



Bloomfield Township Public

Library

**Bloomfield Township Public Library
Board of Trustees**

Library Board Meeting
Tuesday, October 15, 2024
7:00 p.m.

Board Room

Trustees:

libraryboard@btpl.org

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

Director:

Tera Moon

moontera@btpl.org

All meetings are open to the public.

1099 Lone Pine Road, Bloomfield Township, MI 48302 248.642.5800

THE PLACE TO

DISCOVER

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

List of Contents

Items included in pre-board delivery for the REGULAR BOARD MEETING SCHEDULED
Tuesday, October 15, 7:00 p.m.

#	<u>NUMBERED ITEMS</u>	<u>DATE DELIVERED</u>
1	Agenda	10/11/2024
2a	Request to remove items from the Consent Agenda for Discussion	10/11/2024
2b	Motion to approve the order of items for the regular and consent agendas	10/11/2024
5	Motion to approve remaining Consent Agenda items 6-8d	10/11/2024
6	Regular Board Meeting Minutes of September 17, 2024	10/11/2024
7a	Cash Disbursements	10/11/2024
7b	Revenues/Expenditures Budget Report	10/11/2024
7c	Energy Report	10/11/2024
8a	President's Report – no report	
8b	Director's Report	10/11/2024
8c	Art Committee – no report	10/11/2024
8c	Advocacy Committee – no report	
8c	Ambassadors Group – no report	
8c	Building and Grounds Committee – 10/10/2024	10/11/2024
8c	Cranbrook – no report	
8c	Development Committee – no report	10/11/2024
8c	60 th Anniversary Subcommittee – 09/19/2024	10/11/2024
8c	60 th Anniversary Subcommittee – 10/03/2024	10/11/2024
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 – 09/27/2024	10/11/2024
11a	Annual Policy Review	10/11/2024
11b	Other Post Employment Benefits Reporting	10/11/2024
13	Motion to approve any items removed from the Consent Agenda	10/11/2024
	<u>UNNUMBERED ITEMS</u>	<u>DATE DELIVERED</u>
	Strategic Plan Update	10/11/2024
	Marketing Report	10/11/2024
	Press Mentions	10/11/2024
	Youth Services Events Calendar	10/11/2024
	Adult and Teen Services Events Calendar	10/11/2024
	Dates for Library Board of Trustees	10/11/2024

AGENDA
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, October 15, 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 September 17, 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
11. New Business
 - a. Annual Policy Review
 - b. Other Post Employment Benefits Reporting
12. Discussion of items removed from the Consent Agenda
13. MOTION to approve any items removed from the Consent Agenda
14. Other
15. Next scheduled meeting: Tuesday, November 19, 2024
16. Adjournment

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

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

I REQUEST THAT ITEM (S):

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

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

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

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

OPTION - NO AMENDMENT NEEDED:

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

OPTION - AMENDMENT TO AGENDA:

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

the **REGULAR AGENDA** as follows:

the **CONSENT AGENDA** as follows:

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

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

CONSENT AGENDA ITEMS MOTION

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

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

Bloomfield Township Public Library
Oakland County, Michigan
Tuesday, September 17, 2024, 7:00 p.m.
Library Board Room

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

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

Trustees Absent: Keith Carduner and Joan Luksik

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

Guests: Facility Services Maintenance Assistant and SOC Representative Tom Corliss

Shane Spradlin requested **Item 7A** be removed from the consent agenda for regular discussion.

Upon discussion, a motion was made by Judy Lindstrom and seconded by Shane Spradlin **TO APPROVE THE ORDER OF ITEMS AS LISTED ON THE AGENDAS WITH THE FOLLOWING ITEMS REMOVED FROM CONSENT AGENDA AS FOLLOWS: 7A**

A vote was taken for approval of the motion.

Ayes: Gillman, Lindstrom, Murray, and Spradlin

Nays: None

MOTION CARRIED

PRESIDENT'S VERBAL REPORT:

President Dani Gillman commented on that with school resuming, library activity will increase with tutoring, studying, and patrons stocking up on books. There is excitement over the 60th anniversary celebration with a fantastic response from the community in registration and sponsorship.

DIRECTOR'S VERBAL REPORT:

Director Moon reported that on August 28 around 5:30 p.m. a strong storm swept through the area and knocked out electricity for many residents. The Library was a popular place to rest in air conditioning and have access to power, with over 1,200 visitors that day and a similar

number the following Thursday. Additionally, there was a small flood in the lower level that day when another storm moved through. The Library has been promoting itself as shelter during power outages.

The absence of fines has not led to a decrease in timely material returns. Circulation Department Head Anna Pelepchuk provided some statistics: from April-August 2024 the return rate was 99.76%, which indicates little change from prior years. This was found comparing the number of check-ins and check-outs. For the same period in 2023 the rate was 99.86%, so minimally higher. However, the rate of renewals was 79% for 2024 for that period, and it was 74% in 2023 for the same period. The minimally higher return rate in 2023 could be offset by the higher renewal rate in 2024. Patrons don't return things quite as promptly without the threat of fines, but the difference is not material.

On September 12, the Library released an RFP for upgrades to its video surveillance system with a deadline of October 28. This was the first time to use BidNet Direct to post the RFP. BidNet Direct is an online portal used by government agencies to publish, distribute, and award contracts. This project will begin in early 2025.

Katherine Bryant and Director Moon are drafting another RFP for interior design and build services, formerly known as "spaces." The plan is to release that in October using BidNet.

There are upcoming changes in Michigan law affecting minimum wage and paid leave for part-time employees. These changes coincide with the compensation and classification study and are being considered along with it. The Library is communicating with Bloomfield Township's HR about this topic. Though each has separate employment policies, it has ensured that practices are aligned through learning and sharing.

The Library has signed up to beta test SMS messaging with Innovative, our integrated library system (ILS) vendor, which provides a software and database system that manages various library functions. Through Innovative, the Library will test SMS (short messaging systems) or text message notices. Patrons would be able to receive various circulation notices - such as overdue and hold pick up reminders - on their cell phones. There had not previously been a module to do so. Innovative is nearly ready to roll this out. The Library will spend about three months in the beta test phase, and the \$5,000 implementation fee will be waived.

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

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

REGULAR AGENDA:

Call to the public.

Tom Corliss, representing the SOC, provided an update on their activities.

UNFINISHED BUSINESS:

No unfinished business.

NEW BUSINESS:

11a. Open Discussion

Judy Lindstrom shared updates on “Applause, Applause,” the 60th anniversary celebration. The representative from the catering company, Chartwells, was pleased with the spaces available for their work. They are also assisting with décor for the event. Registration is nearly full. Adult and Teen Services used the Local History display case to promote the event. Director Moon has supplemented the budget with gift funding and additional sponsorship.

12. DISCUSSION OF ITEMS REMOVED FROM THE CONSENT AGENDA

- Trustee Shane Spradlin removed 7A and inquired on the USPS prepay. This is for a bulk postage account for the newsletter.
- Trustee Shane Spradlin removed 7A and inquired about *the Financial Times*, which is the annual fee for an electronic resource version.
- Trustee Shane Spradlin removed 7A inquired about FNBO, which is the bank that issues the employee credit cards.
- Trustee Shane Spradlin removed 7A and inquired about Avalon Technology, which is the company from whom the Library purchased new servers.
- Trustee Shane Spradlin removed 7A and inquired about Diamante Concrete. They replaced curbs around the library campus, including a curb cut for increased accessibility for staff, donations, and deliveries.

A policy must be written for electronic checks to be an option for the Library checks.

Upon discussion, a motion was made by Shane Spradlin 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: Gillman, Lindstrom, Murray, and Spradlin

Nays: None

MOTION CARRIED

OTHER:

Judy Lindstrom inquired about a plant exchange for the landscaping removed.

The next board meeting will be Tuesday, October 15.

At 7:28 p.m. President Gillman adjourned the meeting.

Submitted by:

Judy Lindstrom

Judy Lindstrom, Board Vice-President

Proposed

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

New Vendors:

- Loretta Polish
- Educational Experience Design LLC
- OpenPath Security Inc
- Manhattan Short Inc

General Fund – Advance Checks:

- Check #24293 made payable to Consumers Energy in the amount of \$4,924.61 was payment for natural gas service for the period 8/3-9/3.
- Check #24294 made payable to Deluxe in the amount of \$1,500.00 was for postage for the Pitney Bowes postage metering machine.
- Check #24295 made payable to Nicole Gillies in the amount of \$28.75 was reimbursement for purchase of program supplies.
- Check #24296 made payable to Laura Kraly in the amount of \$247.55 was reimbursement for expenses incurred for attendance at a workshop.
- Check #24297 made payable to Martha McGee in the amount of \$35.89 was reimbursement for purchase of Library Shop inventory.
- Check #24300 made payable to Jennifer Taggart in the amount of \$210.38 was reimbursement for expenses incurred for attendance at a workshop.
- Check #24307 made payable to DTE Energy in the amount of \$25,039.95 was payment for electric service for the period 8/9-9/9.
- Check #24308 made payable to Innovative Interface, Inc in the amount of \$6,180.00 was an annual payment for the Library's mobile app.
- Check #24309 made payable to Jamie Jasper in the amount of \$54.99 was reimbursement for purchase of program supplies.

- Check #24312 made payable to Celia Domalewski in the amount of \$43.90 was reimbursement for purchase of meeting room supplies.
- Check #24314 made payable to Jamie Jasper in the amount of \$44.00 was reimbursement for purchase of program supplies.
- Check #24316 made payable to Amy Niezur in the amount of \$75.65 was reimbursement for purchase of program supplies.
- Check #24317 made payable to OpenPath Security Inc. in the amount of \$6,000.00 was an annual payment for the Library's door access software.
- Check #24322 made payable to Envisionware, Inc. in the amount of \$575.00 was an annual payment for a maintenance agreement.

General Fund – Regular Checks:

- Check #24324 made payable to Applied Innovation in the amount of \$30,737.44 was payment for purchase of new printers.
- Check #24325 made payable to Augies Building Services in the amount of \$14,898.95 was payment for two invoices: \$2,154.00 for floor care and \$12,744.95 for regular monthly cleaning.
- Check #24328 made payable to Bloomfield Township in the amount of \$2,830.42 was a monthly payment for water and sewer service for the period 8/21-9/18.
- Check #24336 made payable to Great Oaks Maintenance in the amount of \$13,016.42 was payment for two invoices: \$10,825.00 for tree trimming; \$2,191.42 for regular monthly lawn maintenance.
- Check #24337 made payable to Hunt Sign Company in the amount of \$2,546.00 was payment for refurbishing parking lot signs.
- Check #24340 made payable to Innovative Interface, Inc in the amount of \$37,549.00 was an annual payment for subscription to Vega Premium Discover.
- Check #24341 made payable to Jackson District Library in the amount of \$15.55 was payment for a lost or damaged MeLCat item.
- Check #24342 made payable to LJ Rolls Refrigeration Co., Inc in the amount of \$4,848.00 was payment for three invoices: \$2,902.00 and \$1,504.00 for repairs to the HVAC; \$442.00 for backflow device testing.
- Check #24345 made payable to Milliman, Inc. in the amount of \$8,600.00 was payment for biennial actuarial valuation of the OPEB.

- Check #24351 made payable to Sentinel Technologies, Inc. in the amount of \$8,531.63 was payment for two invoices: triennial payment of \$7,213.00 for software to automate PA announcements; \$1,318.63 for end-user software for VOIP operator console.
- Check #24352 made payable to BTPL SOC in the amount of \$145.00 was payment of SOC's share of vending commission.
- Check #24353 made payable to Spalding DeDecker in the amount of \$1,200.00 was payment for work on the drainage improvement project.
- Check #24355 made payable to The Library Network in the amount of \$3,770.00 was payment for IT services.
- Check #24360 made payable to WT Cox Information Services in the amount of \$24,790.81 was annual payment for periodicals services.
- Check #24361 made payable to Bloomfield Township in the amount of \$281,150.63 was payment for two payrolls including FICA, health insurance, etc.

Gift Fund - Advance Checks:

- Check #5591 made payable to Manhattan Short Inc. in the amount of \$600.00 was payment for a program presenter.
- Check #5593 made payable to The Motley Misfits in the amount of \$2,700.00 was payment for program performers.
- Check #5594 made payable to Educational Experience Design, LLC in the amount of \$600.00 was payment for a program presenter.
- Check #5595 made payable to The Motley Misfits in the amount of \$1,200.00 was the second payment for program performers.

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

Check #	Date	Payee	Cash Account	Amount
General Fund				
ADVANCE CHECKS:				
24292	9/12/24	Adobe Inc.	016.01	1,957.86
24293	9/12/24	CONSUMERS ENERGY	016.01	4,924.61
24294	9/12/24	DELUXE	016.01	1,500.00
24295	9/12/24	Nicole Gillies	016.01	28.75
24296	9/12/24	Laura Kraly	016.01	247.55
24297	9/12/24	Martha McGee	016.01	35.89
24298	9/12/24	PTS Communications	016.01	78.00
24299	9/12/24	T MOBILE	016.01	60.20
24300	9/12/24	Jennifer Taggart	016.01	210.38
24305	9/18/24	AMAZON CAPITAL SERVICES	016.01	1,802.66
24306	9/18/24	XFINITY	016.01	85.50
24307	9/18/24	DTE ENERGY	016.01	25,039.95
24308	9/18/24	INNOVATIVE INTERFACE, INC	016.01	6,180.00
24309	9/18/24	Jamie Jasper	016.01	54.99
24310	9/18/24	UNIQUE MANAGEMENT SERVICES, INC.	016.01	157.60
24311	9/18/24	VIGILANTE SECURITY	016.01	1,950.00
24312	9/24/24	Celia Domalewski	016.01	43.90
24313	9/24/24	FNBO	016.01	6,107.25
24314	9/24/24	Jamie Jasper	016.01	44.00
24315	9/24/24	Mobility City of Metro Detroit	016.01	450.00
24316	9/24/24	Amy Niezur	016.01	75.65
24317	9/24/24	Openpath Security Inc.	016.01	6,000.00
24318	9/24/24	PRINCIPAL LIFE INSURANCE COMPANY	016.01	820.00
24319	9/24/24	TERMINIX PROCESSING CTR.	016.01	183.00
24320	10/2/24	AT&T	016.01	128.34
24321	10/2/24	AT&T	016.01	739.65
24322	10/2/24	ENVISIONWARE, INC.	016.01	575.00
24323	10/2/24	UNIQUE MANAGEMENT SERVICES, INC.	016.01	285.65
Total				59766.38
REGULAR CHECKS:				
24324	10/7/24	APPLIED INNOVATION	016.01	30,737.44
24325	10/7/24	AUGIES BUILDING SERVICES	016.01	14,898.95
24326	10/7/24	AUNALYTICS, INC.	016.01	2,569.78
24327	10/7/24	BAKER & TAYLOR, INC.	016.01	12,544.79
24328	10/7/24	BLOOMFIELD TOWNSHIP	016.01	2,830.42
24329	10/7/24	CDW GOVERNMENT, INC.	016.01	1,814.67
24330	10/7/24	CENGAGE LEARNING/GALE	016.01	1,221.39
24331	10/7/24	CENTER POINT PUBLISHING	016.01	490.61
24332	10/7/24	CINTAS CORPORATION	016.01	133.74
24333	10/7/24	CRABTREE PUBLISHING COMPANY	016.01	163.75
24334	10/7/24	DEMCO, INC.	016.01	340.71
24335	10/7/24	EBSCO INFORMATION SERVICES	016.01	5,644.00
24336	10/7/24	GREAT OAKS MAINTENANCE	016.01	13,016.42
24337	10/7/24	HUNT SIGN COMPANY	016.01	2,546.00
24338	10/7/24	INSTITUTE OF CONT. LEGAL EDUCATION	016.01	158.50
24339	10/7/24	INGRAM LIBRARY SERVICES	016.01	33.58
24340	10/7/24	INNOVATIVE INTERFACE, INC	016.01	37,549.00
24341	10/7/24	JACKSON DISTRICT LIBRARY	016.01	15.55
24342	10/7/24	LJ ROLLS REFRIGERATION CO., INC	016.01	4,848.00
24343	10/7/24	MICROMARKETING LLC	016.01	584.93
24344	10/7/24	MIDWEST TAPE	016.01	2,717.43
24345	10/7/24	MILLIMAN, INC.	016.01	8,600.00
24346	10/7/24	NETWORK SERVICES COMPANY	016.01	2,846.46
24347	10/7/24	OVERDRIVE	016.01	13,288.91
24348	10/7/24	PLAYAWAY PRODUCTS LLC	016.01	116.98
24349	10/7/24	THE ROWMAN & LITTLEFIELD PUBLISHING GRP	016.01	256.98
24350	10/7/24	SCHOLASTIC, INC	016.01	109.89
24351	10/7/24	SENTINEL TECHNOLOGIES, INC.	016.01	8,531.63
24352	10/7/24	BTPL SOC	016.01	145.00
24353	10/7/24	Spalding Dedecker	016.01	1,200.00
24354	10/7/24	TEL SYSTEMS	016.01	2,875.00
24355	10/7/24	THE LIBRARY NETWORK	016.01	3,770.00
24356	10/7/24	THE LIBRARY STORE, INC.	016.01	422.93

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

Check #	Date	Payee	Cash Account	Amount
24357	10/7/24	THOMSON REUTERS- WEST	016.01	155.74
24358	10/7/24	TK ELEVATOR CORPORATION	016.01	1,081.77
24359	10/7/24	TOTAL ENERGY SYSTEMS, INC.	016.01	1,164.00
24360	10/7/24	WT. COX INFORMATION SERVICES	016.01	24,790.81
24361	10/9/24	BLOOMFIELD TOWNSHIP	016.01	281,150.63
Total				485366.39

Gift Fund

ADVANCE CHECKS:

5590	9/18/24	AMAZON.COM	012.03	610.49
5591	9/18/24	Manhattan Short Inc.	012.03	600.00
5592	9/24/24	FNBO	012.03	784.00
5593	9/24/24	The Motley Misfits	012.03	2,700.00
5594	9/30/24	Educational Experience Design, LLC	012.03	600.00
5595	10/2/24	The Motley Misfits	012.03	1,200.00
Total				6494.49

REGULAR CHECKS:

5596	10/7/24	BAKER & TAYLOR	012.03	114.49
5597	10/7/24	MIDWEST TAPE	012.03	1231.11
Total				1345.60

**Bloomfield Township Public Library
FY 2024-2025 General Fund Budget**

PRESENTED: OCTOBER 15, 2024 FOR THE MONTH OF: SEPTEMBER, 2024

Six Months 50%

ACCOUNT NAME	2024-2025		2024-2025		REVENUE/EXPENSE	REVENUE/EXPENSE YTD	% OF BUDGET YTD	VARIANCE	
	ADOPTED BUDGET AS OF	AMENDED BUDGET AS OF	REVENUE/EXPENSE	REVENUE/EXPENSE					
	MARCH 19, 2024	AUGUST 20, 2024	MONTH	MONTH					
Revenues									
Taxes	\$8,922,094	\$9,381,644	\$16	(\$9,075)		-0.10%	(\$9,390,719)	*taxes collected Dec-Mar	
Penal Fines	\$71,695	\$71,695	\$0	\$60,788		84.79%	(\$10,907)		
State Aid	\$40,800	\$40,800	\$0	\$45,163		110.69%	\$4,363		
Circulation Fines & Fees	\$8,500	\$8,500	\$1,495	\$7,556		88.90%	(\$944)		
Charges for Services	\$10,651	\$10,651	\$800	\$5,562		52.22%	(\$5,089)		
Photocopy Fees	\$651	\$651	\$0	\$512		78.64%	(\$139)		
Room Rental Fees	\$10,000	\$10,000	\$800	\$5,050		50.50%	(\$4,950)		
Investment earnings	\$610,000	\$610,000	\$79,865	\$431,335		70.71%	(\$178,665)		
Interest/Dividends	\$610,000	\$610,000	\$41,283	\$274,968		45.08%	(\$335,032)		
Change in Asset Value	\$0	\$0	\$38,582	\$156,367		0.00%	\$156,367		
Miscellaneous	\$13,451	\$13,451	\$10,690	\$13,482		100.23%	\$31		
Miscellaneous Revenue	\$3,370	\$3,370	\$0	\$0		0.00%	(\$3,370)		
Library Shop	\$4,081	\$4,081	\$312	\$2,091		51.24%	(\$1,990)		
Café	\$6,000	\$6,000	\$568	\$1,582		26.36%	(\$4,418)		
Sale of Used Equip.	\$0	\$0	\$0	\$0		0.00%	\$0		
Transfers In	\$0	\$0	\$0	\$0		0.00%	\$0		
Federal Grants	\$0	\$0	\$0	\$0		0.00%	\$0		
Refunds/Rebates-Self Ins.Rx	\$20,000	\$20,000	\$9,809	\$9,809		0.00%	(\$10,191)		
Total Revenues	\$9,677,191	10,136,741	\$92,866	\$554,811		5.47%	(\$9,581,930)	*taxes collected Dec-Mar	
Expenditures									
Personnel	\$5,205,396	\$5,205,396	\$301,227	\$2,481,478		47.67%	(\$2,723,918)		
Salaries & Wages	\$3,359,218	\$3,359,218	\$248,747	\$1,956,449		58.24%	(\$1,402,769)		
Social Security	\$256,598	\$256,598	\$17,397	\$81,235		31.66%	(\$175,363)		
Employee Insurances	\$985,955	\$985,955	\$16,988	\$186,383		18.90%	(\$799,572)		
Retirement	\$603,625	\$603,625	\$9,494	\$248,811		41.22%	(\$354,814)		
Retiree Health Care - OPEB	\$0	\$0	\$8,600	\$8,600		0.00%	\$8,600		
Library Services	\$842,132	\$842,132	\$61,870	\$409,053		48.57%	(\$433,079)		
Electronic Serv.-Databases	\$220,408	\$220,408	\$5,644	\$126,295		57.30%	(\$94,113)		
Electronic Services-Skyriver	\$27,000	\$27,000	\$0	\$24,615		91.17%	(\$2,385)		
Books	\$323,908	\$323,908	\$22,470	\$144,063		44.48%	(\$179,845)		
Processing & Supplies	\$24,000	\$24,000	\$581	\$6,891		28.71%	(\$17,109)		
Periodicals/Docs/Ref. Serv.	\$69,650	\$69,650	\$25,774	\$36,886		52.96%	(\$32,764)		
Music	\$8,500	\$8,500	\$276	\$2,392		28.14%	(\$6,108)		
Audiobooks	\$77,623	\$77,623	\$6,582	\$37,437		48.23%	(\$40,186)		
DVD's	\$41,000	\$41,000	\$2,516	\$14,827		36.16%	(\$26,173)		
Accessibility Support Collection	\$10,043	\$10,043	\$352	\$1,148		11.43%	(\$8,895)		
Programming	\$40,000	\$40,000	(\$2,325)	\$14,498		36.25%	(\$25,502)		
Facilities & Equipment	\$1,206,967	\$1,214,792	\$130,288	\$591,979		48.73%	(\$622,813)		
Repairs/Maint. Supplies	\$65,000	\$65,000	\$3,792	\$28,954		44.54%	(\$36,046)		
Telephone	\$17,450	\$17,450	\$1,006	\$5,722		32.79%	(\$11,728)		
Building Insurance	\$58,017	\$65,842	\$0	\$65,842		100.00%	\$0		
Public Utilities	\$384,000	\$384,000	\$29,965	\$185,463		48.30%	(\$198,537)		
Building Maintenance	\$291,106	\$291,106	\$35,854	\$169,928		58.37%	(\$121,179)		
Equipment Maintenance	\$24,210	\$24,210	\$2,875	\$8,068		33.32%	(\$16,142)		
Grounds Maintenance	\$96,675	\$96,675	\$2,191	\$38,084		39.39%	(\$58,591)		
Computer System Maint.	\$254,508	\$254,508	\$52,791	\$82,215		32.30%	(\$172,293)		
Equipment	\$16,000	\$16,000	\$1,815	\$7,704		48.15%	(\$8,296)		
Other Operating Expenditures	\$2,383,895	\$2,352,395	\$60,635	\$489,640		20.81%	(\$1,862,755)	Revenue within 2% of percentage of year between 2-5% under percentage of year more than 5% under percentage of year	
Office/Computer Supplies	\$32,480	\$32,480	\$1,068	\$9,262		28.52%	(\$23,218)		
Postage	\$25,090	\$25,090	\$1,500	\$19,786		78.86%	(\$5,304)		
Professional Services	\$128,156	\$128,156	\$6,939	\$80,769		63.02%	(\$47,387)	Expenditures between 2-5% under within 1.5% over %	
Projects	\$2,114,165	\$2,082,665	\$50,377	\$340,948		16.37%	(\$1,741,717)		
Staff Development/Travel	\$37,650	\$37,650	\$173	\$12,317		32.71%	(\$25,333)		
Printing & Publishing	\$25,050	\$25,050	\$359	\$13,034		52.03%	(\$12,016)		
Dues & Membership	\$14,224	\$14,224	\$0	\$10,113		71.10%	(\$4,111)		
Bank Expenses	\$4,720	\$4,720	\$183	\$2,691		57.02%	(\$2,029)		
Library Shop Expenses	\$2,000	\$2,000	\$36	\$718		35.91%	(\$1,282)		
Café Expenses	\$360	\$360	\$0	\$0		0.00%	(\$360)		
Total Expenditures	\$9,638,390	\$9,614,715	\$554,020	\$3,972,151		41.31%	(\$5,642,564)		
Fund Balance - Beginning	\$13,833,927	\$13,833,927		\$13,833,927					
Net revenue (expenditure)	\$38,801	\$522,026		(\$3,417,340)					
Fund Balance - Ending	\$13,872,728	\$14,355,953		\$10,416,587					
Fund Balance Designations									
Nonspendable-Prepaid Expense	\$18,791	\$18,791							
Committed Fund Balance (is 8-months of operational expenditures amount)	\$5,016,150	\$5,021,367							
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)	\$8,737,787	\$9,215,795							
Unassigned Fund Balance (is the unplanned emergency amount)	\$100,000	\$100,000							

**Bloomfield Township Public Library
FY 2024-2025 Gift Fund Budget**

PRESENTED: OCTOBER 15, 2024 FOR THE MONTH OF: SEPTEMBER, 2024

Six Months 50%

ACCOUNT NAME	2024-2025 ADOPTED BUDGET AS OF MAR 19, 2024	2024-2025 AMENDED BUDGET AS OF OCT 15, 2024	REVENUE/ EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	VARIANCE
<u>Revenues</u>						
Gift Income	\$500	\$63,491	\$925	\$62,991	99.21%	(\$500)
Gift Revenue	\$0	\$4,752	\$925	\$4,752	100.00%	\$0
Friends of the Library	\$0	\$54,673	\$0	\$54,673	100.00%	\$0
Atkinson Trust	\$0	\$1,510	\$0	\$1,510	100.00%	\$0
BTPL Endowment Fund/Amber Trust	\$0	\$0	\$0	\$0	0.00%	\$0
Myers Scholarship	\$500	\$1,730	\$0	\$1,230	71.10%	(\$500)
Smith Challenge Grant	\$0	\$0	\$0	\$0	#DIV/0!	\$0
Fair Radom Garden Endowment	\$0	\$826	\$0	\$826	100.00%	\$0
Library Director's Legacy Fund	\$0	\$0	\$0	\$0	0.00%	\$0
Investment Earnings	\$200	\$200	\$26	\$167	83.58%	(\$33)
Miscellaneous Revenue	\$0	\$134	\$0	\$134	0.00%	\$0
Total Revenues	\$700	\$63,824	\$951	\$63,291	99.17%	(\$533)
<u>Expenditures</u>						
Library Services	\$75,589	\$124,605	\$6,387	\$40,181	32.25%	(\$84,424)
Facilities & Equipment	\$34,382	\$35,181	\$0	\$10,939	31.09%	(\$24,242)
Other Operating Expenditures	\$52,224	\$65,533	\$227	\$15,695	23.95%	(\$49,837)
Total Expenditures	\$162,195	\$225,319	\$6,614	\$66,815	29.65%	(\$158,504)
Fund Balance - Beginning	\$161,695	\$161,695		\$161,695		
Net revenue (expenditures)	(\$161,495)	(\$161,495)		(\$3,524)		
Fund Balance - Ending	\$200	\$200		\$158,171		

Bloomfield Township Public Library
Asset Allocation Summary
SEPTEMBER 2024

Fund	Type	Annual Yield	Date	Amount on Hand
General Fund				
	5th 3rd Checking (Ecommerce)	0.00%	9/30/2024	\$154,226.55
	Flagstar Public Funds Savings	3.75%	9/30/2024	\$217,326.03
	Flagstar Premier Public Entities Checking	0.55%	9/30/2024	\$523,029.47
	RBC Capital Cash/Money Market	0.85%	9/30/2024	\$31,935.07
	RBC Capital - Investments	4.73%	9/30/2024	\$12,935,027.57
	Total General Fund			<u>\$13,861,544.69</u>
	Please see General Fund budget for notes on how this amount is earmarked			
Gift Fund				
	Huntington Public Fund Business Interest Checking	0.29%	9/30/2024	\$98,309.52
	Huntington CD (Charnov gift) - matures 02/04/2025	4.30%	9/30/2024	\$50,000.00
	Fifth Third Bank Business Standard Checking	0.00%	9/30/2024	\$17,529.51
	Total Gift Fund			<u>\$165,839.03</u>

CFSEM

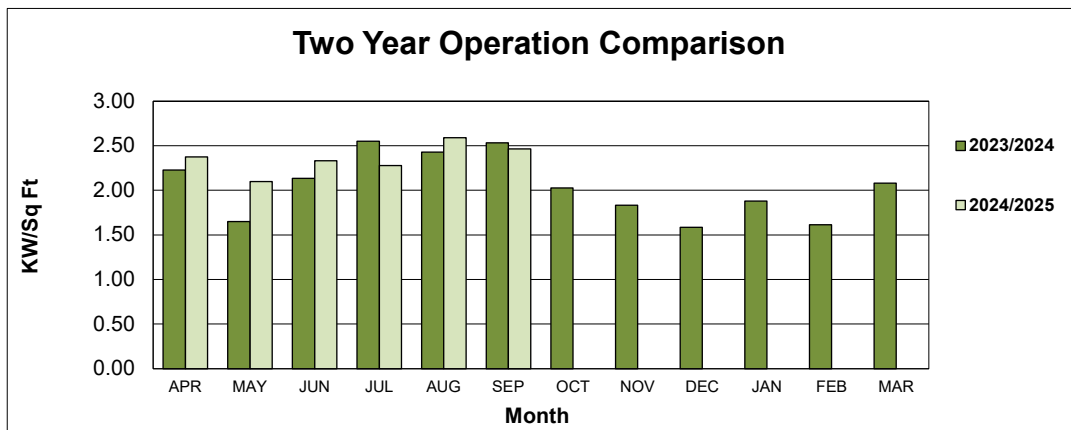
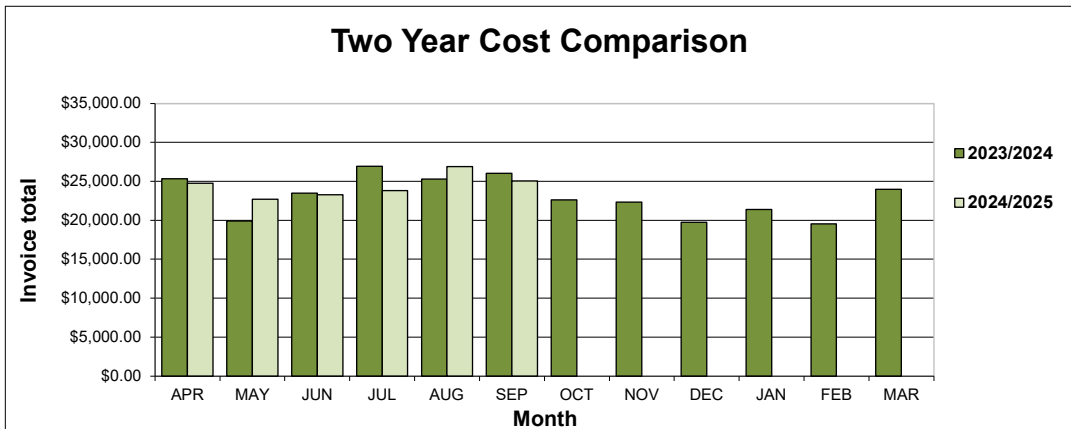
The following endowment funds are administered by the Community Foundation for Southeast Michigan (CFSEM). CFSEM maintains unilateral variance power and legal ownership of the endowment funds, and therefore, principal is not available to BTPL. Earnings are available for distribution to the Library for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

	<i>Updated 6/2024</i>	
Jeanette P. Myers Memorial Scholarship Fund	12/31/2023	\$16,270.00
Yvonne T. Atkinson Fund	12/31/2023	\$35,126.00
Lawrence Smith and Isabel Francis Smith Challenge Grant Fund	12/31/2023	\$38,208.83
BTPL Endowment Fund	12/31/2023	\$49,911.17
Fair Radom Garden Endowment Fund	12/31/2023	\$19,997.00
BTPL Director's Legacy Fund	12/31/2023	\$23,032.00
Total CFSEM holdings		<u>\$182,545.00</u>

Bloomfield Township Public Library Electricity Analysis

Building Area = 101,023 Sq ft.

TWO YEAR COST COMPARISON				CURRENT YEAR OPERATION					
Month	2023/2024	2024/2025	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	\$25,322.27	\$24,773.37	(\$548.90)	240,065	\$0.10	333.42	2.38	\$34.41	\$0.25
MAY	\$19,897.76	\$22,717.34	\$2,819.58	212,072	\$0.11	285.04	2.10	\$30.53	\$0.22
JUN	\$23,496.49	\$23,261.35	(\$235.14)	235,732	\$0.10	327.41	2.33	\$32.31	\$0.23
JUL	\$26,914.27	\$23,823.38	(\$3,090.89)	230,062	\$0.10	309.22	2.28	\$32.02	\$0.24
AUG	\$25,285.64	\$26,904.57	\$1,618.93	261,800	\$0.10	351.88	2.59	\$36.16	\$0.27
SEP	\$26,013.82	\$25,039.95	(\$973.87)	249,137	\$0.10	346.02	2.47	\$34.78	\$0.25
OCT	\$22,634.92		(\$22,634.92)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
NOV	\$22,324.34		(\$22,324.34)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
DEC	\$19,726.20		(\$19,726.20)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
JAN	\$21,386.01		(\$21,386.01)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
FEB	\$19,525.15		(\$19,525.15)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
MAR	\$23,972.14		(\$23,972.14)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
			YTD Difference						
TOTAL	\$276,499.01	\$146,519.96	(\$129,979.05)						

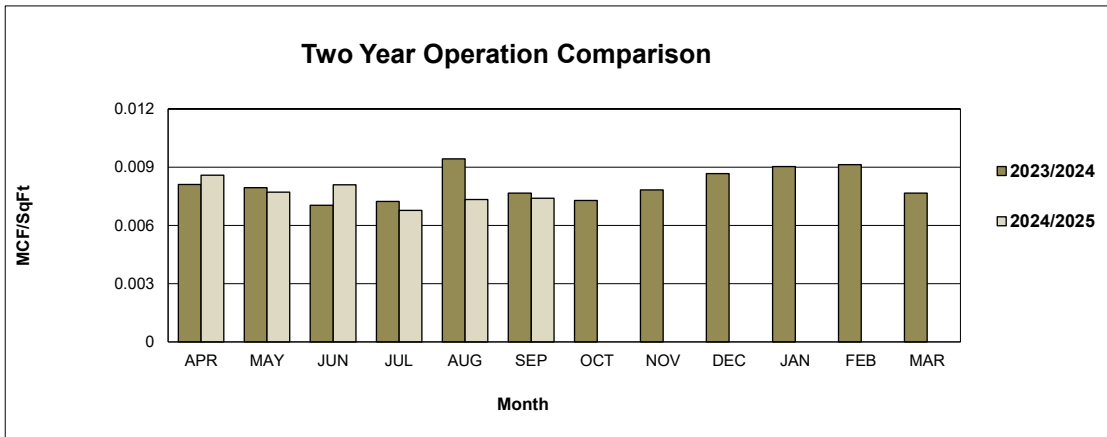
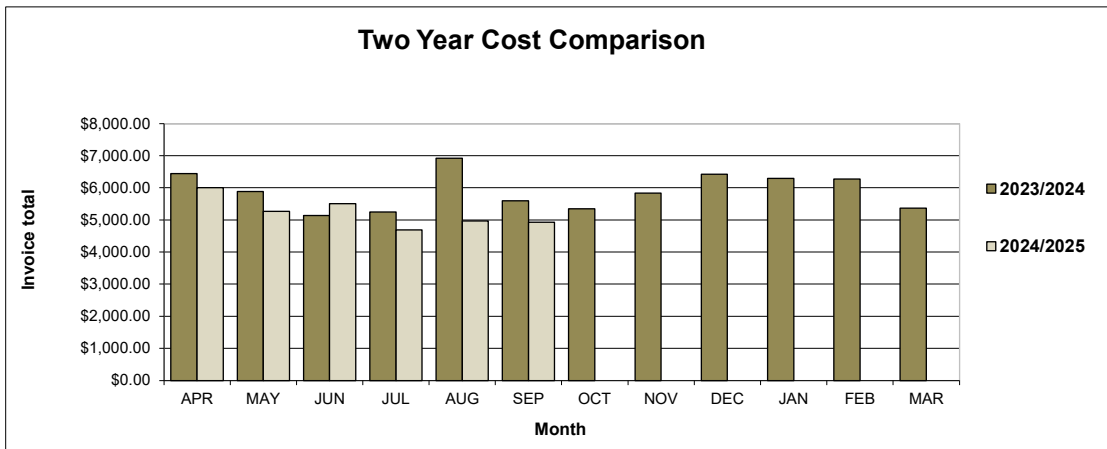


Bloomfield Township Public Library Natural Gas Analysis

Building Area = 101,023

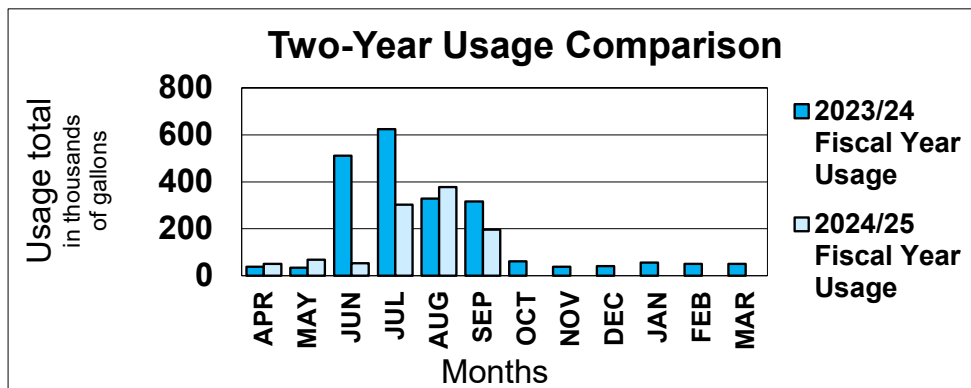
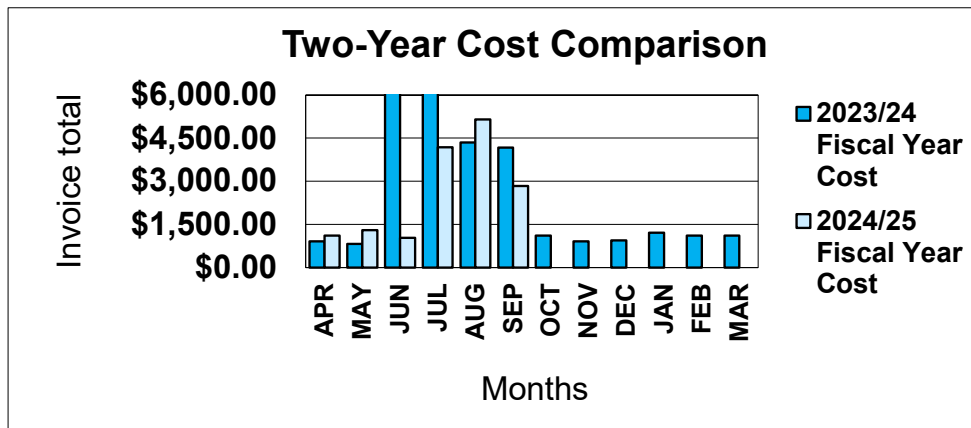
1 Cu. Ft. = 1000 BTU

TWO YEAR COST COMPARISON				OPERATION						
Month	2023/2024	2024/2025	Difference	MCF	COST/MCF	HOURS (24 x no. days per month)	MCF/HR	MCF/SqFt	\$/HR	\$/SqFt
APR	\$6,437.40	\$6,000.24	(\$437.16)	867.5	\$6.92	720	1.20	0.009	8.33	0.059
MAY	\$5,880.24	\$5,265.28	(\$614.96)	779.0	\$6.76	744	1.05	0.008	7.08	0.051
JUN	\$5,137.69	\$5,506.04	\$368.35	817.2	\$6.74	720	1.14	0.008	7.65	0.054
JUL	\$5,249.15	\$4,687.08	(\$562.07)	683.2	\$6.86	744	0.92	0.007	6.30	0.046
AUG	\$6,918.84	\$4,963.10	(\$1,955.74)	740.3	\$6.70	744	1.00	0.007	6.67	0.048
SEP	\$5,594.26	\$4,924.61	(\$669.65)	748.1	\$6.58	720	1.04	0.007	6.84	0.048
OCT	\$5,344.46		(\$5,344.46)			#DIV/0!	744	0.00	0.000	0.00
NOV	\$5,835.59		(\$5,835.59)			#DIV/0!	720	0.00	0.000	0.00
DEC	\$6,426.13		(\$6,426.13)			#DIV/0!	744	0.00	0.000	0.00
JAN	\$6,294.19		(\$6,294.19)			#DIV/0!	744	0.00	0.000	0.00
FEB	\$6,269.54		(\$6,269.54)			#DIV/0!	696	0.00	0.000	0.00
MAR	\$5,362.08		(\$5,362.08)			#DIV/0!	744	0.00	0.000	0.00
			YTD Difference							
TOTAL	\$70,749.57	\$31,346.35	(\$39,403.22)							



Bloomfield Township Public Library Water Analysis

Month	2023/24 Fiscal Year Cost	2024/25 Fiscal Year Cost	Difference	2023/24 Fiscal Year Usage	2024/25 Fiscal Year Usage	Difference
APR	\$905.74	\$1,104.73	\$198.99	39	50	11
MAY	\$815.29	\$1,298.78	\$483.49	34	68	34
JUN	\$6,613.60	\$1,029.34	(\$5,584.26)	511	53	(458)
JUL	\$7,947.25	\$4,178.74	(\$3,768.51)	624	302	(322)
AUG	\$4,352.62	\$5,145.46	\$792.84	329	378	49
SEP	\$4,174.75	\$2,830.42	(\$1,344.33)	316	196	(120)
OCT	\$1,108.90		(\$1,108.90)	61		(61)
NOV	\$905.74		(\$905.74)	39		(39)
DEC	\$941.62		(\$941.62)	41		(41)
JAN	\$1,213.27		(\$1,213.27)	56		(56)
FEB	\$1,104.73		(\$1,104.73)	50		(50)
MAR	\$1,104.73		(\$1,104.73)	50		(50)
			YTD Difference			YTD Difference
TOTAL	\$31,188.24	\$15,587.47	(\$15,600.77)	2,150	1,047	(1,103)



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

The 14th season of the **Chamber Music Concerts**, provided by the talented students from the University of Michigan School of Music, Theatre and Dance, begins on Friday, November 8 at 7:00pm. Concerts continue on Fridays at 7:00pm on February 28, March 28, and April 11. Earlier this year, the Friends awarded gift funding to perform maintenance on the Library's piano, so the performances should sound even better than usual. I am so pleased to welcome back this popular series. Many thanks to the Friends of the Library for making this high caliber program a mainstay for our patrons.

The Youth Services librarians are collaborating with Bloomfield Hills Schools on **One District One Book**. This builds on the One School One Book program we have done with Way Elementary in the past. This year, all four elementary schools will read one book together. The Library will host a kickoff event for each of the four schools in March. The school media specialists are still selecting the book.

MGT/GovHR completed a draft analysis for the **Compensation and Classification Study** based on the Job Analysis Questionnaires and staff interviews, as well as the external survey of comparable libraries. The draft and suggested changes have been discussed by the management team. Next steps are for MGT/GovHR to present the draft report to the Personnel Committee in early November, the present the final report to the whole board at the regular monthly board meeting on November 19.

October 20-26 is **National Friends of Libraries Week**. The Friends of Bloomfield Township Public Library is a group of amazing people who work very hard to raise funds that enable this Library to provide wonderful collections and great programs throughout the year. The Friends highlight the fact that our library is the cornerstone of Bloomfield Township, providing opportunities for all to engage in the joy of lifelong learning. Their gift of time and commitment to our library is priceless. Please join me in extending our sincere appreciation to the Friends of the Bloomfield Township Public Library for all that they do!

Library staff will participate in **Bloomfield Township's Open House on Sunday, October 13** from 11am-3pm. Staff will issue library cards, guide participants through a craft, and generally promote all the incredible services available to residents from the Library. The Open House coincides with Fire Prevention Week 2024, but every Township department will be represented to offer engagement, important information and giveaways.

Respectfully submitted,

Tera Moon, Library Director

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

	2023		2024	
COLLECTION				
Book Collection:	232,407		230,817	
Media Collection:	50,723		49,510	
Total e-books:	19,404		18,909	
Overdrive:	15,594		15,843	
Total downloadable audiobooks:	9,185		9,665	
Materials Total:	311,719		308,901	
CIRCULATION				
Circulation Total:	51,492		52,429	
Bloomfield Township Circulation:	47,978		48,569	
Virtual Circulation Total:	12,325		14,146	
Circulation of Youth Materials:	17,521		12,706	
Circulation of Media:	6,606		5,775	
Circulation of Cranbrook passes:	148		165	
Self-Checkout machine use:	12,330	23.9%	14,183	27.1%
Library By Mail:	67	50 patrons	22	52 patrons
Mobile App	30		150	
Building & Equipment Usage				
Door Count:	16,519	*	19,084	**
Gate Count:	17,149		13,763	***
Meeting rooms by public:	32		28	
Meeting rooms by staff:	67		77	
Virtual Use				
Home page hits:	34,803		22,707	
e-book access:	4,587		4,372	
Audiobook access: (Overdrive)	3,141		3,462	
Magazine download access:	1,154		2,470	
Hoopla access:	3,443		3,842	
BTPL Mobile New Devices	121		98	
BTPL Mobile Launches	382		3,398	
Library Computer Use				
Resident Use	405		419	
Guest Use	271		227	
* Labor Day holiday - Library closed 9/3, 9/4.				
** Labor Day holiday - Library closed 9/1, 9/2.				
*** Gate counter not working 9/24 - 9/30.				

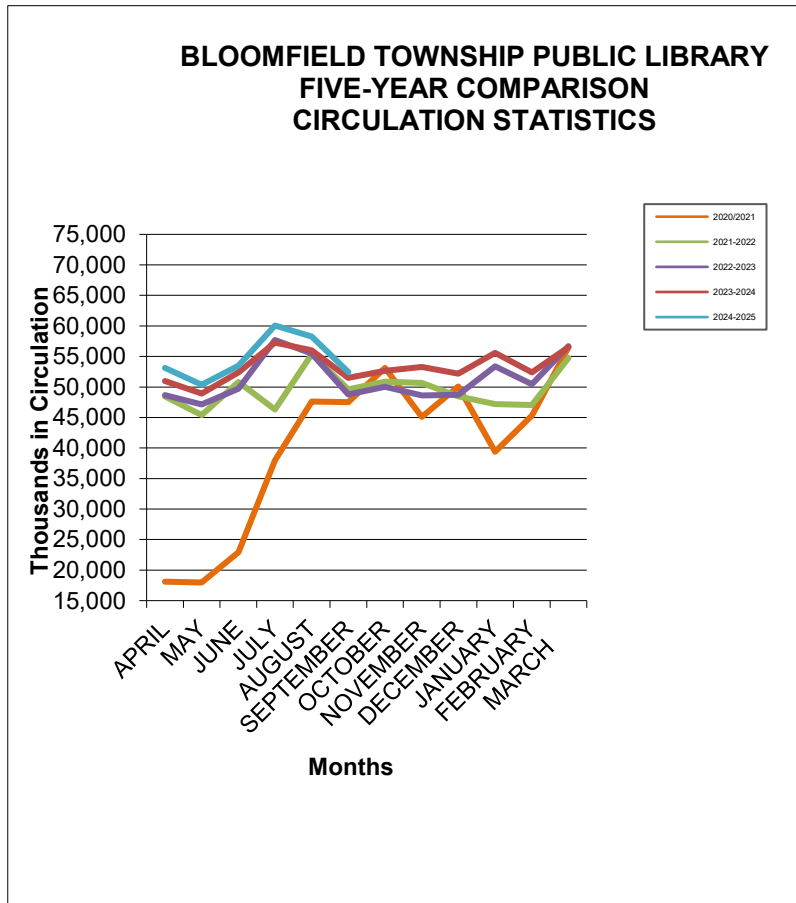
**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MONTHLY ACTIVITY REPORT
SEPTEMBER 2024**

	2023		2024	
OUTREACH & PROGRAMS				
<i>New Patrons and Accounts</i>				
Township:	171		180	
Cranbrook:	9		12	
Total new patrons:	251		238	
<i>Adult Program Attendance</i>				
Staff-led:	12 events	121 attended	14 events	218 attended
Speaker-led:	3 events	119 attended	3 events	196 attended
Book clubs:	7 events	75 attended	6 events	60 attended
Tours/visits on-site:	0 events	0 attended	0 events	0 attended
Tours/visits off-site:	5 events	285 attended	4 events	154 attended
Chamber Music Concert:	0 events	0 attended	0 events	0 attended
Bloomfield Historical Society:	0 events	0 attended	1 event	15 attended
<i>Systems Program Attendance</i>				
Staff-led:	4 events	27 attended	5 events	32 attended
<i>Teen Program Attendance</i>				
Staff-led:	1 event	2 attended	1 event	2 attended
<i>Youth Program Attendance</i>				
Staff-led:	30 events	476 attended	24 events	653 attended
Speaker-led:	1 event	5 attended	2 events	38 attended
Tours/visits on-site:	0 events	0 attended	0 events	0 attended
Tours/visits off-site:	1 event	275 attended	11 events	151 attended
TOTAL:	64 events	1,385 attended	71 events	1519 attended
<i>Volunteers (total for the month)</i>				
Shop volunteers	7 people	49.25 hours	8 people	77 hours
Court appointed volunteers	0 people	0 hours	1 person	18.25 hours
Student volunteers	1 person	1.50 hours	0 people	0 hours
Department volunteers	0 people	0 hours	0 people	0 hours
<i>Patron Remarks</i>				
Patron comments:	7		10	
Ask BTPL:	2		12	
DISPLAYS				
Lobby	<i>Tiny Art Exhibition</i>			
Local History	<i>Applause, Applause (60th Anniversary)</i>			

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
FIVE YEAR CIRCULATION**

10/8/2024

	<u>2020/2021</u>	<u>2021-2022</u>	<u>2022-2023</u>	<u>2023-2024</u>	<u>2024-2025</u>
APRIL	18,087	48,463	48,665	50,983	53,132
MAY	17,974	45,393	47,140	48,921	50,366
JUNE	22,933	50,843	49,706	52,369	53,502
JULY	37,962	46,304	57,694	57,272	60,069
AUGUST	47,629	55,372	55,485	55,983	58,270
SEPTEMBER	47,507	49,604	48,792	51,492	52,429
OCTOBER	53,114	50,855	50,032	52,652	
NOVEMBER	45,117	50,656	48,595	53,264	
DECEMBER	50,080	48,439	48,737	52,182	
JANUARY	39,378	47,195	53,373	55,573	
FEBRUARY	45,329	47,023	50,469	52,401	
MARCH	56,504	54,732	56,705	56,512	
TOTAL	481,614	594,879	615,393	639,604	327,768



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

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

**Bloomfield Township Public Library
Quarterly Database Statistical Report
Fiscal Year 2024-2025**

Adult & Teen Services	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Year-End Totals
Ancestry													
Total Unique Searches	373	416	557	289	309	362							
Number of Records Viewed	467	260	467	280	692	505							
MorningStar													
Total Searches	98	79	62	45	111	117							
Records Viewed	361	560	414	316	404	341							
Total Sessions	131	121	130	107	126	100							
PressReader													
Unique Users	75	56	70	62	54	66							
Total Sessions	366	371	408	125	472	418							
Article Opens	8,757	9,498	9,270	12,046	15,169	16,857							
Reference Solutions													
Logins	30	14	18	28	30	52							
Number of Searches	102	56	80	115	149	319							
Total Records in Search Results	2,762	1,311	7,278	3,164	6,322	20,545							
ValueLine Research Center													
Total Sessions	539	580	516	498	530	581							
Page Views	3,994	4,261	3,593	3,219	3,574	4,190							

All Ages	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Year-End Totals
hoopla													
Unique Users	902	918	929	940	953	956							
Total Checkouts	3,826	3,790	3,919	4,031	4,084	3,842							
Kanopy													
Total Plays	556	586	643	688	782	707							
Total Minutes Played	17,294	16,952	20,425	20,923	23,257	19,800							
Libby													
Total Checkouts	7,876	8,072	8,058	8,255	8,244	7,834							
Unique Users	2,077	2,076	2,036	2,172	2,131	2,103							

Youth Services	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Year-End Totals
BookFLIX													
Sessions	4	0	0	15	8	2							
Documents Viewed	14	0	0	35	21	4							
TumbleBooks													
Book Views	0	20	3	0	3	0							
Scholastic Teachables													
Sessions	15	7	2	4	9	16							
Documents Viewed	80	25	7	17	45	54							

Bloomfield Township Public Library
 Quarterly Database Statistical Report
 Fiscal Year 2024-2025

hoopla Circulation by Format

	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Year-End Totals
Audiobook	2,063	2,058	2,089	2,147	2,174	2,140							
BingePass	21	27	25	30	28	36							
Comics	136	126	114	166	150	201							
Ebook	1,065	1,001	1,150	1,175	1,106	1,018							
Movie	180	202	200	196	246	183							
Music	158	135	131	113	133	95							
Television	203	241	210	204	247	169							
Total	3,826	3,790	3,919	4,031	4,084	3,842							

Kanopy Top Five Circulating Titles

First Quarter

Apr-24

Title	Type & Studio
Greyzone	TV - MHz
The Great Game	Movie - Distrib Films
Kat & Alfie: Redwater	TV - BBC Studios
Bleeding Love	Movie - Vertical Entertainment
Who Do You Think I Am	Movie - Cohen Film Collection

May-24

Room in Rome	Movie - IFC Films
Father Brown	TV - BBC Studios
The Paradise	TV - BBC Studios
BlackBerry	Movie - IFC Films
Cults and Extreme Belief	TV - A&E

Jun-24

Father Brown	TV - BBC Studios
Greyzone	TV - MHz
Six Four	TV - BBC Studios
Unforgotten	TV - BBC Studios
A Man and a Woman	Movie - Studio Canal

Second Quarter

Jul-24

Title	Type & Studio
Death in Paradise	TV - BBC Studios
Father Brown	TV - BBC Studios
Beyond Paradise	TV - BBC Studios
Anatomy of a Fall	Movie - Neon
The Moonstone	Movie - BBC Studios

Aug-24

Father Brown	TV - BBC Studios
Wide-Ruling Agamemnon	The Great Courses
The Greek Polls - Athens	The Great Courses
Dark Age and Archaic Greece	The Great Courses
Gospels and Acts	The Great Courses

Sep-24

Father Brown	TV - BBC Studios
Shakespeare and Hathaway: Pls	TV - BBC Studios
Dog Loves Books	Movie - BBC Studios
Doctor Foster	TV - BBC Studios
Secret Slate	Movie - All3Media International

Third Quarter

Oct-24

Title	Type & Studio

Nov-24

Dec-24

Fourth Quarter

Jan-25

Title	Type & Studio

Feb-25

Mar-25

Libby

Quarter One

Quarter Two

	Apr-24		May-24		Jun-24		Jul-24		Aug-24		Sep-24	
	Titles	Copies	Titles	Copies	Titles	Copies	Titles	Copies	Titles	Copies	Titles	Copies
Ebook	34,624	66,054	34,606	65,969	34,414	65,573	34,315	65,359	34,347	65,740	34,280	65,578
Audiobook	18,439	37,399	18,529	37,633	18,577	37,660	18,685	38,002	18,835	38,522	18,947	38,763
Magazine	5,230	5,230	5,218	5,218	5,432	5,432	5,346	5,346	5,491	5,491	5,556	5,556
Total	58,293	108,683	58,353	108,820	58,423	108,665	58,346	108,707	58,673	109,753	58,783	109,897

Top Holds at End of Quarter

Top Holds at End of Quarter

- 1) The Women by Kristin Hannah
- 2) Funny Story by Emily Henry
- 3) Just for the Summer by Abby Jimenez
- 4) Remarkably Bright Creatures by Shelby Van Pelt
- 5) Funny Story by Emily Henry

- | | |
|---|---|
| <ol style="list-style-type: none"> ebook 1) <u>Remarkably Bright Creatures by Shelby Van Pelt</u> ebook 2) <u>Part of Your World by Abby Jimenez</u> audio 3) <u>The God of the Woods by Liz Moore</u> ebook 4) <u>The Anxious Generation by Jonathan Haidt</u> audio 5) <u>All the Colors of the Dark by Chris Whitaker</u> | <ol style="list-style-type: none"> ebook 1) <u>Remarkably Bright Creatures by Shelby Van Pelt</u> ebook 2) <u>Part of Your World by Abby Jimenez</u> ebook 3) <u>The God of the Woods by Liz Moore</u> audio 4) <u>The Anxious Generation by Jonathan Haidt</u> ebook 5) <u>All the Colors of the Dark by Chris Whitaker</u> |
|---|---|

Quarter Three

Quarter Four

	Oct-24		Nov-24		Dec-24		Jan-25		Feb-25		Mar-25	
	Titles	Copies	Titles	Copies	Titles	Copies	Titles	Copies	Titles	Copies	Titles	Copies
Ebook												
Audiobook												
Magazine												
Total												

Top Holds at End of Quarter

Top Holds at End of Quarter

- | | |
|--|--|
| <ol style="list-style-type: none"> 1) 2) 3) 4) 5) | <ol style="list-style-type: none"> 1) 2) 3) 4) 5) |
|--|--|

Press Reader Top Circulating Periodicals

Apr-24
The Economist
The New York Times
USA Today
Jul-24
The New York Times
The Economist
Kleine Zeitun Kärnten
Oct-24
Jan-25

May-24
The New York Times
The Economist
USA Today
Aug-24
The New York Times
The Economist
USA Today
Nov-24
Feb-25

Jun-24
The Economist
The New York Times
Beat
Sep-24
The New York Times
The Economist
USA Today
Dec-24
Mar-25

**PROPOSED MINUTES OF THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
60th ANNIVERSARY SUBCOMMITTEE**

The meeting of the Bloomfield Township Public Library Board of Trustees 60TH Anniversary Subcommittee was held at 10:00 a.m. on Thursday, September 19, 2024.

Trustees Present: Judy Lindstrom and Joy Murray (Via Zoom)

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

Guests: none

Event Preparation

Timeline: The event is 16 days away.

Sponsorship:

- Golling: \$500
- Anonymous: \$1,000
- Flagstar: \$250
- Total donations: \$13,200 (including Friends of the Library)

Food:

- Chartwells will serve food at the S-shaped desk in the Commons and the Adult and Teen Services desk.
- No food will be served in Youth Services.
- Judy will be the point person for Chartwells and will meet with them on Friday, October 4.
- Chartwells will manage all dishes, serving ware, and décor, including placemats. Attendants will be stationed near the candy bar.
- Chartwells will provide bartender duties and instructions for volunteer assistance.
- Determine the arrival time for Chartwells on Saturday.
- One parking space needs to be reserved for Chartwells.

Alcohol

- The liquor license is pending.
- Tera will purchase alcohol once the license is approved.
- Determine the number of registered adults for alcohol purchases.
- Great Lakes Wine & Spirits has resources for volume calculations.
- Chartwells will supply the bartender and glasses and manage alcohol sales.
- The Library will charge for alcohol and consider accepting credit cards.
- Discuss alcohol pricing. Two varieties of beer and two varieties of wine are planned.
- Estimated attendance: 315 adults, 117 children.
- The bar will be located at the Circulation desk.

Decoration Details

- Pennant flags will be displayed along the portico.

- Goldner Walsh has been contacted about entrance floral arrangements.

Entertainment

- Games will be set up on the floor plan.
- Two face painters and two balloon artists will be stationed throughout the event.
- A stilt walker, bubble performer, and juggler will perform in two-hour increments.

DJ and Sound

- Judy expressed concerns about music volume, speaker system, and cord placement. The DJ will be located in the entrance of Youth Services, which has proven to be a good spot in terms of acoustics and sound dispersion.
- The DJ will have a script.
- Sponsors will be thanked verbally during announcements.
- The FOL will make an announcement on behalf of their organization.

Promotion

- The graphics have been praised and shared with Chartwells.
- Promotion includes e-newsletter, website, poster, newsletter. The event is nearing capacity, so promotion may be reduced.
- 490 people have registered, and walk-ins are expected.
- Consider checking names at the door, but confirm the need based on waitlist.
- Address potential concerns about bottlenecks and administration.

Commemorative Bookmarks

- Design includes a front image and sponsor graphics on the back.
- Decorative tassels will be added.
- Bookmarks will be made in-house and placed in a basket, to be distributed towards the end of the event.

Registration Email

- Include information about overflow parking at the church and shuttle service.

Staffing

- Library staff will be working the event, with roles like those during the summer reading kickoff.
- Floating volunteers ("floater") will be needed, and name tags should be provided.
- Define the role of floaters and assign them to specific areas (restrooms, coat check, games, etc.).
- Parking lot staff will monitor and assist attendees.
- The senior services shuttle driver will operate the bus.
- Signs will be posted for designated areas.
- Staff will be assigned to carnival games.
- The Murray family has offered to assist with food.
- Ambassadors and Trustees can attend and enjoy the event.
- Teardown will include moving games to the community room, removing décor, and cleaning up.
- Two Facility Services staff and one person on Sunday morning will assist with cleanup.
- One person will monitor trash during the event.
- Linden will manage the performers.
- BCTV and Linden will take pictures.
- Release forms need to be completed for photos.
- Joy recommends communicating with ambassadors about expectations, registration, and volunteering.

- Chartwells will provide bartender duties and instructions for volunteer assistance.

Further Placement and Layout Details:

- Katherine, Linden, and Tera will meet to finalize the floor plan.
- The Friends of the Library will be by the Welcome Desk.
- The Friends of the Library will hold a membership drawing and distribute gift certificates.
- Augies will have a promotional table near the A&TS Desk.
- The Community Room will be used as a staging area.
- The coat rack will be moved from the lower level to the hall.
- The Board Room will be the green room for the performers.
- The main lobby will have a backdrop.
- Carnival games: two will be set up in Youth Services, one near the Circulation desk, and two games will be in the local history area in Adult and Teen Services
- The Adult and Teen Services area will have a craft station with activities like "stump the librarian" and making tiny hats at designated tables.
- Youth Services will have two face painting stations and a craft area to make paper lanterns.
- Barriers provided by Facility Services will be placed partway through A&TS to keep the party contained. These will go near the aisles that lead to the emergency exits. Amberrose should create two posters that read "The fun stops here" to be near the barrier areas.

Action Items

- Confirm liquor license status.
- Determine how many adults are attending to estimate the alcohol quantity.
- Purchase alcohol once the license is approved.
- Consider accepting credit cards.
- Discuss alcohol pricing with Chartwells.
- Finalize the arrival time for Chartwells on Saturday.
- Create a reference sheet for floating volunteers.
- Communicate with the Library Ambassadors about expectations, registration, and volunteering.
- Create script for DJ.
- Release forms need to be created for photos.
- Coordinate with Facility Services for barriers.
- Finalize the floor plan.
- Adult and Teen Services Area will need to remove items from their desk.
- One parking space needs to be reserved for Chartwells.
- The coat rack will be moved from the lower level to the hall.
- Amberrose should create two posters that read "The fun stops here" to be near the barrier areas

Next Meeting

- Thursday, October 3, 2024, at 10:00 AM to review all responsibilities before the event.

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

Bloomfield Township Public Library
Oakland County, Michigan
Friday, September 27, 2024

The meeting of the Bloomfield Township Public Library Board of Trustees Policy Committee was held at the Library and via Zoom on Friday, September 27, 2024 at 11:00am.

Present: Trustees Judy Lindstrom and Shane Spradlin

Administration: Tera Moon, Library Director

Trustee Spradlin reviewed his suggestions for the Employee Handbook. The committee decided that in light of the changes imposed by new Michigan laws regarding paid sick time and possible changes brought by the compensation and classification study, the Employee Handbook review would wait until early 2025 or at the beginning of the Library's fiscal year.

Trustee Spradlin made suggestions on both the video surveillance policy and the whistleblower protection policy. Director Moon said the next step would be further review by Anne Seuryneck, the Library's legal counsel on library law matters. Director Moon said she would update the committee via email.

No future meeting has been scheduled.

**PROPOSED MINUTES OF THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
60th ANNIVERSARY SUBCOMMITTEE**

The meeting of the Bloomfield Township Public Library Board of Trustees 60TH Anniversary Subcommittee was held at 10:00 a.m. on Thursday, October 3, 2024.

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

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

Guests: none

Event Preparation Timeline and Review

- **Event Date:** October 5, 2024
- **Sponsorship:** No additional sponsorships were secured since the last meeting. Gift funding from a previous event was found to supplement the budget. There will be two posters celebrating the sponsors. The Friends and Augies will have tables, based on their level of sponsorship. The Friends' table will be in the Lobby and Augies will be in Adult and Teen Services. The Friends group will have a membership drawing and gift certificate giveaway. Sponsors will also be acknowledged by the DJ.
- **Food Service:** Locations were reviewed, including the Commons, Adult and Teen Services, and the terraces. Judy will meet with Chartwells on Friday to finalize the details.
- **Beverages:** The liquor license has been received. Wine will be purchased at Kakos and beer at Meijer. Pricing and quantities have been determined.
- **Décor:** Pennants and decorations will be provided by Chartwells. Goldner Walsh has updated the entrance arrangements. Linden was determined to provide additional décor using things from the Library storage room.
- **Entertainment:** Linden has coordinated with the performers and determined the best locations for the carnival games. The DJ will be located near the Youth Services entrance. A script will be created.
- **Promotion:** Promotion has been adjusted periodically based on registration.
- **Party Favor:** Katherine Bryant and Amberrose Hammond designed and printed bookmarks with gold tassels.
- **Greeters:** Greeters will primarily inform patrons that the Library is not open for regular use and provide direction.
- **LocalHop:** An email will be sent to registrants with event details, including the cash bar and parking details.

- **Staffing:** Library staff will be assigned various roles, including parking lot management, greeting, games, photo booth, crafts, and "stump the librarian." A guide sheet will be provided to volunteers and staff with information on assignments, locations, and emergency contacts.

Other Key Topics

- **Doors:** Doors will be programmed to lock or unlock appropriate areas.
- **Facility Services:** Trash bins will be provided.
- **Floorplan:** Tables will be set up in the Community Room. The Community Room will be used for staging, and the Board room for performers.
- **Task List:** The task list was reviewed, and confirmed tasks were identified.
- **Parking:** Parking reservations will not be made for staff. The event is expected to draw around 180 individuals with accompanying family members, and there are 240 parking spaces in the lot, so it is anticipated to be sufficient, especially as the Library is not open for general use and there are not spaces lost to food trucks.
- **Next Meeting:** TBD

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

The meeting of the Bloomfield Township Public Library Board of Trustees Building and Grounds Committee was held at 9:00 a.m. on Thursday, October 10, 2024.

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

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

Guests: Joe Christopher, Spalding DeDecker

Drainage Improvement Project – Joe Christopher, Spalding DeDecker

Library Director Tera Moon provided an extensive packet outlining the project's history and details. The Township initially withheld approval, requesting additional review. To address this, Joe Christopher met with the Township to clarify the project plan and objectives. President Dani Gillman thanked Joe for his patience, though she voiced concern about the costs associated with further review and emphasized the importance of securing final approval. Joe confirmed that the Township now has a complete understanding of the project and gave verbal approval, but the design will need to be resubmitted for review. Joe Christopher will handle that process.

Tera discussed the Township's suggestion to revise the parking lot and use an underground detention basin rather than the proposed aboveground basin. After several discussions with Joe and Facility Services Department Head Hugo Cardenas, she recommended maintaining the Library's original plan for an aboveground detention basin paired with a sump pump. The basin's footprint will be slightly reduced at the Township's request due to the easement.

The Library could move forward with the sump pump plan this winter, using Rolls Mechanical for this part of the project. Trustees asked questions about the sump pump installation. The detention basin work could also begin this winter, taking advantage of the slower season for contractors, with bidding to follow project approval. Tera, Hugo, and Joe will work on a timeline that accounts for plantings. The group agreed to move forward with this course of action.

Cedar Fascia Repair Quote

The cedar wood around the perimeter of the building has not been maintained for some time. The estimated cost for repairs is \$44,000, with an ongoing annual maintenance estimate of \$25,000. Hugo suggested replacing the cedar with Hardie board, which is a cement siding. While the Trustees previously reviewed samples of Hardie board, they were not convinced it was the best solution, noting that it would require a significant investment and might alter the building's appearance. Hugo presented a new sample, explaining that it could be painted to match the current look.

Trustee Joan Luksik asked that the samples be brought to the next Board meeting for further review. Trustee Keith Carduner asked about the financial implications, specifically when the Hardie board replacement would pay for itself. He noted that keeping up with regular maintenance might prove less expensive in the long run. Trustee Shane Spradlin requested cost comparisons for the Hardie board option and asked for a rendering of how it would look. Tera acknowledged that the material's visibility would impact the building's appearance. The

group agreed to have a company assess the most deteriorated areas and provide a quote for repairs, allowing time to decide on the best course of action.

Roof Repair

Hugo reported that the roof repair is progressing smoothly. The team has nearly finished installing the metal flashing, after which they will apply the tape and extend the scuppers. The final step will be to address the membrane repairs identified earlier in the process. The small work crew has been efficient and unobtrusive, and the project is expected to be completed within a few weeks.

Other

The Library's Space Planning & Design Services RFP will be issued tomorrow, with a deadline of early December. We hope to bring a recommendation to the Board at their January meeting.

The 60th anniversary "Applause, Applause" event was a great success, with everyone enjoying the festivities.

The Bloomfield Township Open House will take place on Sunday, October 13, from 11 a.m. to 3 p.m., and the Library will host a table at the event.

Next meeting: Thursday, December 12, 2024 at 9:00 a.m. in the Board Room.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Library Board of Trustees

FROM: Tera Moon, Library Director

DATE: October 9, 2024

SUBJECT: Annual Policy Review

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

This year, I identified several policies that the Library should adopt. I suggested to the committee that these policies be adopted over the course of the next year or so, at the rate of one or two policies at a time. Some of the policies codify ways in which the Library already operates, but two are brand new. I suggested starting with the brand-new policies. They are a security camera policy and a whistleblower protection policy.

As a small group of staff have started working on upgrading the Library's security cameras, I learned that the Library should have a public policy that outlines how the cameras will be used and other details. This will guide staff's use of the cameras to help ensure safety and security and will let the public know how they can expect video files to be accessed and used.

The whistleblower protection policy was inspired by one of the staff committees that has been examining workplace culture. One of the themes for the committee has been establishing mechanisms for staff to provide feedback to management, both anonymous and signed. I felt a whistleblower protection policy was good groundwork to establish procedures for the most serious kind of feedback: reporting fraud or illegal activity without fear of retaliation.

I drafted policies for the committee and the Library's legal counsel to review and edit. The committee held two separate meetings and conducted work via email.

The Library's legal counsel on library law matters is Anne Seurnyck of Foster Swift. Upon review of the draft policies, Anne suggested purchasing a model policy from Foster Swift for the security camera policy and asked her colleague Michael Blum to review the whistleblower protection policy as he has expertise in labor matters. The committee reviewed and accepted counsel's suggestions.

For context, the entire policy manual is included in the packet with the proposed policies called out. They are on pages 11 and 41-42 of the manual and watermarked "proposed" If you agree with the proposed new policies, there is a motion.

ACTION: I move to approve a security camera policy and a whistleblower protection policy as included in the Library's policy manual.

Bloomfield Township Public Library Policy Manual

Table of Contents

Section I: Mission

- Mission Statement

Section II: Administration, Governance and Public Operation

- Bylaws of the Library Board of Trustees
- Privacy Policy
- Non-Library Postings and Displays
- Library Conduct Policy
- Community Relations Policy
- Security Camera Policy (p11)

Section III: Finance, Fundraising and Gifts

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

Section IV: Circulation, Eligibility and Access

- Circulation Policy

Section V: Materials Selection and Collection Development

- Collection Development Policy

Section VI: Services

- Library Facility and Grounds Use Policy
- Internet Access Policy

Appendices:

- BTPL Library Rules of Conduct
- Freedom to Read Statement
- Library Bill of Rights
- Resolution and Retention of Library Usage Records
- Investment and Depository Designation Resolution
- Conflict of Interest
- Fund Balance Reporting Policy
- Whistleblower Protection Policy (p41-42)

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY POLICY MANUAL

SECTION 1: VISION AND MISSION

Vision

The Place to Discover.

Mission Statement

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

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

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
POLICY MANUAL**

SECTION II: ADMINISTRATION, GOVERNANCE, AND PUBLIC OPERATION

BYLAWS OF THE LIBRARY BOARD OF TRUSTEES

ARTICLE I

BOARD OF TRUSTEES

Section 1 - The Library Board of Bloomfield Township Public Library shall consist of six trustees elected as provided by the laws of the State of Michigan.

Section 2 - The responsibilities of the Library Board of Trustees as defined in Michigan Compiled Laws Public Act 397.205 include “make and adopt such bylaws, rules, and regulations for their own guidance and for the government of the library and reading room, as may be expedient; ...the exclusive control of the expenditure of all moneys collected to the credit of the library fund, and of the construction of any library building, and of the supervision, care, and custody of the grounds, rooms, or buildings constructed, leased, or set apart for that purpose; ...to purchase or lease grounds, to occupy, lease, or erect an appropriate building or buildings for the use of said library...to appoint a suitable librarian and necessary assistants, and fix their compensation; and ...to remove such appointees.”

Section 3 - In the event of a vacancy, the Board shall appoint a qualified person to hold the vacant office until the next general November election. The appointed trustee shall be selected by a process as outlined in the Library Board of Trustees-approved “Bloomfield Township Public Library Board of Trustees Vacancy Procedure.”

ARTICLE II

OFFICERS

Section 1 - The Officers of the Board of Trustees shall be a President, a Vice President, and a Secretary.

Section 2 - The President, Vice President, and Secretary of the Board shall be elected annually at the annual meeting of the Library Board of Trustees. Each officer shall hold office until a successor shall have been duly elected or until death, resignation, conviction of a felony, removal from office by the Governor under the State Constitution or ceases to be a qualified elector of Bloomfield Township. Vacancies in an office shall be filled for the unexpired portion of the term, at the next regular meeting of the Library Board of Trustees after such vacancy occurs.

Section 3 - The President of the Board shall preside at all meetings, appoint all committees, authorize calls for any special meetings, and generally perform the duties of a presiding officer. The President shall have the authority to sign on behalf

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
POLICY MANUAL**

SECTION II: ADMINISTRATION, GOVERNANCE, AND PUBLIC OPERATION

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

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

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

ARTICLE III

MEETINGS

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

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

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

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

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

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
POLICY MANUAL**

SECTION II: ADMINISTRATION, GOVERNANCE, AND PUBLIC OPERATION

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

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

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

ARTICLE IV

COMMITTEES

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

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

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

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
POLICY MANUAL**

SECTION II: ADMINISTRATION, GOVERNANCE, AND PUBLIC OPERATION

ARTICLE V

LIBRARY DIRECTOR

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

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

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

ARTICLE VI

PARLIAMENTARY AUTHORITY

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

ARTICLE VII

AMENDMENTS

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

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

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

PRIVACY POLICY

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

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

PATRON LIBRARY RECORDS

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

USE OF THE LIBRARY'S COMPUTERS AND ONLINE SERVICES

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

USE OF INTERNET FILTERING

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

Policy approved by Board: 9/25/01
Policy revised by Board: 3/20/07
Policy revised by Board: 10/17/2023

RELATED DOCUMENTS:

American Library Association Policy on Confidentiality of Library Records
Children's Online Privacy Protection Act
Michigan's Library Privacy Act

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

NON-LIBRARY POSTINGS AND DISPLAYS

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

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

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

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

LIBRARY CONDUCT POLICY

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

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

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

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

COMMUNITY RELATIONS POLICY

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

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

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

Approved by the Board: 11/20/08

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

SECURITY CAMERA POLICY

PURPOSE

The purpose of security cameras is to enhance the safety and security of the Bloomfield Township Public Library (“Library”) residents, staff, and property. The Library strives to take reasonable precautions to assure a safe and secure environment for its residents and staff. Because Library staff is unable to provide direct supervision over all areas within the Library and Library grounds, security cameras have been placed at selected locations to observe and record images of activities of persons in the Library and on Library grounds. Security cameras are also provided to assist the Library with enforcement of the Library’s Code of Conduct Policy.

SIGNS

Signs are posted at the Library entrances, informing the public that security cameras are in use.

DATA CAPTURED

The security cameras only capture video images. Conversations or other audible communication shall not be monitored or recorded by the security cameras.

SECURITY CAMERA LOCATIONS

Security cameras may be installed in any library locations where individuals lack a reasonable expectation of privacy. Examples including common areas of the Library such as entrances, near book and media collections, public seating areas, public computers, and areas prone to theft or misconduct. However, cameras will not be installed in areas of the Library where individuals have a reasonable expectation of privacy, such as restrooms.

SECURITY

The Library has no obligation to monitor the cameras in real time. As the cameras are not constantly monitored, Library staff and the public should continue to take appropriate precautions for their safety and for the safety of their personal property. The Library is not responsible for the loss of property or personal injury.

SURVEILLANCE FOOTAGE

Recorded video surveillance images made solely for security purposes that do not include images of any activity or any other document or record that identifies a person as having requested or lawfully obtained specific services, materials, or information resources from a Library are not considered a “Library Record” (as defined by the Michigan Library Privacy Act) and may be disclosed in accordance with applicable law. Images may have to be blurred or redacted prior to release. The Library Director or their designee will determine whether the images can be disclosed without a court order or written consent, including in accordance with a Freedom of Information Act Request. The surveillance videos shall be kept for a limited period of time as determined by the Library Director in accordance to the State of Michigan Approved Record Retention Schedule.

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

BUDGET PHILOSOPHY

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

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

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

Approved: August 17, 2010

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

FINANCIAL MANAGEMENT POLICY

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

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

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

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

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

CAPITAL ASSET MANAGEMENT POLICY

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

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

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

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

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

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

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

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

DEVELOPMENT POLICY

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

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

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

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

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

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

GIFT/DONATION POLICY

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

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

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

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

Approved: 3/21/06

Revised: 11/20/07

Revised: 1/15/08

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

CIRCULATION AND USE POLICY

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

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

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

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

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

Approved: April 26, 2011

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

COLLECTION DEVELOPMENT POLICY

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

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

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

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

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

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

LIBRARY FACILITY AND GROUNDS USE POLICY

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

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

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

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

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

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

INTERNET ACCESS POLICY

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

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

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

Internet access at Bloomfield Township Public Library recognizes diversity of viewpoint in the Bloomfield Township community. BTPL subscribes to the principles expressed in these documents of the American Library Association: the [Library Bill of Rights](#), [Freedom to Read](#) statement, and [Freedom to View](#) statement.

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

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
RULES OF CONDUCT
Effective February 21, 2024

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

- Interference with others using the Library or with employees performing their duties at the Library is not permitted.
- All materials removed from the Library must be checked out on a valid library card.
- No damage, defacement, littering, or removal of any part of the Library's building, furniture, equipment, materials, or grounds is permitted.
- Appropriate attire is required for entry and service.
- Only covered beverages are permitted in the Library. Food is only permitted in the café.
- The Library is smoke-free; smoking—including use of tobacco, tobacco-like products and electronic cigarettes—is not permitted within 50 feet of the building.
- No petitioning, campaigning, or soliciting within the library building or within 100 feet of the Library's entrance.
- Children under age 12 must be supervised by an adult in the Library or on its grounds.
- Parents and guardians are responsible for minors (under age 18) in the Library and on its grounds at all times.
- The Library is a public building. Visitors should be aware of their surroundings at all times and responsible for their own belongings.

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

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

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



The Freedom to Read Statement

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

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

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

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

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

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

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

We therefore affirm these propositions:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

A Joint Statement by:

American Library Association (/)

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

Subsequently endorsed by:

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

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

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

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

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

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

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

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

Library Bill of Rights

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

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

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

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

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

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

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

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

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

Inclusion of "age" reaffirmed January 23, 1996.

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

Resolution on the Retention of Library Usage Records

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

Resolution on the Retention of Library Usage Records/2

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

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

Adopted by the Council of the American Library Association

Wednesday, June 28, 2006

New Orleans, Louisiana



Keith Michael Fiels
ALA Executive Director

Bloomfield Township Public Library

INVESTMENT AND DEPOSITORY DESIGNATION RESOLUTION

1. Statement of Purpose

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

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

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

2. Scope of Policy

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

3. Delegation of Authority to Make Investments

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

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

4. Approved Depositories

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

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

5. Safekeeping and Custody of Deposits and Investments

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

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

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

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

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

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

6. Authorized Investment Instruments

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

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

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

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

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

7. Investment Objectives

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

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

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

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

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

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

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

8. Standard of Prudence

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

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

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Bloomfield Township Public Library
Investment and Depository Designation Resolution

9. Statement of Ethics

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

10. Internal Controls

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

11. Investment Activity Report

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

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

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

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

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

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

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

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

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

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

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

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

Approved by the Library Board September 18, 2012

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

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

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

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY POLICY MANUAL APPENDICES

Conflict of Interest Policy

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

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

Definitions:

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

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

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

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

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

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

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY POLICY MANUAL APPENDICES

Financial Interests:

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

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

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

Procedures:

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

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

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

Violation of policy:

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

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
POLICY MANUAL
APPENDICES**

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

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

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

Distribution:

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

Approved: October 20, 2020

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY POLICY MANUAL APPENDICES

Fund Balance Reporting Policy

Purpose:

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

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

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

Fund balance reporting in governmental funds:

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

Nonspendable fund balance

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

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

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

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

Restricted fund balance

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

Committed fund balance

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

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

Assigned fund balance

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

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

Unassigned fund balance

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

Operational guidelines:

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

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

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

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

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

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

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

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

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

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

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

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

Implementation and review:

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

Approved: October 15, 2019

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
POLICY MANUAL
APPENDICES**

WHISTLEBLOWER PROTECTION POLICY

OBJECTIVE

The Library adheres to the highest standard of honesty, integrity, and transparency. The following Whistleblower Protection Policy has been adopted by the Bloomfield Township Public Library Board of Trustees to offer avenues for library employees and volunteers to report times when those values appear to be violated. Library employees are encouraged to utilize this procedure to raise in good faith any concern, question, or complaint without fear of retaliation. No retaliation will be taken against any employee.

SCOPE

Often employees are the first to notice when something is wrong. Employees should be able to uphold the Library's values and express concerns without fear of retaliation.

This policy outlines:

- A procedure for an employee who believes misconduct is occurring to report the misconduct without retaliation
- Next steps after a report has been made
- Safeguards

PROCEDURE FOR REPORTING

Employees are encouraged to identify themselves in their report. Being able to ask follow-up questions and to report back to the whistleblower are valuable tools in ensuring the concern is fully addressed. However, in a case when an employee feels they have no choice but to report anonymously, every effort will still be made to investigate the allegation.

Employees should submit their concerns in writing to the Library Director or Assistant Library Director. In cases where the allegation is against both of those individuals, or the employee doesn't feel comfortable reporting to either party, the employee should report to the President of the Library Board of Trustees.

If reporting anonymously, place documentation in the Library Director's mailbox.

Employees are not expected to prove the truth of an allegation; however, there must be a reasonable basis for concern. The written report should include:

- The background and history of the issue
- Pertinent dates
- The reasons for suspicions of fraud, theft, corruption, or other illegal behavior
- Preferred contact information for follow up questions and any follow up reporting

INVESTIGATION

Depending on the nature of the concern, the matter may be investigated by Library Administration and/or the Library Board of Trustees, or turned over to Bloomfield Township Law Enforcement.

Receipt of the complaint will be acknowledged in writing and, where appropriate, next steps will be outlined. Anonymous complaints will not be acknowledged in writing.

SAFEGUARDS

The Library recognizes that it can be very difficult to report a concern, especially against a colleague or library leadership. Harassment or victimization of the whistleblower will not be tolerated and the Library will comply with the Michigan Whistleblowers' Protection Act.

Reasonable efforts will be made to protect an individual's identity but still allow for appropriate investigation of the matter. During the investigation process, it may become necessary to reveal certain information or require a statement by an individual as part of the evidence. However, investigation documentation will be kept as confidential as possible.

Approved by the Board: MM/DD/YYYY

PROPOSED

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees

FROM: Tera Moon, Library Director

DATE: October 9, 2024

SUBJECT: Other Post-Employment Benefits Reporting

The state of Michigan requires reports be completed each year regarding the local unit of government's Other Post-Employment Benefits (OPEB) obligations per PA 202 of 2017. The Library's report has been submitted to the state's Department of Treasury to verify the Library's compliance with PA 202. The Library is reporting on the OPEB only as Bloomfield Township administers our pension plan. The OPEB report is included for your review. No action is needed.

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

Enter Local Government Name	Bloomfield Township Public Library	Instructions: For a list of detailed instructions on how to complete and submit this form, visit michigan.gov/LocalRetirementReporting .
Enter Six-Digit Municode	638006	
Unit Type	Library	
Fiscal Year End Month	March	
Fiscal Year (four-digit year only, e.g. 2019)	2024	
Contact Name (Chief Administrative Officer)	Monica Gower	Questions: For questions, please email LocalRetirementReporting@michigan.gov . Return this original Excel file. Do not submit a scanned image or PDF.
Title if not CAO	Finance Coordinator	
CAO (or designee) Email Address	gowermon@btpl.org	
Contact Telephone Number	248-642-5800 ext. 115	
OPEB System Name (not division) 1	Bloomfield Twp. Public Library OPEB Program	If your OPEB system is separated by divisions, you would only enter one system. For example, one could have different divisions of the same system for union and non-union employees. However, these would be only one system and should be reported as such on this form.
OPEB System Name (not division) 2		
OPEB System Name (not division) 3		
OPEB System Name (not division) 4		
OPEB System Name (not division) 5		

Line	Descriptive Information	Source of Data	System 1	System 2	System 3	System 4	System 5
1	Is this unit a primary government (County, Township, City, Village)?	Calculated	NO	NO	NO	NO	NO
2	Provide the name of your retirement health care system	Calculated from above	Bloomfield Twp. Public Library OPEB				
3 Financial Information							
4	Enter retirement health care system's assets (system fiduciary net position ending)	Most Recent Audit Report	3,354,699				
5	Enter retirement health care system's liabilities (total OPEB liability)	Most Recent Audit Report	5,794,047				
6	Funded ratio	Calculated	57.9%				
7	Actuarially determined contribution (ADC)	Most Recent Audit Report	329,513				
7a	Do the financial statements include an ADC calculated in compliance with Numbered Letter 2018-3?	Most Recent Audit Report	YES				
8	Governmental Fund Revenues	Most Recent Audit Report	9,764,020				
9	All systems combined ADC/Governmental fund revenues	Calculated	3.4%				
10 Membership							
11	Indicate number of active members	Actuarial Funding Valuation used in Most Recent Audit Report	9				
12	Indicate number of inactive members	Actuarial Funding Valuation used in Most Recent Audit Report	1				
13	Indicate number of retirees and beneficiaries	Actuarial Funding Valuation used in Most Recent Audit Report	18				
14	Provide the amount of premiums paid on behalf of the retirees	Most Recent Audit Report or Accounting Records	322,293				
15 Investment Performance							
16	Enter actual rate of return - prior 1-year period	Actuarial Funding Valuation used in Most Recent Audit Report or System Investment Provider	16.14%				
17	Enter actual rate of return - prior 5-year period	Actuarial Funding Valuation used in Most Recent Audit Report or System Investment Provider					
18	Enter actual rate of return - prior 10-year period	Actuarial Funding Valuation used in Most Recent Audit Report or System Investment Provider					
19 Actuarial Assumptions							
20	Assumed Rate of Investment Return	Actuarial Funding Valuation used in Most Recent Audit Report	6.00%				
21	Enter discount rate	Actuarial Funding Valuation used in Most Recent Audit Report	6.00%				
22	Amortization method utilized for funding the system's unfunded actuarial accrued liability, if any	Actuarial Funding Valuation used in Most Recent Audit Report	Level Dollar				
23	Amortization period utilized for funding the system's unfunded actuarial accrued liability, if any	Actuarial Funding Valuation used in Most Recent Audit Report	16				
24	Is each division within the system closed to new employees?	Actuarial Funding Valuation used in Most Recent Audit Report	Yes				
25	Health care inflation assumption for the next year	Actuarial Funding Valuation used in Most Recent Audit Report	6.60%				
26	Health care inflation assumption - Long-Term Trend Rate	Actuarial Funding Valuation used in Most Recent Audit Report	5.00%				
27 Uniform Assumptions							
28	Enter retirement health care system's actuarial value of assets using uniform assumptions	Actuarial Funding Valuation used in Most Recent Audit Report	3,354,699				
29	Enter retirement health care system's actuarial accrued liabilities using uniform assumptions	Actuarial Funding Valuation used in Most Recent Audit Report	5,823,668				
30	Funded ratio using uniform assumptions	Calculated	57.6%				
31	Actuarially Determined Contribution (ADC) using uniform assumptions	Actuarial Funding Valuation used in Most Recent Audit Report	310,689				
32	All systems combined ADC/Governmental fund revenues	Calculated	3.2%				
33 Summary Report							
34	Did the local government pay the retiree insurance premiums for the year?	Accounting Records	YES				
35	Did the local government pay the normal cost for employees hired after June 30, 2018?	Accounting Records	N/A				
36	Does this system trigger "underfunded status" as defined by PA 202 of 2017?	Primary government triggers: Less than 40% funded AND greater than 12% ARC/Governmental fund revenues. Non-Primary government triggers: Less than 40% funded	NO	NO	NO	NO	NO

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

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

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

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: October 11, 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)

The request for proposals (RFP) for Library Space Planning and Design Services was released on October 11. There will be a mandatory walk-through onsite on Thursday, November 7. The deadline for proposals is Thursday, December 5, and we will make a recommendation to the Board of Trustees at the January 21 Board Meeting.

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

The compensation and classification study is underway, led by MGT/GovHR. Tera is working with Finance Coordinator Monica Gower to determine the feasibility of the proposed changes. We will work with MGT/GovHR on the final report, which will be shared with the Personnel Committee before it is shared with the entire Board of Trustees in November.

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

Department tours continue monthly, with 10-20 staff members typically attending each tour. The culture card the committee created has been shared with staff and is on the employment page of the website for potential job applicants to review.

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.

- Created a location code for Teen items.
- Added PressReader, ComicsPlus, and myfilmfriend to the Library's digital offerings.
- Updated the 200s to the alternate arrangement, which organizes religious subjects more equitably by chronology and geography, rather than centering on Christianity.
- Call numbers in Youth Services were updated to better reflect how patrons interact with the collections. 'Beginning to Read' is now 'Early Reader,' and 'Easy' has been renamed 'Picture.'

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

- Engaged Jenna Walker of Parini to create and present a Pre-design and Research Report for Library Renovation.
- Implemented new study room reservation system.
- Updated the early childhood area with new seating and interactive toys.
- Released an RFP for Library Space Planning and Design Services in October 2024.

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.

- Launched The Distracted Librarians podcast.
- Celebrated the Library's 60th anniversary with over 500 patrons at the Applause, Applause event on October 5, 2024.

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

- Hosted events including scavenger hunts, Photo Contest, Teen Book Cover Design Contest, AI computer classes, a variety of gardening classes, a climate change lecture, and more.
- Visited kindergarten classes for March is Reading Month.
- Eliminated overdue fines to allow more community members to access the Library.
- Distributed 2000 pairs of eclipse glasses in April 2024.

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

- Created Early Childhood Specialist position to provide additional 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.
- Conducting a compensation and classification study.
- Implemented BambooHR, an online human resources management tool.

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

- Implemented monthly departmental tours.
- Participated in TLN Workplace Perceptions Survey.
- Created a culture card.

MARKETING REPORT

SEPTEMBER 2024

INSTAGRAM



FOLLOWERS:
1774 (↑12 from August)

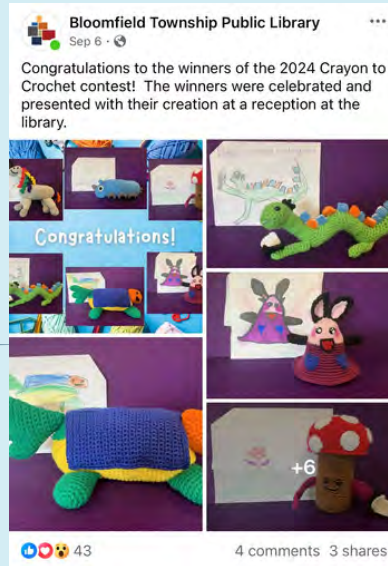
TOTAL REACH:
1079
(↓41% from August)

FACEBOOK

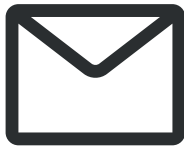


FOLLOWERS:
3132 (↑1 from August)

TOTAL REACH:
7101
(↑9% from August)



NEWSLETTERS



- **Movies and More** (new DVDs, MANHATTAN SHORT film festival) - 172 messages
- **Books and More** (new books) - 11,841 messages
- **Discover** (Applause, Applause, Local Author Fair, Sustainability and Upcycling with ISAIC, Story Times, Brick Builders, Gamer Lounge, Mindfulness Matters) - 20,413 messages
- **Digital News** (new Libby and hoopla titles) - 2266 messages

PRESS RELEASES



- Sustainability and Upcycling Lecture with ISAIC
- The Grunyons Concert
- MANHATTAN SHORT Film Festival
- October Second Saturday Book Sale

A Message From Priority Waste And Learn More About Comcast Services/Digital Literacy Resources - Blo...



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

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Thu 9/12/2024 4:37 PM

Bloomfield Township Public Library to Host Fashion Sustainability and Upcycling Lecture on September 24



Bloomfield Township Public Library will host Olivia Marshall from the Industrial Sewing and Innovation Center (ISAIC) for a lecture on sustainability and upcycling in the fashion industry on Tuesday, September 24 at 7:00 p.m.

This presentation aims to enlighten attendees about the fashion industry's environmental impact and empower them with practical steps to contribute positively. Participants will learn techniques for integrating sustainability into a wardrobe, while allowing an expression of unique style and extending the lifespan of clothing.

Registration is required for this program. For more information, please call (248) 642-5800 or visit the [Library Website](#).

Bloomfield Community Television hosts free digital literacy classes

By: Mary Beth Almond | Birmingham-Bloomfield Eagle | Published September 10, 2024

BLOOMFIELD TOWNSHIP — People can learn a variety of digital literacy skills this month during free workshops presented by Bloomfield Community Television.

“We want to make sure that people know that we are a resource for the community — as far as providing the technology, helping them understand the technology better and helping them tell their stories,” said Carrie LeZotte, the director of cable and community relations for Bloomfield Community Television. “That’s really what we’re here for, to provide the technology so that people can tell their stories.”

BCTV will offer its first free digital literacy workshop, “Back to School With BCTV,” 10 a.m.-5 p.m. Sept. 25.

“If you want to know what goes on in this building, it might be fun for you to come to,” said Amy McKaig, BCTV’s digital content coordinator.

The day includes a full slate of classes taught by BCTV staff and special guests, covering a variety of topics — including filmmaking basics, Photoshop, podcasting and more. Those interested can sign up for one, more or all of the classes being offered, but they must register by Sept. 19.

The day will begin at 10 a.m. with a “BCTV Orientation,” a required first step in people producing their own show as a community member, a nonprofit partner or anyone interested in being a guest on one of BCTV’s shows. LeZotte will teach guests all about the mission of BCTV, how it’s funded and where the organization is headed.

At 11 a.m., Greg Black, BCTV’s operations manager, will present “Digital Literacy in Documentary Filmmaking.”



Shutterstock image

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TO NURTURING
LOCAL
BUSINESSES**

The class will provide a survey of the documentary genre in film from 1896 to present day that showcases different techniques community producers can consider when creating their own content.

At noon, workshop attendees will break for lunch and will welcome Twisted Street BBQ in the BCTV lot for those who wish to purchase their own meals.

A "Promote Your Podcast with Canva" class will begin at 1 p.m. McKaig will explain the features of a free Canva account — which can be used to create graphics for use on YouTube, social media platforms, and even on promotional items, to get more people watching and listening to a podcast.

"Canva is just a really useful tool now that we use here, but people can also use it to create content for their own videos, Instagram or whatever they're operating on. They can create their own logos and do a whole bunch of things there," said LeZotte.

At 2 p.m., Phil Swantek, a producer and educator, will discuss the "Basics of Shot Composition for Storytelling." Swantek will compare different types of cameras, demonstrate the basic use of a camera, and go over some basic shot compositions.

An "Introduction to Photoshop" workshop, presented by Bart Gioia, a technology trainer at the Baldwin Public Library, will begin at 3 p.m. Guests will explore some of the capabilities of Photoshop to see why it is the industry-standard photo editing software for creative professionals, and they will learn some basic techniques to apply to their own projects.

The final workshop of the day, "Podcasting Behind-the Scenes," will begin at 4 p.m. Attendees can be part of a live studio audience for the taping of an episode of *The Distracted Librarians*, one of the latest podcasts produced at BCTV, to see what it's like to be a host, a guest or one of the producers of a podcast. Watching a production, LeZotte said, is the second step for prospective producers and community members interested in producing their own programming.

BCTV is located at 4190 Dublin Road in Bloomfield Township. For more information or to register, visit www.bloomfieldtp.org/cable/workshops.



Absentee Ballots Available Next Week and September is Passport Awareness Month - Bloomfield



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To Katherine Bryant

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Bloomfield Township Public Library Hosts The Grunyons on September 27



Bloomfield Township Public Library invites the community to join us after hours Friday, September 27, 2024 at 7:00 p.m. for an evening of acapella vocal jazz performed by The Grunyons, a male vocal ensemble based in southeast Michigan and originally formed by Yale alumni in 1949. Incorporating rhythm patterns, melodic variations, and harmonic treatments reflecting techniques used by musicians in the early 20th century along with close harmony, the Grunyons perform an extensive repertoire and feature an enthusiastic love of singing.

This program is open to all; no registration required. For more information, please visit [The Grunyons Website](#). You may also contact the Library at (248) 642-5800 or visit the [Library Website](#).

Absentee Ballots Available Next Week and September is Passport Awareness Month - Bloomfield T



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Bloomfield Township Public Library Hosts 2024 Manhattan Short Film Festival

THE 27TH ANNUAL MANHATTAN SHORT FILM FESTIVAL

MANHATTAN
SHORT

ONE WORLD | ONE WEEK | ONE FESTIVAL

Bloomfield Township Public Library is pleased to be a participating site for the highly acclaimed 2024 MANHATTAN SHORT Film Festival. This prestigious event brings together filmmakers and enthusiasts to celebrate the art of short filmmaking on a global scale.

The Library will host two sessions of the 2024 MANHATTAN SHORT Film Festival: Saturday, September 28, 2024 at 2:00 p.m. and Thursday, October 3 at 6:30 p.m. Both sessions have the same content. All are welcome, no registration is required. For more information, please visit [Manhattan Short](#).

For more information about the events at the Library, please call the Library at (248) 642-5800 or visit the [Library Website](#).

Absentee Ballots Available Next Week and September is Passport Awareness Month - Bloomfield Township e...



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Thu 9/19/2024 4:32 PM

Bloomfield Township Trustee Office Hours This Week on September 23



**TRUSTEE
OFFICE
HOURS**

Opportunity to meet with a Trustee in person.

NEW TIME & LOCATION
5:00-6:30 PM
@Bloomfield Township
Public Library

**Final Board Meeting
Dates of Each Month**
(typically the 4th Monday)

Before this week's scheduled Board of Trustees meeting on Monday, September 23, 2024 take the opportunity to meet and talk with a trustee. Trustee Office Hours take place from 5:00 p.m. to 6:30 p.m. at the Bloomfield Township Public Library. This will be followed by the Board of Trustees Meeting at Township Hall at 7 p.m.

Check the full schedule of [Board of Trustees Meetings](#) and list of all [Public Meetings](#).

Sept 24 – Bloomfield Township Library Hosting Lecture on Upcycling and Fashion Sustainability

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OAKLAND COUNTY **TIMES**

Sept 24 – Bloomfield Township Library Hosting Lecture on Upcycling and Fashion Sustainability

Bloomfield Township, MI— Bloomfield Township Public Library will host Olivia Marshall from the Industrial Sewing and Innovation Center (ISAIC) for a lecture on sustainability and upcycling in the fashion industry on Tuesday, September 24 at 7:00 p.m.

This presentation aims to enlighten attendees about the fashion industry's environmental impact and empower them with practical steps to contribute positively.

Participants will learn techniques for integrating sustainability into a wardrobe, while allowing an expression of unique style and extending the lifespan of clothing.

Registration is required for this program. For more information, please call the Library at (248) 642-5800 or visit our website at btpl.org.

For events throughout Oakland County visit the [Oakland County Times Event page](#).

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NEWS MAGAZINE
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[HOME](#) [NEWS](#) [LONGFORM](#) [LINKS](#) [ABOUT US](#) [SUBSCRIPTIONS](#)

• 3 days ago

Jazz, Manhattan Short Film Festival at library

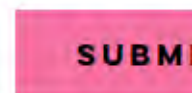
The Bloomfield Township Public Library has offerings for a variety of audiences coming up, beginning with an evening of acapella vocal jazz performed by The Grunyons on Friday, September 27, at 7 p.m.

The Grunyons are a male vocal ensemble based in southeast Michigan and originally formed by Yale alumni in 1949. Incorporating rhythm patterns, melodic variations, and harmonic treatments reflecting techniques used by musicians in the early 20th century along with close harmony, the Grunyons perform an extensive repertoire and feature an enthusiastic love of singing.

The program is open to all with no registration required.

Once again, the Bloomfield Township Public Library is excited to be a participating site for the highly acclaimed Manhattan Short Film Festival. This prestigious event brings together filmmakers and enthusiasts to celebrate the art of short filmmaking on a global scale.

The library will host two sessions of the 2024 Manhattan Short Film Festival: Saturday, September 28, at 2 p.m., and Thursday, October 3, at 6:30 p.m. Both sessions have the same content.



The library will join over 100,000 film lovers world-wide uniting in over 500 cities across six continents to view and vote on the ten finalists' films in the 27th Annual Manhattan Short Film Festival. The finalists will screen simultaneously across the world during a one-week period, with the Best Film and Best Actor awards determined by ballots cast by the audiences in each participating venue. By virtue of their selection by Manhattan Short, each short film is automatically Oscar-qualified.

The Manhattan Short Final Ten are: *The Talent (UK)*; *I'm Not a Robot (The Netherlands)*; *Mother (Ukraine)*; *Dovecote (Italy)*; *Pathological (USA)*; *Alarms (France)*; *Favourite (Australia)*; *The Man Who Could Not Remain Silent (Croatia)*; *Room Taken (Ireland)*; and *Jane Austen's Period Drama (USA)*.

Everyone is welcome with no registration required.



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KB
KATHY BROOCK &



DOWNTOWN

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• 3 days ago

Lecture on sustainability, upcycling in fashion

The Bloomfield Township Public Library will host Olivia Marshall on Tuesday, September 24, at 7 p.m., for a lecture on sustainability and upcycling in the fashion industry.

Marshall is from the Industrial Sewing and Innovation Center (ISAIC) in Detroit, above Carhartt's flagship store. ISAIC is a national resource for the sewn goods industry, providing training, production and piloting of manufacturing and upward mobility for workers.

The presentation aims to enlighten attendees about the fashion industry's environmental impact and empower them with practical steps to contribute positively. Participants will learn techniques for integrating sustainability into a wardrobe, while allowing an expression of unique style and extending the lifespan of clothing.

Registration is required for the program. Call the library at 248.642.5800 or visit their website at blankbtpl.org.



municipal





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

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Thu 9/26/2024 5:10 PM

Bloomfield Township Public Library Announces "Applause, Applause" to Celebrate 60 Years of Community on October 5



Save the date for "Applause, Applause," an unforgettable evening of fun, festivities, and nostalgia for all ages as Bloomfield Township Public Library celebrates its 60th anniversary Saturday, October 5, 2024, 4 p.m. – 7 p.m. This celebration is a heartfelt thank you to the incredible Bloomfield Township community for six decades of unwavering support, enthusiasm, and engagement for the Library. The event is designed to bring the community together for a joyful and inclusive evening of fun and festivity to help us commemorate this significant milestone.

A variety of sponsorship opportunities for "Applause, Applause" are available for local businesses, organizations, and individuals. Learn more about [Becoming A Sponsor](#).

Registration for the event is required and is open now. For more information, please call the Library at (248) 642-5800 or visit the [Library Website](#).



Want tips to make your home safer?

DOWNLOAD THE GUIDE

Check out the free AARP HomeFit® Guide.

Manhattan Short Film Festival

Join more than 100,000 film lovers in over 500 cities across six continents to view and vote on the finalists' films in the 27th Annual Manhattan Short Film Festival.

📅 Thursday, Oct 3, 2024 at 6:30 p.m. ET

📍 Bloomfield Township Public Library, Bloomfield Hills, MI

The 2024 Bloomfield Township Open House is a Packed Day of Fun and Activities

Activities



Bloomfield Township
Open House

Food • Activities • Giveaways

Included in Your Passport to Fun

- 1 Fire Department**
Fire Department Displays
Smoke House
Bounce House
12 pm Live Fire Safety Demonstration
Fire Truck Train Rides
Hot Dogs
- 2 Planning, Building, Ordinance**
Build a Dog House
Temporary Tattoos
Bean Bag Toss
- 3 Engineering & Environmental Services**
Connect 4
Mosquito Spray
- 4 Public Works**
Touch-a-Truck
Truck Rides
Popcorn
- 5 Community Television**
Performance Stage
Studio Tours
Production Truck Tours
Interactive TV
- 6 Police Department**
Department Tours
Patrol Car Rides
Impaired Driving Simulator
Dunk Tank for Special Olympics
K9 Demonstrations
- 7 Supervisor**
Jenga
- 8 Treasurer**
Lego Building
- 9 Senior Services**
Coloring
- 10 Clerk's Office**
Voter Registration
Passport to Fun
Kid's Vote

More Fun

- 11 Bowers Farm**
Live Animals
- 12 Oakland County Parks & Recreation**
Rock Climbing Wall
- 13 Rotary Club**
- 14 Preservation Bloomfield**
- 15 Boy Scouts**
- 16 Oakland Community Health Network**
Mental Health Resources
- 17 Oakland County Health Department**
Flu and Pneumonia Shots
- 18 Local School Districts**
- 19 Library**
Library Card Sign-Up
- 20 Local Youth Assistance**

Bloomfield Township Public Library Hosting Michigan Mysteries Presentation With Ross Richardson



Bloomfield Township Public Library is pleased to announce a spine-tingling event on Tuesday, October 15, 2024 at 7:00 p.m. with a Halloween edition of Michigan Mysteries featuring renowned author and presenter Ross Richardson.

Delve into the eerie side of Michigan's history as Mr. Richardson shares chilling tales of documented hauntings and explores some of the state's most mysterious disappearances. This presentation will also shed light on the techniques used to solve baffling cold cases, revealing how some long-forgotten mysteries have been unraveled. Join us to learn more about Michigan's mysterious past.

If you have any additional question please call 248-642-5800 or visit the [Library Website](#).

Friends Of Bloomfield Township Public Library October Book Sale on October 12

FRIENDS OF THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

Second Saturday Book Sale

October 12 - 11:00 a.m. to 3:00 p.m.

Friends members get in ONE HOUR EARLY from 10 - 11 a.m.* **Not a Friends member? Sign up at the book sale or become one today. *Please bring a bag or box for your purchase.*

FRIENDS of the Bloomfield Township Public Library

The Friends of Bloomfield Township Public Library will hold their Second Saturday Book Sale Saturday, October 12, 2024, from 11:00 a.m. to 3:00 p.m. Friends members may shop the sale early from 10 a.m. to 11 a.m., and memberships can be purchased at the door on the day of the sale.

The sale takes place on the lower level of the Library and includes thousands of books and audiovisual materials for all ages and interests, conveniently sorted into more than 50 categories. Highlights of this sale will include fall/holiday baking and cooking, as well as Halloween/science fiction books. In addition, The Media Room will feature The Teaching Company/The Great Courses and other learning films. The sale always includes a wide array of subjects and a room dedicated to music and film.

For more information, please call the Library at (248) 642-5800 or visit the [Library Website](#).

Flower fundraiser: Inaugural event special needs through therapeutic art, includes music and silent auction, 6 p.m., Wabeek live in Bloomfield Township, (248) 633-3223,

Concert: After-hour performance by male ensemble 10 p.m., Bloomfield Township Public Library, (248) 642-5800, btpl.org, thegrunyons.com

Antiques and Collectibles Show: 10 a.m.-6 p.m. Sept. 28, also DuMouchelles appraisals Sept. 28, Cross of Christ Lutheran Church, 1100 Bloomfield Hills, (248) 646-5886, bloomfieldcross.com/antique-show

Waste Drop Off: Properly discard of liquid chemicals and more, 9 a.m.-2 p.m., Bloomfield Hills, 200 Telegraph Road, for residents only (ID required), bloomfieldhills.org/recycle

Art Fair: Featuring 100 artists, silent art auction and art activities, live music and food, 10 a.m.-5 p.m. Sept. 29, located in and around W. Merrill St., birminghamstreetartfair.com,

Open House Festival: Sample 75-plus varieties of spirits, cocktails and more, also live music, wagon rides, and food trucks and condiments, 7-10 p.m. (6 p.m. VIP), Bowers School Farm in Bloomfield Hills, (248) 341-6475, schoolfarm.org

beer, German-themed food and live music,

2254, franklinlibrary@franklin.lib.mi.us, franklin.lib.mi.us

OCT. 5

Blessing of the Animals: Bring furry, feathered and scaly friends (stuffed animals too), also walk runway to showcase pet's skill and outfit, plus meet with Leader Dogs for the Blind, Make a Difference Rescue and Animal House of Southeast Michigan, 10 a.m.-1 p.m., Nativity Episcopal Church, 21220 W. 14 Mile Road in Bloomfield Township, (248) 646-4100, vicar@nativityepiscopalchurch.org

Chamber Music Detroit: Concert featuring Balourdet Quartet with Juilliard String Quartet cellist Astrid Schween, 7:30 p.m.-9:30 p.m., Seligman Performing Arts Center, 22305 W. 13 Mile Road in Beverly Hills, info@cmdetroit.org, chambermusicdetroit.org

OCT. 5-6

Fall Festival: Pumpkin picking, wagon rides, animal visits, horse rides, live music, performances, axe throwing, food, straw tower, crafts, games, beer garden and more, 10 a.m.-4 p.m., Bowers School Farm, 1219 E. Square Lake Road in Bloomfield Hills, (248) 341-6475, bowersfarm@bloomfield.org, schoolfarm.org/fall-fest-2024

OCT. 6

Fall Fest fundraiser: Supports Angels' Place, includes music, magician, arts and crafts, carnival games, photo booth, Minions and Sparty, food and drinks, raffle, field goal challenge, football skills and drills with Detroit Country Day players, petting farm, face painting and more, 1-4 p.m., DCD Field House, 22305 W. 13 Mile Road in Beverly Hills, angelsplace.com/events

OCT. 9

Breakfast with the Bishop: Hear stories about Holocaust survivor, art gallery owner, longtime nurse and Rosie the Riveter, as told by family members and others to Bonnie A. Perry of Episcopal Diocese of Michigan, 8-10 a.m., The Community House, 380 S. Bates St. in Birmingham, stannesmead.org/breakfast-with-the-bishop

OCT. 12

Pet Parade and Blessing: For dogs on leashes and cats and bunnies in carriers, Halloween costumes optional, 1:30-2:30 p.m., St. Anne's

(248) 557-1221, stannesmead.org

OCT. 13

Birmingham Concert Band: Hear French- and Paris-inspired works, 3-4:30 p.m., Lutheran Church of the Redeemer, 1800 W. Maple Road, birminghamconcertband.com

OCT. 17

Caregiver support group: Learn about dementia and how to help, 10-11 a.m., Bloomfield Township Senior Services, 4315 Andover Road, RSVP to (248) 723-3500

ONGOING

Farmers market: 9 a.m.-2 p.m. Sundays until Oct. 27, Public Parking Lot #6, 660 N. Old Woodward Ave. in Birmingham, ALLINBirmingham.com/FarmersMarket

Manhattan Short Film Festival: Be among 100,000-plus people in more than 500 cities on six continents to view and vote on 10 finalists' films, local showings includes 2 p.m. Sept. 28 and 6:30 p.m. Oct. 3 (Bloomfield Township Public Library, 1099 Lone Pine Road) and 1 p.m. Sept. 27-29 and Oct. 4-6 (Baldwin Public Library, 300 W. Merrill St. in Birmingham, register at baldwinlib.org), see film list and more Michigan locations at manhattanshort.com

'Puffs': 8 p.m. Fridays-Saturdays and 2 p.m. Sundays Oct. 11-13, 18-20 and 25-26, St. Dunstan's Theatre, 400 Lone Pine Road in Bloomfield Hills, StDunstansTheatre.com

Art exhibit: Works by Daniel Cascardo, Hannah Miller, Birmingham Society of Women Painters and more on display until Oct. 31, Birmingham Bloomfield Art Center, 1516 S. Cranbrook Road in Birmingham, bbartcenter.org

Free days at Cranbrook Institute of Science: Every first Friday and every third Thursday of month, 39221 Woodward Ave. in Bloomfield Hills, see hours at www.science.cranbrook.edu

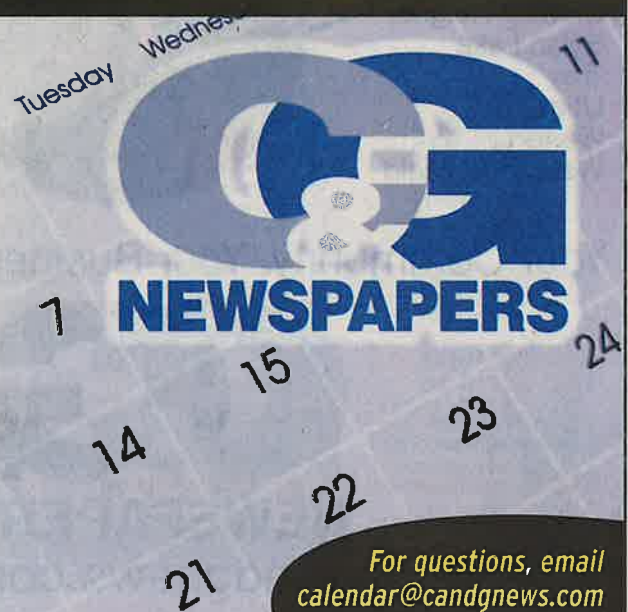
Monthly meetups: Find clubs for books, movies and fiber arts (meets bimonthly), Bloomfield Township Public Library, 1099 Lone Pine Road, (248) 642-5800, btpl.org

WANT TO SEE YOUR OWN EVENTS ONLINE & IN PRINT - FOR FREE?

With the same link, click  and sign in using your Google or Facebook information, or easily create a CitySpark account.

Input the details, upload a photo and select "Review Changes," then "Submit and Finish."

Events should appear online within 2 hours, and will appear in print as space permits. There's no limit as to how many you can submit.



C&A
NEWSPAPERS

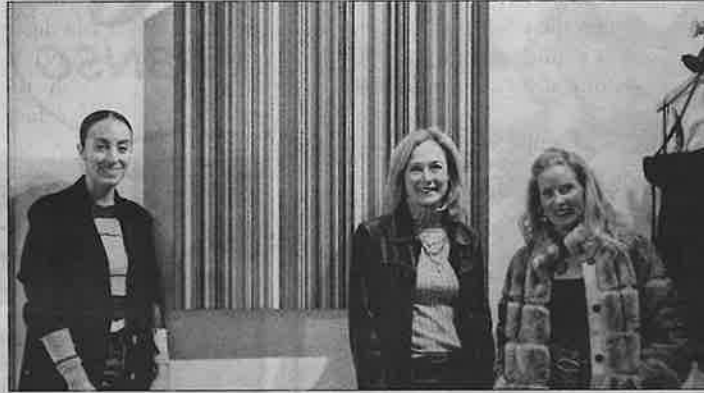
For questions, email calendar@candnews.com



Photo provided by Shepherd Lutheran Church

Oktoberfest returns after seven years

BIRMINGHAM — After a seven-year hiatus, Our Shepherd Lutheran Church Oktoberfest is back. The Lutheran congregations of the Birmingham Circuit are inviting the community to join in the fun 3-10 p.m. Saturday, Sept. 21. The event will include authentic German food, drinks, music and dancing. This is a free, family friendly event. Some of the proceeds will go towards the Allwardt Seminary Fund to support men preparing for Holy Ministry. More information can be found on osckoktoberfest.com.



Photos provided by the Birmingham Shopping District

BIRMINGHAM ART WALK RETURNS

BIRMINGHAM — The Birmingham Shopping District, in partnership with the Birmingham Bloomfield Art Center and the Birmingham Public Arts Board, is hosting another year of The Birmingham Art Walk 5-8 p.m. Thursday, Sept. 19 with a strolling event through downtown Birmingham. Participants are encouraged to use an event map to navigate participating businesses. Throughout the walk, the businesses will feature Jeffrey Floral Architecture's topiaries at their entrances. Among the many participants are Daxton Hotel, Lux Travel Girl, Gazelle Sports and more. More information on the Birmingham Art Walk can be found at ALLINBirmingham.com/events.



Photo provided by Linda Buchanan

GREENWOOD CEMETERY TO HOLD FALL PIONEER TOUR

BIRMINGHAM — Greenwood Cemetery's fall Pioneer Tour will take place at 1 p.m. Sept. 21. The Greenwood Cemetery in Birmingham is located at Oak and Greenwood streets. To participate, a \$10 donation for cemetery preservation is requested. For more information, visit www.bhamgov.org and search "Greenwood Cemetery."



Photo by Hailey Kasper

Comedy event honors health care workers

BIRMINGHAM — For the third year, the Shades of Pink Foundation is hosting a comedy event Oct. 1. Comedian Tara Brown will be featured during the event at the Community House, 380 South Bates St. The event is intended to celebrate and honor the key individuals in health care who work with breast care patients, including social workers, nurses, nurse navigators, patient navigators, office managers and more. To purchase tickets, visit shadesofpinkfoundation.goodworldnow.com/e/annual-comedy-event. Sales for the event close on Sept. 17.

LIBRARY TO HOST FASHION SUSTAINABILITY AND UPCYCLING LECTURE

BLOOMFIELD TOWNSHIP — The Bloomfield Township Public Library will host Olivia Marshall from the Industrial Sewing and Innovation Center for a lecture on sustainability and upcycling in the fashion industry at 7 p.m. Sept. 24. The presentation, organizers said, aims to enlighten attendees about the fashion industry's environmental impact and to empower them with practical steps to contribute positively. Participants will learn techniques for integrating sustainability into a wardrobe, while allowing an expression of unique style and extending the lifespan of clothing. Registration is required. For more information, call the library at (248) 642-5800 or visit btpl.org.

Local author fair at Bloomfield Township Public Library

BLOOMFIELD TOWNSHIP — The Bloomfield Township Public Library will host its third Local Author Fair Saturday 11 a.m.-3 p.m. Sept. 14. The local authors will discuss their books and answer questions. The fair will include up to 20 local authors, and books will be available for purchase. Local authors will be gathered to talk about their books. This free event is open to the public, and no registration is required. For more information, call the library at (248) 642-5800 or visit www.btpl.org.

INSTANT WINNER WEDNESDAY
Starting September 16,

NEWSPAPERS
SPOTLIGHT ON
LEARNING



COMMUNITY CALENDAR

SEPT. 12

Birmingham House Tour: See distinctive private residences in local neighborhoods, also gourmet lunch for extra cost, 10:30 a.m.-3:30 p.m., The Community House, 380 S. Bates St., Suite 232, www.communityhouse.com/event/birmingham-house-tour

Drink & Draw Poolside: Art supplies provided for free (or bring own), beer and wine available for purchase (no outside alcohol allowed), 4:30-7:30 p.m., Cranbrook Art Museum, 39221 Woodward Ave. in Bloomfield Hills, cranbrookartmuseum.org

Learn history of Detroit-style pizza: Presented by reporter and author Karen Dybis, 10-11:30 a.m., Birmingham Unitarian Church, 38651 Woodward Ave., storytimeguild.weebly.com

SEPT. 14

Used book sale and local author fair: 11 a.m.-3 p.m., Bloomfield Township Public Library, 1099 Lone Pine Road, (248) 642-5800, btpl.org

'I'm Not a Comedian, I'm Lenny Bruce': Explores life and death of controversial comedian, 8:30-11 p.m., The Berman Center for Performing Arts, 6600 W. Maple Road in West Bloomfield, tickets.jccdet.org/im-not-a-comedian-im-lenny-bruce

SEPT. 16

Champions for the Kids Golf Tournament: Hosted by Yatooma's Foundation For The Kids, registration and breakfast at 9 a.m., shotgun start at 10:15 a.m., lunch on the course, and dinner and awards to follow, Forest Lake Country Club, 1401 Club Drive in Bloomfield Township, forthekidsfoundation.org

SEPT. 17

Vine & Dine: Benefit for Birmingham Bloomfield Chamber and nonprofit Micah 6 Community, includes wine, food and live entertainment, 6-9 p.m., The Kingsley Bloomfield Hills, 39475 Woodward Ave., registration required, bbcc.com

SEPT. 19

PBNSG Reunites Live: An Evening with Dr. Neal Barnard: First event

hosted by Plant Based Nutrition Support Group in four years, 6-9:30 p.m., Seaholm High School, 2436 W. Lincoln St. in Birmingham, pbnsng.org

Caregiver support group: Learn about dementia and how to help, 10-11 a.m., Bloomfield Township Senior Services, 4315 Andover Road, RSVP to (248) 723-3500

SEPT. 21

Oktoberfest: Live music, dancing, and German food, beer and wine, 3-10 p.m., Our Shepherd Lutheran Church, 2225 E. 14 Mile Road in Birmingham, (248) 646-6100, oslcoctoberfest.com

Chamber Music Detroit: Performance by cellist Zuill Bailey and pianist Awadagin Pratt, 7:30-9 p.m., Seligman Performing Arts Center, 22305 W. 13 Mile Road in Beverly Hills, chambermusicdetroit.org/2024-25

SEPT. 27-28

Bloomfield Charity Antiques and Collectibles Show: 10 a.m.-6 p.m. Sept. 27 and 10 a.m.-4 p.m. Sept. 28, also DuMouchelles appraisals 10 a.m.-1 p.m. Sept. 28, Cross of Christ Lutheran Church, 1100 Lone Pine Road in Bloomfield Hills, (248) 646-5886, bloomfieldcross.org/church-events/antique-show

SEPT. 28

Household Hazardous Waste Drop Off: Properly discard of liquid cleaners, motor oil, pool chemicals and more, 9 a.m.-2 p.m., Bloomfield Township Offices, 4200 Telegraph Road, for residents only (ID required), bloomfieldtpw.org/recycle

SEPT. 28-29

Birmingham Street Art Fair: Featuring 100 artists, silent art auction to benefit Common Ground, art activities, live music and food, 10 a.m.-6 p.m. Sept. 28 and 10 a.m.-5 p.m. Sept. 29, located in and around Shain Park, 270 W. Merrill St., birminghamstreetartfair.com, givebutter.com/c/by3iFr

ONGOING

Farmers market: 9 a.m.-2 p.m. Sundays until Oct. 27, Public Parking

Lot #6, 660 N. Old Woodward Ave. in Birmingham, ALLINBirmingham.com/FarmersMarket

Art exhibit: "A Modernist Regime: Cuban Mid-Century Design" on display until Sept. 22, Cranbrook Art Museum, 39221 Woodward Ave. in Bloomfield Hills, cranbrookartmuseum.org

• Works by Daniel Cascardo, Hannah Miller, Birmingham Society of Women Painters and more on display until Oct. 31, Birmingham Bloomfield Art Center, 1516 S. Cranbrook Road in Birmingham, bbartcenter.org

Cranbrook on the Green: Play artist-designed min-golf course on weekends until Sept. 22, Cranbrook Art Museum, 39221 Woodward Ave. in Bloomfield Hills, ticket includes admission to galleries, www.cranbrookartmuseum.org

Free days at Cranbrook Institute of Science: Every first Friday and every third Thursday of month, 39221 Woodward Ave. in Bloomfield Hills, see hours at www.science.cranbrook.edu

Senior Men's Club of Birmingham: Speakers and luncheon, 10:30 a.m. every Friday, The Iroquois Club, 43248 Woodward Ave. in Bloomfield Township, also on Zoom, lunch RSVP by previous Mondays, seniormensclub@gmail.com, seniormensclubbirmingham.com

Birmingham Metropolitan Women's Club: Meets 10:30 a.m.-1 p.m. every second Tuesday of month, The Iroquois Club, 43248 Woodward Ave. in Bloomfield Township, RSVP 2 weeks prior to each event, (248) 303-7339, thebirminghammetropolitanwomensclub.weebly.com


Second Saturday Sales: Monthly shopping for books, DVDs, CDs and more, 11 a.m.-3 p.m. (10 a.m. for Friends of the Bloomfield Township Public Library members), 1099 Lone Pine Road, (248) 642-5800, btpl.org

Monthly meetups: Find clubs for books, movies and fiber arts (meets bimonthly), Bloomfield Township Public Library, 1099 Lone Pine Road, (248) 642-5800, btpl.org

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

VIEW MORE!
Visit
candgnews.com/

WANT TO SEE YOUR OWN EVENTS
ONLINE & IN PRINT - FOR FREE?

With the same link, click  and sign in
using your Google or Facebook information

Monday Tuesday Wednesday











October YOUTH Events Calendar

S	M	T	W	T	F	S
		01	02 Baby Story Time 10:30 a.m.	03 Toddler Story Time 10 a.m. OR 11 a.m.	04 Tots & Friends Playtime 10 a.m. - 12 noon Gamer Lounge 4 p.m. - 6 p.m.	05 Applause, Applause 60th Anniversary 4 p.m. - 7 p.m.
06	07	08 Preschool STEAMtime 10:30 a.m.	09 Baby Story Time 10:30 a.m. My First Book Group 5:30 p.m.	10 Toddler Story Time 10 a.m. OR 11 a.m. Brick Builders 6:30 p.m.	11 Tots & Friends Playtime 10 a.m. - 12 noon	12 Family Story Time 11:00 a.m. Friends of the Library Sale 11 a.m. - 3 p.m.
13	14 Reading with the Dogs 6:30 p.m.	15 Preschool STEAMtime 10:30 a.m. Book Worms 6:30 p.m.	16 Baby Story Time 10:30 a.m.	17 Toddler Story Time 10 a.m. OR 11 a.m.	18 Tots & Friends Playtime 10 a.m. - 12 noon Gamer Lounge 4 p.m. - 6 p.m.	19
20	21 Watercolor for Mindfulness 6:30 p.m.	22 Preschool STEAMtime 10:30 a.m.	23 Baby Story Time 10:30 a.m.	24 Toddler Story Time 10 a.m. OR 11 a.m. Paperbacks & Snacks 6:30 p.m.	25 Tots & Friends Playtime 10 a.m. - 12 noon After Hours Spooky Tales on the Terrace 6:30 p.m.	26 Sensory Story Time 11:00 a.m.
27	28	29 Trick or Treat at the Library 5:30 p.m. - 7:30 p.m.	30	31		

VISIT WWW.BTPL.ORG/EVENTS FOR MORE INFO



GAMER LOUNGE

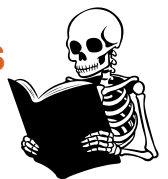
Fridays, October 4 and 18, 4 p.m. - 6 p.m.
No registration is required.

Start the weekend with video game fun! Come solo or bring your friends and try out different games and consoles each week. For ages 8 – 13.

AFTER HOURS SPOOKY TALES ON THE TERRACE

Friday, October 25, 6:30 p.m.
Registration is required.

Grab a blanket and join us under the Youth Terrace heaters for hot cocoa, snacks, and spooky, shivery tales. For ages 8 – 12.



TOTS & FRIENDS PLAY TIME

Fridays, 10 a.m. - 12 noon
No registration is required.

Drop in for unstructured play, building, and discovery in the Story Room. Caregivers and little ones of all ages can interact with toys and books that support each child's learning and development. Adaptive toys for children with low vision, motor difficulties, or other accessibility needs will be included.

TRICK OR TREAT AT THE LIBRARY

Tuesday, October 29, 5:30 p.m. - 7:30 p.m.
(5 p.m. - 8 p.m. food trucks in parking lot)
No registration is required.



Grab your costume and drop in for trick or-treating at the Library! Head to the first stop in Youth Services to decorate a trick-or-treating bag and pick up your first treats. Then follow the trick-or-treating map to find each station around the Library for peanut-free goodies, Halloween-themed mini craft kits, stickers, and other cool treats. Food trucks will be set up in the parking lot offering tasty food and treats for purchase, which can be enjoyed on the Library Terraces.



STORY TIMES

Preschool STEAMtime: Story Time and Discovery

Tuesdays, 10:30 a.m.
September 17 – October 22
(No Story Time October 1)
6-week session, registration is required.

Preschoolers ages 3 and up can explore STEAM (science, technology, engineering, art, and math) through stories, rhymes, music, and discovery activities in this independent story time.

Baby Story Time

Wednesdays, 10:30 a.m.
September 18 – October 23
6-week session, registration is required

Interactive early literacy fun with simple stories, songs, fingerplays, lap bounces, and play for little sitters and crawlers, ages birth – 17 months, and their grown-up.

Toddler Story Time

Thursdays, 10 a.m. OR 11 a.m.
September 19 – October 24
6-week session, registration is required

Interactive early literacy fun with stories, songs, movement activities, rhymes, and play geared to toddlers and walkers, ages 18 – 35 months, and their grown-up.

Family Story Time

Saturday, October 12, 11 a.m.
No registration is required.

Families of all ages are invited to join us for stories, songs, rhymes, movement, and more fun. Story time might be held outside if the weather is nice.

Sensory Story Time

Saturday, October 26, 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.

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, October 9, 5:30 p.m.
Registration is required.

Book Worms: Grades 2 – 3

Tuesday, October 15, 6:30 p.m.
Registration is required.

Paperbacks & Snacks: Grades 4 – 6

Thursday, October 24, 6:30 p.m.
Registration is required.

SPECIAL EVENTS

Brick Builders

Theme: Spooky Things

Thursday, October 10
6:30 p.m. - 7:30 p.m.
No registration is required.



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

Reading with the Dogs

Tuesday, October 14, 6:30 p.m.
Registration is required.



Readers ages 5 and up are invited to register for a 15-minute reading session with a furry friend at the Library. Therapy dogs and their handlers will be ready to listen. This is a great opportunity to practice reading skills in a comfortable setting with no judgment from the dogs!

Watercolor for Mindfulness

Monday, October 21, 6:30 p.m.
Registration is required.



Slow down and play with watercolor paint at this relaxed event, where there will be no specific project outcome. We will dim the lights, play ambient music, and have all the supplies needed for participants to create art works in a calm space. For ages 9 – 13.



Please contact us if you require any additional accommodations.



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

November YOUTH Events Calendar

S	M	T	W	T	F	S
					01 Tots & Friends Playtime 10 a.m. - 12 noon Gamer Lounge 4 p.m. - 6 p.m.	02
03 Daylight Saving Time Ends	04 My First Book Group 5:30 p.m.	05 Preschool STEAMtime 10:30 a.m. ELECTION DAY	06 Baby Story Time 10:30 a.m.	07 Toddler Story Time 10 a.m. OR 11 a.m.	08 Tots & Friends Playtime 10 a.m. - 12 noon	09 Toddler Dance Party 10:30 a.m. Friends of the Library Sale 11 a.m. - 3 p.m.
10	11 VETERANS DAY	12 Preschool STEAMtime 10:30 a.m. Reading with Dogs 6:30 p.m.	13 Baby Story Time 10:30 a.m. Book Worms 6:30 p.m.	14 Toddler Story Time 10 a.m. OR 11 a.m.	15 Tots & Friends Playtime 10 a.m. - 12 noon Gamer Lounge 4 p.m. - 6 p.m.	16
17	18 Mickey Mouse's Birthday Story Time 6:30 p.m.	19 Preschool STEAMtime 10:30 a.m. Paperbacks & Snacks 6:30 p.m.	20 Baby Story Time 10:30 a.m.	21 Toddler Story Time 10 a.m. OR 11 a.m. Leftover Craft Day 5:30 p.m. - 7:30 p.m.	22 Tots & Friends Playtime 10 a.m. - 12 noon	23 Sensory Story Time 11:00 a.m.
24	25	26 Preschool STEAMtime 10:30 a.m. Brick Builders 6:30 p.m.	27 Baby Story Time 10:30 a.m. Close at 5:30 p.m.	28 CLOSED	29 Despicable Me Marathon 11:00 a.m. DM 12:45 p.m. DM 2 2:30 p.m. DM 3	30 Puzzle Fun Day

VISIT WWW.BTPL.ORG/EVENTS FOR MORE INFO



Gamer Lounge

Fridays, November 1 and 15, 4 p.m. - 6 p.m.
No registration is required.

Start the weekend with video game fun! Come solo or bring your friends and try out different games and consoles each week. For ages 8 - 13.



Mickey Mouse's Birthday Story Time

Monday, November 18, 6:30 p.m.
No registration is required.

All ages are welcome to a special story time celebrating our friend, Mickey Mouse. Listen to stories, participate in fun rhymes and songs, and make a craft. PJs welcome!

Leftover Craft Day

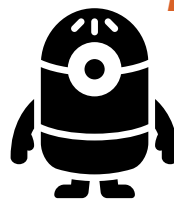
Thursday, November 21
5:30 p.m. - 7:30 p.m.
No registration is required.



Drop-in the Story Room for some upcycling creative fun. You bring the inspo and we'll provide the supplies leftover from past craft activities. Families of all ages welcome.

Despicable Me Marathon

Friday, November 29, 11 a.m. - 4 p.m.
No registration is required.



11 a.m. - Despicable Me (PG)
12:45 p.m. - Despicable Me 2 (PG)
2:30 p.m. - Despicable Me 3 (PG)

Stop by the Story Room for a viewing of the first three Despicable Me movies. Popcorn and water provided, but you may bring your own nut-free snacks. For families of all ages.

Puzzle Fun Days

Saturday, November 30 and Sunday, December 1
No registration is required.



Relax, unwind, and spend quality family time together puzzling! Choose from a selection of puzzles at the Youth Services Desk, or finish a puzzle already started in the Youth Room. All ages fun for family and friends. Please bring all puzzles back to the Youth Services Desk by 4:30 p.m.



STORY TIMES

Preschool STEAMtime: Story Time and Discovery

Tuesdays, 10:30 a.m.

November 5 – December 10

6-week session, registration is required.

Preschoolers ages 3 and up can explore STEAM (science, technology, engineering, art, and math) through stories, rhymes, music, and discovery activities in this independent story time.

Baby Story Time

Wednesdays, 10:30 a.m.

November 6 – December 11

6-week session, registration is required

Interactive early literacy fun with simple stories, songs, fingerplays, lap bounces, and play for little sitters and crawlers, ages birth – 17 months, and their grown-up.

Toddler Story Time

Thursdays, 10 a.m. OR 11 a.m.

November 7 – December 12

(no story time November 28)

6-week session, registration is required

Interactive early literacy fun with stories, songs, movement activities, rhymes, and play geared to toddlers and walkers, ages 18 – 35 months, and their grown-up.

Sensory Story Time

Saturday, November 23, 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.

PLAY TIME



Tots and Friends Playtime

Fridays, 10 a.m. - 12 noon

(No playtime November 29)

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.

BOOK GROUPS



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

My First Book Group: Grades K – 1

Kindergarten and Grade 1 with an adult.

Monday, November 4, 5:30 p.m.

Registration is required.

Book Worms: Grades 2 – 3

Wednesday, November 13, 6:30 p.m.

Registration is required.

Paperbacks & Snacks: Grades 4 – 6

Tuesday, November 19, 6:30 p.m.

Registration is required.

SPECIAL EVENTS



Toddler Dance Party

Saturday, November 9, 10:30 a.m.

Registration is required.

Adults and big sibs are invited to interact and play with the toddlers in their life. Get everyone moving and exercising with dances to follow along with, and songs where you can make up your own moves. This program is open to WALKING toddlers and pre-kindergarten kids and their families.

Reading with the Dogs

Tuesday, November 12, 6:30 p.m.

Registration is required.



Readers ages 5 and up are invited to register for a 15-minute reading session with a furry friend at the Library. Therapy dogs and their handlers will be ready to listen. This is a great opportunity to practice reading skills in a comfortable setting with no judgment from the dogs!

Brick Builders

Theme: Dinosaurs vs. Gnomes

Tuesday, November 26

6:30 p.m. - 7:30 p.m.

No registration is required.



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







Please contact us if you require any additional accommodations.







1099 Lone Pine Road
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October 2024 Adult and Teen Programs

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<p>*To register, email AskTeen@btpl.org, or call Adult and Teen Services, (248) 642-5800.</p> <p>**To register, email AskAdult@btpl.org, or call Adult and Teen Services, (248) 642-5800.</p> <p>***To register, email AskTech@btpl.org or call the Computer Help Desk, (248) 642-5800.</p> <p>OR register online at www.btpl.org/events</p>		<p>1</p> <p>**Adaptive Umbrella Accessibility Workshop 10 a.m. – 3:30 p.m.</p> <p>Fiber Arts Club 10 a.m. – Noon</p> <p>**Movie Discussion Club, 7 p.m.</p>	<p>2</p> <p>**Pages Across Nations: An International Book Club, 7 p.m.</p> 	<p>3</p> <p>**Terrifying Tiny Terrariums: Halloween Craft Workshop for Adults and Teens 4 p.m.</p> <p>MANHATTAN SHORT Film Festival 6:30 p.m.</p>	<p>4</p> <p>English Language Conversation Group 10 a.m. – Noon</p> <p>Adult and Teen Craft Kit Release: Terrifying Tiny Terrariums <i>Bloomfield Twp. residents only while supplies last</i></p>	<p>5</p> <p>**Applause, Applause: Celebrating 60 Years of Community 4 p.m. – 7 p.m.</p> <p><i>The Library will close early for this community event. Registration is required and is open to all.</i></p>
6	7	<p>8</p> <p>**What's Your Story?: A Memoir Writing Group 1 p.m.</p> <p>***ChatGPT and AI 5:30 p.m.</p>	<p>9</p> <p>**Writers' Rendezvous 6:30 p.m.</p>	<p>10</p> <p>***Google Apps 5:30 p.m.</p> 	<p>11</p> <p>English Language Conversation Group 10 a.m. – Noon</p> <p>Spooky Movie Night @ the Library: Beetlejuice 6:30 p.m.</p>	<p>12</p>  <p>Friends of the Library Second Saturday Book Sale 10 a.m. – 3 p.m. <i>(First hour Friends members only)</i></p>
13	14	<p>15</p> <p>**Tuesday Book Club, 10 a.m. Fiber Arts Club, 10 a.m. – Noon</p> <p>***Scanning and Photo Editing, 5:30 p.m.</p> <p>**SciFi Book Club, 7 p.m.</p> <p>Lecture: Michigan Mysteries with Ross Richardson, 7 p.m.</p>	<p>16</p> <p>**Mystery Book Club 1 p.m.</p> 	<p>17</p> <p>***Computer and Internet Basics, 5:30 p.m.</p> <p>Computer Basics</p> 	<p>18</p> <p>English Language Conversation Group 10 a.m. – Noon</p>	19
20	<p>21</p> <p>**Lunchtime Book Club, 1 p.m.</p> 	<p>22</p> <p>**What's Your Story?: A Memoir Writing Group 1 p.m.</p> <p>***Microsoft Excel I 5:30 p.m.</p>	<p>23</p> <p>**Writers' Rendezvous 6:30 p.m.</p> 	<p>24</p> <p>**Thursday Book Club 10 a.m.</p> 	<p>25</p> <p>English Language Conversation Group 10 a.m. – Noon</p> <p>*Teen After Hours: The Traitors @ the Library 6:30 p.m.</p>	26
27	<p>28</p> <p>**Monday Night Book Club 7 p.m.</p> 	<p>29</p> <p>***Microsoft Excel II 5:30 p.m.</p> <p>Trick or Treat at the Library (With Food Trucks) 5:30 p.m. – 7:30 p.m. <i>Food Trucks will be in the parking lot from 5 p.m. – 8 p.m.</i></p>	30	31	<p>CELEBRATE HALLO-"MONTH" @ THE LIBRARY!</p> <ul style="list-style-type: none"> • Terrifying Tiny Terrariums: Teen & Adult Halloween Craft Workshop, Thursday, October 3, 4 p.m. • Spooky Movie Night @ the Library: <i>Beetlejuice</i> (1988), Friday, October 11, 6:30 p.m. • Hallo-"Month" Lecture: Michigan Mysteries with Ross Richardson, Tuesday, October 15, 7 p.m. • Teen After Hours: <i>The Traitors</i> @ the Library, Friday, October 25, 6:30 p.m. – 8:30 p.m. • Trick or Treat @ the Library (With Food Trucks), Tuesday, October 29, 5:30 p.m. – 7:30 p.m. 	

November 2024 Adult and Teen Programs

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<p><i>*To register, email AskTeen@btpl.org, or call Adult and Teen Services, (248) 642-5800.</i></p> <p><i>**To register, email AskAdult@btpl.org, or call Adult and Teen Services, (248) 642-5800.</i></p> <p><i>***To register, email AskTech@btpl.org or call the Computer Help Desk, (248) 642-5800.</i></p> <p>OR register online at www.btpl.org/events</p>		<p>November Performances @ the Library</p> <p>University of Michigan After Hours Chamber Music Concert, Friday, November 8, 7 p.m. We welcome you back for the 2024-2025 Chamber Music Concert series, featuring stirring musical performances by students from the University of Michigan School of Music, Theatre, and Dance.</p> <p>Bon Odori Dance with Sakura Japanese Instrumental Group, Saturday, November 16, 2 p.m. All ages are welcome for a mini concert of festival and folk music followed by a <i>bon</i> dance. We will learn a simple series of moves and all are invited to participate either with the group or sitting down.</p>			<p>1 English Language Conversation Group 10 a.m. – Noon</p>	<p>2</p>
3	4	<p>5 Fiber Arts Club 10 a.m. – Noon</p> <p>**Movie Discussion Club, 7 p.m.</p> <p>Adult and Teen Craft Kit Release: Sashiko Sewing <i>Bloomfield Twp. residents only while supplies last</i></p>	<p>6 ***ChatGPT and AI 5:30 p.m.</p> <p>**Pages Across Nations: An International Book Club 7 p.m.</p>	7	<p>8 English Language Conversation Group 10 a.m. – Noon</p> <p>After Hours Concert: University of Michigan Chamber Music Concert 7 p.m.</p>	<p>9  Friends of the Library Second Saturday Book Sale 10 a.m. – 3 p.m. <i>(First hour Friends members only)</i></p>
<p>10 History Harvest with Bloomfield Historical Society 1 p.m.</p>	11	<p>12 **What's Your Story?: A Memoir Writing Group 1 p.m.</p> <p>Lecture: The Assassination of President John F. Kennedy 7 p.m.</p>	<p>13 *Teen Club Craft Day: Design Your Own Book Bag! 4 p.m.</p> <p>**Writers' Rendezvous 6:30 p.m.</p>	<p>14 ***Google Apps 5:30 p.m.</p> 	<p>15 English Language Conversation Group 10 a.m. – Noon</p>	<p>16  Bon Odori Dance and Concert with Sakura Japanese Instrumental Group, 2 p.m.</p>
17	<p>18 **Lunchtime Book Club 1 p.m.</p> <p>**Monday Night Book Club 7 p.m.</p>	<p>19 **Tuesday Book Club 10 a.m.</p> <p>**Classics Book Club 7 p.m.</p>	<p>20 **Mystery Book Club 1 p.m.</p> 	<p>21 **Thursday Book Club, 10 a.m.</p> <p>***Don't Get Scammed! 5:30 p.m.</p> <p>**Cutting the Cable Cord: Alternatives to Cable TV 7 p.m.</p>	<p>22 English Language Conversation Group 10 a.m. – Noon</p>	23
24	25	<p>26 **What's Your Story?: A Memoir Writing Group 1 p.m.</p> <p>***Computer and Internet Basics 5:30 p.m.</p>	<p>27 LIBRARY CLOSING AT 5:30 P.M. FOR THANKSGIVING EVE</p> <p>28 LIBRARY CLOSED FOR THANKSGIVING DAY</p>		<p>29 English Language Conversation Group 10 a.m. – Noon</p>	30

DATES FOR THE LIBRARY BOARD OF TRUSTEES

Saturday, October 12, 10:00 a.m. - 3:00 p.m. – Friends Second Saturday Sale (with the first hour, 10-11 a.m., open to Friends members only)

Tuesday, October 15, 7:00 p.m. – Library Board Meeting (all Trustees)

~~Tuesday, October 22, 7:00 p.m. – Ambassadors Group (all Trustees)~~

Friday, November 8, 7:00 p.m. – Chamber Music Concert

Saturday, November 9, 10:00 a.m. - 3:00 p.m. – Friends Second Saturday Sale (with the first hour, 10-11 a.m., open to Friends members only)

Tuesday, November 12, 2:00 p.m. – Personnel Committee Meeting (Judy Lindstrom and Joan Luksik)

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

Thursday, December 12, 9:00 a.m. – Building and Grounds Committee Meeting (all Trustees)