

Bloomfield Township Public

**Library**

**Bloomfield Township Public Library  
Board of Trustees**

Library Board Meeting  
**Tuesday, January 16, 2024**  
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, January 16, 2024, 7:00 p.m.

<b>#</b>	<b><u>NUMBERED ITEMS</u></b>	<b><u>DATE DELIVERED</u></b>
1	Agenda	01/12/2024
2a	Request to remove items from the Consent Agenda for Discussion	01/12/2024
2b	Motion to approve the order of items for the regular and consent agendas	01/12/2024
5	Motion to approve remaining Consent Agenda items 6-8d	01/12/2024
6	Regular Board Meeting Minutes of December 19, 2023	01/12/2024
7a	Cash Disbursements	01/12/2024
7b	Revenues/Expenditures Budget Report	01/12/2024
7c	Energy Report	01/12/2024
8a	President's Report– no report	
8b	Director's Report	01/12/2024
8c	Art Committee –January 11, 2024	01/12/2024
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	Bylaws Review	01/12/2024
11a	Fines & Fees FY 2024/2025	01/12/2024
13	Motion to approve any items removed from the Consent Agenda	01/12/2024

	<b><u>UNNUMBERED ITEMS</u></b>	<b><u>DATE DELIVERED</u></b>
	Press Mentions	01/12/2024
	Strategic Plan Update	01/12/2024
	Marketing Report	01/12/2024
	Youth Services Events Calendar	01/12/2024
	Adult Services Events Calendar	01/12/2024
	Dates for Library Board of Trustees	01/12/2024

AGENDA  
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
BOARD OF TRUSTEES  
Tuesday, January 16, 2024  
**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 December 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: \*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. Bylaws Review
11. New Business
  - a. Fines and Fees
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, February 20, 2024
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, December 19, 2023, 7:00 p.m.  
Library Board Room

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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, Joy Murray, and Shane Spradlin

Trustees Absent: None

Administration: Library Director Tera Moon; Administrative Assistant Linden Godlove

Guests: None present

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Shane Spradlin, Keith Carduner, and Joan Luksik requested **7A and 7B** be removed from the consent agenda for regular discussion.

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

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

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

*Nays: None*

**MOTION CARRIED**

**PRESIDENT'S VERBAL REPORT:**

President Dani Gillman declared it is the most wonderful time of the year. She expressed her love for hearing the voices of young people having a good time at the Library. The winter reading challenge is about to begin. It has been a great year at the Library, with great programs, a lot of fun, and great progress on the strategic plan. She loves serving on the library board with the other trustees.

**DIRECTOR'S VERBAL REPORT:**

Director Tera Moon expressed wishes for a warm and cozy end of 2023 and a bright and shining 2024.

The MLA has drafted legislation to help protect libraries and intellectual freedom with a piece

of legislation on the Freedom to Read. The legislation requires that libraries have a request for reconsideration procedure and reinforces the standard process used by most public libraries, and has incorporated a few simple, yet distinct ideas.

As of October, this draft legislation was on the desks of two House members and will hopefully be introduced when legislators return to Lansing in early 2024.

Director Moon updated the Trustees on some updates to the Library's email newsletter database and a tweak to program registration.

Information about the millage renewal proposal is being shared, including an article on the cover of the Library's winter newsletter. A video of Dani Gillman, Library Board President, and Tera Moon, Library Director, at the Bloomfield Township Trustee meeting in the fall has been distributed. The information has been relayed in an article in *Downtown* and the Oakland County elections website. This was the subject of this month's staff training; particularly what staff are permitted to say and do with library resources. A webpage with information that coincides with the newsletter article has been created. Director Moon will share information about the updated website when it is available. There will be an increase in messaging around mid-January to coincide with the distribution of absentee ballots. There will be four opportunities for residents to attend an information session with the Director, hear details, and ask questions: January 17 and February 15, at 2:00 p.m. and 7:00 p.m. on both days. Early voting starts February 17.

Director Moon reported on some incidents involving vandalism of library furniture involving racist symbols plus an incident of unsanctioned postings placed around the Library. These have been reported to the Bloomfield Township Police Department.

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

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

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

*Nays: None*

**MOTION CARRIED**

#### **REGULAR AGENDA:**

##### **Call to the public.**

None present.

#### **10. UNFINISHED BUSINESS:**

##### **10a. Election of Officers**

At the November 21 Library Board of Trustees regular meeting, Board President Dani Gillman presented the nominating committee to select officers and committee assignments for 2024. The nominating committee made a recommendation for officers and committee assignments to remain the same throughout the 2024 year.



Joan Luksik presented a slate of officers to serve the 2023-24 term: **Dani Gillman, President; Judy Lindstrom, Vice President; Joan Luksik, Secretary.**

Upon discussion, a motion was made by Judy Lindstrom, seconded by Joy Murray **TO APPROVE THE SLATE OF OFFICERS AND COMMITTEE ASSIGNMENTS FOR THE PERIOD JANUARY 2024-NOVEMBER 2024.**

A vote was taken for approval of the motion.

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

*Nays: None*

**MOTION CARRIED**

### **10b. Bylaws Review**

The primary goal of the discussion is to ensure a common understanding of the bylaws. This is an opportunity to understand how and why the board operates the way it does.

This month Article II, Sections 1-5 was discussed. 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.

## **11. NEW BUSINESS:**

### **11a. 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.

Each December, the Library Board must decide which of the available options to implement for the next fiscal year.

The library administration recommended adopting Option 2, known as the 80/20 option, for 2024 as it provides a lower health care cost for library employees. The Personnel Committee communicated via email in support of this recommendation. The Library Board prioritizes what option benefits the employees and makes certain to weigh all the costs.

Upon discussion, a motion was made by Shane Spradlin, seconded by Joy Murray **TO ADOPT THE 80/20 OPTION, AS STATED IN PA 152, EFFECTIVE JANUARY 1, 2024.**

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

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

*Nays: None*

**MOTION CARRIED**

### **11b. Director's Evaluation**

December is traditionally the time of year when the Personnel Committee requests the Board's 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 before the beginning of January 2024. The Trustees will have until January 13, 2024 to submit their comments to the Personnel Committee.

The Personnel Committee will then compile the Board's input to complete the Director's performance evaluation, share the results, and make a formal recommendation to the full Library Board regarding the Director's performance and contract at the February 20, 2024 board meeting.

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

Shane Spradlin wanted to know about the check for postage. There were insufficient funds for the postage meter and a check was required. He inquired about Sage, the finance software for accounting, which is an annual expense. He wanted to know about the repairs around the building, which are conducted by LJ Rolls. For this period, they included plumbing, electrical repairs, and the HVAC system, as well as leaks in toilets and conduits in the lower level. He wanted to know about the ADA accessibility on the website software, Monsido, and mentioned that he has experience handling this. Augies Building expense is for janitorial services. He wanted to know about the asset allocations and the investments. Director Moon replied that she and the Finance Coordinator will make this a project for 2024-2025. Keith Carduner also had inquiries about the large expense paid to LJ Rolls, which Director Moon explained is covering multiple invoices. These include repairs on many systems. Carduner wondered what determines when the Building and Grounds Committee is involved. Director Moon explained that several factors determine that, including the dollar amount of the project and how much the project impacts public service and library operations. Joan Luksik thought the Building and Grounds committee might need a report on the repairs. There was a suggestion of a breakdown of the bills so that items are delineated. Joan Luksik wanted to know more about Monsido, and the compliance of the website. This software ensures that the website is ADA compliant.

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

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

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

*Nays: None*

## **OTHER:**

Joy Murray said the Friends of the Library have received a \$25,000 grant from the Michigan Non-profit Relief Fund. This is money that was lost due to the pandemic.

Shane Spradlin said he asked a librarian to help find books about a topic enjoyed by his three-year-old nephew. She did extensive research and found ten books on the subject that were greatly enjoyed.

Dani Gillman had a recent experience with a patron reaching out with concerns. It was regarding an author's note in the back of a book in the youth department. His concern was not in the book's material, but he disagreed with the author's point of view. She directed him to the request for reconsideration policy page. She shared where he could express his opinion. He said he did not believe in censorship but wished to make his feelings known to the board and the library director. She wanted to emphasize that the patron was able to voice his opinion, and everyone was able to have equal access to the material.

Judy Lindstrom thought the entrance urns looked very lovely.

The next board meeting will be Tuesday, January 16, 2024. During the meeting, the fines and fees schedule will be reviewed. The OPEB trust will be discussed.

At 8:08 p.m. President Gillman adjourned the meeting.

Submitted by:

A handwritten signature in black ink, appearing to read "Joan Luksik". The signature is written in a cursive style with a large, looped initial "J".

Joan Luksik, Board Secretary

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

- Delta Sigma Theta Sorority, Inc.
- Izabella Vilensky
- Gwendolyn Lewis

**General Fund – Advance Checks:**

- Check #23601 made payable to Delta Sigma Theta Sorority, Inc. in the amount of \$100.00 was a refund for overpayment of a meeting room rental.
- Check #23602 made payable to Izabella Vilensky in the amount of \$240.00 was a refund for a meeting room cancellation.
- Check #23607 made payable to United States Postal Service in the amount of \$6,400.00 was for postage for the quarterly print newsletter mailing.
- Check #23610 made payable to Petty Cash - BTPL in the amount of \$305.73 was reimbursement of petty cash.
- Check #23611 made payable to Amanda Carroll in the amount of \$50.95 was reimbursement for purchase of program supplies.
- Check #23612 made payable to Andy Cascarelli in the amount of \$35.45 was reimbursement for purchase of program supplies.
- Check #23613 made payable to Clinton Macomb Public Library in the amount of \$14.94 was payment for an item damaged by our patron.
- Check #23614 made payable to Consumers Energy in the amount of \$6,426.13 was payment for natural gas service for the period 11/4-12/4.
- Check #23617 made payable to BTPL SOC in the amount of \$105.19 was payment for SOC's share of the vending commission.
- Check #23620 made payable to DTE Energy in the amount of \$19,726.20 was payment for electricity service for the period 11/8-12/7.
- Check #23621 made payable to Monica Gower in the amount of \$43.22 was reimbursement for mileage.

## General Fund – Regular Checks:

- Check #23627 made payable to Assa Abloy Entrance Solutions in the amount of \$1,726.71 was payment for a repair to the main entrance door after it was knocked off the track.
- Check #23628 made payable to Augies Building Services in the amount of \$25,489.90 was payment for two monthly invoices of \$12,744.95 each for cleaning services in December and January.
- Check #23629 made payable to Aunalytics in the amount of \$5,791.68 was payment for five invoices for various IT services.
- Check #23632 made payable to Bloomfield Township in the amount of \$941.92 was payment for water and sewer service for the period 11/16-12/18.
- Check #23633 made payable to Bloomfield Township in the amount of \$677,121.89 was payment for two payrolls including FICA, health insurance, etc. plus several annual expenses such as the HSA contribution (\$64,500.00) and the library's share of the pension obligations bond (\$292,500.00).
- Check #23639 made payable to Crawford Door Specialties, Inc. in the amount of \$1,125.00 was payment for repairs to the gate.
- Check #23641 made payable to Certasite, LLC in the amount of \$296.41 was payment for annual inspection of the fire extinguishers (formerly known as Eastman Fire Protection).
- Check #23642 made payable to Farmington Community Library in the amount of \$3,337.33 was payment for a database subscription.
- Check #23644 made payable to Frank Rewold And Son, Inc. in the amount of \$47,000.00 was payment for the roof perimeter repairs.
- Check #23646 made payable to Goldner Walsh Nursery, Inc. in the amount of \$973.06 was payment for entrance urns.
- Check #23648 made payable to Healey Fire Protection, Inc in the amount of \$2,235.50 was payment for a repair to a leaking fitting on a sprinkler in the fire suppression system.
- Check #23650 made payable to Innovative Interfaces, Inc in the amount of \$33,719.29 was payment for upgrading to Vega for the patron-facing catalog.
- Check #23658 made payable to Spalding DeDecker in the amount of \$8,900.00 was payment for a topographical survey of the library campus for the drainage improvement project.

- Check #23660 made payable to TK Elevator Corporation in the amount of \$1,081.77 was payment for a maintenance agreement on the elevator.
- Check #23661 made payable to Total Energy Systems, Inc. in the amount of \$806.00 was payment for testing the generator after repairs.

**Gift Fund - Advance Checks:**

- Check #5485 made payable to Cameron Zvara in the amount of \$550.00 was payment for a program performer.
- Check #5488 made payable to Gwendolyn Lewis in the amount of \$375.00 was payment for a program performer.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
CHECK REGISTERS  
FOR THE MONTH OF DECEMBER 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>				
23600	12/13/23	AMAZON CAPITAL SERVICES	016.01	2,586.81
23601	12/13/23	Delta Sigma Theta Sorority, Inc.	016.01	100.00
23602	12/13/23	Izabella Vilensky	016.01	240.00
23603	12/13/23	LOWE'S	016.01	688.16
23604	12/13/23	PRESIDIO NETWORK SOLUTIONS GROUP, LLC	016.01	590.00
23605	12/13/23	PTS Communications	016.01	78.00
23606	12/13/23	TERMINIX PROCESSING CTR.	016.01	171.00
23607	12/13/23	UNITED STATES POSTAL SERVICE	016.01	6,400.00
23608	12/13/23	VALUE LINE PUBLISHING, INC	016.01	342.50
23609	12/19/23	AMAZON CAPITAL SERVICES	016.01	2,743.14
23610	12/19/23	PETTY CASH - BTPL	016.01	305.73
23611	12/19/23	AMANDA CARROLL	016.01	50.95
23612	12/19/23	Andy Cascarelli	016.01	35.45
23613	12/19/23	CLINTON MACOMB PUBLIC LIBRARY	016.01	14.95
23614	12/19/23	CONSUMERS ENERGY	016.01	6,426.13
23615	12/19/23	FLAGSTAR BANK	016.01	4,581.48
23616	12/19/23	PRINCIPAL LIFE INSURANCE COMPANY	016.01	817.26
23617	12/19/23	BTPL SOC	016.01	105.19
23618	12/19/23	UNIQUE MANAGEMENT SERVICES, INC.	016.01	315.20
23619	12/19/23	VIGILANTE SECURITY	016.01	1,950.00
23620	12/27/23	DTE ENERGY	016.01	19,726.20
23621	12/27/23	Monica Gower	016.01	43.23
23622	1/3/24	AMAZON CAPITAL SERVICES	016.01	4,166.29
23623	1/3/24	APPLIED INNOVATION	016.01	1,216.12
23624	1/3/24	AT&T	016.01	727.42
23625	1/3/24	XFINITY	016.01	85.83
23626	1/3/24	T MOBILE	016.01	60.20
Total				<u>54567.24</u>
<b>REGULAR CHECKS:</b>				
23627	1/8/24	ASSA ABLOY ENTRANCE SOLUTIONS	016.01	1,726.71
23628	1/8/24	AUGIES BUILDING SERVICES	016.01	25,489.90
23629	1/8/24	AUNALYTICS, INC.	016.01	5,791.68
23630	1/8/24	BAKER & TAYLOR, INC.	016.01	10,219.49
23631	1/8/24	BLACKSTONE PUBLISHING	016.01	41.60
23632	1/8/24	BLOOMFIELD TOWNSHIP	016.01	941.92
23633	1/8/24	BLOOMFIELD TOWNSHIP	016.01	677,121.89
23634	1/8/24	CDW GOVERNMENT, INC.	016.01	30.48
23635	1/8/24	CENGAGE LEARNING/GALE	016.01	3,299.34
23636	1/8/24	CENTER POINT PUBLISHING	016.01	455.40
23637	1/8/24	CENTRAL BUSINESS SYSTEMS, INC.	016.01	39.60
23638	1/8/24	CINTAS CORPORATION	016.01	175.46
23639	1/8/24	CRAWFORD DOOR SPECIALTIES, INC.	016.01	1,125.00
23640	1/8/24	DEMCO, INC.	016.01	381.93
23641	1/8/24	CertaSite, LLC	016.01	296.41
23642	1/8/24	FARMINGTON COMMUNITY LIBRARY	016.01	3,337.33
23643	1/8/24	FOUNDRY	016.01	25.00
23644	1/8/24	FRANK REWOLD AND SON, INC.	016.01	47,000.00
23645	1/8/24	GAYLORD BROTHERS, INC.	016.01	190.71
23646	1/8/24	GOLDNER WALSH NURSERY, INC.	016.01	973.06
23647	1/8/24	GREAT OAKS MAINTENANCE	016.01	3,600.00
23648	1/8/24	HEALEY FIRE PROTECTION, INC	016.01	2,235.50
23649	1/8/24	INGRAM LIBRARY SERVICES	016.01	90.76
23650	1/8/24	INNOVATIVE INTERFACE, INC	016.01	33,719.29
23651	1/8/24	MICROMARKETING LLC	016.01	366.26
23652	1/8/24	MIDWEST TAPE	016.01	1,211.36
23653	1/8/24	MORNINGSTAR, INC.	016.01	205.00
23654	1/8/24	NICHOLS/NETWORK SERVICES CO	016.01	99.05
23655	1/8/24	OVERDRIVE	016.01	9,072.94
23656	1/8/24	OXFORD UNIVERSITY PRESS USA	016.01	1,657.18
23657	1/8/24	PRIORITY WASTE, LLC	016.01	370.78
23658	1/8/24	Spalding Dedecker	016.01	8,900.00
23659	1/8/24	THOMSON REUTERS- WEST	016.01	155.74

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

<b>Check #</b>	<b>Date</b>	<b>Payee</b>	<b>Cash Account</b>	<b>Amount</b>
23660	1/8/24	TK ELEVATOR CORPORATION	016.01	1,081.77
23661	1/8/24	TOTAL ENERGY SYSTEMS, INC.	016.01	806.00
23662	1/8/24	ULINE	016.01	69.17
23663	1/8/24	WALLACEBURG BOOKBINDING & MFG	016.01	250.08
23664	1/8/24	WT COX INFORMATION SERVICES	016.01	610.32
Total				<u><u>843164.11</u></u>

**Gift Fund**

**ADVANCE CHECKS:**

5484	12/19/23	AMAZON.COM	012.03	184.71
5485	12/19/23	Cameron Zvara	012.03	550.00
5486	12/19/23	FLAGSTAR BANK	012.03	727.22
5487	1/3/24	AMAZON.COM	012.03	417.12
5488	1/3/24	Gwendolyn Lewis	012.03	375.00
5489	1/3/24	Maurice Imhoff	012.03	350.00
Total				<u><u>2604.05</u></u>

**REGULAR CHECKS:**

5490	1/8/24	BAKER & TAYLOR	012.03	238.64
Total				<u><u>238.64</u></u>



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

PRESENTED: JANUARY 16, 2024      FOR THE MONTH OF: DECEMBER, 2023

ACCOUNT NAME	2023-2024	2023-2024	REVENUE/EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	Nine Months 75.00% 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	\$1,096,976	\$1,092,108	12.58%	(\$7,586,787)
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	\$2,227	\$19,584	76.80%	(\$5,916)
Charges for Services	\$14,866	\$14,866	\$133	\$9,174	61.71%	(\$5,692)
Investment earnings	\$50,000	\$50,000	\$40,114	\$430,211	860.42%	\$380,211
Miscellaneous	\$34,566	\$34,566	\$16,492	\$43,169	124.89%	\$8,603
<b>Total Revenues</b>	<b>\$8,816,363</b>	<b>\$8,916,322</b>	<b>\$1,155,943</b>	<b>\$1,698,480</b>	<b>19.05%</b>	<b>(\$7,217,842)</b>
<b><u>Expenditures</u></b>						
Personnel	\$4,977,239	\$4,977,239	\$688,981	\$3,548,275	71.29%	(\$1,428,964)
Library Services	\$823,309	\$830,600	\$33,850	\$534,508	64.35%	(\$296,092)
Facilities & Equipment	\$1,058,879	\$1,143,872	\$81,605	\$905,211	79.14%	(\$238,661)
Other Operating Expenditures	\$3,769,582	\$3,778,363	\$105,951	\$554,352	14.67%	(\$3,224,011)
<b>Total Expenditures</b>	<b>\$10,629,009</b>	<b>\$10,730,074</b>	<b>\$910,387</b>	<b>\$5,542,347</b>	<b>51.65%</b>	<b>(\$5,187,727)</b>
Fund Balance - Beginning	\$13,833,927	\$13,833,927		\$13,833,927		
Net revenue (expenditure)	(\$1,812,646)	(\$1,813,752)		(\$3,843,867)		
Fund Balance - Ending	\$12,021,281	\$12,020,175		\$9,990,060		

**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: JANUARY 16, 2024      FOR THE MONTH OF: DECEMBER, 2023**

Nine Months 75.00%

ACCOUNT NAME	2023-2024 ADOPTED BUDGET AS OF MAR 21, 2023	2023-2024 AMENDED BUDGET AS OF JAN 16, 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>\$76,031</b>	<b>\$450</b>	<b>\$76,131</b>	<b>100.13%</b>	<b>\$100</b>
Gift Revenue	\$0	\$2,870	\$350	\$2,870	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	\$1,958	\$100	\$2,058	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>\$25</b>	<b>\$244</b>	<b>122.23%</b>	<b>\$44</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>\$76,231</b>	<b>\$475</b>	<b>\$76,375</b>	<b>100.19%</b>	<b>\$144</b>
<b><u>Expenditures</u></b>						
<b>Library Services</b>	<b>\$75,589</b>	<b>\$110,139</b>	<b>\$2,831</b>	<b>\$36,229</b>	<b>32.89%</b>	<b>(\$73,910)</b>
<b>Facilities &amp; Equipment</b>	<b>\$34,382</b>	<b>\$61,754</b>	<b>\$12</b>	<b>\$27,651</b>	<b>44.78%</b>	<b>(\$34,103)</b>
<b>Other Operating Expenditures</b>	<b>\$52,224</b>	<b>\$65,832</b>	<b>\$5</b>	<b>\$11,766</b>	<b>17.87%</b>	<b>(\$54,066)</b>
<b>Total Expenditures</b>	<b>\$162,195</b>	<b>\$237,725</b>	<b>\$2,848</b>	<b>\$75,646</b>	<b>31.82%</b>	<b>(\$162,080)</b>
Fund Balance - Beginning	\$161,695	\$161,695		\$161,695		
Net revenue (expenditures)	(\$161,495)	(\$161,495)		\$729		
Fund Balance - Ending	\$200	\$200		\$162,424		

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

Fund	Type	Annual Yield	Date	Amount on Hand
<b>General Fund</b>				
	5th 3rd Checking (Ecommerce)	0.00%	12/31/2023	\$136,813.51
	Flagstar Public Funds Savings	4.23%	12/31/2023	\$210,713.86
	Flagstar Premier Public Entities Checking	1.06%	12/31/2023	\$334,078.26
	RBC Capital Cash/Money Market	1.40%	12/31/2023	\$1,103,635.16
	RBC Capital - Investments	4.48%	12/31/2023	\$9,347,582.73
	<b>Total General Fund</b>			<b><u>\$11,132,823.52</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%	12/31/2023	\$95,922.12
	Huntington CD (Charnov gift) - matures 02/05/2024	0.03%	12/31/2023	\$50,000.00
	Fifth Third Bank Business Standard Checking	0.00%	12/31/2023	\$15,585.90
	<b>Total Gift Fund</b>			<b><u>\$161,508.02</u></b>

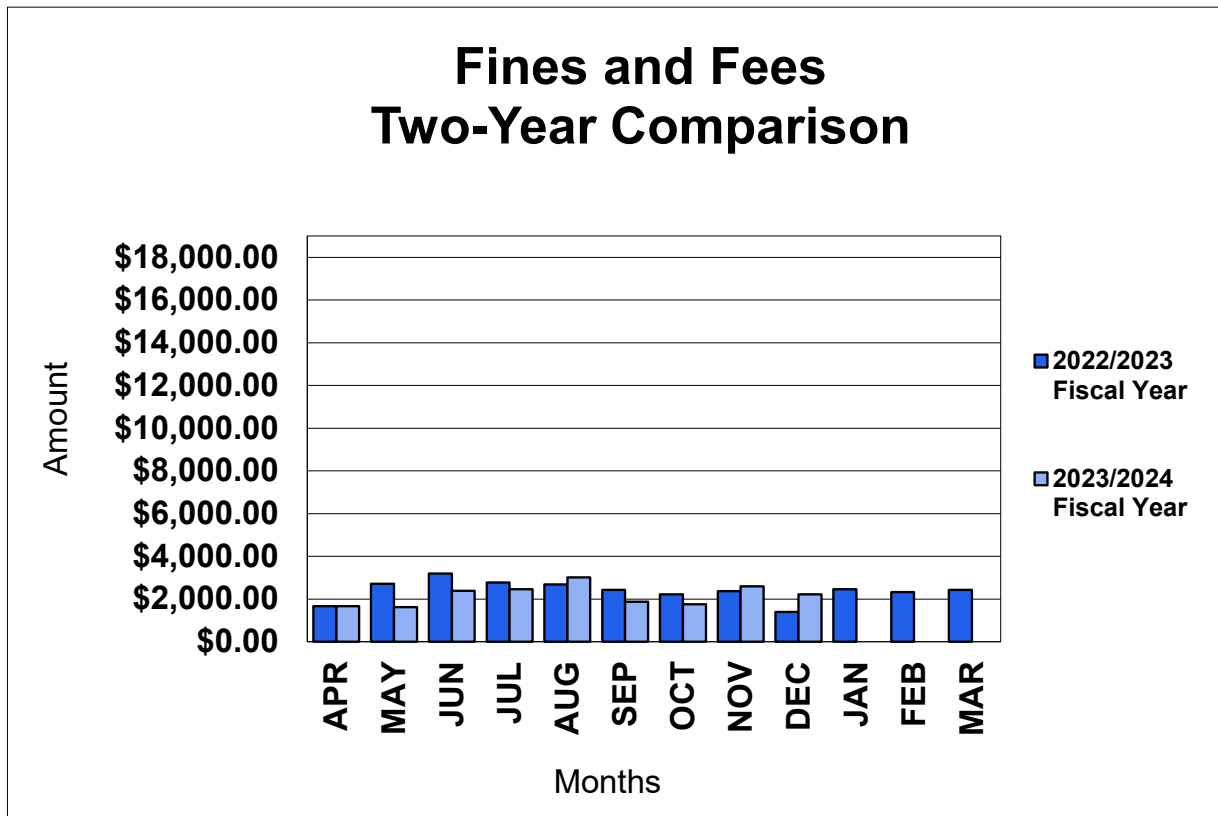
**CFSEM**

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**

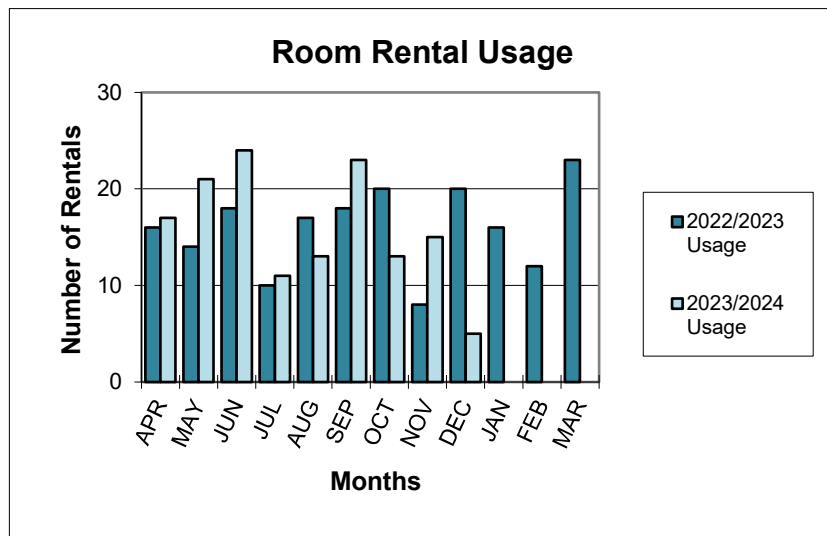
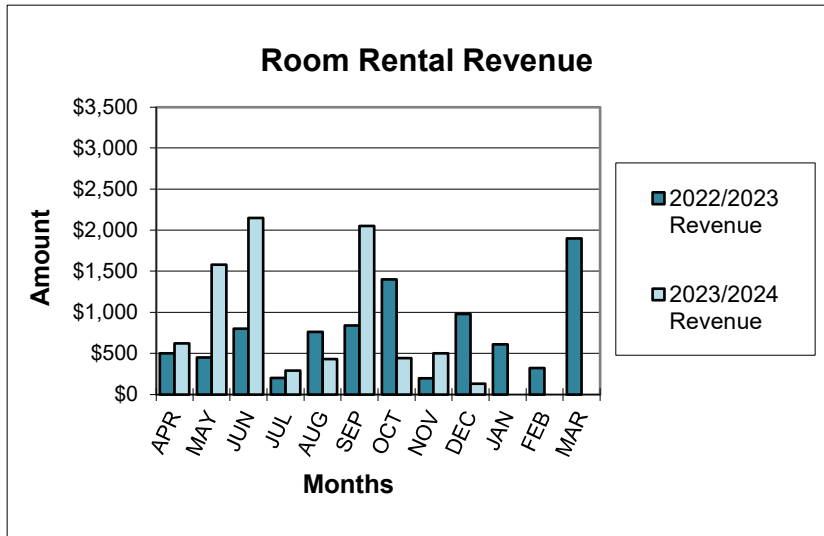
Month	2022/2023 Fiscal Year	2023/2024 Fiscal Year	Difference
APR	\$1,665.40	\$1,666.99	\$1.59
MAY	\$2,708.60	\$1,618.90	(\$1,089.70)
JUN	\$3,197.89	\$2,390.09	(\$807.80)
JUL	\$2,774.98	\$2,456.65	(\$318.33)
AUG	\$2,682.32	\$3,013.99	\$331.67
SEP	\$2,434.58	\$1,872.31	(\$562.27)
OCT	\$2,215.79	\$1,750.71	(\$465.08)
NOV	\$2,366.59	\$2,587.09	\$220.50
DEC	\$1,400.35	\$2,227.15	\$826.80
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>\$19,583.88</b>	<b>(\$9,078.71)</b>



## ROOM RENTAL - TWO-YEAR COMPARISON

# 7b

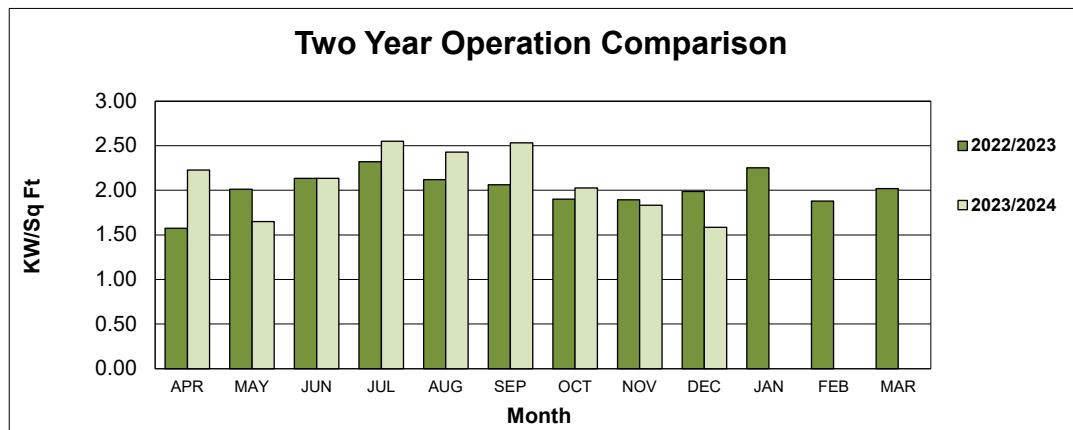
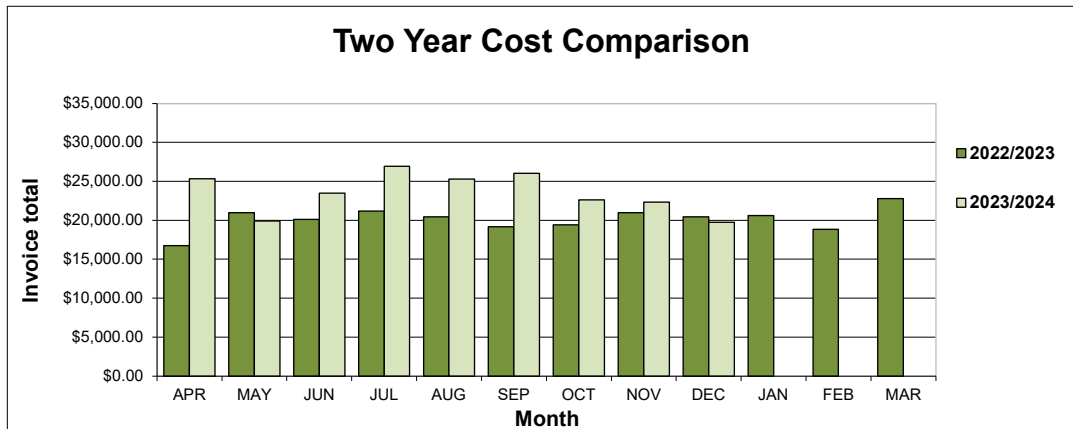
<u>Month</u>	2022/2023 <u>Revenue</u>	2023/2024 <u>Revenue</u>	<u>Difference</u>	2022/2023 <u>Usage</u>	2023/2024 <u>Usage</u>	<u>Month</u>
APR	\$500.00	\$620.00	\$120.00	16	17	APR
MAY	\$450.00	\$1,580.00	\$1,130.00	14	21	MAY
JUN	\$800.00	\$2,150.00	\$1,350.00	18	24	JUN
JUL	\$200.00	\$290.00	\$90.00	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	\$440.00	(\$960.00)	20	13	OCT
NOV	\$197.00	\$500.00	\$303.00	8	15	NOV
DEC	\$980.00	\$130.00	(\$850.00)	20	5	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>\$8,190.00</b>	<b>YTD Difference (\$767.00)</b>	<b>192</b>	<b>142</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	\$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	\$19,726.20	(\$702.42)	160,034	\$0.12	215.10	1.58	\$26.51	\$0.20
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>\$211,615.71</b>	<b>(\$29,960.58)</b>						

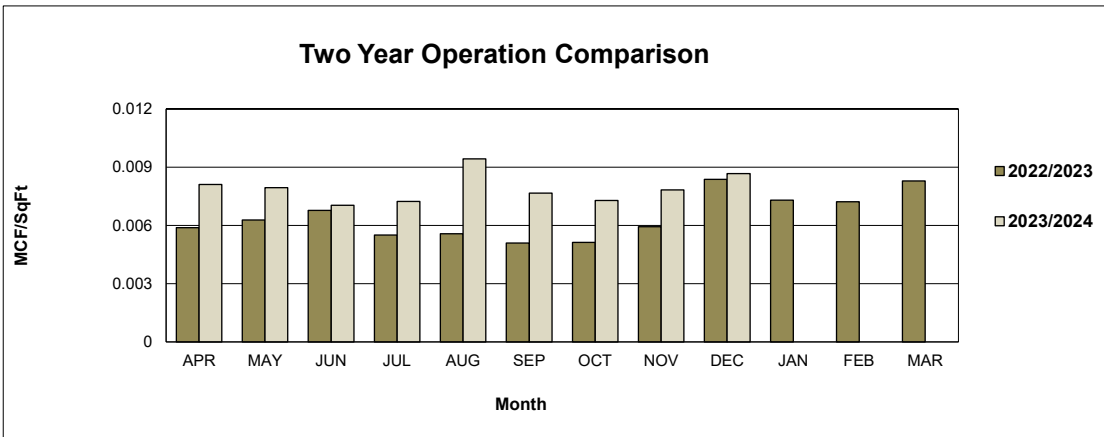
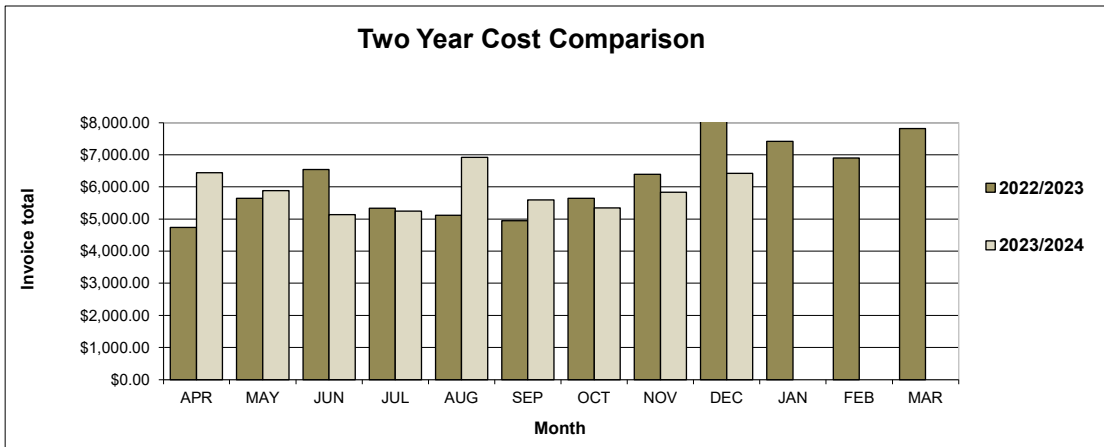


## Bloomfield Township Public Library Natural Gas Analysis

Building Area = 101,023

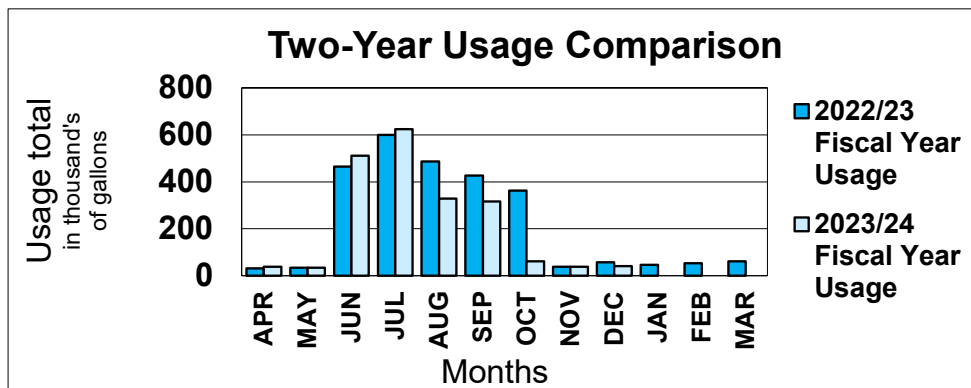
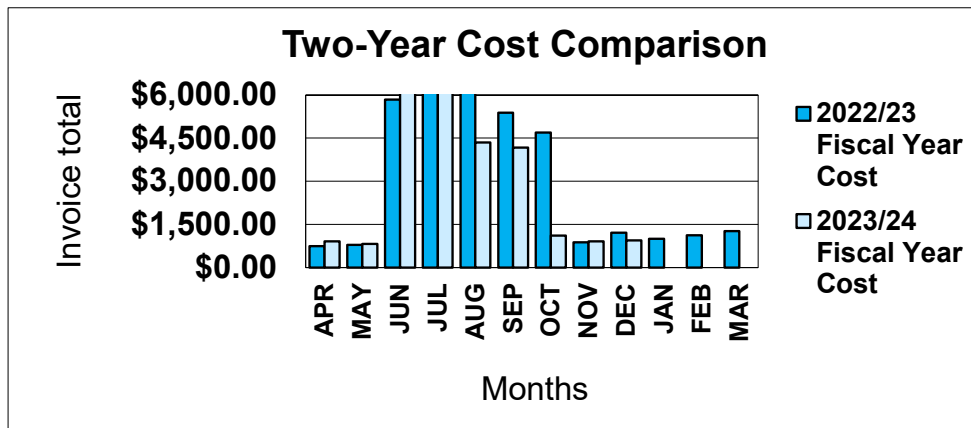
1 Cu. Ft. = 1000 BTU

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	\$5,344.46	(\$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	\$6,426.13	(\$2,249.44)	875.7	\$7.34	744	1.18	0.009	8.64	0.063
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>\$52,823.76</b>	<b>(\$22,343.55)</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	\$1,108.90	(\$3,585.67)	363	61	(302)
NOV	\$879.34	\$905.74	\$26.40	39	39	0
DEC	\$1,212.98	\$941.62	(\$271.36)	58	41	(17)
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>\$27,765.51</b>	<b>(\$8,716.82)</b>	<b>2,664</b>	<b>1,994</b>	<b>(670)</b>





**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY****LIBRARY BOARD OF TRUSTEES  
MONTHLY DIRECTOR'S REPORT****January 2024**

Immediately following our regular Library Board meeting on Tuesday, January 16 our annual **OPEB trust** meeting will take place. Matt Whitty of Schwartz & Co. will be present to provide a trust investment overview and answer any questions you may have.

The **2024 Photo Contest** opened on Monday, January 8. This is the eighth photo contest the Library has hosted. The theme, as revealed at the end of last year's contest, is "Picture Perfect Patterns." The reception will be held on Saturday, April 13 at 2pm. I hope you can all attend as it is a lovely time to interact with our talented community and show appreciation.

Our **Chamber music concert series** continues with our next concert on Friday, February 9 at 7:00pm. This ongoing collaboration with University of Michigan School of Music, Theatre, and Dance, with funding provided by the Friends of the Library, is a wonderful opportunity for our community to experience music.

To reflect the evolving nature of libraries and their services, **three department names at the Library are being updated**. This change, driven by suggestions from department heads, aims to improve clarity for all while aligning with the Library's current offerings. "Technical Services," responsible for processing and cataloging materials, will become "Materials Services." "Systems," supporting library technology like phones, computers, and internet, will now be known as "IT." Finally, "Adult Services" will become "Adult & Teen Services" to properly reflect the scope of its service population. These updates better represent the services offered by these departments and will make it easier for patrons to find the help they need. This will be completed by April 1, 2024.

**Thank you to the Friends** for providing funding for items on the latest wish list! The Friends gave us over \$16,000 dollars for programs and equipment. One item is pending approval. I am so grateful to the Friends for their generous funding of so many things that make the Library the special place that it is!

Once again, **MeLCat provided some interesting statistics** that I would like to share with you. MeLCat is a statewide catalog and resource sharing service created to share materials among all types of libraries in Michigan, regardless of the local circulation system they use. MeLCat contains holdings from all participating libraries. While the ability to search MeLCat is open to everyone, only eligible patrons from participating libraries may request materials to be delivered to their home libraries. A big thank you to

all the libraries and library staff who helped make MeLCat successful in 2023! At this library, MeLCat coordination is the primary responsibility of one full-time Clerk in Circulation with support from part-time Clerks. As Anna Pelepchuk (Circulation Department Head) likes to say, MeLCat is a department within a department.

*In 2023, MeLCat welcomed two new libraries:*

- *North Central Michigan College*
- *Clair County Community College*
- *In addition, the University of Michigan – Ann Arbor resumed lending in October 2023.*

*January 2023 was the busiest month, with patrons placing 103,743 MeLCat requests. Altogether in 2023, more than 970,000 items were loaned out to patrons all over Michigan.*

*The top 5 most requested titles via MeLCat were:*

1. *Lessons in Chemistry by Bonnie Garmus*
2. *Remarkably Bright Creatures by Shelby Van Pelt*
3. *Horse by Geraldine Brooks*
4. *Demon Copperhead by Barbara Kingslover*
5. *Firekeeper's Daughter by Angeline Boulley*

*In the Library of Michigan fiscal year (October 2022 – September 2023), the top five lenders were:*

1. *Capital Area District Library*
2. *Genesee District Library*
3. *Monroe County Library System*
4. *Kent District Library*
5. *Ann Arbor District Library*

*While the top five borrowers were:*

1. *Kent District Library*
2. *Capital Area District Library*
3. *Monroe County Library System*
4. *Ann Arbor District Library*
5. *Jackson District Library*

*Respectfully Submitted,*

*Tera Moon  
Library Director*

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

	<b>2022</b>		<b>2023</b>	
<b>COLLECTION</b>				
Book Collection:	231,202		232,086	
Media Collection:	54,048		50,138	
Total e-books:	21,167		18,950	
Overdrive:	17,255		15,767	
Total downloadable audiobooks:	9,014		9,268	
Materials Total:	315,431		310,442	
<b>CIRCULATION</b>				
Circulation Total:	48,737		52,182	
Bloomfield Township Circulation:	45,806		48,165	
Virtual Circulation Total:	11,437		14,755	
Circulation of Youth Materials:	18,427		17,139	
Circulation of Media:	7,242		7,326	
Circulation of Cranbrook passes:	165		156	
Self-Checkout machine use:	12,881	26.4%	12,024	23.0%
Library By Mail:	42	42 patrons	64	50 patrons
Mobile App	n/a		103	
<b>Building &amp; Equipment Usage</b>				
Door Count:	14,917	*	17,269	**
Gate Count:	15,292		18,137	
Meeting rooms by public:	20		16	
Meeting rooms by staff:	57		62	
<b>Virtual Use</b>				
Home page hits:	26,836		35,995	
e-book access:	4,684		4,788	
Audiobook access: (Overdrive)	2,936		3,223	
Magazine download access:	816		3,109	
Hoopla access:	3,001		3,635	
BTPL Mobile New Devices	n/a		109	
BTPL Mobile Launches	n/a		1,742	
<b>Library Computer Use</b>				
Resident Use	351		395	
Guest Use	218		210	
* Library closed December 23 due to inclement weather in the forecast; December 24 & 25 for Christmas holiday.				
** Library closed 12/24 & 12/25 for Christmas Eve and Christmas Day; closed 12/31 for New Year's Eve.				

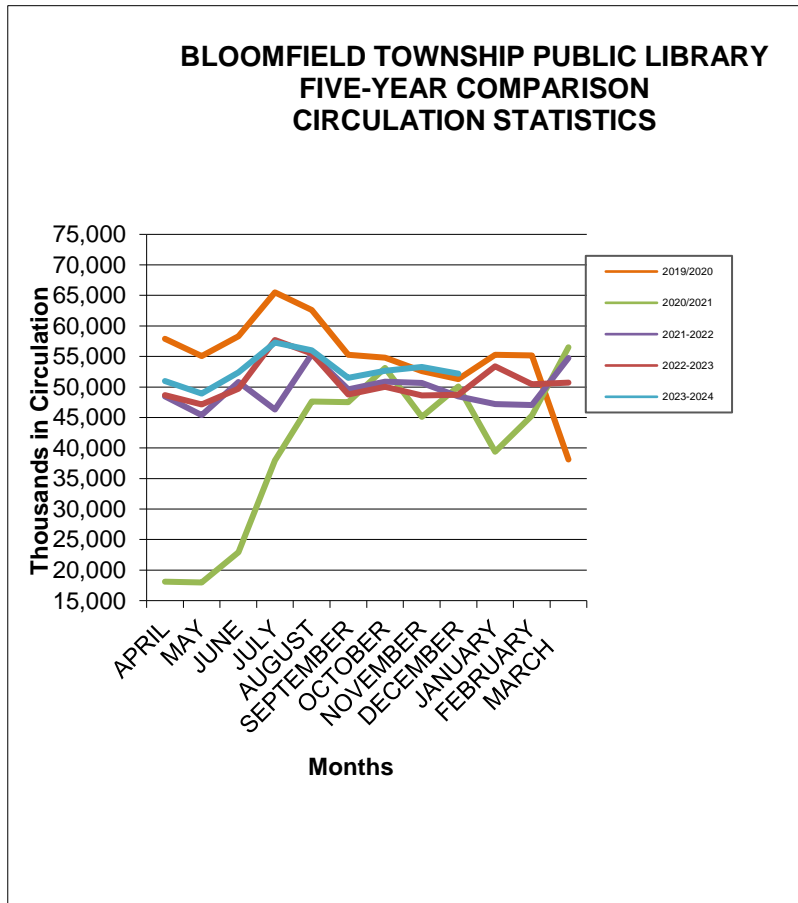
**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
MONTHLY ACTIVITY REPORT  
DECEMBER 2023**

	2022		2023	
<b>OUTREACH &amp; PROGRAMS</b>				
<b><i>New Patrons and Accounts</i></b>				
Township:	182		184	
Cranbrook:	1		6	
Total new patrons:	219		223	
<b><i>Adult Program Attendance</i></b>				
Staff-led:	11 events	149 attended	8 events	64 attended
Speaker-led:	1 event	21 attended	2 events	138 attended
Book clubs:	4 events	36 attended	3 events	21 attended
Tours/visits on-site:	0 events	0 attended	0 events	0 attended
Tours/visits off-site:	5 events	93 attended	3 events	63 attended
Chamber Music Concert:	0 events	0 attended	1 event	141 attended
Bloomfield Historical Society:	0 events	0 attended	0 events	0 attended
<b><i>Systems Program Attendance</i></b>				
Staff-led:	4 events	14 attended	1 event	4 attended
<b><i>Teen Program Attendance</i></b>				
Staff-led:	0 events	0 attended	1 event	1 attended
<b><i>Youth Program Attendance</i></b>				
Staff-led:	26 events	787 attended	31 events	694 attended
Speaker-led:	0 events	0 attended	1 event	120 attended
Tours/visits on-site:	0 events	0 attended	0 events	0 attended
Tours/visits off-site:	6 events	513 attended	4 events	106 attended
TOTAL:	57 events	1,613 attended	55 events	1352 attended
<b><i>Volunteers (total for the month)</i></b>				
	<i>No data reported.</i>		11 people	66.5 hours
Shop volunteers	"		7 people	46 hours
Court appointed volunteers	"		0 people	0 hours
Student volunteers	"		3 people	12.5 hours
Department volunteers	"		1 person	8 hours
<b><i>Patron Remarks</i></b>				
Patron comments:	4		0	
Ask BTPL:	1		7	
<b>DISPLAYS</b>				
Lobby	<i>Soft Art &amp; Sensory Scapes with nat s.p.</i>			
Local History	<i>Winter Reading Challenge</i>			

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
FIVE YEAR CIRCULATION**

1/9/2024

	<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	52,182
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>475,118</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)

**MINUTES OF THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
ART COMMITTEE**

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Bloomfield Township Public Library  
Oakland County, Michigan  
**Thursday, January 11, 2024**  
**10:00 a.m.**

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**Present:** Trustees Judy Lindstrom and Joan Luksik

**Library Staff:** Library Director Tera Moon and Assistant Library Director Katherine Bryant

**New Business:**

Bloomfield Township residents Steve and Mary Schneider have donated a sculpture of a human figure reading. It is made of railroad ties, hinges, and other found items. It was created by an artist in New York. Library Director Tera Moon and Youth Services Department Head Jen Taggart thought it would be a nice piece for the Youth Terrace garden.

The committee discussed the piece. Joan suggested it be adhered to something so it cannot be stolen. Judy suggested a description of the sculpture be added to the art brochure.

The committee agreed that the sculpture should be added to the Library's art collection for placement on the Youth Terrace.

**Next meeting:**

None scheduled at this time.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
MEMORANDUM**

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**TO:** Trustees  
**FROM:** Tera Moon, Library Director  
**DATE:** January 9, 2024  
**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 III, Sections 1-8. This Article establishes when the Board of Trustees meets and how frequently; defines a quorum; tells us what to do if there isn't a quorum; and other items relating to attendance of meetings.

**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 duties of a presiding officer. The President shall have the authority to sign on behalf



**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
POLICY MANUAL**

**SECTION II: ADMINISTRATION, GOVERNANCE, AND PUBLIC OPERATION**

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

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

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

**ARTICLE III**

**MEETINGS**

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

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

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

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

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

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
POLICY MANUAL**

**SECTION II: ADMINISTRATION, GOVERNANCE, AND PUBLIC OPERATION**

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

**Section 7** – As permitted by law, 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**

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**TO:** Trustees

**FROM:** Tera Moon

**DATE:** January 8, 2024

**SUBJECT: Proposed Fines & Fees Schedule 2024**

Each year the Department Heads and Administration conduct an annual review of the Library's Fines & Fees schedule in preparation for completing the FY 2024-2025 library budget. This schedule is the summary table of the restrictions and costs associated with borrowing library materials and use of library services at Bloomfield Township Public Library. This year my memo to you is very different from previous years as this year I am proposing the elimination of all overdue fines, which represent a large portion of this schedule. In addition to that change, which I will expand on below, there are a few other changes, notably a revision of the page devoted to Downloadables.

Earlier this year, Circulation staff proposed eliminating overdue fines for all materials. This is supported by the Circulation Department Head and all other Department Heads, indeed all staff. I support it too.

The way public libraries operate has changed so much over the last 100 years, yet overdue fines have remained a mainstay of our practice. They are often mocked in popular culture, much like the stereotype of the old lady librarian with a bun shushing people. We have evolved in so many ways, why not examine this practice as we do many others? It's a practice associated with crime and punishment, which is not the association we want our residents to have.

"Fines" refers strictly to monies charged when an item is returned after its due date, whereas "fees" encompasses monies collected for other things like lost or damaged materials, copies, and meeting rooms. We are proposing eliminating fines only, not fees. Patrons would still be assessed a fee if they damage or do not return an item. Long-overdue accounts would still be sent to the collection agency.

Fines and fees account for less than 1% of the Library's revenues. In the last three years we collected an average of \$16,000 in fines and \$9,000 in fees. During the pandemic fines were suspended completely, then in 2021 we implemented automatic renewals. This change cut fines revenue from its prepandemic levels, which were around \$65,000. Through automatic renewals we have stepped down this revenue stream. Automatic renewal has been a positive change. It takes some stress off patrons and has had a neutral effect on return rates.

Eliminating overdue fines is something public libraries around the country and the world are doing. According to *Library Journal*, “between 2017 and 2022, the percentage of US public libraries charging patrons overdue fines dropped dramatically from 92% to 36%”. Of Michigan’s 393 public libraries, 44% of them have eliminated fines. Of the 70 public libraries in The Library Network, 47 of them are fines-free.

Overdue fines are viewed as a barrier to access. One might argue that in an affluent community like this one there aren’t many folks on the low end of the income scale, but there are some. The poverty rate in Bloomfield Township is 4.5%. Based on the total number of households (18,922), this translates to an estimated 850 households living at or below the poverty level. Additionally, this community is home to many senior citizens who may be on a fixed income, and young families for whom \$15 means the difference between using the library and not using the library. Overdue fines do not help us live our value of inclusivity. Right now, about 1,300 patron accounts, or 6% of our patrons, are blocked because they owe \$15 or more. Waiving overdue fines would welcome at least some of those residents to use the Library once again.

The percentage of residents who have a library card has dropped from 70% to 50% in the last 10 years. Perhaps some of those folks had a bad experience with fines and choose not to use the library. Or maybe they don’t want to risk the fines, or perhaps they just find it annoying. If removing fines means more residents are able to discover all the great things the Library has to offer, we should remove them.

This is an opportunity to make a change that both patrons and staff will truly love. No one wants to argue about fines. A lot of staff time is spent communicating about fines; this would allow us to deploy that precious resource to other projects and would improve our already wonderful service. One respondent to the survey conducted for the strategic plan remarked, “be gracious with fines -- if you have a fine but renew the book/cd/dvd... online and it is allowed, then remove the fine. It makes no sense to penalize someone who just renewed the book/cd/dvd.”

If you agree that now is the time to eliminate fines, the change would go into effect April 1, 2024. We would waive all current outstanding fines (not fees!) on or around that date. We would publicize this using our usual communication channels.

Included in the packet is the proposed FY 2024-2025 Fines & Fees schedule with recommended changes highlighted for your consideration.

If the proposed FY 2024-2025 Fines and Fees schedule is approved, all proposed changes would be effective on April 1, 2024.

### **Proposed Changes to the Fines & Fees Schedule**

On all pages, removed the column for Overdue Fines.

#### Page 1

- Individual CDs in sets are no longer available to purchase from our vendors so the replacement charge would be for the entire item even if only one CD was damaged or lost.

#### Page 2

- No other changes

#### Page 3

- No other changes

#### Page 4

- No other changes

#### Page 5

- Removed Credit-Free Viewing Titles (Kanopy) as this is no longer available from the vendor.

#### Page 6

- Added PressReader
- Revised loan periods for Kanopy
- Revised Loan Limits for Kanopy
- Revised wording regarding renewals

#### Page 7

- Added “Teacher Materials Delivery Bags”. These are large, sturdy tote bags with our logo that our school liaisons use to drop off larger requests for materials.

#### Page 8

- Revised “Library Card” to include both wallet and key-tag sized cards. This is due to a reduction in the price of library cards as they no longer require an RFID chip for the study rooms.
- Removed a reference to accepting replacement items purchased by patrons for materials they lost or damaged.

#### Page 9

- No change

#### Page 10

- Revised study room details to reflect the recent change to a new method of accessing study rooms.

#### Page 11

- No change

#### Throughout

- Edited for punctuation, spacing, and typos.

## **Further Fines & Fees Schedule Review**

### **Collection Agency**

From January 2023 through December 2023, a total of \$5,166.00 in overdue fines has been collected by the collection agency. In addition, 88 materials, valued at \$3,475.99 have been returned. This is a total of \$8,641.00 recovered for the Library. The cost of collecting these materials and fines was \$2,019.25. The use of a collection agency continues to be beneficial to the Library. If fines are eliminated, we will continue to use the collection agency to recover materials not returned but monitor the return on investment.

### **Circulation and Use Policy - (schedule page 8)**

Our previous change in this policy to "right size" our nonresident circulation to approximately 15% of our total circulation has been successful. Currently Bloomfield Township residents borrow 93% of all library materials. This policy is reviewed by the Policy Committee as part of their annual review of all library policies. No change is recommended at this time.

### **Meeting Room Rental Fees - (schedule page 11)**

Meeting Room Rental to the public was resumed in September 2021. Since then, use has steadily increased but is still below pre-pandemic usage. For comparison, in FY 2019-2020 the public used rooms 351 times. In FY 2022-2023, rooms were used 214 times. Given the disruption of the pandemic and the fact that residents' meeting habits may have migrated to virtual, it's no surprise that this service has been slow to come back. Administration recommends no change to these fees as we would like to remain an affordable option for community gatherings.

Thank you for your review of the Fines & Fees schedule and consideration of our proposed changes. If you agree with the proposed changes, the following motion is needed.

### **ACTION:**

I move to approve the FY 2024-2025 Schedule of Fines & Fees as presented with implementation to begin on April 1, 2024.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
 Uniform Schedules of ~~Fines~~, Rentals, Replacement Charges & Fees  
 Effective April 1, 2024~~3~~

All library items are due at the close of the library business day.

Library ~~fines and~~ fees are reviewed annually. Changes may be made to encourage the return of materials in demand.

ITEM	LOAN PERIOD	LOAN LIMIT	<del>FEES</del>	<del>OVERDUE FINES</del>	RENEWAL YES/NO	HOLDS YES/NO	REPLACEMENT CHARGES*
Audio Book/ CD/MP3 booklet	3 weeks	No #		<del>\$.25 per day fine. Max \$10 fine or cost (whichever is less)</del>	Yes; 3 renewals	Yes	<del>Cost listed plus \$5 service charge Cost listed for set, or \$8 per missing or damaged. CD plus \$5 service charge</del>
Book (hardcover or paperback)	3 weeks	No #		<del>\$.25 per day fine. Max \$10 fine or cost (whichever is less)</del>	Yes; 3 renewals	Yes	Cost listed plus \$5 service charge.
Book (holiday – Youth)	1 week	No #		<del>\$.25 per day fine. Max \$10 fine or cost (whichever is less)</del>	Yes; 3 renewals	Yes	Cost listed plus \$5 service charge.
CD (Compact Disc)	3 weeks	No #		<del>\$.25 per day fine. Max \$10 fine or cost (whichever is less)</del>	Yes; 3 renewals	Yes	Cost listed plus \$5 service charge.
Cranbrook Pass <i>Limited to Bloomfield Township Library Cardholders.</i>	2 weeks	2 passes per BTPL library card only		<del>\$.25 per day fine. Max fine \$10</del>	Yes; 3 renewals	Yes	\$25 if lost plus \$5 service charge.

**Commented [KB2]:** Delete column

**Commented [KB3R2]:** We propose no longer charging overdue fees.

**Commented [KB1]:** The fees column is unnecessary for this table.

**Commented [KB4]:** Individual CDs in sets are no longer available to purchase from our vendors.



BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
 Uniform Schedules of ~~Fines~~, Rentals, Replacement Charges & Fees  
 Effective April 1, 2024~~3~~

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Library ~~fines and~~ fees are reviewed annually. Changes may be made to encourage the return of materials in demand.

**DVDS**

ITEM	LOAN PERIOD	LOAN LIMIT	FEES	OVERDUE FINES	RENEWAL YES/NO	HOLDS YES/NO	REPLACEMENT CHARGES*
DVD- Adult & Youth, Feature	1 week	No #		\$1 per day fine. Max \$15 fine or cost (whichever is less)	Yes; 3 renewals	Yes	Cost listed plus \$5 service charge. <i>Full-set cost may be required (plus \$5 service charge).</i>
DVD – Adult & Youth, Non-Feature	3 weeks	No #		\$1 per day fine. Max \$15 fine or cost (whichever is less)	Yes; 3 renewals	Yes	Cost listed plus \$5 service charge. <i>Full-set cost may be required (plus \$5 service charge).</i>
ESL DVD	3 weeks	No #		\$1 per day fine. Max fine \$15 or cost (whichever is less)	Yes; 3 renewals	Yes	Max cost listed plus \$5 service charge.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
 Uniform Schedules of ~~Fines~~, Rentals, Replacement Charges & Fees  
 Effective April 1, 2024~~3~~

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Library ~~fines and~~ fees are reviewed annually. Changes may be made to encourage the return of materials in demand.

**INTERLIBRARY LOAN & MELCAT**

ITEM	LOAN PERIOD	LOAN LIMIT	FEES	OVERDUE FINES	RENEWAL YES/NO	HOLDS YES/NO	REPLACEMENT CHARGES*
Interlibrary Loan – MeLCat from BTPL	3 weeks	50 per patron	None	<del>\$1 per day fine.</del> Max fine \$15	Yes; 1 renewal	Holds can be placed <b>only</b> if material is on shelf.	Cost billed by original lending library or default cost of \$55-\$105 plus \$5 service charge.
Interlibrary Loan – MeLCat to BTPL (limited to BT residents)	As permitted by lending institution	50 per patron	None	<del>\$1 per day fine.</del> Max fine \$15	As permitted by lending institution.	Does not apply.	Cost billed by original lending library or default cost of \$55-\$105 plus \$5 service charge.
Interlibrary Loan – ALA (limited to BT residents)	As permitted by lending institution	No #	Fee charged by original lending library, paid in advance.	<del>\$1 per day fine plus other charges as billed.</del> Max fine \$15	As permitted by lending institution.	Does not apply.	Cost billed by original lending library plus \$5 service charge.
Interlibrary Loan – ALA photocopies (limited to BT residents)		No #	Fee charged by original lending library, paid in advance.				

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
Uniform Schedules of ~~Fines~~, Rentals, Replacement Charges & Fees  
Effective April 1, 2024~~3~~

All library items are due at the close of the library business day.

Library ~~fines and~~ fees are reviewed annually. Changes may be made to encourage the return of materials in demand.

**MISC.**

ITEM	LOAN PERIOD	LOAN LIMIT	FEES	OVERDUE FINES	RENEWAL YES/NO	HOLDS YES/NO	REPLACEMENT CHARGES *
ASC Non-Book	3 weeks	No #		\$1 per day fine. Max fine \$15 or cost (whichever is less)	Yes; 3 renewals	Yes	Cost of item(s) plus \$5 service charge.
Library Umbrella	3 weeks	No #		\$.25 per day Max \$5.00 fine or cost (whichever is less)	No	No	Item plus \$5 service charge.
Magazine	1 week	No #		\$.25 per day fine. Max fine \$5 or cost (whichever is less)	Yes; 3 renewals	Yes	\$4 plus \$5 service charge.
Media Kit	3 weeks	No #		\$.25 per day fine. Max fine \$10 or cost (whichever is less)	Yes; 3 renewals	Yes	Cost listed plus \$5 service charge.
Maps	3 weeks	No #		\$.25 per day fine per envelope. Max fine \$5 per envelope	Yes; 3 renewals	No	\$5 plus \$5 service charge.
Poster	3 weeks	No #		\$.25 per day fine. Max fine \$5	Yes; 3 renewals	Yes	\$15 plus \$5 service charge.
STEAM Collection (Youth)	3 weeks	No #		\$1 per day fine. Max fine \$15 or cost (whichever is less)	Yes; 3 renewals	Yes	Cost of item(s) plus \$5 service charge.
STEM Collection (Adult)	3 weeks	No #		\$1 per day fine Max fine \$15 or cost (whichever is less)	Yes; 3 renewals	Yes	Cost of item(s) plus \$5 service charge.
Vitality Kit	3 weeks	No #		\$1 per day fine. Max fine \$15 or cost (whichever is less)	Yes; 3 renewals	Yes	Cost of item(s) plus \$5 service charge.
WonderBook	3 weeks	No #		\$.25 per day fine. Max fine \$10 or cost (whichever is less)	Yes; 3 renewals	Yes	Cost listed plus \$5 service charge.
World Language Kit	3 weeks	No #		\$1 per day fine. Max fine \$15 or cost (whichever is less)	Yes; 3 renewals	Yes	Cost of item(s) plus \$5 service charge.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
Uniform Schedules of ~~Fines~~, Rentals, Replacement Charges & Fees  
Effective April 1, 2024~~3~~

All library items are due at the close of the library business day.

Library ~~fines and~~ fees are reviewed annually. Changes may be made to encourage the return of materials in demand.

**DOWNLOADABLES**

ITEM	VENDOR	LOAN PERIOD	LOAN LIMIT	RENEWAL YES/NO	HOLDS YES/NO	FINE THRESHOLD
Audiobook (hoopla)	Midwest Tape	21 days from the time title was borrowed (for most)	16 borrows total per calendar month	No; but patrons may check out the item again if they have not met their loan limit for the month.	No; items on hoopla are always available.	\$15
Audiobook (Libby)	OverDrive	21-day default; can be changed to 7, 10, or 14 days by patron	10 loans on account at one time; ability to return title for another	Yes; renew option appears three days before title expires as long as there are no holds.	Yes; up to 10 holds per account at one time.	\$15
BingePass (hoopla)	Midwest Tape	7 days from the time item is borrowed (for most)	16 borrows total per calendar month	No; but patrons may check out the item again if they have not met their loan limit for the month.	No; items on hoopla are always available.	\$15
<del>Credit-Free Viewing Titles (Kanopy)</del>	<del>Kanopy</del>	<del>N/A</del>	<del>No limit – these titles do not require play credits to view</del>	<del>No; but patrons may check out items again immediately after due date if they have not met their loan limit for the month</del>	<del>No; items on Kanopy are always available</del>	<del>\$15</del>
ebooks, comic books (hoopla)	Midwest Tape	21 days from the time title was borrowed (for most)	16 borrows total per calendar month	No; but patrons may check out the item again if they have not met their loan limit for the month.	No; items on hoopla are always available.	\$15
ebooks (Libby)	OverDrive	21-day default; can be changed to 7, 10, or 14 days by patron	10 loans per account at one time; ability to return title for another	Yes; renew option appears three days before title expires if there are no holds.	Yes; up to 10 holds per account at a time.	\$15
Magazine (Libby)	OverDrive	21 days	Magazines do not count toward checkout limit.	Yes; renew option appears three days before title expires. Magazine checkouts are unlimited.	No; magazines on OverDrive are always available.	\$15

Commented [KB5]: No longer available



BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
 Uniform Schedules of ~~Fines~~, Rentals, Replacement Charges & Fees  
 Effective April 1, 2024~~3~~

All library items are due at the close of the library business day.

Library ~~fines and~~ fees are reviewed annually. Changes may be made to encourage the return of materials in demand.

**MISSING & DAMAGED PARTS**

ITEM	REPLACEMENT CHARGES
Media Cases	\$5 <i>Plus \$5 service charge</i>
Cover art, Bar Code, Label, RFID Tag	\$2 for any or all <i>Plus \$5 total service charge unless entire case is replaced.</i>
Kit Bag	<i>\$8, plus \$5 service charge</i>
Library By Mail Bag Small Large	\$7.25 <i>Plus \$5 service charge</i> \$7.50 <i>Plus \$5 service charge</i>
ASC Bags/Backpack Small; Medium; Large	Bag Charge: Small (yellow) \$4.50; Medium (dark green, royal blue, red) \$5.75; Large (blue) \$11.00; Backpack \$13 <i>Plus \$5 service charge</i>
ASC and World Language Collection Boxes	Box Charge: Extra Small \$4 (8"x6"x9"); Small \$8 (6"x9"x14"); Medium \$8 (12"x9"x15"); Large \$9 (12"x12"x15"); Extra Large \$10 (8"x18"x24"); XXL \$15 (13"x18"x24"); Round \$12 (24") <i>Plus \$5 service charge</i>
STEM Collection Boxes	Box Charge: Small \$4; Medium \$7; Large \$8 <i>Plus \$5 service charge</i>
STEAM Collection Bags	Bag Charge: \$10 <i>plus \$5 service charge</i>
<u>Teacher materials delivery bags</u>	<u>Bag Charge: \$25 plus \$5 service charge</u>

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**Commented [KB11]:** This is a new item. Per Jen Taggart: The Teacher bags are large (really sturdy) tote bags with our logo that our school liaisons use to drop off larger requests for materials, so these are not part of a kit -- just the bags that will get checked out, along with the requested materials.

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BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
 Uniform Schedules of ~~Fines~~, Rentals, Replacement Charges & Fees  
 Effective April 1, 2024~~3~~

All library items are due at the close of the library business day.  
 Library ~~fines and~~ fees are reviewed annually. Changes may be made to encourage the return of materials in demand.

**ADDITIONAL FEES & SERVICES**

ITEM	RENTAL OR PURCHASE FEES	REPLACEMENT CHARGES
Black/White Photocopy or Printout	\$.15 per sheet, 8 ½" x 11", 8 ½" x 14" \$.20 per sheet, 11" x 17"	
Color Photocopy or Printout	\$.50 per sheet	
<del>Borrower's</del> Library Card <del>_ wallet or key tag</del>		<del>RFID</del> Replacement - \$ <del>15</del>
<del>Duplicate Key Tag</del>		<del>Key Tag replacement - \$1</del>
Copier Card	\$.50	
Returned Check for non-sufficient funds	\$18 per NSF Check Returned	
<b>*Replacement Charges:</b>		
<p>Items that need to be withdrawn from the database, reordered, and/or reprocessed require an additional "service charge" as noted in addition to replacement cost. Some items, such as DVDs and Audio Books, may only be replaced as a full set, so full-set replacement cost may be required to be paid in order to replace a single item in the set. Replacement value may be adjusted by Library staff. The replacement value for items borrowed through MeLCat cannot be adjusted by Library staff. If the replacement cost is paid and the item is located within 30 days of payment in proper condition for continued use, the replacement cost will be fully refunded, minus the \$5 service charge. <del>Replacement items must be pre-approved by Library staff.</del></p>		

**Commented [KB12]:** These changes reflect the new library cards available.

**Commented [KB13]:** Adult and Youth Services decided that they will no longer accept replacement items for a variety of reasons.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
Uniform Schedules of ~~Fines~~, Rentals, Replacement Charges & Fees  
Effective April 1, 2024~~3~~

All library items are due at the close of the library business day.  
Library ~~fines and~~ fees are reviewed annually. Changes may be made to encourage the return of materials in demand.

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

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  
Uniform Schedules of ~~Fines~~, Rentals, Replacement Charges & Fees  
Effective April 1, 2024~~3~~

All library items are due at the close of the library business day.  
Library ~~fines and~~ fees are reviewed annually. Changes may be made to encourage the return of materials in demand.

**ADDITIONAL FEES AND SERVICES**

**HOLDS:**

Only Bloomfield Township cardholders can place holds on **up to 99 items**. Items will be held for eight days. MeLCat items will be held for 10 days.

**RENEWAL:**

Bloomfield Township cardholders receive automatic renewals on items, up to three times, as available. All other patrons receive one automatic renewal on items, as available.

**Checkout amounts:** Bloomfield Township cardholders up to 99 items. All other patrons up to 15 items.

**EMAIL NOTIFICATION SCHEDULE:**

**1-week items:** Courtesy/renewal notice will be sent 2 days before item is due. Overdue notice will be sent 2 days, 4 days, and 7 days after item is due. Billed notification for overdue item will be sent 15 days after item is due.

**3-week items:** Courtesy/renewal notice will be 4 days before item is due. Overdue notice will be sent 2 days, 7 days, and 14 days after item is due. Billed notification for overdue item will be sent ~~21~~28 days after item is due.

**Cranbrook Passes:** Courtesy/renewal notice will be sent 4 days before item is due. Overdue notice will be sent 2 days, 4 days, and 7 days after item is due. Billed notification for overdue item will be sent 15 days after item is due.

**COMPUTER USE:**

Bloomfield Township cardholders will receive priority access to library computers for unlimited computer use.

Residents from the service area of The Library Network (TLN) may use their hometown library card to use select computers for up to two hours of computer use per day.

Daily guest passes are available in the Computer Center for anyone who does not live or work in Bloomfield Township or live in the service area of The Library Network for computer use of up to two hours on select computers.

**STUDY ROOMS:**

Study rooms are available to Bloomfield Township cardholders; Cranbrook staff, students and teachers; and Oakland Literacy Council only. ~~There is a two-hour limit for study rooms.~~ Study rooms are available to be reserved in increments of 15 minutes up to two hours, up to two reservations per day, up to seven days in advance.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
 Uniform Schedules of ~~Fines~~, Rentals, Replacement Charges & Fees  
 Effective April 1, 202~~4~~<sup>3</sup>

All library items are due at the close of the library business day.  
 Library ~~fines and~~ fees are reviewed annually. Changes may be made to encourage the return of materials in demand.

**MEETING ROOMS**

Meeting rooms are available for reservation by Bloomfield Township taxpayers only (residents, property owners, and employees of Township organizations and businesses) with a current library card in good standing. The rates established for the use of a meeting room range from \$0 to \$240 for four hours. Meeting Room 3 is available for use by tax-exempt organizations (including charitable 501©3 organizations, homeowners associations, and similar community service organizations) at no charge.

**FACILITY & GROUNDS USE FEES EFFECTIVE APRIL 1, 202~~4~~<sup>3</sup>**

MEETING ROOM	NONPROFIT RATE	PROFIT RATE
<b>Leslie Harcourt Green Community Room</b> <i>Seating: 90 chairs at 30 tables or 140 chairs only</i>	\$100	\$240
<b>Meeting Room 1</b> <i>46 chairs at tables only</i>	\$50	\$120
<b>Meeting Room 2</b> <i>56 chairs only</i>	\$50	\$120
<b>Meeting Room 3</b> <i>18 chairs at 3 tables</i>	\$0	\$60

*All meeting room rates are per four-hour period. A late fee of \$25 for each five minutes over the end time of the meeting room reservation will be charged.*

**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.



Uncategorized

---

## TOP THINGS TO DO WITH KIDS IN METRO DETROIT THIS WEEK

---

## Featured Events

- Paw Patrol & Bluey @ Detroit Zoo's Wild Lights (Royal Oaks)
- Science Will Always Be Here! @ Cranbrook Institute of Science (Bloomfield Hills)
- Fire & Ice Festival @ Valade Park (Detroit)
- Cirque Du Soleil Crystal @ Little Caesars Arena (Detroit)
- FREE First Friday @ Cranbrook Institute of Science (Bloomfield Hills)
- Teenage Mutant Ninja Turtles Party @ Saline Library
- Dr. Dolittle Puppet Show @ Bloomfield Township Library
- Fairytale Princess Celebration @ Fairytale Fun Place (Clarkston)
- Cirque Du Soleil Crystal @ Little Caesars Arena (Detroit)
- Winter Park Tubing @ Bowers School Farm (Bloomfield Hills)
- Glow Stick Skate Night @ Dodge Park (Sterling Heights)
- Sensory-Friendly Days @ DNR Outdoor Adventure Center (Detroit)



Bloomfield Township <cable\_dept@bloomfieldtwp.org>  
To Katherine Bryant

☺ Reply Reply All Forward 📧 ⋮

Thu 1/4/2024 3:41 PM

## Bloomfield Township Public Library - January Book Sale

FRIENDS OF THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

# Second Saturday Book Sale

January 13  
11 a.m. - 3 p.m.

*Friends members get in ONE HOUR EARLY from 10 - 11 a.m.*

Not a Friends member? Sign up at the book sale or become one today. Talk to the Welcome Desk.

Please bring a bag or box for your purchase.

Bloomfield Township Public Library THE PLACE TO DISCOVER

The Friends of Bloomfield Township Public Library will hold their Second Saturday Book Sale Saturday, January 13 from 11:00 a.m. to 3:00 p.m. Please note the new end time of 3:00 p.m. Friends of BTPL 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.

[Additional Book Sale Info](#)

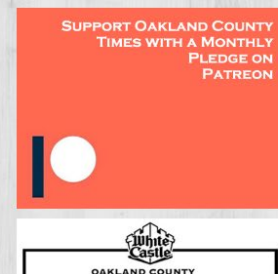
## Feb 27 Ballot – Bloomfield Township Library Millage Renewal Proposal

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Type and hit enter ...



### Feb 27 Ballot – Bloomfield Township Library Millage Renewal Proposal

Bloomfield Township, MI – Voters in Bloomfield Township will be asked to vote on renewing the library millage on the Feb 27, 2024 ballot. Here is the ballot language:

#### Bloomfield Township 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.

Several communities also have proposals on the ballot. For the full list and more election information visit the [Oakland County Clerk's website](#).

### DEC. 7

**Walking group:** Stroll through Shain Park and Barnum Park, 5 p.m., meet at Birmingham Museum, 556 W. Maple Road, (248) 524-3570

### DEC. 9

**Storytime with Santa:** Also homemade cookies, hot cocoa and craft station, 9:30 a.m. and 11 a.m., The Community House, 380 S. Bates St., Suite 232, in Birmingham, communityhouse.com

### DEC. 10

**Christmas concert:** Presented by Langsford Men's Chorus, 4-6 p.m., Lutheran Church of the Redeemer, 1500 W. Maple Road in Birmingham, langsfordmenschorus.org/our-concerts

**Cookie walk:** Benefit for Corner Shower and Laundry in Corktown, 9 a.m.-12:30 p.m., Temple Beth El, 7400 Telegraph Road in Bloomfield Hills, donations of toiletries and clothing appreciated, (248) 214-3611

**Bethlehem Marketplace:** Activities, food samples, live animals, hear story of Jesus and more, 4-5:30 p.m., Birmingham First United Methodist Church, 1589 W. Maple Road, facebook.com/BirminghamFirst

### DEC. 14

**Music To Warm A Wintry Day:** Concert featuring The Birmingham Musicale, 1 p.m., Birmingham First United Methodist Church, 1589 W. Maple Road in Birmingham, thebirminghammusicale.org

### DEC. 19

**Concert:** Classical selections and holiday favorites performed by Bloomfield Hills High School orchestra, 10-11 a.m., Bloomfield Township Senior Center, 4315 Andover Road, free but registration required, (248) 723-3500

### DEC. 21

**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

### ONGOING

**Santa House:** Visit with Kris Kringle, also horse-drawn carriage rides, character visits and free roasted chestnuts and hot cocoa, select times and dates until Dec. 24, Shain Park in Birmingham, RSVP at allinbirmingham.com

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

**Second Saturday Book sales:** 11 a.m.-3:30 p.m., Bloomfield Township Public Library, 1099 Lone Pine Road, (248) 642-5800, btpl.org



**Art exhibits:** "Carl Toth: Reordering Fictions" and "Ash Arder: Flesh Tones" on display until Feb. 25, also "Skilled Labor: Black Show" on display until March 3. Cranbrook Art Museum, 39221 Woodward Ave. in Bloomfield Hills, cranbrookartmuseum.org



Photo provided by the Birmingham Bloomfield Art Center

**Holiday shop:** Handmade gifts from more than 200 juried artists, 10 a.m.-6 p.m. Mondays-Saturdays and noon-4 p.m. Sundays until Dec. 20, Birmingham Bloomfield Art Center, 1516 S. Cranbrook in Birmingham, BBArtCenter.org

**Holiday concert series:** Featuring The Brother Rice Jazz Band and The Marian Melodies at 7 p.m. Dec. 6 musical quartet with Andrew Wu at 12:30 and 7 p.m. Dec. 13, and The Joshua Chorale at 7 p.m. Dec. 20, The Community House Foundation, 380 S. Bates St., Suite 232, in Birmingham, communityhouse.com



### DEC. 9

**'Wassail! An Irish-Appalachian Christmas':** Performed by Seligman Performing Arts Center, 22305 W. 13 Mile Road in

**Birmingham & Ferndale Stamp Club:** Meets 6-8 p.m. (fellowship at 5:30 p.m.) every first and third Tuesday of month. NEXT Senior Center, 2121 Midvale St. in Birmingham, 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

**Senior Men's Club of Birmingham:** Speakers and





Bloomfield Township < cable\_dept@bloomfieldtp.org >  
To Katherine Bryant

😊 Reply Reply All Forward

Thu 1/11/2024 4:22

## Bloomfield Township Public Library Seeks Millage Renewal



On the February 27, 2024 presidential primary ballot, Bloomfield Township residents will be presented with the opportunity to renew a millage for Bloomfield Township Public Library. The Library Board of Trustees is asking voters to consider renewing the existing current millage rate in order to maintain the existing level of funding for the Library.

[Read About the Millage Renewal](#)

# DOWNTOWN

NEWS MAGAZINE  
BIRMINGHAM • BLOOMFIELD

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• 2 hours ago

## Township library seeking millage renewal

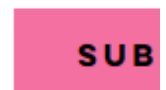
On the February 27 presidential primary ballot, Bloomfield Township Public Library is asking township voters to renew the 2023 expiring millage at the current rate of .5047 mill for 10 years in order to maintain the existing level of funding for the library.

According to the library's board of trustees, Bloomfield Township Public Library is currently supported by three separate millage rates, two of which are levied in perpetuity and one of which expires at the end of 2023. The proposal being presented to voters on the February 27 presidential primary ballot asks township voters to consider renewing the millage which expired in 2023 at the current rate of .5047 mills for another 10 years. The renewal request would not increase current tax payments, and would continue to cost the average township taxpayer approximately \$151 per year on a home with a taxable value of \$300,000, according to library director Tera Moon.

According to Moon, this funding accounts for approximately 27 percent of the library's current total revenues.



How  
your



"The library is a vibrant pillar of the community, serving the 44,235 residents of Bloomfield Township with resources, technology, and support for all ages," said Moon. "If the millage renewal is approved, the library will work to achieve the goals of the 2023-2025 strategic plan and continue its award-winning operations of the last several years. If the millage renewal is not approved, serious cuts to hours, services, staffing, and programming will have to be made to account for the loss of 27 percent of the library's total revenues."

For those with questions or concerns regarding the library millage renewal, the library will host four public informational sessions, on Wednesday, January 17, at 2 and 7 p.m.; and Thursday, February 15, at 2 and 7 p.m. No registration is required to attend.



**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
MEMORANDUM**

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**TO:** Library Board of Trustees

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

**DATE:** January 11, 2024

**SUBJECT:** Strategic Plan

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

**HR Practices Committee**

The HR committee discussed the Comp & Class +++ study research compiled by Administrative Assistant Linden Godlove and Finance Coordinator Monica Gower so far. We will review their information at our January meeting to submit a memo to Administration. We also discussed the suggestions made at the last two meetings when going over the hiring process through an EDI lens and called for two volunteers to compile those suggestions. Librarians Drew Heuser and Killian Weston volunteered to present a rough draft at our January meeting. Ideas for additions to the new Employment page on BTPL's website were also discussed.

**Collaborative Culture Committee**

In December, the Collaborative Culture Committee met to watch a brief webinar on Cultivating Civility in the Library. Prior to the webinar, the group discussed Library Director Tera Moon's feedback from our recommendations, specifically allowing for anonymous feedback from staff. We hope to discuss at future meetings what exactly this will entail. The committee continued to discuss the department tours and how they were going. We also spent some time discussing the recommendation to have a 'staff praise' option for staff to give "shout outs" to one another. Between now and our January meeting, members of the committee will review the HR Morning questions from Tera for a possible Employee Satisfaction Survey.

**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.

- While not a new collection, Teen items are easier to find now that a location code for Teen has been created. All teen items that were coded as Adult Services have been globally updated to Teen. The Teen location is available as a location facet for limiting searches but thus far, not as a collection facet.

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.
- Working on Vega, an updated public online catalog from Innovative Interfaces, Inc. Set to launch in March 2024.

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-ember 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

# DECEMBER 2023

## INSTAGRAM



FOLLOWERS:  
1622 (↑18 from Nov.)

TOTAL REACH:  
776  
(↑7% from Nov.)



❤️ 👁️ 🗑️ Liked by tlcmoon and 32 others  
bloomfieldtwppubliclibrary Kit Alert! New Year's Eve Fun Kits for children are available in the Youth Room! Kits contain a variety of New Year's Eve activities, are limited to one per child, and are available while supplies last. Pick one up in the Youth Room before they're gone!  
#HappyNewYear #NewYearsEve

## NEWSLETTERS



- **Movies and More** (new DVDs, Winter Reading Challenge) - 143 messages
- **Books and More** (new books, Winter Reading Challenge) - 1477 messages
- **Discover** (Winter Reading Challenge, Paul Vachon Author Talk, Teen Advisory Board, Sci-Fi/Fantasy Book Club, PressReader, Toddler Dance Party) - 16,342 messages
- **Teen News** (new titles, Winter Reading Challenge, Teen Game Day, Winter Puzzle Tournament, Craft Kits) - 244 messages



## FACEBOOK



FOLLOWERS:  
2963 (↑15 from Nov.)

TOTAL REACH:  
6,063  
(↓27% from Nov.)

X



FOLLOWERS:  
289 (↓2 from Nov.)

IMPRESSIONS:  
139 with 9 tweets



## PRESS RELEASES

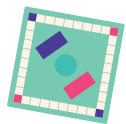


No press releases sent in December.

# 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](http://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](http://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](http://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.*

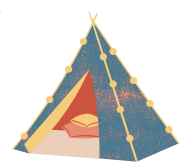


This is an inclusive preschool story time that welcomes all families looking for an adaptive story time experience. For children of all abilities, ages 3 and up with their grownup.

## 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.**

**Thursday, 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](mailto:AskYouth@btpl.org)**



Please contact us if you require any additional accommodations.





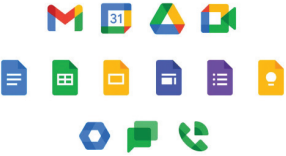
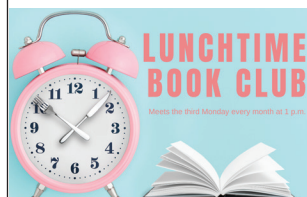


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# January 2024 Adult and Teen Programs

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. <b>PHOTO CONTEST Begins</b>	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
<b>Exam Week Study Hall @ the Library – January 23 through January 26</b>						
28	29	30 ***Microsoft Excel II 5:30 p.m.  Lecture: Home Organizing with Emilie Rivard 7 p.m.	31  <b>WINTER READING CHALLENGE</b> December 21 – January 31 Warm up with a good book, challenge yourself, and enter to win prizes. Visit <a href="http://btpl.org/winter">btpl.org/winter</a> for more information and to get started.		*Register by emailing <a href="mailto:AskTeen@btpl.org">AskTeen@btpl.org</a> or with Adult Services, (248) 642-5800, ext. 171. **Register by emailing <a href="mailto:AskAdult@btpl.org">AskAdult@btpl.org</a> or with Adult Services, (248) 642-5800, ext. 171. ***Register by emailing <a href="mailto:AskTech@btpl.org">AskTech@btpl.org</a> or with Systems, (248) 642-5800, ext. 121. OR register online at <a href="http://www.btpl.org/events">www.btpl.org/events</a>	

# February 2024 Adult and Teen Programs

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<b>February Special Lectures and Events @ the Library</b> <b>History Lecture: The First Michigan Colored Infantry Regiment with Maurice Imhoff, Monday, February 5, 7 p.m.</b> Join Maurice Imhoff for a lecture on the history of the First Michigan Colored Infantry Regiment, later known as the 102nd United States Colored Infantry, discussing its early authorization to its present-time remembrance. <b>University of Michigan School of Music, Theatre, and Dance Chamber Music Concert, Friday, February 9, 7 p.m.</b> Talented student musicians from will thrill audiences with stirring performances of chamber music pieces. Make sure to mark your calendar for the remaining Chamber Music Concert series dates on March 8 and April 12 at 7 p.m.				1 <b>Adult and Teen Craft Kit Release: Wooden Heart Découpage</b> <i>Bloomfield Twp. residents only while supplies last</i>	2 <b>English Language Conversation Group</b> 10 a.m. – Noon	3 <b>**Winter Puzzle Tournament</b> 1 p.m. – 4 p.m. 
4	5 <b>History Lecture: The First Michigan Colored Infantry Regiment with Maurice Imhoff</b> 7 p.m.	6 <b>Fiber Arts Club</b> 10 a.m. – Noon <b>**Movie Discussion Club</b> 7 p.m.	7 <b>*Teen Crafting Conversations</b> 4 p.m. <b>**Pages Across Nations: An International Book Club</b> 7 p.m.	8 <b>**Don't Get Scammed</b> 5:30 p.m.	9 <b>English Language Conversation Group</b> 10 a.m. – Noon <b>After Hours Concert: University of Michigan Chamber Music Concert</b> 7 p.m.	10  <b>Saturday Book Sale</b> <b>Friends of the Library Second Saturday Book Sale</b> 10 a.m. – 3:30 p.m. <i>(First hour Friends members only)</i>
11	12 <b>Adult and Teen Craft Kit Release: Beeswax Wrap</b> <i>Bloomfield Twp. residents only while supplies last</i> <b>Fiber Arts Club</b> 6 p.m. – 8 p.m.	13 <b>**What's Your Story?: A Memoir Writing Group, 1 p.m.</b> <b>**Bridgerton Afternoon Tea with Barb's Tea Service, 2 p.m.</b> <b>***Computer and Internet Basics, 5:30 p.m.</b>	14 <b>**Writers' Rendezvous</b> 6:30 p.m. 	15 <b>***Google Apps</b> 5:30 p.m. 	16 <b>English Language Conversation Group</b> 10 a.m. – Noon	17
18	19 <b>**Lunchtime Book Club, 1 p.m.</b> 	20 <b>**Tuesday Book Club, 10 a.m.</b> <b>Winter Game Day, 1 – 4 p.m.</b> <b>***Microsoft Excel I, 5:30 p.m.</b> <b>**Science Fiction / Fantasy Book Club, 7 p.m.</b>	21 <b>**Mystery Book Club</b> 1 p.m. 	22 <b>**Thursday Book Club, 10 a.m.</b> <b>***Introduction to Scanning and Photo Editing, 5:30 p.m.</b> <b>**Live Cooking Demonstration with Mary Spencer of Taste: A Cook's Place, 7 p.m.</b>	23 <b>English Language Conversation Group</b> 10 a.m. – Noon	24
25	26 <b>**Monday Night Book Club</b> 7 p.m. 	27 <b>**What's Your Story?: A Memoir Writing Group</b> 1 p.m. <b>***Microsoft Excel II</b> 5:30 p.m.	28 <b>**Writers' Rendezvous</b> 6:30 p.m.	29 <b>**Meet the Databases</b> 5:30 p.m. <b>ADULT DATABASES</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, January 13 – Comments for Director's Evaluation Due

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

Wednesday, January 17, 2:00 & 7:00 p.m. – Information Session about the millage renewal proposal (Meeting Room 2, all Trustees)

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

Friday, February 9, 7:00 p.m. – Chamber Music Concert

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)

Thursday, February 15, 2:00 & 7:00 p.m. – Information Session about the millage renewal proposal (Meeting Room 2, all Trustees)

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)

Saturday, April 13, 2:00 p.m. – Photo Contest Reception