

Bloomfield Township Public

**Library**

**Bloomfield Township Public Library  
Board of Trustees**

Library Board Meeting  
**Tuesday, October 19, 2021**  
7:00 p.m.

Board 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, October 19, 2021  
7:00 p.m.

| <b>#</b> | <b><u>NUMBERED ITEMS</u></b>   | <b><u>DATE DELIVERED</u></b> |
|----------|--|------------------------------|
| 1        | Agenda   | 10/15/2021                   |
| 2a       | Request to remove items from the Consent Agenda for Discussion           | 10/15/2021                   |
| 2b       | Motion to approve the order of items for the regular and consent agendas | 10/15/2021                   |
| 5        | Motion to approve remaining Consent Agenda items 6-8d                    | 10/15/2021                   |
| 6        | Regular Board Meeting Minutes of For Tuesday, September 21, 2021         | 10/15/2021                   |
| 7a       | Cash Disbursements   | 10/15/2021                   |
| 7b       | Revenues/Expenditures Budget Report                                      | 10/15/2021                   |
| 7c       | Energy Report  | 10/15/2021                   |
| 8a       | President's Report– no report  |                              |
| 8b       | Director's Report  | 10/15/2021                   |
| 8c       | Art Committee –no report   |                              |
| 8c       | Building and Grounds Committee – 10/07/21                                | 10/15/2021                   |
| 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 – 9/27/21   | 10/15/2021                   |
| 11a      | Annual Policy Review   | 10/15/2021                   |
| 13       | Motion to approve any items removed from the Consent Agenda              | 10/15/2021                   |

| <b><u>UNNUMBERED ITEMS</u></b>      | <b><u>DATE DELIVERED</u></b> |
|-------------------------------------|------------------------------|
| Dates for Library Board of Trustees | 10/15/2021                   |

AGENDA  
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
BOARD OF TRUSTEES  
October 19, 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 September 21, 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 Policy Review
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, November 16, 2021
16. Adjournment

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**

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

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

---

---

---

---

---

---

---

---

---

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

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

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**

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

**OPTION - NO AMENDMENT NEEDED:**

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

**OPTION - AMENDMENT TO AGENDA:**

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

the **REGULAR AGENDA** as follows:

the **CONSENT AGENDA** as follows:

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

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**

**CONSENT AGENDA ITEMS MOTION**

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

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

---

Bloomfield Township Public Library  
Oakland County, Michigan  
**Tuesday, September 21, 2021**

---

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: Sandra Edwards, Dani Gillman, Judy Lindstrom, and Joan Luksik

Trustees Absent: Tom Deska and Grant Gerhart

Administration: Director Tera Moon; Assistant Director Katherine Bryant; Administrative Assistant Linden Godlove; Finance Coordinator Sandi Bird

Guests: Danielle Bryant, Circulation Clerk and SOC representative; Alan Panter, Yeo and Yeo

---

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

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

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

*Nays: None*

**MOTION CARRIED**

**PRESIDENT'S VERBAL REPORT:**

President Judy Lindstrom welcomed everyone. Her brother in Botswana sent pictures of their library. There are not many resources there, but the families value their library. The books there are worn, torn, and loved, but people use them to get educated. It was a reminder that libraries are universal, a place of love and joy in all communities. She wished everyone a happy fall and encouraged them to enjoy the cider mills and the shift of the seasons.

**DIRECTOR'S VERBAL REPORT:**

Director Moon introduced Katherine Bryant, the new Assistant Department Head. Katherine's first day was Tuesday, September 7. She previously worked for a decade at Nashville Public Library as manager of the Bellevue Branch. Katherine is from the metro Detroit area and is happy to have moved back with her husband and 3-year-old daughter Lou to be closer to family.

Lori Smith Hoogasian is the Library's new Technical Services Department head. Lori has worked at the library for thirty-four years, most recently as the Assistant Department Head for Technical Services.

The Bloomfield Historical Society brings back its Local History/Local Resources speaker series with "From Carriages to Cars", an exploration of the waning days of the carriage industry in the Detroit area. This is Sunday at 3:00pm and masks are required.

Some new workstations in Youth Services and Adult Services work areas are being installed in a few weeks. These will provide more stations for staff so that sharing desks is not needed. Bipolar ionization was also installed on the HVAC as another virus mitigation effort.

The Michigan Library Association annual conference is October 13-14 and will be virtual. Trustees were invited to attend if interested.

Director Moon recently served on the Cultural Council of Birmingham Bloomfield's jury to select the Cultural Arts award honorees. Last year, the Library won the Partner with the Arts award. Winners are invited to sit on the jury for two years. The jury selected Steve Wogaman, President of the Chamber Music Society of Detroit to receive the Cultural Arts Award. Roberta and Michael Campion were awarded the 2021 Special Lifetime Achievement Award. The Birmingham Concert Band received the Partner with the Arts Award for 44 years of making music in the community.

After nearly 41 years of service Marian Rafal, Youth Services Department Head, has announced her retirement. She will retire January 1, 2022. Director Moon wishes Marian the very best.

#### **REGULAR AGENDA:**

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

Danielle Bryant, representing the SOC, reported the details of the holiday party are being finalized. It will be on December 12.

#### **UNFINISHED BUSINESS:**

No unfinished business.

#### **NEW BUSINESS:**

##### **11a. Audit Presentation**

Yeo & Yeo is the library's auditing firm for FY 2020-2021 with Alan Panter, CPA, as the principal. He and his team conducted auditing fieldwork in May that went very smoothly and took place at the Library. The Library again received a favorable report from Yeo & Yeo for the Library's FY 2020-2021.

On August 31, 2021, the Finance Committee Trustees Joan Luksik and Tom Deska met with Alan Panter to review the audit. Alan provided a very thorough review of the Library's audit and answered the Trustees' questions. The Finance Committee recommends that the Library Board accepts the audit report as presented.

Alan Panter, Principal from Yeo & Yeo, provided a verbal overview of the audit and answered questions.

Upon discussion, a motion was made by Joan Luksik, seconded by Dani Gillman **TO ACCEPT THE FISCAL YEAR 2020-2021 AUDIT REPORT AS PRESENTED AND PLACE ON FILE.**

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

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

*Nays: None*

**MOTION CARRIED**

##### **11b. Pension and Other Post-Employment Benefits Report**

The state of Michigan requires two reports be completed each year regarding the local unit of government's pension and Other Post-Employment Benefits (OPEB) obligations per PA 202 of 2017. The Library's



reports have been prepared by Finance Coordinator Sandi Bird and submitted to the state's Department of Treasury to verify the Library's compliance with PA 202. These two reports – one for pension and one for OPEB – are attached for your review and information as required by law.

**OTHER:**

Dani Gillman reported on the Friends meeting on September 1, held via zoom. Membership is at 246. The Library Shop books and media earned \$856.00 in August. Many new donations arrive every day, although not as many when book donations were accepted again on August 1. The September book sale earned \$5,035, which may be a record, even with a 20% discount offered to teachers. October 9 will be the next second Saturday Sale and the next Friends meeting will be on October 6 meeting. At the start of the meeting, Judy Lindstrom will lead with questions previously posed to the Ambassadors Group, now being asked of the Friends. The Friends received another donation of \$10,000 from the Bilaitus estate. They are discussing the creation of new reserve funds in case of emergencies.

Building and Grounds Thursday, October 7. The next Library Board Meeting will be Tuesday, October 19 at 7:00 p.m.

At 7:45 p.m. President Judy Lindstrom adjourned the meeting.

Submitted by:



Sandra Edwards, Secretary

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

Hunt Sign Company is a new vendor for parking lot sign replacement.

**General Fund Advance**

- Check #21685 payable to Bloomfield Township in the amount of \$5,514.12 was payment for water for 8/23-9/21.

**General Fund**

- Check #21693 payable to AECOM in the amount of \$8,755.20 was payment for services related to the LED lighting project and office furniture acquisition and installation.
- Check #21697 payable to Belleville Area District Library in the amount of \$65.95 was payment for a lost MeLCat item.
- Check #21699 payable to Bloomfield Township in the amount of \$290,460.15 was payment for two payrolls including FICA, health insurance, pension, etc
- Check #21700 payable to Bloomfield Township in the amount of \$24,790.27 was payment for the semi-annual pension payment.
- Check #21707 payable to Delton District Library in the amount of \$14.99 was payment for a lost MeLCat item.
- Check #21710 payable to Interstate Restoration, LLC in the amount of \$8,065.38 was payment for mold abatement in the Lower Level.
- Check #21711 payable to Frank Rewold & Sons in the amount of \$157,692.50 was payment for the LED lighting project.
- Check #21710 payable to Interstate Restoration, LLC in the amount of \$8,065.38 was payment for mold abatement in the Lower Level.
- Check #21718 payable to NBS in the amount of \$42,021.51 was payment for office chairs.

- Check #21722 payable to Rauchholz Memorial Library in the amount of \$15.00 was payment for a damaged MeLCat item.
- Check #21724 payable to Siemens in the amount of \$10,500.00 was payment for work performed on the bipolar ionization project.
- Check # 21729 payable to Tech Logic Corp in the amount of \$21,432.00 was payment for annual service agreement for the Library's automated materials handling system.
- Check # 21730 payable to The Library Network in the amount of \$5, 915.13 was payment for internet service and public computer software.

### **Gift Fund**

- Check #5255 payable to Laurie Tennent in the amount of \$350.00 was payment for framing the winning photo contest photo.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**

**CHECK REGISTERS**

**FOR THE MONTH OF SEPTEMBER 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> |             |   |                     |                  |
| 21673                  | 9/21/21     | Patricia Ballard                        | 106.01              | 188.58           |
| 21674                  | 9/21/21     | XFINITY                                 | 106.01              | 161.92           |
| 21675                  | 9/21/21     | CONSUMERS ENERGY                        | 106.01              | 2,673.07         |
| 21676                  | 9/21/21     | FLAGSTAR BANK                           | 106.01              | 5,606.83         |
| 21677                  | 9/21/21     | PRINCIPAL LIFE INS CO-SBD GRANDE ISLAND | 106.01              | 743.62           |
| 21678                  | 9/21/21     | VERIZON WIRELESS                        | 106.01              | 197.04           |
| 21679                  | 9/21/21     | Killian Weston                          | 106.01              | 37.08            |
| 21680                  | 9/29/21     | AMAZON.COM                              | 106.01              | 1,050.22         |
| 21681                  | 9/29/21     | APPLIED IMAGING                         | 106.01              | 570.14           |
| 21682                  | 9/29/21     | DTE ENERGY                              | 106.01              | 18,350.49        |
| 21683                  | 10/5/21     | AT&T                                    | 106.01              | 165.57           |
| 21684                  | 10/5/21     | AT&T                                    | 106.01              | 798.08           |
| 21685                  | 10/5/21     | BLOOMFIELD TOWNSHIP                     | 106.01              | 5,514.12         |
| 21686                  | 10/5/21     | PETTY CASH - BTPL                       | 106.01              | 120.05           |
| 21687                  | 10/5/21     | CAR TRUCKING, INC.                      | 106.01              | 199.50           |
| 21688                  | 10/5/21     | Andy Cascarelli                         | 106.01              | 40.00            |
| 21689                  | 10/5/21     | Elizabeth Clauder                       | 106.01              | 194.44           |
| 21690                  | 10/5/21     | PACIFIC TELEMAGEMENT SERVICES           | 106.01              | 78.00            |
| 21691                  | 10/5/21     | THYSENKRUPP ELEVATOR CORP               | 106.01              | 928.44           |
| 21692                  | 10/5/21     | VIGILANTE SECURITY                      | 106.01              | 1,950.00         |
| Total                  |             |   |                     | <u>39,567.19</u> |
| <b>REGULAR CHECKS:</b> |             |   |                     |                  |
| 21693                  | 10/12/21    | AECOM GREAT LAKES, INC.                 | 106.01              | 8,755.20         |
| 21694                  | 10/12/21    | AFFINITY PROMOTIONS                     | 106.01              | 589.41           |
| 21695                  | 10/12/21    | APPLIED IMAGING                         | 106.01              | 820.58           |
| 21696                  | 10/12/21    | BAKER & TAYLOR, INC.                    | 106.01              | 11,659.25        |
| 21697                  | 10/12/21    | BELLEVILLE AREA DISTRICT LIBRARY        | 106.01              | 65.95            |
| 21698                  | 10/12/21    | BLACKSTONE AUDIO, INC.                  | 106.01              | 83.20            |
| 21699                  | 10/12/21    | BLOOMFIELD TOWNSHIP                     | 106.01              | 290,460.15       |
| 21700                  | 10/12/21    | BLOOMFIELD TOWNSHIP                     | 106.01              | 24,790.27        |
| 21701                  | 10/12/21    | BOOKPAGE                                | 106.01              | 882.00           |
| 21702                  | 10/12/21    | CDW GOVERNMENT, INC.                    | 106.01              | 313.41           |
| 21703                  | 10/12/21    | CENGAGE LEARNING/GALE                   | 106.01              | 679.27           |
| 21704                  | 10/12/21    | CENTER POINT PUBLISHING                 | 106.01              | 56.92            |
| 21705                  | 10/12/21    | CENTRAL BUSINESS SYSTEMS, INC.          | 106.01              | 575.00           |
| 21706                  | 10/12/21    | CINTAS CORPORATION                      | 106.01              | 20.46            |
| 21707                  | 10/12/21    | DELTON DISTRICT LIBRARY                 | 106.01              | 14.99            |
| 21708                  | 10/12/21    | DEMCO, INC.                             | 106.01              | 579.15           |
| 21709                  | 10/12/21    | DU ALL CLEANING, INC                    | 106.01              | 5,560.00         |
| 21710                  | 10/12/21    | INTERSTATE RESTORATION, LLC             | 106.01              | 8,065.38         |
| 21711                  | 10/12/21    | FRANK REWOLD AND SON, INC.              | 106.01              | 157,692.50       |
| 21712                  | 10/12/21    | HUNT SIGN COMPANY                       | 106.01              | 2,865.49         |
| 21713                  | 10/12/21    | INGRAM LIBRARY SERVICES                 | 106.01              | 316.22           |
| 21714                  | 10/12/21    | LJ ROLLS REFRIGERATION CO., INC         | 106.01              | 6,666.09         |
| 21715                  | 10/12/21    | LAFORCE                                 | 106.01              | 2,474.00         |
| 21716                  | 10/12/21    | MICROMARKETING LLC                      | 106.01              | 818.86           |
| 21717                  | 10/12/21    | MIDWEST TAPE                            | 106.01              | 3,147.83         |
| 21718                  | 10/12/21    | NBS                                     | 106.01              | 42,021.51        |
| 21719                  | 10/12/21    | NICHOLS/NETWORK SERVICES CO             | 106.01              | 736.73           |
| 21720                  | 10/12/21    | OMNIGRAPHICS                            | 106.01              | 540.70           |
| 21721                  | 10/12/21    | OVERDRIVE                               | 106.01              | 8,336.39         |
| 21722                  | 10/12/21    | RAUCHHOLZ MEMORIAL LIBRARY              | 106.01              | 15.00            |
| 21723                  | 10/12/21    | ROSEN PUBLISHING                        | 106.01              | 149.90           |

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

| <b>Check #</b> | <b>Date</b> | <b>Payee</b>                            | <b>Cash Account</b> | <b>Amount</b>            |
|----------------|-------------|---|---------------------|--------------------------|
| 21724          | 10/12/21    | THE ROWMAN & LITTLEFIELD PUBLISHING GRP | 106.01              | 142.46                   |
| 21725          | 10/12/21    | SERVICE HEATING & PLUMBING              | 106.01              | 4,357.54                 |
| 21726          | 10/12/21    | SHOWCASES                               | 106.01              | 1,280.60                 |
| 21727          | 10/12/21    | SIEMENS INDUSTRY, INC.                  | 106.01              | 10,500.00                |
| 21728          | 10/12/21    | SUMMIT ELECTRIC, INC.                   | 106.01              | 405.60                   |
| 21729          | 10/12/21    | TECH LOGIC CORP.                        | 106.01              | 21,432.00                |
| 21730          | 10/12/21    | THE LIBRARY NETWORK                     | 106.01              | 5,915.13                 |
| 21731          | 10/12/21    | THE LIBRARY STORE, INC.                 | 106.01              | 269.19                   |
| 21732          | 10/12/21    | TOWN SQUARE PUBLICATIONS, LLC           | 106.01              | 425.00                   |
| 21733          | 10/12/21    | ULINE                                   | 106.01              | 85.17                    |
| 21734          | 10/12/21    | UNIQUE MANAGEMENT SERVICES, INC.        | 106.01              | 787.60                   |
| 21735          | 10/12/21    | WALLACEBURG BOOKBINDING & MFG           | 106.01              | 263.78                   |
| 21736          | 10/12/21    | WORLD BOOK, INC.                        | 106.01              | 3,226.00                 |
| Total          |             |   |                     | <u><u>628,841.88</u></u> |

**Gift Fund**

**ADVANCE CHECKS:**

|       |         |               |        |                      |
|-------|---------|---------------|--------|----------------------|
| 5248  | 9/21/21 | FLAGSTAR BANK | 102.03 | 418.71               |
| 5249  | 9/29/21 | AMAZON.COM    | 102.03 | <u>387.06</u>        |
| Total |         |               |        | <u><u>805.77</u></u> |

**REGULAR CHECKS:**

|       |          |                                 |        |                      |
|-------|----------|---------------------------------|--------|----------------------|
| 5250  | 10/12/21 | BAKER & TAYLOR                  | 102.03 | 29.95                |
| 5251  | 10/12/21 | COMMUNITY FOUNDATION - SE MICH. | 102.03 | 100.00               |
| 5252  | 10/12/21 | HUNT SIGN COMPANY               | 102.03 | 117.51               |
| 5253  | 10/12/21 | INGRAM LIBRARY SERVICES         | 102.03 | 28.26                |
| 5254  | 10/12/21 | Anna Pelepchuk                  | 102.03 | 100.00               |
| 5255  | 10/12/21 | LAURIE TENNENT                  | 102.03 | <u>350.00</u>        |
| Total |          |                                 |        | <u><u>725.72</u></u> |

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

**7b**

PRESENTED: OCTOBER 19, 2021      FOR THE MONTH OF: SEPTEMBER, 2021

|                            |                                     | 2021-2022           | 2020-2021           |                  |                    | Six Months     | 50%                  |
|----------------------------|-------------------------------------|---------------------|---------------------|------------------|--------------------|----------------|----------------------|
| ACCOUNT                    | ACCOUNT                             | ADOPTED BUDGET      | AMENDED BUDGET      | REVENUE/EXPENSE  | REVENUE/           | % OF           |                      |
| NUMBER                     | NAME                                | AS OF               | AS OF               | CURRENT          | EXPENSE            | BUDGET         |                      |
|                            |                                     | MARCH 16, 2021      | AUGUST 17, 2021     | MONTH            | YTD                | YTD            | VARIANCE             |
| <b><u>Revenues</u></b>     |                                     |                     |                     |                  |                    |                |                      |
| 410.01                     | <b>Taxes</b>                        | <b>\$7,977,960</b>  | <b>\$7,943,041</b>  | <b>(\$791)</b>   | <b>(\$3,865)</b>   | <b>-0.05%</b>  | <b>(\$7,946,906)</b> |
| 420.01                     | <b>Penal Fines</b>                  | <b>\$87,600</b>     | <b>\$87,600</b>     | <b>\$0</b>       | <b>\$72,519</b>    | <b>82.78%</b>  | <b>(\$15,081)</b>    |
| 422.01                     | <b>State Aid</b>                    | <b>\$32,800</b>     | <b>\$32,800</b>     | <b>\$0</b>       | <b>\$35,620</b>    | <b>108.60%</b> | <b>\$2,820</b>       |
| 430.01                     | <b>Circulation Fines &amp; Fees</b> | <b>\$38,250</b>     | <b>\$25,500</b>     | <b>\$2,362</b>   | <b>\$11,029</b>    | <b>43.25%</b>  | <b>(\$14,471)</b>    |
|                            | <b>Charges for Services</b>         | <b>\$14,866</b>     | <b>\$4,957</b>      | <b>\$1,781</b>   | <b>\$1,990</b>     | <b>40.14%</b>  | <b>(\$2,967)</b>     |
|                            | <b>Investment earnings</b>          | <b>\$86,500</b>     | <b>\$86,500</b>     | <b>\$13,606</b>  | <b>(\$13,241)</b>  | <b>-15.31%</b> | <b>(\$99,741)</b>    |
|                            | <b>Miscellaneous</b>                | <b>\$14,566</b>     | <b>\$25,231</b>     | <b>\$6,765</b>   | <b>\$11,241</b>    | <b>44.55%</b>  | <b>(\$13,990)</b>    |
| <b>Total Revenues</b>      |                                     | <b>\$8,252,542</b>  | <b>\$8,205,629</b>  | <b>\$23,722</b>  | <b>\$115,293</b>   | <b>1.41%</b>   | <b>(\$8,090,336)</b> |
| <b><u>Expenditures</u></b> |                                     |                     |                     |                  |                    |                |                      |
|                            | <b>Personnel</b>                    | <b>\$4,696,338</b>  | <b>\$4,673,714</b>  | <b>\$319,770</b> | <b>\$1,963,510</b> | <b>42.01%</b>  | <b>(\$2,710,204)</b> |
|                            | <b>Library Services</b>             | <b>\$819,810</b>    | <b>\$819,810</b>    | <b>\$35,225</b>  | <b>\$364,965</b>   | <b>44.52%</b>  | <b>(\$454,845)</b>   |
|                            | <b>Facilities &amp; Equipment</b>   | <b>\$1,040,866</b>  | <b>\$1,027,291</b>  | <b>\$66,955</b>  | <b>\$481,940</b>   | <b>46.91%</b>  | <b>(\$545,351)</b>   |
|                            | <b>Other Operating Expenditures</b> | <b>\$3,870,261</b>  | <b>\$3,914,201</b>  | <b>\$252,254</b> | <b>\$1,884,707</b> | <b>48.15%</b>  | <b>(\$2,029,494)</b> |
| <b>Total Expenditures</b>  |                                     | <b>\$10,427,275</b> | <b>\$10,435,016</b> | <b>\$674,205</b> | <b>\$4,695,123</b> | <b>44.99%</b>  | <b>(\$5,739,893)</b> |
|                            |                                     |                     |                     |                  |                    |                |                      |
|                            | Fund Balance - Beginning            | \$13,071,834        | \$13,071,834        |                  | \$13,071,834       |                |                      |
|                            | Net revenue (expenditure)           | (\$2,174,733)       | (\$2,229,387)       |                  | (\$4,579,830)      |                |                      |
|                            |                                     |                     |                     |                  |                    |                |                      |
|                            | Fund Balance - Ending               | \$10,897,101        | \$10,842,447        |                  | \$8,492,004        |                |                      |

**Fund Balance Designations**

|   |             |             |
|---|-------------|-------------|
| Nonspendable-Prepaid Expense  | \$26,125    | \$26,125    |
| Committed Fund Balance (is 8-months of operational expenditures amount)   | \$4,531,000 | \$4,503,871 |
| 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 | \$6,212,451 |
| Unassigned Fund Balance (is the unplanned emergency amount)   | \$100,000   | \$100,000   |

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

PRESENTED: OCTOBER 19, 2021    FOR THE MONTH OF: SEPTEMBER, 2021

Six Months 50%

| ACCOUNT<br>NUMBER | ACCOUNT<br>NAME              | 2021-2022<br>ADOPTED<br>BUDGET<br>AS OF<br>MAR 16, 2021 | 2021-2022<br>AMENDED<br>BUDGET<br>AS OF<br>OCT 19, 2021 | REVENUE/<br>EXPENSE<br>CURRENT<br>MONTH | REVENUE/<br>EXPENSE<br>YTD | % OF<br>BUDGET<br>YTD | VARIANCE       |
|-------------------|------------------------------|---|---|---|----------------------------|-----------------------|----------------|
|                   | <b><u>Revenues</u></b>       |   |   |   |                            |                       |                |
|                   | Gift Income                  | \$500   | \$7,185   | \$400                                   | \$7,185                    | 100.00%               | \$0            |
| 454.03            | Investment Earnings          | \$200   | \$200   | \$1                                     | \$6                        | 2.87%                 | (\$194)        |
| 460.03            | Miscellaneous Revenue        | \$0   | \$0   | \$0                                     | \$0                        | 0.00%                 | \$0            |
|                   | <b>Total Revenues</b>        | <b>\$700</b>  | <b>\$7,385</b>  | <b>\$401</b>                            | <b>\$7,191</b>             | <b>97.37%</b>         | <b>(\$194)</b> |
|                   | <b><u>Expenditures</u></b>   |   |   |   |                            |                       |                |
|                   | Library Services             | \$75,589  | \$77,225  | \$521                                   | \$14,432                   | 18.69%                | (\$62,793)     |
|                   | Facilities & Equipment       | \$34,382  | \$35,825  | \$0                                     | \$12,068                   | 33.69%                | (\$23,757)     |
|                   | Other Operating Expenditures | \$52,224  | \$55,831  | \$414                                   | \$5,831                    | 10.44%                | (\$50,000)     |
|                   |                              | \$0   | \$0   | \$0                                     | \$0                        | 0.00%                 | \$0            |
|                   | <b>Total Expenditures</b>    |   |   |   |                            |                       |                |
|                   | Fund Balance - Beginning     | \$162,195   | \$168,880   | \$934                                   | \$32,330                   | 19.14%                | (\$136,550)    |
|                   | Net revenue (expenditures)   | \$161,695   | \$161,695   |   | \$184,562                  |                       |                |
|                   |                              | (\$161,495)   | (\$161,495)   |   | (\$25,139)                 |                       |                |
|                   | Fund Balance - Ending        | \$200   | \$200   |   | \$159,423                  |                       |                |

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

| Fund   | Type  | Annual<br>Yield | Date      | Amount on Hand        |
|--|---|-----------------|-----------|-----------------------|
| <b>General Fund</b>  |   |                 |           |                       |
|  | 5th 3rd Checking (Ecommerce)                      | 0.00%           | 9/30/2021 | \$78,147.96           |
|  | Flagstar Public Funds Savings                     | 0.25%           | 9/30/2021 | \$200,075.48          |
|  | Flagstar Premier Public Entities Checking         | 0.15%           | 9/30/2021 | \$30,507.73           |
|  | RBC Capital Cash/Money Market                     | 0.00%           | 9/30/2021 | \$8,176.31            |
|  | RBC Capital - Investments                         | 2.11%           | 9/30/2021 | \$8,810,387.89        |
| <b>Total General Fund</b>  |   |                 |           | <b>\$9,049,147.41</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%           | 9/30/2021 | \$94,748.30           |
|  | Huntington CD (Charnov gift) - matures 02/03/2022 | 0.01%           | 9/30/2021 | \$50,000.00           |
|  | Fifth Third Bank Business Standard Checking       | 0.00%           | 9/30/2021 | \$13,466.18           |
| <b>Total Gift Fund</b>   |   |                 |           | <b>\$158,214.48</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

| Investment Vehicle                             | Portfolio %   | Original Cost      | 9/30/2021<br>Market Value | Estimated<br>Annual Inc | Current Yield |
|--|---------------|--------------------|---------------------------|-------------------------|---------------|
| Money Market Funds                             | 0.1%          | \$8,176            | \$8,176                   | \$0                     | 0.00%         |
| Eaton Vance Short Duration Government Income   | 25.6%         | 2,134,745          | 2,261,840                 | 39,716                  | 1.76%         |
| Loomis Sayles Limited Term U.S. Gov't & Agency | 10.8%         | 866,000            | 948,513                   | 8,713                   | 0.92%         |
| BlackRock GNMA Portfolio                       | 16.1%         | 1,383,503          | 1,420,107                 | 31,136                  | 2.19%         |
| Victory INCORE Fund for Income                 | 8.9%          | 640,353            | 784,152                   | 39,306                  | 5.01%         |
| Virtus Asset SEIX U.S. Mortgage                | 1.4%          | 86,758             | 123,753                   | 1,199                   | 0.97%         |
| VOYA GNMA Income                               | 6.0%          | 489,789            | 524,908                   | 9,865                   | 1.88%         |
| Eaton Vance Government Opportunities           | 31.2%         | 2,616,743          | 2,747,115                 | 56,386                  | 2.05%         |
| <b>Total Portfolio</b>                         | <b>100.0%</b> | <b>\$8,226,066</b> | <b>\$8,818,564</b>        | <b>\$186,321</b>        | <b>2.11%</b>  |

### 3rd Quarter Activity - June 30, 2021 - September 30, 2021

#### Cash Activity

|                                  |                  |
|----------------------------------|------------------|
| Beginning Balance                | \$15,125.94      |
| Deposits & Sales Proceeds        | \$1,830,000.00   |
| Withdrawals                      | (\$1,830,000.00) |
| Interest & Dividends             | \$51,010.95      |
| Capital Gains                    | \$1,039.38       |
| Investment Advisory Fees         | (\$6,949.81)     |
| Net funds to purchase securities | (\$52,050.15)    |
| Ending Balance                   | \$8,176.31       |

#### Change in Security Value

|                                      |                  |
|--------------------------------------|------------------|
| Beginning value of securities        | \$10,630,781.02  |
| Securities purchased                 | \$52,050.15      |
| Securities sold                      | (\$1,830,000.00) |
| Change in value of priced securities | (\$42,443.28)    |
| Ending Value of priced securities    | \$8,810,387.89   |

#### Estimated Accrued Interest

\$0.00

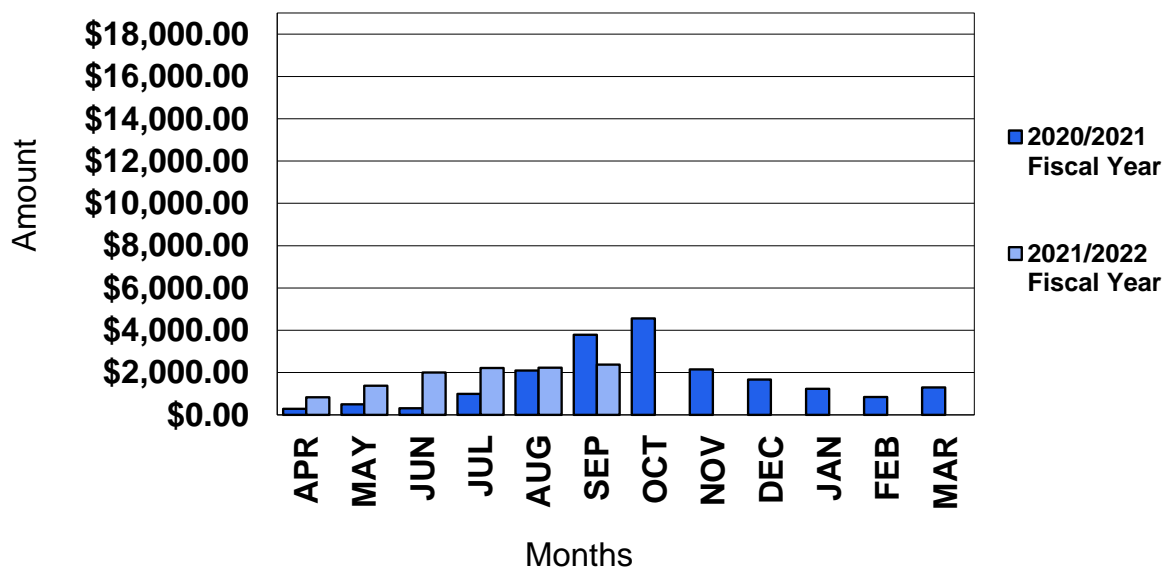
#### Total account value as of September 30, 2021

\$8,818,564.20

## FINES AND FEES - TWO-YEAR COMPARISON

| Month | 2020/2021<br>Fiscal Year | 2021/2022<br>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                 | \$2,218.95               | \$1,228.16     |
| AUG   | \$2,099.50               | \$2,228.30               | \$128.80       |
| SEP   | \$3,793.90               | \$2,376.65               | (\$1,417.25)   |
| 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              | \$11,044.15              | (\$8,706.98)   |

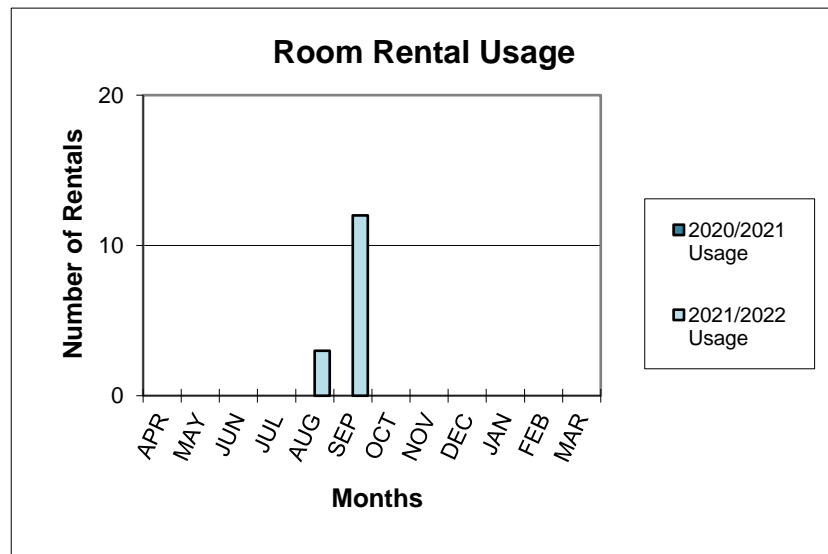
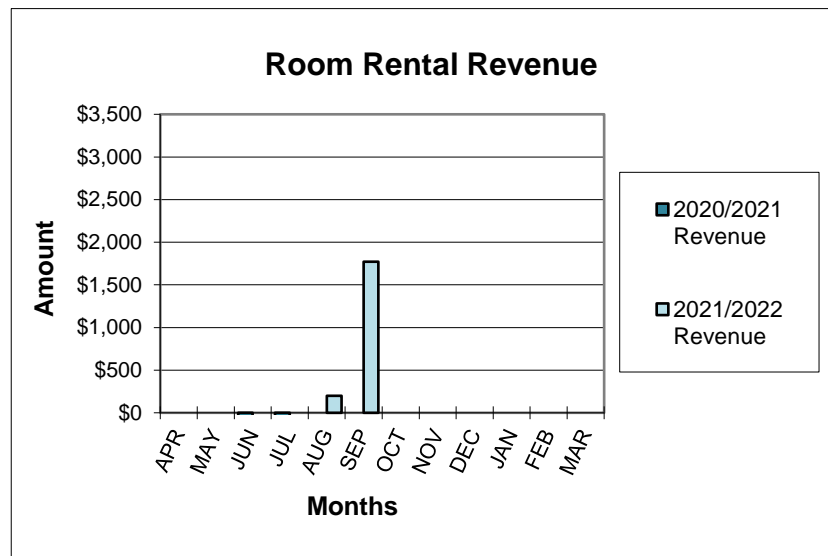
### Fines and Fees Two-Year Comparison



## ROOM RENTAL - TWO-YEAR COMPARISON

7b

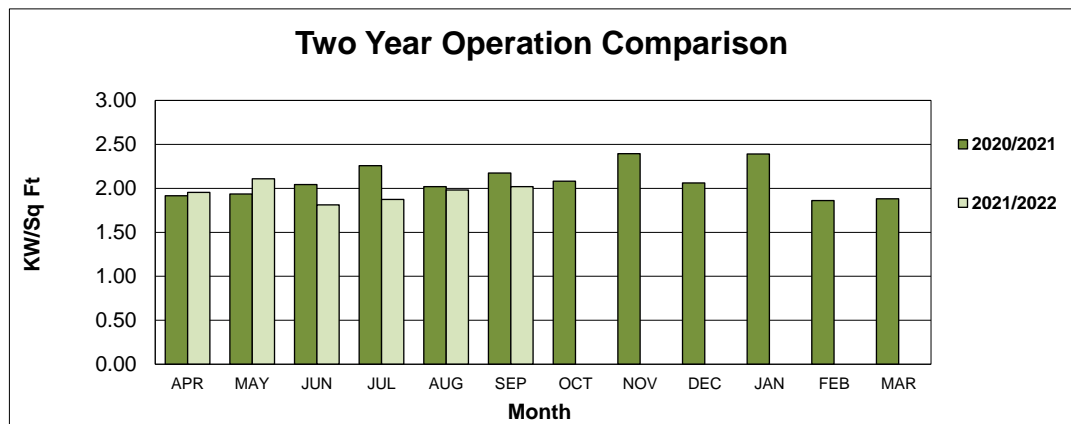
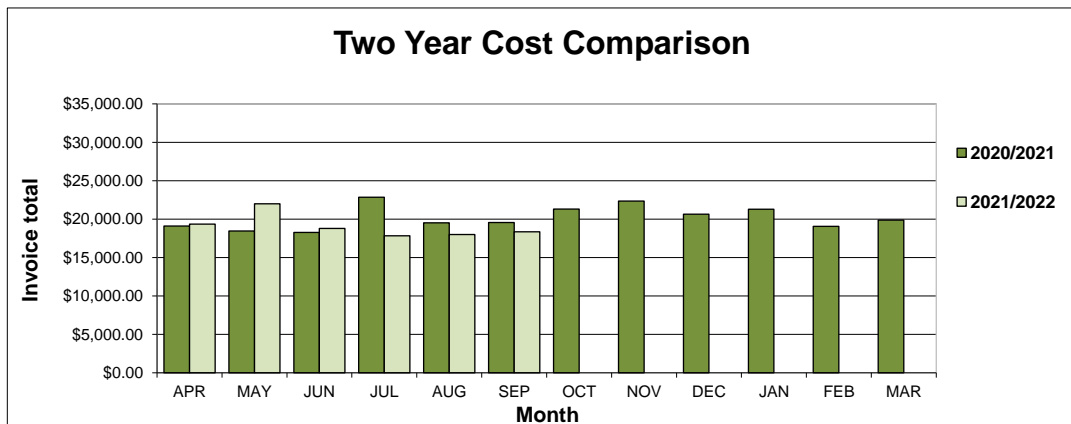
| Month | 2020/2021<br>Revenue      | 2021/2022<br>Revenue     | Difference               | 2020/2021<br>Usage | 2021/2022<br>Usage | Month |
|-------|---------------------------|--------------------------|--------------------------|--------------------|--------------------|-------|
| APR   | \$0.00                    | \$0.00                   | \$0.00                   | 0                  | 0                  | APR   |
| MAY   | \$0.00                    | \$0.00                   | \$0.00                   | 0                  | 0                  | MAY   |
| JUN   | (\$520.00)                | \$0.00                   | \$520.00                 | (Refunds)          | 0                  | JUN   |
| JUL   | (\$640.00)                | \$0.00                   | \$640.00                 | (Refunds)          | 0                  | JUL   |
| AUG   | \$0.00                    | \$200.00                 | \$200.00                 | 0                  | 3                  | AUG   |
| SEP   | \$0.00                    | \$1,770.00               | \$1,770.00               | 0                  | 12                 | 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>\$1,970.00</u></u> | <u><u>\$3,130.00</u></u> | <u><u>0</u></u>    | <u><u>15</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<br>KWH           | COST/KWH | KWH/HR<br>(24 x no. days per<br>month) | KWH/SQ FT<br>101,023 | COST/HR<br>(24 x no. days per<br>month) | COST/SQ FT.<br>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  | \$17,838.49  | (\$5,003.47)   | 189,280                | \$0.09   | 254.41                                 | 1.87                 | \$23.98                                 | \$0.18                 |
| AUG                      | \$19,522.85  | \$18,004.84  | (\$1,518.01)   | 200,200                | \$0.09   | 269.09                                 | 1.98                 | \$24.20                                 | \$0.18                 |
| SEP                      | \$19,555.73  | \$18,350.49  | (\$1,205.24)   | 204,050                | \$0.09   | 283.40                                 | 2.02                 | \$25.49                                 | \$0.18                 |
| 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 | \$114,334.86 | (\$127,929.85) |                        |          |  |                      |   |                        |



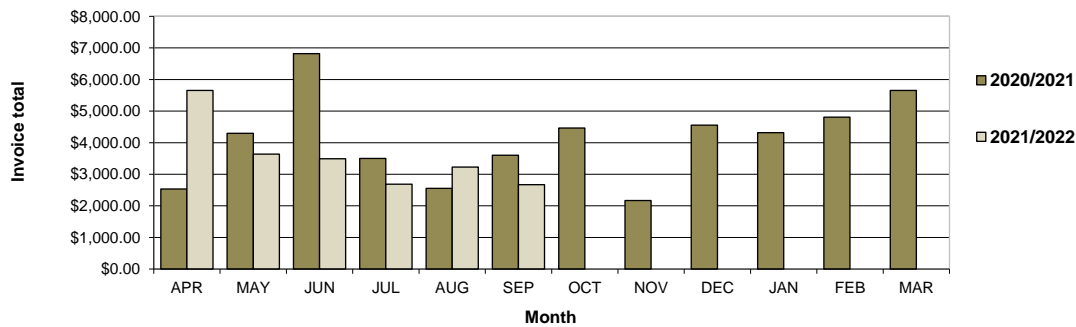
## Bloomfield Township Public Library Natural Gas Analysis

Building Area = 101,023

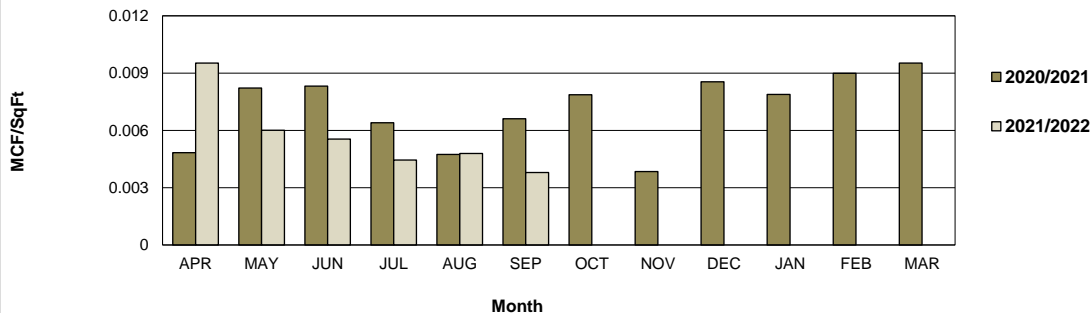
1 Cu. Ft. = 1000 BTU

| TWO YEAR COST COMPARISON |             |             |                |                 | OPERATION |          |                                      |        |          |       |         |
|--------------------------|-------------|-------------|----------------|-----------------|-----------|----------|--------------------------------------|--------|----------|-------|---------|
| Month                    | 2020/2021   | 2021/2022   | Difference     |                 | MCF       | COST/MCF | HOURS<br>(24 x no.days<br>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  | \$2,686.18  | (\$816.44)     |                 | 449.7     | \$5.97   | 744                                  | 0.60   | 0.004    | 3.61  | 0.026   |
| AUG                      | \$2,553.53  | \$3,225.84  | \$672.31       |                 | 483.6     | \$6.67   | 744                                  | 0.65   | 0.005    | 4.34  | 0.031   |
| SEP                      | \$3,601.75  | \$2,673.07  | (\$928.68)     |                 | 383.5     | \$6.97   | 720                                  | 0.53   | 0.004    | 3.71  | 0.026   |
| 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 | \$21,368.80 | (\$27,902.80)  |                 |           |          |                                      |        |          |       |         |

### Two Year Cost Comparison

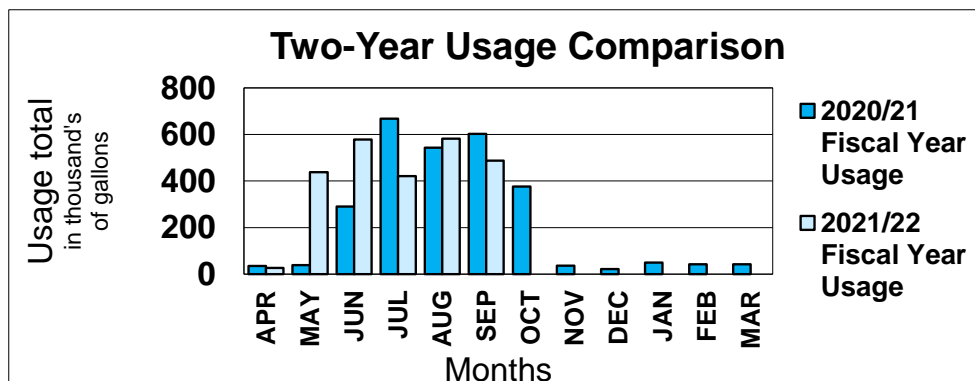
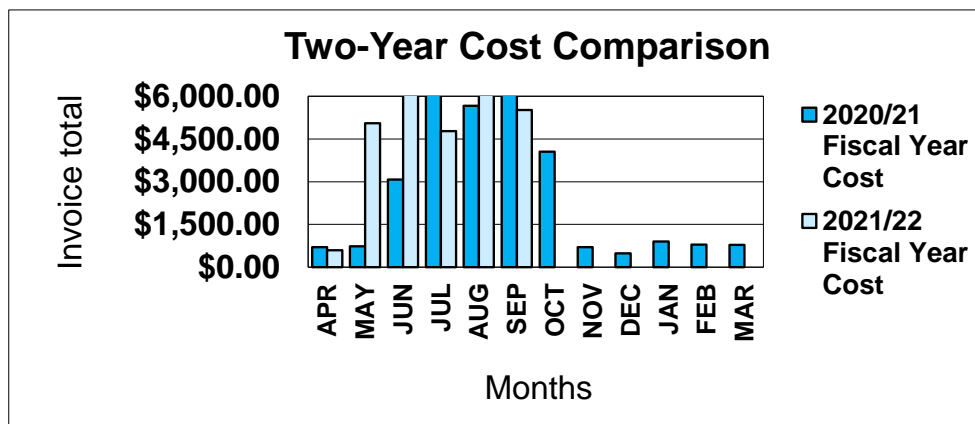


### Two Year Operation Comparison



## Bloomfield Township Public Library Water Analysis

| Month | 2020/21<br>Fiscal Year<br>Cost | 2021/22<br>Fiscal Year<br>Cost | Difference          | 2020/21<br>Fiscal Year<br>Usage | 2021/22<br>Fiscal Year<br>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                     | \$4,772.00                     | (\$2,140.60)        | 668                             | 421                             | (247)          |
| AUG   | \$5,663.25                     | \$6,548.40                     | \$885.15            | 543                             | 582                             | 39             |
| SEP   | \$6,292.57                     | \$5,514.12                     | (\$778.45)          | 603                             | 487                             | (116)          |
| 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>\$28,984.68</u>             | <u>(\$2,107.87)</u> | <u>2,748</u>                    | <u>2,533</u>                    | <u>(215)</u>   |



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

The library management team has revised guidelines to account for vaccination status when a staff reports a COVID-19 exposure. Essentially, the length of quarantine is reduced or even eliminated if a staff is fully vaccinated.

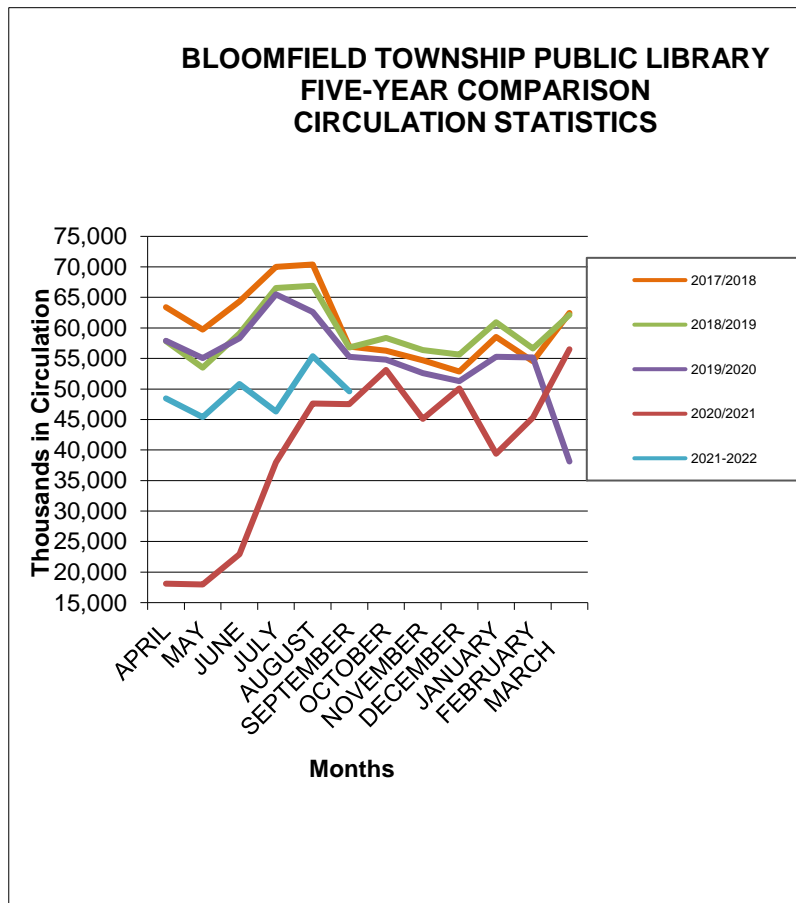
The installation of new workstations in Adult and Youth Services workrooms is complete and staff are happy with the new furniture. Our next project is to select new chairs for the Community Room. We will once again work with Geraldine Drake to select new chairs. The plan is to solicit community feedback, like when we were developing the Commons. Stay tuned for more in the coming weeks.

Jamie Jasper in Adult Services is the coordinator of the Library's Teen Advisory Board, which is a group of teens who meet quarterly. They review items for the teen collection and talk about programming. Currently there about 7 regular members. Recently, Jamie ran a contest to design a logo for the TAB group. The selected design was created by a young woman named Avani. The logo was featured on our website and on a poster in the lobby. Avani and her mom saw the poster in the lobby and loved it so much they asked if they could have it when we're done with it! Of course, we obliged. A copy of the poster is in your grey folder. You can also see the logo on the [library's website](#)

# BLOOMFIELD TOWNSHIP PUBLIC LIBRARY FIVE YEAR CIRCULATION

10/12/2021

|              | <u>2017/2018</u> | <u>2018/2019</u> | <u>2019/2020</u> | <u>2020/2021</u> | <u>2021-2022</u> |
|--------------|------------------|------------------|------------------|------------------|------------------|
| APRIL        | 63,413           | 57,829           | 57,900           | 18,087           | 48,463           |
| MAY          | 59,745           | 53,493           | 55,056           | 17,974           | 45,393           |
| JUNE         | 64,319           | 59,101           | 58,301           | 22,933           | 50,843           |
| JULY         | 70,006           | 66,539           | 65,499           | 37,962           | 46,304           |
| AUGUST       | 70,391           | 66,907           | 62,633           | 47,629           | 55,372           |
| SEPTEMBER    | 56,939           | 56,817           | 55,270           | 47,507           | 49,604           |
| 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>295,979</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)



SEPTEMBER 2021

*Pandemic Service  
Closed 4/1 - 6/14  
Phase 2 6/15 – 7/12  
Phase 3 7/13 – 11/17  
Phase 2 11/18 - 1/24  
Phase 3 1/25 - 6/30  
Phase 4 7/1 - 9/6  
Phase 5 9/7*

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
MONTHLY ACTIVITY REPORT

10/14/2021

|   | 2020     |            | 2021     |            |
|---|----------|------------|----------|------------|
| <b>COLLECTION</b>   |          |            |          |            |
| Book Collection:  | 234,509  |            | 231,858  |            |
| Media Collection:   | 56,194   |            | 54,868   |            |
| Total e-books:  | 21,611   |            | 18,806 ^ |            |
| Overdrive   | 17,345   |            | 14,936   |            |
| Total downloadable audiobooks:  | 7,355    |            | 8,022    |            |
| Materials Total:  | 319,669  |            | 313,554  |            |
|   |          |            |          |            |
| <b>CIRCULATION</b>  |          |            |          |            |
| Circulation Total:  | 47,507   |            | 49,604   |            |
| Bloomfield Township Circulation:  | 45,188   |            | 46,911   |            |
| Virtual Circulation Total   | 14,031   |            | 9,989    |            |
| Circulation of Youth materials:   | 15,094   |            | 18,751   |            |
| Circulation of Media:   | 7,828    |            | 8,639    |            |
| Circulation of Cranbrook passes:  | 39       |            | 103      |            |
| Self-checkout machine use:  | 11,644   | 24.5%      | 13,022   | 26%        |
| Library by Mail:  | 44       | 27 patrons | 120      | 40 patrons |
|   |          |            |          |            |
| <b>BUILDING &amp; EQUIPMENT USAGE</b>   |          |            |          |            |
| Door Count:   | 7,022 ** |            | 12,150 * |            |
| Gate Count:   | 8,070    |            | 7,948 *  |            |
| Meeting rooms by public:  | 0        |            | 12       |            |
| Meeting rooms by staff:   | 0        |            | 29       |            |
|   |          |            |          |            |
| <b>VIRTUAL USE</b>  |          |            |          |            |
| Home page hits:   | 28,338   |            | 28,131   |            |
| e-book access:  | 4,528    |            | 3,958    |            |
| Audiobook access: (Overdrive)   | 1,951    |            | 2,403    |            |
| Magazine download access:   | 2,170    |            | 908      |            |
| Hoopla access:  | 3,325    |            | 2,720    |            |
|   |          |            |          |            |
|   |          |            |          |            |
| <b>Library Computer Use</b>   |          |            |          |            |
| Resident Use  | 203      |            | 391      |            |
| Guest Use   | 161      |            | 284      |            |
|   |          |            |          |            |
| **Library closed September 7 for Labor Day holiday                            |          |            |          |            |
| * counter not working 9/1 - 9/14.   |          |            |          |            |
| ^ 3,879 e-books withdrawn (pandemic free titles that Overdrive did not renew) |          |            |          |            |
|   |          |            |          |            |
|   |          |            |          |            |

|  | 2020                                       |              | 2021      |              |
|--|--|--------------|-----------|--------------|
| <b>OUTREACH &amp; PROGRAMS</b>                     |  |              |           |              |
| <b><i>New Patrons and Accounts</i></b>             |  |              |           |              |
| Township:  | 95   |              | 142       |              |
| Cranbrook:   | 2  |              | 7         |              |
| Total new patrons:                                 | 122  |              | 190       |              |
|  |  |              |           |              |
| <b><i>Adult Program Attendance</i></b>             |  |              |           |              |
| Staff-led:   | 2 events                                   | 21 attended  | 9 events  | 103 attended |
| Speaker-led:                                       | 0  | 0            | 0         | 0            |
| Book clubs:  | 4 events                                   | 32 attended  | 7 events  | 69 attended  |
| Tours/visits on-site:                              | 0  | 0            | 0         | 0            |
| Tours/visits off-site:                             | 4 events                                   | 53 attended  | 1 event   | 35 attended  |
|  |  |              |           |              |
| <b><i>Systems Program Attendance</i></b>           |  |              |           |              |
| Staff-led:   | 4 events                                   | 11 attended  | 1 event   | 1 attended   |
|  |  |              |           |              |
| <b><i>Teen Program Attendance</i></b>              |  |              |           |              |
| Staff-led:   | 2 events                                   | 8 attended   | 2 events  | 11 attended  |
|  |  |              |           |              |
| <b><i>Youth Program Attendance</i></b>             |  |              |           |              |
| Staff-led:   | 9 events                                   | 109 attended | 14 events | 670 attended |
| Speaker-led:                                       | 1 event                                    | 362 attended | 0         | 0            |
| Tours/visits on-site:                              | 0  | 0            | 0         | 0            |
| Tours/visits off-site:                             | 0  | 0            | 1 event   | 9 attended   |
| TOTAL:   | 26 events                                  | 596 attended | 35 events | 898 attended |
|  |  |              |           |              |
| <b><i>Volunteers (number of people, hours)</i></b> | 0  | 0            | 10        | 106          |
| Shop   |  |              | 9         | 102.75       |
| Court  |  |              | 0         | 0            |
| Students   |  |              | 0         | 0            |
| Department volunteer                               |  |              | 1         | 3.25         |
| <b><i>Patron Remarks</i></b>                       |  |              |           |              |
| Patron Comments:                                   | 5  |              | 11        |              |
| Ask BTPL:  | 0  |              | 0         |              |
| Ask Us:  | 58   |              | 36        |              |
|  |  |              |           |              |
| <b>DISPLAYS</b>                                    |  |              |           |              |
| Lobby  | "Celebrating Warm Drinks and Cooler Days." |              |           |              |
|  |  |              |           |              |
|  |  |              |           |              |
| Local History                                      | "Speak the Same Language"                  |              |           |              |
|  |  |              |           |              |
|  |  |              |           |              |
|  |  |              |           |              |
|  |  |              |           |              |

## MINUTES OF THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY POLICY COMMITTEE

---

Bloomfield Township Public Library  
Oakland County, Michigan  
**Monday, September 27, 2021**

---

The meeting of the Bloomfield Township Public Library Board of Trustees Policy Committee was held virtually via Zoom on Monday, September 27, 2021 at 4:00 pm.

**Present:** Trustee Tom Deska

**Administration:** Tera Moon, Library Director; Katherine Bryant, Assistant Director

### ***Annual Policy Review***

Tera reviewed that this is the annual review of the Library's policies. One Board approved policy needs updating at this time. Tera also recommended an update to one internal staff guideline that does not require Board approval.

### ***Investment and Depository Designation Resolution update***

There are two recommended changes. First, under Section 4 Approved Depositories, the names of financial institutions have been replaced with the statement "the library will maintain a list of financial institutions, which are authorized to provide investment and depository services by the Finance Committee and approved by the Board of Trustees". Tom recommended this section also include a statement as to who at the library will maintain and make available this list.

Second, a new section was added, Section 10 Internal Controls, recommended under the criteria set forth by the Association of Public Treasurers of US and Canada Investment Policy Certification Committee. This new section includes the following: "BE IT FURTHER RESOLVED, That the library shall establish a system of internal controls, which is designed to prevent losses of public funds arising from fraud, employee error, misrepresentation by third parties, unanticipated changes in financial markets, or imprudent actions by employees and officers. Required elements of the system of internal controls shall include: 1) The timely reconciliation of all bank accounts is within 30 days of the end of the monthly cycle, 2) details of delivery versus payment procedures include the payment is made either before or at the same time as the delivery of the securities, and 3) a third party audit is conducted annually."

### ***Mobile Phone Guidelines***

Tera recommended that a reimbursement option be added to the Mobile Phone Guidelines that is based on the amount that a staff person uses their personal mobile phone for library business monthly. It is recommended that the Library include these

guidelines in our operation and add to our Administration procedure manual. These are attached for your review and consideration. Tom recommended that Administration set parameters for which staff will qualify for the reimbursement.

Grant Gerhart was not able to attend the meeting due to an unexpected change in his schedule. Tera and Grant spoke via telephone on Tuesday, September 28. Grant supported the changes presented.

The Library Board of Trustees will review these guidelines with updates at the October regular monthly meeting.

No future meeting has been scheduled.

## **PROPOSED MINUTES OF THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY BUILDING AND GROUNDS COMMITTEE**

---

The meeting of the Bloomfield Township Public Library Board of Trustees Building and Grounds Committee was held at 11:00am on Thursday, October 7, 2021.

**Trustees Present:** Trustees: Sandy Edwards, Dani Gillman, Judy Lindstrom, Joan Luksik

**Administration:** Tera Moon, Library Director; Katherine Bryant, Assistant Library Director; Joel Dion, Facility Services Department Head

**Guests:** Steve Turner, American Lawn and Tree Arborists

---

### **Lower Level Water Investigation**

Tera and Joel discussed the scope of the Lower Level flooding problem. The problem has been occurring since 1968 and has only become worse as heavy, fast rains are increasing in frequency. Discussion with Rewold & Sons indicated that the current detention basin and piping are too small to adequately handle the water flow. Tera recommends working with Chris Schlaps of Rewold and engineer Tom Sovel of Spalding DeDecker to explore potential solutions.

Dani talked about how the library was built on wetlands, which cannot be changed. The heavy rains may be a new weather trend consistent with climate change. She also pointed out that many Township residents are experiencing similar problems and are working with the Township on keeping water out of homes.

Judy recommended talking to the Oakland County Road Commission and the Township Department of Engineering and Environmental Services to see if other nearby buildings are having the same flooding issues.

Joan and Judy talked about working on this project while also redoing the parking lot. Everyone discussed the possibility of adding gutters to the building. Joel and Tera explained that the problem is mostly water coming up from the detention basin; it doesn't seep in through exterior walls, so gutters would not resolve the issue.

Judy asked how this impacts the Friends Book Nook. Joel explained that the shelves have a 4" rise from the floor, so no books have been lost to flooding. However, the Library underwent mold abatement, including removing the wooden end panels. Tera stated that the maintenance workroom has lost some wood furniture, and everything must be kept raised on pallets.

Tera and Joel will engage Rewold and Spalding DeDecker.

### **Library Campus Tree Health with Steve Turner, American Lawn and Tree Arborists**

Steve added to the discussion of the water issues by recommending adding a rain garden or bioswale to the Library campus.

Steve discussed findings from his general overview of the trees on the Library campus. He advised that the Bradford pear trees have trellis rust which threatens their health. Steve will work with the Library to develop a plan for how to address these ailments.

Steve also discussed root girdling, which afflicts some trees on the library campus. Root girdling happens when roots are restricted. Steve will propose a systemic review all trees on the library campus. He would also like to host a public program in conjunction with the work, to educate the community on the proper planting and care of trees. Trustees are in favor of this idea.

**Next meeting:** not scheduled at this time

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
MEMORANDUM**

---

**TO:** Library Board Trustees

**FROM:** Tera Moon, Library Director

**DATE:** October 19, 2021

**SUBJECT:** Annual Policy Review

Each year, the Policy Committee meets to review all 15 Library Board approved policies. The purpose of this review is to ensure that these policies, our guiding principles, are up to date and continue to meet library needs. From time to time, Board approved guidelines are reviewed and updated as necessary as well. This year, there is a recommended update to library policies, Investment and Depository Designation.

On September 27, 2021, the Policy Committee met and reviewed the Investment and Depository Resolution, last revised by the Library Board of Trustees on June 16, 2015.

There are two recommended changes. First, under Section 4 Approved Depositories, the names of financial institutions have been replaced with the statement "the library will maintain a list of financial institutions, which are authorized to provide investment and depository services by the Finance Committee and approved by the Board of Trustees". Second, a new section was added, Section 10 Internal Controls, recommended under the criteria set forth by the Association of Public Treasurers of US and Canada Investment Policy Certification Committee. This new section includes the following: "BE IT FURTHER RESOLVED, That the library shall establish a system of internal controls, which is designed to prevent losses of public funds arising from fraud, employee error, misrepresentation by third parties, unanticipated changes in financial markets, or imprudent actions by employees and officers. Required elements of the system of internal controls shall include: 1) The timely reconciliation of all bank accounts is within 30 days of the end of the monthly cycle, 2) details of delivery versus payment procedures include the payment is made either before or at the same time as the delivery of the securities, and 3) a third party audit is conducted annually.

The revised document is attached with recommended changes highlighted. If approved, the revised Investment and Depository Designation Resolution will take effect immediately.

Thank you for your review and consideration.

**ACTION:** I move to approve the revisions to the Investment and Depository Designation Resolution, as presented.

## **Bloomfield Township Public Library**

### **INVESTMENT AND DEPOSITORY DESIGNATION RESOLUTION**

#### **1. Statement of Purpose**

WHEREAS, the Board of Bloomfield Township Public Library, Oakland County, in exercising its fiduciary responsibilities, desires to safeguard the funds of the library that may be invested from time to time, and

WHEREAS, Public Act 77 of 1989, MCL 41.77, requires that the library board designate the banks or depositories for the money belonging to the library, including the time for which the deposits shall be made and all details for carrying into effect the authority given in this act, and

WHEREAS, Public Act 167 of 1997, MCL 129.91, et seq., requires library boards, in consultation with the library Director, to adopt an investment policy, now

#### **2. Scope of Policy**

THEREFORE BE IT RESOLVED, That this policy is applicable to all public funds belonging to Bloomfield Township Public Library and in the custody of the library Director.

#### **3. Delegation of Authority to Make Investments**

BE IT FURTHER RESOLVED, That the Bloomfield Township Public Library Director is authorized to manage funds belonging to the library by depositing funds in approved financial institutions and administering investments in conformance with MCL 41.77 and the policies as set forth in this resolution.

BE IT FURTHER RESOLVED, An investment firm shall advise the Board of Library Trustees regarding investment and invest such funds as determined by the Board of Trustees.

#### **4. Approved Depositories**

BE IT FURTHER RESOLVED, ~~That the board approves the following financial institutions as depositories of library funds:~~ That the library will maintain a list of financial institutions, which are authorized to provide investment and depository services

Bank of America  
\_\_\_\_ J P Morgan Chase \_\_\_\_  
\_\_\_\_ Comerica Bank \_\_\_\_  
Fifth Third Bank



**Bloomfield Township Public Library**

**Investment And Depository Designation Resolution**

~~First Merit Bank~~  
~~Flagstar Bank~~  
~~Huntington Bank~~  
~~PNC Bank~~

~~and such other appropriate financial institutions as may be recommended from time to time~~  
by the Finance Committee and approved by the Board of Trustees.

**5. Safekeeping and Custody of Deposits and Investments**

BE IT FURTHER RESOLVED, That the Director shall recommend financial institutions for approval for the safekeeping of library funds based on an evaluation of the performance and solvency of the institution, as well as past performance in exercising due care and prudence in managing the custody of library funds held in trust, if applicable. The Director shall periodically evaluate approved and potential financial depositories and shall make recommendations as to appropriate changes in approved depositories when warranted.

BE IT FURTHER RESOLVED, The Director may elect to have certificates and other evidence of investments held by a financial institution, provided that the financial institution presents to the library Director sufficient documentation and acknowledgment of the investment instruments held on behalf of the library.

To satisfy safekeeping and custody qualifications, financial institutions must document a minimum capital requirement of at least \$10,000,000 and at least five years of operation. All financial institutions shall be pre-qualified by supplying the following:

- Audited financial statements,
- Proof of NASD certification or FDIC insurance,
- Proof of state registration and
- Certification of having read, understood and agreement to comply with the Bloomfield Township Public Library investment policy.

The Director shall annually examine the financial condition and registrations of qualified financial institutions by obtaining annual updates of the information listed above.

**Bloomfield Township Public Library  
Investment And Depository Designation Resolution**

**6. Authorized Investment Instruments**

BE IT FURTHER RESOLVED, That when the Director's analysis of the library's cash flow requirements reveals that surplus funds will not be required to meet current expenditures for a specific length of time, the Director is authorized to make prudent investments for a length of time that will provide a reasonable return on investment, yet ensure that such funds will be available when needed and will not be exposed to undue risk.

The Director is authorized to invest library funds only in the following instruments:

**a)** In bonds, securities, and other obligations of the United States, or an agency or instrumentality of the United States in which the principal and interest is fully guaranteed by the United States. This subdivision shall include securities issued or guaranteed by the Governmental National Mortgage Association, Federal National Mortgage Association, Federal Home Loan Mortgage Corporation, or the Federal Home Loan Banks;

**b)** In certificates of deposit, savings accounts, investment pools organized under the surplus funds investment pool act, 1982 PA 367, 129.111 to 129.118, deposit accounts, or depository receipts of a bank which is a member of the Federal Deposit Insurance Corporation or a savings and loan association which is a member of the Federal Savings and Loan Insurance Corporation or a credit union which is insured by the National Credit Union Administration, but only if the bank, savings and loan association, or credit union meets all criteria as a depository of public funds contained in state law

**c)** In mutual funds registered under the Federal Investment Company Act of 1940, composed of the investment vehicles described above that are AAA rated by Standard & Poor's, have maturities of five years or less, are readily marketable, and have significant trading volume within a continuous market. Mutual funds may also include securities whose net asset value per share may fluctuate on a periodic basis.

**7. Investment Objectives**

BE IT FURTHER RESOLVED, That the objectives of this policy are foremost, to maintain safety of principal of library funds; secondarily, to maintain a diversified investment portfolio; maintain adequate liquidity, and achieve a market rate of return on relatively safe investment instruments.

To accomplish these objectives, decisions and actions involving the library's investment portfolio shall meet the following criteria:

**Bloomfield Township Public Library  
Investment and Depository Designation Resolution**

**Safety:** Safety of principal is the foremost objective of Bloomfield Township Public Library's investment practices. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall investment portfolio. The Director shall minimize credit risk by investing only in the safer types of securities, pre-qualifying financial institutions, intermediaries, and advisers with whom the library will do business; and diversifying the investment portfolio so that the impact on the investment portfolio resulting from losses on individual securities will be minimized.

**Diversification:** The investments shall be diversified by avoiding over concentration in securities from a specific issuer or business sector, excluding U.S. Treasury securities. Investments shall have varying maturities. Investment instrument selection shall avoid high credit risks and shall include use of readily available funds, such as local government investment pools or mutual funds to maintain sufficient liquidity.

**Liquidity:** The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. Securities shall have maturity date concurrent with cash flow needs. Securities with active secondary or resale markets, as well as money market mutual funds offering same-day liquidity for short-term funds shall also be used to ensure liquidity. The Director shall minimize interest rate risk by avoiding the need to sell securities prior to maturity and investing operating funds primarily in short term-securities, money market mutual funds or similar public investment pools. Securities shall not normally be sold prior to maturity except to minimize loss of principal; to improve the quality, yield or target duration in the portfolio, or to meet liquidity needs.

**Return on Investment:** The investment portfolio shall be designed to attain a market average rate of return during budgetary and economic cycles while taking into account investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to safety and liquidity objectives. The core of investments is limited to relatively low-risk securities, and a fair rate of return relative to risk is assumed.

**8. Standard of Prudence**

BE IT FURTHER RESOLVED, That the Director shall make such investments and only such investments as a prudent person would make in dealing with the property of another, having in view the preservation of the principal and the amount and regularity of the income to be derived.

The standard of prudence to be used shall be the "prudent investor" standard and shall be applied in context of managing an overall portfolio.

## **Bloomfield Township Public Library Investment and Depository Designation Resolution**

### **9. Statement of Ethics**

BE IT FURTHER RESOLVED, That the library Director shall refrain from personal business activity that could conflict with the proper execution and management of library investments, or that could impair the library Director's ability to make impartial investment decisions.

### **10. Internal Controls**

BE IT FURTHER RESOLVED, That the library shall establish a system of internal controls, which is designed to prevent losses of public funds arising from fraud, employee error, misrepresentation by third parties, unanticipated changes in financial markets, or imprudent actions by employees and officers. Required elements of the system of internal controls shall include: 1) The timely reconciliation of all bank accounts is within 30 days of the end of the monthly cycle, 2) details of delivery versus payment procedures include the payment is made either before or at the same time as the delivery of the securities, and 3) a third party audit is conducted annually.

### **11. Investment Activity Report**

BE IT FURTHER RESOLVED, That the library Director shall annually provide a written report to the library Board concerning the investment of library funds.

BE IT FURTHER RESOLVED, That the library shall comply with all applicable statutory standards for investment of public funds as they now exist or as they may be subsequently amended. Any provisions of this resolution that conflicts with applicable statutory requirements and standards is void.

NOW, THEREFORE BE IT RESOLVED, That on this 15 day of September, 1998, the Bloomfield Township Public Library Board of Trustees hereby approves this Investment Policy And Depository Resolution and authorizes that it take effect on September 30, 1998.

Approved by the Library Board of Trustees, September 15, 1998

Revised by the Library Board of Trustees, February 20, 2001

Revised by the Library Board of Trustees, August 17, 2004

Revised by the Library Board of Trustees, August 16, 2005

Revised by the Library Board of Trustees, June 20, 2006

Revised by the Library Board of Trustees, December 18, 2007

Updated LaSalle Bank name changed to Bank of America, May 20, 2008

Updated National City Bank name changed to PNC Bank, June 7, 2010

Approved by the Library Board of Trustees, July 20, 2010

Approved by the Library Board September 18, 2012

Updated Fidelity Bank was bought out by Huntington Bank and Citizen's Bank name changed to First Merit Bank, May 20, 2014

Approved by the Library Board of Trustees, June 16, 2015

Revised by the Library Board of Trustees, October 19, 2021

**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.

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

Tuesday, October 19, 7:00 p.m. – Library Board Meeting

Tuesday, October 26, 7:00 p.m. – Ambassadors Group Meeting

Wednesday, November 3, 11:30 a.m. – Friends Board meeting

Saturday, November 13, 10 a.m.-3:30 p.m. – Friends Second Saturday  
Sale

Tuesday, November 16, 7:00 p.m. – Library Board Meeting