



**Bloomfield Township Public Library
Board of Trustees**

Library Board Meeting
Tuesday, January 21, 2025
Immediately following OPEB Trust Meeting

Board Room

Trustees:

libraryboard@btpl.org

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

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, January 21, 2025, immediately following OPEB Trust Meeting.

#	<u>NUMBERED ITEMS</u>	<u>DATE DELIVERED</u>
1	Agenda	01/17/2025
2a	Request to remove items from the Consent Agenda for Discussion	01/17/2025
2b	Motion to approve the order of items for the regular and consent agendas	01/17/2025
5	Motion to approve remaining Consent Agenda items 6-8d	01/17/2025
6	Regular Board Meeting Minutes of December 17, 2024	01/17/2025
7a	Cash Disbursements	01/17/2025
7b	Revenues/Expenditures Budget Report	01/17/2025
7c	Energy Report	01/17/2025
8a	President's Report – no report	
8b	Director's Report	01/17/2025
8c	Art Committee – no report	
8c	Advocacy Committee – no report	
8c	Ambassadors Group – no report	
8c	Building and Grounds Committee – no report	
8c	Cranbrook – no report	
8c	Development Committee	
8c	Finance Committee – no report	
8c	Friends of the Library Liaison – no report	
8c	Jeanette P. Myers Scholarship Committee – no report	
8c	Investment Committee – no report	
8c	Personnel Committee – no report	
8c	Policy Committee – no report	
11a	Annual Review of Fee Schedule	01/17/2025
11b	Library Design Services Award	01/17/2025
11c	Discussion of Trustee Committees	01/17/2025
13	Motion to approve any items removed from the Consent Agenda	01/17/2025
	 <u>UNNUMBERED ITEMS</u>	 <u>DATE DELIVERED</u>
	Strategic Plan Update	01/17/2025
	Marketing Report	01/17/2025
	Press Mentions	01/17/2025
	Youth Services Events Calendar	01/17/2025
	Adult and Teen Services Events Calendar	01/17/2025
	Dates for Library Board of Trustees	01/17/2025

AGENDA
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, January 21, 2025
Regular Board Meeting
Immediately following OPEB Trust Meeting

REGULAR AGENDA ITEMS #1-5

1. Call to order of regular meeting
- 2a. Request to remove items from the Consent Agenda for Discussion
- 2b. MOTION to approve the order of items for the Regular and Consent Agendas
3. President's Verbal Report
4. Director's Verbal Report
5. MOTION to approve the remaining Consent Agenda items 6-8d

CONSENT AGENDA ITEMS #6-8d
Items removed will be discussed under Item #12

6. Regular Board meeting minutes of December 17, 2024
7. Budget
 - a. Cash Disbursements
 - b. Monthly Revenues & Expenditures
 - c. Energy Report
8. Written Reports:
 - a. President: *Shane Spradlin
 - 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. Annual Review of Fee Schedule
 - b. Library Design Services Award
 - c. Discussion of Trustee Committees
12. Discussion of items removed from the Consent Agenda
13. MOTION to approve any items removed from the Consent Agenda
14. Other
15. Next scheduled meeting: Tuesday, February 18, 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, December 17, 2024, 7:00 p.m.
Library Board Room

At 6:30 p.m. Trustees Keith Carduner, Dani Gillman, Joan Luksik, Joy Murray, and Shane Spradlin were sworn in with Township Clerk Deana Mondock.

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

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

Trustees Absent: Judy Lindstrom

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

Guests: Tom Corliss, Facility Services Maintenance Assistant and SOC Representative

Joy Murray requested **Items 7a** and Shane Spradlin requested **Items 7a, 7b, and 8c** be removed from the consent agenda for regular discussion.

Upon discussion, a motion was made by Keith Carduner and seconded by Joan Luksik **TO APPROVE THE ORDER OF ITEMS AS LISTED ON THE AGENDAS WITH THE FOLLOWING ITEMS REMOVED FROM THE CONSENT AGENDA AS FOLLOWS: 7A, 7B, and 8C.**

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

PRESIDENT'S VERBAL REPORT:

President Dani Gillman wished Trustee Joan Luksik a happy birthday. There was much rejoicing in Dani's home, as her husband's pog game collection is currently part of a library display of toys from the 1970s, 1980s, and 1990s. Most of the items were from the personal collections of Administration staff. Earlier this evening the Trustees were sworn in by the Township Clerk. She expressed that it is an honor to serve, and she looks forward to the next four years working together with the other Trustees. She thanked everyone for their support

during the two years that she served as President.

DIRECTOR'S VERBAL REPORT:

Director Moon thanked Dani for her service as President and she thanked the board for their service as well. She acknowledged the library staff, who work during the holiday weeks because the Library is open to the public when many other businesses and organizations are closed. "They are here and ready to serve over the next couple of weeks." Youth Services is offering some family drop-in programs over the winter break, including an after-hours vintage video game night on Friday, December 27 and a magic show on Friday, January 3.

The winter reading challenge starts this Saturday, December 21. Information is on the library website, including how to log reading over the winter for the chance to win prizes.

Judy Lindstrom donated gift cards in appreciation of staff. These were distributed via a random daily drawing, called 22 Days of Cheer. Judy hopes to spread optimism to the staff and wants to ensure that they know how valued they are by the Trustees. Thank you, Judy, and all our Trustees.

Staff vacancy updates: a new Facility Services Department Head may be announced before the end of December. The Finance Coordinator vacancy will be posted before the end of this week. It is hoped that the role will be filled by late February or early March. Director Moon has leads for temporary help options to perform the basic duties of the position in the interim.

Director Moon provided a correction to the packet. The monthly activity report on page 22 had an error in the number reported for circulation of Youth materials. The number should be 18,610. This has been updated in the reports so the end-of-the-year number will be accurate.

Upon discussion, a motion was made by Joan Luksik, seconded by Keith Carduner to **APPROVE THE REMAINING ITEMS ON THE CONSENT AGENDA.**

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

REGULAR AGENDA:

Call to the public.

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

UNFINISHED BUSINESS:

No unfinished business.

NEW BUSINESS:

11a. Election of Officers

Board President Dani Gillman presented the nominating committee to select officers for 2025. The nominating committee made a recommendation for officers for 2025.

Joan Luksik, representing the nominating committee, presented the slate of officers to serve the 2025 term: **Shane Spradlin, President; Judy Lindstrom, Vice President; Joan Luksik, Secretary.**

Upon discussion, a motion was made by Joan Luksik, seconded by Keith Carduner **TO APPROVE THE SLATE OF OFFICERS FOR THE PERIOD JANUARY 2025-NOVEMBER 2025.**

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

11b. Bank Signatories

With the recent change in the Library Board of Trustees and the changes to elected officials at Bloomfield Township, a resolution to approve a change in bank signatories is needed. As per the procedure required by financial institutions, a copy of a duly signed board resolution is required for bringing change to the bank account authorized signatories.

Upon discussion, a motion was made by Dani Gillman, seconded by Shane Spradlin **TO APPROVE THE RESOLUTION AUTHORIZING SIGNATURES, INCLUDING FACSIMILE SIGNATURES, FOR BANKING SERVICES ON BEHALF OF THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY AS CORRECTED, EFFECTIVE DECEMBER 17, 2024.**

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

11c. PA 152

Michigan Public Act 152, the Publicly Funded Health Insurance Contribution Act, requires public employees to contribute to their health insurance costs. This Act gives public employers three options to choose for funding health care costs: (1) the hard cap option, (2) the 80/20 option, or (3) to be exempt. Each December, the Library Board must decide which of the available options to implement for the next fiscal year.

The library administration recommended adopting Option 2, known as the 80/20 option, for 2025 as it provides a lower health care cost for library employees. The Personnel Committee support this recommendation. The Library Board prioritizes what option benefits the employees and makes certain to weigh all the costs.

Upon discussion, a motion was made by Keith Carduner, seconded by Joy Murray **TO ADOPT THE 80/20 OPTION, AS STATED IN PA 152, EFFECTIVE JANUARY 1, 2025.**

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

11d. Video Surveillance System Upgrade RFP Award

Assistant Director Katherine Bryant shared the process of reviewing proposals from seven companies that responded to the Library's request for proposals for video surveillance system upgrades. Director Moon and Assistant Director Bryant responded to questions from the Board. Administration, IT, and Facility Services recommend the bid be awarded to FlyLock Security Solutions.

Upon discussion, a motion was made by Shane Spradlin and seconded by Joy Murray **TO APPROVE AWARDING THE VIDEO SURVEILLANCE CAMERA BID TO FLYLOCK SECURITY SOLUTIONS, 2685 LAPEER RD., STE. 210, AUBURN HILLS, MI 48326.**

A vote was taken for approval of the motion.

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

Nays: None

11e. Director's Evaluation

December is when the Personnel Committee requests the Board's input on the Library Director's performance during the past fiscal year.

The evaluation process begins with a report from the Library Director to the Board summarizing her activities during 2024. The report, as well as the Director's evaluation form, will be sent before January 2025. The Trustees will have until January 17, 2025, to submit their comments to the Personnel Committee.

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

12. DISCUSSION OF ITEMS REMOVED FROM THE CONSENT AGENDA

- Trustee Joy Murray removed 7A and inquired about refunds to patrons for a returned billed item. If library materials are lost and paid for, patrons are refunded if they return the item. Without collecting overdue fines, the Library no longer has a large cash till, so check requests must be made for refunds above \$10.
- Trustee Shane Spradlin removed 7A and inquired about Great Oaks Maintenance for the snow removal, which is charged in installments. This is for the first two installments.
- Trustee Shane Spradlin removed 7A and inquired about the \$500 payment for the message on hold service. This is a custom recording the Library pays for which plays when callers are on hold. It provides information about library services and events.
- Trustee Shane Spradlin removed 7A and inquired about Weiss Ratings, Inc. This is for a financial publication that rates banks.
- Trustee Shane Spradlin removed 7A and inquired about JP's Piano Moving. This is for moving the piano on and off the stage for the chamber music concerts.

- Trustee Shane Spradlin removed 7B and commented on the budget. He wanted to know why the circulation fines are at 100% of the budgeted amount.
- Trustee Shane Spradlin removed 7B and commented on the budget for payroll, which is at 62% instead of 66%. Director Moon said this was likely due to the timing. The number had been higher through most of the year.
- Trustee Shane Spradlin removed 7B and commented on the repairs budget, which is at 82% of the budget. Director Moon said she is watching this closely. Many repairs have needed to be done this fiscal year.
- Trustee Shane Spradlin removed 7B and commented on the investment returns and the 4.73% interest rate. He remarked that Schwartz and Company is doing a great job getting that rate.
- Trustee Shane Spradlin removed 8C and commented on the Personnel Committee meeting. He asked about the minimum wage, which will be raised for the Pages on January 1. There will be another increase to minimum wage in February, but the Library is opting to raise it to that rate at the beginning of the year rather than raising it twice. He asked for more details about benefit time in relation to the upcoming changes to the Michigan Paid Medical Leave Act (PMLA).

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

A vote was taken for approval of the motion.

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

Nays: None

OTHER:

Joy Murray announced the Friends had earned \$7,120 at their most recent Second Saturday Sale. There will be a Friends of the Library board meeting tomorrow.

The next board meeting will be on Tuesday, January 21, 2025.

At 7:52 p.m. President Gillman adjourned the meeting.

Submitted by:



Joan Luksik, Board Secretary

Bloomfield Township Public Library**Cash Disbursements Comments****December 2024****New Vendors:****General Fund – Advance Checks:**

- Check #24512 made payable to Lara L. Brazle in the amount of \$10.00 was refund for a returned billed item.
- Check #24515 made payable to Zhibin Tan in the amount of \$23.00 was refund for a returned billed item.
- Check #24520 made payable to Consumers Energy in the amount of \$6,065.31 was payment for natural gas service for the period 10/31-12/04.
- Check #24521 made payable to DTE Energy in the amount of \$20,719.64 was payment for electricity service for the period 11/8-12/5.
- Check #24522 made payable to Monica Gower in the amount of \$32.16 was reimbursement for mileage.
- Check #24524 made payable to Martha McGee in the amount of \$560.78 was reimbursement for purchase of Library Shop inventory.
- Check #24532 made payable to Martha McGee in the amount of \$197.62 was reimbursement for purchase of Library Shop inventory.
- Check #24537 made payable to David Brazle in the amount of \$17.00 was a refund for a returned billed item.
- Check #24538 made payable to Elizabeth May in the amount of \$71.89 was reimbursement for purchase of program supplies.
- Check #24539 made payable to Patrick Rock in the amount of \$16.00 was a refund for a returned billed item.
- Check #24550 made payable to Bloomfield Township in the amount of \$1,308.30 was payment for water and sewer service for the period 11/18-12/16.
- Check #24593 made payable to FIS Lockdown Operations in the amount of \$3,000.00 was a deposit payment for the Pitney Bowes mail metering machine.

General Fund – Regular Checks:

- Check #24554 made payable to CivicPlus LLC in the amount of \$5,418.00 was payment for Monsido web accessibility software.
- Check #24558 made payable to Goldner Walsh Nursery, Inc. in the amount of \$17,751.41 was payment for fall clean-up and bulb planting.
- Check #24565 made payable to Midwest Collaborative for Library Services in the amount of \$9,256.93 was payment for subscriptions to Plunkett Research Online and Value Line online resources.
- Check #24566 made payable to Metcom, Inc. in the amount of \$5,789.45 was payment for library cards.
- Check #24567 made payable to MGT Impact Solutions, LLC in the amount of \$6,750.00 was final payment for the compensation and classification study.
- Check #24575 made payable to Sentinel Technologies, Inc. in the amount of \$5,264.00 was payment for various network and IT licenses.
- Check #24582 made payable to Amanda Carroll in the amount of \$47.04 was reimbursement for purchase of program supplies.
- Check #24584 made payable to Tamra Dukatz in the amount of \$18.00 was a refund for a returned billed item.
- Check #24590 made payable to The Flying Locksmith, Detroit North in the amount of \$123,115.80 was payment for the start of the video surveillance system upgrade project.
- Check #24592 made payable to Bloomfield Township in the amount of \$613,458.51 was payment for two payrolls two payrolls including FICA, health insurance, etc. plus health care premiums, HSA contribution, and a pension payment.

Gift Fund- Advance Checks:

- Check #5633 made payable to Lisa Steinkopf in the amount of \$374.00 was payment for a program performer.
- Check #5635 made payable to Bloomfield Twp. Public Library in the amount of \$600.00 was reimbursement of the general fund.
- Check #5637 made payable to Greg Black in the amount of \$250.00 was payment for a program performer.
- Check #5638 made payable to The Lakehouse Bakery in the amount of \$200.00 was payment for a program performer.
- Check #5639 made payable to Amanda Carroll in the amount of \$34.02 was reimbursement for purchase of program supplies.

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

Check #	Date	Payee	Cash Account	Amount
General Fund				
ADVANCE CHECKS:				
24512	12/11/24	Lara L. Brazle	016.01	10.00
24513	12/11/24	Mobility City of Southfield	016.01	450.00
24514	12/11/24	WT COX INFORMATION SERVICES	016.01	28.95
24515	12/11/24	Zhibin Tan	016.01	23.00
24174V	12/18/24	Martha McGee	016.01	(425.63)
24516	12/18/24	AMAZON CAPITAL SERVICES	016.01	1,579.58
24517	12/18/24	APPLIED INNOVATION	016.01	1,082.32
24518	12/18/24	AUNALYTICS, INC.	016.01	2,541.43
24519	12/18/24	XFINITY	016.01	75.50
24520	12/18/24	CONSUMERS ENERGY	016.01	6,065.31
24521	12/18/24	DTE ENERGY	016.01	20,719.64
24522	12/18/24	Monica Gower	016.01	32.16
24523	12/18/24	GREAT OAKS MAINTENANCE	016.01	2,191.42
24524	12/18/24	Martha McGee	016.01	560.78
24525	12/18/24	PTS Communications	016.01	78.00
24526	12/18/24	T MOBILE	016.01	120.40
24527	12/18/24	TERMINIX PROCESSING CTR.	016.01	183.00
24528	12/18/24	UNITED STATES POSTAL SERVICE	016.01	3,500.00
24529	12/18/24	VIGILANTE SECURITY	016.01	1,950.00
24530	12/26/24	AT&T	016.01	827.05
24531	12/26/24	FNBO	016.01	8,446.87
24532	12/26/24	Martha McGee	016.01	197.62
24533	12/26/24	PRINCIPAL LIFE INSURANCE COMPANY	016.01	954.94
24534	12/31/24	AMAZON CAPITAL SERVICES	016.01	2,142.52
24535	12/31/24	APPLIED INNOVATION	016.01	928.82
24536	12/31/24	AT&T	016.01	171.06
24537	12/31/24	David Brazle	016.01	17.00
24538	12/31/24	Elizabeth May	016.01	71.89
24539	12/31/24	Patrick Rock	016.01	16.00
24540	12/31/24	Pitney Bowes	016.01	182.58
24550	1/9/25	BLOOMFIELD TOWNSHIP	016.01	1,308.30
24561	1/9/25	H. V. BURTON CO.	016.01	322.00
24585	1/9/25	Nicole Gillies	016.01	4.69
24588	1/9/25	PTS Communications	016.01	78.00
24589	1/9/25	T MOBILE	016.01	60.20
24593	1/9/25	FIS Lockdown Operations	016.01	3,000.00
24585V	1/9/25	Nicole Gillies	016.01	(4.69)
Total				59,490.71
REGULAR CHECKS:				
24541	1/9/25	BAKER & TAYLOR, INC.	016.01	67.75
24542	1/9/25	ARBOR OAKLAND GROUP	016.01	5,055.00
24543	1/9/25	ASSA ABLOY ENTRANCES SYSTEMS	016.01	640.66
24544	1/9/25	AUGIES BUILDING SERVICES	016.01	12,744.95
24545	1/9/25	BAKER & TAYLOR, INC.	016.01	502.39
24546	1/9/25	CENTER POINT PUBLISHING	016.01	501.19
24547	1/9/25	THE LIBRARY STORE, INC.	016.01	104.75
24548	1/9/25	BAKER & TAYLOR, INC.	016.01	7,733.61
24548a	1/9/25	VOID	016.01	
24548b	1/9/25	VOID	016.01	
24551	1/9/25	CENGAGE LEARNING/GALE	016.01	1,763.51
24552	1/9/25	CENTRAL BUSINESS SYSTEMS, INC.	016.01	174.80
24553	1/9/25	CINTAS CORPORATION	016.01	204.32
24554	1/9/25	CivicPlus LLC	016.01	5,418.00
24555	1/9/25	DEMCO, INC.	016.01	105.41
24556	1/9/25	FOSTER SWIFT	016.01	122.50
24557	1/9/25	FRANK REWOLD AND SON, INC.	016.01	2,470.00
24558	1/9/25	GOLDNER WALSH NURSERY, INC.	016.01	17,751.41
24559	1/9/25	U.S Govt. Publishing Office	016.01	58.00
24560	1/9/25	GREAT OAKS MAINTENANCE	016.01	3,600.00
24562	1/9/25	INFOBASE LEARNING	016.01	1,111.90
24563	1/9/25	INGRAM LIBRARY SERVICES	016.01	72.80
24564	1/9/25	LAKESHORE LEARNING MATERIALS	016.01	522.65

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

Check #	Date	Payee	Cash Account	Amount
24565	1/9/25	MIDWEST COLLABORATIVE for LIB. SVCS	016.01	9,256.93
24566	1/9/25	METCOM, INC.	016.01	5,789.45
24567	1/9/25	MGT Impact Solutions, LLC	016.01	6,750.00
24568	1/9/25	MICROMARKETING LLC	016.01	256.96
24569	1/9/25	MIDWEST TAPE	016.01	2,050.16
24570	1/9/25	NETWORK SERVICES COMPANY	016.01	160.62
24571	1/9/25	OVERDRIVE	016.01	10,617.06
24572	1/9/25	PRIORITY WASTE, LLC	016.01	399.84
24573	1/9/25	PROQUEST-CSA LLC	016.01	5,200.06
24574	1/9/25	Rolls Mechanical	016.01	3,037.48
24575	1/9/25	SENTINEL TECHNOLOGIES, INC.	016.01	5,264.00
24576	1/9/25	SUMMIT ELECTRIC, INC.	016.01	680.00
24577	1/9/25	THOMSON REUTERS- WEST	016.01	169.76
24578	1/9/25	TK ELEVATOR CORPORATION	016.01	1,168.32
24580	1/9/25	AUNALYTICS, INC.	016.01	2,611.63
24581	1/9/25	BAKER & TAYLOR, INC.	016.01	2,521.03
24582	1/9/25	AMANDA CARROLL	016.01	47.04
24583	1/9/25	CINTAS CORPORATION	016.01	51.08
24584	1/9/25	Tamra Dukatz	016.01	18.00
24586	1/9/25	MIDWEST TAPE	016.01	420.53
24587	1/9/25	OVERDRIVE	016.01	4,099.01
24590	1/9/25	THE FLYING LOCKSMITH, DETROIT NORTH	016.01	123,115.80
24591	1/9/25	UNIQUE MANAGEMENT SERVICES, INC.	016.01	581.15
24592	1/9/25	BLOOMFIELD TOWNSHIP	016.01	613,458.51
24594	1/9/25	Rolls Mechanical	016.01	3,696.36
24595	1/9/25	MIDWEST TAPE	016.01	244.39
24596	1/9/25	MIDWEST TAPE	016.01	76.46
Total				862,467.23

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

Check #	Date	Payee	Cash Account	Amount
Gift Fund				
ADVANCE CHECKS:				
5631	12/11/24	ABSOLUTELY BAFFLING MAGIC	012.03	450.00
5632	12/11/24	Authors Unbound Agency	012.03	2,100.00
5633	12/11/24	Lisa Steinkopf	012.03	374.00
5634	12/18/24	AMAZON.COM	012.03	1,979.22
5635	12/18/24	BLOOMFIELD TWP. PUBLIC LIBRARY	012.03	600.00
5636	12/18/24	DETROIT HISTORICAL SOCIETY	012.03	275.00
5637	12/18/24	Greg Black	012.03	250.00
5638	12/18/24	The Lakehouse Bakery	012.03	200.00
	12/23/24	DELUXE BUSINESS CHECKS	012.03	410.36
5639	12/26/24	Amanda Carroll	012.03	34.02
5640	12/26/24	FNBO	012.03	305.06
5641	12/31/24	AMAZON.COM	012.03	835.39
Total				<u><u>7,813.05</u></u>
REGULAR CHECKS:				
5642	1/9/25	BAKER & TAYLOR	012.03	129.02
5643	1/9/25	The Bulk BookStore	012.03	9,163.04
5644	1/9/25	BAKER & TAYLOR	012.03	56.35
5645	1/9/25	MIDWEST TAPE	012.03	22.49
5646	1/9/25	MIDWEST TAPE	012.03	81.69
Total				<u><u>9,452.59</u></u>

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

PRESENTED: JANUARY 21, 2025 FOR THE MONTH OF: DECEMBER 2024

Nine Months 75.00%

ACCOUNT NAME	2024-2025	2024-2025	REVENUE/EXPENSE		REVENUE/EXPENSE		% OF BUDGET YTD	VARIANCE	
	ADOPTED BUDGET AS OF MARCH 19, 2024	AMENDED BUDGET AS OF AUGUST 20, 2024	CURRENT MONTH	YTD	YTD	YTD			
Revenues									
Taxes	\$8,922,094	\$9,381,644	\$1,120,000	\$1,110,912	11.84%	(\$8,270,732)		*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	\$974	\$10,495	123.47%	\$1,995			
Charges for Services	\$10,651	\$10,651	\$812	\$8,277	77.71%	(\$2,374)			
Photocopy Fees	\$651	\$651	\$2	\$537	82.52%	(\$114)			
Room Rental Fees	\$10,000	\$10,000	\$810	\$7,740	77.40%	(\$2,260)			
Investment earnings	\$610,000	\$610,000	\$47,103	\$548,696	89.95%	(\$61,304)		Revenue	
Interest/Dividends	\$610,000	\$610,000	\$39,129	\$388,425	63.68%	(\$221,575)		over percentage of year	
Change in Asset Value	\$0	\$0	\$7,975	\$160,272	0.00%	\$160,272		more than 5% under percentage of year	
Miscellaneous	\$13,451	\$13,451	\$12,998	\$27,322	203.13%	\$13,871			
Miscellaneous Revenue	\$3,370	\$3,370	\$2,711	\$2,711	80.45%	(\$659)			
Library Shop	\$4,081	\$4,081	\$702	\$3,636	89.09%	(\$445)			
Café	\$6,000	\$6,000	\$1,642	\$3,224	53.73%	(\$2,776)			
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	\$7,942	\$17,752	0.00%	(\$2,248)			
Total Revenues	\$9,677,191	10,156,741	\$1,181,887	\$1,811,654	17.84%	(\$8,345,087)		*taxes collected Dec-Mar	
Expenditures									
Personnel	\$5,205,396	\$5,205,396	\$10,664	\$3,233,661	62.12%	(\$1,971,735)			
Salaries & Wages	\$3,359,218	\$3,359,218	(\$232,175)	\$2,219,019	66.06%	(\$1,140,199)			
Social Security	\$256,598	\$256,598	\$42,677	\$159,999	62.35%	(\$96,599)			
Employee Insurances	\$985,955	\$985,955	\$176,873	\$540,604	54.83%	(\$445,351)			
Unemployment Compensation	\$0	\$0	\$0	\$1,144	0.00%	\$1,144			
Retirement	\$603,625	\$603,625	\$23,290	\$304,295	50.41%	(\$299,330)			
Retiree Health Care - OPEB	\$0	\$0	\$0	\$8,600	0.00%	\$8,600			
Library Services	\$842,132	\$842,132	\$41,550	\$592,241	70.33%	(\$249,891)			
Electronic Serv.-Databases	\$220,408	\$220,408	\$16,985	\$200,270	90.86%	(\$20,138)			
Electronic Services-Skyriver	\$27,000	\$27,000	\$0	\$24,615	91.17%	(\$2,385)			
Books	\$323,908	\$323,908	\$14,890	\$206,824	63.85%	(\$117,084)			
Processing & Supplies	\$24,000	\$24,000	\$227	\$9,896	41.24%	(\$14,104)			
Periodicals/Docs/Ref. Serv.	\$69,650	\$69,650	\$880	\$42,480	60.99%	(\$27,170)			
Music	\$8,500	\$8,500	\$512	\$3,994	46.98%	(\$4,506)			
Audiobooks	\$77,623	\$77,623	\$5,216	\$56,201	72.40%	(\$21,422)			
DVD's	\$41,000	\$41,000	\$1,538	\$21,401	52.20%	(\$19,599)			
Accessibility Support Collection	\$10,043	\$10,043	\$188	\$1,704	16.97%	(\$8,339)			
Programming	\$40,000	\$40,000	\$1,114	\$24,856	62.14%	(\$15,144)			
Facilities & Equipment	\$1,206,967	\$1,214,792	\$88,055	\$952,506	78.41%	(\$262,286)		*more repairs than anticipated; this is under watch	
Repairs/Maint. Supplies	\$65,000	\$65,000	\$2,002	\$55,288	85.06%	(\$9,712)			
Telephone	\$17,450	\$17,450	\$1,197	\$9,038	51.79%	(\$8,412)			
Building Insurance	\$58,017	\$65,842	\$0	\$65,842	100.00%	\$0			
Public Utilities	\$384,000	\$384,000	\$36,069	\$279,515	72.79%	(\$104,485)			
Building Maintenance	\$291,106	\$291,106	\$20,847	\$251,184	86.29%	(\$39,922)			
Equipment Maintenance	\$24,210	\$24,210	\$2,186	\$14,953	61.76%	(\$9,257)			
Grounds Maintenance	\$96,675	\$96,675	\$18,468	\$72,594	75.09%	(\$24,081)			
Computer System Maint.	\$254,508	\$254,508	\$7,269	\$195,635	76.87%	(\$58,873)			
Equipment	\$16,000	\$16,000	\$18	\$8,456	52.85%	(\$7,544)			
Other Operating Expenditures	\$2,383,895	\$2,352,395	\$49,749	\$633,960	26.95%	(\$1,718,435)			
Office/Computer Supplies	\$32,480	\$32,480	\$1,093	\$13,502	41.57%	(\$18,978)			
Postage	\$25,090	\$25,090	\$3,994	\$23,789	94.82%	(\$1,301)			
Professional Services	\$128,156	\$128,156	\$5,213	\$103,525	80.78%	(\$24,631)			
Projects	\$2,114,165	\$2,082,665	\$33,136	\$444,957	21.36%	(\$1,637,708)		Expenditures	
Staff Development/Travel	\$37,650	\$37,650	\$693	\$14,936	39.67%	(\$22,714)		2%+ under percentage of year	
Printing & Publishing	\$25,050	\$25,050	\$5,055	\$18,089	72.21%	(\$6,961)		within 1.5%	
Dues & Membership	\$14,224	\$14,224	\$0	\$10,558	74.23%	(\$3,666)		over %	
Bank Expenses	\$4,720	\$4,720	\$233	\$3,356	71.10%	(\$1,364)			
Library Shop Expenses	\$2,000	\$2,000	\$333	\$1,248	62.39%	(\$752)			
Café Expenses	\$360	\$360	\$0	\$0	0.00%	(\$360)			
Total Expenditures	\$9,638,390	\$9,614,715	\$190,018	\$5,412,368	56.29%	(\$4,202,347)			
Fund Balance - Beginning	\$13,833,927	\$13,833,927		\$13,833,927					
Net revenue (expenditure)	\$38,801	\$542,026		(\$3,600,714)					
Fund Balance - Ending	\$13,872,728	\$14,375,953		\$10,233,213					
Fund Balance Designations									
Nonspendable-Prepaid Expense	\$18,791	\$18,791							
Committed Fund Balance (is 9-months of operational expenditures amount)	\$5,643,169	\$5,649,038							
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)	\$8,110,768	\$8,608,125							
Unassigned Fund Balance (is the unplanned emergency amount)	\$100,000	\$100,000							

Bloomfield Township Public Library
FY 2024-2025 Gift Fund Budget

PRESENTED: JANUARY 21, 2025 FOR THE MONTH OF: DECEMBER 2024

Nine Months 75.00%

ACCOUNT NAME	2024-2025 ADOPTED BUDGET AS OF MAR 19, 2024	2024-2025 AMENDED BUDGET AS OF JAN 21, 2025	REVENUE/ EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	VARIANCE
<u>Revenues</u>						
Gift Income	\$500	\$105,458	\$0	\$104,958	99.53%	(\$500)
Gift Revenue	\$0	\$6,381	\$0	\$6,381	100.00%	\$0
Friends of the Library	\$0	\$95,011	\$0	\$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	0.00%	\$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	\$97	\$230	115.06%	\$30
Miscellaneous Revenue	\$0	\$134	\$22	\$230	0.00%	\$96
Total Revenues	\$700	\$105,791	\$118	\$105,418	99.65%	(\$374)
<u>Expenditures</u>						
Library Services	\$75,589	\$151,094	\$6,096	\$65,228	43.17%	(\$85,866)
Facilities & Equipment	\$34,382	\$38,331	\$1,062	\$15,209	39.68%	(\$23,122)
Other Operating Expenditures	\$52,224	\$77,861	\$789	\$25,553	32.82%	(\$52,308)
Total Expenditures	\$162,195	\$267,286	\$7,947	\$105,990	39.65%	(\$161,296)
Fund Balance - Beginning	\$161,695	\$161,695		\$161,695		
Net revenue (expenditures)	(\$161,495)	(\$161,495)		(\$572)		
Fund Balance - Ending	\$200	\$200		\$161,123		

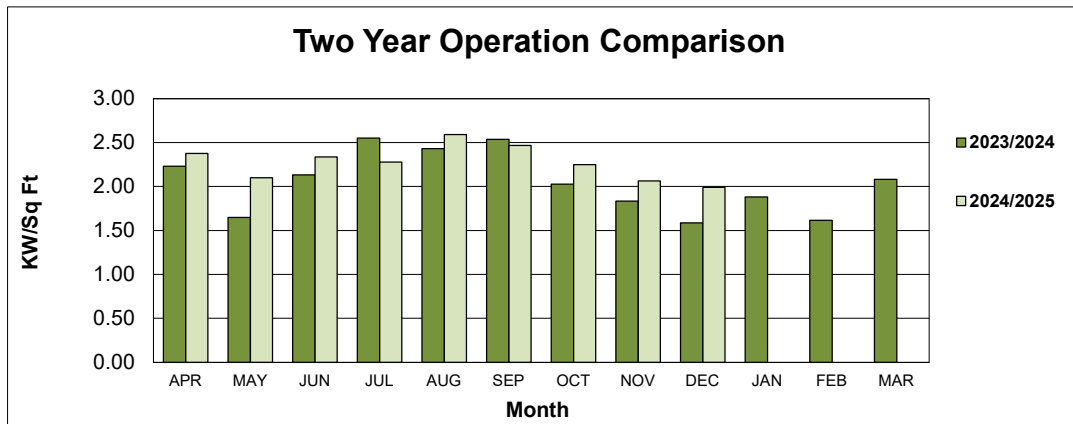
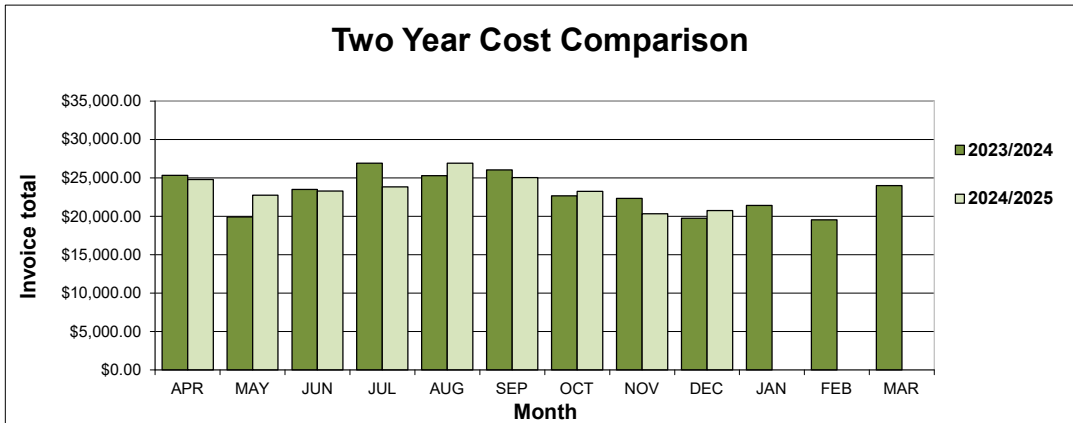
Bloomfield Township Public Library
Asset Allocation Summary
December 2024

Fund	Type	Annual Yield	Date	Amount on Hand
General Fund				
	5th 3rd Checking (Ecommerce)	0.00%	12/31/2024	\$157,966.30
	Flagstar Public Funds Savings	3.51%	12/31/2024	\$219,300.98
	Flagstar Premier Public Entities Checking	0.45%	12/31/2024	\$554,007.76
	RBC Capital Cash/Money Market	0.85%	12/31/2024	\$13,142.61
	RBC Capital - Investments	4.73%	12/31/2024	\$12,345,256.22
	Total General Fund			<u>\$13,289,673.87</u>
	Please see General Fund budget for notes on how this amount is earmarked			
Gift Fund				
	Huntington Public Fund Business Interest Checking	0.25%	12/31/2024	\$96,096.30
	Huntington CD (Charnov gift) - matures 02/04/2025	4.30%	12/31/2024	\$50,000.00
	Fifth Third Bank Business Standard Checking	0.00%	12/31/2024	\$17,626.13
	Total Gift Fund			<u>\$163,722.43</u>
CFSEM				
	The following endowment funds are administered by the Community Foundation for Southeast Michigan (CFSEM). CFSEM maintains unilateral variance power and legal ownership of the endowment funds, and therefore, principal is not available to BTPL. Earnings are available for distribution to the Library for its operations at the discretion of CFSEM.			
		<i>Updated 6/2024</i>		
	Jeanette P. Myers Memorial Scholarship Fund		12/31/2023	\$16,270.00
	Yvonne T. Atkinson Fund		12/31/2023	\$35,126.00
	Lawrence Smith and Isabel Francis Smith Challenge Grant Fund		12/31/2023	\$38,208.83
	BTPL Endowment Fund		12/31/2023	\$49,911.17
	Fair Radom Garden Endowment Fund		12/31/2023	\$19,997.00
	BTPL Director's Legacy Fund		12/31/2023	\$23,032.00
	Total CFSEM holdings			<u>\$182,545.00</u>

Bloomfield Township Public Library Electricity Analysis

Building Area = 101,023 Sq ft.

TWO YEAR COST COMPARISON				CURRENT YEAR OPERATION					
Month	2023/2024	2024/2025	Difference	TOTAL	COST/KWH	KWH/HR (24 x no. days per month)	KWH/SQ FT 101,023	COST/HR (24 x no. days per month)	COST/SQ FT. 101,023
				KWH					
APR	\$25,322.27	\$24,773.37	(\$548.90)	240,065	\$0.10	333.42	2.38	\$34.41	\$0.25
MAY	\$19,897.76	\$22,717.34	\$2,819.58	212,072	\$0.11	285.04	2.10	\$30.53	\$0.22
JUN	\$23,496.49	\$23,261.35	(\$235.14)	235,732	\$0.10	327.41	2.33	\$32.31	\$0.23
JUL	\$26,914.27	\$23,823.38	(\$3,090.89)	230,062	\$0.10	309.22	2.28	\$32.02	\$0.24
AUG	\$25,285.64	\$26,904.57	\$1,618.93	261,800	\$0.10	351.88	2.59	\$36.16	\$0.27
SEP	\$26,013.82	\$25,039.95	(\$973.87)	249,137	\$0.10	346.02	2.47	\$34.78	\$0.25
OCT	\$22,634.92	\$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	\$20,719.64	\$993.44	200,809	\$0.10	269.90	1.99	\$27.85	\$0.21
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	\$210,821.67	(\$65,677.34)						

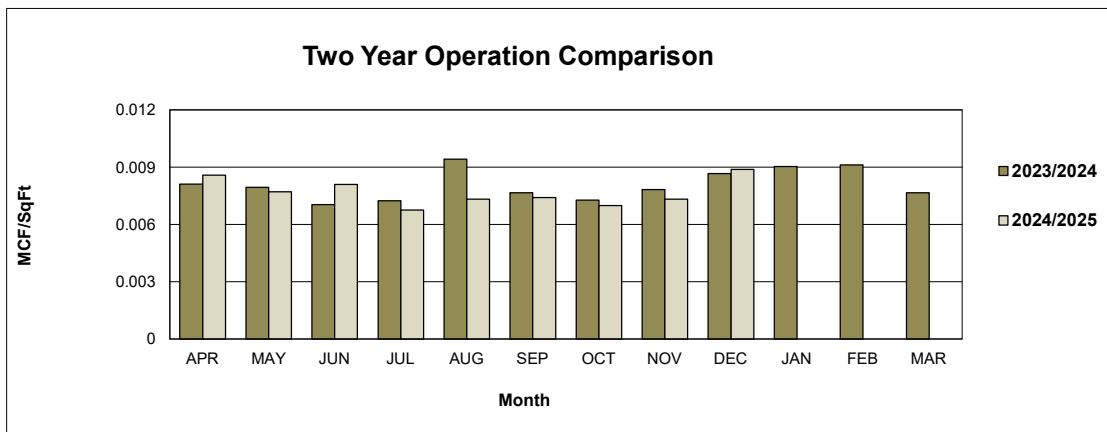
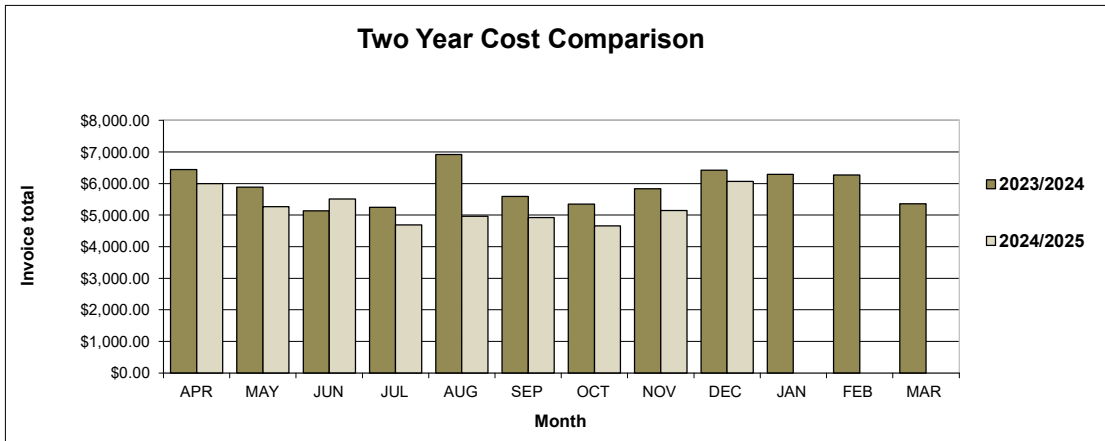


Bloomfield Township Public Library Natural Gas Analysis

Building Area = 101,023

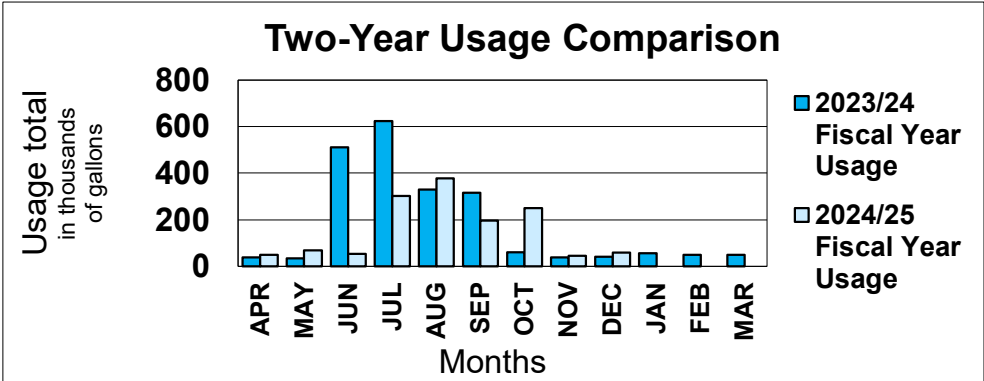
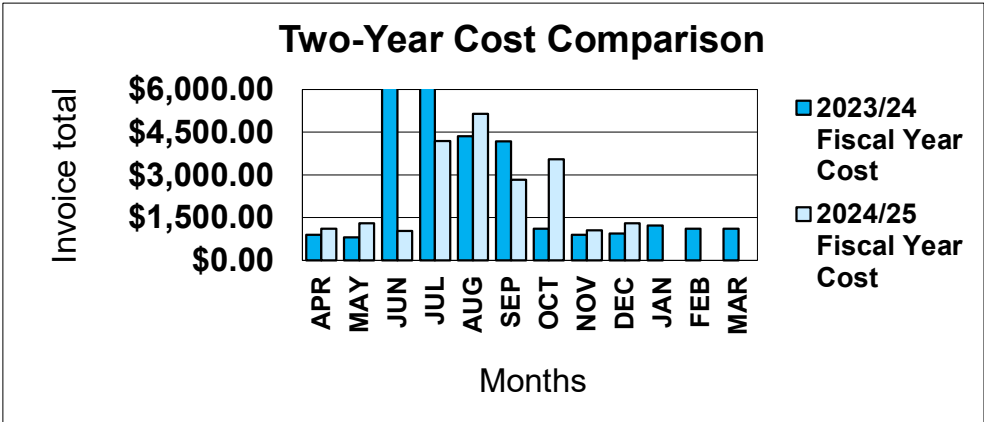
1 Cu. Ft. = 1000 BTU

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	\$6,065.31	(\$360.82)	897.1	\$6.76	744	1.21	0.009	8.15	0.059
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	\$47,217.83	(\$23,531.74)							



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	\$1,308.30	\$366.68	41	59	18
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	\$21,490.45	(\$9,697.79)	2,150	1,402	(748)



BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**LIBRARY BOARD OF TRUSTEES
MONTHLY DIRECTOR'S REPORT****January 2025**

Monday, January 6 was **Tom Corliss's official first day as Facility Services Department Head**. Tom has worked at the Library for over ten years as a Maintenance Assistant and brings a wealth of knowledge plus positivity to the role. There is now a full-time Maintenance Assistant vacancy to fill, which Tom and I are working on. Congratulations, Tom!

There is an open **RFP for grounds maintenance and snow removal services**. A recommendation will be made to you at the regular monthly meeting on Tuesday, February 18, 2025.

Our **Chamber music concert series** continues Friday, February 28 at 7:00pm. This ongoing collaboration with the University of Michigan School of Music, Theatre, and Dance, with funding provided by the Friends of the Library, is a wonderful opportunity for our community to experience music.

I met with the Clerks from Bloomfield Township, Southfield Township, and Birmingham for a post **early voting debrief**. The Clerks were very complimentary of library staff and reiterated that the turnout was astounding and overwhelming. I shared feedback from library staff which included some suggestions to improve the experience for all. The agreement with Oakland County expired 12/1/2024. A new agreement has been signed and will expire 12/1/2026. At this time, elections are anticipated for August and November for the city of Birmingham only.

Respectfully Submitted,

*Tera Moon
Library Director*

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

	2023		2024	
COLLECTION				
Book Collection:	232,086		228,094	
Media Collection:	50,138		49,840	
Total e-books:	18,950		19,093	
Overdrive:	15,767		16,027	
Total downloadable audiobooks:	9,268		9,772	
Materials Total:	310,442		306,799	
CIRCULATION				
Circulation Total:	52,182		53,072	
Bloomfield Township Circulation:	48,165		49,030	
Virtual Circulation Total:	14,755		14,848	
Circulation of Youth Materials:	17,139		19,152	
Circulation of Media:	7,326		6,928	
Circulation of Cranbrook passes:	156		163	
Self-Checkout machine use:	12,024	23.0%	12,424	23.4%
Library By Mail:	64	50 patrons	24	46 patrons
Mobile App	103		117	
Building & Equipment Usage				
Door Count:	17,269	*	18,171	**
Gate Count:	18,137		20,213	
Meeting rooms by public:	16		25	
Meeting rooms by staff:	62		59	
Virtual Use				
Home page hits:	35,995		21,855	
e-book access:	4,788		4,726	
Audiobook access: (Overdrive)	3,223		3,437	
Magazine download access:	3,109		2,821	
Hoopla access:	3,635		3,864	
BTPL Mobile New Devices	109		78	
BTPL Mobile Launches	1,742		3,402	
Library Computer Use				
Resident Use	395		375	
Guest Use	210		219	
* Library closed 12/24 & 12/25 for Christmas Eve & Christmas Day; closed 12/31 for New Year's Eve.				
** Library closed 12/24 & 12/25 for Christmas Eve & Christmas Day; closed at 5:30, 12/31 for New Year's Eve.				

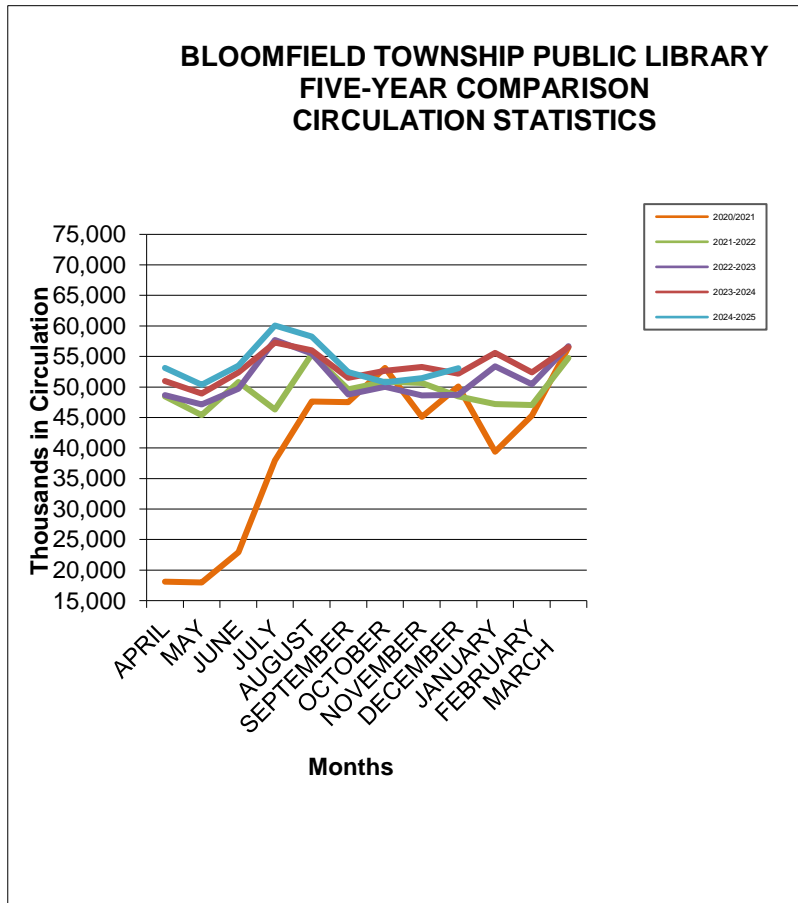
**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MONTHLY ACTIVITY REPORT
DECEMBER 2024**

	2023		2024	
OUTREACH & PROGRAMS				
<i>New Patrons and Accounts</i>				
Township:	184		150	
Cranbrook:	6		6	
Total new patrons:	223		197	
<i>Adult Program Attendance</i>				
Staff-led:	8 events	64 attended	9 events	75 attended
Speaker-led:	2 events	138 attended	1 event	140 attended
Book clubs:	3 events	21 attended	3 events	23 attended
Tours/visits on-site:	0 events	0 attended	0 events	0 attended
Tours/visits off-site:	3 events	63 attended	5 events	195 attended
Chamber Music Concert:	1 event	141 attended	0 events	0 attended
Bloomfield Historical Society:	0 events	0 attended	0 events	0 attended
<i>IT Program Attendance</i>				
Staff-led:	1 event	4 attended	3 events	20 attended
<i>Teen Program Attendance</i>				
Staff-led:	1 event	1 attended	1 event	0 attended
<i>Youth Program Attendance</i>				
Staff-led:	31 events	694 attended	26 events	863 attended
Speaker-led:	1 event	120 attended	1 event	32 attended
Tours/visits on-site:	0 events	0 attended	1 event	38 attended
Tours/visits off-site:	4 events	106 attended	12 events	276 attended
TOTAL:	55 events	1352 attended	62 events	1662 attended
<i>Volunteers (total for the month)</i>				
Shop volunteers	7 people	46.0 hours	7 people	56.75 hours
Court appointed volunteers	0 people	0.0 hours	1 person	6.5 hours
Student volunteers	3 people	12.5 hours	0 people	0 hours
Department volunteers	1 person	8.0 hours	1 person	1 hour
<i>Patron Remarks</i>				
Patron comments:	0		5	
Ask BTPL:	7		9	
DISPLAYS				
Lobby	<i>Get Nostalgic with Toys from the 70's, 80's, & 90's</i>			
Local History	<i>Winter Reading Challenge</i>			

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY FIVE YEAR CIRCULATION

1/9/2025

	<u>2020/2021</u>	<u>2021-2022</u>	<u>2022-2023</u>	<u>2023-2024</u>	<u>2024-2025</u>
APRIL	18,087	48,463	48,665	50,983	53,132
MAY	17,974	45,393	47,140	48,921	50,366
JUNE	22,933	50,843	49,706	52,369	53,502
JULY	37,962	46,304	57,694	57,272	60,069
AUGUST	47,629	55,372	55,485	55,983	58,270
SEPTEMBER	47,507	49,604	48,792	51,492	52,429
OCTOBER	53,114	50,855	50,032	52,652	50,768
NOVEMBER	45,117	50,656	48,595	53,264	51,426
DECEMBER	50,080	48,439	48,737	52,182	53,072
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	483,034



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

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

Adult & Teen Services	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Year-End Totals
Ancestry													
Total Unique Searches	373	416	557	289	309	362	359	521	534				
Number of Records Viewed	467	260	467	280	692	505	911	691	1,012				
MorningStar													
Total Searches	98	79	62	45	111	117	55	68	79				
Records Viewed	361	560	414	316	404	341	291	330	413				
Total Sessions	131	121	130	107	126	100	80	85	117				
PressReader													
Unique Users	75	56	70	62	54	66	68	66	54				
Total Sessions	366	371	408	125	472	418	395	366	296				
Article Opens	8,757	9,498	9,270	12,046	15,169	16,857	15,180	13,551	10,269				
Reference Solutions													
Logins	30	14	18	28	30	52	29	27	27				
Number of Searches	102	56	80	115	149	319	152	131	101				
Total Records in Search Results	2,762	1,311	7,278	3,164	6,322	20,545	16,781	11,138	10,252				
ValueLine Research Center													
Total Sessions	539	580	516	498	530	581	617	537	581				
Page Views	3,994	4,261	3,593	3,219	3,574	4,190	4,352	3,806	4,129				

All Ages	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Year-End Totals
hoopla													
Unique Users	902	918	929	940	953	956	928	969	965				
Total Checkouts	3,826	3,790	3,919	4,031	4,084	3,842	3,884	4,152	3,864				
Kanopy													
Total Plays	556	586	643	688	782	707	1,198	809	855				
Total Minutes Played	17,294	16,952	20,425	20,923	23,257	19,800	33,249	26,465	26,919				
Libby													
Total Checkouts	7,876	8,072	8,058	8,255	8,244	7,834	7,844	7,863	8,163				
Unique Users	2,077	2,076	2,036	2,172	2,131	2,103	2,134	2,060	2,162				

Youth Services	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Year-End Totals
BookFLIX													
Sessions	4	0	0	15	8	2	3	9	0				
Documents Viewed	14	0	0	35	21	4	14	27	0				
TumbleBooks													
Book Views	0	20	3	0	3	0	3	0	0				
Scholastic Teachables													
Sessions	15	7	2	4	9	16	24	15	6				
Documents Viewed	80	25	7	17	45	54	58	77	22				

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

hoopla Circulation by Format

	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Year-End Totals
Audiobook	2,063	2,058	2,089	2,147	2,174	2,140	2,219	2,288	2,106				
BingePass	21	27	25	30	28	36	35	41	42				
Comics	136	126	114	166	150	201	172	140	130				
Ebook	1,065	1,001	1,150	1,175	1,106	1,018	992	1,128	1,156				
Movie	180	202	200	196	246	183	244	246	215				
Music	158	135	131	113	133	95	100	156	155				
Television	203	241	210	204	247	169	122	153	60				
Total	3,826	3,790	3,919	4,031	4,084	3,842	3,884	4,152	3,864				

Kanopy Top Five Circulating Titles

First Quarter

Apr-24

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

May-24

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

Jun-24

Father Brown	TV - BBC Studios
Greyzone	TV - MHz
Six Four	TV - BBC Studios
Unforgotten	TV - BBC Studios

A Man and a Woman Movie - Studio Canal

Second Quarter

Jul-24

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

Aug-24

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

Sep-24

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

Secret Slate Movie - All3Media International

Third Quarter

Oct-24

Title	Type & Studio
Father Brown	TV - BBC Studios
The Night Manager	TV - Fifth Season
Smother	TV - BBC Studios
The Diplomat	TV - BBC Studios
Leverage: Redemption	TV - Electric Entertainment

Nov-24

A French Village	TV - MHz
Blackshore	TV - BBC Studios
Minibods	TV - Moonbug Entertainment
Nowhere Special	Movie - Cohen Film Collection
Joseph Campbell and the Power of Myth	TV - PBS/Film Movement

Dec-24

The Bridge	TV - MHz
Blackshore	TV - BBC Studios
Abraham Lincoln	TV - The History Channel
Smother	TV - BBC Studios

The Night Manager TV - Fifth Season

Fourth Quarter

Jan-25

Title	Type & Studio

Feb-25

Mar-25

Libby

Quarter One

Quarter Two

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

Top Holds at End of Quarter

Top Holds at End of Quarter

1) <u>The Women by Kristin Hannah</u>	ebook	1) <u>Remarkably Bright Creatures by Shelby Van Pelt</u>	ebook
2) <u>Funny Story by Emily Henry</u>	ebook	2) <u>Part of Your World by Abby Jimenez</u>	ebook
3) <u>Just for the Summer by Abby Jimenez</u>	audio	3) <u>The God of the Woods by Liz Moore</u>	ebook
4) <u>Remarkably Bright Creatures by Shelby Van Pelt</u>	ebook	4) <u>The Anxious Generation by Jonathan Haidt</u>	audio
5) <u>Funny Story by Emily Henry</u>	audio	5) <u>All the Colors of the Dark by Chris Whitaker</u>	ebook

Quarter Three

Quarter Four

	Oct-24		Nov-24		Dec-24		Jan-25		Feb-25		Mar-25	
	Titles	Copies	Titles	Copies	Titles	Copies	Titles	Copies	Titles	Copies	Titles	Copies
Ebook	34,373	67,683	34,461	67,675	34,624	69,275						
Audiobook	19,088	39,400	19,255	39,872	19,450	40,804						
Magazine	5,704	5,704	5,728	5,728	5,731	5,731						
Total	59,165	112,787	59,444	113,275	59,805	115,810						

Top Holds at End of Quarter

Top Holds at End of Quarter

1) <u>James by Percival Everett</u>	ebook	1)
2) <u>The Wedding People by Alison Espach</u>	ebook	2)
3) <u>The God of the Woods by Liz Moore</u>	ebook	3)
4) <u>All the Colors of the Dark by Chris Whitaker</u>	ebook	4)
5) <u>The Frozen River by Ariel Lawhon</u>	ebook	5)

**Press Reader
Top Circulating Periodicals**

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

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

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

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees

FROM: Tera Moon

DATE: January 14, 2025

SUBJECT: Proposed Fee Schedule 2025

Each year the Department Heads and Administration conduct an annual review of the Library's fee schedule in preparation for completing the library budget. This schedule is the summary table of the restrictions and costs associated with borrowing library materials and use of library services at Bloomfield Township Public Library. This year I removed the word "fines" from the title of the schedule because fines are no longer being charged. However, there are still some services and situations when patrons are asked to make payments to the Library. I think this still bears an annual review.

All items on this schedule have been carefully reviewed for relevant changes to recommend. The changes presented include streamlining formats, removing downloadables from the schedule, and minor text changes throughout.

Attached is the proposed FY 2025-2026 fee schedule with recommended changes highlighted for your consideration. Also attached is the current approved FY 2024-2025 Fines & Fees schedule for your reference.

If the proposed FY 2025-2026 fee schedule is approved, all proposed changes would be effective on April 1, 2025.

Proposed Changes to the Fee Schedule

Page 1

- Changed wording for clarity.

Page 2

- Removed "ESL DVD" for simplicity, Interlibrary Loan Fees adjusted to reflect elimination of fines, Interlibrary loan photocopy fees removed as this service is requested so infrequently.

Page 3

- Renaming of kits plus a correction to represent VITALITY as an acronym.

Page 4

- No change.

Page 5

- There is no fee associated with downloadables but as this is also a listing of borrowing parameters, downloadables have been included. As the list of offerings in this category continues to grow, it no longer makes sense to delineate the nuances between the vendors and offerings here. It is proposed to remove downloadables. Library users can find information about each of the platforms offering downloadable or streaming content on the Library's website.

Page 6

- See above comment.

Page 7

- Library by Mail bag fee changed to one size and increased to mailer replacement costs, editing for typos.

Page 8

- Black and white photocopy cost standardized, edits for typos.

Page 9

- No change.

Page 10

- Added details about fee threshold.

Page 11

- Added "per reservation" for clarification.

Page 12

- Added clarification on tax exempt organizations.

Throughout

- Edited for punctuation, spacing, and typos.

Further Fee Schedule Review

Collection Agency

The Library has used Unique Management Services (UMS) to collect unpaid bills and long overdue materials from patrons since March 2013. From March 2013 through the current month, a total of \$157,337.04 in overdue fines has been collected by UMS. In addition, 1,601 long overdue materials have been returned. In 2024 UMS collected \$4,611.75 in fees and 208 long overdue items. The use of a collection agency continues to be beneficial to the Library.

Circulation and Use Policy - (schedule page 8)

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

Meeting Room Rental Fees - (schedule page 11)

Meeting Room rentals to the public dropped during the pandemic but have steadily increased over the last few years. In FY 2023-2024 Meeting Rooms were used 298 times by the public. For comparison, in FY 2019-2020 the public used rooms 351 times. Administration recommends no change to these fees as we would like to remain an affordable option for community gatherings.

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

ACTION:

I move to approve the FY 2025-2026 Fee Schedule as presented with implementation to begin on April 1, 2025.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
 Uniform Schedules of Rentals, Replacement Charges & Fees
 Effective April 1, ~~2024~~2025

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

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

ITEM	LOAN PERIOD	LOAN LIMIT	RENEWAL YES/NO	HOLDS YES/NO	REPLACEMENT CHARGES*
Audiobook/ CD/MP3 booklet	3 weeks	No #	Yes; 3 renewals	Yes	Cost listed plus \$5 service charge
Book (hardcover or paperback)	3 weeks	No #	Yes; 3 renewals	Yes	Cost listed plus \$5 service charge.
Book (holiday – Youth)	1 week	No #	Yes; 3 renewals	Yes	Cost listed plus \$5 service charge.
CD (Compact Disc)	3 weeks	No #	Yes; 3 renewals	Yes	Cost listed plus \$5 service charge.
Cranbrook Pass <i>Limited to Bloomfield Township Library Cardholders.</i>	2 weeks	2 passes per BTPL library card only	Yes; 3 renewals	Yes	\$25 if lost plus \$5 service charge.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
Uniform Schedules of Rentals, Replacement Charges & Fees
Effective April 1, ~~2024~~2025

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DVDS

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

INTERLIBRARY LOAN & MELCAT

ITEM	LOAN PERIOD	LOAN LIMIT	FEES	RENEWAL YES/NO	HOLDS YES/NO	REPLACEMENT CHARGES*
Interlibrary Loan – MeLCat from BTPL	3 weeks	50 per patron	None	Yes; 1 renewal	Holds can be placed only if material is on shelf.	Cost billed by original lending library or default cost of \$55-\$105 plus \$5 service charge.
Interlibrary Loan – MeLCat to BTPL (limited to BT residents)	As permitted by lending institution	50 per patron	None	As permitted by lending institution.	Does not apply.	Cost billed by original lending library or default cost of \$55-\$105 plus \$5 service charge.
Interlibrary Loan – ALA (limited to BT residents)	As permitted by lending institution	No #	Fee charged by original lending library, paid in advance. First \$10 is free; patron pays remainder.	As permitted by lending institution.	Does not apply.	Cost billed by original lending library plus \$5 service charge.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
 Uniform Schedules of Rentals, Replacement Charges & Fees
 Effective April 1, 2024/2025

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Interlibrary Loan – ALA photocopies (limited to BT residents)		No #	Fee charged by original lending library, paid in advance.		
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MISC.

ITEM	LOAN PERIOD	LOAN LIMIT	RENEWAL YES/NO	HOLDS YES/NO	REPLACEMENT CHARGES *
ASC Non-Book	3 weeks	No #	Yes; 3 renewals	Yes	Cost of item(s) plus \$5 service charge.
Library Umbrella	3 weeks	No #	No	No	Item plus \$5 service charge.
Magazine	1 week	No #	Yes; 3 renewals	Yes	\$4 plus \$5 service charge.
<u>Read Along Media</u> Kit	3 weeks	No #	Yes; 3 renewals	Yes	Cost listed plus \$5 service charge.
Maps	3 weeks	No #	Yes; 3 renewals	No	\$5 plus \$5 service charge.
Poster	3 weeks	No #	Yes; 3 renewals	Yes	\$15 plus \$5 service charge.
STEAM Collection (Youth)	3 weeks	No #	Yes; 3 renewals	Yes	Cost of item(s) plus \$5 service charge.
STEM Collection (Adult)	3 weeks	No #	Yes; 3 renewals	Yes	Cost of item(s) plus \$5 service charge.
<u>VITALITY</u> Kit	3 weeks	No #	Yes; 3 renewals	Yes	Cost of item(s) plus \$5 service charge.
<u>WonderBook</u> <u>Read Along</u>	3 weeks	No #	Yes; 3 renewals	Yes	Cost listed plus \$5 service charge.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
Uniform Schedules of Rentals, Replacement Charges & Fees
Effective April 1, ~~2024~~2025

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World Language Kit	3 weeks	No #	Yes; 3 renewals	Yes	Cost of item(s) plus \$5 service charge.
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BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
Uniform Schedules of Rentals, Replacement Charges & Fees
 Effective April 1, ~~2024~~2025

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DOWNLOADABLES

ITEM	VENDOR	LOAN PERIOD	LOAN LIMIT	RENEWAL YES/NO	HOLDS YES/NO	FINE THRESHOLD
Audiobook (hoopla)	Midwest-Tape	21 days from the time title was borrowed (for-most)	16 borrows total per calendar month	No; but patrons may check out the item again if they have not met their loan limit for the month.	No; items on hoopla are always available.	\$15
Audiobook (Libby)	OverDrive	21-day default; can be changed to 7, 10, or 14 days by patron	10 loans on account at one time; ability to return title for another	Yes; renew option appears three days before title expires as long as there are no holds.	Yes; up to 10 holds per account at one time.	\$15
BingePass (hoopla)	Midwest-Tape	7 days from the time item is borrowed (for most)	16 borrows total per calendar month	No; but patrons may check out the item again if they have not met their loan limit for the month.	No; items on hoopla are always available.	\$15
ebooks, comic books (hoopla)	Midwest-Tape	21 days from the time title was borrowed (for-most)	16 borrows total per calendar month	No; but patrons may check out the item again if they have not met their loan limit for the month.	No; items on hoopla are always available.	\$15
ebooks (Libby)	OverDrive	21-day default; can be changed to 7, 10, or 14 days by patron	10 loans per account at one time; ability to return title for another	Yes; renew option appears three days before title expires if there are no holds.	Yes; up to 10 holds per account at a time.	\$15
Magazine (Libby)	OverDrive	21 days	Magazines do not count toward checkout limit.	Yes; renew option appears three days before title expires. Magazine checkouts are unlimited.	No; magazines on OverDrive are always available.	\$15
Magazine (PressReader)	PressReader	Perpetual access	No limit — access is to entire collection	No; but patrons may access content at any time.	No; items on PressReader are always available.	\$15

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BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
Uniform Schedules of Rentals, Replacement Charges & Fees
Effective April 1, 2024/2025

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DOWNLOADABLES, CONTINUED

ITEM	VENDOR	LOAN PERIOD	LOAN LIMIT	RENEWAL YES/NO	HOLDS YES/NO	FINE THRESHOLD
Music album (hoopla)	Midwest Tape	7 days from the time the item is borrowed (for most)	16 borrows total per calendar month	No; but patrons may check out items again if they have not met their loan limit for the month.	No; items on hoopla are always available.	\$15
Movie (Kanopy)	Kanopy	2 hours or less = 3 days; 2-4 hours = 3 days; 4-6 hours = 7 days; 6+ hours = 14-21 days	48 tickets per calendar month. Tickets per title varies between 1-5 tickets, depending on material type, length, and source.	No; but patrons may check out items again immediately after due date if they have not met their loan limit for the month.	No; items on Kanopy are always available.	\$15
Movie (Kanopy Kids)	Kanopy	2 hours or less = 3 days; 2-4 hours = 3 days; 4-6 hours = 7 days; 6+ hours = 14-21 days	No limit — these titles do not require play credits to view.	No; but patrons may check out items again immediately after due date if they have not met their loan limit for the month.	No; items on Kanopy are always available.	\$15
Movie (Great Courses)	Kanopy	2 hours or less = 3 days; 2-4 hours = 3 days; 4-6 hours = 7 days; 6+ hours = 14-21 days	48 tickets per calendar month. Tickets per title varies between 1-5 tickets, depending on material type, length, and source.	No; but patrons may check out items again immediately after due date if they have not met their loan limit for the month.	No; items on Kanopy are always available.	\$15
Movie/TV episode (hoopla)	Midwest Tape	3 days/72 hours (for most)	16 borrows total per calendar month	No; but patrons may check out items again immediately after due date if they have not met their loan limit for the month.	No; items on hoopla are always available.	\$15
Newspaper (PressReader)	PressReader	Perpetual access	No limit — access is to entire collection.	No; but patrons may access content at any time.	No; items on PressReader are always available.	
Video (Libby)	OverDrive	7-day default; can be changed to 3 or 5 days by patron	10 loans per account at one time; ability to return title for another.	Yes; renew option appears three days before title expires if there are no holds.	Yes; up to 10 holds per account at one time.	\$15

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
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MISSING & DAMAGED PARTS

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

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
 Uniform Schedules of Rentals, Replacement Charges & Fees
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ADDITIONAL FEES & SERVICES

ITEM	RENTAL OR PURCHASE FEES	REPLACEMENT CHARGES
Black and /White Photocopy or Printout	\$.15 per sheet, 8 1/2" x 11", 8 1/2" x 14" \$.20 per sheet, 11" x 17"	
Color Photocopy or Printout	\$.50 per sheet	
Library Card – wallet or key tag		Replacement - \$1
Copier Card	\$.50	
Returned Check for non-sufficient funds	\$18 per NSF Check Returned	
*Replacement Charges:		
Items that need to be withdrawn from the database, reordered, and/or reprocessed require an additional "service charge" as noted in addition to replacement cost. Some items, such as DVDs and Audio Books Audiobooks, may only be replaced as a full set, so full-set replacement cost may be required to be paid in order to replace a single item in the set. Replacement value may be adjusted by Library staff. The replacement value for items borrowed through MeLCat cannot be adjusted by Library staff. If the replacement cost is paid and the item is located within 30 days of payment in proper condition for continued use, the replacement cost will be fully refunded, minus the \$5 service charge.		

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BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
Uniform Schedules of Rentals, Replacement Charges & Fees
Effective April 1, ~~2024~~2025

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

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

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

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

Approved: April 26, 2011

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ADDITIONAL FEES AND SERVICES

HOLDS:

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RENEWAL:

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

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

FEE THRESHOLD:

An item that circulates for three weeks will be billed to your account if not returned within three weeks of the due date. An item that circulates for one week will be billed to your account if not returned within two weeks of the due date. Once the item is returned, the charge will be removed from your account. Patrons with \$15 or more in billed items on their account will not be able to borrow any more items until these fees are paid or the items are returned.

EMAIL NOTIFICATION SCHEDULE:

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

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

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

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

Commented [KB3]: Hey team - I copied this blurb from the website. Please let me know if this is sufficient or if you want it edited.

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STUDY ROOMS:

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FACILITY & GROUNDS USE FEES EFFECTIVE APRIL 1, ~~2024~~2025

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

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

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ITEM	LOAN PERIOD	LOAN LIMIT	RENEWAL YES/NO	HOLDS YES/NO	REPLACEMENT CHARGES*
Audio Book/ CD/MP3 booklet	3 weeks	No #	Yes; 3 renewals	Yes	Cost listed plus \$5 service charge
Book (hardcover or paperback)	3 weeks	No #	Yes; 3 renewals	Yes	Cost listed plus \$5 service charge.
Book (holiday – Youth)	1 week	No #	Yes; 3 renewals	Yes	Cost listed plus \$5 service charge.
CD (Compact Disc)	3 weeks	No #	Yes; 3 renewals	Yes	Cost listed plus \$5 service charge.
Cranbrook Pass <i>Limited to Bloomfield Township Library Cardholders.</i>	2 weeks	2 passes per BTPL library card only	Yes; 3 renewals	Yes	\$25 if lost plus \$5 service charge.

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DVDS

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

INTERLIBRARY LOAN & MELCAT

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

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MISC.

ITEM	LOAN PERIOD	LOAN LIMIT	RENEWAL YES/NO	HOLDS YES/NO	REPLACEMENT CHARGES *
ASC Non-Book	3 weeks	No #	Yes; 3 renewals	Yes	Cost of item(s) plus \$5 service charge.
Library Umbrella	3 weeks	No #	No	No	Item plus \$5 service charge.
Magazine	1 week	No #	Yes; 3 renewals	Yes	\$4 plus \$5 service charge.
Media Kit	3 weeks	No #	Yes; 3 renewals	Yes	Cost listed plus \$5 service charge.
Maps	3 weeks	No #	Yes; 3 renewals	No	\$5 plus \$5 service charge.
Poster	3 weeks	No #	Yes; 3 renewals	Yes	\$15 plus \$5 service charge.
STEAM Collection (Youth)	3 weeks	No #	Yes; 3 renewals	Yes	Cost of item(s) plus \$5 service charge.
STEM Collection (Adult)	3 weeks	No #	Yes; 3 renewals	Yes	Cost of item(s) plus \$5 service charge.
Vitality Kit	3 weeks	No #	Yes; 3 renewals	Yes	Cost of item(s) plus \$5 service charge.
WonderBook	3 weeks	No #	Yes; 3 renewals	Yes	Cost listed plus \$5 service charge.
World Language Kit	3 weeks	No #	Yes; 3 renewals	Yes	Cost of item(s) plus \$5 service charge.

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DOWNLOADABLES

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

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DOWNLOADABLES, CONTINUED

ITEM	VENDOR	LOAN PERIOD	LOAN LIMIT	RENEWAL YES/NO	HOLDS YES/NO	FINE THRESHOLD
Music album (hoopla)	Midwest Tape	7 days from the time the item is borrowed (for most)	16 borrows total per calendar month	No; but patrons may check out items again if they have not met their loan limit for the month.	No; items on hoopla are always available.	\$15
Movie (Kanopy)	Kanopy	2 hours or less = 3 days; 2-4 hours = 3 days; 4-6 hours = 7 days; 6+ hours = 14-21 days	48 tickets per calendar month. Tickets per title varies between 1-5 tickets, depending on material type, length, and source.	No; but patrons may check out items again immediately after due date if they have not met their loan limit for the month.	No; items on Kanopy are always available.	\$15
Movie (Kanopy Kids)	Kanopy	2 hours or less = 3 days; 2-4 hours = 3 days; 4-6 hours = 7 days; 6+ hours = 14-21 days	No limit – these titles do not require play credits to view.	No; but patrons may check out items again immediately after due date if they have not met their loan limit for the month.	No; items on Kanopy are always available.	\$15
Movie (Great Courses)	Kanopy	2 hours or less = 3 days; 2-4 hours = 3 days; 4-6 hours = 7 days; 6+ hours = 14-21 days	48 tickets per calendar month. Tickets per title varies between 1-5 tickets, depending on material type, length, and source.	No; but patrons may check out items again immediately after due date if they have not met their loan limit for the month.	No; items on Kanopy are always available.	\$15
Movie/TV episode (hoopla)	Midwest Tape	3 days/72 hours (for most)	16 borrows total per calendar month	No; but patrons may check out items again immediately after due date if they have not met their loan limit for the month.	No; items on hoopla are always available.	\$15
Newspaper (PressReader)	PressReader	Perpetual access	No limit – access is to entire collection.	No; but patrons may access content at any time.	No; items on PressReader are always available.	
Video (Libby)	OverDrive	7-day default; can be changed to 3 or 5 days by patron	10 loans per account at one time; ability to return title for another.	Yes; renew option appears three days before title expires if there are no holds.	Yes; up to 10 holds per account at one time.	\$15

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MISSING & DAMAGED PARTS

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

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ADDITIONAL FEES & SERVICES

ITEM	RENTAL OR PURCHASE FEES	REPLACEMENT CHARGES
Black/White Photocopy or Printout	\$.15 per sheet, 8 ½" x 11", 8 ½" x 14" \$.20 per sheet, 11" x 17"	
Color Photocopy or Printout	\$.50 per sheet	
Library Card – wallet or key tag		Replacement - \$1
Copier Card	\$.50	
Returned Check for non-sufficient funds	\$18 per NSF Check Returned	

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FACILITY & GROUNDS USE FEES EFFECTIVE APRIL 1, 2024

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

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Library Board of Trustees

FROM: Katherine Bryant

DATE: January 16, 2025

SUBJECT: Library Design & Space Planning RFP

On October 11, 2024, the Library released a request for proposals (RFP) for space planning and design services. This RFP was posted on BidNet Direct, and it requested that vendors provide company information, references, public library space planning and design experience, budget, and availability to meet our proposed timeline. A mandatory pre-bid walk-through was held on November 7, 2024, and the deadline for proposals was December 5, 2024.

The objective of the RFP was to hire a qualified consultant to create and implement a comprehensive space planning and design strategy to revitalize underutilized areas of the Library and better serve the community's evolving needs. We were looking for consultants with extensive, demonstrated expertise in library space planning and design, with a focus on inclusivity, flexibility, and functionality. The scope of the project covers the areas laid out in the 2023 pre-design and research report, including the red chairs, staff service desks, holds pickup area, Computer Center and Computer Lab, youth and teen areas, Local History area, reference section, business and investing area, and more. The scope includes both planning and implementation, with in-depth collaboration and delivery of comprehensive design documents.

Sixty-five 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: AECOM, C2AE, Fishbeck, Kingscott, Library Design Associates, Inc., MCD Architects, and PLY+ Architecture.

A thorough review of the bids was conducted by Library Director Tera Moon and Assistant Library Director Katherine Bryant. A summary of the bid analysis and the RFP document are included in this packet for your review. All seven proposals will be available for your review at the Library Board meeting.

Each of the companies that submitted a proposal demonstrated extensive experience in interior design and space planning. To narrow them down to a few top choices, we focused heavily on public library experience and weighed experience with Bloomfield Township Public Library and other Metro Detroit libraries heavily. We asked AECOM, C2AE, and MCD Architects to interview with us to move forward in the selection process. We invited members of the Library's Inclusive Spaces Committee and the Board of Trustees to join us for these interviews. Additionally, the Spaces Committee reviewed the three proposals to provide feedback and potential interview questions. Committee co-chairs Brooke Hoskins (Adult and Teen Services Assistant Department Head) and Lauren Catoni-Ellis (Youth Services Assistant Department Head), along with Trustee Joy Murray, agreed to join Tera and Katherine for the interviews.

In the interviews, MCD Architects shared their experience working on projects with Farmington Community Library, Baldwin Public Library, and Redford Township District Library, among others. They emphasized architecture work and construction more than working with furniture, fixtures, and equipment (FFE), and their fee would be 7% of the total construction cost, including all FFE items. The actual cost could not be specified at this time, but MCD recommended a project budget in the range of \$6M to \$8M, and 7% of this budget would be \$420,000-\$560,000.

The C2AE team included Jenna Walker of Reed Walker Design, who created the pre-design and research report in 2023 and would be working as a subcontractor with C2AE. They demonstrated excellent knowledge of the Library's needs and process, emphasized communication and collaboration, and spoke extensively about using FFE as the primary tool to reimagine library spaces. Their fee of \$431,000 included construction administration and closeout.

AECOM's team was led by Geraldine Drake, who previously worked with the Library on designing the Commons, replacing the lobby floor, implementing the LED lighting project, and more. AECOM focused on using FFE as the primary tool for this project, while emphasizing the firm's extensive expertise as a global infrastructure firm with access to thought leaders and a depth of knowledge. AECOM shared a passion for healthy spaces, taking into consideration environmental and human health, as well as sourcing materials from companies that use fair labor practices. Geraldine discussed her process of using high levels of engagement to ensure satisfaction and multiple choices for various patron needs. Tera and others at the Library were very pleased with AECOM's communication and process in past projects. Their fee came in at \$200,430, including construction administration, which was more cost effective than the other two firms.

A reference for AECOM spoke to Geraldine Drake's expertise in bridging the gap between historic architecture and design and modern library needs. They also shared that her communication style was calm and patient, even as she worked with stakeholders who held competing visions and presented plans to major funders. They liked how she gave several options for palettes and furnishings, helping to narrow down the scores of choices available while still leaving room for feedback.

Therefore, Administration and the interview committee recommend that Bloomfield Township Public Library's be awarded to AECOM. If you approve, there is an action below.

ACTION: I move to approve awarding the library design and space planning bid to AECOM, 4219 Woodward Ave, Suite 200, Detroit MI 48201.

Library Design and Space Planning Proposal Analysis 2024

	AECOM	C2AE	Fishbeck	Kingscott
COMPANY INFORMATION	Global infrastructure consulting firm with projects including transportation, buildings, water, new energy and the environment. Fortune 500 firm. Primary Contact: Geraldine Drake Project Manager: Jamie Rudnycky	C2AE has 125 employees in offices in Michigan and New York and is a full-service architectural and engineering firm. Partnering with Jenna Walker of Reed Walker Design Collective. Project Manager: Jared Secor	Strong background in planning and designing public libraries. 650+ person firm; “dedicated intimate studio of library-focused specialists” Project Manager: Steven Romkema	95 years in business – second oldest architecture firm in Michigan. Four offices throughout Michigan (including Royal Oak) and 61 employees. Project Manager: Sami Szeszulski
BUDGET	\$200,430 (includes construction administration)	\$431,000 (includes construction administration and closeout) Did not provide hourly rate or estimate of hours	\$79,400 Varies from about \$125/hour to \$168/hour during the various phases; total of 513 hours. Does not include construction administration. Second community engagement session during phase 2 would be an additional fee	\$22,000 for space planning and design study phase Pricing for design and documentation phase is a scale depending on the construction value. Procurement of furniture would be an additional 6.5% fee on the cost of the furniture purchased.
LIBRARY EXPERIENCE	Previous work with this library, including the Commons. Other libraries include Allegan District Library, Arvonne Fraser Library, Glen Lake Community Library, and Western Reserve Historical Society Library.	2018 AIA Interior Architecture Honor Award for East Lansing Public Library. Multiple libraries listed as references. Jenna Walker completed BTPL’s pre-design and research report	Extensive – each project team member has public library experience, and the firm provided a list of projects completed at 40+ public and academic libraries in Michigan.	Mostly K-12 schools, including library and media center spaces for these.
ABILITY TO MEET LIBRARY REQUIREMENTS	Yes	Yes	Yes	Likely yes, but most experience is in K-12 schools
PROCESS ELEMENTS	1. Pre-Design Phase – 6 weeks 2. Schematic Phase – 16 weeks 3. Design Phase – 12 weeks 4. Abbreviated Construction Documentation Set – 8 weeks 5. Construction Administration – 28 weeks	1. Planning and conceptual design (1-2 months) 2. FFE and schematic design (1-2 months) 3. Design development and construction documents (4-6 months) 4. Bidding and construction administration (13-26 months)	1. Data collection (visioning, community engagement, library data review, benchmarking) – 6 weeks 2. Planning (programming, explore scenarios, cost magnitude ranges) – 4 weeks 3. Concept development (planning concepts, cost estimating, proposed implementation schedule) – 6-8 weeks	1. Space Planning and Design Study – 2-5 months – includes project kickoff and history; project discovery and visioning; discovery outcomes and scope conceptualization 2. Design and Documentation Process – 7-13 months – includes schematic design and design development; construction documentation; bidding and construction administration
TIMELINE	February 2025-August 2026 or later, depending on library’s timeline	24-36 months	18-36 months “we can move as fast or as slowly as the library desires”	Available to meet the 18–36-month timeline
REFERENCES	<ul style="list-style-type: none"> University of Michigan Facilities Henry Ford Health Charlevoix Library 	<ul style="list-style-type: none"> Spring Lake District Library Cascade Charter Township Kent District Library White Lake Township Library Portage District Library 	<ul style="list-style-type: none"> Hackley Public Library (Muskegon) Grand Rapids Public Library Kent District Library, Walker Branch Van Buren District Library, Webster Memorial Library 	<ul style="list-style-type: none"> Genesee ISD Flint Cultural Center Academy East Lansing Public Schools Chester Fritz Library, University of North Dakota Lenox Township Library
ADDITIONAL COMMENTS	Very detailed work plan/schedule. Library responsible for selecting the general contractor, bidding the furniture, and disposing of existing FFE. Design Think process, which includes five steps: empathize, define, ideate, prototype, test.	Excellent overview and understanding of our needs and process. Repeated mentions of working with stakeholders and Board of Trustees. Emphasis on communication. Focus on prayer room.		Included outside consultants (electrical and structural) they would work with as needed, including references for these consultants. Emphasis on relationships, communication, and collaboration.

Library Design and Space Planning Proposal Analysis 2024

	Library Design Associates	MCD	PLY+
COMPANY INFORMATION	<p>Founded in 1976 with a focus on planning, consulting, interior design, and providing furnishings specifically for public libraries.</p> <p>Project Manager: Kyle Haning</p>	<p>Over 50 years of specializing in public library design – dozens of public libraries across Michigan, many in southeast Michigan. Eight employees.</p>	<p>Based in Ann Arbor. 25 years in business. International and Michigan AIA awards.</p> <p>Primary Contact: Craig Borum</p>
BUDGET	<p>\$30,000</p> <p>\$200/hour for an estimated 150 hours</p>	<p>7% of total construction cost, including all FF&E items</p>	<p>\$64,152</p> <p>Does not include construction administration</p>
LIBRARY EXPERIENCE	<p>Extensive experience working with public libraries</p>	<p>Over 100 library planning and design projects across Michigan, including Baldwin Public Library, Farmington Community Library, Salem South Lyon District Library, Redford Township District Library, and Plymouth District Library</p>	<p>Warren Branch Library, St. Clair Shores Public Library</p>
ABILITY TO MEET LIBRARY REQUIREMENTS	<p>Unclear. The proposal did not include photos or concept boards of past work, only floor plans. Their work is very focused on space planning and furnishings.</p>	<p>Yes</p>	<p>Yes</p>
PROCESS ELEMENTS	<ol style="list-style-type: none"> 1. Assessment & Design Refinement 2. Community Engagement & Stakeholder Input 3. Design Finalization & Documentation 4. Implementation, Bidding & Project Management 	<ol style="list-style-type: none"> 1. Project initiation and pre-design review 2. Concept refinement and design development 3. Detailed planning and documentation 4. Construction administration 	<ol style="list-style-type: none"> 1. Existing documentation 2. Programming 3. Schematic design 4. FF&E
TIMELINE	<p>Spring/Summer 2025 through Spring/Summer 2026; available starting in February 2025</p>	<p>Available to meet the 18-36 month timeline</p>	<p>January-April 2025 for complete design package; doesn't acknowledge that the decision won't be made until January 21 and puts a lot of work in early January. Feels very rushed, compared to timelines in other proposals.</p>
REFERENCES	<ul style="list-style-type: none"> • Clinton-Macomb Public Library • Rochester Hills Public Library • Royal Oak Public Library • Oak Park Public Library • Rawson Memorial Library • Shelby Township Library 	<ul style="list-style-type: none"> • Redford Township District Library • Baldwin Public Library • Farmington Community Library 	<ul style="list-style-type: none"> • U of M School of Nursing • Taubman College • Warren Branch Library • St. Clair Shores Public Library
ADDITIONAL COMMENTS	<p>"If work can be completed without bidding, LDA can provide a full turn-key purchase and installation of the specified FFE and any other aspects attached to the proposed changes."</p> <p>"If the project must be bid out, the SOE and drawings can be utilized in the bid documentation provided by the library. The library will be responsible for bidding out the scope of work, if the implementation of this project is bid out and awarded to outside groups, LDA will not act as a Project Manager for the project, this will either be managed by the bidders of the Library."</p>		<p>Doesn't really address this library and our needs in the proposal – felt generic.</p>

REQUEST FOR PROPOSALS
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
LIBRARY SPACE PLANNING AND DESIGN SERVICES

October 11, 2024

Bloomfield Township Public Library seeks a qualified consultant to create and implement a comprehensive space planning and design strategy aimed at revitalizing underutilized areas to better serve the community's evolving needs. We are soliciting competitive proposals from consultants with extensive, demonstrated expertise in library space planning and design, particularly those with experience transforming spaces for greater inclusivity and functionality.

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 walk-through will be held on Thursday, November 7, 2024 at 10:00 a.m. at the Library. All prospective proposers must attend. Proposals 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 Thursday, December 5, 2024 at 4:00 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 RFP 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 Library Design Services."

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 4:01 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 Library Design Services RFP."

BACKGROUND

Bloomfield Township Public Library was founded in 1964 and opened at its present location in 1969. Over the years, the Library has undergone two significant expansions: the first in 1987, increasing the size from 31,000 sq. ft. to 55,000 sq. ft., and the second in 2008, which brought the Library to its current 102,500 sq. ft. The Library is supported by a diverse and highly educated community, with 219,899 visits and 639,514 items borrowed in the 2023-2024 fiscal year. In February 2024, voters overwhelmingly renewed the Library's millage with 72% approval, further demonstrating strong community backing.

As part of the Library's 2022 strategic plan, a key goal was identified: "to reimagine library spaces to increase inclusivity and flexibility." Library use continues to change based on our residents' needs. With community needs evolving, our top priority is to optimize the existing space to better serve both current and future patrons. In support of this goal, a staff committee has been researching space usage for several months. Success will look like improved usage of spaces to meet patron and community needs.

In 2023, the Library worked with an interior designer to create a predesign and research report for library renovations. The report includes research, including a building analysis, inventory of existing furniture, fixtures, and equipment (FFE), a comparative analysis of local and regional public libraries, and an exploration of current trends in libraries. The designer led a pre-design workshop with the library leadership team, which led to the creation of a conceptual design and schematic design. This comprehensive report, which will be made available upon request, provides a valuable foundation for the upcoming phases of space planning and design.

OBJECTIVE

Bloomfield Township Public Library seeks a qualified consultant to create and implement a comprehensive space planning and design strategy aimed at revitalizing underutilized areas to better serve the community's evolving needs. We are soliciting competitive proposals from consultants with extensive, demonstrated expertise in library space planning and design, particularly those with a track record of transforming spaces for greater inclusivity, flexibility, and functionality. The selected consultant will be responsible for developing and executing a plan to optimize underutilized spaces, informed by both the comprehensive predesign and research report and the findings of the Library's staff committee. The consultant's approach should ensure alignment with the Library's strategic plan and vision for the future, as well as current best practices in public libraries.

SCOPE OF PROJECT

The consultant will be responsible for refining and implementing the Library's space planning and design, focusing on key areas to enhance functionality, inclusivity, and flexibility. The scope of work includes the following tasks:

1. Refine the existing conceptual and schematic designs in collaboration with library leadership, incorporating feedback to ensure alignment with the project goals. Provide suggested updates to floor plans to optimize space usage.
2. The consultant will prioritize the following areas for redesign and improvement:
 - a. Red chairs throughout Adult and Teen Services
 - b. Lobby, including storage for mobility devices
 - c. Staff service desks
 - d. Hold pickup area for ease of access and underutilized space
 - e. Computer Center and Computer Lab

- f. Youth Services area, with a focus on early childhood and tween spaces
 - g. Teen area
 - h. Local History area
 - i. Reference section
 - j. Former Business and Investing area
 - k. Wellness rooms for both staff and patrons
 - l. Quiet and collaborative spaces
3. Create a detailed timeline for planning and implementation, including key milestones and regular progress updates.
 4. Prepare detailed renderings, FFE (furniture, fixtures, and equipment) plans, and material palettes, ensuring all elements align with the Library's aesthetic and functional goals.
 5. Research and source high-quality finishes, furniture, fixtures, equipment, lighting, and hardware that meet the Library's operational and design standards.
 6. Provide recommendations to improve wayfinding, enhancing navigation and user experience within the Library.
 7. Facilitate opportunities for community and staff input throughout the project, using surveys, workshops, or focus groups to gather feedback and ensure the design reflects user needs.
 8. Deliver clear and professional presentations to library leadership and the Board of Trustees as needed, ensuring ongoing communication and alignment throughout the project.
 9. Prepare and submit comprehensive design documents, including finalized plans, specifications, and any supporting materials necessary for the project's implementation.
 10. Work with library leadership to oversee implementation of the plan.

PROPOSED TIMELINE

Friday, October 11, 2024	Library Space Planning and Design RFP released.
Thursday, November 7, 2024, 10:00 a.m.	Mandatory walkthrough with potential bidders.
Thursday, December 5, 2024, 4:00 p.m.	Deadline and bid opening for proposals.
January 6-10, 2025	Interviews with top bidders.
Tuesday, January 21, 2025	Library Board meeting – The Library Director recommends a vendor for Board approval.
Wednesday, January 22, 2025	Library Administration informs the successful vendor.
February 2025	Begin work. Work is expected to take at least 18 months and up to three years.

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 space planning and design services. Please also provide contact names and phone numbers, plus references, for any subcontractors with which you would work to complete this RFP.

Public Library Experience

Include your experience providing space planning and design services 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

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 Thursday, December 5, 2024 at 4:00 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. 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 4:01 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.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees

FROM: Tera Moon, Library Director

DATE: January 16, 2025

SUBJECT: Committee Assignments

President Shane Spradlin and I reviewed the board committees and committee assignments and are proposing some changes.

- Deleted Bloomfield Township Liaison Committee because this committee has not been active in recent years.
- Combined Development Committee with Advocacy Committee because the Library is in a very sound financial position and fund development is not necessary at this time. Energies could be directed toward advocacy for this Library and all libraries at all levels of government from local to federal. This absorbs the Bloomfield Township Liaison activities. Assigned Development and Advocacy Committee to Judy Lindstrom and Dani Gillman.
- Combined Finance Committee and Investment Committee because these topics are so closely related. Assigned Finance and Investment Committee to Keith Carduner and Shane Spradlin.
- Removed Joy Murray from the Myers Scholarship Committee. Added Dani Gillman to Myers Scholarship Committee. Joan Luksik retained.
- Added Joy Murray to Policy Committee. Removed Judy Lindstrom. Shane Spradlin retained.
- This year the three contracts are up so there will be some work to do on the Cranbrook, Detroit Public Library, and Troy Public Library Contract Committee.

Joy Murray has served as the liaison to the Friends Board for the last year but is open to transferring this role to someone else interested in furthering this relationship. The duties involved in this position include attending the Friends board meetings, which are monthly on the third Wednesday at 10:30 a.m. and being a communication conduit between the Trustees and the Friends.

Included for your review and consideration are the current committee assignments, the proposed committee assignments, and descriptions of each of the committees.

We will discuss committee assignments at the board meeting. If you have preferences, please express them. This is a starting point for the conversation.



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



Bloomfield Township Public
Library

Board of Trustees Standing Committee Appointments

January 2025 – January 2026

Art Committee

Joan Luksik
Judy Lindstrom

Advocacy & Development

Dani Gillman
Judy Lindstrom

Building and Grounds Committee

All

Cranbrook, DPL, Troy Committee

Keith Carduner
Joy Murray

Finance & Investment Committee

Keith Carduner
Shane Spradlin

Friends of the Library Liaison

Jeanette P. Myers Scholarship Selection Committee

Joan Luksik
Dani Gillman

Personnel/Director Evaluation Committee

Joan Luksik
Judy Lindstrom

Policy Committee

Joy Murray
Shane Spradlin

Revised January 2025

Bloomfield Township Public Library

Library Board of Trustees Standing Committee Responsibilities

The purpose of all committees is to allow for more detailed attention and review with the Library Director regarding the many projects or issues which are presented to the Library and to provide a well-researched and thoughtful recommendation to the Library Board for action.

Art

The Art Committee was established to review and recommend the acceptance of art works which are offered to the Library. During our Library Improvements Project, it was also charged with the temporary relocation and storage, preservation and placement of art works in the expanded Library, in addition to reviewing potential donations. In the past, this committee has also been involved in major art purchases and projects such as "Quest" and "A Different Alphabet." They work as needed with the donor and the Library Director on various art projects and their dedication. It meets as needed.

Advocacy

The purpose of the Advocacy Committee is to recognize and acknowledge those who are enthusiastic supporters of the Library and have community connections. This committee will facilitate a means for their continued involvement and active participation in library efforts such as public relations, community support, space needs, and local advocacy. It meets as needed depending on various ongoing projects.

Development

This committee was previously known as the Fund Raising and Endowment Committee. It continues to focus on ongoing and special events and fund-raising efforts by the Library, separate from the work of the Friends. It also reviews the status of the endowment funds held at the Community Foundation of Southeast Michigan. The Development committee meets as needed depending on various ongoing projects.

Building & Grounds

The purpose of this committee is to work with Administration as needed to review bids proposed for landscaping and grounds maintenance and proposes the recommended choice to the Board as a whole. They also serve to help review large building and landscaping projects with Administration and Facility Services Department Head and our landscape designer or interior designer. This committee previously served as the Library Improvements Committee during our construction project from 2005-2008. It meets approximately every other month depending on various ongoing projects.

The Cranbrook Educational Community Liaison/ Detroit Public Library/ Troy Public Library Liaison Committee's primary responsibility is to assist the Library Director, as needed, in renewing our Reciprocal Agreements with these organizations. They are called on to review the agreements when renewed every three years and bring a recommendation to the Library Board for renewal or amendment. It can also be called to assist should any special issues, projects or programs arise. It meets as needed depending on various ongoing projects.

Finance

The Finance Committee assists the Library Board of Trustees with one of its three most important responsibilities: approving an operating budget and securing appropriate funds to operate the Library. It meets sporadically as needed with the Library Director, Assistant Library Director and Finance Coordinator to review budget matters as needed, such as the audit and the proposed operating budget.

Investment

This Committee is responsible for a regular review of Library investments with the library's selected investment advisor. They make recommendations for any changes to the Library's investment strategy to the entire Library Board. Working with Library Administration, they oversee the implementation of such investment strategies. This Committee meets approximately two times per year to review Library investments and as needed.

Friends of the Library (FOL) Liaison

The Friends Liaison attends the monthly Friends of the Library Board meetings with the Library Director. The Liaison briefly reports to the FOL Board and keeps them up-to-date regarding Library Board issues. The Liaison also provides a brief report to the Library Board of Trustees at their regular monthly meetings regarding Friends activities. The Liaison also participates in the FOL book sales and fund-raising events when possible.

Jeanette P. Myers Scholarship Selection

This committee is responsible for understanding the established and approved criteria and guidelines for selection of the scholarship winner(s). It meets approximately once a year in July to review the applications received for the scholarship. This committee also includes the Library Director and works to select the top candidate(s) to receive the award. The award is presented by the trustee committee members to the scholarship winner(s) immediately prior to the August Board meeting.

Personnel/Director Evaluation

The Personnel/Director Evaluation Committee assists the Library Board of Trustees with one of its three most important responsibilities: selecting and evaluating the Library Director. They apply the Director Succession Plan Procedure and work with Administration to post, interview and hire a new Library Director. They act as the intermediary between the full Library Board and the Library Director in negotiating the Director's contract. The committee is responsible for reviewing the mid-year feedback from staff immediately supervised by the Library Director, collecting feedback from the trustees regarding performance of the Director and meeting personally with the Director to

discuss the trustee feedback regarding performance and promoting or firing the Library Director as needed. This committee is also responsible for reviewing the details of any major changes in the organization chart or Employee Handbook as proposed by the Director, particularly if additional funding is required in the Personnel Budget. The Library Director will also keep this committee apprised of major personnel issues or impending legislation affecting our personnel. It meets approximately twice a year to discuss recommendations to the proposed library budget as it relates to personnel.

Policy

The Policy Committee assists the Library Board of Trustees with one of its three most important responsibilities: library policy. It is called on to keep the existing 16 policies accurate and current. From 2006 - 2009, all library policies and procedures underwent a major review and revision. All policies created since the beginning of the library in 1964 were reviewed and updated into a concise format. The committee separated the previous library administrative operational procedures and board procedures from true library policy. This project established a specific BTPL definition of "policy" for the creation of future policies: Policy was defined as "Overriding statements of principles or values which provide a basis for consistent decision making to guide and determine present and future decisions." The committee is charged with comparing ongoing Board action and decisions with the existing policies to ensure compliance. The Policy Committee meets once each year to formally review existing policies or more frequently depending on the need for updating. From time to time, the committee may also wish to review the Library Board Procedures.

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: January 15, 2024

SUBJECT: Strategic Plan

The Library is making great strides on its three main goals. In mid-December, I shared an update with staff on the progress we've made so far, highlighting the contributions of each committee. I presented the same update to the Friends of the Library on January 15. 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)

A recommendation to award the bid for Library Space Planning and Design Services is included in the board packet for the January 21, 2025 meeting. Details can be found in the related memo. We hope to begin work on this project in February.

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

Katy Yee of MGT will be presenting the compensation and classification study findings at an All-Staff Meeting on January 29. Tera is 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. The committee has reconvened and will be exploring ways to update the resume rating and interview phases of the application process.

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

This committee is in the process of finetuning 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.
- Conducted the RFP process for Library Space Planning and Design Services in fall 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.
- Hosted 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.

MARKETING REPORT

DECEMBER 2024

INSTAGRAM



FOLLOWERS:
1828 (↑16 from Nov.)

TOTAL REACH:
875
(↓5.2% from Nov.)

FACEBOOK

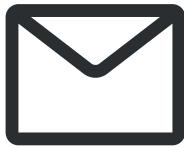


FOLLOWERS:
3182 (↑30 from Nov.)

TOTAL REACH:
8293
(↑8.4% from Nov.)



NEWSLETTERS



- **Movies and More** (new DVDs, Eliel Saarinen Lecture) - 186 messages
- **Fiction Books** - 12,317 messages
- **Discover** (Winter Reading Challenge, Eliel Saarinen Lecture, Paint Your Partner Challenge, Family Story Time, Winter Break activities) - 20,952 messages
- **Nonfiction Books** - 12,192 messages
- **Digital News** (new Libby and hoopla titles) - 2318 messages

PRESS RELEASES



- Winter Reading Challenge
- Lecture: Plants - The Facts of Light
- Lecture: The Detroit Lions and the Early NFL
- DIA Behind the Seen: Vogue

Bloomfield Township Public Library Invites All to Winter Reading Challenge



Bloomfield Township Public Library is pleased to announce their annual Winter Reading Challenge, taking place from December 21, 2024, to January 31, 2025. This year's theme, "Cozy Up with a Good Book," invites readers of all ages to participate. By registering for the challenge, participants will be entered into weekly drawings to win exciting prizes.

Participants can sign up today [Online](#) or in person. All reading activities must be logged by January 31, 2025 to be eligible for prizes. For more information, please call the 248-642-5800 or visit the [Library Website](#).



Winners of the inaugural Heart of the Community Awards were recently recognized by Bloomfield Township Community Television.

Photo provided by Bloomfield Township Community Television

Bloomfield Community Television celebrates Community Media Day

Cable studio to host Dec. 18 open house

By: Mary Beth Almond | Birmingham-Bloomfield Eagle | Published December 11, 2024

BLOOMFIELD TOWNSHIP — Bloomfield Township Director of Cable and Community Relations Carrie LeZotte participated in the Oct. 28 Board of Trustees meeting to seek a proclamation that allowed the township to recognize Oct. 20 as Community Media Day.

"Storytelling is the heart of our community. It is a great privilege to do this work and a great responsibility," LeZotte said during her presentation.

The approved proclamation was followed by a ceremony, with community partners and producers being bestowed the inaugural Heart of the Community Awards.

Dr. Niru Prasad, host of "Health Talk," was honored as Community Producer of the Year.

Prasad, who has produced programs with BCTV for over 20 years, said the award means a lot to her.

"With my background in pediatric and emergency medicine, I've accumulated lots of experiences about how to raise a healthy child, as well as emphasizing health education for adolescents, adults, and senior citizens and keeping them drug-free," Prasad said in a statement.

"I have had a wonderful experience working at our TV station, which is like my second home."

Bloomfield Township Public Library Director Tera Moon accepted the Community Partner of the Year Award on behalf of the library.

Maggie Barclay, fitness coordinator for Bloomfield Township Senior Services, was honored as Employee Partner of the Year.

Township Cable Operations Manager Steve Rota was honored for his over 25 years of service to the department and community.

Started in 2017, Community Media Day is an annual celebration of voices that bring awareness to the importance of free speech and accessible media for all individuals to have their voices heard, according to officials.

Bloomfield Community Television provides government and community access programming via local cable providers — Comcast, AT&T and WOW — for residents of Bloomfield Township and nearby municipalities. Established in 1985, officials said BCTV facilitates the production and cablecast of television programs that reflect the interests and activities of the community and inform and enrich the lives of the people in its viewing area.

The year will culminate with an orientation and open house from 3 to 5:30 p.m. Dec. 18 at the Bloomfield Community Television Cable Studio at 4190 Dublin Road. Join BCTV staff and community producers for cookies and light refreshments. RSVP by sending an email to jguzman@bloomfieldtp.org.

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Bloomfield Township Public Library to Host Houseplant Guru Lecture



Bloomfield Township Public Library is pleased to host "Plants – the Facts of Light" with Lisa Eldred Steinkopf, The Houseplant Guru, on Monday, January 6, 2025 at 7:00 p.m. As a blogger, freelance writer, and houseplant enthusiast, Ms. Steinkopf believes that there is a plant for every spot in your home.

"We are excited to welcome The Houseplant Guru to kick off our January programming. Whether you're a seasoned plant lover or just starting, this talk is sure to inspire your indoor gardening journey," said Adult and Teen Services Librarian Shayna Connolly.

Registration for this program is required. Please call 248-642-5800 or visit the [Library Website](#).

Reading challenge encourages library patrons to cozy up inside this winter

By: Mary Beth Almond | Birmingham-Bloomfield Eagle | Published January 6, 2025

BLOOMFIELD TOWNSHIP — As the temperature dips and the snow piles up, the Bloomfield Township Public Library is giving patrons the opportunity to curl up with a good book.

All ages are invited to participate in the library's annual Winter Reading Challenge, which has a theme this year of "Cozy Up with a Good Book."

"As people are really busy, it's a great way for people to step away, relax and breathe," said Shayna Connolly, adult and teen services librarian. "And it's a way to encourage reading during the holiday break for the kids and teens, (who) can win prizes as well."

Participants can sign up for the Winter Reading Challenge in person at the library or online at btpl.org/winter. By registering for the challenge — which runs Dec. 21, 2024, to Jan. 31, 2025 — and logging their activity online, patrons will be entered into a virtual grand prize drawing to win a number of prizes.

The winter reading program, Connolly said, is another way for the library to encourage the love of reading for all ages by allowing patrons to enjoy books of their choice at their own pace.



The library's annual Winter Reading Challenge runs through Jan. 31.

Photo provided by the Bloomfield Township Public Library

"We know people are kind of stuck inside sometimes during the winter and we want to encourage their reading and let them know that the library is here," she said.

Patrons are encouraged to read every day and track their progress online to earn virtual reading and activity badges for the chance to win prizes.

Teens and adults log by the number of books they read for a chance to win a gift card to Starbucks, Target or Schuler Books in West Bloomfield.

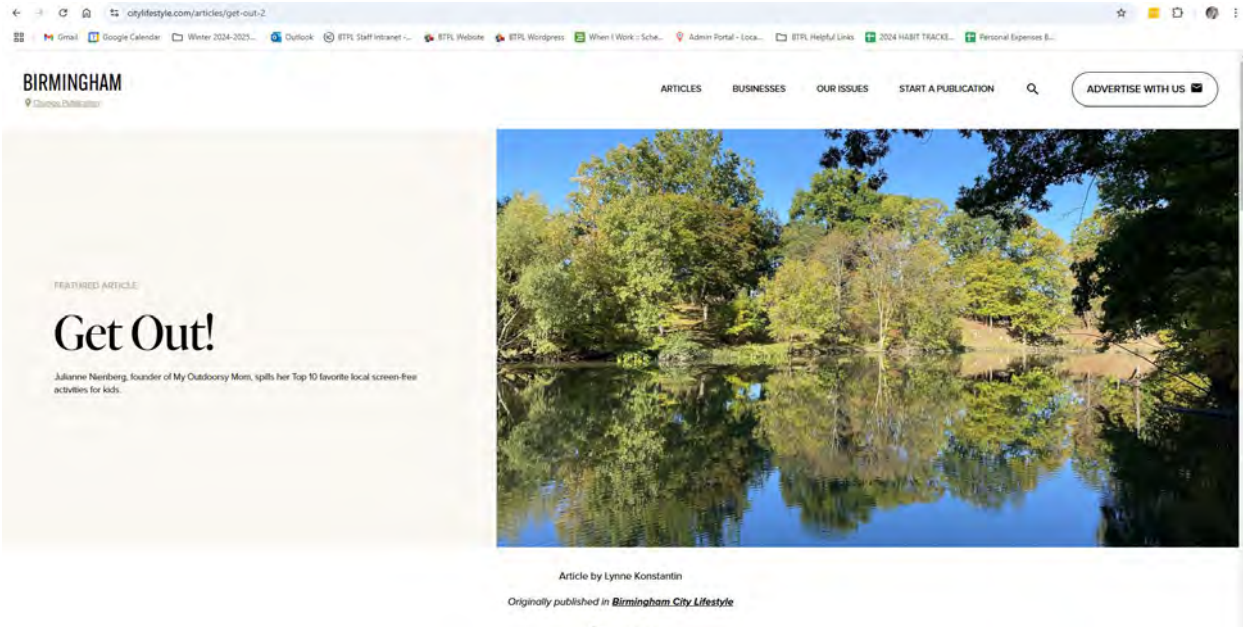
An adult can head online to Beanstack to log the days children — ages birth to 12 years old — read or are read to, and any activities they complete. For every five days they read, they will earn a virtual logging badge and a grand prize ticket. For each activity they complete, they can earn a virtual activity badge and a grand prize ticket. Earn six badges to complete the challenge and receive an extra prize ticket to win a Toyology gift card or age-specific bags of books.

"We encourage kids to participate just as a little reward for the reading they do," said Lauren Catoni-Ellis, youth services assistant department head.

"It's also a way to have caregivers and kids interact with each other with some of our activities. For instance, one of them is to snuggle with a loved one and enjoy a book together. We just want to encourage kids to read and push through the cold weather."

All reading activities must be logged by Jan. 31, 2025, to be eligible for prizes.

For more information, call the library at (248) 642-5800 or visit btpl.org.



Who Julianne Nienberg, founder of My Outdoorsy Mom; @myoutdoorsymom

Where Bloomfield Hills, with her husband, Alex, and their three children, ages 7, 5 and 4

Backstory I graduated from Michigan State University in 2009, where I studied kinesiology and went on to have an 11-year career in medical sales in Chicago, then here in Michigan. I left my job in 2021 to stay home with my kids.

How it started I launched My Outdoorsy Mom in November 2023 as a way to share tips on how to get kids outside, engaged in unstructured, child-led play. According to current research, children spend on average only seven minutes outside, but spend six-to-seven hours on screens daily. After having my third child in November 2020, I read the book *There's No Such Thing as Bad Weather* by Linda Akeson McGurk and was inspired by how the Scandinavians approached parenting and the outdoors. At the time, I was still working, so I made it my mission to reduce my kids' TV time by getting them outside in the winter after daycare for 15 minutes each work day. Fifteen minutes a day grew to 30 minutes, 30 minutes to an hour. By the spring, my two oldest kids (ages three and a half and two at the time) could spend up to one-to-two hours playing independently outside while I kept watch close by. Allowing kids to engage in unstructured and child-led outdoor play allows them to unwind and engage their senses in a way that cannot be replicated in indoor environments. It also has significant benefits to their physical, mental and emotional health.

The philosophy Get your kids outside whenever you can. If swapping screen time for outdoor time is a challenge for you and your kids, start in small doses each day and continue to build on that.

My platform is unique from other blogs and social media in that I'm not your traditional "outdoorsy" account you'd find on social media. I'm not out hiking every weekend with my kids. I'm a suburban mom whose kids spend most of their time outside in our backyard or exploring local parks during most of the year. In the summertime, you can find us at the lake. We love visiting the Great Lakes and spending time in the U.P. as well.

What she loves about her platform I love connecting with moms who are starting their "outdoorsy" journeys with their kids. The messages I get from followers and friends who tell me about how their kids spent two hours stomping in mud brings me such joy. Or the parents who DM me and tell me how their kiddo started playing independently outside instead of watching TV shows or spending time on their iPad. The benefits of getting our kids outside and experiencing nature are worth the effort.

Top 10 Favorite Activities (To Get Kids Away From Their Screens)

1 Carpenter Lake Nature Preserve (cityofsouthfield.com) in Southfield is our favorite place to go in the spring and summer. My kids love to climb their Rock Garden and walk the mile-loop trail to Carpenter Lake. The fall colors are stunning to view along the lake's reflection.

2 Johnson Nature Center (johnsonnaturecenter.org) has special wildlife enclosures where they provide a home to orphaned deer, injured falcons and owls. We also love their summer camp programs — my kids come home dirty and with big smiles on their faces from spending their entire day in nature.

3 We love to visit our **local libraries** whenever we need an indoor break from the weather (hot or cold). We're so fortunate to have wonderful libraries nearby with great programming for kids. The **Bloomfield Township Public Library** (btpl.org) often offers craft kits for families to take home.

4 We love **Dyno Detroit** (dynodetroit.com) in Eastern Market for indoor rock climbing!

5 Beverly Park (villagebeverlyhills.com) is always in our playground rotation and my kids especially love biking their nature trail. Their sledding hill is a must in the winter.

6 Orchard Lake Nature Sanctuary (cityoforchardlake.com) has scenic trails that offer quiet, serene views of Orchard Lake. It's a great spot for fall-color viewing.

7 We love hopping over to **Booth Park** (bhamgov.org) in Birmingham after the **farmers' market** in the summer.

8 Troy Gym (troygym.com) is one of my kids' favorite places to go whenever they have a day off from school. It's a great spot to go in the winter to help kids direct their energy in a physical way.

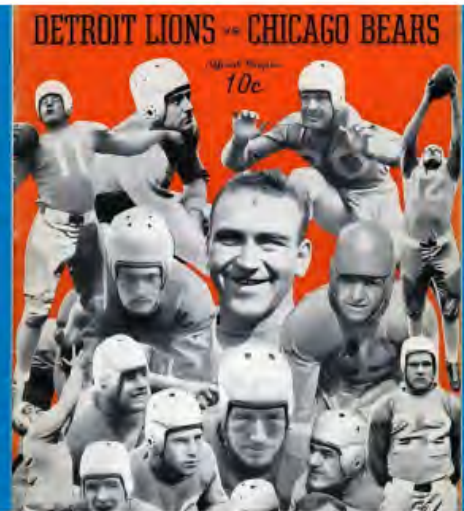
9 Yoto Players (us.yotoplay.com) screen-free audio players are in our top-three screen-free alternatives. My kids love listening to books and podcasts, and they are a great way to foster curiosity for nature.

10 Stage Nature Center (troynaturesociety.org) in Troy is also a new favorite spot for my kids. There's a loop trail that I enjoy, but my kids really love climbing the two big rocks at the trailhead.



Bloomfield Township Public Library to Host Lecture About the Detroit Lions

Lecture: **THE DETROIT LIONS** and the Early NFL



Township Public Library is pleased to welcome Jeremy Dimick, Manager of Collections at the Detroit Historical Society, for a lecture on the early years of the Detroit Lions and the NFL on Tuesday, January 14, 2025 at 7:00 p.m.

Mr. Dimick will cover the time before the Portsmouth Spartans relocated to Detroit and donned the Honolulu Blue in 1934, and how several pro football teams tried and failed to gain a foothold in the city.

"We are excited to deepen our understanding of the rich history of our beloved Lions," said Brooke Hoskins, Assistant Department Head of Adult and Teen Services. "We invite all sports enthusiasts and fans to join us as we learn about the early days of the Detroit Lions and the NFL," she adds.

Registration for this program is required. Please call 248-642-5800 or visit [Event Registration](#).

COMMUNITY CALENDAR

23A/ BIRMINGHAM-BLOOMFIELD EAGLE • DECEMBER 18, 2024

To view more Community Calendar and to submit your own, use the candnews.com/calendar. To advertise an event, call (586) 491-1111.

DEC. 18

Bloomfield Community Television open house: Learn about mission of BCTV and how it serves community, plus go behind the scenes and meet staff and producers, 3:30 p.m., 4190 Dublin Road in Bloomfield Township, bloomfieldtp.org/cable/upcoming-events

Powerful Tools for Caregivers: Virtual workshop hosted by AgeWays, learn to communicate with family and healthcare providers, reduce stress, guilt, anger and depression, and make difficult decisions, 6-7:30 p.m., free but donations accepted, (833) 262-2200, wellnessprograms@ageways.org, tinyurl.com/ageways workshops

DEC. 21

Winter Solstice Celebration: Includes crafts and activities focusing on light and dark, hear medieval Christmas carols and wassails, gaze into night sky with observatory telescope, try seasonal snacks and specialty drinks, and more, 1-7 p.m. at Cranbrook Institute of Science and 1-5 p.m. at Cranbrook Art Museum, 39221 Woodward Ave. in Bloomfield Hills, also create lantern for evening parade at 6 p.m., science.cranbrook.edu

DEC. 29

Menorah lighting: Presented by Chabad Jewish Center of Bloomfield Hills, also includes festive music

and treats, 4:30 p.m., Shain Park, 270 W. Merrill St. in Birmingham, info@bhchabad.org, (248) 949-6210

ONGOING

Senior Men's Club of Birmingham: Speakers and luncheons at 10:30 a.m. most Fridays, The Iroquois Club, 43248 Woodward Ave. in Bloomfield Township, also on Zoom, RSVP for lunches by previous Mondays, seniormensclub@gmail.com, www.seniormensclubbirmingham.com

Birmingham Metropolitan Women's Club: Speakers and luncheons at 10 a.m. every second Tuesday of month, The Iroquois Club, 43248 Woodward Ave. in Bloomfield Township, RSVP to Chris at (248) 303-7339 two weeks prior to each event, www.thebirminghammetropolitanwomensclub.weebly.com

'The Science of Archimedes': Traveling exhibition celebrating Greek scientist and mathematician, on display noon-4 p.m. Sundays, 10 a.m.-5 p.m. Wednesdays, Thursdays and Saturdays, and 10 a.m.-10 p.m. Fridays until June 1, 2025, Cranbrook Institute of Science, 39221 Woodward Ave. in Bloomfield Hills, science.cranbrook.edu

Deck the Halls with Ologies! Exhibits and interactive workshops focus on entomology, microbiology, paleontology, geology, anthropology, biology, cosmology,

zoology and more, 11 a.m.-3 p.m. (noon-3 p.m. Sundays) Dec. 26-29 and Jan. 2-5, Cranbrook Institute of Science, 39221 Woodward Ave. in Bloomfield Hills, science.cranbrook.edu

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

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

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

'The E(Xmas)ist': 8 p.m. Fridays, Saturdays and Mondays and 3 p.m. Sundays until Dec. 22, Ringwald Theatre at Affirmations LGBTQIA+ Community Center, 290 W. Nine Mile Road in Ferndale, theringwald.com

Wild Lights: Millions of lights, 500-plus displays, interactive wishing tree, seasonal drinks, food and treats, warming stations with live entertainment, and

more, select dates and times at Zoo, 8450 W. 10 Mile Road in Ferndale, wildlights.com

Santa photos: 10 a.m.-7:55 p.m. and noon-5:55 p.m. Sundays at Santa's Collection, 2800 W. Big Beaver Road in Farmington Hills, thesomersetcollection.com

Winter Park: Glow tubing, bonfires and more, 4-10 p.m. Fridays, Saturdays and noon-9 p.m. Sundays at Bowers School Farm, 1219 E. Bloomfield Township, (248) 303-7339, bloomfield.org/schoolfarm.org

Ice skating: 11 a.m.-9 p.m. Mondays-Thursdays, noon-11 a.m.-11 p.m. Saturdays until Dec. 21, 2025, The Rink at Royal Oak, 221 E. Third St., therink.com

Health workshops: For over 60 years, prevention, nutrition education by Corewell Health, free and digital sign up, corewell.com

Lupus support groups: 10 a.m. and 7 p.m. every Tuesday, (248) 901-7299, milupus.com

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Week 2 Winner
Sue L. of Fraser

Week 3 Winner
Joseph S. of Macomb

Week 4 Winner
Cornelius K. of Warren

Shield's PIZZERIA

health markets

HELLEBUYCK'S POWER EQUIPMENT CENTER

MACOMB BIKE

DONNA H. WON \$500 COMPLETED! TO SHIELD'S PIZZA!

SUE L. WON AN APPLE WATCH & AIRPODS COMPLETED!

JOSEPH S. WON A TORO SNOW BLOWER COMPLETED!

CORNELIUS K. WON AN AVENTON SOLTERA.2 COMPLETED!

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Photo provided by Birmingham Youth Assistance

PUPS COMPETE IN ANNUAL DOG SHOW

BIRMINGHAM/BEVERLY HILLS – The Birmingham Youth Assistance's 42nd Annual Kids' Dog Show will take place from 1-3 p.m. on Sunday, Feb. 2 in the Berkshire Middle School gymnasium, located at 21707 W. 14 Mile Road in Beverly Hills.

All participants are required to be checked into the show by 12:30 p.m. Registration to participate has passed. Each year, kids ages 4-14 bring their dogs to compete in a fun competition for prizes. The categories are designed to be low stress and include, Best Costume for dog and child, Best Trick, Waggiest Tail, Best Looking, and Musical Sit, which is a game similar to musical chairs.

Comfort dogs will be at the event, courtesy of the Oakland County Sheriff's Department. Kids will also get a chance to learn an easy obedience command from an instructor from the Southern Michigan Obedience Training Club.

"We are thrilled that this fun event has become such a popular tradition in our community," BYA Chair Ann Nazareth Manning stated in a press release. "The enthusiastic kids who participate each year and the generosity of our sponsors make this show possible and help further the work of Birmingham Youth Assistance."

Visit birminghamyouthassistance.org/kids-dog-show, for more information.

Photo provided by city of Birmingham



New tool makes donations easy in Birmingham

BIRMINGHAM – Birmingham residents can now donate to the community in a more streamlined way through Seekly, a new tool the city is utilizing to make this process more user-friendly.

Through bhamgov.org/donate, campaign initiatives, associated documents, photos, guidelines and contribution opportunities are accessible.

"This new platform is a significant improvement from our current memorial/recognition program and will improve record keeping, mapping and fundraising initiatives throughout the city," said Parks and Recreation Manager Carrie Laird in a press release. "We receive frequent inquiries regarding our memorial plaques and bench donations. Our goal is to make the process seamless and rewarding for our generous donors."

The city is now accepting donations for the Booth Park entry plaza and trail improvement project. To contribute, visit bhamgov.org/donate.

Partake in thrilling winter fun at Bowers Farm

BLOOMFIELD HILLS – Winter Park is an annual event, operated by the Friends of Bowers Farm. This year, the event has already begun and will continue through Feb. 23. Families are welcome to join the fun outdoors and participate in the featured winter activities. There will be a bonfire to roast s'mores, a straw tower to play on, farm animals to meet and refreshments to enjoy. For adventure seekers, the winter tubing experience provides thrilling fun for the whole family. Bowers Farm is located at 1219 E. Square Lake Road in Bloomfield Hills. To purchase tickets, visit schoolfarm.org/winter-activities.

Correction:

The story "When shopping at home, be alert for grinchies trying to steal gifts and info" in the Dec. 11 issue should have stated that the St. Clair Shores police detective lieutenant's last name is Brueckman.

Bloomfield Township Public Library hosts lecture on Detroit Lions and early years of NFL

BLOOMFIELD TOWNSHIP – The Bloomfield Township Public Library will welcome Jeremy Dimrick, manager of collections at the Detroit Historical Society, for a lecture on the early years of the Detroit Lions and the National Football League at 7 p.m. Jan. 14.

Dimrick will cover the time before the Portsmouth Spartans relocated to Detroit and donned the Honolulu Blue in 1934, and how several pro football teams tried and failed to gain a foothold in the city.

What made the Lions different? The presentation examines the instability of the infant NFL, and how the Lions (and professional football) won the hearts of Detroiters to become the institution they are today.

"We are excited to deepen our understanding of the rich history of

our beloved Lions," Assistant Department Head of Adult and Teen Services Brooke Hoskins said in a press release. "We invite all sports enthusiasts and fans to join us as we learn about the early days of the Detroit Lions and the NFL."

Registration is required. For more information, call the library at (248) 642-5800 or visit <http://www.dtpl.org/>. The Friends of the Library sponsored this event.

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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

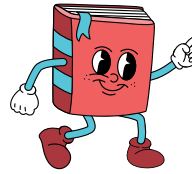
Tots and Friends Playtime

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.



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.



Please contact us if you require any additional accommodations.



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



February YOUTH Events Calendar

S	M	T	W	T	F	S
						01 Winter Puzzle Tournament 1 p.m. - 4 p.m.
02	03	04 Preschool STEAMtime 10:30 a.m.	05 Baby Story Time 10:30 a.m.	06 Toddler Story Time 10 a.m. OR 11 a.m. My First Book Group 5:30 p.m.	07 Tots & Friends Playtime 10 a.m. - 12 noon After-Hours Family Fort Night 6:30 p.m. - 8 p.m.	08 Family Story Time 11 a.m. Friends of the Library Sale 11 a.m. - 3 p.m.
09	10 DIY Birdfeeders 6:30 p.m.	11 Preschool STEAMtime 10:30 a.m. Book Worms 6:30 p.m.	12 Baby Story Time 10:30 a.m.	13 Toddler Story Time 10 a.m. OR 11 a.m.	14 Tots & Friends Playtime 10 a.m. - 12 noon Gamer Lounge 4 p.m. - 6 p.m.	15 Baby Prom 10:30 a.m.
16	17 Brick Builders 2:00 p.m.	18 Preschool STEAMtime 10:30 a.m.	19 Baby Story Time 10:30 a.m.	20 Toddler Story Time 10 a.m. OR 11 a.m. Paperbacks & Snacks 6:30 p.m.	21 Tots & Friends Playtime 10 a.m. - 12 noon	22 Sensory Story Time 11 a.m.
23	24	25 Reading with Dogs 6:30 p.m.	26	27	28	

VISIT WWW.BTPL.ORG/EVENTS FOR MORE INFO



Winter Puzzle Tournament for All Ages!

Saturday, February 1, 1 p.m. - 4 p.m.
Team registration is required.

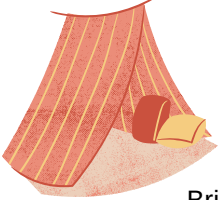
Gather your puzzle-loving family and friends! Puzzle players of all ages and levels may compete in teams of 2 - 4 players in our third puzzle tournament for a chance to win fun prizes. Visit btpl.org for more information.

Gamer Lounge

Friday, February 14, 4 p.m. - 6 p.m.
No registration is required.



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



After-Hours Family Fort Night

Friday, February 7, 6:30 p.m. - 8 p.m.
No registration is required.

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

Brick Builders: Mid-Winter Break Build or Bust

Monday, February 17, 2 p.m. - 3 p.m.
No registration is required.



Junior architects, ages 6 and up, are invited to join us for building fun with LEGO bricks. Create your own masterpiece or do a theme building challenge with your friends. This month includes LEGO, Lincoln logs, blocks, and more!



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, February 8, 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

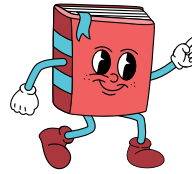
Saturday, February 22, 11 a.m.
Registration is required.
Join us in an adaptive story time experience for youth of all abilities, including those who have difficulty in large groups and who have sensory integration challenges. Participants can expect stories with gentle multisensory engagement, visual aids, adaptive movement, low lights, and low sounds. For children ages 3 and up with a grown-up.



PLAY TIME

Tots and Friends Playtime
Fridays, 10 a.m. - 12 noon (no Playtime February 28)
No registration is required.

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



BOOK GROUPS

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

My First Book Group: Grades K – 1
Kindergarten and Grade 1 with an adult.
Thursday, February 6, 5:30 p.m.
Registration is required.

Book Worms: Grades 2 – 3
Tuesday, February 11, 6:30 p.m.
Registration is required.

Paperbacks & Snacks: Grades 4 – 6
Thursday, February 20, 6:30 p.m.
Registration is required.

SPECIAL EVENTS

DIY Birdfeeders

Monday, February 10, 6:30 p.m.
Registration is required.



Kids, ages 6 – 10, are welcome to make their own bird feeder to help our local birds survive through the winter. All materials will be provided.

Baby Prom

Saturday, February 15, 10:30 a.m.
Registration is required.



Celebrate with your little valentine! Dress up your little one and enjoy music, refreshments, and activities. For birth through age 3 with an adult.

Reading with the Dogs

Tuesday, February 25, 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.




Please contact us if you require any additional accommodations.



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

January 2025 Adult and Teen Programs

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

February 2025 Adult and Teen Programs

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<p>*To register, email AskTeen@btpl.org, or call Adult and Teen Services, (248) 642-5800.</p> <p>**To register, email AskAdult@btpl.org, or call Adult and Teen Services, (248) 642-5800.</p> <p>***To register, email AskTech@btpl.org or call the Computer Help Desk, (248) 642-5800.</p> <p>OR register online at www.btpl.org/events</p>		<p>February Featured Programs @ the Library (Registration is Required)</p> <p>**Lecture and Demonstration: The Art of the French Macaron, Monday, February 10, 6 p.m. Join pastry chef Keegan Rodgers for an engaging lecture and demonstration focused on the beloved French macaron.</p> <p>**Oscars Preview: The Year in Film, Tuesday, February 18, 7 p.m. Local film enthusiast and producer Greg Black will present his annual Oscars Preview, including trailers of the Best Picture nominees.</p> <p>**Author Talk: John Gallagher, <i>Rust Belt Reporter: A Memoir</i>, Tuesday, February 25, 7 p.m. Journalist John Gallagher will discuss his new book, in which he reflects on his 32 years of reporting for the <i>Detroit Free Press</i>.</p>				1
2	3 Adult and Teen Craft Kit Release: Spice Club Kits <i>Bloomfield Twp. residents only while supplies last</i>	4 Fiber Arts Club 10 a.m. – Noon ***Computer and Internet Basics, 5:30 p.m. **Movie Discussion Club 7 p.m.	5 **Pages Across Nations: An International Book Club 7 p.m. 	6	7 English Language Conversation Group 10 a.m. – Noon	8  Friends of the Library Second Saturday Book Sale 10 a.m. – 3 p.m. <i>(First hour Friends members only)</i>
9	10 **Lecture and Demo: The Art of the French Macaron 6 p.m.	11 **What's Your Story?: A Memoir Writing Group , 1 p.m. 	12 **Writers' Rendezvous 6:30 p.m.	13 ***ChatGPT and AI 5:30 p.m. 	14 English Language Conversation Group 10 a.m. – Noon	15
16	17 **Lunchtime Book Club , 1 p.m. 	18 Craft Kit: Soap Box Book Fiber Arts Club , 10 a.m. – Noon **Tuesday Book Club , 10 a.m. ***Microsoft Excel I , 5:30 p.m. **Sci Fi/Fantasy Club , 7 p.m. **Oscars Preview , 7 p.m.	19 **Mystery Book Club 1 p.m. 	20	21 English Language Conversation Group 10 a.m. – Noon	22
23	24 **Monday Night Book Club 7 p.m. 	25 **What's Your Story?: A Memoir Writing Group , 1 p.m. ***Microsoft Excel II, 5:30 p.m. **Author Talk: John Gallagher, <i>Rust Belt Reporter: A Memoir</i> , 7 p.m.	26 **Writers' Rendezvous 6:30 p.m. 	27 **Thursday Book Club 10 a.m. ***Google Apps 5:30 p.m.	28 English Language Conversation Group 10 a.m. – Noon After Hours Concert: University of Michigan Chamber Music Concert 7 p.m.	 Bloomfield Township Public Library Ninth Annual PHOTO CONTEST For all ages! January 6 - March 9, 2025 Nature in the Modern World Contest open to Bloomfield Township residents of all ages! btpl.org/photo-contest

DATES FOR THE LIBRARY BOARD OF TRUSTEES

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

Tuesday, January 21, 2025 (immediately following OPEB Trust Meeting) – Library
Board Meeting (all Trustees)

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

Saturday, February 8, 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)

Thursday, February 13, 2025, 9:00 a.m. – Building and Grounds
Committee Meeting (all Trustees)

Tuesday, February 18, 2025, 7:00 p.m. – Library Board Meeting (all
Trustees)

Wednesday, February 19, 2025, 10:30 a.m. – Friends of the Library
Board Meeting

Saturday, April 5, 2025, 2:00 p.m. – Photo Contest Reception