/21	KNOWBUDDY RESOURCES	106.01	153.94
21444	6/7/21	LJ ROLLS REFRIGERATION CO., INC	106.01	359.00
21445	6/7/21	MICROMARKETING LLC	106.01	879.09
21446	6/7/21	MIDWEST TAPE	106.01	2,783.43
21447	6/7/21	MICHIGAN LIBRARY ASSOCIATION	106.01	85.00
21448	6/7/21	NICHOLS/NETWORK SERVICES CO	106.01	217.62
21449	6/7/21	OVERDRIVE	106.01	8,940.65
21450	6/7/21	PRESIDIO NETWORK SOLUTIONS GROUP, LLC	106.01	3,931.14
21451	6/7/21	PROQUEST-CSA LLC	106.01	1,450.43

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

<b>Check #</b>	<b>Date</b>	<b>Payee</b>	<b>Cash Account</b>	<b>Amount</b>
21452	6/7/21	S & P GLOBAL MARKET INTELLIGENCE LLC	106.01	8,380.00
21453	6/7/21	SALEM PRESS, INC.	106.01	199.50
21454	6/7/21	SERVICE HEATING & PLUMBING	106.01	4,053.00
21455	6/7/21	NATHAN SHAW	106.01	240.00
21456	6/7/21	SIEMENS INDUSTRY, INC.	106.01	15,996.00
21457	6/7/21	RICK STROMOSKI	106.01	250.00
21458	6/7/21	SUMMIT ELECTRIC, INC.	106.01	2,150.00
21459	6/7/21	THE LIBRARY NETWORK	106.01	5,717.55
21460	6/7/21	UNDER THE RADAR PRODUCTIONS, LLC	106.01	700.00
21461	6/7/21	WOLTERS KLUWER	106.01	171.89
21462	6/7/21	WORLD BOOK, INC.	106.01	219.00
21463	6/7/21	ZOOBEAN, INC.	106.01	1,595.00
21464	6/7/21	BLOOMFIELD TOWNSHIP	106.01	326,139.76
Total				<u>808,407.45</u>

**Gift Fund****ADVANCE CHECKS:**

5218	5/17/21	FLAGSTAR BANK	102.03	788.26
5219	5/25/21	AMAZON.COM	102.03	<u>20.72</u>
Total				<u>808.98</u>

**REGULAR CHECKS:**

5220	6/7/21	BAKER & TAYLOR	102.03	242.76
5221	6/7/21	INGRAM LIBRARY SERVICES	102.03	135.33
5222	6/7/21	LAURIE TENNENT	102.03	<u>350.00</u>
Total				<u>728.09</u>

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

**7b**

**PRESENTED: JUNE 15, 2021      FOR THE MONTH OF: MAY, 2021**

		2021-2022	2020-2021			Two Months 17%	
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>(\$1,161)</b>	<b>(\$1,132)</b>	<b>-0.01%</b>	<b>(\$7,979,092)</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>\$0</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>\$1,373</b>	<b>\$2,212</b>	<b>5.78%</b>	<b>(\$36,038)</b>
	<b>Charges for Services</b>	<b>\$14,866</b>	<b>\$14,866</b>	<b>\$12</b>	<b>\$19</b>	<b>0.13%</b>	<b>(\$14,847)</b>
	<b>Investment earnings</b>	<b>\$86,500</b>	<b>\$86,500</b>	<b>(\$8,138)</b>	<b>\$1,322</b>	<b>1.53%</b>	<b>(\$85,178)</b>
	<b>Miscellaneous</b>	<b>\$14,566</b>	<b>\$14,566</b>	<b>\$111</b>	<b>\$123</b>	<b>0.85%</b>	<b>(\$14,443)</b>
<b>Total Revenues</b>		<b>\$8,252,542</b>	<b>\$8,252,542</b>	<b>(\$7,803)</b>	<b>\$20,203</b>	<b>0.24%</b>	<b>(\$8,232,339)</b>
<b><u>Expenditures</u></b>							
	<b>Personnel</b>	<b>\$4,696,338</b>	<b>\$4,696,338</b>	<b>\$323,696</b>	<b>\$776,773</b>	<b>16.54%</b>	<b>(\$3,919,565)</b>
	<b>Library Services</b>	<b>\$819,810</b>	<b>\$819,810</b>	<b>\$50,807</b>	<b>\$144,775</b>	<b>17.66%</b>	<b>(\$675,035)</b>
	<b>Facilities &amp; Equipment</b>	<b>\$1,040,866</b>	<b>\$1,040,866</b>	<b>\$69,278</b>	<b>\$227,348</b>	<b>21.84%</b>	<b>(\$813,518)</b>
	<b>Other Operating Expenditures</b>	<b>\$3,870,261</b>	<b>\$3,870,261</b>	<b>\$406,833</b>	<b>\$946,439</b>	<b>24.45%</b>	<b>(\$2,923,822)</b>
<b>Total Expenditures</b>		<b>\$10,427,275</b>	<b>\$10,427,275</b>	<b>\$850,614</b>	<b>\$2,095,335</b>	<b>20.09%</b>	<b>(\$8,331,940)</b>
	Fund Balance - Beginning	\$13,071,834	\$13,071,834		\$13,071,834		
	Net revenue (expenditure)	(\$2,174,733)	(\$2,174,733)		(\$2,075,133)		
	Fund Balance - Ending	\$10,897,101	\$10,897,101		\$10,996,701		

**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: JUNE 15, 2021      FOR THE MONTH OF: MAY, 2021

Two Months 17%

ACCOUNT NUMBER	ACCOUNT NAME	2021-2022 ADOPTED BUDGET AS OF MAR 16, 2021	2021-2022 AMENDED BUDGET AS OF JUNE 15, 2021	REVENUE/ EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	VARIANCE
	<b><u>Revenues</u></b>						
	Gift Income	\$500	\$2,251	\$401	\$1,751	77.78%	(\$500)
454.03	Investment Earnings	\$200	\$200	\$1	\$2	1.02%	(\$198)
460.03	Miscellaneous Revenue	\$0	\$0	\$0	\$0	0.00%	\$0
	<b>Total Revenues</b>	<b>\$700</b>	<b>\$2,451</b>	<b>\$402</b>	<b>\$1,753</b>	<b>71.52%</b>	<b>(\$698)</b>
	<b><u>Expenditures</u></b>						
	Library Services	\$75,589	\$77,175	\$1,537	\$2,021	2.62%	(\$75,154)
	Facilities & Equipment	\$34,382	\$34,382	\$0	\$678	1.97%	(\$33,704)
	Other Operating Expenditures	\$52,224	\$52,389	\$0	\$100	0.19%	(\$52,289)
	<b>Total Expenditures</b>	<b>\$162,195</b>	<b>\$163,946</b>	<b>\$1,537</b>	<b>\$2,799</b>	<b>1.71%</b>	<b>(\$161,147)</b>
	Fund Balance - Beginning	\$161,695	\$161,695		\$184,562		
	Net revenue (expenditures)	(\$161,495)	(\$161,495)		(\$1,046)		
	Fund Balance - Ending	\$200	\$200		\$183,516		



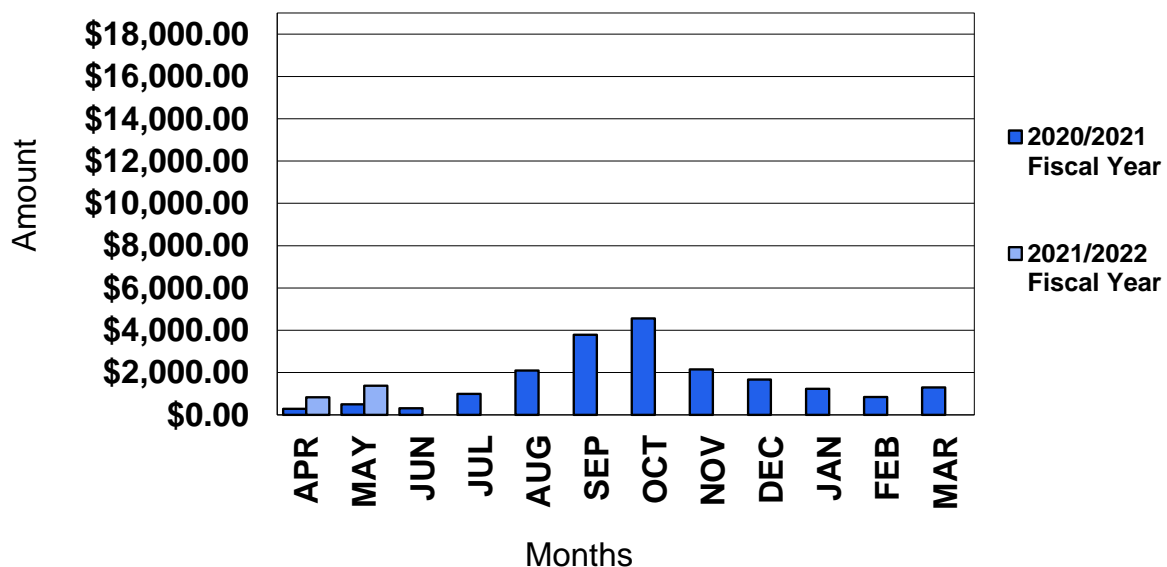
**Bloomfield Township Public Library**  
**Asset Allocation Summary**  
**MAY 2021**

Fund	Type	Annual Yield	Date	Amount on Hand
<b>General Fund</b>				
	5th 3rd Checking (Ecommerce)	0.00%	5/31/2021	\$70,204.51
	Flagstar Public Funds Savings	0.25%	5/31/2021	\$199,908.38
	Flagstar Premier Public Entities Checking	0.15%	5/31/2021	\$28,363.92
	RBC Capital Cash/Money Market	0.00%	5/31/2021	\$534,466.00
	RBC Capital - Investments	2.02%	5/31/2021	\$10,975,877.52
<b>Total General Fund</b>				<b>\$11,738,615.82</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%	5/31/2021	\$119,236.60
	Huntington CD (Charnov gift) - matures 02/03/2022	0.01%	5/31/2021	\$50,000.00
	Fifth Third Bank Business Standard Checking	0.00%	5/31/2021	\$13,073.15
<b>Total Gift Fund</b>				<b>\$182,309.75</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	\$1,373.25	\$869.50
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	\$19,751.13	\$2,211.70	(\$17,539.43)

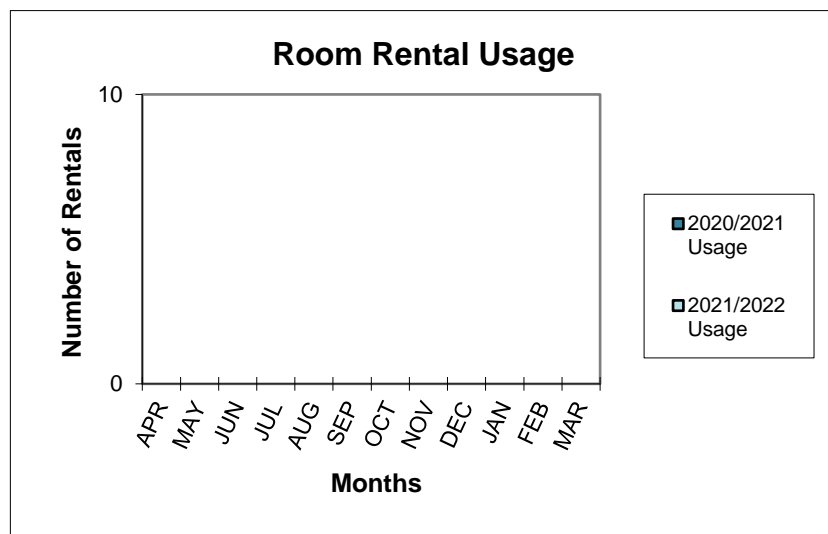
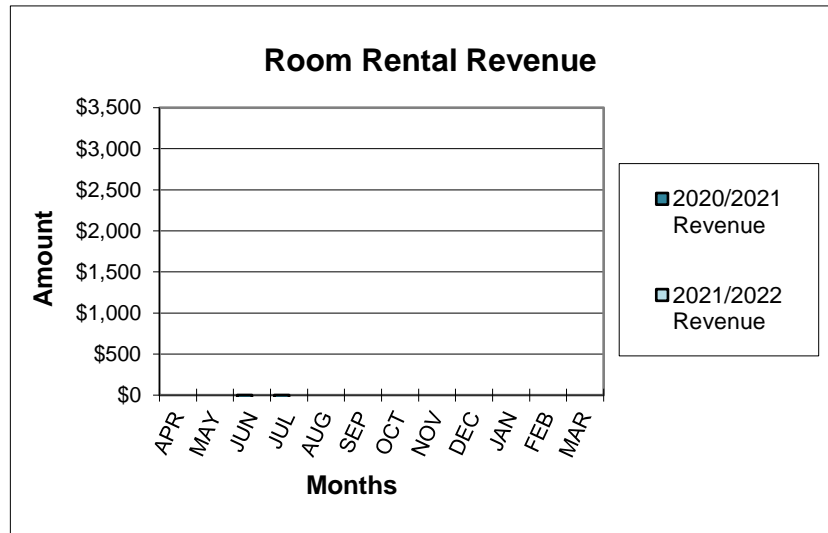
### Fines and Fees Two-Year Comparison



## ROOM RENTAL - TWO-YEAR COMPARISON

7b

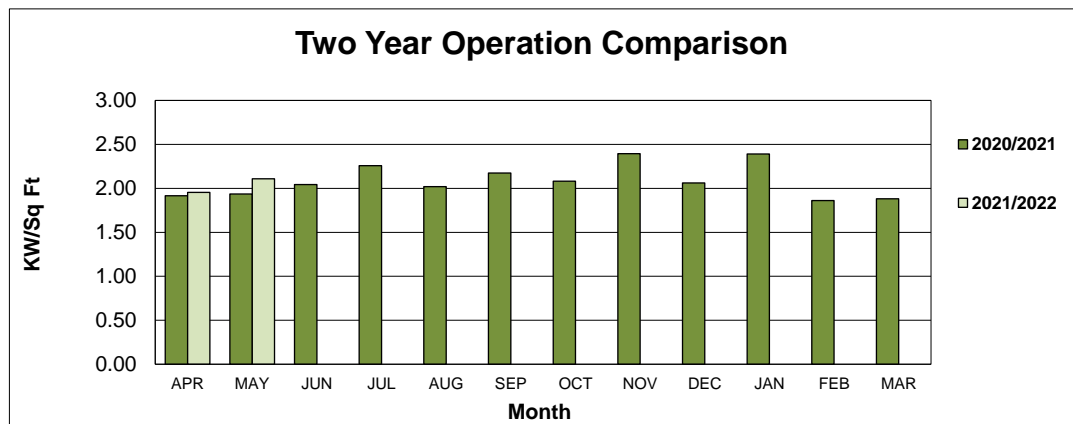
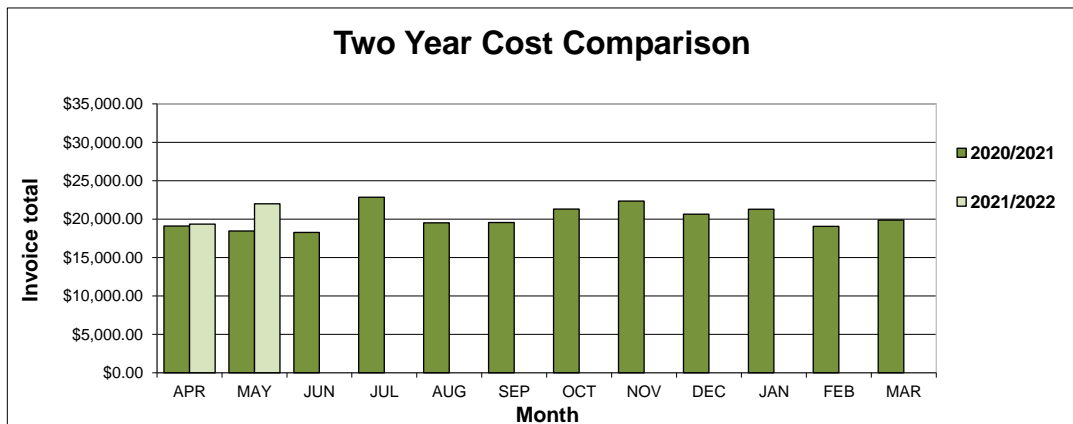
<u>Month</u>	2020/2021 <u>Revenue</u>	2021/2022 <u>Revenue</u>	<u>Difference</u>	2020/2021 <u>Usage</u>	2021/2022 <u>Usage</u>	<u>Month</u>
APR	\$0.00	\$0.00	\$0.00	0	0	APR
MAY	\$0.00	\$0.00	\$0.00	0		MAY
JUN	(\$520.00)		\$520.00	(Refunds)		JUN
JUL	(\$640.00)		\$640.00	(Refunds)		JUL
AUG	\$0.00		\$0.00	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	\$22,004.56	\$3,551.93	213,080	\$0.10	286.40	2.11	\$29.58	\$0.22
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	\$41,358.26	(\$200,906.45)						



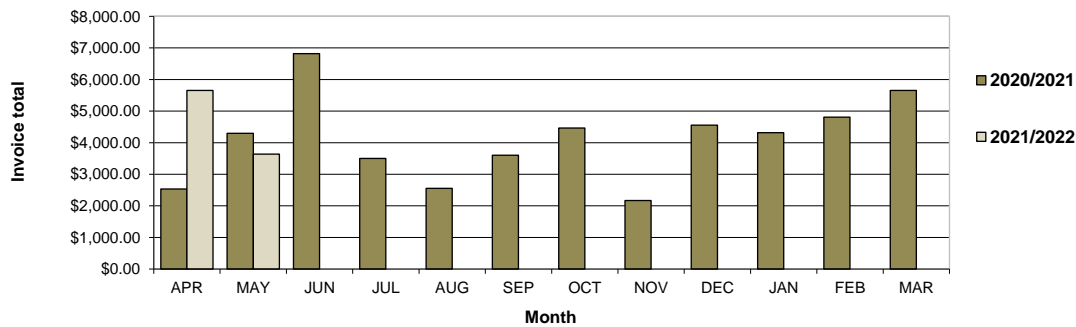
## Bloomfield Township Public Library Natural Gas Analysis

Building Area = 101,023

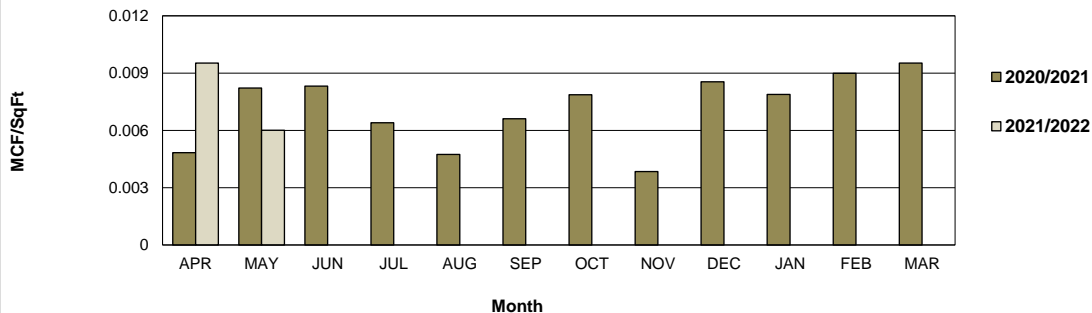
1 Cu. Ft. = 1000 BTU

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	\$3,636.56	(\$657.76)	- Correction	606.7	\$5.99	744	0.82	0.006	4.89	0.035
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	\$9,291.20	(\$39,980.40)								

### Two Year Cost Comparison

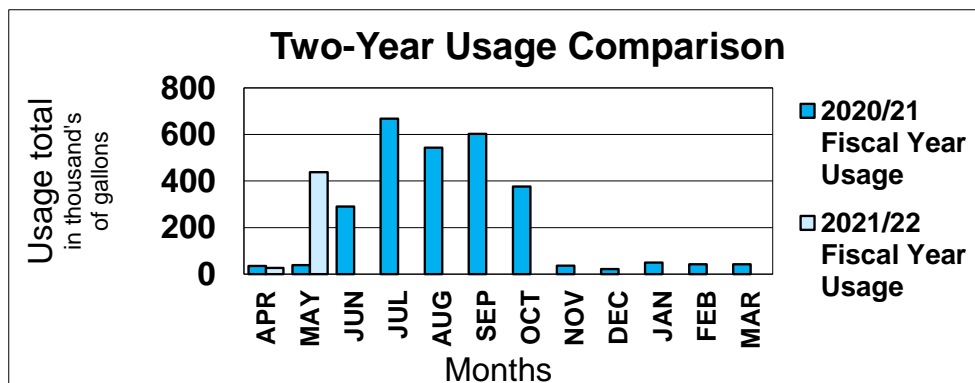
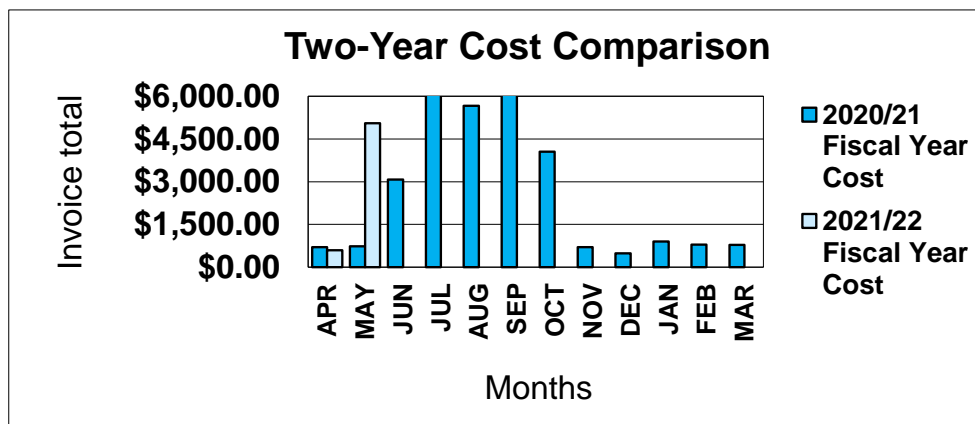


### Two Year Operation Comparison



## 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	\$5,053.36	\$4,322.00	39	438	399
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>\$5,645.52</u>	<u>(\$25,447.03)</u>	<u>2,748</u>	<u>465</u>	<u>(2,283)</u>



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

Did it seem brighter in the hallway leading to the Community Room? The “down” lights – the square lights that are recessed into the drywall ceiling – were replaced in the hallway and the Vending Café. Take a peek into Adult Services too you will notice right away how much brighter and more inviting the nonfiction stacks are. The electricians are now working on the down lights in the Computer Center, Study Rooms, and Teen. The exterior work hasn't started yet as some parts are delayed. Work will begin in Youth Services the week of June 28. To secure the work areas in the Youth Room, snow fencing will be used. This is more effective than caution tape because it will prevent children from potentially getting under the caution tape. Recycling continues to be successful with more than 8,000 pounds of materials recycled to date. 100% of the cardboard has been recycled.

Six applications have been received for consideration for the annual Jeanette P. Myers Scholarship Award. Publicity included: a press release sent to media contacts; prominent website banner displayed on the library's website; a large poster in the library lobby; the monthly e-newsletter; notice placed on the Bloomfield Hills Schools community news webpage. The email marketing software acquired last year was used to send a targeted email to Bloomfield Township residents with active library cards ages 17-25. The applications and scholarship guideline information will be forwarded to the Myers Scholarship Committee for their review. We will inform the chosen applicant(s) by July 15 and present the scholarship just prior to the August 17, 2021 Library Board meeting. The Myers family will be joining us for this special award along with the recipient(s).

The audit fieldwork is complete. The audit will be presented to the Finance Committee then all the Trustees in September.

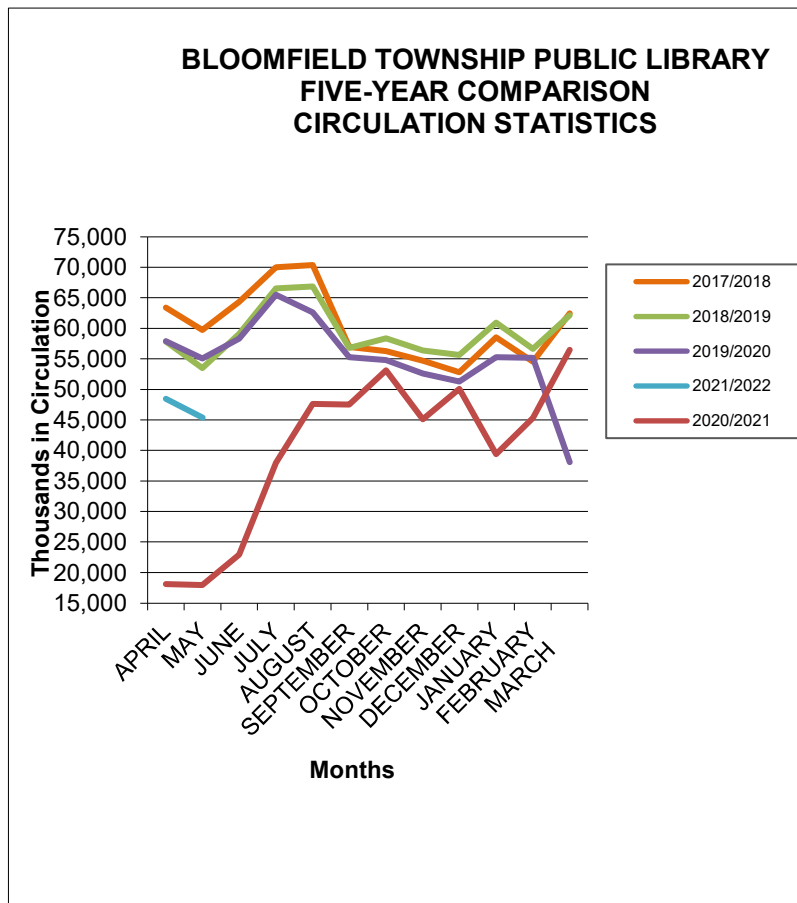
The posting for Assistant Library Director closed June 10. Twenty-two applications were received. Judy Lindstrom and I will review the applications and conduct telephone interviews in the next four weeks. In-person onsite interviews are planned for late July.

*Respectfully submitted,  
Tera Moon  
Library Director*

# BLOOMFIELD TOWNSHIP PUBLIC LIBRARY FIVE YEAR CIRCULATION

6/10/2021

	<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	45,393
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>93,856</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)



MAY 2021

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
MONTHLY ACTIVITY REPORT

6/10/2021

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	
<b>COLLECTION</b>				
Book Collection:	235,420		232,533	
Media Collection:	56,538		55,247	
Total e-books:	21,666		22,376	
Overdrive	17,142		18,083	
Total downloadable audiobooks:	7,048		7,953	
Materials Total:	320,672		318,109	
<b>CIRCULATION</b>				
Circulation Total:	17,974		45,393	
Bloomfield Township Circulation:	17,969		43,116	
Virtual Circulation Total	17,580		8,981	
Circulation of Youth materials:	0		16,182	
Circulation of Media:	10		8,445	
Circulation of Cranbrook passes:	0		54	
Self-checkout machine use:	0	0.0%	10,570	23.3%
Library by Mail:	0	26 patrons	75	37 patrons
<b>BUILDING &amp; EQUIPMENT USAGE</b>				
Door Count:	0		5,914	**
Gate Count:	0		7,636	
Meeting rooms by public:	0		0	
Meeting rooms by staff:	0		0	
<b>VIRTUAL USE</b>				
Home page hits:	21,798		29,342	
e-book access:	6,190		3,582	
Overdrive	6,172		3,582	
EBSCOhost	18		0	
Audiobook access: (Overdrive)	2,526		1,992	
Freegal music download access:	574		N/A	
Freegal music streaming:	1,647		N/A	
Magazine download access:	2,213		921	
Hoopla access:	4,430		2,486	
<b>Library Computer Use</b>				
Resident Use	0		180	
Guest Use	0		136	
**Library closed May 7 for Staff Dev. Day; and May 31 for Memorial Day				

MAY 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

6/10/2021

	2020		2021	
<b>OUTREACH &amp; PROGRAMS</b>				
<b><i>New Patrons and Accounts</i></b>				
Township:	28		65	
Cranbrook:	0		1	
Total new patrons:	28		89	
<b><i>Adult Program Attendance</i></b>				
Staff-led:	2 events	56 attended	5 events	38 attended
Speaker-led:	0	0	0	0
Book clubs:	0	0	2 events	15 attended
Tours/visits on-site:	0	0	0	0
Tours/visits off-site:	8 events	87 attended	3 events	41 attended
<b><i>Systems Program Attendance</i></b>				
Staff-led:	0	0	4 events	0 attended
<b><i>Teen Program Attendance</i></b>				
Staff-led:	3 events	72 attended	1 event	2 attended
<b><i>Youth Program Attendance</i></b>				
Staff-led:	5 events	166 attended	13 events	634 attended
Speaker-led:	0	0	0	0
Tours/visits on-site:	0	0	0	0
Tours/visits off-site:	1 event	49 attended	0	0
<b>TOTAL (all programs):</b>	<b>19 events</b>	<b>430 attended</b>	<b>28 events</b>	<b>730 attended</b>
<b><i>Volunteers (number of people, hours)</i></b>				
Shop	0	0	0	0
Court				
Students				
Department volunteer				
<b><i>Patron Remarks</i></b>				
Patron Comments:	0		8	
Ask BTPL:	2		3	
Ask Us:	7		23	
<b>DISPLAYS</b>				
Lobby	Art from the Hills - Bloomfield Hills Schools Student Art Exhibit			
Local History	Great American Road Trip			

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
MEMORANDUM**

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**TO:** Library Board of Trustees

**FROM:** Tera Moon, Library Director

**DATE:** June 7, 2021

**SUBJECT:** Summer Reading Showcase

One of a public library's most basic functions is to support literacy throughout the community. A highly tangible way that happens is through summer reading programs. Reading throughout the summer helps mitigate that infamous "summer slide". Summer slide refers to the loss of knowledge in reading and math during the summer break. To encourage kids to keep reading while they are not in school library staff plan creative programs, games, and other incentives. They also help readers choose new books to read through book talks, reading lists by grade, and personalized recommendations.

This year, summer reading takes on a new importance. As a very difficult and unusual school year ends, summer reading can provide a touchstone of normalcy and a safe activity for families to participate in together as our community emerges from the pandemic.

During our meeting, Jamie Jasper, Adult Services librarian, and Patricia Ballard, Youth Services librarian, will share what they and their colleagues have planned to engage readers of all ages to engage with books and reading through the summer months using the theme Tales and Tails.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
MEMORANDUM**

---

**TO:** Library Board of Trustees

**FROM:** Tera Moon, Library Director

**DATE:** June 7, 2021

**SUBJECT:** Library Reopening Policy

This policy was adopted one year ago in June 2020, just as library staff returned to the library building and prepared to offer in-person library service. At that time, there was not a vaccine available, and we had no idea when one would be available. Vaccines have been in use since January 2021, and many people have been fully vaccinated against the virus that causes COVID-19. That has impacted the State of Michigan's reopening guidance and in turn our own reopening policy.

I will review the latest orders from the Michigan Department of Health and Human Services and rules from the Michigan Occupational Safety and Health Administration which impact the Library's reopening policy. I will update you on current operations and a tentative plan for the remainder of 2021.

The Reopening Policy is included for your review.

Thank you for your support during this pandemic year.

## Reopening Policy

I. **Purpose.** Michigan public libraries have been closed to the public pursuant to a series of executive orders. The Library anticipates that those restrictions will be lifted and the Library may once again resume public library service. This Policy establishes the steps the Library may take and the protocols the Library may put in place to protect the Library, staff, and patrons when the Library reopens.

II. **Resuming Library Service.** Before reopening to the public or non-essential staff, and during the term of the Reopening Plan, the Library will establish regulations and implement the following:

A. **Cleaning Protocols.** The Library Director, with the recommendations of the Facility Services Department Head, will establish and follow reasonable cleaning protocols, including the regular cleaning of objects and areas that are frequently used, such as restrooms, public computers, staff work areas, conference rooms, door handles, frequently touched surfaces and railings. This may include removing objects and material from public areas and wiping down surfaces. The cleaning protocols may change as the health and safety issues evolve or as the Library moves through the phases of reopening.

B. **Returned Material.** The Library Director, with the Circulation Department Head, will develop a protocol for addressing returned material. This may include quarantining returned materials for specific periods of time.

C. **Assess Needs.** The Library Director and Department Heads will meet to assess the condition of the Library and the tasks that need to occur prior to opening the Library to the public and for each phase of reopening. This includes making sure the Library has the proper protection equipment such as hand sanitizer, gloves, masks or other similar equipment.

D. **Social Distancing.** The Library Director will take steps to implement social distancing protocols if required by law or the Reopening Plan. This may include removing or rearranging chairs and computers, blocking areas/furniture, installing Plexiglas shields, marking areas to indicate social distancing of six (6) foot spacing, or providing traffic control designations such as arrows showing one way travel in certain areas of the Library in order to maintain social distancing. The social distancing protocols will be established in the Reopening Plan for each phase.

E. **Notice to Patrons.** The Library Director shall post notices in the Library and on the website to inform patrons of the proper library building conduct for the current phase of the Reopening Plan.

III. **Reopening Phases.** The Library Board adopts the reopening plan attached as Exhibit A ("Reopening Plan") to this Policy as the basic structure for the reopening phases for public library service. Pursuant to Section IV, the Library Director has authority to modify the Reopening Plan. The Reopening Plan, including any modification by the Library Director, shall govern the use of the Library.

IV. **Director's Role; Authority.** The Library Director or his/her designee will monitor and coordinate events surrounding the reopening. The Library Director has the authority over the following:

A. **Modifications; Reopening Phases.** The Library Director may modify in writing any services, safety protocols or other parts of the Reopening Plan. The Library Director also may determine when it is an appropriate time to move on to the next phase either in whole or in part.

B. **Staffing Levels.** The Library Director has the authority to address and determine appropriate staffing levels for each phase and whether staff can work from home or must work in-person.

C. **Cancel or Limit Services.** Even after the Library reopens and the Library Board approves a Reopening Plan, the Library Director may cancel or limit programs or services to ensure the safety and security of staff and patrons. This includes cancelling scheduled meetings and programs held in any Library meeting rooms. The Library Director will use reasonable efforts to post notices of the program changes and cancellations, including posting notices at the Library and on the Library's website.

D. **Library Closure.** The Library Director has the authority to close the Library temporarily. The Library Director will inform the Library Board President of the determination to close and the proposed duration of the closure. This closure may be due to a specific incident or reoccurrence of an infectious disease in the Library's service area. The Library Director will use reasonable efforts to post notices of the closure, including posting notices at the Library and on the Library's website. This Policy assumes the staff will be paid based on their "normal" schedule during the Library's closure under this paragraph.

E. **Consultation.** The decision to cancel or limit services, move through the phases of the Reopening Plan, close the Library, or adopt additional protocols may be based on recommendations made regarding the outbreak by local health officials, the state of Michigan, the Library Board, or other reputable sources.

V. **Enforcement.** Only the Library Director or his/her designee has the authority to suspend or limit patron privileges pursuant to this Policy. If any patron receives a warning or has privileges suspended or limited, the Library shall fill out an incident report and shall provide written notice of the violation when possible. If the Library does not have the ability to provide written notice, the Incident Report shall identify when verbal notice was provided. The Library may provide additional suspension periods for subsequent violations of the same rule or requirement.

VI. **Right of Appeal.** Patrons may appeal a decision to remove a patron or deny entry to the Library by sending a written appeal to the Library Board within ten (10) business days after the date the privileges were revoked, denied or limited. The appeal must be sent to the President of the Library Board. The decision of the Library Board is final.

VII. **Applicability.** Unless specifically addressed by this Policy, this Policy is not intended to govern or regulate specific employment issues or policies involved with staff returning to work. All existing Library policies remain in effect unless in conflict with this Policy. In case of a conflict, this Policy shall govern.

Policy approved: June 16, 2020

## Library Reopening Plan - Exhibit A

Bloomfield Township Public Library looks forward to reopening library services with a focus on the health and safety of both staff and patrons. This will be a phased response to the pandemic and will model the [Michigan Safe Start Plan](#). The Library will adapt its phases in accordance with recommendations from local, state and federal authorities. At times, it may be necessary to move back and forth between the phases dependent on several factors, including government recommendations, changes in illness in the area, and at the Library Director's determination.

The following is the reopening plan approved by the Bloomfield Township Library Board of Trustees. If an executive order is in effect, all elements of the executive order will be followed and the executive order will control if there is a conflict. The Reopening Plan only applies if permitted by law or executive order. This Reopening Plan is not intended to supersede or change any Library employment policies.

Requirements During All Phases include:

- A. Patrons should not enter the Library with symptoms of an infectious disease.
- B. The Library shall provide notice in the Library of patron responsibilities currently in effect. The Library Director has authority to approve the responsibilities and notices.
- C. Any requirements for staff safety precautions will be adopted separately and the staff will be informed.
- D. The Library Director, with the recommendations of the Facility Services Department Head, shall determine the cleaning protocols for all phases.

The following is a summary of the phased approach to reopening the Library. A more detailed plan follows. The Library's goals in creating this plan are as follows:

1. Keep everyone safe and healthy
2. Introduce and continue a phased response to the pandemic as recommended
3. Provide excellent library service under extenuating circumstances



### **Phase One: Building Closed**

While the building and drive up return are closed, the Library remains open. This includes:

- eResources, downloads, eCards available via [www.btpl.org](http://www.btpl.org)
- Extended due dates and library card expiration dates
- Talk to a librarian by email
- Virtual programming available

### **Phase Two: Contactless Service**

The Library is open for curbside service, with reduced operating hours, and:

- Drive-up return is open 24/7
- Talk to a librarian by email or phone
- Library By Mail delivery service available
- Returned material quarantined for 96 hours
- Virtual programming available

### **Phase Three: Controlled In-House Service**

The Library is open for ~~30-minute visits~~ short, timed visits, with reduced operating hours.

- Advise individuals to stay home if ill.
- Social distancing in place.
- Masks are required.
- Plexiglass shields at all public service desks in place.
- Appointments available for computer use.
- ~~30-minute~~ Time limit in place for quick browsing of library materials to borrow and continued curbside service.
- No use of the Commons, Vending Cafe, Library Shop, meeting rooms, or study rooms.
- Talk to a librarian by email, phone or in person by appointment.
- ~~Returned material quarantined for 96 hours.~~
- Virtual programming available.

### **Phase Four: Limited Service**

The Library is open without an appointment **or time limits**, ~~but still with limited capacity and social distancing.~~

- Advise individuals to stay home if ill.
- Plexiglass shields at all public service desks in place.
- Masks are required **or encouraged**.
- ~~Socially distanced and limited seating available.~~ **Available seating may be distanced and/or limited.**
- Study rooms limited to one person at a time.
- No use of meeting rooms.
- Browsing and continued curbside service by appointment.
- Talk to a librarian by email, phone or in person.
- ~~Returned material quarantined for 96 hours.~~
- Virtual programming available.

### **Phase Five: Cautious Full Service**

The Library is open regular hours for cautious full service, including:

- Follow general safety guidelines.
- Continue regular cleaning.
- Advise individuals to stay home if ill.
- Regular programming resumes.
- Study rooms, meetings rooms, Vending Cafe, Library Shop, and Commons area open.

Bloomfield Township Public Library Phased Service Plan

	PHASE 1 : BUILDING CLOSED	PHASE 2 : CONTACTLESS SERVICE	PHASE 3 : CONTROLLED IN- HOUSE SERVICE	PHASE 4 : LIMITED SERVICE	PHASE 5 : CAUTIOUS FULL SERVICE
Hours of Service	Building and drive up returns closed	Mon-Thur, 10-7; Fri 10-6:30; Sat 10-5:30; closed Sundays drive up returns available 24/7	Mon-Thur, 10-7; Fri 10-6:30; Sat 10-5:30; closed Sundays	To be determined	Resume regular hours
Staff Scheduling	only essential staff allowed in building carrying Director note; book drop closed; work from home; check email daily	all staff (no volunteers) scheduled in building, staggered shifts and workstation changes to enforce social distancing; choose email/jabber over in-person contact between staff; breaks/meals throughout building and capacity limits in lounge	All staff(no volunteers) scheduled in building; FOL Board in building ; staggered shifts and workstation changes to enforce social distancing; choose email/jabber over in-person contact between staff; additional breaks/meals locations ; capacity limits in lounge	all staff scheduled in building; restrictions to be determined. <b>Volunteers as determined by the Library Director</b>	all staff and volunteers scheduled in building
Staff PPE	n/a	masks required except when alone in closed-door office; gloves available for handling materials; face shields available	masks required except when alone in closed-door office; gloves available for handling materials; face shields available	<b>masks requirement to be determined;</b> gloves available for handling materials; face shields available	optional gloves/masks
Personal Health/ Safety Measures	let supervisor know if you become ill	see staff expectations form; stay home if sick, take temp and report to supervisor for health questionnaire at start of shift; sick staff must notify supervisor and follow flow chart	see staff expectations form; stay home if sick, take temp and report to supervisor for health questionnaire at start of shift; sick staff must notify supervisor and follow flow chart; Plexiglas shields and 6-foot social distancing mats at patron service points	To be determined; some staff expectations may be loosened; Plexiglas shields and 6-foot social distancing mats remain in place	social distancing encouraged but optional; hand-washing and covering coughs/sneezes expected
Clean/Disinfect	essential Facility Services staff working to stock supplies (including PPE) and disinfect building	see staff expectations form; clean your workstation and high-touch areas; Facility Services staff implement enhanced cleaning protocols to reduce staff risk	see staff expectations form; clean your workstation and high-touch areas; Facility Services staff implement enhanced cleaning protocols to reduce patron and staff risk	sanitation supplies available ; staff clean computer stations every hour	resume regular cleaning protocols; increased presence of sanitation supplies
Materials handling	designated staff handling essential deliveries; no drive up returns	quarantine returns 96 hours; gloves available when handling materials	quarantine returns 96 hours; gloves available when handling materials	quarantine returns 96 hours; wear gloves when handling materials	resume regular handling; gloves optional
Patron services	virtual only; no physical returns/checkout; due dates and card expiration dates extended; holds frozen	virtual plus contactless services including phone service, drive-up and curbside service and library-by-mail	Quick browsing; computer use by appointment; reference service; no table/chair/study/meeting room use, continue curbside service	appointment access for some services curbside service <b>available</b> , limits on capacity and length of stay to be determined, reduced and distanced table/chair use	full service; reinstate interlibrary loan services, cafe/vending, meeting room use, in-person programming, outreach services resume
Patron PPE / Safety	n/a	n/a (contactless service)	masks required; increased presence of cleaning/disinfecting supplies. Social distancing in place	<b>masks requirement is to be determined;</b> increased presence of cleaning/disinfecting supplies. Social distancing <b>preferred</b>	relaxed encouragement of masks and social distancing. Stay home if sick

**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.

# What's Going on at the Library in June & July

## Displays

1. YS - **"New-ish Releases** You May Have Missed Over the Past Year".
2. YS – LGBTQ+ **Pride Month** – June.
3. YS – **Pets on Parade** – July. The bulletin board will be filled with our furry, scaly, gilled, shelled, feathered friends throughout the summer. Send a picture of your pet or stuffed animal, along with its name.
4. **"Art in the Hills"** Bloomfield Hills Schools art exhibit in Lobby Display Case.
5. AS - Summer Reading crafts, swag, and other fun items in Lobby Display Case.
6. AS - **It's the End of the World as We Know it**, apocalyptic/post-apocalyptic books, movies, etc. in Local History/Self-checkout area.

## Virtual Programs

1. YS - **Live Family Story time** with your BTPL librarians! Wednesday, June 30; Thursday, July 15; Tuesday, July 27.
2. YS - **Pet Show and Tell**. Join Ms. Patricia, Andy, and Nicole for a story about pets, and introduction to their furry friends and then an awesome Q & A session with you and other friends about your pets! Thursday, July 1. For ages 5 – 12.
3. YS - **Cartooning** with award winning cartoonist and illustrator **Rick Stromoski**, Wednesday, July 7.
4. YS - **Virtual Paint-a-long**. Follow along and create your own work of art. No experience is needed. Most supplies will be provided. Tuesday, July 20.

## 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. Discussion of *Skyhunter* by Marie Lu in June, *Game Day!* in July.
4. AS - **Classics Book Club** – meets on Zoom bimonthly, discussing *Wuthering Heights* by Emily Brontë in June.
5. AS - **BYOB–Bring Your Own Book–Club** – meets on Zoom bimonthly, discussing *The Mountains Sing*, by Nguyen Phan Que Mai in June.
6. AS - **30 Minute Lunchtime Book Club** – meets on Zoom bimonthly, discussing *Eleanor Oliphant is Completely Fine*, by Gail Honeyman in July.
7. AS - Nonfiction Book Club – meets on Zoom bimonthly, discussing *Caste: the origins of our discontents*, by Isabel Wilkerson in July.
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 – **Clothespin Dragonflies**
2. YS – “**Tail and Tale**” activities
3. AS - **Summer Reading craft kits.**
4. AS - **Teen Summer Reading** craft kits.

## Online Resources

1. YS - BookFlix: Interactive reading experience to explore fiction and non-fiction for grades PreK – 3.
2. YS -Brainfuse: Get help with your homework online, 2 p.m. to 11 p.m. daily (excluding some holidays).
3. YS -PebbleGo: Informational articles, ready-made activities, and literacy for grades K – 3.
4. YS -Read It!: Articles on a variety of subjects that include comprehension supports for middle school – adult ELL and other different learners.
5. YS -TumbleBook Library: Children’s eBook database of picture books and read-along chapter books.
6. AS - June’s database of the month is **JobNow**, a new online resource powered by Brainfuse. It offers job seekers immediate—and very practical—help 24 hours a day.

## 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.
- Book Talk: Non-Fiction Reads – Ms. Jen shares some of her favorites.
- Book Talk: Fantasy Reads for Middle Grades – Ms. Andy shares her favorites.
- Book Talk: Realistic Fiction for 10 & up – Ms. Liz talks about some of her favorites.
- Incredible Journey: Escape the Wild**. Online virtual escape room built for ages 8 & up. June 21 -July 31. Upon successful completion, enter our Incredible Journey Lottery where we will pick one person/group to win a game set so you can keep the fun going!

### **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 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 Storyteller* 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, 'Tails and Tales'** – June 21 through July 31. All ages are welcome to participate. Read books and win prizes. Register online beginning June 21.
3. **SCAVENGER HUNTS** for all ages. Explore the Library, and our community with self-guided scavenger hunts. The first of our **hunts begins Saturday, June 19 at Bowers Farm**, with additional hunts being released every two weeks. Great for families of all ages and you can work at your own pace. Complete the hunt and you will be eligible for our prize drawings.
4. **ANIMAL YOGA**. Stretch your mind AND your body this summer. Follow signs throughout the Youth room and terrace to practice a variety of animal yoga poses, in honor of our Tails & Tales summer reading program. Poses will change each week.
5. **MI Library Quest for Teens – Animal Adventure Safari**, June 1 – July 31. Explore Michigan library websites to find the descriptions of unique, weird, or even endangered animals. Go to our Field Guide to look up your animals and add them to your personal digital field journal.
6. **2020 Tax Forms and Resources** – available at Adult Reference Desk and for curbside pickup.
7. Circulation - **Auto renewal** of library materials is up and running. Continuing curbside service.
8. University of Michigan School of Music, Theatre and Dance hosts **online chamber music concerts**. Staff emailed this information to our regular concert patrons. They were also informed they can [bookmark their webpage](#) for future, free live-streamed concerts.

## **DATES FOR LIBRARY BOARD OF TRUSTEES**

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

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

Tuesday, July 20, 7:00 p.m. – Library Board Meeting

Tuesday, July 27 at 7p.m. – Library Ambassadors Meeting