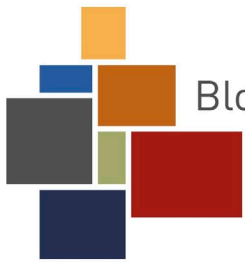Please arrive at 6:30 p.m.

For the swearing in ceremony

**Bloomfield Township Public Library**
**Board of Trustees**

Library Board Meeting
**Tuesday, December 17, 2024**
7:00 p.m.

Board Room

Trustees:
librarylboard@btpl.org

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

Director:
Tera Moon
moontera@btpl.org

All meetings are open to the public.

1099 Lone Pine Road, Bloomfield Township, MI 48302  248.642.5800

THE PLACE TO
DISCOVER

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

## List of Contents

Items included in pre-board delivery for the REGULAR BOARD MEETING SCHEDULED
Tuesday, December 17, 2024, 7:00 p.m.

AGENDA
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, December 17, 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 November 19, 2024

7. Budget
    a. Cash Disbursements
    b. Monthly Revenues & Expenditures
    c. Energy Report

8. Written Reports:
    a. President:                *Dani Gillman
    b. Director:                 *Tera Moon
    c. Committee:

                                 *Art Committee *Ad Hoc*
                                 *Bloomfield Township Liaison
                                 *Building and Grounds
                                 *Cranbrook
                                 *Development
                                 *Finance
                                 *Friends of the Library Liaison
                                 *Investment
                                 *Jeanette P. Myers Scholarship Selection
                                 *Personnel
                                 *Policy

## REGULAR AGENDA ITEMS

9. Call to the public, communications
10. Unfinished Business
11. New Business
    a. Election of Officers
    b. Bank Signatories
    c. PA 152
    d. Video Surveillance System Upgrade RFP Award
    e. Director's Evaluation
12. Discussion of items removed from the Consent Agenda
13. MOTION to approve any items removed from the Consent Agenda
14. Other
15. Next scheduled meeting: Tuesday, January 21, 2025
16. Adjournment

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**

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

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

_____

_____

_____

_____

_____

_____

_____

_____

_____

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

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

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**

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

**OPTION - NO AMENDMENT NEEDED:**

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

**OPTION - AMENDMENT TO AGENDA:**

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

> > the **REGULAR AGENDA** as follows:

> > the **CONSENT AGENDA** as follows:

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

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**

**CONSENT AGENDA ITEMS MOTION**

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

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

Bloomfield Township Public Library
Oakland County, Michigan
Tuesday, November 19, 2024, 7:00 p.m.
Library Board Room

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

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

Trustees Absent:    None

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

Guests:    Rachel Skaggs, Project Manager with MGT; Drew Heuser, Adult and Teen Services Librarian and SOC Representative

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

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

*A vote was taken for approval of the motion.*
*Ayes: Carduner, Gillman, Luksik, Lindstrom, Murray, and Spradlin*
*Nays: None*
**MOTION CARRIED**

**PRESIDENT'S VERBAL REPORT:**
President Dani Gillman congratulated her fellow trustees for their re-election to the Library Board with a cheer of "let's go team!" She thanked the community for re-electing them and putting their trust and faith in this esteemed group.

**DIRECTOR'S VERBAL REPORT:**
Director Moon repeated her congratulations. The Library has had many visitors in the last few weeks since the October board meeting. Early voting concluded Sunday, November 3, and a total of 9,108 people cast ballots, with about 1,000 voters each day. About 6,000 of those were Bloomfield Township residents. Early voting for the election in August had 700 people vote over 9 days. She commended the election workers for their hard work. Library staff really rose to the many challenges that came with this hosting responsibility. The Welcome Desk and Adult & Teen Services answered a lot of election-related questions – and the same questions

over and over. In addition, several staff had to stay 60-90 minutes after closing to accommodate the election process.

In the middle of the early voting period, on Tuesday, October 29, the Library hosted a trick-or-treat PLUS food truck rally event. Nearly 600 people visited special stations and service desks through the Youth Department and the entire Library for treats and activities. The Friends were thanked for their funding of this program.

Continuing in popular programming, nearly 200 people turned out for the season's first Chamber Music Concert featuring student musicians from the University of Michigan's School of Music, Theatre, and Dance. That same weekend the Library held its first ever History Harvest, a joint effort with the Bloomfield Historical Society that asked community members to donate documents of Bloomfield Township's past. Adult & Teen Services Department Head Laura J. Kraly spearheaded the effort and was very pleased with the results.

Facility Services Department Head Hugo Cardenas' last day at the Library was Friday, November 8. Thanks was expressed for everything he had done to help the Library run smoothly. He is wished the best in his new position as Building Superintendent for the City of Royal Oak. A posting has gone up for a new Facility Services Department Head with the goal of having someone in place in early January 2025.

Thank you to the Friends of the Library who approved the latest wish list which totaled over $40k. This grant will make many wonderful programs possible.

Upon discussion, a motion was made by Joan Luksik 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, Murray, and Spradlin*
*Nays: None*
**MOTION CARRIED**

**REGULAR AGENDA:**
**Call to the public.**
Drew Heuser, representing the SOC, provided an update on their activities.

**UNFINISHED BUSINESS:**
No unfinished business.

**NEW BUSINESS:**
**11a. Compensation and Classification Study**
Tera Moon presented the compensation and classification study conducted by MGT (known as GovHR when the Library selected them in May 2024). Katy Yee has been the lead consultant on this study. She oversaw the collection of the internal and external data, performed the analysis, had many discussions with Assistant Director Katherine Bryant and the Director, and presented the study to the Personnel Committee. Rachel Skaggs presented the study via video conference on her behalf. Rachel reviewed the study and answered any questions. The board supported the

study and recommendations made.

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

- Trustee Shane Spradlin removed 7A and inquired about payments to Frank Rewold & Sons for the roof repair and asked for updates.
- Trustee Shane Spradlin removed 7A and inquired about the payment to Elm USA for the Library's disc repair machine. The machine can extend the life of discs through buffing and cleaning.
- Trustee Shane Spradlin removed 7A and inquired about payments to Farmington Library. Farmington Library is the fiduciary for Metro Net, which is the affiliation of libraries, and many purchases are made through this group.
- Trustee Shane Spradlin removed 7A and inquired about Amazon capital services, which is Amazon.com.
- Trustee Shane Spradlin removed 7B and commented that he reviewed the budget line items and thought the library budget is in great shape.

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

*A vote was taken for approval of the motion.*
*Ayes: Carduner, Gillman, Lindstrom, Luksik, Murray, and Spradlin*
*Nays: None*

## OTHER:

Shane Spradlin asked about advanced checks versus regular checks. Advanced checks are for bills that must be paid before the board meeting.

Shane Spradlin commented on the number of firms that bid on the latest RFP, which has been improved by posting them on BidNet.

Joan Luksik inquired about the cedar fascia. A budget was made with a spending limit for the most necessary repairs, which Duross prioritized. Further improvements will be put on hold.

The next board meeting will be on Tuesday, December 17. The swearing in of trustees will take place before the meeting at 6:30 p.m. Officers will be elected, PA 152 will be reviewed, and the video camera RFP will be awarded.

At 7:51 p.m. President Gillman adjourned the meeting.

Submitted by:

*Joan Luksik*

Joan Luksik, Board Secretary

**Bloomfield Township Public Library**

**Cash Disbursements Comments**

**November 2024**

**New Vendors:**

- Christine M. Gieleghem
- Michael Hodges
- Lisa Steinkopf
- Stacy Zousmer

**General Fund – Advance Checks:**
- Check #24457 made payable to Consumers Energy in the amount of $5,149.64 was payment for natural gas service for the period 10/03-10/30.

- Check #24465 made payable to Christine M. Gieleghem in the amount of $55.00 was a refund for a returned billed item.

- Check #24466 made payable to DTE Energy in the amount of $20,336.42 was payment for electricity services for the period 10/9-11/7.

- Check #24473 made payable to Amy Niezur in the amount of $34.84 was reimbursement for mileage.

- Check #24475 made payable to Stacy Zousmer in the amount of $30.00 was a refund for a returned billed item.

- Check #24479 made payable to Augies Building Services in the amount of $12,744.95 was payment for monthly cleaning services for November.

- Check #24480 made payable to Elizabeth May in the amount of $137.53 was reimbursement for purchase of program supplies.

**General Fund – Regular Checks:**
- Check #24482 made payable to Augies Building Services in the amount of $14,498.95 was payment for monthly cleaning services for December and carpet cleaning.

- Check #24485 made payable to Bloomfield Township in the amount of $358,933.05 was payment for monthly water and sewer service ($1,046.78) and two payrolls including FICA, health insurance, etc. ($357,886.27).

- Check #24494 made payable to Great Oaks Maintenance in the amount of $11,205.00 was payment for tree relocation ($5,075.00), turf repairs ($390.00), and snow removal services ($5,740.00).

- Check #24496 made payable to SQBox Solutions Ltd. in the amount of $10,420.00 was payment for the employee intranet.

- Check #24497 made payable to LJ Rolls Refrigeration Co., Inc in the amount of $11,849.28 was payment for HVAC supplies ($4,412.48) and repairs and maintenance on the HVAC system ($7,436.80).

- Check #24500 made payable to Mikero Moh in the amount of $500.00 was payment for production of the Library's message-on-hold.

- Check #24508 made payable to Total Energy Systems, Inc. in the amount of $5,439.15 was payment for repairs and preventive maintenance on the generator.

**Gift Fund - Advance Checks:**
- Check #5621 made payable to Michael Hodges in the amount of $200.00 was payment for a program performer.


**Gift Fund - Regular Checks:**
- Check #5630 made payable to Scott Nelson in the amount of $150.00 was payment for piano tuning services.

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

| Check # | Date | Payee | Cash Account | Amount |
|---|---|---|---|---|

## General Fund

**ADVANCE CHECKS:**

| Check # | Date | Payee | Cash Account | Amount |
|---|---|---|---|---|
| 24456 | 11/14/24 | APPLIED INNOVATION | 016.01 | 3,476.68 |
| 24457 | 11/14/24 | CONSUMERS ENERGY | 016.01 | 5,149.64 |
| 24458 | 11/14/24 | JPs PIANO MOVING | 016.01 | 600.00 |
| 24459 | 11/14/24 | LAKESHORE LEARNING MATERIALS | 016.01 | 64.38 |
| 24460 | 11/14/24 | Mobility City of Southfield | 016.01 | 450.00 |
| 24461 | 11/14/24 | PTS Communications | 016.01 | 85.80 |
| 24462 | 11/20/24 | AMAZON CAPITAL SERVICES | 016.01 | 4,543.84 |
| 24464 | 11/20/24 | AT&T | 016.01 | 381.74 |
| 24465 | 11/20/24 | Christine M. Gieleghem | 016.01 | 55.00 |
| 24466 | 11/20/24 | DTE ENERGY | 016.01 | 20,336.42 |
| 24467 | 11/20/24 | VIGILANTE SECURITY | 016.01 | 1,950.00 |
| 24468 | 11/20/24 | AT&T | 016.01 | 360.64 |
| 24469 | 11/26/24 | AT&T | 016.01 | 179.35 |
| 24470 | 11/26/24 | Avalon Technologies, Inc. | 016.01 | 4,950.00 |
| 24471 | 11/26/24 | XFINITY | 016.01 | 75.50 |
| 24472 | 11/26/24 | FNBO | 016.01 | 6,802.34 |
| 24473 | 11/26/24 | Amy Niezur | 016.01 | 34.84 |
| 24474 | 11/26/24 | PRINCIPAL LIFE INSURANCE COMPANY | 016.01 | 954.94 |
| 24475 | 11/26/24 | Stacy Zousmer | 016.01 | 30.00 |
| 24476 | 11/26/24 | T MOBILE | 016.01 | 60.20 |
| 24477 | 11/26/24 | TERMINIX PROCESSING CTR. | 016.01 | 183.00 |
| 24478 | 12/4/24 | AMAZON CAPITAL SERVICES | 016.01 | 2,062.19 |
| 24479 | 12/4/24 | AUGIES BUILDING SERVICES | 016.01 | 12,744.95 |
| 24480 | 12/4/24 | Elizabeth May | 016.01 | 137.53 |
| Total | | | | 65668.98 |

**REGULAR CHECKS:**

| Check # | Date | Payee | Cash Account | Amount |
|---|---|---|---|---|
| 24481 | 12/9/24 | ASSA ABLOY ENTRANCE SOLUTIONS | 016.01 | 845.00 |
| 24482 | 12/9/24 | AUGIES BUILDING SERVICES | 016.01 | 14,498.95 |
| 24483 | 12/9/24 | AUNALYTICS, INC. | 016.01 | 74.40 |
| 24484 | 12/9/24 | BAKER & TAYLOR, INC. | 016.01 | 6,887.12 |
| 24485 | 12/9/24 | BLOOMFIELD TOWNSHIP | 016.01 | 358,933.05 |
| 24486 | 12/9/24 | BUTZEL LONG | 016.01 | 331.50 |
| 24487 | 12/9/24 | CENGAGE LEARNING/GALE | 016.01 | 1,373.96 |
| 24488 | 12/9/24 | CENTRAL BUSINESS SYSTEMS, INC. | 016.01 | 662.65 |
| 24489 | 12/9/24 | Christopher Kimball's | 016.01 | 44.95 |
| 24490 | 12/9/24 | DEMCO, INC. | 016.01 | 271.46 |
| 24491 | 12/9/24 | ENVISIONWARE, INC. | 016.01 | 675.00 |
| 24492 | 12/9/24 | FOSTER SWIFT | 016.01 | 49.00 |
| 24493 | 12/9/24 | GOLDNER WALSH NURSERY, INC. | 016.01 | 4,836.98 |
| 24494 | 12/9/24 | GREAT OAKS MAINTENANCE | 016.01 | 11,205.00 |
| 24495 | 12/9/24 | INFORMATION TODAY, INC. | 016.01 | 493.03 |
| 24496 | 12/9/24 | SQBox Solutions Ltd. | 016.01 | 10,420.00 |
| 24497 | 12/9/24 | LJ ROLLS REFRIGERATION CO., INC | 016.01 | 11,849.28 |
| 24498 | 12/9/24 | MICROMARKETING LLC | 016.01 | 762.31 |
| 24499 | 12/9/24 | MIDWEST TAPE | 016.01 | 50,518.29 |
| 24500 | 12/9/24 | MIKERO MOH | 016.01 | 500.00 |
| 24501 | 12/9/24 | NETWORK SERVICES COMPANY | 016.01 | 1,565.34 |
| 24502 | 12/9/24 | OVERDRIVE | 016.01 | 7,335.06 |
| 24503 | 12/9/24 | OXFORD UNIVERSITY PRESS USA | 016.01 | 1,706.90 |
| 24504 | 12/9/24 | PRIORITY WASTE, LLC | 016.01 | 401.32 |
| 24505 | 12/9/24 | SHOWCASES | 016.01 | 151.20 |
| 24506 | 12/9/24 | TEL SYSTEMS | 016.01 | 40.00 |
| 24507 | 12/9/24 | THOMSON REUTERS- WEST | 016.01 | 169.76 |
| 24508 | 12/9/24 | TOTAL ENERGY SYSTEMS, INC. | 016.01 | 5,439.15 |
| 24509 | 12/9/24 | WEISS RATINGS INC | 016.01 | 514.05 |
| 24510 | 12/9/24 | WORLD BOOK, INC. | 016.01 | 1,259.00 |
| 24511 | 12/9/24 | WT COX INFORMATION SERVICES | 016.01 | 61.00 |
| Total | | | | 493874.71 |

| Check # | Date | Payee | Cash Account | Amount |
|---|---|---|---|---|

## Gift Fund

**ADVANCE CHECKS:**

| Check # | Date | Payee | Cash Account | Amount |
|---|---|---|---|---|
| 5619 | 11/14/24 | MOSAIC YOUTH THEATRE OF DETROIT | 012.03 | 750.00 |
| 5620 | 11/20/24 | AMAZON.COM | 012.03 | 289.96 |
| 5621 | 11/20/24 | Michael Hodges | 012.03 | 200.00 |
| 5622 | 11/26/24 | FNBO | 012.03 | 563.59 |
| 5623 | 11/26/24 | MOSAIC YOUTH THEATRE OF DETROIT | 012.03 | 750.00 |
| 5624 | 12/4/24 | AMAZON.COM | 012.03 | 756.20 |
| Total | | | | 3309.75 |

**REGULAR CHECKS:**

| Check # | Date | Payee | Cash Account | Amount |
|---|---|---|---|---|
| 5625 | 12/9/24 | BAKER & TAYLOR | 012.03 | 151.14 |
| 5626 | 12/9/24 | DETROIT HISTORICAL SOCIETY | 012.03 | 1000.00 |
| 5629 | 12/9/24 | MIDWEST TAPE | 012.03 | 22.48 |
| 5630 | 12/9/24 | SCOTT NELSON | 012.03 | 150.00 |
| Total | | | | 1323.62 |

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

**PRESENTED: DECEMBER 17, 2024**      **FOR THE MONTH OF: NOVEMBER, 2024**

Eight Months 66.66%

| ACCOUNT NAME | 2024-2025 ADOPTED BUDGET AS OF MARCH 19, 2024 | 2024-2025 AMENDED BUDGET AS OF AUGUST 20, 2024 | REVENUE/EXPENSE CURRENT MONTH | REVENUE/ EXPENSE YTD | % OF BUDGET YTD | VARIANCE | |
|---|---|---|---|---|---|---|---|
| **_Revenues_** | | | | | | | |
| **Taxes** | **$8,922,094** | **$9,381,644** | **$0** | **($9,088)** | **-0.10%** | **($9,390,732)** | *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** | **$1,331** | **$9,520** | **112.00%** | **$1,020** | |
| **Charges for Services** | **$10,651** | **$10,651** | **$982** | **$7,465** | **70.09%** | **($3,186)** | |
| Photocopy Fees | $651 | $651 | $2 | $535 | 82.22% | ($116) | |
| Room Rental Fees | $10,000 | $10,000 | $980 | $6,930 | 69.30% | ($3,070) | |
| **Investment earnings** | **$610,000** | **$610,000** | **$43,484** | **$501,593** | **82.23%** | **($108,407)** | |
| Interest/Dividends | $610,000 | $610,000 | $34,292 | $349,296 | 57.26% | ($260,704) | |
| Change in Asset Value | $0 | $0 | $9,192 | $152,297 | 0.00% | $152,297 | |
| **Miscellaneous** | **$13,451** | **$13,451** | **$402** | **$14,325** | **106.50%** | **$874** | |
| Miscellaneous Revenue | $3,370 | $3,370 | $0 | $0 | 0.00% | ($3,370) | |
| Library Shop | $4,081 | $4,081 | $402 | $2,934 | 71.88% | ($1,148) | |
| Café | $6,000 | $6,000 | $0 | $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 | $0 | $9,809 | 0.00% | ($10,191) | |
| **Total Revenues** | **$9,677,191** | **10,156,741** | **$46,198** | **$629,766** | **6.20%** | **($9,526,975)** | *taxes collected Dec-Mar |
| **_Expenditures_** | | | | | | | |
| **Personnel** | **$5,205,396** | **$5,205,396** | **$356,841** | **$3,221,852** | **61.89%** | **($1,983,544)** | |
| Salaries & Wages | $3,359,218 | $3,359,218 | $248,194 | $2,454,254 | 73.06% | ($904,964) | |
| Social Security | $256,598 | $256,598 | $17,811 | $117,322 | 45.72% | ($139,276) | |
| Employee Insurances | $985,955 | $985,955 | $85,839 | $360,671 | 36.58% | ($625,284) | |
| Retirement | $603,625 | $603,625 | $4,997 | $281,005 | 46.55% | ($322,620) | |
| Retiree Health Care - OPEB | $0 | $0 | $0 | $8,600 | 0.00% | $8,600 | |
| **Library Services** | **$842,132** | **$842,132** | **$79,332** | **$550,692** | **65.39%** | **($291,440)** | |
| Electronic Serv.-Databases | $220,408 | $220,408 | $48,981 | $183,285 | 83.16% | ($37,123) | |
| Electronic Services-Skyriver | $27,000 | $27,000 | $0 | $24,615 | 91.17% | ($2,385) | |
| Books | $323,908 | $323,908 | $16,865 | $191,934 | 59.26% | ($131,974) | |
| Processing & Supplies | $24,000 | $24,000 | $289 | $9,669 | 40.29% | ($14,331) | |
| Periodicals/Docs/Ref. Serv. | $69,650 | $69,650 | $374 | $41,600 | 59.73% | ($28,050) | |
| Music | $8,500 | $8,500 | $664 | $3,482 | 40.96% | ($5,018) | |
| Audiobooks | $77,623 | $77,623 | $4,299 | $50,986 | 65.68% | ($26,637) | |
| DVD's | $41,000 | $41,000 | $2,604 | $19,863 | 48.45% | ($21,137) | |
| Accessibility Support Collection | $10,043 | $10,043 | $46 | $1,517 | 15.10% | ($8,526) | |
| Programming | $40,000 | $40,000 | $5,211 | $23,742 | 59.35% | ($16,258) | |
| **Facilities & Equipment** | **$1,206,967** | **$1,214,792** | **$101,807** | **$864,451** | **71.16%** | **($350,341)** | *large annual payment for computer maintenance; will put throttle on building spending |
| Repairs/Maint. Supplies | $65,000 | $65,000 | $8,295 | $53,287 | 81.98% | ($11,713) | |
| Telephone | $17,450 | $17,450 | $1,068 | $7,841 | 44.94% | ($9,609) | |
| Building Insurance | $58,017 | $65,842 | $0 | $65,842 | 100.00% | $0 | |
| Public Utilities | $384,000 | $384,000 | $26,533 | $243,446 | 63.40% | ($140,554) | |
| Building Maintenance | $291,106 | $291,106 | $44,499 | $230,337 | 79.12% | ($60,769) | |
| Equipment Maintenance | $24,210 | $24,210 | $4,179 | $12,767 | 52.74% | ($11,443) | |
| Grounds Maintenance | $96,675 | $96,675 | $16,042 | $54,126 | 55.99% | ($42,549) | |
| Computer System Maint. | $254,508 | $254,508 | $1,191 | $188,366 | 74.01% | ($66,142) | |
| Equipment | $16,000 | $16,000 | $0 | $8,439 | 52.74% | ($7,561) | |
| **Other Operating Expenditures** | **$2,383,895** | **$2,352,395** | **$21,400** | **$584,211** | **24.83%** | **($1,768,184)** | |
| Office/Computer Supplies | $32,480 | $32,480 | $1,714 | $12,409 | 38.21% | ($20,071) | |
| Postage | $25,090 | $25,090 | $0 | $19,795 | 78.90% | ($5,295) | |
| Professional Services | $128,156 | $128,156 | $2,881 | $98,312 | 76.71% | ($29,844) | |
| Projects | $2,114,165 | $2,082,665 | $15,871 | $411,821 | 19.77% | ($1,670,844) | |
| Staff Development/Travel | $37,650 | $37,650 | $415 | $14,243 | 37.83% | ($23,407) | |
| Printing & Publishing | $25,050 | $25,050 | $0 | $13,034 | 52.03% | ($12,016) | |
| Dues & Membership | $14,224 | $14,224 | $265 | $10,558 | 74.23% | ($3,666) | |
| Bank Expenses | $4,720 | $4,720 | $255 | $3,123 | 66.17% | ($1,597) | |
| Library Shop Expenses | $2,000 | $2,000 | $0 | $915 | 45.75% | ($1,085) | |
| Café Expenses | $360 | $360 | $0 | $0 | 0.00% | ($360) | |
| **Total Expenditures** | **$9,638,390** | **$9,614,715** | **$559,381** | **$5,221,205** | **54.30%** | **($4,393,510)** | |
| Fund Balance - Beginning | $13,833,927 | $13,833,927 | | $13,833,927 | | | |
| Net revenue (expenditure) | $38,801 | $542,026 | | ($4,591,439) | | | |
| Fund Balance - Ending | $13,872,728 | $14,375,953 | | $9,242,488 | | | |

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

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

**Fund Balance Designations**

| | | |
|---|---|---|
| Nonspendable-Prepaid Expense | $18,791 | $18,791 |
| Committed Fund Balance (is 8-months of operational expenditures amount) | $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 | $9,235,795 |
| Unassigned Fund Balance (is the unplanned emergency amount) | $100,000 | $100,000 |

**Bloomfield Township Public Library**

# FY 2024-2025 Gift Fund Budget

**PRESENTED: DECEMBER 17, 2024    FOR THE MONTH OF: NOVEMBER, 2024**

Eight Months 66.66%

| ACCOUNT<br>NAME | 2024-2025<br>ADOPTED<br>BUDGET<br>AS OF<br>MAR 19, 2024 | 2024-2025<br>AMENDED<br>BUDGET<br>AS OF<br>DEC 17, 2024 | REVENUE/<br>EXPENSE<br>CURRENT<br>MONTH | REVENUE/<br>EXPENSE<br>YTD | % OF<br>BUDGET<br>YTD | VARIANCE |
|---|---|---|---|---|---|---|
| ***Revenues*** | | | | | | |
| **Gift Income** | **$500** | **$105,458** | **$40,639** | **$104,958** | **99.53%** | **($500)** |
|    Gift Revenue | $0 | $6,381 | $301 | $6,381 | 100.00% | $0 |
|    Friends of the Library | $0 | $95,011 | $40,338 | $95,011 | 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** | **$18** | **$208** | **104.10%** | **$8** |
| **Miscellaneous Revenue** | **$0** | **$134** | **$0** | **$134** | **0.00%** | **$0** |
| | | | | | | |
| **Total Revenues** | **$700** | **$105,791** | **$40,657** | **$105,299** | **99.54%** | **($492)** |
| ***Expenditures*** | | | | | | |
| **Library Services** | **$75,589** | **$151,094** | **$4,414** | **$0** | **0.00%** | **($151,094)** |
| **Facilities & Equipment** | **$34,382** | **$38,331** | **$0** | **$0** | **0.00%** | **($38,331)** |
| **Other Operating Expenditures** | **$52,224** | **$77,861** | **$224** | **$0** | **0.00%** | **($77,861)** |
| **Total Expenditures** | **$162,195** | **$267,286** | **$4,638** | **$0** | **0.00%** | **($267,286)** |
| Fund Balance - Beginning | $161,695 | $161,695 | | $161,695 | | |
| Net revenue (expenditures) | ($161,495) | ($161,495) | | $105,299 | | |
| | | | | | | |
| Fund Balance - Ending | $200 | $200 | | $266,994 | | |

# Bloomfield Township Public Library
## Asset Allocation Summary
## NOVEMBER 2024

| Fund | Type | Annual Yield | Date | Amount on Hand |
|------|------|-------------:|------|---------------:|
| **General Fund** | | | | |
| | 5th 3rd Checking (Ecommerce) | 0.00% | 11/30/2024 | $156,638.62 |
| | Flagstar Public Funds Savings | 3.55% | 11/30/2024 | $218,659.04 |
| | Flagstar Premier Public Entities Checking | 0.45% | 11/30/2024 | $756,052.00 |
| | RBC Capital Cash/Money Market | 0.85% | 11/30/2024 | $18,636.92 |
| | RBC Capital - Investments | 4.73% | 11/30/2024 | $11,728,366.19 |
| | **Total General Fund** | | | **$12,878,352.77** |

**Please see General Fund budget for notes on how this amount is earmarked**

| Fund | Type | Annual Yield | Date | Amount on Hand |
|------|------|-------------:|------|---------------:|
| **Gift Fund** | Huntington Public Fund Business Interest Checking | 0.26% | 11/30/2024 | $105,177.46 |
| | Huntington CD (Charnov gift) - matures 02/04/2025 | 4.30% | 11/30/2024 | $50,000.00 |
| | Fifth Third Bank Business Standard Checking | 0.00% | 11/30/2024 | $17,529.51 |
| | **Total Gift Fund** | | | **$172,706.97** |

**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.

*Updated 6/2024*

| Fund | Date | Amount on Hand |
|------|------|---------------:|
| 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** | | **$182,545.00** |

# 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 KWH | 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 |
| 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 | $23,245.65 | $610.73 | 227,045 | $0.10 | 305.17 | 2.25 | $31.24 | $0.23 |
| NOV | $22,324.34 | $20,336.42 | ($1,987.92) | 208,432 | $0.10 | 289.49 | 2.06 | $28.25 | $0.20 |
| 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 | $190,102.03 | ($86,396.98) | | | | | | |



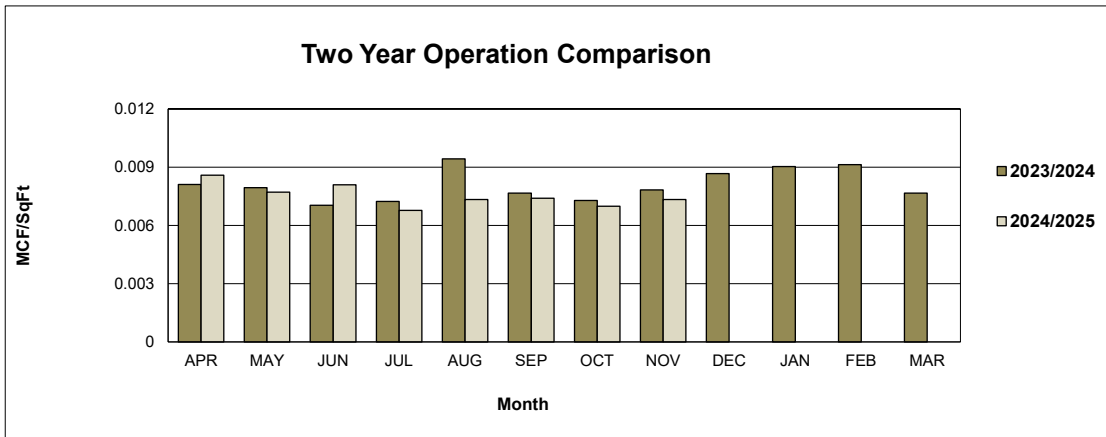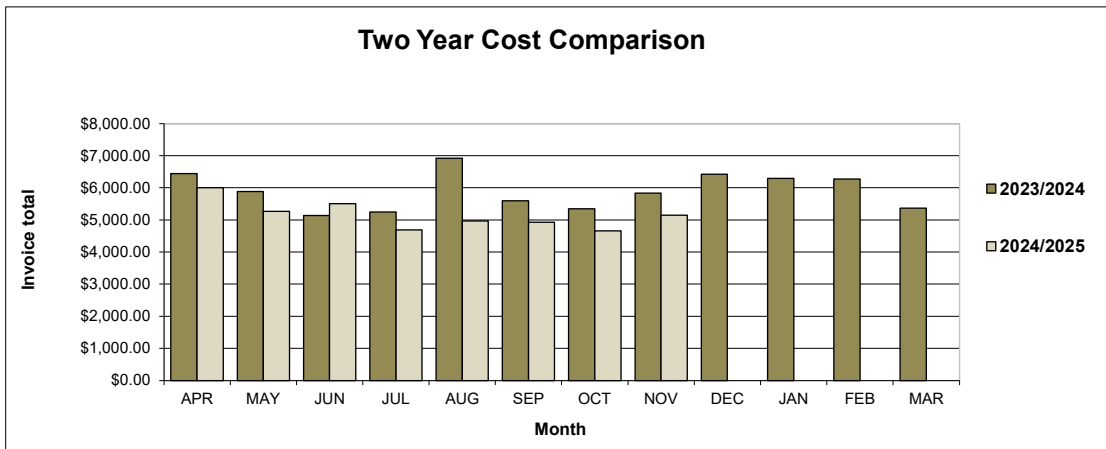Two Year Cost Comparison



Two Year Operation Comparison
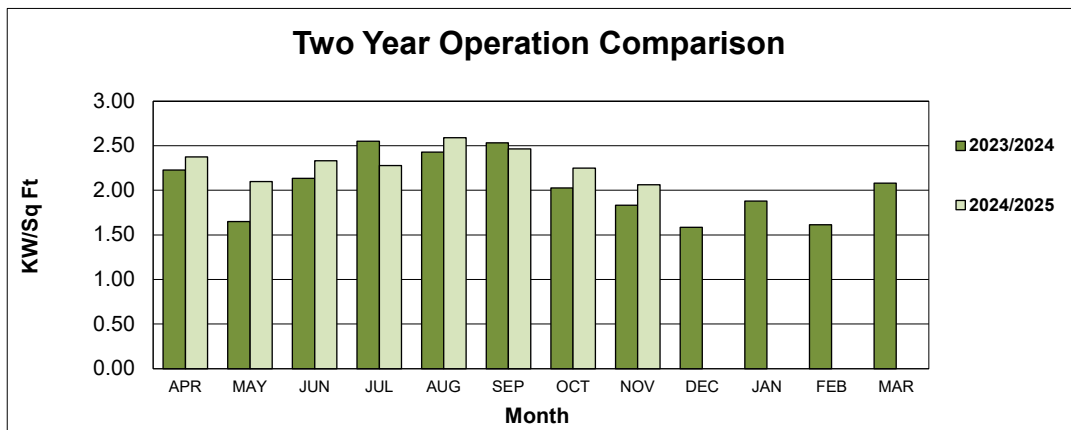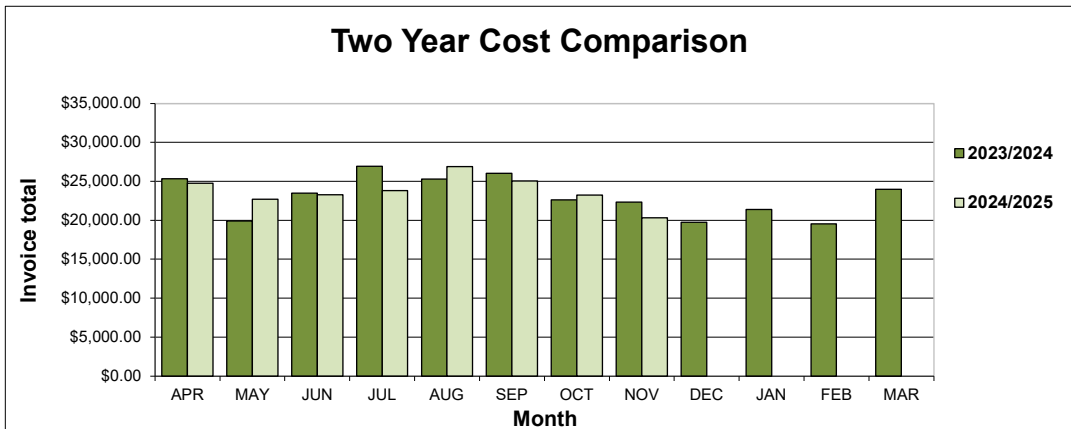
# Bloomfield Township Public Library
# Natural Gas Analysis

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 | $4,656.53 | ($687.93) | 705.8 | $6.60 | 744 | 0.95 | 0.007 | 6.26 | 0.045 |
| NOV | $5,835.59 | $5,149.64 | ($685.95) | 740.0 | $6.96 | 720 | 1.03 | 0.007 | 7.15 | 0.050 |
| DEC | $6,426.13 | | ($6,426.13) | | #DIV/0! | 744 | 0.00 | 0.000 | 0.00 | 0.000 |
| JAN | $6,294.19 | | ($6,294.19) | | #DIV/0! | 744 | 0.00 | 0.000 | 0.00 | 0.000 |
| FEB | $6,269.54 | | ($6,269.54) | | #DIV/0! | 696 | 0.00 | 0.000 | 0.00 | 0.000 |
| MAR | $5,362.08 | | ($5,362.08) | | #DIV/0! | 744 | 0.00 | 0.000 | 0.00 | 0.000 |
| | | | YTD Difference | | | | | | | |
| TOTAL | $70,749.57 | $41,152.52 | ($29,597.05) | | | | | | | |



Two Year Cost Comparison



Two Year Operation Comparison

12/11/2024

# 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 | $3,547.90 | $2,439.00 | 61 | 251 | 190 |
| NOV | $905.74 | $1,046.78 | $141.04 | 39 | 45 | 6 |
| 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 | $20,182.15 | ($11,006.09) | 2,150 | 1,343 | (807) |



Two-Year Cost Comparison



Two-Year Usage Comparison
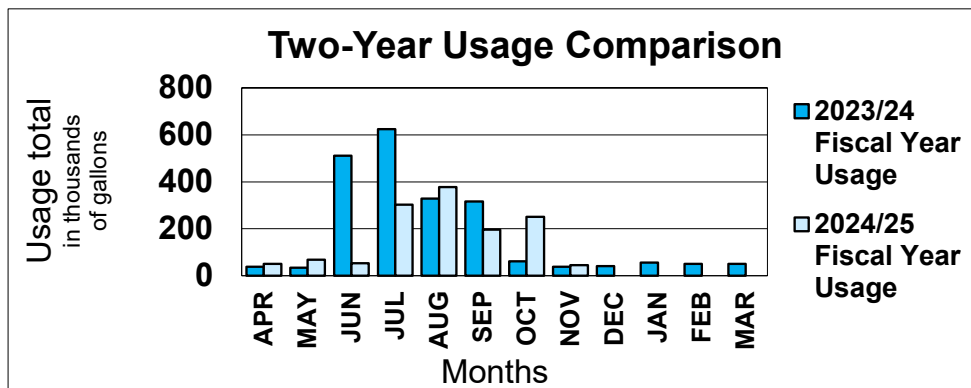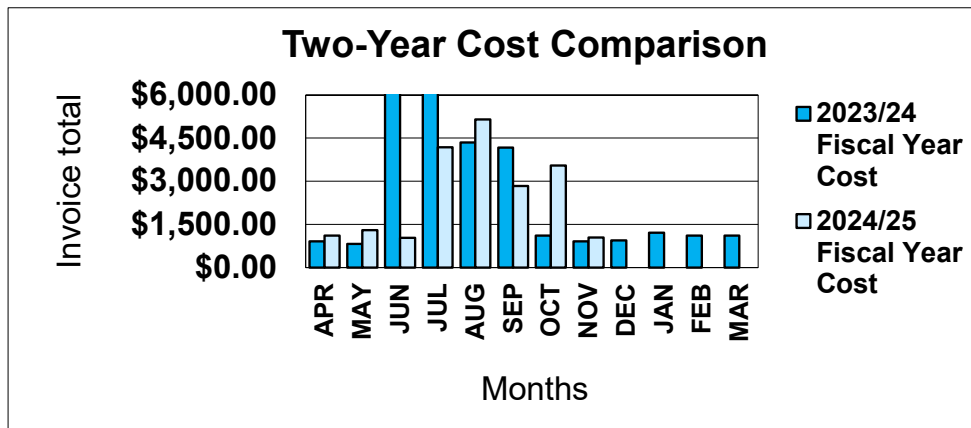
**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**

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

**December 2024**

The Library is planning another **Photo Contest – the 9th annual!** The 2025 Photo Contest will run January 6-March 9, 2025. The theme, as revealed at the end of last year's contest, is "nature in the modern world." The awards reception is scheduled for Saturday, April 5, 2025. I hope you can all attend as it is a lovely time to interact with and appreciate our talented community.

BCTV produced a **video of the 60th anniversary celebration**, "Applause, Applause." They did a wonderful job documenting the colorful fun of the day, as well as capturing patrons' reflections on what the Library means to them. If you haven't seen it, check it out on BCTV's YouTube channel: https://www.youtube.com/watch?v=MwgYJKg1vGw

**On December 5 and 6 I attended a conference for library directors**. Arranged by the Michigan Library Association, the conference is called Think Space. The theme of the conference is Modern Leadership, and it included a lot of self-reflection and conversations around how our own values and personalities translate into being good leaders and the evolving demands on leaders in today's climate. The conference will continue with a virtual meeting in February and another in-person session over two days in May. I enjoyed the first part of the conference and am grateful for the opportunity to attend.

This has been a season of **requests for proposals (RFP).** In addition to the current decision on a new video surveillance system, the deadline just passed for library space planning and design services, and there is an open RFP for grounds maintenance and snow removal. Recommendations on each will be coming to you in January and February respectively.

Just a reminder that the **Library is closed** on Tuesday, December 24 and Wednesday, December 25 in observance of Christmas Eve and Christmas Day, and closes at 5:30pm on Tuesday, December 31 and is closed all day on Wednesday, January 1, 2025 in observance of the New Year holidays. I'm wishing you and your loved ones light and warmth during this dark and cold time of the year.

*Respectfully Submitted,*


*Tera Moon*
*Library Director*

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

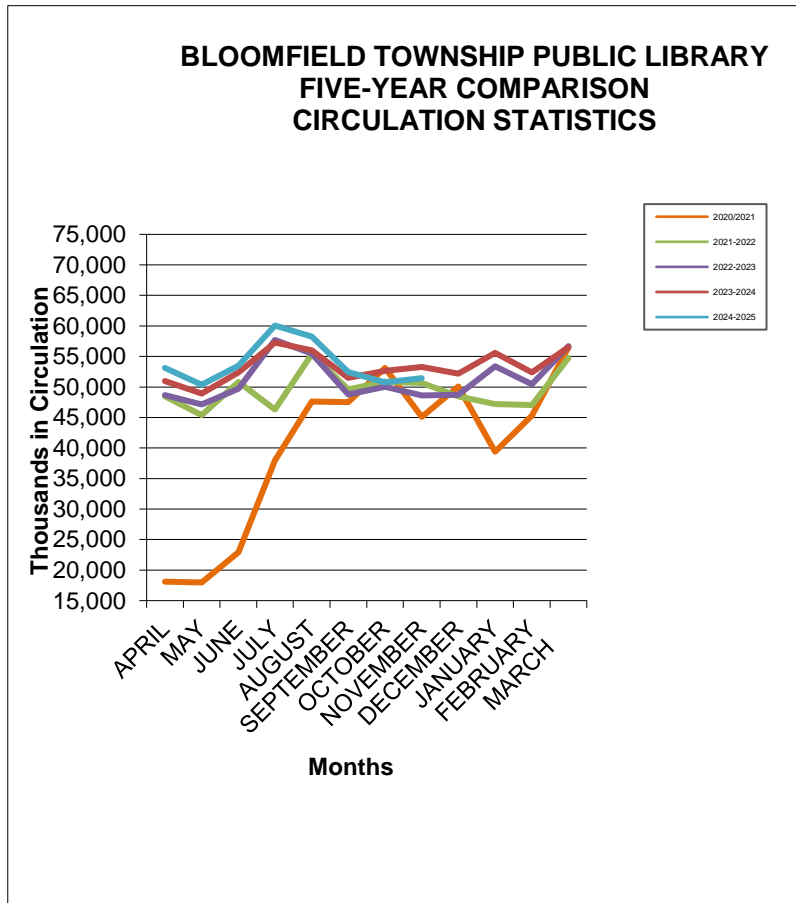| | 2023 | | 2024 | |
|---|---|---|---|---|
| **COLLECTION** | | | | |
| Book Collection: | 232,462 | | 229,009 | |
| Media Collection: | 50,403 | | 49,736 | |
| Total e-books: | 18,894 | | 19,076 | |
|   Overdrive: | 15,705 | | 16,010 | |
| Total downloadable audiobooks: | 9,283 | | 9,756 | |
| Materials Total: | 311,042 | | 307,577 | |
| | | | | |
| **CIRCULATION** | | | | |
| Circulation Total: | 53,264 | | 51,426 | |
| Bloomfield Township Circulation: | 48,858 | | 47,003 | |
| Virtual Circulation Total: | 14,331 | | 14,704 | |
| Circulation of Youth Materials: | 18,534 | | 12,980 | |
| Circulation of Media: | 6,798 | | 6,039 | |
| Circulation of Cranbrook passes: | 130 | | 127 | |
| Self-Checkout machine use: | 12,687 | 23.8% | 11,872 | 23.1% |
| Library By Mail: | 77 | 49 patrons | 26 | 46 patrons |
| Mobile App | 72 | | 130 | |
| | | | | |
| **Building & Equipment Usage** | | | | |
| Door Count: | 18,660 | * | 19,858 | ** |
| Gate Count: | 20,312 | | 21,186 | |
| Meeting rooms by public: | 39 | | 53 | |
| Meeting rooms by staff: | 83 | | 57 | |
| | | | | |
| **Virtual Use** | | | | |
| Home page hits: | 33,762 | | 22,350 | |
| e-book access: | 4,452 | | 4,314 | |
| Audiobook access: (Overdrive) | 3,026 | | 3,549 | |
| Magazine download access: | 3,314 | | 2,689 | |
| Hoopla access: | 3,539 | | 4,152 | |
| BTPL Mobile New Devices | 186 | | 61 | |
| BTPL Mobile Launches | 1,331 | | 3,283 | |
| | | | | |
| **Library Computer Use** | | | | |
|   Resident Use | 366 | | 416 | |
|   Guest Use | 290 | | 220 | |
| | | | | |
| *   Library closed at 5:30 pm on Thanksgiving Eve and all day Thanksgiving Day. | | | | |
| ** Library closed at 5:30 pm on Thanksgiving Eve and all day Thanksgiving Day. | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

# BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
## MONTHLY ACTIVITY REPORT
## NOVEMBER 2024

| | **2023** | | **2024** | |
|---|---|---|---|---|
| **OUTREACH & PROGRAMS** | | | | |
| *New Patrons and Accounts* | | | | |
| Township: | 189 | | 205 | |
| Cranbrook: | 5 | | 14 | |
| Total new patrons: | 249 | | 277 | |
| | | | | |
| *Adult Program Attendance* | | | | |
| Staff-led: | 10 events | 98 attended | 14 events | 142 attended |
| Speaker-led: | 2 events | 94 attended | 2 events | 117 attended |
| Book clubs: | 6 events | 55 attended | 4 events | 45 attended |
| Tours/visits on-site: | 0 events | 0 attended | 0 events | 0 attended |
| Tours/visits off-site: | 3 events | 82 attended | 4 events | 146 attended |
| Chamber Music Concert: | 0 events | 0 attended | 1 events | 180 attended |
| Bloomfield Historical Society: | 0 events | 0 attended | 0 events | 0 attended |
| | | | | |
| | | | | |
| *IT Program Attendance* | | | | |
| Staff-led: | 4 events | 28 attended | 4 events | 21 attended |
| | | | | |
| *Teen Program Attendence* | | | | |
| Staff-led: | 0 event | 0 attended | 1 event | 6 attended |
| | | | | |
| *Youth Program Attendance* | | | | |
| Staff-led: | 38 events | 730 attended | 35 events | 1107 attended |
| Speaker-led: | 2 events | 56 attended | 1 events | 29 attended |
| Tours/visits on-site: | 0 events | 0 attended | 0 events | 0 attended |
| Tours/visits off-site: | 7 events | 256 attended | 12 events | 131 attended |
| TOTAL: | 72 events | 1,399 attended | 78 events | 1924 attended |
| | | | | |
| *Volunteers (total for the month)* | 10 people | 79.25 hours | 10 people | 73 hours |
| Shop volunteers | 7 people | 62.25 hours | 7 people | 53 hours |
| Court appointed volunteers | 0 people | 0 hours | 1 person | 15 hours |
| Student volunteers | 2 people | 4.5 hours | 1 people | 2 hours |
| Department volunteers | 1 person | 12.5 hours | 1 person | 3 hours |
| | | | | |
| *Patron Remarks* | | | | |
| Patron comments: | 11 | | 9 | |
| Ask BTPL: | 8 | | 6 | |
| | | | | |
| | | | | |
| **DISPLAYS** | | | | |
| Lobby | *Michigan Treasure Hunters* | | | |
| Local History | *Gratitude Tree/Thankfulness* | | | |
| | | | | |
| | | | | |

# BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
## FIVE YEAR CIRCULATION

|  | 2020/2021 | 2021-2022 | 2022-2023 | 2023-2024 | 2024-2025 |
|---|---|---|---|---|---|
| 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 | 50,768 |
| NOVEMBER | 45,117 | 50,656 | 48,595 | 53,264 | 51,426 |
| 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 | 429,962 |



BLOOMFIELD TOWNSHIP PUBLIC LIBRARY FIVE-YEAR COMPARISON CIRCULATION STATISTICS

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

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

The meeting of the Bloomfield Township Public Library Board of Trustees Personnel Committee was held in the Library on Tuesday, December 10, 2024, at 10:00 a.m.

**Trustees Present:**  Joan Luksik and Judy Lindstrom (via Zoom)

**Administration:**  Library Director Tera Moon; Assistant Library Director Katherine Bryant

**PA 152**
Each December the Library Board must decide which of the available options for funding health care costs the Library will follow for the coming fiscal year. After discussion, the Personnel Committee supports the Director's recommendation to choose the 80/20 option for the 2025 calendar year in order to give staff the least financial burden. This decision will be on the agenda for the regular monthly Library Board of Trustees meeting on December 17, 2024.

**Minimum Wage and Sick Time Update**
On January 1, 2025, the minimum wage will increase from $10.33/hour to $10.56/hour. It will increase again on February 21, 2025, to $12.48/hour. The Library Pages' wages will need to increase to comply with this law. The compensation and classification study recommends increasing the starting Page rate to $12.83. Tera and Finance Coordinator Monica Gower plan to increase Page wages to $12.83 effective January 1, 2025.

Employers are also required to provide sick time to all employees starting February 21, 2025. Tera and Monica plan to implement this by granting eligible employees who do not currently receive sick leave a lump sum equivalent to 4 hours per month.

**Compensation and Classification Study Update and Next Steps**
Tera and Monica, with support from MGT consultant Katy Yee, are developing plans to implement recommendations from this study. These plans will be shared with staff at the annual All-Staff Meeting in January 2025. Katy will deliver a presentation similar to the one given to the Board, and Tera will discuss the implementation in more detail. Judy suggested sharing the report with staff beforehand to allow time for questions, and Joan noted how valuable the presentation was.

**<u>Director's Evaluation</u>**
The director's evaluation process was reviewed as follows: The Director begins by submitting a brief report summarizing the year's achievements, along with the evaluation form, to the Trustees by the end of 2024. The Personnel Committee will then gather feedback from the Trustees for the Director. A memo with the timeline and evaluation form will be provided in the December board packet.

Judy and Joan agreed that if the Personnel Committee members change at the December meeting, they will hand off the forms and instructions to ensure the evaluation remains on schedule. Judy also suggested adding more explanation or a glossary for the terms used in the form. Tera will incorporate these additions, along with a written procedure for the committee.

No future meeting date was scheduled at this time.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**
**MEMORANDUM**

**TO:**        **Trustees**

**FROM:**     **Tera Moon, Library Director**

**DATE:**     **December 11, 2024**

**SUBJECT:**  **Election of Officers**

At the December 17, 2024 Library Board of Trustees regular meeting, Board President Dani Gillman will present a slate of officers for your consideration. The current officers and committee appointments are included for your information. Committee appointments will take place at the regular monthly meeting on January 21, 2025.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**

**LIBRARY BOARD OF TRUSTEES OFFICERS**

December 2023 – November 2024

*Current Officers are:*

PRESIDENT:          Dani Gillman

VICE PRESIDENT:  Judy Lindstrom

SECRETARY:          Joan Luksik

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

**Bloomfield Township Public Library**

# Board of Trustees Standing Committee Appointments

# January 2024 – January 2025

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

*Revised December 2022*

**11b**

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**
**MEMORANDUM**

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**TO:**        **Trustees**

**FROM:**     Tera Moon, Library Director

**DATE:**      December 11, 2024

**SUBJECT:**  **Bank Signatories**

Changes to Library Board of Trustees officers and changes to elected officials at Bloomfield Township necessitate a change in bank signers. A resolution to approve a change in bank signatories will be presented at the December 17, 2024 regular Board Meeting for your approval. As per the procedure required by financial institutions, a copy of a duly signed board resolution is required for bringing change to the bank account authorized signatories. The resolution attached authorizes the following persons to sign on behalf of the Library, issue orders for payment or withdrawal of money:

> Shane Spradlin, President/Trustee
> Joy Murray, Secretary/Trustee
> Tera Moon, Library Director
> Monica Gower, Finance Coordinator
> Katherine Bryant, Assistant Library Director
> Michael Schostak, Bloomfield Township Treasurer
> Michael McCready, Bloomfield Township Supervisor
> Martin Brook, Bloomfield Township Clerk
> Mary Jevahirian, Bloomfield Township Deputy Treasurer
> Deana Mondock, Bloomfield Township Deputy Clerk

This resolution will need to be updated again when officers of the Library Board of Trustees change, when changes in the positions of Library Director, Assistant Library Director or Finance Coordinator occur, or when changes in the Bloomfield Township Public Officials occur.

If you agree, the following action is needed:

**ACTION:** I move to approve the resolution authorizing signatures, including facsimile signatures, for banking services on behalf of the Bloomfield Township Public Library as presented, effective December 17, 2024.

**A RESOLUTION AUTHORIZING SIGNATURES, INCLUDING FACSIMILE SIGNATURES, FOR BANKING SERVICES ON BEHALF OF THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**

THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY RESOLVES AS FOLLOWS:

SECTION 1. The following persons are authorized to sign on behalf of the library, orders for payment or withdrawal of money:

> Shane Spradlin, President/Trustee
> Joy Murray, Secretary/Trustee
> Tera Moon, Library Director
> Monica Gower, Finance Coordinator
> Katherine Bryant, Assistant Library Director
> Michael Schostak, Bloomfield Township Treasurer
> Michael McCready, Bloomfield Township Supervisor
> Martin Brook, Bloomfield Township Clerk
> Mary Jevahirian, Bloomfield Township Deputy Treasurer
> Deana Mondock, Bloomfield Township Deputy Clerk

Such authority shall remain in force until revoked by written notice to the affected financial institution of the action taken by the Trustees of the Bloomfield Township Public Library.

All prior authorizations are suspended.

SECTION 2. The following depository institutions are approved institutions for the authorized signers on behalf of the Library:

> Flagstar Bank
> Fifth Third Bank
> Huntington Bank
> RBC Schwartz & Co.

SECTION 3. This resolution was duly PASSED and ADOPTED this 17th day of December, 2024, and takes effect December 17, 2024, upon signing by the President and Secretary.


_____     _____
Shane Spradlin, President            Joy Murray, Secretary

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**
**MEMORANDUM**

_____

**TO:**  **Trustees**

**FROM:** **Tera Moon, Library Director**

**DATE:** **December 10, 2024**

**SUBJECT: PA 152**

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

**Option 1 – Hard Cap Option:**
By a majority vote of its governing body, a public employer shall pay not more for a medical benefits plan than a total equal to $7,718.26 for single coverage, $16,141.28 for employee and spouse (not available for our health care coverage), or $21,049.85 for family coverage for each eligible employee. This is referred to as utilizing "hard cap" and would mean our eligible employees would pay the difference between the total annual cost of the medical benefits plan and the hard cap noted above.

**Option 2 – 80/20 Option:**
By a majority vote of its governing body, a public employer shall pay not more than 80% of the total annual costs of the medical benefit plans it offers. Our eligible employees would be required to pay 20% or more of the total annual costs of that plan.

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

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

The amounts specified in the amended act have been increased 0.2% for the 2025 calendar year and are updated in the options above. The state of Michigan annual cost limitations announcement is attached for your information.

Each December, the Library Board must decide which of the available options to implement for the next fiscal year. The Library Board approved the hard cap option in 2011, 2012, 2014, 2015, and 2016. In 2013, 2017, 2018, 2019, 2020, 2021, 2022, 2023, and 2024 the Library Board approved the 80/20 option.

The decision must be affirmatively made by a majority vote of the Trustees at the December 17, 2024 Library Board meeting. This decision will affect all full-time and all 30-hour employees who accept health care benefits from the Library in 2025.

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

Another consideration is that the Cigna health care plan is a high deductible plan. What this means is that employees must reach a higher amount of health care costs before the Cigna health care plan covers additional health care costs. Employees have high out-of-pocket costs for their health care costs.

It is recommended by Administration to adopt Option 2, known as the 80/20 Option, for 2025 as it provides a lower health care cost for library employees. The Personnel Committee supports this recommendation. Thank you for your consideration.

If you agree, the following motion is needed:


**ACTION:**      I move to adopt the 80/20 Option, as stated in PA 152, effective January 1, 2025.

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

**Calendar Year 2025 annual cost limitations - published 3/2024, effective 1/1/2025**

**HARD CAP      1/1/2025-12/31/2025**

|  | Single | Family |
|---|---|---|
| Current budgeted annual health care costs (medical only)* | $ 10,756.08 | $ 31,323.96 |
| Hard cap amount = BTPL annual cost | ($7,718.26) | ($21,049.85) |
| Employee annual cost | **$3,037.82** | **$10,274.11** |
| Amount employee would pay per paycheck (24 pay periods) | $126.58 | $428.09 |

**80/20 SPLIT**

|  | Single | Family |
|---|---|---|
| Current budgeted annual health care costs (medical only)* | $ 10,756.08 | $ 31,323.96 |
| 80% = BTPL annual cost | $8,604.86 | $25,059.17 |
| 20% = Employee annual cost | **$2,151.22** | **$6,264.79** |
| Amount employee would pay per paycheck (24 pay periods) | $89.63 | $261.03 |

* Budgeted heath care costs for FY 2024-2025 predict a 10% increase.

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

STATE OF MICHIGAN
DEPARTMENT OF TREASURY

GRETCHEN WHITMER
GOVERNOR

RACHAEL EUBANKS
STATE TREASURER

**March 19, 2024**

## PUBLIC EMPLOYER CONTRIBUTIONS TO MEDICAL BENEFIT PLANS ANNUAL COST LIMITATIONS – CALENDAR YEAR 2025

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

For medical benefit plan coverage years beginning on or after January 1, 2013, MCL 15.563 provides that the dollar amounts that are multiplied by the number of employees with each coverage type be adjusted annually. Specifically, the dollar amounts shall be adjusted, by October 1 of each year after 2011 and before 2019, by the change in the medical care component of the United States consumer price index for the most recent 12-month period for which data are available. By April 1 of each year after 2018, the dollar amounts shall be adjusted by the change in the medical care component of the U.S. consumer price index for the most recent 12-month period for which data are available. For calendar year 2024, the limit on the amount that a public employer may contribute to a medical benefit plan was set to the sum of the following:

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

The limits for 2025 equal the 2024 limits increased by **0.2 percent**. The 0.2 percent is the percentage change in the medical care component from the period March 2022-February 2023 to the period March 2023-February 2024.

Thus, for medical benefit plan coverage years beginning on or after January 1, 2025, the limit on the amount that a public employer may contribute to a medical benefit plan equals the sum of the following:

- $7,718.26 times the number of employees and elected public officials with single-person coverage
- $16,141.28 times the number of employees and elected public officials with   individual -and-spouse coverage or individual-plus-1-nonspouse-dependent coverage
- $21,049.85 times the number of employees and elected public officials with family coverage.

Rachael Eubanks
State Treasurer

March 19, 2024

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**
**MEMORANDUM**

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**TO:**       **Library Board of Trustees**

**FROM:**   **Tera Moon**

**DATE:**     **December 12, 2024**

**SUBJECT:**  **Video Surveillance System RFP**

On September 12, the Library released a request for proposals (RFP) for recommendations for and installation of video surveillance cameras. This request was posted on BidNet Direct, which was the first time we used this online platform. The RFP requested that vendors provide company information, references, video surveillance system installation experience, budget, and availability to meet our proposed timeline. A mandatory pre-bid walk-through was held on October 7 at the Library, and the deadline for proposals was October 28.

The objective of the RFP was to solicit proposals from vendors to assist the Library with recommendations for and installation of video surveillance cameras, including Ethernet cable installation, network configuration of the equipment, warranties, and additional related services. We requested that vendors include the cloud-based Avigilon Aware video management system. The requested cameras, equipment, and software will replace all old cameras, equipment, and software, which no longer provide the necessary levels of clarity and ease of use. This project will enhance the safety and security of the building, its grounds, and patrons and staff.

Seventy-four companies downloaded the RFP from BidNet Direct, and representatives from 14 of those companies attended the mandatory walk-through. The Library received seven proposals from the following companies: BearCom, D/A Central, Decima, FlyLock Security Solutions, Nerds Xpress, Security Designs, and Security Countermeasures & Technology Services. The proposal from Nerds Xpress was not considered because that company did not have a representative at the walk-through.

A thorough review of the remaining six bids was conducted by Library Director Tera Moon, Assistant Library Director Katherine Bryant, IT Department Head Paul Zink, and Maintenance Assistant Tom Corliss (who joined the project upon Facility Services Department Head Hugo Cardenas's resignation). A summary of the bid analysis and the RFP document are included in this packet for your review. The six proposals considered will be available for your review at the Library Board meeting.

BearCom and Decima submitted proposals with the two highest budgets, but neither proposal provided any additional value above other, more cost-effective proposals. Security Countermeasures & Technology Services submitted the third highest proposal and provided a detailed work plan, but proposed lower resolution cameras than other, more cost-effective proposals. Security Designs submitted the lowest bid, but the proposal was not very detailed and left out several requested components. For these reasons, the Library did not move forward with interviewing these companies.

D/A Central and FlyLock Security Solutions submitted complete proposals that showed a clear understanding of the Library's goals and provided satisfactory cameras and equipment at competitive rates. The Library invited these two companies for interviews to gain a better understanding of the technical aspects of their plans, the associated warranties, licenses, and maintenance plans, and their communication approach to this project.

D/A Central is an industry leader with experience providing design, installation, and service of video surveillance systems in public libraries and other municipal spaces. Their proposal clearly addressed the Library's needs, the company has ample resources to perform all aspects of the job, and they provided a very clear explanation of each camera and its placement. The interview provided clarity on their proposed system configuration, communication style, warranties, licenses, and support plan. After the interview, D/A Central submitted three new versions of the proposal with two additional cameras and variations in the length of the license agreement. The proposal with the 10-year license agreement came to $204,524.88.

FlyLock Security Solutions also provided a robust proposal that included a detailed estimate of costs, background on their video surveillance system installation experience (including over 700 units installed in the past four years), a business contract that included a detailed description of services, and a set of cut sheets for the recommended cameras and equipment. FlyLock worked with the Library in 2023 to upgrade the door access system, under the name The Flying Locksmiths. During the interview, we discussed successes (on time, on budget, staff training, contract completed in full) and opportunities (communication) from that project. FlyLock demonstrated a commitment to improving communication for a successful video surveillance project.

FlyLock also provided some additional details after the interview, including a map and complete list of proposed cameras and locations, a spec sheet for the proposed switch, and references specific to video surveillance system projects. FlyLock has extensive knowledge of our building, familiarity with key staff members, and a commitment to providing great service, including providing annual maintenance at no additional cost. Having both door access and video surveillance systems under the purview of one vendor creates a streamlined system for service and updates. FlyLock's pricing remained the same as the original proposal, at $153,815.80 including the 10-year license agreement.

References for FlyLock were very positive and complimentary. One reference shared an anecdote about a planning error their organization made, for which FlyLock created a solution that saved them a significant amount of money. They also commended FlyLock's communication and follow-up, and said "the service has been exemplary." Another reference at a school commented positively on their consideration for students and faculty during the project, as well as their flexibility when changes were needed.

Therefore, Administration, IT, and Facility Services recommend that Bloomfield Township Public Library's video surveillance camera bid be awarded to FlyLock Security Solutions. If you approve, there is an action below.


ACTION: I move to approve awarding the video surveillance camera bid to FlyLock Security Solutions, 2685 Lapeer Rd., Ste. 210, Auburn Hills, MI 48326.

| | BearCom | D/A Central | Decima LLC | FlyLock Security Detroit |
|---|---|---|---|---|
| **COMPANY INFORMATION** | Founded in 1981; 75 branch offices in North America<br><br>"Designs and delivers cutting edge surveillance and access control solutions, as well as high-performance wireless voice and data communication solutions."<br><br>Project support team: Phil Bowen (Midwest Sales Manager), Tom Echols (VP Security Solutions), and Alex Nunez (Security Sales Engineer) | Founded in 1957; based in Michigan<br><br>"Specializing in security and data networks; we provide, install, and support video surveillance, access control, intrusion detection, and network management systems." "One of the early integrators for the Avigilon product here in Michigan and are one of their most trusted system integrators."<br><br>Contact: Joe Vanwelsenaers (System Specialist); included list of project team members | Based in Detroit, MI; provided clear contact; minority-owned business; provided many certifications<br><br>"Specialized expertise in construction, project management, low-voltage cabling, electrical, mechanical, fire alarm systems, access control, surveillance, and building renovations."<br><br>Contact: Alex Baloch (Project Manager) | Based in Auburn Hills, MI<br><br>Commercial locksmith and access control solutions; included info sheet on video surveillance installation experience – 700 units installed in past four years.<br><br>Contact: Mark Heidel (CEO) |
| **BUDGET** | **$202,310.97** includes hardware, labor, and 10-year warranty with 5-year license | **$141,880.85** with 1-year license; additional $24,980 for 5-year license<br><br>**$166,860.85** includes hardware, labor, and 5-year license | **$213,108.00** includes hardware, labor, cabling, electrical work, and 5-year service agreement | **$153,815.80** includes hardware, labor, electrician, 5-year license, and annual maintenance |
| **PUBLIC LIBRARY EXPERIENCE** | None mentioned. | Mentioned working with local municipalities, including municipal libraries – Warren, Dearborn, Birmingham | None mentioned. Included work on three recreation centers for the City of Detroit. | Worked with BTPL on door access project in 2023; included Rochester Hills and Clinton Macomb Public Libraries as references for door access project. |
| **ABILITY TO MEET LIBRARY REQUIREMENTS** | Yes – integrates with Avigilon. Created a system design, programming parameters, and device locations, using the Library's site plans. Addresses flexibility once hired. | Yes – longtime Avigilon partner. Detailed plan clearly addresses the Library's needs. Firm has a bucket truck for parking lot work and can perform all aspects of the job. | Yes. Included a detailed section titled "Elements, Process, and Timeline" that included an initial site assessment and design, installation process, configuration and testing, and training and handover. Communication includes weekly updates. | Yes. Mentioned communication skills, efficiency, little need for assistance or guidance. Plan addresses electrical, PoE, cabling, cameras, and VMS. |
| **SUPPORT AND MAINTENANCE** | Included warranties and licenses. | Includes a five-year parts and labor warranty agreement, including service labor and support. Clearly explained the service call process. | "Our team is available for rapid-response maintenance and support, minimizing downtime and optimizing system performance." | 24/7 service – four-hour response for emergencies and 24-hour response for normal requests; Annual maintenance to test cameras, adjust views, and clean lenses. Updates to firmware as available. |

| | BearCom | D/A Central | Decima LLC | FlyLock Security Detroit |
|---|---|---|---|---|
| **SYSTEM CONFIGURATION** | Configures with Avigilon. Included plan for PoE and bridge to parking lot. BearCom will network the system based on the specifications and network architecture information provided by the Library. The system will be networked using the Library's high-speed internet connection for remote viewing and management. | Clearly explained in introductory letter what is included – network cabling, fiber and new switch at the Northwest IT closet, along with a new 24-port managed PoE+ switch for cameras in the area. | Would work closely with IT Department Head to configure cameras on the VLAN using DHCP and set up local storage. Implement a testing phase to verify that each camera meets requirements. | Detailed fiber network installation and wireless bridge for parking lot. |
| **CAMERA SPECIFICATIONS** | 54 cameras; mix of AVA and Alta; provided updated map of Library with suggested placement and listing of all cameras. | Provided a very clear explanation of each of 52 cameras, numbered with a description of the view and any notes on information TBD. | Included 53 cameras and a detailed list of all equipment including the quantity. | 52-53 cameras; detailed list of equipment including quantities; provided cut sheets. |
| **REMOVAL OF EXISTING CAMERAS** | Not mentioned. | Includes taking down and removal of existing equipment and cabling that will no longer be used. We will give this equipment back to the Library or dispose of it as requested. | Not mentioned. | Not mentioned. |
| **SCOPE OF TRAINING FOR STAFF** | BearCom will provide system training to the Client and their Management Team on System use and remote system management. | Includes four hours of training. | "Provide thorough training for library staff, covering camera operation, monitoring, and user access controls." | "Facilitate training and instruct individuals on the employment of software after accomplishing instruction." |
| **AVAILABILITY** | Not mentioned. | Not mentioned. | Prepared to start in January 2025, and to complete by March 31, 2025. | Prepared to start within 30 days of the effective date, and to complete by March 31, 2025. |
| **REFERENCES** | Not included. | <ul><li>City of Warren</li><li>City of Dearborn</li><li>Bloomfield Hills Schools</li><li>City of Birmingham</li></ul> | <ul><li>TMG Construction Corporation (Loudoun County Public Schools)</li><li>JRM Construction Management (Louis Vuitton-Bloomingdales)</li><li>Groom Construction Co.</li></ul> | <ul><li>City of Grosse Pointe Woods</li><li>St. Mark's Coptic Orthodox Church</li><li>Rochester Hills Public Library</li><li>Clinton Macomb Public Library</li></ul> |
| **ADDITIONAL COMMENTS** | | Will provide CAD as built and load sheet documentation. | In cover letter, included vision of a long-term partnership, open communication, and encouraging feedback.<br><br>Will deliver a complete schematic showing camera placement and cabling paths, along with documentation. | Will include detail document for CCTV placement including switch location and label cables with locations |

| | Nerds Xpress | Security Designs | Security Countermeasures & Technology Services | |
|---|---|---|---|---|
| COMPANY INFORMATION | | Based in SE Michigan<br><br>35 years of experience providing security solutions, specializing in security alarms, access control equipment, CCTV systems, fire alarm systems, and entry systems<br><br>Contact: Mike Cheney (Head Technician); John Humenay (Account Manager); Jeff Jedrusik (Consultant) | Based in Livonia, MI<br><br>Full-service security and security technology solutions provider<br><br>Contact: Vivian Allen; Richard Shaffer | |
| BUDGET | N/A – did not attend mandatory pre-bid walk-through, so the proposal will not be considered | $85,494.18 for labor and hardware<br><br>**$136,742** includes 10-year warranty and license | $140,811 includes hardware, labor, parking lot electrical, and 5-year maintenance<br>$3,396 to add optional switch<br>$49,992 for 10-year maintenance (which means warranty)<br><br>**$194,199** total | |
| PUBLIC LIBRARY EXPERIENCE | | Not mentioned, but does have experience with municipalities and school districts | Not mentioned. | |
| ABILITY TO MEET LIBRARY REQUIREMENTS | | Addressed electrical work in the parking lot, running cable, switches. Overall light on details. | Very detailed work plan shows a clear understanding of the project. | |
| SUPPORT AND MAINTENANCE | | 24/7 emergency services | 24/7 response – 4-hour response available.<br><br>Includes 2 X 16 X 5 years for $16k – unsure what this means. | |

| | Nerds Xpress | Security Designs | Security Countermeasures & Technology Services | |
|---|---|---|---|---|
| **SYSTEM CONFIGURATION** | | Turnkey video surveillance solution utilizing Avigilon Alta. Not very detailed. | Switch is priced separately. Will program Avigilon Aware platform. Mentioned "game changer" cable. | |
| **CAMERA SPECIFICATIONS** | | Clearly explains philosophy for placing higher capability cameras at exterior; Specifies 52 cameras instead of 53 and explains why; provided information on all recommended cameras. | 53 cameras; detailed list provided and floor plan with details; no cut sheets. Interior cameras are all 2mp, which is probably fine, but lower than the cameras in the other proposals. | |
| **REMOVAL OF EXISTING CAMERAS** | | Not mentioned. | Will remove existing cameras and cabling – can be done in a phased approach so no area is down for a prolonged period. | |
| **SCOPE OF TRAINING FOR STAFF** | | Not mentioned. | Will provide training on how to access the cameras and their recorded video. | |
| **AVAILABILITY** | | Not mentioned. | Not mentioned. | |
| **REFERENCES** | | <ul><li>Hartland Consolidated Schools</li><li>Wayne Resa</li><li>Washtenaw Intermediate School District</li><li>City of Wayne</li><li>City of Plymouth</li><li>Livonia Police Department</li></ul> | <ul><li>Hamtramck Housing</li><li>Bloomfield Township</li><li>City of Hazel Park</li><li>City of Livonia</li></ul> | |
| **ADDITIONAL COMMENTS** | | | | |

# REQUEST FOR PROPOSALS

# BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

# VIDEO SURVEILLANCE SYSTEM

September 12, 2024

Bloomfield Township Public Library is soliciting proposals from qualified vendors for recommendations for and installation of fifty-three (53) video surveillance cameras, Ethernet cable installation, network configuration, warranties, and additional related services at this Library.

Proposal guidelines are listed below. This request for proposals also can be obtained on BidNet or by calling Katherine Bryant, Assistant Director, at 248-642-5800, ext. 114.

**A mandatory pre-bid walk-through will be held on Monday, October 7, 2024 at 1:00 p.m. at the Library. All prospective bidders must attend.** Bids submitted without attendance from an authorized vendor representative will not be considered. The meeting will begin with a review of the RFP, followed by a tour of the building and time for questions.

**The deadline for proposals is Monday, October 28, 2024 at 3:30 p.m.** For a proposal to receive consideration, it must be received prior to the deadline. No proposals will be accepted after the deadline. Vendors can submit responses either electronically online or by paper/hardcopy:

> Electronic responses may be submitted online via BidNet at www.bidnetdirect.com//btpl. Once logged into the system and viewing this notice, use the "Place a Bid" button at the top of the page. Follow the instructions to the end, and ensure you receive a confirmation page that shows your response was successfully submitted. If you need assistance, please contact BidNet's Vendor Support Department at 800-835-4603, Option 2. Do not wait until the last minute in case you encounter questions or technical issues. No proposals will be accepted after the time specified.

> Hardcopy or physical bid responses may be hand delivered or mailed. If submitting a hardcopy, please provide four (4) copies of the proposal in a sealed envelope marked with the name of the proposer and entitled "Proposal for Video Surveillance System." Address these to:
> Katherine Bryant, Assistant Director
> Bloomfield Township Public Library
> 1099 Lone Pine Road
> Bloomfield Township, MI 48302.

It is the proposer's responsibility to ensure that proposals are received in the proper location and by the deadline specified.

**All proposals will be publicly opened immediately at 3:31 p.m. at the Library.** All questions regarding this request for proposals should be directed to Katherine Bryant, Assistant Director, via email at bryantka@btpl.org with the subject line "Questions about Video Surveillance System RFP."

**BACKGROUND**

The Library currently has around thirty (30) security cameras installed both inside and outside, covering both levels of the building. These cameras no longer provide the necessary levels of clarity and ease of use. The primary goal of the new video surveillance system is to enhance the safety and security of the building, its grounds, and everyone who uses the Library, including patrons and staff. A recent site survey resulted in a system design with camera locations and a high level of field of view coverage, as shown on pages 6-9.

**OBJECTIVE**

The objective of this Request for Proposals (RFP) is to solicit competitive proposals from qualified vendors to assist Bloomfield Township Public Library with recommendations for and installation of fifty-three (53) video surveillance cameras, Ethernet cable installation, network configuration of this equipment, warranties, and additional related services. The video surveillance system must utilize the cloud-based Avigilon Aware.

**SCOPE OF PROJECT**

The proposal must provide a turnkey solution, including support and maintenance, for recommendations for and installation of fifty-three (53) video surveillance cameras, Ethernet cable installation, network configuration of this equipment, warranties, and additional related services. The system must utilize Avigilon Aware; the successful bidder will provide licensing and configuration of all cameras to Avigilon Aware.

Fifty-three (53) cameras are to be placed in the interior and exterior of the building, including the parking lot and lower level, as shown on the system design maps on pages 6-9. Cameras in the parking lot will be placed on the top of the existing light posts. Power to the cameras in the parking lot will be supplied by a third party. The network connection for the cameras in the parking lot is required to be provided by the vendor using a point-to-multipoint wireless bridge panel to connect the cameras to the network. Installation for all other cameras will include Ethernet cabling from each camera to existing network switches.

The Library is open to the addition of an additional PoE network switch to be added at the location indicated on the map on page 8. All configuration, including connection to the existing network, port configuration, and physical security of this additional switch is the responsibility of the vendor and should be included as an additional option in the proposal.

1. Support and Maintenance:
   a. The proposal should include a full-service, five-year service agreement, with the option to extend annual support after the five-year period has ended.
   b. The vendor must provide a detailed description of the support offered, including average response times for support requests.
   c. Firmware upgrades for cameras must be installed promptly after their release.
   d. A 10-year hardware warranty must be provided for all hardware products offered.
   e. The vendor must supply a schematic of all cameras and cabling upon completion of the project.
2. System Configuration:
   a. The Library requires a user-friendly, reliable video surveillance system that does not require an on-premises server. Because of this, we have selected Avigilon Aware. The successful bidder will provide licensing and configuration of all cameras to Avigilon Aware.

    b. Video footage should be stored locally on each camera and then pushed to Avigilon Aware, with storage of up to twenty-one (21) days of archived video.

    c. The vendor will coordinate with the IT Department Head to configure the equipment and network access.

    d. Cameras will be placed on an isolated VLAN and use DHCP for IP addressing.

    e. The vendor must provide security best practices and specifications as related to the cloud UI and cameras.

    f. The vendor is responsible for all mounting, brackets, conduit, Ethernet wiring, cable running, and accessories required to successfully place the cameras according to the proposal and site conditions.

    g. The vendor will install fifty-three (53) cameras to provide ample coverage of the library interior, exterior, lower level, and parking lot. Please refer to the system design map on pages 6-9 for locations.

    h. All cameras must be IP and PoE-compatible.

    i. If necessary, the vendor will provide and configure dedicated network switch(es) to accommodate camera network traffic per IT Department Head's specifications.

    j. The vendor will install all Ethernet cabling from the location of the camera to the closest network switch.

    k. The vendor will provide the network bridge and cabling of the bridge to existing switches for parking lot cameras.

    l. The vendor must provide training to library staff.

3. Camera Specifications:

    a. Analytic capability: people analytics, vehicle analytics, tamper alerts, live link sharing.

    b. Onboard storage: sufficient storage to accommodate video retention.

    c. Continuous 24/7 recording, with the option for motion-activated recording for specific cameras.

    d. Integration: native integration with Avigilon Aware and Avigilon Alta access control.

    e. Up to 4K image resolution or equivalent resolution to ensure high fidelity zoom.

    f. IP67 rating for outdoor cameras to protect against dust and environmental elements.

    g. IK8 or higher vandal-resistant rating.

    h. Capability to produce video at 24FPS or more.

    i. Image stabilizing to reduce blurring.

    j. Day and night viewing and recording capability.

    k. Standard RJ45 connectivity.

    l. PoE capability for power.

    m. Full range of camera models: bullet, fisheye, dome, minidome. See the map for details.

4. Remove and discard all existing cameras and related cabling, mounting hardware.

**PROPOSED TIMELINE**

| | |
|---|---|
| Thursday, September 12, 2024 | Video Surveillance System RFP released. |
| Monday, October 7, 2024, 1:00 p.m. | Mandatory walkthrough with potential bidders. |
| Monday, October 28, 2024, 3:30 p.m. | Deadline and bid opening for RFP responses. |
| November 18-22, 2024 | Interviews and/or demonstrations scheduled with top bidders. |
| Tuesday, December 17, 2024 | Library Board meeting – The Library Director recommends a vendor for Board approval. |
| Wednesday, December 18, 2024 | Library Administration informs the successful vendor. |
| January 2025 | Begin work, to be completed by March 31, 2025. |

**PROPOSAL ELEMENTS & SUBMISSION REQUIREMENTS**

**Company Information**
Provide your contact information including your company name, address, website, primary contact person/project manager, phone number, and email address.

**References**
Provide contact names and phone numbers for at least three organizations with which you have worked to provide a video surveillance system. Please also provide contact names and phone numbers, plus references, for any subcontractors with which you would work to complete this RFP.

**Video Surveillance Installation Experience**
Include your experience installing video surveillance systems in a public library or municipal setting. Comment on the elements, process, and timeline provided and make suggestions for improvements. Describe your firm's approach to providing the requested services for the Library, as described in "Scope of Project." Describe what differentiates your service from that of competitors, including your approach to communication.

**Budget**
Indicate your costs for the cameras, accessories, cabling, and installation. Budget information that breaks out the costs for various aspects of the project, as well as any additional options would be appreciated. This will allow for adjustments to the planning process budget as necessary.

**Availability**
Please address your availability and flexibility to meet our schedule for this process.

**The deadline for proposals is Monday, October 28, 2024 at 3:30 p.m.** For a proposal to receive consideration, it must be received prior to the deadline. No proposals will be accepted after the deadline. Vendors can submit responses either electronically online or by paper/hardcopy. Electronic responses may be submitted online via BidNet at [www.bidnetdirect.com//btpl](http://www.bidnetdirect.com//btpl). Hardcopy or physical bid responses may be hand delivered or mailed. If submitting a hardcopy, please provide four (4) copies of the proposal in a sealed envelope marked with the name of the proposer and entitled "Proposal for Video Surveillance System." **All proposals will be publicly opened immediately at 3:31 p.m. at the Library.** All proposals submitted will remain firm for sixty (60) days.

Bloomfield Township Public Library reserves the right to accept or reject any or all bids, either in whole or in part; to award contract to other than the low bidder; to waive any irregularities and/or informalities; and in general, to make awards in any manner deemed to be in the best interests of the Library. Award of consulting work may include all or some of the above RFP components.

The successful proposer will declare and stipulate that its proposal is made in good faith, without collusion or connection with any other person or persons proposing for the same work, and that the prices quoted include all terms, insurance, royalties, transportation charges, allowances, taxes, use of all tools and equipment, overhead, profit, etc., necessary to fully complete the work in accordance with the request for proposal documents.

Proposals will be evaluated on the information provided including the completeness of the proposal and information supplied.
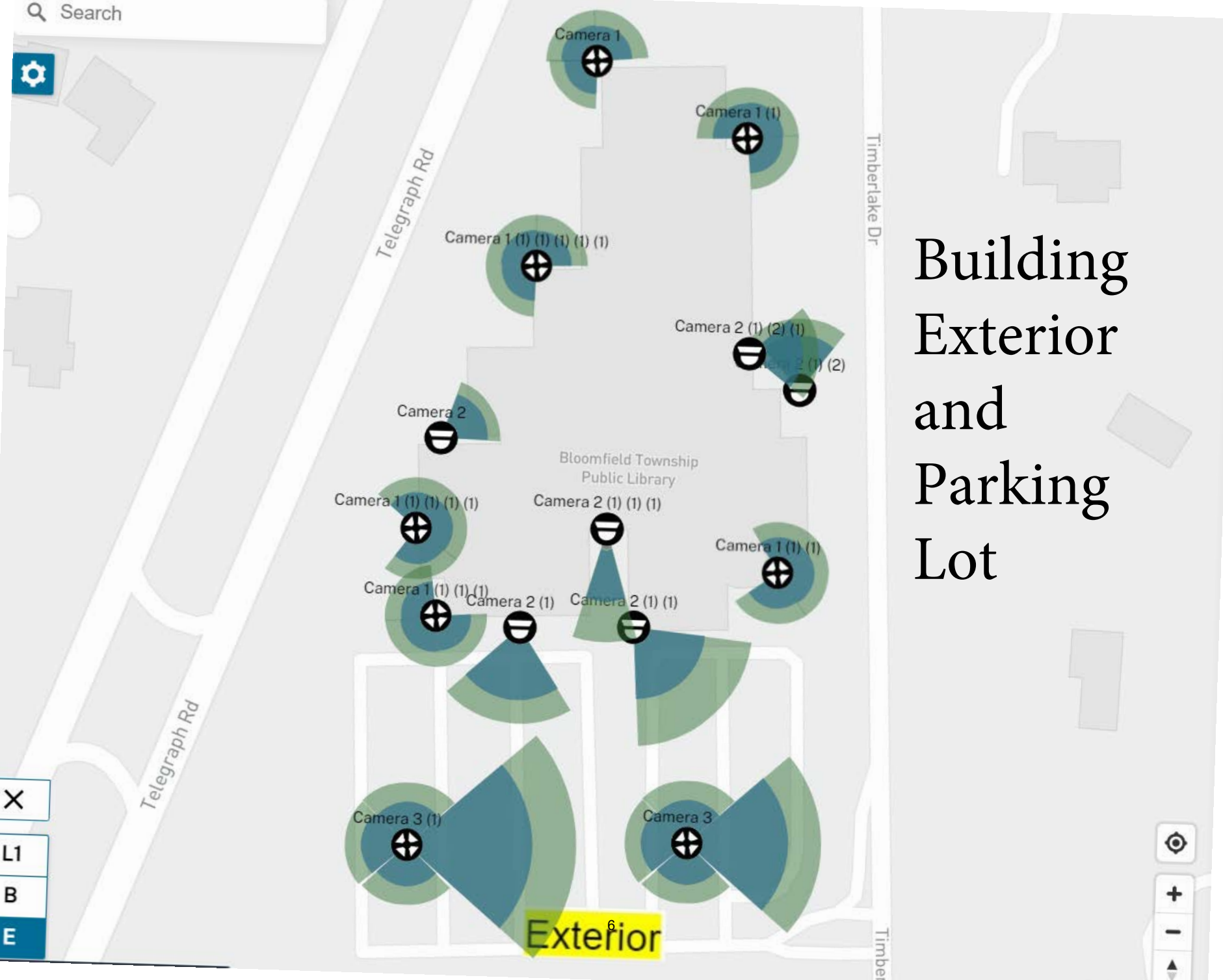
Building Exterior and Parking Lot

Existing Network Switch

Camera 7 (1) (2) (1) (3) (1) (1) (2)

Camera 7 (1) (2) (1) (3) (1) (1) (2) (1)

Camera 71

Camera 72

Camera 73 (1)

Camera 75

Camera 70

Camera 76

Camera 74

Camera 7 (1) (2) (1) (2) (2)

Camera 7 (1) (2) (1) (2) (2)

Camera 7 (1) (2) (1) (2) (1) (1)

Camera 7 (1) (2) (1) (2) (2) (1) (1)

Proposed Cabling for Network Bridge Parking Lot Cameras
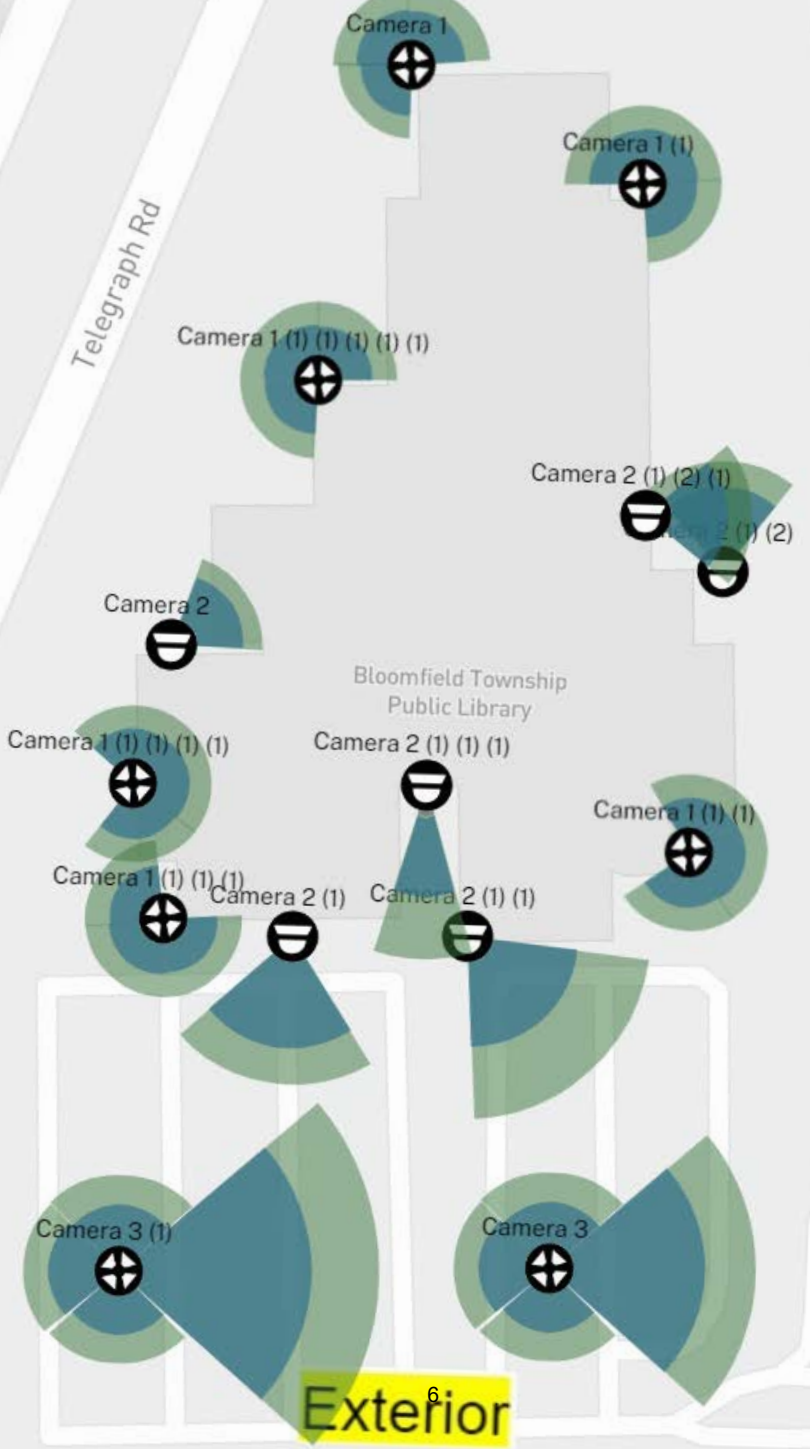
# South End Interior

Proposed Network Switch Location

Existing Network Switches
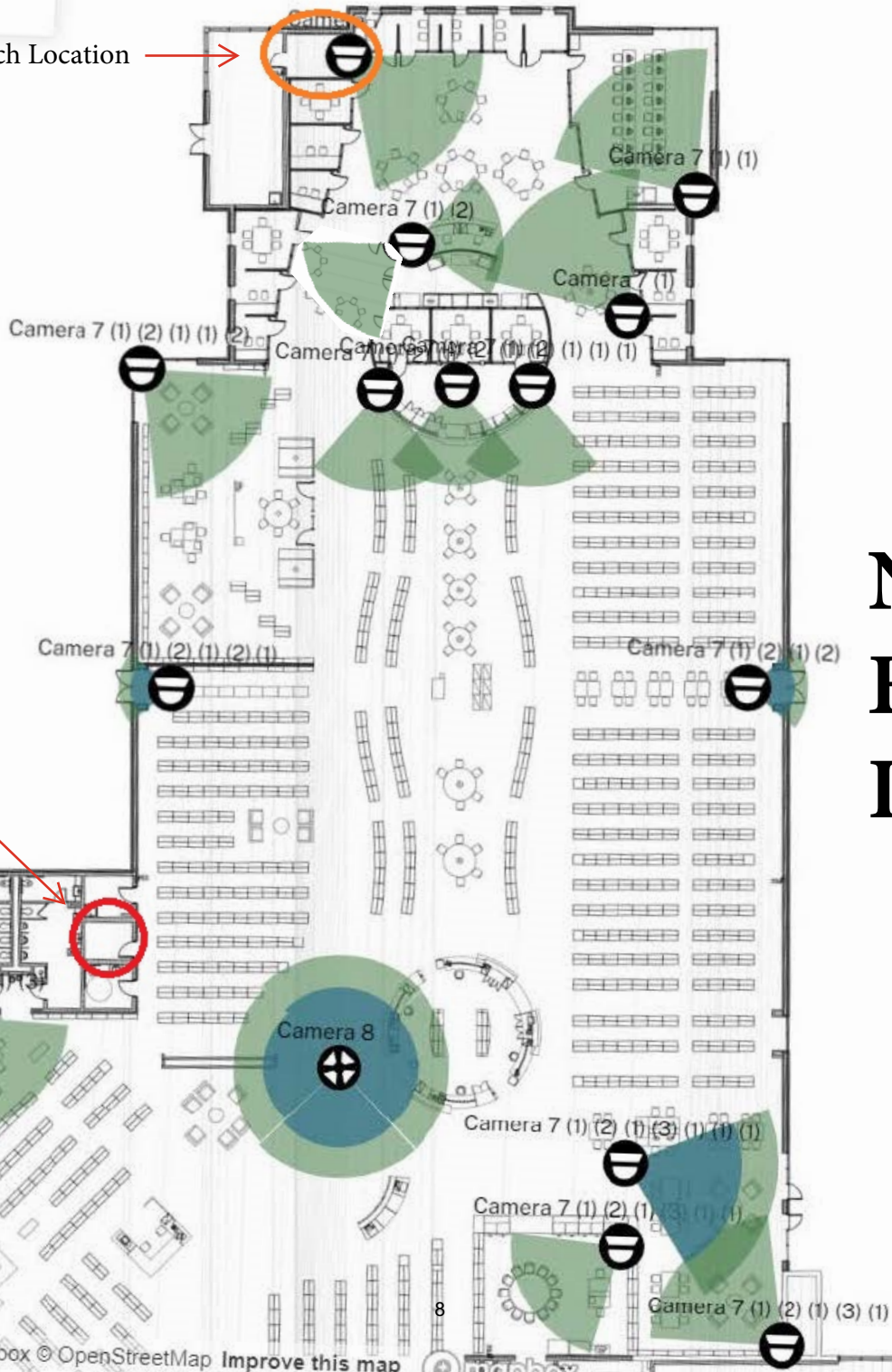
North End Interior

Camera 7 (1) (1)
Camera 7 (1) (2)
Camera 7 (1)
Camera 7 (1) (2) (1) (1) (2)
Camera 7 (1) (2) (1) (2) (1)
Camera 7 (1) (2) (1) (2)
Camera 7 (1) (2) (1) (3)
Camera 8
Camera 7 (1) (2) (1) (3) (1) (1) (1)
Camera 7 (1) (2) (1) (3) (1)
Camera 7 (1) (2) (1) (3) (1)

Timberlake Dr

Search

L1
B
E

© Mapbox © OpenStreetMap **Improve this map**

8

30'

Camera 5

Camera 4

Camera 5 (1)

Camera 5 (1) (1)

Camera 5 (1) (1) (1) (1)

Camera 5 (1) (1) (1)

Camera 6

Lower Level

X

L1

B

E

Key
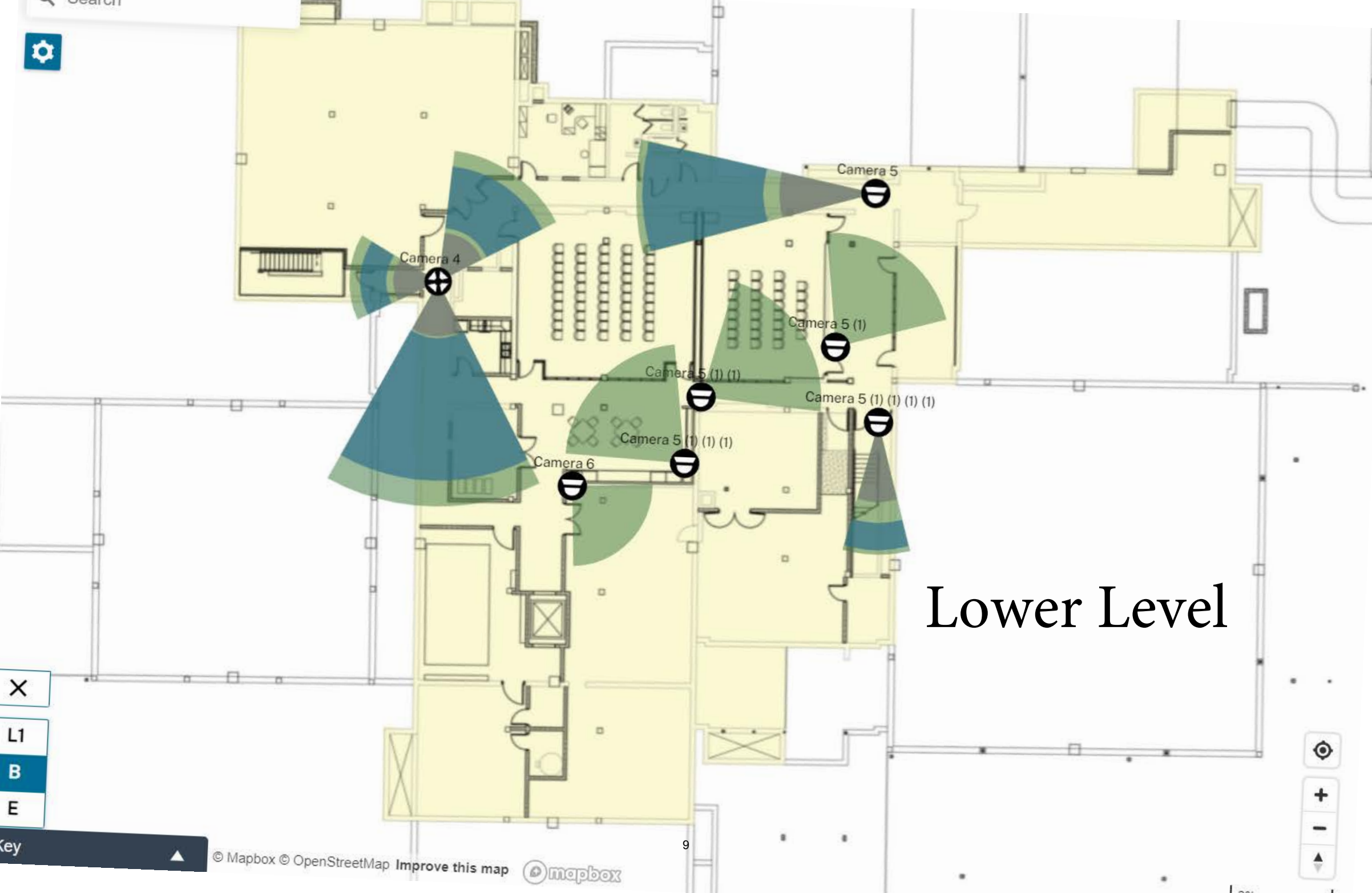
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM

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**TO:**      **Trustees**

**FROM:**      **Personnel Committee: Judy Lindstrom and Joan Luksik**

**DATE:**      **December 10, 2024**

**SUBJECT:**    **Director's Evaluation**

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

The evaluation process begins with a report from the Library Director to the Board summarizing her activities during 2024. The report, as well as the Director's Evaluation form, will be sent to you in early January. The form will be a Word document (it can be adjusted accordingly for your use) which you can print out or complete electronically. We ask that your completed evaluation form be returned to the Personnel Committee by January 17, 2025.

The Personnel Committee will then use your input to complete the Director's performance evaluation, share the results with you, and make a formal recommendation to the full Library Board regarding the Director's performance and contract at the February 18, 2025 board meeting.

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

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

# Bloomfield Township Public Library
## Annual Evaluation for Library Director, FY 2024-2025

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Please evaluate the job performance of the Director for the period of April 1, 2024
through the present in the following areas of responsibility.

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**Management Skills and Communication**

Management skills are the abilities and competencies that enable individuals to effectively plan, organize, lead, and control resources to achieve organizational goals. They encompass a wide range of skills, including strategic thinking, decision-making, problem-solving, communication, and interpersonal skills.

Communication skills are the abilities needed to effectively convey and receive information and ideas. This includes speaking, listening, and writing.

- Does the Director effectively and efficiently manage the operations and resources of the library to optimize performance and service?

- Does the Director work successfully with staff, the Board, Friends of the Library, library patrons, township residents, township government and community partners?

- Are communications with internal and external constituencies satisfactory?

Comments:

**Bloomfield Township Public Library**
**Annual Evaluation for Library Director, FY 2024-2025**

**Community and Personal Relations**

Community relations encompass the interactions and relationships between the library and the residents of Bloomfield Township. Other important community relationships include Bloomfield Township elected officials and municipal departments; Bloomfield Hills Schools; county and state elected officials and departments; and the greater library community of southeast Michigan and beyond. It involves building trust, understanding community needs, and collaborating on initiatives that benefit both the library and the community.

Personal relations refers to the connections and interactions between individuals.

- Does the Director effectively represent the mission and programs of the Library to the community as a visible leader and spokesperson?

- Is the Director actively involved in networking with professional peers, government representatives, agencies, organizations and the general public?

- Does the Director demonstrate high personal standards of workplace ethics, honesty, and integrity?

- What are the strengths of the Director?  How do these affect the strength of the organization?

Comments:

**Bloomfield Township Public Library**
**Annual Evaluation for Library Director, FY 2024-2025**

**Financial and Business Management**

Financial management includes planning, organizing, directing, controlling, and monitoring of an organization's financial resources, including budgeting, forecasting, accounting, and financial analysis.

Business management refers to the process of planning, organizing, leading, and controlling resources to achieve organizational goals. It encompasses a wide range of functions, including marketing, operations, human resources, and finance.

- Is the Director a responsible steward of the library's financial resources?

- Are appropriate systems in place to ensure the integrity and security of library funds and the accuracy of financial reporting?

- Does the Director responsibly manage the implementation of the strategic plan and the annual budget plan?

- Are library policies and procedures reviewed and updated annually as needed?

Comments:

## Bloomfield Township Public Library
## Annual Evaluation for Library Director, FY 2024-2025

**Technology and Innovation**

These skills enable a library director to leverage technology to enhance library services and adapt to evolving information landscapes. Needed skills include understanding digital literacy, an innovation mindset, cybersecurity, and project management.

- Are operational technologies/systems kept up to date and new technologies/systems developed to improve and enhance library programs and services?

- Does the Director encourage and support staff in developing new programs and services to ensure that changing patron and community needs are met?

Comments:

**Goals and Vision**

- Does the Director demonstrate a vision for the future of the Library? Is it consistent with the approved strategic plan?

- Are annual goals developed that are realistic and contribute to the implementation of the strategic plan?

- Are challenges being effectively met and resolved?

Comments:

**Other comments regarding the job performance of the Director:**

**Library Board recommendations for FY 2025-2026 goals and objectives:**

**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:**    December 10, 2024

**SUBJECT:** Strategic Plan


The Library is making great strides on its three main goals. In mid-December, I'll share an update with staff on the progress we've made so far, highlighting the contributions of each committee. Library Director Tera Moon and I have also reached out to the committees to thank them for their hard work and to discuss the next steps together.

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

The RFP for Library Space Planning and Design Services was released in October, followed by a mandatory onsite walk-through on Thursday, November 7. The walk-through was attended by 17 representatives from 14 firms. Seven firms submitted proposals, which Tera and I are currently evaluating to narrow down for further consideration and interviews. Committee members will also review the finalists and provide feedback ahead of interviews, which are planned for the first week of January. We aim to present a recommendation to the Library Board of Trustees at their meeting on January 21, 2025.


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

Tera and Finance Coordinator Monica Gower are working to implement the recommendations of the compensation and classification study in the 2025-2026 budget. Tera also plans to update the hiring procedures to reflect our new practices using BambooHR in the coming months.


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

This committee is in the process of fine-tuning a staff survey for the Library, to be launched in the spring. They are also discussing a mechanism for employee feedback and concerns, including an anonymous option.

**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.
- Updated call numbers in Youth Services better reflect how patrons interact with the collections. 'Beginning to Read' is now 'Early Reader,' and 'Easy' is now '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 2,000 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.
- Conducted 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.

# NOVEMBER 2024

## INSTAGRAM

FOLLOWERS:
1812 (↑7 from Oct.)

TOTAL REACH:
909
(↓34% from Oct.)

## FACEBOOK

FOLLOWERS:
3152 (↑4 from Oct.)

TOTAL REACH:
7214
(↓7% from Oct.)



bloomfieldtwppubliclibrary

Liked by jmc.taggart and 18 others
bloomfieldtwppubliclibrary We had so much fun at Toddler Dance Party on Saturday! A giant thank you to the @marianhighmi Basketball Team for helping.
November 11



Bloomfield Township Public Library
Nov 18 · 

This little doll has been having all sorts of adventures in the Youth Room, but we know she must be missed! If she belongs to you, you can pick her up at the Youth Services desk. If you know who she belongs to and could pass the message on, we'd appreciate it!

Marian Rafal + 22          2 comments  2 shares

Like          Comment          Send          Share

## NEWSLETTERS

- **Movies and More** (new DVDs, JFK Lecture) – 186 messages
- **Books and More** (new fiction and nonfiction) – 12,128 messages
- **Discover** (Chamber Music Concerts, History Harvest, JFK Lecture, Bon Odori Dance & Concert, Toddler Dance Party, Leftover Craft Day) – 20,755 messages
- **Chamber Music Concert** – 346 messages
- **Youth Services News** – 1322 messages
- **Digital News** (new Libby and hoopla titles) – 2310 messages

## PRESS RELEASES

- Bon Odori Dance & Concert with Sakura Japanese Instrumental Group
- December Second Saturday Book Sale
- Lecture: Eliel Saarinen, Cranbrook and the American Bauhaus

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**
**MEMORANDUM**

**TO:**        **Trustees**

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

**DATE:**     **December 11, 2024**

**SUBJECT:**  **National Trends of Library Use Since COVID**


On December 10, Savannah, the Library's data and email marketing provider, hosted a webinar titled *Behind the Numbers: Four Years Later.* The session examined how public library usage has changed in the four years since COVID-19 temporarily closed library facilities nationwide. A Savannah data analyst reviewed usage metrics from February of 2020 through 2024, comparing data from public libraries that use their services. The findings showed that Bloomfield Township Public Library is performing at or above the average compared to other libraries.

The study analyzed circulation trends for physical and digital materials and found that physical circulation has declined and has not rebounded to pre-COVID levels. Digital circulation has increased significantly, but it has not made up for the decrease in physical circulation. Active library cardholders and library visits have both decreased by about 12% compared to pre-pandemic numbers. However, higher per-person usage has limited the overall circulation decline to 8%. At Bloomfield Township Public Library, visits have decreased by about 14%, but circulation has decreased by only 5% overall.

The study also examined library market penetration, measured by the percentage of households with at least one library card actively used in the past year. Pre-pandemic, the average was 32%; it is now 29%. This library stands out with a market penetration of 51%, which is considered excellent.

Public computer usage has dropped by around 55% across libraries, as more people own laptops, tablets, and smartphones. This presents an opportunity to reimagine computer lab spaces. Conversely, WiFi usage has increased by 69%. At our library, public computer usage has declined by 59%, while WiFi sessions have risen by 95%.

Savannah emphasized the need to sustain outreach and advertising efforts to get new library card registrations. They pointed out the very high public opinion of public libraries in general and the very low unsubscribe rate of library email marketing campaigns.

# 2024 General Election Voter Turnout



This year's General Election saw strong turnout in the Township and surrounding Oakland County.

Voter turnout in the Township was 79.5%, down only slightly from 81% in 2020. This turnout was met with first-rate service from the Township Clerk's Office, both full-time staff and Election Day workers. Township Clerk, Martin Brook shared, "On behalf of the Clerk's Department, I want to thank the community for participating in our democracy through absentee, early, or election day voting. I especially want to recognize the nearly 300 members of our community who worked as an Election Inspector. Bloomfield Township is a wonderful place because of the people who call it home and elections is a time when we all shine. Thank you."

You can get more detailed information at **Oakland County Times** and **Michigan Voting Dashboard**.

## Bloomfield Township Public Library To Host Japanese Obon Music and Dance Event



Bloomfield Township Public Library is pleased host Sakura Japanese Instrumental Group for a mini concert of festival and folk music followed by a bon dance on Saturday, November 16, 2024, from 2:00 p.m. to 3:00 p.m. The dance is characterized by simple, repetitive movements that are easy for participants of all ages to learn. The moves can also be done sitting down. While rooted in spiritual significance, bon dances are also a celebration of life, community, and cultural heritage, bringing people together in joyful expression.

"Events like this bring our community together, allowing us to experience and appreciate different cultures," said Adult and Teen Services librarian Brooke Hoskins. "We're excited to create a joyful space where music and dance unite us all," she adds.

No registration required; all our welcome. For more information, please call the Library at (248) 642-5800 or visit the **Library Website**.

## Bloomfield Township
## Trustee Office Hours – This Week

**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, November 25, 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**.

## Friends of Bloomfield Township Public Library Announces December Book Sale
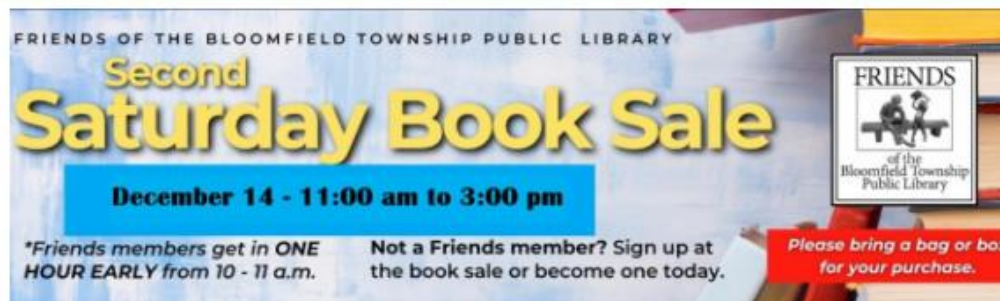


The Friends of Bloomfield Township Public Library will hold their Second Saturday Book Sale Saturday, December 14 from 11:00 a.m. to 3:00 p.m. Friends members may shop the sale early from 10 a.m. to 11 a.m., and memberships can be purchased at the door on the day of the sale.

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 include last minute holiday gifts with a mini-feature of holiday décor. The sale always includes a wide array of subjects and a room dedicated to music and film.

Debit cards can be used for any amount, and credit card purchases may be used with a $5 minimum purchase.

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

## Bloomfield Township Public Library to Host Talk About Cranbrook Architect Eliel Saarinen

# Eliel Saarinen
### Cranbrook and the American Bauhaus

Photo Credit | Cranbrook Art Museum

Bloomfield Township Public Library is pleased to welcome former *Detroit News* fine arts reporter and author of *Building the Modern World: Albert Kahn in Detroit*, Michael Hodges. On Wednesday, December 11, 2024, at 7 p.m., Hodges will present insights from his two years of research for his forthcoming biography about Eliel Saarinen, chief architect of the Cranbrook Educational Community.

"We believe that our proximity to Cranbrook makes this program an ideal fit for the Library. Since Michael's book has not yet been published, we are excited to have the opportunity to preview his work and gain further insight into the life and legacy of Eliel Saarinen," said Laura J. Kraly, Adult and Teen Services Department Head.

Registration for this program is required. For more information, please call the Library at 248-642-5800 or visit the **Library Website**.

## Bloomfield Township Public Library 60th Anniversary Celebration



In October, the Township Public Library celebrated 60 years of serving the community with a special day of music, arts and more. The event highlighted the library's role in the community as a gathering place for residents of all ages.

# COMMUNITY
## BRIEFS

### Library to host Japanese Obon music and dance event

BLOOMFIELD TOWNSHIP — The Bloomfield Township Public Library will host Sakura Japanese Instrumental Group for a mini concert of festival and folk music followed by a Bon dance 2-3 p.m. Nov. 16. The dance, according to organizers, is characterized by simple, repetitive movements that are easy for participants of all ages to learn. The moves can also be done sitting down. While rooted in spiritual significance, Bon dances are also a celebration of life, community, and cultural heritage, bringing people together in joyful expression.

"Events like this bring our community together, allowing us to experience and appreciate different cultures," adult and teen services librarian Brooke Hoskins said in a press release. "We're excited to create a joyful space where music and dance unite us all." All are welcome; registration is not required. For more information, call the library at (248) 642-5800.

### Bloomfield Township presents chore program

BLOOMFIELD TOWNSHIP — With funding from Oakland County, Bloomfield Township residents can now qualify for complimentary yard services.

The program is for residents age 62 or older with an income at or under $53,700 for a one-person household or $61,400 for a two-person household.

Individuals 50-62 years of age with a disability may also qualify.

Through contractors, Bloomfield Township Senior Services will provide some or all of the following yard services: lawn mowing, leaf cleanup, bush trimming, gutter cleaning and snow removal. For more information, contact Jeff Howes at (248) 723-3512.

— MARY BETH ALMOND

15A

# COMMUNITY CALENDAR

22A/ BIRMINGHAM-BLOOMFIELD EAGLE • NOVEMBER 13, 2024

*To view more Community Calendar and to s
or visit candgnews.com/calendar. To advertise*

## NOV. 13

**The Birmingham Musicale:** Hear "Salute to America" with Windscape Trio and Terra Voce Ensemble, 1 p.m., Lutheran Church of the Redeemer, 1800 W. Maple Road in Birmingham, thebirminghammusicale.org

## NOV. 16

**Chamber Music Detroit:** Hear Grammy award-winning mezzo soprano Kelley O'Connor and Washington National Opera director and composer Robert Spano, 7:30-9:30 p.m., Seligman Performing Arts Center, 22305 W. 13 Mile Road in Beverly Hills, cmdetroit.org/2024-25/oconnor-spano

**Bon Odori dance and concert:** Featuring Japanese instrumental group Sakura, 2-3 p.m., Bloomfield Township Public Library, 1099 Lone Pine Road, (248) 642-5800, btpl.org

## NOV. 21

**StoryTime Guild meeting:** Hear from childrens author Katharine Metropolis about techniques for engaging and keeping attention of young audiences, 10-11:30 a.m., Birmingham Unitarian Church, 38651 Woodward Ave. in Bloomfield Hills, storytimeguild.weebly.com

**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

## NOV. 22

**Chamber Music Detroit:** Relic Ensemble "journeys into the underworld" with music by Monteverdi, Telemann, Campra and more, 7:30 p.m. (pre-concert talk at 7 p.m.), Northbrook Presbyterian Church, 22055 W. 14 Mile Road in Beverly Hills, chambermusicdetroit.org/2024-25/relic

## NOV. 23

**Fibonacci Day:** Honor Italian mathematician Leonardo of Pisa by exploring how his famous sequence appears in numbers, spirals and natural world, activities free with general admission, 11 a.m.-2:30 p.m., Cranbrook Institute of Science, 39221 Woodward Ave. in Bloomfield Hills, science.cranbrook.edu/explore/programs/events

## DEC. 6-8

**Winter Markt:** Features artist and vendor displays, European cuisine, holiday lights, ice sculptures, live entertainment, Santa House, Kinderhaus children's activity area and warming stations, 4-9 p.m. Dec. 6, 10 a.m.-9 p.m. Dec. 7 and 10 a.m.-4 p.m. Dec. 8, also tree lighting at 6 p.m. Dec. 6, Snow Queen and Frozen Princess appearances from 12:30-3:30 p.m. Dec. 7, and horse-drawn carriage rides from 2-8 p.m. Dec. 7 and 11 a.m.-3 p.m. Dec. 8, Shain Park, 270 W. Merrill St. in Birmingham, allinbirmingham.com/visitors/wintermarkt

## DEC. 8

**Breakfast with Santa:** Presented by Birmingham Youth Assistance, includes full-sit down breakfast and personal visit with Santa, also animal balloons, clown, craft goodie bag and Seaholm High School Symphony Ensemble performance, 9 and 11:30 a.m., The Townsend Hotel, 100 Townsend St. in Birmingham, birminghamyouthassistance.org/event-details-registration/breakfast-with-santa-4

## DEC. 15

**Chamber Music Detroit:** Hear The Sebastians: Holiday Baroque, 4 p.m., Seligman Performing Arts Center, 22305 W. 13 Mile Road in Beverly Hills, chambermusicdetroit.org/2024-25/sebastians

## ONGOING

**Public lectures:** Hear artist Leung Chi Wo Nov. 13, photographer Leonard Suryajaya Nov. 21 and furniture designer Jomo Tariku Dec. 5, 6-7:30 p.m., Cranbrook Academy of Art, 39221 Woodward Ave. in Bloomfield Hills, cranbrookart.edu/events/list

**'Present Laughter':** Performance by Birmingham Village Players, 8 p.m. Thursdays-Saturdays and 2 p.m. Sundays Dec. 5-8 and 12-15, 34660 Woodward Ave., birminghamvillageplayers.com

**'Disney's Beauty and the Beast':** Performance by

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# December YOUTH Events Calendar

| S | M | T | W | T | F | S |
|---|---|---|---|---|---|---|
| 01 Start of Snowperson Guess Who? | 02 | 03 Preschool STEAMtime 10:30 a.m. | 04 Baby Story Time 10:30 a.m. Cookie Decorating Party 6:30 p.m. | 05 Toddler Story Time 10 a.m. OR 11 a.m. | 06 Tots & Friends Playtime 10 a.m. – 12 noon Gamer Lounge 4 p.m. – 6 p.m. | 07 |
| 08 | 09 | 10 Preschool STEAMtime 10:30 a.m. | 11 Baby Story Time 10:30 a.m. | 12 Toddler Story Time 10 a.m. OR 11 a.m. | 13 Tots & Friends Playtime 10 a.m. – 12 noon | 14 Family Story Time 11 a.m. Friends of the Library Sale 11 a.m. – 3 p.m. |
| 15 | 16 | 17 Reading with Dogs 6:30 p.m. | 18 | 19 | 20 | 21 Winter Reading Challenge starts |
| 22 | 23 NYE Fun Kits available | 24 CLOSED | 25 CLOSED | 26 Family Board Game Day 10 a.m. - 8:30 p.m. | 27 Tots & Friends Playtime 10 a.m. – 12 noon Vintage Video Game Night 6:30 p.m. - 8 p.m. | 28 Sensory Adventure 11 a.m. - 1 p.m. |
| 29 | 30 *Dog Man* Party! 3 p.m. | 31 Brick Builders 11:00 a.m. Close at 5:30 p.m. | HAPPY NEW YEAR | | | |

**VISIT WWW.BTPL.ORG/EVENTS FOR MORE INFO**

## Winter Reading Challenge
### December 21 – January 31
## Cozy Up With A Good Book

All ages are encouraged to join the Library's annual Winter Reading Challenge. Warm up with a good book, challenge yourself, and win prizes. To sign up, or for more information, visit *btpl.org/winter*.

## Sensory Adventure
**Saturday, December 28**
**11 a.m. - 1 p.m.**
*No registration is required.*

Little explorers ages 2 and up, along with their grown-up, can enjoy a variety of fun, hands-on sensory activities, including play dough, sensory bins, light tables, and more.

## Family Board Game Day
**Thursday, December 26, 10 a.m. - 8:30 p.m.**
*No registration is required.*

Play a classic game with friends and family or learn a brand new one. Drop in to the Youth Room and choose a board game from our selection at the Youth Services Desk.

## Brick Builders Theme: New Year's Eve
**Tuesday, December 31**
**11 a.m. - Noon**
*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.

## Snowperson Guess Who?
**December 1 - 31**
*No registration is required.*

Can you guess who the snow people are on our bulletin boards in the Youth Room? See how many you can identify, fill out an entry form with your guesses, and enter our drawing for an Amazon gift card.

# 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.

### Family Story Time
**Saturday, December 14, 11 a.m.**
*No registration required.*
Families of all ages are invited to join us for stories, songs, rhymes, movement, and more fun.

# PLAY TIME

### Tots and Friends Playtime
**(No Playtime December 20)**
**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.

Please contact us if you require any additional accommodations.

# SPECIAL EVENTS

### Cookie Decorating Party
**Wednesday, December 4,  6:30 p.m.**
*Registration is required.*

Celebrate National Cookie Day by decorating a cookie inspired by books! Ages 5 and up.

### Gamer Lounge
**Friday, December 6, 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.

### Reading with the Dogs
**Tuesday, December 17, 6:30 p.m.**
*Registration is required.*

Kids are invited to read to a furry friend at the Library. Licensed therapy dogs and their handlers will be ready to listen to readers in the Story Room. A great opportunity to practice your reading skills in a comfortable setting with no judgment from the dogs! Readers, ages 5 and up, can register for a 15-minute reading session.

### After-Hours Vintage
### Video Game Night
**Friday, December 27, 6:30 p.m. - 8 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.

### *Dog Man* Party!
**Monday, December 30, 3 p.m.**
*Registration is required.*
***Please only register each child who will be attending***

Can't get enough of the Dog Man books by Dav Pilkey? This event is for you! Celebrate everyone's favorite half-dog, half-human with games, crafts, and more. This event is geared for Dog Man fans ages 6 and up.

### New Year's Eve
### Fun Kits
**December 23 - 31**
*No registration is required.*

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

**Bloomfield Township Public Library**

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

# January YOUTH Events Calendar

| S | M | T | W | T | F | S |
|---|---|---|---|---|---|---|
| | | | 01 **HAPPY NEW YEAR** CLOSED | 02 *Trolls* Movie Marathon 11 a.m. - 4 p.m. | 03 Tots & Friends Playtime 10 a.m. – 12 noon Magic Show 2 p.m. | 04 |
| 05 | 06 Book Worms 6:30 p.m. | 07 | 08 My First Book Group 5:30 p.m. | 09 | 10 Tots & Friends Playtime 10 a.m. – 12 noon | 11 Family Story Time 11 a.m. Friends of the Library Sale 11 a.m. – 3 p.m. |
| 12 | 13 Reading with Dogs 6:30 p.m. | 14 Preschool STEAMtime 10:30 a.m. | 15 Baby Story Time 10:30 a.m. | 16 Toddler Story Time 10 a.m. OR 11 a.m. Art Lab Special 6 p.m. | 17 Tots & Friends Playtime 10 a.m. – 12 noon Gamer Lounge 4 p.m. – 6 p.m. | 18 |
| 19 | 20 | 21 Preschool STEAMtime 10:30 a.m. Paperbacks & Snacks 6:30 p.m. | 22 Baby Story Time 10:30 a.m. | 23 Toddler Story Time 10 a.m. OR 11 a.m. | 24 Tots & Friends Playtime 10 a.m. – 12 noon Pokémon Party 2 p.m - 4 p.m. | 25 Sensory Story Time 11 a.m. |
| 26 | 27 | 28 Preschool STEAMtime 10:30 a.m. | 29 Baby Story Time 10:30 a.m. Brick Builders 6:30 p.m. | 30 Toddler Story Time 10 a.m. OR 11 a.m. How to Library 5:30 p.m. | 31 Tots & Friends Playtime 10 a.m. – 12 noon Winter Reading Challenge Ends | |

**VISIT WWW.BTPL.ORG/EVENTS FOR MORE INFO**

## Winter Reading Challenge
### December 21 – January 31

## Cozy Up With A Good Book

All ages are encouraged to join the Library's annual Winter Reading Challenge. Warm up with a good book, challenge yourself, and win prizes. To sign up, or for more information, visit *btpl.org/winter*.

## *Trolls* Movie Marathon
**Thursday, January 2, 11 a.m. - 4 p.m.**
*No registration is required.*

11 a.m. – *Trolls* (PG)
12:45 p.m. – *Trolls World Tour* (PG)
2:25 p.m. – *Trolls Band Together* (PG)
Stop by the Story Room for a viewing of all three *Trolls* feature films. Popcorn and water provided, but you may bring your own nut-free snacks. For families of all ages.

## Baffling Bill Magic Show
**Friday, January 3, 2 p.m.**
*Registration is required.*
Join us for a magical afternoon with Baffling Bill the Magician. Amazing magic, audience participation, and Gus the Bunny. Magic fun for the whole family!

## Gamer Lounge: Ages 8 - 13
**Friday, January 17, 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 month.

## Pokémon Party
**Friday, January 24, 2 p.m. – 4 p.m.**
*Registration is required.*
Pokémon fans, ages 7 and up, are invited to swap Pokémon cards, play Pokémon against others, and try your hand at Pokémon trivia.

## Brick Builders: Favorite Hobby
**Wednesday, January 29, 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.

# STORY TIMES

### Preschool STEAMtime:
### Story Time and Discovery
**Tuesdays, 10:30 a.m.**
**January 14 - February 18**
*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**
**January 15 – February 19**
*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.**
**January 16 – February 20**
*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, January 11, 11 a.m.**
*No registration required.*
Families of all ages are invited to join us for stories, songs, rhymes, movement, and more fun.

### Sensory Story Time
**Saturday, January 25, 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 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.

Please contact us if you require any additional accommodations.
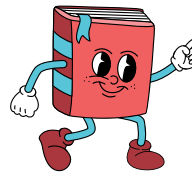
# BOOK GROUPS

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

### My First Book Group: Grades K – 1
**Kindergarten and Grade 1 with an adult.**
**Wednesday, January 8, 5:30 p.m.**
*Registration is required.*

### Book Worms: Grades 2 – 3
**Monday, January 6, 6:30 p.m.**
*Registration is required.*

### Paperbacks & Snacks: Grades 4 – 6
**Tuesday, January 21, 6:30 p.m.**
*Registration is required.*

# SPECIAL EVENTS

### Reading with the Dogs
**Monday, January 13, 6:30 p.m.**
*Registration is required.*

Kids are invited to read to a furry friend at the Library. Licensed therapy dogs and their handlers will be ready to listen to readers in the Story Room. A great opportunity to practice your reading skills in a comfortable setting with no judgment from the dogs! Readers, ages 5 and up, can register for a 15-minute reading session.

### Art Lab Special
**Thursday, January 16, 6 p.m. - 7:30 p.m.**
*Registration is required.*

Join us for an exciting Art Lab special edition for kids ages 10 – 13. In this hands-on workshop, young artists will dive into the vibrant world of Dale Chihuly and create their very own stunning chandeliers inspired by his breathtaking glass sculptures.

### How to Library
**Thursday, January 30, 5:30 p.m.**
*Registration is required.*

Have you ever wondered how librarians know where the books are? Do you want to learn how to find things in the Library on your own? Join us for a fun and interactive informational session on using the Library and its many services. For ages 6 and up. Under age 8 must attend with an adult.

Bloomfield Township Public Library

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

# Bloomfield Township Public Library

# December 2024 Adult and Teen Programs

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|---|---|---|---|---|---|---|
| 1 | 2 | 3 **Fiber Arts Club** 10 a.m. – Noon  **Movie Discussion Club** 7 p.m.  ***Microsoft Excel I** 5:30 p.m. | 4 ****Pages Across Nations: An International Book Club** 7 p.m. INTERNATIONAL BOOK CLUB | 5 | 6 **English Language Conversation Group** 10 a.m. – Noon | 7 |
| 8 | 9 **Adult and Teen Craft Kit Release: Green Cleaning** *Bloomfield Twp. residents only while supplies last* | 10 ****What's Your Story?: A Memoir Writing Group** 1 p.m.  ***Microsoft Excel II** 5:30 p.m. | 11 *****Teen Advisory Board, 4 p.m.**  ****Writers' Rendezvous** 6:30 p.m.  ****Lecture: Eliel Saarinen, Cranbrook and the American Bauhaus, 7 p.m.** | 12 | 13 **English Language Conversation Group** 10 a.m. – Noon  ****Adult and Teen Craft Kit Registration Begins: Winter Reading Snow Globe** *Bloomfield Twp. residents only* | 14 **Second Saturday Book Sale** **Friends of the Library Second Saturday Book Sale** 10 a.m. – 3 p.m. *(First hour Friends members only)* |
| 15 | 16 | 17 **Fiber Arts Club, 10 a.m. – Noon**  ****Science Fiction / Fantasy Book Club, 7 p.m.**  **Adult and Teen Craft Kit Release: Kumihimo Braid Friendship Bracelets** *Twp. residents only while supplies last.* | 18 ****Mystery Book Club** 1 p.m.  ****Paint Your Partner Challenge for Teens and Adults** 6 p.m. | 19 *****Google Apps** 5:30 p.m. Google Apps | 20 **English Language Conversation Group** 10 a.m. – Noon | 21 **Winter Reading Challenge** **COZY UP WITH A GOOD BOOK** **December 21 – January 31** *All ages are encouraged to join. Visit www.btpl.org/winter to register.* |
| 22 | 23 | 24 **LIBRARY CLOSED FOR CHRISTMAS EVE** | 25 **LIBRARY CLOSED FOR CHRISTMAS DAY** | 26 | 27 **English Language Conversation Group** 10 a.m. – Noon | 28 |
| 29 | 30 | 31 **LIBRARY CLOSES AT 5:30 P.M. FOR NEW YEAR'S EVE** | 1 **LIBRARY CLOSED FOR NEW YEAR'S DAY** | | | |

*To register, email *AskTeen@btpl.org,* or call Adult and Teen Services, (248) 642-5800.

**To register, email *AskAdult@btpl.org,* or call Adult and Teen Services, (248) 642-5800.

***To register, email *AskTech@btpl.org* or call the Computer Help Desk, (248) 642-5800.

OR register online at *www.btpl.org/events*

Bloomfield Township Public Library Ninth Annual

**PHOTO CONTEST** For all ages!

January 6 – March 9, 2025

Nature in the Modern World

# January 2025 Adult and Teen Programs

**Bloomfield Township Public Library**

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|---|---|---|---|---|---|---|
| *To register, email *AskTeen@btpl.org,* or call Adult and Teen Services, (248) 642-5800.<br><br>**To register, email *AskAdult@btpl.org,* or call Adult and Teen Services, (248) 642-5800.<br><br>***To register, email *AskTech@btpl.org* or call the Computer Help Desk, (248) 642-5800.<br><br>OR register online at *www.btpl.org/events* | | **31**<br>LIBRARY CLOSES AT 5:30 P.M. FOR NEW YEAR'S EVE | **1**<br>LIBRARY CLOSED FOR NEW YEAR'S DAY | **2** | **3**<br>**English Language Conversation Group**<br>10 a.m. – Noon | **4** |
| **5** | **6**<br>**Adult and Teen Craft Kit Release: Spice Club Kits**<br>*Bloomfield Twp. residents only while supplies last*<br><br>**Lecture: Plants – The Facts of Light**<br>7 p.m. | **7**<br>**Fiber Arts Club**<br>10 a.m. – Noon<br><br>**Movie Discussion Club**<br>7 p.m. | **8**<br>**Writers' Rendezvous**<br>6:30 p.m. | **9**<br>***Scanning and Photo Editing**<br>5:30 p.m. | **10**<br>**English Language Conversation Group**<br>10 a.m. – Noon<br><br>**Speed Dating with a Book**<br>7 p.m. | **11**<br>Second Saturday Book Sale<br>**Friends of the Library Second Saturday Book Sale**<br>10 a.m. – 3 p.m.<br>*(First hour Friends members only)* |
| **12** | **13**<br>**Adult and Teen Craft Kit Pick Up: Winter Reading Snow Globe**<br>*Bloomfield Twp. residents only; must have pre-registered in December* | **14**<br>**What's Your Story?: A Memoir Writing Group**<br>1 p.m.<br><br>***ChatGPT and AI, 5:30 p.m.**<br><br>**Lecture: The Detroit Lions and the Early NFL, 7 p.m.** | **15**<br>**Mystery Book Club, 1 p.m.**<br><br>*Teen Club Craft Day: Crochet Amigurumi, 4 p.m.**<br><br>**Lecture: DIA Behind the Seen: Vogue**<br>7 p.m. | **16** | **17**<br>**English Language Conversation Group**<br>10 a.m. – Noon | **18** |
| **19** | **20**<br>**Lunchtime Book Club, 1 p.m.**<br>LUNCHTIME BOOK CLUB<br>*Meets the third Monday every month at 1 p.m.* | **21**<br>**Fiber Arts Club**<br>10 a.m. – Noon<br><br>**Tuesday Book Club**<br>10 a.m.<br><br>**Classics Book Club**<br>7 p.m. | **22**<br>**Writers' Rendezvous**<br>6:30 p.m. | **23**<br>**Thursday Book Club**<br>10 a.m.<br><br>***Don't Get Scammed**<br>5:30 p.m. | **24**<br>**English Language Conversation Group**<br>10 a.m. – Noon | **25**<br>**Mosaic Youth Theatre of Detroit Presents** *Songs for the People*<br>2 p.m. |
| **26** | **27**<br>**Monday Night Book Club**<br>7 p.m. | **28**<br>**What's Your Story?: A Memoir Writing Group**<br>1 p.m.<br><br>***Google Apps**<br>5:30 p.m. | **29** | **30** | **31**<br>**English Language Conversation Group**<br>10 a.m. – Noon | **Winter Reading Challenge**<br>**COZY UP WITH A GOOD BOOK**<br>**December 21 – January 31**<br>*All ages are encouraged to join. Visit www.btpl.org/winter to register.* |

1099 LONE PINE ROAD, BLOOMFIELD TOWNSHIP, MI 48302    (248) 642-5800    **www.btpl.org**

# DATES FOR THE LIBRARY BOARD OF TRUSTEES

Tuesday, December 17, 6:30 p.m.  – Swearing In - Library Board Meeting (all Trustees)

Tuesday, December 17, 7:00 p.m.  – Library Board Meeting (all Trustees)

Saturday, January 11, 2025, 10:00 a.m. - 3:00 p.m. – Friends Second Saturday Sale (with the first hour, 10-11 a.m., open to Friends members only)

Tuesday, January 21, 2025, 7:00 p.m. – OPEB Trust Meeting followed by Library Board Meeting (all Trustees)

Tuesday, January 28, 2025, 7:00 p.m. – Ambassadors Group (all Trustees)

Saturday, February 8, 10:00 a.m. - 3:00 p.m. – Friends Second Saturday Sale (with the first hour, 10-11 a.m., open to Friends members only)

Thursday, February 13, 9:00 a.m. – Building and Grounds Committee Meeting (all Trustees)

Tuesday, February 18, 7:00 p.m. – Library Board Meeting (all Trustees)