

Bloomfield Township Public

**Library**

**Bloomfield Township Public Library  
Board of Trustees**

Library Board Meeting  
**Tuesday, October 17, 2023**  
7:00 p.m.

Board Room

Trustees:

[libraryboard@btpl.org](mailto: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](mailto: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, October 17, 2023 7:00 p.m.

<b>#</b>	<b><u>NUMBERED ITEMS</u></b>	<b><u>DATE DELIVERED</u></b>
1	Agenda	10/13/2023
2a	Request to remove items from the Consent Agenda for Discussion	10/13/2023
2b	Motion to approve the order of items for the regular and consent agendas	10/13/2023
5	Motion to approve remaining Consent Agenda items 6-8d	10/13/2023
6	Regular Board Meeting Minutes of September 19, 2023	10/13/2023
7a	Cash Disbursements	10/13/2023
7b	Revenues/Expenditures Budget Report	10/13/2023
7c	Energy Report	10/13/2023
8a	President's Report– no report	
8b	Director's Report	10/13/2023
8c	Art Committee –no report	
8c	Advocacy Committee – no report	
8c	Ambassadors Group – no report	
8c	Building and Grounds Committee	10/13/2023
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	Policy Review	10/13/2023
11b	Pension and Other Post Employment Benefits Reporting	10/13/2023
11c	Proposal for Library Grounds Drainage Improvements	10/13/2023
13	Motion to approve any items removed from the Consent Agenda	10/13/2023

	<b><u>UNNUMBERED ITEMS</u></b>	<b><u>DATE DELIVERED</u></b>
	Adult and Youth Databases	10/13/2023
	Press Mentions	10/13/2023
	Strategic Plan Update	10/13/2023
	Marketing Report	10/13/2023
	Youth Services Events Calendar	10/13/2023
	Adult Services Events Calendar	10/13/2023
	Dates for Library Board of Trustees	10/13/2023

AGENDA  
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
BOARD OF TRUSTEES  
Tuesday, October 17, 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 September 19, 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. Annual Policy Review
  - b. Pension and Other Post Employment Benefits Reporting
  - c. Proposal for Library Grounds Drainage Improvements
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 21, 2023
16. Adjournment

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**

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

**I REQUEST THAT ITEM (S):**

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**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**

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Bloomfield Township Public Library  
Oakland County, Michigan  
Tuesday, September 19, 2023, 7:00 p.m.  
Library Board Room

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At 7:01 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, Danielle Gillman, Joan Luksik, Joy Murray, Judy Lindstrom, and Shane Spradlin

Trustees Absent: None

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

Guests: Deb Smith, SOC representative and Technical Services Assistant Department Head; Alan Panter, Yeo & Yeo

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Shane Spradlin requested **7a** and Joan Luksik requested **7b** be removed from the consent agenda for regular discussion.

Upon discussion, a motion was made by Judy Lindstrom and seconded by Keith Carduner **TO APPROVE THE ORDER OF ITEMS AS LISTED ON THE AGENDAS WITH THE FOLLOWING ITEMS REMOVED FROM CONSENT AGENDA AS FOLLOWS:**

*A vote was taken for approval of the motion.*

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

*Nays: None*

**MOTION CARRIED**

**PRESIDENT'S VERBAL REPORT:**

President Dani Gillman announced today is National Voter Registration Day. She expressed enthusiasm that this year the Library is an early voting site for the first time. Early voting will open on Saturday, October 28 and take place for nine consecutive days, to close on Sunday, November 5. There will not be voting at the Library on Monday, November 6, nor on Election Day, November 7. The voting this November is for the Bloomfield Hills School District Special Election. This is a fantastic opportunity to showcase the Library as the hub of Bloomfield Township and a place for the community.

## **DIRECTOR'S VERBAL REPORT:**

Director Tera Moon expressed happiness for being in attendance after her convalescence. She expressed thanks for the support through her health challenges.

On Monday, September 11, the installation of the new door access system hardware began. The Flying Locksmiths technicians have been changing out the hardware and have completed the lower level. The project is going well, and it is anticipated this phase of the project will be complete by the end of the month. The next phase will be the study rooms in the computer center, which is anticipated to be complete by the end of November.

The Library will participate in Bloomfield Township's Open House on Sunday, October 1. Staff will promote what's happening at the Library and issue library cards to residents.

Chamber Concerts series returns on December 1 with the University of Michigan School of Music, Theatre & Dance, sponsored by the Friends of the Library. The Library is pleased to host this popular program series again this year.

The Library received a donation of Hillcrest (Bloomfield Hills High School/Andover High School) yearbooks from patron Jim Wolfe. These range from 1945 to 1992. Mr. Wolfe worked at BHHS as a teacher, counselor, and Assistant Principal and collected these yearbooks through this period. Some of the yearbooks are not currently in the Library's collection, and some are in better condition than the copies currently in the collection. Adult Services staff will evaluate and prepare for cataloging the yearbooks that can be used.

A few months ago, Judy Lindstrom had inquired about adding a sign to the Timberlake/Lone Pine intersection instructing drivers to not block drivers trying to turn onto Lone Pine from Timberlake. The Road Commission for Oakland County was contacted and sent the request to the Traffic Safety Department. Their response is as follows:

"The intersection of Timberlake Dr and Lone Pine Rd has been reviewed. 'Do not block intersection' signage is intended to be utilized at location where the intersection is located within 50' of the stop bar of a signalized intersection. Timberlake Dr does not meet this criteria. The requested signage will not be installed at this time."

The lower-level experienced flooding on Thursday, August 24 into the morning of Friday, August 25. A strong storm moved through the area causing power outages and lots of damage. The flooding occurred sometime around 11:30pm Thursday night. Facility Services Department Head, Hugo Cardenas responded early Friday morning. The water had receded but had reached the carpeting in Meeting Rooms 1 and 3 and his office. The Library's cleaning company, Augies, delivered large dehumidifiers and fans. Everything was clean and dry by the next day.

There are upcoming Building and Grounds Committee meetings regarding important building issues. On October 4 at 2:00 pm Richard Renaud of Quinn Evans and Chris Schlaps of Rewold will review the condition of the roof and their recommendation for rehabilitating it. On October 12 at 9:00 am Joe Christopher will present a proposal to move forward with Spaulding



DeDecker's plan for managing water on the library campus and Jenna Walker of Yellowstone will present a report on spaces that have been identified as needing reimagining or refurbishing.

Upon discussion, a motion was made by Joy Murray, seconded by Joan Luksik **TO APPROVE THE REMAINING ITEMS ON THE CONSENT AGENDA.**

*Joy moved, Joan second.*

*A vote was taken for approval of the motion.*

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

*Nays: None*

**MOTION CARRIED**

**REGULAR AGENDA:**

**Call to the public.**

Deb Smith, representing the SOC, shared a report.

**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 2022-2023.

Mr. Panter answered questions from the Trustees.

Upon discussion, a motion was made by Judy Lindstrom, seconded by Joy Murray **TO ACCEPT THE FISCAL YEAR 2022-2023 AUDIT REPORT AS PRESENTED AND PLACE ON FILE.**

*A vote was taken for approval of the motion.*

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

*Nays: None*

**MOTION CARRIED**

**11b. Millage Renewal Proposal**

Currently the Library is supported by three separate millage rates as outlined below:

- In 1963, Bloomfield Township voters approved the first ever library operating millage at 1.0 mil for a ten-year period. This millage was renewed in 1972 for an additional ten years and renewed again in 1982 in perpetuity.
- In 1994, Bloomfield Township voters approved an additional .3 mils for eight years, expiring in 2002.
- In August, 2002, Bloomfield Township voters approved .7874 mils in perpetuity. This

brought the Library's millage rate to the current 1.7874 mills approved in perpetuity. Election results were 6,727 yes votes and 6,059 no votes.

Also on the August, 2002 ballot was a proposal for a Library Improvements Bond, which was defeated. Election results were 5,784 yes votes and 7,062 no votes.

- In August, 2004, Bloomfield Township voters approved a \$22,875,000 million bond for the renovation and expansion of the Library. Election results were 6,626 yes votes and 5,311 no votes. Twenty-year bonds were sold with a commitment to pay in full by May, 2024. In 2012, these bonds were refinanced at a lower interest rate for a savings of approximately \$1 mil. Bloomfield Township handles the administration of these bonds, including the original sale and refinancing.
- In November 2014, Bloomfield Township voters approved a .5410 millage rate, of which .2946 was to restore the original August 1982 mill levy rolled back by Headlee and .2126 new mills, for a period of ten years. Election results were 12,310 yes votes and 7,267 no votes.

The current fiscal year 2023-2024 will include the last tax payment from the collection of that millage rate, which is now .5047 as rolled back by Headlee. This fiscal year that rate resulted in \$2,417,543, or 27% of the Library's total revenues. Losing that revenue would require significant cuts to current library service and would make it difficult to accomplish the goals of our strategic plan, including refurbishing spaces throughout the Library.

#### Maximum Millage Cap Referendum

A township library is allowed up to 2 mills as stated in MCL 397.397.210, section 10 of the City, Village and Township Libraries Act, PA 164 of 1877. This means Bloomfield Township voters can be asked to approve up to .6394 mills. However, Director Moon is proposing that the Library asks Bloomfield Township voters to renew the millage at the current rate of .5047, which would result in \$2,538,420 for the 2024-2025 fiscal year based on Bloomfield Township's current estimated taxable value. In 2024-2025 the millage rate is not rolled back because the rate of inflation is higher than the annual growth on existing property.

The 2004 bond payment will expire this year, providing savings to the taxpayers. Their tax bill on behalf of the Library will decrease even if this millage renewal is approved.

The taxable value of Bloomfield Township has risen by an average of 3.32% over the last 10 years. Using a conservative 2.5% increase to forecast tax revenue growth, using the rate of .5047, and estimating expenditures to rise at the rate of 3%, the .5047 rate will cover the regular operating expenses and provide approximately \$800,000 each year for capital projects. These calculations also account for the rollback of this millage rate by the Headlee Amendment.

The Library's millage rate has rolled back each year. In recent years that has been offset by the rate of increase of the Township's taxable value. It cannot be assumed that rate will

increase forever, therefore the Library needs this third millage to ensure adequate funding to maintain current operations and achieve the goals the community has expressed.

After discussion, a motion was made by Joy Murray, seconded by Keith Carduner  
**WHEREAS, the Bloomfield Township Public Library (“Library”) is a township library organized under 1877 PA 164 (“PA 164”) serving the residents of the Charter Township of Bloomfield (“Township”); and**

**WHEREAS, as required by Section 10c of Act 164, the Library Board may determine by resolution that, if a previously authorized millage was approved for a specific number of years, the millage should be renewed; and**

**WHEREAS, voters in the Township approved the Library’s millage, which will last result in a levy of .5047 mill in 2023, and that millage expires in 2023; and**

**WHEREAS, the Library Board determines that it is in the best interests and welfare of the Library and its residents that revenue be authorized for the purpose of operating, maintaining and equipping the Bloomfield Township Public Library and for all other library purposes authorized by law purposes; therefore, the Library has determined to request from voters a ten year millage renewal of .5047 mill beginning with the December 2024 levy; and**

**WHEREAS, the Library Board has determined that placing the millage request on the ballot at the February 27, 2024 or the date of the presidential primary election is in the best interest of the health, safety and welfare of the Township residents; and**

**WHEREAS, the question of renewing the millage, beginning with the 2023 levy, shall be placed on the ballot at the election occurring on the date of the presidential primary election in 2024.**

**THEREFORE, the Library Board of the Bloomfield Township Public Library, Oakland County, Michigan, resolves as follows:**

- 1. The Library Board of the Bloomfield Township Public Library has determined that millage necessary for the support and maintenance of the Library must be renewed.**
- 2. To that end, the Library Board resolves to approve the ballot language attached as Exhibit A and resolves and certifies that the ballot language attached as Exhibit A shall be placed on the ballot at the presidential primary election in 2024.**
- 3. The Library Board President or Treasurer is authorized and directed to promptly submit this Resolution and the ballot language attached as Exhibit A to the Clerk of the Charter Township of Bloomfield and the Oakland County Clerk so that the attached millage proposal may be presented to voters at the presidential primary election.**

**4. Any resolution inconsistent with this Resolution is hereby rescinded.**

**I, the undersigned, the duly qualified and acting Secretary of the Bloomfield Township Public Library, Oakland County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the Library Board of said Library at a meeting held on September 19, 2023.**

**EXHIBIT A**

**CHARTER TOWNSHIP OF BLOOMFIELD**

**LIBRARY MILLAGE RENEWAL PROPOSAL**

**Shall the Charter Township of Bloomfield, Oakland County, Michigan, be authorized to levy a renewal of the previously voted increase in the tax limitation, which expires in 2023, in an amount not to exceed .5047 mill (\$0.5047 on each \$1,000 of taxable value), against all taxable property within the Township for a period of ten (10) years, 2024 to 2033 inclusive, for the purpose of operating, maintaining, and equipping the Bloomfield Township Public Library and for all other library purposes authorized by law? The estimate of the revenue the Township will collect in the first year of levy (2024) if the millage is approved is approximately \$2,500,000. The revenue from this millage levy will be disbursed to the Bloomfield Township Public Library.**

**Yes**

**No**

*A vote was taken for approval of the motion.*

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

*Nays: None*

**MOTION CARRIED**

**11c. Bank Signatories**

With the recent change in the Bloomfield Township Treasurer and addition of Township officials to the list of signatories, a resolution to approve a change in bank signatories is needed. 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.

Upon discussion, a motion was made by Shane Spradlin, seconded by Joy Murray, **TO APPROVE THE RESOLUTION AUTHORIZING SIGNATURES, INCLUDING FACSIMILE SIGNATURES, FOR BANKING SERVICES ON BEHALF OF THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY AS PRESENTED, EFFECTIVE SEPTEMBER 19, 2023.**

*A vote was taken for approval of the motion.*

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

*Nays: None*

## MOTION CARRIED

### **12. DISCUSSION OF ITEMS REMOVED FROM THE CONSENT AGENDA**

Shane Spradlin inquired about the cash disbursement in 7A, specifically the check to Farmington Community Library for the Creative Bug database. This is an arts and crafts database which is negotiated through Metronet, and Farmington Library is the fiduciary. EBSCO Information services is another database he inquired about.

Joan Luksik inquired about the asset allocation summary on 7B. She inquired about the Huntington CD with the Isabel Charnov gift. Judy Lindstrom proposed that when mature, the funds be considered for plants affected by the water remediation project. They inquired about the other gift funds.

Upon discussion, a motion was made by Shane Spradlin seconded by Judy Lindstrom **TO APPROVE THE ORDER OF ITEMS REMOVED FROM THE CONSENT AGENDAS.**

*A vote was taken for approval of the motion.*

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

*Nays: None*

## MOTION CARRIED

### **OTHER:**

Judy Lindstrom reported that former trustee Joe Falik recently passed away. He served Bloomfield Township Public Library for less than two years but made a great impact.

Joy Murray reported that the Friends of the Library had another sales record at the Second Saturday Sale– the second highest overall at \$6,230. They donated 31 boxes of books all over the state, both locally and far away. The daughter of one of the Administration Clerks is an English teacher on the West side of the state. She has built a shared classroom library of 1,500 books, many of which came from the Friends of the Bloomfield Township Public Library.

The Friends recently approved a wish list of gifts to the Library totaling \$14,550.00.

Next board meeting will be Tuesday, October 17.

At 8:16 p.m. President Gillman adjourned the meeting.

Submitted by:



Joan Luksik, Board Secretary

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY****Cash Disbursements Comments  
September 2023****General Fund – Advance**

- Check #23384 made payable to Applied Innovation in the amount of \$16,680.86 was payment for a new photocopier for Administration.
- Check #23387 made payable to Patricia Ballard in the amount of \$87.67 was payment for mileage for prize patrol deliveries.
- Check #23388 made payable to Consumers Energy in the amount of \$5,594.26 was payment for natural gas services for the period 8/8-9/6.
- Check #23389 made payable to Hospice of Michigan in the amount of \$18.00 was a refund for overpayment of a meeting room rental.
- Check #23390 made payable to Jamie Jasper in the amount of \$335.62 was payment for program supplies.
- Check #23392 made payable to Martha McGee in the amount of \$43.46 was payment for Library Shop inventory purchases.
- Check #23393 made payable to Michigan Library Association in the amount of \$255.00 was payment for MLA annual conference registration for a staff member.
- Check #23398 made payable to Celia Domalewski in the amount of \$150.38 was reimbursement for meeting room supplies.
- Check #23399 made payable to DTE Energy in the amount of \$26,013.82 was payment for electricity service for the period 8/9-9/10.
- Check #23401 made payable to Amanda Itria in the amount of \$52.79 was payment for mileage for attending a workshop in Ann Arbor.
- Check #23403 made payable to Latonia Phillips in the amount of \$38.51 was payment for mileage for attending a workshop in Ann Arbor.
- Check #23404 made payable to Martha McGee in the amount of \$121.96 was reimbursement for purchase of Library Shop inventory.
- Check #23405 made payable to Pitney Bowes Reserve Account in the amount of \$2,000.00 was payment for postage for the postage meter machine.

- Check #23411 made payable to Bill Konkolesky in the amount of \$300.00 was payment for a program presenter.
- Check #23412 made payable to Katherine Bryant in the amount of \$70.67 was payment for mileage.
- Check #23413 made payable to Petty Cash – BTPL in the amount of \$242.72 was payment to reimburse petty cash.

## **General Fund - Regular**

- Check #23418 made payable to Alma College Library in the amount of \$85.00 was payment for a MeLCat book lost by one of our patrons.
- Check #23421 made payable to Bloomfield Township in the amount of \$4,174.75 was payment for water service for the period 8/17-9/18.
- Check #23422 made payable to Bloomfield Township in the amount of \$409,073.15 was payment for three payrolls including FICA, health insurance, etc.
- Check #23427 made payable to Electrocycle, Inc. in the amount of \$945.00 was payment for disposing of electronic waste after the Used Equipment Sale.
- Check #23433 made payable to Innovative Interfaces, Inc in the amount of \$7,500.00 was payment for the new mobile app.
- Check #23438 made payable to Mikero Moh in the amount of \$500.00 was payment for updating the message-on-hold.
- Check #23443 made payable to Redford Lock Security Solutions in the amount of \$458.00 was payment for lock repairs (not related to the door access upgrade project).
- Check #23444 made payable to The Sun in the amount of \$42.00 was payment for a periodical subscription.
- Check #23445 made payable to The Flying Locksmith, Detroit North in the amount of \$12,240.00 was payment for the door access upgrade project.
- Check #23446 made payable to The Library Network in the amount of \$598.47 was payment for computer supplies.
- Check #23448 made payable to Vigilante Security in the amount of \$5,990.00 was payment for upgrading the library's burglar security panel.
- Check #23449 made payable to West Bloomfield Twp. Pub. Library in the amount of \$16.84 was payment for a MeLCat item lost by one of our patrons.

### **Gift Fund – Advance**

- Check #5450 made payable to Aaron Foley in the amount of \$500.00 was payment for a program presenter.
- Check #5453 made payable to Bloomfield Twp. Public Library in the amount of \$14.58 was payment to reimburse the petty cash.
- Check #5454 made payable to Tara Hayes in the amount of \$500.00 was payment for a program presenter.
- Check #5455 made payable to The Little Creatures Co. in the amount of \$350.00 was payment for a program presenter.



**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**

**CHECK REGISTERS**

**FOR THE MONTH OF SEPTEMBER 2023**

<b>Check #</b>	<b>Date</b>	<b>Payee</b>	<b>Cash Account</b>	<b>Amount</b>
<b>General Fund</b>				
<b>ADVANCE CHECKS:</b>				
23384	9/13/23	APPLIED INNOVATION	016.01	16,680.86
23385	9/13/23	AT&T	016.01	162.26
23386	9/13/23	AT&T	016.01	757.38
23387	9/13/23	Patricia Ballard	016.01	87.67
23388	9/13/23	CONSUMERS ENERGY	016.01	5,594.26
23389	9/13/23	HOSPICE OF MICHIGAN	016.01	18.00
23390	9/13/23	Jamie Jasper	016.01	335.62
23391	9/13/23	LOWE'S	016.01	736.40
23392	9/13/23	Martha McGee	016.01	43.46
23393	9/13/23	MICHIGAN LIBRARY ASSOCIATION	016.01	255.00
23394	9/13/23	T MOBILE	016.01	60.20
23395	9/13/23	UNIQUE MANAGEMENT SERVICES, INC.	016.01	364.45
23396	9/13/23	WT COX INFORMATION SERVICES	016.01	2,826.67
23397	9/18/23	AMAZON.COM	016.01	1,676.49
23398	9/18/23	Celia Domalewski	016.01	150.38
23399	9/18/23	DTE ENERGY	016.01	26,013.82
23400	9/18/23	PRINCIPAL LIFE INSURANCE COMPANY	016.01	848.65
23401	9/27/23	Amanda Itria	016.01	52.79
23402	9/27/23	FLAGSTAR BANK	016.01	3,689.70
23403	9/27/23	LATONIA PHILLIPS	016.01	38.51
23404	9/27/23	Martha McGee	016.01	121.96
23405	9/27/23	PITNEY BOWES RESERVE ACCOUNT	016.01	2,000.00
23406	9/27/23	VIGILANTE SECURITY	016.01	1,950.00
23408	10/3/23	APPLIED INNOVATION	016.01	751.41
23409	10/3/23	AT&T	016.01	158.94
23410	10/3/23	AT&T	016.01	677.48
23411	10/3/23	BILL KONKOLESKY	016.01	300.00
23412	10/3/23	Katherine Bryant	016.01	70.67
23413	10/3/23	PETTY CASH - BTPL	016.01	242.72
23414	10/3/23	XFINITY	016.01	75.83
23415	10/3/23	TERMINIX PROCESSING CTR.	016.01	171.00
23417	10/4/23	AMAZON.COM	016.01	1,750.99
Total				68663.57
<b>REGULAR CHECKS:</b>				
23418	10/6/23	ALMA COLLEGE LIBRARY	016.01	85.00
23419	10/6/23	BAKER & TAYLOR, INC.	016.01	13,354.64
23420	10/6/23	BLACKSTONE PUBLISHING	016.01	83.20
23421	10/6/23	BLOOMFIELD TOWNSHIP	016.01	4,174.75
23422	10/6/23	BLOOMFIELD TOWNSHIP	016.01	409,073.15
23423	10/6/23	BOOKPAGE	016.01	1,080.00
23424	10/6/23	CENGAGE LEARNING/GALE	016.01	1,852.81
23425	10/6/23	CINTAS CORPORATION	016.01	226.41
23426	10/6/23	DEMCO, INC.	016.01	680.54
23427	10/6/23	ELECTROCYCLE, INC.	016.01	945.00
23428	10/6/23	FOUNDRY	016.01	50.00
23429	10/6/23	GREAT OAKS MAINTENANCE	016.01	5,791.42
23430	10/6/23	HEALEY FIRE PROTECTION, INC	016.01	4,218.00
23431	10/6/23	HUNT SIGN COMPANY	016.01	65.48
23432	10/6/23	INGRAM LIBRARY SERVICES	016.01	109.04
23433	10/6/23	INNOVATIVE INTERFACE, INC	016.01	7,500.00
23434	10/6/23	LJ ROLLS REFRIGERATION CO., INC	016.01	11,971.42
23435	10/6/23	METCOM, INC.	016.01	1,729.48
23436	10/6/23	MICROMARKETING LLC	016.01	641.18
23437	10/6/23	MIDWEST TAPE	016.01	2,946.62
23438	10/6/23	MIKERO MOH	016.01	500.00
23439	10/6/23	NICHOLS/NETWORK SERVICES CO	016.01	799.28

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

<b>Check #</b>	<b>Date</b>	<b>Payee</b>	<b>Cash Account</b>	<b>Amount</b>
23440	10/6/23	OVERDRIVE	016.01	10,274.66
23441	10/6/23	PRESIDIO NETWORK SOLUTIONS GROUP, LLC	016.01	354.00
23442	10/6/23	PRIORITY WASTE, LLC	016.01	168.40
23443	10/6/23	REDFORD LOCK SECURITY SOLUTIONS	016.01	458.00
23444	10/6/23	THE SUN	016.01	42.00
23445	10/6/23	THE FLYING LOCKSMITH, DETROIT NORTH	016.01	12,240.00
23446	10/6/23	THE LIBRARY NETWORK	016.01	598.47
23447	10/6/23	ULINE	016.01	92.87
23448	10/6/23	VIGILANTE SECURITY	016.01	5,990.00
23449	10/6/23	WEST BLOOMFIELD TWP. PUB. LIBRARY	016.01	16.84
Total				<u><u>498112.66</u></u>

**Gift Fund**

**ADVANCE CHECKS:**

5449	9/18/23	AMAZON.COM	012.03	389.06
5450	9/27/23	Aaron Foley	012.03	500.00
5451	9/27/23	FLAGSTAR BANK	012.03	1633.00
5452	10/3/23	AMAZON.COM	012.03	65.58
5453	10/3/23	BLOOMFIELD TWP. PUBLIC LIBRARY	012.03	14.58
5454	10/3/23	TARA HAYES	012.03	500.00
5455	10/3/23	THE LITTLE CREATURES CO.	012.03	350.00
Total				<u><u>3452.22</u></u>

**REGULAR CHECKS:**

5456	10/6/23	BAKER & TAYLOR	012.03	418.18
5457	10/6/23	JANWAY COMPANY	012.03	1,274.76
5458	10/6/23	SCHOLASTIC LIBRARY PUBLISHING	012.03	1,169.82
Total				<u><u>2862.76</u></u>

**Bloomfield Township Public Library**  
**FY 2023-2024 General Fund Budget**

PRESENTED: OCTOBER 17, 2023      FOR THE MONTH OF: SEPTEMBER, 2023

ACCOUNT NAME	2023-2024	2023-2024	REVENUE/EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	Six Months 50.00% VARIANCE
	ADOPTED BUDGET AS OF MARCH 21, 2023	AMENDED BUDGET AS OF AUGUST 15, 2023				
<b><u>Revenues</u></b>						
Taxes	\$8,578,936	\$8,678,895	\$4	(\$2,984)	-0.03%	(\$8,681,879)
Penal Fines	\$71,695	\$71,695	\$0	\$59,359	82.79%	(\$12,336)
State Aid	\$40,800	\$40,800	\$0	\$44,876	109.99%	\$4,076
Circulation Fines & Fees	\$25,500	\$25,500	\$1,872	\$13,019	51.05%	(\$12,481)
Charges for Services	\$14,866	\$14,866	\$2,065	\$8,106	54.53%	(\$6,760)
Investment earnings	\$50,000	\$50,000	\$44,494	\$289,828	579.66%	\$239,828
Miscellaneous	\$34,566	\$34,566	\$17,339	\$24,994	72.31%	(\$9,572)
<b>Total Revenues</b>	<b>\$8,816,363</b>	<b>\$8,916,322</b>	<b>\$65,774</b>	<b>\$437,198</b>	<b>4.90%</b>	<b>(\$8,479,124)</b>
<b><u>Expenditures</u></b>						
Personnel	\$4,977,239	\$4,977,239	\$419,960	\$2,251,865	45.24%	(\$2,725,374)
Library Services	\$823,309	\$830,600	\$39,243	\$396,105	47.69%	(\$434,495)
Facilities & Equipment	\$1,058,879	\$1,143,872	\$72,583	\$528,974	46.24%	(\$614,898)
Other Operating Expenditures	\$3,769,582	\$3,778,363	\$46,185	\$336,724	8.91%	(\$3,441,639)
<b>Total Expenditures</b>	<b>\$10,629,009</b>	<b>\$10,730,074</b>	<b>\$577,971</b>	<b>\$3,513,668</b>	<b>32.75%</b>	<b>(\$7,216,406)</b>
Fund Balance - Beginning	\$13,833,927	\$13,833,927		\$13,833,927		
Net revenue (expenditure)	(\$1,812,646)	(\$1,813,752)		(\$3,076,470)		
Fund Balance - Ending	\$12,021,281	\$12,020,175		\$10,757,457		

**Fund Balance Designations**

Nonspendable-Prepaid Expense	\$18,791	\$18,791
Committed Fund Balance (is 8-months of operational expenditures amount)	\$4,740,729	\$4,802,251
Assigned Fund Balance (is \$482,971 the 3/31/23 compensated absences accrual, plus \$1,726,920 the OPEB obligation plus \$3,517,916 for capital improvements)	\$7,161,761	\$7,099,133
Unassigned Fund Balance (is the unplanned emergency amount)	\$100,000	\$100,000

**Bloomfield Township Public Library  
FY 2023-2024 Gift Fund Budget**

**PRESENTED: OCTOBER 17, 2023 FOR THE MONTH OF: SEPTEMBER, 2023**

Six Months 50.00%

ACCOUNT NAME	2023-2024 ADOPTED BUDGET AS OF MAR 21, 2023	2023-2024 AMENDED BUDGET AS OF OCT 17, 2023	REVENUE/ EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	VARIANCE
<b><u>Revenues</u></b>						
<b>Gift Income</b>	<b>\$500</b>	<b>\$75,379</b>	<b>\$14,600</b>	<b>\$75,479</b>	<b>100.13%</b>	<b>\$100</b>
Gift Revenue	\$0	\$2,318	\$0	\$2,318	100.00%	\$0
Friends of the Library	\$0	\$66,722	\$14,550	\$66,722	100.00%	\$0
Atkinson Trust	\$0	\$1,452	\$0	\$1,452	100.00%	\$0
BTPL Endowment Fund/Amber Trust	\$0	\$1,858	\$50	\$1,958	0.00%	\$100
Myers Scholarship	\$500	\$1,221	\$0	\$1,221	100.00%	\$0
Smith Challenge Grant	\$0	\$1,808	\$0	\$1,808	100.00%	\$0
Fair Radom Garden's Endowment	\$0	\$0	\$0	\$0	#DIV/0!	\$0
Library Director's Legacy Fund	\$0	\$0	\$0	\$0	0.00%	\$0
<b>Investment Earnings</b>	<b>\$200</b>	<b>\$200</b>	<b>\$29</b>	<b>\$164</b>	<b>81.95%</b>	<b>(\$36)</b>
<b>Miscellaneous Revenue</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.00%</b>	<b>\$0</b>
<b>Total Revenues</b>	<b>\$700</b>	<b>\$75,579</b>	<b>\$14,629</b>	<b>\$75,642</b>	<b>100.08%</b>	<b>\$64</b>
<b><u>Expenditures</u></b>						
<b>Library Services</b>	<b>\$75,589</b>	<b>\$109,964</b>	<b>\$5,610</b>	<b>\$25,711</b>	<b>23.38%</b>	<b>(\$84,253)</b>
<b>Facilities &amp; Equipment</b>	<b>\$34,382</b>	<b>\$61,754</b>	<b>\$305</b>	<b>\$22,682</b>	<b>36.73%</b>	<b>(\$39,072)</b>
<b>Other Operating Expenditures</b>	<b>\$52,224</b>	<b>\$65,356</b>	<b>\$305</b>	<b>\$6,298</b>	<b>9.64%</b>	<b>(\$59,058)</b>
<b>Total Expenditures</b>	<b>\$162,195</b>	<b>\$237,074</b>	<b>\$6,220</b>	<b>\$54,691</b>	<b>23.07%</b>	<b>(\$182,383)</b>
Fund Balance - Beginning	\$161,695	\$161,695		\$161,695		
Net revenue (expenditures)	(\$161,495)	(\$161,495)		\$20,952		
Fund Balance - Ending	\$200	\$200		\$182,647		

**Bloomfield Township Public Library**  
**Asset Allocation Summary**  
**SEPTEMBER 2023**

Fund	Type	Annual Yield	Date	Amount on Hand
<b>General Fund</b>				
	5th 3rd Checking (Ecommerce)	0.00%	9/30/2023	\$130,288.11
	Flagstar Public Funds Savings	4.23%	9/30/2023	\$208,525.01
	Flagstar Premier Public Entities Checking	1.06%	9/30/2023	\$227,401.41
	RBC Capital Cash/Money Market	0.80%	9/30/2023	\$12,312.65
	RBC Capital - Investments	4.22%	9/30/2023	\$10,882,065.21
	<b>Total General Fund</b>			<b><u>\$11,460,592.39</u></b>
	Please see General Fund budget for notes on how this amount is earmarked			
<b>Gift Fund</b>				
	Huntington Public Fund Business Interest Checking	0.30%	9/30/2023	\$120,351.49
	Huntington CD (Charnov gift) - matures 02/05/2024	0.03%	9/30/2023	\$50,000.00
	Fifth Third Bank Business Standard Checking	0.00%	9/30/2023	\$15,489.28
	<b>Total Gift Fund</b>			<b><u>\$185,840.77</u></b>

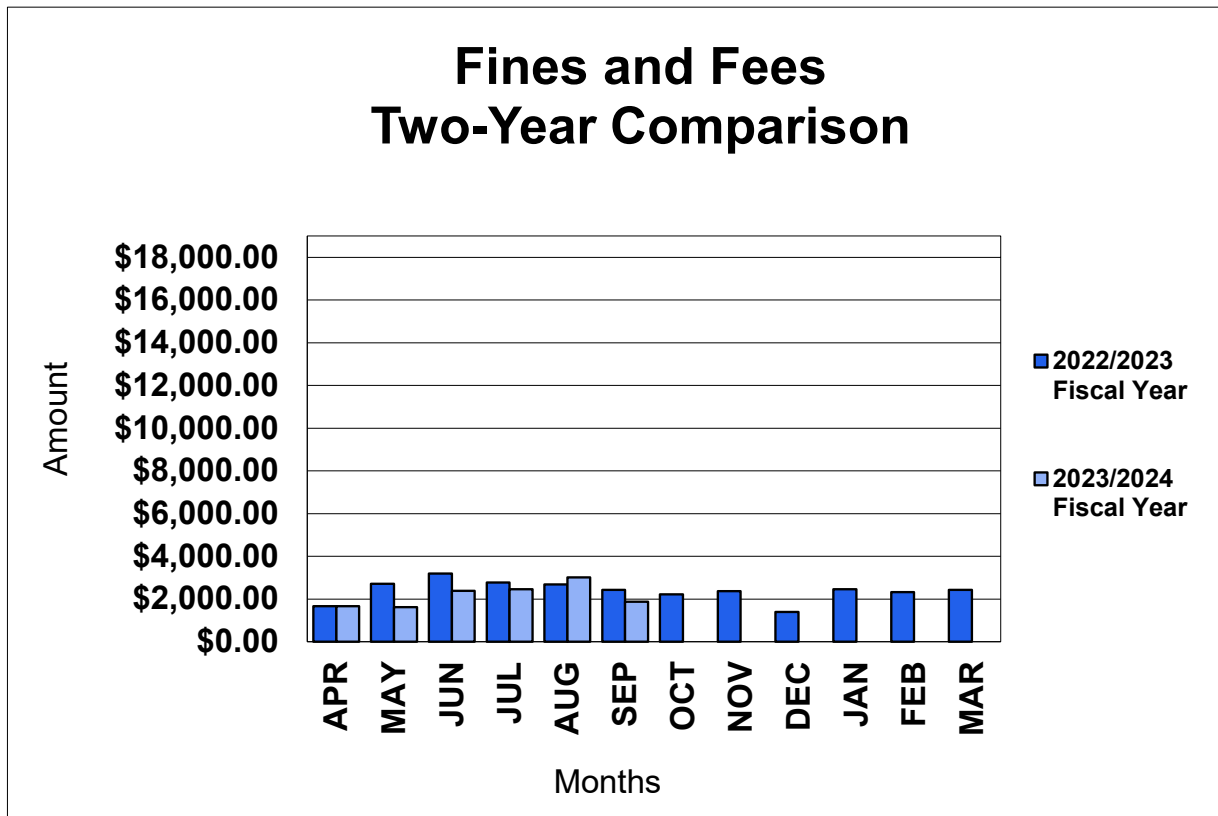
**CFSEM**

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 4/2023</i>	
Jeanette P. Myers Memorial Scholarship Fund	12/31/2022	\$15,283.00
Yvonne T. Atkinson Fund	12/31/2022	\$32,882.00
Lawrence Smith and Isabel Francis Smith Challenge Grant Fund	12/31/2022	\$35,695.35
BTPL Endowment Fund	12/31/2022	\$46,623.65
Fair Radom Garden Endowment Fund	12/31/2022	\$17,911.00
BTPL Director's Legacy Fund	12/31/2022	\$20,629.00
<b>Total CFSEM holdings</b>		<b><u>\$169,024.00</u></b>

**FINES AND FEES - TWO-YEAR COMPARISON**

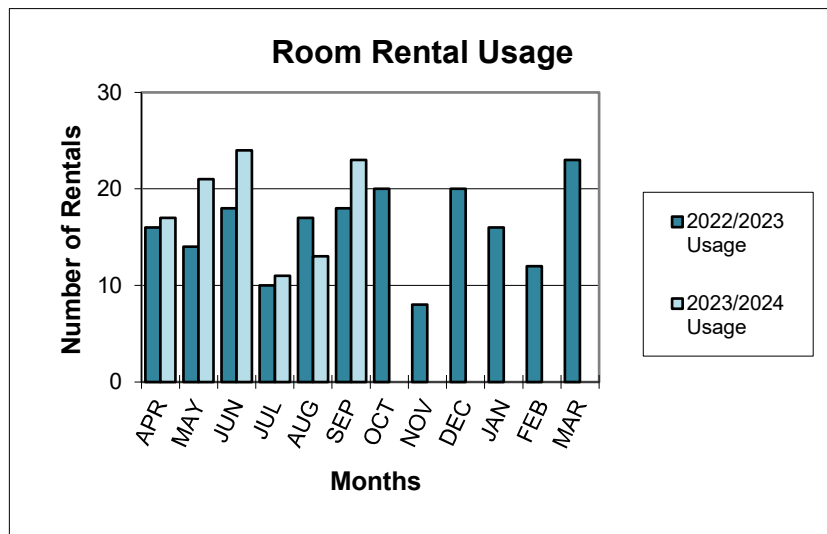
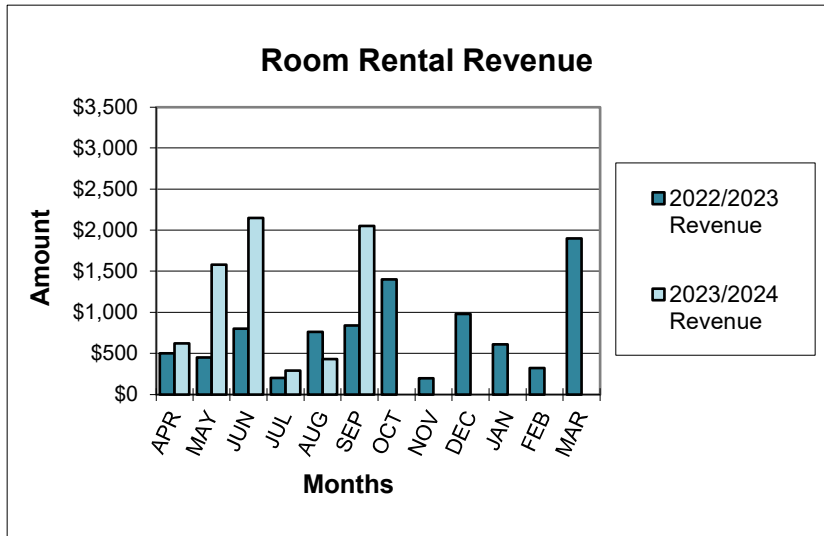
Month	2022/2023 Fiscal Year	2023/2024 Fiscal Year	Difference
APR	\$1,665.40	\$1,666.99	\$1.59
MAY	\$2,708.60	\$1,618.90	(\$1,089.70)
JUN	\$3,197.89	\$2,390.09	(\$807.80)
JUL	\$2,774.98	\$2,456.65	(\$318.33)
AUG	\$2,682.32	\$3,013.99	\$331.67
SEP	\$2,434.58	\$1,872.31	(\$562.27)
OCT	\$2,215.79		(\$2,215.79)
NOV	\$2,366.59		(\$2,366.59)
DEC	\$1,400.35		(\$1,400.35)
JAN	\$2,464.37		(\$2,464.37)
FEB	\$2,322.64		(\$2,322.64)
MAR	\$2,429.08		(\$2,429.08)
			YTD Difference
<b>TOTAL</b>	<b>\$28,662.59</b>	<b>\$13,018.93</b>	<b>(\$15,643.66)</b>



## ROOM RENTAL - TWO-YEAR COMPARISON

# 7b

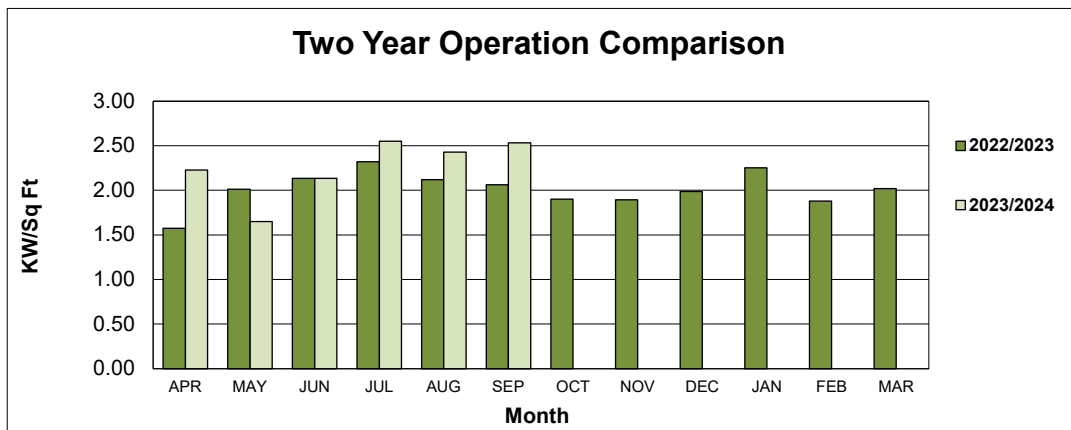
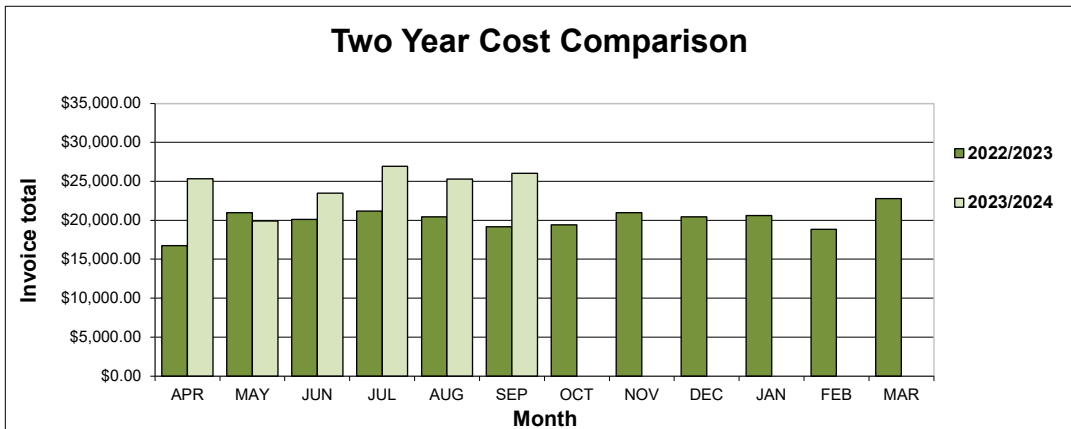
<u>Month</u>	2022/2023 <u>Revenue</u>	2023/2024 <u>Revenue</u>	<u>Difference</u>	2022/2023 <u>Usage</u>	2023/2024 <u>Usage</u>	<u>Month</u>
APR	\$500.00	\$620.00	\$120.00	16	17	APR
MAY	\$450.00	\$1,580.00	\$1,130.00	14	21	MAY
JUN	\$800.00	\$2,150.00	\$1,350.00	18	24	JUN
JUL	\$200.00	\$290.00	\$90.00	10	11	JUL
AUG	\$760.00	\$428.00	(\$332.00)	17	13	AUG
SEP	\$840.00	\$2,052.00	\$1,212.00	18	23	SEP
OCT	\$1,400.00		(\$1,400.00)	20		OCT
NOV	\$197.00		(\$197.00)	8		NOV
DEC	\$980.00		(\$980.00)	20		DEC
JAN	\$610.00		(\$610.00)	16		JAN
FEB	\$320.00		(\$320.00)	12		FEB
MAR	\$1,900.00		(\$1,900.00)	23		MAR
<b>TOTAL</b>	<b>\$8,957.00</b>	<b>\$7,120.00</b>	<b>YTD Difference (\$1,837.00)</b>	<b>192</b>	<b>109</b>	



## Bloomfield Township Public Library Electricity Analysis

Building Area = 101,023 Sq ft.

TWO YEAR COST COMPARISON				CURRENT YEAR OPERATION					
Month	2022/2023	2023/2024	Difference	TOTAL	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
				KWH					
APR	\$16,757.01	\$25,322.27	\$8,565.26	225,134	\$0.11	312.69	2.23	\$35.17	\$0.25
MAY	\$20,983.27	\$19,897.76	(\$1,085.51)	166,495	\$0.12	223.78	1.65	\$26.74	\$0.20
JUN	\$20,099.70	\$23,496.49	\$3,396.79	215,453	\$0.11	299.24	2.13	\$32.63	\$0.23
JUL	\$21,165.46	\$26,914.27	\$5,748.81	257,670	\$0.10	346.33	2.55	\$36.18	\$0.27
AUG	\$20,421.44	\$25,285.64	\$4,864.20	245,364	\$0.10	329.79	2.43	\$33.99	\$0.25
SEP	\$19,149.28	\$26,013.82	\$6,864.54	256,011	\$0.10	355.57	2.53	\$36.13	\$0.26
OCT	\$19,397.88		(\$19,397.88)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
NOV	\$20,955.05		(\$20,955.05)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
DEC	\$20,428.62		(\$20,428.62)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
JAN	\$20,598.15		(\$20,598.15)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
FEB	\$18,822.06		(\$18,822.06)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
MAR	\$22,798.37		(\$22,798.37)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
			YTD Difference						
<b>TOTAL</b>	<b>\$241,576.29</b>	<b>\$146,930.25</b>	<b>(\$94,646.04)</b>						



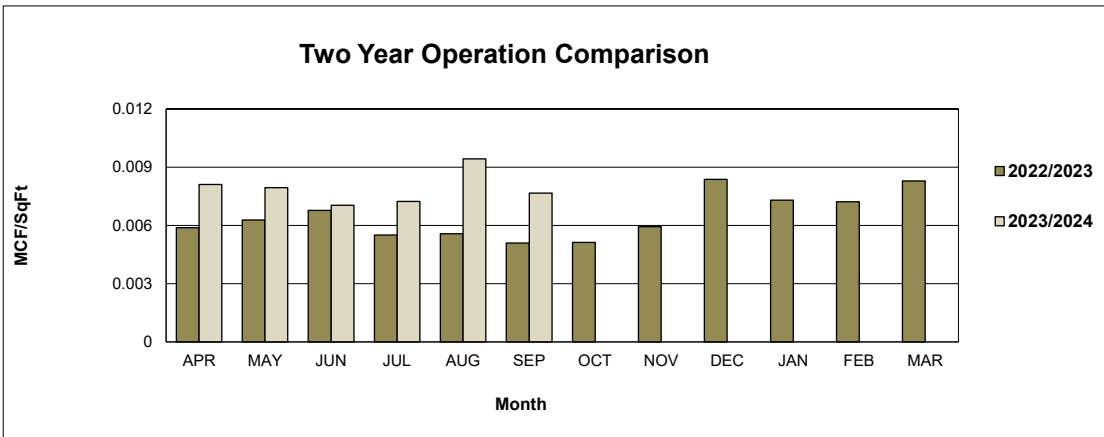
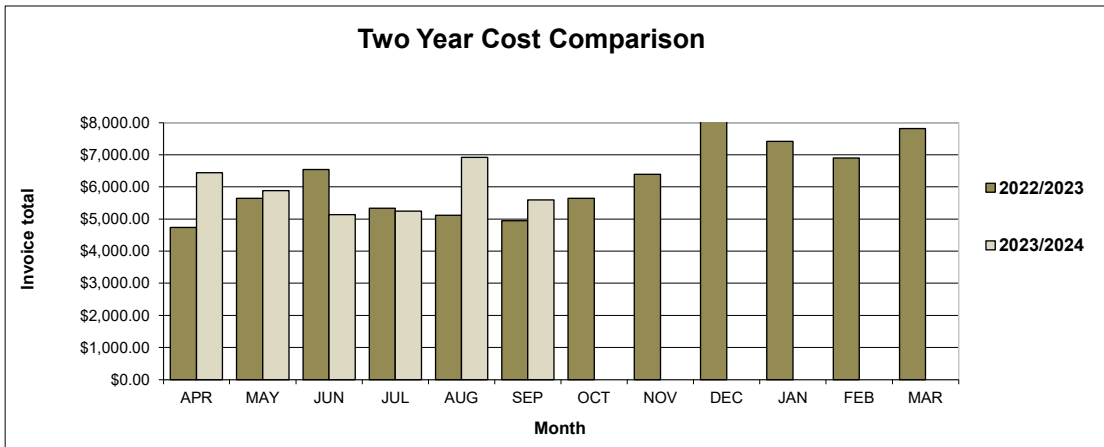


## Bloomfield Township Public Library Natural Gas Analysis

Building Area = 101,023

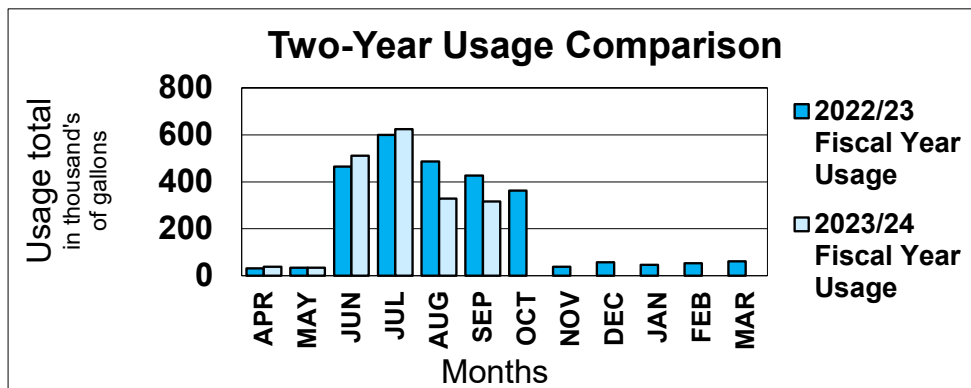
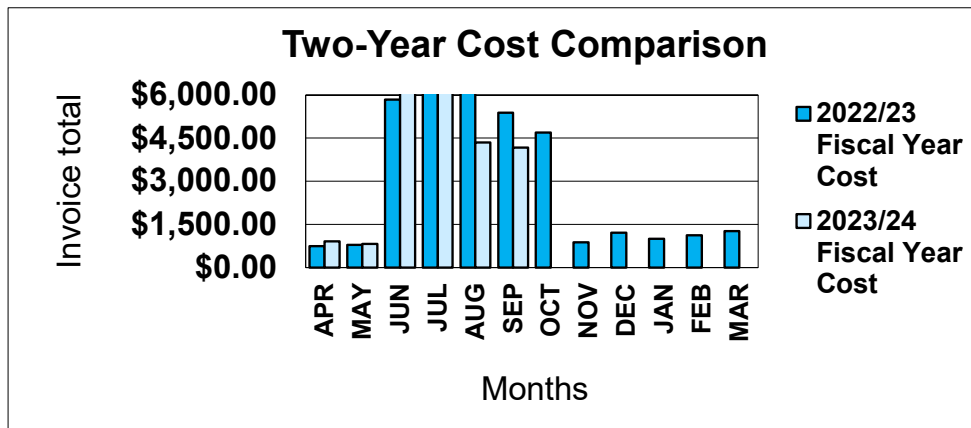
1 Cu. Ft. = 1000 BTU

TWO YEAR COST COMPARISON				OPERATION						
Month	2022/2023	2023/2024	Difference	MCF	COST/MCF	HOURS (24 x no. days per month)	MCF/HR	MCF/SqFt	\$/HR	\$/SqFt
	APR	\$4,734.95	\$6,437.40	\$1,702.45	819.4	\$7.86	720	1.14	0.008	8.94
MAY	\$5,648.12	\$5,880.24	\$232.12	802.0	\$7.33	744	1.08	0.008	7.90	0.057
JUN	\$6,540.98	\$5,137.69	(\$1,403.29)	711.2	\$7.22	720	0.99	0.007	7.14	0.050
JUL	\$5,339.99	\$5,249.15	(\$90.84)	731.0	\$7.18	744	0.98	0.007	7.06	0.051
AUG	\$5,112.10	\$6,918.84	\$1,806.74	952.2	\$7.27	744	1.28	0.009	9.30	0.067
SEP	\$4,944.69	\$5,594.26	\$649.57	773.8	\$7.23	720	1.07	0.008	7.77	0.055
OCT	\$5,643.43		(\$5,643.43)		#DIV/0!	744	0.00	0.000	0.00	0.000
NOV	\$6,389.93		(\$6,389.93)		#DIV/0!	720	0.00	0.000	0.00	0.000
DEC	\$8,675.57		(\$8,675.57)		#DIV/0!	744	0.00	0.000	0.00	0.000
JAN	\$7,423.04		(\$7,423.04)		#DIV/0!	744	0.00	0.000	0.00	0.000
FEB	\$6,900.13		(\$6,900.13)		#DIV/0!	696	0.00	0.000	0.00	0.000
MAR	\$7,814.38		(\$7,814.38)		#DIV/0!	744	0.00	0.000	0.00	0.000
YTD Difference										
<b>TOTAL</b>	<b>\$75,167.31</b>	<b>\$35,217.58</b>	<b>(\$39,949.73)</b>							



## Bloomfield Township Public Library Water Analysis

Month	2022/23 Fiscal Year Cost	2023/24 Fiscal Year Cost	Difference	2022/23 Fiscal Year Usage	2023/24 Fiscal Year Usage	Difference
APR	\$738.86	\$905.74	\$166.88	31	39	8
MAY	\$791.54	\$815.29	\$23.75	34	34	0
JUN	\$5,842.47	\$6,613.60	\$771.13	465	511	46
JUL	\$7,436.77	\$7,947.25	\$510.48	600	624	24
AUG	\$6,106.80	\$4,352.62	(\$1,754.18)	487	329	(158)
SEP	\$5,385.90	\$4,174.75	(\$1,211.15)	427	316	(111)
OCT	\$4,694.57		(\$4,694.57)	363		(363)
NOV	\$879.34		(\$879.34)	39		(39)
DEC	\$1,212.98		(\$1,212.98)	58		(58)
JAN	\$1,002.26		(\$1,002.26)	46		(46)
FEB	\$1,125.18		(\$1,125.18)	53		(53)
MAR	\$1,265.66		(\$1,265.66)	61		(61)
			YTD Difference			YTD Difference
<b>TOTAL</b>	<b>\$36,482.33</b>	<b>\$24,809.25</b>	<b>(\$11,673.08)</b>	<b>2,664</b>	<b>1,853</b>	<b>(811)</b>



## BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

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

October 2023

The Library's annual fire inspection took place on August 30, 2023. Facility Services Department Head Hugo Cardenas was on site and accompanied Lt. Ryan Morin through the process. Hugo received a report after the inspection. There were two minor deficiencies reported: a sign reporting the occupancy of the Community Room was missing (which we have corrected) and completing an inspection of the elevator. Hugo has contacted the State of Michigan for that, and we are waiting for the inspector to schedule that inspection. This is a great outcome of a fire inspection. I applaud library staff – especially Facility Services – for maintaining a safe environment.

The Bloomfield Historical Society is holding their Local History/Local Resources event on Tuesday, October 17 at 7pm – the same date and time as our board meeting. I mention it because they typically hold these events on Sunday afternoons. The topic of this event is the Orphan Train Era.

We are getting ready for early voting. For the November 7, 2023 election, Bloomfield Hills Schools is asking for voters to renew a sinking fund. The City of Birmingham is voting on several items. This election will be a time to learn as we navigate this new function. Early voting will begin on Saturday, October 28 and run for 9 consecutive days with Sunday, November 5 being the last day. Hours for early voting are 8:30am-4:30pm. There is no voting on Monday, November 6. Election day voting will take place at regular polling places; there is no voting at the Library on election day.

Staff from Adult and Youth Services and Circulation participated in Bloomfield Township's Open House on Sunday, October 1. Staff use this time to promote what's happening at the Library and to issue library cards to residents. Our branded tent, tablecloths, swag, and more made our spot stand out among all the others (all funded by the Friends). Over 500 people stopped and talked with our staff about cards, programs, and services.



*Respectfully Submitted,*

*Tera Moon  
Library Director*

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
MONTHLY ACTIVITY REPORT  
SEPTEMBER 2023**

	<b>2022</b>		<b>2023</b>	
<b>COLLECTION</b>				
Book Collection:	232,099		232,407	
Media Collection:	54,488		50,723	
Total e-books:	20,716		19,404	
Overdrive:	16,945		15,594	
Total downloadable audiobooks:	8,857		9,185	
Materials Total:	316,160		311,719	
<b>CIRCULATION</b>				
Circulation Total:	48,792		51,492	
Bloomfield Township Circulation:	45,681		47,978	
Virtual Circulation Total:	10,096		12,325	
Circulation of Youth Materials:	19,308		17,521	
Circulation of Media:	6,577		6,606	
Circulation of Cranbrook passes:	125		148	
Self-Checkout machine use:	12,706	26.0%	12,330	23.9%
Library By Mail:	109	41 patrons	67	50 patrons
Mobile App	n/a		30	
<b>Building &amp; Equipment Usage</b>				
Door Count:	15,158	*	16,519	**
Gate Count:	15,242		17,149	
Meeting rooms by public:	19		32	
Meeting rooms by staff:	47		67	
<b>Virtual Use</b>				
Home page hits:	25,389		34,803	
e-book access:	4,147		4,587	
Audiobook access: (Overdrive)	2,605		3,141	
Magazine download access:	664		1,154	
Hoopla access:	2,680		3,443	
BTPL Mobile New Devices	n/a		121	
BTPL Mobile Launches	n/a		382	
<b>Library Computer Use</b>				
Resident Use	442		405	
Guest Use	281		271	
* Labor Day holiday - Library closed 9/4, 9/5.				
** Labor Day holiday - Library closed 9/3, 9/4.				

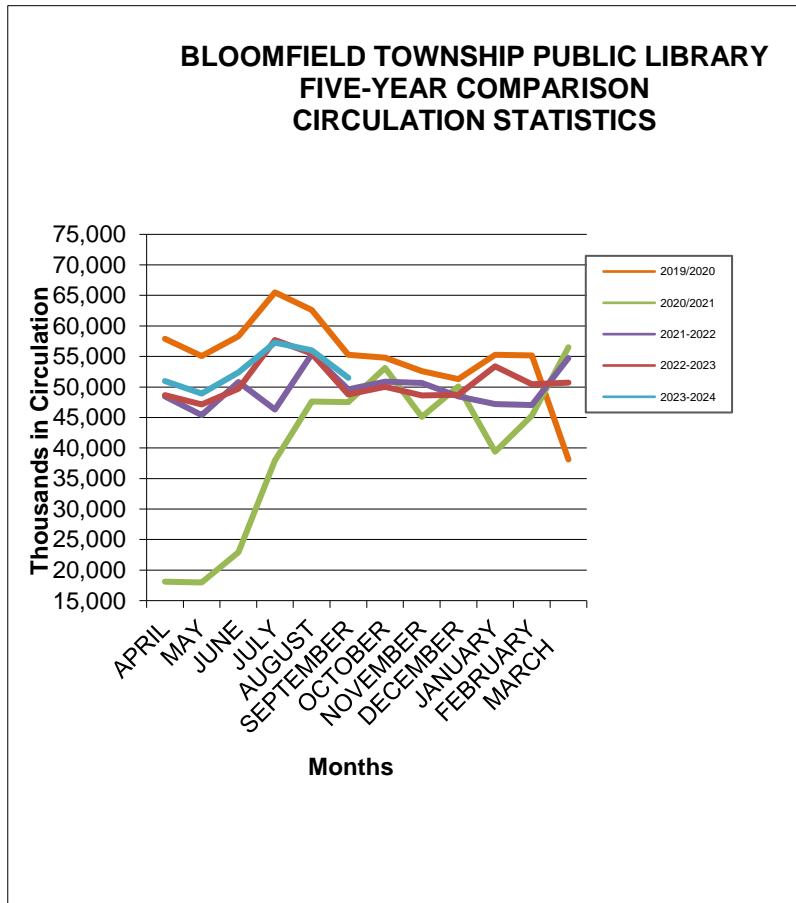
**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
MONTHLY ACTIVITY REPORT  
SEPTEMBER 2023**

	<b>2022</b>		<b>2023</b>	
<b>OUTREACH &amp; PROGRAMS</b>				
<b><i>New Patrons and Accounts</i></b>				
Township:	168		171	
Cranbrook:	11		9	
Total new patrons:	231		251	
<b><i>Adult Program Attendance</i></b>				
Staff-led:	13 events	124 attended	12 events	121 attended
Speaker-led:	2 events	96 attended	3 events	119 attended
Book clubs:	6 events	55 attended	7 events	75 attended
Tours/visits on-site:	0 events	0 attended	0 events	0 attended
Tours/visits off-site:	3 events	32 attended	5 events	285 attended
Chamber Music Concert:	0 events	0 attended	0 events	0 attended
Bloomfield Historical Society:	1 event	30 attended	0 events	0 attended
<b><i>Systems Program Attendance</i></b>				
Staff-led:	3 events	21 attended	4 events	27 attended
<b><i>Teen Program Attendance</i></b>				
Staff-led:	1 event	1 attended	1 event	2 attended
<b><i>Youth Program Attendance</i></b>				
Staff-led:	12 events	216 attended	30 events	476 attended
Speaker-led:	0 events	0 attended	1 event	5 attended
Tours/visits on-site:	0 events	0 attended	0 events	0 attended
Tours/visits off-site:	3 events	108 attended	1 event	275 attended
TOTAL:	44 events	683 attended	64 events	1385 attended
<b><i>Volunteers (total for the month)</i></b>				
Shop volunteers	8 people	67.75 hours	7 people	49.25 hours
Court appointed volunteers	0 people	0 hours	0 people	0 hours
Student volunteers	0 people	0 hours	1 person	1.5 hours
Department volunteers	0 people	0 hours	0 people	0 hours
<b><i>Patron Remarks</i></b>				
Patron comments:	4		7	
Ask BTPL:	5		2	
<b>DISPLAYS</b>				
Lobby	<i>Celebration of Constitution Month - Piety Hill Chapter of the DAR</i>			
Local History	<i>Space - Resources for Adults and Teens (No Change)</i>			

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
FIVE YEAR CIRCULATION**

10/8/2023

	<u>2019/2020</u>	<u>2020/2021</u>	<u>2021-2022</u>	<u>2022-2023</u>	<u>2023-2024</u>
APRIL	57,900	18,087	48,463	48,665	50,983
MAY	55,056	17,974	45,393	47,140	48,921
JUNE	58,301	22,933	50,843	49,706	52,369
JULY	65,499	37,962	46,304	57,694	57,272
AUGUST	62,633	47,629	55,372	55,485	55,983
SEPTEMBER	55,270	47,507	49,604	48,792	51,492
OCTOBER	54,813	53,114	50,855	50,032	
NOVEMBER	52,623	45,117	50,656	48,595	
DECEMBER	51,267	50,080	48,439	48,737	
JANUARY	55,277	39,378	47,195	53,373	
FEBRUARY	55,172	45,329	47,023	50,469	
MARCH	38,121	56,504	54,732	50,705	
<b>TOTAL</b>	<b>661,932</b>	<b>481,614</b>	<b>594,879</b>	<b>609,393</b>	<b>317,020</b>



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

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The meeting of the Bloomfield Township Public Library Board of Trustees Building and Grounds Committee was held at 2:00 p.m. on Wednesday, October 4, 2023.

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

**Administration:** Tera Moon, Library Director; Katherine Bryant, Assistant Director; Hugo Cardenas, Facility Services Department Head; Tom Corliss, Maintenance Assistant

**Guests:** Chris Schlaps, Frank Rewold & Son; Richard Renaud, Quinn Evans Architects

### Roof Update

Tera provided background on the roof, the 2019 rehab, and the current issues. The roof consists of a membrane and shingles. After a few years, the membrane began pulling away from the edge of the roof and water is entering in pockets, affecting the soffit and the cedar fascia. Chris Schlaps and Richard Renaud have been working on the problem.

Chris and Richard explained the structure of the roof and the rehab/updates in more detail, as well as warranty concerns with both the manufacturer of the product used and the installers of the product. They explained that the problem is multifaceted: there are leaks where the membrane has come unbonded, the gravel stop isn't high enough in places, the scuppers don't extend far enough from the building, and the cedar fascia is not an ideal type of wood for this use. Additionally, the three skylights leak at times.

Chris and Richard shared potential solutions for the membrane leaks. They recommended testing a few approaches to see how they weather over the winter. Exact materials would be determined if the testing is approved. They could also make a temporary patch in the worst areas to avoid further damage this winter.

The Committee asked Chris to submit a proposal and quote to test three to four different solutions this winter and a temporary solution for the worst areas. In Spring 2024, they will submit a proposal to repair the entire roof with the best solution, with additional options to extend the scuppers, increase the height of the gravel stop, and resolve the skylight issue. Chris will also submit a quote for the fascia. Additionally, the Library would like to schedule an annual roof inspection to catch issues as they arise.

No other business was discussed.

**Next meeting:** Thursday, October 12 at 9:00 a.m. in the Board Room.

## 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 9:00 a.m. on Thursday, October 12, 2023.

**Trustees Present:** Trustees: Keith Carduner (via Zoom), Judy Lindstrom, Joan Luksik, Joy Murray

**Administration:** Tera Moon, Library Director; Katherine Bryant, Assistant Director; Hugo Cardenas, Facility Services Department Head

**Guests:** Joe Christopher, Spaulding DeDecker; Jenna Walker, Yellowstone Architecture

### **Old Business: Lower-Level Water Investigation**

Joe Christopher reviewed questions from the previous meeting. The first was about the importance of the topographic survey. This is necessary to properly locate the stormwater features, property lines, trees, building lines, etc. Joe proposed surveying the entire property, as this may be necessary in the future and it is more cost effective to survey the entire property at once, rather than parts of the property over multiple times. Spaulding DeDecker will provide the CAD file and survey so the Library can use them in the future. The second was about the importance of the tree inventory. Bloomfield Township requires the inventory of the existing trees.

Joe reviewed the proposal. It includes drainage improvements on the east side of the building, including a detention pond to be used as backup when the system is overwhelmed. It also includes a recommendation for a sump pump to be placed on the lower level at the south end of the building. Finally, it includes an option for roof runoff improvements to address wet conditions in the lawn, via a system to collect the runoff at the overflow points and route it to the storm sewer system. Spaulding DeDecker would handle review and permitting.

Spaulding DeDecker can design the improvements and provide the documents to the Library's general contractor. It may be possible for Spaulding DeDecker to manage the onsite construction. The Committee asked Joe to provide a proposal for the construction as well. Joe requested to coordinate with Goldner Walsh for plantings around the detention basin.

The Committee recommended moving forward with the proposal, including the topographical survey of the entire property. The proposal will be added to the agenda of the Library Board of Trustees meeting on Tuesday, October 17.

### **New Business: Pre-design and Research Report for Library Renovation**

Tera introduced Jenna Walker. Jenna reviewed the pre-design report, beginning with the research. The research included a thorough review of the 2023-2025 strategic plan for the Library, a building analysis, an inventory of furniture, finishes, and equipment, an examination of the library as a third place, a literature review, a visioning session with library leadership, and more.

Based on the research, Jenna and her team created a concept narrative and design concepts. Jenna walked the Committee through each of the areas under consideration for renovation, including early childhood, tween, teen, the computer center, and various sections of Adult Services. Next, Jenna shared the schematic design, including the floor plan, prioritization of projects, phasing, and timeline. All the information is included in a 69-page document shared with the Committee.

The group discussed some of the ideas, including concerns about timeline and the millage, the impact of the



service desks and personnel, the change to the view of the Library upon entering the building, and more.

The Library will discuss the proposal over the next few months. Tera will re-engage Jenna for the next phase after the millage vote.

No other business was discussed.

**Next meeting:** Thursday, December 14 at 9:00 a.m. in the Board Room.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
MEMORANDUM**

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**TO:** Library Board of Trustees

**FROM:** Tera Moon, Library Director

**DATE:** October 11, 2023

**SUBJECT:** Annual Policy Review

The Policy Committee, Judy Lindstrom and Shane Spradlin met in August for the annual review of all approved library policies. The purpose of this review is to ensure that these are up to date and continue to meet library needs. Four changes are being suggested.

- Our vision and mission statements needed to be updated given the revisions we made during the strategic planning process last winter.
- Two policies referred to the Metro Net Acceptable Use Policy which is a remnant of a time when we received internet access through Metro Net. That is no longer the case, so I want to strike that policy reference from two spots.
- A minor edit was made to the Collection Development Policy. The Collection Development Guidelines were updated to clarify that a Request for Reconsideration form must be completed for each item under review
- There are a few other minor text and formatting edits made throughout all the policies.

In addition, the Staff Organization Committee (SOC) is submitting their revised bylaws for your review. Their bylaws require approval by the Library Board of Trustees. This year, SOC thoroughly reviewed their bylaws which hadn't been revised in several years. Over time, roles have shifted and some of their procedures have changed. The SOC bylaws document is marked up with explanations for the changes embedded in the document. These revisions have been presented to the entire library staff and have been approved by a simple majority vote.

The entire policy manual is included in the packet with the affected policies and changes highlighted. If you agree with the proposed changes, there is a motion.

**ACTION:** I move to approve the revisions to the Library's Bylaws of the Library Board of Trustees, Privacy Policy, Collection Development Policy and Guidelines, Internet Access Policy, and the SOC bylaws.

# Library Policy Manual

# Bloomfield Township Public Library Policy Manual

## Table of Contents

### Section I: Mission

- Mission Statement – updated for the changes made in December 2022 during strategic planning process

### Section II: Administration, Governance and Public Operation

- Bylaws of the Library Board of Trustees – minor typo/text edits
- Privacy Policy – removed a reference to an obsolete policy
- Non-Library Postings and Displays
- Library Conduct Policy
- Community Relations Policy

### Section III: Finance, Fundraising and Gifts

- Budget Philosophy
- Financial Management Policy
- Capital Asset Management Policy
- Development Policy
- Gift/Donation Policy

### Section IV: Circulation, Eligibility and Access

- Circulation Policy

### Section V: Materials Selection and Collection Development

- Collection Development Policy

### Section VI: Services

- Library Facility and Grounds Use Policy
- Internet Access Policy – removed reference to an obsolete policy & revised formatting

### Appendices:

- BTPL Library Rules of Conduct
- Freedom to Read Statement
- Library Bill of Rights
- Resolution and Retention of Library Usage Records
- Investment and Depository Designation Resolution
- Conflict of Interest
- Fund Balance Reporting Policy

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
POLICY MANUAL**

**SECTION 1: VISION AND MISSION**

**Vision**

The Place to Discover.

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**Mission Statement**

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We spark curiosity and imagination  
by connecting the community to  
resources, technology, and support. Bloomfield Township Public Library champions the  
power of words  
to spark discovery and imagination.

Policy approved by Board: 7/98  
Policy revised by Board 12/19/06  
Policy revised by Board: 8/17/09  
Policy revised by Board: 10/17/2023

**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  
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**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, 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.

**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 bylaws ~~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  
Amended: 10/17/2023

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
POLICY MANUAL  
SECTION II – ADMINISTRATION, GOVERNANCE, PUBLIC OPERATION**

**PRIVACY POLICY**

The Bloomfield Township Public Library recognizes its patron library records and other records with personally identifying information to be confidential in nature. Neither the BTPL, nor any employee, Trustee, or volunteer thereof, will share, sell, rent, or otherwise distribute or disclose a patron's name, e-mail address, postal address, phone number, borrower records, or any other personally identifying information to any outside parties unless required to do so by a properly executed court order, or as law provides, or pursuant to the patron's expressed written consent.

Appropriate security measures and equipment shall be used in the library's physical facilities to discourage misuse of information or property.

**PATRON LIBRARY RECORDS**

Information stored in the patron library record shall be gathered solely for the use of the library to serve its patrons. Information regarding items checked out and returned on time is not retained. Michigan's Library Privacy Act (MCL 397.601 and amendments) protects the confidentiality of these records.

**USE OF THE LIBRARY'S COMPUTERS AND ONLINE SERVICES**

Tracking technologies, frequently required by web sites which patrons may visit, may track the visitor's computer information and any personally identifying information supplied by the visitor when the computers are used. Whatever data is tracked, there shall be no connection between the library card number and the library card record. The BTPL's commitment to privacy will prevent the retention of personally identifying information with the web sites or databases used through its web site.

**USE OF INTERNET FILTERING**

Filtering software shall be used solely to comply with local, state, and federal law.

Policy approved by Board: 9/25/01

Policy revised by Board: [3/20/07](#)

[Policy revised by Board: 10/17/2023](#)

**RELATED DOCUMENTS:**

American Library Association Policy on Confidentiality of Library Records

Children's Online Privacy Protection Act

~~Metro Net Acceptable Use Policy~~

Michigan's Library Privacy Act

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
POLICY MANUAL  
SECTION II – ADMINISTRATION, GOVERNANCE, PUBLIC OPERATION**

**NON-LIBRARY POSTINGS AND DISPLAYS**

The library building, grounds, parking lots, bulletin boards, literature racks, websites, electronic displays, and other facilities and display equipment are intended for Library use only. An exception may be permitted for a public cultural, educational, intellectual or noncommercial activity on the following conditions:

1. Any request for posting of announcements or displays (print, audio, or electronic) must be submitted to the Library Director for approval.
2. If approved, the time, location, and manner of any posting or display must be as determined by the Library Director.
3. Approved postings and displays shall be carried out only by Library staff.

Policy approved by Board: June 15, 1978  
Policy revised by Board: April 24, 2007

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
POLICY MANUAL  
SECTION II – ADMINISTRATION, GOVERNANCE, PUBLIC OPERATION**

**LIBRARY CONDUCT POLICY**

In order to provide a positive experience at the Library for all persons, the Library's Board of Trustees shall authorize the Library Director to establish and communicate rules for conduct in the Library and on its grounds. The Library staff shall be authorized by the Library Director, to implement these rules for conduct.

Any patron not abiding by these rules of the Library may be required to leave the Library premises and may forfeit their Library privileges. Actions that violate local, state, or federal law may be prosecuted. Any patron may appeal to the Bloomfield Township Public Library Board of Trustees in respect to any action taken under this Library Conduct Policy.

Approved by the Board: 9/19/00  
Revised by the Board: 5/15/07

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
POLICY MANUAL  
SECTION II B ADMINISTRATION, GOVERNANCE, PUBLIC OPERATION**

**COMMUNITY RELATIONS POLICY**

The goal of community relations for the Bloomfield Township Public Library is to communicate the value and benefits of our library as a vital resource and to encourage use of this and all other libraries. It is the policy of the Library to encourage open and continuous communication with the Bloomfield Township community. We welcome questions about the Library and actively seek participation by all Bloomfield Township residents in Library activities.

The Library Board also welcomes and encourages collaborations, relationships and affiliations with community organizations, libraries and cultural institutions for the benefit of our residents and patrons. We actively seek to enhance our library services by such methods as contracts with communities and cooperative grant applications. All such proposed agreements shall be subject to the approval by the Library Board of Trustees.

The Library shall make reasonable effort to effectively communicate all library activities to the Bloomfield Township community and media. Comments, inquiries and suggestions shall be solicited, openly received and carefully considered.

Approved by the Board: 11/20/08

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
POLICY MANUAL  
SECTION III FINANCE, FUNDRAISING, AND GIFTS**

**BUDGET PHILOSOPHY**

It is the policy of the Bloomfield Township Public Library Board of Trustees, as elected stewards of this community's funds, that the library shall allocate its funds in the best interest of the Bloomfield Township taxpayers.

To this end, the allocation of funds shall support the Library Mission and Strategic Plan.

As the annual budget is prepared and adopted, the overriding principle shall be to maintain the integrity and ensure the quality of core library service provided.

Approved: August 17, 2010

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
POLICY MANUAL  
SECTION III – FINANCE, FUND-RAISING, AND GIFTS**

**FINANCIAL MANAGEMENT POLICY**

It is the policy of the Bloomfield Township Public Library Board of Trustees, as elected stewards of this community's funds, that the library shall exercise prudent financial management. The library's investment, banking, and accounting procedures shall be governed by such resolutions as meet or exceed accounting standards and accepted audit recommendations.

In order to address Government Accounting Standards Board (GASB) Statement 54, a Fund Balance Reporting Policy has been adopted. This policy can be found in the Library's Policy Manual Appendices.

Any changes to such resolutions shall be recommended by the Finance Committee in consultation with the Library Director and brought to the Board of Trustees for approval.

Approved: July 17, 2007  
Revised: October 15, 2019

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
POLICY MANUAL  
SECTION III – FINANCE, FUND-RAISING, AND GIFTS**

**CAPITAL ASSET MANAGEMENT POLICY**

It is the policy of the Bloomfield Township Public Library to care for the community's investment in its public library, i.e., its property, equipment, furnishings, and collection. Capital assets may be acquired through taxes, gifts, or grants consistent with the community's needs as approved by the library's operating budget.

Capital assets, which include land, buildings, furniture, and library materials are defined by the library as assets with an initial individual cost of more than \$5,000 and an estimated useful life in excess of three years. Such assets are recorded at historical cost or estimated historical cost, if purchased or constructed. In the case of donations the government values these capital assets at the estimated fair value of the item at the date of its donation.

Capital assets are depreciated using the straight-line method over the following useful lives:

- Building and improvements 3 to 60 years
- Furniture and equipment 3 to 20 years
- Library books and materials 7 to 10 years

These capital assets shall be protected and their value maintained until they are no longer useful for library service. The monies received upon disposal of capital assets shall be returned to the library.

Separate procedures established by the Library Director shall govern the acquisition and disposal of the collection.

Approved: December 18, 2001  
Revised: September 18, 2007  
Revised: September 16, 2014  
Revised: October 16, 2018



**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
POLICY MANUAL  
SECTION III – FINANCE, ENDOWMENT, AND GIFTS**

**DEVELOPMENT POLICY**

Obtaining adequate funding for the operation of Bloomfield Township Public Library is the responsibility of the Library Board of Trustees. Adequate funding includes operating millage, bonds, and development activities.

Development activities include pursuing grant and endowment opportunities, providing gift-giving opportunities, and other funding activities, over and above tax revenues, as approved by the Library's Board of Trustees.

All proposed major development activities shall be reviewed by the Development Committee and legal counsel for recommendations to the Library's Board of Trustees.

Bloomfield Township Public Library shall provide such development activity information to the Bloomfield Township Public Library community, individuals, trusts, foundations, commercial enterprises, and others, by any means approved by the Library's Board of Trustees.

Approved: 2/15/05  
Revised: 10/16/07

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
POLICY MANUAL  
SECTION III – FINANCE, ENDOWMENT, AND GIFTS**

**GIFT/DONATION POLICY**

The acceptance or non-acceptance of proposed gifts or donations to the Library shall be the responsibility of the Library Director. Once accepted, gifts will be spent or used as agreed upon with the donor. At the time of the acceptance of a restricted gift (for specific purposes stated by the donor), the donor shall be advised in writing that any gift funds in excess of what are used for the approved purpose of the restricted gift shall be expended at the discretion of the Library Director. Gift funds which were received as restricted gifts (for specific purposes stated by the donor) and which are in excess of what are used for the approved purpose of the gift shall be expended with other remaining gift funds at the discretion of the Library Director.

All gifts shall be acknowledged. Additional acknowledgement may be made at the discretion of the Board of Trustees.

Items acquired through gifts are the property of the Library and shall be used in conformance with the terms of the gift and disposed of by the Library as the Library Director deems fit.

The Director shall consult as he/she deems necessary with the Board of Trustees and/or appropriate committees of the Board and with the library staff in making these decisions.

Approved: 3/21/06

Revised: 11/20/07

Revised: 1/15/08

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
POLICY MANUAL  
SECTION IV – CIRCULATION, ELIGIBILITY, AND ACCESS**

**CIRCULATION AND USE POLICY**

All current Township residents, property owners, and employees of Township taxpayers are eligible for library cards at Bloomfield Township Public Library (“BTPL”). BTPL cardholders have full access to all services, facilities and collections of the library, subject to library policies and procedures.

Nonresident cards are not offered at BTPL. Borrowing privileges and other library services may be available to nonresidents if they live in a community with which BTPL has entered into a reciprocal borrowing agreement, approved by the BTPL Board of Trustees, which specifically provides for such services. Terms of library services for those covered by an approved reciprocal agreement are governed by such agreement and subject to BTPL policies and procedures.

A nonresident with a library card for a library that (i) is located in his or her community (ii) is a current member of The Library Network and (iii) offers reciprocal borrowing privileges to BTPL cardholders may use his or her home library card to register at BTPL to borrow books and other materials, subject to BTPL policies and procedures.

Nonresidents who are not covered by a reciprocal borrowing agreement or a resident of a TLN member library are welcome to visit and browse BTPL’s collections, and may attend certain public events or programs and use BTPL guest computers for a limited amount of time subject to BTPL policies and procedures, but may not borrow books or other materials or be entitled to other limited or restricted library services.

Eligibility for a library card and/or use of library services or facilities is subject to compliance with all BTPL policies and procedures. A library card and/or the right to use of library services or facilities may be revoked at any time upon non-compliance with any BTPL policy or procedure.

Approved: April 26, 2011

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
POLICY MANUAL  
SECTION V – MATERIALS SELECTION AND COLLECTION  
DEVELOPMENT**

**COLLECTION DEVELOPMENT POLICY**

In keeping with the mission of the Bloomfield Township Public Library, the collection of the library shall respond to the needs and interests, both immediate and future, of Bloomfield Township residents. In addition, the library shall include a permanent collection of local history materials emphasizing the Bloomfield area.

The Library Board of Trustees shall authorize the Library Director to develop and communicate the guidelines for collection development and to oversee their implementation. Such guidelines shall describe selection for addition to as well as removal from the collection.

Should a Bloomfield Township resident object to an item's inclusion in the collection, a review process conducted by the Library Director shall be observed. This process shall require submission of a written request for reconsideration by the resident of which the Library Board of Trustees shall be apprised.

Collection development at Bloomfield Township Public Library recognizes ~~diversity~~ a wide range of viewpoints in the community. BTPL subscribes to the principles expressed in the following documents of the American Library Association: the [Library Bill of Rights](#), [Freedom to Read](#) statement, and [Freedom to View](#) statement.

Approved: November 8, 1973  
Amended: September 14, 1993  
Amended: November 19, 1998  
Amended: February 19, 2008  
Amended: October 17, 2023

## **BLOOMFIELD TOWNSHIP PUBLIC LIBRARY COLLECTION SELECTION & DEVELOPMENT GUIDELINES**

### **I. Philosophy**

This document guides the development and continuous evaluation of the collection to reflect Bloomfield Township Public Library's (BTPL) mission and Collection Development Policy as set forth by the Library Board of Trustees. BTPL's mission is: We spark curiosity and imagination by connecting the community to resources, technology, and support. ~~Bloomfield Township Public Library champions the power of words to spark discovery and imagination.~~

In keeping with the mission and policy, the philosophy of collection selection and development should be to inform, empower, inspire and entertain through services and resources that respect individuals and foster discovery, and build community.

The Board of Trustees recognizes that the collection of diverse materials may result in some complaints or requests for reconsideration. Procedures have been developed to assure that complaints are handled in an attentive and consistent manner.

The Library holds censorship to be a purely individual matter and declares that while anyone is free to reject books and other materials of which she/he does not approve, she/he may not exercise censorship to restrict the freedom of others.

Responsibilities for materials selected and read or viewed by children and adolescents rests with their parents or legal guardians. Selection decisions are not influenced by the possibility that materials may be accessible to minors. Materials are not labeled to show approval or disapproval or to indicate certain philosophies. No item is sequestered except to protect them from damage or theft.

### **II. Selection Criteria**

The Library Board of Trustees shall authorize the Library Director to develop and communicate the guidelines for collection development in a variety of formats and delivery systems and oversee their implementation.

Professional librarians are responsible for choosing, replacing, and deselecting materials. Librarians use professional judgment and expertise in making selection decisions including the judicious use of the library's financial resources.

To build a collection of merit, materials are evaluated according to the following criteria. An item need not meet all of these criteria to be acceptable.

- Relevant to community needs and interests
- Attention of critics, reviewers, and the public
- Accuracy of information
- Artistic merit, literary value, or recognized award recipient
- Availability elsewhere through cooperative borrowing arrangements
- Materials reviewed in professional journals and other reputable resources
- Local and regional significance
- Suitability of physical format for library shelving and circulation including binding, paper quality, and readability of type
- Equipment, training, and technology requirements
- Availability of the information in a library setting, or available to residents off site through authentication, to multiple, concurrent users
- Legal and licensing issues
- Evaluation of items in relation to current holdings and patron demand
- Relation to existing collection and other materials on the subject
- Access to retrospective information
- Material appropriate to public library collections
- Excluded from collection self published/subsidy published materials unless they are reviewed in professional publications
- Books by local authors will be given consideration of inclusion in the Local History Collection if the work meets the standard professional criteria
- Representation of ~~diverse~~ a wide range of points of view
- Inclusion of outside website links in the collection and our website will follow the same selection process for materials and databases

### III. Deselection

The Library keeps its collections vital and useful by retaining and replacing essential materials, in a variety of formats, and by removing on a systematic and continuous basis those works that are worn, outdated, of little historical significance, or no longer in demand. All collections are subject to deselection excluding the Archive which is a permanent collection.

### IV. Request for Reconsideration

There is a procedure in place for residents who have concerns about a particular item in our collections. To start this procedure, use the Request for Reconsideration form at <http://btpl.org/wp-content/uploads/2013/11/Request->

[for-Reconsideration-Form-6-2013.pdf](#). A separate Request for Reconsideration form must be completed for each item being reviewed.

## V. Gifts and Donations

The guidelines for materials selection also applies to the acceptance of gifts and donations of all formats. Once a gift is accepted by BTPL, it becomes the property of BTPL unconditionally. Gift materials not added to the collection may be given to the Friends of the Library for resale or to another institution deemed appropriate. BTPL will provide the donor upon request an acknowledgement of receipt, however, the library is not able to place a value on the donation.

A tribute is created when money or material is donated, usually in memory or honor of an individual or group. BTPL welcomes suggestions for purchases but reserves the right to the final decision regarding choices. Material donations may be gift plated.

## VI. Local History Collection

The Local History Collection follows similar guidelines for selection and development. The goal of the Local History Collection is to build, maintain, and provide access to an extensive collection of local history materials emphasizing the Bloomfield area including the Charter Township of Bloomfield and the City of Bloomfield Hills, with additional materials that pertain to surrounding communities, Oakland County and Michigan, as relevant. All materials will be available for use by the public and will be accessible as non-circulating research and reference tools. These materials are subject to deselection.

## VII. Archive

Materials added to the Archive have quite unique guidelines. The goal of the BTPL Archive is to build and preserve a permanent collection for posterity. These materials are not subject to deselection.

The selection committee will decide on the acceptance or rejection of donated materials to the Archive. The committee will consist of the librarian in charge of the Local History Collection and the Library Director.

Oral history projects, in cooperation with the Bloomfield Historical Society, will be part of this collection when completed. Items may be considered for scanning and digitizing for future preservation and maximized access, particularly rare or fragile materials. Archival storage boxes and other similar acid-free packaging materials for storing and preservation will be appropriately used.

All gift materials, including oral histories, will be accepted with the understanding that they become BTPL property and the library will retain copyright of said items. In general, large museum objects and artifacts will not be collected, however, small objects may be collected. Ephemeral items that are unique to the community may be considered. Items not selected for addition shall be given to the Bloomfield Historical Society to have the first right of refusal before the item is given or sold to another agency or individual.

Special procedures are in place to access the Local History Archive. The Archive houses all fragile, rare, irreplaceable, or valuable materials owned by the library. To preserve and protect these uniquely special materials, the Archive is closed except to a small number of specific staff who are given access based on their job responsibilities. For preservation purposes no public access will be granted to the closed Archive. Access is granted only to the Director and Assistant Director for multiple purposes and to the Facility Services Department Head and the Systems Department Head for emergency purposes. Access is granted to the Adult Services Department Head and the Technical Services Assistant Department Head for necessary collection access. Access is granted to the Administrative Assistant to scan and email images of items in the collection upon request by the public. Whenever possible, Administrative staff will scan and provide a digital image of the materials upon request. Due to the fragile condition of many of the items, photocopying and digitizing may be prohibited. All materials must be returned to the Archive by staff immediately after use. If a patron requests, Administration may scan and save an image of the document and forward via email. Charges may be made for special services based on the individual request. The Bloomfield Historical Society is a partner in our Local History collection development and will need access from time to time. Board members of the Bloomfield Historical Society and volunteers may access materials directly if accompanied by an authorized staff member by appointment. Appointments may be made with Administration during regular business hours. All items are to be used on-site only at the Bloomfield Township Public Library and may not be checked out.

#### VIII. Appendixes

ALA Library Bill of Rights

<http://www.ala.org/advocacy/sites/ala.org.advocacy/files/content/intfreedom/librarybill/lbor.pdf>

ALA Freedom to Read

<http://www.ala.org/advocacy/intfreedom/statementspols/freedomreadstatement>



ALA Free Access to Libraries for Minors

<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/freeaccesslibraries>

ALA Statement of Labeling and Rating Systems

<http://www.ala.org/Template.cfm?Section=interpretations&Template=/ContentManagement/ContentDisplay.cfm&ContentID=8657>

ALA Expurgation of Library Materials

<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/expurgationlibrary>

ALA Freedom to View

<http://www.ala.org/advocacy/intfreedom/statementspols/freedomviewstatement>

ALA Diversity in Collection Development

<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/diversitycollection>

ALA Restricted Access to Library Materials

<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/restrictedaccess>

ALA Challenged Materials

<http://www.ala.org/Template.cfm?Section=interpretations&Template=/ContentManagement/ContentDisplay.cfm&ContentID=31881>

ALA Evaluation Library Collections

<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/evaluatinglibrary>

Importance of Education to Intellectual Freedom

<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/importanceofeducation>

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
POLICY MANUAL  
SECTION VI – SERVICES**

**LIBRARY FACILITY AND GROUNDS USE POLICY**

The facility and grounds of the Bloomfield Township Public Library were developed to serve the taxpayers of Bloomfield Township. The library's purpose is to house the collection of print and non-print resources and to provide reading, study, and meeting space for civic, cultural, educational, and enrichment events and programs.

Use of the library facility and grounds will be primarily for library and library-related programs and services. As available, Bloomfield Township residents, property owners, and employees of Bloomfield Township taxpayers, having valid Bloomfield Township Public Library cards in good standing, may reserve portions of the library facility and grounds with Library Director approval.

Permission to use the library facility and grounds does not, in any way, constitute or imply endorsement of the user's policies or beliefs by the Library's Board of Trustees, Library Director, or staff. The Library Director reserves the right to refuse non-library use if such use may disrupt library services or cause undo harm to the facility or grounds. When permission is given to use the library facility and grounds, or a portion of these, there may be a charge for that use.

The Library's Board of Trustees authorizes the Library Director to approve non-library use, to determine guidelines, and to establish fees for the use of the library facility and grounds.

Approved: April 22, 2008  
Amended: September 20, 2011

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**  
**POLICY MANUAL**  
**SECTION VI – SERVICES**

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**INTERNET ACCESS POLICY**

In keeping with the mission of the Bloomfield Township Public Library, all patrons shall have enhanced accessibility to ideas and information through the library's connection to the Internet.

The Bloomfield Township Public Library does not monitor and exerts no control over the information accessed through the Internet and cannot be held responsible for the content of the Internet. The Bloomfield Township Public Library shall not restrict access or protect persons from information found individually offensive, except as provided by law. Library patrons use the Internet at their own discretion and are expected to abide by the Bloomfield Township Public Library's [Conduct Policy](#) and the library's [Rules of Conduct](#). As with all library resources, parents and guardians of minor children, not the Bloomfield Township Public Library, are responsible for their children's use of and exposure to the Internet through the library's connection.

Users of the library's Internet access must observe copyright and communication laws and others' right to privacy. Individuals using library resources for illegal activities may be subject to prosecution.

Internet access at Bloomfield Township Public Library recognizes diversity of viewpoint in the Bloomfield Township community. BTPL subscribes to the principles expressed in these documents of the American Library Association: the [Library Bill of Rights](#), [Freedom to Read](#) statement, and [Freedom to View](#) statement. ~~The Library also subscribes to the policy of our consortium partnering to bring Internet access to this community, the [Metro Net Acceptable Use Policy](#).~~

Approved: 9/19/00  
Revised: 5/20/08  
Revised: 10/17/2023

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**BLOOMFIELD TOWNSHIP  
PUBLIC LIBRARY  
RULES OF CONDUCT**  
Effective September 21, 2016

The specific rules for conduct in the Library and on its grounds are:

- Interference with others using the Library or with employees performing their duties at the Library is not permitted.
- All materials removed from the Library must be checked out on a valid library card.
- No damage, defacement, littering, or removal of any part of the Library's building, furniture, equipment, materials, or grounds is permitted.
- Appropriate attire is required for entry and service.
- Only covered beverages are permitted in the Library. Food is only permitted in the café.
- The Library is smoke-free; smoking—including use of tobacco, tobacco-like products and electronic cigarettes—is not permitted within 50 feet of the building.
- No soliciting within the library building or within 85 feet of the Library's entrance
- Children under age 12 must be supervised by an adult in the Library or on its grounds.
- Parents and guardians are responsible for minors (under age 18) in the Library and on its grounds at all times.
- The Library is a public building. Visitors should be aware of their surroundings at all times and responsible for their own belongings.

The Bloomfield Township Public Library's Library Conduct Policy states, "In order to provide a positive experience at the Library for all persons, the Library's Board of Trustees shall authorize the Library Director to establish and communicate rules for conduct in the Library and on its grounds. The Library staff shall be authorized by the Library Director, to implement these rules for conduct.

"Any patron not abiding by these rules of the Library may be required to leave the Library premises and may forfeit their Library privileges. Actions that violate local, state, or federal law may be prosecuted. Any patron may appeal to the Bloomfield Township Public Library Board of Trustees in respect to any action taken under this Library Conduct Policy."

These rules are enforced by the Library's staff and the Bloomfield Township Police Department. Patron identification, including name, address, and telephone number, may be requested. There are many statutes that govern your use of the Library—the community's collection, the building and grounds, and its services—such as copyright, homeland security and more. Actions that violate local, state, or federal law will be prosecuted.



## The Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

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This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

*A Joint Statement by:*

American Library Association (/)

Association of American Publishers (<http://www.publishers.org/>)

*Subsequently endorsed by:*

American Booksellers for Free Expression (<http://www.bookweb.org/abfe>)

The Association of American University Presses (<http://www.aaupnet.org/>)

The Children's Book Council (<http://www.cbcbooks.org/>)

Freedom to Read Foundation (<http://www.ftfrf.org>)

National Association of College Stores (<http://www.nacs.org/>)

National Coalition Against Censorship (<http://www.ncac.org/>)

National Council of Teachers of English (<http://www.ncte.org/>)

The Thomas Jefferson Center for the Protection of Free Expression (<http://www.tjcenter.org>)



## Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, age, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

Although the Articles of the *Library Bill of Rights* are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices. See the documents designated by the Intellectual Freedom Committee as Interpretations of the Library Bill of Rights (<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations>).

## **Resolution on the Retention of Library Usage Records**

- WHEREAS, “Protecting user privacy and confidentiality is necessary for intellectual freedom and fundamental to the ethics and practice of librarianship” (*ALA Policy Manual*, 53.1.16; *Privacy: An Interpretation of the Library Bill of Rights*); and
- WHEREAS, Library usage records containing personally identifiable information (PII) are maintained for the sole purpose of effectively managing library resources; and
- WHEREAS, The confidentiality of library usage records is protected by law in all fifty states and in the District of Columbia (*see* <http://www.ala.org/oif/stateprivacylaws>); and
- WHEREAS, “The government’s interest in library use represents a dangerous and fallacious equation of what a person reads with what that person believes or how that person is likely to behave” (*ALA Policy Manual*, 52.4.2; *Confidentiality of Personally Identifiable Information About Library Users*); and
- WHEREAS, The American Library Association strongly recommends the adoption of policies recognizing “circulation records and other records identifying the names of library users with specific materials to be confidential” (*ALA Policy Manual*, 52.4; *Confidentiality of Library Records*); now, therefore, be it
- RESOLVED, That the American Library Association urges all libraries to:
- Limit the degree to which personally identifiable information is collected, monitored, disclosed, and distributed; and
  - Avoid creating unnecessary records; and
  - Limit access to personally identifiable information to staff performing authorized functions; and
  - Dispose of library usage records containing personally identifiable information unless they are needed for the efficient and lawful operation of the library, including, but not limited to data-related logs, digital records, vendor-collected data, and system backups; and
  - Ensure that the library work with its organization’s information technology unit to ensure that library usage records processed or held by the IT unit are treated in accordance with library records policies; and
  - Ensure that those records that must be retained are secure; and
  - Avoid library practices and procedures that place personally identifiable information on public view; and
  - Assure that vendor agreements guarantee library control of all data and records; and
  - Conduct an annual privacy audit to ensure that information processing procedures meet privacy requirements by examining how information about library users and employees is collected, stored, shared, used, and destroyed; and, be it further

## **Resolution on the Retention of Library Usage Records/2**

RESOLVED, That the American Library Association urges all libraries to adopt or update a privacy policy protecting users' personally identifiable information, communicating to library users how their information is used, and explaining the limited circumstances under which personally identifiable information could be disclosed; and, be it further

RESOLVED, That the American Library Association urges members of the library community to advocate that records retention laws and regulations limit retention of library usage records containing personally identifiable information to the time needed for efficient operation of the library.

Adopted by the Council of the American Library Association

Wednesday, June 28, 2006

New Orleans, Louisiana

A handwritten signature in black ink, appearing to read 'Keith Michael Fiels', with a stylized, cursive script.

Keith Michael Fiels  
ALA Executive Director

## **Bloomfield Township Public Library**

### **INVESTMENT AND DEPOSITORY DESIGNATION RESOLUTION**

#### **1. Statement of Purpose**

WHEREAS, the Board of Bloomfield Township Public Library, Oakland County, in exercising its fiduciary responsibilities, desires to safeguard the funds of the library that may be invested from time to time, and

WHEREAS, Public Act 77 of 1989, MCL 41.77, requires that the library board designate the banks or depositories for the money belonging to the library, including the time for which the deposits shall be made and all details for carrying into effect the authority given in this act, and

WHEREAS, Public Act 167 of 1997, MCL 129.91, et seq., requires library boards, in consultation with the library Director, to adopt an investment policy, now

#### **2. Scope of Policy**

THEREFORE BE IT RESOLVED, That this policy is applicable to all public funds belonging to Bloomfield Township Public Library and in the custody of the library Director.

#### **3. Delegation of Authority to Make Investments**

BE IT FURTHER RESOLVED, That the Bloomfield Township Public Library Director is authorized to manage funds belonging to the library by depositing funds in approved financial institutions and administering investments in conformance with MCL 41.77 and the policies as set forth in this resolution.

BE IT FURTHER RESOLVED, An investment firm shall advise the Board of Library Trustees regarding investment and invest such funds as determined by the Board of Trustees.

#### **4. Approved Depositories**

BE IT FURTHER RESOLVED, That the library will maintain a list of financial institutions, which are authorized to provide investment and depository services by the Finance Committee and approved by the Board of Trustees.

**Bloomfield Township Public Library  
Investment And Depository Designation Resolution**

**5. Safekeeping and Custody of Deposits and Investments**

BE IT FURTHER RESOLVED, That the Director shall recommend financial institutions for approval for the safekeeping of library funds based on an evaluation of the performance and solvency of the institution, as well as past performance in exercising due care and prudence in managing the custody of library funds held in trust, if applicable. The Director shall periodically evaluate approved and potential financial depositories and shall make recommendations as to appropriate changes in approved depositories when warranted.

BE IT FURTHER RESOLVED, The Director may elect to have certificates and other evidence of investments held by a financial institution, provided that the financial institution presents to the library Director sufficient documentation and acknowledgment of the investment instruments held on behalf of the library.

To satisfy safekeeping and custody qualifications, financial institutions must document a minimum capital requirement of at least \$10,000,000 and at least five years of operation. All financial institutions shall be pre-qualified by supplying the following:

- Audited financial statements,
- Proof of NASD certification or FDIC insurance,
- Proof of state registration and
- Certification of having read, understood and agreement to comply with the Bloomfield Township Public Library investment policy.

The Director shall annually examine the financial condition and registrations of qualified financial institutions by obtaining annual updates of the information listed above.

**Page 3**  
**Bloomfield Township Public Library**  
**Investment And Depository Designation Resolution**

**6. Authorized Investment Instruments**

BE IT FURTHER RESOLVED, That when the Director's analysis of the library's cash flow requirements reveals that surplus funds will not be required to meet current expenditures for a specific length of time, the Director is authorized to make prudent investments for a length of time that will provide a reasonable return on investment, yet ensure that such funds will be available when needed and will not be exposed to undue risk.

The Director is authorized to invest library funds only in the following instruments:

**a)** In bonds, securities, and other obligations of the United States, or an agency or instrumentality of the United States in which the principal and interest is fully guaranteed by the United States. This subdivision shall include securities issued or guaranteed by the Governmental National Mortgage Association, Federal National Mortgage Association, Federal Home Loan Mortgage Corporation, or the Federal Home Loan Banks;

**b)** In certificates of deposit, savings accounts, investment pools organized under the surplus funds investment pool act, 1982 PA 367, 129.111 to 129.118, deposit accounts, or depository receipts of a bank which is a member of the Federal Deposit Insurance Corporation or a savings and loan association which is a member of the Federal Savings and Loan Insurance Corporation or a credit union which is insured by the National Credit Union Administration, but only if the bank, savings and loan association, or credit union meets all criteria as a depository of public funds contained in state law

**c)** In mutual funds registered under the Federal Investment Company Act of 1940, composed of the investment vehicles described above that are AAA rated by Standard & Poor's, have maturities of five years or less, are readily marketable, and have significant trading volume within a continuous market. Mutual funds may also include securities whose net asset value per share may fluctuate on a periodic basis.

**7. Investment Objectives**

BE IT FURTHER RESOLVED, That the objectives of this policy are foremost, to maintain safety of principal of library funds; secondarily, to maintain a diversified investment portfolio; maintain adequate liquidity, and achieve a market rate of return on relatively safe investment instruments.

To accomplish these objectives, decisions and actions involving the library's investment portfolio shall meet the following criteria:

**Bloomfield Township Public Library  
Investment and Depository Designation Resolution**

**Safety:** Safety of principal is the foremost objective of Bloomfield Township Public Library's investment practices. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall investment portfolio. The Director shall minimize credit risk by investing only in the safer types of securities, pre-qualifying financial institutions, intermediaries, and advisers with whom the library will do business; and diversifying the investment portfolio so that the impact on the investment portfolio resulting from losses on individual securities will be minimized.

**Diversification:** The investments shall be diversified by avoiding over concentration in securities from a specific issuer or business sector, excluding U.S. Treasury securities. Investments shall have varying maturities. Investment instrument selection shall avoid high credit risks and shall include use of readily available funds, such as local government investment pools or mutual funds to maintain sufficient liquidity.

**Liquidity:** The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. Securities shall have maturity date concurrent with cash flow needs. Securities with active secondary or resale markets, as well as money market mutual funds offering same-day liquidity for short-term funds shall also be used to ensure liquidity. The Director shall minimize interest rate risk by avoiding the need to sell securities prior to maturity and investing operating funds primarily in short term-securities, money market mutual funds or similar public investment pools. Securities shall not normally be sold prior to maturity except to minimize loss of principal; to improve the quality, yield or target duration in the portfolio, or to meet liquidity needs.

**Return on Investment:** The investment portfolio shall be designed to attain a market average rate of return during budgetary and economic cycles while taking into account investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to safety and liquidity objectives. The core of investments is limited to relatively low-risk securities, and a fair rate of return relative to risk is assumed.

**8. Standard of Prudence**

BE IT FURTHER RESOLVED, That the Director shall make such investments and only such investments as a prudent person would make in dealing with the property of another, having in view the preservation of the principal and the amount and regularity of the income to be derived.

The standard of prudence to be used shall be the "prudent investor" standard and shall be applied in context of managing an overall portfolio.

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**Bloomfield Township Public Library**  
**Investment and Depository Designation Resolution**

**9. Statement of Ethics**

BE IT FURTHER RESOLVED, That the library Director shall refrain from personal business activity that could conflict with the proper execution and management of library investments, or that could impair the library Director's ability to make impartial investment decisions.

**10. Internal Controls**

BE IT FURTHER RESOLVED, That the library shall establish a system of internal controls, which is designed to prevent losses of public funds arising from fraud, employee error, misrepresentation by third parties, unanticipated changes in financial markets, or imprudent actions by employees and officers. Required elements of the system of internal controls shall include: 1) The timely reconciliation of all bank accounts is within 30 days of the end of the monthly cycle, 2) details of delivery versus payment procedures include the payment is made either before or at the same time as the delivery of the securities, and 3) a third party audit is conducted annually.

**11. Investment Activity Report**

BE IT FURTHER RESOLVED, That the library Director shall annually provide a written report to the library Board concerning the investment of library funds.

BE IT FURTHER RESOLVED, That the library shall comply with all applicable statutory standards for investment of public funds as they now exist or as they may be subsequently amended. Any provisions of this resolution that conflicts with applicable statutory requirements and standards is void.

NOW, THEREFORE BE IT RESOLVED, That on this 15 day of September, 1998, the Bloomfield Township Public Library Board of Trustees hereby approves this Investment Policy And Depository Resolution and authorizes that it take effect on September 30, 1998.

Approved by the Library Board of Trustees, September 15, 1998

Revised by the Library Board of Trustees, February 20, 2001

Revised by the Library Board of Trustees, August 17, 2004

Revised by the Library Board of Trustees, August 16, 2005

Revised by the Library Board of Trustees, June 20, 2006

Revised by the Library Board of Trustees, December 18, 2007

Updated LaSalle Bank name changed to Bank of America, May 20, 2008

Updated National City Bank name changed to PNC Bank, June 7, 2010

Approved by the Library Board of Trustees, July 20, 2010

Approved by the Library Board September 18, 2012

Updated Fidelity Bank was bought out by Huntington Bank and Citizen's Bank name changed to First Merit Bank, May 20, 2014

Approved by the Library Board of Trustees, June 16, 2015

Revised by the Library Board of Trustees, October 19, 2021



# **BLOOMFIELD TOWNSHIP PUBLIC LIBRARY POLICY MANUAL APPENDICES**

## **Conflict of Interest Policy**

All Board trustees, employees, and volunteers of the Bloomfield Township Public Library (BTPL) are held to the highest standards of ethical conduct. Elected and appointed public office and public employment is a public trust. The intention of a Conflict of Interest Policy is to protect the transparency of the decision-making process of the Library and to enable the constituencies of the BTPL, as a public entity, to have confidence and trust in the Library.

The purpose of the Conflict of Interest Policy set forth below is to help inform trustees, employees, and volunteers about what constitutes a conflict of interest, assist them in identifying and disclosing actual and potential conflicts, and help ensure the avoidance of conflicts of interest where necessary.

### **Definitions:**

A conflict of interest may arise when the personal, professional, and business interests of a trustee, employee, or volunteer – or their immediate family - potentially or actually compete with the interests of the Bloomfield Township Public Library.

Conflict of Interest means a conflict, or the appearance of a conflict, between the private interests and official responsibilities of a person in a position of trust.

Interest means a direct or indirect pecuniary or material benefit accruing to a library trustee, employee, or volunteer as a result of a contract with the Library which such officer or employee or volunteer serves.

Persons in a position of trust include trustees, employees, and volunteers of the Bloomfield Township Public Library. Trustee means member of the Library Board. Employee means any person who receives all or part of his/her income from the payroll of the Bloomfield Township Public Library. Volunteer means a person – other than a board member – who works with the BTPL and does not receive compensation for services and expertise provided to the Bloomfield Township Public Library.

Immediate family means spouse, child, stepchild, parent, stepparent, parents-in-law, siblings and siblings-in-law, stepbrother, stepsister, or legal guardian.

All conflicts of interest are not necessarily prohibited or harmful to the Bloomfield Township Public Library. However, full disclosure of all actual and potential conflicts and a determination by the Library Board is required. Trustee conflicts proceed with the interested Trustee recused from participating in debates and voting on the matter.

# BLOOMFIELD TOWNSHIP PUBLIC LIBRARY POLICY MANUAL APPENDICES

## **Financial Interests:**

To assist in understanding and to be in full compliance with the Conflict of Interest policy, the following is a list of potential areas where issues of ethical conduct most often arise:

- Investing in suppliers
- Borrowing or lending to supplier companies
- Accepting employment with entities that have a business relationship with BTPL
- Accepting substantial gifts or entertainment that might be intended to influence decisions and/or cause an appearance of impropriety
- Misusing privileged information
- Providing information to an outside party or business that gives that entity a competitive advantage
- Using position for personal gain
- Associating BTPL with outside business or political activity

This list is not all-inclusive. Other conflict situations may arise and will be treated on a case-by-case basis. If there are any doubts about whether an interest is covered by this policy, full disclosure should be made to the Library Director or the Library Board.

## **Procedures:**

All actual and potential conflicts of interests shall be disclosed by Trustees, employees, or volunteers to the Board through the annual disclosure form and/or to the Board whenever a conflict arises.

On an annual basis, all Trustees, employees, and volunteers shall be provided with a copy of this policy and required to complete and sign the acknowledgment and disclosure form below. All completed forms shall be provided to and reviewed by the Library Director, as well as all other conflict information, and provided to the Library Board where necessary. If the Library Director is a party to the Conflict of Interest issue, the matter will be reviewed by the Assistant Library Director and the Library Board.

It is required that the existence and resolution of the conflict be documented in the Bloomfield Township Public Library records, including in the minutes of any meeting at which the conflict was discussed or voted upon.

## **Violation of policy:**

If the Library Board has reasonable cause to believe a Library Trustee, employee, or volunteer has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and, at a formal hearing, afford the member an opportunity address the alleged conflict and to explain the alleged failure to disclose. Additionally, any person may file a

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
POLICY MANUAL  
APPENDICES**

signed written complaint to the Library Director or Assistant Library Director (see exception above) alleging a violation of policy.

After the formal hearing, the Library Board shall make a determination. Prior to the hearing or following the hearing but prior to making a determination, the Library Board may, if in its discretion it deems appropriate and necessary, may direct the Library Director to conduct an investigation and report to the Library Board.

If the Library Board determines that a person has failed to disclose an actual or possible conflict of interest, appropriate disciplinary and corrective action will follow. The appropriate corrective action will be determined on a case-by-case basis and may include dismissal or a request for resignation from the Library Board or staff.

**Distribution:**

The Library Director shall include a copy of the Policy on Conflict of Interest in the Board of Trustees Operating Procedures Manual and in the Employee Handbook.

Approved: October 20, 2020

# BLOOMFIELD TOWNSHIP PUBLIC LIBRARY POLICY MANUAL APPENDICES

## Fund Balance Reporting Policy

### ***Purpose:***

The following fund balance reporting policy has been adopted by the Bloomfield Township Public Library Board of Trustees in order to address the implications of Governmental Accounting Standards Board (“GASB”) Statement No. 54, *Fund Balance Reporting and Governmental Fund Definitions*. The fund balance reporting policy is created in consideration of unanticipated events that could adversely affect the financial condition of the Bloomfield Township Public Library and jeopardize the continuation of necessary public services. This fund balance reporting policy will ensure that Bloomfield Township Public Library maintains adequate fund balances and reserves in order to:

- a. Provide sufficient cash flow for daily financial needs,
- b. Offset significant economic downturns or revenue shortfalls, and
- c. Provide funds for unforeseen expenditures related to emergencies.

This fund balance reporting policy and the procedures promulgated under it supersede all previous regulations regarding Bloomfield Township Public Library’s fund balance and reserve reporting.

### ***Fund balance reporting in governmental funds:***

Fund balance will be reported in governmental funds under the following categories using the definitions provided by GASB Statement No. 54:

#### Nonspendable fund balance

*Definition* – includes amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact.

*Classification* – Nonspendable amounts will be determined before all other classifications and consist of the following items (as applicable in any given fiscal year):

- Bloomfield Township Public Library will maintain a fund balance equal to the balance of any long-term outstanding balances due from others (including other funds of the government)
- Bloomfield Township Public Library will maintain a fund balance equal to the value of inventory balances and prepaid items
- Bloomfield Township Public Library will maintain a fund balance equal to the corpus (principal) of any permanent funds that are legally or contractually required to be maintained intact

- Bloomfield Township Public Library will maintain a fund balance equal to the balance of any land or other nonfinancial assets held for sale

#### Restricted fund balance

*Definition* – includes amounts that can be spent only for the specific purposes stipulated by the constitution, external resource providers, or through enabling legislation.

#### Committed fund balance

*Definition* – includes amounts that can be used only for the specific purposes determined by a formal action of the Library's highest level of decision-making authority.

*Authority to Commit* – Commitments will only be used for specific purposes pursuant to a formal action of the Bloomfield Township Public Library Board of Trustees. A majority vote is required to approve, or remove, a commitment.

#### Assigned fund balance

*Definition* – includes amounts intended to be used by the Library for specific purposes but do not meet the criteria to be classified as restricted or committed. In governmental funds other than the general fund, assigned fund balance represents the remaining amount that is not restricted or committed.

*Authority to Assign* – The Bloomfield Township Public Library Board of Trustees delegates to the Finance Committee or the Library Director or his/her/their designee the authority to assign amounts to be used for specific purposes. Such assignments cannot exceed the available (spendable, unrestricted, uncommitted) fund balance in any particular fund.

#### Unassigned fund balance

*Definition* – includes the residual classification for the Library's general fund and includes all spendable amounts not contained in the other classifications. In other funds, the unassigned classification should be used only to report a deficit balance from overspending for specific purposes for which amounts had been restricted, committed, or assigned.

#### ***Operational guidelines:***

The following guidelines address the classification and use of fund balance in governmental funds:

Classifying fund balance amounts – Fund balance classifications depict the nature of the net resources that are reported in a governmental fund. An

individual governmental fund may include nonspendable resources and amounts that are restricted, committed, or assigned, or any combination of those classifications. The general fund may also include an unassigned amount.

Encumbrance reporting – Encumbering amounts for specific purposes for which resources have already been restricted, committed or assigned should not result in separate display of encumbered amounts. Encumbered amounts for specific purposes for which amounts have not been previously restricted, committed or assigned, will be classified as committed or assigned, as appropriate, based on the definitions and criteria set forth in GASB Statement No. 54.

Prioritization of fund balance use – When an expenditure is incurred for purposes for which both restricted and unrestricted (committed, assigned, or unassigned) amounts are available, Bloomfield Township Public Library shall consider restricted amounts to be reduced first. When an expenditure is incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used, Bloomfield Township Public Library shall reduce committed amounts first, followed by assigned amounts and then unassigned amounts.

Minimum committed fund balance – Bloomfield Township Public Library will maintain a committed fund balance in its General Fund that is equal to a maximum of eight months of total expenditures and a minimum of four months of total expenditures. This advised committed fund balance of eight months is to protect against cash flow shortfalls related to timing of projected tax revenue receipts and to maintain a budget stabilization commitment.

*Replenishing deficiencies* – when committed fund balance falls below the four month minimum, Bloomfield Township Public Library will replenish shortages/deficiencies using the budget strategies and timeframes described below.

The following budgetary strategies shall be utilized by Bloomfield Township Public Library to replenish funding deficiencies:

- Bloomfield Township Public Library will reduce recurring expenditures to eliminate any structural deficit or
- Bloomfield Township Public Library will increase fines/fees for services or pursue other funding sources, or
- Some combination of the two options above

Minimum committed fund balance deficiencies shall be replenished within the following time periods:

- Deficiency resulting in a minimum committed fund balance below four months shall be replenished immediately

- Deficiency resulting in a minimum committed fund balance between four and eight months shall be replenished over a period not to exceed one year

***Implementation and review:***

Upon adoption of this fund balance reporting policy the Bloomfield Township Public Library Board of Trustees authorizes the Library Director to establish any standards and procedures which may be necessary for its implementation. The Library Director shall review this fund balance reporting policy at least annually and make any recommendations for changes to the Bloomfield Township Public Library Board of Trustees.

Approved: October 15, 2019

SOC  
Bylaws  
Revisions



**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
Staff Organization Bylaws**

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**REVISION HISTORY**

## ARTICLE I. Name

The name of the organization shall be the Staff Organization.

## ARTICLE II. Goals

- A) To provide a vehicle through which staff ideas and concerns can be communicated to Library Administration. This will be an additional vehicle to enhance a productive and positive work environment which would complement existing Department channels.
- B) To provide a vehicle through which staff may plan appropriate social functions and events.
- C) This vehicle shall be the Staff Organization Committee, hereinafter referred to as the SOC as defined in Article V. The objectives of the Staff Organization shall be carried out by the SOC.

## ARTICLE III. Objectives

- A) Communicate staff ideas and concerns to the Library Administration.
- B) Handle staff social activities, events, appropriate correspondence, and memorials for members.
- C) Assist the Assistant Director in planning and evaluating the annual Staff Development Day.
- D) To carry out the assigned responsibilities as indicated in Article V.

## ARTICLE IV. Membership

All library staff, with the exception of Director and Assistant Director, are members of the Staff Organization. There are no dues. The Staff Organization objectives are carried out by the SOC, whose members are elected annually. Each member shall have the right to vote.

## ARTICLE V. Staff Organization Committee

### Section 1 – Composition

- A) Any three members of the Staff Organization may be elected as members of the SOC.
- B) In order to represent all interests of the Staff Organization:
  - a. It is recommended that the SOC consist of three members from different departments, positions, and salary grades (why the change: simplifying wording and this job listing is out of date). of the Salary Schedule Proficiency Levels, including the following:
    - i. ~~MISC – Substitute Librarian, Intern~~
    - ii. ~~01 – Page~~
    - iii. ~~02 – Clerical Assistant, Monitor~~

- iv. 03 \_\_\_\_\_ Clerk, Maintenance Assistant
- v. 04 \_\_\_\_\_ Assistant Department Head, Bookkeeper
- vi. 05 \_\_\_\_\_ Librarian, System Technician
- vii. 06 \_\_\_\_\_ Assistant Department Head – MLS, Department Head, Coordinator – MLS
- viii. 07 \_\_\_\_\_ Department Head – MLS

- b. Full-time and part-time representation is also recommended.
- c. No two members shall be from the same department.
- C) The term of office shall be April 1 – March 31 immediately following the elections in February.
- D) Any member of the SOC may be removed by a majority vote of the Staff Organization, as outlined in Article X.

**Section 2 – SOC Responsibilities**

- A) Communicate staff ideas and concerns.
- B) Newly elected SOC shall meet with the Director.
- C) Act as nominating committee.
- D) Appoint a subcommittee to plan the annual Holiday Event.
- E) Appoint a subcommittee to handle flowers and gifts.
- F) Appoint *ad hoc* committee(s) as needed.
- G) Assist Assistant Director with annual Staff Development Day.
- H) Perform other duties as needed.

**Section 3 – Assignments**

- A) Chairperson
  - a. **Address staff at all staff meetings** Prepare and present a status report at the Staff Development Day and an annual report at the annual elections.
  - b. Monitor annual elections. (why the change: simplified wording)
  - c. **Conduct the SOC portion of the All-Staff meeting. Create agendas for and run monthly SOC meetings.** (why the change: simplified wording)
- ~~B) Member at Large I – Treasurer~~ (why the change: more specific wording of role)
  - a. Assume the Chairperson assignment/responsibilities in the absence of the Chairperson.
  - b. **Various fiscal duties.** (why the change: more details on role)
- ~~C) Member at Large II – Secretary~~ (why the change: more specific wording of role)
  - a. Take minutes of meetings.
  - b. **Maintain committee documentation (in print and electronically).** (why the change: more details on role)

**ARTICLE VI. Election of Officers**

**Section 1 – Elections**

- A) ~~Elections shall be held in February at the All-Staff Meeting.~~ Elections shall be held in February either electronically or in person. Votes are based on majority electronically; if in person, it would be decided by those who are present. (why the change: more inclusive of need to hold electronic elections, i.e. due to COVID, snow storm, etc.)
- B) Nomination is open to all members of the Staff Organization.
- C) Nomination forms will be distributed in November.
- D) Nomination forms must be submitted to the SOC mailbox by December 31 for consideration.
- E) ~~The Nominating Committee will present to the Staff Organization a slate of new SOC members at the February All-Staff Meeting.~~ A majority approval vote by those present at the meeting staff will elect the slate to office. The Staff Organization shall vote by a show of hands. (why the change: updated wording to replace new ways of voting)

## Section 2 – Vacancies

The Nominating Committee shall fill vacancies in the positions of chairperson, treasurer, and secretary and the two members-at-large (why the change: more specific wording of roles) by appointment of an eligible individual to serve the duration of the term of the vacated position. Previous nominees shall be given first consideration.

## ARTICLE VII. Committees

- A) Nominating Committee
  - a. The Nominating Committee shall consist of the three elected members of the SOC.
- B) Sub-Committees
  - a. Carry out responsibilities as specified in the sub-committee procedure manual.
    - i. Annual Holiday Event
    - ii. Vending Fund
- C) *Ad hoc* Committees
  - a. Special issues
  - b. Special events
  - c. Other as needed

## ARTICLE VIII. Meetings

- A) SOC will meet with Administration from time to time monthly to discuss staff ideas, concerns, and/or Staff Development Day planning.
- B) Staff Organization members are invited expected to attend Library Board meetings on a rotating schedule, which are subject to State Open Meeting Laws. (why the changes: improved wording)

## ARTICLE IX. Parliamentary Authority

- A) The Staff Organization shall follow the current edition of *Robert's Rules of Order*, newly revised, insofar as they do not affect, alter, or amend the Bylaws herein and any special rules of order the Staff Organization may adopt.

## **ARTICLE X. Policies**

### **Section 1 – Staff Concerns – Procedures**

- A) A member of the Staff Organization who wishes to submit an idea or concern to the SOC must submit it in writing to the SOC and place it in the SOC mailbox **or via email at [soc@btpl.org](mailto:soc@btpl.org)**. (why the change: inclusive option of email use)
- B) The SOC will then meet with Administration to discuss the idea or concern.

### **Section 2 – Grievance Procedures**

- A) The SOC shall not participate in any formal grievance procedures.

## **ARTICLE XI. Amendments**

- A) These bylaws may be amended after review by the Director and presented to the Library Board for approval.
- B) Amendments to the bylaws must be approved by a ~~2/3~~ **majority** (why the change: majority is an easier measurement both in person and electronically) vote of the Staff Organization membership.

### **Revision History**

February 3, 1989

February 9, 1989

May 15, 1989

February 22, 1990

March 16, 1992

May 20, 2003

March 20, 2012

**October 17, 2023**

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
MEMORANDUM**

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**TO:** Trustees

**FROM:** Tera Moon, Library Director

**DATE:** October 17, 2023

**SUBJECT: Pension and Other Post-Employment Benefits Reporting**

The state of Michigan requires two reports be completed each year regarding the local unit of government's pension and Other Post-Employment Benefits (OPEB) obligations per PA 202 of 2017. The Library's reports have been submitted to the state's Department of Treasury to verify the Library's compliance with PA 202. These two reports – one for pension and one for OPEB – are attached for your review and information as required by law. No action needed.

**The Protecting Local Government Retirement and Benefits Act (PA 202 of 2017) Health Care (OPEB) Report**

Enter Local Government Name	Bloomfield Township Public Library	Instructions: For a list of detailed instructions on how to complete and submit this form, visit <a href="http://michigan.gov/LocalRetirementReporting">michigan.gov/LocalRetirementReporting</a> .
Enter Six-Digit Municode	638006	
Unit Type	Library	
Fiscal Year End Month	March	Questions: For questions, please email <a href="mailto:LocalRetirementReporting@michigan.gov">LocalRetirementReporting@michigan.gov</a> . Return this original Excel file. Do not submit a scanned image or PDF.
Fiscal Year (four-digit year only, e.g. 2019)	2023	
Contact Name (Chief Administrative Officer)	Monica Gower	
Title if not CAO	Finance Coordinator	
CAO (or designee) Email Address	gowermon@btpl.org	
Contact Telephone Number	248-642-5800 ext. 115	
OPEB System Name (not division) 1	Bloomfield Twp. Public Library OPEB Program	If your OPEB system is separated by divisions, you would only enter one system. For example, one could have different divisions of the same system for union and non-union employees. However, these would be only one system and should be reported as such on this form.
OPEB System Name (not division) 2		
OPEB System Name (not division) 3		
OPEB System Name (not division) 4		
OPEB System Name (not division) 5		

Line	Descriptive Information	Source of Data	System 1	System 2	System 3	System 4	System 5
1	Is this unit a primary government (County, Township, City, Village)?	Calculated	NO	NO	NO	NO	NO
2	Provide the name of your retirement health care system	Calculated from above	Bloomfield Twp. Public Library OPEB				
<b>3 Financial Information</b>							
4	Enter retirement health care system's assets (system fiduciary net position ending)	Most Recent Audit Report	2,888,538				
5	Enter retirement health care system's liabilities (total OPEB liability)	Most Recent Audit Report	5,710,957				
6	Funded ratio	Calculated	50.6%				
7	Actuarially determined contribution (ADC)	Most Recent Audit Report	328,162				
7a	Do the financial statements include an ADC calculated in compliance with <a href="#">Numbered Letter 2018-3?</a>	Most Recent Audit Report	YES				
8	Governmental Fund Revenues	Most Recent Audit Report	8,730,444				
9	All systems combined ADC/Governmental fund revenues	Calculated	3.8%				
<b>10 Membership</b>							
11	Indicate number of active members	Actuarial Funding Valuation used in Most Recent Audit Report	9				
12	Indicate number of inactive members	Actuarial Funding Valuation used in Most Recent Audit Report	1				
13	Indicate number of retirees and beneficiaries	Actuarial Funding Valuation used in Most Recent Audit Report	18				
14	Provide the amount of premiums paid on behalf of the retirees	Most Recent Audit Report or Accounting Records	305,918				
<b>15 Investment Performance</b>							
16	Enter actual rate of return - prior 1-year period	Actuarial Funding Valuation used in Most Recent Audit Report or System Investment Provider	-4.49%				
17	Enter actual rate of return - prior 5-year period	Actuarial Funding Valuation used in Most Recent Audit Report or System Investment Provider	0.00%				
18	Enter actual rate of return - prior 10-year period	Actuarial Funding Valuation used in Most Recent Audit Report or System Investment Provider	0.00%				
<b>19 Actuarial Assumptions</b>							
20	Assumed Rate of Investment Return	Actuarial Funding Valuation used in Most Recent Audit Report	6.00%				
21	Enter discount rate	Actuarial Funding Valuation used in Most Recent Audit Report	6.00%				
22	Amortization method utilized for funding the system's unfunded actuarial accrued liability, if any	Actuarial Funding Valuation used in Most Recent Audit Report	Level Dollar				
23	Amortization period utilized for funding the system's unfunded actuarial accrued liability, if any	Actuarial Funding Valuation used in Most Recent Audit Report	20				
24	Is each division within the system closed to new employees?	Actuarial Funding Valuation used in Most Recent Audit Report	Yes				
25	Health care inflation assumption for the next year	Actuarial Funding Valuation used in Most Recent Audit Report	6.10%				
26	Health care inflation assumption - Long-Term Trend Rate	Actuarial Funding Valuation used in Most Recent Audit Report	5.00%				
<b>27 Uniform Assumptions</b>							
28	Enter retirement health care system's actuarial value of assets using uniform assumptions	Actuarial Funding Valuation used in Most Recent Audit Report	3,032,742				
29	Enter retirement health care system's actuarial accrued liabilities using uniform assumptions	Actuarial Funding Valuation used in Most Recent Audit Report	5,596,587				
30	Funded ratio using uniform assumptions	Calculated	54.2%				
31	Actuarially Determined Contribution (ADC) using uniform assumptions	Actuarial Funding Valuation used in Most Recent Audit Report	329,513				
32	All systems combined ADC/Governmental fund revenues	Calculated	3.8%				
<b>33 Summary Report</b>							
34	Did the local government pay the retiree insurance premiums for the year?	Accounting Records	YES				
35	Did the local government pay the normal cost for employees hired after June 30, 2018?	Accounting Records	N/A				
36	Does this system trigger "underfunded status" as defined by PA 202 of 2017?	<b>Primary government triggers:</b> Less than 40% funded AND greater than 12% ARC/Governmental fund revenues. <b>Non-Primary government triggers:</b> Less than 40% funded	NO	NO	NO	NO	NO

<b>Requirements (For your information, the following are requirements of P.A. 202 of 2017)</b>
Local governments must post the current year report on their website or in a public place
The local government must electronically submit the form to its governing body.
Local governments must have had an actuarial experience study conducted by the plan actuary for each retirement system at least every 5 years
Local governments must have had a peer actuarial audit conducted by an actuary that is not the plan actuary OR replace the plan actuary at least every 8 years.

By emailing this report to the Michigan Department of Treasury, the local government acknowledges that this report is complete and accurate in all known respects.

The Protecting Local Government Retirement and Benefits Act (PA 202 of 2017) & Public Act 530 of 2016 Pension Report

Enter Local Government Name	Bloomfield Township Public Library	Instructions: For a list of detailed instructions on how to complete and submit this form, visit <a href="http://michigan.gov/LocalRetirementReporting">michigan.gov/LocalRetirementReporting</a> .
<a href="#">Enter Six-Digit Municode</a>	638006	
Unit Type	Library	
Fiscal Year End Month	March	
Fiscal Year (four-digit year only, e.g. 2019)	2023	Questions: For questions, please email <a href="mailto:LocalRetirementReporting@michigan.gov">LocalRetirementReporting@michigan.gov</a> . Return this original Excel file. Do not submit a scanned image or PDF.
Contact Name (Chief Administrative Officer)	Monica Gower	
Title if not CAO	Finance Coordinator	
CAO (or designee) Email Address	<a href="mailto:gowermon@btpl.org">gowermon@btpl.org</a>	
Contact Telephone Number	248-642-5800 ext. 115	
Pension System Name (not division) 1	Twp. of Bloomfield Income Plan	If your pension system is separated by divisions, you would only enter one system. For example, one could have different divisions of the same system for union and non-union employees. However, these would be only one system and should be reported as such on this form.
Pension System Name (not division) 2		
Pension System Name (not division) 3		
Pension System Name (not division) 4		
Pension System Name (not division) 5		

Line	Descriptive Information	Source of Data	System 1	System 2	System 3	System 4	System 5
1	Is this unit a primary government (County, Township, City, Village)?	Calculated	NO	NO	NO	NO	NO
2	Provide the name of your retirement pension system	Calculated from above	Twp. of Bloomfield Income Plan				
<b>3</b>	<b>Financial Information</b>						
4	Enter retirement pension system's assets (system fiduciary net position ending)	Most Recent Audit Report	7,694,495				
5	Enter retirement pension system's liabilities (total pension liability ending)	Most Recent Audit Report	9,408,588				
6	Funded ratio	Calculated	81.8%				
7	Actuarially Determined Contribution (ADC)	Most Recent Audit Report	199,947				
8	Governmental Fund Revenues	Most Recent Audit Report	8,730,444				
9	All systems combined ADC/Governmental fund revenues	Calculated	2.3%				
<b>10</b>	<b>Membership</b>						
11	Indicate number of active members	Actuarial Funding Valuation used in Most Recent Audit Report	6				
12	Indicate number of inactive members	Actuarial Funding Valuation used in Most Recent Audit Report	2				
13	Indicate number of retirees and beneficiaries	Actuarial Funding Valuation used in Most Recent Audit Report	18				
<b>14</b>	<b>Investment Performance</b>						
15	Enter actual rate of return - prior 1-year period	Actuarial Funding Valuation used in Most Recent Audit Report or System Investment Provider	-1.03%				
16	Enter actual rate of return - prior 5-year period	Actuarial Funding Valuation used in Most Recent Audit Report or System Investment Provider	4.70%				
17	Enter actual rate of return - prior 10-year period	Actuarial Funding Valuation used in Most Recent Audit Report or System Investment Provider	0.00%				
<b>18</b>	<b>Actuarial Assumptions</b>						
19	Actuarial assumed rate of investment return	Actuarial Funding Valuation used in Most Recent Audit Report	6.00%				
20	Amortization method utilized for funding the system's unfunded actuarial accrued liability, if any	Actuarial Funding Valuation used in Most Recent Audit Report	Level Percent				
21	Amortization period utilized for funding the system's unfunded actuarial accrued liability, if any	Actuarial Funding Valuation used in Most Recent Audit Report	20				
22	Is each division within the system closed to new employees?	Actuarial Funding Valuation used in Most Recent Audit Report	Yes				
<b>23</b>	<b>Uniform Assumptions</b>						
24	Enter retirement pension system's actuarial value of assets using uniform assumptions	Actuarial Funding Valuation used in Most Recent Audit Report	9,084,577				
25	Enter retirement pension system's actuarial accrued liabilities using uniform assumptions	Actuarial Funding Valuation used in Most Recent Audit Report	10,129,671				
26	Funded ratio using uniform assumptions	Calculated	89.7%				
27	Actuarially Determined Contribution (ADC) using uniform assumptions	Actuarial Funding Valuation used in Most Recent Audit Report	217,453				
28	All systems combined ADC/Governmental fund revenues	Calculated	2.5%				
<b>29</b>	<b>Pension Trigger Summary</b>						
30	Does this system trigger "underfunded status" as defined by PA 202 of 2017?	<b>Primary government triggers:</b> Less than 60% funded <u>AND</u> greater than 10% ADC/Governmental fund revenues. <b>Non-Primary government triggers:</b> Less than 60% funded	NO	NO	NO	NO	NO

<b>Requirements (For your information, the following are requirements of P.A. 202 of 2017)</b>
Local governments must post the current year report on their website or in a public place.
The local government must electronically submit the form to its governing body.
Local governments must have had an actuarial experience study conducted by the plan actuary for each retirement system at least every 5 years.
Local governments must have had a peer actuarial audit conducted by an actuary that is not the plan actuary OR replace the plan actuary at least every 8 years.

By emailing this report to the Michigan Department of Treasury, the local government acknowledges that this report is complete and accurate in all known respects.



**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
MEMORANDUM**

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**TO:** Library Board of Trustees

**FROM:** Tera Moon, Library Director

**DATE:** October 13, 2023

**SUBJECT:** Spaulding DeDecker Proposal for Drainage Improvements

At the Building and Grounds Committee meeting on October 12, 2023, Joe Christopher of Spaulding DeDecker presented a proposal to solve the lower-level flooding by improving the drainage around the library campus. After discussion with Joe, the Committee agreed to support moving ahead with the actions proposed by Spaulding DeDecker, including a topographic survey, tree inventory, detention basin, and additional sump pumps. The Committee agreed that the proposal would be reviewed, discussed, and voted on by the Library Board of Trustees at the regular monthly meeting on Tuesday, October 17, 2023. The proposal is included here for review. If you agree there is an action. If approved, myself or Hugo will follow up with Joe on Wednesday, October 18 in order to proceed with the topographic survey while the weather is agreeable.

**ACTION:** I move to approve the proposal to improve drainage on the library campus from Spaulding DeDecker, 905 South Blvd East, Rochester Hills, MI 48307 for \$60,250.00.

July 11, 2023

Ms. Tera Moon, Library Director  
Bloomfield Township Public Library  
1099 Lone Pine Road  
Bloomfield Township, MI 48302

Email: moontera@btpl.org

**Re: Bloomfield Township Public Library Drainage Improvements - Phase One  
Proposal for Surveying and Engineering Services  
Job No.: PR21-558**

Ms. Moon:

Spalding DeDecker (SDA) is pleased to have this opportunity to present this proposal for professional services for the library (BTPL). Our understanding of the project, scope of services, and fee follow.

### **PROJECT UNDERSTANDING**

SDA has completed and presented our findings of the drainage system analysis on the property. That analysis included several recommendations, some of which the library would like to undertake at this time:

- Provide stormwater outlet control and detention for the drainage system on the east side of the building
- Provide a backup pump system in the lower level sump to pump stormwater in the event of a backup in the system
- Option to improve roof runoff conditions on the east and west sides of the building (at scupper overflow locations)

### **SCOPE OF SERVICES**

#### **Surveying Services**

##### Topographic Survey

Please note that we are providing a fee for surveying the entire property, understanding that you intend to undertake other improvements in the coming years. We understand this fee may be more than you would have anticipated and can reduce our scope to just the Phase One improvement areas if you prefer.

SDA will provide detailed survey mapping within the limits of survey as shown in yellow on the attached aerial. **This overall area is very busy with landscaping and trees.** We will use a variety of surveying technologies to perform our work for efficiencies and best value to the Bloomfield Twp Library. Elevations will be measured to an accuracy of +/- 0.01 feet on all hard surfaces and +/-0.10' on the soft areas. The field work will indicate the grading of the site, including potential drainage patterns. Grades will be acquired as needed by the design engineer. The spot elevations will be interpolated to develop one-foot contours and our deliverable will be an AutoCAD Civil 3D drawing that includes an electronic surface.

All visible features, utilities, and surface types within the limits of survey will be located and described on the survey. The building walls, overhangs and door locations within the survey limits will be shown graphically but will not be dimensioned on the survey. Finish floor elevations at doors and grades adjacent to the building within the survey limits will be measured. Downspouts will be located. Pavement, curb sizes and types will be labeled along with the top of curb and gutter elevations being clearly plotted and called out on the survey. Elevations will be measured every 50 feet plus at all high and low points.

Individual trees will be located and shown in the maintained lawn areas, with the size noted. **A tree inventory that conforms to the Bloomfield Twp Tree Ordinance that includes tagging, species, size and health by a registered forester will be provided in the area on the east side of the building, north of the parking lots and east to the curb line of Timberlake Drive.** Landscaping on the site and around the building is considerable. The survey will show the landscaped areas but will not be detailing out individual bushes, rock boulders, etc.

SDA will contact the local utility companies as part of the Miss Dig Design Ticket and obtain their record available utility information. Within the mapping limits, utilities will be located and shown from a combination of traditional surveying field measurements and record information. Structure rims, pipe size, inverts and connections will be measured and shown in a table format on the final drawing. If storm sewer utilities are plugged with either water and / or debris, this will be noted on the survey and additional work will need to be coordinated if a complete answer is needed. We request to be furnished any original site plans or other record drawings that can be used as reference for utility connections. As part of this scope of work, a private underground utility locating service is not included. If after our field work and research it is together determined that additional effort such as Ground Penetrating Radar (GPR) is needed to help locate any underground utilities, we can help coordinate this additional expense in site specific areas as needed.

#### Property Lines

Based upon a combination of County GIS data, found field monumentation and occupation, the survey will graphically show the property lines of this parcel. A certified boundary survey is not included in this scope of work. We request to be furnished any surveys, site plans, deeds or other available information that can be used as reference for the property lines of this parcel of land.

#### Title Search / Easements

A title search will provide the last deed of record for a parcel of land (this is better to work from than a generic tax description) and discover any easements that have been granted that may encumber a specific property. SDA will secure a 100-year title search for easements and obtain the vesting deed of record for this property. Based upon this information, we will analyze and graphically show the legal description of this parcel and graphically show any provided easements on our deliverable drawing.

#### Design Services

##### Drainage Improvements – East Side

Based on our analysis, we believe one of the reasons the stormwater backs up into the building is that the system is overloaded and beyond its capacity. One option we have proposed is to restrict the runoff from the east side of the building and allow for the water to back up into a holding area that would be constructed in the lawn area. This would relieve some of the burden on the main storm system and reduce backups.

We will design this system and work through the review with the Township to obtain their approval. We assume that we will only need to go through an engineering review with them, and that site plan and planning commission review is not required. We also assume that they will not require us to provide a stormwater management system per the current ordinance, understanding that we are trying to retrofit a system the best we can to help with the flooding problems.

##### Sump Pump Design

We understand the library would like to install a pump in the lower level sump at the south end of the building to assist with relieving overflow conditions. SDA will design a system similar to the existing overflow pump that was installed in the basement.

Roof Runoff Improvements

We understand the library would like to consider an option to improve the collection of rainwater from the roofs to address the wet conditions in the lawn areas. SDA will design a system to collect this runoff at the overflow points and route it to the storm sewer system.

Review/Permitting

Upon completion of the construction documents and acceptance by the owner, we will move forward with permitting. This task will include the following:

- Submit plans to the applicable agencies for plan review and meet with them as necessary to understand requirements to gain their approval.
- Receive review comments and revise the plans to address agency comments in order to gain agency approvals. Permit acquisition is assumed to be by the owner or contractor.

Bidding and Construction Phase Services

We will provide customary services during the bidding and construction phases, including preparation of bid package, reviewing bids and assisting with selection of contractor, pre-construction meeting, occasional site visits to assess the quality and progress of construction, reviewing questions and RFIs, shop drawing review, and punch list preparation. **This work will be provided as needed and will be billed on an hourly basis.**

FEE

SDA will provide the above-noted services for the following fees:

- Topographic Survey - \$ 17,800
- Drainage Design – East Side - \$ 14,500
- Sump Pump Design - \$ 12,500
- Roof Runoff Improvements - \$ 5,500 (Optional – please initial if this is to be included \_\_\_\_\_)
- Review/Permitting - \$ 4,000
  
- Bidding and Construction Phase Services - \$ 5,000 (T&M estimate)
- Title Search - \$ 950.00 (estimate-will be billed at actual cost)

We will invoice for our services monthly based on the percent complete. Please refer to the attached Terms and Conditions for payment and other contract condition requirements.

We thank you for the opportunity to submit this proposal. If you wish to discuss any aspect of this proposal, please call at your earliest convenience. If the proposal is acceptable, return a signed copy as our authorization to proceed.

Sincerely,

**SPALDING DEDECKER**



Thomas Sovel, PE  
Senior Project Manager  
Land Development

Attachments:    Survey Limits  
                          Hourly Rates  
                          Terms and Conditions

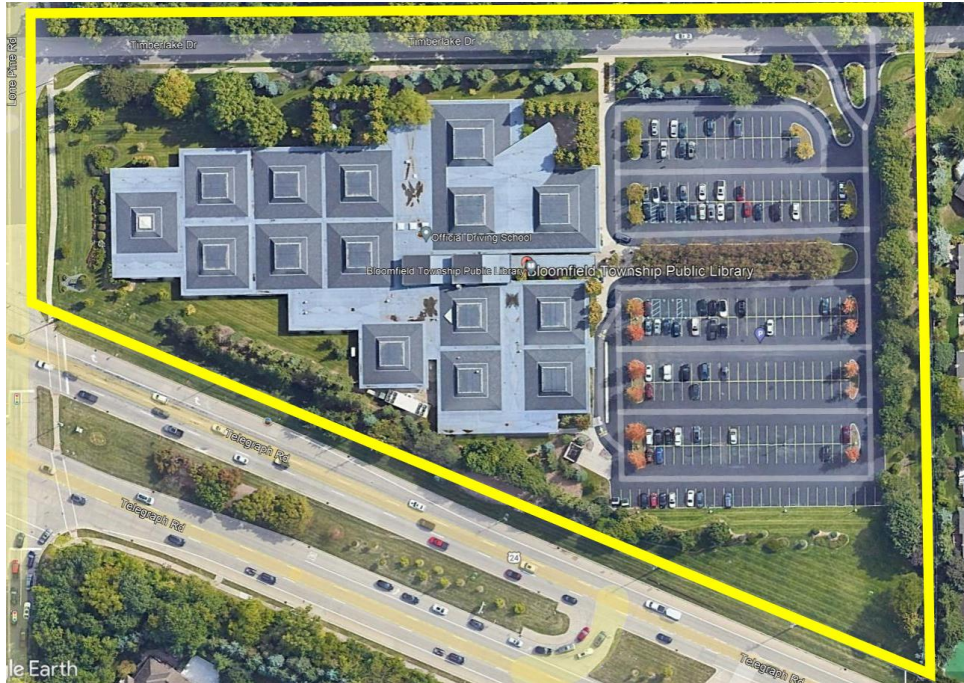
Accepted By:

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**

\_\_\_\_\_

Date: \_\_\_\_\_

## SURVEY LIMITS



**HOURLY FEE SCHEDULE**  
**Effective January 1, 2023**

**PROFESSIONAL SERVICES**

Where it is agreed that fees for our services will be based upon the time worked on the project, such fees will be computed at the following Hourly Rates, for each of the following classified services.

<b>LASSIFICATION</b>	<b>HOURLY</b>
Project Executive	\$216.00
Senior Project Manager	\$195.00
Project Manager	\$178.00
Senior Planner	\$160.00
Senior Project Engineer 2 / Assistant Project Manager +	\$160.00
Senior Project Engineer +	\$144.00
Associate Planner	\$120.00
Project Engineer +	\$133.00
Engineer +	\$122.00
Planner	\$88.00
Graduate Engineer +	\$107.00
Senior Designer +	\$133.00
Designer +	\$114.00
Senior Mapping Specialist +	\$130.00
Mapping Specialist +	\$118.00
Senior CAD Technician	\$108.00
CAD Technician 2 +	\$97.00
CAD Technician 1 +	\$88.00
Engineering Technician +	\$90.00
Sr. Project Surveyor +	\$155.00
Project Surveyor +	\$130.00
Senior Survey Technician	\$130.00
Survey Technician +	\$120.00
Senior Survey Assistant +	\$78.00
Survey Assistant +	\$68.00
One (1) Person Survey Crew (W/ Robotic Equipment) +	\$135.00
Two (2) Person Survey Crew +	\$192.00
Professional Traffic Engineer	\$162.00
Graduate Traffic Engineer +	\$118.00

For classifications indicated with "+", overtime work will be charged at a rate 1.3 times the indicated rate, for time worked in excess of 8 hours per day.

**TERMS AND CONDITIONS**

***Access To Site:***

The client affirms that it has legal rights to work on the property, and unless otherwise stated, SDA will have access to the site and adjacent sites for activities necessary for the performance of the services.

***Billings/Payments:***

Invoices for SDA's services shall be submitted, at SDA's option, either upon completion of such services or on a monthly basis. If the client has questions or concerns regarding the invoice, the Client must notify SDA in writing within 10 days of the invoice date. Not providing such notification to SDA in this manner will indicate the Client's acceptance of the invoiced amount for payment. If a portion of the invoice is in question, the client shall be obligated to pay any portion not in question. Invoices shall be payable within 45 days after the invoice date. If the invoice is not paid within 45 days, SDA may, without waiving any claim or right against the Client, and without liability whatsoever to the Client, terminate the performance of the service. Client agrees that payments to SDA are not subject to local or state agency approvals, permit acquisitions, third party agreements, project financing, or closings. Retainer amount, if indicated on the proposal, shall be credited on the final invoice.

***Late Payments:***

Accounts unpaid 45 days after the invoice date may be subject to a monthly service charge of 1.5% (or the legal rate) on the then unpaid balance. In the event any portion or all of an account remains unpaid 90 days after billing, the Client shall pay all costs of collection, including reasonable attorney's fees.

***Lien Rights:***

SDA shall have all the construction lien rights pursuant to the Michigan Construction Lien Law (MCLA 570.571 et seq) and as client makes payments, SDA will issue partial or full and unconditional waivers of lien (as the case may be) to the client. Waivers may be conditional if payment is not in hand. Client agrees that the services by SDA are considered property improvements and the Client waives the right to any legal defense to the contrary.

***Indemnification:***

Each party shall, to the fullest extent permitted by law, indemnify and hold harmless the other party, its officers, directors, employees, agents and sub consultants from and against all damage, liability and cost, including reasonable attorney's fees and defense costs, arising out of or in any way connected with the performance by either party under this agreement, excepting only those damages, liabilities or costs attributable to the negligence or willful misconduct of either party.

***Errors and Omission:***

It is recognized by the Owner and SDA that no set of contract documents are error or omission free. In light of this fact, the Owner and SDA agree that:

1. If errors and/or omissions in the project are detected in the contract documents before the work is in place, the cost of any re-design required to incorporate the item or feature omitted or to correct the error shall be borne by SDA. The cost to change the documents shall be the limit of SDA's liability. Any additional construction costs in this instance resulting from the inclusion of the omitted item or feature shall be borne by the owner.
2. If errors in the project are detected in the contract documents after the work is in place, and if revision, removal or replacement of a portion of the work is required, the SDA shall bear the cost for this revision, removal and/or replacement. However, if the replacement item is of a higher value than what was removed, the difference in value shall be borne by the Owner as it adds betterment to the project.
3. If omissions in the project are detected after bidding, and a change order is required to address the omission, and the total of all omissions detected exceed the national "standard of care" average of 3.0%, the the architect shall bear the costs associated with premium charges that would not have been incurred if the omitted item was included in the original bidding documents.

***Limitation of Liability:***

In recognition of the relative risks, rewards and benefits of the project to both the Client and SDA, the risks have been allocated such that each party agrees that, to the fullest extent permitted by law, SDA's total liability to the Client for any and all injuries, claims, losses, expenses, damages or claim expenses arising out of this agreement from any cause or causes, shall not exceed \$10,000.00 or the contract amount, whichever is greater, and that an award of damages not to exceed such fee is the Client's sole and exclusive remedy against SDA. Such causes include, but are not limited to, SDA's negligence, errors, omissions, strict liability, breach of contract or breach of warranty.

***Standard of Care:***

In providing services under this Agreement, SDA will endeavor to perform in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances. SDA makes no warranties, express or implied, under this agreement or otherwise, in connection with any services performed or furnished by SDA. Upon notice to SDA and by mutual agreement between the parties, the Consultant will without additional compensation, correct those services not meeting such a standard.

***Affidavit of Merit for Claims against SDA:***

If the Client files an action alleging malpractice or negligence against SDA, Client shall file with the complaint an affidavit of merit signed by an engineer duly licensed in the State where the project is located. The licensed engineer shall state in the affidavit of merit all of the following:

- (a) that he or she has reviewed all records supplied by the Client concerning the conduct that is the subject of the affidavit.



- (b) that he or she has reviewed the applicable standard of practice or care.
- (c) that it is his or her opinion that the applicable standard of practice or care was breached by SDA.
- (d) a detailed description of the actions that should have been taken or omitted by SDA to have complied with the applicable standard of practice or care.
- (e) the manner in which the breach of the standard of practice or care was the proximate cause of the alleged injury to the Client.

To qualify to sign an affidavit of merit, an individual shall be licensed as an engineer in the state where the project is located, and during the year immediately preceding the date of the conduct that is the subject of the affidavit, have devoted a majority of his or her professional time to the active practice of engineering on projects of a similar nature.

**Attorney Fees**

In the event of any litigation arising from or related to this Agreement or the services provided under this Agreement, the prevailing party shall be entitled to recover from the non-prevailing party all reasonable costs incurred, including staff time, court costs, attorneys' fees and all other related expenses in such litigation.

**Termination of Services:**

This agreement may be terminated by the Client or SDA should the other fail to perform its obligations hereunder. In the event of termination, the Client shall pay SDA for all services rendered to the date of termination, all reimbursable expenses, and reimbursable termination expenses.

**Ownership of Documents and Electronic Files:**

All documents and files produced by SDA under this agreement shall remain the property of SDA and may not be used by the Client for any other endeavor without the written consent of SDA. SDA shall retain all common law, statutory and other reserved rights, including the copyright thereto. If CAD files are requested and SDA agrees to release the files, a service fee will be required along with a signature on SDA's standard release form.

**Reimbursable Expenses:**

The following items are reimbursable to the extent of 110% of actual expenses accrued for the project: 1.) printing and reproductions, 2.) Shipping, Handling, and/or Delivery, 3.) Renderings, 4.)Expense of overtime work if authorized by the owner

**Certificates, Guarantees, and Warrantees**

SDA shall not be required to execute any documents subsequent to the signing of this Agreement that in any way might, in the sole judgment of SDA, increase SDA's risk or the availability or cost of its professional or general liability insurance. This includes documentation pertaining to guarantees, certificates, and warrantees.

**Code Compliance**

SDA shall exercise usual and customary professional care in its efforts to comply with all laws, codes and regulations in effect as of the date of this proposal. Design changes made necessary by newly enacted laws, codes and regulations after this date shall entitle SDA to a reasonable adjustment in the schedule and additional compensation in accordance with the Additional Services provisions of this Agreement. In the event of a conflict between laws, codes and regulations of various governmental entities having jurisdiction over this Project, SDA shall notify the Client of the nature and impact of such conflict. The Client agrees to cooperate and work with SDA in an effort to resolve this conflict.

**Construction Phase Services**

It is understood and agreed that SDA's Basic Services under this Agreement include project observation or review of the Contractor's performance or any other construction phase services as a T&M service. If the client chooses to handle construction phase services on their own, the Client assumes all responsibility for interpretation of the Contract Documents and for construction observation, and the Client waives any claims against SDA that may be in any way connected thereto.

In addition, the Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless SDA, its officers, directors, employees and subconsultants (collectively, Consultant) against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, arising out of or in any way connected with the performance of such services by other persons or entities and from any and all claims arising from modifications, clarifications, interpretations, adjustments or changes made to the Contract Documents to reflect changed field or other conditions, except for claims arising from the sole negligence or willful misconduct of SDA or its subconsultants. If the Client requests in writing that SDA provide any specific construction phase services, then they shall be compensated for as Additional Services as provided this proposal.

**Consequential Damages**

Notwithstanding any other provision of this Agreement, and to the fullest extent permitted by law, neither the Client nor SDA, their respective officers, directors, partners, employees, contractors or subconsultants shall be liable to the other or shall make any claim for any incidental, indirect or consequential damages arising out of or connected in any way to the Project or to this Agreement. This mutual waiver of consequential damages shall include, but is not limited to, loss of use, loss of profit, loss of business, loss of income, loss of reputation or any other consequential damages that either party may have incurred from any cause of action including negligence, strict liability, breach of contract and breach of strict or implied warranty. Both the Client and SDA shall require similar waivers of consequential damages protecting all the entities or persons named herein in all contracts and subcontracts with others involved in this project.

**Dispute Resolution**

In an effort to resolve any conflicts that arise during the design and construction of the Project or following the completion of the Project, the Client and SDA agree that all disputes between them arising out of or relating to this Agreement or the Project shall be submitted to nonbinding mediation unless the parties mutually agree otherwise.

The Client and SDA further agree to include a similar mediation provision in all agreements with independent contractors and consultants retained for the Project and to require all independent contractors and consultants also to include a similar mediation provision in all agreements with their subcontractors, subconsultants, suppliers and fabricators, thereby providing for mediation as the primary method for dispute resolution between the parties to all those agreements.

If litigation or arbitration related to the services performed is initiated against SDA by the Client, its contractors, or subcontractors, and such proceeding concludes with the entry of a judgment or award favorable to SDA, the Client shall reimburse SDA its reasonable attorney fees, expert fees, and other expenses related to the proceeding. Such expenses shall include the cost, determined by SDA's normal hourly billing rates, of the time devoted to the proceedings by SDA's employees.

***Betterment***

If, due to SDA's negligence, a required item or component of the project is omitted from the construction documents, SDA shall not be responsible for paying the cost required to add such item or component to the extent that such item or component would have been required and included in the original construction documents. In no event will SDA be responsible for any cost or expense that provides betterment or upgrades or enhances the value of the project.

***Jobsite Safety***

Neither the professional activities of SDA, nor the presence of SDA or its employees and subconsultants at a construction/project site, shall relieve the General Contractor of its obligations, duties and responsibilities including, but not limited to, construction means, methods, sequence, techniques or procedures necessary for performing, superintending and coordinating the Work in accordance with the contract documents and any health or safety precautions required by any regulatory agencies. SDA and its personnel have no authority to exercise any control over any construction contractor or its employees in connection with their work or any health or safety programs or procedures. The Client agrees that the General Contractor shall be solely responsible for jobsite safety, and warrants that this intent shall be carried out in the Client's contract with the General Contractor. The Client also agrees that the Client, SDA and SDA's subconsultants shall be indemnified by the General Contractor and shall be made additional insureds under the General Contractor's policies of general liability insurance.

***Opinions of Probable Construction Cost***

In providing opinions of probable construction cost, the Client understands that SDA has no control over the cost or availability of labor, equipment or materials, or over market conditions or the Contractor's method of pricing, and that SDA's opinions of probable construction costs are made on the basis of SDA's professional judgment and experience. SDA makes no warranty, express or implied, that the bids or the negotiated cost of the Work will not vary from SDA's opinion of probable construction cost.

***Permits and Approvals***

SDA shall assist the Client in applying for those permits and approvals normally required by law for projects similar to the one for which SDA's services are being engaged. This assistance shall consist of completing and submitting forms to the appropriate regulatory agencies having jurisdiction over the construction documents, and other services normally provided by SDA and included in the scope of Basic Services of this Agreement. SDA makes no guarantees that permits will be issued, and payment to SDA is not contingent upon approvals or permits being issued.

***Utility Surveys***

If a utility survey is part of SDA's scope of services, we will make reasonable efforts to locate and accurately depict existing utilities on the survey drawing. SDA's efforts will include research and gathering of data from the appropriate utility authorities, field locating visible surface features, and measuring depths and directions of underground utilities where visible. If SDA finds that inverts or pipe directions can not be determined due to debris or obstructions in manholes, gate valves, catch basins, etc., we will notify the Client of the situation and recommend cleanout of the structures. If a return visit is required to obtain invert data after field work is complete, this will result in additional fees. If the client chooses not to clean out the structures, SDA will not be held liable for conflicts or problems that occur as a result of utilities that we were unable to locate. Unless specifically stated in the proposal, SDA's services do not include subsurface investigation measures to locate underground utilities. This includes sonar, radar, or laser ground penetration devices, as well as physical excavation to determine utility locations.

***Boundary Surveys***

Due to the nature of a boundary survey, boundary problems occasionally can arise that may require additional fees to be assessed. If these extenuating circumstances occur while performing the boundary survey, the client will be notified immediately as to the problem. Examples of such problems are gaps or overlaps in legal descriptions, ambiguous legal descriptions, insufficient or incomplete title work, occupation issues with actual legal descriptions, monumentation discrepancies, etc. Additional fees are typically needed to research and solve these problems by searching grantor / grantee records and the additional field work that follows so that the surveyor can come to a conclusion and certify the survey.

**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

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**TO:** Library Board of Trustees

**FROM:** Tera Moon, Library Director

**DATE:** October 13, 2023

**SUBJECT:** Databases

Shane had asked how much is spent on databases. For FY 2024-2025 we budgeted \$155,000 for Adult Services and \$51,405 for Youth Services. For FY 2023-2024 we spent \$151,342.60 for databases in Adult Services and \$48,434.04 for Youth Services. When the budget is presented, there is a list of all the databases and their annual subscription cost. When we review the budget this March, I will make sure to point that out. In the meantime, please enjoy this list of all the databases that our residents have access to.

#### A TO Z WORLD

Contains both country-based articles and state-based articles for each of the 50 US states, five US territories, and the District of Columbia.

#### A TO Z WORLD FOOD

This food database contains traditional recipes for 174 countries of the world in all course categories: appetizers, soups, salads, breads, main courses, side dishes, desserts, and beverages.

#### A TO Z WORLD TRAVEL

Contains unique information about dozens of travel destinations.

#### ABCMOUSE

With 9,000+ interactive books, educational games, puzzles, and other ad-free learning activities, ABCmouse.com's award-winning online curriculum is an invaluable resource for young learners ages 2-8.

#### AFRICAN AMERICAN SONG

African American Song is the first online resource to document the history of African American music in an online music listening service. The collection contains a diverse range of genres such as jazz, blues, gospel, ragtime, folk songs, and narratives, among others.

#### ALT HEALTHWATCH

The latest information about the evolving practice of holistic medicine and therapies.

#### AMERICAN MEMORY

American Memory provides free and open access through the internet to written and spoken words, sound recordings, still and moving images, prints, maps, and sheet music that document the American experience.

#### AMERICAN SONG

American Song is a history database that allows people to hear and feel the music from America's past. The database includes songs by and about American Indians, miners, immigrants, slaves, children, pioneers, and cowboys.

#### ANCESTRY LIBRARY

Proquest has partnered with myfamily.com to create Ancestry Library Edition, one of the most important genealogical collections available today. Limited to in-house library use only.

#### APPLIED SCIENCE & TECHNOLOGY SOURCE

This resource offers a diverse array of full-text and indexed content covering the full spectrum of the applied sciences and computing disciplines.

#### ART & ARCHITECTURE SOURCE

Search full-text art journals, magazines, and books plus thousands of images covering fine, decorative, and commercial art, as well as architecture and architectural design.

#### ASSOCIATE PROGRAMS SOURCE

This unique research database provides full-text coverage for the subject areas most relevant to two-year college programs, including biotechnology, graphic arts, criminal justice, and veterinary assisting.

#### AUTO REPAIR SOURCE

This resource provides accurate, authoritative, and up-to-date service and repair information for thousands of domestic and imported vehicles. All content comes from the Original Equipment Manufacturers (OEM) and includes step-by-step repair information, diagrams, maintenance schedules, parts and labor estimates, service bulletins and recalls and more.

#### BIOGRAPHY

Search for biographical entries and portraits of people from all time periods ranging from the beginning of recorded human history to now.

#### BIOGRAPHY REFERENCE CENTER

Search a comprehensive collection of more than 461,000 full-text biographies, including the complete full-text run of Biography Today and Biography, as well as thousands of narrative biographies.

#### BOOKFLIX

Grades PreK – 3. An interactive experience that allows beginning readers to explore fiction and non-fiction designed to increase understanding and fluency. Increase comprehension and have fun at the same time!

#### BRAINFUZE

Interact with live tutors in math, science, reading/writing, social studies, PSAT/SAT, ACT, AP, and state standardized tests.

#### BRITANNICA SCHOOL – FUNDAMENTALS

A Pre-K to 2nd Grade interactive learning environment. Fundamentals is an excellent online solution for early childhood learning—play based activities for learning colors, geography, numbers, shapes, telling time, and vocabulary.

#### BRITANNICA SCHOOL – ELEMENTARY

Age-appropriate articles illustrated with photos, videos, diagrams, and maps to help students learn to compare text and multimedia resources as they collect their evidence.

#### BRITANNICA IMAGEQUEST

Over three million searchable images, rights-cleared for educational, non-commercial use.

#### BRITANNICA SCHOOL – MIDDLE

The Middle School level of Britannica School offers more challenging content and unique features to support students in grades 6-8, including articles, primary source documents, ebooks, maps, and videos to help students analyze and evaluate multiple sources of evidence.

#### CARIBBEAN SEARCH

Covering all areas of Caribbean study, it includes hundreds of full-text journals, magazines, newspapers, reports, and reference books.

#### CHICAGO TRIBUNE

The Chicago Tribune keeps readers informed of the latest news from the Chicago area, the nation, and the world every day. The Tribune has a reputation for investigative and public service journalism earning 24 Pulitzer Prizes since 1932.

#### CHRISTIAN SCIENCE MONITOR JANUARY 2, 1980 TO PRESENT

Christian Science Monitor promotes balanced, objective reporting from the most respected field journalists in the industry.

#### CONSUMER HEALTH COMPLETE

Covers all key areas of health and wellness, from mainstream medicine to the many perspectives of complementary and holistic medicine.

#### CONSUMER REPORTS

Consumer Reports (CR) is an expert, independent, nonprofit organization whose mission is to work for a fair, just, and safe marketplace for all consumers and to empower consumers to protect themselves.

#### CREATIVEBUG

We're a team of dreamers and makers who believe that everyone has a creative side – even you! We pride ourselves on bringing the latest in art and craft education to our members, and we work with renowned artists to do just that.

#### DETROIT FREE PRESS

Full text coverage of The Detroit Free Press from 1999 – present.

#### DETROIT NEWS INDEXED 1989-2011/FULL TEXT MAY 23, 2006-NOVEMBER 18, 2011

Detroit News includes indexed articles from Jan 1, 1989 – Nov 18, 2011, and full text articles from May 23, 2006 to Nov. 18, 2011.

#### DRIVING-TESTS.ORG

The Driver Education program contains the following state-specific information: 11 car practice tests; 8 motorcycle practice tests; 3 CDL (Commercial Driver's License) practice tests; 3 online driver's manuals (car, motorcycle, CDL); and an FAQ section with detailed answers to 100+ DMV-related questions.

#### **EBOOK BUSINESS COLLECTION**

Explore our digital collection of business resources.

#### **EBOOK HIGH SCHOOL COLLECTION**

This package contains more than 10,000 e-books that support quality learning experiences across all academic subject areas, including history, language, literature, science, and technology.

#### **EBOOK PUBLIC LIBRARY COLLECTION**

Visit eBook Public Library Collection.

#### **EBOOKS (GALE)**

Search for digital books on writing resumes, choosing a career, and more. Digital books with anytime, anywhere access to help you whenever and wherever you are.

#### **EBSCO EBOOKS K-8 COLLECTION**

E-books from major publishers like ABDO and DK, for use by students in grades K-8. Subjects include language arts, math, science, history, art, holidays, and many more!

#### **EDUCATION SOURCE ENVIRONMENT COMPLETE**

Offers extensive coverage in the areas of agriculture, ecosystem ecology, energy, and affiliated areas of study.

#### **ERIC – EDUCATION RESOURCES INFORMATION CENTER**

ERIC (Education Resources Information Center) is an authoritative database of indexed and full-text education literature and resources.

#### **EXPLORA FOR ELEMENTARY SCHOOL**

High-quality articles licensed from reputable publishers and selected for use in an elementary school environment. Explora features a simple search which quickly delivers relevant results including articles, essays, and primary source documents. Topic overviews provide students helpful starting points for research.

#### **EXPLORA FOR MIDDLE SCHOOLS**

High-quality articles licensed from reputable publishers and selected for use in a middle school environment. Explora features a simple search which quickly delivers relevant results including articles, essays, and primary source documents. Topic overviews provide students helpful starting points for research.

#### **FEDERAL TAX FORMS**

Federal tax forms are available 24 hours a day. To print forms inside the library will cost you 15 cents per page.

#### **FINANCIAL TIMES**

The Financial Times is an English-language international daily newspaper with a special emphasis on business and economic news.

#### **FOLD3**

Fold3® features collections of original military records. These records include the stories, photos, and personal documents of the men and women who served in the military. Many of the records come from the U.S. National archives, The National Archives of the U.K., and other international records.

#### **GALE BOOKS AND AUTHORS**

Search for books and authors' biographies and get suggestions from experts based on your likes.

#### **GALE BUSINESS: DEMOGRAPHICS NOW**

Provides detailed geographic business intelligence to help determine where you should locate your business and understand your customers better.

#### **GALE COURSES**

Gale Courses offers a wide range of highly interactive, instructor-led courses that you can take entirely online. As a library card holder in good standing, you are entitled to these courses at no cost. Courses run for six weeks, and new sessions begin every month.

#### **GALE COURSES – EXAMS**

Prepare for your SAT or LSAT, with a free course from the Library. Classes begin the third Wednesday of every month, except November and December, they begin on the second Wednesday.

#### **GALE DIRECTORY LIBRARY**

Search directories for statistics, companies, organizations, and products. Find it all here!

#### **GALE HEALTH AND MEDICINE**

Discover periodicals and reference book content supporting research in health studies.

#### **GALE HEALTH AND WELLNESS**

Perfect for researchers at all levels, this comprehensive consumer health resource provides authoritative information on the full range of health-related issues, from current disease and disorder information to in-depth coverage of alternative medical practices.

#### **GALE IN CONTEXT--OPPOSING VIEWPOINTS**

This cross-curricular research tool supports science, social studies, current events, and language arts classes. Its informed, differing views present each side of an issue and help students develop confidence to draw their own conclusions.

#### **GALE LEGAL FORMS**

Thousands of legal forms available with more forms being added daily. Official, State Specific, Federal, Business, Personal, Real Estate and General forms covering hundreds of legal subjects and issues.

#### **GALE LITERATURE: SCRIBNER WRITERS SERIES**

Provides original, comprehensive, scholar-signed essays on the lives and works of more than 1,400

authors from around the globe and from all time periods.

**GALE LITERATURE: TWAYNE'S AUTHORS SERIES**  
Offers in-depth introductions to the lives and works of writers, the history and influence of literary movements and to the development of literary genres.

**GALE ONEFILE CULINARY ARTS**  
Find a variety of information from major cooking and nutrition magazines as well as key reference titles.

**GALE ONEFILE GARDENING AND HORTICULTURE**  
Find millions of articles on the practical and scientific aspects of horticulture studies. For all horticultural enthusiasts.

**GALE ONEFILE HOME IMPROVEMENT**  
Search home improvement topics such as architectural techniques, tool and material selection, zoning requirements, and more.

**GALE POWER SEARCH**  
Power Search 2.0 simplifies browsing through Gale's more than 20,000 publications, providing the ability to search across more than 150 million documents.

**GALE VIRTUAL REFERENCE LIBRARY**  
Digital books with anytime, anywhere access to help you whenever and wherever you're doing homework.

**GETSETUP**  
The Michigan Department of Health and Human Services is offering free online and telephone social hours and classes for seniors throughout the holidays. Visit their website, Get Set Up, for more information and to register, or call 1-888-559-1614. Fees for classes for the Michigan community are WAIVED using this code: MICHIGANHEALTH while booking a class.

**HEALTH SOURCE – CONSUMER EDITION**  
This rich collection of consumer health information provides access to full-text consumer health magazines and reference books. It also includes searchable full text for current health pamphlets.

**HELPNOW**  
Interact with live tutors in math, science, reading/writing, social studies, PSAT/SAT, ACT, AP, and state standardized tests.

**HISTORICAL DETROIT FREE PRESS 1831-1922**  
This local history source is great for locating everything Detroit. Covers years 1831-1922.

**HISTORICAL DETROIT FREE PRESS 1923-1999**  
This local history source is great for locating everything Detroit. Covers years 1923-1999.

**HISTORICAL ECCENTRIC**  
The digitized Eccentric is brought to you by Bloomfield Township Public Library. Find great articles from the past.

**HISTORICAL NEW YORK TIMES**  
Research historic events from years past in this vast collection.

**HISTORY REFERENCE CENTER**  
Covering both U.S. and world history topics. This database features historical reference books, magazines, journals, and thousands of primary source documents.

**HOBBIES & CRAFTS REFERENCE CENTER**  
This database offers detailed "how-to" instructions and creative ideas to meet the interests of virtually every hobby enthusiast. Full text is provided from leading hobby and craft magazines.

**HOME IMPROVEMENT REFERENCE CENTER**  
Find detailed, user-friendly "how-to" information covering a variety of home improvement and repair projects.

**HUMANITIES SOURCE**  
Provides full text, indexing and abstracts for noted scholarly sources in the humanities.

**IMAGEQUEST**  
ImageQuest provides a unique collection of nearly 3 million rights-cleared images from more than 50 of the best collections in the world. Getty Images, The National Portrait Gallery of London, the National Geographic Society, and other leading names have joined with Britannica to provide the best and broadest collection of proprietary educational imagery available.

**INFOBASE EBOOKS**  
Infobase eBooks are convenient, simple to use, and great for researching your S.T.E.M. homework assignments.

**JAZZ MUSIC LIBRARY**  
Comprehensive collection of jazz available online — with thousands of jazz artists, ensembles, albums, and genres.

**JEWISH STUDIES SOURCE**  
Offers a multidisciplinary view of the study of Jewish civilization, from its historical origins to the present. It is one of the only full-text databases that focuses exclusively on Jewish studies.

**JOBNOW**  
Receive live job coaching, real-time interview practice, full-service resume lab, 24/7 access to local job resources and more!

**LANSING STATE JOURNAL 2002 TO PRESENT**  
Comprehensive coverage (2002-present) of articles, stories, columns, commentaries, reviews and more for the newspaper from the state capital of Michigan.

**LEARNING EXPRESS LIBRARY**  
The Learn-A-Test online test collection provides test preparation materials and interactive practice exams based on official tests. Helps individuals improve scores on academic, civil service, military and professional licensing and certifications. Provides immediate scoring, complete answer explanations, and individualized analysis of scores.

**LEARNING EXPRESS SCHOOL CENTER**  
Skill-building resources for classroom and homework success. For elementary students

**LEGAL INFORMATION REFERENCE CENTER**  
Legal Information Reference Center is an online database designed to assist the public in legal matters of all kinds. It includes exclusive full text for many top consumer legal reference books, as well as thousands of legal forms.

**LEGAL SOURCE**  
Providing indexing and full-text coverage of the most respected scholarly law journals, Legal Source is the authoritative database for current issues, studies, thoughts, and trends of the legal world.

**LIBBY BY OVERDRIVE**  
We've moved our digital magazines from RBdigital to the Libby app as part of our OverDrive collection. You will continue to be able to browse, borrow, and enjoy all the same great magazines you loved in the RBdigital app, now available in Libby, by OverDrive.

**LINKEDIN LEARNING**  
Formerly Lynda.com, LinkedIn Learning offers thousands of online courses to learn in-demand skills from real-world experts.

**LITERARY REFERENCE CENTER**  
Provides full-text information on thousands of authors and their works across literary disciplines and timeframes.

**LITERATURE RESOURCE CENTER**  
Biographical information on over 90,000 current writers, excerpts of criticism of literary works written since 1900, as well as detailed essays on 2,000 Major writers.

**LITTLE PIM**  
An online language learning system for ages 0-6, provided through Mango Languages. It's the fun, easy, and effective way for younger kids to learn a foreign language!

**LOS ANGELES TIMES DECEMBER 1996 TO CURRENT**  
The perspective of the American west, lauded for its coverage of immigration, entertainment, and environmental issues.

**LOTE – LANGUAGES OTHER THAN ENGLISH ONLINE**  
LOTE Online for Kids is a library eResource that allows kids to enjoy the magic of digital books in LOTE (Languages Other Than English) from the comfort of their own home. Kids can also watch each LOTE title translated and narrated in English to continue their reading and literacy development. Just enter your library card number, and you'll have access to this fantastic resource!

**MAKING OF MODERN MICHIGAN**  
The Making of Modern Michigan is a collaborative project involving 52 Michigan libraries. It includes local history materials from communities around the state. Michigan's unique heritage is represented through over 4,500 different subjects of photographs, family papers, oral histories, genealogical materials, and much more.

**MANGO LANGUAGES**  
Learn a new language with Mango Languages.

**MAS COMPLETE**  
Provides hundreds of popular high school magazines and reference books. Covering subjects such art, history, sports, and music, it also includes thousands of biographies and primary source documents, plus over a million photos, maps, and flags.

**MASTERFILE COMPLETE**  
Offers a large collection of popular full-text magazines, reference books and other highly regarded sources from the world's leading publishers.

**MERCK MANUAL, HOME EDITION**  
The online version of a professional medical resource translated into commonly used English, with vital information about diseases, diagnosis, prevention, and treatment.

**MICHIGAN AUTHORS AND ILLUSTRATORS**  
A searchable database of Michigan authors and illustrators. Provides biographical and contact information. Indicates whether person will do library presentations.

**MICHIGAN HISTORY MAGAZINE**  
Published by the Historical Society of Michigan, Michigan History is geared toward professionals and enthusiasts alike. Read about our state's diverse history through feature articles and special sections. A wide variety of subject matter, time frames and perspectives are offered while inspiring, educating, and entertaining readers.



#### MICHIGAN TAX FORMS

Michigan Tax forms are available 24 hours a day. To print forms inside the library will cost you 15 cents per page.

#### MORNINGSTAR INVESTMENT RESEARCH CENTER

Included in Morningstar are analysts' independent opinions on 20,000 stocks and funds. Find a stock or fund to meet your needs and research current or prospective holdings.

#### MUSIC ONLINE

With Music Online, Alexander Street Press provides a comprehensive database for streaming audio, video, reference, and scores on the web. Music online allows users to cross search all the music databases.

#### MYHERITAGE

With access available from home, MyHeritage is a leading resource for users to discover, share and preserve family histories. A global user community enjoys access to a large library of historical records, and a diverse collection of family trees from around the world.

#### NATIONAL GEOGRAPHIC

Search for full-text articles in The National Geographic Magazine from 1888- Current. Including National Geographic Traveler and Kids.

#### NATIONAL GEOGRAPHIC KIDS

Includes many full issues of National Geographic Kids Magazine, plus more than 200 eBooks and hundreds of downloadable images.

#### NATIONAL GEOGRAPHIC VIRTUAL LIBRARY

National Geographic Virtual Library brings together a complete archive of National Geographic magazines, along with a cross-searchable collection of National Geographic books, maps, images, and videos.

#### NEWSPAPER SOURCE PLUS

Newspaper Source Plus provides a full-text digital collection of the world's major news content. It includes millions of articles from newspapers, newswires, and news magazines.

#### NOVELIST PLUS

Find books to read based on other novels you've liked, authors you enjoy, or types of fiction, such as romance or mystery. You can search by author, title, specific types of novels, or even lists of best books.

#### NOVELIST K-8 PLUS

Find just the right book by subject, age, awards won, Lexile Reading levels, State standards; even books made into movies, and much more.

#### OPPOSING VIEWPOINTS – GALE IN CONTEXT

Find, learn, and measure the many different viewpoints surrounding a number of complex social issues that confront our society today.

#### OXFORD ART ONLINE

Search authoritative online art resources including Oxford's art reference works, the Grove® Dictionary of Art and the Benezit Dictionary of Artists

#### OXFORD ENGLISH DICTIONARY

The definitive record of the English language.

#### OXFORD MUSIC ONLINE

Oxford Music Online, home of Grove Music Online, comprehensive online music encyclopedia, offering coverage of music, musicians, music-making, and music scholarship.

#### PEBBLEGO

Connect research, content, and literacy with PebbleGo's Animals and Social Studies modules provided by the Michigan eLibrary. Grades K-3.

#### POETRY AND SHORT STORY REFERENCE CENTER

This full-text database provides a historically rich collection of hundreds of thousands of classic and contemporary poems, as well as short stories, and biographies.

#### PLUNKETT RESEARCH

Offers business intelligence, industry trends, statistics, market research, sales leads & corporate profiles in your choice of formats.

#### POINTS OF VIEW REFERENCE CENTER

Containing resources that present multiple sides of an issue, this database provides rich content that can help students assess and develop persuasive arguments and essays, better understand controversial issues, and develop analytical thinking skills.

#### POLITICAL SCIENCE COMPLETE

Designed specifically for students, researchers and government institutions, this full-text database covers political topics with a worldwide focus, reflecting the globalization of contemporary political discourse.

#### PSYCHOLOGY AND BEHAVIORAL SCIENCES COLLECTION

An essential tool for psychologists, counselors, researchers, and students, providing extensive coverage for a broad range of subjects in the fields of psychology, behavioral sciences and related disciplines.

#### READ IT!

Read It! articles cover a wide range of subject areas including math, science, math, history, culture, civics, and life skills. Comprehension support includes post-

reading quizzes and answers. Middle school through adult ELL and other “Hi/Lo” learners.

#### REFERENCE SOLUTIONS

Formerly known as Reference USA, Reference Solutions offers information regarding U.S. Businesses, U.S. New Businesses, Canadian Businesses/White Pages, U.S. Consumer/Lifestyles, and U.S. New Movers/Homeowners.

#### REGIONAL BUSINESS NEWS

Incorporates coverage of more than 80 regional business publications covering all metropolitan and rural areas within the United States.

#### RESUME BUILDER

Build Resumes with professionally designed resume templates, context-sensitive resume writing tips, and real-time preview of resume designs.

#### SALEM CAREER RESOURCES

Resources to help students, undergraduates, and adult job seekers learn about today’s cutting-edge careers from real professionals.

#### SALEM HEALTH

Salem Health brings online access to Salem Press’ award-winning health reference works.

#### SALEM HISTORY

History comes alive with this outstanding collection of books from Salem Press.

#### SALEM LITERATURE

Examine American and international literature, novelists, poets, and short stories, as well as how they relate to their plots and themes.

#### SALEM SCIENCE

Search this extensive collection of science resources from Salem Press.

#### SCHOLASTIC TEACHABLES

More than 30,000 resources for Pre-K – Grade 6, developed by teachers and curriculum specialists. Includes activity sheets, lesson plans, and more, covering all subjects and themes. Also, more than 2,000 printable mini books, leveled by reading ability.

#### SCIENCE - GALE IN CONTEXT

Find detailed coverage of popular subjects plus information for assignments and projects,

#### SCIENCE REFERENCE CENTER

Contains full text science magazines, journals, encyclopedias, reference books and a vast collection of images.

#### SMALL BUSINESS REFERENCE CENTER

Offers exclusive full text access to many top consumer small business reference books, as well as tools to address many small business topics. It

includes business videos, a help and advice section and details on how to create business plans.

#### SMALL ENGINE REPAIR REFERENCE CENTER

This reference database provides detailed repair guides for all manner of small engines.

#### SMITHSONIAN GLOBAL SOUND

Smithsonian Global Sound, produced in partnership with Smithsonian Folkways Recordings, is a virtual encyclopedia of the world’s musical and aural traditions.

#### STANDARD & POOR’S NETADVANTAGE

Standard & Poor’s NetAdvantage is the world’s foremost provider of industry-leading research on companies, industries, stocks, bonds, funds and the economy.

#### TUMBLEBOOKS

Over 250 animated, talking picture books. The site also features Spanish and French books, read-along chapter books, non-fiction books, and exciting games and puzzles!

#### TUMBLEMATH

TumbleMath has the most comprehensive collection of math stories available anywhere- all in the TumbleBook format which combines animation, narration, and sound to create a compelling and enticing story book for students of all ages. The books are accompanied by supplementary materials such as lesson plans and quizzes.

#### U.S. HISTORY

Comprehensive, contextual, media-rich search results from an extensive online collection of historical information.

#### U.S. NEWSSTREAM

Find news from around the country.

#### VALUELINE RESEARCH CENTER

ValueLine Research Center includes online access to Value Line’s leading publications covering stocks, mutual funds, options, and convertible securities as well as special situation stocks.

#### VOCATIONAL STUDIES PREMIER

Vocational Studies Premier offers full-text journals and a selection of full-text books selected to support the research needs of students enrolled in vocational programs.

#### WALL STREET JOURNAL 1984 TO PRESENT

The Wall Street Journal is the single most authoritative source of global and national business reporting.

#### WASHINGTON POST 1987 TO PRESENT

Washington Post has the inside-the-beltway coverage of politics and highly respected investigative journalism.

#### WORLD BOOK ADVANCED

A powerful reference tool that includes full encyclopedic and multimedia databases supplemented with online books, primary sources, website links, and more. For grades 8 and up.

#### WORLD BOOK DISCOVER

Discover offers engaging reference resources for students reading below grade level because of language or learning difficulties, with content and tools specifically developed for these students. The collection includes reference articles, text-to-speech capabilities, learning and life skills activities, research tools, multimedia, and interactive video to draw students into curriculum-related topics and subjects relevant to older students.

#### WORLD BOOK EARLY LEARNING

Rich collection of educational, interactive games for children in Preschool and early Elementary grades.

#### WORLD BOOK EBOOKS

An on-the-go digital library for all ages and reading levels. Get access to engaging sets only available from World Book, including story books, picture books, graphic novels, and chapter books alongside well-known classic titles from famous authors.

#### WORLD BOOK ENCICLOPEDIA ESTUDIANTIL HALLAZGOS

World Book's excellent editorial content, rich media, and interactive features—in Spanish, for young learners.

#### WORLD BOOK KIDS

Thousands of easy-to-read articles with embedded multimedia for Elementary-age children. World Book Kids offers games, interactive maps, and a tool for comparing different animals and different places.

#### WORLD BOOK KIDS ELEARN

World Book's general reference web site uniquely developed for young Arabic speaking students.

#### WORLD BOOK STUDENT

A middle school friendly resource, World Book Student includes all the articles from the print versions of the World Book Encyclopedia, plus thousands of additional articles, learning resources, and research tools.

#### WORLD BOOK TIMELINES

Hundreds of customizable, interactive timelines of important events throughout history.

#### WORLD HISTORY – GALE IN CONTEXT

Comprehensive, searchable collection covering multicultural, global, and research-based content.

#### WORLD NEWS DIGEST

With a completely new design, impressive new content, improved navigation, and powerful new functionality, World News Digest—an exclusive, authoritative archive of world news coverage—is now better than ever. The new and improved design prominently features current events along with historical content dating back to the 1940s. A brand-new video feature gives users easy access to extensive historical video footage never before contained in the database, bringing decades of key historic events to life.

#### WORLDCAT WRITER'S REFERENCE CENTER

Writer's Reference Center provides users with a convenient one-stop location for all the tools necessary to write and research effectively. From the mechanics of writing and grammar to style and research, this indispensable online resource thoroughly covers the fundamentals of quality writing, provides a wealth of vocabulary-building dictionaries, and presents a step-by-step guide to writing a good essay. An in-depth grammar section defines grammatical terms and gives examples of use, while another section explores writing style.

# DOWNTOWN

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1 day ago

## Birmingham to partner with others for elections

By Grace Lovins

In preparation for the 2024 election cycle, Birmingham will partner with Oakland County and two local townships to provide early voting after city commissioners on Monday, September 18, authorized the city clerk to enter an agreement.

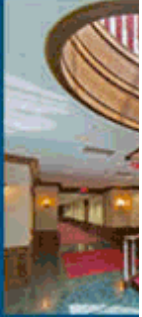
After the November 2022 general election, voters approved ballot Proposal 2, known as the "Promote the Vote" petition. The proposal ushered in several new voting rights that were added to the Michigan Constitution.

Voters now have the option to vote early, either with early mail-in ballots or in-person at early voting sites prior to state and federal elections. Municipalities are required to have at least one early voting site for state and federal elections. Voters will get 10 days to cast their ballots early.

Birmingham Clerk Alexandria Bingham said she has been working with other groups to get early voting squared away by next year's deadline.

"What we're doing right now is – the clerks, legislators, the bureau of elections with the state, the county – we are all working together right now to get all the parts in place to do what that proposal said to do in time, which we have to have all of this in place by March of 2024," she said.

OFF



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The new option for voters also came with new options for municipalities to partner with their county and other municipalities to conduct early voting. Bingham presented an agreement between the city, Oakland County, Bloomfield Township and Southfield Township to partner together for early voting. Bingham said the partnership will help with costs and workload.

"We're going to be working with Oakland County, Bloomfield Township, Southfield Township and the city. That means instead of having one clerk having to find all the people, staff all the people, get the equipment for themselves, the partnership is kind of a 'divide and conquer,'" Bingham said.

Jurisdictions that partner with the county or other groups can get roughly 80 percent of their costs reimbursed through grants from the state, said Bingham. Municipalities that opt to work alone to provide early voting will only receive about 40 percent of their costs reimbursed.

Voters will get to see the partnership in action as early as this November during the state general election. Early voting will take place at the Bloomfield Township Public Library, said Bingham, which allows the city to split the cost with the township.

According to Bingham, Oakland County emphasizes consistency for voters, which is reflected in the agreement. There will be a statutory timeframe in which the municipalities and the county will evaluate the process and decide if the process worked, or if changes need to be made.

Commissioners voted 7-0 to authorize Bingham to enter into the agreement and partnership with Oakland County, Bloomfield Township and Southfield Township.





Things To Do

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## TOP HALLOWEEN EVENTS HAPPENING IN METRO DETROIT 2023

## Friday, October 27th

- Halloween Spooktacular @ St. Joe's Sports Complex (Livonia)
- Haunted Holloway @ Longway Planetarium (Flint)
- Halloween Fest @ Normandy Oaks Park (Royal Oak)
- A RARE Nightmare @ Rochester Avon Recreation Authority (Rochester)
- Halloween Hullabaloo @ Saline Recreation (Saline)
- CarnEvil Haunted Forest @ Glenlore Trails (Commerce)
- Trunk or Treat @ Allen Park Presbyterian Church (Allen Park)
- Batty Halloween Bash @ Farmer John's Home & Garden (Farmingotn Hills)
- Trick or Treat @ Wolcott Mill Farm Center (Ray)
- Spooky Tales On The Terrace @ Library (Bloomfield Township)
- Kids' Halloween Dance @ Radcliff Center (Garden City)
- Hallowe'en In Greenfield Village (Dearborn) – sold out
- Halloween Stroll @ Canterbury Village (Orion Township)
- Jack O'Lanterns Unleashed @ Ingham County Fairgrounds (Mason)
- Tricks & Treats @ SEALIFE Michigan (Auburn Hills)
- Brick Or Treat: Monster Party @ LEGOLAND Discovery Center (Auburn Hills)

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## Library hosts Manhattan Short Film Festival

The Bloomfield Township Public Library will be a participating site for viewing the highly acclaimed 2023 Manhattan Short Film Festival over two dates, on Saturday, September 30 at 2 p.m., and on Tuesday, October 3 at 6:30 p.m.

The prestigious film festival brings together filmmakers and film enthusiasts to celebrate the art of short filmmaking on a global scale.

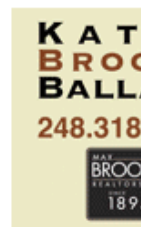
The Bloomfield Township Public Library will join over 100,000 film lovers world wide uniting in over 500 cities, across six continents, to view and vote on the ten finalists' films in the 26th Annual Manhattan Short Film Festival. The finalists' entries will screen simultaneously across the world during a one-week period, with the best film and best actor awards determined by ballots cast by audiences in each participating venue.

The final 10 finalists are: *Sunless* (USA), *Voice Activated* (Australia), *Yellow* (Afghanistan), *Tuulikki* (Finland), *The Family Circus* (USA), *Career Day* (USA), *Snail* (Iran), *The Record* (Switzerland), *The Stupid Boy* (UK), *Soleil De Nuit* (Canada).

By virtue of their selection by Manhattana Short, each short film is automatically Oscar-qualified.

The two film session at the library, on Saturday and Tuesday, will have identical content. No registration is necessary.

For more information about Manhattan Short, visit [manhattanshort.com](http://manhattanshort.com)





## Oct 5 – Water Resources Presentation at Bloomfield Twp Library

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### Oct 5 – Water Resources Presentation at Bloomfield Twp Library

Bloomfield Township, MI – Water Infrastructure 101: “What You Need to Know Below and Beyond” library discussions in partnership with Bloomfield Township Public Library, located at 1099 Lone Pine Road, Bloomfield Township, Michigan announces two in-person discussions.

On Thursday, October 5, from 7 to 8:30 p.m., a discussion entitled “What We Do” will be presented. This is one of a two-part series with the next meeting scheduled for Thursday, October 19, from 7 to 8:30 p.m. with the “Areas of Concern” presentation being discussed.

For more information, contact Bloomfield Township Public Library’s Adult Services at 248-642-5800.

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## Discussion on water issues at township library

The Bloomfield Township Public Library will host Oakland County Water Resources Commissioner John Nash for a series of discussions on a wide range of water issues on Thursday, October 19.

The lecture will take place at the library at 7 p.m. The public is welcome and no registration is necessary.

On Thursday, October 19, topics will include aging infrastructure, PFAS, climate change and other pertinent subjects.



municipal



## League of Women Voters invites residents to book ban discussion

By: Mary Beth Almond | Birmingham-Bloomfield Eagle | Published October 9, 2023

BLOOMFIELD TOWNSHIP — While there have been no recent requests to ban books in the township, there's a rise in challenges to books in public libraries across the country, and a local group wants to talk about it.

According to the American Library Association, the situation is "evidence of a growing, well-organized, conservative political movement, the goals of which include removing books about race, history, gender identity, sexuality, and reproductive health from America's public and school libraries that do not meet their approval."

Last year, the ALA documented 1,269 requests to censor library books and resources — the highest number of attempted book bans since the ALA began compiling data about censorship in libraries more than 20 years ago. A record 2,571 titles were targeted for censorship, according to the ALA, with most written by or about members of the LGBTQ community and people of color.

So far this year, the ALA is reporting that there were nearly 695 attempts to censor library materials and services and documented challenges to 1,915 unique titles — a 20% increase from the same reporting period in 2022.

The League of Women Voters of Oakland Area is hosting a free presentation called "Beyond Banning Books – Protect Your Right to Read" at 1 p.m. Thursday, Oct. 26, at the Bloomfield Township Public Library, 1099 Lone Pine Road. The event is free and open to the public. Light refreshments will be served.



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**BRAD'S DEALS**

The **BEST DEALS** sent directly to you every day

The advertisement shows a pair of brown leather mules and a white handbag with a brown pattern and a gold-tone logo.

"We have been trying to have monthly presentations ... and with every one of these events, we try to hit on topics that are a priority with the league. We've done one on gun violence. We did one on money and politics. We did one on women's history month, and this one will be about the book banning movement that seems to be pervasive. It's all over the country, and it's very serious," said Maria Woloson, the president of the League of Women Voters of Oakland Area.

Bloomfield Township Library Director Tera Moon, who is also a member of the League of Women Voters of Oakland Area, said the national trend of attempting to ban books and holding library funding hostage are "real threats to our democracy."

"Censorship of any books, or putting limits on citizens' right to read what they want, is such a slippery slope and a dangerous place to go, because if one book gets banned or outlawed, it might never stop," she said. "And I think that silences voices and it's a fundamental right of democracy to be able to read what you want. If we want citizens to be informed, they have to be able to read what they want."

Moon will provide an update on what's happening locally and nationally with challenges to books and reading in public libraries and will share possible actions the public can take.

"I'm going to give an overview of book challenges and censorship in the country, as it is right now, with a focus on Michigan, and talk about some of the more serious challenges that are occurring. I also plan to talk about ways that public libraries prepare for these kinds of challenges — the policies we have in place, and the procedures we have in place, for when something like this happens. I also hope to give folks some ideas of things that they can do as private citizens to support public libraries and support people's first amendment right to read whatever they want," she said.

Locally, at the Bloomfield Township Public Library, Moon said she is not aware of any specific book challenges in recent years.

“Since I have been the library director, we have not had any challenges to any specific titles, so in this community we have been very fortunate to not have that happen, but I keep my eye on it, and we talk about it in our leadership meetings, and as the Board of Trustees, so I definitely have been paying attention and watching this happen,” she said.

Conservative groups have said that some of the requests are not for outright bans but to move books with sexually explicit content out of children’s sections, and that library collections stock far more progressive and left-leaning content than conservative or right-leaning content, so liberal groups request bans less frequently because conservative content is less likely to be included in collections in the first place, being, according to conservatives, unfairly labeled as misinformation or hate speech.

For more information about the event or the LWVOA, visit <https://my.lwv.org/michigan/oakland-area>, email [LWVOAMi@gmail.com](mailto:LWVOAMi@gmail.com) or call (248) 594-6602.

# ALL MUST GO



**TAP F  
INFO**

**ALAN JA  
JEWEL**

# COMMUNITY CALENDAR



## SEPT. 21

**Bourbon, Cigars and Friends:** VIP experience at 6 p.m. and general admission from 7-9 p.m., The Community House, 380 S. Bates St. in Birmingham, [www.communityhouse.com/event/bourbon-cigars-friends](http://www.communityhouse.com/event/bourbon-cigars-friends)

## SEPT. 22-24

**'A Raisin In The Sun':** Performed by Birmingham Village Players, 8 p.m. Sept. 22-23 and 2 p.m. Sept. 24, 34660 Woodward Ave., [birminghamvillageplayers.com](http://birminghamvillageplayers.com)

## SEPT. 23-24

**Birmingham Street Art Fair:** 100-plus artists, live music and silent auction to benefit Common Ground, 10 a.m.-6 p.m. Sept. 23 and 10 a.m.-5 p.m. Sept. 24, Shain Park in Birmingham, [birminghamstreetartfair.com](http://birminghamstreetartfair.com)

## SEPT. 30

**Dead In the Park:** Author talks, activities and storybook trail, 11 a.m.-2 p.m., Beverly Park, 18801 Beverly Road in Beverly Hills, [baldwinlib.org](http://baldwinlib.org)

## OCT. 2

**Pairs Fore Pink golf outing:** Event supports organization's mission to reduce financial stress for local breast cancer treatment patients, 10:30 a.m.-8 p.m., Birmingham Country Club, 1750 Saxon Drive, [www.shadesofpinkfoundation.org](http://www.shadesofpinkfoundation.org)

## OCT. 6

**Oktoberfest:** Local craft beer, German-themed food, oompah music and more, 6-9 p.m., Franklin Public Library, (248) 851-2254

## OCT. 15

**Java and Jazz series:** Featuring Ryan Bills Trio, 9 a.m.-noon, Beverly Park, 18801 Beverly Road in Beverly Hills, [villagebeverlyhills.com/newlist.php](http://villagebeverlyhills.com/newlist.php)

## OCT. 19

**Keep Your Marbles Club:** Brain/memory group aimed at lowering risk of cognitive decline and Alzheimer's disease, all ages welcome, 2 p.m., Franklin Public Library, 32455 Franklin Road, [franklin.lib.mi.us](http://franklin.lib.mi.us)

## ONGOING

**Outstanding Women Speaker Series:** Hear from LuAnne Ewald Sept. 28, Ann Manix Oct. 19 and Becca Mix Nov. 30, 5-7 p.m., also open house, The Village Club, 190 E. Long Lake Road in Bloomfield Hills, free but reservations required, (248) 644-3450, ext. 223

**Birmingham Metropolitan Women's Club:** Meets 10:30 a.m.-1 p.m. every second Tuesday of month, Iroquois Club, 42328 Woodward Ave. in Bloomfield Township, RSVP two weeks prior to each event, [chriswladuka@outlook.com](mailto:chriswladuka@outlook.com), (248) 303-7339, [thebirminghammetropolitanwomensclub.weebly.com](http://thebirminghammetropolitanwomensclub.weebly.com)

**Birmingham Farmers Market:** 9 a.m.-2 p.m. Sundays until Oct. 29, Public Parking Lot 6, 660 North Old Woodward Ave., [ALLINBirmingham.com/FarmersMarket](http://ALLINBirmingham.com/FarmersMarket)

**Senior Men's Club of Birmingham:** Speakers and luncheon 10:30 a.m. every Friday, Iroquois Club, 42328 Woodward Ave. in Bloomfield Township, also on Zoom, RSVP by previous Monday, [seniormensclubbirmingham.com](http://seniormensclubbirmingham.com)



**Art exhibits:** "Sonya Clark: We Are Each Other," panel discussion (2:30-4 p.m.) and closing reception (4-5 p.m.) Sept. 23, on display until Sept. 24, Cranbrook Art Museum, 39221 Woodward Ave. in Bloomfield Hills, [cranbrookartmuseum.org](http://cranbrookartmuseum.org)

• "As We See It," works by Birmingham Society of Women Painters, John K. Bunkley, Philip Ruehle and more, on display until Sept. 28, Birmingham Bloomfield Art Center, 1516 S. Cranbrook Road in Birmingham, [bbartcenter.org](http://bbartcenter.org)

**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](http://btpl.org)

**Birmingham & Ferndale Stamp Club:** Meets 6-8 p.m. Oct. 3 and Nov. 7 and 21, NEXT Senior Center, 2121 Midvale St. in Birmingham, (586) 879-4674, [www.birminghamstamp.club](http://www.birminghamstamp.club)

**Book club:** Meets 10 a.m. every fourth Thursday of month, Bloomfield Township Public Library, 1099 Lone Pine Road, (248) 642-5800, [btpl.org](http://btpl.org)

**'Jersey Boys':** Performed by Birmingham Village Players, select dates Oct. 27-Nov. 12, 34660 Woodward Ave., [birminghamvillageplayers.com](http://birminghamvillageplayers.com)

**Health workshops:** For chronic pain, high blood pressure and more, hosted by Corewell Health, free and virtual, [beaumonthealth.digitalsignup.com](http://beaumonthealth.digitalsignup.com)

To view more events and to submit your own, use the QR code or visit [candnews.com/calendar](http://candnews.com/calendar). To advertise, call (586) 498-8000



## SEPT. 23

**Cemetery tour:** 1 p.m., meet at east gate of Greenwood Cemetery, Oak Avenue in Birmingham

## SEP 23-24

**Michigan Fall Festival:** Pumpkin bowling and decorating, hay bale pyramid, costume contests for kids and dogs, cider and doughnuts, and more, 10 a.m.-5 p.m., Canterbury Village, 2359 Joslyn Court in Lake Orion, [canterburyvillage.com](http://canterburyvillage.com)

## SEPT. 30

**Fall Festival:** Hayrides, artisan market, food trucks, music, kids activities, farm animals, nonprofit booths, cider and doughnut tent, bonfire and more, 3-7 p.m., Clawson City Park, 935 N. Custer Ave., [cityofclawson.com](http://cityofclawson.com)

## OCT. 7

**Nightmare on Auburn Road:** Trick or treating, family fun zone, cider and doughnuts, crafters and vendors, zombie walk, Michigan craft beer tent, live music, find Bigfoot contest, and more, noon-8 p.m., downtown Utica

**Cemetery tour:** Learn about Civil War soldiers, noon-2 p.m., Mount Avon Cemetery, 400 Sixth St. in Rochester (meet at Third Street entrance), (248) 266-5440

## OCT. 8

**Scare Away Hunger 5K and Family Fun Run:** Supports Neighborhood House, costumes encouraged, 9 a.m., music and snacks after, Rochester Municipal Park, 400 Sixth St., register at [ranh.org/events](http://ranh.org/events)

## OCT. 12

**BeWitched & BeDazzled:** Boutique shopping, lunch, costume judging and raffles, 9:30 a.m.-2 p.m., The Palazzo Grande, 54660 Van Dyke Ave. in Shelby Township, [meadowbrooktheatreguild.com/bewitched-bedazzled](http://meadowbrooktheatreguild.com/bewitched-bedazzled)

## OCT. 13

**Halloween Spooktacular:** Trick or treating at 6, 6:30 and 7 p.m., then "Hotel Transylvania" at 7:30 p.m., Heritage Lake, 52700 Van Dyke Ave. in Shelby Township, register [shelbytwp.org](http://shelbytwp.org)

## OCT. 14

**Stone Wall Pumpkin Festival:** Pumpkin carving, pumpkin bowling, scarecrow display, live entertainment, crafts, food, cider/doughnuts and more, 10 a.m.-4 p.m., also pumpkin lighting, 7-9 p.m., Rochester Hills Museum at Van Hoosen Farm, 10 Van Hoosen Road, [rochesterhills.org](http://rochesterhills.org)

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races a first season in the novice class and 20 races in the intermediate class.

Adamski collected first in several DK Gold Cup races around the Midwest and was runner-up in the Great Lakes National in 2019, and now has found success as part of the Rochester United team.

"I think some of his biggest progression isn't so much physically, although he's progressed physically, but his biggest progression I've seen on the track and on the road is his knowledge, strategy and tactics in the race," Mike Hartrick, head coach at Rochester United, said. "He goes into the races with a

year at Bloomfield Hills Brother Rice High School, plans to race collegiately when it's all said and done, but he said he has some business to take care of before any of that.

time, and I want to win individual pursuit and go to worlds and race individual pursuit when I'm old enough. That's my ultimate goal."

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**CHARTER TOWNSHIP OF BLOOMFIELD  
NOTICE OF REGISTRATION  
SPECIAL ELECTION TO BE HELD ON  
TUESDAY, NOVEMBER 7, 2023**

CHARTER TOWNSHIP OF BLOOMFIELD, County of Oakland:

of Bloomfield Township who is not already registered may register to the office of the County Clerk, a Secretary of State branch office, or other office. Information may be obtained at [www.mi.gov/vote](http://www.mi.gov/vote) and mailed to the Township Clerk. For more information on voter registration at [www.expressSOS.com](http://www.expressSOS.com).

In-person with the local clerk is **Monday, October 23, 2023**. After this date, voters must register to vote in person with proof of residency (MCL 168.497) at the Charter Township of Bloomfield, 4200 Telegraph Road, Bloomfield Hills, MI, 48302 at the following times:

- Monday, 7:00 a.m. to 5:30 p.m.
- Tuesday, 7:00 a.m. to 5:30 p.m.
- Wednesday, 7:00 a.m. to 5:30 p.m.
- Thursday, 7:00 a.m. to 5:30 p.m.
- Friday, 7:00 a.m. to 5:30 p.m.
- Saturday, 7:00 a.m. to 5:30 p.m.

For precincts 2, 3, 5, 6, 7, 8, 9, 12, 14, 15, and 17 of the Charter Township of Bloomfield Hills School District millage proposal:

Building and Site Sinking Fund Millage Renewal Proposal

Full text of the proposal may be obtained from the Clerk's Office:

Full text of the proposal can be found on the Township Website:

<https://www.bloomfieldtpw.org/Services/Clerk/Voting-and-Elections/November-7-2023-Bloomfield-Hills-School-District-Proposal.aspx>

For accommodations should contact the Township Clerk's Office.

Martin C. Brook, Bloomfield Township Clerk  
4200 Telegraph Road, Bloomfield Hills, MI 48302  
Phone: 248-433-7702  
Fax: 248-642-7610

[clerk@bloomfieldtpw.org](mailto:clerk@bloomfieldtpw.org)

2023

0335-2340



**NOTICE OF NOVEMBER 7, 2023 SPECIAL ELECTION  
THE CHARTER TOWNSHIP OF BLOOMFIELD**

To the Qualified Electors in the voting precincts of 2, 3, 5, 6, 7, 8, 9, 12, 14, 15, and 17 of the CHARTER TOWNSHIP OF BLOOMFIELD, County of Oakland:

Notice is hereby given that a SPECIAL ELECTION will be held in the CHARTER TOWNSHIP OF BLOOMFIELD, County of Oakland, on Tuesday, November 7, 2023, from 7:00 a.m. to 8:00 p.m. for the purpose of voting on the following Bloomfield Hills School District millage proposal:

**Building and Site Sinking Fund Millage Renewal Proposal:** This proposal, if approved, will continue the authority for the Bloomfield Hills Schools to levy a building and site sinking fund millage, the proceeds of which will be used to make improvements and repairs to the School District's facilities. This millage would provide estimated revenues to the School District of approximately \$3,380,000 during the 2024 calendar year.

Full text of the ballot proposal may be obtained at the Charter Township of Bloomfield office located at 4200 Telegraph Road, Bloomfield Hills, MI 48302. Sample ballots can be found on the Township website:

<https://www.bloomfieldtpw.org/Services/Clerk/Voting-and-Elections/November-7-2023-Bloomfield-Hills-School-District-Proposal.aspx>

The polling place locations for said election are as follows:

Precinct	Polling Location
2	St. Paul Methodist Church
3	Adams Woods Community Building
5	Eastover Elementary School (formerly East Hills Middle School)
6	Eastover Elementary School (relocated from International Academy)
7	International Academy (relocated from Eastover Elementary)
8	Dave Payne Public Services Building
9	Bloomfield Township Senior Services Center
12	Bloomfield Community Television Studio
14	Booth Center
15	South Hills Middle School (relocated from Conant Elementary)
17	Booth Center

In addition to the above locations, registered voters also have the option to visit one of two Early Voting sites:

- Bloomfield Township Public Library, 1099 Lone Pine Road, Bloomfield Hills, MI 48302
- Waterford Oaks Activity Center, 2800 Watkins Lake Road, Waterford, MI 48328

Early Voting site hours will be:

- Saturday, October 28, 2023, 8:30 a.m. – 4:30 p.m.
- Sunday, October 29, 2023, 8:30 a.m. – 4:30 p.m.
- Monday, October 30, 2023, 8:30 a.m. – 4:30 p.m.
- Tuesday, October 31, 2023, 8:30 a.m. – 4:30 p.m.
- Wednesday, November 1, 2023, 8:30 a.m. – 4:30 p.m.
- Thursday, November 2, 2023, 12:00 p.m. – 8:00 p.m.
- Friday, November 3, 2023, 8:30 a.m. – 4:30 p.m.
- Saturday, November 4, 2023, 8:30 a.m. – 4:30 p.m.
- Sunday, November 5, 2023, 8:30 a.m. – 4:30 p.m.

For assistance in obtaining voting instructions in alternative formats such as audio and Braille, please contact the Bloomfield Township Clerk's Office in advance of the election. All polling locations are accessible for voters with disabilities.

Persons wishing to obtain an absentee ballot may do so by contacting the Bloomfield Township Clerk's Office, Monday – Thursday, 7:00 a.m. – 5:30 p.m. In addition, the Clerk's Office will be open **Friday, November 3, 2023, 1:00 p.m. – 5:00 p.m. and Saturday, November 4, 2023, 8:00 a.m. – 4:00 p.m.** to assist with election-related business.

The deadline for requesting an absentee ballot by mail is **5:00 p.m., Friday, November 3, 2023**. Registered electors may obtain an absent voter ballot in person in the Clerk's Office up to **4:00 p.m., Monday, November 6, 2023**.

For any other information, please contact the Bloomfield Township Clerk's Office at 248-433-7702 or [clerk@bloomfieldtpw.org](mailto:clerk@bloomfieldtpw.org).

**Martin C. Brook, Bloomfield Township Clerk**  
4200 Telegraph Road, Bloomfield Hills, MI 48302  
Phone: 248-433-7702 Fax: 248-642-7610  
[clerk@bloomfieldtpw.org](mailto:clerk@bloomfieldtpw.org)

<https://www.bloomfieldtpw.org/Services/Clerk/Voting-and-Elections.aspx>

Published: Birmingham-Bloomfield Eagle 10/04/2023

0337-2340

**From:** [noreply@bloomfieldhills.myenotice.com](mailto:noreply@bloomfieldhills.myenotice.com) on behalf of [Bloomfield Hills Schools](#)  
**To:** [Katherine Bryant](#)  
**Subject:** BHS Safety Week  
**Date:** Thursday, October 12, 2023 6:23:20 PM

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**CAUTION: External Email**

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[Bloomfield Hills Schools Logo](#)



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Dear Bloomfield Hills Schools community,

As part of the district's mission to prepare all students to be lifelong learners and engaged citizens in a safe and supportive environment, we understand the great importance of creating a safe and supportive learning space. We know that students learn best when they feel safe, feel a sense of belonging, and understand their important role in the learning process.

Next week is our third annual BHS Safety Week (October 16-20). As we move into Safety Week, we are thankful for the resources that we have across our district, especially during times of uncertainty. We are proud to be part of a profession that nurtures and supports students by providing a safe and welcoming place to learn.

As our children, no matter their ages, learn or hear of violence happening in our world, they may have questions or express concerns. BHS [compiled some resources on our Health and Wellness page](#) to aid in at-home conversations.

Please know that our counselors, psychologists, and social workers will continue to provide support to any student that is having a difficult time. Our schools have crisis intervention teams that are made up of professionals trained to help with the needs of students, parents, and school personnel and our School Resource Officers are present daily in our buildings.

**What is Safety Week?**

Safety Week is a way for the district to reinforce our safety protocols and to ensure that our communication systems are in proper working order for all individuals in our school community. It takes place during America's Safe Schools Week (October 16-22) which is sponsored by the National School Safety Center, state governors, and state school superintendents.

During our Safety Week, students may experience preparedness training, meet with our school resource officers and police partners, and learn more about reporting tools. Students will have the opportunity to participate in an optional mental health activity and we will test our communication systems allowing the district to locate and correct any issues.

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## How to prepare for Safety Week

### 1. Ensure Correct Contact Information in Parent Portal

Families can prepare for Safety Week by updating their phone numbers and email addresses in the [Parent Portal](#). Parent Portal syncs with Remind, which is the tool that we use to communicate with our families in many ways, including snow days, school closures, or important updates. Updating your information in the Parent Portal will ensure the district has your most up-to-date contact information on record. Do not update your information in Remind directly, please use the Parent Portal. Please note it may take up to 24 hours for your information to be updated.

### 2. Student Preparedness Training

Bloomfield Hills Schools uses ALICE protocols in the unlikely event of a critical incident.

ALICE is an acronym used to help students and staff recall the important elements of an emergency/lockdown drill.

A - ALERT  
L – LOCKDOWN  
I – INFORM  
C – COUNTER  
E – EVACUATE

A resource that is used in Bloomfield Hills Schools in our elementary buildings is “I’m Not Scared...I’m Prepared!” by Julia Cook. If you want to read this book in your home as well, the [Bloomfield Township Public Library](#) has purchased several copies that will be available for families to check out.

### 3. Talk about Safety with your Children

You may also choose to talk to your children about how we all have a role to play in school and student safety. Encourage students to talk to a trusted adult when something doesn't seem right or if they have any concerns about their safety or the safety of others. A resource available to everyone in Michigan to keep schools safe is [OK2SAY](#). OK2SAY is a state-wide tip line and encourages confidential tips on potential harm or criminal activities directed at students, school employees or schools. Their phone number is 855-565-2729 (8-555-OK2SAY). Their text number is 652729 (OK2SAY) and their email is [OK2SAY@MI.GOV](mailto:OK2SAY@MI.GOV).

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We are committed to continuing to improve our processes and create safe learning environments for our students and staff. As always, thank you for your support and you'll hear more from us next week.

Sincerely,

Dr. Randy Liepa  
Interim Superintendent

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To read this message in another language, visit: [www.bloomfield.org/notices](http://www.bloomfield.org/notices)

Para leer este mensaje en otro idioma, visite: [www.bloomfield.org/notices](http://www.bloomfield.org/notices)

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**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
MEMORANDUM**

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**TO:** Library Board of Trustees

**FROM:** Katherine Bryant, Assistant Library Director

**DATE:** October 13, 2023

**SUBJECT:** Strategic Plan

Two of the three strategic plan committees held meetings in September. Their meeting summaries are below.

In addition, the Building & Grounds Committee meeting on Thursday, October 12 included a presentation by Jenna Walker of Yellowstone Architecture. Jenna reviewed the pre-design and research report for remodeling specific areas of the Library. See those meeting minutes for more details.

**HR Practices Committee**

The meeting opened with a discussion of how to make library job postings more appealing and interesting, with a lot of feedback about how to include more “marketing-style” visuals and language. Committee members agreed that we should include an EEOC or inclusion statement in our postings. The four lenses the committee has agreed to work with are pay/hours/benefits, diversity/equity/inclusion, retention, and training; we decided that the first place we’ll apply these lenses is the hiring process itself. All committee members were asked to go through the hiring process documentation and bring suggestions to the next meeting of how to alter the process considering these lenses and the charges of the committee. We hope that the next step for these changes will be evaluation by Administration and/or the library staff as a whole.

**Collaborative Culture Committee**

The MAC group approved this committee’s recommendation to start hosting monthly department tours to give staff a glimpse into what each department does. Adult Services will lead the first tour in October. The committee discussed these details for a bit at the September meeting, and members of the committee are excited to attend each other’s department tours. We spent the rest of the meeting editing the BTPL Culture Card – this is a way to define what we stand for as an organization and how we interact as colleagues. The final draft of this document was submitted to Admin for consideration. For the October meeting, we will look at the Library’s Mid-Year Feedback form and offer suggestions to Admin on how this might be improved in the future.

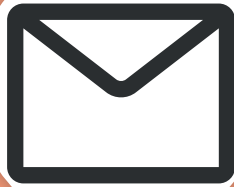
**Inclusive Spaces Committee**

This committee did not meet in September.

# SEPTEMBER 2023

## MARKETING REPORT

### NEWSLETTERS



- **Discover** (Teen Advisory Board, MANHATTAN SHORT Film Festival, Tots & Friends Playtime, grandparents celebration) - 20,769 messages
- **Movies and More** (new DVDs, Film Discussion: The Shining) - 111 messages
- **Books and More** (new books, Book Club registration) - 1579 messages
- **Teen News** (new books, Teen Advisory Board, Hallo-“Month” programs) - 261 messages
- **Cecil Says: Youth News** (drop-in programs, Hallo-“Month” programs, Stories & Stuff Subscription Box, new books) - 1288 messages
- **Digital News** (new titles from Libby, Local Author Fair) - 1971 messages

### PRESS RELEASES

- MANHATTAN SHORT Film Festival
- BTPL Mobile App
- October Book Sale



### FACEBOOK



FOLLOWERS: 2892 (↑13 from Aug.)

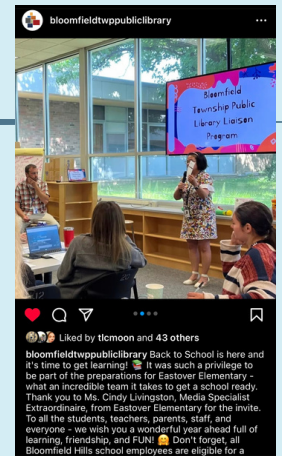
TOTAL REACH: 6708 (↓9.9% from Aug.)

### INSTAGRAM



FOLLOWERS: 1589 (↑20 from Aug.)

TOTAL REACH: 1061 (↑29.4% from Aug.)



X







FOLLOWERS: 292 (↑2 from Aug.)

IMPRESSIONS: 989 with 27 tweets



# October YOUTH Events Calendar

S	M	T	W	T	F	S
01 	02	03 Preschool STEAMtime 10:30 a.m.	04 Baby and Toddler Story Time 10 a.m. or 11 a.m. Virtual Family PJ Story Time 7 p.m.	05 Tots & Friends Playtime 10 a.m. – 12 noon	06	07
08	09 Art Lab Junior 6:30 p.m.  Indigenous Peoples' Day	10 Preschool STEAMtime 10:30 a.m.	11 Baby and Toddler Story Time 10 a.m. or 11 a.m.	12 Tots & Friends Playtime 10 a.m. – 12 noon Paperbacks & Snacks Grades 4–6 6:30 p.m.	13 Outdoor Family Story Time 11 a.m.	14 Friends Book Sale 11 a.m. – 3:30 p.m.
15	16	17 Preschool STEAMtime 10:30 a.m. Reading with the Dogs 6:30 – 7:30 p.m.	18 Baby and Toddler Story Time 10 a.m. or 11 a.m.	19 Tots & Friends Playtime 10 a.m. – 12 noon My First Book Group Grades K – 1 5:30 p.m.	20	21 Sensory Story Time 11 a.m.
22 	23	24	25 Food Truck Rally 4 – 8 p.m. Trick or Treat at the Library 4:30 – 6:30 p.m.	26 Tots & Friends Playtime 10 a.m. – 12 noon Art Lab 6:30 p.m.	27 After-Hours Spooky Tales on the Terrace 6:30 – 7:30 p.m.	28
29	30 Book Worms Grades 2–3 6:30 p.m.	31 <b>HAPPY HALLOWEEN</b>				

VISIT [WWW.BTPL.ORG/EVENTS](http://WWW.BTPL.ORG/EVENTS) FOR MORE INFO



## READING WITH THE DOGS

Tuesday, October 17  
6:30 p.m. – 7:30 p.m.  
*Registration is required.*

Young readers ages 5 and up are invited to sign up for a 15-minute session to read to a Therapy Dog and their handler. Practice reading out loud with a furry friend in a comfortable setting. Dogs make the best listeners!

## HALLOWEEN EVENTS

### TRICK OR TREAT AT THE LIBRARY

Wednesday, October 25  
4:30 p.m. – 6:30 p.m.  
*No registration is required.*



Grab your costume and drop in for trick-or-treating at the library. Visit the Youth Room first to decorate your treat bag, then stop at stations in Youth Services and throughout the library. Peanut-free goodies, Halloween-themed mini craft kits, games, and other surprises await you!

## AFTER-HOURS SPOOKY TALES ON THE YOUTH TERRACE

Friday, October 27  
6:30 p.m. – 7:30 p.m.  
*Registration is required.*



Youth ages 8 – 12 are invited to grab a blanket and join us under the night sky for hot cocoa, snacks, and stories to make you shiver!



## TRICK OR TREAT FOOD TRUCK RALLY

Wednesday, October 25  
4 p.m. – 8 p.m.  
*No registration is required.*

Food trucks will be set up in the parking lot offering tasty food and treats for purchase. Enjoy eating on the Library terraces before or after trick or treating.

## STORY TIMES

### Preschool STEAMtime Story Time

Preschoolers ages 3 and up without an adult.

Tuesdays, November 7 – December 12, 10:30 a.m.

Registration is required and begins October 9 for the 6-week session. Preschoolers can get their first chance to independently explore through stories, rhymes, and music.

### Baby and Toddler Story Time

Wednesdays, November 8 – December 13, 10 a.m. or 11 a.m.

Registration is required and begins October 9 for the 6-week session. Stories, fingerplays, lap bounces, and all sorts of fun for your little sitters, crawlers, and toddlers with their grown-up.

### Virtual Family PJ Story Time

(Live on Zoom) Wednesday, October 4, 7 p.m.

Registration is required.

For the entire family to join from the comfort of their home. Register to get your Zoom link and come in before to pick up a craft kit that will go along with the theme!

### Outdoor Family Story Time

Friday, October 13, 11 a.m.

No registration is required. In the case of inclement weather, story time will be held inside.

Join us outside for story time this fall on the Youth Terrace. The entire family can join in on the stories, songs, rhymes, movement, and more. For families of all ages.

### Sensory Story Time

Saturday, October 21, 11 a.m.

Registration is required.

This is an inclusive preschool story time that welcomes all families looking for an adaptive story time experience. For children of all abilities, ages 3 and up with their grownup.

## PLAY & BUILD PROGRAMS

### Tots and Friends Playtime

Thursdays, 10 a.m. – 12 noon

No registration is required.

Drop in for unstructured play, building, and discovery in the Story Room. Caregivers and little ones of all ages can interact with toys and books that support each child's learning and development. Adaptive toys for children with low vision, motor difficulties, or other accessibility needs will be included.

### Brick Builders

Tuesday, October 10, 6:30 p.m. – 7:30 p.m.

No registration is required.

Junior architects, ages 6 and up, are invited to join us for building fun with LEGO bricks. Create your own masterpiece or do a theme building challenge with your friends. This month's theme is Spooky Things.

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



Please contact us if you require any additional accommodations.

## BOOK GROUPS

All registered participants get a free copy of the book to keep!

### My First Book Group: Grades K – 1 Kindergarten and Grade 1 with an adult.

Thursday, October 19, 5:30 p.m.

Registration is required.

### Book Worms: Grades 2 – 3

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

Registration is required.

### Paperbacks & Snacks: Grades 4 – 6

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

Registration is required.



## ART PROGRAMS

### Art Lab

Participants must be 10 – 13 years old.

Thursday, October 26, 6:30 p.m.

Registration is required.

Explore different forms of art mediums in this creative program

### Art Lab Junior

Participants must be 7 – 9 years old.

Monday, October 9, 6:30 p.m.

Registration is required.

Kids will focus on the process of creativity while exploring art with different materials.



Thank you to the Friends for sponsoring Art Lab and Art Lab Junior!

## NOVEMBER YOUTH EVENTS



### Caregiver Workshop:

### Addressing Anxiety in Your Child

Wednesday, November 15, 7 p.m. – 8:30 p.m.

Registration is required and begins October 18.

### Mad Science Detroit Dinosaur Workshop

Ages 7 – 12 years

Thursday, November 2, 6:30 p.m. – 7:30 p.m.

Registration is required and begins October 5.



### Tea-Rex (and Other Dinos) Tea Party

Ages 4 – 7 years with adult



Saturday, November 11, 3 p.m. – 4 p.m.

Registration is required and begins October 14.



1099 Lone Pine Road  
Bloomfield Township, MI 48302  
(248) 642-5800 | [www.btpl.org](http://www.btpl.org)

# October 2023 Adult and Teen Programs

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 <b>Adult and Teen Craft Kit Release: Victorian Witch and Warlock Paper Dolls</b> <i>Bloomfield Twp. residents only while supplies last</i> <b>**Using Fresh Produce to Make Homemade Baby Food, 7 p.m.</b>	3 <b>Fiber Arts Club</b> 10 a.m. – Noon  <b>MANHATTAN SHORT Film Festival, 6:30 p.m.</b>  <b>**Movie Discussion Club</b> 7 p.m.	4 <b>**Pages Across Nations: An International Book Club, 7 p.m.</b> 	5 <b>***PowerPoint Basics</b> 5:30 p.m.  <b>Water Resources Commission Session 1 – Water Resources Commission 101</b> 7 p.m.	6 <b>English Language Conversation Group</b> 10 a.m. – Noon	7 <b>Local Author Fair</b> 11 a.m. – 3 p.m. 
8	9 <b>Fiber Arts Club</b> 6 p.m. – 8 p.m. 	10 <b>**What's Your Story? A Memoir Writing Group</b> 1 p.m.	11 <b>**Writers' Rendezvous</b> 6:30 p.m. 	12 <b>***Intro to Microsoft Excel</b> 5:30 p.m.	13 <b>English Language Conversation Group</b> 10 a.m. – Noon	14 <b>Friends of the Library Second Saturday Book Sale</b> 10 a.m. – 3:30 p.m. <i>(First hour Friends members only)</i>  <b>Haunted Gingerbread House Competition for Teens &amp; Adults</b> 1:30 p.m. – 3:30 p.m.
15	16 <b>**Lunchtime Book Club, 1 p.m.</b> 	17 <b>**Tuesday Book Club</b> 10 a.m.  <b>**Science Fiction / Fantasy Book Club</b> 7 p.m.	18 <b>**Mystery Book Club</b> 1 p.m. 	19 <b>***Don't Get Scammed!</b> 5:30 p.m.  <b>Water Resources Commission Session 2 – Water Resources Commission Areas of Concern</b> 7 p.m.	20 <b>English Language Conversation Group</b> 10 a.m. – Noon	21 <b>**Halloween Creepies with Dan the Creature Man</b> 2 p.m.
22	23 <b>**Monday Night Book Club (Formerly Books in Bars)</b> 7 p.m.	24 <b>**What's Your Story? A Memoir Writing Group, 1 p.m.</b>  <b>***Scanning and Photo Editing</b> 5:30 p.m.  <b>**Food Safety During Baby's First Year, 7 p.m.</b>	25 <b>Trick or Treat Food Truck Rally (4 – 8 p.m.) &amp; Trick or Treat at the Library! (4:30 – 6:30 p.m.)</b>  <b>**Writers' Rendezvous, 6:30 p.m.</b>  <b>**Film Discussion with Dr. Tara Hayes: Jordan Peele's Get Out, 6:30 p.m.</b>	26 <b>**Thursday Book Club</b> 10 a.m.  <b>UFOs over Michigan with Bill Konkolesky, MI MUFON</b> 7 p.m.	27 <b>English Language Conversation Group</b> 10 a.m. – Noon  <b>*Teen After Hours Program: Survive the Zombie Apocalypse!</b> 6:30 p.m. – 8:30 p.m.	28
29	30	31	<b>HALLO "MONTH" @ THE LIBRARY!</b>  <ul style="list-style-type: none"> <li>• Haunted Gingerbread House Competition, Saturday, October 14, 1:30 p.m.</li> <li>• Halloween Creepies with Dan the Creature Man, Saturday, October 21, 2 p.m.</li> <li>• Trick or Treat @ the Library and Food Truck Rally, Wednesday, October 25</li> <li>• UFOs over Michigan with Bill Konkolesky, Thursday, October 26, 7 p.m.</li> <li>• Survive the Zombie Apocalypse! Teen Program, Friday, October 27, 6:30 p.m.</li> </ul>			









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

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

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

**OR register online at [www.btpl.org/events](http://www.btpl.org/events)**

# November 2023 Adult and Teen Programs

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<b>AFTER HOURS CONCERTS @ the Library</b> <b>Hannah O'Brien and Grant Flick, Friday, November 17, 7 p.m.</b> This amazing duo will play a mix of original compositions, as well as traditional pieces, from various fiddling traditions. <b>Chamber Music Concert, Friday, December 1, 7 p.m.</b> Stirring chamber music performances by student musicians from the University of Michigan School of Music, Theatre, and Dance.			1 <b>**Pages Across Nations: An International Book Club 7 p.m.</b>	2 English Language Conversation Group 10 a.m. – Noon	3 English Language Conversation Group 10 a.m. – Noon	4
5	6 <b>**Make and Preserve Food Butters, 7 p.m.</b> 	7 <b>Fiber Arts Club 10 a.m. – Noon</b> <b>**Movie Discussion Club 7 p.m.</b>	8 <b>*Teen Crafting Conversations: Positive Potato Crochet Amigurumi, 4 p.m.</b> <b>***Learn Canva 5:30 p.m.</b>  <b>**Writers' Rendezvous, 6:30 p.m.</b>	9 <b>Adult and Teen Craft Kit Release: Positive Potato Crochet Amigurumi</b> <i>Bloomfield Twp. residents only while supplies last</i>	10 English Language Conversation Group 10 a.m. – Noon	11  <b>Saturday Book Sale</b> <b>Friends of the Library Second Saturday Book Sale 10 a.m. – 3:30 p.m.</b> <i>(First hour Friends members only)</i>
12 <b>Fiber Arts Club 6 p.m. – 8 p.m.</b> 	13 <b>Fiber Arts Club 6 p.m. – 8 p.m.</b>	14 <b>**What's Your Story? A Memoir Writing Group 1 p.m.</b> <b>Author Lecture: Boys Come First with Aaron Foley 7 p.m.</b>	15 <b>**Mystery Book Club 1 p.m.</b> <b>**Caregiver Workshop: Addressing Anxiety in Your Child or Teen 7 p.m.</b>	16 <b>**Thursday Book Club 10 a.m.</b> <b>***Introduction to Excel 5:30 p.m.</b> <b>**Cable Cutting: Alternatives to Cable TV, 7 p.m.</b>	17 English Language Conversation Group 10 a.m. – Noon <b>After Hours Concert: Hannah O'Brien and Grant Flick 7 p.m.</b>	18
19 <b>**Lunchtime Book Club 1 p.m.</b>	20 <b>**Lunchtime Book Club 1 p.m.</b>	21 <b>**Tuesday Book Club 10 a.m.</b> <b>***Computer Basics 5:30 p.m.</b> <b>**Classics Book Club 7 p.m.</b>	 <b>LIBRARY CLOSURES AT 5:30 P.M. FOR THANKSGIVING EVE</b>		24 English Language Conversation Group 10 a.m. – Noon	25 <b>LIBRARY CLOSED FOR THANKSGIVING DAY</b>
26 <b>**Monday Night Book Club (Formerly Books in Bars) 7 p.m.</b>	27 <b>**Monday Night Book Club (Formerly Books in Bars) 7 p.m.</b>	28 <b>**What's Your Story? A Memoir Writing Group, 1 p.m.</b> 	29	30 <b>***Google Apps, 5:30 p.m.</b> 	<b>*Register by emailing <a href="mailto:AskTeen@btpl.org">AskTeen@btpl.org</a> or with Adult Services, (248) 642-5800, ext. 171.</b> <b>**Register by emailing <a href="mailto:AskAdult@btpl.org">AskAdult@btpl.org</a> or with Adult Services, (248) 642-5800, ext. 171.</b> <b>***Register by emailing <a href="mailto:AskTech@btpl.org">AskTech@btpl.org</a> or with Systems, (248) 642-5800, ext. 121.</b> <b>OR register online at <a href="http://www.btpl.org/events">www.btpl.org/events</a></b>	



## **DATES FOR LIBRARY BOARD OF TRUSTEES**

Saturday, October 14, 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, October 17, 7:00 p.m. – Library Board Meeting (all Trustees)

Tuesday, October 24, 7:00 p.m. – Ambassadors Group

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

Saturday, November 11, 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, November 21, 7:00 p.m. – Library Board Meeting (all Trustees)