

Bloomfield Township Public

**Library**

**Bloomfield Township Public Library  
Board of Trustees**

Library Board Meeting  
**Tuesday, July 20, 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, July 20, 2021  
7:00 p.m.

<b>#</b>	<b><u>NUMBERED ITEMS</u></b>	<b><u>DATE DELIVERED</u></b>
1	Agenda	07/16/2021
2a	Request to remove items from the Consent Agenda for Discussion	07/16/2021
2b	Motion to approve the order of items for the regular and consent agendas	07/16/2021
5	Motion to approve remaining Consent Agenda items 6-8d	07/16/2021
6	Regular Board Meeting Minutes of For Tuesday, June 15, 2021	07/16/2021
7a	Cash Disbursements	07/16/2021
7b	Revenues/Expenditures Budget Report	07/16/2021
7c	Energy Report	07/16/2021
8a	President's Report– no report	
8b	Director's Report	07/16/2021
8c	Art Committee –no report	
8c	Advocacy Committee – no report	
8c	Building and Grounds Committee – no report	
8c	Cranbrook –no report	
8c	Development Committee – 06/17/2021	07/16/2021
8c	Finance Committee– no report	
8c	Friends of the Library Liaison – no report	
8c	Jeanette P. Myers Scholarship Committee – 6/23/2021	07/16/2021
8c	Investment Committee – no report	
8c	Personnel Committee – no report	
8c	Policy Committee – no report	
11a	Memo re: Annual Report for FY2020/2021	07/16/2021
11a1	Annual Report for FY2020/2021	07/16/2021
13	Motion to approve any items removed from the Consent Agenda	07/16/2021

<b><u>UNNUMBERED ITEMS</u></b>	<b><u>DATE DELIVERED</u></b>
What's Going on at the Library	07/16/2021
Dates for Library Board of Trustees	07/16/2021

AGENDA  
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
BOARD OF TRUSTEES  
July 20, 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 June 15, 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. Annual Report
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: August 17, 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, June 15, 2021

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At 7:00 p.m. the Regular Meeting of the Bloomfield Township Public Library Board of Trustees was called to order by President Judy Lindstrom.

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

Trustees Absent: None

Administration: Director Tera Moon, Administrative Assistant Linden Godlove

Guests: Daniella Bryant, Circulation Clerk and SOC representative; Youth Services Librarian Patricia Ballard; Adult Services Librarian Jamie Jasper

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Joan Luksik requested **7a – Check Disbursements** be removed from the consent agenda for regular discussion.

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

*Nays: None*

**MOTION CARRIED**

**PRESIDENT'S VERBAL REPORT:**

President Judy Lindstrom announced this is the sixth month of 2021. She observed how fast time flies and one must appreciate every moment. She shared an anecdote of a friends' child asking how many seconds are in a day, which had to be looked up, because "Right now a day seems to last forever." As you are older, the days seem to fly by. President Lindstrom noted that this is the halfway mark of the year, and we have done such great things in 2020 and 2021. She exhorted all to take "every minute and every second you have and appreciate it."

**DIRECTOR'S VERBAL REPORT:**

Director Moon has been doing a lot of reflecting on this time last year, when staff just returned to the building after being home for three months and the Library first opened to

curbside service. This summer also feels like a return as services are expanded a bit more with one hour permitted and some seating added back to the Library. Preparations are being made for the next phases of reopening.

She attended the MLA strategic planning workshop on May 26. Tom Deska and Sandy Edwards also attended. Tom thought it was a good way to get “our head into the process” as goals are considered and how to get to them is mapped out. Sandy Edwards said it was a good refresher. She also saw different ways to conduct strategic planning. “A clear vision is needed when strategic planning.”

The Friends held their Annual Meeting on Wednesday, June 9. Director Moon was honored to be the guest speaker in her new role as Library Director. The Friends made an exciting announcement about their first sale planned for Friday, July 16 and Saturday, July 17 to clear out old stock. Donations will be accepted starting August 2, three days a week to start. Their goal is to return to second Saturday sales in September. Director Moon reviewed details on how the Friends’ news will be promoted.

Director Moon was also honored to be interviewed by Bloomfield Township Supervisor Dani Walsh on “Bloomfield in Focus” produced by BCTV. Alan Jaros, the director of the Bowers Farms and Johnson Nature Center, was also a guest. All three are new in their positions so they discussed their roles and partnerships including the recently installed story walk at the Nature Center. There is also a special event at Bowers Farms this weekend: Open Barn Partner Day with story times, a scavenger hunt, and more.

The Library Ambassadors meeting is scheduled for Tuesday, July 27 at 7pm. At the March 23 meeting several topics were suggested for future meetings, including marketing and outreach to specific populations, particularly people in their 20s and 30s--or the Millennial generation. The strategic planning timeline will begin in January 2022. It will be reviewed if the ambassadors are interested in participating in that process.

Director Moon shared a card from a patron expressing their appreciation for services during the Pandemic.

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

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

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

*Nays: None*

**MOTION CARRIED**

## **REGULAR AGENDA:**

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

Daniella Bryant, representing the SOC and incoming treasurer, gave a report. The SOC is working with Director Moon to create team building and morale boosting activities for this



summer.

### **UNFINISHED BUSINESS:**

No unfinished business.

### **NEW BUSINESS:**

#### **11a. 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 the community emerges from the pandemic.

Jamie Jasper, Adult Services librarian, and Patricia Ballard, Youth Services librarian, shared 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."

The librarians talked about craft kits, scavenger hunts, virtual escape rooms, and more, as well as how they will promote these offerings.

A pandemic positive is that they have been able to reach more students via Zoom than are often reached about library offerings.

#### **11b. Library Reopening Policy Review and Update**

This policy was adopted one year ago in June 2020, as required by the MDHHS, 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 it was not known 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 the library's reopening policy. On June 1, masks were no longer mandated.

Director Moon reviewed 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. She updated the Board on current operations and a tentative plan for the remainder of 2021.

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

7a (page 12 from the Board Packet) was raised in discussion by Joan Luksik. She wanted to know about the check to Farmington Community Library. Farmington Community Library is the fiduciary agent for Metronet, a consortium of libraries in the southeast Michigan area, which shares expenses for Overdrive. Overdrive is a digital distributor of eBooks, audiobooks, online magazines, and streaming video titles. Joan Luksik also inquired about the HVAC upgrade in Local History.

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 Dani Gillman reported on the Wednesday, June 2 Friends Board Meeting, which was conducted via Zoom. The Annual Meeting was on June 9. The Friends currently have 216 members, and their membership is down. Through grants, generous donations, and increases in membership levels has aided the Friends finances. An explanation of the distribution of Wish List funds was made. The reopening process was discussed. There were four Board members that were elected and reelected. The Friends' next meeting will be July 7 at 10:30 a.m.

Tera Moon shared that the Library Shop has reopened for a few hours a day, 11 a.m. – 2 p.m.

The next Library Board Meeting will be Tuesday, July 20 at 7:00 p.m.

At 7:51 p.m. President Judy Lindstrom adjourned the meeting.

Submitted by:



Sandra Edwards, Secretary

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

**New Vendors:** Heidi Lyons is a new vendor for an Adult Services program.

**General Fund**

- Check #21485 payable to AECOM in the amount of \$3,138.75 was payment for the LED Lighting project.
- Check #21494 payable to Bloomfield Township in the amount of \$306,261.79 was payment for two payrolls including FICA, health insurance, pension, etc.
- Check #21499 payable to Delta College Library in the amount of \$128.00 was payment for a lost interlibrary loan item.
- Check #21504 payable to Frank Rewold & Son in the amount of \$176,920.36 was payment for continuing work on the LED Lighting Project.
- Check #21508 payable to Library Design Associates in the amount of \$14,434.00 was payment for new bookends for Youth Services.
- Check #21509 payable to LinkedIn Learning Corporation in the amount of \$6,300.00 was payment for Lynda.com which has changed names to LinkedIn Learning.
- Check #21511 payable to Midwest Collaborative for Library Services in the amount of \$4,283.65 was payment for membership in this consortium which coordinates MeLCat and many other services.
- Check #21517 payable to OrangeBoy in the amount of \$6,000.00 was payment for the Savannah email marketing platform.
- Check #21525 payable to Siemens Industry Inc in the amount of \$21,950.00 was payment for the archives room controls.
- Check #21534 payable to Yeo & Yeo in the amount of \$15,000.00 was payment for the Library's annual audit.
- Check #21535 payable to Bruce Zellers in the amount of \$100.00 was payment for an Adult Services history lecture program.

**Gift Fund**

- Check #5226 payable to Smith Imaging Solutions in the amount of \$8,900.00 was payment for a new microfilm machine.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**

**CHECK REGISTERS**

**FOR THE MONTH OF JUNE 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>				
21465	6/15/21	Patricia Ballard	106.01	148.56
21466	6/15/21	CONSUMERS ENERGY	106.01	3,492.51
21467	6/15/21	FLAGSTAR BANK	106.01	4,465.09
21468	6/15/21	PACIFIC TELEMAGEMENT SERVICES	106.01	156.00
21469	6/15/21	PITNEY BOWES RESERVE ACCOUNT	106.01	3,000.00
21470	6/15/21	VERIZON WIRELESS	106.01	197.24
21471	6/22/21	XFINITY	106.01	179.90
21472	6/22/21	DTE ENERGY	106.01	18,782.78
21473	6/22/21	PRINCIPAL LIFE INS CO-SBD GRANDE ISLAND	106.01	743.62
21474	6/29/21	AMAZON.COM	106.01	2,533.83
21475	6/29/21	APPLIED IMAGING	106.01	452.64
21476	6/29/21	Patricia Ballard	106.01	142.50
21477	6/29/21	Qiong Wu	106.01	240.00
21478	7/6/21	AT&T	106.01	118.84
21479	7/6/21	AT&T	106.01	801.02
21480	7/6/21	BLOOMFIELD TOWNSHIP	106.01	6,504.64
21481	7/6/21	CAR TRUCKING, INC.	106.01	199.50
21482	7/6/21	TERMINIX PROCESSING CTR.	106.01	151.00
21483	7/6/21	VIGILANTE SECURITY	106.01	1,950.00
21484	7/6/21	Killian Weston	106.01	74.20
Total				<u>44,333.87</u>
<b>REGULAR CHECKS:</b>				
21485	7/9/21	AECOM GREAT LAKES, INC.	106.01	3,138.75
21486	7/9/21	AERO FILTER, INC	106.01	3,682.34
21487	7/9/21	AMERICAN LIBRARY ASSOCIATION	106.01	198.00
21488	7/9/21	AMERICAN PEST CONTROL	106.01	2,987.00
21489	7/9/21	ARBOR OAKLAND GROUP	106.01	2,650.00
21490	7/9/21	AUNALYTICS, INC.	106.01	1,971.25
21491	7/9/21	BAKER & TAYLOR, INC.	106.01	10,975.11
21492	7/9/21	BELLEVILLE AREA DISTRICT LIBRARY	106.01	68.95
21493	7/9/21	BLACKSTONE AUDIO, INC.	106.01	41.60
21494	7/9/21	BLOOMFIELD TOWNSHIP	106.01	306,261.79
21495	7/9/21	BUTZEL LONG	106.01	546.00
21496	7/9/21	CENGAGE LEARNING/GALE	106.01	994.90
21497	7/9/21	CENTRAL BUSINESS SYSTEMS, INC.	106.01	782.75
21498	7/9/21	CINTAS CORPORATION	106.01	81.39
21499	7/9/21	DELTA COLLEGE LIBRARY	106.01	128.00
21500	7/9/21	DISCOUNT SCHOOL SUPPLY	106.01	646.32
21501	7/9/21	DU ALL CLEANING, INC	106.01	45,060.00
21502	7/9/21	ENVISIONWARE, INC.	106.01	1,526.13
21503	7/9/21	FINDAWAY WORLD LLC	106.01	37.19
21504	7/9/21	FRANK REWOLD AND SON, INC.	106.01	176,920.36
21505	7/9/21	GREAT OAKS MAINTENANCE	106.01	3,125.75
21506	7/9/21	INSTITUTE OF CONT. LEGAL EDUCATION	106.01	138.50
21507	7/9/21	INGRAM LIBRARY SERVICES	106.01	278.89
21508	7/9/21	LIBRARY DESIGN ASSOCIATES INC.	106.01	14,434.00
21509	7/9/21	LINKEDIN CORPORATION	106.01	6,300.00
21510	7/9/21	HEIDI LYONS	106.01	250.00
21511	7/9/21	MIDWEST COLLABORATIVE for LIB. SVCS	106.01	4,283.65
21512	7/9/21	MICROMARKETING LLC	106.01	537.67
21513	7/9/21	MIDWEST TAPE	106.01	2,262.67
21514	7/9/21	MICHIGAN LIBRARY ASSOCIATION	106.01	170.00
21515	7/9/21	NATIONAL SIGN COMPANY	106.01	975.00

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

<b>Check #</b>	<b>Date</b>	<b>Payee</b>	<b>Cash Account</b>	<b>Amount</b>
21516	7/9/21	NICHOLS/NETWORK SERVICES CO	106.01	674.62
21517	7/9/21	ORANGEBOY, INC.	106.01	6,000.00
21518	7/9/21	OVERDRIVE	106.01	11,979.78
21519	7/9/21	PREFERRED DATA SYSTEMS, LLC	106.01	3,523.45
21520	7/9/21	PRESIDIO NETWORK SOLUTIONS GROUP, LLC	106.01	6,174.00
21521	7/9/21	ROCKET ENTERPRISE INC.	106.01	776.00
21522	7/9/21	THE ROWMAN & LITTLEFIELD PUBLISHING GRP	106.01	143.81
21523	7/9/21	SCHOOL SPECIALTY LLC	106.01	130.44
21524	7/9/21	SHOWCASES	106.01	195.80
21525	7/9/21	SIEMENS INDUSTRY, INC.	106.01	21,950.00
21526	7/9/21	TECH LOGIC CORP.	106.01	58.98
21527	7/9/21	THE LIBRARY NETWORK	106.01	3,181.37
21528	7/9/21	THE LIBRARY STORE, INC.	106.01	617.06
21529	7/9/21	THOMSON REUTERS/THOMSON WEST	106.01	126.00
21530	7/9/21	TOTAL ENERGY SYSTEMS, INC.	106.01	354.85
21531	7/9/21	ULINE	106.01	321.67
21532	7/9/21	WESCO DISTRIBUTION	106.01	692.16
21533	7/9/21	WT COX INFORMATION SERVICES	106.01	3,044.47
21534	7/9/21	YEO & YEO	106.01	15,000.00
21535	7/9/21	BRUCE ZELLERS	106.01	100.00

Total

666,498.42**Gift Fund****ADVANCE CHECKS:**

5223	6/15/21	FLAGSTAR BANK	102.03	1,246.10
5224	6/29/21	AMAZON.COM	102.03	743.75

Total

1,989.85**REGULAR CHECKS:**

5225	7/9/21	BAKER & TAYLOR	102.03	594.37
5226	7/9/21	SMITH IMAGING SOLUTIONS	102.03	8,890.00

Total

9,484.37

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

**7b**

**PRESENTED: JULY 20, 2021      FOR THE MONTH OF: JUNE, 2021**

		2021-2022	2020-2021			Three Months	25%
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>(\$163)</b>	<b>(\$1,295)</b>	<b>-0.02%</b>	<b>(\$7,979,255)</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>\$2,009</b>	<b>\$4,220</b>	<b>11.03%</b>	<b>(\$34,030)</b>
	<b>Charges for Services</b>	<b>\$14,866</b>	<b>\$14,866</b>	<b>\$2</b>	<b>\$21</b>	<b>0.14%</b>	<b>(\$14,845)</b>
	<b>Investment earnings</b>	<b>\$86,500</b>	<b>\$86,500</b>	<b>(\$24,360)</b>	<b>(\$23,038)</b>	<b>-26.63%</b>	<b>(\$109,538)</b>
	<b>Miscellaneous</b>	<b>\$14,566</b>	<b>\$14,566</b>	<b>\$80</b>	<b>\$203</b>	<b>1.39%</b>	<b>(\$14,363)</b>
<b>Total Revenues</b>		<b>\$8,252,542</b>	<b>\$8,252,542</b>	<b>(\$22,433)</b>	<b>(\$2,230)</b>	<b>-0.03%</b>	<b>(\$8,254,772)</b>
<b><u>Expenditures</u></b>							
	<b>Personnel</b>	<b>\$4,696,338</b>	<b>\$4,696,338</b>	<b>\$304,006</b>	<b>\$1,080,779</b>	<b>23.01%</b>	<b>(\$3,615,559)</b>
	<b>Library Services</b>	<b>\$819,810</b>	<b>\$819,810</b>	<b>\$45,062</b>	<b>\$189,837</b>	<b>23.16%</b>	<b>(\$629,973)</b>
	<b>Facilities &amp; Equipment</b>	<b>\$1,040,866</b>	<b>\$1,040,866</b>	<b>\$66,903</b>	<b>\$294,251</b>	<b>28.27%</b>	<b>(\$746,615)</b>
	<b>Other Operating Expenditures</b>	<b>\$3,870,261</b>	<b>\$3,870,261</b>	<b>\$294,587</b>	<b>\$1,241,026</b>	<b>32.07%</b>	<b>(\$2,629,235)</b>
<b>Total Expenditures</b>		<b>\$10,427,275</b>	<b>\$10,427,275</b>	<b>\$710,557</b>	<b>\$2,805,892</b>	<b>26.91%</b>	<b>(\$7,621,383)</b>
Fund Balance - Beginning		\$13,071,834	\$13,071,834		\$13,071,834		
Net revenue (expenditure)		(\$2,174,733)	(\$2,174,733)		(\$2,808,122)		
Fund Balance - Ending		\$10,897,101	\$10,897,101		\$10,263,712		

**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: JULY 20, 2021      FOR THE MONTH OF: JUNE, 2021

Three Months 25%

ACCOUNT NUMBER	ACCOUNT NAME	2021-2022 ADOPTED BUDGET AS OF MAR 16, 2021	2021-2022 AMENDED BUDGET AS OF JULY 20, 2021	REVENUE/ EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	VARIANCE
	<b><u>Revenues</u></b>						
	Gift Income	\$500	\$3,724	\$1,974	\$3,724	100.00%	\$0
454.03	Investment Earnings	\$200	\$200	\$1	\$3	1.52%	(\$197)
460.03	Miscellaneous Revenue	\$0	\$0	\$0	\$0	0.00%	\$0
	<b>Total Revenues</b>	<b>\$700</b>	<b>\$3,924</b>	<b>\$1,975</b>	<b>\$3,727</b>	<b>94.98%</b>	<b>(\$197)</b>
	<b><u>Expenditures</u></b>						
	Library Services	\$75,589	\$77,175	\$1,427	\$3,448	4.47%	(\$73,727)
	Facilities & Equipment	\$34,382	\$34,382	\$8,890	\$9,568	27.83%	(\$24,814)
	Other Operating Expenditures	\$52,224	\$53,863	\$1,157	\$1,257	2.33%	(\$52,605)
	<b>Total Expenditures</b>	<b>\$162,195</b>	<b>\$165,419</b>	<b>\$11,474</b>	<b>\$14,273</b>	<b>8.63%</b>	<b>(\$151,147)</b>
	Fund Balance - Beginning	\$161,695	\$161,695		\$184,562		
	Net revenue (expenditures)	(\$161,495)	(\$161,495)		(\$10,545)		
	Fund Balance - Ending	\$200	\$200		\$174,017		

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

Fund	Type	Annual Yield	Date	Amount on Hand
<b>General Fund</b>				
	5th 3rd Checking (Ecommerce)	0.00%	6/30/2021	\$71,640.21
	Flagstar Public Funds Savings	0.25%	6/30/2021	\$199,949.46
	Flagstar Premier Public Entities Checking	0.15%	6/30/2021	\$18,879.13
	RBC Capital Cash/Money Market	0.03%	6/30/2021	\$15,125.94
	RBC Capital - Investments	2.33%	6/30/2021	\$10,630,781.02
<b>Total General Fund</b>				<b>\$10,864,735.55</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%	6/30/2021	\$118,493.40
	Huntington CD (Charnov gift) - matures 02/03/2022	0.01%	6/30/2021	\$50,000.00
	Fifth Third Bank Business Standard Checking	0.00%	6/30/2021	\$13,073.15
<b>Total Gift Fund</b>				<b>\$181,566.55</b>

**CFSEM** The following endowment funds are administered by the Community Foundation for Southeast Michigan (CFSEM). CFSEM maintains unilateral variance power and legal ownership of the endowment funds, and therefore, principal is not available to BTPL. Earnings are available for distribution to the Library for its operations at the discretion of CFSEM.

	<i>Updated 3/2021</i>	
Jeanette P. Myers Memorial Scholarship Fund	12/31/2020	\$16,819.00
Yvonne T. Atkinson Fund	12/31/2020	\$33,370.00
Lawrence Smith and Isabel Francis Smith Challenge Grant Fund	12/31/2020	\$37,855.75
BTPL Endowment Fund	12/31/2020	\$45,632.25
Fair Radom Garden Endowment Fund	12/31/2020	\$18,175.00
BTPL Director's Legacy Fund	12/31/2020	\$20,765.00
<b>Total CFSEM holdings</b>		<b>\$172,617.00</b>



**Bloomfield Township Public Library**  
**Investment Portfolio**

<b>Investment Vehicle</b>	<b>Portfolio %</b>	<b>Original Cost</b>	<b>6/30/2021 Market Value</b>	<b>Estimated Annual Inc</b>	<b>Current Yield</b>
Money Market Funds	0.1%	\$15,126	\$15,126	\$4	0.03%
Eaton Vance Short Duration Government Income	28.1%	2,841,399	2,988,019	55,677	1.86%
Loomis Sayles Limited Term U.S. Gov't & Agency	13.1%	1,287,000	1,399,256	14,273	1.02%
BlackRock GNMA Portfolio	13.3%	1,383,503	1,415,882	37,061	2.62%
Victory INCORE Fund for Income	13.5%	1,321,134	1,435,338	71,501	4.98%
Virtus Asset SEIX U.S. Mortgage	1.1%	86,758	122,313	1,197	0.98%
VOYA GNMA Income	4.9%	489,789	524,105	11,434	2.18%
Eaton Vance Government Opportunities	25.8%	2,616,743	2,745,868	56,533	2.06%
<b>Total Portfolio</b>	<b>100.0%</b>	<b>\$10,041,451</b>	<b>\$10,645,907</b>	<b>\$247,680</b>	<b>2.33%</b>

**2nd Quarter Activity - March 31, 2021 - June 30, 2021**

Cash Activity

Beginning Balance	\$2,377,892.13
Deposits & Sales Proceeds	\$320,657.75
Withdrawals	(\$2,675,000.00)
Interest & Dividends	\$58,793.65
Capital Gains	\$0.00
Investment Advisory Fees	(\$8,454.61)
Net funds to purchase securities	(\$58,762.98)
Ending Balance	\$15,125.94

Change in Security Value

Beginning value of securities	\$10,974,770.21
Securities purchased	\$58,762.98
Securities sold	(\$320,657.75)
Change in value of priced securities	(\$82,094.42)
Ending Value of priced securities	\$10,630,781.02

**Estimated Accrued Interest**

**\$0.00**

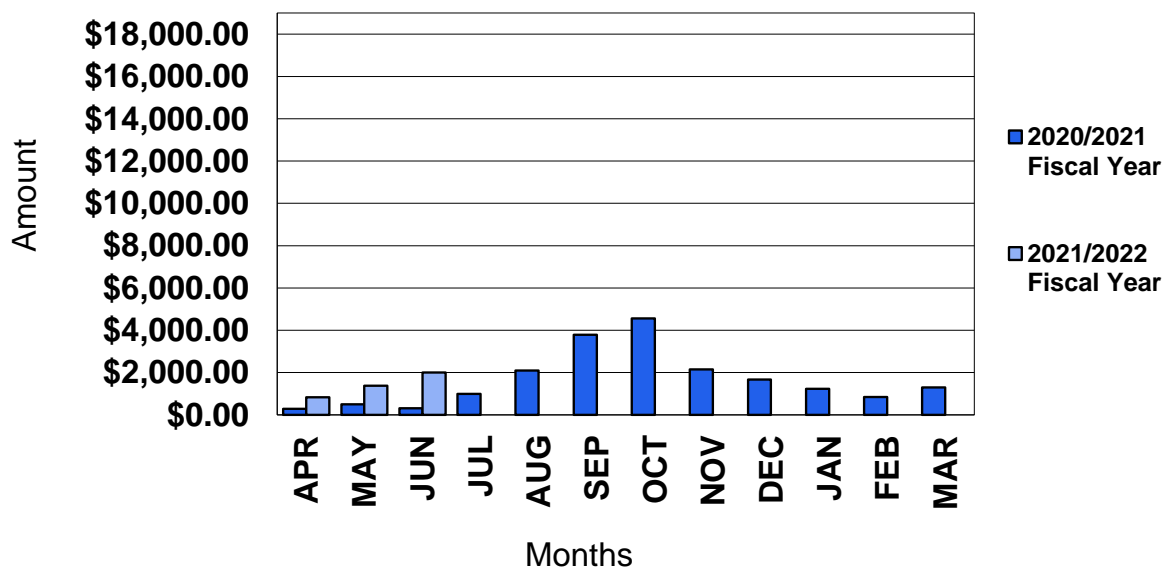
**Total account value as of June 30, 2021**

**\$10,645,906.96**

## 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	\$2,008.55	\$1,699.80
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	\$4,220.25	(\$15,530.88)

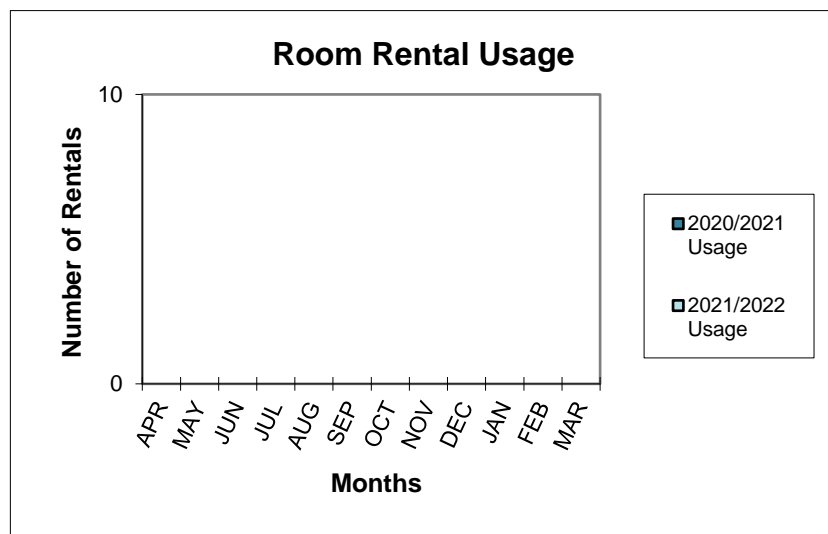
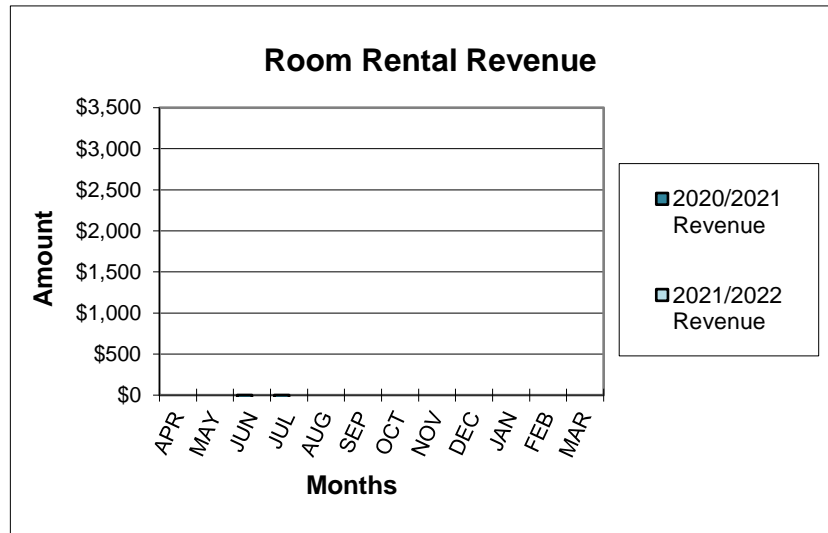
### Fines and Fees Two-Year Comparison



## ROOM RENTAL - TWO-YEAR COMPARISON

7b

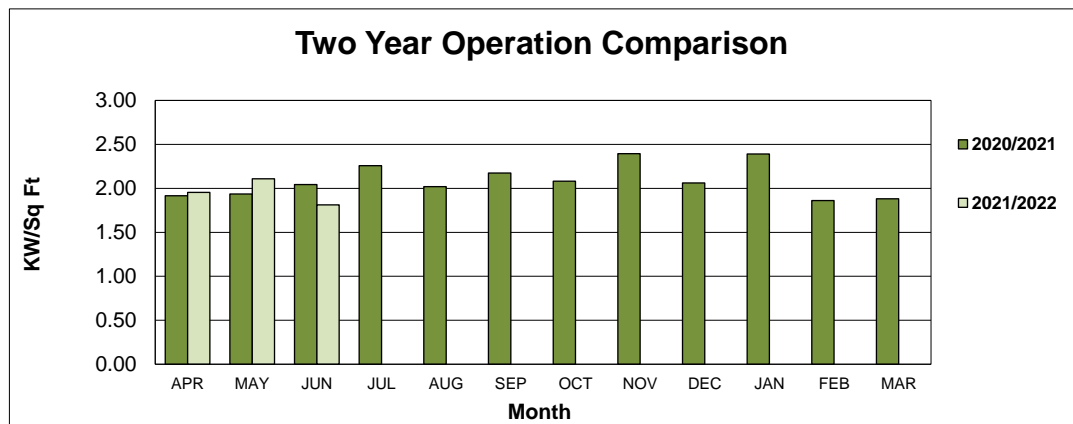
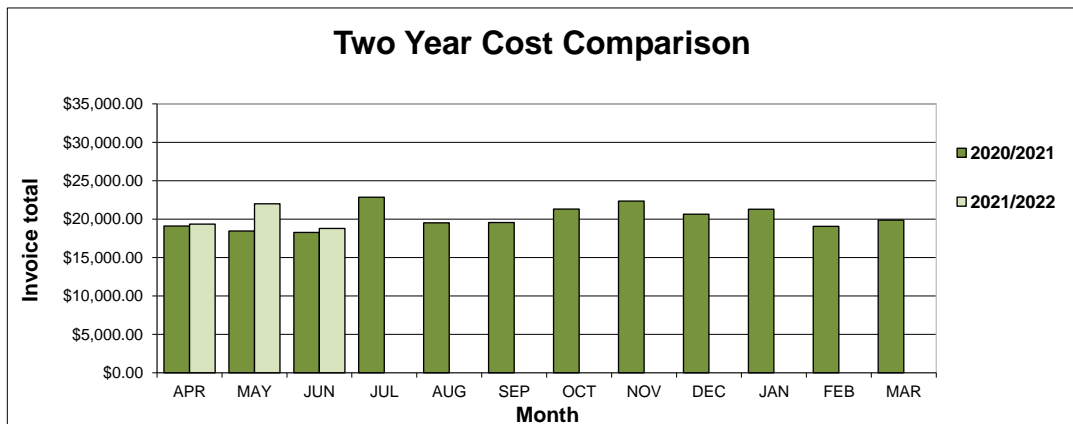
<u>Month</u>	2020/2021 <u>Revenue</u>	2021/2022 <u>Revenue</u>	<u>Difference</u>	2020/2021 <u>Usage</u>	2021/2022 <u>Usage</u>	<u>Month</u>
APR	\$0.00	\$0.00	\$0.00	0	0	APR
MAY	\$0.00	\$0.00	\$0.00	0		MAY
JUN	(\$520.00)	\$0.00	\$520.00	(Refunds)		JUN
JUL	(\$640.00)		\$640.00	(Refunds)		JUL
AUG	\$0.00		\$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	\$18,782.78	\$516.84	183,050	\$0.10	254.24	1.81	\$26.09	\$0.19
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	\$60,141.04	(\$182,123.67)						



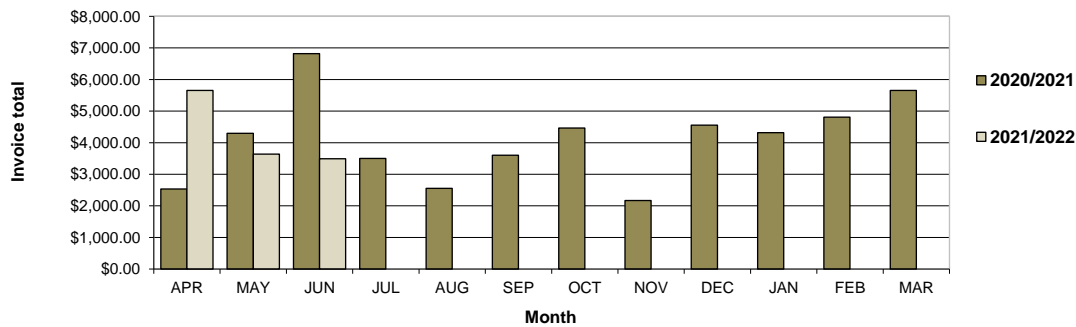
## Bloomfield Township Public Library Natural Gas Analysis

Building Area = 101,023

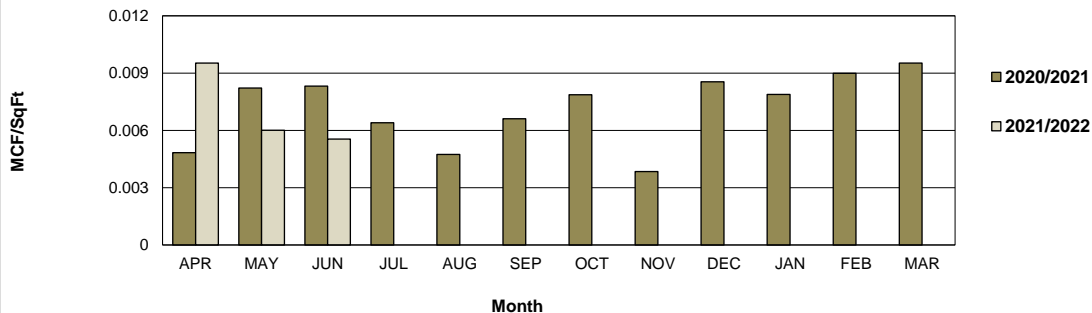
1 Cu. Ft. = 1000 BTU

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	\$3,492.51	(\$3,327.61)	6/2020)	560.0	\$6.24	720	0.78	0.006	4.85	0.034
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	\$12,783.71	(\$36,487.89)								

### Two Year Cost Comparison

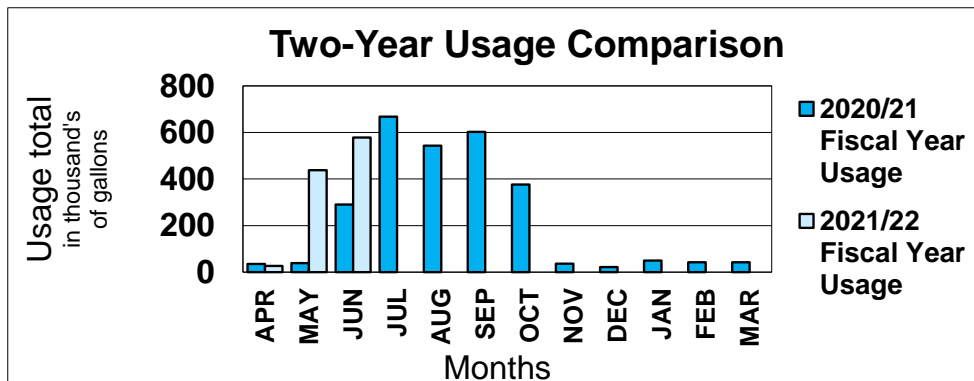
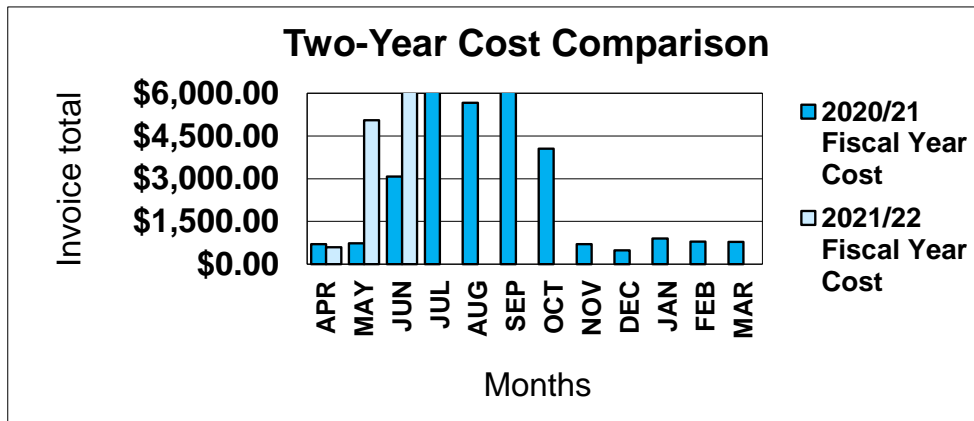


### Two Year Operation Comparison



## 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	\$6,504.64	\$3,427.83	290	578	288
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>\$12,150.16</u>	<u>(\$18,942.39)</u>	<u>2,748</u>	<u>1,043</u>	<u>(1,705)</u>



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

Since Thursday, July 1, the Library has been open without time limits on patron visits. Nearly all furniture has been made available for use, study rooms are open, and masks are optional for all. It's almost like the library of March 1, 2020! The exceptions are operating hours are still reduced, meeting rooms are not yet being rented to the public, and in-person programming is not back to pre-pandemic levels – the latter will probably be the service that comes back slowest as we are reluctant to bring people together, especially children who cannot get vaccinated.

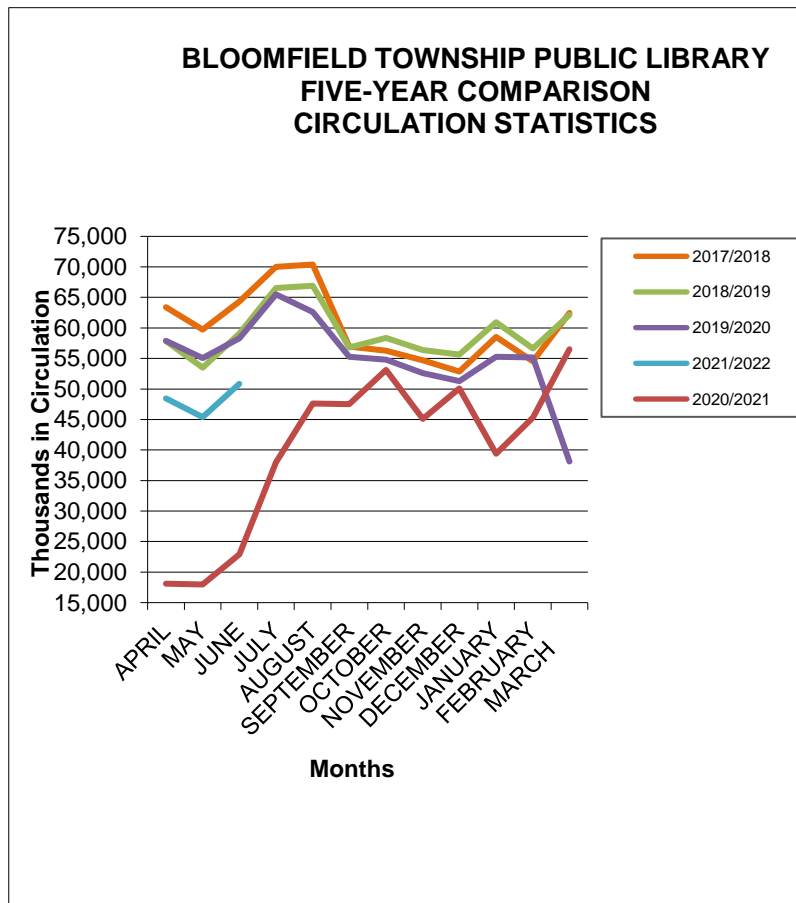
The LED Lighting Project has moved into Youth Services. The lights over the fiction stacks are complete. They are working in the eastern side of the room. Work in Youth Services is expected to take 3-4 weeks.

Summer reading is galloping along. Kits continue to be popular with patrons of all ages. The Pets on Parade bulletin board is filling up with adorable photos of patrons' pets. So far a total of 509 residents have registered for summer reading (compare that to 200 total for the whole season in 2020). 388 youths, 29 teens, and 92 adults.

# BLOOMFIELD TOWNSHIP PUBLIC LIBRARY FIVE YEAR CIRCULATION

7/15/2021

	<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	50,843
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>144,699</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)



JUNE 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 - 6/30/21

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
MONTHLY ACTIVITY REPORT

7/15/2021

	2020		2021	
<b>COLLECTION</b>				
Book Collection:	235,273		232,262	
Media Collection:	56,755		55,198	
Total e-books:	21,576		22,274	
Overdrive	17,329		18,417	
Total downloadable audiobooks:	7,205		7,871	
Materials Total:	320,809		317,605	
<b>CIRCULATION</b>				
Circulation Total:	22,933		50,843	
Bloomfield Township Circulation:	22,189		48,348	
Virtual Circulation Total	15,625		9,336	
Circulation of Youth materials:	2,291		19,382	
Circulation of Media:	1,866		955	
Circulation of Cranbrook passes:	0		108	
Self-checkout machine use:	210	0.9%	14,622	28.8%
Library by Mail:	26	27 patrons	123	40 patrons
<b>BUILDING &amp; EQUIPMENT USAGE</b>				
Door Count:	0		8,330	
Gate Count:	0		10,454	
Meeting rooms by public:	0		0	
Meeting rooms by staff:	0		15	
<b>VIRTUAL USE</b>				
Home page hits:	33,282		32,898	
e-book access:	5,596		3,731	
Overdrive	5,567		3,711	
EBSCOhost	29		20	
Audiobook access: (Overdrive)	2,268		2,044	
Freegal music download access:	599		n/a	
Freegal music streaming:	1,581		n/a	
Magazine download access:	1,854		813	
Hoopla access:	3,727		2,748	
<b>Library Computer Use</b>				
Resident Use	0		237	
Guest Use	0		170	

JUNE 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 - 6/30/21

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
MONTHLY ACTIVITY REPORT

7/15/2021

	2020		2021	
<b>OUTREACH &amp; PROGRAMS</b>				
<b><i>New Patrons and Accounts</i></b>				
Township:	22		101	
Cranbrook:	0		1	
Total new patrons:	22		107	
<b><i>Adult Program Attendance</i></b>				
Staff-led:	0	0	5 events	58 attended
Speaker-led:	0	0	0	0
Book clubs:	0	0	3 events	26 attended
Tours/visits on-site:	0	0	0	0
Tours/visits off-site:	3 events	31 attended	6 events	116 attended
<b><i>Systems Program Attendance</i></b>				
Staff-led:	3 events	1 attended	4 events	0 attended
<b><i>Teen Program Attendance</i></b>				
Staff-led:	4 events	28 attended	1 event	3 attended
<b><i>Youth Program Attendance</i></b>				
Staff-led:	9 events	59 attended	8 events	1,004 attended
Speaker-led:	1 event	3 attended	0	0
Tours/visits on-site:	0	0	0	0
Tours/visits off-site:	2 events	110 attended	3 events	251 attended
TOTAL:	23 events	232 attended	30 events	1,458 attended
<b><i>Volunteers (number of people, hours)</i></b>				
Shop	0	0	2	28
Court			1	1
Students			1	27
Department volunteer			0	0
<b><i>Patron Remarks</i></b>				
Patron Comments:	0		4	
Ask BTPL:	2		5	
Ask Us:	37		58	
<b>DISPLAYS</b>				
Lobby	Summer Reading Program 2021 - "Tails & Tales"			
Local History	It's the End of the World as We Know It			

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

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Bloomfield Township Public Library  
Oakland County, Michigan  
Thursday, June 17, 2021, 11:00 a.m.

---

**Present:** (via Zoom) Trustees: Grant Gerhart; Dani Gillman; Joan Luksik; Sandy Edwards,  
Residents: Nancy Frey and Friends of the Library Vice President Nancy Lambert

**Absent:** Trustee Tom Deska, Trustee Judy Lindstrom, Youth Services Department Head Marian Rafal

**Library Staff:** (via Zoom) Director Tera Moon, Administrative Assistant Linden Godlove, Adult Services Assistant Department Head Brooke Hoskins

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**Old Business:**

**2021 theme and events recap**

The last meeting was April 8, and the photo contest was concluded. The Photo Contest winners have been notified. This was another fun contest to hold and see the great participation from the community. We enjoyed the display of photos on the website and in Library.

**Community Quilt** – “Create Your Incredible Journey” - Fifteen squares were submitted by residents of all ages, in many mediums, themes, and styles. The quilt squares have been on display in the Library along with information about the people that crafted them. The next phase of the project is on hold, as the summer reading program is about to begin. Youth Services Librarian Nicole Gillies will be involved in finishing the quilt with the hope of having it on display by October 1. The design will be shared with the committee.

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

- 3 Video presentations/lectures of exclusive content:
  - Tom Dalton, of the popular PBS program “Under The Radar Michigan,” has produced a virtual program for the Library that will be released on August 1.
  - “Baby Boomers and Millennials-- how they get along” releasing on July 1.
  - A History of the Prohibition, presented by an Oakland University professor will release in September.
- “TAILS AND TALES” BULLETIN BOARD AND SOCIAL MEDIA CAMPAIGN - JULY AND AUGUST  
Patrons are invited to submit photos of their pets, past or present—large bulletin board across the youth services wall will be used to post photos for the whole summer. There will also be a virtual “Pet Show and Tell” on Thursday, July 1
- Incredible Journey: Escape the Wild - Online Escape Room– June - July (Jamie Jasper and Patricia Ballard) –An online, virtual escape room built for individuals 8 years and older, families, or friend groups. Three domestic animals are out in the wild and need to find their way back home. Along the

way these three will run across friends, foes, others needing help, and mother nature. Each correct answer brings them closer to home and safety. – Monday, June 21st – Saturday, July 31st.

- Scavenger hunt – the first is on Saturday, June 19, at Bower School Farm, which charges admission, but the Library is subsidizing visits using the programming budget. Other hunts are being planned for August and September.
- Kit bags will be available all summer. Pet parade via Zoom.

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

### **New Business:**

What is next for the Development Committee? Director Moon shared a timeline of what has been achieved since the Development Committee had been established in 2014. It began as a fundraising committee for the 50<sup>th</sup> anniversary. This is when the library asked to restore the Headlee rollback of the previous millage. This celebration received a great outpouring of support and there was a wish for the Trustees to plan more celebrations. Every year the committee has created fun events and programs and engaged the community. Among the programs produced by the Development Committee are the read-a-thon and photo contest. Fundraising has also been achieved. 2020 had begun with great plans for the “In Motion” festivities, and the Pandemic stopped these plans. The Development Committee still virtually held a read-a-thon and photo contest in 2021.

The Development Committee shared their thoughts on what had been successful with their work and what they wished to see. They agreed that community involvement and raising awareness of the library’s benefits were big goals.

They were optimistic about working with the new advocacy group to help achieve these goals.

It was thought that pivoting the Development Committee into an outreach committee might be a good focus.

### **Other:**

### **Next meeting:**

Thursday, August 26 at 11:00 a.m.

## MINUTES OF THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

### MYERS SCHOLARSHIP COMMITTEE

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The meeting of the Bloomfield Township Public Library Board of Trustees Myers Scholarship Committee was via Zoom on Wednesday, June 23, 2021 at 2:00 p.m.

**Present:** Trustees Tom Deska and Grant Gerhart

**Administration:** Tera Moon, Library Director

The Myers Scholarship Committee met via Zoom to review the six applications received for this scholarship. Tera thanked the Committee for their thoughtful review of all the applications. The scholarship was not distributed in 2020 due to the interruption of the pandemic. Because of that, this year's distribution is higher than usual. The Library received \$1,340.00.00 from the Community Foundation for Southeast Michigan (CFSEM) this year for disbursement. The Library also received two anonymous donations totaling at \$640.00 bringing the whole amount the Committee has available to award to \$2,000.00 this year.

After discussion, the Committee unanimously agreed to give an award to five applicants. Geoffrey Qin, Katarina Moore, Anna Pelepchuk, Abigail Wikol, and Margaret McCourt have been informed by Administration of their award from the 2021 Myers Scholarship. Geoffrey Qin is a patron and attending Columbia University with a major in Women's and Gender Studies in the fall. Katarina, daughter of Administration Clerk Laura Moore, is currently attending the University of Michigan-Dearborn and is pursuing and education degree to become a teacher in the future. Anna Pelepchuk, current Circulation Services Department Head, is working on her Bachelor's degree in Business Administration at the University of the People. Abigail Wikol is a patron and attending Michigan State University with a major in Advertising Management. Maggie McCourt is a Youth Services Page with the Library and will be attending Christendom College in the Fall.

Administration contacted Rod Myers Jr. to confirm his family's attendance at the annual Myers Scholarship award presentation on Tuesday, August 17. The Committee reviewed the presentation outline. Tom Deska and Grant Gerhart will present the award certificates to the scholarship recipients that evening just prior to the regular Library Board meeting.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
MEMORANDUM**

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**TO:** Trustees

**FROM:** Tera Moon

**DATE:** July 13, 2021

**SUBJECT:** FY 2020/2021 Annual Report

Our Library's Annual Report for FY 2020/2021 is attached for your review. This is the report of the pandemic year. Writing this report, I was reminded of how much we all had to learn, of how uncertain things were, of how unusual our lives were. In addition to all the extra anxiety and stress, there were some really great moments, like coming back to the library building, seeing how happy patrons were to receive the first curbside deliveries and then to be able to return to the library. We were all pushed way out of our comfort zones, but that's where growth happens, and I think it did this year.

I've included just a few highlights of our events, programs and accomplishments of this past year.

- The first three months of the fiscal year were spent working from home. We all had to learn how to use Zoom for meetings, how to record story times and book talks, how to share documents electronically from a distance.
- Circulation devised a system to deliver items to patrons' cars in the parking lot. Curbside service was heavily used when the library building was closed.
- Library staff really flexed their creativity muscles and delivered service in completely new ways such as recorded story times and book talks, virtual discussion groups, craft and science kits for all ages, and electronic resources.
- The Library's fourth annual community photo contest's deadline happened at the start of the pandemic. The winners were revealed virtually later in the year. Township residents submitted 91 photos around the theme of "In Motion".
- Despite losing its major source of income during the pandemic The Friends of the Library generously provided \$40,078 to purchase recording & video equipment, Wonderbooks, digital resources, a power snow shovel, and more.
- Eli Greenbaum resigned from the Board of Trustees after serving for 8 years. Danielle Gillman was selected to take his spot. Danielle rose to the top of a pool of 22 applicants.
- Library Director Carol Mueller announced her retirement after a 43-year career in libraries with 13 of those at Bloomfield Township Public Library.

- Assistant Library Director Tera Moon was selected to replace Carol Mueller following a national search.

These examples are just a few of the accomplishments of this past year. I remain ever so grateful to the Library Board for your unwavering support, to the Friends for their generosity that helps this Library be so great, and to our amazing library staff who make it all happen!

The Annual Investment Report also is included for your review and as required. This report compares our investment returns with the standard national average to reassure the Trustees that the Library is investing under relatively standard circumstances. This report requirement came about from PA 20 and is also cited in the Library Investment Policy.

The Library FY 2020/2021 Annual Report will be posted on the Library website and will be distributed to the Friends Board. At the July 20, 2021 meeting, a large notebook containing reports from each department, newsletters, samples of promotions, and more will be available for you to enjoy. It is a wonderful snapshot of a year in the life of Bloomfield Township Public Library and will be permanently kept in the Library Archives.

Many thanks to all Library Department Heads for submitting their summaries of the year's activities in their respective departments. I received a lot of help from Administration Clerks Jane Bersche and Laura Moore as well. I hope you enjoy reviewing the past year as much as I did!

**ACTION: I move to accept the Library Annual Report and Annual Investment Report for Fiscal Year 2020/2021.**



## **Library Wide 2020/2021 Annual Report**

### **Highlights of the Year**

Certainly, this was the strangest start to a fiscal year in this Library's history. From March 24 to June 1, 2020, the entire state of Michigan was placed under a stay-at-home order meant to slow the spread of a novel corona virus. Only essential workers were permitted to continue working outside the home. A few library staff members were classified as essential, including the Finance Coordinator, Facility Services and Systems staff. But most staff suddenly found themselves working from the confines of their own homes.

Staff quickly realized that all aspects of work normally done within our Library building, from meetings, to answering patron questions, to programs and story times, would have to be reconfigured to a virtual format. In many cases staff had to use whatever equipment and technology they had at hand, figure out how to set up and use virtual meeting software, and set up recording studios in corners (or closets) of their houses. As the pandemic continued to rage, overrunning hospital ICUs and taking lives around the globe, the entire library team continued to hold serving our patrons as our top goal. That goal, along with the mantra of "Adaptable, Flexible, and Creative" continued to guide everything that was accomplished and implemented throughout the year.

Below are just a few of the innovative services that staff put in place to support patrons and our library community this past fiscal year.

### ***Virtual Branch***

Staff developed new ways of reaching patrons through virtual methods. This included recording and uploading programs and story times, running online Zoom meetings, providing virtual book talks, and more. They mastered new skills, expertly using video and audio recording equipment and finding ways to connect with an online audience. Beginning May 11, 2020, the Library's "Virtual Branch" webpage launched and was promoted. The Virtual Branch provides high-quality content that is available 24/7, connecting patrons with hundreds of online videos, special programming, and support services created by Library staff members. Items on the page are regularly updated, and due to its popularity, it is planned that the Virtual Branch is a permanent part of the Library's website.





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### ***eResources***

Patrons of all ages suddenly found themselves relying on the Library's electronic offerings. Many schools were closed, and families were not sure when they would reopen. To keep their children in the habit of reading and learning, demand for electronic resources for children skyrocketed. Usage of electronic resources went up 40% overall during the fiscal year 2020-2021. As a result of hard work increasing the Library's entire digital collection during the pandemic, patrons now have access to over 1 million electronic items!

### ***Curbside Delivery Service***

Beginning June 15, 2020, curbside delivery service began as an endeavor to connect patrons with the Library's physical materials collection while the building itself remained closed to the public. The Circulation department led the charge to organize, implement, and oversee this labor-intensive program, with staff members from every department helping to support this service. In time, in addition to curbside materials pick-ups, patrons could request Adult and Youth Services "Take and Make" craft kits, summer reading materials, and have new or replacement library cards delivered right to their vehicle. Curbside delivery allowed all of these critical library interactions to proceed despite the flux of pandemic precautions. In its current state, curbside encapsulates the staff's spirit of strategic services designed to meet the shifting needs of patrons moving into the future.



*Over the fiscal year, Circulation prepared and ran  
8,590 curbside deliveries!*

## BLOOMFIELD TOWNSHIP PUBLIC LIBRARY 2020/2021 ANNUAL REPORT

### **Our Library Team**

At the December 2020 meeting of the Board of Trustees, Carol Mueller announced her retirement after 43 years of working in libraries. Carol came to the Bloomfield Township Public Library in 2008 as Assistant Director, and eventually became the Library Director in 2013. After an extensive search by the Board that began in January 2021, Tera Moon was offered and accepted the position of new Library Director on March 30, 2021. Tera was the Assistant Library Director of Bloomfield Township Public Library since 2013, and before that held several positions at the Southfield Public Library.



Carol Mueller,  
Library Director Extraordinaire!

### **New Programs and Accomplishments**

On October 1, 2020, the Library started offering automatic renewal of library materials. This new service was delayed from April 1, 2020, due to the pandemic. This service saves patrons the worry of getting items back on time and incurring fees and makes using the Library more convenient for everyone.

On March 16, 2021, a revised and updated Employee Handbook was approved by the Library Board of Trustees.

A new way to reach patrons was implemented by Assistant Library Director Tera Moon. Savannah is a web-based email marketing platform that provides trends and aggregate data on library usage of all kinds and assists with tailored email messaging to all patrons for whom an email address is on file. The first mailings using this platform were successful with 50% open rate, which is higher than industry standards. This email platform would serve to be very useful through the remainder of the pandemic as the library was able to alert patrons of closures.

### **Gifts and Donations**

Despite losing its major source of income during the pandemic – book sales – The Friends of the Library generously provided \$40,078 to help make the Library accessible to the community during the extended stay-home order and intermittent building closures. Even though the building was closed, the Library was open with a little help from our Friends. The Friends were able to make gifts due to overwhelming member support in the form of memberships and donations. Gift funds were used to purchase much-needed virtual programming equipment and software, add electronic books and audiobooks, and provide outdoor signage for curbside service.

### **Community Collaborations**

The Library Ambassadors group held its first meeting on March 23, 2021. This group was formed to capture the talents of so many exceptional residents who applied to fill a vacancy on the Library Board of Trustees in December 2020. Many of the applicants expressed their desire

## BLOOMFIELD TOWNSHIP PUBLIC LIBRARY 2020/2021 ANNUAL REPORT

to support the library in a meaningful way. The purpose of the group is to recognize and acknowledge those who are enthusiastic supporters of the Library and have community connections. The group will facilitate a means for their continued involvement and active participation in library efforts such as public relations, community support, space needs, and local advocacy. It is anticipated the group will be an integral part of the next strategic planning process.

Youth Services librarians collaborated with the Bloomfield Hills Schools media specialists on a program called Book of the Year. Both groups worked together to come up with a list of books for students to read and vote on. Book of the Year is named by students votes. This is the Library's third year of collaboration with Bloomfield Hills Schools on this program.

Thanks to the generosity of our wonderful Friends, the Library worked with the Bloomfield Hills Schools Johnson Nature Center to construct a permanent story walk at the Center. Funds from both organizations were used to purchase and install permanent and weatherproof sign holders that different story pages can be inserted into and enjoyed by many.

### Facility Improvements

All lighting throughout the entire library will be changed to LED lighting providing savings through reduced energy costs and less maintenance. In addition, the Library will qualify for rebates from DTE Energy. This project began in January 2021 and is expected to take 1-2 years to complete.

### Awards and Recognition



Bloomfield Township Public Library was honored with the title of 2020 Partner in the Arts award, presented by the Cultural Council of Birmingham Bloomfield. This award is selected by the Cultural Council, and is given to a “business, agency or non-profit that impacts the arts in the Birmingham Bloomfield Community”. The Library was selected “for ‘giving all arts a voice’ for its collaborations with area schools and agencies such as the Bloomfield Senior Center and the Birmingham Bloomfield Art Center, its selections of art that can be found throughout the building, including an elementary school mosaic mural and Pewabic tiles, its sculptures, and its gallery of historic photographs by renown local photographers, all of

which have led some to call the library an art museum, and to its offerings and collaborations with musicians of all genres, from jazz groups to chamber musicians from the University of Michigan. Pre-pandemic, the library was a go-to venue for concerts and events, and even now, with the library tentatively re-opening during the pandemic, it is offering art projects.” Library

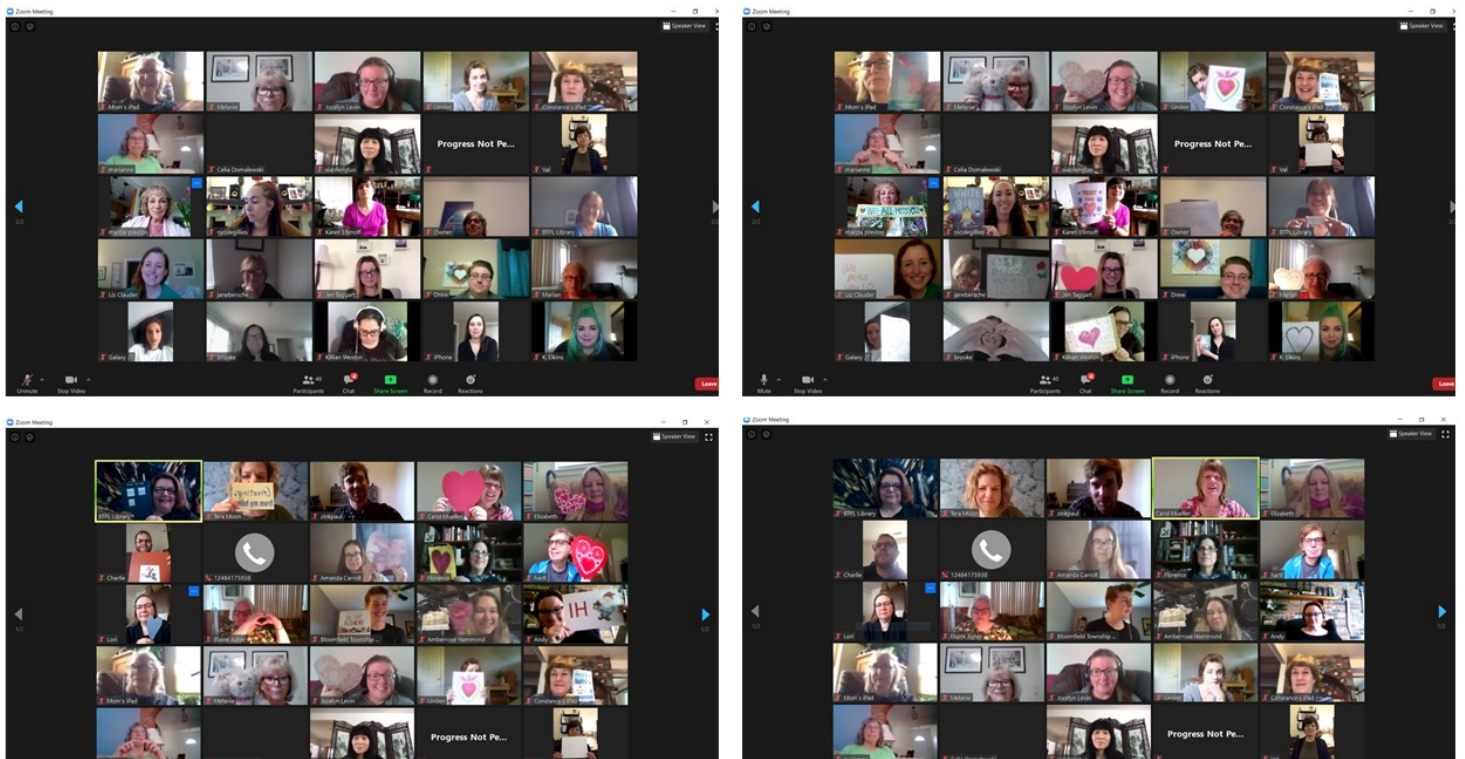


## BLOOMFIELD TOWNSHIP PUBLIC LIBRARY 2020/2021 ANNUAL REPORT

Board President Judy Lindstrom and Assistant Library Director Tera Moon accepted the award during a virtual award presentation filmed at the Birmingham Bloomfield Art Center

### Staff Development

Due to state stay-at-home orders, Staff Development Day was not held in May 2020. Staff took advantage of the newly learned skill of meeting virtually to participate in a staff-wide Zoom call. It was a delight to see each other's faces and say hi after so many weeks of being apart. Staff members took advantage of this additional time at home by participating in various training seminars and workshops held virtually.



*An all-staff Zoom call filled in for a proper Staff Development Day*

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## Programs and Events

On August 24, 2020, after being delayed by the pandemic and stay-home orders, the fourth annual photo contest winners were announced virtually. This year's theme was "In Motion," with 96 photos submitted by 57 Bloomfield Township residents.



### Best in Show

"Four Feet Off the Ground" Randy Heath

The Judges remarked on the blurry background & crisp foreground; great composition; frozen stillness but elevated; strong, powerful; captures posture and formality; technically difficult photo executed well.

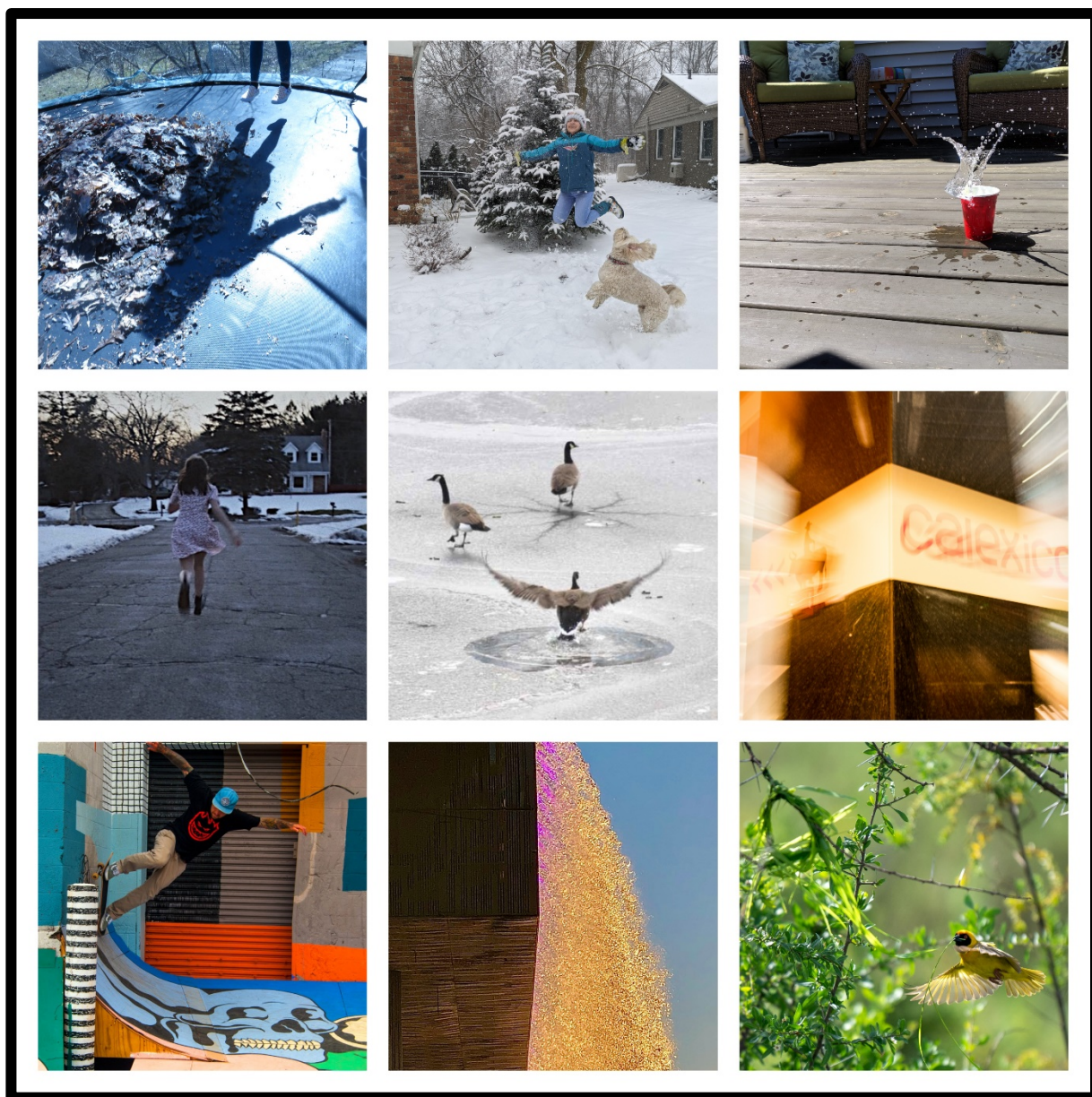


### People's Choice

"Game, Set, Match!" Charlie Baker



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**Youth Category**

**Third Place 'Thrown' Ella Kizy**

**Second Place 'Snow Jumping' Ella Kizy**

**First Place 'Just Jump' Adrienne Bilotti**

**Teen Category**

**Third Place 'Dizzy Point of View' Darby Hewitt**

**Second Place 'FREEZE in FREEZE' Sabareesh Sudhagar**

**First Place 'No Looking Back' Emelia Pearce**

**Adult Category**

**Third Place 'Weaver Bird Building Nest' Robert Levy**

**Second Place 'Purple haze' Amy Messano**

**First Place 'Skateboarding in a decorated alley' Harry Lewkowicz**

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A virtual read-a-thon was held on Saturday, March 20, 2021, featuring the book *The Incredible Journey*. Thirteen volunteer readers read this novel of adventure and friendship over four hours on Zoom, which was simultaneously broadcast live on YouTube and watched by over 100 people.

We will all remember this pandemic year as one of the strangest, if not THE strangest year of our lives. Here on the other side, knowing we survived a global pandemic, knowing how much we can stretch our skills and the way we serve the patrons, it becomes a rich experience filled with learning, gratitude, and peace. But going through it was overcome with worry, anxiety, fear, and uncertainty. The year saw unprecedented teamwork and trust, and we all truly felt how much our patrons love this library.



*Materials had to be quarantined for days before circulating again. Chairs and stuffed animals were quarantined too. Hand sanitizer, masks, and gloves were everywhere.*

**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 July & August

## Displays

1. YS – **Pets on Parade** – Pictures of our furry, scaly, gilled, shelled, feathered friends on display throughout the summer. Send a picture of your pet or stuffed animal, along with its name.
2. YS – **Summer Reading** book display at the Self-checkout area.
3. YS - Children's book author, **Kelly DiPucchio**, featured for interview with Ms. Jen on July 19.
4. YS – **Favorite Books** of the Youth Department Pages.
5. AS - **Summer Reading** crafts, swag, and other fun items in Lobby Display Case.
6. AS - Local History Display: **Pulitzer Prizes Winners** in July, **Financial Literacy Books** in August.

## Virtual Programs

1. YS - **Pet Show and Tell**. A story about pets, introductions, and a Q & A session. July 1, for ages 5 – 12.
2. YS - **Cartooning** with award winning cartoonist and illustrator **Rick Stromoski**, Wednesday, July 7.
3. YS - **Live Family Story time** with your BTPL librarians! July 15 & 27.
4. YS - **Metro Detroit Book & Author Society and Book Beat bookshop live interview**, July 19. Ms. Jen from Youth Services will be interviewing children's book author, Kelly DiPucchio on Zoom!
5. YS - **Virtual Paint-a-long**, July 20. Follow along and create your own work of art.
6. AS - **MiLibraryQuest: Summer Edition 2021, June 1 – July 31**. Teens across the state can learn about unique animals and Michigan libraries! Use the Field Guide to look up your animals and add them to your personal digital field journal.

## 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.
7. AS – **Virtual Teen Book Club – Teen Advisory Board (TAB)**: Meet to discuss books, programs, and crafts for the library; play games! on Zoom. Online game of *Dungeons & Dragons: The Joy of Extradimensional Spaces* in July. Discussion of the book, *Where the Road Leads Us* by Robin Reul, in August.
3. AS - **Classics Book Club** – meets on Zoom bimonthly, discussing *The Sound and the Fury* by William Faulkner in August.
4. AS - **BYOB–Bring Your Own Book–Club** – meets on Zoom bimonthly, discussing *The Last Flight* by Julie Clark in August.
5. AS - **30 Minute Lunchtime Book Club** – meets on Zoom bimonthly, discussing *Eleanor Oliphant is Completely Fine*, by Gail Honeyman in July.
6. AS - Nonfiction Book Club – meets on Zoom bimonthly, discussing *Caste: the origins of our discontents*, by Isabel Wilkerson in July.
7. AS – **ESL Conversation Group** – meets on Zoom weekly.
8. 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 – Sensory “**Tails and Tales**” story time supply kits.
3. YS – **Piggies.**
4. YS – **Flashlight Art.**
5. YS – **Magic Painting.**
6. YS – **Mermaid Tail** keychain.
7. AS - **Summer Reading craft kits.** DIY bookmark, animal origami, and a reading journal/log.
8. AS - **Teen Summer Reading** craft kits. Friendship bracelets, Harry Potter ties, Kaleidoscope dreamcatchers, and Origami. Instructions for all craft kits are provided in the links on our webpage. Teens can tag us on social media **#btplsummer** to show off their creation!

## Online Resources

1. YS - BookFlix: Interactive reading experience to explore fiction and non-fiction for grades PreK – 3.
2. YS -Brainfuse: Get help with 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 different learners.
5. YS -TumbleBook Library: Children’s eBook database of picture books and read-along chapter books.
6. AS – July’s database of the month - **OverDrive**. Free eBooks, audiobooks, and magazines.
7. AS – August’s database of the month – **ValueLine**. Research stocks, mutual funds, options, and convertible securities as well as special situation stocks for free from the library.

## On-demand videos

### **Youth Services:**

- BookTalk: Graphic Novels for 8 – 12 years with Ms. Nicole.
- BookTalk: Summer Fiction for Middle Schoolers with Ms. Liz.
- BookTalk: Realistic Fiction for Middle Grades with Ms. Andy.
- BookTalk: Non-Fiction Reads with Ms. Jen.
- Picture Books 2020/21 with Ms. Liz.
- “Tails & Tales” Little Foodies with Ms. Liz.
- Sensory “Tails & Tales” Story Time with Ms. Jen.
- **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:**

- **Common Denominators: Baby Boomers, Millennials, and the Shape of Things to Come**, Professor Heidi Lyons, Ph.D. Oakland University, discusses the complexities of these two generations in this video on demand, Available July/August.
- **Virtual Read-Aloud: Tintern Abbey, by Williams Wordsworth**, Join Emily for reading of the classic poem written on July 13, 1798.
- **Under the Radar Michigan**: Tom Daldin and Jim Edelman are back with a special presentation recorded for the library. Join them as they recount their adventures making the Emmy Award winning PBS Television Series. Video is available for on-demand viewing beginning August
- **Adult Services Recommends**—Discover what our Adult Services librarians are reading and recommend each month.

### Other

1. Return of the **Friends Book Sale!** Friday, July 16, 1 – 6 pm and Saturday, July 17, 10 – 3:30 pm.
2. Book donations will begin to be accepted the week of August 2: Monday, Thursday, Saturday.
3. **Welcome Bloomfield Baby Bags** – books, literacy tips, and more – funded by the Friends of the Library.
4. **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.
5. **Sensory Garden** on the Youth Terrace.
6. **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.
7. **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.
8. Circulation - **Auto renewal** of library materials is up and running. Continuing curbside service.
9. University of Michigan School of Music, Theatre and Dance hosts **online chamber music concerts**. Staff emailed this information to our regular concert patrons. They were also informed they can bookmark their webpage for future, free live-streamed concerts.

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

Tuesday, July 27, 7:00 p.m. – Ambassadors Group meeting

Wednesday, August 4, 10:30 a.m. – Friends Board meeting

Thursday, August 5, 11:00 a.m. – Budget Work Session

Tuesday, August 17, 7:00 p.m. – Library Board Meeting

Thursday, August 26, 11:00 a.m. – Development Committee