

Bloomfield Township Public

Library

**Bloomfield Township Public Library
Board of Trustees**

Library Board Meeting
Tuesday, October 18, 2022
7:00 p.m.

Board Room

Trustees:

libraryboard@btpl.org

Joan Luksik, President
Judy Lindstrom, Secretary
Keith Carduner
Dani Gillman
Joy Murray
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, October 18, 2022 7:00 p.m.

#	<u>NUMBERED ITEMS</u>	<u>DATE DELIVERED</u>
1	Agenda	10/14/2022
2a	Request to remove items from the Consent Agenda for Discussion	10/14/2022
2b	Motion to approve the order of items for the regular and consent agendas	10/14/2022
5	Motion to approve remaining Consent Agenda items 6-8d	10/14/2022
6	Regular Board Meeting Minutes of September 20, 2022	10/14/2022
7a	Cash Disbursements	10/14/2022
7b	Revenues/Expenditures Budget Report	10/14/2022
7c	Energy Report	10/14/2022
8a	President's Report– no report	
8b	Director's Report	10/14/2022
8c	Art Committee – no report	
8c	Advocacy Committee – no report	
8c	Ambassadors Group – no report	
8c	Building and Grounds Committee – no report	
8c	Cranbrook, DPL, and TPL– 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 – 09/22/2022	10/14/2022
11a	Policy Review	10/14/2022
11b	Bank Signatories	10/14/2022
13	Motion to approve any items removed from the Consent Agenda	10/14/2022

<u>UNNUMBERED ITEMS</u>	<u>DATE DELIVERED</u>
Strategic Plan Update	10/14/2022
Press Mentions	10/14/2022
Marketing Report	10/14/2022
Adult and Youth Services Events Calendars	10/14/2022
Dates for Library Board of Trustees	10/14/2022

AGENDA
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, October 18, 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 September 20, 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. Policy Review
 - b. Bank Signatories
12. Discussion of items removed from the Consent Agenda
13. MOTION to approve any items removed from the Consent Agenda
14. Other
15. Next scheduled meeting: Tuesday, November 15, 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, September 20, 2022, 7:00 p.m.
Library Board Room

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

Trustees Present: Keith Carduner, Judy Lindstrom, Joy Murray, and Shane Spradlin

Trustees Absent: Dani Gillman and Joan Luksik

Administration: Director Tera Moon, Assistant Director Katherine Bryant, Administrative Assistant Linden Godlove, Finance Coordinator Monica Gower

Guests: Daniella Bryant, Circulation Clerk and Staff Organization Committee (SOC) representative; Alan Panter, Yeo & Yeo

Shane Spradlin requested **Item 7a** be removed from the consent agenda for regular discussion. Keith Carduner requested **Items 7b and 7c** be removed from the consent agenda for regular discussion.

Upon discussion, a motion was made by Keith Carduner and seconded by Joy Murray **TO APPROVE THE ORDER OF ITEMS AS LISTED ON THE AGENDAS WITH THE FOLLOWING ITEMS REMOVED FROM CONSENT AGENDA AS FOLLOWS: 7A, 7B AND 7C**

A vote was taken for approval of the motion.

Ayes: Carduner, Lindstrom, Murray and Spradlin

Nays: None

MOTION CARRIED

PRESIDENT'S VERBAL REPORT:

Secretary Judy Lindstrom remarked that the Library's gardens were stunning. The patrons returned to recurring clubs, enjoying what the Library has to offer, and celebrating the increase of services. The Library is here for them always and is the core of the community. Secretary Lindstrom expressed happiness to have added two new board members over the past season. It was a great summer, and she looks forward to a wonderful fall.

DIRECTOR'S VERBAL REPORT:

Director Moon introduced and welcomed new Finance Coordinator, Monica Gower. Director Moon commented on strong use of the library building following a storm on August 29 that knocked out power to much of the community. She mentioned this fall brings a return of pre-pandemic programming including the return of concerts. Director Moon reported that she and Assistant Director Katherine Bryant met with the new Bloomfield Township Director of Cable and Community Relations, Carrie Le Zotte. Lastly, Director Moon summarized staff training arranged by Assistant Director Katherine Bryant regarding materials challenges.

Upon discussion, a motion was made by Keith Carduner, seconded by Joy Murray to **APPROVE THE REMAINING ITEMS ON THE CONSENT AGENDA.**

A vote was taken for approval of the motion.

Ayes: Carduner, Lindstrom, Murray and Spradlin

Nays: None

MOTION CARRIED

REGULAR AGENDA:

Call to the public.

Daniella Bryant reported on the Staff Organization Committee's latest activities.

UNFINISHED BUSINESS:

No unfinished business.

NEW BUSINESS:

11a. Audit Presentation

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

The Library received a clean or unmodified opinion from Yeo & Yeo for FY 2021-2022.

Mr. Panter answered questions from the Trustees.

Upon discussion, a motion was made by Shane Spradlin, seconded by Joy Murray **TO ACCEPT THE FISCAL YEAR 2021-2022 AUDIT REPORT AS PRESENTED AND PLACE ON FILE.**

A vote was taken for approval of the motion.

Ayes: Carduner, Lindstrom, Murray and Spradlin

Nays: None

MOTION CARRIED

11b. Pension and OPEB Reports

Director Moon stated that two reports required by the state of Michigan to comply with PA 202 have been filed. The reports were provided to the Trustees for their information.

12. DISCUSSION OF ITEMS REMOVED FROM THE CONSENT AGENDA

Shane Spradlin requested clarification about some of the vendors in section 7A of the board packet that received checks from the Library.

Siemens is upgrading software and equipment for the library's HVAC system. Spaulding deDecker was hired to investigate the lower-level storm water issues. Principal Life Insurance covers life insurance and disability for some part-time staff. Databases and other reference materials are purchased through EBSCO, a library vendor.

Keith Carduner inquired about revenue for room rentals. He wanted to know if the Library was advertising about the room rentals and if the rental fee should be higher. Director Moon reported that room rentals are a service to the community, rather than a significant source of revenue. This is a place where the community can gather, and usage is down due to the pandemic. Many non-profits in the community use these rooms including homeowner's associations. A marketing campaign would be considered.

Keith Carduner inquired about the increased costs of water usage and if a separate meter would be installed. Ultimately, this will be pursued when a new Facility Services Department Head is hired.

Upon discussion, a motion was made by Keith Carduner, seconded by Joy Murray **TO APPROVE THE ORDER OF ITEMS REMOVED FROM THE CONSENT AGENDAS.**

A vote was taken for approval of the motion.

Ayes: Carduner, Lindstrom, Murray and Spradlin

Nays: None

MOTION CARRIED

OTHER:

The Friends are considering a reserve fund to take advantage of the generous donations made to the Friends. They continue to generate additional revenue at the Second Saturday Sales and grant wish list requests from the Library.

The strategic planning meeting is from 1:00 – 5:00 p.m. on September 27. A draft of the learning report was received and will be reviewed.

The next board meeting is on Tuesday, October 18, where there will be a policy review. On October 25 at 7:00p.m., there will be an Ambassador's meeting.

At 7:59 p.m. Secretary Lindstrom adjourned the meeting.

Submitted by:

A handwritten signature in black ink, reading "Judy Lindstrom". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Judy Lindstrom, Secretary

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**Cash Disbursements Comments
September 2022****General Fund Advance**

- Check #22474 made payable to Jamie Jasper in the amount of \$81.01 was payment for reimbursement for program supplies.
- Check # 22477 made payable to Bloomfield Township in the amount of \$162.48 was payment for PA152 health care premium.
- Check #22478 made payable to Consumers Energy in the amount of \$4,944.69 was payment for natural gas service for the period 8/06-9/02.
- Check #22479 made payable to DTE Energy in the amount of \$19,149.28 was payment for electrical services for 8/9-9/8.
- Check #22480 made payable to Amberrose Hammond in the amount of \$43.98 was payment for 2 copies of a book she wrote.
- Check #22481 made payable to LJ Rolls Refrigeration in the amount of \$7,175.45 was payment for past invoices.
- Check #22482 made payable to Martha McGee in the amount of \$88.22 was reimbursement for inventory for the Library Shop.
- Check #22485 made payable to Nicole Gillies in the amount of \$32.83 was reimbursement for program supplies.
- Check #22486 made payable to Manhattan Short Inc. in the amount of \$600.00 was payment for a library program.
- Check #22490 made payable to Elizabeth Clauder in the amount of \$43.69 was reimbursement for program supplies.
- Check #22492 made payable to MCLS in the amount of \$62.86 was payment for fuel surcharge for RIDES delivery service (MeLCat).

General Fund

- Check #22496 made payable to Arbor Oakland Group in the amount of \$4,521.60 was payment for the quarterly fall newsletter.
- Check #22500 made payable to Bloomfield Township in the amount of \$435,187.08 was payment for three payrolls including FICA, health insurance, pension, etc. (\$429,801.18) and water service 8/22-9/19 (\$5,385.90).
- Check #22502 made payable to Butzel Long in the amount of \$3,578.55 was payment for legal services for a personnel matter.
- Check #22510 made payable to Doeren Mayhew in the amount of \$16,500.00 was for temporary accounting services.
- Check #22513 made payable to Farmington Community Library in the amount of \$2,661.66 was payment for Ancestry and Bookflix electronic service subscriptions.
- Check #22517 made payable to Healey Fire Protection, Inc in the amount of \$3,230.00 was payment for inspection of the library's fire suppression equipment.
- Check #22532 made payable to Tech Logic Corp. in the amount of \$21,860.00 was payment for annual service contract on the automated materials handler machine (automated book return).
- Check #22536 made payable to Killian Weston in the amount of \$53.95 was reimbursement for program supplies.

Gift Fund Advance

- Check #5339 made payable to Amberrose Hammond in the amount of \$350.00 was payment for a library program.
- Check #5341 made payable to Pewabic Pottery in the amount of \$476.00 was payment for a library program.

Gift Fund

- Check #5343 made payable to Ara Topouzian in the amount of \$1,500.00 was payment for a library program.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

CHECK REGISTERS

FOR THE MONTH OF SEPTEMBER 2022

Check #	Date	Payee	Cash Account	Amount
General Fund				
ADVANCE CHECKS:				
22469	9/13/22	AMAZON.COM	016.01	1,230.52
22470	9/13/22	AT&T	016.01	167.78
22471	9/13/22	AT&T	016.01	339.65
22472	9/13/22	PETTY CASH - BTPL	016.01	254.66
22473	9/13/22	XFINITY	016.01	77.61
22474	9/13/22	Jamie Jasper	016.01	81.01
22475	9/13/22	T MOBILE	016.01	59.96
22476	9/19/22	AMAZON.COM	016.01	932.31
22477	9/19/22	BLOOMFIELD TOWNSHIP	016.01	162.48
22478	9/19/22	CONSUMERS ENERGY	016.01	4,944.69
22479	9/19/22	DTE ENERGY	016.01	19,149.28
22480	9/19/22	Amberrose Hammond	016.01	43.98
22481	9/19/22	LJ ROLLS REFRIGERATION CO., INC	016.01	7,175.45
22482	9/19/22	Martha McGee	016.01	88.22
22483	9/19/22	VIGILANTE SECURITY	016.01	1,950.00
22484	9/26/22	FLAGSTAR BANK	016.01	7,750.54
22485	9/26/22	Nicole Gillies	016.01	32.83
22486	9/26/22	MANHATTAN SHORT INC.	016.01	600.00
22487	9/26/22	PRINCIPAL LIFE INS CO-SBD GRANDE ISLAND	016.01	882.56
22488	9/26/22	VERIZON WIRELESS	016.01	393.52
22489	10/4/22	AMAZON.COM	016.01	1,750.14
22490	10/4/22	Elizabeth Clauder	016.01	43.69
22491	10/4/22	INSTITUTE OF CONT. LEGAL EDUCATION	016.01	138.50
22492	10/4/22	MIDWEST COLLABORATIVE for LIB. SVCS	016.01	62.86
22493	10/4/22	TERMINIX PROCESSING CTR.	016.01	160.00
Total				<u>48,472.24</u>
REGULAR CHECKS:				
22494	10/10/22	Adobe Inc.	016.01	1,741.75
22495	10/10/22	APPLIED IMAGING	016.01	738.19
22496	10/10/22	ARBOR OAKLAND GROUP	016.01	4,521.60
22497	10/10/22	AUNALYTICS, INC.	016.01	2,414.25
22498	10/10/22	BAKER & TAYLOR, INC.	016.01	15,722.57
22499	10/10/22	BLACKSTONE PUBLISHING	016.01	41.60
22500	10/10/22	BLOOMFIELD TOWNSHIP	016.01	435,187.08
22501	10/10/22	BOOKPAGE	016.01	972.00
22502	10/10/22	BUTZEL LONG	016.01	3,578.55
22503	10/10/22	CAR TRUCKING, INC.	016.01	212.55
22505	10/10/22	CDW GOVERNMENT, INC.	016.01	67.86
22506	10/10/22	CENGAGE LEARNING/GALE	016.01	914.59
22507	10/10/22	CENTER POINT PUBLISHING	016.01	60.68
22508	10/10/22	CINTAS CORPORATION	016.01	43.12
22509	10/10/22	DEMCO, INC.	016.01	249.77
22510	10/10/22	DOEREN MAYHEW & CO., P.C.	016.01	16,500.00
22511	10/10/22	DU ALL CLEANING, INC	016.01	5,560.00
22512	10/10/22	EAST WEST BOOKS	016.01	544.55
22513	10/10/22	FARMINGTON COMMUNITY LIBRARY	016.01	2,661.66
22514	10/10/22	GOLDNER WALSH NURSERY, INC.	016.01	1,234.03
22516	10/10/22	GREAT OAKS MAINTENANCE	016.01	2,191.45
22517	10/10/22	HEALEY FIRE PROTECTION, INC	016.01	3,230.00
22518	10/10/22	INGRAM LIBRARY SERVICES	016.01	445.10
22520	10/10/22	LAFORCE	016.01	319.00
22521	10/10/22	MICROMARKETING LLC	016.01	542.22
22522	10/10/22	MIDWEST TAPE	016.01	2,589.83
22523	10/10/22	NICHOLS/NETWORK SERVICES CO	016.01	73.44
22524	10/10/22	OVERDRIVE	016.01	13,625.14
22525	10/10/22	PTS Communications	016.01	156.00

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
CHECK REGISTERS
FOR THE MONTH OF SEPTEMBER 2022

Check #	Date	Payee	Cash Account	Amount
22526	10/10/22	Rolls Mechanical	016.01	816.46
22527	10/10/22	THE ROWMAN & LITTLEFIELD PUBLISHING GRP	016.01	165.97
22528	10/10/22	SALEM PRESS, INC.	016.01	89.25
22529	10/10/22	SHOWCASES	016.01	191.70
22530	10/10/22	SMART APPLE MEDIA	016.01	394.21
22531	10/10/22	SUMMIT ELECTRIC, INC.	016.01	425.00
22532	10/10/22	TECH LOGIC CORP.	016.01	21,860.00
22533	10/10/22	THOMSON REUTERS/THOMSON WEST	016.01	132.30
22534	10/10/22	TK ELEVATOR CORPORATION	016.01	958.89
22535	10/10/22	TOTAL ENERGY SYSTEMS, INC.	016.01	367.00
22536	10/10/22	Killian Weston	016.01	53.95
22537	10/10/22	Willow Lane Education	016.01	356.43
22538	10/10/22	WT COX INFORMATION SERVICES	016.01	222.95
Total				<u><u>542,172.69</u></u>

Gift Fund

ADVANCE CHECKS:

5336	9/13/22	AMAZON.COM	012.03	688.88
5337	9/19/22	AMAZON.COM	012.03	468.09
5338	9/26/22	FLAGSTAR BANK	012.03	144.48
5339	9/26/22	Amberrose Hammond	012.03	350.00
5340	10/4/22	AMAZON.COM	012.03	545.93
5341	10/4/22	Pewabic Pottery	012.03	476.00
Total				<u><u>2,673.38</u></u>

REGULAR CHECKS:

5342	10/10/22	BAKER & TAYLOR	012.03	838.71
5343	10/10/22	Ara Topouzian	012.03	<u>1,500.00</u>
Total				<u><u>2,338.71</u></u>

Bloomfield Township Public Library
FY 2022-2023 General Fund Budget

PRESENTED: OCTOBER 18, 2022

FOR THE MONTH OF: SEPTEMBER, 2022

ACCOUNT NAME	2022-2023 ADOPTED BUDGET AS OF MARCH 16, 2022	2022-2023 AMENDED BUDGET AS OF AUGUST 16, 2022	REVENUE/EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	Six Months 50.00% VARIANCE
<u>Revenues</u>						
Taxes	\$8,141,617	\$8,248,977	\$0	\$0	0.00%	(\$8,248,977)
Penal Fines	\$87,600	\$87,600	\$0	\$66,126	75.49%	(\$21,474)
State Aid	\$32,800	\$32,800	\$0	\$43,493	132.60%	\$10,693
Circulation Fines & Fees	\$25,500	\$25,500	\$2,435	\$15,464	60.64%	(\$10,036)
Charges for Services	\$14,866	\$14,866	\$1,002	\$3,545	23.85%	(\$11,321)
Investment earnings	\$50,000	\$50,000	(\$15,553)	(\$42,328)	-84.66%	(\$92,328)
Miscellaneous	\$34,566	\$34,566	\$946	\$8,600	24.88%	(\$25,966)
Total Revenues	\$8,386,949	\$8,494,309	(\$11,170)	\$94,900	1.12%	(\$8,399,409)
<u>Expenditures</u>						
Personnel	\$4,777,521	\$4,777,521	\$434,232	\$2,209,080	46.24%	(\$2,568,441)
Library Services	\$817,933	\$817,933	\$46,688	\$381,137	46.60%	(\$436,796)
Facilities & Equipment	\$1,036,779	\$1,036,779	\$83,466	\$502,344	48.45%	(\$534,435)
Other Operating Expenditures	\$3,619,429	\$3,683,429	\$34,193	\$507,575	13.78%	(\$3,175,854)
Total Expenditures	\$10,251,662	\$10,315,662	\$598,580	\$3,600,135	34.90%	(\$6,715,527)
Fund Balance - Beginning	\$12,237,654	\$12,237,654		\$12,237,654		
Net revenue (expenditure)	(\$1,864,713)	(\$1,821,353)		(\$3,505,235)		
Fund Balance - Ending	\$10,372,941	\$10,416,301		\$8,732,419		

Fund Balance Designations

Nonspendable-Prepaid Expense	\$18,791	\$18,791
Committed Fund Balance (is 8-months of operational expenditures amount)	\$4,588,431	\$4,631,097
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	\$5,666,413
Unassigned Fund Balance (is the unplanned emergency amount)	\$100,000	\$100,000

Bloomfield Township Public Library
FY 2022-2023 Gift Fund Budget

PRESENTED: OCTOBER 18, 2022 FOR THE MONTH OF: SEPTEMBER, 2022

Six Months 50.00%

ACCOUNT NAME	2022-2023 ADOPTED BUDGET AS OF MAR 16, 2022	2022-2023 AMENDED BUDGET AS OF OCT 18, 2022	REVENUE/ EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	VARIANCE
<u>Revenues</u>						
Gift Income	\$500	\$33,532	\$6,650	\$33,532	100.00%	\$0
Gift Revenue	\$0	\$225	\$0	\$225	100.00%	\$0
Friends of the Library	\$0	\$31,755	\$6,650	\$31,755	100.00%	\$0
Atkinson Trust	\$0	\$0	\$0	\$0	#DIV/0!	\$0
BTPL Endowment Fund/Amber Trust	\$0	\$55	\$0	\$55	0.00%	\$0
Myers Scholarship	\$500	\$1,497	\$0	\$1,497	100.00%	\$0
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	\$9	\$18	8.81%	(\$182)
Miscellaneous Revenue	\$0	\$0	\$0	\$0	0.00%	\$0
Total Revenues	\$700	\$33,732	\$6,659	\$33,550	99.46%	(\$182)
<u>Expenditures</u>						
Library Services	\$75,589	\$103,086	\$5,184	\$24,683	23.94%	(\$78,403)
Facilities & Equipment	\$34,382	\$39,762	\$0	\$4,762	11.98%	(\$35,000)
Other Operating Expenditures	\$52,224	\$52,379	\$96	\$2,529	4.83%	(\$49,850)
Total Expenditures	\$162,195	\$195,227	\$5,280	\$31,974	16.38%	(\$163,253)
Fund Balance - Beginning	\$161,695	\$161,695		\$161,695		
Net revenue (expenditures)	(\$161,495)	(\$161,495)		\$1,576		
Fund Balance - Ending	\$200	\$200		\$163,271		

Bloomfield Township Public Library
Asset Allocation Summary
SEPTEMBER 2022

7b

Fund	Type	Annual Yield	Date	Amount on Hand
General Fund				
	5th 3rd Checking (Ecommerce)	0.00%	9/30/2022	\$103,994.50
	Flagstar Public Funds Savings	2.30%	9/30/2022	\$169,322.47
	Flagstar Premier Public Entities Checking	0.49%	9/30/2022	\$21,874.85
	RBC Capital Cash/Money Market	0.20%	9/30/2022	\$350,316.22
	RBC Capital - Investments	1.31%	9/30/2022	\$8,831,860.00
Total General Fund				\$9,477,368.04
Please see General Fund budget for notes on how this amount is earmarked				
Gift Fund				
	Huntington Public Fund Business Interest Checking	0.01%	9/30/2022	\$103,678.42
	Huntington CD (Charnov gift) - matures 02/05/2024	0.03%	9/30/2022	\$50,000.00
	Fifth Third Bank Business Standard Checking	0.00%	9/30/2022	\$14,802.78
Total Gift Fund				\$168,481.20

CFSEM

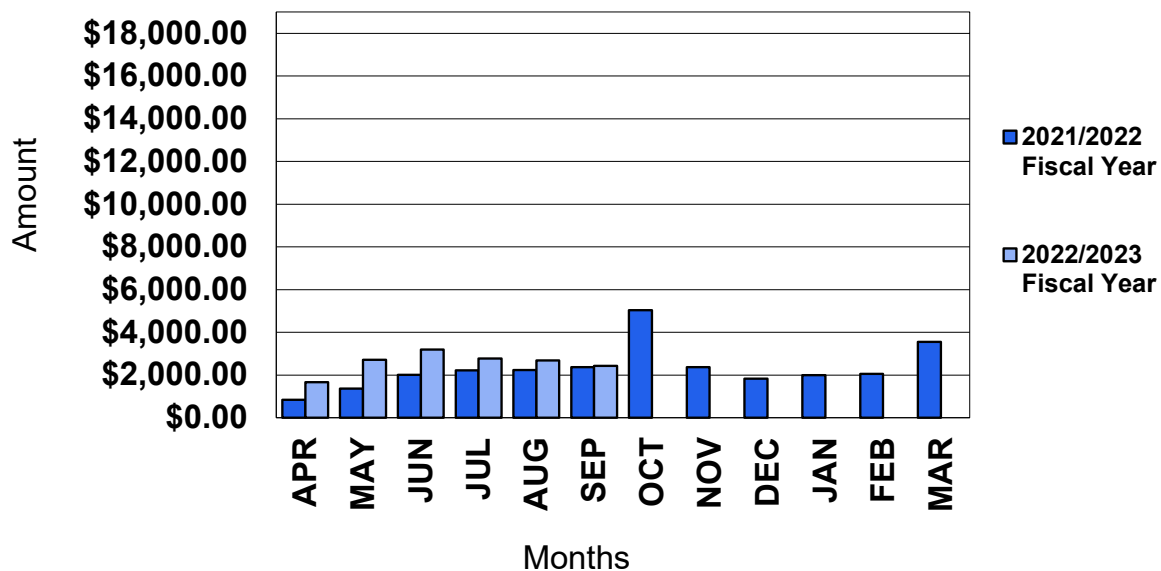
The following endowment funds are administered by the Community Foundation for Southeast Michigan (CFSEM). CFSEM maintains unilateral variance power and legal ownership of the endowment funds, and therefore, principal is not available to BTPL. Earnings are available for distribution to the Library for 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	2021/2022 Fiscal Year	2022/2023 Fiscal Year	Difference
APR	\$838.45	\$1,665.40	\$826.95
MAY	\$1,373.25	\$2,708.60	\$1,335.35
JUN	\$2,008.55	\$3,197.89	\$1,189.34
JUL	\$2,218.95	\$2,774.98	\$556.03
AUG	\$2,228.30	\$2,682.32	\$454.02
SEP	\$2,376.65	\$2,434.58	\$57.93
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	\$15,463.77	(\$12,424.23)

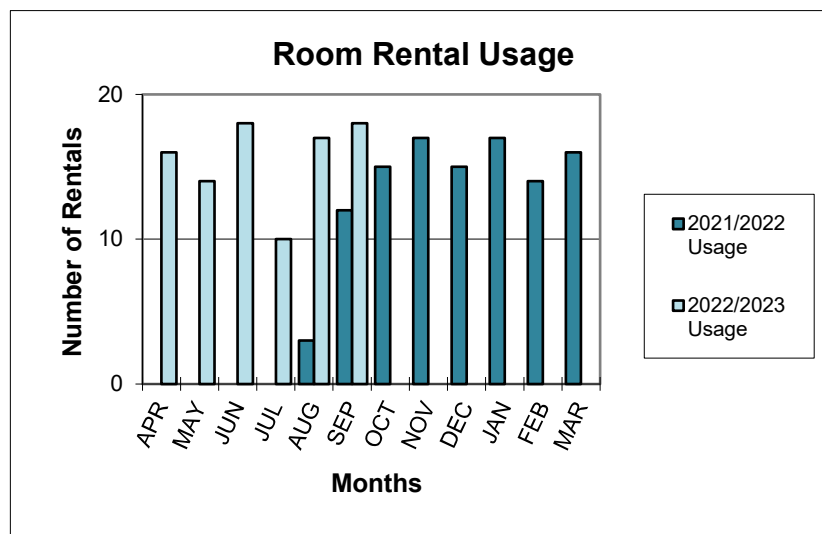
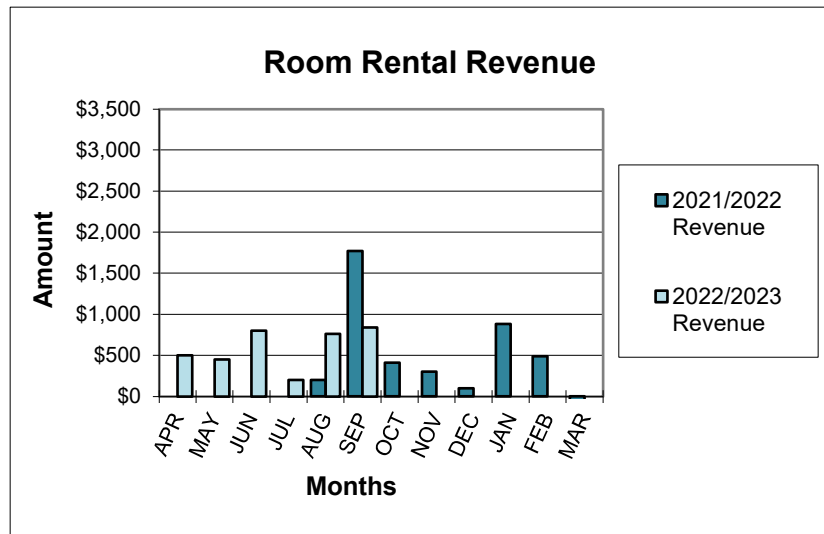
Fines and Fees Two-Year Comparison



ROOM RENTAL - TWO-YEAR COMPARISON

7b

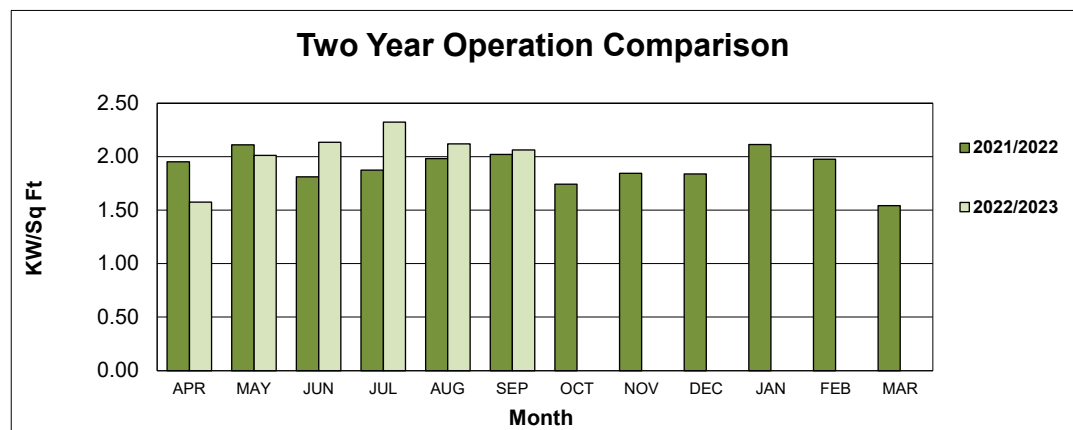
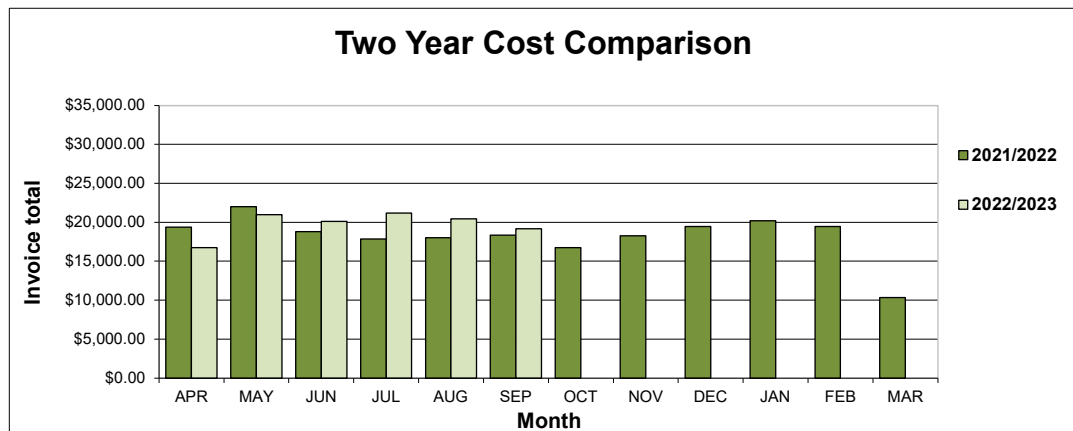
<u>Month</u>	<u>2021/2022</u> <u>Revenue</u>	<u>2022/2023</u> <u>Revenue</u>	<u>Difference</u>	<u>2021/2022</u> <u>Usage</u>	<u>2022/2023</u> <u>Usage</u>	<u>Month</u>
APR	\$0.00	\$500.00	\$500.00	0	16	APR
MAY	\$0.00	\$450.00	\$450.00	0	14	MAY
JUN	\$0.00	\$800.00	\$800.00	0	18	JUN
JUL	\$0.00	\$200.00	\$200.00	0	10	JUL
AUG	\$200.00	\$760.00	\$560.00	3	17	AUG
SEP	\$1,770.00	\$840.00	(\$930.00)	12	18	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	\$3,550.00	(\$120.00)	109	93	



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	\$20,983.27	(\$1,021.29)	203,280	\$0.10	273.23	2.01	\$28.20	\$0.21
JUN	\$18,782.78	\$20,099.70	\$1,316.92	215,600	\$0.09	299.44	2.13	\$27.92	\$0.20
JUL	\$17,838.49	\$21,165.46	\$3,326.97	234,640	\$0.09	315.38	2.32	\$28.45	\$0.21
AUG	\$18,004.84	\$20,421.44	\$2,416.60	214,060	\$0.10	287.72	2.12	\$27.45	\$0.20
SEP	\$18,350.49	\$19,149.28	\$798.79	208,250	\$0.09	289.24	2.06	\$26.60	\$0.19
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	\$118,576.16	(\$100,138.70)						



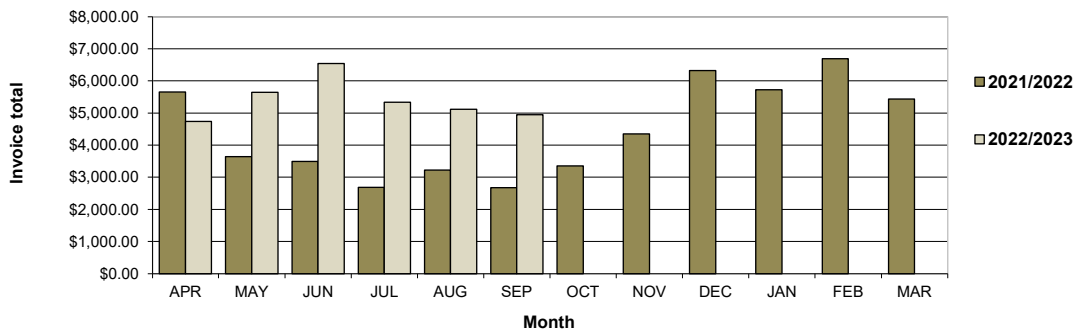
Bloomfield Township Public Library Natural Gas Analysis

Building Area = 101,023

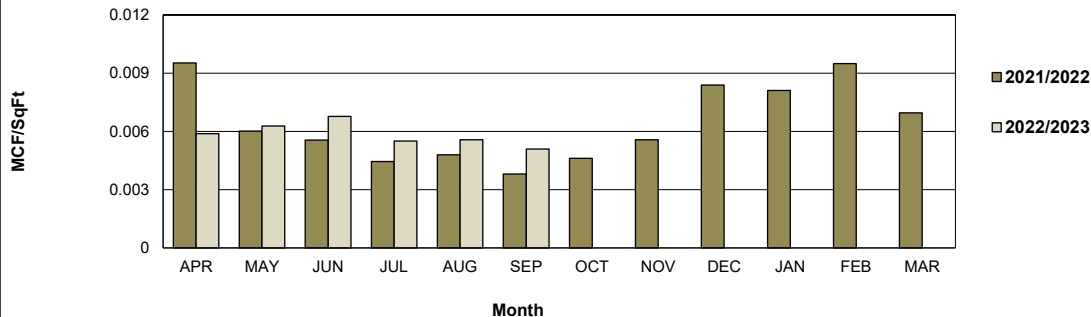
1 Cu. Ft. = 1000 BTU

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	\$5,648.12	\$2,011.56	633.4	\$8.92	744	0.85	0.006	7.59	0.055
JUN	\$3,492.51	\$6,540.98	\$3,048.47	683.6	\$9.57	720	0.95	0.007	9.08	0.064
JUL	\$2,686.18	\$5,339.99	\$2,653.81	556.3	\$9.60	744	0.75	0.006	7.18	0.052
AUG	\$3,225.84	\$5,112.10	\$1,886.26	561.7	\$9.10	744	0.75	0.006	6.87	0.050
SEP	\$2,673.07	\$4,944.69	\$2,271.62	514.4	\$9.61	720	0.71	0.005	6.87	0.048
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	\$32,320.83	(\$20,912.75)							

Two Year Cost Comparison

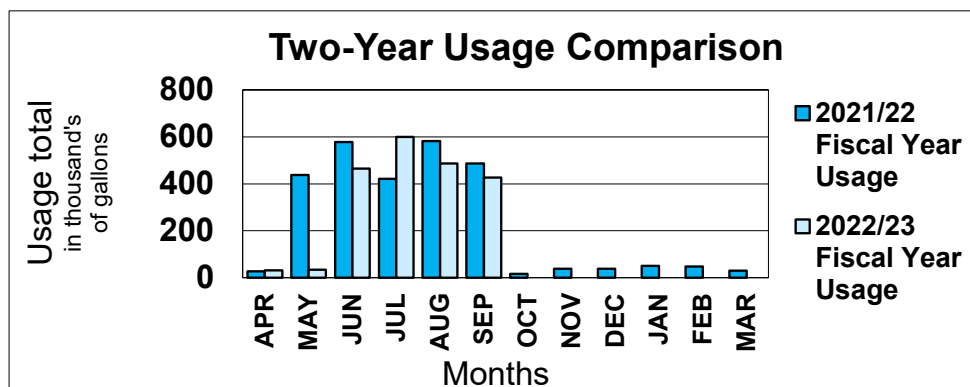
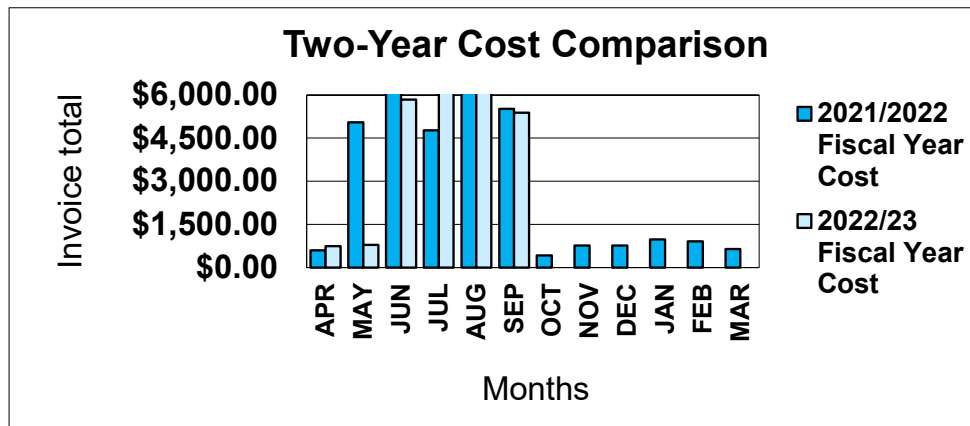


Two Year Operation Comparison



Bloomfield Township Public Library Water Analysis

Month	2021/2022 Fiscal Year Cost	2022/23 Fiscal Year Cost	Difference	2021/22 Fiscal Year Usage	2022/23 Fiscal Year Usage	Difference
APR	\$592.16	\$738.86	\$146.70	27	31	4
MAY	\$5,053.36	\$791.54	(\$4,261.82)	438	34	(404)
JUN	\$6,504.64	\$5,842.47	(\$662.17)	578	465	(113)
JUL	\$4,772.00	\$7,436.77	\$2,664.77	421	600	179
AUG	\$6,548.40	\$6,106.80	(\$441.60)	582	487	(95)
SEP	\$5,514.12	\$5,385.90	(\$128.22)	487	427	(60)
OCT	\$416.60		(\$416.60)	16		(16)
NOV	\$767.72		(\$767.72)	38		(38)
DEC	\$767.72		(\$767.72)	38		(38)
JAN	\$975.20		(\$975.20)	51		(51)
FEB	\$911.36		(\$911.36)	48		(48)
MAR	\$640.04		(\$640.04)	30		(30)
			YTD Difference			YTD Difference
TOTAL	\$33,463.32	\$26,302.34	(\$7,160.98)	2,754	2,044	(710)



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

The 12th season of the Chamber music concerts, provided by the talented students from the University of Michigan School of Music, Theatre and Dance, begins on Friday, November 18 at 7:00pm. Concerts continue on Fridays at 7:00pm on February 17, March 17 and April 14. We are so pleased for the return of this popular series. Many thanks to our Friends of the Library for sponsoring this popular and well-attended musical series.

A full return of programming continues with lots of fun and interesting options, from Trick or Treat at the Library on October 26 to three history lectures in November, as well as an after-hours concert from the Ara Topouzian Trio. In addition, our very own Administration Clerk, Amberrose Hammond, has written a book called *Mysterious Michigan* and will give a talk about legends, monsters, hauntings, and true crime described in it on October 27 at 7pm.

Approximately 360 people from across the country (and even New Zealand) attended last week's 7th Biennial Adaptive Umbrella Workshop. The event was recorded, and links to recordings of the workshops are available. The Library received rave reviews about the speakers and topics presented, so thanks to Youth Services Department Head Jen Taggart for both helping to organize this event and being a presenter.

This week is National Friends of Libraries Week. The Friends of Bloomfield Township Public Library is a group of amazing people who work very hard to raise funds that enable this Library to provide wonderful collections and great programs throughout the year. The Friends highlight the fact that our Library is the cornerstone of Bloomfield Township providing opportunities for all to engage in the joy of lifelong learning. Their gift of time and commitment to our Library is priceless. Please join me in extending our sincere appreciation to the Friends of the Bloomfield Township Public Library for all that they do!

I led this month's staff training on the Library Board of Trustees. Staff learned who is on the Board, what their responsibilities are, when and where they meet, why the Library has a Board of Trustees, and how Trustees are elected or appointed. I also provided information on the upcoming November election, in which three candidates are running for two open Board positions.

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
September 2022

	2021		2022	
COLLECTION				
Book Collection:	231,858		232,099	
Media Collection:	54,868		54,488	
Total e-books:	18,806	^	20,716	
Overdrive:	14,936		16,945	
Total downloadable audiobooks:	8,022		8,857	
Materials Total:	313,554		316,160	
CIRCULATION				
Circulation Total:	49,604		48,792	
Bloomfield Township Circulation:	46,911		45,681	
Virtual Circulation Total:	9,989		10,096	
Circulation of Youth Materials:	18,751		19,308	
Circulation of Media:	8,639		6,577	
Circulation of Cranbrook passes:	103		125	
Self-Checkout machine use:	13,022	26.3%	12,706	26.0%
Library By Mail:	120	40 patrons	109	41 patrons
Building & Equipment Usage				
Door Count:	12,150	*	15,158	**
Gate Count:	7,948	*	15,242	**
Meeting rooms by public:	12		19	
Meeting rooms by staff:	29		47	
Virtual Use				
Home page hits:	28,131		25,389	
e-book access:	3,958		4,147	
Audiobook access: (Overdrive)	2,403		2,605	
Magazine download access:	908		664	
Hoopla access:	2,720		2,680	
Library Computer Use				
Resident Use	391		442	
Guest Use	284		281	
^ 3,879 e-books withdrawn (pandemic free titles that Overdrive did not renew)				
* counter not working 9/1 - 9/14				
** Labor Day holiday - Library closed 9/4, 9/5				

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

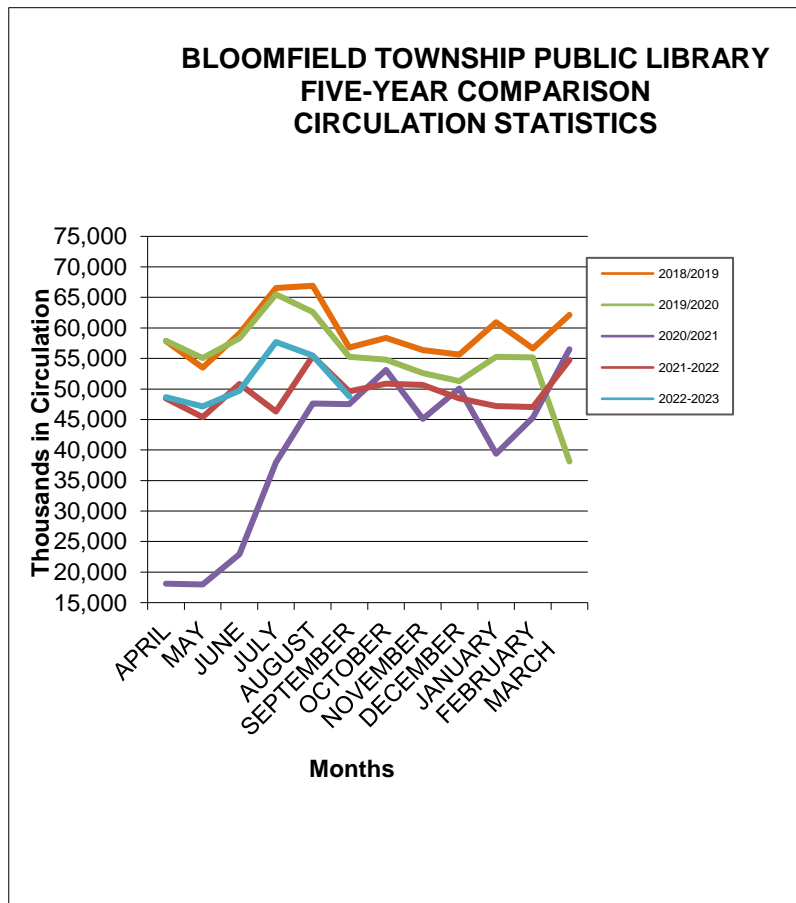
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MONTHLY ACTIVITY REPORT
September 2022

	2021		2022	
OUTREACH & PROGRAMS				
<i>New Patrons and Accounts</i>				
Township:	142		168	
Cranbrook:	7		11	
Total new patrons:	190		231	
<i>Adult Program Attendance</i>				
Staff-led:	9 events	103 attended	13 events	124 attended
Speaker-led:	0 events	0 attended	2 event	96 attended
Book clubs:	7 events	69 attended	6 events	55 attended
Tours/visits on-site:	0 events	0 attended	0 events	0 attended
Tours/visits off-site:	1 events	35 attended	3 events	32 attended
Chamber Music Concert:	0 events	0 attended	0 events	0 attended
Bloomfield Historical Society:	0 events	0 attended	1 event	30 attended
<i>Systems Program Attendance</i>				
Staff-led:	1 events	1 attended	3 events	21 attended
<i>Teen Program Asttendence</i>				
Staff-led:	2 events	11 attended	1 event	1 attended
<i>Youth Program Attendance</i>				
Staff-led:	14 events	670 attended	12 events	216 attended
Speaker-led:	0 events	0 attended	0 events	0 attended
Tours/visits on-site:	0 events	0 attended	0 events	0 attended
Tours/visits off-site:	1 event	9 attended	3 events	108 attended
TOTAL:	35 events	898 attended	43 events	653 attended
<i>Volunteers (total for the month)</i>				
Shop volunteers	9 people	102.75 hours	8 people	67.75 hours
Court appointed volunteers	0 people	0 hours	0 people	0 hours
Student volunteers	0 people	0 hours	0 people	0 hours
Department volunteers	1 person	3.25 hours	0 person	0 hours
<i>Patron Remarks</i>				
Patron comments:	11		4	
Ask BTPL:	0		5	
Ask US:	36		82	
DISPLAYS				
Lobby	<i>Motown Rocks - rocks, minerals, fossils from around the world</i>			
Local History	<i>Here's to your Health</i>			

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
FIVE YEAR CIRCULATION**

10/10/2022

	<u>2018/2019</u>	<u>2019/2020</u>	<u>2020/2021</u>	<u>2021-2022</u>	<u>2022-2023</u>
APRIL	57,829	57,900	18,087	48,463	48,665
MAY	53,493	55,056	17,974	45,393	47,140
JUNE	59,101	58,301	22,933	50,843	49,706
JULY	66,539	65,499	37,962	46,304	57,694
AUGUST	66,907	62,633	47,629	55,372	55,485
SEPTEMBER	56,817	55,270	47,507	49,604	48,792
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	307,482



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)

**PROPOSED MINUTES OF THE BLOOMFIELD TOWNSHIP PUBLIC
LIBRARY POLICY COMMITTEE**

Bloomfield Township Public Library
Oakland County, Michigan
Thursday, September 22, 2022

The meeting of the Bloomfield Township Public Library Board of Trustees Policy Committee was held at the Library on Thursday, September 22, 2022 at 10:00 a.m.

Present: Trustees Keith Carduner and Joy Murray

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

Annual Policy Review

Tera explained that this is the annual review of the Library's policies. Tera recommended a change to The Board of Trustees Bylaws to reflect recent changes to the Open Meetings Act. The Bylaws state in Section II, Article III, Section 7 that "A member of the Library Board of Trustees may participate in a meeting using communications equipment by means of which all persons participating in the meeting can hear each other. Participation in a meeting pursuant to this section constitutes a presence in person at the meeting." The Open Meetings Act does not allow this unless certain criteria are met. Tera recommends adding the phrase "As permitted by law..." to the beginning of the quoted sentence. Keith and Joy approved Tera's recommendation to update the language. Tera will make this revision and send to the Policy Committee for review.

Tera asked if there were other questions about any of the policies. Keith stated that there seem to be policies to cover most contingencies and he has no recommendations. Joy requested clarity on how the Privacy Policy is applied with library vendors to protect library patron records.

The Library Board of Trustees will review the bylaws with the update at the October regular monthly meeting.

No future meeting has been scheduled.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Library Board of Trustees

FROM: Tera Moon, Library Director

DATE: October 11, 2022

SUBJECT: Annual Policy Review

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

Section II, Article III, Section 7 of the Library Board of Trustees bylaws states that a member of the Board may participate remotely using communications equipment. Prior to the 2020 revision of the Michigan Open Meetings Act, this was permissible because the Act was not clear on this matter. However, because of the pandemic, the Act now states that meetings may be held virtually only if the municipality is under a state of emergency, and, for meetings held in person and onsite, members of public bodies may attend virtually only if they meet very specific criteria. Library Administration suggested that the words "As permitted by law..." be added to this part of the bylaws to provide flexibility but ensure the Library is complying with the Open Meetings Act.

The affected page from the bylaws is included in the packet for your review. If you approve of this update, there is a motion.

Thank you for your review and consideration.

ACTION: I move to approve revisions to the Bylaws of the Library Board of Trustees as presented.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
POLICY MANUAL**

SECTION II: ADMINISTRATION, GOVERNANCE, AND PUBLIC OPERATION

BYLAWS OF THE LIBRARY BOARD OF TRUSTEES

ARTICLE I

BOARD OF TRUSTEES

Section 1 - The Library Board of Bloomfield Township Public Library shall consist of six trustees elected as provided by the laws of the State of Michigan.

Section 2 - The responsibilities of the Library Board of Trustees as defined in Michigan Compiled Laws Public Act 397.205 include “make and adopt such by-laws, rules, and regulations for their own guidance and for the government of the library and reading room, as may be expedient; ...the exclusive control of the expenditure of all moneys collected to the credit of the library fund, and of the construction of any library building, and of the supervision, care, and custody of the grounds, rooms, or buildings constructed, leased, or set apart for that purpose; ...to purchase or lease grounds, to occupy, lease, or erect an appropriate building or buildings for the use of said library...to appoint a suitable librarian and necessary assistants, and fix their compensation; and ...to remove such appointees.”

Section 3 - In the event of a vacancy, the Board shall appoint a qualified person to hold the vacant office until the next general November election. The appointed trustee shall be selected by a process as outlined in the Library Board of Trustees-approved “Bloomfield Township Public Library Board of Trustees Vacancy Procedure.”

ARTICLE II

OFFICERS

Section 1 - The Officers of the Board of Trustees shall be a President, a Vice President, and a Secretary

Section 2 - The President, Vice President, and Secretary of the Board shall be elected annually at the annual meeting of the Library Board of Trustees. Each officer shall hold office until a successor shall have been duly elected or until death, resignation, conviction of a felony, removal from office by the Governor under the State Constitution or ceases to be a qualified elector of Bloomfield Township. Vacancies in an office shall be filled for the unexpired portion of the term, at the next regular meeting of the Library Board of Trustees after such vacancy occurs.

Section 3 - The President of the Board shall preside at all meetings, appoint all committees, authorize calls for any special meetings, and generally perform the duties of a presiding officer. The President shall have the authority to sign on behalf

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY POLICY MANUAL

SECTION II: ADMINISTRATION, GOVERNANCE, AND PUBLIC OPERATION

of the Board of Trustees all instruments, contracts, or documents necessary or proper to be executed as approved by a majority of the Library Board of Trustees. The President may delegate such authority to the Library Director as approved by the Library Board of Trustees.

Section 4 – The Vice President of the Board, in the absence of the President, shall preside at all meetings, appoint all committees, authorize calls for any special meetings, and generally perform the duties of a presiding officer. The Vice President shall have the authority to sign on behalf of the Library Board of Trustees all instruments, contracts, or documents necessary or proper to be executed as approved by a majority of the Library Board of Trustees.

Section 5 - The Secretary of the Board shall approve an accurate and permanent account of the proceedings of the Board meetings, and generally perform the duties associated with that office. In the President's and Vice President's absences, the Secretary shall preside at Board meetings, and assume the authority to act on behalf of the President and Vice President.

ARTICLE III

MEETINGS

Section 1 - The regular monthly meetings of the Library Board shall be held at the Library on the third Tuesday of the month at 7 p.m., or the fourth Tuesday of April at 7 p.m., or at a time stated from the proceedings of the previous meeting unless otherwise ordered by the Library Board of Trustees.

Section 2 - The first regular meeting of the Library Board in November shall be known as the annual meeting and shall be for the purpose of electing officers and the appointment to committees, in addition to any other business that may arise. Each Trustee is expected to serve as an officer of the Library Board at least once during their four year term.

Section 3 - Special meetings may be called by the President or upon written request of three members of the Board, for the transaction of business stated in the call for the meeting.

Section 4 - Notices of all regular meetings and any special meetings shall be distributed from the Library to all members at least three (3) days before the meeting; provided, however, that notice of any meeting may be waived by any Trustee.

Section 5 - Public notice of all meetings of the Library Board of Trustees shall be posted in advance of such meetings, pursuant to the Michigan "Open Meetings Act," Michigan Compiled Laws Public Act 267 of 1976, as amended.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY POLICY MANUAL

SECTION II: ADMINISTRATION, GOVERNANCE, AND PUBLIC OPERATION

Section 6 - A quorum for the transaction of business shall consist of not less than four (4) members of the Board. The affirmative vote of a majority of the members present of the Library Board of Trustees present is required for the approval of any action or decision of the Board, unless the vote of a larger number is required by law. If a quorum shall not be present at any meeting of the Board, the members of the Board present may adjourn the meeting from time to time, without notice other than announcement at the meeting, until a quorum shall be present.

Section 7 – [As permitted by law, Aa](#) member of the Library Board of Trustees may participate in a meeting using communications equipment by means of which all persons participating in the meeting can hear each other. Participation in a meeting pursuant to this section constitutes a presence in person at the meeting.

Section 8 - Regular attendance at board meetings is essential. The Library Board President and the Library Director should be notified in advance if attendance is not possible. A trustee who misses meetings frequently may not completely understand the issues at hand and valuable meeting time can be lost bringing that trustee back up to speed. An uninformed trustee cannot make the best possible decision when it comes time to vote. A successful library board needs every trustee at every meeting. A trustee who has difficulty in regularly attending meetings may wish to seek other opportunities to help the library rather than serving on the library board.

ARTICLE IV

COMMITTEES

Section 1 – The President of the Board shall appoint members to standing committees such as Finance, Personnel, and Policy, among others. These committees shall make periodic reports to the Board.

Section 2 – The President of the Board shall appoint members to special, select, or *ad hoc* committees created for specific purposes, such as the study and investigation of special issues, nominating committee and other *ad hoc* committees as the President shall deem appropriate. These committees shall make periodic reports to the Board as requested.

Two Trustees shall constitute the nominating committee and shall be appointed in advance of the annual meeting in November by the President of the Board. The role of the nominating committee is to find the most appropriate candidate for each office and present a slate of candidates at the annual meeting. Officers are elected by majority voice vote and begin their term after the meeting at which they are elected. The President should not sit on the Nominating Committee. Committee members can also be a nominee.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
POLICY MANUAL**

SECTION II: ADMINISTRATION, GOVERNANCE, AND PUBLIC OPERATION

ARTICLE V

LIBRARY DIRECTOR

Section 1 - Pursuant to Michigan Compiled Laws Public Act 397.205, the Board of Trustees “shall have power to appoint a suitable librarian” to serve as Library Director and “shall also have power to remove such appointees.” The appointed Library Director shall be selected by a process as outlined in the Library Board of Trustees-approved “Bloomfield Township Public Library Director Vacancy Procedure.”

Section 2 - The Library Director shall be considered the executive officer of the Library and shall have sole charge of the administration of the Library under the direction and review of the Library Board of Trustees.

Section 3 -The Library Director shall be responsible for the Library’s services and resources offered to the community; for the operation of the Library under the financial conditions set forth in the annual budget; for the employment and direction of the staff; and for the care of the buildings and equipment. The Library Director shall attend all meetings of the Library Board of Trustees.

ARTICLE VI

PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order shall govern the Board in all cases to which they are applicable and in which they are not inconsistent with these By-Laws and any special rules of order the Board may adopt.

ARTICLE VII

AMENDMENTS

The bylaws may be amended at any regular meeting of the Board by the affirmative vote of four (4) members of the Board of Trustees, provided that the proposed amendment was stated in the call for the meeting.

By-Laws adopted: 9/6/63
Amended: 2/10/87
Amended: 1/18/98
Amended: 1/19/99
Amended: 1/20/04
Amended: 1/16/07
Amended: 9/20/11
Amended: 9/16/14
Amended: 11/21/17
Amended: 10/16/18
[Amended: 9/22/2022](#)

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

b

TO: Trustees

FROM: Tera Moon, Library Director

DATE: October 18, 2022

SUBJECT: Bank Signatories

With the recent change in the Finance Coordinator position, a resolution to approve a change in bank signatories is being presented at the October 18, 2022 Regular Board Meeting for your approval. As per the procedure required by financial institutions, a copy of a duly signed board resolution is required for bringing change to the bank account authorized signatories. The resolution attached authorizes the following persons to sign on behalf of the Library, issue orders for payment or withdrawal of money:

Joan Luksik, Trustee/President
Judy Lindstrom, Trustee/Secretary
Tera Moon, Library Director
Monica Gower, Finance Coordinator
Katherine Bryant, Assistant Library Director
Brian Kepes, Bloomfield Township Treasurer
Danielle Walsh, Bloomfield Township Supervisor
Martin Brook, Bloomfield Township Clerk
Teresa Renaud, Bloomfield Township Deputy Treasurer

This resolution will need to be updated again when officers of the Library Board of Trustees change, when changes in the positions of Library Director, Assistant Library Director or Finance Coordinator occur or when changes in the Bloomfield Township Public Officials occur.

If you agree, the following action is needed:

ACTION: I move to approve the resolution authorizing signatures, including facsimile signatures, for banking services on behalf of the Bloomfield Township Public Library as presented, effective October 18, 2022.

**A RESOLUTION AUTHORIZING SIGNATURES, INCLUDING FACSIMILE
SIGNATURES, FOR BANKING SERVICES ON BEHALF OF THE BLOOMFIELD
TOWNSHIP PUBLIC LIBRARY**

THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY RESOLVES AS FOLLOWS:

SECTION 1. The following persons are authorized to sign on behalf of the library, orders for payment or withdrawal of money:

Joan Luksik, President/Trustee
Judy Lindstrom, Secretary/Trustee
Tera Moon, Library Director
Monica Gower, Finance Coordinator
Katherine Bryant, Assistant Library Director
Brian Kepes, Bloomfield Township Treasurer
Danielle Walsh, Bloomfield Township Supervisor
Martin Brook, Bloomfield Township Clerk
Teresa Renaud, Bloomfield Township Deputy Treasurer

Such authority shall remain in force until revoked by written notice to the affected financial institution of the action taken by the Trustees of the Bloomfield Township Public Library.

All prior authorizations are suspended.

SECTION 2. The following depository institutions are approved institutions for the authorized signers on behalf of the Library:

Flagstar Bank
Fifth Third Bank
Huntington Bank
RBC Schwartz & Co.

SECTION 3. This resolution was duly PASSED and ADOPTED this 18th day of October, 2022, and takes effect October 18, 2022, upon signing by the President and Secretary.

Joan Luksik, President

Judy Lindstrom, Secretary

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
MEMORANDUM**

TO: Library Board of Trustees

FROM: Katherine Bryant, Assistant Library Director

DATE: October 14, 2022

SUBJECT: Strategic Plan Update

September was a busy month for strategic planning. The Learn phase of the strategic planning process wrapped up with the Learning Report, which compiled findings from the surveys and community meetings, as well as library statistics from the past five years. Amanda Standerfer of Fast Forward Libraries led us into the Dream phase with two retreats designed to review the Learning Report and begin to come to a consensus on priorities. The Board of Trustees gathered for a four-hour retreat on September 27, followed by a similar meeting of the Library leadership team on September 28.

Amanda and her team used the information gathered through these retreats to create a draft outline of a strategic plan. The Planning Committee will meet on October 14 to review the outline and talk about vision, mission, strategic directions, and goals. This initial draft of the plan will drive the actual full plan documents. The Planning Committee and Library leadership team will meet on November 9 to review and refine the actual plan documents. The draft plan will be presented to the Board of Trustees at their regular November 15 meeting for review and feedback, with the goal of adopting a final strategic plan at the regular December 20 meeting.

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• 1 day ago

MANHATTAN SHORT Film Festival at library

Bloomfield Township Public Library is offering two opportunities for cinephiles to experience the MANHATTAN SHORT 25th Annual Short Film Festival on September 24 and 28.

The library will host screenings of the final 10 selections for the festival on Saturday, September 24, at 2 p.m., and again on Wednesday, September 28, at 6:30 p.m. These events are free and open to all, with no registration required.

MANHATTAN SHORT is a unique global event taking place in over 400 venues across six continents between September 22 and October 2, 2022. The final 10 films will screen simultaneously across the world during this period, with the Best Film and Best Actor awards determined by ballots cast by the audiences in each participating venue. Each short film selected by MANHATTAN SHORT is automatically Oscar-qualified.

The final 10 films represent finalists from eight countries and were chosen from among 868 submissions received by MANHATTAN SHORT for 2022.



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RELATED ARTICLES

Senior calendar of activities and events

'Billy Joel: Live at Yankee Stadium,' 5 Things to Know

Steven Page opens for the Who at Little Caesars Arena, 5 Things to Know

Meadow Brook Theatre opens 56th season with a Halloween favorite

Oakland County community calendar Oct. 2 and beyond

Library

• Author Talk and Book Signing – “Walking Home: Trail Stories” by Celia Ryker is 6 p.m. Oct. 3, at Springfield Township Library, 12000 Davisburg Road, Davisburg, 248-846-6550, springfield.michlibrary.org, no registration needed.

• Virtual Expungement Clinic is 1-5 p.m. Oct. 7, Lyon Township Public Library, 27005 Milford Road, South Lyon, adv. Registration required, lyon.assabetinteractive.com/calendar/expungement-clinic, 248-437-8800 ext. 618.

• Piety Hill Chapter of the Daughters of the American Revolution and the Sons of the American Revolution (SAR) Oaks Chapter to offer Genealogy Assistance to the public from 1-3 p.m. Oct. 15 at Bloomfield Township Public Library, 1099 Lone Pine Road, Bloomfield Twp., bring a laptop, www.pietyhilldar.org.

• Rochester Hills Public Library presents “van Gogh in America,” at 7 p.m. Oct. 11 at the library, 500 Olde Towne Road, Rochester, open to RHPL cardholders. Registration is required at calendar.rhpl.org or call 248-656-2900.

• Fall Used Book Sale is Oct. 13-15 at Wixom Public Library, 49015 Pontiac Trail, Wixom, sponsored by The Friends of the Wixom Library. Advance sale for Friends members is 5-7:30 p.m. Oct. 12, (memberships available at the door.), wixomlibrary.org.

COMMUNITY CALENDAR

SEPT. 21

Michigan Supreme Court Candidates Forum: Virtual forum hosted by League of Women Voters of Michigan and Jewish Bar Association of Michigan at 7 p.m., email lwv@lwv.org for a registration link

SEPT. 22

Hayride and Fall Fun: 4-7 p.m., Shain Park, 270 W. Merrill St. in Birmingham, <https://baldwinsociety.org/an-autumn-affair>

SEPT. 24

Compassion walk: 10 a.m. (registration at 9 a.m.), also garage sale (9 a.m.-1 p.m.) and live music (11:30 a.m.-12 p.m.) to support support Bloomfield Township Senior Services, 4315 Andover Road, (248) 723-3500

Bourbon & Brews Festival: 7:30-10:30 p.m., Bowers School Farm, 1219 E. Square Lake Road in Bloomfield Hills, Bowers-FarmEvents@gmail.com

SEPT. 24 & 28

MANHATTAN SHORT Film Festival: Screenings of final 10 selections, 2 p.m. Sept. 24 and 6:30 p.m. Sept. 28, Bloomfield Township Public Library, 1099 Lone

Pine Road, manhattanshort.com

SEPT. 28

Meet the candidates – State Senate: Webinars hosted by National Council of Jewish Women, Michigan at 6:45 p.m. and 8 p.m., register at ncjwmi.org or call (248) 355.3300 ext. 0

SEPT. 30

Meet the candidates – State Representative: Webinars hosted by National Council of Jewish Women, Michigan at 6:45 p.m. and 8 p.m., register at ncjwmi.org or call (248) 355.3300 ext. 0

SEPT. 29-OCT. 2

American Speed Festival: Driving demonstrations, car show, art expo and more, M1 Concourse, northwest corner of Woodward Avenue and South Boulevard in Pontiac, <https://m1concourse.com/asf-home>

SEPT. 30-OCT. 1

Charity Antiques and Collectibles Show: 10 a.m.-6 p.m. Friday and 10 a.m.-4 p.m. Saturday, Cross of Christ Lutheran Church, 1100 Lone Pine Road in Bloomfield Hills, bloomfieldcross.org/antiqueshow, facebook.com/BloomfieldAntiquesShow, (248) 646-5886

ONGOING

Birmingham Farmers Market: 9 a.m.-2 p.m. Sundays until Oct. 30, Public Parking Lot 6, 660 N. Old Woodward Ave., allinbirmingham.com/visitors/farmers-market,

BFL on Facebook and Instagram

'Ghosts on the Balcony': Haunted theater attraction Oct. 1-30, The Birmingham 8 Powered by Imagine, 211 S. Old Woodward Ave., emagine-entertainment.com

Art and film exhibits: Until Sept. 25, Cranbrook Art Museum, 39221 Woodward Ave. in Bloomfield Hills, <https://cranbrook.org>

artmuseum.org, artmuseum@cranbrook.edu, (248) 645-3323

Four new art exhibits: 9 a.m.-4 p.m. Mondays-Saturdays until Oct. 15, Birmingham Bloomfield Art Center, 1516 S. Cranbrook Road in Birmingham, BBArtCenter.org

SUE: The T. rex Experience: Wednesdays-

Sundays Institute Ave., <http://events/2> opens

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MARKETING REPORT

SEPTEMBER 2022

INSTAGRAM



FOLLOWERS:
1387 (↑13 from Aug.)

TOTAL REACH:
1452
(↓31% from Aug.)



NEWSLETTERS



- Movies and More (new DVDs and CDs) - 76 messages
- Books and More (new adult titles, strategic plan survey) - 1425 messages
- Discover (Strategic Plan survey, Nessa concert, Virtual Family PJ Story Time, Car Seat Safety Workshop, Genealogy Workshop) - 19,805 messages
- Digital News (new adult digital titles) - 1660 messages



FACEBOOK



PAGE LIKES:
2374 (↑138 from Aug.)

TOTAL REACH:
8290
(↑108.2% from Aug.)

TWITTER



FOLLOWERS: 270

IMPRESSIONS:
3194 with 49 tweets



PRESS RELEASES



- Manhattan Short Film Festival
- Genealogy Workshop
- October Book Sale
- Mysterious Michigan Author Talk

October 2022 Adult and Teen Programs

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
2 *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.	3	4 Fiber Arts Club (formerly Knitting Plus) 10 a.m.	5  Adaptive Umbrella An Accessibility Workshop	6 **Adaptive Umbrella: An Accessibility Workshop 10 a.m. – 3:30 p.m. (Register with Youth Services) **Movie Discussion Club 7 p.m.	7 English Language Conversation Group 10 a.m.	8 Friends of the Library Second Saturday Book Sale 10 a.m. – 3:30 p.m. (First hour Friends members only)
9	10 Sensory Story Time for Adults and Teens 11 a.m.	11 **Memoir Writers' Group 1 p.m. 	12 **Writers' Rendezvous 6:30 p.m.	13	14 English Language Conversation Group 10 a.m.	15 Genealogy Workshop with the Daughters of the American Revolution Piety Hill Chapter 1 p.m. – 3 p.m. ***Introduction to Scanning and Photo Editing 1:30 p.m.
16	17 **30 Minute Lunchtime Book Club 1 p.m.	18 **Tuesday Book Club 10 a.m. **Dyslexia Workshop with the Michigan Dyslexia Institute 7 p.m. (Register with Youth Services)	19 **Mystery Book Club 1 p.m. ***Google Apps 5:30 p.m. 	20	21 English Language Conversation Group 10 a.m.	22
23	24 **Books in Bars Book Club at the Rusty Bucket (formerly BYOB Book Club) 6 p.m.	25 **Memoir Writers' Group 1 p.m.	26 Trick or Treat at the Library! 4:30 p.m. – 7 p.m. **Writers' Rendezvous 6:30 p.m.	27 **Thursday Book Club 10 a.m. Author Visit: Amberrose Hammond with <i>Mysterious Michigan – Legends, Monsters, Hauntings, and True Crime from Michigan</i> , 7 p.m.	28 English Language Conversation Group 10 a.m. *Teen After Hours Halloween Event: Alien Attack! Escape the Library! 6:30 p.m. – 8:30 p.m.	29 ***PowerPoint Basics 1:30 p.m.
30	31 	Author Visit: <i>Mysterious Michigan – Legends, Monsters, Hauntings, and True Crime from Michigan</i> by Amberrose Hammond Thursday, October 27, 7 p.m. Researcher and author Amberrose Hammond will take you on a strange and fun journey into the supernatural past of the Great Lakes state. Explore legends, ghosts, monsters and more! For over twenty years, Amberrose has shared her love of Michigan's weird side with thousands. Books will be available for purchase and signing. <i>No registration required.</i>				 Teen After Hours Halloween Event ALIEN ATTACK! Escape the Library! Friday, October 28, 6:30 p.m. – 8:30 p.m.

November 2022 Adult and Teen Programs

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<div>HISTORY COMES ALIVE LECTURE SERIES Tuesdays, November 1, 8, and 15 at 7 p.m.</div> <div>CODENAME MIDNIGHT: DETROIT AND THE UNDERGROUND RAILROAD</div> <div>6</div>	<div>7</div>	<div>1 Adult Take Home Craft Kit: Giving Plate <i>(while supplies last)</i> Fiber Arts Club, 10 a.m. History Lecture – Codename Midnight: Detroit and the Underground Railroad, 7 p.m.</div> <div>8 **Memoir Writers' Group 1 p.m. History Lecture – Harriet Quimby: Michigan's New Woman Aviator 7 p.m.</div>	<div>2</div> <div>9 *Teen Book Club – The Ballad of Songbirds and Snakes 4 p.m. **Writers' Rendezvous 6:30 p.m.</div> <div>THE BALLAD OF SONGBIRDS AND SNAKES SUZANNE COLLINS</div>	<div>3 **Movie Discussion Club 7 p.m.</div> <div>MOVIE DISCUSSION CLUB</div> <div>10</div>	<div>4 English Language Conversation Group 10 a.m.</div> <div>English Language Conversation Group 10 a.m. AFTER HOURS CONCERT – Ara Topouzian Trio 7 p.m.</div>	<div>5</div> <div>12 Friends of the Library Second Saturday Book Sale 10 a.m. – 3:30 p.m. <i>(First hour Friends members only)</i> ***Introduction to Excel 1:30 p.m.</div>
<div>13</div> <div>HARRIET QUIMBY: MICHIGAN'S NEW WOMAN AVIATOR</div>	<div>14 Sensory Story Time for Adults and Teens 11 a.m.</div>	<div>15 **Tuesday Book Club, 10 a.m. **Classics Book Club, 7 p.m. History Lecture – The American Guide Series: The WPA's Travel Books of the 1930s, 7 p.m.</div>	<div>16 **Mystery Book Club 1 p.m. ***Intro to Social Media 5:30 p.m.</div>	<div>17 **Thursday Book Club 10 a.m.</div>	<div>18 English Language Conversation Group 10 a.m. AFTER HOURS CONCERT – University of Michigan Chamber Music Concert 7 p.m.</div>	<div>19 ***Introduction to Scanning and Photo Editing 1:30 p.m.</div>
<div>20</div> <div>THE AMERICAN GUIDE SERIES: THE WPA'S TRAVEL BOOKS OF THE 1930'S</div>	<div>21 **30 Minute Lunchtime Book Club 1 p.m.</div>	<div>22 **Memoir Writers' Group 1 p.m.</div>	<div>23 LIBRARY CLOSING AT 5:30 P.M. FOR THANKSGIVING EVE</div>	<div>24 LIBRARY CLOSED FOR THANKSGIVING DAY</div>	<div>25 English Language Conversation Group 10 a.m.</div>	<div>26</div>
<div>27 **Books in Bars Book Club at the Rusty Bucket 6 p.m.</div>	<div>28</div>	<div>29 *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.</div>	<div>30</div>	<div>AFTER HOURS CONCERTS @ the Library Ara Topouzian Trio, Friday, November 11, 7 p.m. Showcasing his artistry on the kanun (Middle Eastern lap harp), Topouzian's musical style keeps his Armenian heritage alive. Chamber Music Concert, Friday, November 18, 7 p.m. Stirring chamber music performances by student musicians from the University of Michigan School of Music, Theatre, and Dance.</div>		<div>ARA TOPOUZIAN Trio</div>

October YOUTH Events Calendar



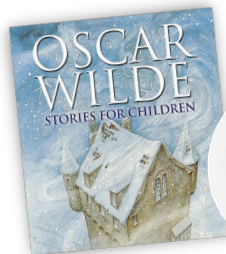
S	M	T	W	T	F	S
						01
02	03	04 Preschool STEAMtime: Story Time and Discovery 10:30-11 a.m.	05 NEW STORY! KidLITCast	06	07 Outdoor Family Story Time 11-11:30 a.m.	08 FRIENDS Library Book Sale! 11 a.m.-3:30 p.m. Lots of Kids Books!
09	10 My First Book Group 6:30-7:30 p.m.	11	12 Book Worms 6:30-7:30 p.m. NEW STORY! KidLITCast	13 Paperbacks and Snacks 6:30-7:30 p.m.	14	15
16	17 Art Lab Junior 6:30-7:30 p.m.	18 Preschool STEAMtime: Story Time 10:30-11 a.m. Dyslexia Workshop 7 p.m.	19 Virtual Family PJ Story Time 7-7:30 p.m.	20 Wee Read Baby & Toddler Story Time 10:30 - 11 a.m.	21	22
23	24	25 Preschool STEAMtime: Story Time and Discovery 10:30-11 a.m.	26 Trick or Treat at the Library 4:30-7 p.m.	27 Wee Read Story Time 10:30- 11 a.m. Art Lab 4:30-5:30 p.m.	28	29
30	31					

DYSLEXIA WORKSHOP

FOR PARENTS, CAREGIVERS,
& EDUCATORS

**Tuesday, October 18
7 p.m. – 8:30 p.m.**

Join us for a presentation to learn all about dyslexia, how to advocate for your child before and after they are diagnosed, and different instruction techniques after diagnosis. Presented by the Michigan Dyslexia Institute, a nonprofit dedicated to serving adults and children who have dyslexia. To register or for more information please contact Youth Services at (248) 642-5800, AskYouth@btpl.org, or register online at www.btpl.org/events.



KidLITCast

A PODCAST FOR FAMILIES

Join Ms. Patricia every week for a short story from the collection *Stories for Children* by Oscar Wilde. A new story every Wednesday, September 7 – October 12. Go to btpl.org/youth-on-demand to hear all episodes including previous books *My Father's Dragon* and *Winnie the Pooh*.



Starting on October 1, we will have a limited supply of interactive movie kits for the modern classic 1993 Tim Burton film, *The Nightmare Before Christmas*. Kits will contain a variety of materials and prompts for participants to enjoy while watching the movie at home.

We will have more kits available on October 24. Get your kit while supplies last!

TRICK OR TREAT AT THE LIBRARY!

WEDNESDAY, OCTOBER 26
4:30 - 7 P.M.



Grab your costume and drop in for trick-or-treating at the library! Head to your first stop in Youth Services to decorate a trick-or-treating bag and find some other fun activities. Follow the Trick-or-Treating Map to find each station around the library, where we will be passing out allergy-friendly goodies, Halloween-themed mini craft kits, stickers, and other cool treats.

Book Discussion Groups

Participants will receive a copy of the book upon registration to read before we meet.

My First Book Group

Monday, October 10, 6:30 p.m.

Registration is required.

Monday, November 21, 6:30 p.m.

Registration is required and begins October 10.

For grades Kindergarten and 1st with an adult. Join us for your child's first book group where we will discuss a book with fun crafts and activities based on the story.

Book Worms

Wednesday, October 12, 6:30 p.m.

Registration is required.

Tuesday, November 15, 6:30 p.m.

Registration is required and begins October 12.

For grades 2nd and 3rd. This lively group will meet to discuss, craft, and make a snack based on the book title for the month.

Paperbacks and Snacks

Thursday, October 13, 6:30 p.m.

Registration is required.

Wednesday, November 16, 6:30 p.m.

Registration is required and begins October 13.

For grades 4th through 6th. Join us as we discuss a book and talk about what we liked or disliked about it while doing activities and crafts based on the title.

Art Lab

Thursday, October 27, 4:30 p.m.

Registration is required and begins October 3.

Thursday, November 17, 4:30 p.m.

Registration is required and begins October 27.

For ages 10 – 13. Explore different art mediums at each unique program.

Art Lab Junior

Monday, October 17, 6:30 p.m.

Registration is required.

Monday, November 14, 6:30 p.m.

Registration is required and begins October 17.

For ages 7 – 9. We've added an Art Lab for the younger set where we'll experiment with arts and crafts using different materials focusing on the process of creativity!

Story Times

Outdoor Family Story Time

Friday, October 7, 11 a.m.

Friday, November 4, 11 a.m.

No registration is required.

**In the case of inclement weather, story time will be held inside.*

Join us on the Youth Terrace once a month on Fridays for stories, songs and rhymes for the whole family. Please dress for the weather.



Preschool STEAMtime: Story Time and Discovery

Tuesdays, October 18 – November 8, 10:30 a.m.

4-week session

Registration is required.

Tuesdays, November 22 – December 13, 10:30 a.m.

4-week session

Registration is required and begins October 31.

This story time is for ages 3 and up along with an adult. Children will explore STEAM (science, technology, engineering, art, and math) through stories, rhymes, music, and activities.

Wee Read

Baby and Toddler Story Time

Thursdays, October 20 – November 10, 10:30 a.m.

4-week session

Registration is required.

Thursdays, December 1 – December 15, 10:30 a.m.

3-week session

Registration is required and begins October 31.

This story time is for babies all the way up to toddlers along with their adult. We'll be sharing stories, lap bounce songs, and play!

Virtual Family PJ Story Time (Live on Zoom!)

Wednesday, October 19, 7 p.m.

Registration is required.

Wednesday, November 30, 7 p.m.

Registration is required and begins October 19.

Settle in to a cozy space at home in your comfiest clothes or pajamas for this bedtime story time for all ages. Registered attendees will receive a Zoom link prior to the event. Closed captioning provided.

Check out our **Virtual Branch** for upcoming Take 'n' Make Craft Kits, On-Demand Videos including how to make fun afterschool snacks, book recommendations and much more! www.btpl.org/virtual

Questions? Contact the Youth Department – call (248) 642-5800 or email AskYouth@btpl.org



DATES FOR LIBRARY BOARD OF TRUSTEES

Tuesday, October 18, 7:00 p.m. – Library Board Meeting

Tuesday, October 25, 7:00 p.m. – Ambassadors Group

Wednesday, November 2, 11:00 a.m. – Friends Board Meeting

Saturday, November 12, 10:00 a.m. – 3:30 p.m. – Friends Saturday Sale

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

Friday, November 18, 7:00 p.m. – Chamber Music Concert