

Bloomfield Township Public

Library

**Bloomfield Township Public Library
Board of Trustees**

Library Board Meeting
Tuesday, April 26, 2022
7:00 p.m.

Board Room

Trustees:

libraryboard@btpl.org

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

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 TRUSTEE MEETING**

LIBRARY BOARD INFORMATION PACKETS

List of Contents

Items included in pre-board delivery for the REGULAR BOARD MEETING SCHEDULED
Tuesday, April 26, 2022 7:00 p.m.

#	<u>NUMBERED ITEMS</u>	<u>DATE DELIVERED</u>
1	Agenda	04/22/2022
2a	Request to remove items from the Consent Agenda for Discussion	04/22/2022
2b	Motion to approve the order of items for the regular and consent agendas	04/22/2022
5	Motion to approve remaining Consent Agenda items 6-8d	04/22/2022
6	Regular Board Meeting Minutes of March 15, 2022	04/22/2022
7a	Cash Disbursements	04/22/2022
7b	Revenues/Expenditures Budget Report	04/22/2022
7c	Energy Report	04/22/2022
8a	President's Report– no report	
8b	Director's Report	04/22/2022
8c	Art Committee –no report	
8c	Advocacy Committee – no report	
8c	Building and Grounds Committee – no report	
8c	Cranbrook –no report	
8c	Development Committee – no report	
8c	Finance Committee– no report	
8c	Friends of the Library Liaison – no report	
8c	Jeanette P. Myers Scholarship Committee – no report	
8c	Investment Committee – no report	
8c	Personnel Committee – no report	
8c	Policy Committee – no report	
11a	Strategic planning discussion	04/22/2022
13	Motion to approve any items removed from the Consent Agenda	04/22/2022

<u>UNNUMBERED ITEMS</u>	<u>DATE DELIVERED</u>
Press Mentions	04/22/2022
Youth Services Events Calendar	04/22/2022
Adult Services Events Calendar	04/22/2022
Dates for Library Board of Trustees	04/22/2022

AGENDA
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, April 26, 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 March 15, 2022
7. Budget
 - a. Cash Disbursements
 - b. Monthly Revenues & Expenditures
 - c. Energy Report
8. Written Reports:
 - a. President: *Joan Luksik
 - 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. Strategic planning discussion
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, May 17, 2022
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, March 15, 2022

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

Trustees Present: Grant Gerhart, Danielle Gillman, Judy Lindstrom, Joan Luksik, and Shane Spradlin

Trustees Absent: Tom Deska

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

Guests: Daniella Bryant, Circulation Clerk and SOC representative

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

A vote was taken for approval of the motion.

Ayes: Gerhart, Gillman, Lindstrom, Luksik, and Spradlin

Nays: None

MOTION CARRIED

PRESIDENT'S VERBAL REPORT:

President Joan Luksik welcomed Shane Spradlin to his first board meeting and swearing in. She recently discovered a copy of a *Wall Street Journal* article from many years ago. It rated occupations on a civility scale and the top occupation was librarian. "Certainly, our staff and our librarians are very civil."

DIRECTOR'S VERBAL REPORT:

Director Moon also welcomed Shane Spradlin to the Library Board. She expressed her pleasure at his joining the Library team and said she is looking forward to his participation.

She is pleased to report that Paul Zink is now the new Systems Department Head. He has been employed at Bloomfield Township Public Library for over four years, initially being hired to design the Library's website. He comes with a wealth of experience from previous libraries.

The LED lighting project is now in the phase where lights are being programmed. Overnight work on relay panels was installed. There have been a couple of glitches: a circuit in Youth Services failed and lights are connected in unexpected ways which caused some inconvenience on Saturday afternoon when a group in the Community Room tried to view a presentation projected onto the screen but when they turned off the lights in that room, all the lights from there to the Commons went off. This is

temporary as the issues are being worked out. This week Gasser Bush will work with Joel to program the controls including the occupancy/vacancy sensors. New lamps will be ordered for the tables in Adult Services.

The “Tell Us a Story” photo contest reception is Saturday April 9, 2:00 – 4:00 p.m. The panel of judges that have voted for the previous five contests have returned: Nancy Kulish, Laurie Tennent, Eric Keller. Public voting will go up next week. Assistant Director Katherine Bryant shared that the contest closed Sunday night. 27 photographers (6 children, 5 teens, 16 adults) submitted 47 photos. Public voting for the people’s choice award will be live for two weeks.

The Library is hosting a story time with Pat Watson, Superintendent of Bloomfield Hills Schools, which provides preschool age kids and their families an opportunity to get to know the schools. A therapy dog will be there. Bloomfield Hills is handling registration and PR.

REGULAR AGENDA:

Call to the Public:

Daniella Bryant, SOC representative, reported on the incoming SOC: two are remaining (Laura Kraly and Daniella) and Lindsey Block will join for the new fiscal year. They look forward to having a more fabulous year as the pandemic shifts to allow safer in-person celebrations.

UNFINISHED BUSINESS:

No unfinished business.

NEW BUSINESS:

11a. FY 2021/2022 Amended Budget and FY 2022/2023 Proposed Budget

Director Moon presented the proposed balanced budget that includes the FY 2021-2022 amended budget and the FY 2022-2023 proposed budget for the Board’s review. The fiscal plan projects the anticipated operating expenditures that are balanced with the projected operating revenues and includes a plan for the Library’s capital improvement needs for the next seven years.

The Library continues to be in very sound financial condition with revenues exceeding expenditures. This allows the Library to continue to increase the capital improvements funding for necessary projects such as parking lot repairs and addressing the storm water problems.

As in past years, the proposed Gift Fund budget does not assume revenue from gifts but does include the Myers Scholarship payout from the Community Foundation of Southeast Michigan (CFSEM) and a small amount of investment earnings. Expenditures are budgeted based on purchases made within the current fiscal year and gifts rolled over from the previous year. It is assumed all gifts will be spent during the year.

A copy of the proposed General Fund and Gift Fund Estimated budgets for fiscal year April 1, 2022 – March 31, 2023 is available at the Library’s Welcome Desk for public review.

Included with the budget document are General Fund and Gift Fund budget resolutions in support and maintenance of Bloomfield Township Public Library and are needed to adopt the budget at the March 15, 2022 regular library board meeting.

Upon discussion, a motion was made by Shane Spradlin, seconded by Judy Lindstrom **TO APPROVE ON A FUNCTIONAL AND TOTAL FUND BASIS THE PROPOSED GENERAL FUND BUDGET, AS ATTACHED, FOR FISCAL YEAR APRIL 1, 2022 - MARCH 31, 2023, IN THE FOLLOWING AMOUNTS FOR THE SUPPORT AND MAINTENANCE OF BLOOMFIELD TOWNSHIP PUBLIC LIBRARY:**

\$8,386,949 REVENUES
\$10,251,662 EXPENDITURES

- FUND BALANCE RESERVES SHALL BE DECREASED BY: \$(1,864,713) NET REVENUE/EXPENDITURES.

THERE IS A PLANNED USE OF FUND BALANCE FOR CAPITAL PROJECTS, INCLUDING THE PARKING LOT/STORM SEWER MITIGATION PROJECT.

TO APPROVE ON A FUNCTIONAL AND TOTAL FUND BASIS THE AMENDED GENERAL FUND BUDGET, AS ATTACHED, FOR THE CURRENT FISCAL YEAR APRIL 1, 2021 - MARCH 31, 2022, IN THE FOLLOWING AMOUNTS FOR THE SUPPORT AND MAINTENANCE OF BLOOMFIELD TOWNSHIP PUBLIC LIBRARY.

\$7,956,829 REVENUES
\$10,423,417 EXPENDITURES

FUND BALANCE RESERVES SHALL BE DECREASED BY:

\$(2,466,588) NET REVENUE/(EXPENDITURES)

THERE IS A PLANNED USE OF FUND BALANCE FOR CAPITAL PROJECTS, INCLUDING THE LED LIGHTING PROJECTS

A vote was taken for approval of the motion.

Ayes: Gerhart, Gillman, Lindstrom, Luksik, and Spradlin

Nays: None

MOTION CARRIED

Upon discussion, a motion was made by Dani Gillman, seconded by Judy Lindstrom TO APPROVE ON A TOTAL FUND BASIS THE PROPOSED GIFT FUND BUDGET, AS ATTACHED, FOR FISCAL YEAR APRIL 1, 2022 - MARCH 31, 2023, IN THE FOLLOWING AMOUNTS FOR THE SUPPORT AND MAINTENANCE OF BLOOMFIELD TOWNSHIP PUBLIC LIBRARY:

\$700 Revenues
\$162,195 Expenditures

TO APPROVE ON A TOTAL FUND BASIS THE AMENDED GIFT FUND BUDGET, AS ATTACHED, FOR THE CURRENT FISCAL YEAR APRIL 1, 2021 - MARCH 31, 2022, IN THE FOLLOWING AMOUNTS FOR THE SUPPORT AND MAINTENANCE OF BLOOMFIELD TOWNSHIP PUBLIC LIBRARY.

\$45,534 Revenues
\$207,029 Expenditures

A vote was taken for approval of the motion.

Ayes: Gerhart, Gillman, Lindstrom, Luksik, and Spradlin

Nays: None

MOTION CARRIED

Director Moon went into further detail of explaining aspects of the budget. The Board discussed some further aspects of the budget.

OTHER:

Judy Lindstrom inquired about the entrance urns and when they will be transitioned from winter to spring.

Trustee Dani Gillman reported on the Wednesday, March 2 Friends Board Meeting. The Friends were unable to hold their December and January sales. They held a special sale on February 19 and raised \$4,755.90. A sophomore named Tage Smith has been collecting books and donating them to an adopted classroom in Detroit. This story was covered in the *Birmingham Bloomfield Eagle*. Because the Friends did not have sales for a couple of months, they had an abundance of books and were able to donate 30 boxes of books to various places in the greater community. The Friends' next meeting is April 6 at 11:00 a.m. \$5464.00 raised at the recent March 12 book sale.

The next Library Board Meeting will be Tuesday, April 26 at 7:00 p.m.

At 7:54 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
March 2022**

New Vendors: n/a

General Fund Advance

- Check #22069 payable to Elizabeth Clauder in the amount of \$281.93 was payment for reimbursement for attending the Youth Services Spring Institute Conference of the Michigan Library Association.
- Check #22074 payable to Nicole Gillies in the amount of \$154.56 was payment for reimbursement for attending the Youth Services Spring Institute Conference of the Michigan Library Association
- Check #22075 payable to Marty McGee in the amount of \$70.31 was payment for reimbursement for purchase of Library Shop inventory.
- Check #22090 payable to Bloomfield Township Fire Department in the amount of \$180.00 was payment for two training sessions for staff on CPR and AED equipment.
- Check #22091 payable to Ashlee McClaughry in the amount of \$101.52 was payment for supplies for a program.
- Check #22095 payable to University of Michigan in the amount of \$25.00 was payment for an interlibrary loan.
- Check #22092 payable to Marty McGee in the amount of \$28.28 was payment for reimbursement for purchase of Library Shop inventory.

General Fund

- Check #22098 payable to AECOM in the amount of \$13,009.80 was payment for interior design services for the LED lighting project.
- Check #22099 payable to AOC Security LLC in the amount of \$125.00 was payment for study room door repairs.
- Check #22106 payable to Bloomfield Township in the amount of \$294,969.81 was payment for two payrolls including FICA, health insurance, pension, etc. (\$294,329.77) and water for period 2/17/2022-3/17/2022 (\$640.04).

- Check #22114 payable to Doeren Mayhew in the amount of \$13,200.00 was payment for accounting services.
- Check #22116 payable to Farmington Community Library in the amount of \$948.00 was payment for Gale eBooks.
- Check #22118 payable to Frank Rewold and Sons in the amount of \$10,322.31 was payment for the LED Lighting project.
- Check #22121 payable to LJ Rolls in the amount of \$16,565.34 was payment for HVAC repairs.
- Check #22127 payable to Scott Nelson RPT in the amount of \$150.00 was payment for tuning the piano in the Community Room.
- Check #22137 payable to SQBox Solutions LTD in the amount of \$9,180.00 was payment for staff intranet upgrade and subscription.
- Check #22138 payable to The Library Network in the amount of \$4,881.99 was payment for internet service.
- Check #22141 payable to Total Energy Systems in the amount of \$411.35 was payment for generator maintenance and repairs.

Gift Fund Advance

- Check #5286 payable to Anna Pelepchuk in the amount of \$50.00 was payment for tuition reimbursement as a Myers Scholarship recipient.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

CHECK REGISTERS

FOR THE MONTH OF MARCH 2022

Check #	Date	Payee	Cash Account	Amount
General Fund				
ADVANCE CHECKS:				
22065	3/14/22	CAR TRUCKING, INC.	016.01	199.50
22066	3/14/22	VIGILANTE SECURITY	016.01	1,284.00
22067	3/21/22	AMAZON.COM	016.01	865.59
22068	3/21/22	APPLIED IMAGING	016.01	798.45
22069	3/21/22	Elizabeth Clauder	016.01	281.93
22070	3/21/22	XFINITY	016.01	67.62
22071	3/21/22	CONSUMERS ENERGY	016.01	5,251.41
22072	3/21/22	DTE ENERGY	016.01	16,250.31
22073	3/21/22	FLAGSTAR BANK	016.01	6,910.88
22074	3/21/22	Nicole Gillies	016.01	154.56
22075	3/21/22	Martha McGee	016.01	70.31
22076	3/21/22	PITNEY BOWES RESERVE ACCOUNT	016.01	1,500.00
22077	3/21/22	PRINCIPAL LIFE INS CO-SBD GRANDE ISLAND	016.01	845.79
22078	3/21/22	VERIZON WIRELESS	016.01	196.72
22079	3/21/22	VIGILANTE SECURITY	016.01	1,950.00
22080	3/28/22	Synchrony Bank / Amazon	016.01	1,170.77
22081	3/28/22	BOOK BEAT	016.01	296.58
22082	3/28/22	PETTY CASH - BTPL	016.01	270.46
22083	3/28/22	Jamie Jasper	016.01	85.94
22084	3/28/22	Southeast Michigan Dahlia Society	016.01	100.00
22085	3/29/22	PETTY CASH - BTPL	016.01	20.00
22086	4/5/22	Synchrony Bank / Amazon	016.01	19.10
22087	4/5/22	AMAZON.COM	016.01	963.77
22088	4/5/22	AT&T	016.01	155.36
22089	4/5/22	AT&T	016.01	763.43
22090	4/5/22	Bloomfield Township Fire Department	016.01	180.00
22091	4/5/22	Ashlee McClaughry	016.01	101.52
22092	4/5/22	Martha McGee	016.01	28.28
22093	4/5/22	MANUFACTURER'S NEWS. INC.	016.01	179.35
22094	4/5/22	T MOBILE	016.01	60.20
22095	4/5/22	UNIVERSITY OF MICHIGAN	016.01	25.00
22097	4/11/22	AMAZON.COM	016.01	141.37
Total				<u>41,188.20</u>
REGULAR CHECKS:				
22098	4/12/22	AECOM GREAT LAKES, INC.	016.01	13,009.80
22099	4/12/22	AOB Security LLC	016.01	125.00
22100	4/12/22	APPLIED IMAGING	016.01	548.60
22101	4/12/22	ARBOR OAKLAND GROUP	016.01	4,385.00
22102	4/12/22	AUNALYTICS, INC.	016.01	6,242.75
22103	4/12/22	AUNALYTICS, INC.	016.01	572.00
22104	4/12/22	BAKER & TAYLOR, INC.	016.01	11,732.40
22105	4/12/22	BLACKSTONE PUBLISHING	016.01	41.60
22106	4/12/22	BLOOMFIELD TOWNSHIP	016.01	294,969.81
22107	4/12/22	BUTZEL LONG	016.01	487.50
22108	4/12/22	CAR TRUCKING, INC.	016.01	199.50
22109	4/12/22	CDW GOVERNMENT, INC.	016.01	415.06
22110	4/12/22	CENGAGE LEARNING/GALE	016.01	4,857.06
22111	4/12/22	CINTAS CORPORATION	016.01	86.40
22112	4/12/22	XFINITY	016.01	145.24
22113	4/12/22	DEMCO, INC.	016.01	947.69
22114	4/12/22	DOEREN MAYHEW & CO., P.C.	016.01	13,200.00
22115	4/12/22	DU ALL CLEANING, INC	016.01	5,560.00
22116	4/12/22	FARMINGTON COMMUNITY LIBRARY METRO NET	016.01	948.95
22117	4/12/22	FILM IDEAS, INC.	016.01	1,259.45

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

CHECK REGISTERS

FOR THE MONTH OF MARCH 2022

Check #	Date	Payee	Cash Account	Amount
22118	4/12/22	FRANK REWOLD AND SON, INC.	016.01	10,322.31
22119	4/12/22	INGRAM LIBRARY SERVICES	016.01	253.20
22120	4/12/22	JANWAY COMPANY	016.01	6,470.00
22121	4/12/22	LJ ROLLS REFRIGERATION CO., INC	016.01	16,565.34
22122	4/12/22	LAFORCE	016.01	444.00
22123	4/12/22	LAKEVIEW BOOKS	016.01	303.86
22124	4/12/22	METCOM, INC.	016.01	9,125.00
22125	4/12/22	MICROMARKETING LLC	016.01	339.34
22126	4/12/22	MIDWEST TAPE	016.01	7,374.90
22127	4/12/22	SCOTT NELSON, RPT	016.01	150.00
22128	4/12/22	NICHOLS/NETWORK SERVICES CO	016.01	588.41
22129	4/12/22	ORCA BOOK PUBLISHERS	016.01	250.00
22130	4/12/22	OVERDRIVE	016.01	42,142.71
22131	4/12/22	PRESIDIO NETWORK SOLUTIONS GROUP, LLC	016.01	4,578.91
22132	4/12/22	PTS Communications	016.01	78.00
22133	4/12/22	ROSEN PUBLISHING	016.01	5,398.73
22134	4/12/22	ROURKE EDUCATIONAL MEDIA	016.01	19.95
22135	4/12/22	THE ROWMAN & LITTLEFIELD PUBLISHING GRP	016.01	38.53
22136	4/12/22	SHOWCASES	016.01	1,628.64
22137	4/12/22	SQBOX SOLUTIONS LTD.	016.01	9,180.00
22138	4/12/22	THE LIBRARY NETWORK	016.01	4,881.99
22139	4/12/22	THOMSON REUTERS/THOMSON WEST	016.01	132.30
22140	4/12/22	TK ELEVATOR CORPORATION	016.01	958.89
22141	4/12/22	TOTAL ENERGY SYSTEMS, INC.	016.01	411.35
22142	4/12/22	ULINE	016.01	612.40
22143	4/12/22	WT. COX INFORMATION SERVICES	016.01	20.00
Total				<u><u>482,002.57</u></u>

Gift Fund

ADVANCE CHECKS:

5284	3/21/22	AMAZON.COM	012.03	1,632.14
5285	3/21/22	FLAGSTAR BANK	012.03	156.25
5286	3/21/22	Anna Pelepchuk	012.03	50.00
5287	3/28/22	Synchrony Bank / Amazon	012.03	953.98
5288	4/5/22	AMAZON.COM	012.03	4,080.05
5289	4/11/22	AMAZON.COM	012.03	<u>160.04</u>
Total				<u><u>7,032.46</u></u>

REGULAR CHECKS:

5290	4/12/22	BAKER & TAYLOR	012.03	486.34
5291	4/12/22	GALE/CENGAGE LEARNING	012.03	<u>436.58</u>
Total				<u><u>922.92</u></u>

Bloomfield Township Public Library
FY 2021-2022 General Fund Budget (Unaudited)

PRESENTED: APRIL 26, 2022 FOR THE MONTH OF: MARCH, 2022

	2021-2022	2020-2021			Twelve Months 100%	
ACCOUNT	ADOPTED BUDGET	AMENDED BUDGET	REVENUE/EXPENSE	REVENUE/	% OF	
	AS OF	AS OF	CURRENT	EXPENSE	BUDGET	
NAME	MARCH 16, 2021	March 15, 2022	MONTH	YTD	YTD	VARIANCE
<u>Revenues</u>						
Taxes	\$7,977,960	\$7,943,041	\$364,386	\$7,931,709	99.86%	(\$11,332)
Penal Fines	\$87,600	\$72,600	\$0	\$72,519	99.89%	(\$81)
State Aid	\$32,800	\$35,600	\$0	\$35,620	100.06%	\$20
Circulation Fines & Fees	\$38,250	\$25,500	\$2,398	\$27,888	109.36%	\$2,388
Charges for Services	\$14,866	\$4,857	\$676	\$4,828	99.41%	(\$29)
Investment earnings	\$86,500	(\$150,000)	(\$132,056)	(\$292,919)	195.28%	(\$142,919)
Miscellaneous	\$14,566	\$25,231	\$5,418	\$26,025	103.15%	\$794
Total Revenues	\$8,252,542	\$7,956,829	\$240,821	\$7,805,671	98.10%	(\$151,158)
<u>Expenditures</u>						
Personnel	\$4,696,338	\$4,655,133	\$427,226	\$4,202,937	90.29%	(\$452,196)
Library Services	\$819,810	\$817,348	\$91,951	\$710,586	86.94%	(\$106,762)
Facilities & Equipment	\$1,040,866	\$1,031,429	\$47,982	\$913,062	88.52%	(\$118,367)
Other Operating Expenditures	\$3,870,261	\$3,919,507	\$234,073	\$2,786,523	71.09%	(\$1,132,984)
Total Expenditures	\$10,427,275	\$10,423,417	\$801,231	\$8,613,108	82.63%	(\$1,810,309)
Fund Balance - Beginning	\$13,071,834	\$13,071,834		\$13,071,834		
Net revenue (expenditure)	(\$2,174,733)	(\$2,466,588)		(\$807,437)		
Fund Balance - Ending	\$10,897,101	\$10,605,246		\$12,264,397		

Fund Balance Designations

Nonspendable-Prepaid Expense	\$26,125	\$18,791
Committed Fund Balance (is 8-months of operational expenditures amount)	\$4,531,000	\$4,502,201
Assigned Fund Balance (is \$466,224 the 3/31/22 compensated absences accrual, plus \$1,683,764 the OPEB obligation plus \$3,834,226 for capital improvements)	\$6,239,976	\$5,984,254
Unassigned Fund Balance (is the unplanned emergency amount)	\$100,000	\$100,000

Bloomfield Township Public Library
FY 2021-2022 Gift Fund Budget (Unaudited)

PRESENTED: APRIL 26, 2022 FOR THE MONTH OF: MARCH, 2022

Twelve Months 100%

ACCOUNT NAME	2021-2022 ADOPTED BUDGET AS OF MAR 16, 2021	2021-2022 AMENDED BUDGET AS OF MAR 26, 2022	REVENUE/ EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	VARIANCE
<u>Revenues</u>						
Gift Income	\$500	\$26,281	\$100	\$26,281	100.00%	\$0
Gift Revenue	\$0	\$23,344	\$100	\$23,344	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	\$200	\$1	\$285	142.48%	\$85
Miscellaneous Revenue	\$0	\$0	\$0	\$0	0.00%	\$0
Total Revenues	\$700	\$26,481	\$101	\$26,566	100.32%	\$85
<u>Expenditures</u>						
Library Services	\$75,589	\$88,383	\$7,043	\$28,015	31.70%	(\$60,369)
Facilities & Equipment	\$34,382	\$41,603	\$218	\$13,800	33.17%	(\$27,803)
Other Operating Expenditures	\$52,224	\$57,989	\$303	\$7,254	12.51%	(\$50,735)
Total Expenditures	\$162,195	\$187,976	\$7,564	\$49,069	26.10%	(\$138,907)
Fund Balance - Beginning	\$161,695	\$161,695		\$161,695		
Net revenue (expenditures)	(\$161,495)	(\$161,495)		(\$22,503)		
Fund Balance - Ending	\$200	\$200		\$139,192		

Bloomfield Township Public Library
Asset Allocation Summary
MARCH 2022

Fund	Type	Annual Yield	Date	Amount on Hand
General Fund				
	5th 3rd Checking (Ecommerce)	0.00%	3/31/2022	\$90,974.59
	Flagstar Public Funds Savings	0.25%	3/31/2022	\$200,325.02
	Flagstar Premier Public Entities Checking	0.15%	3/31/2022	\$42,618.07
	RBC Capital Cash/Money Market	0.01%	3/31/2022	\$938,189.79
	RBC Capital - Investments	1.17%	3/31/2022	\$11,757,523.75
Total General Fund				\$12,938,656.63
Please see General Fund budget for notes on how this amount is earmarked				
Gift Fund				
	Huntington Public Fund Business Interest Checking	0.01%	3/31/2022	\$101,695.03
	Huntington CD (Charnov gift) - matures 02/05/2024	0.03%	3/31/2022	\$50,000.00
	Fifth Third Bank Business Standard Checking	0.00%	3/31/2022	\$14,802.78
Total Gift Fund				\$166,497.81

CFSEM

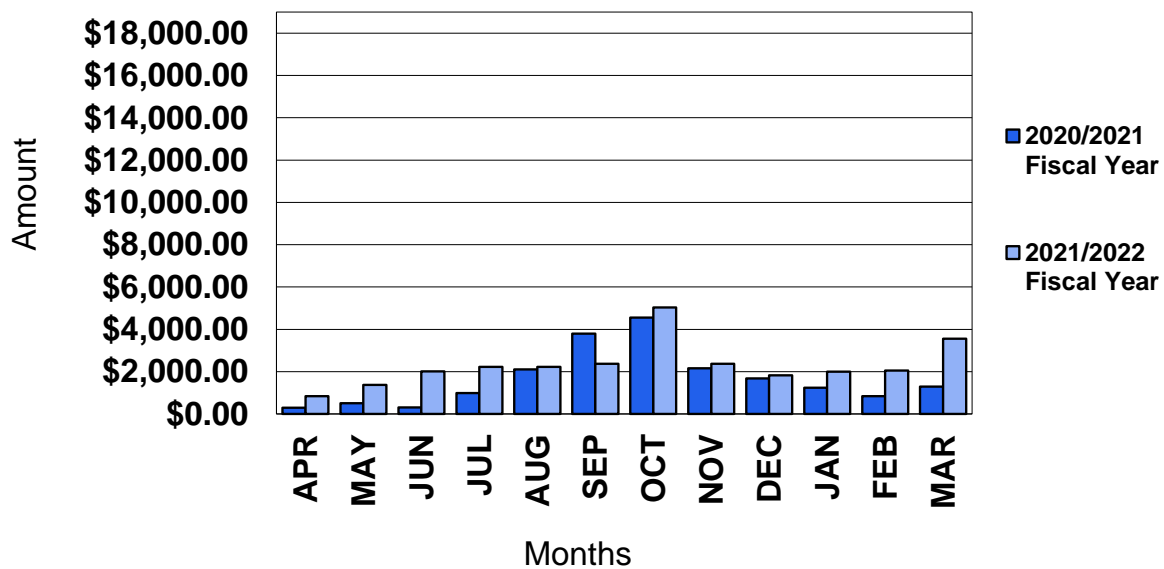
The following endowment funds are administered by the Community Foundation for Southeast Michigan (CFSEM). CFSEM maintains unilateral variance power and legal ownership of the endowment funds, and therefore, principal is not available to BTPL. Earnings are available for distribution to the Library for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

		<i>Updated 3/2022</i>	
Jeanette P. Myers Memorial Scholarship Fund	12/31/2021	\$18,088.00	
Yvonne T. Atkinson Fund	12/31/2021	\$37,241.00	
Lawrence Smith and Isabel Francis Smith Challenge Grant Fund	12/31/2021	\$40,435.28	
BTPL Endowment Fund	12/31/2021	\$52,814.72	
Fair Radom Garden Endowment Fund	12/31/2021	\$20,285.00	
BTPL Director's Legacy Fund	12/31/2021	\$23,382.00	
Total CFSEM holdings			\$192,246.00

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	\$2,056.98	\$1,211.48
MAR	\$1,295.62	\$3,557.26	\$2,261.64
			YTD Difference
TOTAL	\$19,751.13	\$27,888.00	\$8,136.87

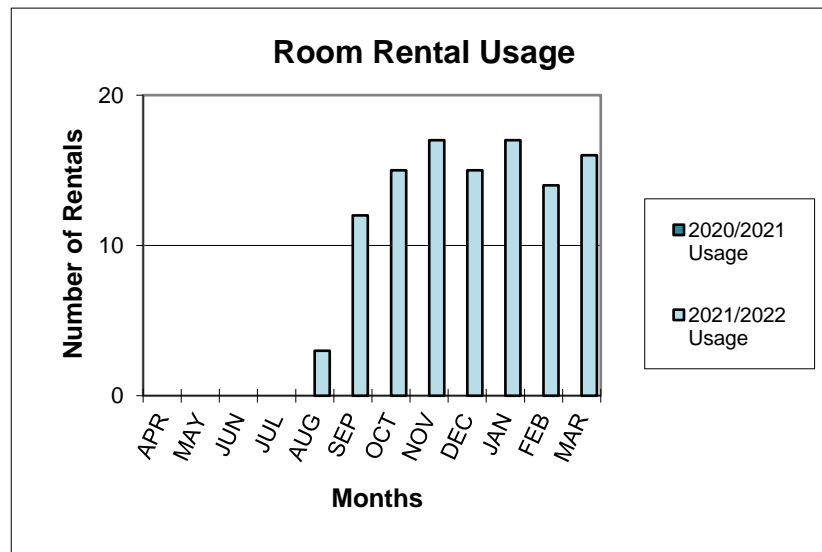
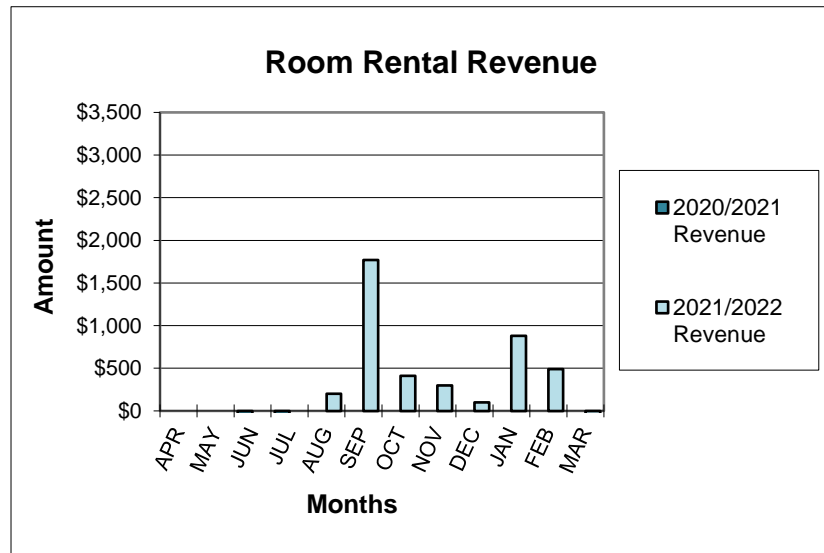
Fines and Fees Two-Year Comparison



ROOM RENTAL - TWO-YEAR COMPARISON

7b

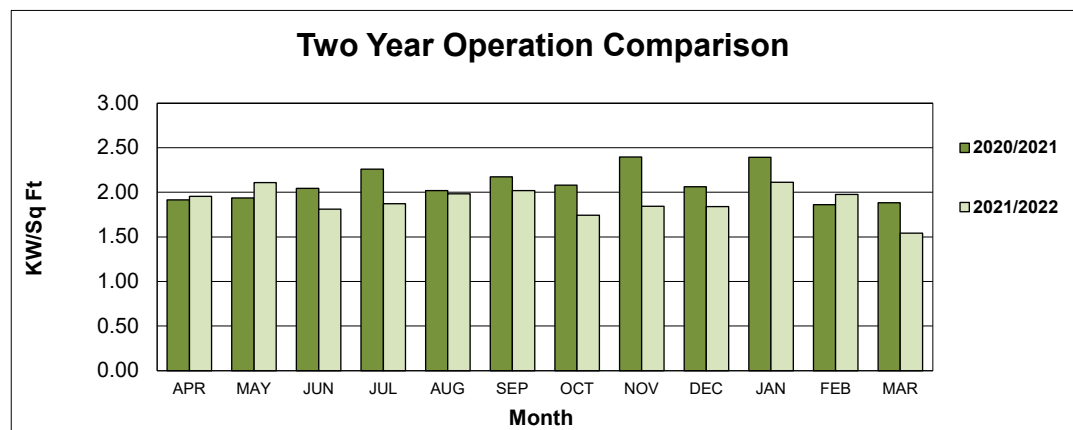
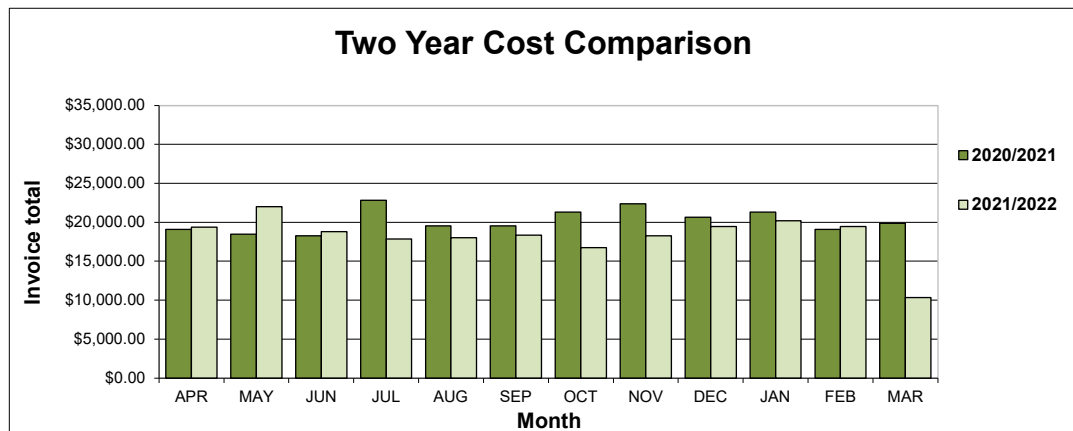
Month	2020/2021 Revenue	2021/2022 Revenue	Difference	2020/2021 Usage	2021/2022 Usage	Month
APR	\$0.00	\$0.00	\$0.00	0	0	APR
MAY	\$0.00	\$0.00	\$0.00	0	0	MAY
JUN	(\$520.00)	\$0.00	\$520.00	(Refunds)	0	JUN
JUL	(\$640.00)	\$0.00	\$640.00	(Refunds)	0	JUL
AUG	\$0.00	\$200.00	\$200.00	0	3	AUG
SEP	\$0.00	\$1,770.00	\$1,770.00	0	12	SEP
OCT	\$0.00	\$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	\$490.00	\$490.00	0	14	FEB
MAR	\$0.00	(\$480.00)	(\$480.00)		16	MAR
			YTD Difference			
TOTAL	<u><u>-\$1,160.00</u></u>	<u><u>\$3,670.00</u></u>	<u><u>\$4,830.00</u></u>	<u><u>0</u></u>	<u><u>109</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	\$19,441.46	\$372.79	199,640	\$0.10	297.08	1.98	\$28.93	\$0.19
MAR	\$19,862.73	\$10,316.61	(\$9,546.12)	155,750	\$0.07	231.77	1.54	\$15.35	\$0.10
YTD Difference									
TOTAL	\$242,264.71	\$218,714.86	(\$23,549.85)						

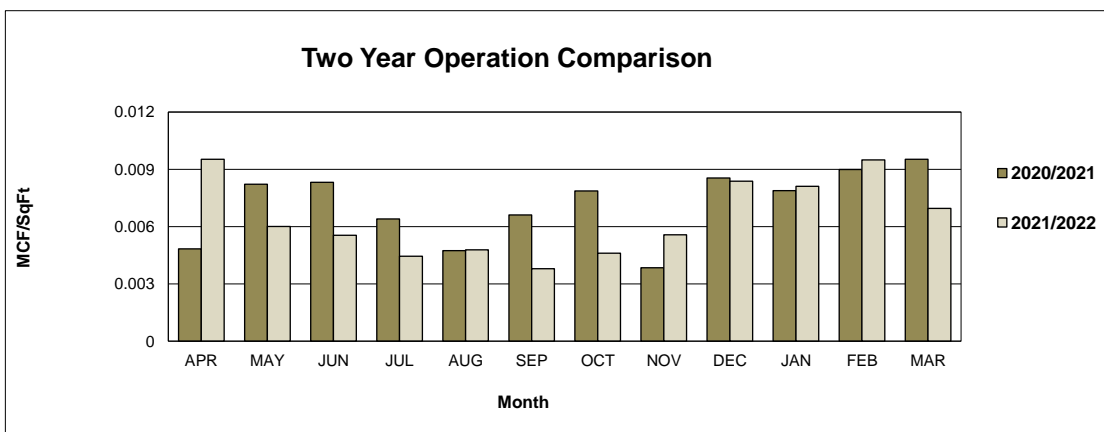
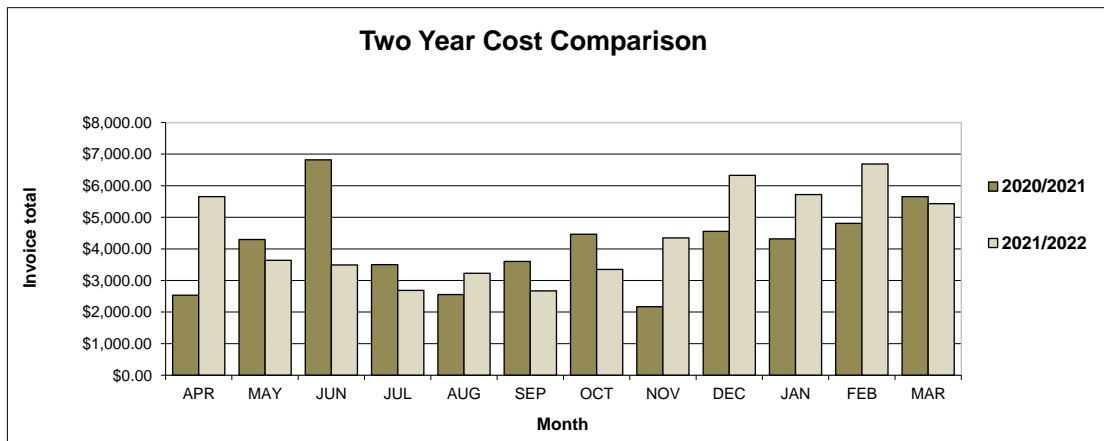


Bloomfield Township Public Library Natural Gas Analysis

Building Area = 101,023

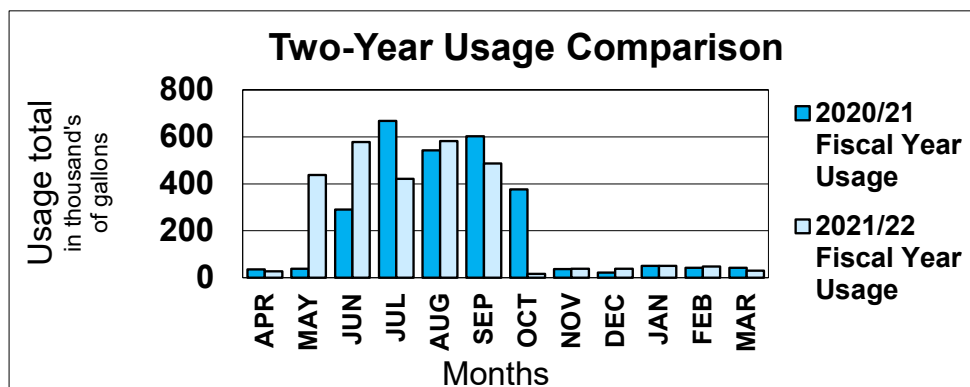
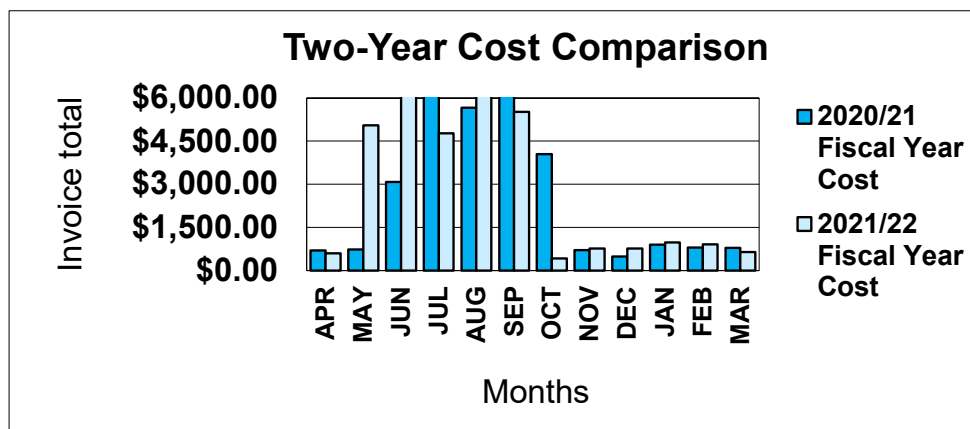
1 Cu. Ft. = 1000 BTU

TWO YEAR COST COMPARISON				OPERATION						
Month	2020/2021	2021/2022	Difference	MCF	COST/MCF	HOURS (24 x no.days per month)	MCF/HR	MCF/SqFt	\$/HR	\$/SqFt
APR	\$2,531.55	\$5,654.64	\$3,123.09	962.0	\$5.88	720	1.34	0.010	7.85	0.055
MAY	\$4,294.32	\$3,636.56	(\$657.76)	606.7	\$5.99	744	0.82	0.006	4.89	0.035
JUN	\$6,820.12	\$3,492.51	(\$3,327.61)	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	\$6,688.96	\$1,878.51	958.9	\$6.98	696	1.38	0.009	9.61	0.065
MAR	\$5,654.64	\$5,433.41	(\$221.23)	702.7	\$7.73	744	0.94	0.007	7.30	0.053
YTD Difference										
TOTAL	\$49,271.60	\$53,233.58	\$3,961.98							



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	\$911.36	\$115.87	43	48	5
MAR	\$780.68	\$640.04	(\$140.64)	42	30	(12)
			YTD Difference			YTD Difference
TOTAL	<u>\$31,092.55</u>	<u>\$33,463.32</u>	<u>\$2,370.77</u>	<u>2,748</u>	<u>2,754</u>	<u>6</u>



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

Applications for the Jeanette P. Myers Scholarship are being accepted now through Tuesday, June 1. Applications for this scholarship are available at the Library's Welcome Desk as well as on the Library's website at www.btpl.org. Award(s) will be presented prior to the August 16 Library Board meeting. Please share this information with anyone who may have an interest and be eligible.

The Library receives funding from the state of Michigan in the form of State Aid. The amount of funding received is based on the library's class. We are a class 5 public library. Class placement is based on population served. Class 5 libraries serve populations between 26,000-49,999. Official population numbers come from the decennial US Census. The 2020 Census shows that Bloomfield Township gained about 3,000 people, bringing the population to a total of 44,253 (2010 Census population was 41,070). The application to receive state aid is filed between October 1 and February 1 each year. This year reported on the fiscal year 2020-2021 and the new, higher population rate was reported. That population has been certified by the Library of Michigan. I share this to assure that the Library is in compliance with this important legal and financial procedure.

On the cash disbursements report, you will notice that there are payments to both Amazon.com and payments to Synchrony Bank/Amazon, and more payments to Amazon than usual. For many years, we had a revolving line of credit with Amazon which was administered by Synchrony Bank. Amazon discontinued the account type that we had been using, forcing us to open a new business account. With that change came a change in the terms of payment. March was the last month for the revolving line of credit. During the transition we are making payments to both accounts.

This is just a reminder that the Library will be closed on Friday, May 6 for our annual Staff Development Day. Thank you for supporting this important opportunity for all library staff to be together on this day to learn and share.

Respectfully Submitted,

*Tera Moon
Library Director*

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
 March 2022

4/21/2022

	2021		2022	
COLLECTION				
Book Collection:	232,976		230,698	
Media Collection:	55,457		54,807	
Total e-books:	22,535		20,168	
Overdrive	17,988		16,240	
Total downloadable audiobooks:	7,861		8,480	
Materials Total:	318,829		314,153	
CIRCULATION				
Circulation Total:	56,504		54,732	
Bloomfield Township Circulation:	52,361		51,532	
Virtual Circulation Total	12,371		11,360	
Circulation of Youth materials:	20,559		22,612	
Circulation of Media:	10,518		9,103	
Circulation of Cranbrook passes:	51		185	
Self-checkout machine use:	12,833	22.7%	14,670	26.8%
Library by Mail:	74	33 patrons	139	38 patrons
BUILDING & EQUIPMENT USAGE				
Door Count:	7,003		14,971	
Gate Count:	8,666		16,161	
Meeting rooms by public:	0		16	
Meeting rooms by staff:	0		44	
VIRTUAL USE				
Home page hits:	29,777		29,421	
e-book access:	4,243		4,933	
Audiobook access: (Overdrive)	4,240		2,709	
Magazine download access:	1,337		879	
Hoopla access:	3,837		2,839	
Library Computer Use				
Resident Use	203		475	
Guest Use	195		259	

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
 March 2022

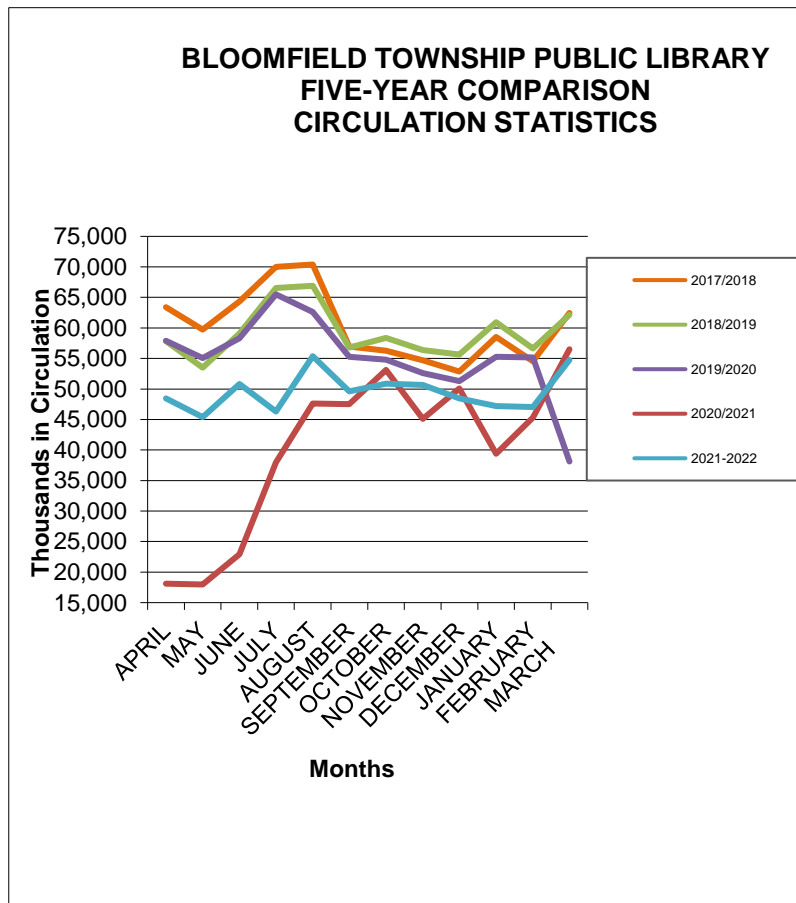
4/21/2022

	2021		2022	
OUTREACH & PROGRAMS				
<i>New Patrons and Accounts</i>				
Township:	72		175	
Cranbrook:	0		1	
Total new patrons:	92		215	
<i>Adult Program Attendance</i>				
Staff-led:	5 events	43 attended	12 events	75 attended
Speaker-led:	0	0	0	0
Book clubs:	2 events	14 attended	8 events	65 attended
Tours/visits on-site:	0	0	0	0
Tours/visits off-site:	6 events	89 attended	2 events	44 attended
Chamber Music Concert			n/a	n/a
Bloomfield Historical Society			n/a	n/a
<i>Systems Program Attendance</i>				
Staff-led:	3 events	2 attended	3 events	24 attended
<i>Teen Program Attendance</i>				
Staff-led:	2 events	15 attended	1 event	1 attended
<i>Youth Program Attendance</i>				
Staff-led:	14 events	635 attended	19 events	1,210 attended
Speaker-led:	0		0	0
Tours/visits on-site:	0		2 events	124 attended
Tours/visits off-site:	4 events	88 attended	2 events	37 attended
TOTAL:	36 events	886 attended	49 events	1,580 attended
<i>Volunteers (number of people, hours)</i>				
Shop	0 people	0 hours	9	93.5
Shop	Shop: 0	0	7	78.0
Court	Court: 0	0	0	0
Students	Students: 0	0	0	0
Department volunteer	Dept. Vol: 0	0	2	15.5
<i>Patron Remarks</i>				
Patron Comments:	3		4	
Ask BTPL:	7		2	
Ask Us:	41		75	
DISPLAYS				
Lobby	"Tiny Art Exhibition"			
Local History	"The Fashion Show"			

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY FIVE YEAR CIRCULATION

4/19/2022

	<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	47,023
MARCH	62,452	62,128	38,121	56,504	54,732
TOTAL	724,182	710,735	661,932	481,614	594,879



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)

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Board of Trustees

FROM: Tera Moon, Library Director

DATE: April 20, 2022

SUBJECT: Strategic Plan Discussion

I am eager to start a new strategic planning process with you. Every planning process feels like a fresh start, but this moment in time feels like a whole new world, compared to 2015 when the past plan was begun. I would like you to consider previous planning experience, whether here or somewhere else, and what worked well. What is your favorite part of the process? What are you looking for in a consultant? What do you see as your role? How will we encourage residents to participate? What kind of input do we want from our residents? Are there any big themes that are already in your mind?

Please bring all your strategic planning thoughts to the meeting and be ready for a good discussion. I look forward to hearing your thoughts.

In May 2015, under the guidance of the Bloomfield Township Public Library's strategic planning committee consisting of the library director, assistant director two library board members and two staff members, the Library began the strategic planning for years 2016 – 2020. Library consultants Kimberly Bolan and Associates, LLC facilitated the process.

The Process

The Library's strategic planning process included the following key areas.

- 1) **Gathering community input and data**, which involved showing Bloomfield staff and residents (both users and non-users) the possibilities for the Library as a thriving 21st century library, and then gathering their input and ideas. In addition, benchmark, demographic, SWOT, and collection analysis were completed.
- 2) **Developing solutions** by compiling all gathered data and input and then working with the planning team during a Strategic Retreat to establish key strategic areas, specific goals, and related investments required to implement the goals to help the Library thrive over the next three years and beyond.
- 3) **Providing a path to results** by developing a plan that the Library staff and board can live, breathe, and readily implement on a day-to-day basis.

In total, twelve stakeholder sessions were conducted for the Bloomfield Township Public Library during August and September 2015. Focus group participants included the general public, parents, educators, boomers and seniors, the business community, Friends of the Library, teens, staff members, and trustees. Participants included frequent library users and non-users and ranged in ages and backgrounds. In addition, four one-on-one meetings were held with the township clerk, the township treasurer, the school superintendent, and the township supervisor. Overall, 125 stakeholders participated in the discussions regarding the Library's facility, services, and strategic future. In addition to the stakeholder sessions, an online survey was conducted from August 4 – September 18, 2015. 270 surveys were completed. Survey participants included a mix of library users and non-users with 94% being regular users (i.e., using the library multiple times a month or more) and the remainder being infrequent to non-users. Survey takers ranged from 13 years of age to over 75. 81% were 55 years of age or older.

What We Heard

The community focus groups and online survey explored several topics including customer service, programming, outreach, marketing, technology, collections, overall physical library space. Detailed summaries of all focus group and stakeholder feedback were provided in separate documents to the Library's leadership. All stakeholder input, data analysis, and follow-up exploration work led to the strategic foci, goals, and investments outlined on page 2 of this document.

Evaluation & Collaboration

With the goal of achieving all outlined goals over the next three years, Library administration, staff, and board of trustees will regularly evaluate their progress and achievements. Objectives set forth in this plan will be accomplished as outlined and will be reviewed on a monthly basis at the Library's board meetings. This balanced and systematic process also emphasizes that the resulting plan will be iterative and evolve substantially over the next several years. A strategy screen and work plan will be created by the team in order to best carry out and assess the plan.

The keys to Bloomfield Township Public Library's implementation, evaluation and, ultimately, the success of its strategic plan will be:

- A thorough understanding of the plan as well as active involvement in implementing the plan by staff and the board of trustees
- Frequent and ongoing communication between administration and staff
- Frequent and ongoing communication between Library staff and the public
- Active collaboration between the Library's board of trustees, administration, staff, outside organizations, and the community

Our Mission:

Bloomfield Township Public Library champions the power of words to spark discovery and imagination.

Strategic Focus	Goal	Investments	Outcome
Renowned Customer Service	Further develop the highest level of customer service for Bloomfield Township residents	<ul style="list-style-type: none"> • Increase staff awareness in order to reduce user redirecting • Improve wayfinding throughout the building • Offer Library tours to new and existing users • Develop consistency and application of policies by staff • Improve Wi-Fi access: outdoors, terraces & parking lot 	A community that loves the Library as much for the outstanding service as for the resources
Effective Public Awareness & Fundraising	Expand awareness, use and support of the Library and its services	<ul style="list-style-type: none"> • Commit more resources and attention to marketing • Develop a marketing and awareness plan • Work to better personalize the marketing experience • Increase the commitment to social media • Re-evaluate newsletter content and design approach • Expand outreach within the community • Develop opportunities to increase donor commitments 	The Library is viewed as one of the community's most important resources & priorities
Exceptional Services & Collections	Increase use of and customer satisfaction with the Library's services and collections	<ul style="list-style-type: none"> • Create a coordinated programming plan focusing on quality over quantity • Expand the scope and depth of technology training • Increase senior outreach and senior center partnerships • Upgrade the usability of the website and online calendar • Further enhance the local history collections • Further evaluate collection content and merchandising • Engage all staff in continuous learning about library services and collections 	Quality services that engage and elate all users and deliver the most effective use of taxpayer dollars
Quality Spaces & Places	Provide an attractive, easy-to-use and flexible facility and grounds that meet a variety of users' needs	<ul style="list-style-type: none"> • Re-evaluate the layout, size and functionality of various spaces throughout the building including, but not limited to, the computer lab, café, youth room, and teen area • Improve awareness of the use of appropriate volume levels and activities in the respective quiet and active areas • Increase and improve practicality, comfort and flexibility of furnishings • Improve outdoor space usability for programming and individual use 	The community perceives the facility is efficiently and effectively supporting the needs of all users

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.



The Friday 5 — March 11-13

Bonus: Book sales

March 12 • Various locations

As part of March is Reading Month, many local libraries and organizations are hosting events, including book sales. Here are some happening this Saturday:

The **Bloomfield Township** Public Library, 1099 Lone Pine Road, will hold a book sale from 11 a.m. to 3:30 p.m. Friends of the Bloomfield Township Public Library members may enter at 10 a.m. Masks are encouraged. The sale will continue the second Saturday of each month until June. For more information, visit facebook.com/FriendsBTPL or btpl.org/friends, or call (248) 642-5800.

The **Center Line** Public Library, 7345 Weingartz St., will hold a book sale from noon to 3 p.m. More than 300 titles will be available for various reading levels, from toddlers to teens. A free book will be given to each child with any purchase. Cash or check will be accepted. Another sale will take place April 9. For more information, call (586) 758-8274 or visit centerline.gov/202/Library.

The Michigan Military Technical & Historical Society Museum, 16600 Stephens in **Eastpointe**, will host a used book sale from 10 a.m. to 5 p.m. Hardcover books will cost \$1 and softcover books 50 cents. Puzzles, games, DVDs and VHS tapes will also be available. The sales will continue on Saturdays and from noon to 4 p.m. Sundays until March 27. For more information, visit mimths.org, email mimths@mimths.org or call (586) 872-2581.

The **Troy** Public Library, 510 W. Big Beaver Road, will offer 50% off titles for children and tweens at its Friends Shop from 10 a.m. to 1 p.m. The sale will continue on Saturdays and from 1 to 4 p.m. Sundays until the end of the month. For more information, call (248) 524-3538 or visit troypl.org.

For more events, check out our [Community Calendar](#). To submit an event, email calendar@candgnews.com or call (586) 498-1037. To advertise an event online or in our print publications, call (586) 924-9139.

: 2 hours ago

Family story time with school chief at library

Bloomfield Hills Schools Superintendent Pat Watson will host a special family story time at the Bloomfield Township Public Library on Thursday, March 24, from 4:30 to 6 p.m.

The special collaboration between the library and the school district feeds into the library's theme of being a place that “champions the power of words to spark discovery and imagination.”

Attendees will enjoy listening to stories read by Watson, a special visit by a therapy dog, and get to participate in a craft.

Those planning on attending are requested to RSVP online at bloomfield.org/storytime.

Bloomfield Twp. Library Appoints Shane Spradlin to Trustee Position





175 W 9 Mile Rd
 Ferndale, MI 48220
(248) 397-4811
sales@candlewickshoppe.com
oc115.candlewickshoppe.com



Products For Your Soul

Bloomfield Twp. Library Appoints Shane Spradlin to Trustee Position

(BTL, March 13, 2022)

Bloomfield Township, MI – The Bloomfield Township Public Library Board of Trustees has appointed Bloomfield Township resident Shane Spradlin to fill a vacancy on the Board. The vacancy was created by the resignation of Sandra Edwards, who had served on the Board for three and a half years. The Trustees thank Sandy for her devoted and capable service to the Library and the community.

Mr. Spradlin brings experience in law, finance, and management to his role on the Library Board of Trustees. He also has board experience, having served on boards for various organizations of which he is part.

Library Board of Trustees President Joan Luksik said, "Filling this vacancy was not easy due to the high caliber of every single applicant. Each of the ten candidates expressed their appreciation of Bloomfield Township Public Library, its amazing staff, collections, outreach, and building. After a lengthy deliberation, we selected Shane Spradlin as our newest trustee. Shane brings impressive experience as General Counsel of Penske Automotive Group and is a devoted library user. We look forward to welcoming him to the Bloomfield Township Public Library Board of Trustees."

Mr. Spradlin will be sworn in by Bloomfield Township Clerk Martin Brook before the Board's regular monthly meeting on March 15, 2022.

Bloomfield Township eNews 3/17/2022



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BTPL Announces STEAM Kits Available for Checkout



Bloomfield Township Public Library's Youth Services department is now providing a variety of STEAM kits for you to check out. Intended for children ages three and up, STEAM kits include crafts and activities based on science, technology, engineering, art, and math. STEAM kits are located in the nonfiction section of the Youth area at the Library and can be checked out for three weeks.

Youth Services Librarian Killian Weston created the kits to offer another avenue of discovery for our youngest patrons. Children can explore topics they're curious about in a hands-on way, which is not only fun but can also aid in learning. Themes include Earthquake Engineering, Happy Atoms, Insect Collection, Scratch Coding, Ukulele, Water Discovery, and more.

View available kits and place a hold by searching '[STEAM kit](#)' in our catalog or by calling the Library. The Friends of the Bloomfield Township Public Library generously provided funding for these kits with funds raised through their monthly Second Saturday sales and membership fees.

For more information, please call the Library at (248) 642-5800 or visit our website at www.btpl.org.

Bloomfield Township eNews 3/24/2022



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BTPL 2022 Photo Contest



THE PLACE TO DISCOVER

Residents of Bloomfield Township have been tapping into their creativity for the Library's Sixth Annual Photo Contest. This year's theme, "Tell Me a Story," received a total of 45 entries from 25 participants, who could submit up to two photos each.

The Library is reviewing entries and will choose winners for first, second, and third place in the age categories of 12 and under, 13-18, and 19+.

Members of the public can visit the Library's website to view the photos and vote for the People's Choice entry through Sunday, April 3.

A reception will be held at the Library on Saturday, April 9 from 2 p.m. to 4 p.m., where the winners from each age category will be announced, as well as Best in Show and People's Choice. The work of previous Photo Contest winners will be on display at the Library during the month of April.

For more information, please call the Library at (248) 642-5800 or visit our website at www.btpl.org.



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Thu 4/7/2022 11:18 AM

Book Sale This Saturday at BTPL



THE PLACE TO DISCOVER

conveniently sorted into more than 50 categories. Visa, MasterCard, and debit cards are accepted with a \$15 minimum purchase. For the safety of visitors and volunteers, masks and social distancing are strongly encouraged.

The Library Shop, located just inside the Library, remains open during Library hours and offers a selection of gently used books, movies, and music, as well as cards and gifts. The Friends are also continuing to accept donations of books and media in good condition. Visit the Friends of the Library [webpage](#) for more information.

For more information, please call the Library at (248) 642-5800 or visit the website at www.btpl.org.

The Friends of Bloomfield Township Public Library will hold their second Saturday book sale on Saturday, April 9 from 11 a.m. to 3:30 p.m. Friends members may shop the sale early from 10 a.m. to 11 a.m. and memberships can be purchased at the door on the day of the sale.

The sale takes place on the lower level of the Library and includes thousands of books and audiovisual materials for all ages and interests,

*For this one, Bloomfield Township eNews used our Photo Contest graphic with the Book Sale press release. A little confusing, but we're grateful for the coverage!

Bloomfield Township library introduces new youth STEAM kits

By: Mary Beth Almond | Birmingham - Bloomfield Eagle | Published April 20, 2022

BLOOMFIELD TOWNSHIP — The Bloomfield Township Public Library is giving its youngest patrons a new way to explore and learn this year.

The Bloomfield Township Public Library is part of a growing trend among libraries to offer kits and other nontraditional library materials along with its standard book, movie and music circulation.

The library recently introduced take-home STEAM kits for youth — ages 3 and up — that include crafts and activities based on science, technology, engineering, art and math.

Katherine Bryant, the assistant library director, said STEAM is a huge topic in education.

"The library likes to think of itself as a partner in education in our community, and this is a way to further the education of Bloomfield Township children, while doing it in a really fun and non school-based way — something exciting that they can check out from the library and they can explore hands-on at their leisure," she said.

Youth Services Librarian Killian Weston created the kits to offer another avenue of discovery for the library's youngest patrons.

"People learn in a lot of different ways, and we bill ourselves as the place to discover. You can discover things in books, you can discover things through our databases, but you can also discover things through interactive play and things like that ... so we want to make sure that all of our patrons have the ability to discover new things in whatever way works best for them," she said.



The Bloomfield Township Public Library's Human Body STEAM kit allows youth to learn and explore.

Photo provided by the Bloomfield Township Public Library

The STEAM kits are available in a variety of themes — such as code-a-pillar, earthquake engineering, happy atoms, insect collection, scratch coding, ukulele, water discovery, and more — and are located in the nonfiction section of the library's youth area. They can be checked out for three weeks.

"They've been wildly popular since we put them out March 1," Weston said. "We started with 13 kits, and we will be continuing to add to those. I'm currently in the process of looking for a few different options for new additions already."

To view or reserve available kits, search 'STEAM kit' in the library's catalog.

The Friends of the Bloomfield Township Public Library provided funding for the kits with funds raised through their monthly Second Saturday sales and membership fees.

For a full list of STEAM kits available for checkout, call the library at (248) 642-5800 or visit www.btpl.org.



The Bloomfield Township Public Library has a STEAM kit for youth to learn how to play the ukulele.

Photo provided by the Bloomfield Township Public Library



Bloomfield Township <gblack+bloomfieldtwp.org@ccse
To Katherine Bryant

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Wed 4/20/2022 1:04 PM

New Digital Materials Available at BTPL



Bloomfield Township Public Library, along with all other public libraries in the state of Michigan, recently received funding from the American Rescue Plan Act of 2021 (ARPA) for the purchase of new digital content.

Bloomfield Township Public Library is a member of Metro Net

Library Consortium, a Shared Content Group that also includes Baldwin, Canton, Farmington, Rochester, Southfield, and West Bloomfield Public Libraries. These seven libraries pooled their ARPA funding, close to \$17,000, to purchase digital materials that would benefit all the communities they serve.

Using these shared funds, Metro Net Library Consortium was able to purchase a total of 534 new titles, consisting of 425 e-books and 139 e-audiobooks. Because the average cost for an e-book or e-audiobook ranges from \$3 to \$65, acquiring these materials may not have been possible without the grant. In keeping with priorities of the American Rescue Plan Act of 2021, the new titles are mostly nonfiction and focus on topics such as mental health, workforce development, job seeking skills, and general educational needs, which are intended to help all Michigan residents navigate our post-COVID future.

Library cardholders can access e-books, e-audiobooks, and other digital content by signing in to OverDrive at <https://metronet.overdrive.com>, or by downloading the Libby app for mobile devices.

This grant is part of ARPA's designated \$200 million in pandemic response funding for the Institute of Museum and Library Services (IMLS), \$4 million of which was allotted to State Library Administrative Agencies in Michigan. Residents across all 83 Michigan counties will have access to the digital materials purchased with this funding, over \$870,000 of which was designated for new content.

DOWNTOWN

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Township library to offer virtual story hours

The Bloomfield Township Public Library is now offering virtual story hours for readers of all ages through Vimeo, using material available in the public domain.

"At Bloomfield Township Public Library, stories come in many forms," said Katherine Bryant, assistant director at the library.

The library is now offering a variety of virtual read-aloud sessions for adults, children, and families through Vimeo, using public domain materials sourced from Project Gutenberg. Bryant said listening to books read aloud is a great way to exercise the imagination, enhance literacy skills, and share quality time with friends and family.

Families and kids of all ages can tune in to KidLITCast, a weekly story time podcast produced by the Library's Youth Services department. Each episode features a chapter or two from a classic children's book, read by one of BTPL's youth librarians.

For the current series, Librarian Nicole Gillies is reading *My Father's Dragon* by Ruth Stiles Gannett. *My Father's Dragon* is a Newbery Honor-winning children's novel about a young boy who runs away to Wild Island to rescue a baby dragon. There will be ten episodes for this book, with a new series beginning in early summer. A new episode of KidLITCast is released every Friday, and all episodes can be accessed on the Library's Vimeo channel [at vimeo.com/user8829876](https://vimeo.com/user8829876).

For classic works of short fiction and poetry, adults and teens are invited to check out Virtual Read-Aloud with Emily on the Adult Services Vimeo page at vimeo.com/showcase/. Librarian Emily Benoit reads a different story or poem each month, with all materials available through Project Gutenberg ([gutenberg.org/](https://www.gutenberg.org/)) so listeners can read along if they wish. Recent titles include "Araby" by James Joyce, "The Bee-Man" by Alice Ruth Moore, and "The Cask of Amontillado" by Edgar Allan Poe.

Both KidLITCast and Virtual Read-Aloud are recorded on a video still frame with closed captioning available so people of all abilities can experience the stories.

For more information, residents can call the library at 248.642.4800 or go to btpl.org.



WHERE WE READ AND
YOU CAN IMAGINE
A PODCAST FOR FAMILIES
Find a link to this wonderful
program on our website at
www.btpl.org

ONE CHAPTER

EVERY FRIDAY

STARTING MARCH 11, 2022

MY
FATHER'S
DRAGON



KidLITCast

OUTDOOR PROGRAMS

Space is limited. Please dress for the weather.
Programs will be cancelled if there is bad weather.

OUTDOOR SPRING FAMILY STORY TIME

Join us outside for story time this spring on the Youth Services Terrace! Register once for the whole session. Grab your coats or rain jackets, blankets or umbrellas and cozy up for stories, songs, rhymes!

March 24 – April 14, Thursdays at 11 a.m.

Registration begins on February 28.

April 26 May 17, Tuesdays at 11 a.m.

Registration begins on April 4.

LEAP INTO SCIENCE: WIND EXPLORATION

Saturday, May 14 at 1 p.m.

We will learn about and experiment with an often overlooked source of energy that's all around us! Activities are designed for children ages 5 – 10 years.

Registration begins on April 18.

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

Monday, May 9 at 5 p.m.

Registration begins on April 18.

Book Worms

Grades 2nd – 3rd

Wednesday, May 25 at 5 p.m.

Registration begins on May 2.

Paperbacks & Snacks

Grades 4th – 5th

Wednesday, April 6 at 5 p.m.

Registration begins on March 14.

Book Chat

Grades 6th – 8th

Will be returning in June!



Thursday, April 7 & May 12, 2-3:30p.m.

Join one of our librarians at the Johnson Nature Center for a story time, crafts & hike!

Register at bloomfield.org/trees



Contact Us

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

hello spring!

APRIL & MAY
YOUTH EVENTS

SUMMER READING 2022



Coming this June!



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.

April 28 - May 19

Registration begins on April 4.

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, April 12 at 7 p.m.

Registration begins on March 15.

Tuesday, May 10 at 7 p.m.

Registration begins on April 12.

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.

April 21

Registration begins on March 17.

May 19

Registration begins on April 21.

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

April 2022						
*Register for these events at btpl.org/events						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4 Registration begins for 2 nd Session Outdoor Spring Family Story Time 4/26 & Virtual Family Story Time 4/28	5 Spring Virtual Family Story Time 10:30am*	6 Paperbacks & Snacks 5:00*	7 Outdoor Spring Family Story Time 11am* Wild About Books at the Johnson Nature Center 2pm. Register at bloomfield.org/trees	8	9
10	11	12 Spring Virtual Family Story Time 10:30am* Family PJ Story Time 7pm* Register for Family PJ Story Time 5/10*	13	14 Outdoor Spring Family Story Time 11am*	15	16
17 Library is Closed in Observance of Easter	18 Registration begins for My First Book Club 5/9 & Leap into Science: Wind Exploration 5/14	19	20	21 Art Lab 4:30pm* Register for Art Lab 5/19	22	23
24	25	26 2 nd Session Outdoor Spring Family Story Time Begins 11am*	27	28 2nd Session Spring Virtual Family Story Time Begins 10:30am*	29	30

May 2022						
*Register for these events at btpl.org/events						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Registration begins for Book Worms 5/25	3 Outdoor Spring Family Story Time 11am*	4	5 Spring Virtual Family Story Time 10:30am*	6 Library is Closed for Staff Development Day	7
8	9 My First Book Club 5pm*	10 Outdoor Spring Family Story Time 11am* Family PJ Story Time 7pm*	11	12 Spring Virtual Family Story Time 10:30am* Wild About Books at the Johnson Nature Center 2pm. Register at bloomfield.org/trees	13	14 Leap into Science: Wind Exploration 1pm*
15	16	17 Outdoor Spring Family Story Time Begins 11am*	18	19 Spring Virtual Family Story Time 10:30am* Art Lab 4:30pm*	20	21
22	23	24	25 Book Worms 5pm*	26	27	28
29	30	31				
The Library will be closed Sunday & Monday in observance of Memorial Day		 Please contact us if you require any additional accommodations.				

April 2022 Adult and Teen Programs

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<p>Bloomfield Township Public Library Virtual Branch</p> <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> 			<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 English Language Conversation Group 10 a.m.</p>	<p>2 ***PowerPoint Basics 1:30 p.m.</p> 
3	4	<p>5 Knitting Plus Club 10 a.m.</p> 	<p>6 **Movie Discussion Club 11 a.m.</p> <p>**Teen and Adult Craft Day: Make a Springtime Gnome 5:30 p.m.</p>	7	<p>8 English Language Conversation Group 10 a.m.</p>	<p>9 Friends of the Library Second Saturday Book Sale 10 a.m. – 3:30 p.m. (First hour Friends members only)</p> <p>6th Annual Photo Contest Reception and Awards 2 p.m. – 4 p.m.</p>
10	<p>11 Sensory Story Time for Adults and Teens 11 a.m.</p>	<p>12 **Memoir Writers' Group 1 p.m.</p>	<p>13 ***Intro to Social Media 5:30 p.m.</p> <p>**Writers' Rendezvous 6:30 p.m.</p> 	14	15	16
<p>17 LIBRARY CLOSED FOR EASTER SUNDAY</p>	<p>18 **30 Minute Lunchtime Book Club 1 p.m.</p>	<p>19 **Tuesday Book Club 10 a.m.</p>	<p>20 *Mystery Book Club 1 p.m.</p> 	21	<p>22 English Language Conversation Group 10 a.m.</p> <p>Sensory-Friendly Movies for Adults and Teens 11 a.m.</p>	<p>23 ***Intro to Scanning and Photo Editing 1:30 p.m.</p> 
24	<p>25 **BYOB (Bring Your Own Book) Book Club at the Rusty Bucket (Square Lake and Telegraph) 6 p.m.</p>	<p>26 **Memoir Writers' Group 1 p.m.</p>	<p>27 **Crafting Conversations Book Club for Teens 4:30 p.m.</p> <p>**Writers' Rendezvous 6:30 p.m.</p>	<p>28 **Thursday Book Club 10 a.m.</p>	<p>29 English Language Conversation Group 10 a.m.</p>	30

1099 LONE PINE ROAD, BLOOMFIELD TOWNSHIP, MI 48302 (248) 642-5800 www.btpl.org

DATES FOR LIBRARY BOARD OF TRUSTEES

Tuesday, April 26, 7:00 p.m. – Library Board Meeting

Tuesday, May 3, 7:00 p.m. – Ambassadors Group Meeting

Wednesday, May 4, 11:00 a.m. -Friends Board Meeting

Friday, May 6 – Staff Development Day (Library Closed)

Wednesday, May 11, 11:30 a.m. – Friends Annual Meeting (members only,
RSVP required)

Saturday, May 14, 10:00 a.m. – 3:30 p.m. – Friends Saturday Sale

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