

Bloomfield Township Public

Library

**Bloomfield Township Public Library
Board of Trustees**

Library Board Meeting
Tuesday, April 25, 2023
7:00 p.m.

Board Room

Trustees:

libraryboard@btpl.org

Dani Gillman, President
Judy Lindstrom, Vice President
Joan Luksik, Secretary
Keith Carduner
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 TRUSTEES MEETING**

LIBRARY BOARD INFORMATION PACKETS

List of Contents

Items included in pre-board delivery for the REGULAR BOARD MEETING SCHEDULED
Tuesday, April 25, 2023 7:00 p.m.

#	<u>NUMBERED ITEMS</u>	<u>DATE DELIVERED</u>
1	Agenda	04/21/2023
2a	Request to remove items from the Consent Agenda for Discussion	04/21/2023
2b	Motion to approve the order of items for the regular and consent agendas	04/21/2023
5	Motion to approve remaining Consent Agenda items 6-8d	04/21/2023
6	Regular Board Meeting Minutes of March 21, 2023	04/21/2023
7a	Cash Disbursements	04/21/2023
7b	Revenues/Expenditures Budget Report	04/21/2023
7c	Energy Report	04/21/2023
8a	President's Report– no report	
8b	Director's Report	04/21/2023
8b1	Board Discussion Topics	04/21/2023
8c	Art Committee –no report	
8c	Advocacy Committee – no report	
8c	Building and Grounds Committee – 04/13/2023	04/21/2023
8c	Cranbrook –no report	
8c	Development Committee – no report	
8c	Finance Committee– no report	
8c	Friends of the Library Liaison – no report	
8c	Jeanette P. Myers Scholarship Committee – no report	
8c	Investment Committee – no report	
8c	Personnel Committee – no report	
8c	Policy Committee – no report	
11a	Cleaning Services Bid	04/21/2023
13	Motion to approve any items removed from the Consent Agenda	04/21/2023

	<u>UNNUMBERED ITEMS</u>	<u>DATE DELIVERED</u>
	Press Mentions	04/21/2023
	Strategic Plan Update	04/21/2023
	Marketing Report	04/21/2023
	Youth Services Events Calendar	04/21/2023
	Adult Services Events Calendar	04/21/2023
	Dates for Library Board of Trustees	04/21/2023

AGENDA
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, April 25, 2023
Regular Board Meeting
7:00 P.M.

REGULAR AGENDA ITEMS #1-5

1. Call to order of regular meeting
- 2a. Request to remove items from the Consent Agenda for Discussion
- 2b. MOTION to approve the order of items for the Regular and Consent Agendas
3. President's Verbal Report
4. Director's Verbal Report
5. MOTION to approve the remaining Consent Agenda items 6-8d

CONSENT AGENDA ITEMS #6-8d
Items removed will be discussed under Item #12

6. Regular Board meeting minutes of March 21, 2023
7. Budget
 - a. Cash Disbursements
 - b. Monthly Revenues & Expenditures
 - c. Energy Report
8. Written Reports:
 - a. President: *Dani Gillman
 - b. Director: *Tera Moon
 - c. Committee:
 - *Art Committee *Ad Hoc*
 - *Bloomfield Township Liaison
 - *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. Cleaning Services Bid
12. Discussion of items removed from the Consent Agenda
13. MOTION to approve any items removed from the Consent Agenda
14. Other
15. Next scheduled meeting: Tuesday, May 16, 2023
16. Adjournment

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

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

I REQUEST THAT ITEM (S):

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

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

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

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

OPTION - NO AMENDMENT NEEDED:

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

OPTION - AMENDMENT TO AGENDA:

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

the **REGULAR AGENDA** as follows:

the **CONSENT AGENDA** as follows:

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

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

CONSENT AGENDA ITEMS MOTION

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

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

Bloomfield Township Public Library
Oakland County, Michigan
Tuesday, March 21, 2023, 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 President Dani Gillman.

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

Trustees Absent: Joan Luksik

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

Guests: Deb Smith, Assistant Department Head and Staff Organization Committee (SOC) representative

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

A vote was taken for approval of the motion.

Ayes: Carduner, Gillman, Lindstrom, Murray, and Spradlin

Nays: None

MOTION CARRIED

PRESIDENT'S VERBAL REPORT:

President Gillman declared "Happy Spring!" and expressed excitement for the upcoming Library programs.

DIRECTOR'S VERBAL REPORT:

Director Moon announced the Youth Services Librarians are busy celebrating reading during March is Reading Month. Tonight "Battle of the Books" takes place at the Library, with fifty-seven participants -- 5th and 6th graders at Bloomfield Hills Middle Schools-- forming eleven teams. This will culminate with a visit from author Kelly J. Baptist. The librarians also have been occupied with Kindergarten Readers' Round-Ups with visits from eight kindergarten classes. They are supporting a One School, One Book event in conjunction with Way Elementary.

Adult Services is capping off March is Reading Month as well with a local author book fair, which is something the Library has never done before. It will be held on April 1 from 11am-3pm and will be a great chance for patrons to interact with local authors.

Director Moon shared an intellectual freedom update that included information about challenges in Lapeer County and an example of a library director's employment

contract being modified to require severance pay if the director is removed for refusing to censor library materials.

The Photo Contest is open for another few days, the deadline to enter is this Sunday, March 26. The reception is Saturday, April 29 at 2p.m.

The Library Building and Grounds Committee will be meeting on April 13 to review the lower-level water issues. A representative from Spaulding DeDecker will be present to address issues. This is tied to the parking lot renovation project. The roofing issues are being coordinated with the Quinn Evans architects to look at the skylights.

Jerry Ashley has been the full-time Maintenance Assistant for twenty-five years and will be retiring on April 14. Candidates are currently interviewing for this position.

The Library received a FOIA request regarding *the Eagle* article about the strategic plan recently.

REGULAR AGENDA:

Call to the public.

Deb Smith reported on the Staff Organization Committee's latest activities. She reported that Youth Services Librarian Amanda Carroll and Circulation Clerk Laura Norman are now on the committee.

UNFINISHED BUSINESS:

No unfinished business.

NEW BUSINESS:

11a. FY 2022/2023 Amended Budget and FY 2023/2024 Proposed Budget

Director Moon presented the proposed balanced budget that includes the FY 2022-2023 amended budget and the FY 2023-2024 proposed budget for the Board's review.

Upon discussion, a motion was made by Shane Spradlin, seconded by Joy Murray **TO APPROVE ON A FUNCTIONAL AND TOTAL FUND BASIS THE PROPOSED GENERAL FUND BUDGET, AS ATTACHED, FOR FISCAL YEAR APRIL 1, 2023 - MARCH 31, 2024, IN THE FOLLOWING AMOUNTS FOR THE SUPPORT AND MAINTENANCE OF BLOOMFIELD TOWNSHIP PUBLIC LIBRARY:**

\$8,816,363 Revenues
\$10,629,009 Expenditures

- **FUND BALANCE RESERVES SHALL BE DECREASED BY: (\$1,812,646) NET REVENUE/EXPENDITURES.**

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

TO APPROVE ON A FUNCTIONAL AND TOTAL FUND BASIS THE AMENDED GENERAL FUND BUDGET, AS ATTACHED, FOR THE CURRENT FISCAL YEAR APRIL 1, 2022 - MARCH 31, 2023, IN THE FOLLOWING AMOUNTS FOR THE SUPPORT AND MAINTENANCE OF BLOOMFIELD TOWNSHIP PUBLIC LIBRARY.

\$8,573,213 REVENUES
\$10,448,649 EXPENDITURES

- **FUND BALANCE RESERVES SHALL BE DECREASED BY: (\$1,875,436) NET REVENUE/(EXPENDITURES)**

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

A vote was taken for approval of the motion.

Ayes: Carduner, Lindstrom, Luksik, Murray, and Spradlin

Nays: None

MOTION CARRIED

Upon discussion, a motion was made by Keith Carduner, seconded by Joy Murray **TO APPROVE ON A TOTAL FUND BASIS THE PROPOSED GIFT FUND BUDGET, AS ATTACHED, FOR FISCAL YEAR APRIL 1, 2023 - MARCH 31, 2024, IN THE FOLLOWING AMOUNTS FOR THE SUPPORT AND MAINTENANCE OF THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY:**

<u>\$700</u>	<u>Revenues</u>
<u>\$162,195</u>	<u>Expenditures</u>

TO APPROVE ON A TOTAL FUND BASIS THE AMENDED GIFT FUND BUDGET, AS ATTACHED, FOR THE CURRENT FISCAL YEAR APRIL 1, 2022 - MARCH 31, 2023, IN THE FOLLOWING AMOUNTS FOR THE SUPPORT AND MAINTENANCE OF BLOOMFIELD TOWNSHIP PUBLIC LIBRARY.

<u>\$45,534</u>	<u>Revenues</u>
<u>\$207,029</u>	<u>Expenditures</u>

A vote was taken for approval of the motion.

Ayes: Carduner, Gillman, Lindstrom, Murray, and Spradlin

Nays: None

OTHER:

Joy Murray reported that the Friends of Bloomfield Township Public Library had a very successful two-day sale on March 11 and 12. The sales totaled nearly \$8,000 and 18 new members joined. The Friends of the Library Annual Meeting is Wednesday, May 3. The Friends Annual Report is currently being compiled, which comes out ahead of the Annual Meeting.

Judy Lindstrom reported that she met with former trustee Eli Greenbaum and his wife Barbara Bloom. They sent their greetings. They are working towards creating a scholarship with the Library.

There will be a Building and Grounds meeting on April 13 at 9 a.m.

The next Library Board Meeting will be Tuesday, April 25 at 7:00 p.m.

At 7:32 p.m. President Dani Gillman adjourned the meeting.

Submitted by:



Judy Lindstrom, Vice President

Bloomfield Township Public Library**Cash Disbursements Comments
March 2023****New Vendors:**

- Sharon Maund
- MP Fashion
- Kelly J. Baptist

General Fund - Advance Checks:

- Check #22939 made payable to Amanda Carroll in the amount of \$26.56 was reimbursement for supplies for a program.
- Check #22940 made payable to Lauren Catoni-Ellis in the amount of \$372.40 was reimbursement for the purchase of a braille keyboard for the Accessibility Support Technology Station.
- Check #22943 made payable to DTE Energy in the amount of \$22,798.37 was payment for electricity service for the period 2/8-3/8.
- Check #22946 made payable to Martha McGee in the amount of \$233.09 was payment for Library Shop inventory purchases.
- Check #22947 made payable to MP Fashion in the amount of \$360.00 was payment for a program presenter.
- Check #22949 made payable to Patricia Ballard in the amount of \$36.75 was payment for mileage reimbursement.
- Check #22950 made payable to Shayna Connolly in the amount of \$41.76 was reimbursement for craft kit supplies.
- Check #22951 made payable to Martha McGee in the amount of \$47.28 was reimbursement for Library Shop inventory purchases.
- Check #22958 made payable to Birmingham Bloomfield Chamber in the amount of \$230.00 was payment for the Library's membership in this organization.
- Check #22960 made payable to Elizabeth May in the amount of \$67.01 was reimbursement for mileage and program supplies.

- Check #22962 made payable to Vigilante Security in the amount of \$160.00 was payment for repairs to building security system.

General Fund - Regular Checks:

- Check #22969 made payable to Bloomfield Township in the amount of \$1,265.66 was payment for water service for the period 2/20-3/21.
- Check #22970 made payable to Bloomfield Township in the amount of \$441,166.36 was payment for three payrolls including FICA, health insurance, pension, etc.
- Check #22972 made payable to Petty Cash – BTPL in the amount of \$242.86 was payment for reimbursing the petty cash.
- Check #22977 made payable to E.S. Balian in the amount of \$200.00 was payment for a program presenter.
- Check #22980 made payable to J W Pepper & Son, Inc in the amount of \$265.85 was payment for purchases of sheet music.
- Check #22981 made payable to LJ Rolls Refrigeration Co., Inc in the amount of \$4,876.01 was payment for various repairs and supplies for the HVAC system.
- Check #22982 made payable to Laforce in the amount of \$360.00 was payment for repairs to study room doors.
- Check #22991 made payable to Sharon Maund in the amount of \$75.00 was payment for Library Shop inventory.
- Check #22992 made payable to Tel Systems in the amount of \$1,742.00 was payment for a replacement camera for monitoring the automated materials handler.
- Check #22994 made payable to The Library Network in the amount of \$3,042.88 was payment for internet services.
- Check #22997 made payable to WP Company LLC in the amount of \$1,846.95 was payment for a subscription to the digital Washington Post.
- Check #22999 made payable to The Library Network in the amount of \$1,763.20 was payment for the Consumer Reports online subscription.
- Check #23000 made payable to Frank Rewold & Son, Inc. in the amount of \$180,728.96 was payment for work on the LED lighting project.

Gift Fund - Advance Checks:

- Check #5393 made payable to Kelly J. Baptist in the amount of \$1,100.00 was payment for a program presenter.
- Check #5394 made payable to Patricia Ballard in the amount of \$52.00 was payment for program supplies.

Gift Fund - Regular Checks:

- Check #5397 made payable to Bloomfield Twp. Public Library in the amount of \$13.44 was reimbursement of the petty cash.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

CHECK REGISTERS

FOR THE MONTH OF MARCH 2023

Check #	Date	Payee	Cash Account	Amount
General Fund				
ADVANCE CHECKS:				
22938	3/15/23	AMAZON.COM	016.01	1,340.29
22939	3/15/23	AMANDA CARROLL	016.01	26.56
22940	3/15/23	Lauren Catoni-Ellis	016.01	372.40
22941	3/15/23	LOWE'S	016.01	252.03
22942	3/15/23	T MOBILE	016.01	59.48
22943	3/22/23	DTE ENERGY	016.01	22,798.37
22944	3/22/23	FLAGSTAR BANK	016.01	6,431.65
22945	3/22/23	GREAT OAKS MAINTENANCE	016.01	3,600.00
22946	3/22/23	Martha McGee	016.01	233.09
22947	3/22/23	MP FASHION	016.01	360.00
22948	3/22/23	VIGILANTE SECURITY	016.01	1,950.00
22949	3/29/23	Patricia Ballard	016.01	36.75
22950	3/29/23	Shayna Connolly	016.01	41.76
22951	3/29/23	Martha McGee	016.01	47.28
22952	3/29/23	PRINCIPAL LIFE INSURANCE COMPANY	016.01	719.91
22953	3/29/23	VALUE LINE PUBLISHING, INC	016.01	1,050.00
22954	4/4/23	AMAZON.COM	016.01	995.77
22955	4/4/23	APPLIED INNOVATION	016.01	964.02
22956	4/4/23	AT&T	016.01	170.00
22957	4/4/23	AT&T	016.01	723.86
22958	4/4/23	BIRMINGHAM BLOOMFIELD CHAMBER	016.01	230.00
22959	4/4/23	XFINITY	016.01	85.83
22960	4/4/23	Elizabeth May	016.01	67.01
22961	4/4/23	PTS Communications	016.01	78.00
22962	4/4/23	VIGILANTE SECURITY	016.01	160.00
22964	4/4/23	AMAZON.COM	016.01	1,340.29
22965	4/4/23	LOWE'S	016.01	252.03
Total				44386.38
REGULAR CHECKS:				
22966	4/18/23	AERO FILTER, INC	016.01	321.84
22967	4/18/23	BAKER & TAYLOR, INC.	016.01	14,359.56
22968	4/18/23	BLACKSTONE PUBLISHING	016.01	41.60
22969	4/18/23	BLOOMFIELD TOWNSHIP	016.01	1,265.66
22970	4/18/23	BLOOMFIELD TOWNSHIP	016.01	441,166.36
22971	4/18/23	BOOKS GALORE INC.	016.01	128.87
22972	4/18/23	PETTY CASH - BTPL	016.01	242.86
22973	4/18/23	CENGAGE LEARNING/GALE	016.01	819.50
22974	4/18/23	CINTAS CORPORATION	016.01	77.85
22975	4/18/23	DEMCO, INC.	016.01	501.85
22976	4/18/23	DU ALL CLEANING, INC	016.01	5,560.00
22977	4/18/23	E.S. Balian	016.01	200.00
22978	4/18/23	GREAT OAKS MAINTENANCE	016.01	3,600.00
22979	4/18/23	INGRAM LIBRARY SERVICES	016.01	35.99
22980	4/18/23	J W PEPPER & SON, INC	016.01	265.85
22981	4/18/23	LJ ROLLS REFRIGERATION CO., INC	016.01	4,876.01
22982	4/18/23	LAFORCE	016.01	360.00
22983	4/18/23	MANGO LANGUAGES	016.01	2,321.04
22984	4/18/23	MICROMARKETING LLC	016.01	399.11
22985	4/18/23	MIDWEST TAPE	016.01	1,815.40
22986	4/18/23	MANUFACTURER'S NEWS. INC.	016.01	189.25
22987	4/18/23	NICHOLS/NETWORK SERVICES CO	016.01	429.67
22988	4/18/23	OVERDRIVE	016.01	1,931.21
22989	4/18/23	ROSEN PUBLISHING	016.01	17.70
22990	4/18/23	SALEM PRESS, INC.	016.01	250.75
22991	4/18/23	Sharon Maund	016.01	75.00
22992	4/18/23	TEL SYSTEMS	016.01	1,742.00

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
CHECK REGISTERS
FOR THE MONTH OF MARCH 2023**

Check #	Date	Payee	Cash Account	Amount
22993	4/18/23	TERMINIX PROCESSING CTR.	016.01	160.00
22994	4/18/23	THE LIBRARY NETWORK	016.01	3,042.88
22995	4/18/23	TOTAL ENERGY SYSTEMS, INC.	016.01	624.00
22996	4/18/23	WALLACEBURG BOOKBINDING & MFG	016.01	254.33
22997	4/18/23	WP COMPANY LLC	016.01	1,846.95
22998	4/18/23	WT COX INFORMATION SERVICES	016.01	385.50
22999	4/20/23	THE LIBRARY NETWORK	016.01	1,763.20
23000	4/20/23	FRANK REWOLD AND SON, INC.	016.01	180,728.96
23001	4/20/23	CENTRAL BUSINESS SYSTEMS, INC.	016.01	319.15
23002	4/20/23	SENTINEL TECHNOLOGIES, INC.	016.01	1,686.00
23003	4/20/23	T MOBILE	016.01	119.44

Total 673925.34

Gift Fund

ADVANCE CHECKS:

5390	3/15/23	AMAZON.COM	012.03	706.55
5391	3/15/23	LOWES	012.03	350.00
5392	3/22/23	FLAGSTAR BANK	012.03	926.29
5393	3/22/23	KELLY J. BAPTIST	012.03	1,100.00
5394	3/29/23	Patricia Ballard	012.03	52.00
5395	4/6/23	AMAZON.COM	012.03	160.99

Total 3295.83

REGULAR CHECKS:

5396	4/13/23	DEMCO INC.	012.03	1,515.93
5397	4/14/23	BLOOMFIELD TWP. PUBLIC LIBRARY	012.03	13.44

Total 1529.37

Bloomfield Township Public Library
FY 2022-2023 General Fund Budget (Unaudited)

PRESENTED: APRIL 25, 2023 FOR THE MONTH OF: MARCH, 2023

ACCOUNT NAME	2022-2023	2022-2023	REVENUE/EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	Twelve Months 100%		
	ADOPTED BUDGET AS OF MARCH 16, 2022	AMENDED BUDGET AS OF MARCH 21, 2023			% OF BUDGET YTD	VARIANCE	
<u>Revenues</u>							
Taxes	\$8,141,617	\$8,248,977	\$2,420,607	\$8,349,456	101.22%	\$100,479	
Penal Fines	\$87,600	\$66,126	\$0	\$66,126	100.00%	(\$0)	
State Aid	\$32,800	\$43,493	\$0	\$43,493	100.00%	\$0	
Circulation Fines & Fees	\$25,500	\$28,735	\$2,429	\$29,503	102.67%	\$768	
Charges for Services	\$14,866	\$9,075	\$1,899	\$9,218	101.58%	\$143	
Investment earnings	\$50,000	\$135,337	\$66,746	\$132,744	98.08%	(\$2,593)	
Miscellaneous	\$34,566	\$41,471	\$6,927	\$43,106	103.94%	\$1,635	
Total Revenues	\$8,386,949	\$8,573,214	\$2,498,608	\$8,673,646	101.17%	\$100,432	
<u>Expenditures</u>							
Personnel	\$4,777,521	\$4,777,521	\$446,371	\$4,261,034	89.19%	(\$516,487)	
Library Services	\$817,933	\$821,875	\$32,121	\$735,279	89.46%	(\$86,596)	
Facilities & Equipment	\$1,036,779	\$1,116,833	\$52,400	\$1,034,976	92.67%	(\$81,857)	
Other Operating Expenditures	\$3,619,429	\$3,732,420	\$191,827	\$1,046,711	28.04%	(\$2,685,709)	
Total Expenditures	\$10,251,662	\$10,448,649	\$722,719	\$7,078,000	67.74%	(\$3,370,649)	
Fund Balance - Beginning	\$12,237,654	\$12,237,654		\$12,237,654			
Net revenue (expenditure)	(\$1,864,713)	(\$1,875,435)		\$1,595,647			
Fund Balance - Ending	\$10,372,941	\$10,362,219		\$13,833,301			

Fund Balance Designations

Nonspendable-Prepaid Expense	\$18,791	\$18,791
Committed Fund Balance (is 8-months of operational expenditures amount)	\$4,588,431	\$4,719,755
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	\$5,523,673
Unassigned Fund Balance (is the unplanned emergency amount)	\$100,000	\$100,000

Bloomfield Township Public Library
FY 2022-2023 Gift Fund Budget (Unaudited)

PRESENTED: APRIL 25, 2023 FOR THE MONTH OF: MARCH, 2023

Twelve Months 100%

ACCOUNT NAME	2022-2023 ADOPTED BUDGET AS OF MAR 16, 2022	2022-2023 AMENDED BUDGET AS OF APR 25, 2023	REVENUE/ EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	VARIANCE
<u>Revenues</u>						
Gift Income	\$500	\$56,619	\$598	\$56,021	98.94%	(\$598)
Gift Revenue	\$0	\$23,312	\$598	\$4,528	19.42%	(\$18,785)
Friends of the Library	\$0	\$31,755	\$0	\$49,941	157.27%	\$18,186
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	\$25	\$177	88.64%	(\$23)
Miscellaneous Revenue	\$0	\$0	\$0	\$0	0.00%	\$0
Total Revenues	\$700	\$56,819	\$624	\$56,198	98.91%	(\$621)
<u>Expenditures</u>						
Library Services	\$75,589	\$116,236	\$2,809	\$43,476	37.40%	(\$72,760)
Facilities & Equipment	\$34,382	\$48,329	\$2,016	\$10,609	21.95%	(\$37,721)
Other Operating Expenditures	\$52,224	\$53,749	\$5	\$3,813	7.09%	(\$49,936)
Total Expenditures	\$162,195	\$218,314	\$4,830	\$57,897	26.52%	(\$160,417)
Fund Balance - Beginning	\$161,695	\$161,695		\$161,695		
Net revenue (expenditures)	(\$161,495)	(\$161,495)		(\$1,699)		
Fund Balance - Ending	\$200	\$200		\$159,996		

Bloomfield Township Public Library
Asset Allocation Summary
MARCH 2023

Fund	Type	Annual Yield	Date	Amount on Hand
General Fund				
	5th 3rd Checking (Ecommerce)	0.00%	3/31/2023	\$117,397.99
	Flagstar Public Funds Savings	3.67%	3/31/2023	\$204,410.29
	Flagstar Premier Public Entities Checking	0.90%	3/31/2023	\$136,118.65
	RBC Capital Cash/Money Market	0.20%	3/31/2023	\$415,065.35
	RBC Capital - Investments	1.31%	3/31/2023	\$13,857,174.17
	Total General Fund			<u>\$14,730,166.45</u>
Please see General Fund budget for notes on how this amount is earmarked				
Gift Fund				
	Huntington Public Fund Business Interest Checking	0.30%	3/31/2023	\$96,811.79
	Huntington CD (Charnov gift) - matures 02/05/2024	0.03%	3/31/2023	\$50,000.00
	Fifth Third Bank Business Standard Checking	0.00%	3/31/2023	\$15,272.77
	Total Gift Fund			<u>\$162,084.56</u>

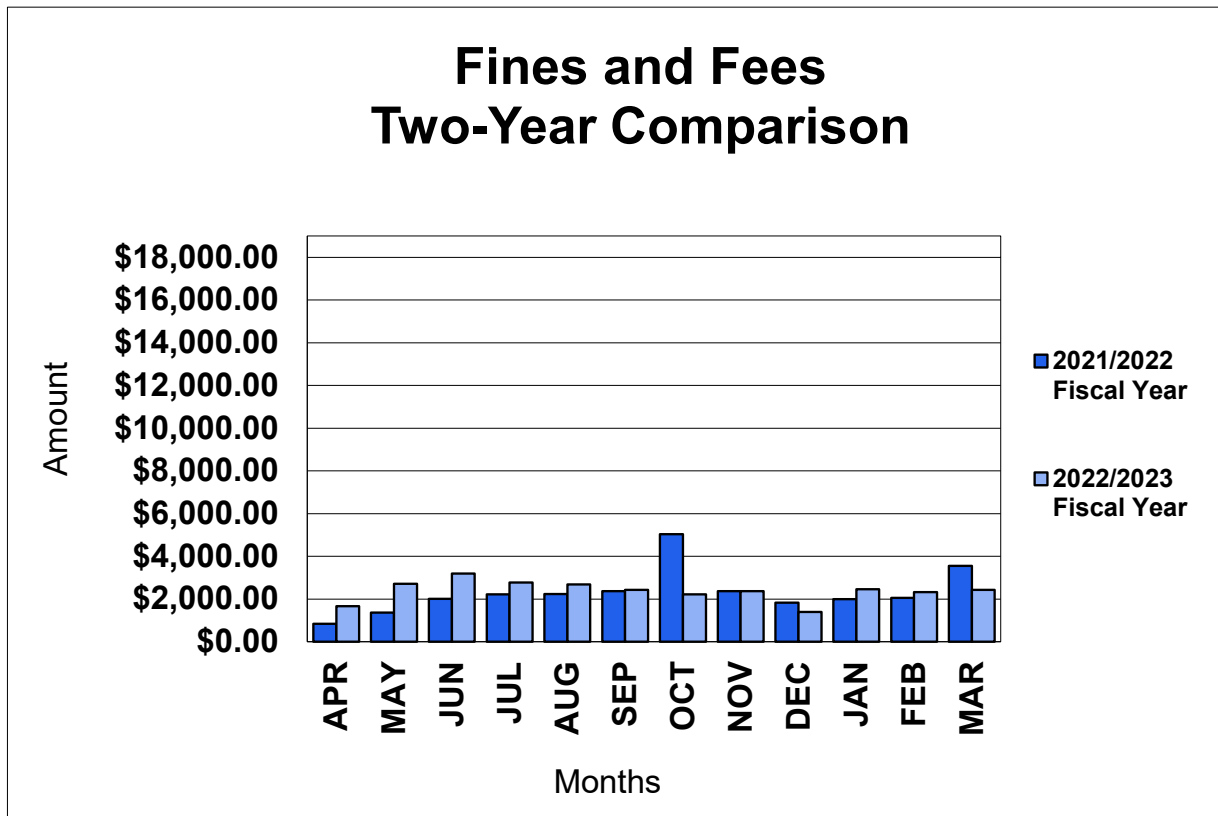
CFSEM

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		<u>\$192,246.00</u>

FINES AND FEES - TWO-YEAR COMPARISON

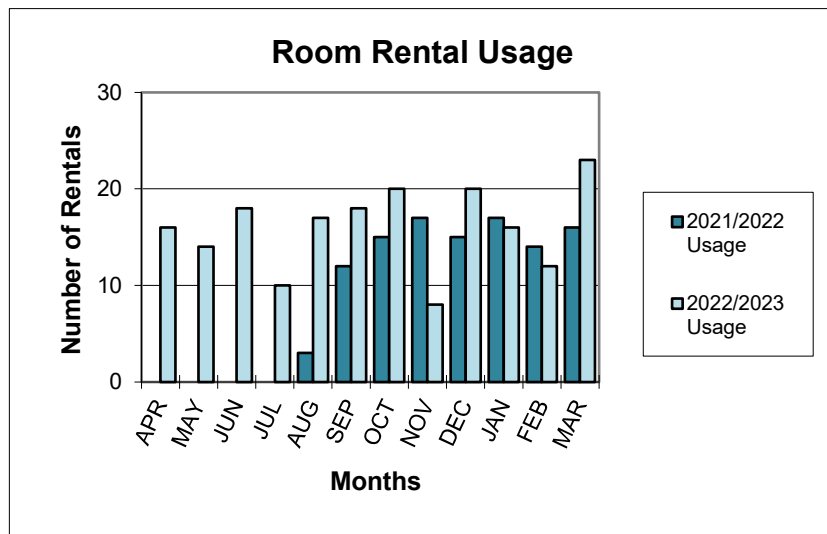
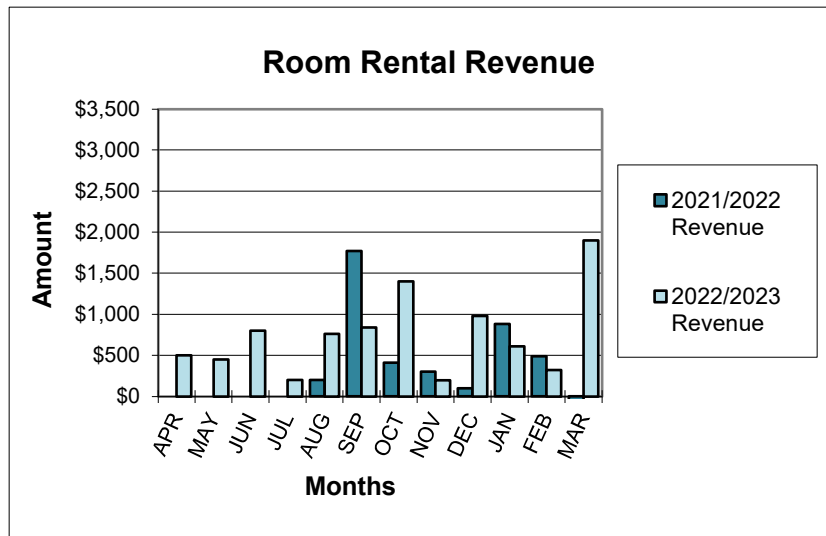
Month	2021/2022 Fiscal Year	2022/2023 Fiscal Year	Difference
APR	\$838.45	\$1,665.40	\$826.95
MAY	\$1,373.25	\$2,708.60	\$1,335.35
JUN	\$2,008.55	\$3,197.89	\$1,189.34
JUL	\$2,218.95	\$2,774.98	\$556.03
AUG	\$2,228.30	\$2,682.32	\$454.02
SEP	\$2,376.65	\$2,434.58	\$57.93
OCT	\$5,029.51	\$2,215.79	(\$2,813.72)
NOV	\$2,371.50	\$2,366.59	(\$4.91)
DEC	\$1,828.00	\$1,400.35	(\$427.65)
JAN	\$2,000.60	\$2,464.37	\$463.77
FEB	\$2,056.98	\$2,322.64	\$265.66
MAR	\$3,557.26	\$2,429.08	(\$1,128.18)
			YTD Difference
TOTAL	\$27,888.00	\$28,662.59	\$774.59



ROOM RENTAL - TWO-YEAR COMPARISON

7b

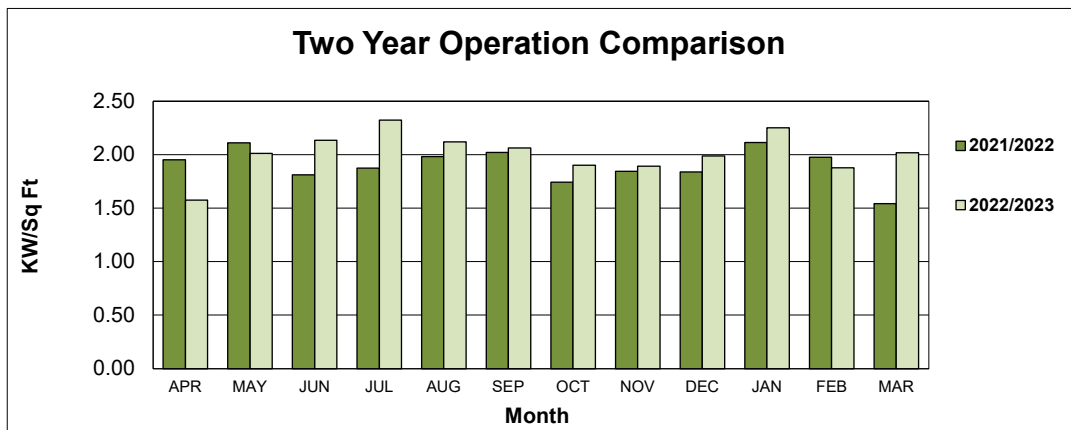
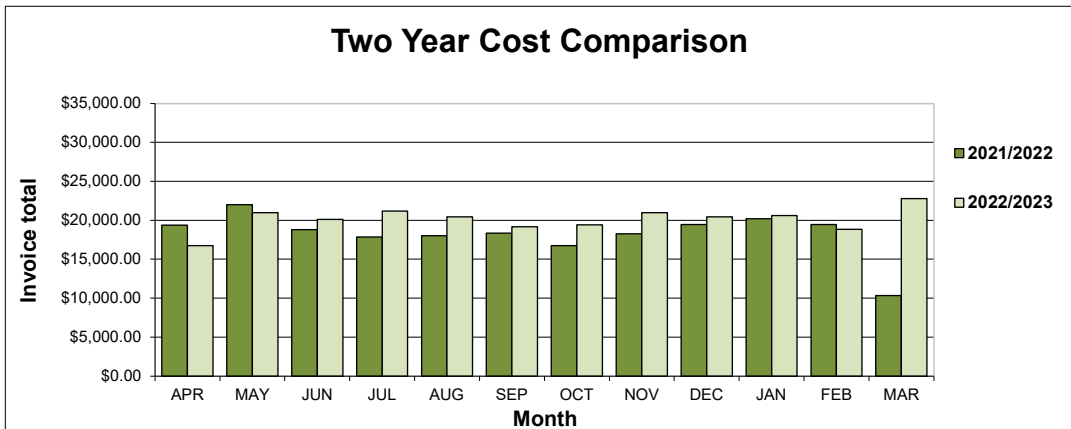
<u>Month</u>	<u>2021/2022</u> <u>Revenue</u>	<u>2022/2023</u> <u>Revenue</u>	<u>Difference</u>	<u>2021/2022</u> <u>Usage</u>	<u>2022/2023</u> <u>Usage</u>	<u>Month</u>
APR	\$0.00	\$500.00	\$500.00	0	16	APR
MAY	\$0.00	\$450.00	\$450.00	0	14	MAY
JUN	\$0.00	\$800.00	\$800.00	0	18	JUN
JUL	\$0.00	\$200.00	\$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	\$1,400.00	\$990.00	15	20	OCT
NOV	\$300.00	\$197.00	(\$103.00)	17	8	NOV
DEC	\$100.00	\$980.00	\$880.00	15	20	DEC
JAN	\$880.00	\$610.00	(\$270.00)	17	16	JAN
FEB	\$490.00	\$320.00	(\$170.00)	14	12	FEB
MAR	(\$480.00)	\$1,900.00	\$2,380.00	16	23	MAR
TOTAL	\$3,670.00	\$8,957.00	\$5,287.00	109	192	



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	\$19,397.88	\$2,674.61	192,073	\$0.10	258.16	1.90	\$26.07	\$0.19
NOV	\$18,252.35	\$20,955.05	\$2,702.70	191,296	\$0.11	265.69	1.89	\$29.10	\$0.21
DEC	\$19,445.48	\$20,428.62	\$983.14	200,886	\$0.10	270.01	1.99	\$27.46	\$0.20
JAN	\$20,200.83	\$20,598.15	\$397.32	227,549	\$0.09	305.85	2.25	\$27.69	\$0.20
FEB	\$19,441.46	\$18,822.06	(\$619.40)	189,777	\$0.10	282.41	1.88	\$28.01	\$0.19
MAR	\$10,316.61	\$22,798.37	\$12,481.76	203,917	\$0.11	303.45	2.02	\$33.93	\$0.23
YTD Difference									
TOTAL	\$218,714.86	\$241,576.29	\$22,861.43						

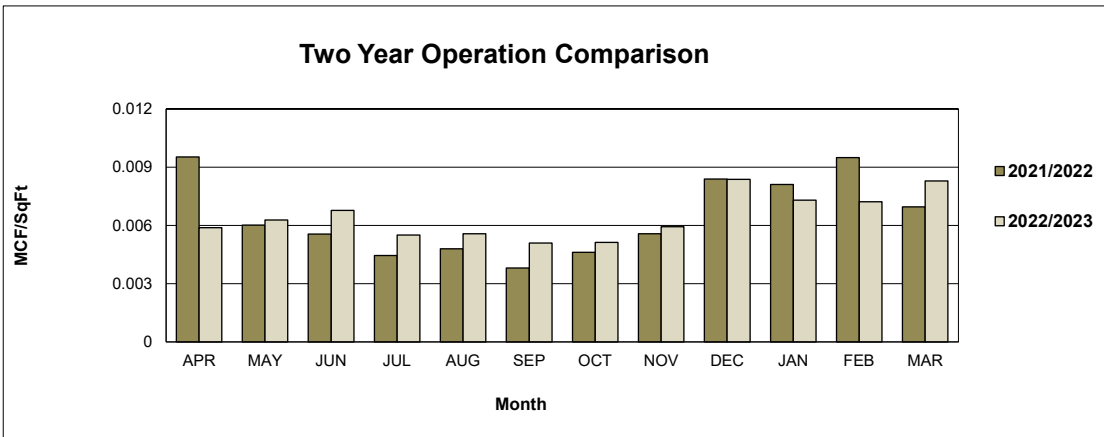
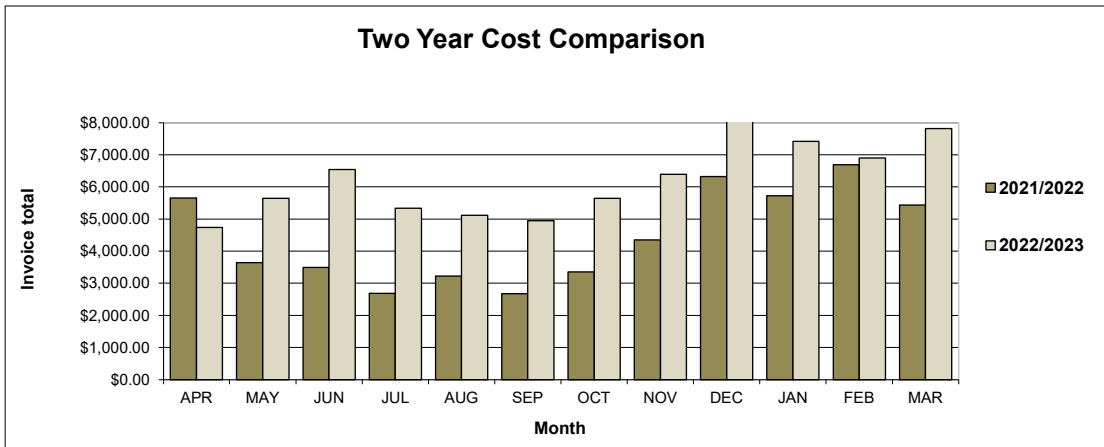


Bloomfield Township Public Library Natural Gas Analysis

Building Area = 101,023

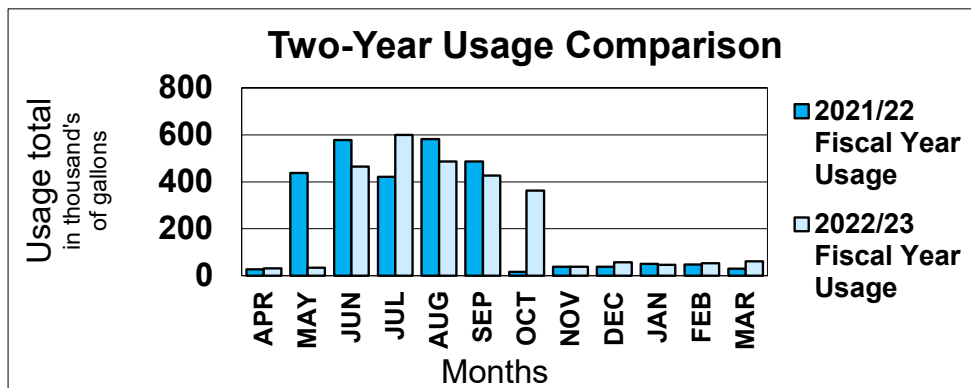
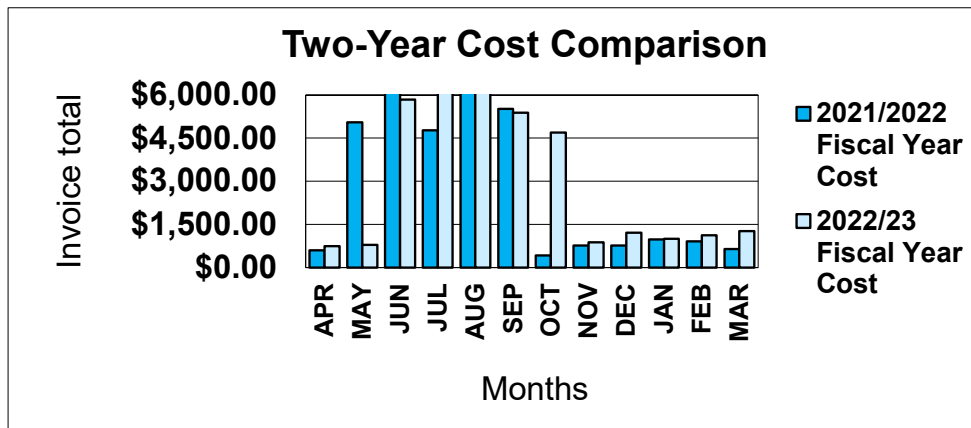
1 Cu. Ft. = 1000 BTU

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	\$5,643.43	\$2,295.77	517.1	\$10.91	744	0.70	0.005	7.59	0.055
NOV	\$4,347.53	\$6,389.93	\$2,042.40	599.4	\$10.66	720	0.83	0.006	8.87	0.062
DEC	\$6,325.88	\$8,675.57	\$2,349.69	846.1	\$10.25	744	1.14	0.008	11.66	0.085
JAN	\$5,721.34	\$7,423.04	\$1,701.70	737.4	\$10.07	744	0.99	0.007	9.98	0.072
FEB	\$6,688.96	\$6,900.13	\$211.17	728.9	\$9.47	696	1.05	0.007	9.91	0.067
MAR	\$5,433.41	\$7,814.38	\$2,380.97	837.9	\$9.33	744	1.13	0.008	10.50	0.076
TOTAL	\$53,233.58	\$75,167.31	\$21,933.73							



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	\$4,694.57	\$4,277.97	16	363	347
NOV	\$767.72	\$879.34	\$111.62	38	39	1
DEC	\$767.72	\$1,212.98	\$445.26	38	58	20
JAN	\$975.20	\$1,002.26	\$27.06	51	46	(5)
FEB	\$911.36	\$1,125.18	\$213.82	48	53	5
MAR	\$640.04	\$1,265.66	\$625.62	30	61	31
			YTD Difference			YTD Difference
TOTAL	\$33,463.32	\$36,482.33	\$3,019.01	2,754	2,664	(90)



BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**LIBRARY BOARD OF TRUSTEES
MONTHLY DIRECTOR'S REPORT****April 2023**

Applications for the **Jeanette P. Myers Scholarship** are being accepted now through Thursday, June 1. Applications for this scholarship are available at the Library's Welcome Desk as well as on the Library's website at www.btpl.org. Award(s) will be presented prior to the August 15 Library Board meeting. Please share this information with anyone who may have an interest and be eligible.

The Library will be closed on Friday, May 5 for our annual Staff Development Day. The topic is strategic planning. The Department Heads and Assistant Department Heads have established our top three priorities from the goals of the strategic plan. At SDD, all staff will have the opportunity to suggest and prioritize specific activities that will help us achieve those goals. (See more details in the strategic plan update memo later in the packet.) Thank you for supporting this important opportunity for all library staff to be together on this day to learn and share.

At this year's Staff Development Day we will once again present the **Carol Mueller Leadership Award** to another staff member who has shown exceptional leadership throughout the year. This award was established by the Library Board of Trustees to honor past Library Director Carol Mueller.

The **Friends annual meeting will be held Wednesday, May 3 at 11:30am** in the Community Room. You will be receiving the annual report very soon and it will contain the invitation information. The Friends have invited Jeff Morrison, author of *Guardians of Michigan: Architectural Sculpture of the Pleasant Peninsulas* and *Guardians of Detroit: Architectural Sculpture in the Motor City*, to speak. There will be a lunch and an election of the Friends officers for the 2023-2024 fiscal year. It's always a lovely event.

The Library's annual **audit field work begins on Monday, May 15**. The audit team will be onsite for 2-3 days collecting samples. Many documents will be transferred via electronic portal as well. The audit will be presented to you in September.

The Library was pleased to host two sessions of **AARP Tax Aide tax preparation** this tax season. The AARP Tax Aide volunteers use one of the meeting rooms to meet with clients and file their tax returns. This program provided free tax returns to 31 clients. Most of the clients were low to moderate income seniors, for whom the availability of free filing made a significant impact. The volunteer tax counselors report that it's very

rewarding to know they are helping people who are truly in need. In addition, they answered questions for one person whose return they were unable to complete because it was beyond the scope of their training.

Respectfully Submitted,

*Tera Moon
Library Director*

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Library Board of Trustees

FROM: Tera Moon, Library Director

DATE: April 17, 2023

SUBJECT: May Board Meeting Discussion Topic

Just as Staff Development Day is held every May, the agenda item for the board meeting in May is traditionally around board development. I suggest two topics to discuss. Both topics ask you to think about what's most important to you in your role of examining library operations from the 30,000-foot view. I look forward to hearing what that might be during our May 16, 2023 regular monthly board meeting.

A goal or goals for the Board as a whole.

Because we have been talking about goals around the strategic plan, I am curious about whether you want to set a specific goal for you as a body (or even you as individuals). I have included the one-page strategic plan for reference and for you to see if any of these goals speak to something you want to accomplish as a board.

Your thoughts on how you want to evaluate library operations, specifically around usage statistics or other outcome measurements.

Every month, the packet of information you receive contains three pages devoted to library use statistics. The statistics include circulation, door counts, program attendance, collection size, library cards, to name a few. We have collected these same stats in essentially the same way for at least 10 years without discussing their usefulness. In my mind, statistics are provided to you for evaluation purposes. Are these statistics the "right" way to evaluate library operations? Are there other statistics you wonder about? Is there room for qualitative data (perhaps using the patron comments or collecting stories from staff)? We often talk about the importance of the building to our residents – should we measure that use in a different way? Could we do more about reporting statistics around electronic materials?

The other agenda item for May is to hear from two librarians about plans for encouraging all readers to keep reading over the summer – in other words summer reading program.

Bloomfield Township Public Library **STRATEGIC PLAN** 2023-2025

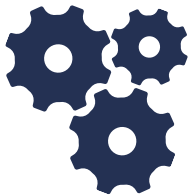


Vision

The place to discover.

Mission

We spark curiosity and imagination by connecting the community to resources, technology, and support.



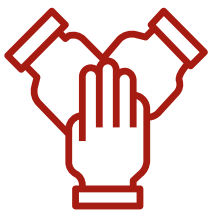
Enhance Our Core

...to create responsive collections, functional and comfortable spaces, and seamless digital experiences.

Anticipate and develop collections in response to community needs that inform, entertain, and expand world view.

Reimagine use of library spaces for increased inclusion and flexibility.

Offer access to innovative technology resources, support, and education to provide robust digital experiences at all stages of life.



Connect the Community

...with each other, with opportunities to be creative, and with new experiences.

Bring people together around diverse interests and thought-provoking topics.

Expand opportunities for people and groups to create and explore.

Deepen engagement with all community members by listening to and learning about needs.



Build Organizational Capacity

...for strong operations, satisfying employment, and a collaborative culture.

Practice learning organization principles.

Update recruiting, hiring, on-boarding, and retention practices using a diversity, equity, and inclusion lens.

Cultivate a collaborative culture by focusing how we work together.

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
MARCH
2023

	2022		2023	
COLLECTION				
Book Collection:	230,698		232,073	
Media Collection:	54,807		53,196	
Total e-books:	20,168		21,350	
Overdrive:	16,240		17,539	
Total downloadable audiobooks:	8,480		9,189	
Materials Total:	314,153		315,808	
CIRCULATION				
Circulation Total:	54,732		56,705	
Bloomfield Township Circulation:	51,532		53,318	
Virtual Circulation Total:	11,360		12,505	
Circulation of Youth Materials:	22,612		22,998	
Circulation of Media:	9,103		8,286	
Circulation of Cranbrook passes:	185		172	
Self-Checkout machine use:	14,670	26.8%	15,421	27.2%
Library By Mail:	139	38 patrons	48	41 patrons
Building & Equipment Usage				
Door Count:	14,971		19,366	*
Gate Count:	16,161		20,023	
Meeting rooms by public:	16		37	
Meeting rooms by staff:	44		70	
Virtual Use				
Home page hits:	29,421		33,494	
e-book access:	4,933		5,277	
Audiobook access: (Overdrive)	2,709		3,026	
Magazine download access:	879		888	
Hoopla access:	2,939		3,314	
Library Computer Use				
Resident Use	475		529	
Guest Use	259		301	
* March 3, Library opened late (11 a.m.) due to inclement weather.				

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

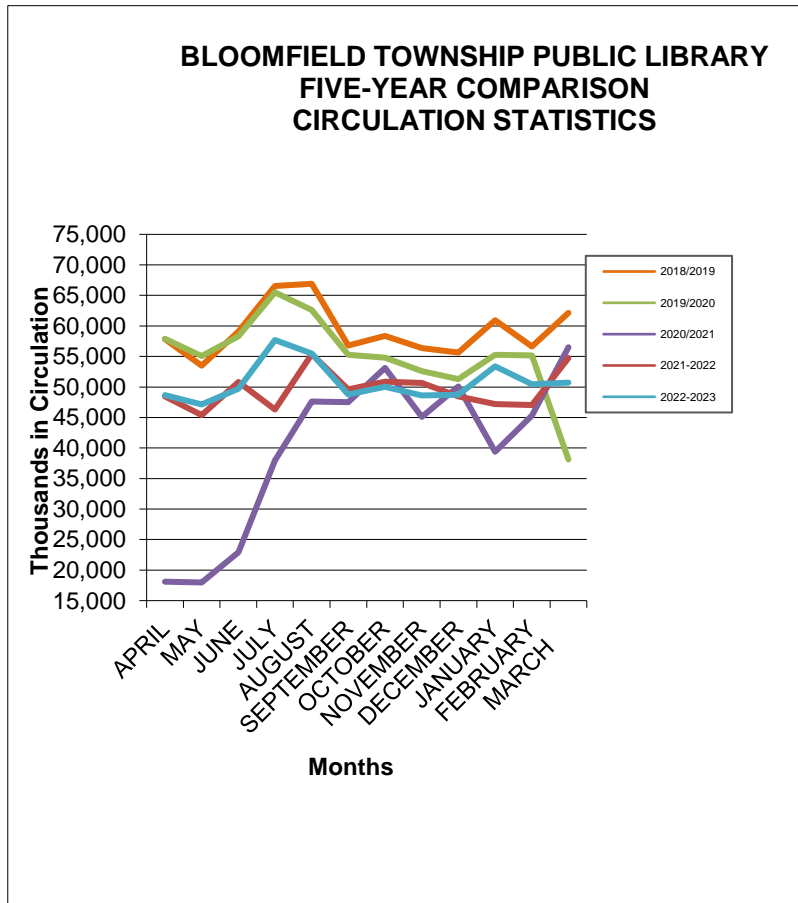
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MONTHLY ACTIVITY REPORT
MARCH
2023

	2022		2023	
OUTREACH & PROGRAMS				
<i>New Patrons and Accounts</i>				
Township:	175		189	
Cranbrook:	1		3	
Total new patrons:	215		262	
<i>Adult Program Attendance</i>				
Staff-led:	12 events	75 attended	16 events	109 attended
Speaker-led:	0 events	0 attended	2 events	45 attended
Book clubs:	8 events	65 attended	5 events	51 attended
Tours/visits on-site:	0 events	0 attended	0 events	0 attended
Tours/visits off-site:	2 events	44 attended	2 events	99 attended
Chamber Music Concert:	n/a	n/a	1 event	150 attended
Bloomfield Historical Society:	n/a	n/a	0 events	0 attended
<i>Systems Program Attendance</i>				
Staff-led:	3 events	24 attended	4 events	20 attended
<i>Teen Program Attendance</i>				
Staff-led:	1 event	1 attended	1 event	2 attended
<i>Youth Program Attendance</i>				
Staff-led:	19 events	1,210 attended	17 events	440 attended
Speaker-led:	0 events	0 attended	1 event	17 attended
Tours/visits on-site:	2 events	124 attended	15 events	723 attended
Tours/visits off-site:	2 events	37 attended	4 events	65 attended
TOTAL:	49 events	1,580 attended	68 events	1721 attended
<i>Volunteers (total for the month)</i>				
Shop volunteers	7 people	78.0 hours	7 people	53.25 hours
Court appointed volunteers	0 people	0 hours	2 people	38 hours
Student volunteers	0 people	0 hours	0 people	0 hours
Department volunteers	2 people	15.5 hours	1 person	3 hours
<i>Patron Remarks</i>				
Patron comments:	4		5	
Ask BTPL:	2		5	
Ask US:	75		n/a	
DISPLAYS				
Lobby	<i>Detroit Fire Department artifacts, courtesy of Detroit Historical Society</i>			
Local History	<i>March is Reading Month</i>			

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
FIVE YEAR CIRCULATION**

4/11/2023

	<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	50,032
NOVEMBER	56,357	52,623	45,117	50,656	48,595
DECEMBER	55,615	51,267	50,080	48,439	48,737
JANUARY	60,945	55,277	39,378	47,195	53,373
FEBRUARY	56,645	55,172	45,329	47,023	50,469
MARCH	62,128	38,121	56,504	54,732	50,705
TOTAL	710,735	661,932	481,614	594,879	609,393



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 BUILDING AND GROUNDS COMMITTEE

The meeting of the Bloomfield Township Public Library Board of Trustees Building and Grounds Committee was held at 9:00am on Thursday, April 13, 2023.

Trustees Present: Trustees: Keith Carduner (via Zoom), Dani Gillman, Judy Lindstrom, Joan Luksik, Joy Murray, Shane Spradlin

Administration: Tera Moon, Library Director; Hugo Cardenas, Facility Services Department Head; Linden Godlove, Administrative Assistant

Guests: Joe Christopher, Spaulding DeDecker

Lower-level water investigation recap & next steps

Joe Christopher summarized the report. There have been perpetual issues of water flooding the lower level, most particularly after sudden heavy rains. Often, an inch or two of water will stand in the maintenance room for a few minutes, but at the worst, two feet of water will cover the floor in that area and spread to an inch or so in the halls and gathering space. Previous measures did not seem to rectify the issue. The system was cleaned, which is standard practice maintenance. There is a roof conductor rerouting water in a portion of building which was installed in 2019. In spite of that and other measures, 2021 saw six flood events. The sump locations were reviewed. The West sump location is the one that has two pumps located in it. The central sump, which does not have any pumps, is where the primary issue is. When the water backs up in the sump, it creates an issue because the pipe is below the elevation of the floor. Footing drains and flow from the rains may contribute to the flow of water. A cast iron pipe flows out from the central sump has been used that is potentially an issue. This type of pipe is not being used any more due to corrosion and calcification. Relining the pipe is possible as a maintenance consideration that could be undertaken along with the other work that may need to be done. More water is exiting the site faster, so this is contributing to the issues downstream. This is water coming from the parking lot and possibly the roof conductors. The flow rate is almost 12.44 cubic feet leaving the site and the capacity of the pipe is half of that.

Proposed solutions include increasing storm water detention on site, which permits the water to outlet slower, and reduce the demand on the pipe. There could also be a detention green space above ground. Design-wise, this is close to the pipe that it needs to be connected to. There also needs to be something to prevent the water from ever coming into the basement; an emergency overflow route overland is proposed. This would take advantage of the catch basins on Timberlake Drive and the water would enter the system further downstream.

The first step is to determine how much volume needs to be detained. Joe is going to work on that calculation. Having that calculation will help in determining where the water should be detained, then the construction process would begin.

The costs presented in Spaulding DeDecker's proposals were calculated without any design work; they are very rough. It is possible to just install a backflow preventer, but this would not address the excess storm water. The plan will be to have a calculation by June.

Roofing Repair

Tera Moon provided an update on needed repairs to the edging of the roof membrane and the skylight in the Magazine Reading Room. A quote for \$41,000 was received from Richard Renaud of Quinn Evans to review, document, bid out, and oversee construction. Tera and Hugo will follow up with Richard.

Cell signal boost

A quote was received for \$17,000 which would be to boost the cell signal on the Lower Level. The Friends of the Library have been asked to help fund this project. The group agreed that this is an important project that will positively impact many aspects of library service.

Trees

There are trees that have fallen near Timberlake and three along Telegraph and will get removed. Great Oaks will stake the trees that have been sagging after the heavy snows and ice earlier this year.

Next meeting: Thursday, June 8 at 9:00 a.m. in the Board Room. Meetings will be held the second Thursday of each month at 9:00 a.m.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Library Board of Trustees

FROM: Katherine Bryant, Assistant Director

DATE: April 6, 2023

SUBJECT: Cleaning Services Bid

On February 6, 2023 a request for proposals for library cleaning services was released. This request was sent to 33 companies in the metro Detroit area, posted on the Library's website, and available at the Welcome Desk in the Library.

A mandatory walk-through for interested proposers was held on Tuesday, February 28, 2023. Representatives from seven cleaning companies attended the walk-through: AABS Janitorial, Augies Building Services, Du-All Cleaning, Hurricane Technologies, Master Maintenance, Preferred Choice Maintenance, and RCS Janitorial. The deadline for proposals was Monday, March 13, 2023 at 4:00 p.m. with a public bid opening immediately following. No members of the public attended the bid opening.

The Library received proposals from six cleaning services companies: AABS Janitorial, Augies Building Services, Du-All Cleaning, Hurricane Technologies, Master Maintenance, and RCS Janitorial. A seventh proposal, from Preferred Choice Maintenance, was submitted after the deadline, so it was not considered. All six proposals received were carefully reviewed by Facility Services Department Head Hugo Cardenas, Library Director Tera Moon, and me. A copy of our proposal analysis is attached for your information.

A key difference among the proposals is in the number of personnel hours allotted to the job, ranging from "up to nine" hours per day to 16 hours per day. Based on Hugo's experience, a building of this size with heavy public use needs 14-16 personnel hours per day to thoroughly clean. Only two bidders, Augies Building Services and Master Maintenance, proposed 14-16 personnel hours.

Du-All Cleaning was the lowest bidder and has the current contract. They allotted 9-12 personnel hours per day. Library staff have noted concerns about Du-All's performance over the last several months, including bathrooms, vacuuming, dusting, and the lobby floor. RCS Janitorial and AABS Janitorial were the second and third lowest bidders, allotting up to nine and 10 personnel hours respectively, which is not sufficient. Hurricane Technologies was the fourth lowest bidder, but did not specify the number of personnel hours needed.

Of the remaining two bidders, Augies Building Services and Master Maintenance, Augies offered more personnel hours at a lower price. Augies has a quality assurance program that includes creating a customized cleaning ticket that details the daily and monthly duties. Their proposal demonstrated that they have a clear understanding of the Library's expectations, including a summary of the amount of time to clean each area of the Library, which no other bidder provided. References for Augies Building Services were excellent. Two references spoke about good communication with owner Matthew Bazzell, stating that he is very accommodating and attentive. They also mentioned that Augies offers a competitive rate based on their experience.

After analysis of all proposals the recommendation of Library Administration and Facility Services is to award the contract to Augies Building Services. If you agree, there is a motion.

ACTION: I move that Augies Building Services, 4147 Darling Court, Waterford, Michigan, 48329 be awarded the contract to provide cleaning services for Bloomfield Township Public Library commencing on June 1, 2023.

Library Cleaning Services Firm Analysis – 2023

FIRM NAME	ATTENDED WALK-THRU	ANNUAL & MONTHLY FEE	PERSONNEL HOURS	PROPOSAL	FIRM INFO & EXPERIENCE	QUALITY ASSURANCE	INSURANCE, LICENSING & BONDING	ON-SITE EQUIPMENT & MATERIALS	REFERENCES PROVIDED
AABS Janitorial	Yes	\$103,827 per year \$8,652 per month	10 hours/day: 2 employees M-F 9p-2a, Sa-Su 6p-11p	Comprehensive, professional, organized, and clear; met deadline Provides additional services for a cost	Founded in 2012; accounts ranging from 15,000-500,000 sq ft; Grossed 3.8M in 2022 Specializes in cleaning commercial property	1. Scope of Work document – thorough agreement of the frequency of tasks and the expectation of quality 2. Scorecards for each of the areas of service, used to monitor and measure service, and to encourage and coach cleaning team 3. Bi-monthly meetings with the Library to measure performance and discuss upcoming projects, service issues, etc.	General Liability: \$2,000,000 Umbrella coverage: \$5,000,000	Supplies listed, chemicals not listed	1. Sumitomo Electric Wiring Systems (Offices) 2. Superior Electric Great Lakes Company (Offices) 3. Gehring (Offices)
Augies Building Services	Yes	\$153,299 per year \$12,775 per month	16 hours/day: 4 employees	Comprehensive, professional, and clear; met deadline Provides additional services for a cost	Did not specify Specializes in cleaning commercial property	Adequate personnel and supervision will be furnished to ensure quality service. Customized cleaning ticket with daily and monthly duties.	General Liability: \$1,000,000 Worker's Comp: \$1,000,000	Inclusive of but not limited to floor machines, buffers, carpet extractor, vacuums, maid carts, mop buckets, wringers, mops, brooms, cleaning agents, disinfectants, etc.; chemicals not listed	1. Orange Theory Fitness 2. Neighborhood Safety Organization 3. Michigan Works Macomb County
Du-All Cleaning	Yes	\$80,720 per year \$6,727 per month	9 hours/day: 3 employees in spring and summer 12 hours/day: 3 employees in winter	Comprehensive and clear; met deadline Did not acknowledge that they have the current contract Provides additional services for a cost	Full-service commercial cleaning and building services company for over 20 years; specializes in providing commercial cleaning services for municipalities and government agencies; over 135 employees	Standardized training; cleaning activities monitored by on-site supervisor who conducts daily quality checks, following the assigned task sheets; supervisor will meet with or talk to building management contacts to ensure they are meeting and exceeding expectations	General Liability: \$2,000,000 Umbrella coverage: \$5,000,000 Worker's Comp: \$1,000,000	Specified cleaning products and chemicals; specified equipment and tools, including floor machines, trash barrels, stepladders, vacuums, extension poles, scrapers and squeegees, janitorial carts, mop buckets and mops, cleaning rags, etc.	1. City of Roseville 2. Charter Township of Shelby 3. Royal Oak Public Library 4. Royal Oak Police Department

Library Cleaning Services Firm Analysis – 2023

FIRM NAME	ATTENDED WALK-THRU	ANNUAL & MONTHLY FEE	PERSONNEL HOURS	PROPOSAL	FIRM INFO & EXPERIENCE	QUALITY ASSURANCE	INSURANCE, LICENSING & BONDING	ON-SITE EQUIPMENT & MATERIALS	REFERENCES PROVIDED
Hurricane Technologies	Yes	\$149,976 per year \$12,498 per month	2 full-time and 1 part-time technician (specific schedules TBD; hours not specified)	Comprehensive, clear, professional, organized; met deadline; includes COVID-19 plan Provides additional services for a cost	"A Detroit legacy since 1978 reborn into a Detroit startup"	Establish a "job card" and regularly review it to make sure any performance issues are discovered and resolved and to ensure consistency if a regular cleaner is out sick; uses a "High Five" process to pass through each area five times; weekly inspections; client surveys; provided sample surveys, job cards, and inspection sheets	General Liability: \$4,000,000 Worker's Comp: \$1,000,000	Vacuums, backpack unit, custodial carts, carpet cleaner, restroom cleaning system	Did not provide
Master Maintenance	Yes	\$168,000 per year \$14,000 per month	14 hours/day minimum: at least 3 employees	Comprehensive, clear, professional, organized; met deadline; did not update cover letter for BTPL Provides additional services for a cost	Founded in 1992; daily owner involvement; HQ in Ypsilanti; medium-sized company; clients throughout U.S. Specializes in cleaning real estate property	Random customer satisfaction surveys; can call or email with concerns; escalate issues to senior management; detailed transition plan; dedicated area manager	Did not provide the amount of coverage	Green cleaning initiative for all cleaning products	1. Moosejaw 2. REDICO 3. Beanstalk Real Estate Solutions
RCS Janitorial	Yes	\$89,040 per year \$7,420 per month	Up to 9 hours/day; 3-4 employees	Comprehensive, clear, professional; met deadline; personal connection to BTPL in cover letter from owner Ronald Dwyer	Established in 2015 Specializes in cleaning commercial property	Staff monitored by a supervisor while onsite; a senior member will make unannounced visits to check the work	General Liability: \$2,000,000	Vacuums, janitorial carts, mop machines, brooms, dust pans, cobweb removal tools, color-coded microfiber towels, spray bottles, dry mops, microfiber duster; products include Fabulouza, Members Mark, Lysol, Pledge, Pine Sol, etc.	1. Our Shepard Lutheran School 2. Al-Hikmat Youth Academy 3. Signature Associates Property Management 4. 160 Truck Driving School

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.

03/23/2023

Bloomfield Township Public Library
1099 Lone Pine Road
Bloomfield Township, MI 48302

Dear Ms. Ballard, Ms. Taggart and Ms. Moon,

Thank you for the hard work, expertise, and talent you provide to the Bloomfield Township Public Library (BTPL) community, particularly with your outstanding efforts in the Youth Services Department. BTPL's recent sponsorship of Battle of the Books was an amazing experience for all.

Our book team from West Hills Middle School (WHMS), Titans of the Text, is comprised of eight boys (6th grade) who had the privilege of participating in Battle of the Books this year. The opportunity the Battle of the Books afforded was fun, motivating, and most of all, inspiring. The excellent selection of books touched upon many relevant themes for most (if not all) of the team members. The diversity of topics including multi-culturalism, social norms, belonging, bullying, diasporic backgrounds, religious differences, and adjustments of transferring to a new school were just some of the very relatable issues in which the boys currently navigate in their lives. The boys finding a "window" into these pertinent concerns with reading and then discussing together resonated with them.

The Battle of the Books participation activities and final competition were well-organized and executed with professionalism, kindness, and excitement. Additionally, the team is looking forward to meeting Ms. Kelly J. Baptist at the Battle Party in April (as the boys found meeting Ms. Saadia Faruqi a "next level" experience that added to the meaningfulness of their reading).

You have made a difference through your dedication and support of our community, especially with its children. Your contributions, time, and enthusiasm to encourage reading with youth (and the important conversations and thoughtfulness it generates) is invaluable and should be applauded. Again, thank you.

Sincerely,
Titans of the Text

Team Mentors: Pamela Carberry and Marcela Martinez-McNally

P.S. We have enclosed a few photos that we wanted to share.







(Luncheon with Ms. Saadia Faruqi @ West Hills Middle School)



LUNCHEON WITH MS. SAADIA FARUQI





LUNCHEON WITH MS. SAADIA FARUQI





LUNCHEON WITH MS. SAADIA FARUQI

DOWNTOWN

NEWS MAGAZINE
BIRMINGHAM • BLOOMFIELD

HOME NEWS LONGFORM LINKS ABOUT US SUBSCRIPTIONS

• 2 hours ago

Bloomfield Township Library to hold author fair

The Bloomfield Township Public Library is hosting its first Local Author Fair on Saturday, April 1, from 11 a.m. to 3 p.m.

"We are very excited to host our first Local Author Fair and showcase local talent," said Tera Moon, library director. "We have a variety of genres – adventure, romance, local lore, memoirs, history – there really is something for everyone, both adult and youth."

A variety of local authors will discuss their books and answer questions as visitors discover their next great read. This free event is open to the public and no registration is required.

The fair will include 20 local authors, and books will be available for purchase. Confirmed authors in attendance are: Gary Allison, Dalia Asbahi, Franki Bagdade, Jim Benton, John Cohassey, Sally Cole-Misch, Joan Daniels, Tom Daniels, Ed Demerly, Lori Ellis, Gale Forbes, Beth Gelman, Amberrose Hammond, Carol Hunter, John Jackson, Keshia Kirksey, Theresa Shen, Wendy Thomson, ~~Dr.~~ D. Stuart White and Wendell Woods.

For more information on the event, call the library at 248.642.5800, or visit btpl.org.





Way's One Book, One School

The entire Way school community gathered in the gym for a big reveal. After months of waiting, Media Center Specialist, Cindy Zervos, announced the book selected for One School, One Book, a program in which all students read the same book. "One School, One Book is a great way to build a positive reading culture and get kids excited about reading and to remind families the importance of reading aloud to their children," said Zervos. Dressed in a dog costume, Zervos, with the help of third grade students, revealed the book, Fenway and Hattie. The gymnasium erupted in cheers. This specific book was chosen because it is narrated from Fenway, the dog's perspective and because it focuses on the idea of friendship. Way's well loved therapy dog, Marge approved the selection.

One copy of Fenway and Hattie was purchased for every Way family. The purchase was partially funded through a grant Zervos received from the Bloomfield Hills Schools Foundation.

Students and families are encouraged to read one to two chapters per weekday. "This year we have teachers recording themselves reading a chapter, so if families prefer, they can follow along and listen to the book," commented Zervos. "They can listen in the car on the way to school in the morning or soccer practice, whatever their family has going on."

One School, One Book goes beyond just reading the story, but ties in with many other activities around the community throughout the month of March. The Bloomfield Township Public Library hosts a Way Elementary Family Night where a chapter of Fenway and Hattie will be read and books are raffled off! Bloomfield Hills High School softball and baseball teams visit Way students and the teams read to the younger students. A text to world connection is made from the players to the baseball section in the book. Students from Bower's Academy helped third and fourth graders make blankets and chew toys for Happy Paws Haven Dog Rescue.

"The One School, One Book event is not just a way to bring families together around a good book, but it is also a wonderful community building experience for all of Way," commented Way parent, Amy Orlando. "It is cool to hear students across grade level chat about the book - their favorite characters, parts that make them laugh - and cultivate a love of reading."

One School, One Book activities at Way will continue throughout the month of March concluding with the reading of the last chapter at another all school assembly.

This post was contributed by a community member. The views expressed here are the author's own.

Bloomfield-Bloomfield Hills | Featured Event


Estate Planning Seminar at Bloomfield Township Public Library


APR
4

 Enlighten 567 Workshops, Local Business



Event Details

 Tue, Apr 4, 2023 at 11:00 AM [Add to calendar ▾](#)

 Bloomfield Township Public Library, 1099 Lone Pine Rd, Bloomfield Twp, MI, 48302

 [More info here](#)

Helping Protect Your Estate Assets and Avoid Unintended Consequences

Why you should attend this seminar:

Now more than ever, it is vital to have a plan in place that will protect your assets, provide for your family, and spare them the burden of unnecessary taxes, expenses, and delays. It is important to focus your time and effort both on the preservation and distribution of your assets. This will allow you to accomplish your personal and family goals.

Join us at the Bloomfield Township Public Library for an educational workshop on **April 4 from 11:00 AM - 12:30 PM or April 4 from 6:00 PM - 7:30 PM** where we'll focus on sound financial strategies that could help preserve more of your wealth for your heirs and charitable causes.

[PRE REGISTRATION REQUIRED - CLICK HERE TO REGISTER](#)

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Apr 7

Township library offers concerts, medieval fun

The Bloomfield Township Public Library is offering two upcoming concerts and an evening of Medieval Merriment, all free to the public.

On Friday, April 14, The University of Michigan School of Music, Theater, and Dance will present a Chamber Music Concert from 7 to 9 p.m. The Novus Reed Quintet, an emerging chamber ensemble, will perform works by Felix Mendelssohn, George Gershwin, Roshanne Etezady, and Jeff Scott.

Also on Friday, April 14, from 6:30 to 8 p.m., the library will offer Medieval Merriment – an evening of medieval crafts and games for families with children. Highlights of the event include a juggler from Detroit Circus performing an interactive experience, decorating crowns, and a catapult game.

The Detroit Country Day School Honors Chamber Music Ensemble will perform Friday, April 28, from 7-8 p.m. This performance will feature the DCDS Chamber Strings and Woodwind Quintet and provide students with the opportunity to develop advanced musicianship and rehearsal techniques under the coaching and direction of faculty.

All events are open to everyone, and no registration is necessary.

For more information, please call the library at 248.642.5800 or [visit btpl.org](http://visit.btpl.org).

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COMMUNITY CALENDAR

DA/ BIRMINGHAM-BLOOMFIELD EAGLE • MARCH 8, 2023

► C & G's Community Calendar is sponsored by the Macomb Center for the Performing Arts. To view more events or to submit your own, visit candgnews.com/calendar. To advertise an event, call (586) 498-8000.



MARCH 18-19

Detroit Spring Home & Garden Show

Keith Bynum and Evan Thomas, Detroit residents and co-hosts of HGTV's "Bargain Block," will appear at the Detroit Spring Home & Garden Show March 18-19.

The free event will take place at Huntington Place, formerly Cobo Center, located at 1 Washington Blvd. in Detroit. Hours are 10 a.m.-7 p.m. Saturday and 10 a.m.-5 p.m. Sunday.

"This year's show will have more than a hundred different home improvement professionals showcasing the latest products and trends for the home, plus attendees can shop dozens of artisans for beautiful home furnishings," according to a press release.

For more information, visit YourHomeShows.com.

MARCH 9

The Birmingham Musicale: 7:30 p.m., Congregational Church of Birmingham, 1000 Cranbrook Road in Bloomfield Hills, thebirminghammusicale.org

Masters Gala: Dinner/dancing fundraiser for Birmingham Rotary Club, supports community service projects, 6 p.m., Village Club, 190 E. Long Lake Road in Bloomfield Hills, BirminghamRotaryClub@gmail.com, (248) 505-1704

'Red Eyes': Projection mapping pop-up event, 6:30-8:30 p.m., Cranbrook Art Museum, 39221 Woodward Ave. in Bloomfield Hills, cranbrookartmuseum.org, artmuseum@cranbrook.edu, (248) 645-3323

MARCH 10

Orchard Lake Philharmonic: Concert featuring music for dancing, 3 and 7:30 p.m., Nardin Park Methodist Church, 29887 11 Mile Road in Farmington Hills, OrchardLakePhil.org

MARCH 10-12

'Willy Wonka Jr.:' Presented by InterACT Entertainment Youth Theatre, 7 p.m. March 10, 3 p.m. March 11, and 2 and 5 p.m. March 12, St. Dunstan's Theatre, 400 Lone Pine Road in Bloomfield Hills, (844) 386-7826, stdunstanstheatre.com

MARCH 11-12

Book sale: 11 a.m.-3:30 p.m. March 11 and noon-3 p.m. March 12, Bloomfield Township Public Library, 1099 Lone Pine Road, (248) 642-5800, btpl.org

MARCH 13

Birmingham Bloomfield Newcomers Club: Free welcome event featuring coffee and camaraderie, 10-11:30 a.m., Next Community Center, 2121 Midvale St. in Birmingham, bbnewcomers.com, (734) 634-4678, bbnc.publicity@gmail.com

MARCH 14

Hear from Holocaust survivor: 7 p.m., Franklin Public Library, 32455 Franklin Road, franklin.lib.mi.us, (248) 851-2254

MARCH 16

Paychecks & Taxes: Workshop for teenagers and young adults, 4 p.m., Zoom, registration required, canr.msu.edu/events/adulting3-16-23

MARCH 18

Hear pianist Yefim Bronfman: 8-9:30 p.m., Seligman Performing Arts Center, 22305 W. 13 Mile Road in Beverly Hills, CMDetroit.org, (313) 335-3300

MARCH 18-19

Detroit Spring Home & Garden Show: 10 a.m.-7 p.m. March 18 and 10 a.m.-5 p.m. March 19, Huntington Place, 1 Washington Blvd. in Detroit, free admission, yourhomeshows.com/detroit-2023-exhibit.html

MARCH 21

'Forgotten Stories of Oakland County Women': Free virtual talk by Oakland County Parks and Recreation historian, 7-8 p.m., click on Zoom link at facebook.com/ocparks

ONGOING

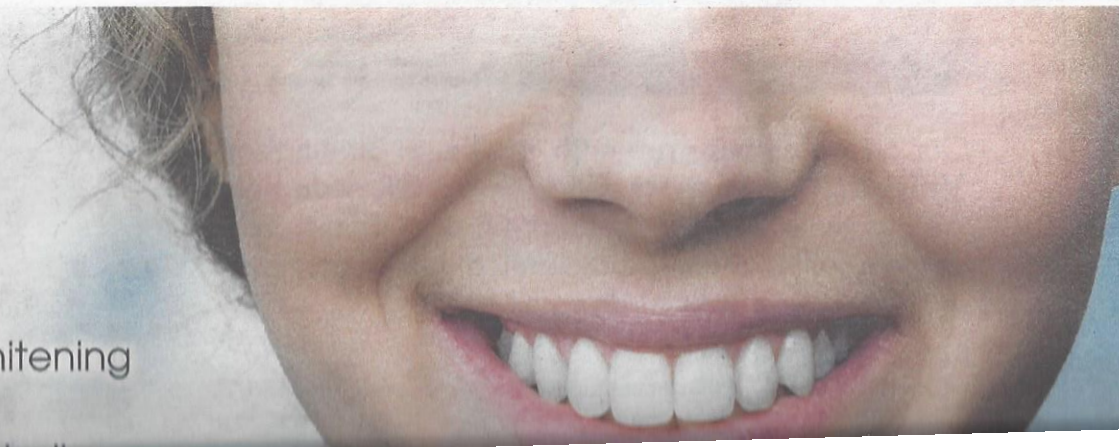
'Lend Me A Tenor': March 10-12, 17-19 and 24-26, Birmingham Village Players, 34660 Woodward Ave., (248) 644-2075, birminghamvillageplayers.com

Movie discussion club: Meets 7 p.m. every first Thursday of month, Bloomfield Township Public Library, 1099 Lone Pine Road, (248) 642-5800, btpl.org

Thursday book club: Meets 10 a.m. every fourth Tuesday of month, Bloomfield Township Public Library, 1099 Lone Pine Road, (248) 642-5800, btpl.org

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NEWS & NOTES

/ BIRMINGHAM-BLOOMFIELD EAGLE • APRIL 5, 2023



Photo provided by the city of Birmingham

Spring begins for Birmingham golf courses

BIRMINGHAM — Birmingham's city golf courses are opening for the 2023 season, with several events and programs planned throughout the season.

Lincoln Hills Golf Course opened on Saturday, April 1, and Springdale Golf Course is scheduled to open on Saturday, April 8, weather permitting.

The Junior Golf program will take place at Lincoln Hills this summer June 12-Aug. 4 for golfers ages 6-16. Registration opens May 6. Residents and members may register at 9 a.m., before public registration opens at 11:30 a.m., and registration will then be open online until classes are filled.

Lincoln Hills will host a "Welcome Back Members" golf event on Sunday, April 23, with a shotgun start at 5 p.m., followed by awards and dinner.

Later on in the season, they will hold a Cinco de Mayo golf event starting at 5 p.m., followed by awards and dinner Friday, May 5.

Springdale Golf Course is located at 316 Strathmore Road. Reservations can be made online or by calling Springdale at (248) 530-1660. Lincoln Hills Golf Course is located at 2666 W. 14 Mile Road and can be reached at (248) 530-1670.

LIBRARY HOLDS MEDIEVAL MERRIMENT

BLOOMFIELD TOWNSHIP — An evening of medieval crafts and games for families with children will be held at the Bloomfield Township Public Library 6:30-8 p.m. Friday, April 14.

Medieval Merriment will include a juggler from Detroit Circus that will perform an interactive experience for the community. Other activities include decorating crowns and a catapult game.

More information can be found at btpl.org.



Salloum



Jones

Senior Men's Club hosts April luncheon

BIRMINGHAM — The Senior Men's Club of Birmingham will present at their weekly luncheon every Friday of April except for the first Friday.

The first speaker will be on April 14. Marcus Salloum, an analyst for the U.S. Secret Service, will present "Self-Protection from Phishing & Cryptocurrency."

On April 21, retired Secret Service agent Radford Jones will present "Presidential Train Travel: What is involved from a security perspective when a president travels by train."

The final speaker for April will be on April 28. Speaker Chris Jones, founder and CEO of Life Remodeled, will present "Revitalizing Detroit."



Photo provided by Seaholm High School

SEAHOLM'S BLOOM UPCYCLE BOUTIQUE OFFERS PROM POP-UP EVENT

BIRMINGHAM — Bloom Upcycle Boutique is a store at Seaholm High School that allows students to shop for free. They will be hosting a Prom Pop-Up Event 3-5 p.m. Friday, April 14, and 11 a.m.-2 p.m. Saturday, April 15.

For this Prom Shop Pop-Up Event, the Bloom Upcycle Boutique is available to the entire community, not just BPS students.

All high school students in the metro Detroit area can shop for prom dresses, a select number of suits, shoes and accessories at the Seaholm cafeteria.

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45 Years!

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B & B COLLISION



**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Library Board of Trustees

FROM: Katherine Bryant, Assistant Library Director

DATE: April 20, 2023

SUBJECT: Strategic Plan

This month, Katherine and Tera met with Cindy Fesemyer of Fast Forward Libraries to finalize the plan for Staff Development Day. Cindy will lead staff through several activities to brainstorm activity ideas to achieve the three goals we are focusing on this year (below). She will use group discussions to prioritize these activities and fill out the committees with people from all levels and departments of the Library.

- **Update recruiting, hiring, on-boarding, and retention practices using a diversity, equity, and inclusion lens.** Committee led by Adult Services Department Head Laura Kraly and Youth Services Department Head Jen Taggart.
- **Cultivate a collaborative culture by focusing how we work together.** Committee led by Systems Department Head Paul Zink and Technical Services Assistant Department Head Deb Smith.
- **Reimagine use of library spaces for increased inclusion and flexibility.** Committee led by Adult Services Assistant Department Head Brooke Hoskins and Youth Services Assistant Department Head Lauren Catoni-Ellis.

MARKETING REPORT

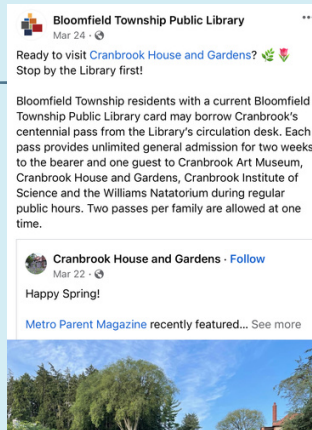
MARCH 2023

INSTAGRAM



FOLLOWERS:
1488 (↑27 from Feb.)

TOTAL REACH:
1370
(↓16.3% from Feb.)



FACEBOOK



FOLLOWERS:
2789 (↑18 from Feb.)

TOTAL REACH:
6730
(↓6.6% from Feb.)

TWITTER



FOLLOWERS: 284

IMPRESSIONS:
3038 with 47 tweets



NEWSLETTERS





- **Movies and More** (new DVDs and CDs) - 85 messages
- **Books and More** (new books, March is Reading Month) - 1435 messages
- **Late Opening** (Snow) - 29,480 messages
- **Discover** (Photo Contest, March is Reading Month events, ADHD Caregiver Workshop, Book Sale) - 20,249 messages
- **Chamber Music Concert** - 230 messages

PRESS RELEASES

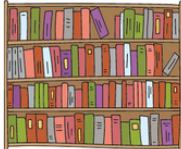


- Chamber Music Concert
- Local Author Fair
- Photo Contest Voting for People's Choice Award
- April Book Sale
- Medieval Merriment Event

April YOUTH Events Calendar

s	m	t	w	t	f	s
02	03	04 Preschool STEAMtime: Story Time and Discovery 10:30 - 11 a.m.	05	06 Wee Read Baby and Toddler Story Time 10 a.m. OR 11 a.m. Paperbacks and Snacks 6:30 - 7:30 p.m.	07	08 Sensory Story Time 11 - 11:30 a.m. Friends Book Sale 11 a.m. - 3:30 p.m.
09 LIBRARY CLOSED FOR EASTER 	10 Art Lab Junior 6:30 - 7:30 p.m.	11 Preschool STEAMtime: Story Time and Discovery 10:30 - 11 a.m.	12	13 Wee Read Baby and Toddler Story Time 10 a.m. OR 11 a.m. Cozy Fiber Fun 4:30 - 6:30 p.m.	14 Medieval Merriment 6:30 - 8 p.m.	15 Wee Play 10 a.m. - Noon
16	17 Book Worms 6:30 - 7:30 p.m.	18 Preschool STEAMtime: Story Time and Discovery 10:30 - 11 a.m.	19 Virtual Family PJ Story Time 7 - 7:30 p.m.	20 Wee Read Baby and Toddler Story Time 10 a.m. OR 11 a.m. Art Lab 4:30 - 5:30 p.m.	21 Outdoor Family Story Time 1 - 1:30 p.m.	22 Wee Play 10 a.m. - Noon
★★★★★ BE A STAR READER APRIL 24-APRIL 28 ★★★★★						
23	24 Brick Builders Club 6:30 - 7:30 p.m.	25 Preschool STEAMtime 10:30 - 11 a.m. My First Book Group 6:30-7:30 p.m.	26	27	28 	29 Toddler Dance Party 10:30 - 11:30 a.m.
30	May 1 Sewing Workshop For Kids 6 - 8 p.m.					

VISIT WWW.BTPL.ORG/EVENTS FOR MORE INFO



April 23 - April 29


Celebrate

National Library Week

BE A STAR READER

Monday, April 24 – Friday, April 28


Bring your favorite book to Youth Services and have your photo taken with it in celebration of National Library Week! Participants will have their names entered into a special drawing, and 20 lucky Star Readers will have their photo featured on monthly READ posters displayed at the Library.



COZY FIBER FUN

Thursday, April 13, 4:30 – 6:30 p.m.
No registration is required.


Are you a young fiber artist working on crochet, knit, embroidery, felting, or any other fiber project? Bring your individual project to work on while chatting and being inspired by others. Ages 7+



SEWING WORKSHOP FOR KIDS

Monday, May 1, 6 – 8 p.m.
Registration is required.

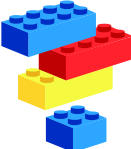
Celebrate Children's Book Week by making your very own library tote bag at this sewing workshop for kids in grades 3–6.



MEDIEVAL MERRIMENT

Friday, April 14, 6:30 – 8 p.m.
No registration is required.


Join us for an evening of medieval crafts and games for the entire family!



BRICK BUILDER CLUB

Monday, April 24, 6:30 – 7:30 p.m.
No registration is required.

Junior architects, ages 6+, are invited to join us for building fun with LEGO bricks. The theme this month is Outer Space. Build whatever you want or use the theme.



TODDLER DANCE PARTY

Saturday, April 29, 10:30 – 11:30 a.m.
No registration is required.

The entire family is invited to join your walking toddler / Pre-K kids to move and dance.

Book Discussion Groups

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

My First Book Group: Grades K-1

Tuesday, April 25, 6:30 p.m.

Registration is required.

Monday, May 22, 6:30 p.m.

Registration is required and begins April 25.

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



Book Worms: Grades 2-3

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

Registration is required.

Tuesday, May 16, 6:30 p.m.

Registration is required and begins April 17.

For 2nd and 3rd grades. This lively group will discuss, craft, and snack based on the title.

Paperbacks and Snacks: Grades 4-6

Thursday, April 6, 6:30 p.m.

Registration is required.

Wednesday, May 10, 6:30 p.m.

Registration is required and begins April 6.

For 4th through 6th grades. 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, April 20, 4:30 p.m.

Registration is required.

Thursday, May 18, 4:30 p.m.

Registration is required and begins April 20.

For ages 10 – 13. Explore different art mediums, some traditional and some not, at each unique program. Thank you to the Friends for sponsoring this program.

Art Lab Junior

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

Registration is required.

Monday, May 8, 6:30 p.m.

Registration is required and begins April 10.

For ages 7 – 9. Experiment with arts and crafts using different materials focusing on the process of creativity!



Wee Play

Saturdays, April 1, 15, and 22

10 a.m. – Noon

No registration is required.

Drop in for unstructured play and discovery. Caregivers and little ones ages birth – 36 months can interact with toys and books that support each child's learning and development. Adaptive toys will be available.

Story Times

Outdoor Family Story Time

Friday, April 21, 1 p.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 for stories, songs, and rhymes for the whole family. Please dress for the weather.

Virtual Family PJ Story Time (Live on Zoom!)

Wednesday, April 19, 7 p.m.

Registration is required.

Settle into 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.

Preschool STEAMtime: Story Time and Discovery

Tuesdays, April 4 – May 9, 10:30 a.m.

Registration is required.

Preschoolers, ages 3 and up, can explore STEAM (science, technology, engineering, art, and math) through stories, rhymes, music, and discovery activities together with their grown-up.

Wee Read

Baby and Toddler Story Time

Thursdays, April 6 – May 18, 10 a.m. or 11 a.m.

Registration is required. No 4/27 Wee Read.

Simple stories, fingerplays, lap bounces, songs, and play for sitters, crawlers, and toddlers with grown-up.

Sensory Story Time

Saturday, April 8, 11 a.m.

Registration is required.

Saturday, May 13, 11 a.m.

Registration is required and begins April 8.

Sensory Story Time returns in person! This inclusive preschool story time welcomes youth of all abilities, ages 3 and up, with their grown-up.

In addition to live programs, check out on-demand programming and activities to enjoy any time on our youth channel at btpl.org/youth-on-demand.

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



April 2023 Adult and Teen Programs

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
2 Take Home Kit: Teen Break-In Bags Available April 1 (while supplies last)	3 **Back to Basics: Canning with the MSU Extension Food Safety Team (Part 1 of a two-part program) 7 p.m.	4 Fiber Arts Club 10 a.m. – Noon 	5	6 **Movie Discussion Club 7 p.m. 	7 English Language Conversation Group 10 a.m. – Noon	8 Friends of the Library Second Saturday Book Sale 10 a.m. – 3:30 p.m. (First hour Friends members only)
9 LIBRARY CLOSED FOR EASTER 	10 Sensory Story Time for Adults and Teens 11 a.m. Fiber Arts Club 6 p.m. – 8 p.m.	11 	12 ***Google Apps 5:30 p.m. Writers' Rendezvous 6:30 p.m.	13	14 English Language Conversation Group 10 a.m. – Noon AFTER HOURS CONCERT – University of Michigan Chamber Music Concert 7 p.m.	15 ***PowerPoint Basics 1:30 p.m. 
16	17 **Lunchtime Book Club 1 p.m. **Back to Basics: Canning with the MSU Extension Food Safety Team (Part 2 of a two-part program) 7 p.m.	18 **Tuesday Book Club 10 a.m. **Science Fiction / Fantasy Book Club 7 p.m.	19 **Mystery Book Club 1 p.m.	20	21 English Language Conversation Group 10 a.m. – Noon	22 ***Introduction to Excel 1:30 p.m.
23	24 **Books in Bars Book Club 6 p.m.  April 23 - April 29 Celebrate National Library Week	25	26 **Writers' Rendezvous 6:30 p.m. 	27 **Thursday Book Club 10 a.m.	28 English Language Conversation Group 10 a.m. – Noon AFTER HOURS CONCERT – Detroit Country Day Chamber Music Ensemble 7 p.m.	29 Photo Contest Reception 2 p.m. – 4 p.m. 
30	 SPECIAL APRIL PERFORMANCES @ the Library Chamber Music Concert, Friday, April 14, 7 p.m. Stirring chamber music performances by student musicians from the University of Michigan School of Music, Theatre, and Dance. No registration is required. Detroit Country Day Chamber Music Ensemble, Friday, April 28, 7 p.m. Featuring chamber strings and woodwind quintet students from the Detroit Country Day School Honors Chamber Ensemble program. No registration is required.			 <div style="border: 1px solid black; padding: 5px;"> <p>*Register by emailing AskTeen@btpl.org or with Adult Services, (248) 642-5800, ext. 171.</p> <p>**Register by emailing AskAdult@btpl.org or with Adult Services, (248) 642-5800, ext. 171.</p> <p>***Register by emailing AskTech@btpl.org or with Systems, (248) 642-5800, ext. 121.</p> <p>OR register online at www.btpl.org/events</p> </div>		

May 2023 Adult and Teen Programs

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		2	3	4	5	6
<p>*Register by emailing AskTeen@btpl.org or with Adult Services, (248) 642-5800, ext. 171.</p> <p>**Register by emailing AskAdult@btpl.org or with Adult Services, (248) 642-5800, ext. 171.</p> <p>***Register by emailing AskTech@btpl.org or with Systems, (248) 642-5800, ext. 121.</p> <p>OR register online at www.btpl.org/events</p>		<p>Fiber Arts Club 10 a.m. – Noon</p> 		<p>**Movie Discussion Club 7 p.m.</p>	<p>LIBRARY CLOSED FOR STAFF DEVELOPMENT DAY</p> 	<p>Free Comic Book Day Starting at 10 a.m. <i>(while supplies last)</i></p> <p>Take Home Kit Available: Comic Book Magnets <i>(while supplies last)</i></p>
7	8	9	10	11	12	13
	<p>Sensory Story Time for Adults and Teens 11 a.m.</p> <p>Fiber Arts Club 6 p.m. – 8 p.m.</p>	<p>**Fraud and Identity Theft: Trends and Protection Session 7 p.m.</p> 	<p>***Intro to Social Media 5:30 p.m.</p> <p>**Writers' Rendezvous 6:30 p.m.</p> <p>**Adult Spelling Bee 7 p.m.</p> 		<p>English Language Conversation Group 10 a.m. – Noon</p>	<p>Friends of the Library Second Saturday Book Sale 10 a.m. – 3:30 p.m. <i>(First hour Friends members only)</i></p>
14	15	16	17	18	19	20
	<p>**Lunchtime Book Club 1 p.m.</p> 	<p>**Tuesday Book Club 10 a.m.</p> <p>**Classics Book Club 7 p.m.</p>	<p>**Mystery Book Club 1 p.m.</p>	<p>***Introduction to Scanning and Photo Editing 5:30 p.m.</p>	<p>English Language Conversation Group 10 a.m. – Noon</p>	
21	22	23	24	25	26	27
	<p>**Books in Bars Book Club 6 p.m.</p>	<p>Make a Tiny Terrarium A Crafting Conversations Program for Teens</p> 	<p>*Teen Crafting Conversations: Make a Tiny Terrarium 4 p.m.</p> <p>**Writers' Rendezvous 6:30 p.m.</p>	<p>**Thursday Book Club 10 a.m.</p>	<p>English Language Conversation Group 10 a.m. – Noon</p>	
28	29	30	31	<p>Follow Us on Social Media</p>  <p>Scan the QR code to easily follow.</p>		
<p>LIBRARY CLOSED SUNDAY FOR MEMORIAL WEEKEND</p> 	<p>LIBRARY CLOSED FOR MEMORIAL DAY</p>					

DATES FOR LIBRARY BOARD OF TRUSTEES

Tuesday, April 25, 7:00 p.m. – Library Board Meeting (all Trustees)

Saturday, April 29, 2:00 p.m. – Photo Contest Reception

Tuesday, May 2, 7:00 p.m. – Library Ambassadors meeting

Wednesday, May 3, 11:30 a.m. – Friends Annual Meeting

Friday, May 5, 9a.m.-4p.m. – Staff Development Day (library closed)

Saturday, May 13 - 10 a.m.-3:30 p.m.– Friends Second Saturday Sale
(with the first hour, 10-11 a.m., open to Friends members only)

Tuesday, May 16, 7:00 p.m. – Library Board Meeting (all Trustees)

Thursday, June 8, 9:00 a.m. – Building & Grounds Committee (all Trustees)