



**Bloomfield Township Public Library
Board of Trustees**

Library Board Meeting
Tuesday, July 15, 2025
7:00 p.m.

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, July 15, 2025, 7:00 p.m.

#	<u>NUMBERED ITEMS</u>	<u>DATE DELIVERED</u>
1	Agenda	07/11/2025
6a	Cash Disbursements	07/11/2025
6b	Revenues/Expenditures Budget Report	07/11/2025
8	Regular Board Meeting Minutes of June 17, 2025	07/11/2025
9a	President's Report – no report	
9b	Director's Report	07/11/2025
9c	Utility Report	07/11/2025
9d	Advocacy & Development Committee – no report	
9d	Ambassadors Group – no report	
9d	Art Committee – no report	
9d	Building and Grounds Committee – no report	
9d	Finance and Investment Committee – no report	
9d	Friends of the Library Liaison Committee – no report	
9d	Jeanette P. Myers Scholarship Selection Committee – 7/3/2025	07/11/2025
9d	Partner Library Agreements Committee – no report	
9d	Personnel and Director's Evaluation Policy Committee – no report	
9d	Policy Committee – 7/1/2025	07/11/2025
11a	Review Staff Credit Card Procedures	07/11/2025
12a	2024-2025 Annual Report	07/11/2025
12b	Strategic Plan Conversation	07/11/2025

<u>UNNUMBERED ITEMS</u>	<u>DATE DELIVERED</u>
Strategic Plan Update	07/11/2025
Marketing Report	07/11/2025
Press Mentions	07/11/2025
Youth Services Events Calendar	07/11/2025
Adult and Teen Services Events Calendar	07/11/2025
Dates for Library Board of Trustees	07/11/2025

AGENDA
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, July 15, 2025
Regular Board Meeting
7:00 P.M.

REGULAR AGENDA ITEMS

1. Call to order of regular meeting
2. Request to remove items from the Consent Agenda for Discussion
3. MOTION to approve the order of items for the Regular and Consent Agendas
4. President's Verbal Report
5. Director's Verbal Report
6. Budget
 - a. Cash Disbursements
 - b. Monthly Revenues & Expenditures
7. MOTION to approve the remaining Consent Agenda items 8-9

CONSENT AGENDA ITEMS

8. Regular Board meeting minutes of June 17, 2025
9. Written Reports:
 - a. President Shane Spradlin
 - b. Director Tera Moon
 - c. Utility Reports
 - d. Committees:
 - i. Advocacy & Development
 - ii. Art
 - iii. Building & Grounds
 - iv. Finance & Investment
 - v. Friends of the Library Liaison
 - vi. Jeanette P. Myers Scholarship Selection
 - vii. Partner Library Agreements
 - viii. Personnel & Director's Evaluation
 - ix. Policy

REGULAR AGENDA ITEMS

10. Call to the public, communications
11. Unfinished Business
 - a. Review Staff Credit Card Procedures
12. New Business
 - a. 2024-2025 Annual Report
 - b. Strategic Plan Conversation
13. Discussion of items removed from the Consent Agenda
14. MOTION to approve any items removed from the Consent Agenda
15. Other
16. Next scheduled meeting: Tuesday, August 19, 2025
17. Adjournment

Bloomfield Township Public Library**Cash Disbursements Comments
June 2025****New Vendors:**

- Cat's Got Your Tongue LLC
- Howell Nature Center

General Fund – Advance Checks:

- Check #24947 made payable to Cat's Got Your Tongue LLC in the amount of \$200.00 was payment for a program presenter. (This program was canceled due to lack of registrants and the check was canceled.)
- Check #24949 made payable to Consumer's Energy in the amount of \$6,424.13 was payment for natural gas service for the period 5/7-6/5.
- Check #24950 made payable to DTE Energy in the amount of \$21,251.99 was payment for electricity service for the period 5/8-6/8.
- Check #24951 made payable to FNBO in the amount of \$5,862.78 was payment for the library's credit card.
- Check #24954 made payable to Sandor Slomovits in the amount of \$900.00 was payment for a program performer.
- Check #24959 made payable to Amanda Carroll in the amount of \$64.46 was reimbursement for purchase of program supplies.
- Check #24962 made payable to Jennifer Taggart in the amount of \$51.00 was reimbursement for purchase of program supplies.
- Check #24967 made payable to Nicole Gillies in the amount of \$29.40 was reimbursement for millage.
- Check #24968 made payable to Adeline Rose Stierna in the amount of \$45.66 was reimbursement for purchase of program supplies.
- Check #24969 made payable to United States Postal Service in the amount of \$350.00 was an annual payment for the library's bulk mail permit.

General Fund – Regular Checks:

- Check #24976 made payable to Bloomfield Township in the amount of \$353,392.19 was payment for 2 payrolls including FICA, health care premiums, etc.
- Check #24977 made payable to Bloomfield Township in the amount of \$1,013.32 was payment for water and sewer services for the period 5/19-6/18.

- Check #24980 made payable to C2AE in the amount of \$62,250.00 was payment for two invoices for services supporting the Library Design Project for the period of May and June.
- Check #24984 made payable to Communico LLC in the amount of \$6,500.00 was an annual payment for a subscription to study room reservation management software.
- Check #24985 made payable to Frank Rewold and Son, Inc. in the amount of \$4,344.00 was payment for additional roof repairs.
- Check #24991 made payable to LinkedIn Corporation in the amount of \$7,000.00 was an annual payment for a subscription to online resource LinkedIn Learning.
- Check #24992 made payable to Midwest Collaborative for Library Services in the amount of \$250.00 was an annual payment for the library's membership.
- Check #24995 made payable to Milliman, Inc. in the amount of \$4,650.00 was payment for actuarial services related to the audit.
- Check #24998 made payable to Plante & Moran, PLLC in the amount of \$8,136.25 payment for contract accounting services.
- Check #25002 made payable to The Library Network in the amount of \$4,620.00 was an annual payment for a subscription to online resource Brainfuse.
- Check #25007 made payable to Wayne State University in the amount of \$28.00 was payment for a lost MeLCat item.

Gift Fund - Advance Checks:

- Check #5697 made payable to FNBO in the amount of \$1,218.39 was payment for the library's credit card.
- Check #5698 made payable to Evan Haller in the amount of \$500.00 was payment for a program performer.
- Check #5699 made payable to FNBO in the amount of \$1,295.51 was payment for the library's credit card.
- Check #5701 made payable to Corinne Roberts Illustration, LLC in the amount of \$325.00 was payment for a program performer.
- Check #5702 made payable to Howell Nature Center in the amount of \$365.80 was payment for a program performer.
- Check #5707 made payable to Pewabic Pottery in the amount of \$830.00 was payment for a program performer.
- Check #5708 made payable to The Reptarium LLC in the amount of \$550.00 was payment for a program performer.

Gift Fund - Regular Checks:

- Check #5703 made payable to Authors Unbound Agency in the amount of \$3,850.00 was payment for a program performer.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

CHECK REGISTERS

FOR THE MONTH OF JUNE 2025

Check #	Date	Payee	Cash Account	Amount
General Fund				
ADVANCE CHECKS:				
24948	6/17/25	XFINITY	016.01	86.43
24949	6/17/25	CONSUMERS ENERGY	016.01	6,424.13
24950	6/17/25	DTE ENERGY	016.01	21,251.99
24951	6/17/25	FNBO	016.01	5,862.78
24952	6/17/25	LOWE'S	016.01	1,156.41
24953	6/17/25	Mobility City of Southfield	016.01	450.00
24954	6/17/25	SANDOR SLOMOVITS	016.01	900.00
24955	6/25/25	AMAZON CAPITAL SERVICES	016.01	4,657.56
24956	6/25/25	AT&T	016.01	171.60
24957	6/25/25	AT&T	016.01	817.51
24958	6/25/25	PRINCIPAL LIFE INSURANCE COMPANY	016.01	1,516.56
24959	7/1/25	AMANDA CARROLL	016.01	64.46
24960	7/1/25	██████████	016.01	21.00
24961	7/1/25	T MOBILE	016.01	60.40
24962	7/1/25	Jennifer Taggart	016.01	51.00
24963	7/1/25	TERMINIX PROCESSING CTR.	016.01	199.47
24964	7/1/25	VIGILANTE SECURITY	016.01	1,950.00
24965	7/8/25	AMAZON CAPITAL SERVICES	016.01	3,701.92
24966	7/8/25	APPLIED INNOVATION	016.01	2,341.80
24967	7/8/25	Nicole Gillies	016.01	29.40
24968	7/8/25	Adeline Rose Stierna	016.01	45.66
24969	7/8/25	UNITED STATES POSTAL SERVICE	016.01	350.00
Total				52,110.08
REGULAR CHECKS:				
24970	7/8/25	4imprint, Inc.	016.01	184.73
24971	7/8/25	AMERICAN PEST CONTROL	016.01	1,244.00
24972	7/8/25	AUGIES BUILDING SERVICES	016.01	14,624.95
24973	7/8/25	AUNALYTICS, INC.	016.01	2,631.58
24974	7/8/25	Avalon Technologies, Inc.	016.01	1,450.00
24975	7/8/25	BAKER & TAYLOR, INC.	016.01	12,477.59
24976	7/8/25	BLOOMFIELD TOWNSHIP	016.01	353,392.19
24977	7/8/25	BLOOMFIELD TOWNSHIP	016.01	1,013.32
24978	7/8/25	BOOK FARM LLC	016.01	6,805.04
24979	7/8/25	BUTZEL LONG	016.01	156.00
24980	7/8/25	C2AE	016.01	62,250.00
24981	7/8/25	CENGAGE Learning Inc	016.01	4,071.41
24982	7/8/25	CENTER POINT PUBLISHING	016.01	235.37
24983	7/8/25	CINTAS CORPORATION	016.01	161.25
24984	7/8/25	Communico LLC	016.01	6,500.00
24985	7/8/25	FRANK REWOLD AND SON, INC.	016.01	4,344.00
24986	7/8/25	GAYLORD BROTHERS, INC.	016.01	280.78
24987	7/8/25	HEALEY FIRE PROTECTION, INC	016.01	850.00
24988	7/8/25	INSTITUTE OF CONT. LEGAL EDUCATION	016.01	158.50
24989	7/8/25	INGRAM LIBRARY SERVICES	016.01	2,490.78
24990	7/8/25	JRS Enterprises, Inc.	016.01	158.00
24991	7/8/25	LINKEDIN CORPORATION	016.01	7,000.00
24992	7/8/25	MIDWEST COLLABORATIVE for LIB. SVCS	016.01	250.00
24993	7/8/25	MICROMARKETING LLC	016.01	384.27
24994	7/8/25	MIDWEST TAPE	016.01	2,083.93
24995	7/8/25	MILLIMAN, INC.	016.01	4,650.00
24996	7/8/25	NETWORK SERVICES COMPANY	016.01	4,035.79
24997	7/8/25	OVERDRIVE	016.01	12,191.93
24998	7/8/25	PLANTE & MORAN, PLLC	016.01	8,136.25
24999	7/8/25	PRIORITY WASTE, LLC	016.01	446.24
25000	7/8/25	PROFESSIONAL GROUNDS SERVICE	016.01	4,130.14
25001	7/8/25	SHOWCASES	016.01	1,198.80
25002	7/8/25	THE LIBRARY NETWORK	016.01	4,620.00
25003	7/8/25	THOMSON REUTERS- WEST	016.01	169.76
25004	7/8/25	TK ELEVATOR CORPORATION	016.01	1,168.32
25005	7/8/25	TOTAL ENERGY SYSTEMS, INC.	016.01	404.00
25006	7/8/25	UNIQUE MANAGEMENT SERVICES, INC.	016.01	226.55
25007	7/8/25	WAYNE STATE UNIVERSITY	016.01	28.00

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**CHECK REGISTERS****FOR THE MONTH OF JUNE 2025**

Check #	Date	Payee	Cash Account	Amount
25008	7/8/25	WT COX INFORMATION SERVICES	016.01	26.20
Total				526,629.67

Gift Fund**ADVANCE CHECKS:**

5697	6/17/25	FNBO	012.03	1,218.39
5698	6/17/25	EVAN HALLER	012.03	500.00
5699	6/17/25	FNBO	012.03	1,295.51
5700	6/25/25	AMAZON.COM	012.03	54.39
5701	6/25/25	Corinne Roberts Illustration, LLC	012.03	325.00
5702	6/25/25	Howell Nature Center	012.03	365.80
5707	7/8/25	Pewabic Pottery	012.03	830.00
5708	7/8/25	The Reptarium LLC	012.03	550.00
Total				5,139.09

REGULAR CHECKS:

5703	7/8/25	Authors Unbound Agency	012.03	3,850.00
5704	7/8/25	BAKER & TAYLOR	012.03	2,634.14
5705	7/8/25	GOLDNER WALSH NURSERY, INC.	012.03	308.10
5706	7/8/25	INGRAM LIBRARY SERVICES	012.03	3,693.29
Total				10,485.53

**Bloomfield Township Public Library
FY 2025-2026 General Fund Budget**

PRESENTED: JULY 15, 2025 FOR THE MONTH OF: JUNE 2025

ACCOUNT NAME	2025-2026 ADOPTED BUDGET AS OF MARCH 18, 2025	2025-2026 AMENDED BUDGET AS OF AUGUST 19, 2025	REVENUE/EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	Three Months 25% VARIANCE	
<u>Revenues</u>							
Taxes	\$9,889,601	\$9,889,601	(\$873)	(\$873)	-0.01%	(\$9,890,474)	*taxes collected Dec-Mar
Penal Fines	\$60,280	\$60,280	\$0	\$0	0.00%	(\$60,280)	*will come later in year
State Aid	\$46,000	\$46,000	\$0	\$23,732	51.59%	(\$22,268)	
Circulation Fines & Fees	\$8,500	\$8,500	\$983	\$2,045	24.06%	(\$6,455)	
Charges for Services	\$10,651	\$10,651	\$2,040	\$4,946	46.44%	(\$5,705)	
Photocopy Fees	\$651	\$651	\$1,140	\$1,156	177.51%	\$505	
Room Rental Fees	\$10,000	\$10,000	\$900	\$3,790	37.90%	(\$6,210)	
Investment earnings	\$881,488	\$881,488	\$95,756	\$216,767	24.59%	(\$664,721)	
Interest/Dividends	\$881,488	\$881,488	\$64,430	\$188,362	21.37%	(\$693,126)	
Change in Asset Value	\$0	\$0	\$31,327	\$28,405	0.00%	\$28,405	
Miscellaneous	\$13,451	\$13,451	\$8,826	\$9,516	70.75%	(\$3,935)	
Miscellaneous Revenue	\$3,370	\$3,370	\$0	\$33	0.98%	(\$3,337)	
Library Shop	\$4,081	\$4,081	\$362	\$1,019	24.98%	(\$3,062)	
Café	\$6,000	\$6,000	\$0	\$0	0.00%	(\$6,000)	
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	\$8,464	\$8,464	42.32%	(\$11,536)	
Total Revenues	\$10,929,971	10,929,971	\$106,733	\$256,134	2.34%	(\$10,673,837)	*some sources come later
<u>Expenditures</u>							
Personnel	\$5,350,596	\$5,350,596	\$358,984	\$1,205,849	22.54%	(\$4,144,747)	
Salaries & Wages	\$3,465,842	\$3,465,842	\$251,302	\$735,251	21.21%	(\$2,730,591)	
Social Security	\$264,674	\$264,674	\$17,936	\$54,569	20.62%	(\$210,105)	
Employee Insurances	\$1,014,458	\$1,014,458	\$80,197	\$178,441	17.59%	(\$836,017)	
Unemployment Compensation	\$0	\$0	\$0	\$0	0.00%	\$0	
Retirement	\$605,622	\$605,622	\$9,548	\$237,588	39.23%	(\$368,034)	
Retiree Health Care - OPEB	\$0	\$0	\$0	\$0	0.00%	\$0	
Library Services	\$854,132	\$854,132	\$67,156	\$276,639	32.39%	(\$577,493)	*large annual payments
Electronic Serv.-Databases	\$232,408	\$232,408	\$15,924	\$86,093	37.04%	(\$146,315)	
Electronic Services-Skyriver	\$27,000	\$27,000	\$0	\$25,353	93.90%	(\$1,647)	
Books	\$323,908	\$323,908	\$36,005	\$82,562	25.49%	(\$241,346)	
Processing & Supplies	\$24,000	\$24,000	\$1,563	\$2,519	10.49%	(\$21,481)	
Periodicals/Docs/Ref. Serv.	\$69,650	\$69,650	\$328	\$41,150	59.08%	(\$28,500)	
Music	\$8,500	\$8,500	\$573	\$1,590	18.70%	(\$6,910)	
Audiobooks	\$77,623	\$77,623	\$5,838	\$21,209	27.32%	(\$56,414)	
DVD's	\$41,000	\$41,000	\$2,257	\$6,684	16.30%	(\$34,316)	
Accessibility Support Collection	\$10,043	\$10,043	\$1,076	\$1,430	14.23%	(\$8,613)	
Programming	\$40,000	\$40,000	\$3,593	\$8,050	20.13%	(\$31,950)	
Facilities & Equipment	\$1,219,519	\$1,219,519	\$70,985	\$329,417	27.01%	(\$890,102)	*carpet cleaning
Repairs/Maint. Supplies	\$65,000	\$65,000	\$2,190	\$9,856	15.16%	(\$55,144)	
Telephone	\$17,450	\$17,450	\$1,050	\$3,459	19.82%	(\$13,991)	
Building Insurance	\$65,842	\$65,842	\$0	\$66,866	101.56%	\$1,024	
Public Utilities	\$384,000	\$384,000	\$28,525	\$88,647	23.09%	(\$295,353)	
Building Maintenance	\$293,984	\$293,984	\$32,538	\$94,784	32.24%	(\$199,200)	
Equipment Maintenance	\$24,210	\$24,210	\$2,342	\$5,253	21.70%	(\$18,957)	
Grounds Maintenance	\$98,525	\$98,525	\$1,244	\$25,927	26.32%	(\$72,598)	
Computer System Maint.	\$254,508	\$254,508	\$3,056	\$34,551	13.58%	(\$219,957)	
Equipment	\$16,000	\$16,000	\$40	\$75	0.47%	(\$15,925)	
Other Operating Expenditures	\$2,983,695	\$2,983,695	\$94,597	\$216,988	7.27%	(\$2,766,707)	
Office/Computer Supplies	\$32,480	\$32,480	\$1,806	\$4,292	13.22%	(\$28,188)	
Postage	\$26,090	\$26,090	\$331	\$10,331	39.60%	(\$15,759)	
Professional Services	\$128,156	\$128,156	\$20,238	\$50,056	39.06%	(\$78,100)	
Projects	\$2,707,965	\$2,707,965	\$71,226	\$137,639	5.08%	(\$2,570,326)	
Staff Development/Travel	\$37,650	\$37,650	\$599	\$3,925	10.42%	(\$33,725)	
Printing & Publishing	\$30,050	\$30,050	\$0	\$5,602	18.64%	(\$24,448)	
Dues & Membership	\$14,224	\$14,224	\$250	\$4,020	28.26%	(\$10,204)	
Bank Expenses	\$4,720	\$4,720	\$148	\$725	15.37%	(\$3,995)	
Library Shop Expenses	\$2,000	\$2,000	\$0	\$398	19.89%	(\$1,602)	
Café Expenses	\$360	\$360	\$0	\$0	0.00%	(\$360)	
Total Expenditures	\$10,407,942	\$10,407,942	\$591,721	\$2,028,893	19.49%	(\$8,379,050)	
Fund Balance - Beginning	\$17,145,195	\$17,145,195		\$19,175,219			
Net revenue (expenditure)	\$522,029	\$522,029		(\$1,772,759)			
Fund Balance - Ending	\$17,667,224	\$17,667,224		\$17,402,460			

Fund Balance Designations

Nonspendable-Prepaid Expense	\$9,651	\$9,651
Committed Fund Balance (is 8-months of operational expenditures amount)	\$5,133,318	\$5,133,318
Assigned Fund Balance (\$482,971 is the compensated absences accrual, plus \$2,439,348 the OPEB obligation plus \$9,501,935 for capital improvements)		
	\$12,424,255	\$12,424,255
Unassigned Fund Balance (is the unplanned emergency amount)		
	\$100,000	\$100,000

Bloomfield Township Public Library
FY 2025-2026 Gift Fund Budget

PRESENTED: JULY 15, 2025 FOR THE MONTH OF: JUNE 2025

Three Months 24.9%

ACCOUNT NAME	2025-2026 ADOPTED BUDGET AS OF MAR 18, 2025	2025-2026 AMENDED BUDGET AS OF MAY 20, 2025	REVENUE/ EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	VARIANCE
<u>Revenues</u>						
Gift Income	\$500	\$25,393	\$0	\$29,893	117.72%	\$4,500
Gift Revenue	\$0	\$25	\$0	\$25	100.00%	\$0
Friends of the Library	\$0	\$21,250	\$0	\$26,250	123.53%	\$5,000
Atkinson Trust	\$0	\$1,539	\$0	\$1,539	1.00	\$0
BTPL Endowment Fund/Amber Trust	\$0	\$0	\$0	\$0	0.00%	\$0
Myers Scholarship	\$500	\$1,724	\$0	\$1,224	71.00%	(\$500)
Smith Challenge Grant	\$0	\$0	\$0	\$0	0.00%	\$0
Fair Radom Garden's Endowment	\$0	\$855	\$0	\$855	100.00%	\$0
Library Director's Legacy Fund	\$0	\$0	\$0	\$0	0.00%	\$0
Investment Earnings	\$200	\$200	\$0	\$632	316.13%	\$432
Miscellaneous Revenue	\$0	\$0	\$0	\$0	#DIV/0!	\$0
Total Revenues	\$700	\$25,593	\$0	\$30,525	119.27%	\$4,932
<u>Expenditures</u>						
Library Services	\$75,589	\$92,989	\$10,344	\$23,349	25.11%	(\$69,640)
Facilities & Equipment	\$34,382	\$38,232	\$415	\$3,345	8.75%	(\$34,887)
Other Operating Expenditures	\$52,224	\$55,842	\$3,125	\$15,783	28.26%	(\$40,059)
Total Expenditures	\$162,195	\$187,063	\$13,885	\$42,477	22.71%	(\$144,586)
Fund Balance - Beginning	\$161,695	\$161,695		\$161,695		
Net revenue (expenditures)	(\$161,495)	(\$161,470)		(\$11,952)		
Fund Balance - Ending	\$200	\$225		\$149,743		

Bloomfield Township Public Library
Asset Allocation Summary
June 2025

6b

Fund	Type	Annual Yield	Date	Amount on Hand
General Fund				
	5th 3rd Checking (Ecommerce)	0.00%	6/30/2025	\$167,225.75
	Flagstar Public Funds Savings	3.40%	6/30/2025	\$222,969.39
	Flagstar Premier Public Entities Checking	0.45%	6/30/2025	\$161,394.79
	RBC Capital Cash/Money Market	0.85%	6/30/2025	\$13,445.44
	RBC Capital - Investments	4.73%	6/30/2025	\$17,376,558.38
Total General Fund				\$17,941,593.75
Please see General Fund budget for notes on how this amount is earmarked				
Gift Fund				
	Huntington Public Fund Business Interest Checking	0.25%	6/30/2025	\$76,669.67
	Huntington CD (Charnov gift) - matures 11/04/2025	4.30%	6/30/2025	\$50,000.00
	Fifth Third Bank Business Standard Checking	0.00%	6/30/2025	\$17,867.43
Total Gift Fund				\$144,537.10

CFSEM

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

		Updated 6/2025	
Jeanette P. Myers Memorial Scholarship Fund	12/31/2024	\$17,237.00	
Yvonne T. Atkinson Fund	12/31/2024	\$37,292.00	
Lawrence Smith and Isabel Francis Smith Challenge Grant Fund	12/31/2024	\$42,315.15	
BTPL Endowment Fund	12/31/2024	\$55,273.84	
Fair Radom Garden Endowment Fund	12/31/2024	\$21,269.00	
BTPL Director's Legacy Fund	12/31/2024	\$25,511.00	
Total CFSEM holdings			\$198,897.99

Bloomfield Township Public Library

I move to approve monthly cash disbursements in the form of checks #24948-25008, #5697-5708 for a Grand Total of \$594,364.37

General Fund Advance Checks	\$52,110.08
General Fund Expense Checks	\$526,629.67
Gift Fund Advance Checks	\$5,139.09
Gift Fund Expense Checks	\$10,485.53
For a Grand Total of	<u>\$594,364.37</u>

Voided Checks are:

General Fund - 24924 & 24947

Gift Fund - n/a

Gift fund proceeds for June 2025 were \$0.00

President

Vice President/Secretary

Bloomfield Township Public Library Investment Portfolio

Investment Vehicle	Portfolio %	Original Cost	6/30/2025 Market Value	Estimated Annual Net Return	Current Yield
Money Market Funds	0.1%	\$13,445	\$13,445	\$188	0.850%
Vanguard Federal Money Market	16.9%	2,942,407	2,942,407	118,873	4.040%
U.S. Treasury Note - July 2025	1.4%	244,771	249,868	11,209	4.486%
U.S. Treasury Note - August 2025	2.9%	488,983	499,150	23,290	4.666%
U.S. Treasury Note - September 2025	2.9%	491,202	499,295	23,312	4.669%
U.S. Treasury Note - October 2025	2.9%	496,242	499,895	23,665	4.734%
U.S. Treasury Note - November 2025	2.9%	480,086	496,180	23,345	4.705%
U.S. Treasury Note - December 2025	2.9%	494,113	499,625	23,432	4.690%
U.S. Treasury Note - January 2026	2.9%	493,133	499,335	23,204	4.647%
U.S. Treasury Note - February 2026	2.8%	483,755	492,145	20,670	4.200%
U.S. Treasury Note - March 2026	2.9%	501,517	501,765	20,974	4.180%
U.S. Treasury Note - April 2026	2.9%	497,113	498,685	20,745	4.160%
U.S. Treasury Note - May 2026	2.8%	481,133	489,575	20,366	4.160%
U.S. Treasury Note - June 2026	2.9%	499,749	500,600	20,675	4.130%
U.S. Treasury Note - July 2026	2.9%	502,065	502,610	19,903	3.960%
U.S. Treasury Note - August 2026	2.8%	479,150	486,580	20,563	4.226%
U.S. Treasury Note - September 2026	2.9%	502,249	504,025	21,345	4.235%
U.S. Treasury Note - October 2026	2.9%	502,326	504,455	21,419	4.246%
U.S. Treasury Note - November 2026	2.8%	480,200	487,520	20,734	4.253%
U.S. Treasury Note - December 2026	2.9%	500,857	503,690	21,412	4.251%
U.S. Treasury Note - January 2027	2.9%	497,625	501,170	21,290	4.248%
U.S. Treasury Note - February 2027	2.9%	500,906	502,365	20,130	4.007%
U.S. Treasury Note - March 2027	2.9%	500,537	503,770	21,068	4.182%
U.S. Treasury Note - April 2027	2.9%	502,667	506,190	21,184	4.185%
U.S. Treasury Note - May 2027	2.8%	479,147	487,580	21,161	4.340%
U.S. Treasury Note - June 2027	2.9%	503,496	508,260	21,550	4.240%
U.S. Treasury Note - July 2027	2.9%	503,029	506,170	20,551	4.060%
U.S. Treasury Note - August 2027	3.0%	524,679	527,050	20,703	3.928%
U.S. Treasury Note - September 2027	2.9%	491,779	496,485	20,167	4.062%
U.S. Treasury Note - October 2027	2.9%	497,679	501,680	20,378	4.062%
U.S. Treasury Note - November 2027	3.0%	524,517	527,385	20,753	3.935%
U.S. Treasury Note - December 2027	0.9%	150,784	151,049	5,701	3.774%
Total Portfolio	100.0%	\$17,251,339	\$17,390,004	\$728,260	4.188%

2nd Quarter Activity - April 1, 2025 - June 30, 2025

Cash Activity

Beginning Balance	\$17,448
Deposits & Sales Proceeds	\$1,995,000
Withdrawals	(\$1,800,000)
Interest & Dividends	\$186,307
Capital Gains	\$0
Investment Advisory Fees	(\$11,445)
Net funds to purchase securities	(\$373,864)
Ending Balance	\$13,445

Change in Security Value

Beginning value of securities	\$18,969,289
Securities purchased	\$373,864
Securities sold	(\$1,995,000)
Change in value of priced securities	\$28,405
Ending Value of priced securities	\$17,376,558

Estimated Accrued Interest

\$137,241

Total account value as of June 30, 2025

\$17,527,245

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

Bloomfield Township Public Library
Oakland County, Michigan
Tuesday, June 17, 2025
Library Board Room

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

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

Trustees Absent: None

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

Guests: Anna Pelepchuk, Circulation Department Head and SOC Representative

Upon discussion, a motion was made by Dani Gillman and seconded by Joy Murray **TO APPROVE THE ORDER OF ITEMS FOR THE REGULAR AND CONSENT AGENDAS.**

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

PRESIDENT'S VERBAL REPORT:

President Shane Spradlin remarked that the recent building and grounds committee meeting was spectacular. He remarked on the thoroughness of the work by the staff and consultants. He praised the excitement in the Library that evening with the Summer Reading program kickoff in tandem with the board meeting, particularly noting the fun of having food trucks and donuts.

DIRECTOR'S VERBAL REPORT:

Director Moon declared the festivities of the summer reading kickoff were in full swing. The food trucks were particularly popular, parking plans seemed to be successful, and patrons were enjoying the evening. She thanked the staff in both Adult and Teen Services and Youth Services for working so hard on this effort, with lots of creativity, planning, coordination, and communications to make this happen. Staff across departments have lent support.

The Library is participating in the "Library Explorers Challenge," where a passport invites patrons to explore six area libraries. The participating libraries are Baldwin Public Library, Novi Public Library, Bloomfield Township Public Library, Troy Public Library, West Bloomfield Public

Library, and Rochester Hills Public Library. Patrons can pick up a passport at their home library, then explore neighboring libraries to discover the innovative services these libraries offer. Each participating library will stamp the Library Explorers Passport, with possible prizes earned.

On Saturday, June 21, the west side of the parking lot adjacent to Telegraph Road will be closed for repairs. On this day, the donation room and drive-up return will not be available, but returns will be accepted inside. On Friday, July 4, when the Library is closed for the Independence Day holiday, the whole parking lot will be closed as new top coating is applied, and it is restriped. Again, no drive up returns, no donations. Facility Services Department Head Tom Corliss will oversee the work.

Thursday, July 31, 2025 at 10 a.m. is the preliminary proposed budget work session.

6. BUDGET:

- President Spradlin inquired about the cash disbursements, suggesting that individual's names for reimbursement be left out of the report.
- President Spradlin commented that the water bill was low, but deduced it is because of the timing of the bill.
- President Spradlin said fees paid to Plante Moran for the contract accounting services will soon stop as the audit will be complete.
- President Spradlin noted that the periodicals budget is at 60% of the year, due to timing of when the bill was paid.
- Trustee Joan Luksik inquired about WebDewey, which is an online subscription to the Dewey decimal manual.
- Trustee Luksik inquired about reviewing staff credit card transactions. Currently, 14 employees, primarily Department Heads and Assistant Department Heads, hold low-limit credit cards for various purchases such as conference registrations or services requiring credit card payment. Each transaction undergoes a multi-step verification process, including account allocation forms and vetting by a supervisor and the finance coordinator before being coded. Trustees currently review budget expenses by account. For the next meeting, trustees will review credit card expenses to determine if more detailed transaction information is needed moving forward.

Upon discussion, a motion was made by Shane Spradlin, seconded by Judy Lindstrom to **APPROVE MONTHLY CASH DISBURSEMENTS IN THE FORM OF CHECKS #24875-24946, #5688-5696 FOR A GRAND TOTAL OF \$544,860.05.**

A vote was taken for approval of the motion.

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

Nays: None

REGULAR AGENDA:

Nothing on the regular agenda.

10. Call to the public.

Anna Pelepchuk, representing the SOC, provided an update on their activities.

11. UNFINISHED BUSINESS:

No unfinished business.

12. NEW BUSINESS:

12a. Open Discussion

There is no new business for the board to handle at the June 17 meeting.

13. DISCUSSION OF ITEMS REMOVED FROM THE CONSENT AGENDA

None removed.

15. OTHER:

The board discussed patron comments that were submitted. A patron expressed concerns about the Fritillaria plant that has attracted larva. Another complained about the volume of others using the Library in the Magazine Area. With these concerns, the Director urges patrons to speak to the librarian on desk, who can address the issue as it is occurring.

Judy Lindstrom mentioned that she had met many staff members when she used the Library outside of her usual schedule and found them to be very helpful and kind. She expressed her appreciation.

Dani Gillman expressed appreciation for the board's commitment to the Library, staff, and patrons. She commended management for fostering a welcoming environment that encourages staff to be themselves. She highlighted the significance of the Library's Pride Month displays in June, which promote a sense of belonging and ensuring everyone feels welcome and treated equally.

The next board meeting will be on Tuesday, July 15, 2025 at 7:00 p.m.

At the request of President Spradlin, a motion was made by Shane Spradlin, seconded by Joy Murray **TO ADJOURN THE MEETING AT 7:30 PM.**

A vote was taken for approval of the motion.

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

Nays: None

Submitted by:



Joan Luksik, Board Secretary

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MONTHLY DIRECTOR'S REPORT**

July 2025

The Bloomfield Township community is participating in the **summer reading challenge** in huge numbers, thanks to all the engaging programs and promotion. More than 700 residents of all ages are signed up for the challenge!

I hope you noticed the **rejuvenated parking lot**. Potholes were filled and fresh seal coating and stripes were applied. The work took place with minimal interruptions to library service. While these repairs were needed and extend the life of our parking lot, I am convinced a completely new parking lot, including enhanced storm water retention is the way to fix the lower-level flooding problem. I'll talk about this during the meeting as we consider the strategic plan.

As requested, here is more detail on the **fire inspection infractions**: replaced six missing ceiling tiles; removed items being stored in front of electrical panels; removed unapproved multi-plug adapters; corrected several sprinkler heads that are missing caps and/or with housing units extending farther than the drywall. These infractions were considered minor and were resolved with minimal work and expense.

The **audio-visual equipment in the Community Room** needs to be updated. It is anticipated that the cost of the project will exceed the \$25,000 threshold for requiring board approval. Therefore, an RFP for this project will be published on BidNet next week. I hope to ask for your review and approval of a vendor at the October 21, 2025 regular monthly meeting.

The **Library Design** Committee has met twice since the June 12 building & grounds committee meeting. We are getting close to finalizing the schematic design phase. This goal of this phase is to figure out what walls, plumbing, and electrical changes are needed. The next step is to discuss the proposed changes with the Department Heads and Assistant Department Heads on July 23. After that, a final schematic design plan will be presented to you at the August 14 building & grounds committee meeting. You will be asked to vote on it at the August 19 regular monthly meeting.

I have assembled a committee of seven staff to explore the topic of **artificial intelligence** (AI) as it relates to public libraries. I am tasking the committee with making recommendations such as whether to adopt an AI policy and communicating the Library's use of AI to the public. The committee will meet on July 29 for the first time.

The **Jeanette P. Myers Scholarship awards ceremony** is scheduled for 6:30pm on August 19, just before the August monthly board meeting. I hope you all can attend. The Myers family confirmed attendance.

*Respectfully Submitted,
Tera Moon
Library Director*

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[illegible]

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MONTHLY ACTIVITY REPORT
JUNE 2025

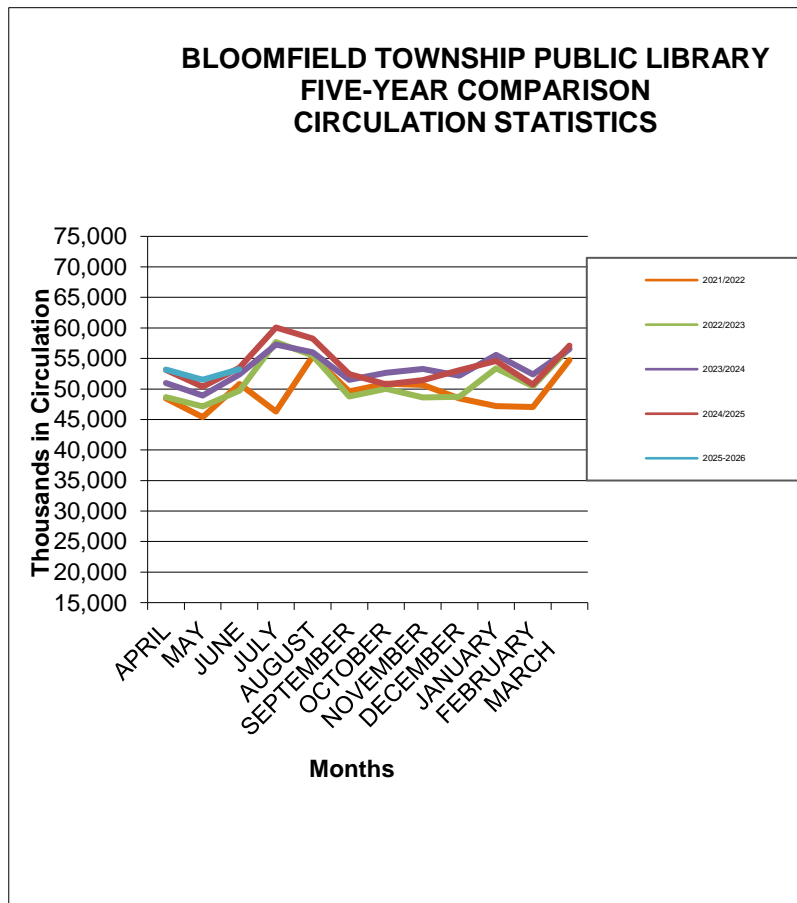
	2024		2025	
OUTREACH & PROGRAMS				
<i>New Patrons and Accounts</i>				
Township:	197		177	
Cranbrook:	5		2	
Total new patrons:	279		237	
<i>Adult Program Attendance</i>				
Staff-led:	11 events	278 attended	15 events	286 attended
Speaker-led:	1 event	95 attended	3 events	178 attended
Book clubs:	6 events	54 attended	5 events	46 attended
Tours/visits on-site:	0 events	0 attended	0 events	0 attended
Tours/visits off-site:	4 events	107 attended	4 events	184 attended
Chamber Music Concert:	0 events	0 attended	3 events	200 attended
Bloomfield Historical Society:	0 events	0 attended	0 events	0 attended
<i>IT Program Attendance</i>				
Staff-led:	6 events	34 attended	3 events	19 attended
<i>Teen Program Attendance</i>				
Staff-led:	1 event	36 attended	2 events	62 attended
<i>Youth Program Attendance</i>				
Staff-led:	19 events	1,378 attended	21 events	1806 attended
Speaker-led:	3 events	196 attended	1 event	41 attended
Tours/visits on-site:	0 events	0 attended	0 events	0 attended
Tours/visits off-site:	25 events	1,264 attended	33 events	2057 attended
TOTAL:	76 events	3,442 attended	90 events	4879 attended
<i>Volunteers (total for the month)</i>				
Shop volunteers	8 people	58.75 hours	10 people	76 hours
Court appointed volunteers	2 people	56.00 hours	1 person	23.25 hours
Student volunteers	17 people	34.00 hours	7 people	29 hours
Department volunteers	1 person	3.50 hours	0 people	0 hours
<i>Patron Remarks</i>				
Patron comments:	7		9	
Ask BTPL:	11		8	
DISPLAYS				
Lobby	2025 Summer Reading Program, "Color Our World"			
Local History	Summer Programs/Summer Reading			

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
FIVE YEAR CIRCULATION**

7/8/2025

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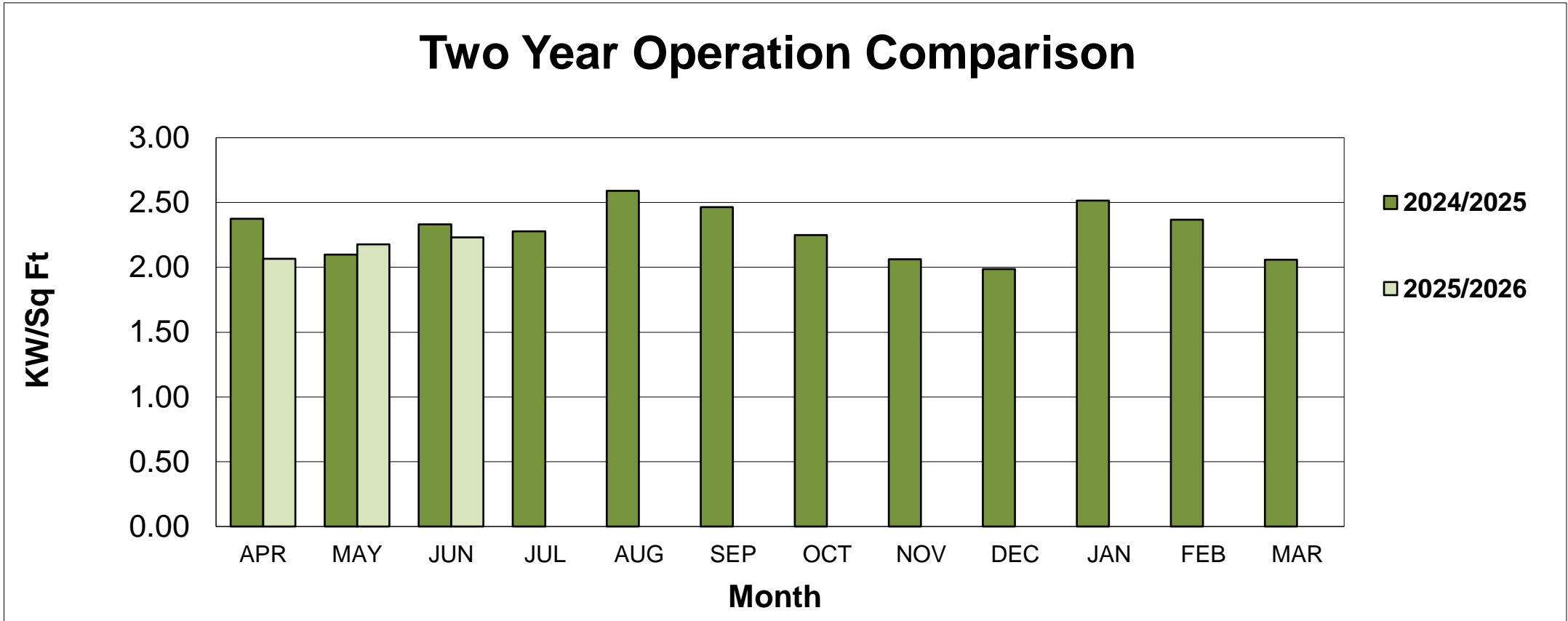
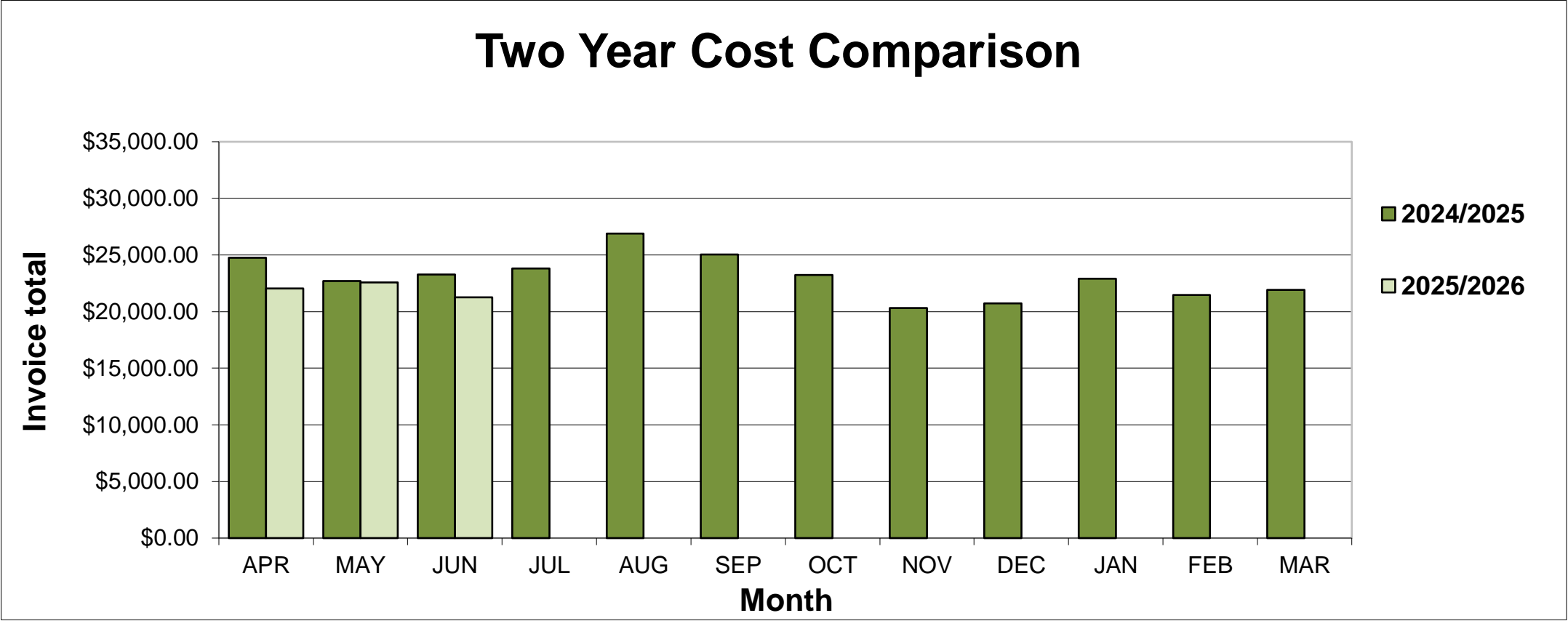
	<u>2021/2022</u>	<u>2022/2023</u>	<u>2023/2024</u>	<u>2024/2025</u>	<u>2025-2026</u>
APRIL	48,463	48,665	50,983	53,132	53,186
MAY	45,393	47,140	48,921	50,366	51,514
JUNE	50,843	49,706	52,369	53,502	53,237
JULY	46,304	57,694	57,272	60,069	
AUGUST	55,372	55,485	55,983	58,270	
SEPTEMBER	49,604	48,792	51,492	52,429	
OCTOBER	50,855	50,032	52,652	50,768	
NOVEMBER	50,656	48,595	53,264	51,426	
DECEMBER	48,439	48,737	52,182	53,072	
JANUARY	47,195	53,373	55,573	54,590	
FEBRUARY	47,023	50,469	52,401	50,701	
MARCH	54,732	56,705	56,512	57,086	
TOTAL	594,879	615,393	639,604	645,411	157,937



Bloomfield Township Public Library
Electricity Analysis

Building Area = 101,023 Sq ft.

TWO YEAR COST COMPARISON				CURRENT YEAR OPERATION					
Month	2024/2025	2025/2026	Difference	TOTAL KWH	COST/KWH	KWH/HR (24 x no.days per month)	KWH/SQ FT 101,023	COST/HR (24 x no. days per month)	COST/SQ FT. 101,023
APR	\$24,773.37	\$22,059.82	(\$2,713.55)	208,782	\$0.11	289.98	2.07	\$30.64	\$0.22
MAY	\$22,717.34	\$22,571.27	(\$146.07)	220,073	\$0.10	295.80	2.18	\$30.34	\$0.22
JUN	\$23,261.35	\$21,251.99	(\$2,009.36)	225,477	\$0.09	313.16	2.23	\$29.52	\$0.21
JUL	\$23,823.38		(\$23,823.38)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
AUG	\$26,904.57		(\$26,904.57)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
SEP	\$25,039.95		(\$25,039.95)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
OCT	\$23,245.65		(\$23,245.65)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
NOV	\$20,336.42		(\$20,336.42)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
DEC	\$20,719.64		(\$20,719.64)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
JAN	\$22,893.63		(\$22,893.63)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
FEB	\$21,484.06		(\$21,484.06)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
MAR	\$21,923.92		(\$21,923.92)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
			YTD Difference						
TOTAL	\$277,123.28	\$65,883.08	(\$211,240.20)						

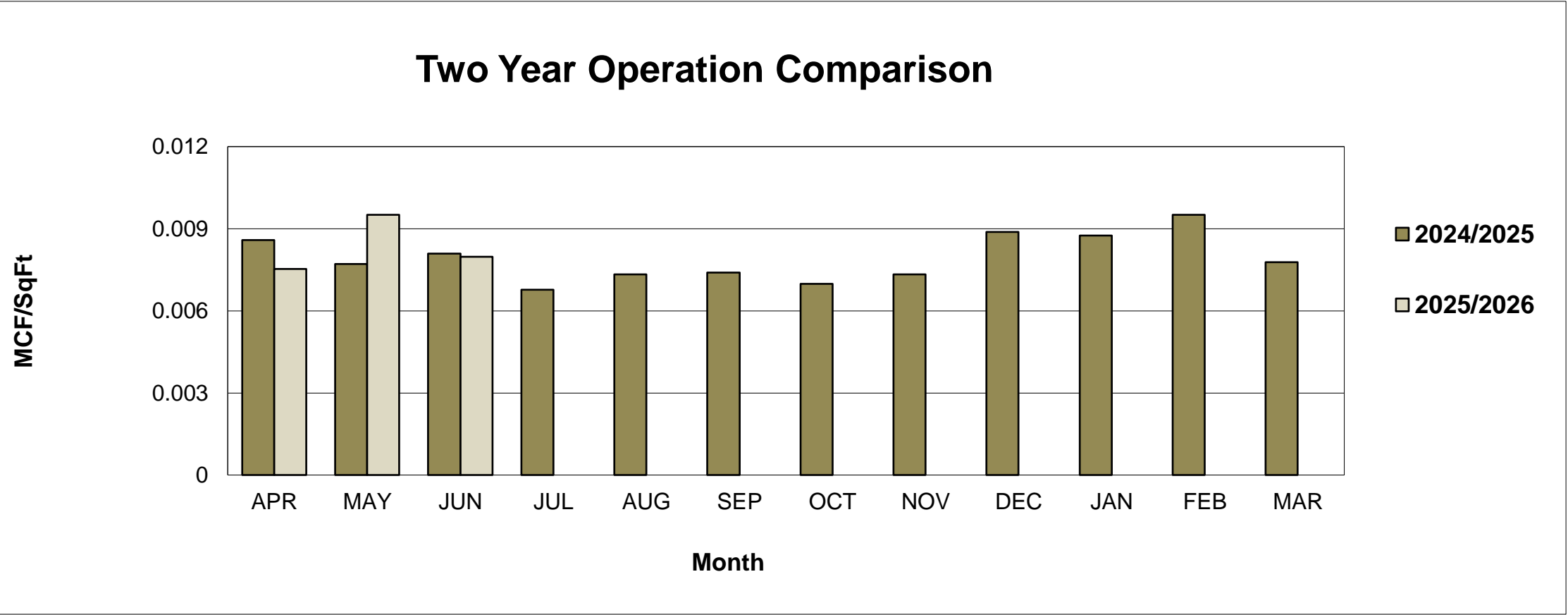
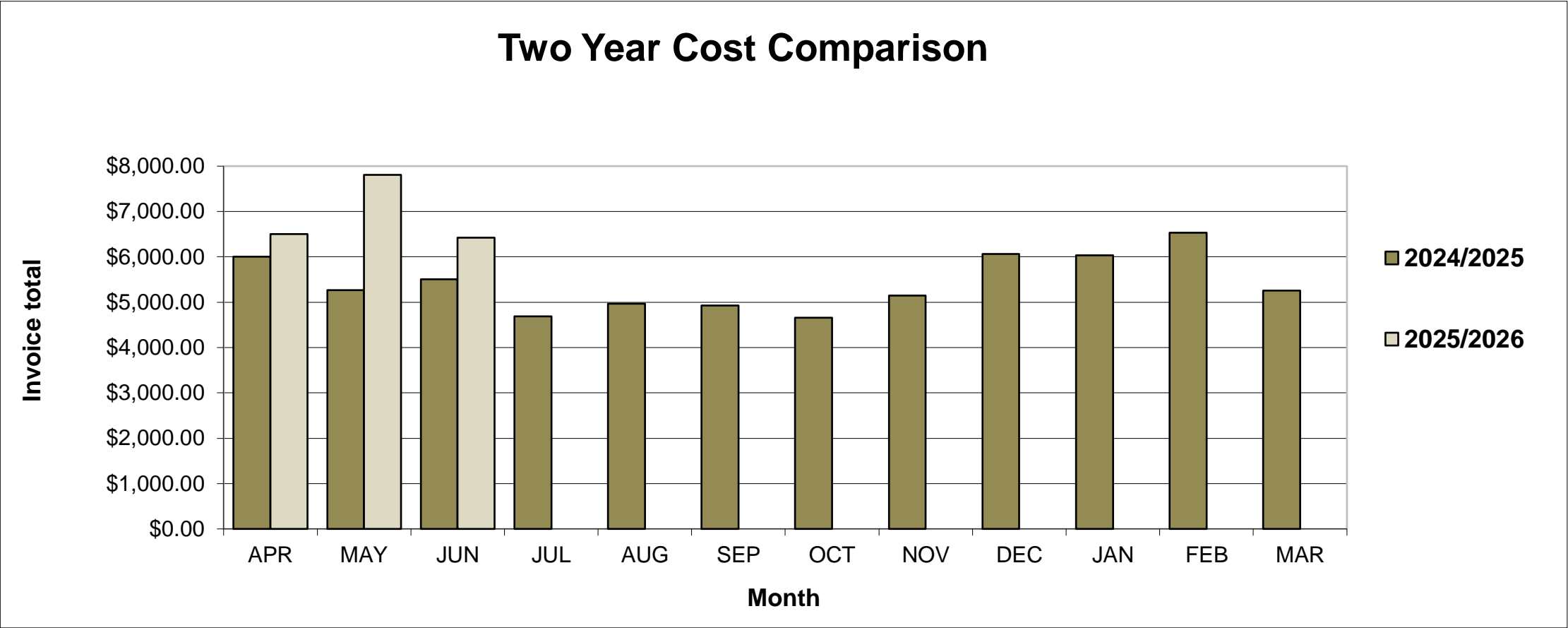


Bloomfield Township Public Library
Natural Gas Analysis

Building Area = 101,023

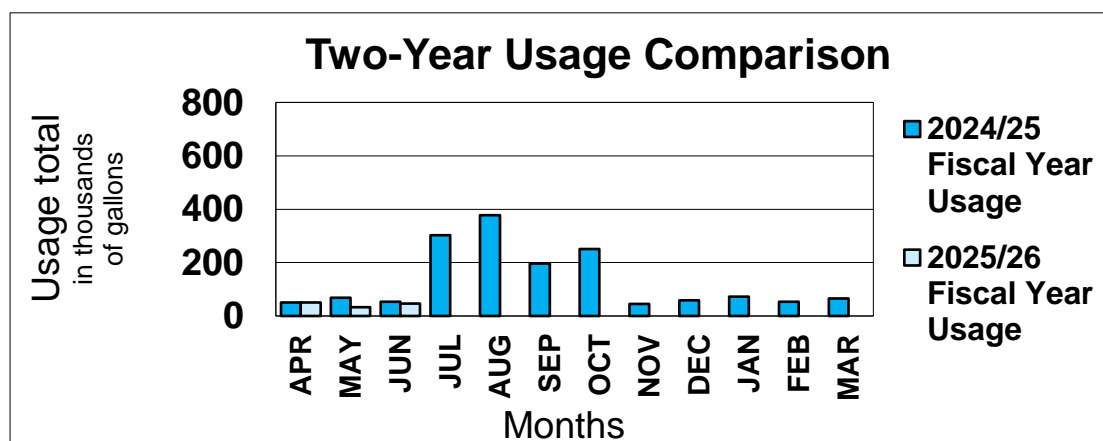
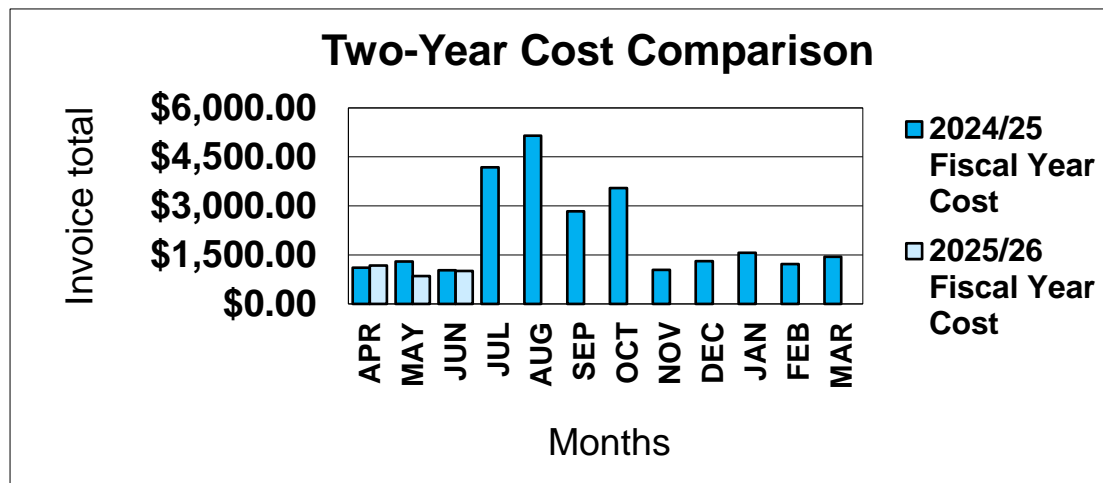
1 Cu. Ft. = 1000 BTU

TWO YEAR COST COMPARISON				OPERATION						
Month	2024/2025	2025/2026	Difference	MCF	COST/MCF	HOURS (24 x no.days per month)	MCF/HR	MCF/SqFt	\$/HR	\$/SqFt
APR	\$6,000.24	\$6,503.42	\$503.18	760.9	\$8.55	720	1.06	0.008	9.03	0.063
MAY	\$5,265.28	\$7,809.82	\$2,544.54	960.5	\$8.13	744	1.29	0.010	10.50	0.076
JUN	\$5,506.04	\$6,424.13	\$918.09	805.7	\$7.97	720	1.12	0.008	8.92	0.063
JUL	\$4,687.08		(\$4,687.08)		#DIV/0!	744	0.00	0.000	0.00	0.000
AUG	\$4,963.10		(\$4,963.10)		#DIV/0!	744	0.00	0.000	0.00	0.000
SEP	\$4,924.61		(\$4,924.61)		#DIV/0!	720	0.00	0.000	0.00	0.000
OCT	\$4,656.53		(\$4,656.53)		#DIV/0!	744	0.00	0.000	0.00	0.000
NOV	\$5,149.64		(\$5,149.64)		#DIV/0!	720	0.00	0.000	0.00	0.000
DEC	\$6,065.31		(\$6,065.31)		#DIV/0!	744	0.00	0.000	0.00	0.000
JAN	\$6,035.00		(\$6,035.00)		#DIV/0!	744	0.00	0.000	0.00	0.000
FEB	\$6,533.51		(\$6,533.51)		#DIV/0!	696	0.00	0.000	0.00	0.000
MAR	\$5,259.74		(\$5,259.74)		#DIV/0!	744	0.00	0.000	0.00	0.000
			YTD Difference							
TOTAL	\$65,046.08	\$20,737.37	(\$44,308.71)							



Bloomfield Township Public Library Water Analysis

Month	2024/25 Fiscal Year Cost	2025/26 Fiscal Year Cost	Difference	2024/25 Fiscal Year Usage	2025/26 Fiscal Year Usage	Difference
APR	\$1,104.73	\$1,177.32	\$72.59	50	50	0
MAY	\$1,298.78	\$849.22	(\$449.56)	68	33	(35)
JUN	\$1,029.34	\$1,013.32	(\$16.02)	53	46	(7)
JUL	\$4,178.74		(\$4,178.74)	302		(302)
AUG	\$5,145.46		(\$5,145.46)	378		(378)
SEP	\$2,830.42		(\$2,830.42)	196		(196)
OCT	\$3,547.90		(\$3,547.90)	251		(251)
NOV	\$1,046.78		(\$1,046.78)	45		(45)
DEC	\$1,308.30		(\$1,308.30)	59		(59)
JAN	\$1,569.82		(\$1,569.82)	73		(73)
FEB	\$1,214.90		(\$1,214.90)	54		(54)
MAR	\$1,439.06		(\$1,439.06)	66		(66)
			YTD Difference			YTD Difference
TOTAL	<u>\$25,714.23</u>	<u>\$3,039.86</u>	<u>(\$22,674.37)</u>	<u>1,595</u>	<u>129</u>	<u>(1,466)</u>



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

Bloomfield Township Public Library
Oakland County, Michigan
Tuesday, July 1, 2025

The meeting of the Bloomfield Township Public Library Board of Trustees Policy Committee was held via Teams on Tuesday, July 1, 2025, at 10:00 a.m.

Present: Trustees Joy Murray and Shane Spradlin

Administration: Library Director Tera Moon and Assistant Director Katherine Bryant

Library Director Tera Moon explained that while the Policy Committee typically meets toward the end of each summer, this earlier meeting was scheduled due to the number of new policies needed this year – specifically, updates to the Employee Handbook.

The Handbook was initially reviewed last year, but approval was postponed because the Earned Sick Time Act had not yet been finalized. That legislation has now been completed, and updates related to it have been incorporated into the current draft. In addition, this version includes a new Paid Parental Leave policy, a Whistleblower Protection Policy, and various other updates, such as revised department names, job titles, gendered language, and other minor edits.

The Committee reviewed the updated Employee Handbook and all proposed changes. Several sections, particularly those related to the Earned Sick Time Act, require further review by the Library's legal counsel. Director Moon will coordinate that review and provide an update to the Committee. The goal is to present the final version of the Handbook at the August Board Meeting.

No future meeting has been scheduled.

MINUTES OF THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

MYERS SCHOLARSHIP COMMITTEE

The meeting of the Bloomfield Township Public Library Board of Trustees Myers Scholarship Committee was held in the Director's office on Thursday, July 3, 2025

Present: Trustees Dani Gillman and Joan Luksik

Administration: Tera Moon, Library Director

The Myers Scholarship Committee met to review the eight applications received for this scholarship. Director Moon thanked the Committee for their thoughtful review of all the applications. The Library received \$724.00 from the Community Foundation for Southeast Michigan (CFSEM) this year for disbursement. In addition, an anonymous donor contributed \$500.00 to the award. The total amount available for this scholarship is \$1,224.00.

After discussion, the Committee unanimously agreed to give an award to two applicants: Zoe Mutschler and Catherine Recknagel. Administration will inform the recipients of their award. Zoe is the daughter of Adult & Teen Services Page Eva Mutschler and currently enrolled at Nova Southeastern University working on a bachelor's degree in Speech Pathology. Catherine Recknagle is employed at the Library as a Youth Services Page and is enrolled at Oakland University working on a bachelor's degree in history.

Administration contacted Rod Myers Jr. to confirm his family's attendance at the annual Myers Scholarship award presentation on Tuesday, August 19. The Committee will receive a presentation outline. Dani and Joan will present the award certificates to the scholarship recipients that evening just prior to the regular Library Board meeting.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees

FROM: Tera Moon, Library Director

DATE: July 10, 2025

SUBJECT: Credit Card Procedures

In response to Trustees' questions about the library's credit card, this memo provides an overview of the Library's credit card usage procedures and policy, ensuring responsible and compliant use of Library funds. As a government entity, the Library was required to pass a resolution to allow for credit card use; this foundational resolution is included in the packet. Since then, we've revised procedures as needed, with the most recent procedures also enclosed for your review.

The resolution was passed in 1999 and revised in 2007. In 2020 the Credit Card Guidelines were updated and approved by the Library Board of Trustees. These guidelines are used by Administration and library staff to ensure proper use of library credit cards.

The use of library credit cards is rigorously monitored through a system of internal accounting controls, which our auditing firm periodically reviews. A Credit Verification Form must be completed for each purchase, with the receipt attached and submitted to the supervisor within five working days. This form must include details of the account, service or goods, cost, date, and official business purpose, as required by state statute. These forms are then submitted to the Finance Coordinator for review. All credit card invoices must be approved by the Finance Coordinator before payment. The balance must be paid in full by the statement due date to avoid finance charges and comply with state law requiring payment within 60 days of the initial statement date.

Credit cards are issued by Flagstar bank and managed by FNBO. The total aggregate monthly credit limit for all cards is \$26,000. This amount is less than 1% of the Library's total annual budget, well within the state law limit of 5%. The guidelines document that follows this memo includes a list of staff eligible to have a library credit card and a separate table shows the credit limit for each cardholder.

As promised, the latest credit card statements and back-up documentation will be available for your review at the board meeting.

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

CREDIT CARD RESOLUTION

The Bloomfield Township Public Library (BTPL) Director shall be responsible for the BTPL's credit card issuance, accounting, monitoring, and retrieval, and generally for overseeing compliance with this credit card resolution.

The BTPL's credit card may be used only by an employee of the Library for the purchase of goods or services for the official business of this library.

A BTPL employee using credit cards issued by the Library shall submit documentation detailing the goods or services purchased, the cost of the goods or services, the date of the purchase, and the official business for which purchased.

A BTPL employee issued a credit card is responsible for its protection and custody and shall immediately notify the Library Director if the credit card is lost or stolen.

A BTPL employee issued a credit card by the Library shall return the credit card upon the termination of his or her employment with the Library.

The use of BTPL credit cards is monitored through a system of internal accounting controls which is periodically reviewed by the library's auditing firm.

Credit card invoices are reviewed and approved prior to payment.

The balance, including interest due on an extension of credit under the credit card agreement, shall be paid for within not more than 60 days of the initial statement date.

Unauthorized use of a BTPL credit card by a library employee shall be met with disciplinary measures consistent with law.

The total combined authorized credit limit of all BTPL credit cards shall not exceed 5% of the total budget of the Library for the current fiscal year, each year.

The Library may include in its budget the balance due on any BTPL credit cards, including the annual fee, if any, and interest.

Approved by Board: 1/99
Revised: 6/19/07



1099 Lone Pine Road, Bloomfield Twp., MI 48302 | 248.642.5800

Guidelines for Credit Card Policy

The Credit Card Resolution attached was first adopted by the Board of Trustees in January, 1999.

The Credit Card Policy attached is to be reviewed and approved by the Board of Trustees in October 20, 2020.

Guidelines for Credit Card Policy – Flagstar VISA

The following is a summary of the recommended guidelines for the Library's Flagstar VISA credit card policy:

- 1) The Library positions eligible for credit card issuance are:

- Director
- Assistant Director
- Department Heads
- Assistant Department Heads
- Administrative Assistant
- Volunteer Coordinator

- 2) The following is a list of the Library's current cardholders and their monthly credit limits. The total aggregate limit is \$26,000 per month, which is less than 1% of the Library's total annual budget. State law limits an organization's total aggregate limit to 5% of the total annual budget.

Name of Cardholder:	Credit Limit
BTPL Total	\$26,000
Technical Services DH	\$ 5,000
Administrative Assistant	\$ 3,000
Facilities DH	\$ 1,000
Circulation ADH	\$ 1,000
Assistant Library Director	\$ 2,000
Director	\$ 4,000
Volunteer Coordinator	\$ 1,000
Circulation DH	\$ 1,000
Youth Services DH	\$ 1,000
Technical Services ADH	\$ 1,000

Youth Services ADH	\$ 1,000
Adult Services DH	\$ 1,000
Systems DH	\$ 3,000
Adult Services ADH	\$ 1,000

- 3) State law states "a credit card may be used only by an officer or employee of the local unit for the purchase of goods or services for the official business of the local unit." Purchases made with the credit card should be made with as much care as in all reimbursement procedures. The same kind of thought and selection process should also take place for all purchases made with tax dollars. Staff is bound by the budget as approved by the Library Board of Trustees. If any items require prior approval, this approval will still be required before purchase.
- 4) The credit card can be used wherever a VISA card is accepted. If the business has established a trade account (vendor materials) for the library, staff is instructed to use the trade account. The Finance Coordinator has an up-to-date list of businesses and vendors with whom such an account is established for staff's information. Staff is required to continue to inform the Finance Coordinator of companies that are repeatedly used to establish a trade account with that business. This still is the preferred method of making transactions due to the reduction of paperwork and bookkeeping and expediting payment.
- 5) State law requires that "The official body to which is granted general governing powers over an authority or organization of government may expend funds of the authority or organization." "A local unit shall not be a party to a credit card arrangement unless the governing body of the local unit has adopted by resolution a written policy". The Library Board of Trustees adopted the Library's Credit Card Resolution in 1999.
- 6) The Library is eligible to receive sales tax exemption. The Library is a Component Unit of Bloomfield Township and uses their Taxpayer Identification Number 07-1300352. At the vendor's request, a Sales Tax Exemption form is provided to the vendor at time of purchase.
- 7) A Credit or Charge Verification form is completed for each purchase, and the receipt is attached and submitted within five working days, along with the detail of the service provided or goods purchased, the cost of the item, the date of the purchase, and the official business from which purchased. This information is required by state statute. All credit card invoices must be approved by the staff member before payment, and the balance must be "paid for within not more than 60 days of the initial statement date." according to state law. To avoid paying finance charges, the Library will be pay the monthly statement balance in full, by the statement due date.

- 8) If a credit card is lost or stolen, the law states "an officer or employee issued a credit card is responsible for its protection and custody and shall immediately notify the local unit if the credit card is lost or stolen." Staff is instructed to immediately report a lost or stolen Library credit card to the Director or Finance Coordinator.
- 9) When an employee leaves the Library, the card will be collected by the Library and the cardholder account will be closed. New employees in the approved positions will be issued a new cardholder account. The law requires that "An officer or employee issued a credit card shall return the credit card upon the termination of his or her employment with the local unit."
- 10) Department Heads will carefully supervise their use and their staff's use of any individually issued Library credit cards relative to their departmental budget responsibilities. The Director and Finance Coordinator will monitor the use of the credit cards and be responsible for a system of internal accounting controls.

Guidelines for Credit Card Policy – Amazon Business/Prime Credit Card

The following is a summary of the recommended guidelines for the Library's Amazon credit card policy:

- 1) The Library position eligible for managing the Library's business Amazon account is the Technical Services Department Head. The credit limit is \$15,100, which is less than 1% of the Library's total annual budget.
- 2) Staff may occasionally use their own personal Amazon accounts and request reimbursement for expenditures purchased on behalf of the Library. Staff is encouraged to work with the Technical Services Department Head to use the Library's business Amazon account in order to receive the financial benefits associated, such as free next day delivery and sales tax exemption. Other staff is not authorized to set-up a business Amazon account under the Library's tax exemption status.
- 3) The Technical Services Department Head will attach a receipt corresponding to each credit card charge, along with the detail of the service provided or goods purchased, the cost of the item, the date of the purchase, and the official business from which purchased. This information is required by state statute.
- 4) All of the Flagstar VISA credit card guidelines apply to this credit card, except for the specifics outlined in the Amazon credit card, items #1-3.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees

FROM: Tera Moon

DATE: July 9, 2025

SUBJECT: FY 2024/2025 Annual Report

The Library's Annual Report for FY 2024/2025 is attached for your review. The Library celebrated its 60th anniversary with a carnival-themed event, titled "Applause, Applause," for which over 500 attendees came out on October 5, 2024. The Library continued to advance the goals outlined in the 2023-2025 strategic plan with enhancements to facilities, collections, and services to improve the patron experience. Librarians expanded programs and outreach efforts to better meet community needs, and we eliminated overdue fines to remove barriers to access. The Library was honored with the Heart of Our Community award from Bloomfield Township Cable and Community Relations in recognition of our achievements. A few other highlights of the year included the following:

- Distributing nearly 2,000 eclipse glasses in the week leading up to the April 8 total solar eclipse.
- Hosting major author events for all ages with authors Lynne Kelly and Shelby Van Pelt.
- Serving as an early voting site for the very busy 2024 presidential election.
- Implementing new communications tools for circulation notices.
- Adding three new digital resources, Comics Plus, myfilmfriend, and Access World News.
- Implementing the optional arrangement for the 200s to better reflect the development of religion over time and in various regions of the world.
- Installing a new video surveillance system for increased security.
- Hiring an interior design firm to assist with a renovation of public spaces in the coming months.

These highlights are just a few of the many accomplishments from the past year. I'm sincerely grateful to the Library Board for their steadfast support, to the Friends for their contributions that help to set this library apart, and to our incredible staff whose dedication and creativity brings it all to life.

The Annual Investment Report also is included for your review and as required. This report compares our investment returns with the standard national average to reassure the Trustees that the Library is investing under relatively standard circumstances. This report requirement came about from PA 20 and is also cited in the Library Investment Policy.

The Library FY 2024/2025 Annual Report will be posted on the Library's website, printed for the public to take, and distributed to the Friends Board. At the July 15, 2025 board meeting, a large notebook containing reports from each department, newsletters, samples of flyers and brochures, and more will be available for you to enjoy. It is a wonderful snapshot of a year in the life of Bloomfield Township Public Library and will be permanently kept in the Library Archives.

Many thanks to all who are responsible for creating this report. Department Heads submit summaries of the year's activities in their respective departments. Administration Library Assistant IIs Jane Bersche, Laura Moore, and Mary Hickman contribute greatly by assisting with statistical reports, writing, formatting, and the PowerPoint presentation. Katherine Bryant coordinates the annual report and brings it all together. I hope you enjoy reviewing the past year as much as I did!

ACTION: I move to accept the Library Annual Report and Annual Investment Report for Fiscal Year 2024/2025.



Bloomfield Township Public
Library

Library Wide 2024/2025 Annual Report

Highlights of the Year

Bloomfield Township Public Library is pleased to present an overview of our achievements and milestones over the past year. This year was one of celebration, as the Library recognized its 60th anniversary with a carnival-themed event, titled “Applause, Applause,” on October 5, 2024. Over 500 attendees of all ages came out for delicious food, face painting, balloon animals, a stilt walker, carnival games, music, and more. Adult and Teen Services staff hosted a “stump the librarian” booth, while Youth Services provided a fun lantern craft. The event celebrated the Library’s role as a community hub and ushered in the next decade of library service.

The Library continued to advance the goals outlined in the 2023-2025 strategic plan, making meaningful enhancements to our facilities, collections, and services to improve the patron experience.

Committees focused on inclusive spaces, human resources practices, and a collaborative workplace culture met regularly and implemented changes to strengthen the Library. Librarians expanded programs and outreach efforts to better meet community needs, and we officially eliminated overdue fines to remove barriers to access. In recognition of our achievements, the Library was honored with the *Heart of Our Community* award from Bloomfield Township Cable and Community Relations. These efforts reflect our ongoing commitment to serving Bloomfield Township with excellence.

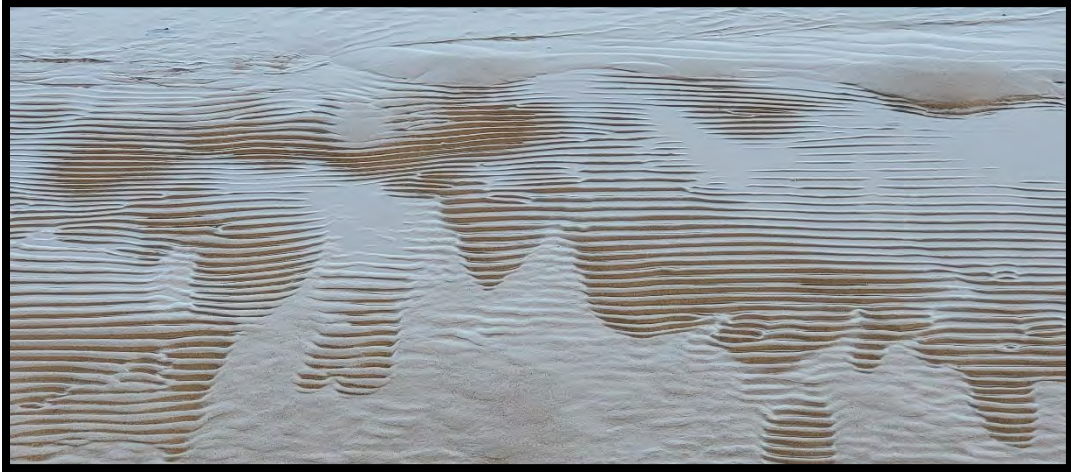


Circus performers at the 60th anniversary celebration

Programs and Events

The Library's 8th annual Photo Contest concluded in April 2024 with the announcement of the winners at the Photo Contest Reception and on social media. The theme for this year was “Picture Perfect Patterns,” in which Township residents were invited to explore the captivating world of patterns in our everyday lives. A total of 71 participants submitted 125 photos for the contest. Winning photos below:

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Best in Show: "Shorelines" by Mari Wilson

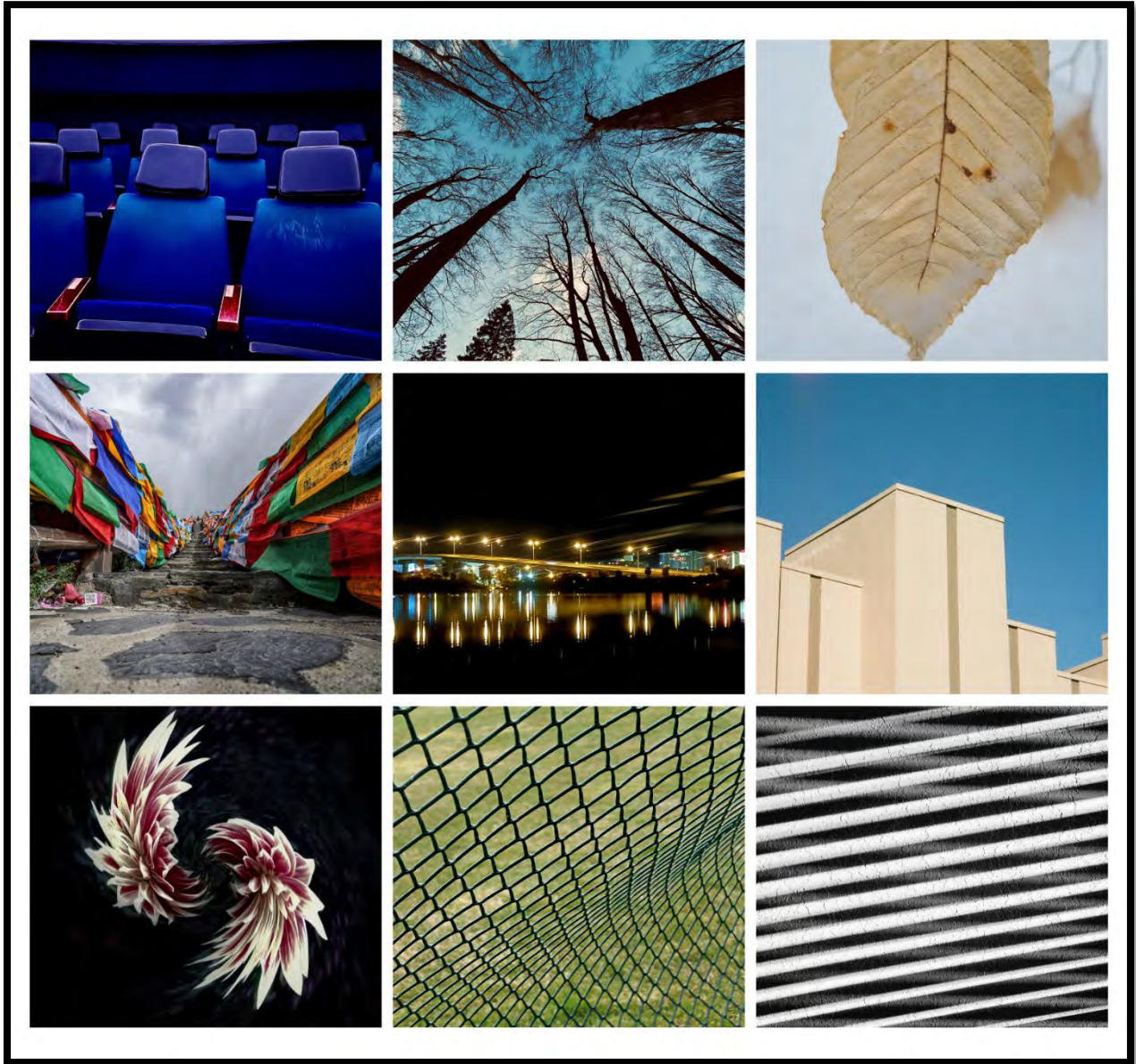
This photo captures the essence of what the judges were looking for. It presents a transcendent view of something mundane; it elevates the everyday into art. The observation of the photographer is an important element. It distills the landscape into an abstraction.



People's Choice: "Oil Stain" by Warren Brandes

This photo won 562 votes out of 1,621 total votes cast.

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Youth Category (Top Row, left to right)

First Place: "Tilted Heads" by Madeline Holt

Second Place: "Shattered Sky of March" by Ella Iacoban

Third Place: "Winter Leaf" by Nicholas Takis

Teen Category (Middle Row, left to right)

First Place: "Stairway to Hope" by Yushi Bai

Second Place: "In the Night" by Tyler Shrader

Third Place: "cielo" by Tobias Pisotti

Adult Category (Bottom Row, left to right)

First Place: "Dahlia II" by Judy Heath

Second Place: "Art Mends Fences" by Srinath Gopinath

Third Place: "Direct Reflection" by Justin Winkelman

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Summer Reading log and BTPL bucks.

The Summer and Winter Reading Programs were highly successful in engaging readers of all ages, encouraging them to read for enjoyment, track their progress, and earn virtual badges for exciting prizes. The Summer Reading Program, themed “Adventure Begins at Your Library,” ran from June 18 to August 9, attracting over 800 enthusiastic participants. Readers recorded their reading time and took part in various creative events and activities. The program included events for all age groups, such as a lively kick-off event featuring food trucks and a fun wrap-up party with a pirate theme, enriching the overall summer reading experience. Throughout the Summer Reading Program, the Prize Patrol visited two households each week that displayed 'love my library' signs, delivering prize bags filled with library- and book-themed items. Youth participants enjoyed a new incentive this year, by earning BTPL bucks by

completing reading and activity goals. The BTPL bucks could be used to purchase prizes at the Adventure Readers Market. Over 10,000 days of reading were logged by patrons of all ages.

In the colder months, 178 readers participated in the Winter Reading Challenge, which took place from December 21 to January 31. During this challenge, children recorded 2,118 days of reading, while teens and adults logged 509 books.

The fiscal year kicked off with a total solar eclipse on April 8. The Library distributed nearly 2,000 eclipse glasses in the week leading up to the eclipse. Youth Services also hosted an Eclipse-a-Palooza, which included the Michigan Science Center Portable Planetarium: Eclipse Science, to educate all ages on the solar eclipse.

Youth Services continued engaging and building connections with the community through new programs, including Baby Prom, Baby Parade, Gamer Lounge, Snack Lab, Pokémon Party, Crayon to Crochet, and many other special events. The annual Trick or Treat event brought in nearly 600 people, with families dressed in fun and spooky costumes, to enjoy activities throughout the Library and tasty treats from food trucks. In March, Youth Services helped the community celebrate March is Reading Month with 445 local students visiting the Library for Kindergarten Readers' Roundups. The children watched youth librarians perform skits as book characters and learned about the joy of reading and all there is to discover at the Library.



The Baker family at Baby Prom

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY 2024/2025 ANNUAL REPORT

For adults, Michigan subjects continued to be of great interest, with programs on Eliel Saarinen and Cranbrook, the Detroit Lions, Belle Isle, Mysteries of Michigan, Pewabic Pottery, and the Detroit Institute of Arts. Other popular programs included topics such as gardening, food preservation, Indigenous herbalism, the French macaron, the Oscars, TV trivia, painting like Bob Ross, *Gone with the Wind*, and the JFK assassination.

Cultural programming also featured prominently throughout the year, with the 14th season of the Chamber Music Concerts presented by students from the University of Michigan School of Music, Theatre, and Dance and sponsored by the Friends of the Library. The Great Lakes Chamber Music Festival partnered with the Library as a site for several performances during the two-week festival. The Library hosted four Artistic Encounters, similar to a masterclass for musicians, as well as a Classical Family event for all ages. Other performances included Mosaic Youth Theatre of Detroit, Orchestra Sono, The Grunyons, and Sakura Instrumental Group.



Lone Pine Elementary School Media Specialist Denise Brandt with student at the One District, One Book celebration.

Community Collaborations

Opportunities to connect and collaborate with community partners remained constant this year. Youth Services staff continued the school liaison program, assigning a librarian to each Bloomfield Hills School to check in regularly, provide library updates, and provide a consistent connection to teachers and school media specialists. This partnership included the One District, One Book program in which all elementary school students read *Odder* by Katherine Applegate in March, with kick-off celebrations held at the Library, as well as an author visit from Lynne Kelly in February. Youth Services also participated in the Schools' Work-Based Learning Program, bringing in high school students with developmental disabilities and their job training coaches to volunteer in the Youth Room.

Adult and Teen Services staff worked with West Bloomfield Township Public Library to bring author Shelby Van Pelt to the Berman Theatre, with the

Jewish Historical Society of Michigan to host Judge Gerald Rosen, architect of Detroit's Grand Bargain, at the Library, and with COMITES to screen a documentary about the life and work of Harry Bertoia. They also continued partnering with BCTV on the twice-monthly Distracted Librarians podcast and with Bloomfield Historical Society for two successful History Harvests.

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Library staff participated in various outreach activities, including hosting tables at several Bloomfield Hills Schools events and visiting numerous classrooms throughout the year. Additionally, staff engaged with the community at the Bloomfield Township Senior Center, Bowers School Farm, Johnson Nature Center, various preschools and private schools, and the Bloomfield Township Open House.



Librarians Killian Weston and Drew Heuser and Library Assistant II Peter Banks at the Bloomfield Township Open House

The Library served as an early voting site for Bloomfield Township, Birmingham, and Southfield Township elections, including the very busy 2024 presidential election. Early voting was held for nine consecutive days before election day, providing voters with expanded opportunities to cast their ballot. There was a record turnout, with 9,108 voters over the 9-day period.

Notably, Youth Services Department Head Jen Taggart and Assistant Department Head Lauren Catoni-Ellis coordinated and hosted the 8th biennial Adaptive Umbrella accessibility workshop. Over 350 registered attendees from all over the country attended virtual sessions on redefining accessibility, auditing library spaces for accessibility, augmentative communication, and disability in the workplace.



The Heart of Our Community award

The Library partnered with several groups in new and interesting ways this year. Library Director Tera Moon and Trustee Dani Gillman spoke about book challenges to both the Birmingham Bloomfield Democratic Club and the Oakland County Democratic Party. BCTV celebrated Community Media Day by recognizing organizations and individuals that champion free speech and accessible media. They honored the Library with "The Heart of Our Community" award, which was presented at a Township Board Meeting. Director Moon also led a group of professionals from Kazakhstan on a tour of the Library in February. This group was visiting libraries and educational institutions in Metro Detroit under the auspices of Larry Neal, Director of Clinton Macomb Public Library, through his work with Rotary.

Major Projects and Accomplishments

Behind the scenes, Library staff worked diligently working on many cross-departmental projects to enhance the patron experience. At the beginning of the fiscal year, overdue fines were eliminated to make the Library more accessible and inclusive, to align with standard practices in the region and nation, and to save staff time and improve customer service. Patrons are still charged replacement costs for lost or damaged materials but are no longer penalized for returning items late.

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Circulation also implemented two new notification systems this year, to better communicate with patrons about holds, due dates, and more. The first, LXStarter, is an email notification system with modern features and the ability to share information about library programs and services. The second is an SMS or text messaging system that is integrated with Sierra, the Library's database, and provides an improved look and functionality to our previous text solution.



Picture Books with their new call numbers and spine labels

Library collections were enhanced in response to community needs. Three new digital resources were added: Comics Plus, which offers thousands of digital comics, graphic novels, and manga; myfilmfriend, a streaming service that provides access to a curated catalog of European and world cinema; and, Access World News, which includes over 14,000 news sources including The Detroit News and other Michigan papers. Several cataloging changes improved access and inclusion. Materials Services worked with Adult and Teen Services to implement the optional arrangement for the 200s to better reflect the development of religion over time and in various regions of the world, instead of a majority focus on Christianity. Materials Services also worked with Youth Services to update call numbers for Picture Books (previously Easy), Early Reader (previously Beginning to Read), and Read Along (previously Wonderbook).

The library building was enhanced in several ways as well. New power wheelchairs were leased, to replace the old ones that had been donated and no longer worked. These make the building more accessible to patrons with mobility challenges. To enhance security, panic buttons were installed at each public service desk and a new video surveillance system was installed throughout the building and grounds. Roof repairs were completed, and longer drainage scuppers were installed to prevent water damage. Around the library campus, concrete was repaired, new signage was installed, trees were trimmed, removed, or relocated as needed, and exterior trash cans were replaced. A new company, Professional Grounds Services, was selected to provide lawn maintenance and snow removal services for the next three years.



The Youth Terrace, after much needed tree work was completed.

An interior design firm was selected to assist with a renovation to better utilize space and replace worn furnishings. Meetings with the library's design committee began in spring 2025 and planning will continue through the 2025-2026 fiscal year.

The IT Department kept busy throughout the year, rolling out a new Library Document Station, a much-needed update for public faxing, scanning, and printing. Thanks to funding from the

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY 2024/2025 ANNUAL REPORT

Friends of the Library, IT updated key components in the Computer Lab to better support instructional programs, including a new projector and automated screen. They also replaced staff printers throughout the building, as well as the virtual server infrastructure. Finally, the website underwent a soft visual redesign, including a refreshed homepage, and IT brought the accessibility compliance percentage on our website from 75% to 100%. The department also focused on strengthening cybersecurity in all its projects, regularly evaluating the system and making improvements.



Friends President Kathy Conner and Library Director Tera Moon celebrating the Friends' 60th anniversary

Gifts and Donations

The Friends of the Library celebrated their 60th anniversary in March 2025. The celebration included a special lobby display showcasing photos and documents of their accomplishments and contributions over the years, as well as a resolution from the Board of Trustees to honor their diamond anniversary.

The Friends of the Library continued setting new sales records at their Second Saturday Book Sales, allowing them to approve \$108,011 in funding for the Library this year, the most in their 60-year history. These gifts were used to fund the

One District, One Book program, prizes for Summer Reading, branded swag for outreach events, STEM and STEAM kits, the Shelby Van Pelt author event, the Library's 60th anniversary celebration, Chamber Music Concerts, reusable cloth tote bags for Circulation, Computer Lab updates, a pressure washer, and much more. Since 1995, the Friends have donated over \$1.85 million to the Library.

The Myers Scholarship was awarded to two students to aid in their educational paths of discovery: Olivia Kruszewski, daughter of Administration Library Assistant II Mary Hickman, and Christine Balde, former library Page.

Staff Development and Human Resources Updates

The annual Staff Development Day was held in-person on Friday, May 3. Dr. Kenneth Wolf from The Incident Management Team presented verbal de-escalation skills and active shooter survival training. Staff were acknowledged for achieving longevity milestones and for going above and beyond to serve the community and each other. Notably, IT Department Head Paul Zink won the Carol Mueller Leadership Award for his work on cross-departmental projects and his work on various committees. Staff Development Day also included a talk about skills for resilience and coping, team-building activities, and departmental meetings.

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Staff Development Day attendees

Library staff had the opportunity to learn how to administer Narcan (Naloxone) to attempt to save a person who has overdosed on opioid drugs. This training was presented by volunteers from AmeriCorps, and participants received Narcan doses to use in case of emergency.

Significant time and attention were dedicated to strengthening various human resources initiatives this year. In conjunction with Bloomfield Township government, Administrative Assistant Linden Godlove led the Library in implementing BambooHR, a human resources information system for managing hiring and onboarding, HR data, and employee information.

A compensation and classification study was conducted by MGT/GovHR. Internal and external data was collected to ensure equity among positions and classifications within the Library, and to ensure competitive salary ranges with comparable libraries in Metro Detroit. Recommendations included changing some position titles and grades, as well as adjusting some of the pay ranges. Most recommendations were phased in at the start of the 2025-2026 fiscal year.

In compliance with the Earned Sick Time Act, the Library began providing sick time to those who had not previously received it, notably those in grades one and two and Substitute Librarians. Additionally, Bloomfield Township enacted a Paid Parental Leave policy, which the Library also adopted.

The Library has many active committees, including HR, Inclusive Spaces, Collaborative Culture, Marketing, Web Team, PACRATS, and Staff Organization Committee. Staff at every level of the organization participated on these committees, and many also attended conferences and webinars, served on external committees and work groups, and contributed to the library profession in many ways.

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Library Board of Trustees

Library Trustees are residents of Bloomfield Township and are typically elected every four years. All six Trustees were re-elected on the November 5 ballot.

The Library Board of Trustees meets monthly on the third Tuesday of the month, except in April, which is on the fourth Tuesday. Meetings are held at 7 p.m. in the Board Room at the Library.



Trustees Dr. Keith Carduner, Danielle Gillman, Joan Luksik, Judy Lindstrom, Joy Murray, Shane Spradlin



Trustees clowning around at the 60th anniversary celebration, Applause, Applause

Memo

To: Tera Moon
From: Kathy Wołosiewicz
Date: 6/19/25
Subject: BTPL Endowment Funds

The following is a report on endowment funds for which the BTPL Board of Trustees has oversight responsibility. All funds are held by and administered by The Community Foundation of Southeastern Michigan (CFSEM). A similar report will be furnished each year when fiscal year-end (December 31) fund balances are available.

1. Bloomfield Township Public Library (BTPL) Endowment Fund & Lawrence and Isabel Francis Smith Challenge Grant Fund

- a. **BTPL Endowment Fund** - established November 22, 1996 from a donation of George & Elizabeth Frost.
Smith Challenge Grant Fund - established November 24, 1998 (\$2,000/yr. for 5 years, to be matched by other donations).
- b. Purpose of Funds: provide support in furtherance of the general charitable purposes of BTPL.
- c. Please note: CFSEM combines Endowment Fund and Smith Challenge Funds together in their reports. The breakdown below is BTPL's best guess of the actual percentages in each fund based on CFSEM's grant distributions to each fund.

1/1/24 Market Value of Endowment Fund	\$ 49,911.17
Contributions Received for Endowment Fund	\$ 0.00
Income (Loss) for Endowment Fund (56.64%)	\$ 5,362.67
Grant received from Endowment Fund (0%)	<u>\$ 0.00</u>
12/31/24 Market Value for Endowment Fund (56.64%)	
of total provide by CFSEM)	\$ 55,273.84

2024 **Endowment Fund** grant available from 12/31/24 combined funds' balance is \$1939 (Distribution was declined)

1/1/24 Market Value for Smith Challenge Grant Fund	\$ 38,208.83
Contributions Received for Smith Challenge Grant Fund	\$ 0.00
Income (Loss) for Smith Challenge Grant Fund (43.36%)	\$ 4105.33
Grant received from Smith Challenge Grant Fund (0%)	<u>\$ 0.00</u>
12/31/24 Market Value for Smith Challenge Grant Fund (43.36%)	
of total provided by CFSEM)	\$ 42,315.15

2024 **Smith Challenge Grant Fund** grant available from 12/31/24 combined funds' balance is \$1,939 (Distribution was declined)

- d. Responsibility for decisions regarding use of Endowment Fund grant: Library Director/Board of Trustees
Responsibility for decisions regarding use of Smith Challenge Fund grant: Committee of Library's Department Heads.

2. Jeanette P. Myers Memorial Scholarship Fund

- a. Established March 24, 1998 from donations by Rodman N. Myers family.
- b. Purpose of fund: Provide funds to encourage and support the post-secondary education of past or present employees of BTPL or persons who have some relationship with the Library, as the Selection Committee shall determine.

c. 1/1/24 Market Value	\$ 16,270.00
Contributions Received	\$
Income (Loss)	\$ 1697.00
Grant received	<u>\$ (730.00)</u>
12/31/24 Market Value	\$ 17,237.00

2024 Grant available from 12/31/24 balance is \$724.00 (Distribution taken)

- d. Responsibility for decisions regarding use of grant: Selection Committee comprised of Library Director and two members of the Library Board of Trustees.

3. Yvonne T. Atkinson Fund

- a. Established December 4, 2001 from a donation from the Yvonne T. Atkinson Trust.
- b. Purpose of fund: support the general charitable purposes of BTPL with a preference for programs encouraging and supporting book discussions.

c. 1/1/24 Market Value	\$ 35,126.00
Contributions Received	\$ 0.00
Income (Loss)	\$ 3,676.00
Grant received	<u>\$ (1,510.00)</u>
12/31/24 Market Value	\$ 37,292.00

2024 Grant available from 12/31/24 balance is \$1539 (Distribution taken)

- d. Responsibility for decisions regarding use of grant: Library Director/Board of Trustees.

4. Fair Radom Garden Endowment Fund

- a. Established February 12, 2010 from donations by the Fair Radom family.
- b. Purpose of fund: Provide support for the improvement and preservation of the public garden(s) of the Bloomfield Township Public Library as an educational and outreach resource to the public on proper land use and landscaping, and the development and implementation of educational and research programs and activities relating to such public garden(s).

c. 1/1/24 Market Value	\$ 19,997.00
Contributions Received	\$ 0.00
Income (Loss)	\$ 2098.00
Grant received	<u>\$ (826.00)</u>
12/31/24 Market Value	\$ 21,269.00

2024 Grant available from 12/31/24 balance is \$855.00. (Distribution taken)

- d. Responsibility for decisions regarding use of grant: Library Director/Board of Trustees.

5. Library Director's Legacy Endowment Fund

- a. Established June 28, 2013 from donations from various persons.
- b. Purpose of fund: Provide funds to provide staff development opportunities and staff training that improves or enhances service to the public.

c. 1/1/24 Market Value	\$23,032.00
Contributions Received	\$ 0.00
Income (Loss)	\$ 2479.00
Grant received	\$ 0.00
12/31/24 Market Value	\$25,511.00

2024 Grant available from 12/31/24 balance is \$0. (Distribution was declined until further notified.)

d. Responsibility for decisions regarding use of grant: Library Director/Board of Trustees.

NOTES:

1. Monies paid into endowment funds are invested by CFSEM in stocks and bonds. All earnings from these investments are credited to the individual endowment fund.
2. Administrative Fees and Bank Fees are charged to each individual endowment fund by CFSEM. These amounts vary but are usually less than 1% per fund each year. In 2007 CFSEM no longer provides the breakdown for each individual fund, claiming it is a money savings not to do so.
3. When the balance in an endowment is more than \$10,000, a grant of up to 5% is offered to BTPL by CFSEM. The grant may be taken whole, in part, or not at all. Grants are made in June and December. When the balance in an endowment fund is less than \$10,000, no grant is offered by CFSEM. Any net increase in value is credited to the endowment.
4. In the event that the investments return less than 5% or incur a loss for any given year, a distribution of 5% is still offered from each endowment. However, in this type of situation, the CFSEM advises the reinvestment of that distribution rather than the pay out of it to increase the long term value of the fund.
5. The principal amount of money in an endowment may never be withdrawn.
6. In addition to administering endowments, CFSEM makes grants to local charitable and community organizations from money donated to CFSEM. BTPL is eligible to apply for such a grant. Monies in the grant and endowment funds are completely separate accounts.

Bloomfield Township Public Library
Annual Investment Report
Fiscal Year 2024/2025

The past fiscal year saw interest rates remained constant from a high of 4.15% and a low of 0.29% in April 2024 to 3.40% and 0.25% respectively in March 2025. The following graphic is from the Bankrate.com website and shows the various rates used with explanations of what they are used for.

Updated 7/8/25

Prime rate, federal funds rate, COFI

	This week	Month ago	Year ago
WSJ Prime Rate	7.50	7.50	8.50
Federal Discount Rate	4.50	4.50	5.50
Fed Funds Rate (Current target rate 4.25-4.50)	4.50	4.50	5.50

Read more: <http://www.bankrate.com/rates/interest-rates/prime-rate.aspx#ixzz4CmtRIE4E>

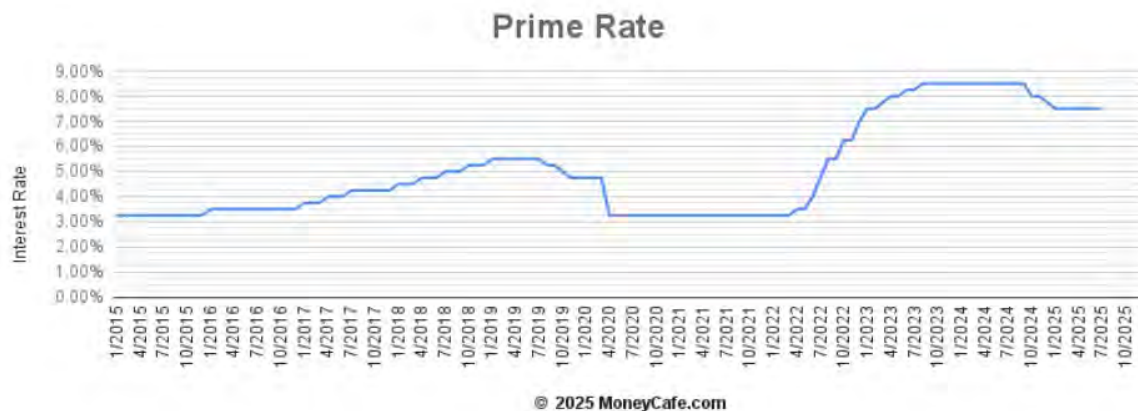
Follow us: @Bankrate on Twitter | Bankrate on Facebook

Ratings methodology

What's included? The federal funds rate is the primary tool that the Federal Open Market Committee uses to influence interest rates and the economy. Changes in the federal funds rate have far-reaching effects by influencing the borrowing cost of banks in the overnight lending market, and subsequently the returns offered on bank deposit products such as certificates of deposit, savings accounts and money market accounts. Changes in the federal funds rate and the discount rate also dictate changes in The Wall Street Journal prime rate, which is of interest to borrowers. The prime rate is the underlying index for most credit cards, home equity loans and lines of credit, auto loans, and personal loans. Many small business loans are also indexed to the Prime rate. The 11th District Cost of Funds is often used as an index for adjustable-rate mortgages.

<http://www.bankrate.com/rates/interest-rates/prime-rate.aspx>

The following graphic is from the MoneyCafe.com website. Since 2014, Prime Interest Rates have continued to stay level through the beginning of 2016 and then began to slightly increase in 2017, 2018 and 2019, until 2020 through early 2022 when COVID-19 impacted the financial



<http://www.moneycafe.com/personal-finance/prime-rate/>

markets. There was a slight decrease in the interest rate throughout the fiscal year. The interest-bearing Public Funds Banking investment portfolio ended the fiscal year with an average interest rate of 1.28%. This investment totaled \$1,048,032 as of March 31, 2024.

The Library's Certificate of Deposit investment portfolio ended the fiscal year with an average interest rate of 4.30%. Funds from the Gift Fund have been invested in CDs only to take advantage of exceptionally higher interest rate earnings for money that is not expected to be spent for a number of years. We held one CD at Huntington Bank as of March 31, 2025. The Certificate of Deposit investment portfolio was valued at \$50,000 with a 4.30% interest rate. This CD will mature in November 2025, and it will be decided then whether to roll it over or not depending on the rates offered at that time.

The Library Board, as a part of their due diligence, issued a RFP for investment services in July 2015. This was awarded to Gregory J. Schwartz & Co., Inc. at the September 2015 Board meeting. The Library continued to diversify the investments in government obligation funds using a “matching” investment strategy. This strategy is one which we give Schwartz & Co. a holding period (or time frame) for our investments and they select a bond portfolio with a duration that equals the holding period. A matching strategy is a more aggressive type of investing because it uses a longer time frame for the whole investment which could be affected with how the market acts during that time frame. With the matching strategy, these funds are invested for one to five years. All investments made with Schwartz & Co. follow the Library's investment policy. At a special meeting of the trustees in July 2017, they approved the reallocation of approximately \$5,000,000 of our investments from the diversified mutual fund allocation into short-term ladderred treasuries. This will allow Schwartz & Co. to more conservatively manage the short-term distribution needs for us and reduce their investment consulting fees by approximately 0.27%.

All dividends from the investments with Schwartz & Co. have been reinvested in the funds. Throughout the course of the year, investments are sold to cover the Library's monthly expenditures. As of March 31, 2025, the market value of the Investment Portfolio was \$18,986,737 with an average yield of 2.79% which is higher than the rate from a year ago.

The total 2024/2025 investment return for all Library funds was \$539,356. This amount was increased by the change in asset value which totaled \$139,207. The funds were invested in Governmental Securities, short term CDs, Money Markets, and Business Savings accounts at banks approved by the Library Board of Trustees, consistent with the BTPL's Investment Policy. The CDs, Money Markets, and Business Savings accounts are FDIC insured up to \$250,000 in each bank. The governmental securities are fully backed by the United States of America and are insured through the Securities Investor Protection Corporation (SIPC) to \$500,000.

The following chart shows how banks the library uses compare to competing banks by comparing their Weiss ratings. The ratings are from the Weiss Financial Ratings database that can be found on the Weiss Rating website (<https://weissratings.com/en/banks>).

Bank Name	2024	2023	2022	2021
Bank of America – Charlotte, NC	C-	C	C+	B
C Comerica – Dallas, TX	B-	B	B+	B+
Flagstar Bank – Troy, MI	C-	B	B+	B+
J.P. Morgan Chase – Columbus, OH	B	B	B+	B+
Huntington National – Columbus, OH	B-	B-	B-	B-
Fifth Third Bank – Cincinnati, OH	B	B	B+	B+

What Our Ratings Mean: Weiss Ratings for Banks & Thrifts

A Excellent

The institution offers excellent financial security. It has maintained a conservative stance in its business operations as evidenced by its strong equity base, top-notch asset quality, steady earnings, and high liquidity. While the financial position of any institution is subject to change, we believe that this institution has the resources necessary to deal with severe economic conditions.

B Good

The institution offers good financial security and has the resources to deal with a variety of adverse economic conditions. It comfortably exceeds the minimum levels for all of our rating criteria and is likely to remain healthy for the near future. Nevertheless, in the event of a severe recession or major financial crisis, we feel that this assessment should be reviewed to make sure that the institution is still maintaining adequate financial strength.

C Fair

The institution offers fair financial security, is currently stable, and will likely remain relatively healthy as long as the economic environment avoids the extremes of inflation or deflation. In a prolonged period of adverse economic or financial conditions, however, we feel this institution may encounter difficulties in maintaining its financial stability.

D Weak

The institution currently demonstrates what we consider to be significant weaknesses which could negatively impact depositors or creditors. In an unfavorable economic environment, these weaknesses could be magnified.

E Very Weak

The institution currently demonstrates what we consider to be significant weaknesses and has also failed some of the basic tests that we use to identify fiscal stability. Therefore, even in a favorable economic environment, it is our opinion that depositors or creditors could incur significant risks.

F Failed

The institution has been placed under the custodianship of regulatory authorities. This implies that it will be either liquidated or taken over by another financial institution.

+ The plus sign

An indication that the institution is at the upper end of the letter grade rating.

- The minus sign

An indication that the institution is at the lower end of the letter grade rating.

U Unrated Companies

The institution is unrated due to insufficient data at the time its rating was updated.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees

FROM: Tera Moon, Library Director

DATE: July 10, 2025

SUBJECT: Strategic Plan Conversation

The Library's current strategic plan was written and approved in 2022 for a three-year period with the potential to extend it. The goals are lofty, broad, and evergreen. Each month for the last three years, Assistant Director Katherine Bryant writes a memo for the board packet that reminds us of the goals and outlines the work that has been done to accomplish them. Staff committees were formed around three specific goals after the staff selected them through a highly engaging process during Staff Development Day 2023 and have worked steadily on activities that advance the goals.

We are in the third year of using the strategic directions as inspiration and working on the specific goals included in the plan. We have accomplished a lot and I'm proud of the staff's hard work! Perhaps the most ambitious work is just starting toward "reimagining use of library spaces for increased inclusion and flexibility" with the Library Design Project. I am excited to see where this project takes us and what the Library looks and feels like when we are done.

At the July 15, meeting, I would like to hear your thoughts on the current plan, what has been accomplished, and I would like us all to agree on the direction of the plan for the next two to three years.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Library Board of Trustees

FROM: Katherine Bryant, Assistant Library Director

DATE: July 7, 2025

SUBJECT: Strategic Plan

Work continues on the strategic plan, with committees meeting as needed to advance their goals.

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

C2AE and the library design team, Tera Moon, Katherine Bryant, Adult and Teen Services Assistant Department Head Brooke Hoskins, Youth Services Assistant Department Head Lauren Catoni-Ellis, and Trustee Joy Murray, are moving through the schematic design phase.

C2AE presented a plan for engagement with staff, patrons, and other stakeholders throughout the design process. At the Building and Grounds Committee meeting on June 12, C2AE presented a summary of the process thus far, then shared two finish palettes with sample colors, patterns, and textures for furnishings and flooring. The committee chose one palette as the overall favorite but added some finishes from the other palette as well.

C2AE presented the first draft of the schematic design to the library design team on June 26. C2AE will continue working with this team and the MAC group throughout July in order to discuss changes to workflow and finalize a schematic design to present at the August Board of Trustees meeting.

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

This committee is on pause after accomplishing much of its charge.

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

The Collaborative Culture Committee released an employee satisfaction survey at the end of May to help assess the current state of our workplace culture. The survey has closed, and Tera is reviewing the responses.

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.
- Hired C2AE to provide library design and space planning services in early 2025.

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 2000 pairs of eclipse glasses in April 2024.

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

- Created Early Childhood Specialist position to provide additional services to this age group.
- Expanded school media specialist liaison program.
- 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.
- Conducted surveys related to patron needs for computer classes and materials in various world languages.

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, which resulted in revised salary ranges and job titles for some employees.
- Implemented BambooHR, an online human resources management tool.
- Implemented paid sick leave for all employees.
- Implemented three weeks of paid parental leave for full-time employees.
- Revised the Application Rating Worksheet and the Interview Rating Form.

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.
- Released an employee satisfaction survey.
- Developed an anonymous feedback form for staff.

MARKETING REPORT

JUNE 2025

INSTAGRAM



FOLLOWERS:
1948 (↑22 from May)

TOTAL REACH:
749
(↓13.8% from May)



PRESS RELEASES



- June Second Saturday Book Sale
- Summer Reading Kickoff Event
- Lecture: Pewabic: Detroit's Pottery
- Gemily in Concert
- July Second Saturday Book Sale

FACEBOOK

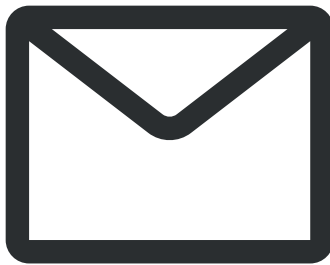


FOLLOWERS:
3250 (↑14 from May)

TOTAL REACH:
3334
(↓17.9% from May)



NEWSLETTERS



- **Movies and More:** 228 messages, 61% open rate
 - new DVDs, Summer Reading Program Kickoff Event
- **Fiction Books:** 13,115 messages, 60% open rate
 - new fiction titles
- **Great Lakes Chamber Music Festival:** 368 messages, 55% open rate
- **Discover:** 21,883 messages, 41% open rate
 - Summer Reading Program Kickoff, Gemily in Concert, DIA Behind the Seen: In the Garden, Teen Riddle Duck Hunt and Duck Dash, Pewabic: Detroit's Pottery, Houseplant and Seed Swap, Sitcom Showdown: Family TV Trivia, Outdoor Summer Family Story Times, Music at the Blissful Family Concert, Pokemon Party, Preschool Process Art, Summer Family Movie Marathon, Teen Volunteer Program, Great Lakes Chamber Music Festival, Library Explorers Challenge
- **Summer Reading Program Kickoff:** 21,769 messages, 60% open rate
- **Nonfiction Books:** 13,027 messages, 60 % open rate
 - new non-fiction titles
- **Digital News:** 2,503 messages, 67% open rate
 - new Libby and hoopla titles, Summer Reading Program

[Promotional] Food Trucks Are Back! Each Wednesday Through August 20th - eNews 6/12/2025.

Friends of the Bloomfield Township Public Library Announce June Book Sale

FRIENDS OF THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

Second Saturday Book Sale

June 14, 2025
11 a.m. - 3 p.m.

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

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

Please bring a bag or box for your purchase.

DISCOVER

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

The Friends of Bloomfield Township Public Library will hold their Second Saturday Book Sale Saturday, June 14, 2025, from 11:00 a.m. to 3:00 p.m. Friends members may shop the sale early from 10:00 a.m. to 11:00 a.m., and memberships can be purchased at the door on the day of the sale.

The sale takes place on the lower level of the Library and includes thousands of books and audiovisual materials for all ages and interests, conveniently sorted into more than 50 categories. Features this month include comics in magazine and book form, Spanish and Japanese language books, as well as classics and fine arts DVDs, both foreign and domestic, that have never been opened. Adult fiction by Clancy and Child will be half-off and there are many great items for last-minute Father's Day gifts.

For more information, please call the Library at 248-642-5800 or visit the [Library Website](http://www.btpl.org).

Bloomfield Township Public Library to Kick Off Summer Reading Program

Summer 2025 | June 17 - August 8



Bloomfield Township Public Library is pleased to launch *Color Our World*, the summer reading program for all ages, from June 17 to August 8. Children, teens, and adults are invited to fill their summer with brilliant books, hands-on creativity, and a palette of exciting prizes.

All are welcome to join the Summer Reading Kickoff and Food Truck Rally the evening of Tuesday, June 17, 2025. From 5:00 p.m. to 8:00 p.m., food trucks will be set up in the parking lot for patrons to purchase food and enjoy their treats on the Library terraces. From 5:30 p.m. to 7:30 p.m., patrons are invited to register for the reading challenge and engage in games and activities for all ages. Overflow parking will be available from 5:00 p.m. to 8:00 p.m. at Cross of Christ Lutheran Church with a continuously-running shuttle service courtesy of Bloomfield Township Senior Services.

Sign up for Color Our World begins on Tuesday, June 17, 2025 in person or online at [BTPL Summer Reading](#). All reading activities must be logged by August 8, 2025 to be eligible for prizes. For more information, please call 248-642-5800 or visit [Library Website](#).



Things To Do

TOP THINGS TO DO WITH KIDS IN METRO DETROIT THIS WEEK (6/23-6/29)

Featured Events

- [Dragon Forest @ Detroit Zoo \(Royal Oak\)](#)
- [Pirates & Mermaids @ SEA LIFE Michigan \(Auburn Hills\)](#)
- [Watch Me Grow @ Maybury Farm \(Northville\)](#)
- [Pokemon Party @ Library \(Bloomfield Township\)](#)
- [Kids On The Farm @ Petting Farm \(Ann Arbor\)](#)
- [Touch-A-Truck @ Lowes \(New Hudson\)](#)
- [Safety Day @ Corewell Health \(Wayne\)](#)
- [Family Roller Night: Battle of The Boy Bands @ Stine Park \(Troy\)](#)
- [Bugs On Wheels @ Festival Park \(Rochester Hills\)](#)
- [Wheels and Squeals @ Waterford Oaks \(Waterford\)](#)
- [Diversability Day @ Independence Oaks County Parks \(Clarkston\)](#)
- [Summer Sizzle @ Great Lakes Athletic Club \(Lake Orion\)](#)
- [Summer On The Bank @ Marshbank Park \(West Bloomfield\)](#)
- [Bluey Party @ Library \(Belleville\)](#)
- [Mud Day Playdate @ For-Mar Nature Preserve \(Burton\)](#)
- [Summer Sundays @ Upland Hills Family Farm \(Oxford\)](#)



Free Fun

TOP (FREE) LIBRARY EVENTS IN METRO DETROIT THIS JULY

Bloomfield Township Library

1099 Lone Pine Road, Bloomfield Township, MI 48302

- **Mythcrackers: Common Animal Myths** Tuesday, July 1 – 6:00pm to 7:00pm
- **Fantasy Drawing Workshop** Tuesday, July 8 – 11:00am to 12:00pm
- **Adopt-a-Pet Money Workshop** Thursday, July 9 – 2:00pm to 3:00pm
- **The Reptarium** Friday, July 10 – 4pm to 5pm (Also occurs at **5:30pm**)
- **Brick Builders... and Construction Club** Monday, July 14 – 2:00pm to 3:00pm
- **Bad Guys Party** Wednesday, July 16 – 7:00pm to 8:00pm
- **Art Lab: Pewabic Tile Workshop** Thursday, July 17 – 6:00pm to 7:00pm
- **After-Hours Vintage Video Game Night** Friday, July 18 – 6:30pm to 8:00pm
- **Snack Lab** Monday, July 21 – 4:00pm to 5:00pm
- **Splash Bash** Thursday, July 24 – 2:00pm to 4:00pm
- **Summer Family Movie Marathon** Tuesday, July 29 – 3:00pm to 8:00pm
- **Drop-in Tiny Art Space** Wednesday, July 30 – 5:30pm to 7:30pm
- **Beginner Stuffie Sewing** Thursday, July 31 – 6:00pm to 7:00pm

For more events, check out the Bloomfield Township Library's event calendar [here](#).

June Book Sale to be held at library

BY MARY GENSON

mgenson@candgnews.com

BLOOMFIELD TOWNSHIP — The Friends of the Bloomfield Township Public Library will hold their Second Saturday Book Sale 11 a.m.-3 p.m. Saturday, June 14. Friends members may shop the sale early, 10-11 a.m., and memberships can be purchased at the door on the day of the sale.

The sale takes place on the lower level of the library and includes thousands of books and audiovisual materials for all ages and interests, sorted into more than 50 categories. Features this month include comics in magazine and book form, Spanish and Japanese language books, as well as classics and fine arts DVDs, both foreign and domestic, that have never been opened. Adult fiction by Clancy and Child will be half off, and there are many great items for last-minute Father's Day gifts.

The sale always includes a wide array of subjects and a room dedicated to music and film. Debit cards can be used for any amount, and credit card purchases may be used with a \$5 minimum purchase.

The Library Shop, located just inside the library, is open during library hours and offers a selection of gently used books, movies and music, as well as cards and gifts. The Friends continue to accept donations of books and media in good condition.

Since 1995, purchases made at the Second Saturday Sales have allowed the Friends to donate over \$1.85 million to support the library beyond its operating budget, donating over \$105,000 last year alone. Donations have paid for artwork and sculptures around the library, the gardens, programs and events for adults and children, and additions to library collections.

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

THE ONLINE HOME FOR
ALL C & G NEWSPAPERS



CANDGNEWS.COM

Organizers Ready To Bring Art Bash Back To Berkley: Saturday, June 14

Downtown Berkley will be transformed into an "art-filled street party" as the city welcomes the Art Bash back for its 23rd year on Saturday, June 14.

More than 180 artists, food trucks and activities for kids will set up shop along 12 Mile Road from 10 a.m. to 6 p.m.

"As a local business owner, the Art Bash is always one of our busiest days of the whole year," said April McCrumb, the Art Bash director and the owner of Catching Fireflies in Berkley.

"This show has always highlighted the talent we have in our own backyard and even many of our makers live right in Berkley. No doubt, this busy day definitely gives a great economic boost to our artists and locally owned shops in the area,"

McCrumb said.

The Art Bash offers patrons a chance to peruse and purchase a wide variety of handmade items from local artists.



April McCrumb
Berkley Art Bash
Director

Bashgoers will also get a chance to sample delicious cuisine from local food truck vendors. Beyond the art, food and activities set up for the Art Bash, many shops in the 12 Mile and Coolidge Highway area will be hosting sidewalk sales with added entertainment and activities.

Free parking is available.

"It will definitely be a wonderful time to explore Berkley's family-friendly, charming downtown district," McCrumb said.

For more information about the 2025 Art Bash in downtown Berkley, go to www.berkleyartbash.com

MULTIPLE FAMILIES
Garage
SALE

INSTANT WIN
Start
ENTER
\$50 GIFT
SWEET
online at

berkley




This Saturday

Join the Street



July YOUTH Events Calendar

S	M	T	W	T	F	S
		01 Mythcrackers: Common Animal Myths 6 p.m.	02 Outdoor Family Story Time 11 a.m.	03	04 HAPPY 4th of July CLOSED	05
06	07 Outdoor Family Story Time 7 p.m.	08 Fantasy Drawing Workshop 11 a.m.	09 Adopt-A-Pet Money Workshop 2 p.m.	10 The Reptarium 4 p.m. or 5:30 p.m.	11 Tots & Friends Playtime 10 a.m. - 12 noon	12 Friends of the Library Sale 11 a.m. - 3 p.m. Puzzle Tournament 1 p.m. - 4 p.m.
13	14 Brick Builders & Construction Club 2 p.m.	15 Outdoor Family Story Time 11 a.m.	16 Bad Guys Party 7 p.m.	17 Art Lab: Pewabic Tile Workshop 6 p.m.	18 Tots & Friends Playtime 10 a.m. - 12 noon Vintage Video Game Night 6:30 p.m. - 8 p.m.	19
20	21 Snack Lab 4 p.m.	22 Reading with the Dogs 6 p.m.	23 Outdoor Family Story Time 7 p.m.	24 Splash Bash 2 p.m. - 4 p.m.	25 Tots & Friends Playtime 10 a.m. - 12 noon	26
27	28 Outdoor Family Story Time 11 a.m.	29 Movie Marathon 3 p.m. - <i>Luca</i> 4:40 p.m. - <i>Diary of a Wimpy Kid: Dog Days</i> 6:15 p.m. - <i>The Parent Trap</i>	30 Drop-In Tiny Art Space 5:30 p.m.	31 Beginning Stuffy Sewing 6 p.m.		

VISIT BTPL.ORG/EVENTS FOR MORE INFO

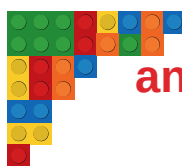
Outdoor Family Story Times



Wednesday, July 2, 11 a.m.
Monday, July 7, 7 p.m.
Tuesday, July 15, 11 a.m.
Wednesday, July 23, 7 p.m.
Monday, July 28, 11 a.m.
No registration is required.

Join us outside for an all-ages family story time on the Youth Terrace with stories, songs, rhymes, movement, and more. In the case of inclement weather, Story Time will be held inside.

Brick Builders... and Construction Club



Monday, July 14, 2 p.m.
No registration is required.

Junior architects, ages 5 and up, are invited to join us for building fun with LEGO bricks, giant blocks, MAGNA-TILES, Lincoln Logs, and more.

Bad Guys Party

Wednesday, July 16, 7 p.m.

No registration is required.

Celebrate the upcoming *Bad Guys 2* movie with crafts, games, and activities inspired by the book series. For ages 6 and up.



Family Movie Marathon

Tuesday, July 29, 3 p.m. - 8 p.m.

No registration is required.

3 p.m. - *Luca* (PG)

4:40 p.m. - *Diary of a Wimpy Kid: Dog Days* (PG)

6:15 p.m. - *The Parent Trap* (PG)



Bring a blanket to cozy up at the library for themed movie marathons! Popcorn and water are provided, but nut-free snacks are welcome.

Drop-In Tiny Art Space

Wednesday, July 30, 3 5:30 p.m.

No registration is required.

Ages 5 and up can visit the Story Room to paint a canvas, then leave it at the Library to be included in the September Tiny Art display. Thursday, July 31 is the last day to turn in your tiny art masterpiece for the show.



REGISTRATION PROGRAMS



Mythcrackers: Common Animal Myths

Tuesday, July 1, 6 p.m.
Registration is required.

Please register all family members attending (including adults). Are owls truly wise? Do turtles come out of their shells? You'll find the answers to these questions and more. The Howell Nature Center will be here to talk about common wildlife myths and – together with the audience's help and some live animal friends visiting with them – we'll find out if they are "correct" or "cracked," while learning about wildlife. For ages 7 and up.



Fantasy Drawing Workshop

Tuesday, July 8, 11 a.m.
Registration is required.

Learn to draw imaginative characters, creatures, and scenery using basic shapes and shading. No previous drawing experience is needed. This class will be taught by Corinne Roberts, an illustrator of children's books, comics, and more. For ages 8 and up.



Adopt-a-Pet Money Workshop

Wednesday, July 9, 2 p.m.
Registration is required.

Have you been begging for a pet of your own? Join us for the opportunity to practice pet ownership and learn about the different expenses that come with having a pet. For ages 7 and up.



The Reptarium

Thursday, July 10, 4 p.m. OR 5:30 p.m.
Registration is required.

Please register all family members attending (including adults) for one show only. Snakes, turtles, alligators, lizards...oh my! The Reptarium will be visiting with some of their live animal friends. Fun for all ages.



All Ages Puzzle Tournament

Saturday, July 12, 1 p.m. - 4 p.m.
Registration is required.

It's back, so gather your puzzle-loving family and friends! Puzzle players of all ages and levels may compete in teams of 2 – 4 players for a chance to win fun prizes.



Art Lab: Pewabic Tile Workshop

Thursday, July 17, 6 p.m.
Registration is required.

This special Art Lab tile making workshop will be taught by a Pewabic instructor, and participants will be able to create their own unique tile using wet clay and slips. Tiles will be taken back to Pewabic to be glazed and fired, with about a month turnaround before the completed tiles will be available for pick up at the Library. For ages 10 – 13.

Snack Lab

Monday, July 21, 4 p.m.
Registration is required.



Little chefs, along with a favorite adult, will create (and eat) simple no-cook snacks together. Enjoy perfect recipes for summer picnics and parties. All snacks will be peanut and tree nut free. For ages 4 – 7.

Reading with the Dogs

Tuesday, July 22, 6 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.

Beginner Stuffy Sewing

Thursday, July 31, 6 p.m.
Registration is required.



Life skill alert! Learn how to sew a simple shape with a basic blanket stitch, and then decorate and take it home at the end of the session. No previous sewing experience is needed to participate; materials will be provided. For ages 6 and up.

ADDITIONAL DROP-IN EVENTS

Tots and Friends Playtime

Fridays, June 20 - August 29
(no playtime July 4, August 8, and August 15)
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.

After-Hours Vintage Video Game Night

Friday, July 18, 6:30 p.m.
No registration is required.



We're bringing out our favorite old-school consoles and games for a fun after-hours event! For ages 8 and up.

Splash Bash

Thursday, July 24, 2 p.m. - 4 p.m.
No registration is required.



Drop-in water play fun for little ones, ages 1 – 3 years, on the Youth Terrace. There will be a variety of splashy activities, so be prepared to get wet. Towels and swimsuits welcome. If the weather is bad, we will try to reschedule for another date.




Please contact us if you require any additional accommodations.



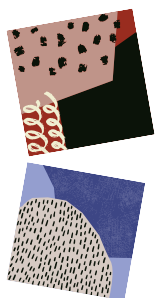
Bloomfield Township Public
Library

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

August YOUTH Events Calendar

S	M	T	W	T	F	S
					01 Tots & Friends Playtime 10 a.m. - 12 noon	02
03	04 Collage Art 7 p.m.	05 Slime-Along 2 p.m.	06	07 Outdoor Family Story Time 7 p.m.	08 Summer Reading Wrap Up Party 2 p.m. - 4 p.m.	09 Friends of the Library Sale 11 a.m. - 3 p.m.
10	11 Rainbow Readers Market 10 a.m. - 7 p.m.	12 Rainbow Readers Market 10 a.m. - 7 p.m.	13 Rainbow Readers Market 10 a.m. - 7 p.m.	14 Rainbow Readers Market 10 a.m. - 7 p.m.	15 Rainbow Readers Market 10 a.m. - 4:30 p.m.	16 Rainbow Readers Market 10 a.m. - 4:30 p.m.
17 Rainbow Readers Market 12:30 p.m. - 4:30 p.m.	18 Rainbow Readers Market 10 a.m. - 7 p.m.	19	20 Cars Movie Marathon Cars (G) - 11 a.m. Cars 2 (G) - 1:15 p.m. Cars 3 (G) - 3:15 p.m.	21 Project Runway Challenge 2 p.m.	22 Tots & Friends Playtime 10 a.m. - 12 noon	23
24 31 CLOSED	25	26 Reading with the Dogs 6 p.m.	27 Brick Builders and Construction Club 7 p.m.	28 Back-to-School Story Time 11 a.m.	29 Tots & Friends Playtime 10 a.m. - 12 noon	30

VISIT BTPL.ORG/EVENTS FOR MORE INFO



Collage Art

Monday, August 4, 7 p.m.
No registration is required.

Explore a variety of papers and magazines, then arrange and glue your favorite pieces together into an original artwork. Participants may bring their own paper materials or photographs from home for additional options. For ages 7 and up.

Summer Family Movie Marathon

Wednesday, August 20, 11 a.m. - 5 p.m.
No registration is required.

Cars (G) - 11 a.m.
Cars 2 (G) - 1:15 p.m.
Cars 3 (G) - 3:15 p.m.

Bring a blanket to cozy up at the library for themed movie marathons! Popcorn and water are provided, but nut-free snacks are welcome.



Summer Reading Wrap Up: A Color Party for All Ages

Friday, August 8, 2 p.m. - 4 p.m.
No registration is required.

Put on your most colorful outfit and join us for an afternoon of live music, outdoor art, and an indoor glow party! Musician Randy Kaplan will be singing colorful tunes from 2 p.m. - 3 p.m., and the Library will dim the lights and amp up the fun with a glow-tastic celebration. Kona Ice food truck will be in the parking lot, with cool and colorful treats to purchase and enjoy on one of the Library Terraces. **August 8 is also the last day to log summer reading and activities in Beanstack.**



Rainbow Readers Market

Monday, August 11 - Monday, August 18
See times above. No registration is required.

Color Our World summer reading challenge participants are invited to spend their BTPL Bucks at the Rainbow Readers Market! Browse the market for fun prizes like mini Squishmallows, LEGO sets, and more. Don't forget to log all reading and activities on Beanstack by Friday, August 8 to earn as many BTPL Bucks as possible.



REGISTRATION PROGRAMS



Slime-Along
Tuesday, August 5, 2 p.m.
Registration is required.

Slime enthusiasts, ages 7 and up, are invited to create two different kinds of slime to take home in our slime-making lab.



Project Runway Challenge
Thursday, August 21, 2 p.m. - 4 p.m.
Registration is required.

Calling all future designers, ages 11 – 18! Test your skills and creativity by making an outfit out of alternative “mystery” supplies in a Project Runway-inspired fashion challenge.



Reading with the Dogs
Tuesday, August 26, 6 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.

ADDITIONAL DROP-IN EVENTS



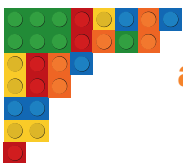
Tots and Friends Playtime
Fridays, August 1 - August 29
(no playtime August 8 and August 15)
10 a.m. - 12 noon
No registration is required.

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.



Outdoor Family Story Time
Thursday, August 7, 7 p.m.
No registration is required.

Join us outside for an all-ages family story time on the Youth Terrace with stories, songs, rhymes, movement, and more. In the case of inclement weather, Story Time will be held inside.



**Brick Builders...
and Construction Club**
Wednesday, August 27, 7 p.m.
No registration is required.

Junior architects, ages 5 and up, are invited to join us for building fun with LEGO bricks, giant blocks, MAGNA-TILES, Lincoln Logs, and more.



Back to School Story Time
Thursday, August 28, 11 a.m.
No registration is required.

Join us for a special family story time geared to ages 3 and up with stories, songs, rhymes, and movement to get everyone ready for back-to-school time.



FALL STORY TIMES



Preschool Story Time

Tuesdays, 10 a.m., September 9 - October 14
Registration is required for six-week session.

Stories, rhymes, music, movement and more for preschoolers, ages 3 and up, and their grownup.

Baby Story Time

Wednesdays, 10 a.m., September 10 - October 15
Registration is required for six-week session.

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

Toddler Story Time

Thursdays, 10 a.m., September 11 - October 16
Registration is required for six-week session.

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



CAREGIVER WORKSHOPS

Social Conflict Strategies at Home

Monday, September 30, 7 p.m.
Registration is required.



Join us for a conversation regarding the types of social conflict with peers, including assertive communication skills to how to support and talk with your child at home. We will address bullying behaviors, ways to self-advocate, and tools to support as caregivers. Presented by Bloomfield Child and Family Counseling.



Please contact us if you require any additional accommodations.



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ADULT AND TEEN JULY 2025 CALENDAR



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
29 Teen Summer Read continues for double the Beanstack tickets through Thursday, July 31: <i>The Inheritance</i> Games series by Jennifer Lynn Barnes	30 **Sitcom Showdown: Family TV Trivia! For ages 18 and up 6 p.m.	1 Fiber Arts Club 10 a.m. – Noon 	2	3	4 LIBRARY CLOSED FOR THE JULY 4TH HOLIDAY 	5
6 	7 Spice Club Kit Release: Lavender For Twp. cardholders while supplies last ***Computer and Internet Basics, 5:30 p.m.	8 **What's Your Story?: A Memoir Writing Group, 1 p.m. *Teen Painting with a Twist 2 p.m. – 3:30 p.m.	9 **Writers' Rendezvous 6:30 p.m. 	10	11 English Language Conversation Group 10 a.m. – Noon	12 Friends of the Library Second Saturday Book Sale, 10 a.m. – 3 p.m. <i>First hour Friends</i> <i>members only</i> ***Summer All Ages Puzzle Tournament 1 p.m. – 4 p.m.
13	14	15 Adult and Teen Craft Kit Release: Indigo Dyed Pillow Fiber Arts Club 10 a.m. – Noon **Classics Book Club 7 p.m.	16 Visual Arts Club 10 a.m. – Noon **Mystery Book Club 1 p.m. ***Google Apps 5:30 p.m.	17 Visual Arts Club 6 p.m. – 8 p.m. 	18 English Language Conversation Group 10 a.m. – Noon *After-Hours Vintage Video Game Night For ages 8 – 18 6:30 p.m. – 8 p.m.	19
20	21 **Lunchtime Book Club, 1 p.m. ***Microsoft Excel I 5:30 p.m. 	22 **What's Your Story?: A Memoir Writing Group, 1 p.m. **Lecture – Transformation Station: Saving Michigan Central Station, 7 p.m.	23 **Writers' Rendezvous 6:30 p.m.	24 **Thursday Book Club 10 a.m. 	25 English Language Conversation Group 10 a.m. – Noon **Romance/Romantasy Book Club: "Fade to Black," 4 p.m.	26
27	28 ***Microsoft Excel II, 5:30 p.m. **Monday Night Book Club, 7 p.m.	29 *Teen Program: Darts and Arts 2 p.m. – 3 p.m. <i>Take-home Teen Darts</i> <i>and Arts Craft Kits will</i> <i>be available for Twp.</i> <i>cardholders after</i> <i>3 p.m. while supplies last</i>	30	31	1 English Language Conversation Group 10 a.m. – Noon **Speed Dating with a Book, 6:30 p.m.	2

★ Programs listed in red do
not require registration.

For all other events,
register online at
www.btpl.org/events
or call (248) 642-5800.

* indicates Teen program

** indicates Adult program

*** indicates Tech program

**** All Ages program

Summer 2025 | June 17 - August 8

**COLOR
OUR
WORLD™**

From June 17 through
August 8, all are invited
to participate in the
Library's online
reading challenge.

Log your summer
reading and complete
activities to win badges
and enter prize drawings.

Scan the QR code below,
visit the Adult and Teen
Services Desk, or visit
btpl.org/summer for full
details or to get started.



Scan to Register



ADULT AND TEEN AUGUST 2025 CALENDAR



Programs listed in red do not require registration.

For all other events, register online at www.btpl.org/events or call (248) 642-5800.

* indicates Teen program

** indicates Adult program

*** indicates Tech program

**** All Ages program

Registration for September 2025 through August 2026 book clubs begins Friday, August 1. All new and returning members must register. Visit or call the Adult and Teen Services Desk for more information.

2025 – 2026 Clubs:

Classics Book Club

Cookbook Club

“Fade to Black” Book Club

Lunchtime Book Club

Monday Night Book Club

Mystery Book Club

Sci-Fi/Fantasy Book Club

Thursday Book Club

Tuesday Book Club

**Summer Reading
Wrap Up: Color Party
for All Ages!
Friday, August 8
2 p.m. – 4 p.m.**

Put on your most colorful outfit and join us for an afternoon of live music, art, and an indoor glow party! Kona Shaved Ice Food Truck will offer cool treats for sale to enjoy on the Terraces.



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
27	28 ***Microsoft Excel II, 5:30 p.m. **Monday Night Book Club, 7 p.m.	29 *Teen Program: Darts and Arts 2 p.m. – 3 p.m. <i>Take-home Teen Darts and Arts Craft Kits will be available for Twp. cardholders after 3 p.m. while supplies last</i>	30	31	1 September 2025 – August 2026 Book Club Sessions Registration Begins **Speed Dating with a Book, 6:30 p.m.	2
3	4 Spice Club Kit Release: Sumac <i>While supplies last</i> *Teen Brick Builders 2:30 p.m. – 4 p.m. ***Scanning and Photo Editing, 5:30 p.m.	5 Fiber Arts Club 10 a.m. – Noon **Movie Discussion Club 7 p.m.	6	7	8 English Language Conversation Group 10 a.m. – Noon Summer Reading Wrap Up: Color Party for All Ages! 2 p.m. – 4 p.m.	9 Friends of the Library Second Saturday Book Sale, 10 a.m. – 3 p.m. <i>First hour Friends members only</i> 
10	11	12 **What's Your Story?: A Memoir Writing Group, 1 p.m. 	13 ***Google Apps 5:30 p.m. **Writers' Rendezvous 6:30 p.m.	14	15	16
17	18 **Lunchtime Book Club, 1 p.m. ***ChatGPT and AI 5:30 p.m.	19 Fiber Arts Club 10 a.m. – Noon **Library Garden Tour with Jim Slezinski, Goldner Walsh, 11 a.m. **Science Fiction/Fantasy Book Club, 7 p.m.	20 Visual Arts Club 10 a.m. – Noon **Mystery Book Club 1 p.m.	21 **Library Garden Tour with Jim Slezinski, Goldner Walsh, 11 a.m. *Project Runway Challenge 2 p.m. – 4 p.m. Visual Arts Club 6 p.m. – 8 p.m.	22 **Romance/Romantasy Book Club: “Fade to Black,” 4 p.m. 	23
24	25 **Monday Night Book Club, 7 p.m. 	26 **What's Your Story?: A Memoir Writing Group 1 p.m.	27 **Writers' Rendezvous, 6:30 p.m. 	28 **Thursday Book Club, 10 a.m. 	29 English Language Conversation Group 10 a.m. – Noon	30

DATES FOR THE LIBRARY BOARD OF TRUSTEES

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

Tuesday, July 15, 2025, 7:00 p.m. – Library Board Meeting (all Trustees)

Wednesday, July 16, 10:30 a.m. – Friends Board Meeting

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

Thursday, July 31, 10:00 a.m. – Budget Work Session (all Trustees)

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

Thursday, August 14, 9:00 a.m. – Building and Grounds Committee (all
Trustees)

Tuesday, August 19, 6:30 p.m. – Myers Scholarship Award Presentation
(all Trustees)

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

Wednesday, August 20, 10:30 a.m. – Friends Board Meeting