

Bloomfield Township Public

Library

**Bloomfield Township Public Library
Board of Trustees**

Library Board Meeting
Tuesday, December 19, 2023
7:00 p.m.

Board Room

Trustees:

libraryboard@btpl.org

Dani Gillman, President
Judy Lindstrom, Vice President
Joan Luksik, Secretary
Keith Carduner
Joy Murray
Shane Spradlin

Director:

Tera Moon

moontera@btpl.org

All meetings are open to the public.

1099 Lone Pine Road, Bloomfield Township, MI 48302 248.642.5800

THE PLACE TO

DISCOVER

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
LIBRARY BOARD INFORMATION PACKETS**

List of Contents

Items included in pre-board delivery for the REGULAR BOARD MEETING SCHEDULED
Tuesday, December 19, 2023, 7:00 p.m.

#	<u>NUMBERED ITEMS</u>	<u>DATE DELIVERED</u>
1	Agenda	12/15/2023
2a	Request to remove items from the Consent Agenda for Discussion	12/15/2023
2b	Motion to approve the order of items for the regular and consent agendas	12/15/2023
5	Motion to approve remaining Consent Agenda items 6-8d	12/15/2023
6	Regular Board Meeting Minutes of November 21, 2023	12/15/2023
7a	Cash Disbursements	12/15/2023
7b	Revenues/Expenditures Budget Report	12/15/2023
7c	Energy Report	12/15/2023
8a	President's Report– no report	
8b	Director's Report	12/15/2023
8c	Art Committee –no report	
8c	Advocacy Committee – no report	
8c	Ambassadors Group – no report	
8c	Building and Grounds Committee – no report	
8c	Cranbrook –no report	
8c	Development Committee – no report	
8c	Finance Committee– no report	
8c	Friends of the Library Liaison – no report	
8c	Jeanette P. Myers Scholarship Committee – no report	
8c	Investment Committee – no report	
8c	Personnel Committee – no report	
8c	Policy Committee – no report	
10a	Election of Officers	12/15/2023
10b	Bylaws Review	12/15/2023
11a	PA 152	12/15/2023
11b	Director's Evaluation	12/15/2023
13	Motion to approve any items removed from the Consent Agenda	12/15/2023
	<u>UNNUMBERED ITEMS</u>	<u>DATE DELIVERED</u>
	Press Mentions	12/15/2023
	Strategic Plan Update	12/15/2023
	Marketing Report	12/15/2023
	Youth Services Events Calendar	12/15/2023
	Adult Services Events Calendar	12/15/2023
	Dates for Library Board of Trustees	12/15/2023

AGENDA
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, December 19, 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 November 21, 2023
7. Budget
 - a. Cash Disbursements
 - b. Monthly Revenues & Expenditures
 - c. Energy Report
8. Written Reports:
 - a. President: *Dani Gillman
 - b. Director: *Tera Moon
 - c. Committee: *Advocacy Committee
*Art Committee *Ad Hoc*
*Building and Grounds
*Cranbrook
*Development
*Finance
*Friends of the Library Liaison
*Investment
*Jeanette P. Myers Scholarship Selection
*Personnel
*Policy

REGULAR AGENDA ITEMS

9. Call to the public, communications
10. Unfinished Business
 - a. Election of Officers
 - b. Bylaws Review
11. New Business
 - a. PA 152
 - b. Director's Evaluation
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, January 16, 2024
16. Adjournment

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

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

I REQUEST THAT ITEM (S):

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

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

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

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

OPTION - NO AMENDMENT NEEDED:

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

OPTION - AMENDMENT TO AGENDA:

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

the **REGULAR AGENDA** as follows:

the **CONSENT AGENDA** as follows:

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

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

CONSENT AGENDA ITEMS MOTION

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

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

Bloomfield Township Public Library
Oakland County, Michigan
Tuesday, November 21, 2023, 7:00 p.m.
Library Board Room

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

Trustees Present: Keith Carduner, Danielle Gillman, Judy Lindstrom, Joan Luksik, and Joy Murray

Trustees Absent: Shane Spradlin

Administration: Library Director Tera Moon; Assistant Director Katherine Bryant; Administrative Assistant Linden Godlove

Guests: Amanda Carroll, SOC representative and Youth Services Librarian; Chris Schlaps, Frank Rewold & Sons

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

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

PRESIDENT'S VERBAL REPORT:

President Dani Gillman announced that Director Tera Moon celebrated ten years at Bloomfield Township Public Library over the past weekend. Her service has been a gift to everyone. President Gillman also shared a thank you card from the Friends for honoring them during the Friends of the Library week in October. She declared they do so much for the Library and there is so much that the Library could not do without them. She wished everyone a happy Thanksgiving. This season of gratitude provides more incentive to express it. She is grateful to the Board for their service and for the incredible library staff.

DIRECTOR'S VERBAL REPORT:

Director Tera Moon thanked the Board for the anniversary wishes.

She announced that 126 library cards featuring the new designs have been registered to this

date.

Phase II of the door access upgrade is now complete with an upgraded system for study room access and reservation. The hardware has been replaced on the study room doors. Patrons must now go online to reserve a room, and they receive a message with their code to unlock the doors. Systems has assisted patrons in shifting to this new feature. The rooms can be reserved on the website, at a kiosk at the Library, and through the new app.

The two open intern positions have been shifted into new Library Assistant positions. The internships, which required applicants to be enrolled in a Library Science Program, have not been attracting any applicants. This requirement has been removed, and the position will be open to those interested in working alongside librarians on public service desks.

The Library was recently subject to check fraud. Measures have been taken to prevent this in the future and our bank has worked with us to resolve this.

The 8th annual photo contest will open on January 8 through March 17, with a reception on Saturday, April 13.

REGULAR AGENDA:

Call to the public.

Amanda Carroll, representing the SOC, shared a report.

UNFINISHED BUSINESS:

No unfinished business.

NEW BUSINESS:

11a Roof Proposal

As discussed at the Building and Grounds Committee meeting on October 4, 2023, the Library's roof needs some repairs, specifically around the perimeter. In 2019 the roof was completely rehabilitated by replacing shingles and applying a covering over the existing rubber membrane. Since that time the membrane has been peeling away from the metal edge "gravel stop" that runs around the perimeter of the building. Water is entering via small pockets, affecting the soffit and the cedar fascia. Chris Schlaps (Frank Rewold & Sons) and Richard Renaud (Quinn Evans) have been studying and documenting this problem.

Chris asked the firm Artisan Building Services to assess the problem and offer solutions. Artisan proposed cleaning up the edges, re-adhering them to the gravel stop, and applying a reinforcing tape. There are different kinds of tape, so it was proposed to apply two different kinds and observe how they weather the winter. That work was accomplished in late October 2023.

Chris submitted a proposal to do more work to the roof before winter. He is proposing that Artisan Building Services "peel back, clean, prime, and re-adhere the existing membrane to the existing gravel stop" plus inspect some other spots on the roof that have been identified as problem spots immediately to stop snow and rain from causing more damage. The cost for this

work (which is mostly labor) is \$47,000. That fee includes support from Rewold to coordinate and supervise the work.

The team concluded that the work to re-adhere the membrane will need to be done regardless, and it would be preferable to do it before winter to prevent even more damage from occurring.

The Capital Improvements Program has \$100,000 budgeted for roof repairs. Artisan Building Services has this project tentatively on the schedule for the week after Thanksgiving.

Upon discussion, a motion was made by Joy Murray, seconded by Keith Carduner **TO APPROVE THE PROPOSAL TO CONDUCT REPAIRS TO THE PERIMETER ROOF EDGE TO FRANK REWOLD & SONS, 303 E. THIRD STREET, SUITE 300, ROCHESTER, MI 48307 AND ARTISAN BUILDING SERVICES, 4916 LORE DRIVE, WATERFORD, MI 48329 FOR \$47,000.00.**

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

11b. Election of Officers

President Gillman presented a slate of officers to serve the 2023-24 term: Dani Gillman, President; Judy Lindstrom, Vice President; Joan Luksik, Secretary, which are the same members that currently hold those offices. It was proposed that they remain the same and the committee members remain the same. This will be voted on in the December board meeting so that all the Trustees have an opportunity to consider if they wish to take on a different role before voting.

11c. Bylaws Review

During the annual policy review, Judy Lindstrom suggested reviewing the bylaws of the Library Board of Trustees as a group. Her vision is to spend some time at each board meeting discussing the bylaws. Director Moon presented Article 1, section 1, 2, and 3 for the Board to review and discuss. This included the board vacancy procedure and virtual attendance.

This was to ensure a common understanding of the bylaws, as well as to understand how and why the Board operates the way it does.

Any suggested changes will be reviewed by the policy committee and recommendations will be put forth recommendations for changes during the annual policy review in late summer/early fall.

12. DISCUSSION OF ITEMS REMOVED FROM THE CONSENT AGENDA

No items removed.

OTHER:

Judy Lindstrom wanted to take a moment to applaud bookstores. She went to the Schuler Books in West Bloomfield and was very impressed.

She remarked that the entrance urns needed refreshing.

Joan Luksik expressed her pleasure about the fall promotional postcard, which will be sent to the Township residences that do not have a library card on file at this Library.

There was a sample of Welcome Baby bags that are a gift to early, early readers, and funded by the Friends of the Library.

Judy Lindstrom expressed a wish for a realtor welcome kit to distribute to new homeowners.

The Friends of the Library are updating some of their policies, including their code of conduct and whistleblower. They continue to have record Second Saturday Sales nearly every month. They donated 38 boxes of books throughout the community recently.

The next board meeting will be Tuesday, December 19. PA 152 will be discussed.

At 8:26 p.m. President Gillman adjourned the meeting.

Submitted by:



Joan Luksik, Board Secretary

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

- MellyPop! Productions
- Natalie Schultz-Pruves
- Emilie Rivard

General Fund – Advance Checks:

- Check #23543 made payable to Patricia Ballard in the amount of \$51.29 was reimbursement for mileage.
- Check #23544 made payable to Consumers Energy in the amount of \$5,835.59 was payment for natural gas service for the period 10/5-11/3.
- Check #23548 made payable to Katherine Bryant in the amount of \$600.00 was reimbursement for postage.
- Check #23549 made payable to Lauren Catoni-Ellis in the amount of \$35.61 was reimbursement for purchase of program supplies.
- Check #23551 made payable to Martha McGee in the amount of \$163.10 was reimbursement for purchase of Library Shop inventory.
- Check #23558 made payable to Deluxe in the amount of \$1,500.00 was payment for postage for the Library's Pitney Bowes postage metering machine.
- Check #23559 made payable to DTE Energy in the amount of \$22,324.34 was payment for electricity service for the period 10/9-11/7.
- Check #23560 made payable to Sage Software in the amount of \$3,295.00 was payment for a subscription to accounting software.

General Fund – Regular Checks:

- Check #23564 made payable to Arbor Oakland Group in the amount of \$5,567.42 was payment for printing of the winter newsletter & for the library card postcard campaign.

- Check #23568 made payable to Bloomfield Township in the amount of \$905.74 was payment for water service for the period 10/17-11/16.
- Check #23569 made payable to Bloomfield Township in the amount of \$269,964.91 was payment for two payrolls including FICA, health insurance, etc.
- Check #23570 made payable to Butzel Long in the amount of \$78.00 was for legal services.
- Check #23573 made payable to Crawford Door Sales in the amount of \$1,125.00 was for repairs to the gate between the lobby and the library.
- Check #23576 made payable to Farmington Community Library in the amount of \$1,226.59 was payment for Scholastic Bookflix subscription renewal.
- Check #23577 made payable to Frank Rewold And Son, Inc. in the amount of \$2,500.00 was payment for installation of test materials on roof perimeter.
- Check #23578 made payable to Goldner Walsh Nursery, Inc. in the amount of \$1,289.83 was payment for fall clean-up of flower beds and bulb planting.
- Check #23580 made payable to SQBox Solutions Ltd. in the amount of \$9,930.00 was for the staff intranet service subscription.
- Check #23581 made payable to LJ Rolls Refrigeration Co., Inc in the amount of \$13,008.54 was payment for several repairs around the building including waterproofing conduits for generator and plumbing.
- Check #23582 made payable to The Magnolia Journal in the amount of \$20.00 was for payment for a periodical subscription.
- Check #23583 made payable to Midwest Collaborative For Library Services in the amount of \$125.00 was a subscription for TALK, a text service for literacy tips for parents.
- Check #23586 made payable to Monsido, LLC in the amount of \$5,160.00 was payment for a service that aids with accessibility compliance of the Library's website.
- Check #23593 made payable to Sentinel Technologies, Inc. in the amount of \$5,243.67 was payment for VOIP service.
- Check #23594 made payable to The Flying Locksmith, Detroit North in the amount of \$9,700.00 was payment for work on the door access upgrade project.

Gift Fund - Advance Checks:

- Check #5475 made payable to Elizabeth May in the amount of \$55.50 was reimbursement for purchase of program supplies.
- Check #5476 made payable to Scott Nelson in the amount of \$150.00 was for piano tuning.

Gift Fund - Regular Checks:

- Check #5479 made payable to Emilie Rivard in the amount of \$150.00 was payment for a program presenter.
- Check #5480 made payable to Mellypop! Productions in the amount of \$585.00 was payment for a program presenter.
- Check #5481 made payable to Natalie Schultz-Purves in the amount of \$200.00 was payment for a program presenter.

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

Check #	Date	Payee	Cash Account	Amount
General Fund				
ADVANCE CHECKS:				
23542	11/15/23	AMAZON CAPITAL SERVICES	016.01	1,543.62
23543	11/15/23	Patricia Ballard	016.01	51.29
23544	11/15/23	CONSUMERS ENERGY	016.01	5,835.59
23545	11/15/23	LOWE'S	016.01	1,139.76
23546	11/20/23	AERO FILTER, INC	016.01	4,466.68
23547	11/20/23	BAKER & TAYLOR, INC.	016.01	13,133.69
23548	11/20/23	Katherine Bryant	016.01	600.00
23549	11/20/23	Lauren Catoni-Ellis	016.01	35.61
23550	11/20/23	FLAGSTAR BANK	016.01	7,426.47
23551	11/20/23	Martha McGee	016.01	163.10
23552	11/20/23	POSEIDON LAWN SPRINKLERS	016.01	400.00
23553	11/20/23	PRINCIPAL LIFE INSURANCE COMPANY	016.01	800.83
23554	11/20/23	VIGILANTE SECURITY	016.01	1,950.00
23555	11/29/23	APPLIED INNOVATION	016.01	1,277.19
23556	11/29/23	AT&T	016.01	727.42
23557	11/29/23	XFINITY	016.01	75.83
23558	11/29/23	DELUXE	016.01	1,500.00
23559	11/29/23	DTE ENERGY	016.01	22,324.34
23560	11/29/23	SAGE SOFTWARE	016.01	3,295.00
23563	12/4/23	AMAZON CAPITAL SERVICES	016.01	622.51
Total				67368.93
REGULAR CHECKS:				
23564	12/8/23	ARBOR OAKLAND GROUP	016.01	5,567.42
23565	12/8/23	BAKER & TAYLOR, INC.	016.01	10,619.09
23566	12/8/23	AUGIES BUILDING SERVICES	016.01	12,744.95
23567	12/8/23	BLACKSTONE PUBLISHING	016.01	41.60
23568	12/8/23	BLOOMFIELD TOWNSHIP	016.01	905.74
23569	12/8/23	BLOOMFIELD TOWNSHIP	016.01	269,964.91
23570	12/8/23	BUTZEL LONG	016.01	78.00
23571	12/8/23	CENGAGE LEARNING/GALE	016.01	1,271.70
23572	12/8/23	CINTAS CORPORATION	016.01	212.24
23573	12/8/23	CRAWFORD DOOR SALES	016.01	1,125.00
23574	12/8/23	DEMCO, INC.	016.01	239.27
23575	12/8/23	DISCOUNT SCHOOL SUPPLY	016.01	289.88
23576	12/8/23	FARMINGTON COMMUNITY LIBRARY	016.01	1,226.59
23577	12/8/23	FRANK REWOLD AND SON, INC.	016.01	2,500.00
23578	12/8/23	GOLDNER WALSH NURSERY, INC.	016.01	1,289.83
23579	12/8/23	GREAT OAKS MAINTENANCE	016.01	7,200.00
23580	12/8/23	SQBox Solutions Ltd.	016.01	9,930.00
23581	12/8/23	LJ ROLLS REFRIGERATION CO., INC	016.01	13,008.54
23582	12/8/23	THE MAGNOLIA JOURNAL	016.01	20.00
23583	12/8/23	MIDWEST COLLABORATIVE for LIB. SVCS	016.01	125.00

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

Check #	Date	Payee	Cash Account	Amount
23584	12/8/23	MICROMARKETING LLC	016.01	417.26
23585	12/8/23	MIDWEST TAPE	016.01	3,294.41
23586	12/8/23	MONSIDO, LLC	016.01	5,160.00
23587	12/8/23	MORNINGSTAR, INC.	016.01	219.00
23588	12/8/23	NICHOLS/NETWORK SERVICES CO	016.01	2,196.03
23589	12/8/23	OVERDRIVE	016.01	10,115.61
23590	12/8/23	PRIORITY WASTE, LLC	016.01	816.92
23591	12/8/23	REDFORD LOCK SECURITY SOLUTIONS	016.01	638.00
23592	12/8/23	THE ROWMAN & LITTLEFIELD PUBLISHING GRP	016.01	158.43
23593	12/8/23	SENTINEL TECHNOLOGIES, INC.	016.01	5,243.67
23594	12/8/23	THE FLYING LOCKSMITH, DETROIT NORTH	016.01	9,700.00
23595	12/8/23	THOMSON REUTERS- WEST	016.01	155.74
23596	12/8/23	WEISS RATINGS INC	016.01	514.05
23597	12/8/23	WORLD BOOK, INC.	016.01	1,199.00
23598	12/8/23	WT. COX INFORMATION SERVICES	016.01	167.00
23599	12/8/23	FOUNDRY	016.01	25.00
Total				<u><u>378379.88</u></u>

Gift Fund

ADVANCE CHECKS:

5473	11/15/23	AMAZON.COM	012.03	173.90
5474	11/20/23	FLAGSTAR BANK	012.03	216.97
5475	11/29/23	Elizabeth May	012.03	55.50
5476	11/29/23	SCOTT NELSON	012.03	150.00
5477	12/5/23	AMAZON.COM	012.03	293.04
Total				<u><u>889.41</u></u>

REGULAR CHECKS:

5478	12/8/23	BAKER & TAYLOR	012.03	284.89
5479	12/8/23	EMILIE RIVARD	012.03	150.00
5480	12/8/23	MellyPop! Productions	012.03	585.00
5481	12/8/23	Natalie Schultz- Purves	012.03	200.00
Total				<u><u>1219.89</u></u>

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

PRESENTED: DECEMBER 19, 2023 FOR THE MONTH OF: NOVEMBER, 2023

ACCOUNT NAME	2023-2024	2023-2024	REVENUE/EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	Eight Months 66.66%		
	ADOPTED BUDGET AS OF MARCH 21, 2023	AMENDED BUDGET AS OF AUGUST 15, 2023			% OF BUDGET YTD	VARIANCE	
<u>Revenues</u>							
Taxes	\$8,578,936	\$8,678,895	\$0	(\$4,868)	-0.06%	(\$8,683,763)	
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	\$2,587	\$17,357	68.07%	(\$8,143)	
Charges for Services	\$14,866	\$14,866	\$496	\$9,041	60.81%	(\$5,825)	
Investment earnings	\$50,000	\$50,000	\$53,989	\$390,097	780.19%	\$340,097	
Miscellaneous	\$34,566	\$34,566	\$1,385	\$26,677	77.18%	(\$7,889)	
Total Revenues	\$8,816,363	\$8,916,322	\$58,457	\$542,538	6.08%	(\$8,373,784)	
<u>Expenditures</u>							
Personnel	\$4,977,239	\$4,977,239	\$268,719	\$2,859,295	57.45%	(\$2,117,944)	
Library Services	\$823,309	\$830,600	\$31,264	\$500,658	60.28%	(\$329,942)	
Facilities & Equipment	\$1,058,879	\$1,143,872	\$81,391	\$823,607	72.00%	(\$320,265)	
Other Operating Expenditures	\$3,769,582	\$3,778,363	\$48,582	\$448,573	11.87%	(\$3,329,790)	
Total Expenditures	\$10,629,009	\$10,730,074	\$429,957	\$4,632,132	43.17%	(\$6,097,942)	
Fund Balance - Beginning	\$13,833,927	\$13,833,927		\$13,833,927			
Net revenue (expenditure)	(\$1,812,646)	(\$1,813,752)		(\$4,089,595)			
Fund Balance - Ending	\$12,021,281	\$12,020,175		\$9,744,332			

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: DECEMBER 19, 2023 FOR THE MONTH OF: NOVEMBER, 2023

Eight Months 66.66%

ACCOUNT NAME	2023-2024 ADOPTED BUDGET AS OF MAR 21, 2023	2023-2024 AMENDED BUDGET AS OF DEC 19, 2023	REVENUE/ EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	VARIANCE
<u>Revenues</u>						
Gift Income	\$500	\$75,581	\$0	\$75,681	100.13%	\$100
Gift Revenue	\$0	\$2,520	\$0	\$2,520	100.00%	\$0
Friends of the Library	\$0	\$66,722	\$0	\$66,722	100.00%	\$0
Atkinson Trust	\$0	\$1,452	\$0	\$1,452	100.00%	\$0
BTPL Endowment Fund/Amber Trust	\$0	\$1,858	\$0	\$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
Investment Earnings	\$200	\$200	\$27	\$220	109.79%	\$20
Miscellaneous Revenue	\$0	\$0	\$0	\$0	0.00%	\$0
Total Revenues	\$700	\$75,781	\$27	\$75,900	100.16%	\$120
<u>Expenditures</u>						
Library Services	\$75,589	\$110,039	\$2,078	\$33,262	30.23%	(\$76,777)
Facilities & Equipment	\$34,382	\$61,754	\$176	\$27,639	44.76%	(\$34,115)
Other Operating Expenditures	\$52,224	\$65,482	(\$140)	\$11,897	18.17%	(\$53,585)
Total Expenditures	\$162,195	\$237,275	\$2,114	\$72,798	30.68%	(\$164,477)
Fund Balance - Beginning	\$161,695	\$161,695		\$161,695		
Net revenue (expenditures)	(\$161,495)	(\$161,495)		\$3,102		
Fund Balance - Ending	\$200	\$200		\$164,797		

Bloomfield Township Public Library
Asset Allocation Summary
NOVEMBER 2023

7b

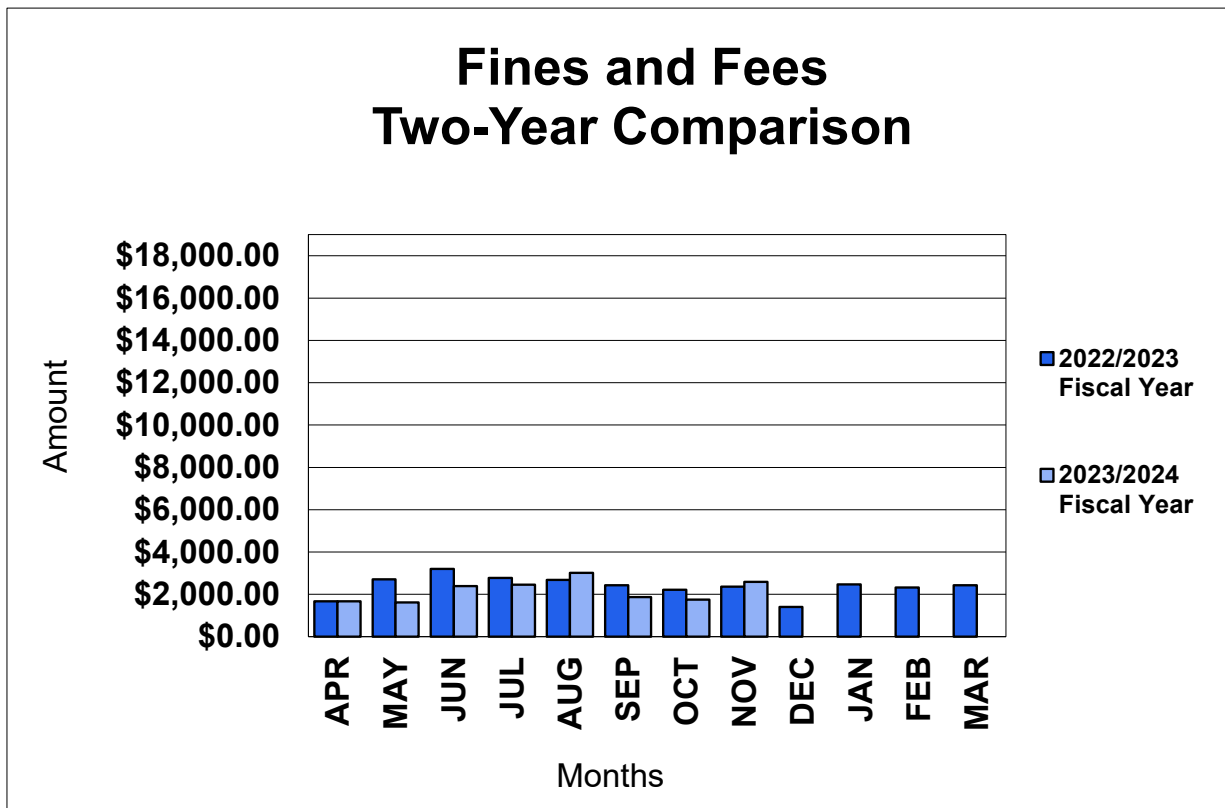
Fund	Type	Annual Yield	Date	Amount on Hand
General Fund				
	5th 3rd Checking (Ecommerce)	0.00%	11/30/2023	\$134,491.41
	Flagstar Public Funds Savings	4.23%	11/30/2023	\$209,973.77
	Flagstar Premier Public Entities Checking	1.06%	11/30/2023	\$425,283.59
	RBC Capital Cash/Money Market	0.80%	11/30/2023	\$521,087.64
	RBC Capital - Investments	4.22%	11/30/2023	\$9,234,182.26
Total General Fund				<u>\$10,525,018.67</u>
<i>Please see General Fund budget for notes on how this amount is earmarked</i>				
Gift Fund				
	Huntington Public Fund Business Interest Checking	0.30%	11/30/2023	\$99,197.60
	Huntington CD (Charnov gift) - matures 02/05/2024	0.03%	11/30/2023	\$50,000.00
	Fifth Third Bank Business Standard Checking	0.00%	11/30/2023	\$15,585.90
Total Gift Fund				<u>\$164,783.50</u>

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

		<i>Updated 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
Total CFSEM holdings			<u>\$169,024.00</u>

FINES AND FEES - TWO-YEAR COMPARISON

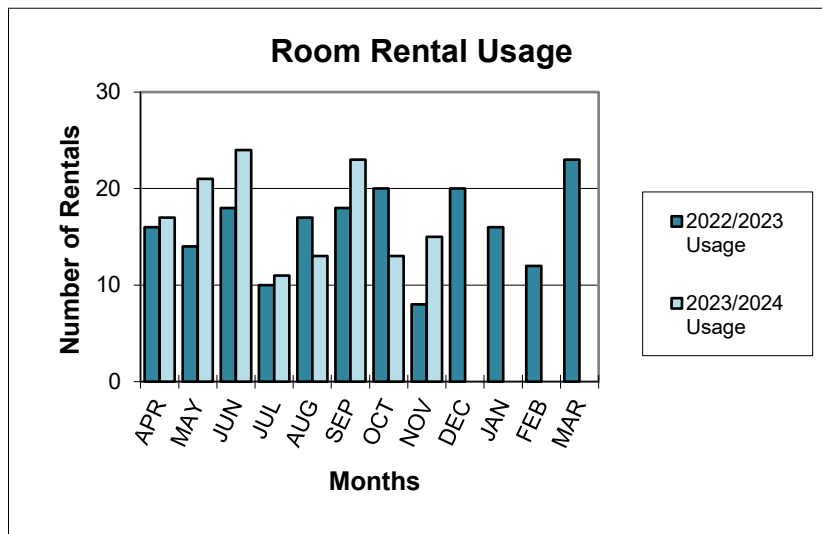
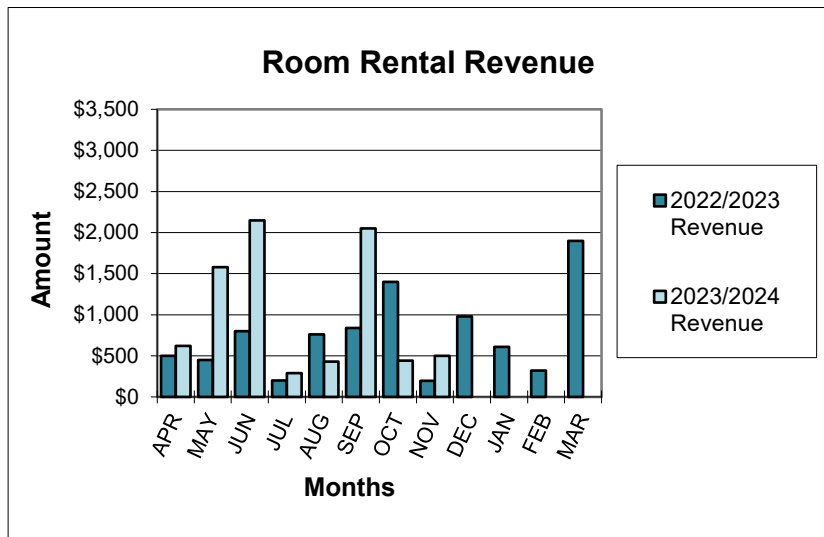
Month	2022/2023 Fiscal Year	2023/2024 Fiscal Year	Difference
APR	\$1,665.40	\$1,666.99	\$1.59
MAY	\$2,708.60	\$1,618.90	(\$1,089.70)
JUN	\$3,197.89	\$2,390.09	(\$807.80)
JUL	\$2,774.98	\$2,456.65	(\$318.33)
AUG	\$2,682.32	\$3,013.99	\$331.67
SEP	\$2,434.58	\$1,872.31	(\$562.27)
OCT	\$2,215.79	\$1,750.71	(\$465.08)
NOV	\$2,366.59	\$2,587.09	\$220.50
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)
TOTAL	\$28,662.59	\$17,356.73	YTD Difference (\$11,305.86)



ROOM RENTAL - TWO-YEAR COMPARISON

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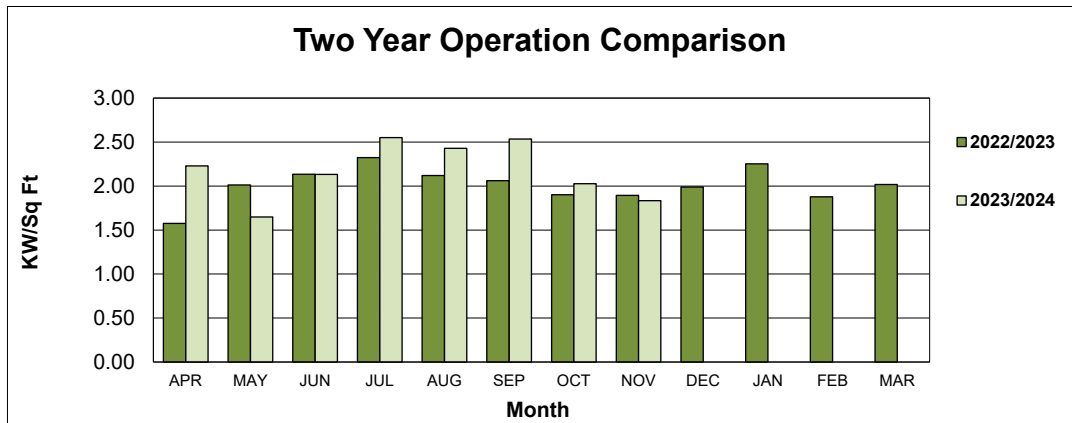
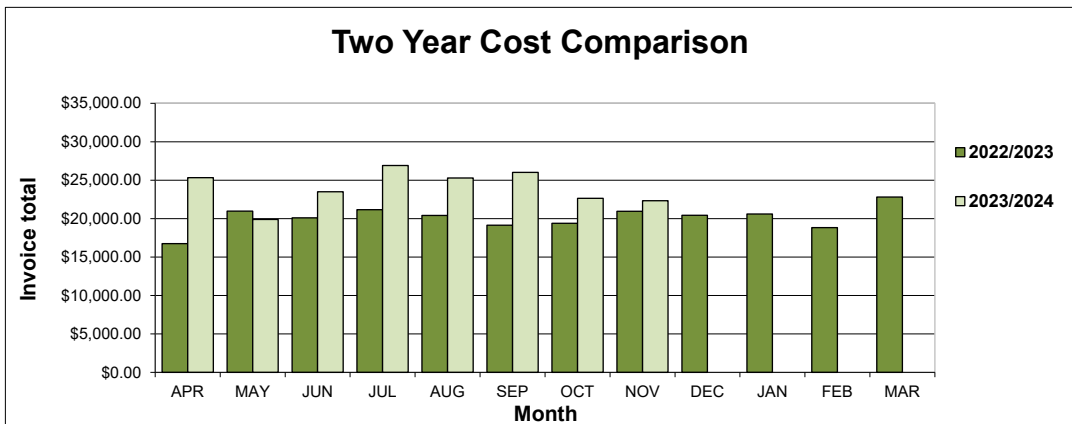
<u>Month</u>	<u>2022/2023</u> <u>Revenue</u>	<u>2023/2024</u> <u>Revenue</u>	<u>Difference</u>	<u>2022/2023</u> <u>Usage</u>	<u>2023/2024</u> <u>Usage</u>	<u>Month</u>
APR	\$500.00	\$620.00	\$120.00	16	17	APR
MAY	\$450.00	\$1,580.00	\$1,130.00	14	21	MAY
JUN	\$800.00	\$2,150.00	\$1,350.00	18	24	JUN
JUL	\$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	\$440.00	(\$960.00)	20	13	OCT
NOV	\$197.00	\$500.00	\$303.00	8	15	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
TOTAL	\$8,957.00	\$8,060.00	YTD Difference (\$897.00)	192	137	



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	\$22,634.92	\$3,237.04	204,729	\$0.11	275.17	2.03	\$30.42	\$0.22
NOV	\$20,955.05	\$22,324.34	\$1,369.29	185,290	\$0.12	257.35	1.83	\$31.01	\$0.22
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						
TOTAL	\$241,576.29	\$191,889.51	(\$49,686.78)						

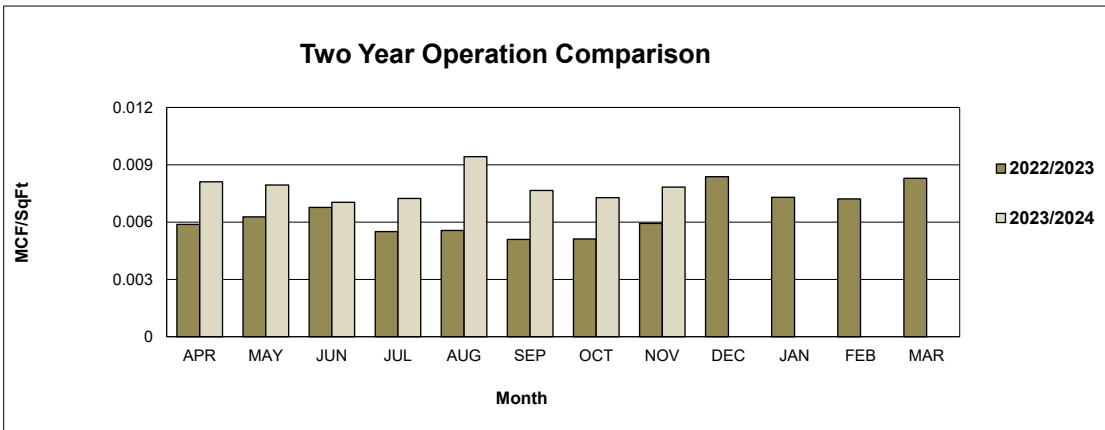
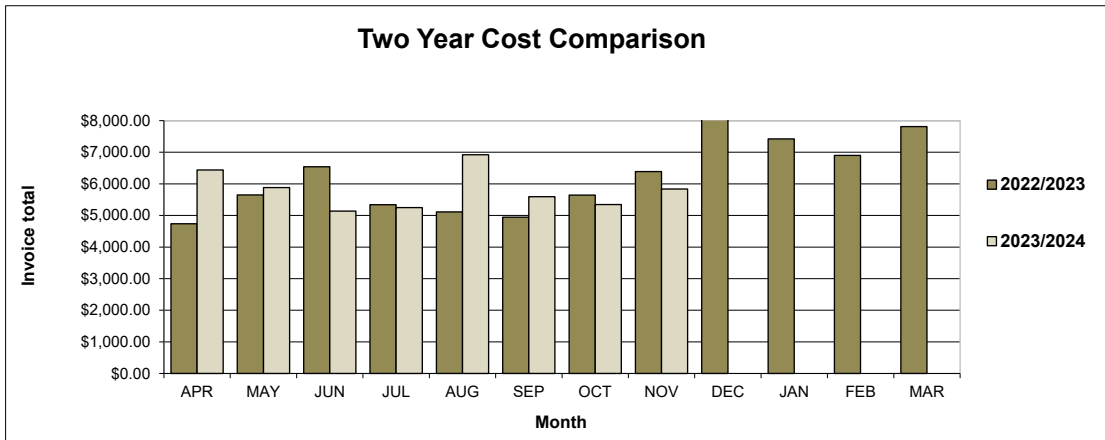


Bloomfield Township Public Library Natural Gas Analysis

Building Area = 101,023

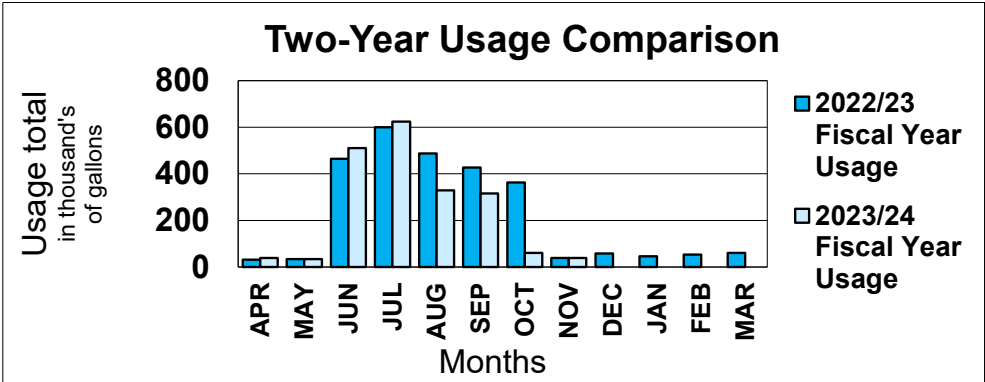
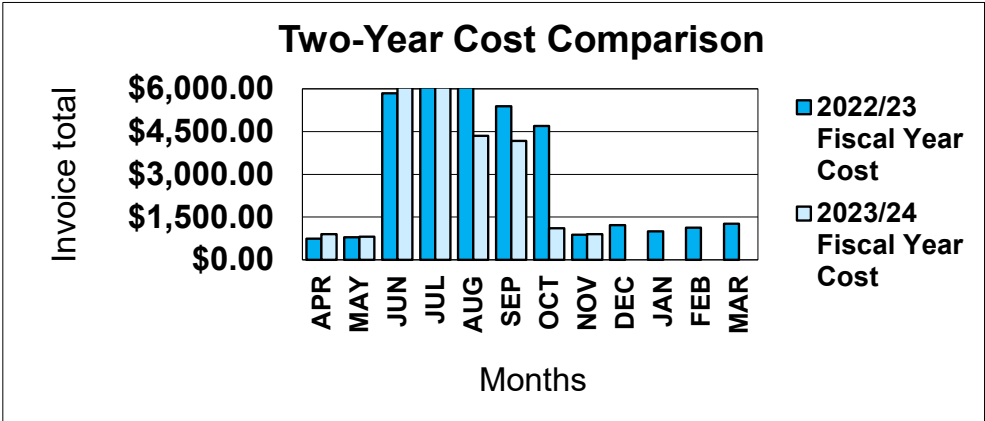
1 Cu. Ft. = 1000 BTU

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	0.063
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	\$5,344.46	(\$298.97)	735.3	\$7.27	744	0.99	0.007	7.18	0.052
NOV	\$6,389.93	\$5,835.59	(\$554.34)	791.3	\$7.37	720	1.10	0.008	8.10	0.057
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							
TOTAL	\$75,167.31	\$46,397.63	(\$28,769.68)							



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	\$1,108.90	(\$3,585.67)	363	61	(302)
NOV	\$879.34	\$905.74	\$26.40	39	39	0
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
TOTAL	\$36,482.33	\$26,823.89	(\$9,658.44)	2,664	1,953	(711)



BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

LIBRARY BOARD OF TRUSTEES
MONTHLY DIRECTOR'S REPORT

December 2023

Work on the perimeter of the roof is progressing as weather permits. For work to proceed, the conditions on the roof need to be dry, which has been a challenge. As of the writing of this report they were about halfway finished. The next few days are supposed to be dry and mild, and we are hopeful even more progress is made before winter weather properly sets in.

The ballot language for the Library's millage renewal request is now on the Oakland County Elections website. Administration is preparing a communications package meant to educate residents about the proposal including the official language, what the millage rate means to library operations, and how, where, and when voting takes place.

The Library recently started offering a service called TALK. I asked Youth Services Department Head Jen Taggart to describe this service and its benefits:

TALK: Text and Learn for Kindergarten is a text messaging service for parents and caregivers with children 5 and under.

When a parent or caregiver subscribes to TALK, they automatically receive two text messages each week with fun activity suggestions they can do any time based on their child's birth date entered. Subscribing libraries can also send two additional messages each month to promote library events and services.

Based on the national Every Child Ready to Read initiative, messages in English or Spanish prompt caregivers to read, write, sing, TALK, and play with their little ones. Activities build literacy, STEM and social emotional skills to help in preparation for kindergarten success. Activities are tailored to a child's developmental level.

The Library recently hosted two very well-received musical events. Friday, December 1 was the first Chamber Music Concert of the season and brought in over 140 music fans, and the Ballet Folklórico de Detroit on Saturday, December 2 in the afternoon had about 90 people in attendance.

A reminder that **the Library will be closed** Sunday, December 24 and Monday, December 25 in observance of the Christmas Eve and Christmas holidays, plus Sunday, December 31, and Monday, January 1 in observance of the New Year's Day holiday. There are lots of fun events happening during the winter break at the Library. I wish you all the merriest, coziest, and happiest end to 2023 and a bright, fresh start to 2024. I'm looking forward to another year of the evolution of Bloomfield Township Public Library with you!

Respectfully Submitted,

*Tera Moon
Library Director*

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

	2022		2023	
COLLECTION				
Book Collection:	231,627		232,462	
Media Collection:	54,142		50,403	
Total e-books:	20,962		18,894	
Overdrive:	17,154		15,705	
Total downloadable audiobooks:	8,964		9,283	
Materials Total:	315,695		311,042	
CIRCULATION				
Circulation Total:	48,595		53,264	
Bloomfield Township Circulation:	45,803		48,858	
Virtual Circulation Total:	10,546		14,331	
Circulation of Youth Materials:	19,113		18,534	
Circulation of Media:	7,134		6,798	
Circulation of Cranbrook passes:	174		130	
Self-Checkout machine use:	13,416	27.6%	12,687	23.8%
Library By Mail:	55	42 patrons	77	49 patrons
Mobile App	n/a		72	
Building & Equipment Usage				
Door Count:	15,150	*	18,660	**
Gate Count:	17,409		20,312	
Meeting rooms by public:	18		39	
Meeting rooms by staff:	58		83	
Virtual Use				
Home page hits:	26,561		33,762	
e-book access:	4,047		4,452	
Audiobook access: (Overdrive)	2,572		3,026	
Magazine download access:	814		3,314	
Hoopla access:	3,113		3,539	
BTPL Mobile New Devices	n/a		186	
BTPL Mobile Launches	n/a		1,331	
Library Computer Use				
Resident Use	344		366	
Guest Use	226		290	
* Library closed at 5:30 pm Thanksgiving Eve and all day Thanksgiving Day.				
** Library closed at 5:30 pm Thanksgiving Eve and all day Thanksgiving Day.				

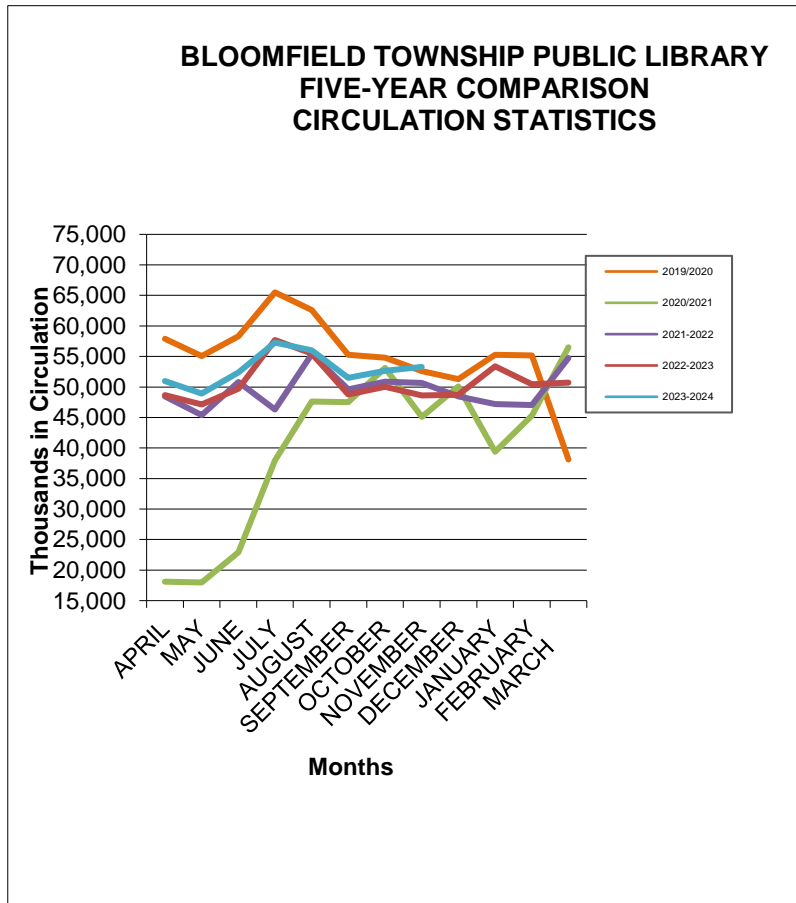
**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MONTHLY ACTIVITY REPORT
NOVEMBER 2023**

	2022		2023	
OUTREACH & PROGRAMS				
<i>New Patrons and Accounts</i>				
Township:	152		189	
Cranbrook:	0		6	
Total new patrons:	188		249	
<i>Adult Program Attendance</i>				
Staff-led:	8 events	65 attended	10 events	98 attended
Speaker-led:	4 events	173 attended	2 events	94 attended
Book clubs:	6 events	48 attended	6 events	55 attended
Tours/visits on-site:	0 events	0 attended	0 events	0 attended
Tours/visits off-site:	3 events	82 attended	3 events	82 attended
Chamber Music Concert:	1 event	100 attended	0 events	0 attended
Bloomfield Historical Society:	0 events	0 attended	0 events	0 attended
<i>Systems Program Attendance</i>				
Staff-led:	3 events	21 attended	4 events	28 attended
<i>Teen Program Attendance</i>				
Staff-led:	1 event	2 attended	0 events	0 attended
<i>Youth Program Attendance</i>				
Staff-led:	16 events	524 attended	38 events	730 attended
Speaker-led:	0 events	0 attended	2 events	56 attended
Tours/visits on-site:	1 event	17 attended	0 events	0 attended
Tours/visits off-site:	3 events	128 attended	7 events	256 attended
TOTAL:	46 events	1,160 attended	72 events	1399 attended
<i>Volunteers (total for the month)</i>				
Shop volunteers	8 people	64.75 hours	7 people	62.25 hours
Court appointed volunteers	0 people	0 hours	0 people	hours
Student volunteers	0 people	0 hours	2 people	4.5 hours
Department volunteers	1 person	8.50 hours	1 person	12.5 hours
<i>Patron Remarks</i>				
Patron comments:	5		11	
Ask BTPL:	7		8	
DISPLAYS				
Lobby	<i>Detroit Historical Society, Dresses from the decades, 1870s to 1980s.</i>			
Local History	<i>Upcoming Programs</i>			

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
FIVE YEAR CIRCULATION**

12/12/2023

	<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	52,652
NOVEMBER	52,623	45,117	50,656	48,595	53,264
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	
TOTAL	661,932	481,614	594,879	609,393	422,936



Decrease due to Library being closed March 14-31, 2020 (Covid-19 Pandemic)
 Decrease due to Library being closed April 1-30, 2020 (Covid 19 Pandemic)
 Decrease due to Library being closed May 1-31, 2020 (Covid 19 Pandemic)

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees
FROM: Tera Moon, Library Director
DATE: December 13, 2023
SUBJECT: Election of Officers

At the November 21, 2023 Library Board of Trustees regular meeting, Board President Dani Gillman presented a nominating committee to select officers and committee assignments for 2024. The nominating committee will make a recommendation for officers and committee assignments during the regular meeting on Tuesday, December 19, 2023. The current officers and committee appointments are included for your information. If you support the recommendation an action is needed.

ACTION: I move to approve the slate of officers and committee assignments for the period January 2024-November 2024.



**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
LIBRARY BOARD OF TRUSTEES OFFICERS**

January 2024 – November 2024

Current Officers are:

PRESIDENT: Dani Gillman

VICE PRESIDENT: Judy Lindstrom

SECRETARY: Joan Luksik

A Library Trustee recognizes the importance of the Library in the community and oversees the funding of all aspects of Library services including traditional media and computer technologies. Library Trustees support freedom of information and the American Library Association Bill of Rights, which includes providing information presenting all points of view to all people of the community. A Library Trustee sets policy, hires the Library Director, and approves the budget to provide the very best service the Library can offer the Bloomfield Township community.



Board of Trustees Standing Committee Appointments

January 2024 – November 2024

Art Committee	Joan Luksik Judy Lindstrom
Bloomfield Township Liaison	Dani Gillman Judy Lindstrom
Building and Grounds Committee	All
Cranbrook, DPL, Troy Committee	Keith Carduner Joy Murray
Development Committee	All
Finance Committee	Keith Carduner Shane Spradlin
Friends of the Library Liaison Committee	Joy Murray
Investment Committee	All
Jeanette P. Myers Scholarship Selection Committee	Joan Luksik Joy Murray
Personnel/Director Evaluation Committee	Joan Luksik Judy Lindstrom
Policy Committee	Judy Lindstrom Shane Spradlin

Revised December 2023

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees
FROM: Tera Moon, Library Director
DATE: December 13, 2023
SUBJECT: Bylaws Review

During the annual policy review, Judy Lindstrom suggested reviewing the bylaws of the Library Board of Trustees as a group. Her vision is to spend some time at each board meeting discussing the bylaws. The primary goal of this discussion is to ensure a common understanding of the bylaws. It's an opportunity to understand how and why the board operates the way it does. In the event that a procedure needs to be invoked, such as filling a midterm vacancy, the procedures will be fresher in our minds.

While the primary goal is understanding, we may, through conversation, decide some changes need to be made. If suggested changes come out of our conversations, I will keep track of them, and the policy committee can discuss the suggestions and put forth recommendations for changes during the annual policy review in late summer/early fall.

This month we will review and discuss Article II, Sections 1-5. This Article establishes how many and which officers the Board of Trustees should have, the term of the officers, and the roles of the officers.

**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 bylaws, 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

Continued next page ...

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
POLICY MANUAL**

SECTION II: ADMINISTRATION, GOVERNANCE, AND PUBLIC OPERATION

duties of a presiding officer. The President shall have the authority to sign on behalf of the Board of Trustees all instruments, contracts, or documents necessary or proper to be executed as approved by a majority of the Library Board of Trustees. The President may delegate such authority to the Library Director as approved by the Library Board of Trustees.

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

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

ARTICLE III

MEETINGS

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

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

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

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

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

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
POLICY MANUAL**

SECTION II: ADMINISTRATION, GOVERNANCE, AND PUBLIC OPERATION

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

Section 7 – As permitted by law, 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 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
MEMORANDUM**

TO: Trustees
FROM: Tera Moon, Library Director
DATE: December 13, 2023
SUBJECT: PA 152

Michigan Public Act 152, the Publicly Funded Health Insurance Contribution Act, requires public employees to contribute to their health insurance costs. This Act gives public employers three options to choose for funding health care costs: (1) the hard cap option, (2) the 80/20 option or (3) to be exempt.

Option 1 – Hard Cap Option:

By a majority vote of its governing body, a public employer shall pay not more for a medical benefits plan than a total equal to \$7,702.85 for single coverage, \$16,109.06 for employee and spouse (not available for our health care coverage), or \$21,007.83 for family coverage for each eligible employee. This is referred to as utilizing “hard cap” and would mean our eligible employees would pay the difference between the total annual cost of the medical benefits plan and the hard cap noted above.

Option 2 – 80/20 Option:

By a majority vote of its governing body, a public employer shall pay not more than 80% of the total annual costs of the medical benefit plans it offers. Our eligible employees would be required to pay 20% or more of the total annual costs of that plan.

Option 3 – Exempt:

By a 2/3 vote of its governing body, a local unit of government may exempt itself from the requirements of this act.

(Note: The Library does not qualify to be exempt as it is not, by definition, a local unit of government. Bloomfield Township is the local unit of government and does exempt itself from the requirements of this act.)

The amounts specified in the amended act have been increased 4.1% for the 2024 calendar year and are updated in the options above. The state of Michigan annual cost limitations announcement is attached for your information.

Each December, the Library Board must decide which of the available options to implement for the next fiscal year. The Library Board approved the hard cap option in 2011, 2012, 2014, 2015 and 2016. In 2013, 2017, 2018, 2019, 2020, 2021, 2022, and 2023 the Library Board approved the 80/20 option.

We now have an opportunity to choose the Hard Cap option for 2024 or choose the 80/20 option but the decision must be affirmatively made by a majority vote of the Trustees at the December 19, 2023 Library Board meeting. This decision will affect all full time and all 30-hour employees who accept health care benefits from the Library in 2024.

The attached cost analysis indicates the Library/employee costs for both the hard cap and 80/20 options. It would benefit our employees to elect the 80/20 option as employee costs to pay for their health care coverage would be less than the hard cap option. It would benefit the Library to elect the hard cap option as library costs to provide health care coverage to employees would be less than the 80/20 option.

Another consideration is that the Cigna health care plan has been changed to a high deductible plan. What this means is that employees must reach a higher amount of health care costs before the Cigna health care plan covers additional health care costs. Employees will have higher out of pocket costs for their health care costs than in previous years.

It is recommended by Administration to adopt Option 2, known as the 80/20 Option, for 2024 as it provides a lower health care cost for library employees. The Personnel Committee supports this recommendation. Thank you for your consideration.

If you agree, the following motion is needed:

ACTION: I move to adopt the 80/20 Option, as stated in PA 152, effective January 1, 2024.

MICHIGAN PUBLIC ACT 152 - This act provides for health care premium employee contribution/sharing beginning 01/01/2012

Calendar Year 2024 annual cost limitations - published 3/2023, effective 1/1/2024

HARD CAP 1/1/2024-12/31/2024

		Single	Family
Current budgeted annual health care costs (medical only)*	\$	10,338.00	\$ 29,975.00
Hard cap amount = BTPL annual cost		(\$7,702.85)	(\$21,007.83)
Employee annual cost		\$2,635.15	\$8,967.17
Amount employee would pay per paycheck (24 pay periods)		\$109.80	\$373.63

80/20 SPLIT

Current budgeted annual health care costs (medical only)*	\$	10,338.00	\$ 29,975.00
80% = BTPL annual cost		\$8,270.40	\$23,980.00
20% = Employee annual cost		\$2,067.60	\$5,995.00
Amount employee would pay per paycheck (24 pay periods)		\$86.15	\$249.79

* Budgeted health care costs for FY 2023-2024 predict a 4% increase.

- 2013-14 Library adopted the hard cap option.
- 2014-15 Library adopted the 80/20 option.
- 2015-16 Library adopted the hard cap option.
- 2016-17 Library adopted the hard cap option.
- 2017-18 Library adopted the hard cap option.
- 2018 Library adopted the 80/20 option.
- 2019 Library adopted the 80/20 option.
- 2020 Library adopted the 80/20 option.
- 2021 Library adopted the 80/20 option.
- 2022 Library adopted the 80/20 option.
- 2023 Library Director recommends the 80/20 option.



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF TREASURY

RACHAEL EUBANKS
STATE TREASURER

March 21, 2023

**PUBLIC EMPLOYER CONTRIBUTIONS TO MEDICAL BENEFIT PLANS
ANNUAL COST LIMITATIONS – CALENDAR YEAR 2024**

For a medical benefit plan coverage year beginning on or after January 1, 2012, MCL 15.563, as last amended by 2018 Public Act 477, sets a limit on the amount that a public employer may contribute to a medical benefit plan.

For medical benefit plan coverage years beginning on or after January 1, 2013, MCL 15.563 provides that the dollar amounts that are multiplied by the number of employees with each coverage type be adjusted annually. Specifically, the dollar amounts shall be adjusted, by October 1 of each year after 2011 and before 2019, by the change in the medical care component of the United States consumer price index for the most recent 12-month period for which data are available. By April 1 of each year after 2018, the dollar amounts shall be adjusted by the change in the medical care component of the U.S. consumer price index for the most recent 12-month period for which data are available. For calendar year 2023, the limit on the amount that a public employer may contribute to a medical benefit plan was set to the sum of the following:

- \$7,399.47 times the number of employees and elected public officials with single-person coverage
- \$15,474.60 times the number of employees and elected public officials with individual-and-spouse coverage or individual-plus-1-nonspouse-dependent coverage
- \$20,180.43 times the number of employees and elected public officials with family coverage.

The limits for 2024 equal the 2023 limits increased by **4.1 percent**. The 4.1 percent is the percentage change in the medical care component from the period March 2021-February 2022 to the period March 2022-February 2023.

Thus, for medical benefit plan coverage years beginning on or after January 1, 2024, the limit on the amount that a public employer may contribute to a medical benefit plan equals the sum of the following:

- \$7,702.85 times the number of employees and elected public officials with single-person coverage
- \$16,109.06 times the number of employees and elected public officials with individual -and-spouse coverage or individual-plus-1-nonspouse-dependent coverage
- \$21,007.83 times the number of employees and elected public officials with family coverage.

Rachael Eubanks

Rachael Eubanks
State Treasurer

March 21, 2023

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM

TO: Trustees

FROM: Personnel Committee: Judy Lindstrom and Joan Luksik

DATE: December 15, 2023

SUBJECT: Director's Evaluation

December is traditionally the time of year when the Personnel Committee asks for your input on the Library Director's performance during the past fiscal year.

The evaluation process begins with a report from the Library Director to the Board summarizing her activities during 2023. The report, as well as the Director's Evaluation form, will be sent to you in early January. The form will be a Word document (it can be adjusted accordingly for your use) which you can print out or complete electronically. We ask that your completed evaluation form be returned to the Personnel Committee by January 13, 2024.

The Personnel Committee will then use your input to complete the Director's performance evaluation, share the results with you, and make a formal recommendation to the full Library Board regarding the Director's performance and contract at the February 20 board meeting.

It is anticipated that the Director's report will provide information that will assist us in the evaluation process and guide the development of goals for the next fiscal year.

We look forward to receiving your comments – any questions, please call or email.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

MOTION TO APPROVE ANY ITEMS REMOVED FROM THE CONSENT AGENDA

I move to approve the items previously removed from the consent agenda for discussion.



The University of Michigan School of Music, Theatre, and Dance will present chamber music performances via the Bloomfield Township Public Library
Photo provided by the University of Michigan

Bloomfield Township Library to host chamber music concerts

By: Brendan Losinski | Birmingham-Bloomfield Eagle | Published November 27, 2023

BLOOMFIELD TOWNSHIP — The Bloomfield Township Public Library is teaming up with the University of Michigan School of Music, Theatre, and Dance to present the first Chamber Music Concert of the season on Friday, Dec. 1, at 7 p.m.

The program will include the Beethoven Trio for Clarinet, Cello and Piano, Op. 11, a 20 minute performance; Brahms Two Songs for Viola, Voice and Piano, Op. 91, a 13 minute performance; and the Ravel Trio for Violin, Cello and Piano, performing a 28 minute piece.

"This concert is free and open to everyone. No registration is required," the Bloomfield Township Public Library said in a press release. "We invite you to join us for a beautiful evening of music in the library."

Additional concerts in this series will be held on Friday, February 9, Friday, March 8, and Friday, April 12. The Bloomfield Township Public Library is located at 1099 Lone Pine Road, Bloomfield Township. For more information, call (248) 642-5800 or visit www.btpl.org.



[THINGS TO DO](#)

[EVENTS](#)

[GUIDES](#)



Things To Do

TOP THINGS TO DO WITH KIDS IN METRO DETROIT THIS WEEK

Featured Events

- Open Family Swim @ Aqua-Tots Swim School (multiple locations)
- Nature Play Pop-Up @ Matthaei Botanical Gardens (Ann Arbor)
- Fall of the Titans @ Cranbrook Insistute of Science (Bloomfield Hills)
- The Rink Opening (Royal Oak)
- Frozen The Musical @ Detroit Opera House (Detroit)
- First Friday Late Night @ Michigan Science Center (Detroit)
- Drop-In Workshop: Printmaking Notecards @ DIA (Detroit)
- • Ballet Folkorico de Detroit @ Bloomfield Township Library
- FREE Admission @ Detroit Historical Museum (Detroit)
- Kids Night @ The Nature Center (Shelby Township)

DOWNTOWN

NEWS MAGAZINE
BIRMINGHAM • BLOOMFIELD

[HOME](#)

[NEWS](#)

[LONGFORM](#)

[LINKS](#)

[ABOUT US](#)

[SUBSCRIPTIONS](#)

: • 7 hours ago

Township library hosting three events this week

The Bloomfield Township Public Library is hosting two cultural events this weekend, and an author talk next week, all of which are free and open to the public.

On Friday, December 1, at 7 p.m., the library and the University of Michigan School of Music, Theatre and Dance are hosting the first Chamber Music Concert of the season. The beautiful evening of music is free and open to everyone, with no registration required.

The program for the concert will include: Beethoven Trio for Clarinet, Cello and Piano, Op. 11 (20 min); Brahms Two Songs for Viola, Voice and Piano, Op. 91 (13 min); a brief intermission; and Ravel Trio for Violin, Cello and Piano (28 min).

Additional chamber music concerts will be held on Friday, February 9, March 8 and April 12.



On Saturday, December 2, from 2-3:30 p.m., the Bloomfield Township library is hosting a vibrant and culturally enriching event featuring Ballet Folklórico Detroit.

Ballet Folklórico Detroit is a Detroit-based community group comprised of passionate dancers who dedicate their time and talent to the preservation of traditional Mexican culture and heritage by offering dance instruction to those who wish to grow in the Mexican Folkloric Arts while providing youth the opportunity to be a positive influence in their community. For more information, visit bfdetroit.org.

All are welcome to attend, with no registration necessary.

The library will welcome back local author Paul Vachon on Tuesday, December 5, at 7 p.m., who will discuss the newly-released second edition of his book, *Detroit: An Illustrated Timeline*, a photographic account of significant events in Detroit's history.



Bloomfield Township < cable_dept@bloomfieldtwp.org >
To Katherine Bryant

Reply Reply All Forward

Thu

Bloomfield Township Public Library Book Sale



The Friends of Bloomfield Township Public Library will hold their Second Saturday Book Sale, December 9 from 11:00 a.m. to 3:30 p.m. Friends members may shop the sale early from 10 a.m. to 11 a.m., and memberships can be purchased at the door on the day of the sale.

[Read More on Township News](#)

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Library Board of Trustees

FROM: Katherine Bryant, Assistant Library Director

DATE: December 12, 2023

SUBJECT: Strategic Plan

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

HR Practices Committee

The HR committee continued reviewing the hiring process, examining and discussing the Resume Rating and Interview Rating forms. The group identified areas needing updates, including possibly consulting with a professional organization that can provide a legal/EDI lens. Committee members Monica Gower and Linden Godlove have volunteered to research Comp/Classification +++ firms. The meeting wrapped up with a discussion of Tera's six-month directive and our next steps: creating a memo with our research results and recommendations.

Collaborative Culture Committee

This month the Collaborative Culture Committee discussed how department tours were going and how they could change over time. The group discussed implementing an employee satisfaction survey or holding peer-led groups to receive feedback on our work culture. They also talked about collaborative ideas for future Staff Development Days, including further job shadowing opportunities. Finally, the group put together a list of recommendations to pass along to the Director based on the meetings in these past six months. In December, the group will watch a few ALA webinars on cultivating civility in the workplace.

Inclusive Spaces Committee

This committee is observing various spaces around the Library and recording those observations in a shared document in Teams. The committee will reconvene in January.

Completed Activities:

ENHANCE OUR CORE...to create responsive collections, functional and comfortable spaces, and seamless digital experience.

Goal 1: Anticipate collections to develop in response to community needs that inform, entertain, and expand world view.

Goal 2: Reimagine use of library spaces for increased inclusion and flexibility.

- Engaged Jenna Walker of Yellowstone Architecture to create and present a Pre-design and Research Report for Library Renovation.
- Implemented new study room reservation system.

Goal 3: Proactively provide access to innovative technology resources, support, and education to support robust digital experiences at all stages of life.

- Launched BTPL Mobile App.

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

Goal 1: Bring people together around diverse interests and thought-provoking topics.

Goal 2: Expand opportunities for people and groups to create and explore.

- Hosted Dino-venber scavenger hunt in Youth Services.

Goal 3: Deepen engagement with all community members by proactively listening to and learning about needs.

- Created Early Childhood Specialist position to provide additional outreach services to this age group.
- Expanded school media specialist liaison program in 2023-2024 school year.
- Participated in multiple outreach events, including the Bloomfield Township Open House.
- Connected with households without a library card by implementing a direct mail campaign to encourage library card registration.

BUILD ORGANIZATIONAL CAPACITY...for strong operations, satisfying employment, and a collaborative culture.

Goal 1: Practice learning organization principles.

Goal 2: Update recruiting, hiring, on-boarding, and retention practices using a diversity, equity, and inclusion lens.

- Changed two Intern positions to Library Assistant positions based on response to previous Intern postings. The Library Assistant position is open to more potential candidates due to changes in educational requirements.

Goal 3: Cultivate a collaborative culture by focusing on how we work together.

- Implemented monthly departmental tours.

MARKETING REPORT

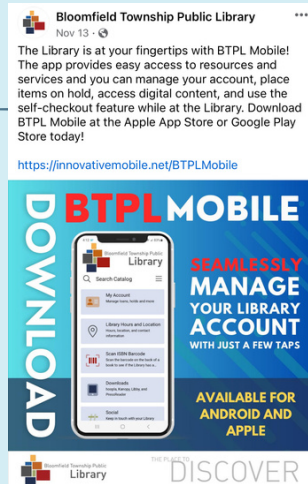
NOVEMBER 2023

INSTAGRAM



FOLLOWERS:
1604 (↑0 from Oct.)

TOTAL REACH:
719
(↓85.2% from Oct.)

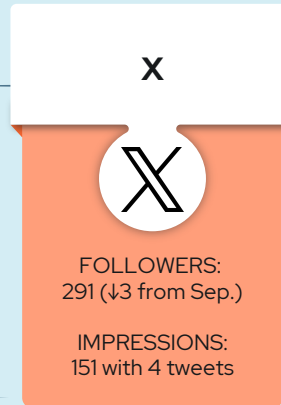


FACEBOOK

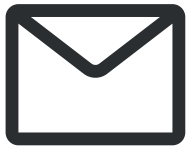


FOLLOWERS:
2948 (↑19 from Oct.)

TOTAL REACH:
8,109
(↓38% from Oct.)



NEWSLETTERS



- **Movies and More** (new DVDs, Cable Cutting, Hannah O'Brien & Grant Flick concert) - 132 messages
- **Books and More** (new books, Aaron Foley Author Event) - 1491 messages
- **Discover** (BTPL Mobile, Dinovember, Caregiver Workshop, Aaron Foley, Library by Mail service) - 16,209 messages
- **Chamber Music Concert** - 195 messages
- **Digital News** (new Libby titles, Winter Reading Challenge) - 2047 messages

PRESS RELEASES



- Hannah O'Brien & Grant Flick Concert
- Chamber Music Concert
- Ballet Folklorico de Detroit
- Author Paul Vachon
- December Second Saturday Book Sale



December YOUTH Events Calendar



S	M	T	W	T	F	S
					01	02
03	04	05 Preschool STEAMtime 10:30 a.m.	06 Baby and Toddler Story Time 10 a.m. or 11 a.m. Virtual Family PJ Story Time 7 p.m.	07	08 Tots & Friends Playtime 10 a.m. - 12 noon	09 Friends of the Library Sale 11 a.m. - 3:30 p.m. Sensory Story Time 11 a.m.
10	11 Art Lab Junior 6:30 p.m.	12 Preschool STEAMtime 10:30 a.m.	13 Baby and Toddler Story Time 10 a.m. or 11 a.m.	14 Paperbacks & Snacks, Grades 4-6 6:30 p.m.	15 Tots & Friends Playtime 10 a.m. - 12 noon	16 Toddler Dance Party 10:30 a.m.
17	18 My First Book Group Grades K - 1 5:30 p.m.	19 Book Worms Grades 2 - 3 6:30 p.m.	20	21 Winter Reading Challenge begins	22 Tots & Friends Playtime 10 a.m. - 12 noon	23
24 	25 	26 Winter Break Board Game Fun begins	27	28 Dungeons & Dragons for Tweens 1 p.m. or 4 p.m.	29 Tots & Friends Playtime 10 a.m. - 12 noon	30
31 LIBRARY CLOSED 24 & 31	LIBRARY CLOSED					

VISIT WWW.BTPL.ORG/EVENTS FOR MORE INFO

WINTER READING CHALLENGE
December 21 - January 31

Warm up with a good book, challenge yourself, and enter to win prizes. Visit btpl.org/winter for more information and to get started.

All ages are encouraged to join the Library's annual Winter Reading Challenge. Warm up with a good book, challenge yourself, and win prizes. Visit btpl.org/winter for more information and to get started. *Registration is required.*

NEW YEAR'S EVE FUN KITS
December 26 - December 30

No registration is required.

Celebrate the New Year at home with a bag of take-home crafts for all ages. Limit one bag per child while supplies last.

DISGUISE A GINGER BREAD BABY!

December 1 - 30

No registration is required.

Help your gingerbread baby escape by disguising it as your favorite book character. Pick up a paper gingerbread figure at the Youth Services Desk and bring your decorated gingerbread baby back to have your artwork displayed and to enter a prize drawing.



COMEDY MAGIC SHOW

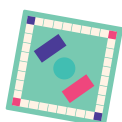
Wednesday, December 27, 2 p.m.

Registration is required.

Join us for an afternoon of fun with comedy magician and entertainer Cameron Zvara. Cameron's show is filled with mind-blowing magic, comedy, juggling, music, and tons of audience participation.



JOIN US FOR WINTER BREAK BOARD GAME FUN DEC 26 - JAN 5



STORY TIMES



Virtual Family PJ Story Time

(Live on Zoom) Wednesday, December 6, 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!

Sensory Story Time

Saturday, December 9, 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.



FUN FOR LITTLE ONES

Tots and Friends Playtime

Fridays starting December 8, 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.

Toddler Dance Party

Saturday, December 16, 10:30 a.m.
Registration is required.



Grown-ups and older siblings are invited to dance and have fun with the toddlers in their lives. This program is open to WALKING toddlers and pre-Kindergarten kids and their families. Come ready to dance! (Note: Registration is not needed for the caregivers accompanying their toddlers.)

ART AND GAME PROGRAMS



Art Lab Junior

Participants must be 7 – 9 years old.
Monday, December 11, 6:30 p.m.
Registration is required.

Kids will focus on the process of creativity while exploring art with different materials.

Dungeons & Dragons for Teens

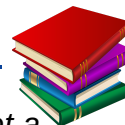
Thursday, December 28, 1 p.m. OR 4 p.m.
Registration is required.

Please register for only one session.



Searching for adventure? Tweens ages 10 – 13 can join in on a “rules light” Dungeons and Dragons one-shot game. Brand new players, as well as experienced adventurers, are welcome. We will use pre-generated characters and all materials will be provided, but feel free to bring your own dice.

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.
Monday, December 18, 5:30 p.m.
Registration is required.

Book Worms: Grades 2 – 3
Tuesday, December 19, 6:30 p.m.
Registration is required.

Paperbacks & Snacks: Grades 4 – 6
Thursday, December 14, 6:30 p.m.
Registration is required.

JANUARY YOUTH EVENTS

Brick Builders – Superheroes

Wednesday, January 3, 7:00 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 superheroes.

Dr. Dolittle Puppet Show

Thursday, January 4, 2 p.m.
Registration is required.

MellyPop! Productions presents this fun, interactive show, combining puppets with music and comedy. Have fun hanging out with Dottie, Dr. Dolittle's new assistant, as she shares stories with all of the magical, talking animals. Family fun for all ages.

Preschool STEAMtime Story Time

Preschoolers ages 3 and up without an adult.
Tuesdays, January 16 – February 20, 10:30 a.m.
Registration is required for the 6-week session.

Preschoolers can get their first chance to independently explore STEAM (science, technology, engineering, art, and math) through stories, rhymes, and music.

Toddler Story Time

Wednesdays, January 17 – February 21, 10:30 a.m.
Registration is required for the 6-week session.

Simple stories, fingerplays, songs, movement, and play for toddlers, 18-35 months, with their grownup.

Baby Story Time

Thursdays, January 18 – February 22, 10:30 a.m.
Registration is required for the 6-week session.

Lap bounces, simple stories, fingerplays, songs, and play for babies, birth – 17 months, with their grownup.

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



Please contact us if you require any additional accommodations.



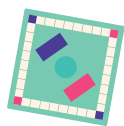
Bloomfield Township Public
Library

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

January YOUTH Events Calendar

S	M	T	W	T	F	S
	01 LIBRARY CLOSED HAPPY new YEAR	02	03 Brick Builders 7 p.m.	04 Dr. Dolittle Puppet Show 2 p.m.	05 Tots & Friends Playtime 10 a.m. - 12 noon Winter Break Craft Day 11 a.m. - 4 p.m.	06
07	08 Art Lab Junior 6:30 p.m.	09	10 Virtual Family PJ Story Time 7 p.m.	11 Paperbacks & Snacks Grades 4-6 6:30 p.m.	12 Tots & Friends Playtime 10 a.m. - 12 noon	13 Friends of the Library Sale 11 a.m. - 3:00 p.m. Sensory Story Time 11 a.m.
14	15	16 Preschool STEAMtime 10:30 a.m. Book Worms Grades 2 - 3 6:30 p.m.	17 Toddler Story Time 10:30 a.m.	18 Baby Story Time 10:30 a.m. My First Book Group Grades K - 1 5:30 p.m.	19 Tots & Friends Playtime 10 a.m. - 12 noon	20
21	22	23 Preschool STEAMtime 10:30 a.m.	24 Toddler Story Time 10:30 a.m.	25 Baby Story Time 10:30 a.m. Art Lab 6:30 p.m.	26 Tots & Friends Playtime 10 a.m. - 12 noon After Hours Fort Night 6:30 p.m.	27
28	29 Brick Builders 7 p.m.	30 Preschool STEAMtime 10:30 a.m.	31 Toddler Story Time 10:30 a.m. Last Day of Winter Reading Challenge			

VISIT WWW.BTPL.ORG/EVENTS FOR MORE INFO



JOIN US FOR WINTER BREAK BOARD GAME FUN DEC 26 - JAN 5

Drop into the Youth Room during Winter Break and play a classic game with friends and family or learn a brand new one.



WINTER READING CHALLENGE
December 21 - January 31
Warm up with a good book, challenge yourself, and enter to win prizes. Visit btpl.org/winter for more information and to get started.

All ages are encouraged to join the Library's annual Winter Reading Challenge. Warm up with a good book, challenge yourself, and win prizes. Visit btpl.org/winter for more information and to get started. *Registration is required.*

SENSORY STORY TIME

Saturday, January 13, 11 a.m.

Registration is required.

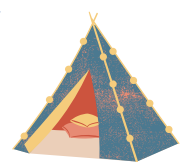


This is an inclusive preschool story time that welcomes all families looking for an adaptive story time experience. For children of all abilities, ages 3 and up with their grownup.

AFTER HOURS FAMILY FORT NIGHT

Friday, January 26, 6:30 p.m.

No registration is required.



Bring your blankets and sheets to transform some tables, chairs, nooks and crannies into your family's personal fort inside the Library! Read stories, eat snacks, and have fun at this after-hours family event. For families of all ages.



WINTER BREAK CRAFT DAY

Friday, January 5, 11 a.m. - 4 p.m.

No registration is required.

Stop by the Youth Room to make a wintry creation! Drop-in craft activities will be available for kids of all ages. We will provide the art supplies and you provide the inspiration.

STORY TIMES



Virtual Family PJ Story Time

(Live on Zoom) Wednesday, January 10, 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!

Preschool STEAMtime Story Time

Preschoolers ages 3 and up without an adult.

Tuesdays, January 16 – February 20, 10:30 a.m.

Registration is required for the 6-week session.

Preschoolers can get their first chance to independently explore STEAM (science, technology, engineering, art, and math) through stories, rhymes, and music.

Toddler Story Time

Wednesdays, January 17 – February 21, 10:30 a.m.

Registration is required for the 6-week session.

Simple stories, fingerplays, songs, movement, and play for toddlers, 18-35 months, with their grownup.

Baby Story Time

Thursdays, January 18 – February 22, 10:30 a.m.

Registration is required for the 6-week session.

Lap bounces, simple stories, fingerplays, songs, and play for babies, birth – 17 months, with their grownup.

PLAY & BUILD PROGRAMS



Tots and Friends Playtime

Fridays, 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

Wednesday, January 3, 7 p.m. – Superheroes

Monday, January 29, 7 p.m. – Dream House

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.



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, January 18, 5:30 p.m.

Registration is required.



Book Worms: Grades 2 – 3

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

Registration is required.

Paperbacks & Snacks: Grades 4 – 6

Thursday, January 11, 6:30 p.m.

Registration is required.

ART PROGRAMS



Art Lab Junior

Participants must be 7 – 9 years old.

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

Registration is required.

Kids will focus on the process of creativity while exploring art with different materials.

Art Lab

Participants must be 10 – 13 years old.

Monday, January 25, 6:30 p.m.

Registration is required.

Explore different forms of art mediums in this creative program.

JANUARY & FEBRUARY PERFORMANCES



Dr. Dolittle Puppet Show

Thursday, January 4, 2 p.m.

Registration is required.

MellyPop! Productions presents this fun, interactive show, combining puppets with music and comedy. Have fun hanging out with Dottie, Dr. Dolittle's new assistant, as she shares stories with all of the magical, talking animals. Family fun for all ages.

Storytelling with Ms. Gwen

Thursday, February 1, 6:30 p.m.

No registration is required.

Storyteller and educator Gwendolyn Lewis welcomes you to engage in an interactive storytelling session celebrating Black History Month as she shares African culture through songs, dance, drummin', and more!
For ages 5 and up.

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




Please contact us if you require any additional accommodations.



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

December 2023 Adult and Teen Programs

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
December Performances @ the Library Chamber Music Concert, Friday, December 1, 7 p.m. Stirring chamber music performances by student musicians from the University of Michigan School of Music, Theatre, and Dance. Dance Performance, Ballet Folklórico de Detroit, 2 p.m. Members of this group teach area youth ethnic traditions and cultural pride through traditional Mexican folk dancing.			*Register by emailing AskTeen@btpl.org or with Adult Services, (248) 642-5800, ext. 171. **Register by emailing AskAdult@btpl.org or with Adult Services, (248) 642-5800, ext. 171. ***Register by emailing AskTech@btpl.org or with Systems, (248) 642-5800, ext. 121. OR register online at www.btpl.org/events		1 English Language Conversation Group 10 a.m. – Noon After Hours Concert: University of Michigan Chamber Music Concert 7 p.m.	2 Dance Performance: Ballet Folklórico de Detroit 2 p.m.
3	4	5	6	7	8	9
		Fiber Arts Club, 10 a.m. – Noon **Movie Discussion Club, 7 p.m. RESCHEDULED Author Lecture: Detroit: An Illustrated Timeline with Paul Vachon, 7 p.m.	*Teen Advisory Board 4:30 p.m. **Pages Across Nations: An International Book Club 7 p.m.		English Language Conversation Group 10 a.m. – Noon	 Saturday Book Sale Friends of the Library Second Saturday Book Sale 10 a.m. – 3:30 p.m. <i>(First hour Friends members only)</i>
10	11	12	13	14	15	16
	Fiber Arts Club 6 p.m. – 8 p.m. 	**What's Your Story? A Memoir Writing Group 1 p.m.	Adult and Teen Craft Kit Release: Marbled Embroidery <i>Bloomfield Twp. residents only while supplies last</i> **Writers' Rendezvous 6:30 p.m.			
17	18	19	20	21	22	23
	Lunchtime Book Club, 1 p.m. 	**Science Fiction / Fantasy Book Club 7 p.m.	**Mystery Book Club 1 p.m. 	*PowerPoint Basics 5:30 p.m. Winter Reading Challenge December 21 – January 31 <i>All ages are encouraged to join. Visit www.btpl.org/winter to register.</i>		
24	25	26	27	28	29	30
CLOSED FOR CHRISTMAS EVE	LIBRARY CLOSED FOR CHRISTMAS DAY	Winter Break Board Game Fun begins through January 5	**Writers' Rendezvous 6:30 p.m. 			

January 2024 Adult and Teen Programs

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
31 LIBRARY CLOSED FOR NEW YEAR'S EVE	1 LIBRARY CLOSED FOR NEW YEAR'S DAY	2 Winter Break Board Game Fun continues through January 5 Fiber Arts Club 10 a.m. – Noon **Movie Discussion Club 7 p.m.	3 **Pages Across Nations: An International Book Club 7 p.m.	4 ***Scanning and Photo Editing 5:30 p.m. 	5 English Language Conversation Group 10 a.m. – Noon	6
7	8 Adult and Teen Kit Release: Green Cleaning <i>Bloomfield Twp. residents only</i> Fiber Arts Club, 6 p.m. – 8 p.m. PHOTO CONTEST Begins	9 **What's Your Story? A Memoir Writing Group 1 p.m. Artist Presentation: Soft Art and Sensory Scapes with nat s.p. 7 p.m. 	10 **Meet the Databases 5:30 p.m. **Writers' Rendezvous 6:30 p.m.	11	12 English Language Conversation Group 10 a.m. – Noon **After Hours Event: Speed Dating With a Book 7 p.m.	13  Friends of the Library Second Saturday Book Sale 10 a.m. – 3:30 p.m. <i>(First hour Friends members only)</i>
14	15 **Lunchtime Book Club 1 p.m.	16 **Tuesday Book Club, 10 a.m. ***Computer and Internet Basics 5:30 p.m. **Classics Book Club 7 p.m.	17 **Mystery Book Club 1 p.m. 	18 ***Google Apps 5:30 p.m. 	19 English Language Conversation Group 10 a.m. – Noon	20
21	22 Adult and Teen Craft Kit Release: Toe-Up Crocheted Socks in the Round <i>Bloomfield Twp. residents only while supplies last</i> **Monday Night Book Club 7 p.m.	23 **What's Your Story? A Memoir Writing Group, 1 p.m. ***Microsoft Excel I 5:30 p.m.	24 *Teen Game Time: Quiplash! 4 p.m. **Writers' Rendezvous 6:30 p.m.	25 **Thursday Book Club 10 a.m. ***PowerPoint Basics 5:30 p.m.	26 English Language Conversation Group 10 a.m. – Noon	27
Exam Week Study Hall @ the Library – January 23 through January 26						
28	29	30 ***Microsoft Excel II 5:30 p.m. Lecture: Home Organizing with Emilie Rivard 7 p.m.	31  WINTER READING CHALLENGE December 21 – January 31 Warm up with a good book, challenge yourself, and enter to win prizes. Visit btpl.org/winter for more information and to get started.		*Register by emailing AskTeen@btpl.org or with Adult Services, (248) 642-5800, ext. 171. **Register by emailing AskAdult@btpl.org or with Adult Services, (248) 642-5800, ext. 171. ***Register by emailing AskTech@btpl.org or with Systems, (248) 642-5800, ext. 121. OR register online at www.btpl.org/events	

DATES FOR LIBRARY BOARD OF TRUSTEES

Tuesday, December 19, 7:00 p.m. – Library Board Meeting (all Trustees)

Wednesday, January 3, 11:00 a.m. – Friends Board Meeting

Monday, January 8 – Photo Contest Opens

Saturday, January 13, 10:00 a.m. - 3:00 p.m.– Friends Second Saturday Sale (with the first hour, 10-11 a.m., open to Friends members only)

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

Tuesday, January 23, 7:00 p.m. – Ambassadors Group

Saturday, February 10, 10:00 a.m. - 3:00 p.m.– Friends Second Saturday Sale (with the first hour, 10-11 a.m., open to Friends members only)

Saturday, February 17 – Sunday, February 25 – Early Voting

Tuesday, February 20, 7:00 p.m. – Library Board Meeting (all Trustees)

Tuesday, February 27 – Election Day (Vote on Library Millage Renewal Ballot Proposal)