Bloomfield Township Public
Library

# Bloomfield Township Public Library
# Board of Trustees

Library Board Meeting
**Tuesday, May 17, 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, May 17, 2022 7:00 p.m.

| # | NUMBERED ITEMS | DATE DELIVERED |
|---|---|---|
| 1 | Agenda | 05/13/2022 |
| 2a | Request to remove items from the Consent Agenda for Discussion | 05/13/2022 |
| 2b | Motion to approve the order of items for the regular and consent agendas | 05/13/2022 |
| 5 | Motion to approve remaining Consent Agenda items 6-8d | 05/13/2022 |
| 6 | Regular Board Meeting Minutes of April 26, 2022 | 05/13/2022 |
| 7a | Cash Disbursements | 05/13/2022 |
| 7b | Revenues/Expenditures Budget Report | 05/13/2022 |
| 7c | Energy Report | 05/13/2022 |
| 8a | President's Report– no report | |
| 8b | Director's Report | 05/13/2022 |
| 8c | Art Committee –no report | |
| 8c | Advocacy Committee | 05/13/2022 |
| 8c | Building and Grounds Committee – no report | |
| 8c | Cranbrook, DPL, and TPL | 05/13/2022 |
| 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 | Cranbrook, DPL, and TPL Agreements | 05/13/2022 |
| 13 | Motion to approve any items removed from the Consent Agenda | 05/13/2022 |

| UNNUMBERED ITEMS | DATE DELIVERED |
|---|---|
| Press Mentions | 05/13/2022 |
| Marketing Report | 05/13/2022 |
| Youth Services Events Calendar | 05/13/2022 |
| Adult Services Events Calendar | 05/13/2022 |
| Dates for Library Board of Trustees | 05/13/2022 |

AGENDA
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, May 17, 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 April 26, 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. Cranbrook, Detroit Public Library, and Troy Public Library Agreements
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: June 21, 2022
16. Adjournment

**2a**

## 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, April 26, 2022, 7:00 p.m.

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: | Tom Deska, Grant Gerhart, Danielle Gillman, Judy Lindstrom, Joan Luksik, and Shane Spradlin |
| Trustees Absent: | None |
| Administration: | Director Tera Moon, Assistant Director Katherine Bryant, Administrative Assistant Linden Godlove |
| Guests: | Laura J. Kraly, Adult Services Department Head and SOC representative |

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

*A vote was taken for approval of the motion.*
*Ayes: Deska, Gerhart, Gillman, Lindstrom, Luksik, and Spradlin*
*Nays: None*
**MOTION CARRIED**

**PRESIDENT'S VERBAL REPORT:**
President Joan Luksik announced that Adult Services Librarian Marcia Preston retired. Marcia sent a note to the Library Board that remarked on her "wonderful memories of Library staff and patrons…The Library will always have a special place in my heart. Best wishes to all in future endeavors." President Luksik shared an article from *Crain's* "Home Libraries Garner Interest but not Everyone Wants One" about a house on Grosse Isle with a library of 10,000 books.

**DIRECTOR'S VERBAL REPORT:**
Director Moon remarked that 56 boxes of books were donated on Monday. There was a discussion on where books go that are not needed for the library collection or Friends sales. Many get donated to organizations like senior centers, educational groups, and more.

She hoped that everyone enjoyed looking at the photos from the contest. The theme was "Tell Us a Story." The reception on April 9 was a success with thanks to Administration for efforts collecting photos, promoting the event, decorations, refreshments, and more. All winners were in attendance, except one, and one parent attending on their child's behalf. The contest inspired participants to try something new, to take classes, and put themselves "out there." Kosta Sergakis has participated in every library photo contest and placed in all but one. 2023's theme was announced "Celebrating the Past, Embracing the Future."

PROPOSED

Staffing update: Lauren Catoni-Ellis will be the new Youth Services Assistant Department Head on May 16. She was hired in 2015 as a Youth Services Clerical Assistant, and later served as an Intern, and Part Time Youth Services Librarian. In recent years she has worked at Troy Public Library.

Jen Taggart contributed chapters for a book called *Differing Abilities and the Library,* which is a collection of essays by various authors.

Trustee Dani Gillman was named Emerging Leader by the National Council for Jewish Women. There will be an award Ceremony on June 9 at Knollwood Country Club in West Bloomfield. She will give a speech.

Friday, May 6, the Library is closed for Staff Development Day. Part of the day will be staff learning about diversity, equity, and inclusion. The Michigan Roundtable for Diversity and Inclusion, the speaker for the day, has a display of panels and banners in Adult Services area about housing segregation in metro Detroit.

Katherine Bryant shared about the Great Lakes Chamber Music Festival happening throughout Metro Detroit. "In Conversation with Richard Powers and Perry Goldstein" will be at the Library on Wednesday, June 15, 2 p.m. Pulitzer Prize winner Richard Powers and his friend, the great composer Perry Goldstein, will come together in conversation about their collaboration as part of festival. They'll be joined by an ensemble of musicians to demonstrate the intersection between their two artforms.

**REGULAR AGENDA:**

***Call to the Public:***

Laura Kraly, SOC representative, she and Daniella Bryant remain on the Staff Organization Committee for another fiscal Year, with Administration Clerk Lindsey Block joining.

**UNFINISHED BUSINESS:**

No unfinished business.

**NEW BUSINESS:**

**11a Strategic Planning Discussion**

Tera Moon commented that half of the current library board had been involved in the previous strategic planning process. She enjoys the research and compiling of information in this process. Strategic Planning puts the big picture into focus, creating goals and finding the next direction for the library to go.

She plans to model this process on the previous BTPL Strategic Planning process. A consultant will be hired, with a Request for Proposal (RFP) being released at the end of week. Administration will recommend a consultant at the June board meeting. The selected consultant will help facilitate conversations in the community and assist in determining the library's future goals.

The draft timeline includes spending the summer and fall gathering information with a plan being drafted to be presented to the public in the winter.

Director Moon reported that most of the previous strategic plan's goals had been completed. For instance, improving spaces was a huge component and resulted in the Commons area being created. There were also updates to marketing. Partnerships and community outreach relationships were improved, as well as staff awareness.

PROPOSED

In the recent strategic plan, the information gathering phase included meetings with Township staff, Friends of the Library, different age groups (families, senior center, Teen Advisory Board.) There are many platforms to reach out to the community, including an email marketing platform to cardholders, the newsletter that goes to every household, and the social media audiences that have been built. There will also be polls in the Library to collect feedback. The new census information will also help to determine focus groups.

Director Moon thanked the board for their input and expressed her enthusiasm for hearing their thoughts.

**OTHER:**

Judy Lindstrom remarked the daffodils look spectacular and the colder weather makes them last longer. She praised the entrance urns.

Tom Deska inquired about the therapy dog that recently visited the Library. The teacher and the dog Douglas are welcome to visit. In June, the Library has invited therapy dogs during exam week. Leader Dogs for the blind puppies were recently brought to be socialized.

Joan Luksik announced that there will be an appointment of committees for the 2022 term.
New appointments to committees were reviewed and discussed.

Art Committee: Dani Gillman and Judy Lindstrom
Advocacy Committee: Shane Spradlin and Judy Lindstrom
Building and Grounds Committee: All
Cranbrook, DPL, Troy Committee: Grant Gerhart and Joan Luksik
Development Committee: All
Finance Committee: Tom Deska and Shane Spradlin
Friends of the Library Liaison Committee: Joan Luksik and Dani Gillman
Investment Committee: All
Jeanette P. Myers Scholarship Selection Committee: Tom Deska and Grant Gerhart
Personnel/Director Evaluation Committee: Joan Luksik and Judy Lindstrom
Policy Committee: Tom Deska and Grant Gerhart

Trustee Dani Gillman reported on the Wednesday, April 6 Friends Board Meeting. Many surplus donations go to schools, senior living centers, and other places in need throughout metro Detroit. The Friends Annual Meeting is on Wednesday, May 11, at 11:00 a.m.

Dani and Joan attended the Volunteer reception and enjoyed it. They met some of the Friends volunteers. Volunteer Coordinator Marty McGee knows a personal detail about each volunteer. She has new books in the collection plated in each volunteer's honor and a list is available of these titles.

The next Library Board Meeting will be Tuesday, May 17 at 7:00 p.m.

At 8:15 p.m. President Joan Luksik adjourned the meeting.

Submitted by:

PROPOSED

Judy Lindstrom, Secretary

PROPOSED

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

| Check # | Date | Payee | Cash Account | Amount |
|---|---|---|---|---|
| | | **General Fund** | | |
| **ADVANCE CHECKS:** | | | | |
| 22144 | 4/18/22 | AMAZON.COM | 016.01 | 417.24 |
| 22145 | 4/18/22 | CONSUMERS ENERGY | 016.01 | 4,734.95 |
| 22146 | 4/18/22 | FLAGSTAR BANK | 016.01 | 5,094.06 |
| 22147 | 4/18/22 | PRINCIPAL LIFE INS CO-SBD GRANDE ISLAND | 016.01 | 793.57 |
| 22148 | 4/18/22 | Silver Sky, Inc. | 016.01 | 200.00 |
| 22149 | 5/2/22 | Synchrony Bank / Amazon | 016.01 | 26.09 |
| 22150 | 5/2/22 | AMAZON.COM | 016.01 | 1,607.88 |
| 22151 | 5/2/22 | APPLIED IMAGING | 016.01 | 782.73 |
| 22152 | 5/2/22 | AT&T | 016.01 | 158.01 |
| 22153 | 5/2/22 | AT&T | 016.01 | 760.88 |
| 22154 | 5/2/22 | DTE ENERGY | 016.01 | 16,757.01 |
| 22155 | 5/2/22 | TERMINIX PROCESSING CTR. | 016.01 | 151.00 |
| 22156 | 5/2/22 | VERIZON WIRELESS | 016.01 | 196.64 |
| 22157 | 5/2/22 | VIGILANTE SECURITY | 016.01 | 1,950.00 |
| 22199 | 5/9/22 | UNITED STATES POSTAL SERVICE | 016.01 | 4,000.00 |
| Total | | | | 37,630.06 |
| **REGULAR CHECKS:** | | | | |
| 22158 | 5/9/22 | AERO FILTER, INC | 016.01 | 112.00 |
| 22159 | 5/9/22 | AMERICAN PEST CONTROL | 016.01 | 15,611.00 |
| 22160 | 5/9/22 | ASSA ABLOY ENTRANCE SOLUTIONS | 016.01 | 960.78 |
| 22161 | 5/9/22 | AUNALYTICS, INC. | 016.01 | 2,389.25 |
| 22162 | 5/9/22 | BAKER & TAYLOR, INC. | 016.01 | 10,938.85 |
| 22163 | 5/9/22 | BLACKSTONE PUBLISHING | 016.01 | 41.60 |
| 22164 | 5/9/22 | BLOOMFIELD TOWNSHIP | 016.01 | 388,823.70 |
| 22165 | 5/9/22 | BLOOMFIELD TOWNSHIP | 016.01 | 197,267.77 |
| 22166 | 5/9/22 | CAR TRUCKING, INC. | 016.01 | 204.75 |
| 22167 | 5/9/22 | CENGAGE LEARNING/GALE | 016.01 | 562.56 |
| 22168 | 5/9/22 | CHAMPAGNE ENGRAVING | 016.01 | 25.00 |
| 22169 | 5/9/22 | CINTAS CORPORATION | 016.01 | 88.16 |
| 22170 | 5/9/22 | COLLABORATIVE SUMMER LIBRARY PROGRAM | 016.01 | 343.47 |
| 22171 | 5/9/22 | DOEREN MAYHEW & CO., P.C. | 016.01 | 14,850.00 |
| 22172 | 5/9/22 | DU ALL CLEANING, INC | 016.01 | 5,560.00 |
| 22173 | 5/9/22 | ENCYCLOPAEDIA BRITANNICA, INC. | 016.01 | 1,570.00 |
| 22174 | 5/9/22 | FINDAWAY WORLD LLC | 016.01 | 64.99 |
| 22175 | 5/9/22 | FRANK REWOLD AND SON, INC. | 016.01 | 17,571.22 |
| 22176 | 5/9/22 | GREAT OAKS MAINTENANCE | 016.01 | 19,391.45 |
| 22177 | 5/9/22 | H. V. BURTON CO. | 016.01 | 495.00 |
| 22178 | 5/9/22 | INGRAM LIBRARY SERVICES | 016.01 | 439.32 |
| 22179 | 5/9/22 | INNOVATIVE INTERFACE, INC | 016.01 | 24,171.21 |
| 22180 | 5/9/22 | LJ ROLLS REFRIGERATION CO., INC | 016.01 | 2,099.24 |
| 22181 | 5/9/22 | LAKELAND BOATING | 016.01 | 64.95 |
| 22182 | 5/9/22 | MIDWEST COLLABORATIVE for LIB. SVCS | 016.01 | 22,978.67 |
| 22183 | 5/9/22 | MICROMARKETING LLC | 016.01 | 304.72 |
| 22184 | 5/9/22 | MIDWEST TAPE | 016.01 | 46,043.39 |
| 22185 | 5/9/22 | MORNINGSTAR, INC. | 016.01 | 219.00 |
| 22186 | 5/9/22 | MI Roundtable for Diversity & Inclusion | 016.01 | 4,500.00 |
| 22187 | 5/9/22 | NICHOLS/NETWORK SERVICES CO | 016.01 | 337.00 |
| 22188 | 5/9/22 | OVERDRIVE | 016.01 | 10,154.10 |
| 22189 | 5/9/22 | OXFORD UNIVERSITY PRESS USA | 016.01 | 2,493.90 |
| 22190 | 5/9/22 | PROQUEST-CSA LLC | 016.01 | 13,256.94 |
| 22191 | 5/9/22 | THE ROSEN PUBLISHING GROUP | 016.01 | 225.50 |
| 22192 | 5/9/22 | THE ROWMAN & LITTLEFIELD PUBLISHING GRP | 016.01 | 320.02 |

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

| Check # | Date | Payee | Cash Account | Amount |
|---|---|---|---|---|
| 22193 | 5/9/22 | SCHOLASTIC, INC | 016.01 | 1,286.27 |
| 22194 | 5/9/22 | School Life, a division of image stuff | 016.01 | 463.05 |
| 22195 | 5/9/22 | SENTINEL TECHNOLOGIES, INC. | 016.01 | 225.00 |
| 22196 | 5/9/22 | TEL SYSTEMS | 016.01 | 230.00 |
| 22197 | 5/9/22 | THE LIBRARY NETWORK | 016.01 | 4,620.00 |
| 22198 | 5/9/22 | THOMSON REUTERS/THOMSON WEST | 016.01 | 132.30 |
| 22200 | 5/9/22 | WALLACEBURG BOOKBINDING & MFG | 016.01 | 256.82 |
| 22201 | 5/9/22 | WT. COX INFORMATION SERVICES | 016.01 | 20.48 |
| 22202 | 5/9/22 | ZOOBEAN, INC. | 016.01 | 1,595.00 |
| Total | | | | 813,308.43 |

# Gift Fund

**ADVANCE CHECKS:**

| | | | | |
|---|---|---|---|---|
| 5292 | 4/18/22 | AMAZON.COM | 012.03 | 850.18 |
| 5293 | 4/18/22 | FLAGSTAR BANK | 012.03 | 2,413.03 |
| 5294 | 5/2/22 | AMAZON.COM | 012.03 | 31.25 |
| 5295 | 5/4/22 | Lori Smith Hoogasian | 012.03 | 100.00 |
| Total | | | | 3,394.46 |

**REGULAR CHECKS:**

| | | | | |
|---|---|---|---|---|
| 5296 | 5/9/22 | BAKER & TAYLOR | 012.03 | 50.10 |
| 5297 | 5/9/22 | MATTHEW BALL | 012.03 | 500.00 |
| 5298 | 5/9/22 | GOLDNER WALSH NURSERY, INC. | 012.03 | 418.99 |
| 5299 | 5/9/22 | LONG LAKE MARKET | 012.03 | 597.54 |
| 5300 | 5/9/22 | Michigan ReLeaf | 012.03 | 200.00 |
| Total | | | | 1,766.63 |

# BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

## Cash Disbursements Comments
## April 2022

### General Fund Advance

- Check #22145 payable to Consumers Energy in the amount of $4,734.95 was payment for the period 3/9-4/6.

- Check #22154 payable to DTE Energy in the amount of $16,757.01 was payment for the period 3/9-4/7.

- Check #22199 payable to the US Postal Service in the amount of $4,000.00 was payment for the library's bulk mailing permit for the summer newsletter mailing.

### General Fund

- Check #22159 payable to American Pest Control in the amount of $15,611.00 was payment for tree root surgery.

- Check #22164 payable to Bloomfield Township in the amount of $388,823.70 was payment for three payrolls including FICA, health insurance, etc ($388,084.44) and water for the period 3/17-4/18 ($738.86).

- Check #22165 payable to Bloomfield Township in the amount of $197,267.77 was payment for the library's pension obligation.

- Check #22171 payable to Doeren Mayhew in the amount of $14,850.00 was payment for temporary accounting services.

- Check #22175 payable to Frank Rewold & Sons in the amount of $17,571.22 was payment for the LED lighting project.

- Check #22176 payable to Great Oaks Maintenance in the amount of $19,391.45 was payment for spring clean-up and mulch application.

- Check #22184 payable to Midwest Tape in the amount of $46,043.39 was payment for deposit on hoopla plus DVDs.

- Check #22186 payable to MI Roundtable for Diversity and Inclusion in the amount of $4,500.00 was payment for speakers for Staff Development Day.

**Gift Fund Advance**

- Check #5295 payable to Lori Smith-Hoogasian in the amount of $100.00 was payment for the Carol Mueller “Place to Discover” Leadership Award.

**Gift Fund**

- Check #5297 payable to Matthew Ball in the amount of $500.00 was payment for a program performer.

- Check #5300 payable to ReLeaf Michigan in the amount of $200.00 was payment for a program speaker.

## Bloomfield Township Public Library
# FY 2022-2023 General Fund Budget

**PRESENTED: MAY 17, 2022 FOR THE MONTH OF: APRIL, 2022**

| ACCOUNT NAME | 2022-2023 ADOPTED BUDGET AS OF MARCH 16, 2022 | 2022-2023 AMENDED BUDGET AS OF MARCH 16,2022 | REVENUE/EXPENSE CURRENT MONTH | REVENUE/ EXPENSE YTD | % OF BUDGET YTD | One Month 8.33% VARIANCE |
|---|---|---|---|---|---|---|
| ***Revenues*** | | | | | | |
| **Taxes** | **$8,141,617** | **$8,141,617** | **$0** | **$0** | **0.00%** | **($8,141,617)** |
| **Penal Fines** | **$87,600** | **$87,600** | **$0** | **$0** | **0.00%** | **($87,600)** |
| **State Aid** | **$32,800** | **$32,800** | **$21,595** | **$21,595** | **65.84%** | **($11,205)** |
| **Circulation Fines & Fees** | **$25,500** | **$25,500** | **$1,665** | **$1,665** | **6.53%** | **($23,835)** |
| **Charges for Services** | **$14,866** | **$14,866** | **$500** | **$500** | **3.37%** | **($14,366)** |
| **Investment earnings** | **$50,000** | **$50,000** | **($15,645)** | **($15,645)** | **-31.29%** | **($65,645)** |
| **Miscellaneous** | **$34,566** | **$34,566** | **$203** | **$203** | **0.59%** | **($34,364)** |
| **Total Revenues** | **$8,252,542** | **$8,386,949** | **$8,318** | **$8,318** | **0.10%** | **($8,378,631)** |
| ***Expenditures*** | | | | | | |
| **Personnel** | **$4,777,521** | **$4,777,521** | **$455,356** | **$455,356** | **9.53%** | **($4,322,165)** |
| **Library Services** | **$817,933** | **$817,933** | **$126,081** | **$126,081** | **15.41%** | **($691,852)** |
| **Facilities & Equipment** | **$1,036,779** | **$1,036,779** | **$94,536** | **$94,536** | **9.12%** | **($942,243)** |
| **Other Operating Expenditures** | **$3,619,429** | **$3,619,429** | **$69,996** | **$69,996** | **1.93%** | **($3,549,433)** |
| **Total Expenditures** | **$10,251,662** | **$10,251,662** | **$745,969** | **$745,969** | **7.28%** | **($9,505,693)** |
| Fund Balance - Beginning | $12,237,654 | $12,237,654 | | $12,237,654 | | |
| Net revenue (expenditure) | ($1,864,713) | ($1,864,713) | | ($737,651) | | |
| Fund Balance - Ending | $10,372,941 | $10,372,941 | | $11,500,003 | | |

| **Fund Balance Designations** | | |
|---|---|---|
| Nonspendable-Prepaid Expense | $18,791 | $18,791 |
| Committed Fund Balance (is 8-months of operational expenditures amount) | $4,588,431 | $4,588,431 |
| 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) | $5,665,719 | $5,665,719 |
| Unassigned Fund Balance (is the unplanned emergency amount) | $100,000 | $100,000 |

**Bloomfield Township Public Library**

# FY 2022-2023 Gift Fund Budget

**PRESENTED: MAY 17, 2022 FOR THE MONTH OF: APRIL, 2022**

One Month 8.33%

| ACCOUNT NAME | 2022-2023 ADOPTED BUDGET AS OF MAR 16, 2022 | 2022-2023 AMENDED BUDGET AS OF APRIL 26, 2022 | REVENUE/ EXPENSE CURRENT MONTH | REVENUE/ EXPENSE YTD | % OF BUDGET YTD | VARIANCE |
|---|---|---|---|---|---|---|
| ***Revenues*** | | | | | | |
| **Gift Income** | **$500** | **$500** | **$0** | **$0** | **0.00%** | **($500)** |
| Gift Revenue | $0 | $0 | $0 | $0 | #DIV/0! | $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 | $500 | $0 | $0 | 0.00% | ($500) |
| Smith Challenge Grant | $0 | $0 | $0 | $0 | #DIV/0! | $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** | **$1** | **0.41%** | **($199)** |
| **Miscellaneous Revenue** | **$0** | **$0** | **$0** | **$0** | **0.00%** | **$0** |
| **Total Revenues** | **$700** | **$700** | **$1** | **$1** | **0.12%** | **($699)** |
| ***Expenditures*** | | | | | | |
| **Library Services** | **$75,589** | **$75,589** | **$2,160** | **$2,160** | **2.86%** | **($73,429)** |
| **Facilities & Equipment** | **$34,382** | **$34,382** | **$2,641** | **$2,641** | **7.68%** | **($31,741)** |
| **Other Operating Expenditures** | **$52,224** | **$52,224** | **$363** | **$363** | **0.69%** | **($51,861)** |
| **Total Expenditures** | **$162,195** | **$162,195** | **$5,164** | **$5,164** | **3.18%** | **($157,031)** |
| Fund Balance - Beginning | $161,695 | $161,695 | | $161,695 | | |
| Net revenue (expenditures) | ($161,495) | ($161,495) | | ($5,163) | | |
| Fund Balance - Ending | $200 | $200 | | $156,532 | | |

7b

# Bloomfield Township Public Library
## Asset Allocation Summary
## APRIL 2022

| Fund | Type | Annual Yield | Date | Amount on Hand |
|---|---|---|---|---|
| **General Fund** | | | | |
| | 5th 3rd Checking (Ecommerce) | 0.00% | 4/30/2022 | $92,811.06 |
| | Flagstar Public Funds Savings | 0.25% | 4/30/2022 | $200,366.18 |
| | Flagstar Premier Public Entities Checking | 0.15% | 4/30/2022 | $258,911.08 |
| | RBC Capital Cash/Money Market | 0.01% | 4/30/2022 | $412,053.30 |
| | RBC Capital - Investments | 1.17% | 4/30/2022 | $11,734,856.07 |
| | **Total General Fund** | | | **$12,606,186.63** |
| | **Please see General Fund budget for notes on how this amount is earmarked** | | | |
| **Gift Fund** | Huntington Public Fund Business Interest Checking | 0.01% | 4/30/2022 | $93,112.82 |
| | Huntington CD (Charnov gift) - matures 02/05/2024 | 0.03% | 4/30/2022 | $50,000.00 |
| | Fifth Third Bank Business Standard Checking | 0.00% | 4/30/2022 | $14,802.78 |
| | **Total Gift Fund** | | | **$157,915.60** |

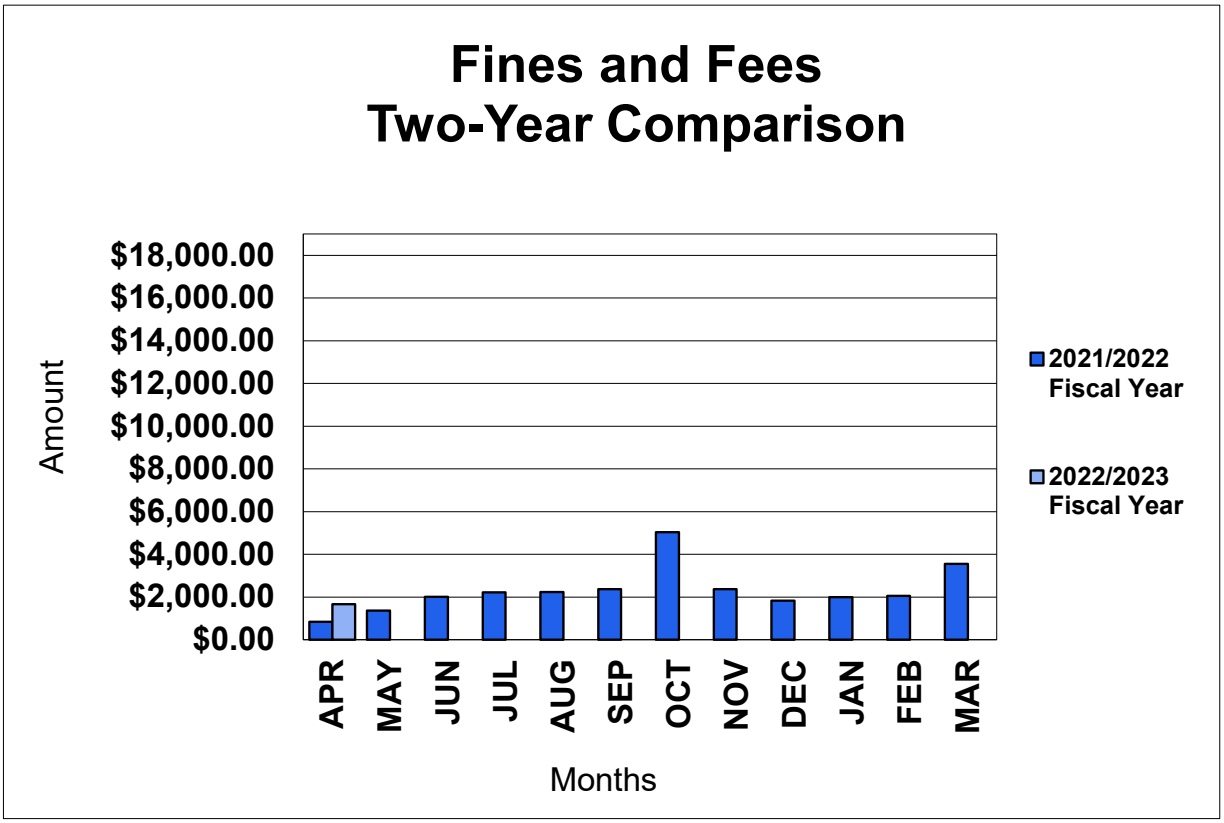
**CFSEM**

The following endowment funds are administerd 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.

| | *Updated 3/2022* | |
|---|---|---|
| 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

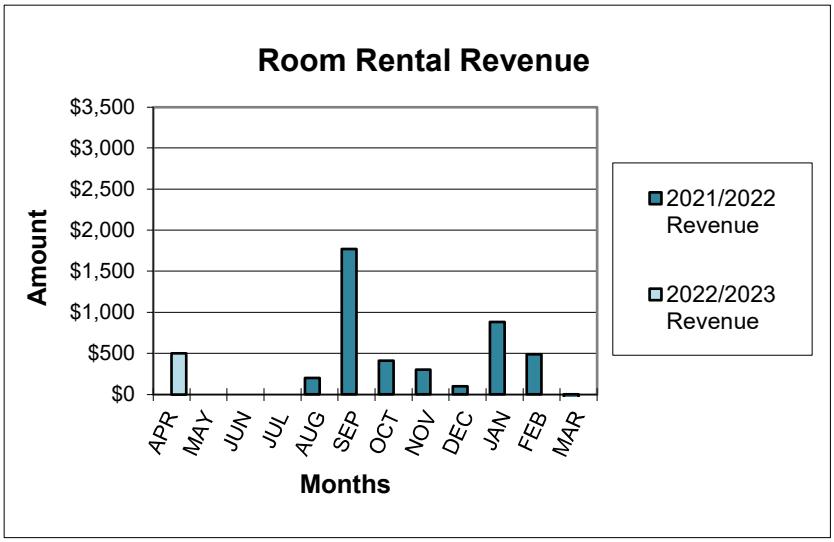
| Month | 2021/2022 Fiscal Year | 2022/2023 Fiscal Year | Difference |
|---|---|---|---|
| APR | $838.45 | $1,665.40 | $826.95 |
| MAY | $1,373.25 | | ($1,373.25) |
| JUN | $2,008.55 | | ($2,008.55) |
| JUL | $2,218.95 | | ($2,218.95) |
| AUG | $2,228.30 | | ($2,228.30) |
| SEP | $2,376.65 | | ($2,376.65) |
| OCT | $5,029.51 | | ($5,029.51) |
| NOV | $2,371.50 | | ($2,371.50) |
| DEC | $1,828.00 | | ($1,828.00) |
| JAN | $2,000.60 | | ($2,000.60) |
| FEB | $2,056.98 | | ($2,056.98) |
| MAR | $3,557.26 | | ($3,557.26) |
| | | | YTD Difference |
| TOTAL | $27,888.00 | $1,665.40 | ($26,222.60) |

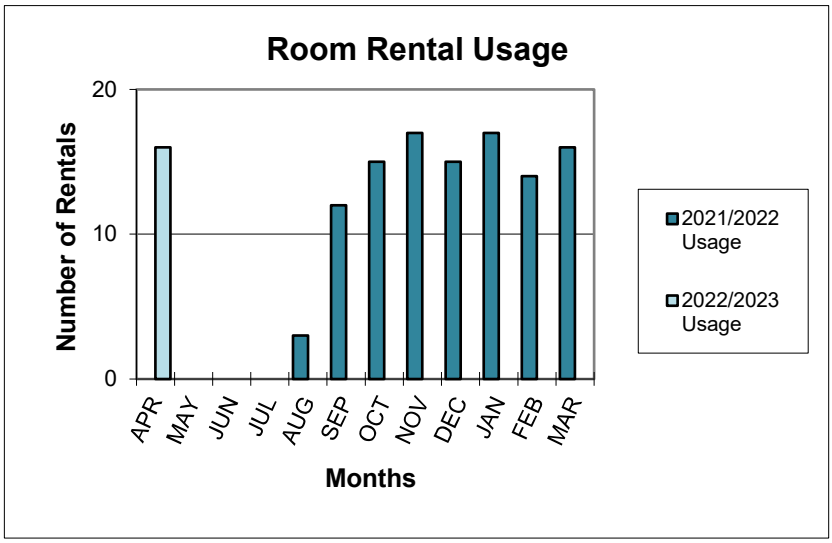


# ROOM RENTAL - TWO-YEAR COMPARISON

**7b**

| Month | 2021/2022 Revenue | 2022/2023 Revenue | Difference | 2021/2022 Usage | 2022/2023 Usage | Month |
|---|---|---|---|---|---|---|
| APR | $0.00 | $500.00 | $500.00 | 0 | 16 | APR |
| MAY | $0.00 | | $0.00 | 0 | | MAY |
| JUN | $0.00 | | $0.00 | 0 | | JUN |
| JUL | $0.00 | | $0.00 | 0 | | JUL |
| AUG | $200.00 | | ($200.00) | 3 | | AUG |
| SEP | $1,770.00 | | ($1,770.00) | 12 | | SEP |
| OCT | $410.00 | | ($410.00) | 15 | | OCT |
| NOV | $300.00 | | ($300.00) | 17 | | NOV |
| DEC | $100.00 | | ($100.00) | 15 | | DEC |
| JAN | $880.00 | | ($880.00) | 17 | | JAN |
| FEB | $490.00 | | ($490.00) | 14 | | FEB |
| MAR | ($480.00) | | $480.00 | 16 | | MAR |
| | | | YTD Difference | | | |
| TOTAL | $3,670.00 | $500.00 | ($3,170.00) | 109 | 16 | |

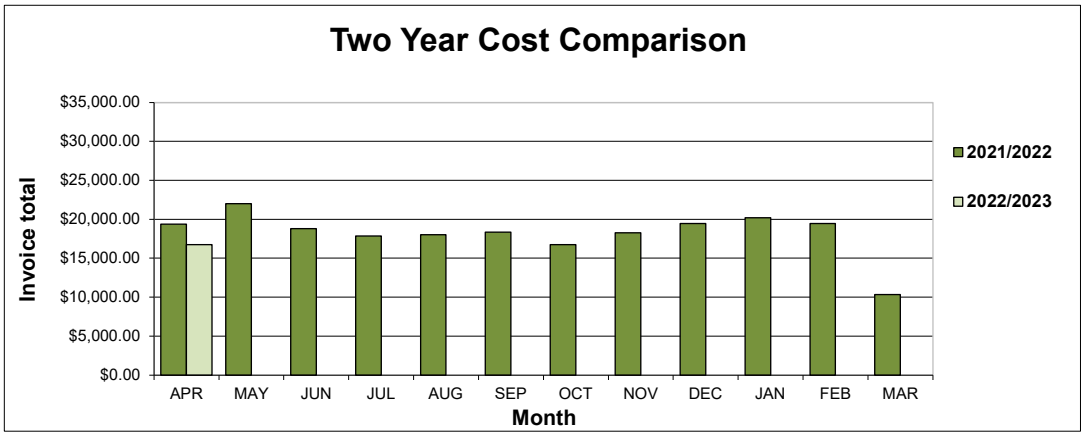


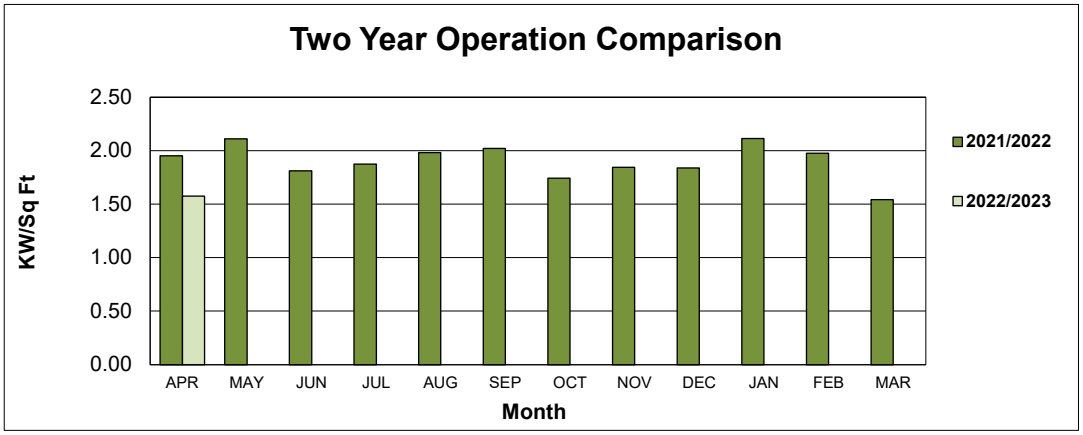



# Bloomfield Township Public Library
# Electricity Analysis

Building Area = 101,023 Sq ft.

| TWO YEAR COST COMPARISON | | | | CURRENT YEAR OPERATION | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| Month | 2021/2022 | 2022/2023 | 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 | $19,353.70 | $16,757.01 | ($2,596.69) | 159,180 | $0.11 | 221.08 | 1.58 | $23.27 | $0.17 |
| MAY | $22,004.56 | | ($22,004.56) | | #DIV/0! | 0.00 | 0.00 | $0.00 | $0.00 |
| JUN | $18,782.78 | | ($18,782.78) | | #DIV/0! | 0.00 | 0.00 | $0.00 | $0.00 |
| JUL | $17,838.49 | | ($17,838.49) | | #DIV/0! | 0.00 | 0.00 | $0.00 | $0.00 |
| AUG | $18,004.84 | | ($18,004.84) | | #DIV/0! | 0.00 | 0.00 | $0.00 | $0.00 |
| SEP | $18,350.49 | | ($18,350.49) | | #DIV/0! | 0.00 | 0.00 | $0.00 | $0.00 |
| OCT | $16,723.27 | | ($16,723.27) | | #DIV/0! | 0.00 | 0.00 | $0.00 | $0.00 |
| NOV | $18,252.35 | | ($18,252.35) | | #DIV/0! | 0.00 | 0.00 | $0.00 | $0.00 |
| DEC | $19,445.48 | | ($19,445.48) | | #DIV/0! | 0.00 | 0.00 | $0.00 | $0.00 |
| JAN | $20,200.83 | | ($20,200.83) | | #DIV/0! | 0.00 | 0.00 | $0.00 | $0.00 |
| FEB | $19,441.46 | | ($19,441.46) | | #DIV/0! | 0.00 | 0.00 | $0.00 | $0.00 |
| MAR | $10,316.61 | | ($10,316.61) | | #DIV/0! | 0.00 | 0.00 | $0.00 | $0.00 |
| | | | YTD Difference | | | | | | |
| TOTAL | $218,714.86 | $16,757.01 | ($201,957.85) | | | | | | |



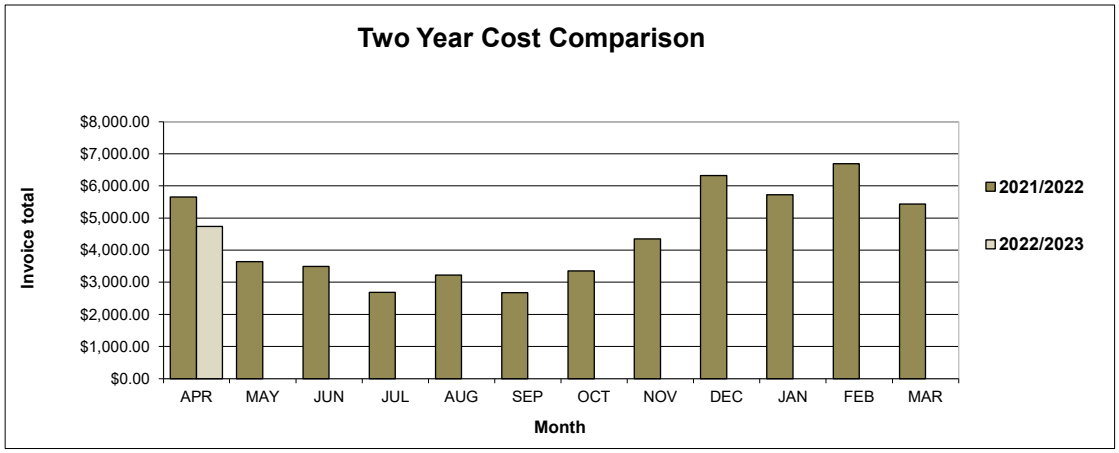



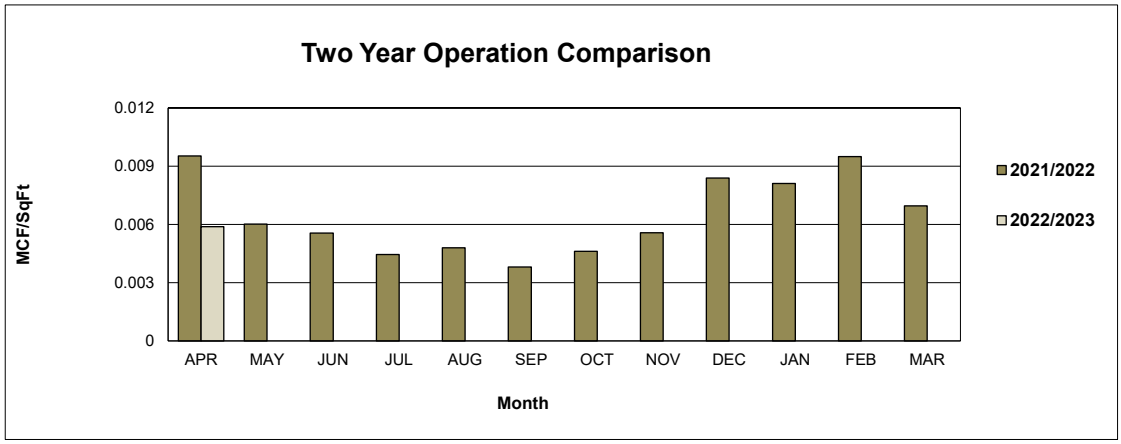
# Bloomfield Township Public Library
# Natural Gas Analysis

Building Area = 101,023

1 Cu. Ft. = 1000 BTU

| *TWO YEAR COST COMPARISON* | | | | *OPERATION* | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| Month | 2021/2022 | 2022/2023 | Difference | MCF | COST/MCF | HOURS (24 x no.days per month) | MCF/HR | MCF/SqFt | $/HR | $/SqFt |
| APR | $5,654.64 | $4,734.95 | ($919.69) | 593.7 | $7.98 | 720 | 0.82 | 0.006 | 6.58 | 0.046 |
| MAY | $3,636.56 | | ($3,636.56) | | #DIV/0! | 744 | 0.00 | 0.000 | 0.00 | 0.000 |
| JUN | $3,492.51 | | ($3,492.51) | | #DIV/0! | 720 | 0.00 | 0.000 | 0.00 | 0.000 |
| JUL | $2,686.18 | | ($2,686.18) | | #DIV/0! | 744 | 0.00 | 0.000 | 0.00 | 0.000 |
| AUG | $3,225.84 | | ($3,225.84) | | #DIV/0! | 744 | 0.00 | 0.000 | 0.00 | 0.000 |
| SEP | $2,673.07 | | ($2,673.07) | | #DIV/0! | 720 | 0.00 | 0.000 | 0.00 | 0.000 |
| OCT | $3,347.66 | | ($3,347.66) | | #DIV/0! | 744 | 0.00 | 0.000 | 0.00 | 0.000 |
| NOV | $4,347.53 | | ($4,347.53) | | #DIV/0! | 720 | 0.00 | 0.000 | 0.00 | 0.000 |
| DEC | $6,325.88 | | ($6,325.88) | | #DIV/0! | 744 | 0.00 | 0.000 | 0.00 | 0.000 |
| JAN | $5,721.34 | | ($5,721.34) | | #DIV/0! | 744 | 0.00 | 0.000 | 0.00 | 0.000 |
| FEB | $6,688.96 | | ($6,688.96) | | #DIV/0! | 696 | 0.00 | 0.000 | 0.00 | 0.000 |
| MAR | $5,433.41 | | ($5,433.41) | | #DIV/0! | 744 | 0.00 | 0.000 | 0.00 | 0.000 |
| | | | YTD Difference | | | | | | | |
| TOTAL | $53,233.58 | $4,734.95 | ($48,498.63) | | | | | | | |



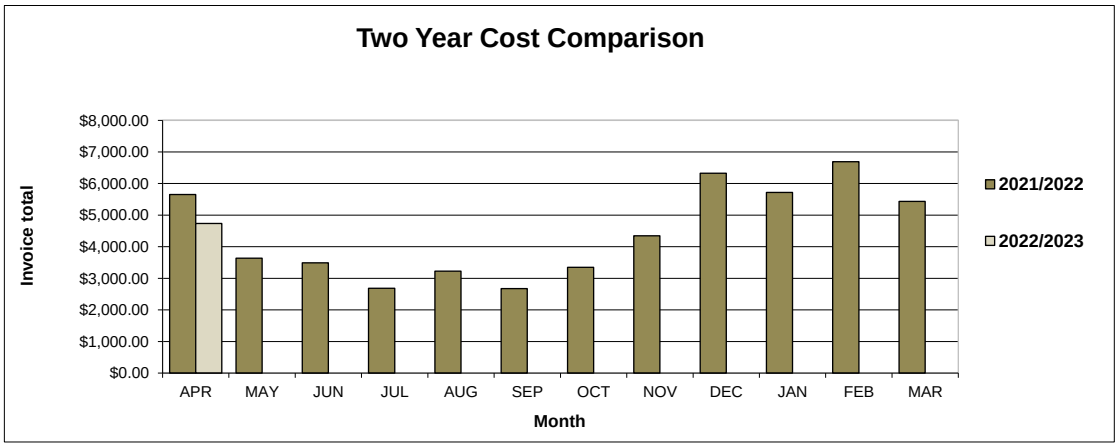



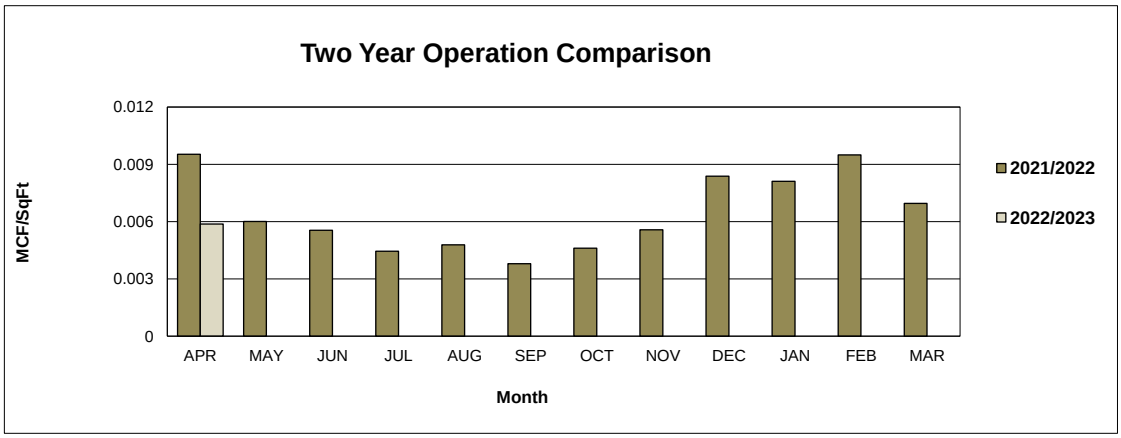
# Bloomfield Township Public Library
# Natural Gas Analysis

Building Area = 101,023

1 Cu. Ft. = 1000 BTU

| *TWO YEAR COST COMPARISON* | | | | *OPERATION* | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| Month | 2021/2022 | 2022/2023 | Difference | MCF | COST/MCF | HOURS (24 x no.days per month) | MCF/HR | MCF/SqFt | $/HR | $/SqFt |
| APR | $5,654.64 | $4,734.95 | ($919.69) | 593.7 | $7.98 | 720 | 0.82 | 0.006 | 6.58 | 0.046 |
| MAY | $3,636.56 | | ($3,636.56) | | #DIV/0! | 744 | 0.00 | 0.000 | 0.00 | 0.000 |
| JUN | $3,492.51 | | ($3,492.51) | | #DIV/0! | 720 | 0.00 | 0.000 | 0.00 | 0.000 |
| JUL | $2,686.18 | | ($2,686.18) | | #DIV/0! | 744 | 0.00 | 0.000 | 0.00 | 0.000 |
| AUG | $3,225.84 | | ($3,225.84) | | #DIV/0! | 744 | 0.00 | 0.000 | 0.00 | 0.000 |
| SEP | $2,673.07 | | ($2,673.07) | | #DIV/0! | 720 | 0.00 | 0.000 | 0.00 | 0.000 |
| OCT | $3,347.66 | | ($3,347.66) | | #DIV/0! | 744 | 0.00 | 0.000 | 0.00 | 0.000 |
| NOV | $4,347.53 | | ($4,347.53) | | #DIV/0! | 720 | 0.00 | 0.000 | 0.00 | 0.000 |
| DEC | $6,325.88 | | ($6,325.88) | | #DIV/0! | 744 | 0.00 | 0.000 | 0.00 | 0.000 |
| JAN | $5,721.34 | | ($5,721.34) | | #DIV/0! | 744 | 0.00 | 0.000 | 0.00 | 0.000 |
| FEB | $6,688.96 | | ($6,688.96) | | #DIV/0! | 696 | 0.00 | 0.000 | 0.00 | 0.000 |
| MAR | $5,433.41 | | ($5,433.41) | | #DIV/0! | 744 | 0.00 | 0.000 | 0.00 | 0.000 |
| | | | YTD Difference | | | | | | | |
| TOTAL | $53,233.58 | $4,734.95 | ($48,498.63) | | | | | | | |



**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**

**LIBRARY BOARD OF TRUSTEES**
**MONTHLY DIRECTOR'S REPORT**

**May 2022**

I am pleased that the Bloomfield Hills Schools student art exhibition, Art from the Hills, will be held at the Library from May 17 through May 27. The opening reception will be Tuesday, May 17 starting at 4:30pm – same evening as the board meeting! I encourage you to enjoy the art throughout the Library. It is always a joyous moment to share with the school community.

The Library is still accepting applications for the Jeanette P. Myers Scholarship. Applications for this annual scholarship are available at the Library's Welcome Desk as well as on the Library's website at www.btpl.org. The due date for all applications is Wednesday, June 1. Award(s) will be presented prior to the August 16, 2022 board meeting. Please share this information with anyone who may have an interest and be eligible.

The Friends annual meeting on Wednesday, May 11 was well-attended and all enjoyed hearing about the 2022 Michigan Notable Books from the Library of Michigan's Community Engagement Librarian Adam Oster. Friends board member elections were held at this meeting and officers were elected for 2022/2023. Friends Board members are:

Kathy Connor, President
Glenda Bard, Vice President
Nancy Lambert, Secretary
Kim Hoke, Treasurer
Elaine Johnston, Corresponding Secretary
Ann Pohl
Linda Saukkonen
Cathy Ranke
Richard Lambert
Russell Conner
Diane Hied

This is a reminder that the Library will be closed on Sunday, May 29 and Monday, May 30, for Memorial Day Weekend. The Library will reopen as scheduled on Tuesday, May 31 at 9:30am.

*Respectfully Submitted,*

*Tera Moon*
*Library Director*

Pandemic Service
Phase 3 1/25/21 - 6/30/21
Phase 4 7/1/21 - 9/6/21
Phase 5 9/7/21-present

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MONTHLY ACTIVITY REPORT
April 2022

5/12/2022

| | 2021 | | 2022 | |
|---|---|---|---|---|
| **COLLECTION** | | | | |
| Book Collection: | 232,433 | | 230,873 | |
| Media Collection: | 55,452 | | 54,620 | |
| Total e-books: | 22,619 | | 20,281 | |
| Overdrive | 18,002 | | 16,354 | |
| Total downloadable audiobooks: | 7,917 | | 8,567 | |
| Materials Total: | 318,421 | | 314,341 | |
| | | | | |
| **CIRCULATION** | | | | |
| Circulation Total: | 48,463 | | 48,665 | |
| Bloomfield Township Circulation: | 46,474 | | 46,108 | |
| Virtual Circulation Total | 12,435 | | 10,604 | |
| Circulation of Youth materials: | 16,518 | | 19,209 | |
| Circulation of Media: | 8,643 | | 7,443 | |
| Circulation of Cranbrook passes: | 49 | | 162 | |
| Self-checkout machine use: | 9,695 | 20.0% | 12,299 | 25.3% |
| Library by Mail: | 21 | 33 patrons | 103 | 40 patrons |
| | | | | |
| **BUILDING & EQUIPMENT USAGE** | | | | |
| Door Count: | 5,270 | | 13,296 | |
| Gate Count: | 7,046 | | 14,775 | |
| Meeting rooms by public: | 0 | | 10 | |
| Meeting rooms by staff: | 0 | | 46 | |
| | | | | |
| **VIRTUAL USE** | | | | |
| Home page hits: | 29,781 | | 28,620 | |
| e-book access: | 3,706 | | 4,607 | |
| Audiobook access: (Overdrive) | 2,069 | | 2,597 | |
| Magazine download access: | 894 | | 668 | |
| Hoopla access: | 3,252 | | 2,732 | |
| | | | | |
| **Library Computer Use** | | | | |
| Resident Use | 163 | | 434 | |
| Guest Use | 139 | | 252 | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Pandemic Service
Phase 3 1/25/21 - 6/30/21
Phase 4 7/1/21 - 9/6/21
Phase 5 9/7/21-present

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MONTHLY ACTIVITY REPORT
April 2022

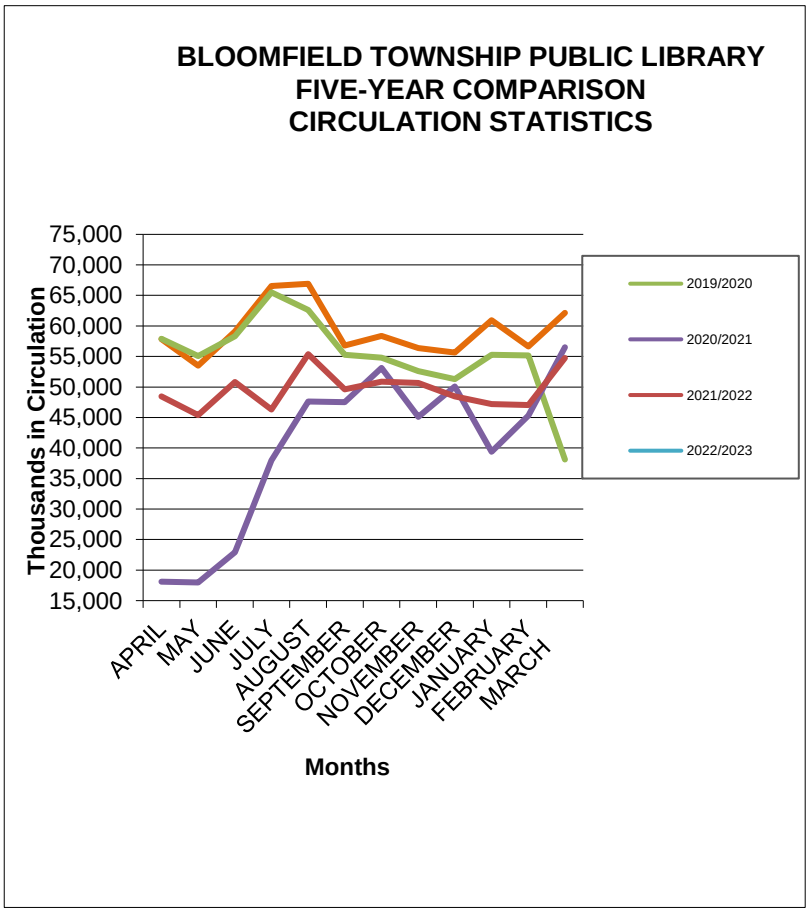
5/12/2022

| | | | | |
|---|---|---|---|---|
| | 2021 | | 2022 | |
| **OUTREACH & PROGRAMS** | | | | |
| ***New Patrons and Accounts*** | | | | |
| Township: | 53 | | 160 | |
| Cranbrook: | 1 | | 4 | |
| Total new patrons: | 54 | | 179 | |
| | | | | |
| ***Adult Program Attendance*** | | | | |
| Staff-led: | 7 | 57 | 10 events | 60 attended |
| Speaker-led: | 0 | 0 | 0 | 0 |
| Book clubs: | 2 | 17 | 8 events | 63 attended |
| Tours/visits on-site: | 0 | 0 | 0 | 0 |
| Tours/visits off-site: | 5 | 97 | 1 event | 25 attended |
| Chamber Music Concert | 0 | 0 | n/a | |
| Bloomfield Historical Society | 0 | 0 | n/a | |
| | | | | |
| ***Systems Program Attendance*** | | | | |
| Staff-led: | 5 | 0 | 3 events | 21 attended |
| | | | | |
| ***Teen Program Attendance*** | | | | |
| Staff-led: | 1 | 4 | 1 event | 0 |
| | | | | |
| ***Youth Program Attendance*** | | | | |
| Staff-led: | 11 | 644 | 19 events | 459 attended |
| Speaker-led: | 0 | 0 | 0 | 0 |
| Tours/visits on-site: | 0 | 0 | 0 | 0 |
| Tours/visits off-site: | 1 | 67 | 2 events | 103 attended |
| TOTAL: | 32 events | 886 attended | 44 events | 731 attended |
| | | | | |
| ***Volunteers*** | 0 | 0 | 11 people | 113.75 hours |
| Shop | 0 | 0 | 8 people | 91.00 hours |
| Court | 0 | 0 | 0 | 0 |
| Students | 0 | 0 | 1 person | 8.00 hours |
| Department volunteer | 0 | 0 | 2 people | 14.75 hours |
| | | | | |
| ***Patron Remarks*** | | | | |
| Patron Comments: | 1 | | 2 | |
| Ask BTPL: | 4 | | 7 | |
| Ask Us: | 46 | | 73 | |
| | | | | |
| **DISPLAYS** | | | | |
| Lobby | 2022 Photo Contest | | | |
| | | | | |
| Local History | "Going to the Chapel" | | | |

# BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
# FIVE YEAR CIRCULATION

5/9/2022

| | 2018/2019 | 2019/2020 | 2020/2021 | 2021/2022 | 2022/2023 |
|---|---|---|---|---|---|
| APRIL | 57,829 | 57,900 | 18,087 | 48,463 | 48,665 |
| MAY | 53,493 | 55,056 | 17,974 | 45,393 | |
| JUNE | 59,101 | 58,301 | 22,933 | 50,843 | |
| JULY | 66,539 | 65,499 | 37,962 | 46,304 | |
| AUGUST | 66,907 | 62,633 | 47,629 | 55,372 | |
| SEPTEMBER | 56,817 | 55,270 | 47,507 | 49,604 | |
| OCTOBER | 58,359 | 54,813 | 53,114 | 50,855 | |
| NOVEMBER | 56,357 | 52,623 | 45,117 | 50,656 | |
| DECEMBER | 55,615 | 51,267 | 50,080 | 48,439 | |
| JANUARY | 60,945 | 55,277 | 39,378 | 47,195 | |
| FEBRUARY | 56,645 | 55,172 | 45,329 | 47,023 | |
| MARCH | 62,128 | 38,121 | 56,504 | 54,732 | |
| **TOTAL** | 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
# CRANBROOK, DPL, TROY COMMITTEE
# MEETING MINUTES

The meeting of the Cranbrook, DPL, Troy Committee was held in the Library on Thursday, May 12, 2022.

**Present:** Trustees: Joan Luksik and Grant Gerhart

**Administration:** Library Director, Tera Moon

Information regarding the three special agreements between Cranbrook Educational Community, Detroit Public Library and Troy Public Library and Bloomfield Township Public Library was reviewed. Use statistics and our previous signed agreements were shared along with updated agreements for review.

Bloomfield Township residents borrowed 1,668 Cranbrook Passes between April 1, 2021 – March 31, 2022. These passes provide access to Cranbrook's Natatorium, Institute of Science, Art Library, Art Museum and House and Gardens at no charge. Our residents are very pleased to have access to these wonderful facilities. During this same time, 1,835 library items were borrowed by 227 Cranbrook students and faculty. Cranbrook students and faculty registered at Bloomfield Township Public Library are permitted to borrow up to 99 items and use library study rooms.

Detroit Public Library Director Jo Anne Mondowney supports renewing our agreement between Detroit Public Library (DPL) and our Library as well. While a small number of Bloomfield Township residents use the DPL collections and services such as the Burton Historical collection, there are no other sources for this information. Without this agreement, our residents would be charged a $100 nonresident fee. From April 2021 through March 2022, 61 DPL cardholders borrowed 679 items.

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This committee recommends renewing all three agreements and supports bringing the agreements to the entire Library Board at its next regularly scheduled meeting on Tuesday, May 17, 2022.

No future meeting has been scheduled at this time.

# PROPOSED MINUTES OF THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

## LIBRARY AMBASSADORS GROUP

Bloomfield Township Public Library
Oakland County, Michigan
Tuesday, May 3 7:00 p.m.
Meeting Room 1

| | |
|---|---|
| Trustees Present: | Grant Gerhart and Joan Luksik |
| Trustees Absent: | Judy Lindstrom, Tom Deska, Dani Gillman, Shane Spradlin |
| Administration: | Director Tera Moon; Assistant Director Katherine Bryant; Administrative Assistant Linden Godlove |
| Guests: | Library Staff: Patricia Ballard and Drew Heuser, Bloomfield Township Residents: Lyle Dahlberg, Joy Murray, Max Emmer, Daniel Meram, Judith Kudla, Janice Glenn, and Keith Carduner |

President Joan Luksik greeted everyone and introduced the Board. She expressed her appreciation to everyone attending, noting that their skills sets and value will be helpful for the Strategic Plan. This is very important as it will create the library's path for the next five years.

Director Tera Moon introduced Library staff for a "Summer at the Library" Preview. Librarians Drew Heuser and Patricia Ballard presented information about the theme, plan, and supporting programs for the Summer reading program which will run June 21 to July 31. Youth, Teen, and Adult Departments are running concurrent summer reading programs. These will include a multilingual night as well as a multicultural event at the Bloomfield Hills schools. They spoke of avoiding the "summer slide" by keeping children's minds active. They talked about digital resources and analog resources and what is being used by readers. The students receive an enewsletter through the schools that includes updates about library programs. Every household in Bloomfield Township receives a print newsletter and this will have information about summer reading.

Director Moon echoed Joan's thanks to the Ambassadors for participating in the strategic planning.

The Library is about 95% back to "normal," with meeting rooms open, returning in-person programming, with the exception of programs for children under 5. There are not as many visitors as before the pandemic. Today is Tera's one-year anniversary as Library Director. It has been a full year with changes in leadership and the pandemic. The focus will now be building the future of the library and the Bloomfield Township community. In the past, the Library hired a consultant to assist in the creation of the plan and to provide an outsider's view. There is a request for proposals out currently. There will be a recommendation made to the trustees at the June Board meeting. The summer and fall will be spent gathering information, which will be an opportunity for the ambassadors to assist as they are able. A Strategic Plan should be in place by the end of 2022 and it will be launched at the next fiscal year, April 2023.

Suggested themes in discussion included were: library spaces (like the computer lab, teen area, and business and investing area), environmental stewardship, equity, diversity, and inclusion. The Library will be seeking a millage in 2024, which was discussed. It was suggested that the mission statement, brand, and logo be reviewed.

The Strategic Plan 2016-2020 Accomplishments were reviewed:

- Increased staff awareness of library-wide information and events and services offered by all departments through staff huddles held twice a week and shared via email
- Established regular meetings of the Seniors-in-Charge (Staff Member responsible for building on schedule) to enhance communication
- Offered library tours to new and existing patrons to increase awareness of library collections, services, and events, and deepen relationships between staff and patrons
- Created a library video tour that is available on the Library's website
- Improved consistency of procedure and messaging among all staff through increased communication across departments
- Improved Wi-Fi throughout the Library and doubled the WiFi Strength
- Developed a marketing plan and started implementation
- Formed a marketing committee with representatives from several departments meets monthly to plan campaigns and research new marketing ideas
- Increased the commitment to social media by establishing an Instagram and Twitter account in addition to our Facebook page and meeting the goal of posting at least once a day
- Redesigned the print newsletter and enhanced and improved the enewsletter with new software that allows us to reach all library cardholders
- Expanded outreach through relationships with Bloomfield Hills Schools, Johnson Nature Center, Bloomfield Township Senior Services Center
- Expanded outreach by strengthening connections with BCTV, including regular filmed library updates
- Expanded outreach by inviting elected officials to tour the library during a special legislative breakfast event
- Coordinated programming between Adult and Youth Services by combining summer reading into one platform; jointly offering speakers and other events that have multi age appeal; coordinating offerings in areas like themes, crafts, and programming
- Established a photo contest and read-a-thon as community-wide, all-ages programs that provide opportunities for residents to be creative, compete, and build leadership skills
- Increased the number and type of programming offered outside the library such as trivia at Mex, several programs at the Bloomfield Township Senior Center including drop-in download help and book talks, and offering a library card discount program that involved local businesses
- Created a new space in the Library called The Commons which achieved the goal of providing a welcoming space for collaboration, opening 70 new places to sit
- Improved wayfinding by moving the Media collection to Adult and Youth respectively; this opened the view to a restroom that was difficult to find and helped with lighting of the DVD and CD collections
- Replaced carpeting to improve wayfinding in Commons

- Began work to retrofit all lighting from fluorescent to LED
- Improved lighting on signage

The Ambassadors each introduced themselves. The Ambassadors were curious of the demographics of Bloomfield Township residents. They expressed wanting residents to feel an ownership of their library. There was concern of every resident being reached, including those without a library card. Suggestions were made to help patrons give feedback while in the Library.

Questions were raised for discussion to the Ambassador's Group:

- What is your experience with Strategic Planning? What were some things you experienced? What role would you like to have in the Strategic Planning Process?
- What great achievements can we build upon?
- How can we encourage residents to participate?
- What kind of input is needed from residents?
- Are there any big themes you suggest?
- How has the community changed and how will the Library respond to these changes?

**Closing**

Library Board President Joan Luksik expressed her appreciation of the Ambassador's perspectives.

Future meeting dates and times in July, January, and April

The next Library Ambassadors meetings will be Tuesday, July 26, 2022 7:00pm – 8:30pm

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**
**MEMORANDUM**

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**TO:** **Library Board of Trustees**

**FROM:** Tera Moon, Library Director

**DATE:** May 13, 2022

**SUBJECT: Cranbrook Educational Community, Detroit Public Library, and Troy Public Library Reciprocal Agreement Renewals**

These unique and special agreements continue to be very worthwhile to our Bloomfield Township residents and to Cranbrook students and faculty, Detroit Public Library patrons and Troy Public Library patrons. Each organization has very different resources to offer our community and vice versa. It certainly is a win/win arrangement.

I worked with leaders at all three organizations to confirm renewal of these contracts. As of the writing of this memo Detroit Public Library and Troy Public Library Directors support renewing these agreements without changes. Cranbrook Educational Community has not renewed yet, but there are currently no concerns or reasons to think this won't happen – it's just a matter of timing.

Detroit Public Library Director Jo Anne Mondowney supports renewing our agreement between Detroit Public Library (DPL) and our Library as well. While a small number of Bloomfield Township residents use the DPL collections and services such as the Burton Historical collection, there are no other sources for this information. Without this agreement, our residents would be charged a $100 nonresident fee. From April 2021 through March 2022, 61 DPL cardholders borrowed 679 items.

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Updated agreements between Cranbrook Educational Community, Detroit Public Library, Troy Public Library and Bloomfield Township Public Library follow this memo. New dates for each agreement are the only proposed changes from the previous agreements approved in 2019. The Cranbrook, Detroit Public Library and Troy Public Library Committee Trustees support my recommendation to approve these special agreements.

Thank you for your review and consideration. If you agree, the following motion is needed.

**ACTION**: I move that Bloomfield Township Public Library renew the agreements with the Detroit Public Library and Troy Public for a three year term as stated in the agreements and that the agreement with Cranbook Educational Community be renewed pending approval from that institution.

**Bloomfield Township Public Library & Detroit Public Library**
**Reciprocal Borrowing Agreement**

This agreement is entered into this 17th day of May, 2022 by and between the **Bloomfield Township Public Library (BTPL),** and **Detroit Public Library (DPL).**

This Agreement, which shall be for a period of three (3) years, commencing on August 1, 2022, shall provide that:

> **BTPL:** All residents of Detroit and employees with valid Detroit Public Library cards will have borrowing privileges at the BTPL and access to all its collections.
>
> **DPL:** All residents and employees of Bloomfield Township with valid Bloomfield Township Public Library cards will have borrowing privileges at the DPL and access to all its collections.

This Agreement will be for three (3) years, with an annual evaluation for any adverse effects on either party, in which event, good faith consideration will be given to modification or termination. This Agreement may be terminated by either party, without cause, upon six month's written notice given to the other. No modification or amendments to this Agreement shall be effective unless written and signed by both parties.

Executed by the parties, by their duly authorized officers:

**Bloomfield Township Public Library**

by: _____

Joan Luksik, President
Library Board of Trustees

**Detroit Public Library**

by: _____ 5/10/2022

Jo Anne Mondowney
Executive Director

**RECIPROCAL BORROWING AGREEMENT**
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
TROY PUBLIC LIBRARY

This Agreement is entered into on this 17th day of May, 2022 by and between parties Bloomfield Township Public Library (BTPL) and the Troy Public Library (TPL).

This renewed Agreement, for three years, shall commence on July 1, 2022 through June 30, 2025 and shall be automatically renewed for subsequent three year terms unless BTPL or TPL provides written notice of termination to the other party at least 60 days prior to the expiration of the term.

**BTPL:** All residents of the City of Troy Michigan and employees of TPL possessing valid Troy Public Library cards will have borrowing privileges of up to ten cumulative items from the BTPL. Additionally, except as set forth above, all residents of the City of Troy, Michigan and employees of TPL possessing valid Troy Public Library cards shall have access to all BTPL collections, per BTPL's existing policy of circulation to non-residents.

**TPL:** All residents of the Charter Township of Bloomfield, Michigan and employees of BTPL possessing valid Bloomfield Township Public Library cards will have borrowing privileges of up to ten cumulative items from the TPL. Additionally, all residents of Bloomfield Township, Michigan and employees of BTPL possessing valid Bloomfield Township Public Library cards shall have access to all TPL collections.

**BTPL** and **TPL** agree that residents of the Charter Township of Bloomfield, Michigan or residents of the City of Troy and all library employees who use the reciprocal library under this Agreement must comply with the ordinances, regulations, rules and procedures concerning the library. BTPL and TPL will notify the other party if a reciprocal user is in violations of its ordinances, regulations, rules and procedures and specify the nature of the violation for the purposes of determining the effectiveness of the continuation of this Agreement by the parties.

Neither the Charter Township of Bloomfield Michigan nor the City of Troy assumes responsibility, financial or otherwise, for accidents or injuries sustained by reciprocal users while on its property.

The parties may terminate this Reciprocal Borrowing Agreement at any time, with or without cause, by providing a minimum 60 days written notification to the other party.

Executed by the parties, by their duly authorized officers:

**Bloomfield Township Public Library**

By: Joan Luksik
Joan Luksik, President
Library Board of Trustees

**Troy Public Library**

By: Emily Dumas
Emily Dumas
Director and CEO

**Bloomfield Township Public Library**
**and Cranbrook Educational Community**
**Cooperative Relationship**

This Agreement is entered into this 17th day of May, 2022 by and between the Bloomfield Township Public Library ("BTPL") and Cranbrook Educational Community ("CEC"). This renewed Agreement, which shall be for a period of three (3) years, commencing on June 1, 2022, shall provide that:

1. BTPL Facilities: All Cranbrook and Art Academy students, staff and faculty will have borrowing privileges and access to study rooms at the BTPL. All residents of Cranbrook, including family members, also will have borrowing privileges and access to study rooms at the BTPL.

2. CEC Facilities: Residents and employees of Bloomfield Township will receive the following privileges at specific CEC facilities, including:

a. Cranbrook Academy of Art Library: On-site access to the Cranbrook Academy of Art Library for reading, research and photocopying. Circulation privileges at the Cranbrook Academy of Art Library, with a limit of two items per borrower. This excludes reference materials, rare and special collection books, periodicals, as these are all non-circulating.

b. Cranbrook Archives: By-appointment access to the Cranbrook Archives;

c. Cranbrook Centennial Pass: Cranbrook has issued 250 Cranbrook Passes ("Passes") to the BTPL on May 1, 2010 to be used throughout the term of this Agreement. Cranbrook will, in addition to the foregoing, provide such additional Passes as may be necessary to meet the demand for Passes during the period of the Agreement. Said Passes will be made available at BTPL as a "circulation" item to Bloomfield Township residents, property owners and employees with a valid BTPL borrower's card. BTPL shall circulate said Passes in accordance with policy as established by the BTPL Library Board of Trustees. The Pass will allow free general admission access for a Pass holder and one guest to Cranbrook Institute of Science, Cranbrook Art Museum, Cranbrook House and Gardens and Williams Natatorium during normal public hours. The BTPL will be identified as the holder of the Pass on the reverse side.

3. Exhibits: BTPL and CEC will cooperate to provide for CEC's collections or programmatic areas to be highlighted in a series of rotating exhibits at BTPL, each to last one month. Each exhibit should include images of pertinent CEC spaces, text panels; object labels, and of course objects as well. It should be

pending approval

noted that security, lighting, environmental conditions, cabinet space, and other factors may preclude CEC from displaying some of its more valuable materials. CEC and BTPL will cooperate in developing a speaker series, wherein CEC staff and faculty could present on various themes. Additionally, BTPL will provide space of its choosing to display acceptable Cranbrook marketing literature for public consumption while the exhibits are on display. At least six weeks lead-time would be required before each exhibit could be mounted.

4. Special Programs: CEC will work with the BTPL in providing special tours and visitation programs at CEC facilities for Bloomfield Township residents, property owners and employees with a valid BTPL borrower's card.

5. Indemnification: CEC agrees to defend and indemnify BTPL, its agents, employees, representatives, officers and director's against and hold BTPL harmless from any and all liability, loss, damage, cost, expense (including attorney's fees), claim, demand, judgment or other action, whether pending or threatened, which arises out of or is in any way related to the use and/or occupation of the BTPL facilities by CEC students, staff, faculty and families of CEC boarders. Nothing herein shall be deemed to require CEC to indemnify BTPL, its agents, officers, trustees or employees, from any loss or damage which is caused solely by the negligence or willful misconduct of BTPL, its agents, employees, representatives, officers or directors. The provisions of this Section shall survive any termination of this Agreement.

This Agreement shall be for a period of three (3) years, with an annual evaluation for any adverse effects on either party, in which event, good faith consideration will be given to modification or termination. This Agreement may be terminated by either party, without cause, upon six month's written notice given to the other.

Executed by the parties, by their duly authorized officers:

| Bloomfield Township Public Library | Cranbrook Educational Community |
| --- | --- |
| Joan Luksik<br>_____ | _____ |
| Joan Luksik, President<br>Library Board of Trustees<br>Authorizing Official | Rod Spearin<br>Chief Operating Officer<br>Authorizing Official |

pending approval

**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

# Board of Trustees Standing Committee Appointments

## April 2022 – January 2023

| | |
|---|---|
| Art Committee | Dani Gillman<br>Judy Lindstrom |
| Advocacy Committee | Shane Spradlin<br>Judy Lindstrom |
| Building and Grounds Committee | All |
| Cranbrook, DPL, Troy Committee | Grant Gerhart<br>Joan Luksik |
| Development Committee | All |
| Finance Committee | Tom Deska<br>Shane Spradlin |
| Friends of the Library Liaison Committee | Joan Luksik<br>Dani Gillman |
| Investment Committee | All |
| Jeanette P. Myers Scholarship Selection Committee | Tom Deska<br>Grant Gerhart |
| Personnel/Director Evaluation Committee | Joan Luksik<br>Judy Lindstrom |
| Policy Committee | Tom Deska<br>Grant Gerhart |

*Revised April 2022*

Bloomfield Township eNews 5/5/2022 - Message (HTML)

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Bloomfield Township eNews 5/5/2022

BT

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To Katherine Bryant

Reply Reply All Forward

Thu 5/5/2022 2:06 P

# Pulitzer Prize Winning Author at BTPL for Free Event on June 15

*In Conversation with*

*Richard Powers & Perry Goldstein*

Bloomfield Township Public Library

GREAT LAKES CHAMBER MUSIC FESTIVAL

WEDNESDAY, JUNE 15 AT 2 P.M.

AT BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

Bloomfield Township eNews 5/5/2022 - Message (HTML)

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# Bloomfield Township eNews 5/5/2022

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To Katherine Bryant

Reply Reply All Forward

Thu 5/5/2022 2:06 PM

Bloomfield Township Public Library is pleased to announce a partnered event with the Great Lakes Chamber Music Festival featuring Pulitzer Prize-winning author Richard Powers and composer Perry Goldstein.

*Beyond the Notes: In Conversation with Richard Powers and Perry Goldstein* will take place at the Library on Wednesday, June 15 at 2 p.m. Powers and Goldstein will engage in a dialogue about their collaboration on a new work titled *Birding by Ear*, which will premiere as part of the Great Lakes Chamber Music Festival. The conversation will be accompanied by an ensemble of musicians to demonstrate the intersection between the two art forms.

This is a free event and is open to all, but registration is required due to limited seating capacity. Anyone interested in attending can register by visiting the Welcome Desk or Adult Services Desk at the Library, or by calling (248) 642-5800.

Richard Powers is the author of over a dozen novels, including *The Overstory*, which won the 2019 Pulitzer Prize in Fiction. His previous collaborations include a series of five short video works based on passages from his books and produced with a group of artists and designers from the University of Illinois School of Art + Design, as well as *Project Orfeo,* a mixed-media concert combining readings from Powers' 2014 novel *Orfeo* with music composed and performed by faculty artists at Duke University.

Contemporary composer Perry Goldstein holds a Doctorate in Music Composition from Columbia University and has been a member of the music faculty at Stony Brook University since 1992. He has created works for solo instrument, voice, chamber ensemble, and band, and is one of the most widely performed composers of music for the saxophone.

The Great Lakes Chamber Music Festival runs June 10 – 25, with the world premiere of *Birding by Ear* taking place on Thursday, June 16 at Temple Beth El. To learn more about the Festival and purchase tickets, please visit **https://greatlakeschambermusic.org**.

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

# Libraries pool resources to provide digital content for patrons

By: Mary Beth Almond | Metro | Published May 11, 2022

METRO DETROIT — Patrons of seven local libraries now have access to a host of new digital materials, thanks to funding from the American Rescue Plan Act of 2021.

The act designated $200 million in pandemic response funding for the Institute of Museum and Library Services — $4 million of which was allotted to state library administrative agencies in Michigan for digital materials.

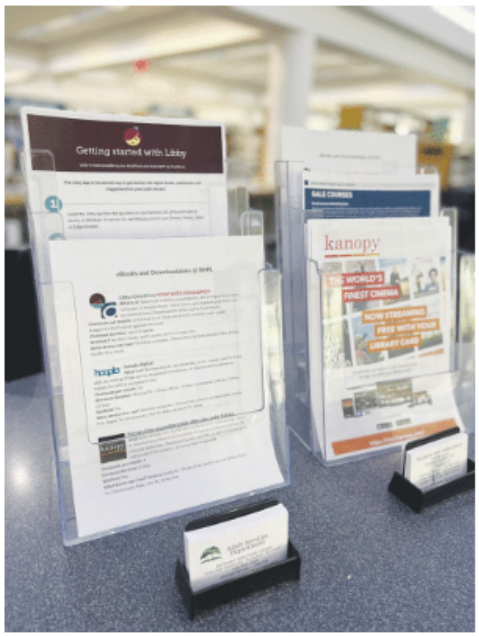
Residents across all 83 Michigan counties now have access to the digital material purchased with this funding — over $870,000 of which was designated for new content through the Lakeland Library Cooperative's "MI-83 Digital Library Connection Grant."

The MI-83 Digital Library Connection Grant brings new digital content to individual libraries, shared content groups, and libraries that have never been able to offer digital content to their communities, enabling all Michigan residents to benefit from the federal funds.

Locally, the Metro Net Library Consortium — a shared content group created in 2013 that includes the Baldwin, Bloomfield Township, Canton, Farmington, Rochester, Southfield and West Bloomfield public libraries — pooled their nearly $17,000 in funding to purchase digital materials in the OverDrive platform to benefit all the communities they serve.

The Baldwin, Bloomfield Township, Farmington, Rochester Hills, Southfield and West Bloomfield public libraries were each awarded $2,225, while the Canton library received $3,625 in grant funding.

Using the shared funds, the Metro Net Library Consortium was able to purchase a total of 534 new nonfiction titles — 425 e-books and 139 e-audiobooks — in 17 genres, including mental health, workforce development, job seeking skills, health and general educational needs.




**The Rochester Hills Public Library offers a wide variety of digital content with information on how to use each service available at home.**
Photo provided by the Rochester Hills Public Library

Advertisement

"In doing our research, we know that 30% of our community members prefer e-books and e-audiobooks as their method of experiencing library materials, so having this injection of funds helps us reach those individuals specifically, and oftentimes that has overlap with individuals who are seeking more education opportunities and workforce development enhancements," said Juliane Morian, the director of the Rochester Hills Public Library. "Obviously, with the great resignation, we're seeing many individuals step off their current career path and explore an entirely new one, so we think this will help them, expose them to new directions, new upskilling, and increase their overall candidacy in the jobforce market."

"There are lots of mental health books, books on careers, and test prep for teenagers and adults. There are also books that we purchased on grief. We know that a lot of people lost their loved ones during this pandemic," Bloomfield Township Public Library Adult Services Librarian Karrie Yukon added.

Because the average cost for an e-book or e-audiobook ranges from $3 to $65, library officials said acquiring these materials may not have been possible without the grant.

Library cardholders can access e-books, e-audiobooks, and other digital content online by signing in to OverDrive or by downloading the Libby app for mobile devices.

In 2021, the seven Metro Net Library Consortium member libraries began sharing e-book and e-audiobook titles that were six months or older and not bound by checkout limits in an effort to expand the availability of popular titles. Checkouts for e-books and audiobooks range from seven to 21 days.

"This is a greater level of access, ease of use and efficiency. We don't want even our e-books to just be sitting on the shelf. If nobody in our home community is using it, we are happy to make it available through reciprocal borrowing to a fellow community member," she explained.

To access the shared material, library users sign in with their library card bar code and PIN at metronet.overdrive.com.

"We're featuring the collection that was purchased with ARPA funds on our Metro Net landing page for OverDrive, so patrons will see that first when it pops up right at the top," Yukon said. "OverDrive offers patrons a really great way to interact with the library, even if they are still concerned about going into the public and coming into a building. Instead, they can just download it onto their device."

For more information, contact your local library.

# A Sense of Support

## Libraries curate accessibility collections for young patrons and their caregivers

By Annemarie Mannion | May 2, 2022

When her son brought home speech cards from elementary school to help him better learn and articulate words, Jen Taggart could barely see what the cards depicted. The cards had been duplicated and the images were blurry, says Taggart, head of youth services at Bloomfield Township (Mich.) Public Library (BTPL).

That experience more than 13 years ago inspired her to start BTPL's Youth Accessibility Support Collection, a set of items designed to meet the needs of children with various types of disabilities and learning needs. Since 2009, families have been borrowing from the collection, which includes adaptive toys, sensory storytime boxes, speech therapy cards, and skills development sets. It also includes books and other media, including fiction and interactive titles for youth and nonfiction works on accessibility and disability topics for caregivers.

Increasingly, libraries across the country are assembling accessibility support collections to better assist the developmental needs of their youngest patrons, including those who are neurodivergent and have sensory processing issues.

In 2019, Sunderland (Mass.) Public Library (SPL) used a $7,000 grant to start its Sensory Toy Collection, which comprises toys, games, learning tools, and comfort objects that provide sensory stimulation. While the toys are particularly helpful for people on the autism spectrum, Library Director Katherine Umstot says all children can use and benefit from the items.

"It's so important for people in the autism community to feel welcome in the library and to have resources that make them feel recognized," Umstot says.

## Breaking down barriers

Before SPL started its collection, the library surveyed local schools, special education teachers, therapists, parents, community organizations, and others to learn what sorts of resources would best meet the needs of neurodivergent youth and their families in the district. Through this research, the library learned that 5% of children enrolled at the local elementary schools are on the autism spectrum.

SPL decided to create a lending collection specifically geared to children in this population. The 40 items the library purchased include weighted blankets and stuffed animals, fidget toys, and cards that show kids how to move their bodies to form letters of the alphabet.

> "A therapist or parent might want to try a tool but not want to sink their money in it only to find out it doesn't work."
>
> —Maria Papanastassiou, youth services assistant manager at Arlington Heights (Ill.) Memorial Library

In October 2021, Arlington Heights (Ill.) Memorial Library (AHML) started an Accessibility Support Collection of its own, after Youth Services Assistant Manager Maria Papanastassiou attended a presentation by Taggart about BTPL's collection. AHML's 350-item collection includes toys designed to support motor, social, cognitive, visual, and auditory skill development; therapeutic and adaptive technology tools; and interactive books for children in different developmental stages.

Papanastassiou says the library had already been serving children with special needs and their caregivers through a collaboration with C.I.T.Y. of Support, an organization that assists families navigating the needs of children in therapy. The partners had offered developmental play groups and opportunities for parents to meet for coffee, and Papanastassiou saw an accessibility collection as another way to advocate for these families. C.I.T.Y. of Support provided a $10,000 grant for the project.

In the month of the collection's debut, 50% of the equipment was checked out, Papanastassiou says. She notes teachers and therapists—as well as parents and children—are using the items, which can be expensive to purchase. For example, adaptive toys, or toys that have been modified to improve ease of use for kids with disabilities, can cost about $300 each.

"A therapist or parent might want to try a tool but not want to sink their money in it only to find out it doesn't work," says Papanastassiou. "Sometimes someone might need something for a short while but not forever."

Meghan O'Brien, a patron at AHML, has a daughter who is on the autism spectrum and has ADHD, and says she often uses items in the collection. One game her family has checked out—*Let's Talk Cubes*—has helped her daughter become more verbal.

The game involves rolling dice that have questions on each face. The dice are thrown, and everyone discusses a question that is revealed, such as "What is your favorite color?" O'Brien says her daughter tends to wander away from the dinner table, but when they play the game, she stays.

"I've noticed it helps her start and engage in a conversation," O'Brien says. She adds that she has also used books from the collection to help her other children better understand why their sister learns or handles situations differently than they would.

## Collection as compassion

The librarians who have spearheaded these collections say a crucial step in creating one is to learn what your community's needs are.

"Meet with your schools, with special education staff, with families, and with the disability community," Taggart recommends.

Umstot says a collection doesn't have to be expensive or even very big at the beginning to be of value to patrons. "Start small," she suggests. "Just buy a couple things and see how kids interact with and use them."

For instance, Umstot was surprised that a weighted blanket in her library's collection got less use than some small brushes with different textures. "[I guess] people don't like sharing a blanket, even though we wash it between uses."

Items in each of the libraries' collections are disinfected after each use. (Though, early in the pandemic, some items at BTPL were not available for checkout, Taggart says, because the library didn't have the capacity to sanitize materials.)

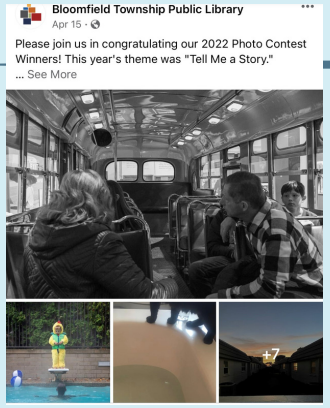
The librarians agree that one of the most positive aspects of the accessibility collections is that they make children with special needs and their caregivers feel more welcome at their libraries.

In other settings, O'Brien says it is not uncommon for her and her daughter to feel judged, especially if her daughter expresses frustration or has outbursts. She has discovered that her library is a judgement-free zone, where she and her children are accepted.

"Just the fact that the library felt the need to have this collection is important and makes me feel more comfortable," O'Brien says. "They are compassionate and understanding that every family has different needs and kinds of lives." ■

# APRIL 2022

# MARKETING REPORT

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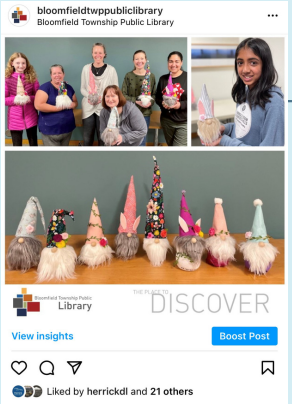
TOTAL REACH:
7026
(↑99.2% from March)

## INSTAGRAM

FOLLOWERS:
1297(↑15 from March)

TOTAL REACH:
1343
(↑38.2% from March)




## TWITTER

FOLLOWERS: 251

IMPRESSIONS:
6733 with 48 tweets

## NEWSLETTERS

- Discover eNewsletter (Photo Contest Reception, Mango Languages, National Poetry Month)
  - 19,429 messages; 45.6% open rate
- Books and More eNewsletter (new adult fiction and non-fiction titles)
  - 15,648 messages; 42.4% open rate
- Digital News eNewsletter (new adult titles on Libby and Mental Health Awareness titles on hoopla)
  - 1619 messages; 58.9% open rate

## PRESS RELEASES

- ARPA Grant to Purchase New eBooks and eAudiobooks
- Virtual Read-Aloud Stories for All Ages
- Celebrate AAPI Heritage Month with Michigan Lion Dance Team
- Great Lakes Chamber Music Festival Event Featuring Richard Powers and Perry Goldstein

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

KidLITCast MY FATHER'S DRAGON

## 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

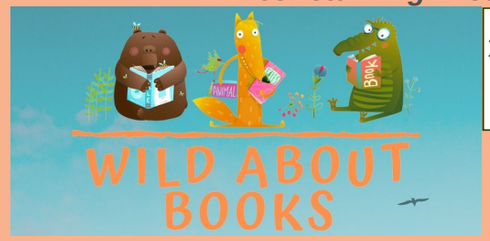
**Grades 2nd – 3rd**
**Wednesday, May 25 at 5 p.m.**
*Registration begins on May 2.*

### 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!***




Johnson Nature Center

BH Bloomfield Hills Schools

**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 I www.btpl.org
askyouth@btpl.org

# Hello Spring!

## April & May Youth Events

## Summer Reading 2022

## Coming In June!

Bloomfield Township Public Library

# 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 2nd 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 2nd 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 | | | | |

Please contact us if you require any additional accommodations.

Bloomfield Township Public Library

# May 2022 Adult and Teen Programs

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|---|---|---|---|---|---|---|
| 1 | 2<br>Teen and Adult Summer Wreaths Craft Kit Available<br> <br> | 3<br>Knitting Plus Club<br>10 a.m. | 4<br>**Movie Discussion Club<br>11 a.m.<br><br>**Google Workspace<br>5:30 p.m. | 5 | 6<br>LIBRARY CLOSED FOR STAFF DEVELOPMENT DAY<br> <br> | 7 |
| 8 | 9<br>Sensory Story Time for Adults and Teens<br>11 a.m. | 10<br>**Memoir Writers' Group<br>1 p.m. | 11<br>**Writers' Rendezvous<br>6:30 p.m.<br> | 12 | 13<br>English Language Conversation Group<br>10 a.m. | 14<br>Friends of the Library Second Saturday Book Sale<br>10 a.m. – 3:30 p.m.<br>*(First hour Friends members only)* |
| 15 | 16<br>**30 Minute Lunchtime Book Club<br>1 p.m. | 17<br>**Tuesday Book Club<br>10 a.m.<br><br>**Classics Book Club<br>7 p.m. | 18<br>**Mystery Book Club<br>1 p.m. | 19 | 20<br>English Language Conversation Group<br>10 a.m. | 21<br>***Intro to Excel<br>1:30 p.m. |
| 22 | 23<br>**BYOB (Bring Your Own Book) Book Club at the Rusty Bucket<br>*(Square Lake and Telegraph)*<br>6 p.m. | 24<br>**Memoir Writers' Group<br>1 p.m. | 25<br>*Teen Advisory Board (TAB)<br>4 p.m.<br><br>**Writers' Rendezvous<br>6:30 p.m. | 26<br>**Thursday Book Club<br>10 a.m.<br> | 27<br>English Language Conversation Group<br>10 a.m. | 28 |
| 29<br>LIBRARY CLOSED SUNDAY FOR MEMORIAL WEEKEND | 30<br>LIBRARY CLOSED FOR MEMORIAL DAY<br> | 31 | | | | |

*Register by emailing *AskTeen@btpl.org* or with Adult Services, (248) 642-5800, ext. 171.

**Register by emailing *AskAdult@btpl.org* or with Adult Services, (248) 642-5800, ext. 171.

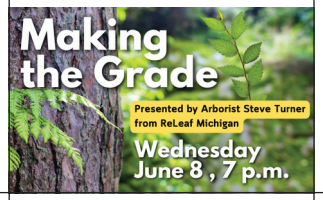
***Register by emailing *AskTech@btpl.org* or with Systems, (248) 642-5800, ext. 121.

Bloomfield Township Public Library
**Virtual Branch**

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.

Bloomfield Township Public Library

# June 2022 Adult and Teen Programs

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|---|---|---|---|---|---|---|
| BEYOND THE NOTES: In Conversation with Richard Powers and Perry Goldstein<br>WEDNESDAY, JUNE 15 AT 2 P.M. | | Author Richard Powers and composer Perry Goldstein will talk about their collaboration on a new work titled *Birding by Ear*, which will premiere as part of the Great Lakes Chamber Music Festival. Register at the Welcome Desk or by calling (248) 642-5800. | 1<br>***Google Apps<br>5:30 p.m. | 2 | 3<br>English Language Conversation Group<br>10 a.m. | 4 |
| 5 | 6<br> <br> | 7<br>Knitting Plus Club<br>10 a.m.<br>Author Dr. Edward Balian, *Turn the Page: The Bob Seger Story* Presentation<br>6:30 p.m. | 8<br>**Writers' Rendezvous, 6:30 p.m.<br>  <br> | 9 | 10<br>English Language Conversation Group<br>10 a.m. | 11<br>Friends of the Library Second Saturday Book Sale<br>10 a.m. – 3:30 p.m.<br>*(First hour Friends members only)*<br>***PowerPoint Basics<br>1:30 p.m. |
| 12 | 13<br>Sensory Story Time for Adults and Teens<br>11 a.m. | 14<br>**Memoir Writers' Group<br>1 p.m. | 15<br>**Mystery Book Club, 1 p.m.<br>**Presentation – Beyond the Notes: In Conversation with Richard Powers and Perry Goldstein, 2 p.m.<br>***Intro to Social Media, 5:30 p.m. | 16 | 17<br>English Language Conversation Group<br>10 a.m. | 18 |
| 19 | 20<br>**30 Minute Lunchtime Book Club, 1 p.m.<br> | 21<br>OCEANS OF POSSIBILITIES<br>Summer Reading Kickoff<br>6:30 p.m. – 8 p.m.<br>Walking Track Trivia begins & runs through Sunday, July 3 | 22<br>**Tuesday Book Club<br>10 a.m.<br>*(Rescheduled meeting being held at Franklin Hills Country Club)*<br>**Writers' Rendezvous<br>6:30 p.m. | 23<br>**Thursday Book Club<br>10 a.m. | 24<br>English Language Conversation Group<br>10 a.m.<br>Concert: The Music of New Orleans and Swing with Matthew Ball, aka "The Boogie Woogie Kid," 7 p.m. | 25<br>***Microsoft Excel, 1:30 p.m.<br> |
| 26 | 27<br>**BYOB (Bring Your Own Book) Club at the Rusty Bucket<br>*(Square Lake and Telegraph)*<br>6 p.m.<br>*Teen Craft with 3-D Art Pens<br>2 p.m. | 28<br>**Memoir Writers' Group<br>1 p.m. | 29<br>OCEANS OF POSSIBILITIES<br>Summer Reading Program for All Ages, June 21 – July 31<br>Sign up at *www.btpl.org/summer* | 30 | | |

*Register by emailing *AskTeen@btpl.org* or with Adult Services, (248) 642-5800, ext. 171.

**Register by emailing *AskAdult@btpl.org* or with Adult Services, (248) 642-5800, ext. 171.

***Register by emailing *AskTech@btpl.org* or with Systems, (248) 642-5800, ext. 121.

# DATES FOR LIBRARY BOARD OF TRUSTEES

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

Wednesday, June 1, 11:00 a.m. – Friends Board Meeting

Saturday, June 11, 10:00 a.m. – 3:30 p.m. – Friends Saturday Sale

Tuesday, June 21, 7:00 p.m. – Library Board Meeting