

Bloomfield Township Public

**Library**

**Bloomfield Township Public Library  
Board of Trustees**

Library Board Meeting  
**Tuesday, April 23, 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, April 23, 2024, 7:00 p.m.

<b>#</b>	<b><u>NUMBERED ITEMS</u></b>	<b><u>DATE DELIVERED</u></b>
1	Agenda	04/19/2024
2a	Request to remove items from the Consent Agenda for Discussion	04/19/2024
2b	Motion to approve the order of items for the regular and consent agendas	04/19/2024
5	Motion to approve remaining Consent Agenda items 6-8d	04/19/2024
6	Regular Board Meeting Minutes of March 19, 2024	04/19/2024
7a	Cash Disbursements	04/19/2024
7b	Revenues/Expenditures Budget Report	04/19/2024
7c	Energy Report	04/19/2024
8a	President's Report – no report	
8b	Director's Report	04/19/2024
8c	Art Committee – no report	
8c	Advocacy Committee – no report	
8c	Ambassadors Group – no report	
8c	Building and Grounds Committee – 04/11/2024	04/19/2024
8c	Cranbrook – no report	
8c	60 <sup>th</sup> Anniversary Subcommittee – 03/21/2024	04/19/2024
8c	60 <sup>th</sup> Anniversary Subcommittee – 04/18/2024	04/19/2024
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	04/19/2024
11a	Database Review	04/19/2024
11b	Power Wheelchairs Proposal	04/19/2024
13	Motion to approve any items removed from the Consent Agenda	04/19/2024
	 <b><u>UNNUMBERED ITEMS</u></b>	 <b><u>DATE DELIVERED</u></b>
	Strategic Plan Update	04/19/2024
	Marketing Report	04/19/2024
	Press Mentions	04/19/2024
	Youth Services Events Calendar	04/19/2024
	Adult and Teen Services Events Calendar	04/19/2024
	Dates for Library Board of Trustees	04/19/2024

AGENDA  
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
BOARD OF TRUSTEES  
Tuesday, April 23, 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 March 19, 2024
7. Budget
  - a. Cash Disbursements
  - b. Monthly Revenues & Expenditures
  - c. Energy Report
8. Written Reports:
  - a. President: \*Dani Gillman
  - b. Director: \*Tera Moon
  - c. Committee:
    - \*Art Committee *Ad Hoc*
    - \*Bloomfield Township Liaison
    - \*Building and Grounds
    - \*Cranbrook
    - \*Development
    - \*Finance
    - \*Friends of the Library Liaison
    - \*Investment
    - \*Jeanette P. Myers Scholarship Selection
    - \*Personnel
    - \*Policy

**REGULAR AGENDA ITEMS**

9. Call to the public, communications
10. Unfinished Business
  - a. Bylaws Review
11. New Business
  - a. Database Review
  - b. Power Wheelchairs Proposal
12. Discussion of items removed from the Consent Agenda
13. MOTION to approve any items removed from the Consent Agenda
14. Other
15. Next scheduled meeting: Tuesday, May 21, 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, March 19, 2024, 7:00 p.m.  
Library Board Room

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At 7:01 p.m. the Regular Meeting of the Bloomfield Township Public Library Board of Trustees was called to order by President Dani Gillman.

Trustees Present: Keith Carduner, Dani Gillman, Joan Luksik, Joy Murray, and Shane Spradlin

Trustees Absent: Judy Lindstrom

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

Guests: Circulation Clerk and SOC representative Laura Norman

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Trustees Joan Luksik requested **7A and 8B** and Shane Spradlin requested **7A** be removed from the consent agenda for regular discussion.

Upon discussion, a motion was made by Joy Murray, 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 8B.**

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

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

*Nays: None*

**MOTION CARRIED**

**PRESIDENT'S VERBAL REPORT:**

President Dani Gillman thanked the community for approving the millage and bestowing faith and trust in the Library. The 72% approval vote is a testament to the work of the incredible staff and the amazing programs the Library provides. That millage makes the budget discussion easier. The current fiscal year closes this month. March is reading month, and she praised the creative and fun ways the staff promote literacy. This is the Library's 60<sup>th</sup> anniversary year and there will be a celebration. She looks forward to inviting the community. Today is officially the first day of spring.

**DIRECTOR'S VERBAL REPORT:**

Director Tera Moon expressed gratitude to the residents of Bloomfield Township for voting to approve the millage renewal. Thanks to the community's support there is a great budget to review tonight. "We are inspired and energized to remain one of your favorite things in the community," she said.

Vega, the new user interface for the Library's online catalog, has gone live. There was an issue of payment of fees on patron records, but the vendor is addressing that.

The “Distracted Librarians” podcast has been created by Adult and Teen Services Librarians Drew Heuser and Emily Benoit and Youth Services Librarians Nicole Gillies and Killian Weston. Episodes cover a variety of topics related to media consumption including reading. The librarians have used BCTV’s podcasting studio to record the content. BCTV has helped produce and edit it.

A total solar eclipse will occur on Monday, April 8. The Library will begin distributing solar eclipse viewing glasses on Monday, March 25 at the Adult and Teen Services Desk and the Youth Services Desk to Bloomfield Township library cardholders, while supplies last. The Eclipse-a-palooza on Thursday, April 4 will feature the Michigan Science Center Portable Planetarium and other activities.

The 8<sup>th</sup> Library Photo Contest closed on Sunday, March 17. The Library received 125 photographs from 71 photographers. People’s choice voting opens on the Library’s website next week. The expert judges will choose winners for Best in Show and in the different age categories on April 4. The winners will be revealed at the reception on Saturday, April 13.

There will be a 60th anniversary celebration of the community in honor of the Library’s anniversary. This all-ages event, called “Applause, Applause,” will be on Saturday, October 5 from 4:00 p.m. to 7:00 p.m. The subcommittee discussed creating a carnival atmosphere that will inspire optimism and community. The committee meets this Thursday, March 21 at 10:00 a.m. to discuss sponsorship opportunities.

The staff committee that was working on HR-related goals recommended conducting a compensation and classification study to include a review of positions. The RFP process will be managed by Director Moon and Assistant Director Bryant. An RFP document will be posted next week with a goal to make a recommendation to the Board at the May board meeting.

Youth Services Assistant Department Head Lauren Catoni-Ellis oversees the Accessibility Services Collection (ASC). She is conducting a survey related to accessibility services including spaces, events, and collections to reach out to people with disabilities, parents/caregivers of people with disabilities, medical professionals, and educators about their needs and their experience with the Library and other public places. The survey is available through the Library’s website and will be promoted over the next few weeks.

The Library has received the annual audit engagement letter from Alan Panter at Yeo & Yeo. Fieldwork will take place May 6-7 at the Library. The audit will be presented in July this year, instead of September. The audit will be more relevant if reviewed sooner.

Assistant Director Bryant shared about recent monthly staff training called “Stop the Bleed,” as proposed by library ambassador Andy Saxe. It teaches how to respond if there is a traumatic injury. Trinity Health Oakland trauma services staff presented this training, which educated and empowered library staff.

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

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

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

*Nays: None*

**MOTION CARRIED**

**REGULAR AGENDA:**



**Call to the public.**

Circulation Clerk Laura Norman, representing the SOC, welcomed new SOC members for 2024-2025: Adult and Teen Services Librarian Drew Heuser and Maintenance Assistant Tom Corliss. She continues to serve on the SOC for another year.

**10. UNFINISHED BUSINESS:**

**10a. Bylaws Review**

The primary goal of this 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. The Board reviewed and discussed Article V, Sections 1-3. This Article outlines the Board's role of hiring and evaluating the Library Director and defines the role of the Library Director.

**11. NEW BUSINESS:**

**11a. FY 2023/2024 Amended Budget and FY 2024/2025 Proposed Budget**

Director Moon presented the proposed balanced budget that includes the FY 2023-2024 amended budget and the FY 2024-2025 proposed budget for the Board's review.

Upon discussion, a motion was made by Shane Spradlin, seconded by Joan Luksik **TO APPROVE ON A FUNCTIONAL AND TOTAL FUND BASIS THE PROPOSED GENERAL FUND BUDGET, AS ATTACHED, FOR FISCAL YEAR APRIL 1, 2024 - MARCH 31, 2025, IN THE FOLLOWING AMOUNTS FOR THE SUPPORT AND MAINTENANCE OF BLOOMFIELD TOWNSHIP PUBLIC LIBRARY:**

**\$9,697,191 Revenues**

**\$9,638,390 Expenditures**

- **FUND BALANCE RESERVES SHALL BE INCREASED BY: \$58,801 NET REVENUE/EXPENDITURES.**

**THERE IS A PLANNED USE OF FUND BALANCE FOR CAPITAL PROJECTS, INCLUDING THE DRAINAGE IMPROVEMENT PROJECT.**

**TO APPROVE ON A FUNCTIONAL AND TOTAL FUND BASIS THE AMENDED GENERAL FUND BUDGET, AS ATTACHED, FOR THE CURRENT FISCAL YEAR APRIL 1, 2023 - MARCH 31, 2024, IN THE FOLLOWING AMOUNTS FOR THE SUPPORT AND MAINTENANCE OF BLOOMFIELD TOWNSHIP PUBLIC LIBRARY.**

**\$8,918,390 REVENUES**

**\$10,861,800 EXPENDITURES**

- **FUND BALANCE RESERVES SHALL BE DECREASED BY: (\$1,943,410) REVENUE/(EXPENDITURES)**

**THERE IS A PLANNED USE OF FUND BALANCE FOR CAPITAL PROJECTS, INCLUDING THE DOOR ACCESS UPGRADE PROJECT.**

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

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

*Nays: None*

Upon discussion, a motion was made by Shane Spradlin, seconded by Joy Murray **TO APPROVE ON A TOTAL FUND BASIS THE PROPOSED GIFT FUND BUDGET, AS ATTACHED, FOR FISCAL YEAR APRIL 1, 2024 - MARCH 31, 2025, IN THE FOLLOWING AMOUNTS FOR THE SUPPORT AND MAINTENANCE OF THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY:**

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

**TO APPROVE ON A TOTAL FUND BASIS THE AMENDED GIFT FUND BUDGET, AS ATTACHED, FOR THE CURRENT FISCAL YEAR APRIL 1, 2023 - MARCH 31, 2024, IN THE FOLLOWING AMOUNTS FOR THE SUPPORT AND MAINTENANCE OF BLOOMFIELD TOWNSHIP PUBLIC LIBRARY.**

<u>\$76,231</u>	<u>Revenues</u>
<u>\$237,726</u>	<u>Expenditures</u>

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

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

*Nays: None*

#### **11b. Bank Signatories**

With the recent staff change in the Bloomfield Township Treasurer's office, an update to the bank signatories is required. Mary Jevahirian is the new Bloomfield Township Deputy Treasurer. As per the procedure required by financial institutions, a copy of a duly signed board resolution is required for bringing change to the bank account authorized signatories.

Upon discussion, a motion was made by Shane Spradlin, seconded by Joy Murray, **TO APPROVE THE RESOLUTION AUTHORIZING SIGNATURES, INCLUDING FACSIMILE SIGNATURES, FOR BANKING SERVICES ON BEHALF OF THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY AS PRESENTED, EFFECTIVE MARCH 19, 2024.**

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

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

*Nays: None*

**MOTION CARRIED**

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

- Trustee Joan Luksik removed 7A to inquire about Value Line in print and digital. Director Moon said this is an appreciated resource and it is to accommodate different preferences. This is an annual payment.
- Trustee Shane Spradlin removed 7A inquiring about Flagstar Bank, which was a credit card payment, and Sentinel, which is an IT consulting firm that also provides licensing services.
- Trustee Joy Murray requested that annual, monthly, and other timelines be regularly noted. Trustee Shane Spradlin suggested that there be parameters with a threshold dollar amount.
- Trustee Joy Murray inquired about a study of electronic database use. Director Moon reported this is on the agenda for the April board meeting.
- Trustee Joan Luksik removed 8B to inquire further about the Charnov CD. Isabell Charnov was a former Trustee. The group discussed how to spend the funding and reach out to the Charnov family. Director Moon reported that the family was consulted when the CD was established in 2011. There is a wish for a programming room in Adult and Teen Services, which the CD could be considered for.

- President Dani Gillman expressed appreciation for Finance Coordinator Monica Gower's work on the CD and reinvesting these funds. This is something patrons in the community can do to encourage the love of literacy in a meaningful gift.

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

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

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

*Nays: None*

**OTHER:**

Trustee Shane Spradlin inquired about the Strategic Plan memo, pages 91 and 92. He asked about the review of the hiring process through diversity, equity, and inclusion. He also asked about the HR recommendation proposed by the Collaborative Culture Committee. He asked about formal procedures for staff to report their concerns. Director Moon would like to update the whistleblower policy. He made some suggestions for employee complaints and recommended a vendor.

Trustee Joan Luksik expressed concern about flooring in repurposed spaces. This is a concern that will be addressed when plans are further developed for space revision.

Trustee Joy Murray inquired about the Library being fines free on April 1. The marketing for this will begin on April 1, 2024. Canton Public Library has been fines free for a year and a half. They have 2.4% items overdue in a recent report, vs. 4% from before they were fines free.

Trustee Joy Murray reported that the Friends Second Saturday Sale earned a little over \$6,200. The Friends shared 47 boxes of books and other materials in outreach around the state.

The next board meeting will be Tuesday, April 23, 2024.

At 8:09 p.m. President Gillman adjourned the meeting.

Submitted by:



Joan Luksik, Secretary

**Bloomfield Township Public Library  
Cash Disbursements Comments  
March 2024**

**New Vendors:**

- 4imprint
- McDonald Wholesale
- Small House Farm
- Orchestra Sono

**General Fund – Advance Checks:**

- Check #23801 made payable to Andy Cascarelli in the amount of \$44.75 was reimbursement for purchase of program supplies.
- Check #23802 made payable to Consumers Energy in the amount of \$5,362.08 was a monthly payment for natural gas service for the period 2/6/-3/4.
- Check #23804 made payable to DTE Energy in the amount of \$23,972.14 was a monthly payment for electric service for the period 2/8-3/6.
- Check #23805 made payable to Elizabeth Korey in the amount of \$34.06 was payment for mileage for conference attendance.
- Check #23808 made payable to Chris O'Brien in the amount of \$150.00 was payment for a program presenter.
- Check #23810 made payable to Janet Macunovich in the amount of \$350.00 was payment for a program presenter.
- Check #23811 made payable to BTPL SOC in the amount of \$68.35 was SOC's share of the vending commission.
- Check #23815 made payable to State of Michigan in the amount of \$325.25 was an annual payment of sales tax owed for sales in the Library Shop.
- Check #23825 made payable to Martha McGee in the amount of \$257.93 was reimbursement for purchases of Library Shop inventory.
- Check #23826 made payable to Orchestra Sono in the amount of \$1,000.00 was payment for a program presenter.
- Check #23828 made payable to Richard Kwang in the amount of \$215.20 was reimbursement for conference attendance expenses.
- Check #23829 made payable to Small House Farm in the amount of \$300.00 was payment for a program presenter.

- Check #23830 made payable to Lori Smith Hoogasian in the amount of \$100.90 was reimbursement for conference attendance expenses.
- Check #23834 made payable to Paul Zink in the amount of \$223.56 was reimbursement for conference attendance expenses.

**General Fund – Regular Checks:**

- Check #23836 made payable to 4imprint, Inc. in the amount of \$1,236.04 was for summer reading prizes.
- Check #23837 made payable to American Fireplace & Barbeque Dist in the amount of \$365.00 was payment for service performed on the fireplace.
- Check #23838 made payable to Arbor Oakland Group in the amount of \$375.98 was payment for restocking library letterhead.
- Check #23840 made payable to Bayscan Technologies in the amount of \$3,667.64 was payment for receipt paper for Circulation.
- Check #23842 made payable to Bloomfield Township in the amount of \$1,104.73 was a monthly payment for water and sewer service for the period 2/19-3/18.
- Check #23843 made payable to Petty Cash - BTPL in the amount of \$169.79 was payment for reimbursing petty cash from the general fund.
- Check #23844 made payable to Butzel Long in the amount of \$39.00 was payment for legal services.
- Check #23848 made payable to Farmington Community Library in the amount of \$5,370.56 was an annual payment for OverDrive Magazine renewal.
- Check #23849 made payable to Monica Gower in the amount of \$40.20 was payment for mileage for the month of March.
- Check #23852 made payable to LJ Rolls Refrigeration Co., Inc in the amount of \$1,762.75 was payment for two invoices for repairs. \$428.00 for plumbing services on a toilet; \$1,334.75 for minor HVAC repairs.
- Check #23855 made payable to Manufacturer's News. Inc. in the amount of \$231.90 was payment for the Michigan Manufacturer's Directory.
- Check #23859 made payable to S&S Worldwide in the amount of \$289.80 was payment for a mailbox for a Youth Services program.
- Check #23861 made payable to The Library Network in the amount of \$4,668.00 was payment for two invoices. \$1,816.00 for an annual subscription to Consumer Reports database; \$2,852.00 for quarterly internet services.
- Check #23863 made payable to Bloomfield Township in the amount of \$324,422.11 was payment for two payrolls including FICA, health care, etc.
- Check #23865 made payable to The Library Network in the amount of \$1,506.24 was an annual payment for the Employee Assistance Program.

**Gift Fund - Advance Checks:**

- Check #5515 made payable to Jen Taggart in the amount of \$37.05 was for program supplies.
- Check #5517 made payable to Matt Feazell in the amount of \$200.00 was payment for a program presenter.
- Check #5519 made payable to Aleksandra Starczynska in the amount of \$29.64 was reimbursement for purchase of display materials.
- Check #5520 made payable to Backyard Birds and Beyond in the amount of \$500.00 was payment for a program presenter.
- Check #5522 made payable to Elizabeth May in the amount of \$254.23 was reimbursement for purchase of program supplies.
- Check #5523 made payable to Aleksandra Starczynska in the amount of \$59.40 was reimbursement for purchase of display materials.

**Gift Fund - Regular Checks:**

- Check #5527 made payable to Bloomfield Twp. Public Library in the amount of \$3.18 was reimbursement of petty cash from the gift fund.
- Check #5528 made payable to McDonald Wholesale Distributor, Inc. in the amount of \$277.65 was payment for new blinds in staff and public areas.
- Check #5529 made payable to The Library Network in the amount of \$656.00 was an annual payment for a public performance license for films.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
CHECK REGISTERS  
FOR THE MONTH OF MARCH 2024**

<b>Check #</b>	<b>Date</b>	<b>Payee</b>	<b>Cash Account</b>	<b>Amount</b>
<b>General Fund</b>				
<b>ADVANCE CHECKS:</b>				
23801	3/14/24	Andy Cascarelli	016.01	44.75
23802	3/14/24	CONSUMERS ENERGY	016.01	5,362.08
23803	3/14/24	DOW JONES & COMPANY, INC.	016.01	1,890.00
23804	3/14/24	DTE ENERGY	016.01	23,972.14
23805	3/14/24	Elizabeth Korey	016.01	34.06
23806	3/14/24	T MOBILE	016.01	60.20
23807	3/20/24	AMAZON CAPITAL SERVICES	016.01	1,028.02
23808	3/20/24	CHRIS O'BRIEN	016.01	150.00
23809	3/20/24	FLAGSTAR BANK	016.01	7,276.85
23810	3/20/24	Janet Macunovich	016.01	350.00
23811	3/20/24	BTPL SOC	016.01	68.35
23812	3/20/24	VIGILANTE SECURITY	016.01	1,950.00
23813	3/26/24	AT&T	016.01	727.60
23814	3/26/24	PRINCIPAL LIFE INSURANCE COMPANY	016.01	848.55
23815	3/26/24	STATE OF MICHIGAN	016.01	325.25
23822	4/3/24	AMAZON CAPITAL SERVICES	016.01	2,003.05
23823	4/3/24	APPLIED INNOVATION	016.01	2,141.90
23824	4/3/24	XFINITY	016.01	85.50
23825	4/3/24	Martha McGee	016.01	257.93
23826	4/3/24	Orchestra Sono	016.01	1,000.00
23827	4/3/24	PTS Communications	016.01	85.80
23828	4/3/24	Richard Kwang	016.01	215.20
23829	4/3/24	Small House Farm	016.01	300.00
23830	4/3/24	Lori Smith Hoogasian	016.01	100.90
23831	4/3/24	T MOBILE	016.01	60.20
23832	4/3/24	UNIQUE MANAGEMENT SERVICES, INC.	016.01	354.60
23833	4/3/24	UNIVERSITY PRODUCTS, INC.	016.01	873.62
23834	4/3/24	Paul Zink	016.01	223.56
23835	4/11/24	TERMINIX PROCESSING CTR.	016.01	171.00
Total				<u>51961.11</u>
<b>REGULAR CHECKS:</b>				
23836	4/12/24	4imprint, Inc.	016.01	1,236.04
23837	4/12/24	AMERICAN FIREPLACE & BARBEQUE DIST	016.01	365.00
23838	4/12/24	ARBOR OAKLAND GROUP	016.01	375.98
23839	4/12/24	BAKER & TAYLOR, INC.	016.01	8,297.70
23840	4/12/24	BAYSCAN TECHNOLOGIES	016.01	3,667.64
23841	4/12/24	BLACKSTONE PUBLISHING	016.01	41.60
23842	4/12/24	BLOOMFIELD TOWNSHIP	016.01	1,104.73
23843	4/12/24	PETTY CASH - BTPL	016.01	169.79
23844	4/12/24	BUTZEL LONG	016.01	39.00
23845	4/12/24	CENGAGE LEARNING/GALE	016.01	1,357.13
23846	4/12/24	CINTAS CORPORATION	016.01	128.51
23847	4/12/24	DEMCO, INC.	016.01	417.27
23848	4/12/24	FARMINGTON COMMUNITY LIBRARY	016.01	5,370.56
23849	4/12/24	Monica Gower	016.01	40.20
23850	4/12/24	INGRAM LIBRARY SERVICES	016.01	88.27
23852	4/12/24	LJ ROLLS REFRIGERATION CO., INC	016.01	1,762.75
23853	4/12/24	MICROMARKETING LLC	016.01	420.19
23854	4/12/24	MIDWEST TAPE	016.01	1,880.72
23855	4/12/24	MANUFACTURER'S NEWS. INC.	016.01	231.90
23856	4/12/24	OVERDRIVE	016.01	19,473.93
23857	4/12/24	PLAYAWAY PRODUCTS LLC	016.01	2,957.48
23858	4/12/24	THE ROWMAN & LITTLEFIELD PUBLISHING GRP	016.01	352.74
23859	4/12/24	S & S WORLDWIDE, INC.	016.01	289.80
23860	4/12/24	SENTINEL TECHNOLOGIES, INC.	016.01	250.00
23861	4/12/24	THE LIBRARY NETWORK	016.01	4,668.00
23862	4/12/24	UNIQUE MANAGEMENT SERVICES, INC.	016.01	147.75
23863	4/15/24	BLOOMFIELD TOWNSHIP	016.01	324,422.11
23864	4/16/24	PRESIDIO NETWORK SOLUTIONS GROUP, LLC	016.01	8,144.71
23865	4/16/24	THE LIBRARY NETWORK	016.01	1,506.24

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
CHECK REGISTERS  
FOR THE MONTH OF MARCH 2024**

<b>Check #</b>	<b>Date</b>	<b>Payee</b>	<b>Cash Account</b>	<b>Amount</b>
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Total				<u><u>389207.74</u></u>
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**Gift Fund**

**ADVANCE CHECKS:**

5515	3/14/24	Jen Taggart	012.03	37.05
5516	3/20/24	AMAZON.COM	012.03	1,267.89
5517	3/20/24	MATT FEAZELL	012.03	200.00
5518	3/20/24	FLAGSTAR BANK	012.03	449.65
5519	3/20/24	ALEKSANDRA STARCZYNSKA	012.03	29.64
5520	4/1/24	BACKYARD BIRDS AND BEYOND	012.03	500.00
5521	4/3/24	AMAZON.COM	012.03	622.40
5522	4/11/24	Elizabeth May	012.03	254.23
5523	4/11/24	ALEKSANDRA STARCZYNSKA	012.03	59.40

Total				<u><u>3420.26</u></u>
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**REGULAR CHECKS:**

5526	4/12/24	BAKER & TAYLOR	012.03	38.65
5527	4/12/24	BLOOMFIELD TWP. PUBLIC LIBRARY	012.03	3.18
5528	4/12/24	McDonald Wholesale Distributor, Inc.	012.03	277.65
5529	4/12/24	THE LIBRARY NETWORK	012.03	656.00

Total				<u><u>975.48</u></u>
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**Bloomfield Township Public Library  
FY 2023-2024 General Fund Budget**

PRESENTED: APRIL 19, 2024 FOR THE MONTH OF: MARCH, 2024

ACCOUNT NAME	2023-2024	2023-2024	REVENUE/EXPENSE CURRENT MONTH	REVENUE/EXPENSE YTD	Twelve Months 100%	
	ADOPTED BUDGET AS OF MARCH 21, 2023	AMENDED BUDGET AS OF MARCH 19, 2024			% OF BUDGET YTD	VARIANCE
<b>Revenues</b>						
<b>Taxes</b>	<b>\$8,578,936</b>	<b>\$8,678,895</b>	<b>\$469,517</b>	<b>\$8,926,108</b>	<b>102.85%</b>	<b>\$247,213</b>
<b>Penal Fines</b>	<b>\$71,695</b>	<b>\$71,695</b>	<b>(\$7)</b>	<b>\$59,352</b>	<b>82.78%</b>	<b>(\$12,343)</b>
<b>State Aid</b>	<b>\$40,800</b>	<b>\$40,800</b>	<b>\$0</b>	<b>\$44,876</b>	<b>109.99%</b>	<b>\$4,076</b>
<b>Circulation Fines &amp; Fees</b>	<b>\$25,500</b>	<b>\$25,500</b>	<b>\$1,150</b>	<b>\$25,208</b>	<b>98.85%</b>	<b>(\$292)</b>
<b>Charges for Services</b>	<b>\$14,866</b>	<b>\$14,866</b>	<b>\$1,978</b>	<b>\$13,103</b>	<b>88.14%</b>	<b>(\$1,763)</b>
Photocopy Fees	\$651	\$651	(\$12)	\$973	149.53%	\$322
Room Rental Fees	\$14,215	\$14,215	\$1,990	\$12,130	85.33%	(\$2,085)
<b>Investment earnings</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$61,672</b>	<b>\$536,191</b>	<b>1072.38%</b>	<b>\$486,191</b>
Interest/Dividends	\$50,000	\$50,000	\$40,035	\$417,476	834.95%	\$367,476
Change in Asset Value	\$0	\$0	\$21,638	\$118,716	0.00%	\$118,716
<b>Miscellaneous</b>	<b>\$34,566</b>	<b>\$36,634</b>	<b>\$14,480</b>	<b>\$60,733</b>	<b>165.78%</b>	<b>\$24,099</b>
Miscellaneous Revenue	\$3,370	\$3,370	\$0	\$2,766	82.07%	(\$604)
Library Shop	\$4,081	\$4,081	\$551	\$5,105	125.09%	\$1,024
Café	\$7,115	\$7,115	\$610	\$4,525	63.60%	(\$2,590)
Sale of Used Equip.	\$0	\$2,068	\$0	\$2,068	0.00%	\$0
Transfers In	\$0	\$0	\$0	\$0	0.00%	\$0
Federal Grants	\$0	\$0	\$0	\$2,068	0.00%	\$2,068
Refunds/Rebates-Self Ins.Rx	\$20,000	\$20,000	\$13,319	\$44,202	0.00%	\$24,202
<b>Total Revenues</b>	<b>\$8,816,363</b>	<b>8,918,390</b>	<b>\$548,791</b>	<b>\$9,665,572</b>	<b>108.38%</b>	<b>\$747,182</b>
<b>Expenditures</b>						
<b>Personnel</b>	<b>\$4,977,239</b>	<b>\$4,977,239</b>	<b>\$348,227</b>	<b>\$4,576,976</b>	<b>91.96%</b>	<b>(\$400,263)</b>
Salaries & Wages	\$3,262,098	\$3,262,098	\$236,610	\$2,876,425	88.18%	(\$385,673)
Social Security	\$249,017	\$249,017	\$16,977	\$207,443	83.30%	(\$41,574)
Employee Insurances	\$972,208	\$972,208	\$86,010	\$787,069	80.96%	(\$185,139)
Retirement	\$493,916	\$493,916	\$8,630	\$706,039	142.95%	\$212,123
Retiree Health Care - OPEB	\$0	\$0	\$0	\$0	0.00%	\$0
<b>Library Services</b>	<b>\$823,309</b>	<b>\$830,600</b>	<b>\$51,596</b>	<b>\$721,314</b>	<b>86.84%</b>	<b>(\$109,286)</b>
Electronic Serv.-Databases	\$206,405	\$206,405	\$1,816	\$203,263	98.48%	(\$3,142)
Electronic Services-Skyriver	\$25,700	\$25,700	\$0	\$23,898	92.99%	(\$1,802)
Books	\$326,408	\$326,408	\$26,976	\$268,362	82.22%	(\$58,046)
Processing & Supplies	\$24,000	\$24,000	\$1,288	\$22,862	95.26%	(\$1,138)
Periodicals/Docs/Ref. Serv.	\$64,577	\$71,368	\$7,843	\$66,410	93.05%	(\$4,958)
Music	\$16,053	\$16,553	\$417	\$5,203	31.43%	(\$11,350)
Audiobooks	\$75,123	\$75,123	\$7,530	\$67,631	90.03%	(\$7,492)
DVDs	\$42,000	\$42,000	\$1,551	\$24,684	58.77%	(\$17,316)
Accessibility Support Collection	\$10,043	\$10,043	\$0	\$5,014	49.92%	(\$5,029)
Programming	\$33,000	\$33,000	\$4,175	\$33,987	102.99%	\$987
<b>Facilities &amp; Equipment</b>	<b>\$1,058,879</b>	<b>\$1,143,872</b>	<b>\$39,466</b>	<b>\$1,126,576</b>	<b>98.49%</b>	<b>(\$17,296)</b>
Repairs/Maint. Supplies	\$65,000	\$65,000	\$2,801	\$70,613	108.64%	\$5,613
Telephone	\$17,450	\$17,450	\$56	\$10,481	60.06%	(\$6,969)
Building Insurance	\$58,017	\$58,017	\$0	\$56,624	97.60%	(\$1,393)
Public Utilities	\$384,000	\$384,000	\$30,439	\$378,437	98.55%	(\$5,563)
Building Maintenance	\$180,866	\$264,166	\$2,121	\$279,405	105.77%	\$15,239
Equipment Maintenance	\$24,210	\$24,210	\$2,142	\$21,512	88.86%	(\$2,698)
Grounds Maintenance	\$96,675	\$96,675	\$0	\$90,422	93.53%	(\$6,253)
Computer System Maint.	\$216,661	\$218,354	\$1,222	\$211,581	96.90%	(\$6,773)
Equipment	\$16,000	\$16,000	\$686	\$7,501	46.88%	(\$8,499)
<b>Other Operating Expenditures</b>	<b>\$3,769,582</b>	<b>\$3,778,363</b>	<b>\$13,115</b>	<b>\$607,494</b>	<b>16.08%</b>	<b>(\$3,170,869)</b>
Office/Computer Supplies	\$32,000	\$32,000	\$5,636	\$31,361	98.00%	(\$639)
Postage	\$22,055	\$22,055	\$18	\$21,659	98.21%	(\$396)
Professional Services	\$118,876	\$118,876	\$3,643	\$114,172	96.04%	(\$4,704)
Projects	\$3,517,916	\$3,526,697	(\$492)	\$378,836	10.74%	(\$3,147,861)
Staff Development/Travel	\$29,575	\$29,575	\$3,563	\$25,273	85.45%	(\$4,302)
Printing & Publishing	\$25,050	\$25,050	\$0	\$21,716	86.69%	(\$3,334)
Dues & Membership	\$17,030	\$17,030	\$0	\$12,101	71.06%	(\$4,929)
Bank Expenses	\$4,720	\$4,720	\$163	\$1,211	25.66%	(\$3,509)
Library Shop Expenses	\$2,000	\$2,000	\$583	\$1,165	58.24%	(\$835)
Café Expenses	\$360	\$360	\$0	\$0	0.00%	(\$360)
<b>Total Expenditures</b>	<b>\$10,629,009</b>	<b>\$10,730,074</b>	<b>\$452,404</b>	<b>\$7,032,360</b>	<b>65.54%</b>	<b>(\$3,697,714)</b>
Fund Balance - Beginning	\$13,833,927	\$13,833,927		\$13,833,927		
Net revenue (expenditure)	(\$1,812,646)	(\$1,811,684)		\$2,633,212		
Fund Balance - Ending	\$12,021,281	\$12,022,243		\$16,467,139		

\*penal fines collected by the State of Michigan are down

\*room rental usage is down

Revenue  
 within 2% of percentage of year  
 between 2-5% under percentage of year  
 more than 5% under percentage of year

Expenditures  
 between 2-5% under  
 within 1.5%  
 over %

#

**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	\$7,101,201
Unassigned Fund Balance (is the unplanned emergency amount)	\$100,000	\$100,000

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

**PRESENTED: APRIL 23, 2024 FOR THE MONTH OF: MARCH, 2024**

Twelve Months 100%

ACCOUNT NAME	2023-2024 ADOPTED BUDGET AS OF MAR 21, 2023	2023-2024 AMENDED BUDGET AS OF APRIL 23, 2024	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>\$50</b>	<b>\$100,507</b>	<b>132.19%</b>	<b>\$24,476</b>
Gift Revenue	\$0	\$2,870	\$50	\$2,870	100.00%	\$0
Friends of the Library	\$0	\$66,722	\$0	\$91,098	136.53%	\$24,376
Atkinson Trust	\$0	\$1,452	\$0	\$1,452	100.00%	\$0
BTPL Endowment Fund/Amber Trust	\$0	\$1,958	\$0	\$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>\$26</b>	<b>\$339</b>	<b>169.49%</b>	<b>\$139</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>\$76</b>	<b>\$100,846</b>	<b>132.29%</b>	<b>\$24,615</b>
<b><u>Expenditures</u></b>						
<b>Library Services</b>	<b>\$75,589</b>	<b>\$110,139</b>	<b>\$3,267</b>	<b>\$51,826</b>	<b>47.06%</b>	<b>(\$58,313)</b>
<b>Facilities &amp; Equipment</b>	<b>\$34,382</b>	<b>\$61,754</b>	<b>\$851</b>	<b>\$31,490</b>	<b>50.99%</b>	<b>(\$30,264)</b>
<b>Other Operating Expenditures</b>	<b>\$52,224</b>	<b>\$65,832</b>	<b>\$283</b>	<b>\$12,058</b>	<b>18.32%</b>	<b>(\$53,774)</b>
<b>Total Expenditures</b>	<b>\$162,195</b>	<b>\$237,725</b>	<b>\$4,401</b>	<b>\$95,375</b>	<b>40.12%</b>	<b>(\$142,351)</b>
Fund Balance - Beginning	\$161,695	\$161,695		\$161,695		
Net revenue (expenditures)	(\$161,495)	(\$161,495)		\$5,471		
Fund Balance - Ending	\$200	\$200		\$167,166		

**Bloomfield Township Public Library**  
**Asset Allocation Summary**  
**MARCH 2024**

Fund	Type	Annual Yield	Date	Amount on Hand
<b>General Fund</b>				
	5th 3rd Checking (Ecommerce)	0.00%	3/31/2024	\$144,159.58
	Flagstar Public Funds Savings	4.15%	3/31/2024	\$212,896.11
	Flagstar Premier Public Entities Checking	1.05%	3/31/2024	\$337,376.23
	RBC Capital Cash/Money Market	0.85%	3/31/2024	\$497,020.92
	RBC Capital - Investments	4.77%	3/31/2024	\$15,925,468.92
	<b>Total General Fund</b>			<b><u>\$17,116,921.76</u></b>
	<i>Please see General Fund budget for notes on how this amount is earmarked</i>			
<b>Gift Fund</b>				
	Huntington Public Fund Business Interest Checking	0.29%	3/31/2024	\$100,831.37
	Huntington CD (Charnov gift) - matures 02/04/2025	4.30%	3/31/2024	\$50,000.00
	Fifth Third Bank Business Standard Checking	0.00%	3/31/2024	\$15,802.93
	<b>Total Gift Fund</b>			<b><u>\$166,634.30</u></b>

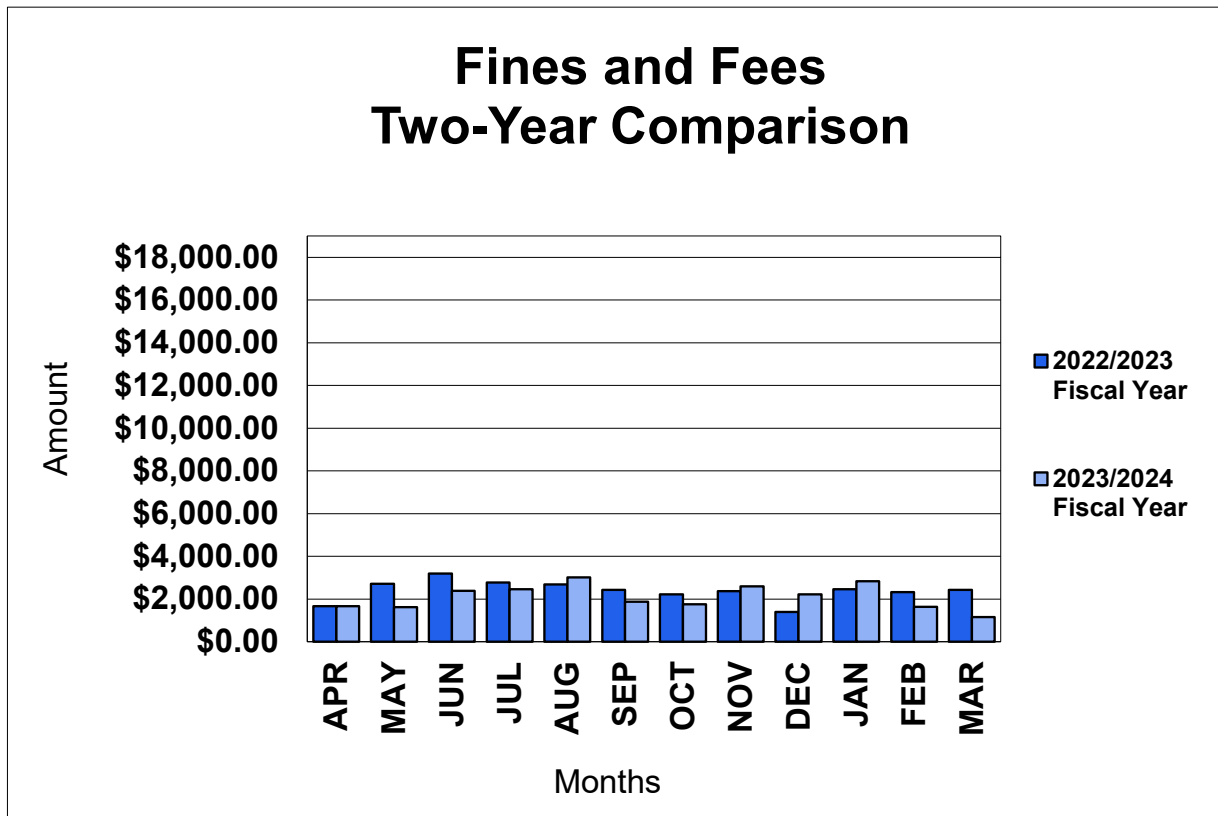
**CFSEM**

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**

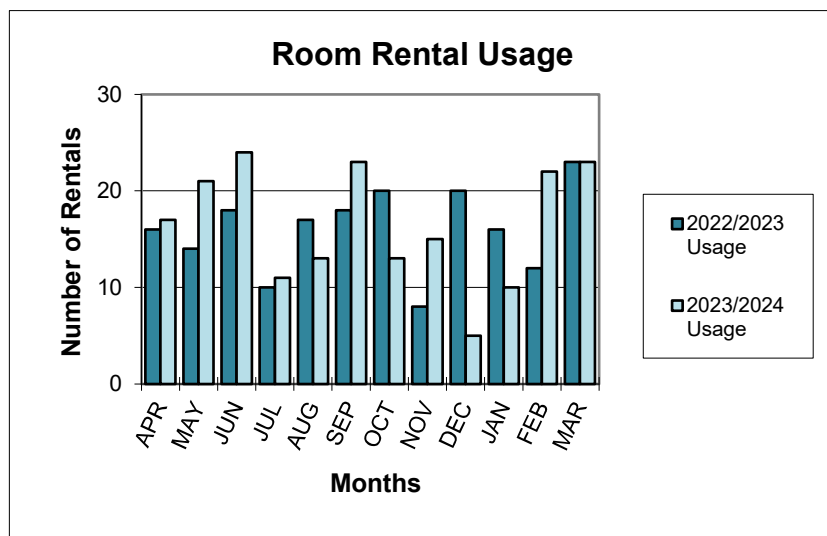
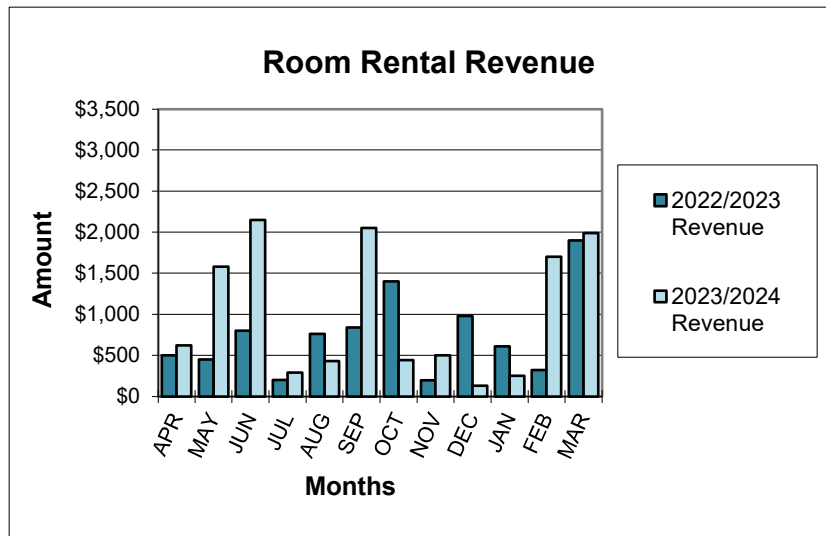
Month	2022/2023 Fiscal Year	2023/2024 Fiscal Year	Difference
APR	\$1,665.40	\$1,666.99	\$1.59
MAY	\$2,708.60	\$1,618.90	(\$1,089.70)
JUN	\$3,197.89	\$2,390.09	(\$807.80)
JUL	\$2,774.98	\$2,456.65	(\$318.33)
AUG	\$2,682.32	\$3,013.99	\$331.67
SEP	\$2,434.58	\$1,872.31	(\$562.27)
OCT	\$2,215.79	\$1,750.71	(\$465.08)
NOV	\$2,366.59	\$2,587.09	\$220.50
DEC	\$1,400.35	\$2,227.15	\$826.80
JAN	\$2,464.37	\$2,839.65	\$375.28
FEB	\$2,322.64	\$1,633.85	(\$688.79)
MAR	\$2,429.08	\$1,150.27	(\$1,278.81)
			YTD Difference
<b>TOTAL</b>	<b>\$28,662.59</b>	<b>\$25,207.65</b>	<b>(\$3,454.94)</b>



## ROOM RENTAL - TWO-YEAR COMPARISON

# 7b

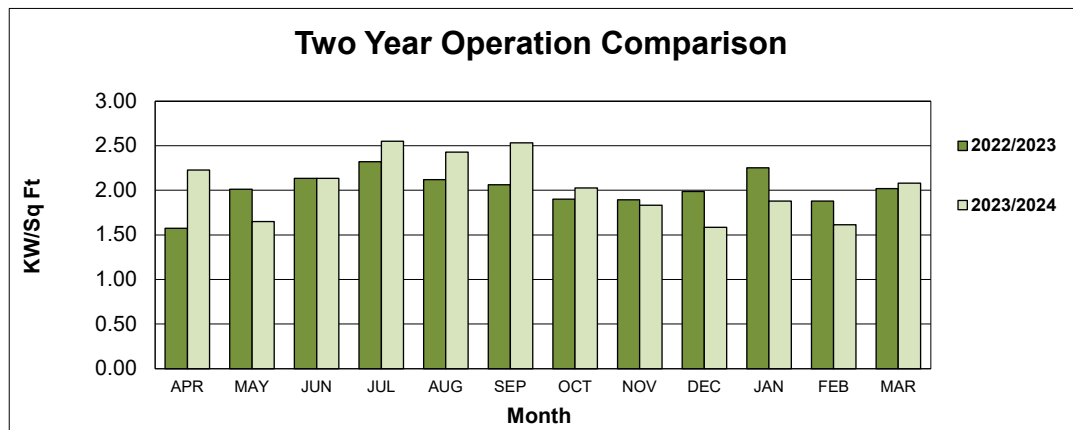
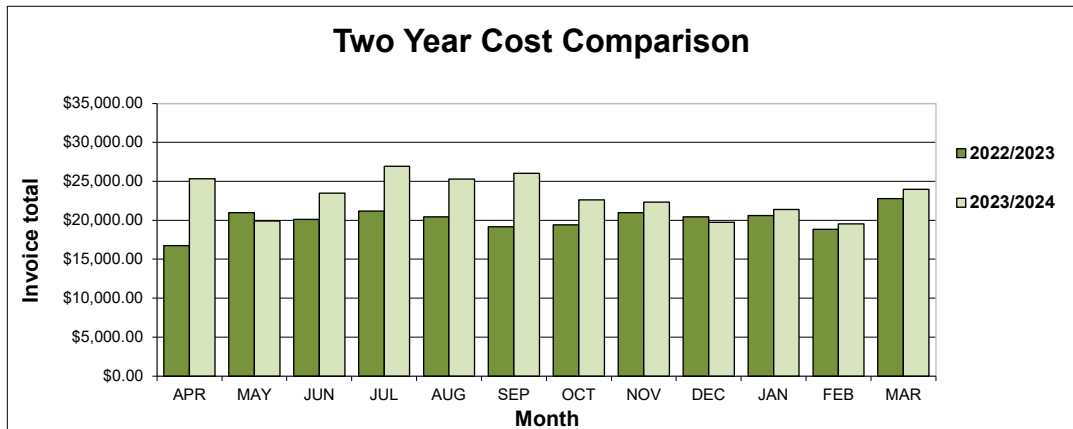
<u>Month</u>	<u>2022/2023</u> <u>Revenue</u>	<u>2023/2024</u> <u>Revenue</u>	<u>Difference</u>	<u>2022/2023</u> <u>Usage</u>	<u>2023/2024</u> <u>Usage</u>	<u>Month</u>
APR	\$500.00	\$620.00	\$120.00	16	17	APR
MAY	\$450.00	\$1,580.00	\$1,130.00	14	21	MAY
JUN	\$800.00	\$2,150.00	\$1,350.00	18	24	JUN
JUL	\$200.00	\$290.00	\$90.00	10	11	JUL
AUG	\$760.00	\$428.00	(\$332.00)	17	13	AUG
SEP	\$840.00	\$2,052.00	\$1,212.00	18	23	SEP
OCT	\$1,400.00	\$440.00	(\$960.00)	20	13	OCT
NOV	\$197.00	\$500.00	\$303.00	8	15	NOV
DEC	\$980.00	\$130.00	(\$850.00)	20	5	DEC
JAN	\$610.00	\$250.00	(\$360.00)	16	10	JAN
FEB	\$320.00	\$1,700.00	\$1,380.00	12	22	FEB
MAR	\$1,900.00	\$1,990.00	\$90.00	23	23	MAR
<b>TOTAL</b>	<b>\$8,957.00</b>	<b>\$12,130.00</b>	<b>\$3,173.00</b>	<b>192</b>	<b>197</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	\$21,386.01	\$787.86	189,840	\$0.11	255.16	1.88	\$28.74	\$0.21
FEB	\$18,822.06	\$19,525.15	\$703.09	162,974	\$0.12	242.52	1.61	\$29.06	\$0.19
MAR	\$22,798.37	\$23,972.14	\$1,173.77	210,301	\$0.11	312.95	2.08	\$35.67	\$0.24
			YTD Difference						
<b>TOTAL</b>	<b>\$241,576.29</b>	<b>\$276,499.01</b>	<b>\$34,922.72</b>						

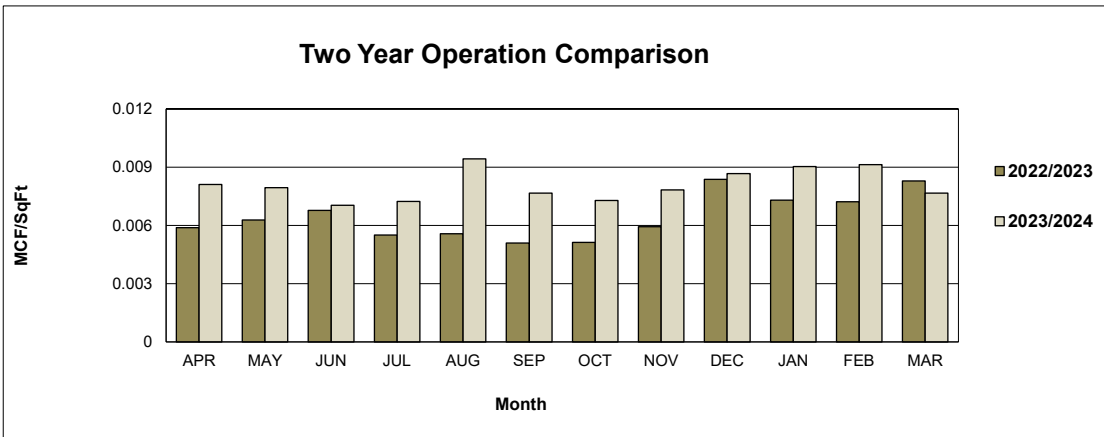
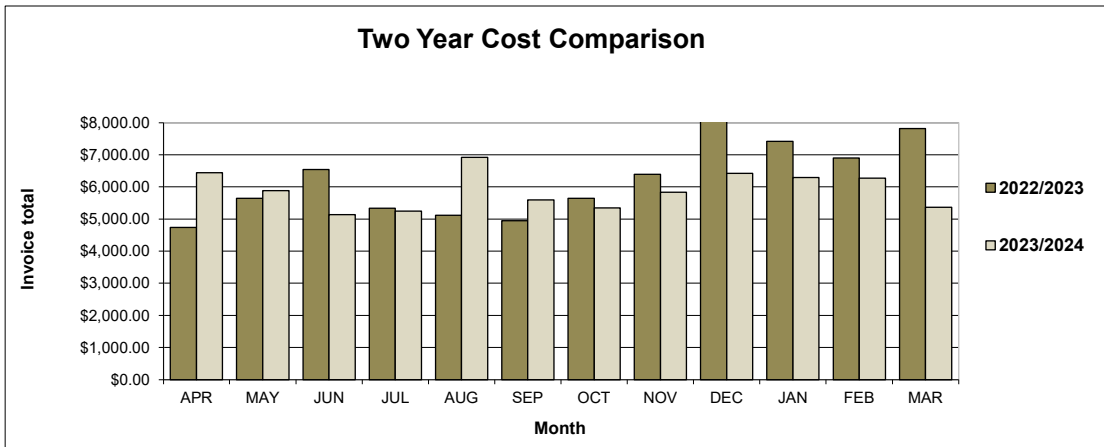


## Bloomfield Township Public Library Natural Gas Analysis

Building Area = 101,023

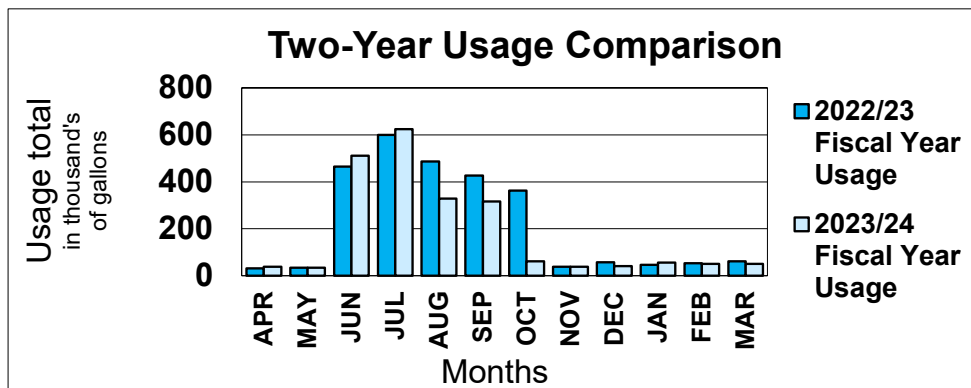
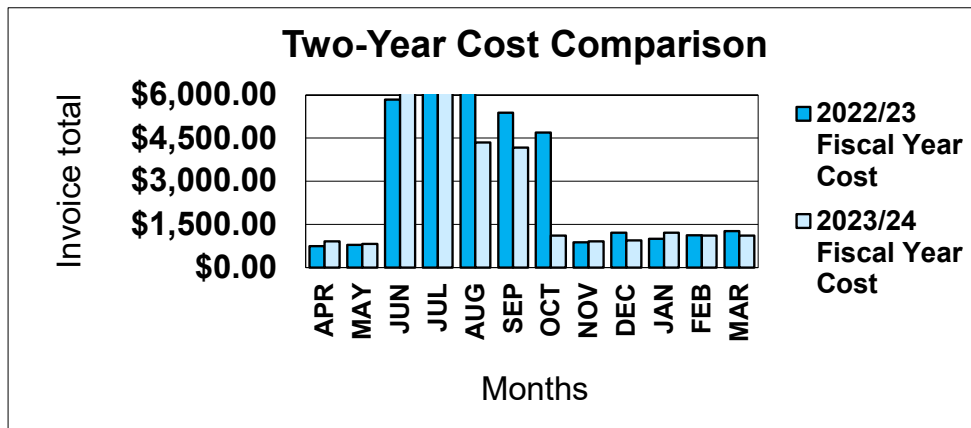
1 Cu. Ft. = 1000 BTU

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	0.063
MAY	\$5,648.12	\$5,880.24	\$232.12	802.0	\$7.33	744	1.08	0.008	7.90	0.057
JUN	\$6,540.98	\$5,137.69	(\$1,403.29)	711.2	\$7.22	720	0.99	0.007	7.14	0.050
JUL	\$5,339.99	\$5,249.15	(\$90.84)	731.0	\$7.18	744	0.98	0.007	7.06	0.051
AUG	\$5,112.10	\$6,918.84	\$1,806.74	952.2	\$7.27	744	1.28	0.009	9.30	0.067
SEP	\$4,944.69	\$5,594.26	\$649.57	773.8	\$7.23	720	1.07	0.008	7.77	0.055
OCT	\$5,643.43	\$5,344.46	(\$298.97)	735.3	\$7.27	744	0.99	0.007	7.18	0.052
NOV	\$6,389.93	\$5,835.59	(\$554.34)	791.3	\$7.37	720	1.10	0.008	8.10	0.057
DEC	\$8,675.57	\$6,426.13	(\$2,249.44)	875.7	\$7.34	744	1.18	0.009	8.64	0.063
JAN	\$7,423.04	\$6,294.19	(\$1,128.85)	912.6	\$6.90	744	1.23	0.009	8.46	0.061
FEB	\$6,900.13	\$6,269.54	(\$630.59)	921.7	\$6.80	696	1.32	0.009	9.01	0.061
MAR	\$7,814.38	\$5,362.08	(\$2,452.30)	773.7	\$6.93	744	1.04	0.008	7.21	0.052
<b>TOTAL</b>	<b>\$75,167.31</b>	<b>\$70,749.57</b>	<b>(\$4,417.74)</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	\$1,213.27	\$211.01	46	56	10
FEB	\$1,125.18	\$1,104.73	(\$20.45)	53	50	(3)
MAR	\$1,265.66	\$1,104.73	(\$160.93)	61	50	(11)
			YTD Difference			YTD Difference
<b>TOTAL</b>	<b>\$36,482.33</b>	<b>\$31,188.24</b>	<b>(\$5,294.09)</b>	<b>2,664</b>	<b>2,150</b>	<b>(514)</b>





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

A new **Request For Proposal (RFP)** was released Tuesday, March 26. At the recommendation of the HR Practices Committee, the Library is seeking a consultant to conduct a **compensation and classification study**. This will help in updating employee classifications and pay structures to ensure fair pay across all positions, match wages with the market, and find new ways to keep the system up-to-date. Administration will evaluate all bids and present a recommendation to you at the regular monthly board meeting on May 21. Your approval will be needed to proceed with the study.

Applications for the **Jeanette P. Myers Scholarship** are being accepted now through June 1. Applications for this scholarship are available at the Library's Welcome Desk as well as on the Library's website at [www.btpl.org](http://www.btpl.org). Award(s) will be presented prior to the August 20 Library Board meeting. Please share this information with anyone who may have an interest and be eligible. Those with a relationship to the Library, such as current or former employees, relatives of employees, or patrons with a library card who use the Library, are encouraged to apply for this financial assistance for post-secondary education.

**The Library will be closed on Friday, May 3, 2024 to hold its annual Staff Development Day.** Staff Development Day is a special day for library staff. Staff are acknowledged for achieving longevity milestones and for going above and beyond to serve the community and each other. There is a learning component and department meetings. Staff will receive training on two topics that they have indicated as very important. Dr. Kenneth Wolf from The Incident Management Team will present verbal de-escalation skills and active shooter survival training. We are grateful for the support of the Library Board of Trustees to be closed to the public and allow this day of learning and team building. At this year's Staff Development Day, we will once again present the **Carol Mueller Leadership Award** to another staff member who has shown exceptional leadership throughout the year. This award was established by the Library Board of Trustees to honor past Library Director Carol Mueller.

The last **chamber music concert** of the season was held on Friday, April 12 with stellar attendance and much enthusiasm. 110 attendees were treated to an outstanding concert featuring talented musicians from the University of Michigan School of Music, Theatre, and Dance. We thank the Friends' generous funding for making this series possible.

Starting in May, the **Friends will change their regular monthly board meeting to 11am on the third Wednesday of the month.** This change is to accommodate financial reporting and to avoid having a meeting the same week as a sale. The first meeting on the new schedule will be May 15.

The audit fieldwork will take place May 6-7. Monica will work with the team from Yeo & Yeo.

*Respectfully Submitted,*

*Tera Moon  
Library Director*

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
MONTHLY ACTIVITY REPORT  
MARCH 2024**

	<b>2023</b>		<b>2024</b>	
<b>COLLECTION</b>				
Book Collection:	232,073		231,961	
Media Collection:	53,196		49,566	
Total e-books:	21,350		19,183	
Overdrive:	17,539		16,002	
Total downloadable audiobooks:	9,189		9,404	
Materials Total:	315,808		310,114	
<b>CIRCULATION</b>				
Circulation Total:	56,705		56,512	
Bloomfield Township Circulation:	53,318		52,255	
Virtual Circulation Total:	12,505		15,216	
Circulation of Youth Materials:	22,998		19,059	
Circulation of Media:	8,286		6,975	
Circulation of Cranbrook passes:	172		148	
Self-Checkout machine use:	15,421	27.2%	14,123	25.0%
Library By Mail:	48	41 patrons	49	53 patrons
Mobile App	n/a		140	
<b>Building &amp; Equipment Usage</b>				
Door Count:	19,366	*	19,150	
Gate Count:	20,023		19,863	
Meeting rooms by public:	37		34	
Meeting rooms by staff:	70		76	
<b>Virtual Use</b>				
Home page hits:	33,494		41,552	
e-book access:	5,277		5,052	
Audiobook access: (Overdrive)	3,026		3,715	
Magazine download access:	888		2,363	
Hoopla access:	3,314		4,086	
BTPL Mobile New Devices	n/a		112	
BTPL Mobile Launches	n/a		2,391	
<b>Library Computer Use</b>				
Resident Use	529		456	
Guest Use	301		271	
* 3/3/23 Library opened late (11 a.m.) due to inclement weather.				

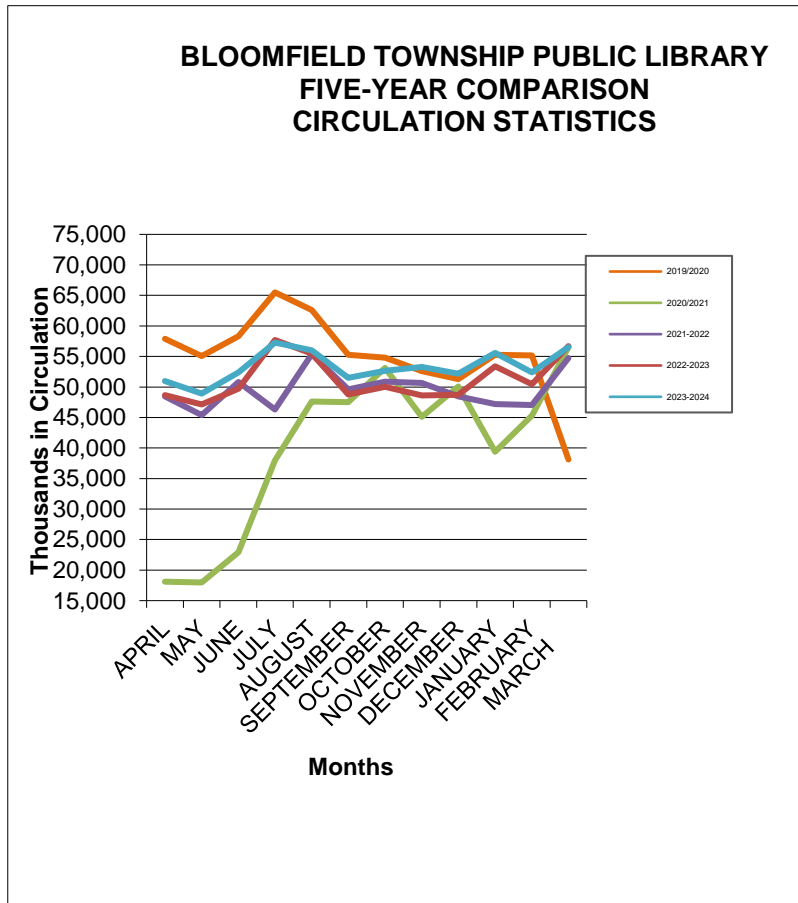
**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
MONTHLY ACTIVITY REPORT  
MARCH 2024**

	<b>2023</b>		<b>2024</b>	
<b>OUTREACH &amp; PROGRAMS</b>				
<b><i>New Patrons and Accounts</i></b>				
Township:	189		200	
Cranbrook:	3		2	
Total new patrons:	262		258	
<b><i>Adult Program Attendance</i></b>				
Staff-led:	16 events	109 attended	12 events	89 attended
Speaker-led:	2 events	45 attended	4 events	172 attended
Book clubs:	5 events	51 attended	7 events	58 attended
Tours/visits on-site:	0 events	0 attended	0 events	0 attended
Tours/visits off-site:	2 events	99 attended	4 events	158 attended
Chamber Music Concert:	1 event	150 attended	1 event	130 attended
Bloomfield Historical Society:	0 events	0 attended	1 event	110 attended
<b><i>Systems Program Attendance</i></b>				
Staff-led:	4 events	20 attended	5 events	34 attended
<b><i>Teen Program Attendance</i></b>				
Staff-led:	1 event	2 attended	0 events	0 attended
<b><i>Youth Program Attendance</i></b>				
Staff-led:	17 events	440 attended	19 events	671 attended
Speaker-led:	1 event	17 attended	1 event	28 attended
Tours/visits on-site:	15 events	723 attended	7 events	427 attended
Tours/visits off-site:	4 events	65 attended	12 events	327 attended
TOTAL:	68 events	1,721 attended	73 events	2204 attended
<b><i>Volunteers (total for the month)</i></b>				
Shop volunteers	7 people	53.25 hours	4 people	24.5 hours
Court appointed volunteers	2 people	38.00 hours	1 person	18 hours
Student volunteers	0 people	0 hours	2 people	3 hours
Department volunteers	1 person	3.00 hours	1 person	11.5 hours
<b><i>Patron Remarks</i></b>				
Patron comments:	5		10	
Ask BTPL:	5		13	
<b>DISPLAYS</b>				
Lobby	<i>Artwork created by the participants of ArtLab</i>			
Local History	<i>March is Reading Month</i>			

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
FIVE YEAR CIRCULATION**

4/18/2024

	<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	55,573
FEBRUARY	55,172	45,329	47,023	50,469	52,401
MARCH	38,121	56,504	54,732	56,705	56,512
<b>TOTAL</b>	<b>661,932</b>	<b>481,614</b>	<b>594,879</b>	<b>615,393</b>	<b>639,604</b>



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

## PROPOSED MINUTES OF THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY DEVELOPMENT COMMITTEE

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The meeting of the Bloomfield Township Public Library Board of Trustees Development Committee was held at 10:00 a.m. on Thursday, March 21, 2024.

**Trustees Present:** Trustees: Judy Lindstrom, Joan Luksik, Joy Murray

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

**Guests:** none

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### Opening Remarks

- **Tera Moon, Library Director:** Reviewed the discussion of the 60<sup>th</sup> Anniversary Celebration from prior meetings.
- **Format and Audience:** A family-friendly event called “Applause, Applause” with a carnival theme. The focus will be gratitude and celebration of the community.
- **Date and time:** Saturday, October 5, 2024, 4:00 - 7:00 p.m., closing the Library for public service at 3:00 p.m.
- **Activities:** Ideas included carnival games, caricature artists, temporary tattoos, a scavenger hunt, a photo booth, face painting
- **Food:** Judy is talking to caterers to get an overview.

### Potential Activities:

- Photo booth
- Face painting
- Performers, including jugglers, stilt-walking, and contortionist.
- Axe throwing
- Concerts

### Location and Logistics

- **Venue:** Throughout the Library, including outdoor areas.

### Food

- **Decision:** Catered food with stations throughout the Library. Caterers will staff the stations.
- **Action Item:** Judy to obtain menus and cost estimates from caterers (2Unique, Alley Cat Café, Chartwells, Papa Joe's, Nino Salvaggio's).
- **Discussion Points:**
  - Number of attendees: Estimated between 100-500 (needs refinement).
  - Time of event: Early for dinner, so that might affect selections.
  - Platters might be most cost-effective and can be prepared by some vendors.
  - Avoiding food trucks to preserve parking spaces.
  - Pre-portioned food a consideration for ease and cleanliness.
  - Deadline for confirming attendance with caterers: 3 weeks before the event.
  - Caterers approached have reserved the event date and this can be held for six weeks to 2 months (depending on the caterer).

- Potential beverage options discussed:
  - Juice boxes
  - Coffee
  - Cider (potential donation from Franklin Cider Mill with caramel apples?)

## Alcohol

- **Discussion:** Desire to pursue a liquor license for the event.
- **Concerns:**
  - ID checking procedures
  - Wristband administration
- **Action Item:** Tera to investigate the process and requirements for obtaining a liquor license.
- **Previous Events:** Past events with alcohol service ended later.

## Marketing and Attendance

- **Estimated Attendance:**
  - 300 people for the overall event (assuming registration)
- **Registration:**
  - Required for the event (25% over expected attendance to account for cancellations)
  - Registration through Bloomfield Township library card with option for non-resident guests.
- **Promotion:**
  - Food will be promoted as "snacks," "hors d'oeuvres," or "bites" to encourage family attendance.
  - Press release will mention sponsorship opportunities.

## Sponsorships

- **Review:** Prior Library event sponsorship levels discussed.
- **Signage:** Signage in the activity areas to promote sponsorship.
- **Naming:**
  - Discussion about sponsorships levels having broad names after activities or elements of a carnival (given entertainment details are not finalized)
- **Action Item:** Tera to approach the Friends of the Library about sponsorship in the April 3 Wish List.
- **Discussion:** FOL will be informed that a \$10,000 sponsorship is being sought, with appreciation for any amount they can contribute. The Friends will receive heavy promotion as the event sponsor.

## Next Steps

- Judy to:
  - Obtain menus and cost estimates from caterers.
  - Investigate non-alcoholic drink options at Costco.
- Tera to:
  - Investigate liquor license process and requirements.
  - Approach FOL about sponsorship.
- Administration to develop sponsorship level options.
- Librarians to share entertainment ideas with price estimates by next month.
- Determine roles and subcommittees for event planning.

Next meeting: Thursday, April 18, 2024

## PROPOSED MINUTES OF THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY BUILDING AND GROUNDS COMMITTEE

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The meeting of the Bloomfield Township Public Library Board of Trustees Building and Grounds Committee was held at 9:00 a.m. on Thursday, April 11, 2024.

**Trustees Present:** Trustees: Keith Carduner (via Zoom), Dani Gillman (via Zoom), Judy Lindstrom, Shane Spradlin

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

**Guests:** Joe Christopher, Spalding DeDecker

### **Roof Repair Update**

The next phase of the roof repair involves selecting a material from three samples that were tested over the winter, then hiring a roofing company to complete the repairs. Facility Services Department Head Hugo Cardenas and Library Director Tera Moon are working with Chris Schlaps of Frank Rewold & Sons as he seeks a contractor who can effectively manage the project's size and scope, preferably one he has worked with in the past. He intends to provide quotes and proposals before the April 23 board meeting, which Tera will include in the April board packet. Unfortunately, Chris will not be able to attend that meeting. The Board members are encouraged to review the proposals and submit any questions to Tera in advance of the April meeting so she can work with Chris and Hugo to provide answers. During the April meeting, the Board will have the opportunity to discuss the proposals and ask questions. If a decision cannot be reached in April, Chris could attend the May meeting to provide further clarification if necessary. Delaying the decision will not impact the roofing work.

### **Review of capital projects planned for 2024-2025**

Hugo reviewed several capital projects planned for this fiscal year, each of which are under \$10,000. These projects include:

- Power washing the exterior of the portico and refurbishing the cedar fascia where needed.
- Power washing and resealing pavers on the terraces.
- Installing a carbon monoxide sensor on the building maintenance system (BMS).
- Replacing the automatic transfer switch for the generator, which was completed on Tuesday.
- Investigating HVAC issues in the Adult and Teen Services and IT workrooms, which tend to be excessively cold. The maintenance tech will be inspecting the issue on Monday in hopes of resolving it this year.
- Installing a new humidifier in the archive room. This new unit will be more up-to-date, smaller in size, and easier to work on.
- Repairing sidewalks and curbs throughout the grounds, especially along the Youth Services side, and adding a curb cut where employees enter.

## **Drainage Improvement Project (formerly Lower-Level Water Investigation) – Joe Christopher, Spalding DeDecker**

Joe Christopher of Spalding DeDecker has proposed creating a detention basin at the corner of Lone Pine Road and Timberlake Drive. This basin would serve as a collection point for water, allowing it to drain slowly into the system and preventing backup into the lower level. Joe talked the group through his preliminary design for the basin. He met with the Bloomfield Township Engineering Department last week, and they are supportive of the proposal. He anticipates a smooth process. While the Township wants to review the plans, it may not require a permit.

There was discussion about installing a manhole structure to restrict flow out of the basin to 1.0 CFS, providing a benefit to the Township by reducing the burden on their system. However, the Township recommended against this, as it could also restrict flow back into the system. Leaving this out would reduce costs for the Library.

The detention basin is designed to collect water that will drain fairly quickly to offset any overflow while the system catches up. At its deepest point, the basin will be about four feet deep. Trustee Keith Carduner expressed concern about safety, but the basin will have a very gentle slope. Trustee Judy Lindstrom suggested dense vegetation to deter people from entering the area. The north side of the building will feature a shallower area, like a swale, which can be heavily planted. The more open basin area will have plantings along the edge, including some water-loving plants that will also help 'clean' the stormwater and benefit the surrounding area. Tera suggested including signage explaining the environmental benefits of the basin, as the Library is a learning organization.

A major concern is the landscaping around the basin. Judy Lindstrom and Jim Slezinski of Goldner Walsh will work to ensure it is aesthetically pleasing. Some existing landscaping will need to be removed, including the landscape berm on the north side, one large tree on the east side, and 2-3 smaller trees that are not thriving. The dawn redwoods will not be touched. The group discussed types of plantings for the basin and whether irrigation would be necessary. Joe mentioned they could work with their landscaping group or the Library's landscape company for plantings. The group discussed sharing plans with neighboring residents and estimated that the entire project would take 6-8 weeks, with major construction lasting about a week. Additional costs for landscaping, labor, and irrigation rerouting will be incurred.

Joe outlined the next steps, which include creating a set of documents for formal approval from the Township, bidding the project out, and selecting a contractor. The group decided to have Spalding DeDecker bid out the project and agreed to contact Jim Slezinski promptly to begin discussions about plantings and the preservation of existing plants. Tera and Judy will work with Jim as a subcommittee.

No other business was discussed.

**Next meeting:** Thursday, June 13, 2024 at 9:00 a.m. in the Board Room.



**PROPOSED MINUTES OF THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
60<sup>th</sup> ANNIVERSARY SUBCOMMITTEE**

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The meeting of the Bloomfield Township Public Library Board of Trustees 60<sup>TH</sup> Anniversary Subcommittee was held at 10:00 a.m. on Thursday, April 18, 2024.

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

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

**Guests:** none

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**Opening Remarks**

- **Tera Moon, Library Director:** Reviewed the discussion of the 60<sup>th</sup> Anniversary Celebration from prior meetings.
- **Format and Audience:** An all-ages event called “Applause, Applause” with a carnival theme with midcentury modern visuals. The focus will be gratitude and celebration of the community.
- **Date and time:** Saturday, October 5, 2024, 4:00 - 7:00 p.m., closing the Library for public service at 3:00 p.m.

**Theme:** Carnival Theme with Midcentury Modern Visuals

**Meeting Summary:**

- **Date and Time:** The celebration will be held on Saturday, October 5th from 4-7 pm.
- **Activities:** Linden and Tera will review a list of performers provided by librarians and select relevant performers to suggest to the committee.
- **Music:** Decided to hire a DJ who will play music from different decades.
- **Logistics:**
  - Church of Christ will provide parking and Bloomfield Township Senior Center will provide a shuttle bus for the cost of the driver’s hourly wage and fuel.
  - Library will need to promote the parking options at the Church of Christ.
  - A notice will be sent to the condo about the upcoming big events.
  - Police will be contacted to be aware of the event.
- **Sponsorships:** Reviewed a proposed list of sponsorship tiers. Discussed potential sponsors but no decisions were made. A list of potential sponsors will be compiled, including prior sponsors and vendors. A request for \$10,000 was made to the Friends of the Library for the upcoming Wish List, and it is being considered.
- **Budget:** Budget will be discussed at a future meeting.

- **Food:**

- Judy Lindstrom contacted four locations to solidify catering options.
- Catering would include servers, utensils, linens.
- The Library may purchase some items to save money.
- Cotton candy was eliminated due to messiness.
- Hot food will be a focus for the caterers.
- Sweets will be set up further in the Library.
- A decision on food will be made by June or July.
- Packaged items with a seal sticker will be branded.
- Plates will be compostable.

- **Beverages:**

- Tera Moon has a liquor license application. This will be discussed at the next meeting along with ID checking and wristbands.
- Discussed the possibility of Chartwells providing a bartender.
- 8oz water bottles and juice boxes from Costco are an affordable option.
- Judy Lindstrom will get tray prices from Nino's and a generic menu with pricing on coffee service.

- **Next Steps:**

- Tera will work on the budget and secure verbal confirmation from Friends of the Library.
- Judy will review the menu further and get pricing on coffee service.
- Tera will work on the liquor license application.
- Katherine will work on the timeline, staging, and logistics. Delivery parking will be reserved.
- Tera and Linden will finalize the sponsorship packages.
- Concerns about timing for preparation and closing the Library earlier will be discussed at the next meeting.
- The Board Room and Community Room will be used for staging and a green room.

Next meeting: Thursday, May 16, 2024

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
MEMORANDUM**

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**TO:** Trustees  
**FROM:** Tera Moon, Library Director  
**DATE:** April 23, 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 VI. This Article outlines parliamentary authority.

**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

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
POLICY MANUAL**

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

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

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

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

**ARTICLE III**

**MEETINGS**

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

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

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

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

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

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
POLICY MANUAL**

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

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

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

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

**ARTICLE IV**

**COMMITTEES**

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

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

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

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
POLICY MANUAL**

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

**ARTICLE V**

**LIBRARY DIRECTOR**

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

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

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

**ARTICLE VI**

**PARLIAMENTARY AUTHORITY**

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

**ARTICLE VII**

**AMENDMENTS**

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

By-Laws adopted: 9/6/63  
Amended: 2/10/87  
Amended: 1/18/98  
Amended: 1/19/99  
Amended: 1/20/04  
Amended: 1/16/07  
Amended: 9/20/11  
Amended: 9/16/14  
Amended: 11/21/17  
Amended: 10/16/18  
Amended: 9/22/2022  
Amended: 10/17/2023

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
MEMORANDUM**

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**TO:** Library Board of Trustees

**FROM:** Tera Moon

**DATE:** April 17, 2024

**SUBJECT:** Database Review Featuring Laura Kraly, Adult and Teen Services Department Head

You have shown interest in learning more about databases, especially selection and use. I'm pleased that Laura Kraly, Adult and Teen Services Department Head, will present on this topic at this month's board meeting.

Laura will provide an overview of the database selection process, including considerations such as content, functionality, cost, and user needs. She will talk about how librarians and patrons use databases for a variety of purposes. She will share visuals on the screen during the meeting and encourage you to ask questions.

Laura manages databases for the Adult and Teen Services department. She serves on the Metro Net Electronic Services committee, which is a committee of librarians from the Metro Net libraries that make joint purchasing decisions. She has 16 years of library experience and possesses a strong understanding of user needs and information resources. Laura presented to the Ambassadors Group last summer on the topic of materials selection.



**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
MEMORANDUM**

---

**TO:** Library Board of Trustees

**FROM:** Tera Moon, Library Director

**DATE:** April 18, 2024

**SUBJECT:** Power Wheelchairs for Patron Use

**Improved Accessibility Through Providing Power Wheelchairs**

The Library has a long history of providing accessibility services to patrons with mobility challenges. These services include walkers, a stroller, a standard wheelchair, and a cane. Most importantly, we've offered two complimentary power wheelchairs for patrons to navigate our large building. All these mobility aids have been donated by community members.

Both power wheelchairs recently became inoperable beyond our in-house repair capabilities. This has had a significant impact on patrons who rely on them to access library resources and services throughout the large building.

**Patron Dependence on Power Wheelchairs**

Staff members have observed a frequent need for power wheelchairs, which are used by several different patrons multiple times per day. Patrons use power wheelchairs to manage the extensive walking distances within the Library, especially to reach the Adult and Teen Services collections, the Computer Center, and the Study Rooms.

In the strategic plan survey conducted in 2022, several respondents remarked on the size of the Library as a significant barrier to use. Below is a representative sampling of these comments:

- “The Library space is too big, too much walking for this 90-year-old.”
- “The redesign that was done pre-pandemic made it much farther to walk for movie rentals. My husband was struggling with Parkinson's, and although I prefer streaming, he liked to check out DVDs - he gave up because of the distance. I think your physical layout should consider physical mobility issues.”
- “As a senior, you have to walk too far from the parking lot to where the actual books, DVDs, etc. are.”
- “Can't there be some handicap spots along other side [of the parking lot]? It's a long walk.”
- “I take my senior Mom and in the winter the walk from parking lot to entrance is a bit more challenging.”

**Impact of Lack of Power Wheelchairs**

In only a week, the absence of the power wheelchairs has resulted in:

- A frustrated patron waiting for a non-functional power wheelchair to charge.
- Patrons had to use alternative mobility aids (walkers or canes) that are less suitable for their needs.
- Potential loss of patrons who are unable to visit the Library due to limited mobility.

One staff member highlighted three regular patrons who rely on power wheelchairs to fully utilize the Library. Their stories exemplify the critical role these chairs play:

- Robert comes in every Wednesday. His tutor helped him learn to read here, and now he loves coming to the Library to browse the collection and use the computers.
- A daughter accompanies her elderly father on library visits and the power wheelchairs all him to browse for books independently.
- A patron who finds the power wheelchair a safer and more comfortable mobility aid compared to a walker.

The aging population in Bloomfield Township suggests that future demand for these accessibility services will only increase.

### **Proposed Solution: Leasing Power Wheelchairs**

The Library prioritizes providing inclusive and accessible services as highlighted in our strategic plan. To address the current gap, we propose leasing two power wheelchairs with regular maintenance and servicing included. Facility Services Department Head Hugo Cardenas has obtained quotes from two companies, Mobility City and Mobility Plus, ranging from \$5,000 to \$6,000 annually for this service. A budget amendment would be required to incorporate this expense. This would be handled in August 2024 during the preliminary proposed budget process.

We would appreciate your input on the feasibility and desirability of implementing this solution to ensure continued and improved accessibility for all library patrons.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**

**MOTION TO APPROVE ANY ITEMS REMOVED FROM THE CONSENT AGENDA**

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

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
MEMORANDUM**

---

**TO:** Library Board of Trustees

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

**DATE:** April 18, 2024

**SUBJECT:** Strategic Plan

The Library continues to move forward with work in each of the selected three main goals, although the committees have stopped meeting regularly and are on standby to reconvene as needed.

1. Reimagine use of library spaces for increased inclusion and flexibility. (Enhance Our Core)

Library Director Tera Moon and Assistant Library Director Katherine Bryant met with Jenna Walker, Senior Designer, and Shelby Caverly, Project Director, from Parini Design Studio on Wednesday, April 18. The purpose of the meeting was to discuss the forthcoming library renovations. During the meeting, they reviewed the predesign and research report originally prepared by Jenna when she was with Yellowstone Integrated Architecture and Construction in fall 2023. Tera and Katherine provided updates from the subsequent months and then guided Jenna and Shelby on a tour of the Library.

The group collectively decided to proceed with the design process deliberately, spanning the next several months, with construction to commence no earlier than 2025. The Parini team will prepare a formal proposal within the next month.

2. Update recruiting, hiring, on-boarding, and retention practices using a diversity, equity, and inclusion lens. (Build Organizational Capacity)

On March 26 the Library released a request for proposals for compensation and classification study consulting services. The goals of the study include updating the Library's existing classification and compensation plan, aligning wages with the competitive marketplace, and reviewing the Library's organizational structure and proposing revisions that reflect changes in library work and the employment marketing. The RFP was sent to eight firms identified by the HR Practices committee and was posted to the Library's website. Proposals are due by Monday, April 22 at 4:00 p.m. Tera and Katherine will evaluate the proposals and conduct interviews and reference checks, then make a recommendation to the Board of Trustees at their May 21 meeting.

3. Cultivate a collaborative culture by focusing on how we work together. (Build Organizational Capacity)

Department tours continue monthly, with all departments having hosted two tours so far. Typically, 10-20 staff members attend each tour.

## 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 in fall 2023.
- Launched Vega, an updated public online catalog, 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

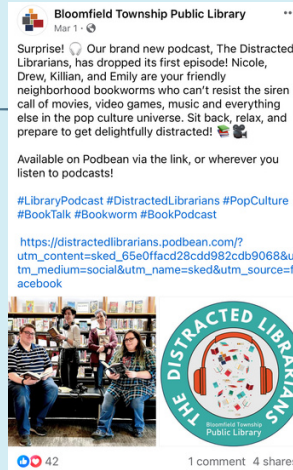
# MARCH 2024

## INSTAGRAM



FOLLOWERS:  
1691 (↑30 from Feb.)

TOTAL REACH:  
733  
(↓19% from Feb.)



## FACEBOOK



FOLLOWERS:  
3066 (153 from Feb.)

TOTAL REACH:  
6850  
(↓31% from Feb.)

## X

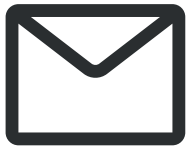


FOLLOWERS:  
296 (14 from Feb.)

IMPRESSIONS:  
645 with 17 posts



## NEWSLETTERS



- **Movies and More** (new DVDs, Author Visit: Curtis Chin) - 328 messages
- **Books and More** (new books, 50 Book Challenge) - 1499 messages
- **Chamber Music Concert** - 301 messages
- **Teen News** (new books, Graphic Design Contest, Craft Kits) - 280 messages
- **Discover** (March is Reading Month, Curtis Chin, Wilder/Hall, 50 Book Challenge, Spring Break programs) - 16,519 messages
- **Digital News** (new Libby and hoopla titles) - 2248 messages

## PRESS RELEASES



- Author Visit: Curtis Chin
- Concert: Wilder/Hall
- Caregiver Workshop: Addressing Anxiety in Your Child or Teen
- April Second Saturday Sale



Bloomfield Township <cabl\_dept@bloomfieldtwp  
To Katherine Bryant

Reply Reply All Forward

Thu 3/21/2024 5:24 PM

## Bloomfield Township Public Library Presents: Wilder/Hall

### AFTER-HOURS CONCERT: WILDER/HALL

March 29, 2024, 7:00pm - 8:30pm

Library, Music & Theater, Free

Adult, Senior



Bloomfield Township Public Library is pleased to host the music duo wilder/hall on Friday, March 29 at 7:00 p.m.

Learn more about this event and this inventive musical duo at [BTPL Events](#).

New Alert System and April Companion Cafe - Bloomfield Township eNews 3/21/2024



Bloomfield Township < cable\_dept@bloomfieldtwp  
To Katherine Bryant

😊 Reply Reply All Forward

Thu 3/21/2024 5:24 PM

## Bloomfield Township Public Library Celebrates National Reading Month



March is  
**READING  
MONTH**

March is National Reading Month – a month designated to motivate people of all ages to read every day. Reading has many benefits, including increasing memory recall, building vocabulary, and reducing stress. Check out the many great programs offered at [BTPL Reading Month](#). Visit the Youth or Adult & Teen Services Desks to discover your next great read!



# DOWNTOWN

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• 3 days ago

## Township library hosting wilder/hall March 29

The music duo wilder/hall will be featured at the Bloomfield Township Public Library on Friday, March 29, at 7 p.m.

Founded by longtime collaborators Kaleigh Wilder and Ben Hall, wilder/hall creates "Afro-diasporic excavation" by finding new myth structures in and of Afro-American ritual music. The core instruments they use are the gyil, which Wilder plays, a gourd-resonated xylophone instrument native to Ghana's Upper West Region and a predecessor of the marimba. Hall plays the surdo, a Brazilian brass drum that he likened to an "analog acoustic 808."

For their performance the pair will present a continuous set of interlocking rhythms, fluctuating tempos and melodies. Combined with their distinctly Afro-American sonic sensibilities, the duo reconstitutes pieces of these languages, collapses them, and in turn re-replaces ancestral understanding. Wilder/hall presents this music as an offering of joy.

"Kaleigh Wilder and Ben Hall have deep roots in Detroit and combine classical, jazz, and avant-garde to form their new sound," said librarian Amanda Itria. "We look forward to hearing their unique sound perspective as part of our musical programming."





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

☺ Reply Reply All Forward

Thu 3/28/2024 4:08 PM

Bloomfield Township Public Library  
Presents:  
Addressing Anxiety In Your Child or Teen



Bloomfield Township Public Library is pleased to present "Addressing Anxiety In Your Child or Teen" Tuesday, April 9 from 6:30 p.m. to 8:00 p.m. as part of the Caregiver Workshop Series.

This workshop will introduce you to the signs and symptoms of anxiety in your child as well as real-life strategies to address anxious behaviors.

Please register in advance for this event at [BTPL Calendar](#).

Ranked Among The Best Places To Live In Michigan and Operation Clean Sweep - Bloomfield To...



Bloomfield Township < cable\_dept@bloomfieldtwp.org

To Katherine Bryant



Reply

Reply All

Forward



Thu 4/4/2024 5:06 PM

## Bloomfield Township Public Library Eliminating Late Fees



Effective April 1, 2024, Bloomfield Township Public Library has eliminated overdue fines for books, DVDs, and other materials that are returned after the due date. Patron accounts with existing overdue fine balances will now be waived.

[Learn More About The New Policy](#)

Ranked Among The Best Places To Live In Michigan and Operation Clean Sweep - Bloomfield To...



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To Katherine Bryant

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Thu 4/4/2024 5:06 PM

## Bloomfield Township Public Library Presents April Chamber Music Concert

### U OF M CHAMBER MUSIC CONCERT

🕒 April 12, 2024, 7:00pm - 9:00pm  
🎨 Arts & Culture, Free, Music & Theater  
👤 Youth, Teen, Adult, Senior



Bloomfield Township Public Library and the University of Michigan School of Music, Theatre, and Dance are pleased to announce the final Chamber Music Concert of the season on Friday, April 12 at 7:00 p.m. Program details will be available from the Library closer to the concert date.

This concert is free and open to everyone. No registration is required. We invite you to join us for a beautiful evening of music in the Library.

For more information, please call (248) 642-5800 or visit [BTPL Events](#).

# DOWNTOWN

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: • 4 days ago

## Township library eliminates all overdue fines

As of Monday, April 1, Bloomfield Township Public Library is eliminating all overdue fines for books, DVDs and other materials that are returned after their due date.

Patron accounts with existing overdue fine balances will be waived as of April 1.

The library's administrative staff determined that this change will have a minimal impact on the library's budget, as overdue fines have accounted for only .02 percent of revenues in recent years. Numerous libraries nationwide that have eliminated overdue fines have observed either a negligible or even positive impact on the rate of items being returned on time, with more patrons returning items promptly compared to when overdue fees were in place.

"Like many other libraries in the community, we have been discussing going fine-free for a while. Many libraries are transitioning to the fine-free model to eliminate barriers that prevent patrons from utilizing the library's offerings to their fullest potential," said Tera Moon, library director. "Our goal is to foster an accessible, inclusive environment where everyone feels welcome and is not worried, self-conscious, or frustrated because of overdue fines."

Replacement fees for lost and/or damaged books and materials will continue in accordance with the library's existing policies. Items kept for a prolonged period beyond their due dates will be billed a replacement fee. Patrons with \$15 or more in fees on their account will not be able to borrow any more items until overdue items are returned or the fees are paid.



I-75 Business Loop Construction Scheduled to Begin Monday; New BCTV Programs Building Tog...



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

☺ Reply Reply All Forward 📧 ⋮

Thu 4/11/2024 3:43 PM

## Bloomfield Township Public Library Photo Contest Reception on Saturday April 13 at 2 p.m.

Bloomfield Township Public Library Eighth Annual

**PHOTO CONTEST**  
**Reception**  
Saturday, April 13 | 2-3 p.m.



Picture Perfect Patterns

Stop by the Bloomfield Township Public Library for light refreshments and the opportunity to view all contest entries. Winners will be revealed at 2:15 p.m. Please visit [BTPL Events](#) or call 248-642-5800 for more info.

I-75 Business Loop Construction Scheduled to Begin Monday; New BCTV Programs Building Tog...



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

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Thu 4/11/2024 3:43 PM

## Bloomfield Township Public Library Presents April Chamber Music Concert

After Hours Concert at Bloomfield Township Public Library



Bloomfield Township Public Library is pleased to present "Playing It Forward" a piano quartet performance by Orchestra Sono on Friday, April 19 at 7:00 p.m. For this performance, Orchestra Sono will present chamber music compositions for piano and strings by Felix Otto Dessoff, Robert Fuchs, George Enescu, and Gustav Mahler. This concert is free and open to everyone. No registration is required. We invite you to join us for a beautiful evening of music in the Library.

For more information, please call (248) 642-5800 or visit [BTPL Events](#).



Bloomfield Township Public Library MeLCat Clerk Peter Banks checks out a reserved book from the Michigan eLibrary catalog for Bloomfield Township resident Harriet Sherman.  
Photo by Patricia O'Blenes

## Bloomfield Township library eliminates fines for overdue materials

By: Mary Beth Almond | Birmingham-Bloomfield Eagle | Published April 15, 2024



BLOOMFIELD TOWNSHIP — When life gets busy, local library patrons now have one less thing to worry about when their library materials turn up overdue.

The Bloomfield Township library is the latest in Oakland County to join the statewide and nationwide trend of going "fine free," ceasing or limiting overdue library material fines.

"Right now, only about 36% of public libraries in the country are still charging overdue fines, and nearly half of the public libraries in Michigan have eliminated fines, so we are definitely riding a trend here," said Bloomfield Township Library Director Tera Moon.

Michigan has 397 public library systems, 391 of which reported to the state in the most recent annual report due by Feb. 1, according to Joe Hamlin, library data and state aid/penal fines coordinator for the Library of Michigan. Of the 391 systems that reported, 226 said they don't collect fines on print materials from patrons, while 186 systems said they don't collect fines for non-print materials.

Hamlin said the Library of Michigan started tracking fine behavior years ago.

"In 2020, 15% of libraries had gone fine free, and then we had the pandemic in 2022 and we were at 44% who went fine free. Now, we're at 57%, so we've slowed down, but we are still moving in that direction of fine free," he said.

Library fines, Hamlin said, aren't changing behavior.

"It doesn't work. Libraries that are charging fines aren't seeing any difference in how often their materials come back while charging an overdue fine versus not charging an overdue fine. Another thing that has come back is the cost of collecting the fine in some cases will outweigh the fine itself. So if you have a 50 cent fine, how much staff time is going to collect 50 cents? And in most cases, it's way more than 50 cents-worth of pay. I also think a lot of libraries are looking to remove barriers to service, and fines can be a barrier," he added.

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Financing for well-qualified applicants only.  
Length of contract is limited. Subject to credit approval,  
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On April 1, the Bloomfield Township Public Library eliminated its overdue fines for books, DVDs, and other materials that are returned after their due date, also waiving existing overdue fine balances from patron accounts.

"We think that this makes the library more inclusive because it removes that barrier of overdue fines," said Moon. "It might be that somebody simply can't afford to pay the fine, and therefore, if they have a fine, that might shut them out from the library, or it might just be an inconvenience that makes people not want to use the library. We're hoping that this makes the library a more attractive, inclusive, convenient place for the whole community."

The change, according to Moon, will have a minimal impact on the library's budget, as overdue fines have accounted for 0.02% of revenues in recent years.

Many libraries nationwide that have eliminated overdue fines have reported either a negligible or even positive impact on the rate of items being returned on time, with more patrons returning items promptly, compared to when overdue fees were in place.

"Libraries that have made this move have found that return rates remain the same or even better. That has been a major concern that people are worried about, that popular items won't get returned on time and that it will increase hold times, but the research shows that people are more likely to return an item if they know they aren't going to have to pay that overdue fine," Moon said.

But going fine free doesn't mean there's no responsibility for library patrons.

"Fine free doesn't mean consequence-free. People will still be charged if they never return an item. ... We really want the item back. There are a lot of chances and a lot of notices that we are going to send to patrons to try to get those items back," said Moon.

Those who decide not to return an item or who keep something well beyond their due date will continue to be charged a replacement fee for lost or damaged books and materials. Patrons with \$15 or more in fees on their account will not be able to borrow any more items until overdue items are returned or the fees are paid.

The Baldwin Public Library in Birmingham made the move to go fine free in 2021.

For more information about the Bloomfield Township Public Library, call (248) 642-5800 or visit [www.btpl.org](http://www.btpl.org).

# April YOUTH Events Calendar

S	M	T	W	T	F	S
	01	02 Preschool STEAMtime Story Time 10:30 a.m. Birdwatching and Birding for the Young Birder 6:30 p.m.	03 Toddler Story Time 10:30 a.m. Virtual Family PJ Story Time 7 p.m.	04 BabyStory Time 10:30 a.m. Eclipse-A-Palooza 4:30 p.m. – 8 p.m. Portable Planetarium Eclipse Science 5:30 p.m. or 7 p.m.	05	06
<b>Celebrate National Library Week: Be a Star Reader April 7 - April 13</b>						
07	08	09 Preschool STEAMtime Story Time 10:30 a.m. Anxiety Workshop 6:30 p.m.	10 Toddler Story Time 10:30 a.m. Paperbacks & Snacks Grades 4-6 6:30 p.m.	11 BabyStory Time 10:30 a.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 Book Worms Grades 2 - 3 6:30 p.m.	16 Preschool STEAMtime Story Time 10:30 a.m.	17 Toddler Story Time 10:30 a.m. My First Book Group Grades K - 1 5:30 p.m.	18 BabyStory Time 10:30 a.m. Outdoor Family Story Time 5:30 p.m.	19 Tots & Friends Playtime 10 a.m. – 12 noon	20 Baby Parade 10:30 a.m.
21	22 Art Lab Junior 6:30 p.m.	23 Preschool STEAMtime Story Time 10:30 a.m.	24 Toddler Story Time 10:30 a.m.	25 BabyStory Time 10:30 a.m. Art Lab 6:30 p.m.	26 Tots & Friends Playtime 10 a.m. – 12 noon	27
28	29	30 Preschool STEAMtime Story Time 10:30 a.m. Brick Builders 7 p.m.				

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



**TED E. BEAR  
PEN PAL PROGRAM**  
Entire Month of April  
*No registration is required.*

Grab some paper and write a letter to Ted E. Bear. Tell him about your day, your favorite books, or ask him anything you want. Pop the letter into the special mailbox in the Youth Room, wait for 7-10 days, and Ted E. Bear will read your letter and send you a special letter back.



**CELEBRATE NATIONAL  
LIBRARY WEEK:  
BE A STAR READER**  
Sunday, April 7 – Saturday, April 13  
*No registration is required.*

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



**BIRDWATCHING AND BIRDING  
FOR THE YOUNG BIRDER**  
Tuesday, April 2 6:30 p.m.  
*No registration is required.*

Discover the excitement and enjoyment of birdwatching with birding expert, Greg Bodker. Young birders, ages 8 and up, will learn how to attract birds to their backyard, about birding “hotspots” in the area, hear exciting stories from the field, and more.



**ECLIPSE-A-PALOOZA**  
Thursday, April 4, 4:30 p.m. – 8 p.m.  
*No registration is required.*

Join us for fun eclipse and space themed activities on your schedule when you're visiting the Library. There will be a scale model of the solar system, eclipse art to make and take home, constellations to explore, and more.

**ADDRESSING ANXIETY  
IN YOUR CHILD OR TEEN**  
Tuesday, April 9, 6:30 p.m.  
*Registration is required.*



This workshop will introduce you to the signs and symptoms of anxiety in your child, as well as real-life strategies to address anxious behaviors. Local therapist, Jessica Cortez, LMSW, will teach you evidence-based tools to try at home to support your child through high emotions and behaviors. Families will receive handouts, worksheets, and resource lists.

## STORY TIMES

### **Preschool STEAMtime Story Time**

**Preschoolers ages 3 and up without an adult.**

**Tuesdays, April 2 – May 7, 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, April 3 – May 8, 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, April 4 – May 9, 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.



### **Sensory Story Time**

**Saturday, April 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.

### **Virtual Family PJ Story Time**

**(Live on Zoom) Wednesday, April 3, 7 p.m.**

*Registration is required.*

Settle the entire family in to a cozy space at home in your comfiest pajamas for this bedtime story time. Registered attendees will receive a Zoom link prior to the event.

### **Outdoor Family Story Time**

**Thursday, April 18, 5:30 p.m.**

*No registration is required.*

For families of all ages. Join us outside for story time on the Youth Terrace. Grab your jackets and blankets, and cozy up together for stories, songs, rhymes, movement, and more. In the case of inclement weather, Story Time will be held inside.

## PLAY & BUILD PROGRAMS

### **Tots and Friends Playtime**

**Fridays, March 29 - May 31**

**\*No program April 5 or May 3\***

**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 Outer Space Theme**

**Tuesday, April 30, 7 p.m.**

*No registration is required.*

Junior architects, ages 6 and up, are invited to join us for building fun with LEGO bricks. Create your own masterpiece or do a theme building challenge with your friends.



Please contact us if you require any additional accommodations.



## BOOK GROUPS



*All registered participants get a free copy of the book to keep!*

### **My First Book Group: Grades K – 1**

**Kindergarten and Grade 1 with an adult.**

**Wednesday, April 17, 5:30 p.m.**

*Registration is required.*

### **Book Worms: Grades 2 – 3**

**Monday, April 15, 6:30 p.m.**

*Registration is required.*

### **Paperbacks & Snacks: Grades 4 – 6**

**Wednesday, April 10, 6:30 p.m.**

*Registration is required.*

## ART PROGRAMS



### **Art Lab Junior**

**Participants must be 7 – 9 years old.**

**Monday, April 22, 6:30 p.m.**

*Registration is required.*

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

### **Art Lab**

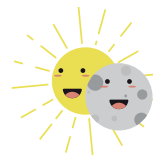
**Participants must be 10 – 13 years old.**

**Thursday, April 25, 6:30 p.m.**

*Registration is required.*

Explore different forms of art mediums in this creative program.

## OTHER SPECIAL EVENTS



### **Michigan Science Center**

**Portable Planetarium:**

**Eclipse Science**

**Thursday, April 4, 5:30 p.m. OR 7 p.m.**

*Registration is required.*

Explore the phenomenon of solar and lunar eclipses and journey with us on the path of totality. Learn how light and shadow play a crucial role in creating these breathtaking events and get a sneak peak of the 2024 North American Solar Eclipse on April 8. For Ages 8 and up.

### **Baby Parade**

**Saturday, April 20, 10:30 p.m.**

*Registration is required.*





Our youngest friends are invited to bring their stroller or wagon to the Library to make a float for the Baby Parade! Decorations will be provided, but you must bring your own stroller or wagon. For birth through age 3 with an adult.

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# May YOUTH Events Calendar

S	M	T	W	T	F	S
			01 Toddler Story Time 10:30 a.m.	02 BabyStory Time 10:30 a.m.	03 LIBRARY CLOSED	04 Mini-Comic Workshop 11 a.m. May the 4th Be With You & Free Comic Book Day 11 a.m. – 4:30 p.m.
05	06	07 Preschool STEAMtime Story Time 10:30 a.m.	08 Toddler Story Time 10:30 a.m.	09 BabyStory Time 10:30 a.m. Paperbacks & Snacks Grades 4-6 6:30 p.m.	10 Tots & Friends Playtime 10 a.m. – 12 noon	11 Friends of the Library Sale 11 a.m. – 3:00 p.m. Sensory Story Time 11 a.m.
12 	13	14 My First Book Group Grades K - 1 5:30 p.m.	15 Virtual Family PJ Story Time 7 p.m.	16	17 Tots & Friends Playtime 10 a.m. – 12 noon	18
19	20 Art Lab Junior 6:30 p.m.	21	22 Book Worms Grades 2 - 3 6:30 p.m.	23 Art Lab 6:30 p.m.	24 Tots & Friends Playtime 10 a.m. – 12 noon	25 Make a Paper Airplane Day 1 p.m. – 4 p.m.
26 LIBRARY CLOSED	27 LIBRARY CLOSED 	28	29 Outdoor Family Story Time 5:30 p.m.	30 Brick Builders 7 p.m.	31 Tots & Friends Playtime 10 a.m. – 12 noon	

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



**MAY THE 4TH BE WITH YOU AND FREE COMIC BOOK DAY**  
**Saturday, May 4, 11 a.m. – 4:30 p.m.**  
*No registration is required.*

Drop in for Star Wars and comic book fun all day, including crafts, comic drawing activities, and a Star Wars themed photo booth. Take home a free comic book, provided in partnership with Comic City of Bloomfield Township.



## SENSORY STORY TIME

**Saturday, May 11, 11 a.m.**  
*Registration is required.*

Join us in an adaptive story time experience for youth of all abilities, including those who have difficulty in large groups and who have sensory integration challenges. Participants can expect stories with gentle multisensory engagement, visual aids, adaptive movement, low lights, and low sounds. For children ages 3 and up with a grown-up.

## MAKE A PAPER AIRPLANE FOR NATIONAL PAPER AIRPLANE DAY

**Saturday, May 25, 1 p.m. – 4 p.m.**  
*No registration is required.*



Young aviators of all ages are invited to drop in the Youth Room to make a paper airplane. We will supply the paper, example designs, and the “runway” – you supply the creativity.



## OUTDOOR STORY TIME

**Wednesday, May 29, 5:30 p.m.**  
*No registration is required.*

For families of all ages. Join us outside for story time on the Youth Terrace. Grab your jackets and blankets, and cozy up together for stories, songs, rhymes, movement, and more. In the case of inclement weather, Story Time will be held inside.

## STORY TIMES

### Preschool STEAMtime Story Time

Preschoolers ages 3 and up without an adult.

Tuesdays, April 2 – May 7, 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.

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Wednesdays, April 3 – May 8, 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 grown-up.

### Baby Story Time

Thursdays, April 4 – May 9, 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 grown-up.

### Virtual Family PJ Story Time

(Live on Zoom) Wednesday, May 15, 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!



## 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.

Tuesday, May 14, 5:30 p.m.

Registration is required.

### Book Worms: Grades 2 – 3

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

Registration is required.

### Paperbacks & Snacks: Grades 4 – 6

Thursday, May 9, 6:30 p.m.

Registration is required.

## ART PROGRAMS

### Art Lab Junior

Participants must be 7 – 9 years old.

Monday, May 20, 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, May 23, 6:30 p.m.

Registration is required.

Explore different forms of art mediums in this creative program.



## PLAY & BUILD PROGRAMS

### Tots and Friends Playtime

Fridays, March 29 - May 31

\*No program May 3\*

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: Things that Fly Theme

Thursday, May 30, 7 p.m.

No registration is required.



Junior architects, ages 6 and up, are invited to join us for building fun with LEGO bricks. Create your own masterpiece or do a theme building challenge with your friends.

## SPECIAL EVENTS

### How to Make a Mini-Comic Workshop

Saturday, May 4, 11 a.m.

Registration is required.



Kids 8 and up are invited to join local cartoonist, Matt Fezell, to learn how to make an 8-page book from one sheet of paper and the secrets to telling a comic book story.

## SAVE THE DATE

### Adventure Begins at Your Library!

Tuesday, June 18 – Friday, August 9

Registration is required.

Calling adventurers of all ages: you are invited on an unforgettable quest this summer! Participate in our thrilling reading challenge and discover exciting prizes, events, and activities. Don't miss out on the fun—join us at the library and let the exploration begin!



### Summer Reading Kick Off and Food Truck Rally

Tuesday, June 18, 5:30 – 7:00 p.m.

No registration is required.

Family and friends of all ages are invited to join us as we kick off the summer reading adventure! Sign up for the Adventure Begins at Your Library summer reading challenge and discover crafts, games, food trucks, and more. Food trucks will be in our parking lot from 5:00 to 7:00 p.m. for patrons to purchase food. Enjoy your items on the Library Terraces.



Please contact us if you require any additional accommodations.









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# April 2024 Adult and Teen Programs

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<p>31</p> <p><b>LIBRARY CLOSED FOR EASTER</b></p> 	<p>1</p>	<p>2</p> <p><b>Fiber Arts Club</b> 10 a.m. – Noon</p> <p>***Don't Get Scammed 5:30 p.m.</p> <p>**Movie Discussion Club 7 p.m.</p>	<p>3</p> <p><b>**Pages Across Nations: An International Book Club, 7 p.m.</b></p> 	<p>4</p> <p><b>Teen Book Cover Design Contest Ends at 11:59 p.m.</b></p> <p><b>**AARP Tax-Aide – Free Tax Assistance PROGRAM FULL</b> <i>Register by calling West Bloomfield Parks &amp; Rec (248) 451-1900</i></p>	<p>5</p> <p><b>English Language Conversation Group</b> 10 a.m. – Noon</p>	<p>6</p>
<p>7</p>	<p>8</p> <p><b>Fiber Arts Club</b> 6 p.m. – 8 p.m.</p> 	<p>9</p> <p><b>**What's Your Story?: A Memoir Writing Group</b> 1 p.m.</p> <p><b>**Caregiver Workshop: Addressing Anxiety in Your Child or Teen</b> 6:30 p.m.</p>	<p>10</p> <p><b>**Lecture: 18th Century European and Colonial Fashion with Chris O'Brien, 2 p.m.</b></p> <p><b>*Teen Advisory Board, 4:30 p.m.</b></p> <p>***ChatGPT and AI, 5:30 p.m.</p> <p><b>**Writers' Rendezvous, 6:30 p.m.</b></p>	<p>11</p> <p>***Computer and Internet Basics 5:30 p.m.</p>	<p>12</p> <p><b>English Language Conversation Group</b> 10 a.m. – Noon</p> <p><b>After Hours Concert: University of Michigan Chamber Music Concert</b> 7 p.m.</p>	<p>13</p> <p><b>Friends of the Library Second Saturday Book Sale</b> 10 a.m. – 3 p.m. <i>(First hour Friends members only)</i></p> <p><b>Photo Contest Reception</b> 2 p.m.</p>
<p>14</p>	<p>15</p> <p><b>Adult and Teen Craft Kit Release: Paper Chains for All Seasons</b> <i>Bloomfield Twp. residents only while supplies last</i></p> <p><b>**Lunchtime Book Club</b> 1 p.m.</p>	<p>16</p> <p><b>**Tuesday Book Club, 10 a.m.</b></p> <p><b>**Science Fiction/Fantasy Book Club, 7 p.m.</b></p> <p><b>**Gardening Lecture: A Toast to Compost with Janet Macunovich, 7 p.m.</b></p>	<p>17</p> <p><b>**Mystery Book Club</b> 1 p.m.</p> <p>***Google Apps 5:30 p.m.</p>	<p>18</p> <p><b>**Gardening Lecture: Grow Great Vegetables with Bevin Cohen</b> 7 p.m.</p>	<p>19</p> <p><b>English Language Conversation Group</b> 10 a.m. – Noon</p> <p><b>After Hours Concert: Orchestra Sono, 7 p.m.</b></p> 	<p>20</p>
<p>21</p>	<p>22</p> <p><b>**Monday Night Book Club</b> 7 p.m.</p> 	<p>23</p> <p><b>**What's Your Story?: A Memoir Writing Group</b> 1 p.m.</p> <p>***Microsoft Excel I 5:30 p.m.</p>	<p>24</p> <p><b>**Writers' Rendezvous</b> 6:30 p.m.</p>	<p>25</p> <p><b>**Thursday Book Club</b> 10 a.m.</p> 	<p>26</p> <p><b>English Language Conversation Group</b> 10 a.m. – Noon</p>	<p>27</p>
<p>28</p> <p><b>**Great Lakes Chamber Music Festival Classical Family Concert: Musical Elements</b> 1 p.m.</p>	<p>29</p>	<p>30</p> <p>***Microsoft Excel II 5:30 p.m.</p> 	<p><b>SPECIAL PERFORMANCES @ the Library</b></p> <p><b>Chamber Music Concert, Friday, April 12, 7 p.m.</b> Performances by student musicians from the University of Michigan School of Music, Theatre, and Dance.</p> <p><b>Orchestra Sono, Friday, April 19, 7 p.m.</b> This professional Michigan-based orchestra will present chamber music compositions for piano and strings.</p> <p><b>**Great Lakes Chamber Music Festival Classical Concert: Musical Elements, Sunday, April 28, 1 p.m.</b> Geared toward K-5 families; registration is required.</p>		<p><b>*Register by emailing <a href="mailto:AskTeen@btpl.org">AskTeen@btpl.org</a> or with Adult Services, (248) 642-5800, ext. 171.</b></p> <p><b>**Register by emailing <a href="mailto:AskAdult@btpl.org">AskAdult@btpl.org</a> or with Adult Services, (248) 642-5800, ext. 171.</b></p> <p><b>***Register by emailing <a href="mailto:AskTech@btpl.org">AskTech@btpl.org</a> or with Systems, (248) 642-5800, ext. 121.</b></p> <p><b>OR register online at <a href="http://www.btpl.org/events">www.btpl.org/events</a></b></p>	

# May 2024 Adult and Teen Programs

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<p>*Register by emailing <a href="mailto:AskTeen@btpl.org">AskTeen@btpl.org</a> or with Adult Services, (248) 642-5800, ext. 171.</p> <p>**Register by emailing <a href="mailto:AskAdult@btpl.org">AskAdult@btpl.org</a> or with Adult Services, (248) 642-5800, ext. 171.</p> <p>***Register by emailing <a href="mailto:AskTech@btpl.org">AskTech@btpl.org</a> or with Systems, (248) 642-5800, ext. 121.</p> <p>OR register online at <a href="http://www.btpl.org/events">www.btpl.org/events</a></p>			<p>1</p> <p>**Pages Across Nations: An International Book Club 7 p.m.</p>	<p>2</p> <p>***PowerPoint Basics 5:30 p.m.</p> 	<p>3</p> <p><b>LIBRARY CLOSED FOR STAFF DEVELOPMENT DAY</b></p> 	<p>4</p> <p><b>Adult and Teen Craft Kit Release: Luminaria (Paper Lantern) Candle Shades</b> <i>Bloomfield Twp. residents only while supplies last</i></p> <p><b>May the 4th Be With You and Free Comic Book Day</b> 11 a.m. – 4:30 p.m.</p>
5	6	<p>7</p> <p><b>Fiber Arts Club</b> 10 a.m. – Noon</p> <p>***Don't Get Scammed 5:30 p.m.</p> <p>**Movie Discussion Club 7 p.m.</p>	<p>8</p> <p>*Teen Crafting Conversations 4 p.m.</p> <p>***ChatGPT and AI 5:30 p.m.</p> <p>**Writers' Rendezvous 6:30 p.m.</p>	9	10	<p>11</p> <p><small>FRIENDS OF THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY</small></p> <p><b>Saturday Book Sale</b></p> <p><b>Friends of the Library Second Saturday Book Sale</b> 10 a.m. – 3 p.m. <i>(First hour Friends members only)</i></p> 
12	<p>13</p> <p><b>Fiber Arts Club</b> 6 p.m. – 8 p.m.</p> 	<p>14</p> <p>**What's Your Story?: A Memoir Writing Group, 1 p.m.</p> 	<p>15</p> <p>**Mystery Book Club 1 p.m.</p> <p>***Google Apps 5:30 p.m.</p>	16	17	<p>18</p> <p>**Lecture: Plants Used by the Anishinabek of the Great Lakes with Nathan Wright 2 p.m.</p>
19	<p>20</p> <p>**Lunchtime Book Club 1 p.m.</p> <p>**Monday Night Book Club 7 p.m.</p>	<p>21</p> <p>**Tuesday Book Club 10 a.m.</p> <p>**Classics Book Club 7 p.m.</p>	<p>22</p> <p>**Writers' Rendezvous 6:30 p.m.</p> 	<p>23</p> <p>**Thursday Book Club 10 a.m.</p> <p>***Scanning and Photo Editing 5:30 p.m.</p>	24	25
<p>26</p> <p><b>LIBRARY CLOSED SUNDAY FOR MEMORIAL WEEKEND</b></p>	<p>27</p> <p><b>LIBRARY CLOSED FOR MEMORIAL DAY</b></p> 	<p>28</p> <p>**What's Your Story?: A Memoir Writing Group, 1 p.m.</p> <p>***Computer and Internet Basics, 5:30 p.m.</p> <p>**Lecture: Maintining Your Summer Garden, 7 p.m.</p>	29	30	31	<p>English Language Conversation Group 10 a.m. – Noon</p>



## **DATES FOR LIBRARY BOARD OF TRUSTEES**

Tuesday, April 23, 7:00 p.m. – Library Board Meeting (all Trustees)

Wednesday, April 24, 11:00 a.m. - Friends Annual Meeting

Tuesday, April 30, 7:00 p.m. – Ambassadors Group

Friday, May 3 – Staff Development Day (closed to public)

Saturday, May 11, 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)

Monday, May 13, 4:30 p.m. – Art from the Hills Reception

Wednesday, May 15, 11:00 a.m. – Friends Monthly Board Meeting

Thursday, May 16, 10:00 a.m. – 60<sup>th</sup> Anniversary Subcommittee

Tuesday, May 21, 7:00 p.m. – Library Board Meeting (all Trustees)

Saturday, June 8, 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, June 13, 9:00 a.m. – Building and Grounds Committee (all  
Trustees)