

Bloomfield Township Public

Library

**Bloomfield Township Public Library
Board of Trustees**

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

Board Room

Trustees:

libraryboard@btpl.org

Joan Luksik, President
Grant Gerhart, Vice President
Judy Lindstrom, Secretary
Tom Deska
Dani Gillman

Director:

Tera Moon

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 TRUSTEES MEETING**

**LIBRARY BOARD INFORMATION PACKETS
List of Contents**

Items included in pre-board delivery for the REGULAR BOARD MEETING SCHEDULED
Tuesday, February 15, 2022
7:00 p.m.

#	<u>NUMBERED ITEMS</u>	<u>DATE DELIVERED</u>
1	Agenda	02/11/2022
2a	Request to remove items from the Consent Agenda for Discussion	02/11/2022
2b	Motion to approve the order of items for the regular and consent agendas	02/11/2022
5	Motion to approve remaining Consent Agenda items 6-8d	02/11/2022
6	Regular Board Meeting Minutes of For Tuesday, January 18, 2022	02/11/2022
7a	Cash Disbursements	02/11/2022
7b	Revenues/Expenditures Budget Report	02/11/2022
7c	Energy Report	02/11/2022
8a	President's Report– no report	
8b	Director's Report	02/11/2022
8c	Advocacy Committee – no report	
8c	Art Committee –no report	
8c	Building and Grounds Committee – 01/27/2022	02/11/2022
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 – 02/01/2022	02/11/2022
8c	Policy Committee – no report	
11a	Grounds and Snow Removal Services Bid Award	02/11/2022
13	Motion to approve any items removed from the Consent Agenda	02/11/2022

<u>UNNUMBERED ITEMS</u>	<u>DATE DELIVERED</u>
Trustee Vacancy	02/11/2022
Dates for Library Board Meetings 2022-2023	02/11/2022
What's Going on at the Library	02/11/2022
Dates for Library Board of Trustees	02/11/2022

AGENDA
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, February 15, 2022
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 January 18, 2022
7. Budget
 - a. Cash Disbursements
 - b. Monthly Revenues & Expenditures
 - c. Energy Report
8. Written Reports:
 - a. President: *Joan Luksik
 - b. Director: *Tera Moon
 - 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. Grounds and Snow Removal Services Bid Award
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, March 15, 2022
16. Executive Session regarding Library Director Performance Review and Contract
17. 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, January 18, 2022

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

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

Trustees Absent: None

Administration: Director Tera Moon; Assistant Director Katherine Bryant; Administrative Assistant Linden Godlove

Guests: SOC representative and Youth Services Intern Amanda Carroll

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

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

PRESIDENT'S VERBAL REPORT:

President Joan Luksik reported comments on NextDoor Bloomfield Township about the White Lake Library being closed due to COVID exposure causing staffing challenges. This is an example of other libraries coping with COVID. This library is providing curbside service. It's complicated if one person has COVID and others get exposed. Patrons were understanding when Bloomfield Township Public Library had to close for which all are grateful.

DIRECTOR'S VERBAL REPORT:

Director Moon said the first thing to discuss is COVID. She thanked the Board for support and flexibility through the service disruptions. When she makes the decision to close, it is usually because staffing has become difficult due to staff being out sick or quarantining because of an exposure. Library staff are adjusting to the new CDC guidelines and the new normal of this phase of the pandemic. The visibility of masks in the lobby has been increased.

The Department Heads discussed whether to make changes to service such as reverting to curbside only and decided against it. Patrons value being in the building to

study or read, and they value being able to browse. They have talked about prioritizing keeping the building open over having every service desk fully staffed.

OSHA Rule stayed again by the Supreme Court this time. An update from the library's legal counsel: *"The Supreme Court's stay was not an ultimate resolution of the case. Instead, it simply stayed the enforcement of OSHA's ETS until the Court can reach a final decision on the merits of the case. In so doing, the Supreme Court temporarily relieved employers with more than 100 employees of complying with the ETS's deadlines of January 10, 2022 and February 9, 2022 relative to mask wearing, testing and vaccinations."*

She recommends the policy be left on the books for now but not be enforced.

There had been great optimism when planning for this winter, which now needs to be adjusted. The rest of the chamber music concert series has been canceled. As Amy Cheng aptly put it, "Let's hope for a triumphant return in fall 2022!" In addition, the Ambassador Group meeting has been canceled.

Director Moon announced the new self-checkout machines. They look more modern and are easier to use. They make it much easier for patrons to pay fines and it is hoped that will encourage more to do so.

REGULAR AGENDA:

Call to the Public:

Amanda Carrol, representing the SOC, reported that the SOC hosted a craft and bake sale in the lower level in December. They raised nearly \$200, and it required minimal involvement of the committee. A slate for the new SOC will be presented in the All Staff Meeting and voted in February.

UNFINISHED BUSINESS:

No Unfinished Business

NEW BUSINESS:

11a. Fines and Fees FY 2022/2023

The Department Heads and Administration conducted the annual review of the Library's Fines & Fees schedule in preparation for completing the FY 2022/2023 library budget. This schedule is the summary table of the restrictions and costs associated with borrowing library materials and use of library services at Bloomfield Township Public Library. Staff carefully reviewed all items on this schedule for relevant changes to recommend. The changes presented are mostly edits for clarity, consistency, and streamlining.

The board requested the maximum fine be included beyond page 10.

If the proposed FY 2022/2023 Fines and Fees schedule is approved, all proposed changes would be effective on April 1, 2022.

Upon discussion, a motion was made by Sandy Edwards seconded by Dani Gillman **TO**

APPROVE THE FY 2022/2023 SCHEDULE OF FINES & FEES AS PRESENTED WITH IMPLEMENTATION TO BEGIN ON APRIL 1, 2022.

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

OTHER:

Dani Gillman said a neighbor expressed interest in being more involved in the Library. The Board thought more community involvement would be great and recommended the neighbor be directed to the Ambassador's Group.

Sandy Edwards reported on the Friends meeting on Wednesday, January 5. Kim Hoke will be Treasurer as well as Vice President until the Annual Meeting in May. The library's Wish List was discussed and will be determined in February. They are planning for their Annual Meeting with Tim Gleisner as a guest speaker talking about Michigan notable books. They will be meeting on February 2.

Sandy Edwards has not received all parts for the Director's Evaluation.

Sandy Edwards is resigning from the Board. Her family relocated to Ohio, and she wants to be closer to them. She expressed her pleasure in working with the board.

Director Moon requested to schedule a Building and Grounds committee meeting.

The next regular board meeting is Tuesday, February 15 at 7:00 p.m.

At 7:46 p.m. President Joan Luksik adjourned the meeting.

Submitted by:

A handwritten signature in cursive script that reads "Judy Lindstrom".

Judy Lindstrom, Secretary

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**Cash Disbursements Comments
February 2022**

New Vendors: Class 101 is a new vendor for a meeting room rental refund.

General Fund Advance

- Check #21948 payable to Class 101 in the amount of \$120.00 was payment for a meeting room rental refund.

General Fund

- Check #21951 payable to AECOM in the amount of \$9,636.93 was payment for interior design services for the LED lighting project and Community Room chairs.
- Check #21952 payable to All-City Mechanical & Refrigeration in the amount of \$5,800.00 was payment for a new ice machine for the Community Room kitchen.
- Check #21957 payable to Bloomfield Township in the amount of \$329,757.76 was payment for two payrolls including FICA, health insurance, pension, etc.
- Check #21964 payable to Doeren Mayhew Accounting in the amount of \$6,500.00 was payment for accounting services.
- Check #21967 payable to Frank Rewold and Sons in the amount of \$25,402.99 was payment for the LED Lighting project.
- Check #21970 payable to LJ Rolls in the amount of \$8,809.34 was payment for quarterly maintenance and repairs on the HVAC system.
- Check #21976 payable to NBS in the amount of \$4,908.74 was for staff chairs that were missed during the first order.
- Check #21983 payable to Sentinel in the amount of \$6,167.67 was payment for VOIP service subscription.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

CHECK REGISTERS

FOR THE MONTH OF JANUARY 2022

Check #	Date	Payee	Cash Account	Amount
General Fund				
ADVANCE CHECKS:				
21937	1/17/22	AT&T	016.01	719.87
21938	1/17/22	CONSUMERS ENERGY	016.01	5,721.34
21939	1/17/22	DTE ENERGY	016.01	20,200.83
21940	1/17/22	Jamie Jasper	016.01	33.62
21941	1/17/22	VERIZON WIRELESS	016.01	196.72
21942	1/24/22	AMAZON.COM	016.01	588.22
21943	1/24/22	XFINITY	016.01	77.62
21944	1/24/22	FLAGSTAR BANK	016.01	4,040.45
21945	1/24/22	MICHIGAN LIBRARY ASSOCIATION	016.01	85.00
21946	1/24/22	PRINCIPAL LIFE INS CO-SBD GRANDE ISLAND	016.01	895.74
21947	1/31/22	AT&T	016.01	156.10
21948	1/31/22	Class 101	016.01	120.00
21949	2/7/22	AT&T	016.01	779.47
21950	2/7/22	Patricia Ballard	016.01	215.53
Total				<u>33,830.51</u>
REGULAR CHECKS:				
21951	2/8/22	AECOM GREAT LAKES, INC.	016.01	9,636.93
21952	2/8/22	ALL-CITY MECHANICAL & REFRIGERATION	016.01	5,800.00
21953	2/8/22	APPLIED IMAGING	016.01	527.39
21954	2/8/22	ASSA ABLOY ENTRANCE SOLUTIONS	016.01	823.53
21955	2/8/22	AUNALYTICS, INC.	016.01	185.00
21956	2/8/22	BAKER & TAYLOR, INC.	016.01	8,257.95
21957	2/8/22	BLOOMFIELD TOWNSHIP	016.01	329,757.76
21958	2/8/22	BOOK FARM LLC	016.01	31.90
21959	2/8/22	BUTZEL LONG	016.01	253.50
21960	2/8/22	CAR TRUCKING, INC.	016.01	199.50
21961	2/8/22	CENGAGE LEARNING/GALE	016.01	569.05
21962	2/8/22	CENTER POINT PUBLISHING	016.01	29.96
21963	2/8/22	CINTAS CORPORATION	016.01	106.86
21964	2/8/22	DOEREN MAYHEW & CO., P.C.	016.01	6,500.00
21965	2/8/22	DU ALL CLEANING, INC	016.01	5,560.00
21966	2/8/22	ENVISIONWARE, INC.	016.01	6,990.00
21967	2/8/22	FRANK REWOLD AND SON, INC.	016.01	25,402.99
21968	2/8/22	GREAT OAKS MAINTENANCE	016.01	4,125.00
21969	2/8/22	INGRAM LIBRARY SERVICES	016.01	159.74
21970	2/8/22	LJ ROLLS REFRIGERATION CO., INC	016.01	8,809.34
21971	2/8/22	MANGO LANGUAGES	016.01	2,210.51
21972	2/8/22	METCOM, INC.	016.01	155.49
21973	2/8/22	MICROMARKETING LLC	016.01	199.73
21974	2/8/22	MIDWEST TAPE	016.01	2,763.67
21975	2/8/22	MICHIGAN LIBRARY ASSOCIATION	016.01	250.00
21976	2/8/22	NBS	016.01	4,908.74
21977	2/8/22	NICHOLS/NETWORK SERVICES CO	016.01	1,101.28
21978	2/8/22	OMNIGRAPHICS	016.01	93.09
21979	2/8/22	OVERDRIVE	016.01	9,348.99
21980	2/8/22	PRESIDIO NETWORK SOLUTIONS GROUP, LLC	016.01	236.00
21981	2/8/22	THE ROSEN PUBLISHING GROUP	016.01	90.80
21982	2/8/22	SCHOLASTIC LIBRARY PUBLISHING	016.01	104.39
21983	2/8/22	SENTINEL TECHNOLOGIES, INC.	016.01	6,167.67
21984	2/8/22	SHOWCASES	016.01	530.39
21985	2/8/22	TERMINIX PROCESSING CTR.	016.01	151.00

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
CHECK REGISTERS
FOR THE MONTH OF JANUARY 2022**

Check #	Date	Payee	Cash Account	Amount
21986	2/8/22	ULINE	016.01	297.35
21987	2/8/22	VALUE LINE PUBLISHING, INC	016.01	2,370.00
21988	2/8/22	VIGILANTE SECURITY	016.01	1,950.00
21989	2/8/22	WALLACEBURG BOOKBINDING & MFG	016.01	257.55
21990	2/8/22	WORLD BOOK, INC.	016.01	482.00
21991	2/8/22	WP COMPANY LLC	016.01	1,759.00

Total				<u><u>449,154.05</u></u>
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Gift Fund

ADVANCE CHECKS:

5272	1/17/22	Andrea Cascarelli	012.03	44.99
5273	1/24/22	AMAZON.COM	012.03	356.68
5274	1/24/22	FLAGSTAR BANK	012.03	56.50
5276	1/31/22	JANWAY COMPANY	012.03	<u>770.33</u>

Total				<u><u>1,228.50</u></u>
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REGULAR CHECKS:

5275	1/31/22	BAKER & TAYLOR	012.03	<u>102.00</u>
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Total				<u><u>102.00</u></u>
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Bloomfield Township Public Library
FY 2021-2022 General Fund Budget

PRESENTED: FEBRUARY 15, 2022 FOR THE MONTH OF: JANUARY, 2022

ACCOUNT NAME	2021-2022 ADOPTED BUDGET AS OF MARCH 16, 2021	2020-2021 AMENDED BUDGET AS OF AUGUST 17, 2021	REVENUE/EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	Ten Months 83.33% VARIANCE
<u>Revenues</u>						
Taxes	\$7,977,960	\$7,943,041	\$3,608,068	\$4,825,799	60.76%	(\$3,117,242)
Penal Fines	\$87,600	\$87,600	\$0	\$72,519	82.78%	(\$15,081)
State Aid	\$32,800	\$32,800	\$0	\$35,620	108.60%	\$2,820
Circulation Fines & Fees	\$38,250	\$25,500	\$2,001	\$22,274	87.35%	(\$3,226)
Charges for Services	\$14,866	\$4,957	\$874	\$3,684	74.33%	(\$1,273)
Investment earnings	\$86,500	\$86,500	(\$48,543)	(\$125,388)	-144.96%	(\$211,888)
Miscellaneous	\$14,566	\$25,231	\$227	\$19,396	76.87%	(\$5,835)
Total Revenues	\$8,252,542	\$8,205,629	\$3,562,627	\$4,853,904	59.15%	(\$3,351,725)
<u>Expenditures</u>						
Personnel	\$4,696,338	\$4,673,714	\$323,267	\$3,537,099	75.68%	(\$1,136,615)
Library Services	\$819,810	\$819,810	\$30,997	\$557,865	68.05%	(\$261,945)
Facilities & Equipment	\$1,040,866	\$1,027,291	\$59,206	\$801,580	78.03%	(\$225,711)
Other Operating Expenditures	\$3,870,261	\$3,914,201	\$70,240	\$2,485,655	63.50%	(\$1,428,546)
Total Expenditures	\$10,427,275	\$10,435,016	\$483,709	\$7,382,199	70.74%	(\$3,052,817)
Fund Balance - Beginning	\$13,071,834	\$13,071,834		\$13,071,834		
Net revenue (expenditure)	(\$2,174,733)	(\$2,229,387)		(\$2,528,296)		
Fund Balance - Ending	\$10,897,101	\$10,842,447		\$10,543,538		

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 \$1,683,764 the OPEB obligation plus \$3,998,509 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: FEBRUARY 15, 2022 FOR THE MONTH OF: JANUARY, 2021

Ten Months 83.33%

ACCOUNT NAME	2021-2022 ADOPTED BUDGET AS OF MAR 16, 2021	2021-2022 AMENDED BUDGET AS OF Jan 18, 2021	REVENUE/ EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	VARIANCE
<u>Revenues</u>						
Gift Income	\$500	\$9,045	\$531	\$9,045	100.00%	\$0
Gift Revenue	\$0	\$6,108	\$531	\$6,108	100.00%	\$0
Friends of the Library	\$0	\$0	\$0	\$0	#DIV/0!	\$0
Atkinson Trust	\$0	\$0	\$0	\$0	#DIV/0!	\$0
BTPL Endowment Fund/Amber Trust	\$0	\$0	\$0	\$0	0.00%	\$0
Myers Scholarship	\$500	\$1,331	\$0	\$1,331	100.00%	\$0
Smith Challenge Grant	\$0	\$1,606	\$0	\$1,606	100.00%	\$0
Fair Radom Garden's Endowment	\$0	\$0	\$0	\$0	#DIV/0!	\$0
Library Director's Legacy Fund	\$0	\$0	\$0	\$0	0.00%	\$0
Investment Earnings	\$200	\$0	\$0	\$0	#DIV/0!	\$0
Miscellaneous Revenue	\$0	\$200	\$1	\$9	0.00%	(\$191)
Total Revenues	\$700	\$9,245	\$532	\$9,054	97.93%	(\$191)
<u>Expenditures</u>						
Library Services	\$75,589	\$77,568	\$1,331	\$18,753	24.18%	(\$58,815)
Facilities & Equipment	\$34,382	\$35,907	\$0	\$13,131	36.57%	(\$22,776)
Other Operating Expenditures	\$52,224	\$56,734	\$3	\$6,616	11.66%	(\$50,117)
Total Expenditures	\$162,195	\$170,208	\$1,334	\$38,500	22.62%	(\$131,708)
Fund Balance - Beginning	\$161,695	\$161,695		\$161,695		
Net revenue (expenditures)	(\$161,495)	(\$160,964)		(\$29,447)		
Fund Balance - Ending	\$200	\$731		\$132,248		

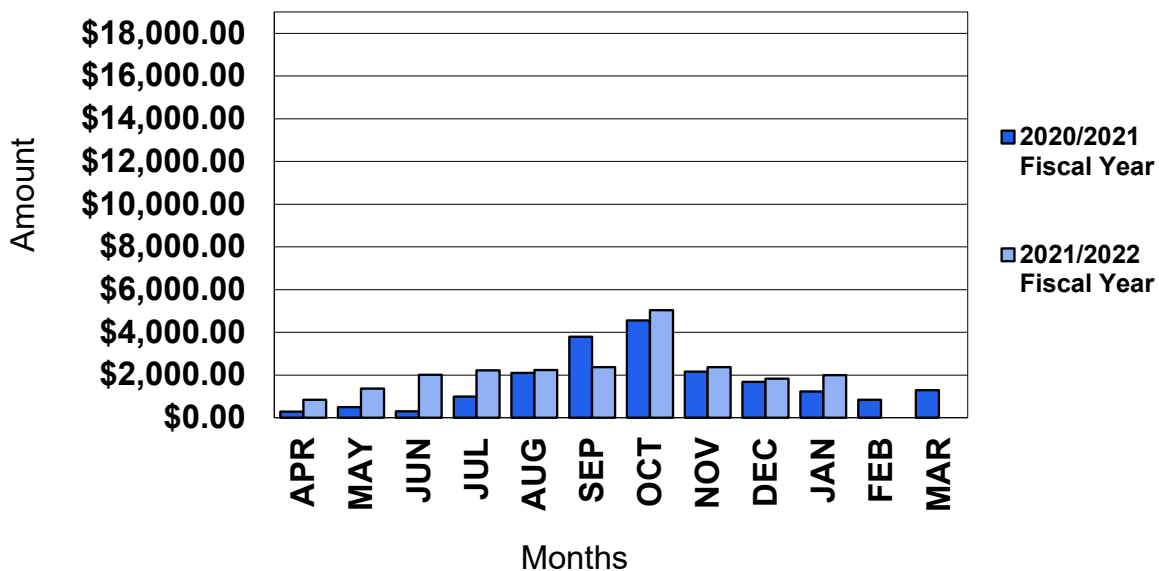
Bloomfield Township Public Library
Asset Allocation Summary
JANUARY 2022

Fund	Type	Annual Yield	Date	Amount on Hand
General Fund				
	5th 3rd Checking (Ecommerce)	0.00%	1/31/2022	\$87,585.88
	Flagstar Public Funds Savings	0.25%	1/31/2022	\$200,244.09
	Flagstar Premier Public Entities Checking	0.15%	1/31/2022	\$31,895.88
	RBC Capital Cash/Money Market	0.01%	1/31/2022	\$1,000,488.87
	RBC Capital - Investments	1.77%	1/31/2022	\$9,673,165.85
	Total General Fund			\$10,905,794.69
Please see General Fund budget for notes on how this amount is earmarked				
Gift Fund				
	Huntington Public Fund Business Interest Checking	0.01%	12/31/2021	\$91,439.29
	Huntington CD (Charnov gift) - matures 02/03/2022	0.01%	12/31/2021	\$50,000.00
	Fifth Third Bank Business Standard Checking	0.00%	12/31/2021	\$14,128.43
	Total Gift Fund			\$155,567.72
CFSEM				
The following endowment funds are administered by the Community Foundation for Southeast Michigan (CFSEM). CFSEM maintains unilateral variance power and legal ownership of the endowment funds, and therefore, principal is not available to BTPL. Earnings are available for distribution to the Library for its operations at the discretion of CFSEM.				
<i>Updated 3/2021</i>				
	Jeanette P. Myers Memorial Scholarship Fund		12/31/2020	\$16,819.00
	Yvonne T. Atkinson Fund		12/31/2020	\$33,370.00
	Lawrence Smith and Isabel Francis Smith Challenge Grant Fund		12/31/2020	\$37,855.75
	BTPL Endowment Fund		12/31/2020	\$45,632.25
	Fair Radom Garden Endowment Fund		12/31/2020	\$18,175.00
	BTPL Director's Legacy Fund		12/31/2020	\$20,765.00
	Total CFSEM holdings			\$172,617.00

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	\$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	\$5,029.51	\$475.29
NOV	\$2,153.70	\$2,371.50	\$217.80
DEC	\$1,675.95	\$1,828.00	\$152.05
JAN	\$1,236.95	\$2,000.60	\$763.65
FEB	\$845.50		(\$845.50)
MAR	\$1,295.62		(\$1,295.62)
			YTD Difference
TOTAL	\$19,751.13	\$22,273.76	\$2,522.63

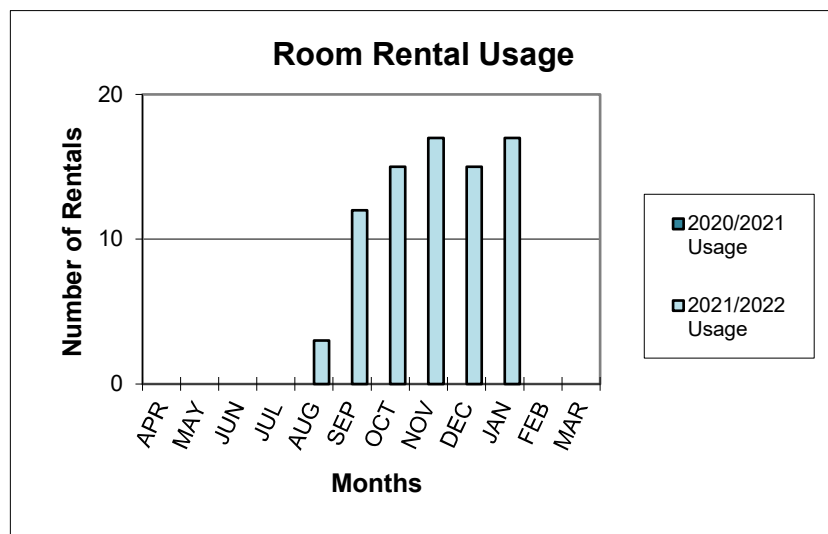
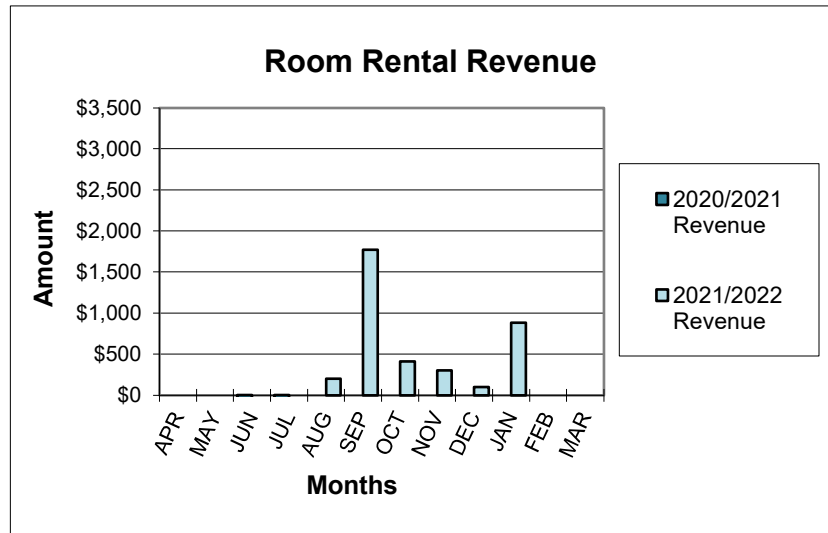
Fines and Fees Two-Year Comparison



ROOM RENTAL - TWO-YEAR COMPARISON

7b

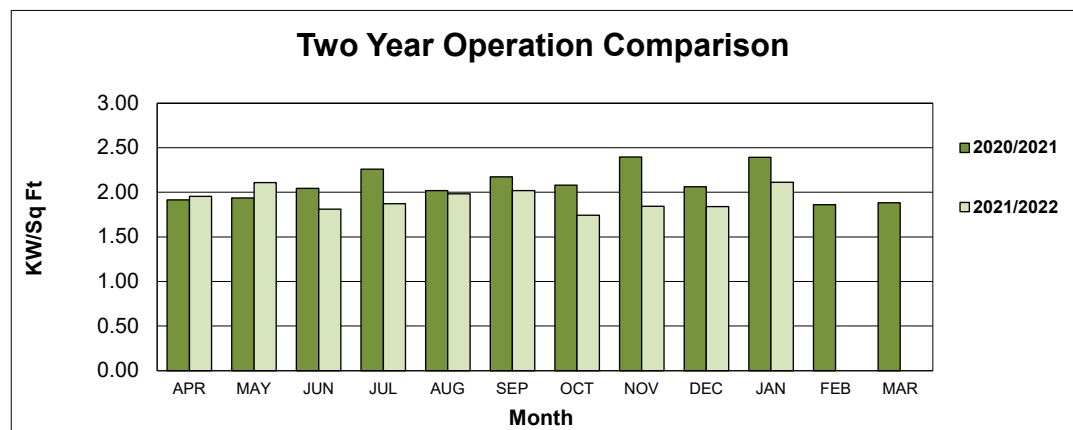
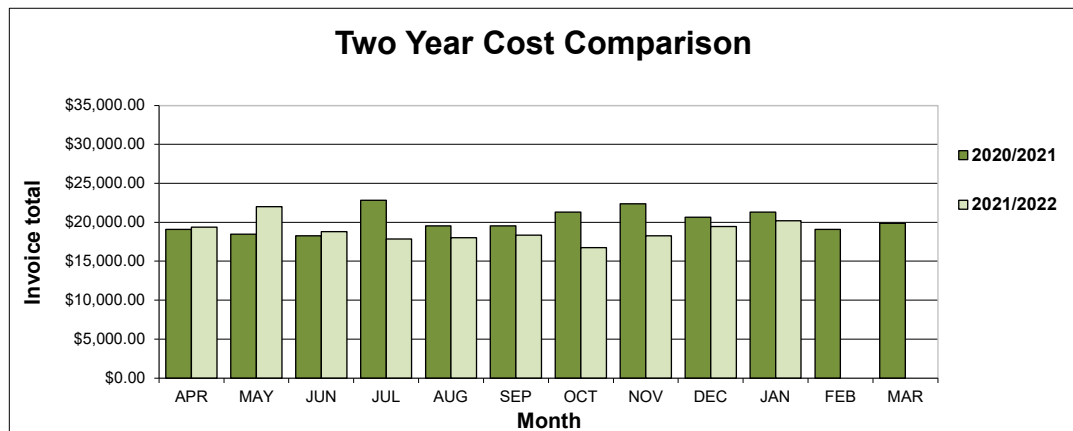
<u>Month</u>	2020/2021 <u>Revenue</u>	2021/2022 <u>Revenue</u>	<u>Difference</u>	2020/2021 <u>Usage</u>	2021/2022 <u>Usage</u>	<u>Month</u>
APR	\$0.00	\$0.00	\$0.00	0	0	APR
MAY	\$0.00	\$0.00	\$0.00	0	0	MAY
JUN	(\$520.00)	\$0.00	\$520.00	(Refunds)	0	JUN
JUL	(\$640.00)	\$0.00	\$640.00	(Refunds)	0	JUL
AUG	\$0.00	\$200.00	\$200.00	0	3	AUG
SEP	\$0.00	\$1,770.00	\$1,770.00	0	12	SEP
OCT	\$0.00	\$410.00	\$410.00	0	15	OCT
NOV	\$0.00	\$300.00	\$300.00	0	17	NOV
DEC	\$0.00	\$100.00	\$100.00	0	15	DEC
JAN	\$0.00	\$880.00	\$880.00	0	17	JAN
FEB	\$0.00	\$0.00	\$0.00	0		FEB
MAR	\$0.00	\$0.00	\$0.00	0		MAR
			YTD Difference			
TOTAL	<u><u>-\$1,160.00</u></u>	<u><u>\$3,660.00</u></u>	<u><u>\$4,820.00</u></u>	<u><u>0</u></u>	<u><u>79</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	\$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	\$16,723.27	(\$4,584.86)	176,120	\$0.09	236.72	1.74	\$22.48	\$0.17
NOV	\$22,352.41	\$18,252.35	(\$4,100.06)	186,200	\$0.10	258.61	1.84	\$25.35	\$0.18
DEC	\$20,649.10	\$19,445.48	(\$1,203.62)	185,780	\$0.10	249.70	1.84	\$26.14	\$0.19
JAN	\$21,291.56	\$20,200.83	(\$1,090.73)	213,430	\$0.09	286.87	2.11	\$27.15	\$0.20
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	\$188,956.79	(\$53,307.92)						



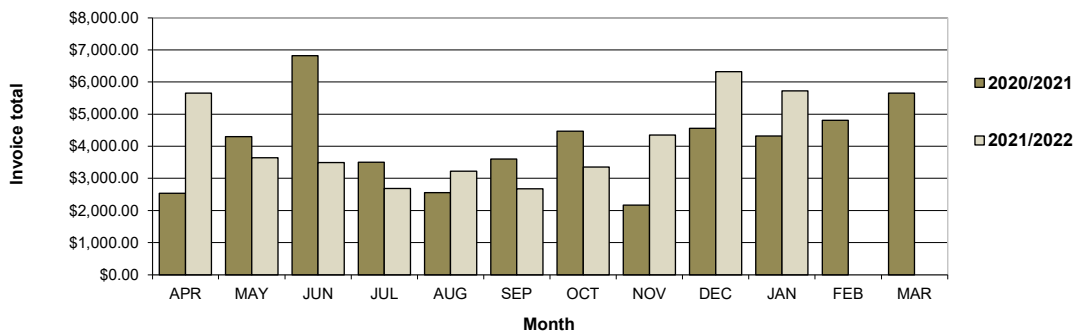
Bloomfield Township Public Library Natural Gas Analysis

Building Area = 101,023

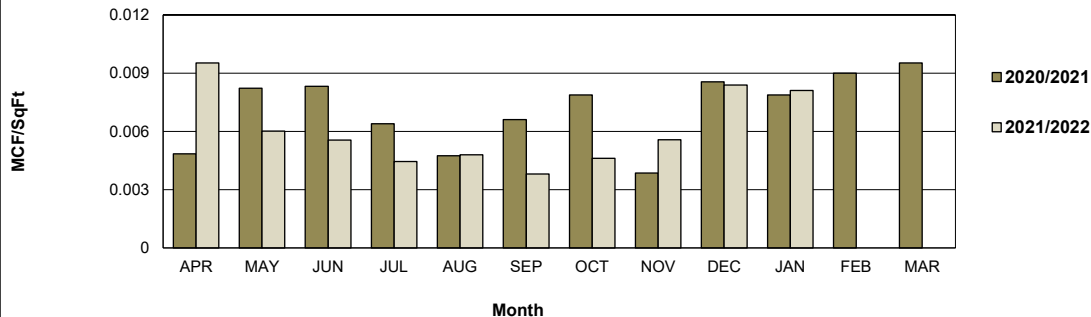
1 Cu. Ft. = 1000 BTU

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	\$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	\$3,347.66	(\$1,117.51)		465.6	\$7.19	744	0.63	0.005	4.50	0.033
NOV	\$2,167.17	\$4,347.53	\$2,180.36		562.5	\$7.73	720	0.78	0.006	6.04	0.042
DEC	\$4,554.47	\$6,325.88	\$1,771.41		846.7	\$7.47	744	1.14	0.008	8.50	0.062
JAN	\$4,315.81	\$5,721.34	\$1,405.53		819.2	\$6.98	744	1.10	0.008	7.69	0.056
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	\$41,111.21	(\$8,160.39)								

Two Year Cost Comparison

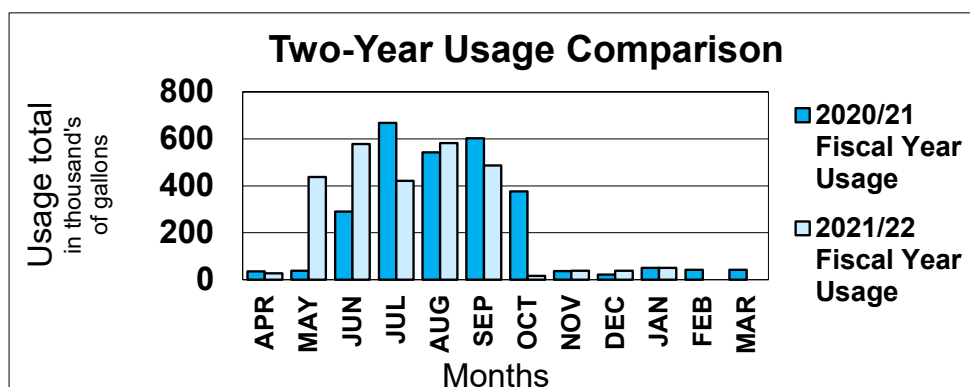
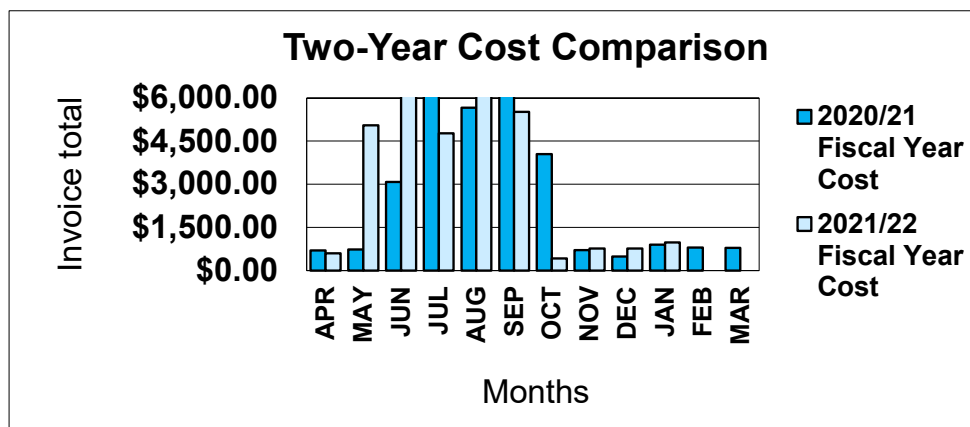


Two Year Operation Comparison



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	\$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	\$416.60	(\$3,634.56)	376	16	(360)
NOV	\$706.63	\$767.72	\$61.09	37	38	1
DEC	\$484.48	\$767.72	\$283.24	22	38	16
JAN	\$899.16	\$975.20	\$76.04	50	51	1
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>\$31,911.92</u>	<u>\$819.37</u>	<u>2,748</u>	<u>2,676</u>	<u>(72)</u>



BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**LIBRARY BOARD OF TRUSTEES
MONTHLY DIRECTOR'S REPORT****February 2022**

The Friends of the Library met on February 2. They generously approved all 8 items on the Library's wish list for a total of \$15,590! These gifts are for such things as purchasing yearbooks to help complete our collections of local school yearbooks, assembling an outreach kit, and purchasing a second electric snow shovel for Facilities, which is perfect for clearing the Youth Terrace for winter family story time. Thank you, Friends!

LED Lighting Project Update: The electricians continue to install remaining lights, controls, and make other adjustments. The green pendant lights in the southwest corner of Youth Services finally arrived and have been installed (those were delayed by supply-chain problems); switches are installed in most offices and other rooms; lamps are being converted in the yellow sconces in Youth Services and pendants over Circulation and the Vending Café; and the remaining bollard along the staff/donation walkway have been installed. Some training and tweaking of the controls is in the works. This project is about 98% complete.

Per the Open Meetings Act, I am requesting that the discussion regarding the Library Director Performance Review and Contract be held in closed session. If any action needs to be conducted, it can be approved when the regular meeting is re-convened to adjourn the Board meeting.

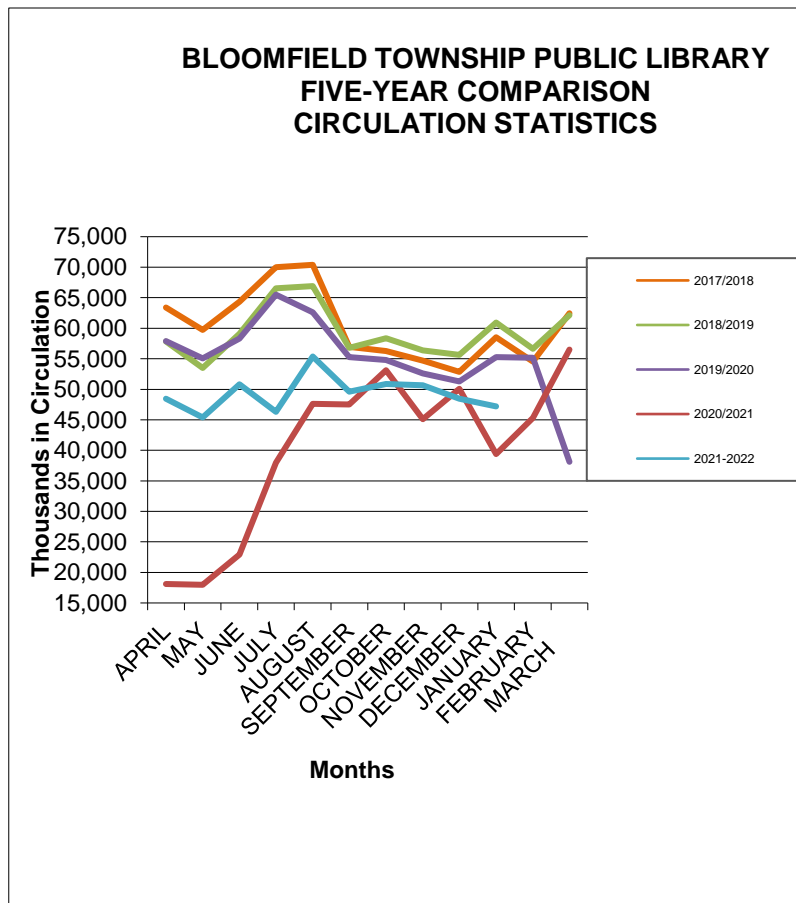
Respectfully Submitted,

*Tera Moon
Library Director*

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY FIVE YEAR CIRCULATION

2/11/2022

	<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	50,855
NOVEMBER	54,703	56,357	52,623	45,117	50,656
DECEMBER	52,859	55,615	51,267	50,080	48,439
JANUARY	58,510	60,945	55,277	39,378	47,195
FEBRUARY	54,554	56,645	55,172	45,329	
MARCH	62,452	62,128	38,121	56,504	
TOTAL	724,182	710,735	661,932	481,614	493,124



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)

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
 January 2022

2/8/2022

	2021		2022	
COLLECTION				
Book Collection:	233,957		230,391	
Media Collection:	55,271		54,665	
Total e-books:	22,186		19,056	
Overdrive	17,642		15,139	
Total downloadable audiobooks:	7,510		8,242	
Materials Total:	318,924		312,354	
CIRCULATION				
Circulation Total:	39,378		47,195	
Bloomfield Township Circulation:	38,586		44,763	
Virtual Circulation Total	15,239		11,133	
Circulation of Youth materials:	11,217		16,170	
Circulation of Media:	5,568		8,556	
Circulation of Cranbrook passes:	31		126	
Self-checkout machine use:	2,619	6.7%	10,924	23.1%
Library by Mail:	38	31 patrons	119	37 patrons
BUILDING & EQUIPMENT USAGE				
Door Count:	1,495	* ^	11,186	**
Gate Count:	2,542		13,168	
Meeting rooms by public:	0		3	
Meeting rooms by staff:	0		31	
VIRTUAL USE				
Home page hits:	36,799		29,952	
e-book access:	4,607		4,541	
Audiobook access: (Overdrive)	2,323		2,600	
Magazine download access:	2,337		982	
Hoopla access:	3,853		3,010	
Library Computer Use				
Resident Use	15		not available	
Guest Use	16		not available	
*Library closed January 1 for New Year's Day				
^Library opened January 25 to patrons.				
** Library closed 1/3/22 @ 2pm - 1/6/22 due to staff shortage due to Covid.				

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
 January 2022

2/8/2022

	2021		2022	
OUTREACH & PROGRAMS				
<i>New Patrons and Accounts</i>				
Township:	54		145	
Cranbrook:	1		4	
Total new patrons:	61		183	
<i>Adult Program Attendance</i>				
Staff-led:	7 events	198 attended	12 events	77 attended
Speaker-led:	0 events	0 attended	0 events	0 attended
Book clubs:	1 event	5 attended	8 events	55 attended
Tours/visits on-site:	0 events	0 attended	0 events	0 attended
Tours/visits off-site:	1 event	23 attended	1 event	30 attended
Chamber Music Concert	0 events	0 attended	n/a	n/a
<i>Systems Program Attendance</i>				
Staff-led:	4 events	0 attended	2 events	16 attended
<i>Teen Program Attendance</i>				
Staff-led:	1 event	0 attended	1 event	2 attended
<i>Youth Program Attendance</i>				
Staff-led:	11 events	494 attended	14 events	463 attended
Speaker-led:	0 events	0 attended	0 events	0 attended
Tours/visits on-site:	0 events	0 attended	0 events	0 attended
Tours/visits off-site:	1 event	58 attended	0 events	0 attended
TOTAL:	26 events	778 attended	38 events	643 attended
<i>Volunteers</i>	0	0	9 people	65.75 hours
Shop			7 people	56.25 hours
Court			0 people	0 hours
Students			0 people	0 hours
Department volunteer			2 people	9.5 hours
<i>Patron Remarks</i>				
Patron Comments:	0		3	
Ask BTPL:	12		7	
Ask Us:	56		65	
DISPLAYS				
Lobby	"Brightwired Designs" by Michael O'Reilly			
Local History	"Life is What You Bake it"			

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, January 27, 2022.

Trustees Present: Trustees: Tom Deska, Dani Gillman, Judy Lindstrom, Joan Luksik

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

Guests: none

Community Room Chairs

Tera reviewed the Community Room chair selection process and shared the selected chair and pricing information. The Committee discussed differences between the initial and actual quotes. Disposal and freight fees contributed to the higher cost. Judy discussed donating the old chairs to another organization instead of disposing of them, saving on the disposal fee and promoting good environmental stewardship. All the Trustees agreed to reach out to other organizations that may be interested in the chairs. The Committee also discussed various options for the chairs, including arms, upholstery, and back options. They recommend purchasing a small percentage of chairs with arms, which Tera will pursue with Geraldine Drake of AECOM.

Lower-Level Water Investigation

Tera reviewed Spalding DeDecker's quote for the investigation into the lower-level flooding problem. Joel reviewed the scope of the problem and previous mitigation work. Dani stated that this is an ongoing climate change challenge and the other Trustees agreed. Tom recommended figuring out what we need to do and coordinating efforts with the Township and Oakland County. The Committee agreed to move forward with the analysis.

Bees in the D Proposal

Tera described the Bees in the D proposal to place hives at the library for community education and environmental sustainability, including the recommended hive placement and annual fee of \$2440. The Committee discussed their encounters with hives and experience with beekeeping, which was overall very positive. Judy said the Township may have rules around beekeeping. Dani spoke in favor of the Library as a good steward of the environment. Joan noted that the area outside of Youth Services might not be the best location for hives. The Committee is in favor of moving forward with Bees in the D if it can be done safely and in compliance with Township rules.

Next meeting: not scheduled at this time

PROPOSED MINUTES OF THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY PERSONNEL COMMITTEE

The meeting of the Bloomfield Township Public Library Board of Trustees Personnel Committee was held in the Library on Tuesday, February 1, 2022, at 4:00 p.m.

Trustees Present: Trustees Joan Luksik and Judy Lindstrom

Administration: Library Director Tera Moon and Assistant Director Katherine Bryant

Personnel Budget

Tera reviewed the compensation survey and the library budget. Administration recommends a 4% salary increase, which is sustainable within the library budget and in line with comparable area libraries. This will be included in the budget presented at the budget review on Thursday, March 10 at 10:00 a.m. The final FY 2022/2023 budget will be presented for approval at the regular monthly meeting of the Board of Trustees on March 15, 2022. If approved, benefit letters will be sent to each employee. The new wages would go into effect on April 2, 2022.

Trustee Vacancy Process

Tera and the Committee reviewed the timeline for filling the trustee vacancy. The Committee discussed the interview date and agreed that in-person interviews would be held on Thursday, March 3, 2022, with a backup date of Wednesday, March 2 if there are more applicants than can be interviewed in a single day. Interviews will be scheduled for 30 minutes.

Applications will be submitted to Tera Moon or careers@btpl.org. Tera will then send each applicant a packet of information and let them know interviews will be in-person at the library on March 3, beginning at 9:30 a.m. The Committee discussed the guidelines for interviewing and rating, as well as the questions.

No future meeting date was scheduled at this time.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Library Board of Trustees

FROM: Tera Moon

DATE: February 8, 2022

SUBJECT: Grounds Maintenance and Snow Removal Bids

On November 17, 2021, a request for proposals (RFP) for grounds maintenance and snow removal services for the Library was released with a deadline of December 17, 2021. This request was posted on the Library's website, available at the Welcome Desk, and emailed and mailed to 10 companies in the metro Detroit area. Companies were invited to bid on one or both components: lawn maintenance and snow removal. A mandatory walk-through for interested bidders was held on December 1, 2021 at the Library. Three companies participated in the walk-through: Great Oaks Maintenance, Johnson Landscaping, and Xpert Lawn and Snow. Great Oaks Maintenance and Xpert Lawn and Snow submitted bids by the deadline.

Grounds maintenance services required in the Library's RFP include lawn cutting, lawn fertilizing, and weeding of tree beds. The Library will continue contracting with American Lawn and Tree Arborists for care and maintenance of trees on library grounds. Likewise, because garden maintenance and design has been provided by Goldner Walsh for many years, the Library is choosing to continue contracting with Goldner Walsh because the high level of quality of service provided.

A thorough review of both bids was conducted by Assistant Director, Katherine Bryant and Facility Services Department Head, Joel Dion. Their bid analysis summary and the RFP document are attached for your review. The two proposals received are also available for your review at the Library Board meeting.

Great Oaks Maintenance provided a complete proposal package, which included detailed snow removal and lawn fertilization plans, as well as options for both mulch installation and mulch removal. Mulch removal may be preferred as American Arborists continue resolving the tree root girdling issues on the Library campus. Great Oaks' bid was higher than Xpert's by less than \$1000. Great Oaks' references were very positive and came from firms with large, complex properties. One reference has worked with Great Oaks for over 20 years as their main provider and considers their work "excellent overall" with issues "few and far between." Another reference said the company requires very little effort on his part and that he feels "very fortunate to have them." Further, Great Oaks has reliably provided satisfactory grounds maintenance and snow removal services at the Library for the past three years.

Xpert Lawn and Snow also provided a proposal package detailing snow removal and grounds maintenance plans and an extensive equipment and reference list. Xpert did not provide a lawn fertilization plan and upon request explained that this would be subcontracted at an additional cost. Xpert's references were not positive. One reference said they have "noticed a bit less consistency in service and response time in the last year." Another said, "overall, the company does not provide quality service." And a third noted errors in their accounting practices.

Therefore, Administration and Facility Services recommends that the bid for Bloomfield Township Public Library lawn maintenance and snow removal services be awarded to Great Oaks Maintenance beginning on April 1, 2022. If you approve, there is an action below.

ACTION: I move to approve awarding the 2022 grounds maintenance and snow removal bid to Great Oaks Maintenance, 28025 Samuel Linden Ct, Novi, MI 48377.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

1099 Lone Pine Rd.
Bloomfield Township, MI 48302

REQUEST FOR PROPOSALS

GROUND MAINTENANCE AND SNOW REMOVAL SERVICES

November 17, 2021

Bloomfield Township Public Library is accepting firm, sealed bids for library grounds maintenance and snow removal service.

This request for bids can be obtained on the Library's website at www.btpl.org, at the Welcome Desk, Bloomfield Township Public Library, 1099 Lone Pine Road, Bloomfield Township, MI 48302, or by calling Katherine Bryant, Assistant Director, at (248) 642-5800, extension 114. Bidders should direct all questions to Katherine Bryant at bryantka@btpl.org or the above phone number.

All interested bidders must attend a mandatory bid walk-through at 10:00am on Wednesday, December 1, 2021.

The deadline for bids is 3:00pm on Friday, December 17, 2021. All bids received will be publicly opened at 3:01pm on Friday, December 17, 2021, at the Library.

Please email the bid with the subject line "Grounds Maintenance and Snow Removal Bid" or deliver four (4) printed copies of the bid in a sealed envelope marked with the name of the company and entitled "Grounds Maintenance and Snow Removal Bid". Bids must be emailed to bryantka@btpl.org or hand delivered, mailed, or delivered by courier to the Welcome Desk to arrive no later than 3:00pm on Friday, December 17, 2021. Address these to:

Katherine Bryant, Assistant Director
Bloomfield Township Public Library
1099 Lone Pine Road
Bloomfield Township, MI 48302

Library hours are:

Monday through Thursday, 9:30am – 9:00pm
Friday, 9:30am – 6:30pm
Saturday, 9:30am – 5:30pm
Sunday, 12noon – 5:30pm

OVERVIEW

All bids should be quoted for a three-year period beginning on April 1, 2022 through March 31, 2025. The bid will be awarded for a minimum of one year with the option of renewal for two additional years.

Contract work should be considerate of the Library's hours of operation. All bids will adhere to the following practices: landscape maintenance, which includes lawn mowing, lawn fertilization, trimming, edging, weeding, and mulching of tree beds, spring and fall leaf clean-up, snow removal, and de-icing. The Library's requirements for grounds maintenance and snow removal are as follows.

1) Lawn Fertilization Program. Provide a treatment plan for fertilization, weed, parasite & lawn pest control.

2) Lawn and Grounds Maintenance

- Spring and fall clean-up including removal of leaves, branches, twigs, and other debris from tree beds, parking areas, and lawn areas. Disposal of debris as needed.
- Each lawn cutting shall entail the removal of weeds, clippings and debris including trash on all lawn areas as needed.
- Mowing to a height of 2.5-3.0 inches as frequently as needed to maintain this height. Include hauling debris as necessary. Commercial lawn care equipment required. The first cutting should take place with spring clean-up and the last cutting with fall clean-up. Two fall clean-ups may be required.
- All sidewalks and curbs should be trimmed, and power edged as needed. All lawns, flatwork concrete and asphalt surfaces should be free of clippings and debris using leaf blowers.
- Tree and grounds maintenance; include option for mulch removal and installation of shredded hardwood mulch (up to 200 yards) covering 6 large tree beds plus 80 tree rings. Price mulching option separately to be executed upon request. All flower beds are maintained and mulched by the Library horticulturist. Site plan available upon request.
- Bi-weekly weeding of all tree mulch areas.
- Please provide time and material rates for additional work such as tree pruning, disposal of debris, tree removal and lawn repair.

3) Snow Removal and Deicing

- Snow removal and deicing of library parking lot, drive up return lane, delivery lane in front of waste collection area, and driveway entry de-acceleration lane, for snowfall in excess of 1.5" and at the Library's request.
- Salt shall be applied to all lots and drives for snowfalls of less than 1.5", after each plowing service, when slippery conditions exist, and at the Library's request. Per ton or application costs shall be specified in proposal.
- Sidewalk shoveling is expected during off hours when the snowfall is 1.5" or greater. Sidewalks should require no more than three (3) fifty (50)

pound bags of ice melt (magnesium or calcium chloride blends only). **USE OF ROCK SALT IS NOT PERMITTED ON SIDEWALKS.**

- Overnight snow falls must be cleared from the parking lot and sidewalks prior to 7:30 AM, before the Library opens for business, seven (7) days a week, Monday through Sunday, and as needed during snowfalls between the hours of 7:30 AM – 9:30 PM.
- Snow plowing must start with the West parking lot for employee and early arrival parking.
- Snowbanks and piles should not block visibility in the parking lot or drives and should not exceed four (4) feet in height. Snow removal from the premises should be provided at the Library's request.
- Snow removal must be completed with industry standard commercial snow plowing equipment. Front end loaders and dump trucks should be available as needed for heavy snowfalls and piled snow. Please include hourly equipment and labor rates in your bid. Library authorization for additional equipment is required.
- Provide pricing for both seasonal and per-push options, fixed price of road salt (per ton), and sidewalk ice melt. Include percentage of annual cost increases for each over the course of three (3) successive years. The seasonal service period is from November 15 through April 15 of each year of the contract.

PROPOSAL ELEMENTS

Company Information

Please provide contact information including company name, address, website, primary contact person, telephone number, and email address. Include the year the company was established, number of employees, and a list of equipment available to complete requested work in this bid. Also, provide proof of being bonded and insured.

References

Provide contact names and phone numbers for at least three organizations for which you have recently provided grounds maintenance and snow removal services.

Provide contact names and phone numbers, plus references, for any subcontractors with whom you work to complete the contract work.

Grounds Maintenance and Snow Removal Experience

Discuss your experience in providing grounds maintenance and snow removal services – list only experience at companies of comparable size.

Comment on the Library grounds, noting any special features or unusual circumstances.

Description of work

Be specific as to the description of the work to be performed, equipment used in the performance of this work, and any and all materials to be used.

Budget

Indicate your costs for grounds maintenance and snow removal/deicing services separately. Break out the costs for each part of the bid. Indicate any costs that may be optional and/or ways to decrease costs of requested services. This will allow for adjustments to the budget as necessary. Specify monthly or quarterly billing periods with bottom line summary of charges.

Availability

Address your availability, reliability, and flexibility to meet Library needs for this contract.

PROPOSED TIMELINE

December 1, 2021, 10:00am – mandatory bid walk-through at the Library

December 17, 2021, 3:00pm – deadline for bids and 3:01pm public bid opening

February 15, 2022, 7:00pm – bid awarded at the regularly scheduled monthly Library Board meeting

April 1, 2022 – contract begins

NEGOTIATION

All bids submitted will remain firm for a period of one hundred twenty (120) days and valid throughout the life of the contract.

Bloomfield Township Public Library reserves the right to accept or reject any or all bids, either in whole or in part; to award contract to other than the low bidder; to waive any irregularities and/or informalities; and in general, to make awards in any manner deemed to be in the best interests of the library. Award of the bid work may include all or some of the above components.

Successful bidder will declare and stipulate that its bid is made in good faith, without collusion or connection with any other person or persons bidding for the same work, and that the prices quoted include all terms, insurance, royalties, transportation charges, allowances, taxes, use of all tools and equipment, overhead, profit, etc., necessary to fully complete the work in accordance with the request for bids documents.

Bids will be evaluated on the information provided including the completeness of the bid and information supplied.

GROUNDS MAINTENANCE SERVICES BID EVALUATION 2022

	XPERT LAWN & SNOW	GREAT OAKS
Received bid on time	Yes	Yes
Proposal comprehensive & complete	Incomplete: omission of T & M costs for additional services and lawn fertilizer plan	100%
Required info provided: <ul style="list-style-type: none"> year established # of employees equipment list proof of bonding & insurance 	<ul style="list-style-type: none"> Est. 2003 (19 years) # of employees not provided Extensive list of equipment provided Proof of insurance provided 	<ul style="list-style-type: none"> Est. 1981 All information on file from 2019 contract Proof of insurance provided
DESCRIPTION OF WORK		
Lawn maintenance	Weekly lawn care (30x), including cut, trim, edge, and clean up.	Weekly mowing and trimming of lawn areas to create a neat, uniform appearance. The frequency of mowing may be extended beyond weekly due to weather conditions. Trash and litter will be removed prior to mowing services. Lawn areas adjacent to concrete surfaces to be edged bi-weekly.
Lawn fertilization	Not included in proposal; subcontracted to TruGreen.	Five applications of balanced fertilizers in combination with pre & post-emergent herbicides applied as a broadcast application and treated as needed throughout the season. Application can be made in liquid and/or dry formulations. In combination with proper watering and cultural practices, the turf should maintain a healthy weed-free appearance.
Snow removal	Will apply salt after every snow removal, after an ice storm, or any time the ground is slick. Will plow any time snow exceeds 1". Will make every effort to service the property prior to 7:00 a.m.. Includes all parking lots, driveways, sidewalks, and porches.	Plowing of snow for accumulation of 1.5" or greater within four hours of snowfall. Shoveling of walks for accumulation of 1.5" or greater. Rock salt to be applied to all parking lot areas. Calcium chloride blend for de-icing walkways.
Additional comments provided	Provided company overview and philosophy. Provided options for mulch installation, spring and fall clean ups, bi-weekly bed maintenance, and trimming shrubs.	Provided cover letter. Provided options for mulch removal and mulch installation, pricing for spring and fall cleanups, bed maintenance, and grub control application to grounds. Hourly rate of \$45 for add'l maintenance, \$55 for add'l grounds work.
BUDGET		
Lawn maintenance	\$10,500.00	\$8,320.00
Lawn fertilization	N/A (SEE ADDITIONAL COMMENTS BELOW)	\$1,900.00
Weeding	\$525.00	\$2,210.00 ("Bed Maintenance")
Spring & fall clean-up	\$1,550.00	\$2,160.00
Snow removal	\$17,900.00	\$18,000.00
Total	\$32,425.00 (+ \$100.00 cy MULCH)	\$33,340.00 (+\$11,000.00 MULCH)

GROUNDS MAINTENANCE SERVICES BID EVALUATION 2022

AVAILABILITY		
Can meet our schedule requirements	Inconsistent feedback from reference interviews	Yes
REFERENCES & ADDITIONAL COMMENTS		
References	1. City of Troy/Code Enforcement 2. Detroit Public Library 3. City of Berkley/Parks & rec.	1. Northern Equities Group 2. Whitehall Community Management 3. West Bloomfield Township Offices
Additional comments provided by firm	Lawn Fertilization Addendum: cost using TruGreen additional \$2,750 not included in original bid submission.	

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

MOTION TO APPROVE ANY ITEMS REMOVED FROM THE CONSENT AGENDA

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

Bloomfield Township Public Library

Letter to Residents

Sandy Edwards has announced her resignation from the Library Board of Trustees. The Library Board wishes to thank her for her service to our library and community.

Sandy Edwards joined the Library Board in 2017.

We appreciate her many contributions working on the Library Development Committee, Jeanette P. Myers Scholarship Selection Committee, Building and Grounds Committee, Personnel Committee, the Policy Committee, and serving as the Library Board Vice President.

Library Board Trustee

Sandy Edwards



We wish Sandy all of the best.

This resignation creates a vacancy on the Library Board of Trustees. The Board is working to have the vacancy filled by March 2022. Bloomfield Township residents interested in serving on the Library Board of Trustees may pick up an informational brochure and application at the Welcome Desk or at www.btpl.org. For more information, please contact Library Director Tera Moon at 248-642-5800 or moontera@btpl.org



BOARD VACANCY

The Bloomfield Township Public Library announces a vacancy on its Library Board of Trustees. Applicants must be a Bloomfield Township resident. The Library Board of Trustees is working to have this vacancy on the Board filled before the March 15, 2022 Library Board meeting.

A Library Trustee recognizes the importance of the Library in the community and oversees the funding of all aspects of library services. Trustees attend monthly meetings and serve on several committees. They are encouraged to be an active participant in Library activities. The role of a Library Trustee is both challenging and rewarding.

DEADLINE:
Monday, February 14, 9:00 p.m.

Guidelines and Application Forms are available at the Library's Welcome Desk and on the Library's website at btpl.org.

For more information about this position and the application procedure, please contact Library Director Tera Moon at (248) 642-5800.



Library Board Vacancy

Guidelines and application forms are available on the Library's website, www.btpl.org, or via email or at the Welcome Desk.

For more information about this position and the application procedure, please contact Library Director Tera Moon at (248) 642-5800 or email at moontera@btpl.org.

DEADLINE

**Monday, February 14
at 9:00 p.m.**

The Bloomfield Township Public Library announces a vacancy on its Library Board of Trustees. Applicants must be Bloomfield Township residents. The Library Board of Trustees is working to have this vacancy on the Board filled before the March 15, 2022 Library Board meeting.

A Library Trustee recognizes the importance of the Library in the community and oversees the funding of all aspects of library services. Trustees attend monthly meetings and serve on several committees. They are encouraged to be an active participant in Library activities. The role of a Library Trustee is both challenging and rewarding.

FOR IMMEDIATE RELEASE

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
ANNOUNCES BOARD VACANCY**

Bloomfield Township, MI – February 1, 2022

Bloomfield Township Public Library announces a vacancy on its Library Board of Trustees. Applications for the position of Trustee can be obtained from the Library's website, www.btpl.org, or by request via email or curbside service. Completed applications must be received by 9:00 p.m. Monday, February 14, 2022. The applicant must be a Bloomfield Township resident. The Library Board of Trustees is working to have this vacancy on the Board filled before the March 15, 2022 Library Board meeting.

A Library Trustee recognizes the importance of the Library in the community and oversees the funding of all aspects of library services including traditional media and computer technologies. Trustees attend monthly meetings held on Tuesdays of each month at 7:00 p.m. Each Trustee serves on several committees and is encouraged to be an active participant in Library activities. The role of a Library Trustee is both challenging and rewarding.

For more information about this position and the application procedure, please contact Library Director Tera Moon at (248) 642-5800 or moontera@btpl.org.

The Library is located at 1099 Lone Pine Road (at Telegraph Road), Bloomfield Township, MI 48302.

###

Please direct inquiries to

Tera Moon

moontera@btpl.org

(248) 642-5800

Bloomfield Township Public Library

1099 Lone Pine Road, Bloomfield Township, MI 48302

About the Bloomfield Township Public Library

Bloomfield Township Public Library is "The Place to Discover." The Library champions the power of words to spark discovery and imagination. The Library is open seven days a week to serve the community of Bloomfield Township. Residents are encouraged to visit the Library and explore their interests through the vast array of available resources. Learn more at www.btpl.org.

Current Trustees
of the Bloomfield
Township Public Library are:

Joan Luksik
President

Grant Gerhart
Vice President

Judy Lindstrom
Secretary

Tom Deska

Dani Gillman

...by definition a Library is “a
collection of information for
reading or reference.”

A Trustee is “a person to
whom property or the
management of property is
entrusted.”



What Is a Library Trustee?



1099 Lone Pine Road
Bloomfield Township, MI 48302-2410
(248) 642-5800—www.btpl.org

January 2022

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

All six members of the Library Board are elected in the presidential election and run on a non-partisan ballot.

They are required to be residents of Bloomfield Township and to obtain signatures on petitions from residents or pay a fee of \$100.00. These petitions are submitted to the Township Clerk.

A Trustee's term of office is 4 years.

Trustees attend monthly meetings held on the third Tuesday of each month at 7:00 p.m.

They each serve on several committees. Trustees are encouraged to be active participants in Library activities.

Trustees receive no compensation or special privileges for their Library service.

A **Library Trustee** recognizes the importance of the Library in the community and oversees the funding of all aspects of library services including traditional media and computer technologies.

Library Trustees support freedom of information and the American Library Association Bill of Rights, which includes providing information presenting all points of view to all people of the community.

A **Library Trustee** sets policy, hires the Library Director, and approves the budget to provide the very best the Library can offer the Bloomfield Township community.

The role of a **Library Trustee** is challenging and rewarding.

If you are interested in becoming a **Library Trustee**, Please contact the Library Director, Tera Moon at (248) 642-5800 x 112 for additional information.

Application forms are available at the Library's Welcome Desk and at www.btpl.org,

Applications for the current vacancy will be accepted through February 14, 2022

Library Hours

Monday-Thursday
9:30 a.m.-9:00 p.m.

Friday 9:30 a.m.-6:30 p.m.

Saturday 9:30 a.m.-5:30 p.m.

Sunday Noon—5:30 p.m.

*Bloomfield Township Public Library
Trustee Application*

Basic Trustee Duties

When a person becomes a board member, there are basic duties which must be assumed. Library boards will function properly only if these essential responsibilities are fulfilled by each trustee.

- adopt bylaws and rules for the board's governance
- have exclusive control over the building and grounds of the library
- control the expenditure of all funds credited to the library fund
- appoint a library director or remove the director (and delegate the hiring of other staff to the director)
- adopt an annual library budget
- adopt rules and regulations regarding the use of the library
- exclude from the use of the library anyone who willfully violates the board's rules and regulations
- determine the selection policy of library materials for inclusion in the library's collection
- attend all board meetings
- participate on board committees

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
OPERATING PROCEDURE MANUAL**

LEGAL REQUIREMENTS

Public and Local Acts of Michigan include language regarding Library Trustees, both in the election law section and in the Libraries sections.

Public Act 168.362 specifies that “The term of office of township officers listed in section 358 shall be 4 years beginning in the November general election, and in all subsequent years at which township officials are elected. All township officers’ terms shall commence at 12 noon on November 20 next following their election and they shall qualify before assuming the duties of their office.”

Michigan Public Act 164 of 1877 addresses vacancies in Article 397.204 Section 4 which states “Vacancies in the board of directors occasioned by removals, resignation, death or otherwise, shall be reported to the city council, and filled in like manner as original appointments, and no director shall receive compensation as such.”

If the vacancy occurs 150 days prior to the board election date, the candidates would need to run on the ballot as other board candidates.

In order to be eligible for a Township office, a candidate must be a qualified elector. A qualified elector must be a resident (rent or own residence) in the Township at least 20 days, must be registered to vote, 18 years of age or older, and must be a United States citizen.

The **State Elections Office** offers election language in Section 168.370 which says the “vacancy shall be filled by appointment by the township board.” This means that the Township Board of Commissioners must give the appointment final approval. Traditionally, however, the Library Board of Trustees recommends a candidate to the Township Clerk and Supervisor.

The **Bylaws of the BTPL Board of Trustees** offer direction regarding vacancies as well. The bylaws state in Article I Section 2: “In the event of a vacancy, the Board shall appoint a qualified person to hold the vacant office until the next general election. The appointed trustee shall be selected by a process as outlined in the approved ‘BTPL Board of Trustees Vacancy Procedure’.”

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY BOARD OF TRUSTEES OPERATING PROCEDURE MANUAL

Trustee Application – Ethics Statement

The Michigan Library Association has adopted the following code of ethics for library trustees:

“Ethics Statement for Public Library Trustees”

*“Government is a trust,
and the officers of government are trustees;
and both the trust and trustees are created for the benefit of the people.”
So postulated Henry Clay in 1829 in a speech in Kentucky.*

Trustees in the capacity of trust upon them, shall observe ethical standards with absolute truth integrity and honor.

Trustees must avoid situations in which personal interests might be served of financial benefits gained at the expense of library users, colleagues, or the situation.

It is incumbent upon any trustee to disqualify himself-herself immediately whenever the appearance of a conflict on interest exists.

Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the institution, acknowledging the formal position of the board even if they personally disagree.

A trustee must respect the confidential nature of library business while being aware and in compliance with applicable law governing freedom of information.

Trustees must be prepared to support to the fullest the efforts of librarians in resisting censorship of library materials by groups or individuals.

Trustees who accept library board responsibilities are expected to perform all the functions of library trustees.”

Adopted by the Michigan Library Association Executive Board June 19, 1989.

Included in manual: 2/20/07

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

APPLICATION FOR LIBRARY TRUSTEE VACANCY

Thank you for your interest in the Trustee position on the Library Board. Please submit a resume and brief bio along with completed application for appointment to the Library Board of Trustees by 9:00 pm, Monday, February 14.

The appointment will complete a term of office currently vacant until the term expires in the next general election.

PERSONAL

Name: _____ Date of Application: _____
(Last) (First) (Middle)

Address: _____
(Number) (Street) (City) (Zip code)

Phone: _____ Email: _____
(Area Code)

To be eligible for a Bloomfield Township Trustee position, the applicant must be a qualified elector of the Township and able to answer "yes" to all the following questions.

Are you a U.S. citizen? ____ Yes ____ No

Are you 18 years of age or older? ____ Yes ____ No

Are you a current resident of Bloomfield Township for over 30 days? ____ Yes ____ No

Are you registered to vote in Bloomfield Township? ____ Yes ____ No

Do you have a Bloomfield Township Public Library Card? ____ Yes ____ No

Are you aware of the responsibilities that come with the position of trustee, and if offered the appointment, would you be able to make a commitment to take an active role on the Library Board?
____ Yes ____ No

Why are you interested in becoming a Library Trustee?



What areas of your interests or occupation would be beneficial to the Board?

Please list any experience you have had serving on other community service boards or organizations?

Have you ever participated in a goal setting or strategic planning process for an organization? If so, please describe your role.

What challenges do you think the Library will be facing in the near future and what are your suggestions for dealing with these?

Signature of Applicant: _____

Date of Application: _____

**Thank you for your interest in the Bloomfield Township Public Library
Please return this form to the Library Director**



LIBRARY BOARD OF TRUSTEE MEETINGS 2022-2023 FISCAL YEAR

*TUESDAY, APRIL 26, 2022
TUESDAY, MAY 17, 2022
TUESDAY, JUNE 21, 2022
TUESDAY, JULY 19, 2022
TUESDAY, AUGUST 16, 2022
TUESDAY, SEPTEMBER 20, 2022
TUESDAY, OCTOBER 18, 2022
TUESDAY, NOVEMBER 15, 2022
TUESDAY, DECEMBER 20, 2022
TUESDAY, JANUARY 17, 2023
TUESDAY, FEBRUARY 21, 2023
TUESDAY, MARCH 21, 2023

*Bloomfield Township Public Library Board of Trustee meetings are held on the third Tuesday of each month at 7:00 p.m. in the Board Room
April Board Meetings are held the fourth Tuesday

What's Happening at the Library in February & March

Programs - recurring

1. YS – **Book Worms** on Zoom, book discussion group for grades 2-3. Wednesday, February 2, book – *Big Foot and Little Foot* by Ellen Potter.
2. YS – **Outdoor Winter & Spring Family Story Time** on the Youth Terrace. Tuesdays, February 8, 15, & 22 and Thursdays, March 24 – April 14.
3. YS – **Paperbacks & Snacks** on Zoom, book discussion group for grades 4-5. Tuesday, February 8. Book – *Cursed* by Bruce Coville.
4. YS – **Virtual Family Story Time** on Zoom, for both Little Zoomers and Preschoolers. Thursdays, February 10 - March 3 and Tuesdays, March 22 – April 12.
5. YS – **Family PJ Story Time** on Zoom, monthly. Tuesday, February 15 and Tuesday, March 15.
6. YS – **Virtual Art Lab** on Zoom, monthly, ages 10-13. Material packets provided. Thursdays, February 17 and March 17.
7. YS – **Book Chat** on Zoom, book discussion group for grades 6-8. Thursday, March 10.
8. YS – **My First Book Group** on Zoom, book discussion group for grades K-1 with an adult. Tuesday, March 8.
9. AS – **Sensory Story Time for Adults and Teens** meets the second Monday of each month at 11 a.m.
10. AS – **Tuesday Book Club**, meets the third Tuesday of each month, in-person and on Zoom. February will be *The Warmth of Other Suns* by Isabel Wilkerson. March is *The Book Woman of Troublesome Creek* by Kim Michele Richardson.
11. AS – **Thursday Book Club**, meets the fourth Thursday of each month, in-person and on Zoom. February will be *The Library Book* by Susan Orlean. March is *The Only Woman in the Room* by Marie Benedict.
12. AS – **Mystery Book Club**, meets the third Wednesday of each month, in-person and on Zoom, discussing *Walk the Wire* by David Baldacci in February. March is *The Fiancée* by Kate White.
13. AS – **Classics Book Club**, meets the third Tuesday every other month, in-person and on Zoom, discussing *The Vicar of Wakefield* by Oliver Goldsmith in March.
14. AS – **BYOB (Bring Your Own Book) Club**, meets the fourth Monday of each month at the Rusty Bucket, located at Telegraph and Square Lake Roads. Discussion of *Thursday Murder Club* by Richard Osman in February and *The Cold Millions* by Jess Walter in March.
15. AS – **30 Minute Lunchtime Book Club**, meets the third Monday of each month, in-person and on Zoom. Discussing *The Vanishing Half* by Brit Bennett in February and *The Midnight Library* by Matt Haig in March.
16. AS – **ESL Conversation Group** meets Fridays at 10:00am each week, in-person and on Zoom.
17. AS – **Memoir Writers** meet on the second and fourth Tuesdays of the month, in-person only.
18. AS – **Writers Rendezvous**, second and fourth Wednesdays. The group is currently meeting via Zoom throughout February and expects to return to meeting in-person with an online option in March.
19. AS – **Knitting+ Club** meets the first Tuesday of each month, in-person only.
20. AS – **Movie Discussion Club** meets the first Wednesday of each month, in-person and on Zoom. February movie is *Wuthering Heights* and March is *The Flower Drum Song*.
21. AS – **Sensory-Friendly Movies for Adults and Teens** meets the fourth Friday of every month. February and March movie will be a series on *Animal Babies: First year on Earth-First Steps*.
22. AS – **Teen Advisory Board (T.A.B.)**, Wednesday, March 30. Teens meet to discuss books and programs for teens.
23. AS – **Teen Book Club**, Thursday, February 3, *The Ballad of Songbirds and Snakes*, by Suzanne Collins.
24. AS – **Book Club for Teens: Crafting Conversations**, meets monthly, in-person and on Zoom. A student-led book club centering around underrepresented voices and authors. Teens will discuss books, make recommendations, and create crafts that go along with the theme of the month. February 23 meeting will be discussing Black History Month and Civil Rights. March will be determined shortly.
25. Systems – **Tech Open Lab**, weekly on Zoom. Staff discuss a different topic each week and are also available to answer any questions on any topic.

Programs

1. YS – **Wild about Books** at the Johnson Nature Center on February 12. Books, songs, and crafts with one of our librarians followed by a hike led by a naturalist.
2. YS – **Warm Hearts: Hygge for Tweens**. Monday, February 14 via Zoom.
3. YS – Tiny Art Exhibition for artists, ages 5 – 13. Kits available in February, exhibition in March.
4. YS – First Grade Readers' Rallies Live on Zoom (and recording option) with 1st grade classes in Bloomfield during the month of March.
5. YS – Storybook STEM Outdoors for ages 5 – 10, Tuesday, March 29.
6. YS – Family Storytime with BHS Superintendent, Pat Watson, Thursday, March 24.
7. AS – **Teen Book Club**, February 3, in-person and on Zoom. Discussing *The Ballad of Songbirds and Snakes*, by Suzanne Collins. **Postponed – date to be announced.**
8. AS – Virtual teen event, **Dungeons and Dragons**, *Candlekeep Mysteries: The Book of the Raven*. Wednesday, February 16 and Friday, February 18.

Displays

1. ADM - Lobby display case – February: **Brightwire**, by Michael O'Reilly. March: Tiny Art Exhibition
2. ADM – in Circulation – February: **Alternate History**. March: March is Reading Month
3. YS - February: **Black History month**. March: Guest Read-Alouds for March is Reading Month
4. YS – **Winter Olympics** Digital Book Display.
5. AS - Local History display case – February: **To the letter of the law** (Legal Resources). March: **Fashion Show** (books on fashion)

Take-Home Activities

1. YS – February: Groundhogs, **Heart Buddies**, Yarn Hearts, **Paper Plate Gnomes**.
2. YS – March: March is Reading Month BIG Bags of Fun, Literary activities of all ages.
3. YS – **Take 'N' Make Craft & Science Projects**. Look to see what is available every Monday through our website.
4. AS – Teen Craft Kit – February 1: **Beaded Bracelets**. February 12: **Crafting Conversation Kits**.

On-demand videos

Youth Services:

- **Youth Databases Tutorial** with Ms. Ashlee. Homework help, learn a new language, connect with a tutor, and more.
- **Sleepy Story Time** with Ms. Liz. *Sleepyheads*, by Sandra J. Howatt.
- **Turtle Friends Sensory Story Time** with Ms. Jen

Adult Services:

- **Legal Databases**, Karrie will highlight some of our many online legal resources.
- **Virtual Read-Aloud**: Enjoy a softly read short story, poem, or essay read aloud by an Adult Services librarian. Read-Aloud videos are released each month, most recently, *Goody Blake and Harry Gill* by William Wordsworth. *The Cask of Amontillado* by Edgar Allan Poe will be released mid-February.

Online Resources

1. YS – **Ms. Ashlee's Favorite Picture Books of 2021**.
2. YS - **BookFlix**: Interactive reading experience to explore fiction and non-fiction for grades PreK – 3.
3. YS – **BrainFuse**: Get help with homework online, 2 p.m. to 11 p.m. daily (excluding some holidays).
4. YS – **PebbleGo**: Informational articles, ready-made activities, and literacy for grades K – 3.
5. YS – **Read It!**: Articles on a variety of subjects that include comprehension supports for middle school – adult ELL and different learners.
6. YS – **TumbleBook Library**: Children's eBook database of picture books and read-along chapter books.
7. AS – **Biography in Context**. Biography In Context is a comprehensive database of biographical information on people from throughout history, around the world, and across all disciplines and subject areas. In-depth coverage of current and historic people from almost every field of endeavor and from around the world. Includes reference resources, articles, and portraits.
8. AS / YS – February is a **hoopla Bonus Borrows** month. Find hundreds of additional titles to check out that won't count towards your monthly allotment of 16 checkouts.

Other

1. **Welcome Bloomfield Baby Bags** – books, literacy tips, and more – funded by the Friends of the Library.
2. **Stories and Stuff Book Box** – monthly subscription book service for grades 3 – 8. Receive one highly recommended book based on your favorite topics, plus special gifts to keep!
3. **Photo Contest** – January 17-March 13. Theme, “***Tell Us a Story***”.
4. **2021 Tax Forms and Resources** - The Library expects to receive a limited supply of basic forms. Most forms will be available to print online, and we are happy to print any forms that patrons may need.
5. **Second Saturday Book Sales** – February 12 sale was cancelled with the possibility of rescheduling on February 26 or a Lobby Sale. Second Saturday Sale scheduled for March 12. Friends Only during the first hour.
6. Book donations accepted any time during Library hours.
7. Curbside service continues.

February 2022 Adult and Teen Programs

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<p>*Register by emailing AskYouth@btpl.org or with Youth Services, (248) 642-5800, ext. 173.</p> <p>**Register by emailing AskAdult@btpl.org or with Adult Services, (248) 642-5800, ext. 171.</p> <p>***Register by emailing AskTech@btpl.org or with Systems, (248) 642-5800, ext. 121.</p>		<p>1</p> <p>Knitting Plus Club 10 a.m.</p> 	<p>2</p> <p>**Movie Discussion Club 11 a.m.</p>	<p>3</p> <p>**Teen Book Club, 4 p.m.</p> 	<p>4</p> <p>English Language Conversation Group 10 a.m.</p>	<p>5</p> <p>***Scanning and Photo Editing 1:30 p.m.</p>
6	7	<p>8</p> <p>**Memoir Writers' Group 1 p.m.</p>	<p>9</p> <p>**Writers' Rendezvous 6:30 p.m.</p> 	10	<p>11</p> <p>English Language Conversation Group 10 a.m.</p>	12
13	<p>14</p> <p>Sensory Story Time for Adults and Teens 11 a.m.</p> <p>*Warm Hearts: Virtual Hygge for Tweens ages 10-13 7:30 p.m.</p>	<p>15</p> <p>**Tuesday Book Club 10 a.m.</p>	<p>16</p> <p>**Mystery Book Club 1 p.m.</p> <p>**Virtual Dungeons & Dragons for Teens Day One, 4 p.m.</p> <p>**Google Workspace 5:30 p.m.</p>		<p>18</p> <p>English Language Conversation Group 10 a.m.</p> <p>**Virtual Dungeons & Dragons for Teens Day Two, 4 p.m.</p>	19
20	<p>21</p> <p>**30 Minute Lunchtime Book Club, 1 p.m.</p> 	<p>22</p> <p>**Memoir Writers' Group 1 p.m.</p>	<p>23</p> <p>**Book Club for Teens: Crafting Conversations 4:30 p.m.</p> <p>**Writers' Rendezvous 6:30 p.m.</p>	<p>24</p> <p>**Thursday Book Club 10 a.m.</p>	<p>25</p> <p>English Language Conversation Group 10 a.m.</p> <p>Sensory-Friendly Movies for Adults and Teens 11 a.m.</p>	26
27	<p>28</p> <p>**BYOB (Bring Your Own Book) Book Club 6 p.m.</p>					

VIRTUAL LIVE PROGRAMS

Family Story Time

Our weekly Family Story Time will be combining Little Zoomers & Preschool Story Time. Register your child(ren) from infant on up for this multiple-week program. Materials for each session will be provided.

Thursdays at 10:30 a.m.

February 10 - March 3

Registration begins on January 24.

Tuesdays at 10:30 a.m.

March 22 - April 12

Registration begins on January 24.

Family PJ Story Time

The entire family is welcome to attend this monthly family story time. Get your PJs on and find a comfy spot to Zoom in from your home. Registration is required for each story time date.

Tuesday, February 15 at 7 p.m.

Registration begins on January 11.

Tuesday, March 15 at 7 p.m.

Registration begins on February 15.

Art Lab

Ages 10-13 years

Explore different mediums in this creative program. Material packets and Zoom links will be provided for registered participants.

Thursdays at 4:30 p.m.

February 17

Registration begins on January 20.

March 17

Registration begins on February 17.

Thank you to the Friends of the Library for sponsoring this program!

Book Discussions

Registered participants will receive their own copy of the book and craft/activity to go along with it. These are virtual programs via Zoom.

My First Book Group

Kindergarten - 1st Grade with an adult

Tuesday, March 8 at 5 p.m.

Registration begins on February 14.

Book Worms

Grades 2nd-3rd

Wednesday, February 2 at 5 p.m.

Registration begins on January 10.

Paperbacks & Snacks

Grades 4th-5th

Tuesday, February 8 at 5 p.m.

Registration begins on January 14.

Book Chat

Grades 6th-8th

Thursday, March 10 at 5 p.m.

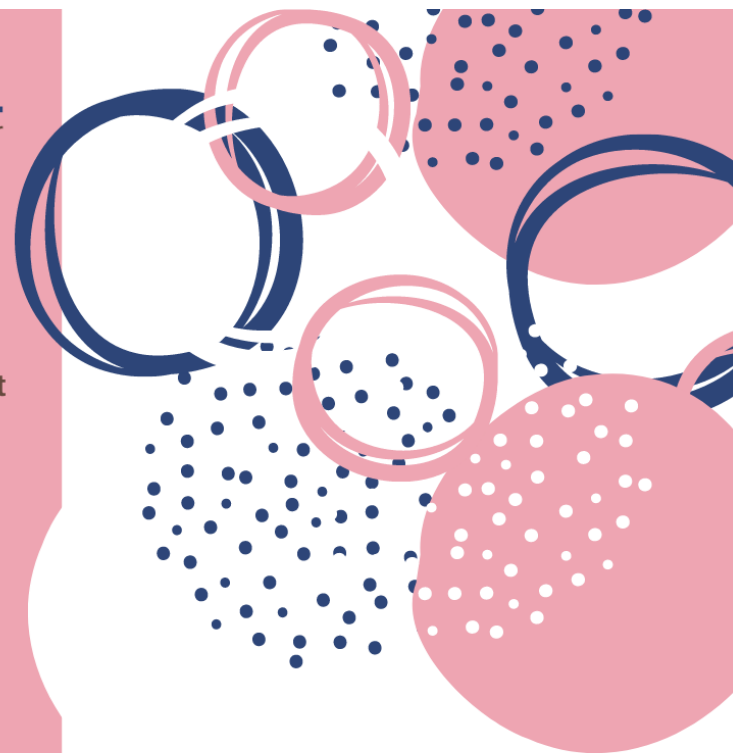
Registration begins on February 14.



Please contact us if you require any additional accommodations.

CONTACT US

1099 Lone Pine Road
Bloomfield Township, MI 48302
(248) 642-5800 | www.btpl.org
askyouth@btpl.org



FEBRUARY EVENTS

YOUTH SERVICES



Bloomfield Township Public
Library

February 2022						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2 Book Worms 5pm	3	4	5
6	7 Registration begins for My First Book Club 1/25	8 Outdoor Winter Family Story Time 11am Paperbacks & Snacks 5pm	9	10 Virtual Family Story Time 10:30am	11	12 Wild About Books at the Johnson Nature Center 10am. Register at bloomfield.org/trees
13	14 Warm Hearts: Hygge for Tweens 7:30pm. Registration begins for My First Book Club 3/8 & Book Chat 3/10	15 Outdoor Winter Family Story Time 11am Family PJ Story Time 7pm. Register for the PJ Story Time 3/17	16	17 Virtual Family Story Time 10:30am Art Lab 4:30pm Register for Art Lab 2/17	18 Registration begins for Paperbacks & Snacks 2/8	19
20	21	22 Outdoor Winter Family Story Time 11am	23	24 Virtual Family Story Time 10:30am Registration begins for March Virtual Family Story Time	25	26
27	28 Registration begins for March Outdoor Family Story Time	Be sure to visit our Virtual Branch for the latest information on Activity Kits, On-Demand Videos, eResources, and so much more at www.btpl.org/virtual				

OUTDOOR WINTER & SPRING FAMILY STORY TIMES

Join us outside for story time this winter on the Youth Services Terrace! Register once for the whole session. Grab your coats, hats, mittens & blankets and cozy up for stories, songs, rhymes & more!

February 8-March 3
Tuesdays at 11 a.m.

Registration begins on January 24.

March 24-April 14
Thursdays at 11 a.m.

Registration begins on February 28.

CELEBRATING

BLACK HISTORY MONTH

FEBRUARY

Check out our display and bibliographies honoring the triumphs and struggles of African Americans throughout U.S. history.



February 12th, 10-11:30a.m.
Books, songs & crafts with one of our librarians and a hike led by a naturalist! Registration through the Bloomfield Hills Schools at bloomfield.org/trees



3325 Franklin Rd, Bloomfield Twp.







Monday,
February 14,
7:30 p.m.
10-13 year olds.
Registration Required.

Join us on Valentine's Day via Zoom where we share ideas and relaxation techniques. Each participant will get a take-home bag filled with relaxing ideas and activities.

TAKE 'N' MAKE CRAFT & SCIENCE PROJECTS

Learn what we have available each Monday through our Virtual Library at btpl.org/virtual

March 2022 Adult and Teen Programs

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 Knitting Plus Club 10 a.m.	2 **Movie Discussion Club 11 a.m. 	3	4 English Language Conversation Group 10 a.m.	5 ***Intro to Excel 1:30 p.m.
6	7	8 **Memoir Writers' Group 1 p.m. 	9 **Writers' Rendezvous 6:30 p.m.	10	11 English Language Conversation Group 10 a.m.	12 Friends of the Library Second Saturday Book Sale 10 a.m. – 3:30 p.m. (First hour Friends members only)
13	14 Sensory Story Time for Adults and Teens 11 a.m.	15 **Tuesday Book Club 10 a.m. **Classics Book Club 7 p.m.	16 **Mystery Book Club 1 p.m. **Google Workspace 5:30 p.m.	17 **Nonfiction Book Club 7 p.m.	18 English Language Conversation Group 10 a.m.	19
20	21 **30 Minute Lunchtime Book Club 1 p.m.	22 **Memoir Writers' Group 1 p.m.	23 **Book Club for Teens: Crafting Conversations 4:30 p.m. **Writers' Rendezvous 6:30 p.m.	24 **Thursday Book Club 10 a.m. 	25 English Language Conversation Group 10 a.m. Sensory-Friendly Movies for Adults and Teens 11 a.m.	26
27	28 **BYOB (Bring Your Own Book) Book Club 6 p.m.	29  **Teen Advisory Board (TAB) 4 p.m.	30	31	<div> <p>Bloomfield Township Public Library</p> <h2>Virtual Branch</h2>  <p>The Library's Virtual Branch is open 24/7 at www.btpl.org/virtual with pre-recorded programming. To register for programs, or for the most up-to-date information, visit www.btpl.org/events. Many programs offer both in-person and online attendance options.</p> </div>	

DATES FOR LIBRARY BOARD OF TRUSTEES

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

February 19, 10:00 a.m. – 3:30 p.m. – Friends Saturday Sale

Wednesday, March 2, 11:00 a.m. – Friends Board meeting

Week of February 28 - Trustee Candidate Interviews

Saturday, March 12, 10 a.m.- 3:30 p.m. – Friends Second Saturday Sale

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