Bloomfield Township Public Library

Bloomfield Township Public Library
Board of Trustees

Library Board Meeting
Tuesday, October 20, 2026
6:30 p.m.

Board Room

Trustees:
libraryboard@btpl.org

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

Director:
Tera Moon
moontera@btpl.org

All meetings are open to the public.

1099 Lone Pine Road, Bloomfield Township, MI 48302 248.642.5800

THE PLACE TO DISCOVER

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

List of Contents

Items included in pre-board delivery for the REGULAR BOARD MEETING SCHEDULED
Tuesday, October 20, 6:30 p.m.

#	NUMBERED ITEMS	DATE DELIVERED
1	Agenda	10/15/2026
6a	Cash Disbursements	10/15/2026
6b	Revenues/Expenditures Budget Report	10/15/2026
8	Regular Board Meeting Minutes of September 15, 2026	10/15/2026
9a	President's Report – no report	
9b	Director's Report	10/15/2026
9c	Utility Report	10/15/2026
9d	Advocacy & Development Committee – no report	
9d	Ambassadors Group – no report	
9d	Art Committee – no report	
9d	Building and Grounds Committee – 10/08/2026	10/15/2026
9d	Finance and Investment Committee – no report	
9d	Friends of the Library Liaison Committee – no report	
9d	Jeanette P. Myers Scholarship Selection Committee – no report	
9d	Partner Library Agreements Committee – no report	
9d	Personnel Committee – no report	
9d	Policy Committee – no report	
12a	Staffing Assessment Presentation	10/15/2026
12b	Renovation Update	10/15/2026

UNNUMBERED ITEMS	DATE DELIVERED
Strategic Plan Update	10/15/2026
Marketing Report	10/15/2026
Press Mentions	10/15/2026
Youth Services Events Calendar	10/15/2026
Adult and Teen Services Events Calendar	10/15/2026
Dates for Library Board of Trustees	10/15/2026

AGENDA
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, October 20, 2026
Regular Board Meeting
6:30 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 September 15, 2026
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
12. New Business
    a. Staffing Assessment Presentation
    b. Renovation Update
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, November 17 at 6:30 p.m.
17. Adjournment

Bloomfield Township Public Library

Cash Disbursements Comments
September 2026

New Vendors:

- McCarthy & Smith
- NRG Business Marketing

General Fund – Advance Checks:

- Check #25947 made payable to DTE Energy in the amount of $26,863.56 was payment for electricity service for the period 8/10-9/8.

- Check #25954 made payable to Bloomfield Township in the amount of $212,339.71 was an annual payment for the Library's share of the pension obligation debt.

- Check #25956 made payable to Consumers Energy in the amount of $2,227.93 was payment for natural gas delivery and transportation services for the period 8/1-8/28. August was the first month to take advantage of the savings found by ECORE.

- Check #25960 made payable to NRG Business Marketing in the amount of $1,723.88 was payment for natural gas as a commodity. Buying natural gas from NRG is what results in the savings. We are paying Consumers for delivery and transportation only. Between these two payments, we're paying less than previous rates.

- Check #25965 made payable to Bloomfield Township in the amount of $210.00 was payment for part of the building permit application process.

- Check #25966 made payable to Charter Township Of Bloomfield in the amount of $42,385.00 was payment for part of the building permit application process.

- Check #25968 made payable to Charter Township Of Bloomfield in the amount of $3,887.60 was payment for part of the building permit application process.

General Fund – Regular Checks:

- Check #25970 made payable to Augies Building Services in the amount of $12,744.95 was a monthly payment for library cleaning services.

- Check #25972 made payable to Bloomfield Township in the amount of $410,561.87 was payment for two payrolls including FICA, health care, etc., plus the Library's share of property insurance.

- Check #25973 made payable to Bloomfield Township in the amount of $7,259.06 was payment for water and sewer services for the period 8/18-9/15.

- Check #25975 made payable to C2AE in the amount of $10,000.00 was payment for architectural and design services for the Library Renovation Project.

- Check #25980 made payable to CTI in the amount of $38,528.02 was payment for half of the new AV equipment for the new program room.

- Check #25982 made payable to Envisionware, Inc. in the amount of $12,099.03 was an annual payment for the Library Document Station.

- Check #25988 made payable to Library Design Associates Inc. in the amount of $8,190.00 was final payment for labor to move and dispose of shelving for Phase 1 of the Library Renovation Project.

- Check #25989 made payable to McCarthy & Smith, Inc in the amount of $99,029.25 was a monthly payment for construction services for the Library Renovation Project.

- Check #25996 made payable to Plante & Moran, PLLC in the amount of $5,170.00 was payment for monthly accounting services including Sage Intacct and BILL.

- Check #25998 made payable to Recollect USA, Inc. in the amount of $12,875.00 was an annual subscription payment for online local history and archive software.

- Check #25999 made payable to Rolls Mechanical in the amount of $8,140.82 was payment for work done to repair the chiller and other HVAC problems.

- Check #26000 made payable to Sentinel Technologies, Inc. in the amount of $8,464.80 was payment for upgrading the Library's firewall.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
CHECK REGISTERS
FOR THE MONTH OF SEPTEMBER 2026

General Fund

Check #	Date	Payee	Cash Account	Amount
ADVANCE CHECKS:				
25941	9/9/26	BTPL Gift Fund	016.01	300.00
25942	9/9/26	MANHATTAN SHORT INC.	016.01	600.00
25943	9/9/26	PRIORITY WASTE, LLC	016.01	510.80
25944	9/9/26	T MOBILE	016.01	60.90
25945	9/9/26	VIGILANTE SECURITY	016.01	1,950.00
25946	9/15/26	APPLIED INNOVATION	016.01	1,566.35
25947	9/15/26	DTE ENERGY	016.01	26,863.56
25948	9/15/26	FNBO	016.01	5,878.06
25949	9/15/26	STATE OF MICHIGAN	016.01	35.00
25950	9/15/26	Mobility City of Southfield	016.01	450.00
25951	9/15/26	PTS Communications	016.01	78.00
25952	9/15/26	UNIQUE MANAGEMENT SERVICES, INC.	016.01	197.00
25953	9/22/26	AMAZON CAPITAL SERVICES	016.01	1,536.81
25954	9/22/26	BLOOMFIELD TOWNSHIP	016.01	212,339.71
25955	9/22/26	Andrea Cascarelli	016.01	305.00
25956	9/22/26	CONSUMERS ENERGY	016.01	2,227.93
25957	9/22/26	CRANBROOK EDUCATIONAL COMMUNITY	016.01	2,000.00
25958	9/22/26	STATE OF MICHIGAN	016.01	35.00
25959	9/22/26	LOWE'S	016.01	732.89
25960	9/22/26	NRG BUSINESS MARKETING	016.01	1,723.88
25961	10/1/26	AT&T	016.01	170.37
25962	10/1/26	CRANBROOK SCHOOLS	016.01	2,000.00
25963	10/1/26	Amy Niezur	016.01	38.98
25964	10/1/26	PRINCIPAL LIFE INSURANCE COMPANY	016.01	107.99
25965	10/1/26	BLOOMFIELD TOWNSHIP	016.01	210.00
25966	10/1/26	CHARTER TOWNSHIP OF BLOOMFIELD	016.01	42,385.00
25967	10/8/26	AMAZON CAPITAL SERVICES	016.01	1,780.62
25968	10/8/26	CHARTER TOWNSHIP OF BLOOMFIELD	016.01	3,887.60
Total				**309,971.45**
REGULAR CHECKS				
25969	10/9/26	AMERICAN PEST CONTROL	016.01	908.00
25970	10/9/26	AUGIES BUILDING SERVICES	016.01	12,744.95
25971	10/9/26	AUNALYTICS, INC.	016.01	2,980.20
25972	10/9/26	BLOOMFIELD TOWNSHIP	016.01	410,561.87
25973	10/9/26	BLOOMFIELD TOWNSHIP	016.01	7,259.06
25974	10/9/26	BOOKPAGE	016.01	1,188.00
25975	10/9/26	C2AE	016.01	10,000.00
25976	10/9/26	CAVENDISH SQUARE	016.01	204.44
25977	10/9/26	CDW GOVERNMENT, INC.	016.01	2,240.88
25978	10/9/26	CENGAGE Learning Inc	016.01	1,175.25
25979	10/9/26	CINTAS CORPORATION	016.01	303.38
25980	10/9/26	CTI	016.01	38,528.02
25981	10/9/26	DEMCO, INC.	016.01	278.96
25982	10/9/26	ENVISIONWARE, INC.	016.01	12,099.03
25983	10/9/26	FOSTER SWIFT	016.01	400.50
25984	10/9/26	GOLDNER WALSH NURSERY, INC.	016.01	854.90
25985	10/9/26	INSTITUTE OF CONT. LEGAL EDUCATION	016.01	181.00
25986	10/9/26	INGRAM LIBRARY SERVICES	016.01	16,918.45
25987	10/9/26	J & M WINDOW CLEANING	016.01	1,500.00
25988	10/9/26	LIBRARY DESIGN ASSOCIATES INC.	016.01	8,190.00
25989	10/9/26	MCCARTHY & SMITH, INC	016.01	99,029.25
25990	10/9/26	MIDWEST COLLABORATIVE for LIB. SVCS	016.01	111.31
25991	10/9/26	MICROMARKETING LLC	016.01	280.66
25992	10/9/26	MIDWEST TAPE	016.01	3,033.08
25993	10/9/26	NETWORK SERVICES COMPANY	016.01	3,364.30
25994	10/9/26	OTC BRANDS, INC.	016.01	303.70
25995	10/9/26	OVERDRIVE	016.01	13,879.13
25996	10/9/26	PLANTE & MORAN, PLLC	016.01	5,170.00
25997	10/9/26	PROFESSIONAL GROUNDS SERVICE	016.01	1,561.34
25998	10/9/26	Recollect USA, INC	016.01	12,875.00
25999	10/9/26	Rolls Mechanical	016.01	8,140.82
26000	10/9/26	SENTINEL TECHNOLOGIES, INC.	016.01	8,464.80

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
CHECK REGISTERS
FOR THE MONTH OF SEPTEMBER 2026

Check #	Date	Payee	Cash Account	Amount
26001	10/9/26	SHOWCASES	016.01	2,512.89
26002	10/9/26	TEL SYSTEMS	016.01	2,875.00
26003	10/9/26	THE LIBRARY NETWORK	016.01	3,382.03
26004	10/9/26	THOMSON REUTERS- WEST	016.01	185.04
26005	10/9/26	TOTAL ENERGY SYSTEMS, INC.	016.01	4,560.98
26006	10/9/26	TROY PUBLIC LIBRARY	016.01	30.80
26007	10/9/26	UNIQUE MANAGEMENT SERVICES, INC.	016.01	285.65
26008	10/9/26	VIGILANTE SECURITY	016.01	1,950.00
Total				**700,512.67**

Gift Fund

ADVANCE CHECKS:

5816	9/15/26	BTPL - SOC	012.03	500.00
5817	9/15/26	FNBO	012.03	107.66
5818	10/5/26	AMAZON.COM	012.03	452.28
5819	10/5/26	SCHOLASTIC LIBRARY PUBLISHING	012.03	5.84
Total				**1,065.78**

REGULAR:

Total				-

Bloomfield Township Public Library
FY 2026-2027
General Fund Budget

PRESENTED: OCTOBER 20, 2026 FOR THE MONTH OF: SEPTEMBER 2026

ACCOUNT NAME	2026-2027 ADOPTED BUDGET AS OF MARCH 17, 2026	2026-2027 AMENDED BUDGET AS OF AUGUST 18, 2026	REVENUE/EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	6 Months = 50% VARIANCE	
Revenues							
Taxes	**$10,261,733**	**$10,261,733**	**($622)**	**$6,347**	**0.06%**	**($10,255,386)**	*taxes collected Dec-Mar
Penal Fines	**$62,088**	**$62,088**	**$0**	**$68,431**	**110.22%**	**$6,343**	
State Aid	**$46,000**	**$46,000**	**$0**	**$48,102**	**104.57%**	**$2,102**	
Circulation Fines & Fees	**$12,500**	**$12,500**	**$542**	**$5,769**	**46.15%**	**($6,731)**	
Charges for Services	**$12,652**	**$12,652**	**$179**	**$6,783**	**53.61%**	**($5,869)**	
Photocopy Fees	$502	$502	$79	$2,743	546.37%	$2,241	
Room Rental Fees	$12,150	$12,150	$100	$4,040	33.25%	($8,110)	
Investment earnings	**$844,804**	**$844,804**	**($21,836)**	**$230,556**	**27.29%**	**($614,248)**	*investment volatility
Interest/Dividends	$844,804	$844,804	$60,104	$410,072	48.54%	($434,732)	
Change in Asset Value	$0	$0	($81,940)	($179,516)	0.00%	($179,516)	
Miscellaneous	**$12,227**	**$12,227**	**$11,932**	**$31,485**	**257.50%**	**$19,258**	
Miscellaneous Revenue	$3,327	$3,327	$982	$1,475	44.33%	($1,852)	
Library Shop	$4,920	$4,920	$114	$1,701	34.57%	($3,219)	
Café	$3,980	$3,980	$0	$3,105	78.02%	($875)	
Sale of Used Equip.	$0	$0	$0	$4,626	0.00%	$4,626	
Transfers In	$0	$0	$0	$0	0.00%	$0	
Federal & State Grants	$0	$0	$0	$0	0.00%	$0	
Refunds/Rebates-Self Ins.Rx	$31,683	$31,683	$10,835	$20,578	64.95%	($11,105)	
Total Revenues	**$11,283,687**	**11,283,687**	**($9,806)**	**$397,474**	**3.52%**	**($10,886,213)**	*some sources come later
Expenditures							
Personnel	**$5,669,410**	**$5,669,410**	**$562,247**	**$2,519,644**	**44.44%**	**($3,149,766)**	
Salaries & Wages	$3,556,140	$3,556,140	$256,119	$1,688,895	47.49%	($1,867,245)	
Social Security	$271,599	$271,599	$18,619	$120,271	44.28%	($151,328)	
Employee Insurances	$1,080,531	$1,080,531	$62,415	$409,953	37.94%	($670,578)	
Unemployment Compensation	$0	$0	$0	$0	0.00%	$0	
Retirement	$761,140	$761,140	$225,094	$300,524	39.48%	($460,616)	
Retiree Health Care - OPEB	$0	$0	$0	$0	0.00%	$0	
Library Services	**$864,101**	**$864,101**	**$43,999**	**$516,825**	**59.81%**	**($347,276)**	*large annual payments
Electronic Serv.-Databases	$252,665	$252,665	$6,134	$210,281	83.23%	($42,384)	
Electronic Services-Skyriver	$27,000	$27,000	$0	$26,114	96.72%	($886)	
Books	$326,858	$326,858	$23,449	$150,551	46.06%	($176,307)	
Processing & Supplies	$24,000	$24,000	$2,792	$7,490	31.21%	($16,510)	
Periodicals/Docs/Ref. Serv.	$61,000	$61,000	$669	$47,074	77.17%	($13,926)	
Music	$6,500	$6,500	$318	$2,556	39.32%	($3,944)	
Audiobooks	$85,035	$85,035	$5,723	$40,247	47.33%	($44,788)	
DVD's	$31,000	$31,000	$2,143	$13,907	44.86%	($17,093)	
Accessibility Support Collection	$10,043	$10,043	$151	$2,069	20.60%	($7,974)	
Programming	$40,000	$40,000	$2,619	$16,534	41.34%	($23,466)	
Facilities & Equipment	**$1,294,851**	**$1,294,851**	**$184,072**	**$654,651**	**50.56%**	**($640,200)**	
Repairs/Maint. Supplies	$98,400	$98,400	$7,179	$32,702	33.23%	($65,698)	
Telephone	$17,450	$17,450	$3,552	$9,252	53.02%	($8,198)	
Building Insurance	$71,690	$71,690	$68,144	$68,144	95.05%	($3,546)	
Public Utilities	$384,000	$384,000	$38,074	$215,984	56.25%	($168,016)	
Building Maintenance	$300,203	$300,203	$22,308	$157,322	52.41%	($142,881)	
Equipment Maintenance	$24,210	$24,210	$4,781	$16,495	68.13%	($7,715)	
Grounds Maintenance	$104,425	$104,425	$3,324	$55,480	53.13%	($48,945)	
Computer System Maint.	$273,473	$273,473	$36,643	$94,430	34.53%	($179,043)	
Equipment	$21,000	$21,000	$66	$4,843	23.06%	($16,157)	
Other Operating Expenditures	**$6,754,076**	**$6,754,076**	**$97,643**	**$532,047**	**7.88%**	**($6,222,029)**	
Office/Computer Supplies	$32,480	$32,480	$658	$6,980	21.49%	($25,500)	
Postage	$41,090	$41,090	$3,000	$26,730	65.05%	($14,360)	
Professional Services	$146,600	$146,600	$8,600	$105,083	71.68%	($41,517)	
Projects/Library Design	$6,442,902	$6,442,902	$79,461	$354,237	5.50%	($6,088,665)	
Staff Development/Travel	$37,650	$37,650	$5,259	$16,129	42.84%	($21,521)	
Printing & Publishing	$32,050	$32,050	$359	$12,918	40.30%	($19,132)	
Dues & Membership	$14,224	$14,224	$180	$9,460	66.51%	($4,764)	
Bank Expenses	$4,720	$4,720	$80	$250	5.30%	($4,470)	
Library Shop Expenses	$2,000	$2,000	$46	$260	12.99%	($1,740)	
Café Expenses	$360	$360	$0	$0	0.00%	($360)	
Total Expenditures	**$14,582,438**	**$14,582,438**	**$887,961**	**$4,223,167**	**28.96%**	**($10,359,271)**	
Fund Balance - Beginning	$21,977,646	$21,977,646		$21,977,646			
Net revenue (expenditure)	($3,298,751)	($3,298,751)		($3,825,694)			
Fund Balance - Ending	$18,678,895	$18,678,895		$18,151,953			

			$18,151,953	Ending fund balance	
			$563,089	AP Liabilities per trial balance	9/30/2026
			$18,715,041	Total assets per trial balance	
Fund Balance Designations					
Nonspendable-Prepaid Expense	$0	$0			
Committed Fund Balance (is 8-months of operational expenditures amount)	$5,426,357	$5,426,357	$18,922,530	Asset Allocation	9/30/2026
			$4,000	Petty cash	
Assigned Fund Balance ($381,528 is the compensated absences accrual, plus $2,351,325 the OPEB obligation plus $6,876,760 for capital improvements)	$13,152,538	$13,152,538	($208,392)	Outstanding Flagstar Checks	9/30/2026
Unassigned Fund Balance (is the unplanned emergency amount)	$100,000	$100,000			
			$18,718,139	Total	

Bloomfield Township Public Library

FY 2026-2027 Gift Fund Budget

PRESENTED: OCTOBER 20, 2026 **FOR THE MONTH OF: SEPTEMBER 2026**

6 Month = 50%

ACCOUNT NAME	2026-2027 ADOPTED BUDGET AS OF MAR 17, 2026	REVENUE/ EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	VARIANCE
Revenues					
Gift Income	**$500**	**$0**	**$26,393**	**3770.43%**	**$25,693**
Gift Revenue	$0	$0	$76	#DIV/0!	$76
Friends of the Library	$0	$0	$18,947	#DIV/0!	$18,947
Atkinson Trust	$0	$0	$1,582	#DIV/0!	$1,582
BTPL Endowment Fund/Amber Trust	$0	$0	$4,056	0.00%	$4,056
Myers Scholarship	$500	$0	$1,732	346.40%	$1,232
Smith Challenge Grant	$0	$0	$0	0.00%	$0
Fair Radom Garden's Endowment	$0	$0	$0	#DIV/0!	$0
Library Director's Legacy Fund	$0	$0	$0	0.00%	($200)
Investment Earnings	**$0**	**$12**	**$82**	**#DIV/0!**	**$82**
Miscellaneous Revenue	**$0**	**$0**	**$300**	**#DIV/0!**	**$300**
Total Revenues	**$500**	**$12**	**$26,775**	**3825.04%**	**$26,075**
Expenditures					
Library Services	**$75,589**	**$325**	**$20,431**	**27.03%**	**($55,158)**
Facilities & Equipment	**$34,382**	**$0**	**$5,366**	**15.61%**	**($29,016)**
Other Operating Expenditures	**$52,224**	**$246**	**$4,806**	**9.20%**	**($47,418)**
Total Expenditures	**$162,195**	**$571**	**$30,603**	**18.87%**	**($131,592)**
Fund Balance - Beginning	$161,695		$161,695		
Net revenue (expenditures)	($161,495)		($3,828)		
Fund Balance - Ending	$200		$157,867		

Bloomfield Township Public Library
Asset Allocation Summary
September 2026

Fund	Type	Annual Yield	Date	Amount on Hand
General Fund				
	5th 3rd Checking (Ecommerce)	0.00%	9/30/2026	$193,597.26
	Flagstar Public Funds Savings	2.48%	9/30/2026	$230,836.22
	Flagstar Premier Public Entities Checking	0.45%	9/30/2026	$182,383.15
	RBC Capital Cash/Money Market	0.85%	9/30/2026	$126.33
	RBC Capital - Investments	3.68%	9/30/2026	$18,315,587.30
	Total General Fund			**$18,922,530.26**
	Please see General Fund budget for notes on how this amount is earmarked			
Gift Fund	Huntington Public Fund Business Interest Checking	0.25%	9/30/2026	$58,267.76
	Huntington CD (Charnov gift) - matures 11/30/2026	3.00%	11/30/2026	$50,000.00
	Fifth Third Bank Business Standard Checking	0.00%	9/30/2026	$17,868.43
	Total Gift Fund			**$126,136.19**

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 8/2026	
Jeanette P. Myers Memorial Scholarship Fund	12/31/2025	$18,839.00
Yvonne T. Atkinson Fund	12/31/2025	$40,791.00
Lawrence Smith and Isabel Francis Smith Challenge Grant Fund	12/31/2025	$48,302.17
BTPL Endowment Fund	12/31/2025	$63,095.83
Fair Radom Garden Endowment Fund	12/31/2025	$23,295.00
BTPL Director's Legacy Fund	12/31/2025	$29,123.34
Total CFSEM holdings		**$223,446.34**

Bloomfield Township Public Library

I move to approve monthly cash disbursements in the form of checks #25941-26008, #5816-5819 for a Grand Total of $1,011,549.90

General Fund Advance Checks	**$309,971.45**
General Fund Expense Checks	**$700,512.67**
Gift Fund Advance Checks	**$1,065.78**
Gift Fund Expense Checks	**$0.00**
For a Grand Total of	**$1,011,549.90**

Voided Checks are:
General Fund -
Gift Fund - N/A

Gift fund proceeds for September 2026 = $50

President

Vice President/Secretary

PROPOSED MINUTES OF THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY BOARD OF TRUSTEES

Bloomfield Township Public Library
Oakland County, Michigan
Tuesday, September 15, 2026
Library Board Room

At 6:30 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**,** Joy Murray, and Shane Spradlin
Trustees Absent:	Joan Luksik
Administration:	Library Director Tera Moon; Assistant Library Director Katherine Dupuis; Administrative Assistant Linden Godlove
Guests:	Allyson Coan, Adult and Teen Services Librarian and SOC Representative

Upon discussion, a motion was made by Keith Carduner, seconded by Judy Lindstrom, **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, Murray, and Spradlin
Nays: None
MOTION CARRIED

PRESIDENT'S VERBAL REPORT:
President Shane Spradlin expressed relief that the construction has started so that it can be completed. He is thrilled by the outpouring of support from the community, which understands the value of the Library and the value of the renovation.

DIRECTOR'S VERBAL REPORT:
Director Moon did not provide a verbal report, preferring to provide an update on the renovation in the new business portion of the meeting.

BUDGET:

- President Spradlin asked about ProQuest, which is an annual subscription with four databases. It is the U.S. Newsstream Collection, which includes newspapers with national, historical, and local coverage.

PROPOSED

- President Spradlin commented on the budget, which continues to look good. The change in asset value has gone down. This is the year to date, and this is recorded. This is based on the performance of the assets themselves.
- President Spradlin commented on the expenditures—the periodicals are at 76%. This does not include ProQuest, which falls into the database category. Periodicals appear overbudget because it is an annual payment, so the percentage will even out in time.
- President Spradlin commented on the 3.71 yield on the manager investments.
- Trustee Judy Lindstrom asked about Fifth Third Bank and Comerica and if there were any issues for the Library, but there were none to report.
- Trustee Joy Murray asked about the revenue under miscellaneous, refunds and rebates. This has to do with the Library's health insurance plan, as it is self-insured. The Township manages this and occasionally pays out claims and refunds the Library.

Upon discussion, a motion was made by Shane Spradlin, seconded by Judy Lindstrom, **TO APPROVE MONTHLY CASH DISBURSEMENTS IN THE FORM OF CHECKS #25876-25940, #5808-5815 FOR A GRAND TOTAL OF $697,222.25.**

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

CONSENT AGENDA:
Nothing was removed from the consent agenda.

Call to the public.
Allyson Coan, representing the SOC, provided an update on their activities.

UNFINISHED BUSINESS:
No unfinished business.

NEW BUSINESS:
12a. Library Renovation Project Update
Director Tera Moon provided a recap on work completed during the two-week building closure. She thanked the board for their support for this, due to the many moving parts. She expressed gratitude to the patrons for their understanding. She provided a look-ahead at work to be completed in the coming weeks. The project budget to date was reviewed. Director Moon will lead the trustees on a tour around the building after the meeting is adjourned.

Trustee Judy Lindstrom remarked on the success of the Used Furniture Sale and its organization.

DISCUSSION OF ITEMS REMOVED FROM THE CONSENT AGENDA
None removed.

PROPOSED

OTHER:
President Spradlin remarked on a real estate agent's blog post included in the "Press Mentions" section of the board packet. It highlighted the construction project and called out that there would be no new taxes for this renovation. He thought this could not be stressed enough in promoting the project.

A motion was made by Shane Spradlin, seconded by Dani Gillman, **TO ADJOURN THE MEETING AT 7:02 PM.**
A vote was taken for approval of the motion.
Ayes: Carduner, Gillman, Lindstrom, Murray, and Spradlin
Nays: None

Submitted by:

Keith Carduner, Board Secretary

PROPOSED

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MONTHLY DIRECTOR'S REPORT

October 2026

This week – October 18-24 – is **National Friends of the Library Week!** The Library has created posters of gratitude, acknowledging the many wonderful gifts the Friends have given the Library and recognizing National Friends of Libraries Week. When you see a Friend, please thank them for their service.

Early Voting returns to the Library Saturday, October 24 through Sunday, November 1. The Library is an Early Voting site for Bloomfield Township, Southfield Township, and the City of Birmingham. Additionally, the Library is an Election Day precinct location for Bloomfield Township precinct 10. High voter turnout is expected for this election. Oakland County and Bloomfield Township's Clerks offices have worked with the Library to make each election cycle better than the last. I am so proud to serve the community in this way.

Staff from Adult & Teen Services, Youth Services, and Circulation participated in **Bloomfield Township's Open House** on Sunday, September 27. Staff use this time to promote what's happening at the Library and to issue library cards to residents. Our branded tent, tablecloths, swag, and more made our spot stand out among all the others (all funded by the Friends).

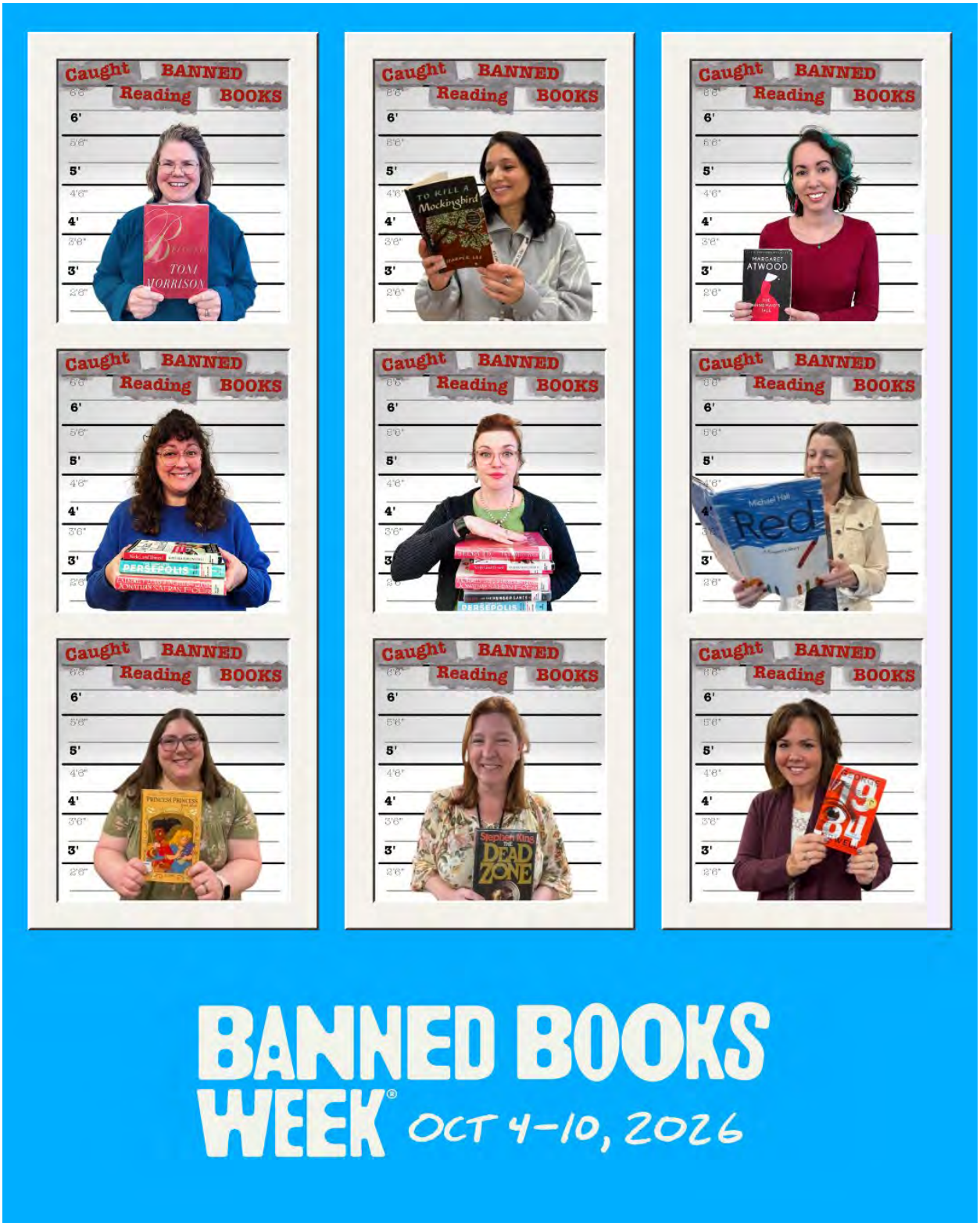
The Library will be closed Wednesday, November 11, 2026 all day for Staff Development Day (SDD). This year SDD will be held at the Cranbrook Institute of Science! Staff are looking forward to exploring this library partner and local gem. The day will consist of team building activities, time to explore the Institute, and a planetarium viewing.

The **Chamber Music Concerts**, the Library's partnership with University of Michigan School of Music, Theatre, and Dance, have scheduled additional performance dates for 2027. The upcoming dates are Fridays, December 11, January 8, February 19, March 5, and April 9.

The annual **Adaptive Umbrella workshop** was held Tuesday, September 29. This virtual one-day event was hosted by Jen Taggart and Lauren Catoni-Ellis, and featured sessions about current accessibility topics led by disability self-advocates and professionals working with the disability community. The day was geared toward librarians, educators, and caregivers, and over 300 people attended from both the United States and Canada!

Please enjoy the included photo collage that was coordinated and designed by Adult & Teen Services librarian Jamie Jasper to celebrate Banned Books Week.

Respectfully submitted,
Tera Moon, Library Director


Caught BANNED Reading BOOKS
TONI MORRISON
TO KILL A Mockingbird
MARGARET ATWOOD
PERSEPOLIS
Michael Hall Red
PERSEPOLIS
PRINCESS PRINCESS
Stephen King THE DEAD ZONE
1984
BANNED BOOKS WEEK®
OCT 4-10, 2026

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MONTHLY ACTIVITY REPORT
SEPTEMBER 2026

	2025		2026	
COLLECTION				
Book Collection:	227,334		227,141	
Media Collection:	50,714		49,011	
Total e-books:	46,940		47,054	
Overdrive:	16,929		17,046	
Total downloadable audiobooks:	10,167		10,453	
Materials Total:	335,155		333,659	
CIRCULATION				
Circulation Total:	52,181		44,047	
Bloomfield Township Circulation:	48,413		41,882	
Virtual Circulation Total:	15,702		14,619	
Circulation of Youth Materials:	17,396		13,714	
Circulation of Media:	5,687		4,777	
Circulation of Cranbrook passes:	123		129	
Self-Checkout machine use:	11,682	22.4%	4,358	9.9%
Library By Mail:	54	52 patrons	85	42 patrons
Mobile App	116		239	
Building & Equipment Usage				
Door Count:	20,250	*	gates removed	**
Gate Count:	20,566		17,467	
Meeting rooms by public:	26		-	
Meeting rooms by staff:	85		45	
Virtual Use				
Home page hits:	19,972		13,847	
e-book access:	4,606		4,130	
Audiobook access: (Overdrive)	3,674		3,305	
Magazine download access:	2,974		2,903	
Hoopla access:	4,448		4,281	
BTPL Mobile New Devices	105		58	
BTPL Mobile Launches	4,267		4,704	
Library Computer Use				
Resident Use	324		246	
Guest Use	284		178	
* Library closed Labor Day, September 1, 2025.				
** Temporary Library Closure (preparation for renovation), 9/1 - 9/11. Library closed Labor Day weekend, 9/6 & 9/7.				

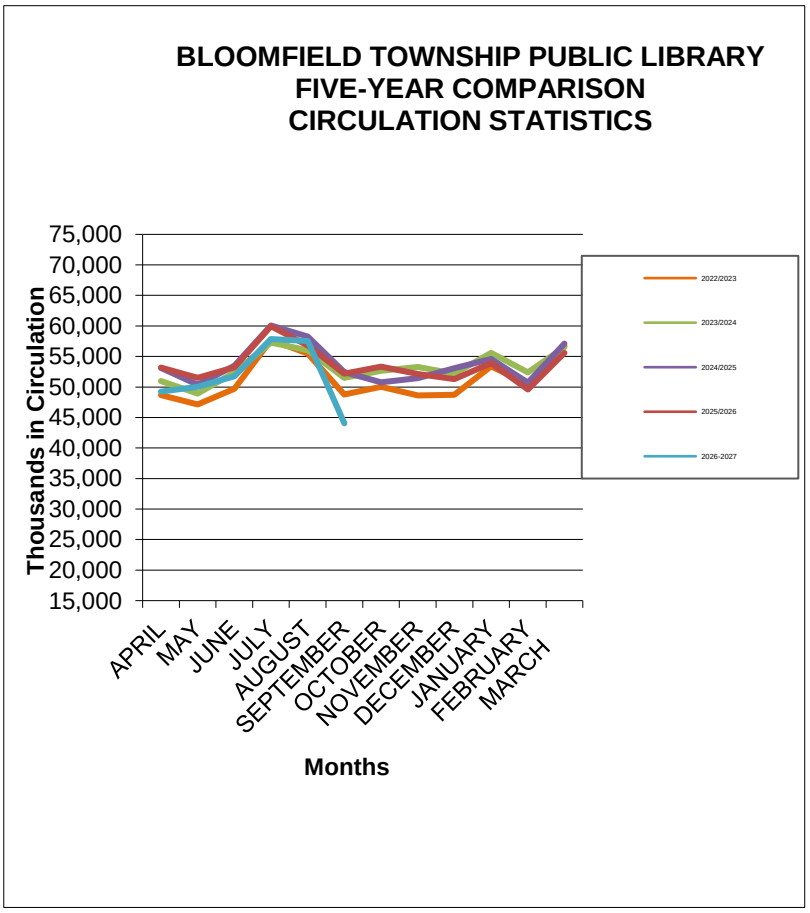
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MONTHLY ACTIVITY REPORT
SEPTEMBER 2026

	2025		2026	
OUTREACH & PROGRAMS				
New Patrons and Accounts				
Township:	161		96	
Cranbrook:	6		10	
Total new patrons:	226		137	
Adult Program Attendance				
Staff-led:	15 events	117 attended	12 events	141 attended
Speaker-led:	5 events	291 attended	1 event	59 attended
Book clubs:	6 events	64 attended	3 events	32 attended
Tours/visits on-site:	0 events	0 attended	0 events	0 attended
Tours/visits off-site:	5 events	318 attended	5 events	256 attended
Chamber Music Concert:	0 events	0 attended	1 event	85 attended
Bloomfield Historical Society:	1 event	28 attended	1 event	180 attended
BTPL Photo Contest Reception	0 events	0 attended	0 events	0 attended
IT Program Attendance				
Staff-led:	5 events	46 attended	0 events	0 attended
Teen Program Attendence				
Staff-led:	0 events	0 attended	1 event	4 attended
Youth Program Attendance				
Staff-led:	22 events	871 attended	8 events	316 attended
Speaker-led:	1 event	2 attended	1 event	312 attended
Tours/visits on-site:	0 events	0 attended	0 events	0 attended
Tours/visits off-site:	12 events	420 attended	21 events	803 attended
TOTAL:	72 events	2,157 attended	54 events	2188 attended
Volunteers (total for the month)	9 people	83 hours	8 people	39 hours
Shop volunteers	9 people	83 hours	8 people	39 hours
Court appointed volunteers	0 people	0 hours	0 people	0 hours
Student volunteers	0 people	0 hours	0 people	0 hours
Department volunteers	0 people	0 hours	0 people	0 hours
Patron Remarks				
Patron comments:	9		4	
Ask BTPL:	10		10	
DISPLAYS				
Lobby	*no display - renovation in progress*			
Local History	*N/A*			

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
FIVE YEAR CIRCULATION

10/13/2026

	2022/2023	2023/2024	2024/2025	2025/2026	2026-2027
APRIL	48,665	50,983	53,132	53,186	49,265
MAY	47,140	48,921	50,366	51,514	50,052
JUNE	49,706	52,369	53,502	53,237	51,755
JULY	57,694	57,272	60,069	59,957	57,853
AUGUST	55,485	55,983	58,270	56,814	57,538
SEPTEMBER	48,792	51,492	52,429	52,181	44,047
OCTOBER	50,032	52,652	50,768	53,313	
NOVEMBER	48,595	53,264	51,426	52,116	
DECEMBER	48,737	52,182	53,072	51,290	
JANUARY	53,373	55,573	54,590	53,933	
FEBRUARY	50,469	52,401	50,701	49,590	
MARCH	56,705	56,512	57,086	55,603	
TOTAL	615,393	639,604	645,411	642,734	310,510



Bloomfield Township Public Library
Quarterly Database Statistical Report
Fiscal Year 2026-2027

Adult & Teen Services	Apr-26	May-26	Jun-26	Jul-26	Aug-26	Sep-26	Oct-26	Nov-26	Dec-26	Jan-27	Feb-27	Mar-27	Year-End Totals
Ancestry													
Total Unique Searches	475	123	170	411	326	279							1,784
Number of Records Viewed	678	90	371	430	627	514							2,710
MorningStar													
Total Searches	45	67	72	59	69	36							348
Records Viewed	242	252	291	212	216	150							1,363
Total Sessions	72	106	117	101	114	100							610
PressReader													
Unique Users	86	71	74	65	83	72							451
Total Sessions	669	536	445	587	751	619							3,607
Article Opens	19,302	15,010	11,949	13,063	14,509	14,586							88,419
Reference Solutions													
Logins	30	29	20	12	19	19							129
Number of Searches	120	125	62	67	93	50							517
Total Records in Search Results	6,554	34,436	2,965	3,920	7,548	3,147							58,570
ValueLine Research Center													
Total Sessions	476	452	469	549	510	603							3,059
Page Views	3,273	3,094	2,875	3,602	3,281	3,792							19,917

All Ages	Apr-26	May-26	Jun-26	Jul-26	Aug-26	Sep-26	Oct-26	Nov-26	Dec-26	Jan-27	Feb-27	Mar-27	Year-End Totals
hoopla													
Unique Users	1,015	1,050	1,039	1,097	1,140	1,085							6,426
Total Checkouts	4,261	4,439	4,520	4,640	4,921	4,500							27,281
Kanopy													
Total Plays	702	878	930	962	891	1,307							5,670
Total Minutes Played	23,498	29,014	31,427	30,215	28,802	38,065							181,021
Libby													
Total Checkouts	8,328	8,841	8,855	9,309	9,026	7,435							51,794
Unique Users	2,296	2,263	2,336	2,348	2,361	2,253							13,857

Youth Services	Apr-26	May-26	Jun-26	Jul-26	Aug-26	Sep-26	Oct-26	Nov-26	Dec-26	Jan-27	Feb-27	Mar-27	Year-End Totals
BookFLIX													
Sessions	0	5	22	3	6	7							43
Documents Viewed	0	10	88	9	11	18							136
TumbleBooks													
Book Views	1	13	5	1	4	0							24
Scholastic Teachables													
Sessions	6	6	2	3	6	3							26
Documents Viewed	25	25	22	6	31	10							119

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

hoopla Circulation by Format

	Apr-26	May-26	Jun-26	Jul-26	Aug-26	Sep-26	Oct-26	Nov-26	Dec-26	Jan-27	Feb-27	May-27	Year-End Totals
Audiobook	2,552	2,573	2,574	2,701	2,875	2,642							15,917
BingePass	30	40	31	38	44	40							223
Comics	163	203	234	219	203	159							1,181
Ebook	982	1,001	1,026	1,038	1,094	981							6,122
Movie	179	157	181	191	233	178							1,119
Music	96	110	91	116	114	124							651
Television	128	202	233	167	192	157							1,079
Total	**4,130**	**4,286**	**4,370**	**4,470**	**4,755**	**4,281**	**0**	**0**	**0**	**0**	**0**	**0**	**26,292**

Kanopy
Top Five Circulating Titles

First Quarter

	Title	Type & Studio
Apr-26		
	Pride and Prejudice	TV - BBC Studios
	Royal History's Myths and Secrets	TV - BBC Studios
	Life	TV - BBC Studios
	A Boy's Puberty Video	TV - CoulterWorks
	A Room With a View	Movie - The Criterion Collection
May-26		
	Self-Control Successes and Failures	TV - The Great Courses
	Wayne	Movie - Fifth Season
	The Forsyte Saga	TV - PBS
	Trom	TV - MHz Networks
	Life	TV - BBC Studios
Jun-26		
	Pride and Prejudice	TV - BBC Studios
	Trom	TV - MHz Networks
	Transcendence	TV - Food Matters Int'l
	The Woman in White	TV - PBS
	Sisi	TV - Beta Film

Second Quarter

	Title	Type & Studio
Jul-26		
	Go Jetters	TV - BBC Studios
	Father Brown	TV - BBC Studios
	Asian Stories	Movie - USC Cinematic Arts
	Outrageous	Movie - BBC Studios
	Rosie's Rules	TV - PBS
Aug-26		
	Bordertown	TV - MHz Networks
	Outrageous	Movie - BBC Studios
	Go Jetters	TV - BBC Studios
	Stella	TV - BBC Studios
	Stash Short Film Festival	Movie - Stash Media
Sep-26		
	Masha and the Bear	TV - Filmhub, Inc.
	Spin City	TV - Paramount Pictures
	Happy Valley	TV - BBC Studios
	Doctor Who	TV - BBC Studios
	Shakespeare and Hathaway	TV - BBC Studios

Third Quarter

	Title	Type & Studio
Oct-26		
Nov-26		
Dec-26		

Fourth Quarter

	Title	Type & Studio
Jan-27		
Feb-27		
Mar-27		

Libby

Quarter One

	Apr-26		May-26		Jun-26	
	Titles	Copies	Titles	Copies	Titles	Copies
Ebook	37,497	106,624	37,676	107,600	37,725	106,788
Audiobook	22,451	48,635	22,732	49,071	22,860	49,491
Magazine	6,610	6,610	6,652	6,652	6,691	6,691
Total	**66,558**	**161,869**	**67,060**	**163,323**	**67,276**	**162,970**

Top Holds at End of Quarter

1)	Theo of Golden by Allen Levi	audiobook
2)	The Correspondent by Virginia Evans	audiobook
3)	Yesteryear by Caro Claire Burke	ebook
4)	Yesteryear by Caro Claire Burke	audiobook
5)	The Correspondent by Virginia Evans	ebook

Quarter Two

	Jul-26		Aug-26		Sep-26	
	Titles	Copies	Titles	Copies	Titles	Copies
Ebook	37,954	110,290	38,049	110,330	38,299	109,446
Audiobook	23,044	50,678	23,279	51,158	23,507	51,608
Magazine	6,751	6,751	6,855	6,855	6,900	6,900
Total	**67,749**	**167,719**	**68,183**	**168,343**	**68,706**	**167,954**

Top Holds at End of Quarter

1)	Theo of Golden by Allen Levi	audiobook
2)	The Correspondent by Virginia Evans	audiobook
3)	Yesteryear by Caro Claire Burke	audiobook
4)	Mad Mabel by Sally Hepworth	audiobook
5)	Mad Mabel by Sally Hepworth	ebook

Quarter Three

	Oct-26		Nov-26		Dec-26	
	Titles	Copies	Titles	Copies	Titles	Copies
Ebook						
Audiobook						
Magazine						
Total						

Top Holds at End of Quarter

1)	
2)	
3)	
4)	
5)	

Quarter Four

	Jan-27		Feb-27		Mar-27	
	Titles	Copies	Titles	Copies	Titles	Copies
Ebook						
Audiobook						
Magazine						
Total						

Top Holds at End of Quarter

1)	
2)	
3)	
4)	
5)	

Press Reader
Top Circulating Periodicals

Apr-26
The New York Times
The Economist
USA Today
Jul-26
The New York Times
The Economist
Beat
Oct-26
Jan-27

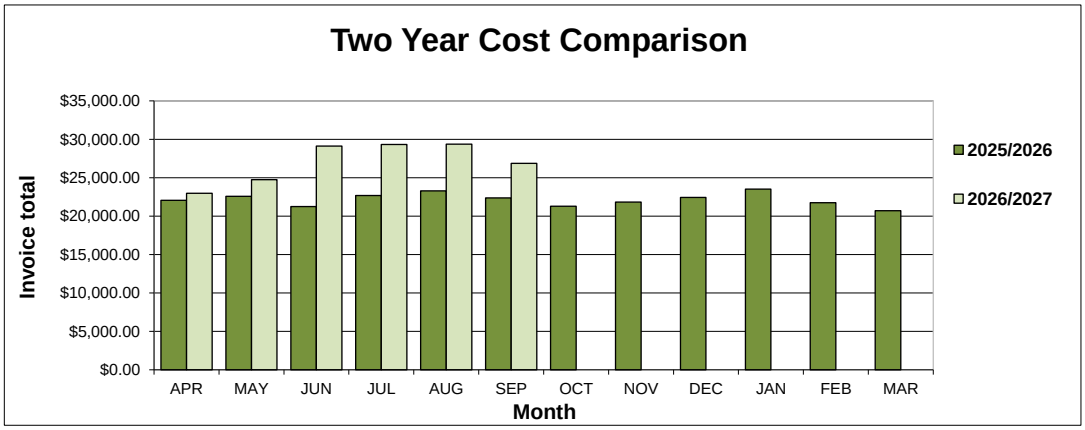
May-26
The New York Times
The Economist
Beat
Aug-26
The New York Times
The Economist
The Guardian
Nov-26
Feb-27

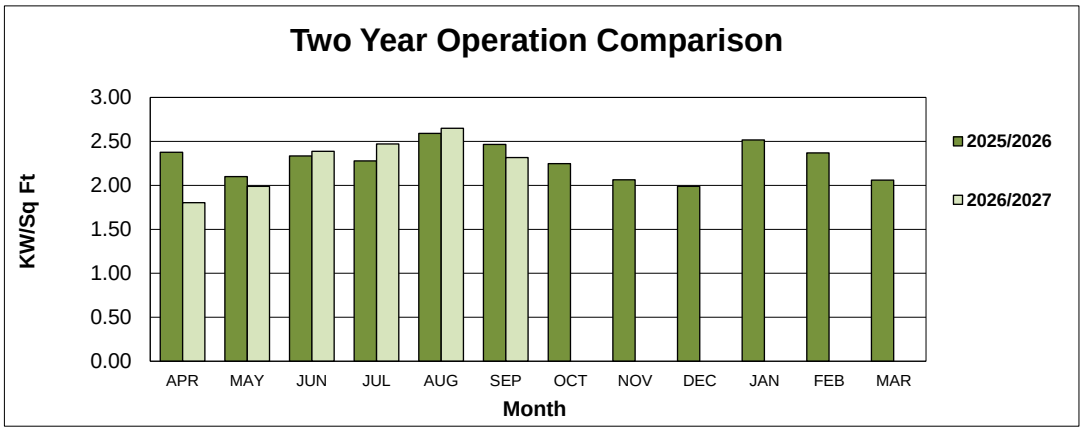
Jun-26
The New York Times
The Economist
Beat
Sep-26
The New York Times
The Economist
USA Today
Dec-26
Mar-27

Bloomfield Township Public Library
Electricity Analysis

Building Area = 101,023 Sq ft.

TWO YEAR COST COMPARISON				*CURRENT YEAR OPERATION*					
Month	2025/2026	2026/2027	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	$22,059.82	$22,973.77	$913.95	182,077	$0.13	252.88	1.80	$31.91	$0.23
MAY	$22,571.27	$24,737.84	$2,166.57	200,970	$0.12	270.12	1.99	$33.25	$0.24
JUN	$21,251.99	$29,113.65	$7,861.66	241,164	$0.12	334.95	2.39	$40.44	$0.29
JUL	$22,681.31	$29,322.10	$6,640.79	249,550	$0.12	335.42	2.47	$39.41	$0.29
AUG	$23,280.84	$29,361.83	$6,080.99	267,624	$0.11	359.71	2.65	$39.46	$0.29
SEP	$22,367.58	$26,863.56	$4,495.98	234,017	$0.11	325.02	2.32	$37.31	$0.27
OCT	$21,288.98		($21,288.98)		#DIV/0!	0.00	0.00	$0.00	$0.00
NOV	$21,828.90		($21,828.90)		#DIV/0!	0.00	0.00	$0.00	$0.00
DEC	$22,427.82		($22,427.82)		#DIV/0!	0.00	0.00	$0.00	$0.00
JAN	$23,525.09		($23,525.09)		#DIV/0!	0.00	0.00	$0.00	$0.00
FEB	$21,736.72		($21,736.72)		#DIV/0!	0.00	0.00	$0.00	$0.00
MAR	$20,698.00		($20,698.00)		#DIV/0!	0.00	0.00	$0.00	$0.00
			YTD Difference						
TOTAL	$265,718.32	$162,372.75	($103,345.57)						



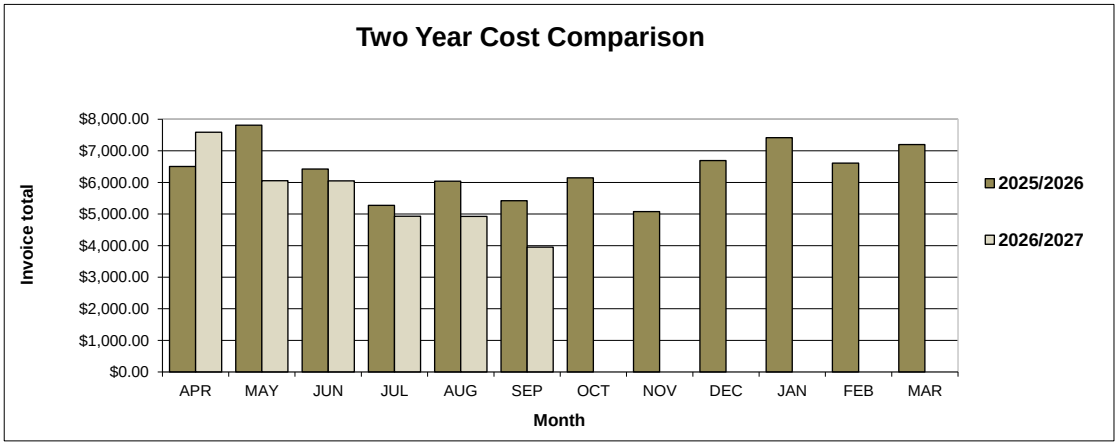


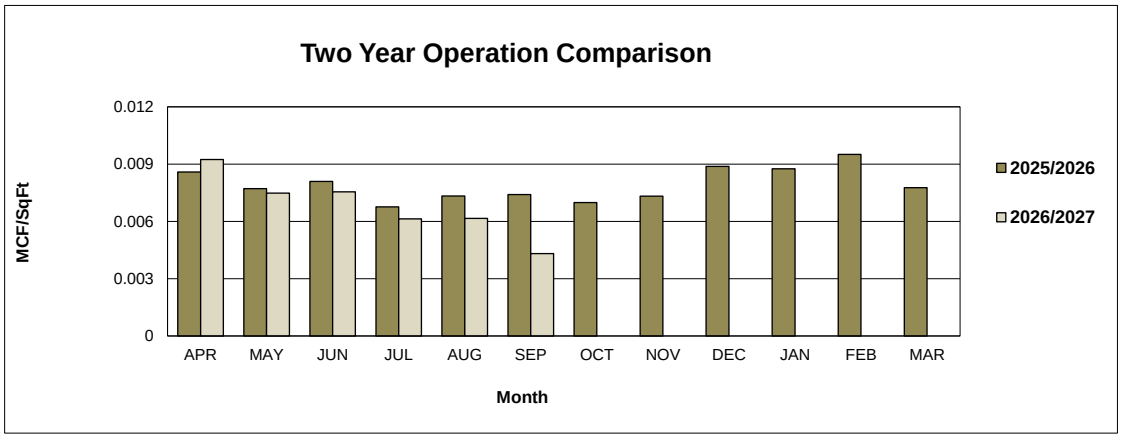
Bloomfield Township Public Library
Natural Gas Analysis

Building Area = 101,023

1 Cu. Ft. = 1000 BTU

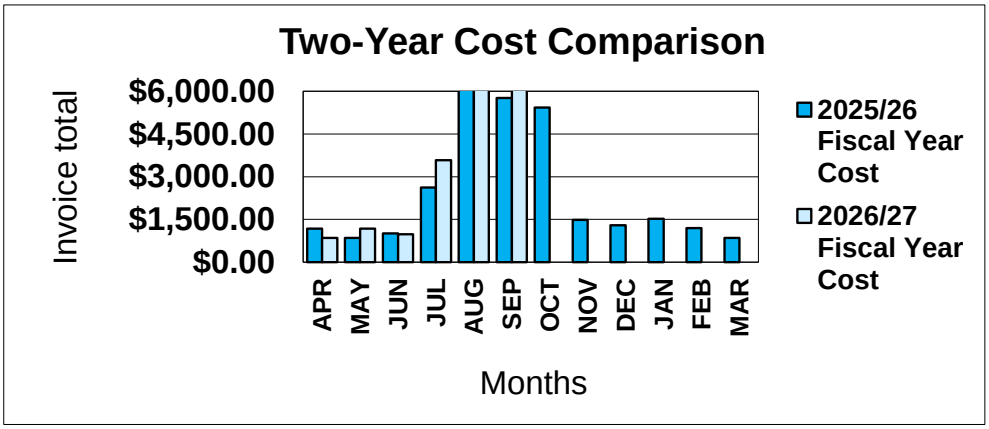
TWO YEAR COST COMPARISON				*OPERATION*						
Month	2025/2026	2026/2027	Difference	MCF	COST/MCF	HOURS (24 x no.days per month)	MCF/HR	MCF/SqFt	$/HR	$/SqFt
APR	$6,503.42	$7,588.67	$1,085.25	933.7	$8.13	720	1.30	0.009	10.54	0.074
MAY	$7,809.82	$6,053.86	($1,755.96)	755.9	$8.01	744	1.02	0.007	8.14	0.059
JUN	$6,424.13	$6,051.02	($373.11)	762.4	$7.94	720	1.06	0.008	8.40	0.059
JUL	$5,274.37	$4,930.20	($344.17)	619.7	$7.96	744	0.83	0.006	6.63	0.048
AUG	$6,038.86	$4,925.88	($1,112.98)	622.3	$7.92	744	0.84	0.006	6.62	0.048
SEP	$5,419.85	$3,951.81	($1,468.04)	435.8	$9.07	720	0.61	0.004	5.49	0.039
OCT	$6,144.07		($6,144.07)		#DIV/0!	744	0.00	0.000	0.00	0.000
NOV	$5,078.67		($5,078.67)		#DIV/0!	720	0.00	0.000	0.00	0.000
DEC	$6,694.28		($6,694.28)		#DIV/0!	744	0.00	0.000	0.00	0.000
JAN	$7,417.11		($7,417.11)		#DIV/0!	744	0.00	0.000	0.00	0.000
FEB	$6,609.10		($6,609.10)		#DIV/0!	696	0.00	0.000	0.00	0.000
MAR	$7,199.55		($7,199.55)		#DIV/0!	744	0.00	0.000	0.00	0.000
			YTD Difference							
TOTAL	$76,613.23	$33,501.44	($43,111.79)							

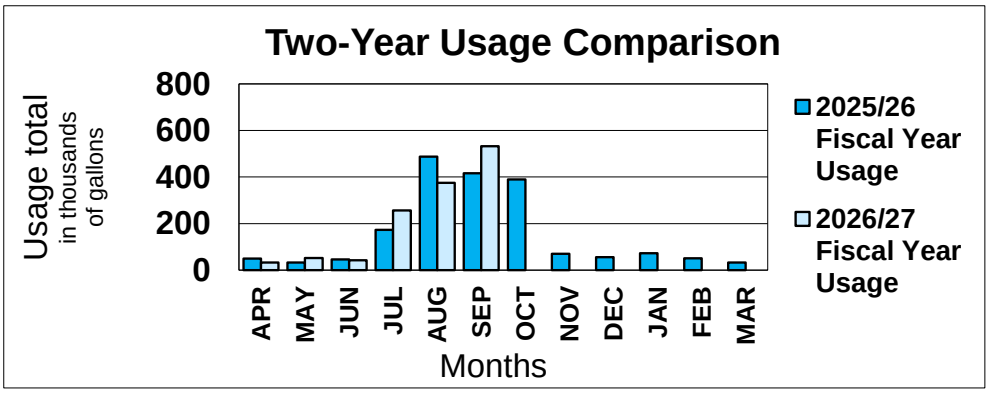




Bloomfield Township Public Library
Water Analysis

Month	2025/26 Fiscal Year Cost	2026/27 Fiscal Year Cost	Difference	2025/26 Fiscal Year Usage	2026/27 Fiscal Year Usage	Difference
APR	$1,177.32	$849.22	($328.10)	50	33	(17)
MAY	$849.22	$1,182.02	$332.80	33	52	19
JUN	$1,013.32	$976.43	($36.89)	46	43	(3)
JUL	$2,621.22	$3,577.94	$956.72	173	256	83
AUG	$6,704.32	$6,264.91	($439.41)	488	375	(113)
SEP	$5,761.12	$7,259.06	$1,497.94	416	532	116
OCT	$5,426.02		($5,426.02)	389		(389)
NOV	$1,488.92		($1,488.92)	70		(70)
DEC	$1,293.12		($1,293.12)	56		(56)
JAN	$1,524.72		($1,524.72)	73		(73)
FEB	$1,196.62		($1,196.62)	51		(51)
MAR	$849.22		($849.22)	33		(33)
			YTD Difference			YTD Difference
TOTAL	$29,905.14	$20,109.58	($9,795.56)	1,878	1,291	(587)





9d

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

The meeting of the Bloomfield Township Public Library Board of Trustees Building and Grounds Committee was held at 9:00 a.m. on Thursday, October 8, 2026.

Trustees Present: Dani Gillman (via Teams), Joan Luksik (via Teams), Joy Murray (via Teams), and Shane Spradlin (via Teams)

Trustees Absent: Keith Carduner and Judy Lindstrom

Administration: Tera Moon, Library Director; Katherine Dupuis, Assistant Director

Guests: Tom Corliss, Facility Services Department Head

Director Tera Moon started the meeting at 9:01 a.m.

OLD BUSINESS

Library Renovation Project Updates
Everything is on track. Contractors are currently working on the MEP (mechanical, electrical, and plumbing) rough-in, as well as the new interior partitions for the spaces being built. Demolition is wrapping up, including cutting through cinderblock for the new corridor connecting Youth and Teen Services and cutting through brick for the new side of the fireplace.

Trustee Murray inquired about the impact of construction on staff. The noise has been bothersome but generally ends in the early afternoon. Trustee Gillman has been thinking about ways the Board of Trustees can support staff during the renovation. The group discussed several ideas for showing support. Director Moon will check on upcoming plans with SOC at its regular meeting next Friday and report back to the Board.

The building permit was approved last week. There had been a concern about floor adhesive containing asbestos, but it was tested and found to be negative. A dumpster is currently located in the front of the parking lot, but it will be moved before early voting begins on October 24.

We have begun discussing the logistics of wrapping up Phase 1 and moving into Phase 2. We anticipate another two-week closure to move the shelving back, install furniture, and move the temporary walls. We also need to consider library operations during Phase 2.

Library Design Associates provided a quote for the new shelving needed for Adult and Teen Services, totaling approximately $347,000. There had been a placeholder of $200,000 in the budget, so the quote is significantly higher, but it is an accurate estimate of what is needed. The shelving is a different brand from what we currently have in this area, but it will complement the existing shelving. The quote does not include the display shelving that is also needed.

We have hired Jenna Walker of Reed Walker Design Collective to assist with communications. She is working on a series of posters showcasing the new spaces being renovated in Phase 1, which will be released over the next week or two. She is also assisting with planning milestone celebrations as each phase of the renovation is completed and developing a plan for staff to help name the new spaces.

Review next steps for landscaping and HVAC projects
Director Moon thanked the Board for their direction on the north-end landscaping. She, Assistant Director Katherine Dupuis, and Facility Services Department Head Tom Corliss are working on an RFP for the hardscaping, which is expected to be released in December, with a recommendation brought to the Board at its March meeting.

Regarding the HVAC, the boilers and chiller need to be replaced. Power outages and glitches are causing them to go offline, and they are at the end of their useful life. Director Moon has talked with McCarthy & Smith about serving as construction manager to assist with writing the RFP and managing the project, given the size and technical nature of the process. They have the capacity to assist and are planning to talk soon. Trustee Luksik inquired about the timeline, and the hope is to move forward next year. Trustee Murray pointed out that this will be a significant cost, but the current cost of maintaining the equipment is also high, as well as disruptive.

The parking lot project is being pushed to the 2028–2029 or 2029–2030 fiscal year. We will need significant time to plan the project, work with a civil engineer, and determine how to manage library operations during the work. President Spradlin pointed out that there is a pothole in the parking lot that someone could easily injure themselves on if they stepped in it. Department Head Tom Corliss said they purchased supplies last week to fill some potholes.

NEW BUSINESS

None

Director Tera Moon adjourned the meeting at 9:25 a.m.

Next meeting: Thursday, December 10, 2026, at 9:00 a.m. in the Board Room.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM

TO: **Trustees**

FROM: **Tera Moon, Library Director**

DATE: **October 14, 2026**

SUBJECT: **Staffing Assessment 2026**

I'm pleased to present the staffing assessment as conducted by MGT. Katy Yee has been the lead consultant on the study. She oversaw the collection of internal and external data, performed the data analysis, and had many discussions with Assistant Director Katherine Dupuis and me. Katy presented the study to the library management team on Wednesday, October 14. Katy will present the study to you and answer any questions you have. Katy will join us from Illinois via Teams.



Draft Report

SEPTEMBER 2026

Operational Staffing Study

Bloomfield Township Public Library, MI

Submitted by:

KATY YEE

PROJECT MANAGER

4320 WEST KENNEDY BLVD, SUITE 200

TAMPA, FLORIDA 33609

KYEE@MGT.US

TABLE OF CONTENTS

BACKGROUND 1

Executive Summary 1

EXTERNAL PEER SURVEY 3

Comparable Libraries Methodology 3

Survey Development 4

Comparable Library Survey Key Findings 5

INTERNAL ALL STAFF AND LEADERSHIP SURVEYS 7

Survey Development 7

Internal Survey Key Findings 7

RECOMMENDATIONS 8

Next Steps 9

Appreciation 9

BACKGROUND

The Bloomfield Township Public Library engaged MGT to assess how its current staffing structure supports operational objectives and where staffing challenges may affect service delivery. The study is intended to identify options that help ensure the Library is appropriately staffed to meet operational needs and strategic goals while assigning human resources efficiently and effectively.

MGT leveraged a variety of internal and external sources to collect quantitative and qualitative data, identify staffing trends, determine areas for potential review, and develop recommendations.

Executive Summary

The Operational Staffing Study included several phases, each designed to gather information, analyze staffing-related data, and develop recommendations for Library Administration's consideration. The phases are summarized below.

Project Initiation and Data Collection:

During the project initiation phase, Library Administration and MGT met to confirm the study timeline, review the process, and align on the overall objectives.

Staffing Snapshot and Peer Comparison:

During this phase, MGT and the Bloomfield Township Public Library developed and distributed external and internal surveys to gather comparative staffing data and employee perspectives.

The following surveys were prepared and distributed accordingly with the support of Library Administration:

External Peer Survey

The external peer survey was designed to collect comparative data on staffing levels and related operational metrics from comparable libraries. This information helped inform recommendations and provided insight into the staffing challenges, effective practices, and operational successes experienced by peer libraries.

Internal All-Staff Survey and Internal Leadership Survey:

Both internal surveys were designed to gather feedback from frontline staff and managers about staffing levels and scheduling at the Bloomfield Township Public Library. The surveys were followed by a series of select employee interviews to better understand the comments and themes shared in the survey responses.

Operational Metrics and Data:

The data from the external and internal surveys was compiled and analyzed to identify commonalities, differences, trends and implications.

In addition to the external and internal data collected, the study also applied data from the Detroit Suburban Librarians Roundtable (DSLRT). The DSLRT conducts an annual survey specific to Michigan libraries. The most recent data from this survey was released in December of 2025. Therefore, the data from the DSLRT survey was also used to supplement and enhance the analysis for this study.

Document Findings and Submit Final Report:

The combined information and analysis were shared with Library Administration at several phases throughout the process and potential staffing related adjustments and options were discussed.

The results and corresponding recommendations are intended to support workforce planning decisions, inform leadership discussions, and help prioritize near-term and long-term staffing adjustments.

EXTERNAL PEER SURVEY

The external peer survey was conducted to gather staffing data and information from comparable libraries within Michigan as well as other states.

Comparable Libraries Methodology

The first step in the survey process was to identify a set of comparable libraries to request data from. To determine which libraries were most comparable to Bloomfield Township Public Library, the Institute of Museum and Library Services (IMLS.gov) library database was referenced. Using the "Find Peers" tool and the comparability categories listed below, four (4) libraries were deemed a 100% match with Bloomfield Township Public Library, and an additional five (5) libraries were deemed an 83% match with Bloomfield Township Public Library.

- Administrative Structure: Single
- Revenue: $5M or More
- Legal Structure: Municipal Government
- Locale: Suburban
- Full-Time Equivalent Staff: 50 to 99.99

The nine (9) IMLS matched libraries include:

Addison Public Library, IL
Baldwin Public Library, MI
Cerritos Public Library, CA
Elmhurst Public Library, IL
Glen Ellyn Public Library, IL
Glenview Public Library, IL
Highland Park Public Library, IL
Lake Oswego Public Library, OR
Northbrook Public Library, IL

Furthermore, libraries which had been used as comparables in the past for market salary surveys were also included in this survey request.

Canton Public Library, MI
Clinton-Macomb Public Library, MI
Farmington Public Library, MI
Grosse Point Public Library, MI
Novi Public Library, MI
Plymouth Public Library, MI
Rochester Hills Park Public Library, MI
Southfield Public Library, MI
Troy Public Library, MI
West Bloomfield Township Public Library, MI

The libraries that are **bolded above responded to the staffing survey*

Survey Development

Library Administration and MGT developed the peer survey for distribution. The following Sections were included in the survey with the goal of collecting operational metrics and staffing data which would provide a broad overview of each library's operations.

Section One: Library Usage and Demand:

The questions in this section of the survey were intended to collect patron-related metrics from each library.

Section Two: Collection and Technical Services

This section of the survey focused on collecting most recent data pertaining to the collection and technical services provided by each survey participant.

Section Three: Community Demographics

In this section, participants provided general community demographics as well as any community trends impacting service delivery.

Section Four: Hours of Operation and Staffing Coverage

This section included questions regarding number of staff scheduled for various shifts and as well as hours of operation throughout the year and types of positions within each library department.

Section Five: Facility Size and Layout

This section helped to identify whether a library operated on multiple floors or with multiple facilities.

Section Six: Staff Workload and Performance Metrics

This final section requested staffing-related metrics that the peer library may be using to support staffing decisions.

Appendix A contains the specific questions included on the external survey and summarizes the responses from the survey participants.

Comparable Library Survey Key Findings

As noted above, a total of fourteen (14) peer libraries participated in the staffing survey.

Hours of Operation and Staffing Coverage

One of the questions in this section of the survey requested the total hours that the reporting library is open to the public. Overall, the hours of operation for all libraries were consistent. The average total hours open per week, as reported by the fourteen (14) participants, was 68.4. Bloomfield Township Public Library is 68.5 hours per week.

Three (3) of the fourteen (14) libraries indicated that they have reduced Sunday schedules during the summer versus the school year.

As a next step, the data collected through the survey, was matched with data from the Detroit Suburban Librarians Roundtable (DSLRT) and several staffing-to-service ratios were calculated.

The calculated ratios indicate that Bloomfield Township Library leads the peer libraries in some of the values. For example, the ratio of full-time employees to service population, and the ratio of full-time employees to circulation were calculated. For both of these metrics, Bloomfield Township Public Library came out higher than average.

However, for the ratio of full-time MLS to operating hours, Bloomfield Township Public Library is lower than average. In addition, the overall average of MLS staff, as reported through DSLRT, is (20.92) and Bloomfield Township Public Library operates with eighteen (18) MLS staff. These two metrics suggest that the Library may consider evaluating the need for additional MLS staff coverage.

An additional staffing item to note is that ten (10) of the fourteen (14) respondents indicated that they have at least one (1) dedicated marketing position within the library. Bloomfield Township Library does not currently have a designated marketing position; but, as noted in the Internal Survey section of this report, the addition of a marketing position was mentioned as a potential need.

Library Usage and Demand

Two questions from this section of the survey are highlighted below: annual foot traffic and reference inquiries.

The average level of annual foot traffic, as reported, is 340,214, and Bloomfield Township Public Library reports an average annual foot traffic of 245,738.

The average total annual reference inquiries, as reported, are 65,479 and Bloomfield Township Public Library reports total annual reference inquiries of 65,416.

These metrics seem to show that while Bloomfield Township Public Library's foot traffic may be lower than the average, the number of patron interactions requiring more in-depth research are on the same level as the comparable peers.

Facility Size and Layout

Bloomfield Township Public Library is the third largest library in square footage out of the fourteen (14) respondents, at 102,000 square feet. Clinton-Macomb Public Library has 131,000 square feet, but that is spread over three (3) facilities, and Southfield Public Library reports 124,000 square feet at one (1) facility spread over three (3) floors.

The size of Bloomfield Township Library supports the Library's philosophy of ensuring staff coverage at all patron service desks during all operating hours.

INTERNAL ALL STAFF AND LEADERSHIP SURVEYS

Survey Development

Library Administration and MGT developed two internal surveys for distribution. Both surveys were designed to gather employee and management perspectives on staffing within their work units. The surveys also provided participants with an opportunity to suggest process or staffing improvements that could support greater operational efficiency.

Fifty-nine (59) employees across all departments participated in the All-Staff Survey and eight (8) members of the leadership team participated in the leadership survey, representing a 53.6% participation rate. Furthermore, additional information was collected from managers and employees during targeted follow up interviews.

Appendix B includes a copy of the questions which were distributed for both internal surveys.

Internal Survey Key Findings

The internal surveys and follow-up interviews highlighted Bloomfield Township Public Library's high standard of customer service and identified several recurring themes, including:

- **Part-time staffing:** Employees indicated that part-time staff may feel challenged to complete assigned responsibilities within limited work schedules. Several employees expressed interest in increasing the number of full-time positions at the Library.

- **Marketing responsibilities:** Employees noted that the Library could benefit from a designated marketing position to promote greater consistency in messaging, timing, branding, and format. Marketing responsibilities are currently distributed among multiple employees, which may contribute to inconsistent processes and increased workloads. As mentioned in the previous section, ten (10) of the fourteen (14) peer libraries reported having a designated marketing and/or communications position as part of their staffing model.

- **Evening and weekend coverage**: Evening and weekend scheduling was identified as a significant staffing challenge and often requires flexibility from the leadership team to provide coverage as needed.

- **Library Assistant classifications:** Employees indicated that the distinction between the duties of the Library Assistant I and Library Assistant II positions has become less pronounced over time, with the roles appearing increasingly similar in their responsibilities.

RECOMMENDATIONS

The external and internal surveys provided data to support otherwise anecdotal staffing perceptions. Below is a summary of the recommendations that have been reviewed and discussed with the Library Administration.

Staffing:

This study identified several staffing considerations that warrant further discussion to determine their feasibility. These include:

- **Evaluate opportunities to increase full-time Librarian staffing.** Assess the feasibility and potential benefits of increasing the number of full-time Librarian positions to support service delivery, scheduling needs, and operational continuity.

- **Establish a dedicated marketing position.** A designated marketing role could streamline marketing activities and promote a more consistent approach to branding, communications, and messaging across all Library departments. In addition, a marketing support position would alleviate Librarians of marketing tasks and allow them more time to dedicate to patron services.

- **Review the Library Assistant I and Library Assistant II positions.** Transitioning these positions into a single role could create opportunities for cross-training, improve scheduling flexibility, and provide greater clarity regarding responsibilities. Cross-training and scheduling opportunities may also be evaluated for the Page position.

- **Evaluate the role of the Monitor.** Consider expanding and further integrating the Monitor position as a support role that can assist with operational needs across the Library.

Scheduling:

Weekend and evening scheduling was identified as a consistent concern among employees. The Library may wish to establish uniform expectations and guidelines for weekend coverage, including contingency plans to ensure adequate staffing and maintain customer service priorities.

Future Data Collection:

Turnover, specifically among part-time positions, was mentioned throughout the study. MGT recommends that the Library establish an Exit Interview process to collect confidential information related to turnover. Data collected through an exit interview process can support future recruitment and retention efforts.

Next Steps

Recognizing that staffing changes often require additional financial resources, the Library may wish to prioritize the recommendations and develop a phased approach to implementation. MGT is available to assist the Library in developing an implementation plan that reflects its priorities, available resources, and operational needs.

Appreciation

MGT has appreciated the opportunity to once again work with the Bloomfield Township Public Library and support their human resources systems and processes.

APPENDIX A

Library Usage and Demand							Library Usage and Demand	
Comparable Library	Annual Door Count/Foot Traffic	Total Annual Circulation	Totals for: Physical Item Checkout	Totals for: Digital Item Checkout	Totals for: Renewals	Totals for: Holds Placed	How does your library track information inquires?	How many reference, information, or patron assistance inquiries during the most recent year?
BTPL, MI	**245,738**	**642,734**	**449,799**	**192,935**			**Biannual week-long survey (once in spring, once in fall) - extrapolated for an annual estimated figure**	**65,416**
Baldwin Public Library	246,859	605,105	411,244	193,861			Once per year for one week, then extrapolated to one year	39,572
Canton Public Library	357,975	1,361,160	976,559	384,601	472,829	73,335	Counted	47,339
Clinton-Macomb Public Library	436,310	1,581,942	671,981	298,699	568,726		Not tracked	n/a
Grosse Point Public Library	268,758	755,114	330,383	345,008			Manually - tally marks at the desk	60,797
Novi Public Library	374,825	844,079	668,556	175,523	287,808	91,897	Count once a year for two weeks & then estimate for entire year	82,158
Plymouth Public Library	183,560	774,104	n/a	n/a			Through a digital widget	41,624
Rochester Library	449,284	1,633,930	495,923	428,192	570,326	115,098	Do not track	n/a
Southfield, MI	67,337	354,372	270,301	78,021			Clickers at desk and tracking online requests.	42,382
Troy Public Library	352,891	1,049,177	789,014	260,163		79,219	Estimate	62,707
West Bloomfield Public Library	726,363	1,192,715	290,773	236,846	665,096	58,076	Logging each inquiry	232,825
Addison, IL	144,964	224,157	183,304	40,853			Yes	7,791
Elmhurst, IL	497,624	1,128,678	795,004	333,674			yes	54,685
Glenview, IL	337,100	1,093,102	536,161	214,521	343,041	103,760	Gimlet Software at all public service desks	92,959
Northbrook, IL	319,148	968,274	720,303	247,971			Twice a year tally	20,904

Library Usage and Demand							
Comparable Library	Totals for: Adult # of Programs	Totals for: Adult # Participants	Totals for: Teen # of Programs	Totals for: Teen # of Participants	Totals for: Children's # of Programs	Totals for: Children's # of Participants	TOTAL # of Participants
BTPL, MI	**319**	**6,689**	**8**	**23**	**374**	**10,482**	**17,576**
Baldwin Public Library	301	17,285	101	2,761	779	24,456	**45,382**
Canton Public Library	210	2,206	12	58	237	7,601	**10,114**
Clinton-Macomb Public Library	563	11,735	352	7,282	840	39,706	**59,915**
Grosse Point Public Library	198	3,623	41	437	341	15,540	**19,982**
Novi Public Library	238	4,225	232	9,212	303	12,933	**26,905**
Plymouth Public Library	984	18,950	n/a	n/a	n/a	n/a	**18,950**
Rochester Library	505	9,502	64	323	433	17,170	**27,492**
Southfield, MI	222	5,374	43		2,311	1,500	**9,228**
Troy Public Library	359	6,503	123	2,963	466	12,544	**22,599**
West Bloomfield Public Library	591	15,336	90	2,503	502	30,259	**48,690**
Addison, IL	607	8,593	302	4,692	316	9,276	
Elmhurst, IL	2,203	71,224	n/a	n/a	n/a	n/a	
Glenview, IL	646	17,898	70	1,707	644	41,594	
Northbrook, IL	603	15,035	34	1,521	382	12,314	

Collection and Technical Services			
Comparable Library	Total Materials Budget	Approx. # new physical items added to the collection during the most recent year?	Approximately how many items were withdrawn or weeded during the most recently completed year?
BTPL, MI	**640,091**	**16,192**	**6,385**
Baldwin Public Library	987,000	17,332	25,085
Canton Public Library	1,143,610	22,247	N/A not currently available
Clinton-Macomb Public Library	1,373,000	82,600	33,800
Grosse Point Public Library	866,000	13,153	14,776
Novi Public Library	256,400	19,335	17,357
Plymouth Public Library	240,000	25,051	44,439
Rochester Library	1,451,800	24,000 (approximately)	17,000 (approximately)
Southfield, MI	585,319	18,267	N/A
Troy Public Library	800,000	18,957	
West Bloomfield Public Library	1,488,225		
Addison, IL	686,000		
Elmhurst, IL	900,000		
Glenview, IL	876,833	20,141	42,233 (weeding heavily in preparation for interior renovation projects)
Northbrook, IL	970,498	30,163	31,345

	Community Demographics		
Comparable Library	% of service population under age 18?	% of service population age 65 or older?	Major community trends affecting library demand? (Such as: Population Growth, Housing Changes; School Enrollment Changes; Increased Demand for Services)
BTPL, MI	**23%**	**25%**	
Baldwin Public Library			Economic downturn has meant an increase in library usage
Canton Public Library	23%	16%	No major community trends at this time
Clinton-Macomb Public Library	20%	17%	Significant new home construction in Macomb Township
Grosse Point Public Library	23%	21%	Increased demand for social services
Novi Public Library	15%	17%	
Plymouth Public Library			Housing affordability and increased social service needs
Rochester Library	22%	27%	Property values are increasing which suggests movement into our community (not out).
Southfield, MI	Approximately 11.5%	Approximately 21.5%	All of the above
Troy Public Library	21%	16%	More families moving in for good schools
West Bloomfield Public Library	20%	24%	Achool enrollment is decreasing (40% of students are school of choice); aging community; increased interest and usage in eBooks
Addison, IL	20%	17%	Yes
Elmhurst, IL	Not sure	Not sure	No
Glenview, IL	24%	26%	1. Aging pop. w. incr. demand for senior svcs./progs. 2. Rapid growth of ebook & audio 3. Ongoing demand for hybrid progs. after Covid svc. changes. 4. Incr. usage for remote work. 5. Parents who work from home & drop off children/nannies most of day
Northbrook, IL	22%	27%	Increase in immigrant population and seniors has impacted collection and programming needs

	Hours of Operation and Staffing Coverage							
Comparable Library	Hours per week open to the public	Su	M	T	W	Th	F	Sa
BTPL, MI	**68.5**	**12:00 - 5:30 pm**	**9:30 am - 9:00 pm**	**9:30 am - 9:00 pm**	**9:30 am - 9:00 pm**	**9:30 am - 9:00 pm**	**9:30 am - 6:30 pm**	**9:30 am - 5:30 pm**
Baldwin Public Library	67	12:00 - 5:00 pm	9:30 am - 9:00 pm	9:30 am - 9:00 pm	9:30 am - 9:00 pm	9:30 am - 9:00 pm	9:30 am - 5:30 pm	9:30 am - 5:30 pm
Canton Public Library	72	12:00 - 6:00 pm	9:00 am - 9:00 pm	9:00 am - 9:00 pm	9:00 am - 9:00 pm	9:00 am - 9:00 pm	9:00 am - 6:00 pm	9:00 am - 6:00 pm
Clinton-Macomb Public Library	72	12:00 - 6:00 pm	9:00 am - 9:00 pm	9:00 am - 9:00 pm	9:00 am - 9:00 pm	9:00 am - 9:00 pm	9:00 am - 6:00 pm	9:00 am - 6:00 pm
Grosse Point Public Library	68	1 - 5:00 pm, school year, closed summer	9:00 am - 9:00 pm	9:00 am - 9:00 pm	9:00 am - 9:00 pm	9:00 am - 9:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm
Novi Public Library	66	12:00 - 6:00 pm	10:00 am - 9:00 pm	10:00 am - 9:00 pm	10:00 am - 9:00 pm	10:00 am - 9:00 pm	10:00 am - 6:00 pm	10:00 am - 6:00 pm
Plymouth Public Library	65	10:00 am- 5:00 pm	10:00 am - 9:00 pm	10:00 am - 9:00 pm	10:00 am - 9:00 pm	10:00 am - 9:00 pm	10:00 am- 5:00 pm	10:00 am- 5:00 pm
Rochester Library	71	1:00 - 6:00 pm	9:00 am - 9:00 pm	9:00 am - 9:00 pm	9:00 am - 9:00 pm	9:00 am - 9:00 pm	9:00 am - 6:00 pm	9:00 am - 6:00 pm
Southfield, MI	58	1:00 - 5:00 pm school year only	10:00 am - 8:00 pm	10:00 am - 8:00 pm	10:00 am - 8:00 pm	10:00 am - 8:00 pm	10:00 am- 5:00 pm	10:00 am- 5:00 pm
Troy Public Library	65	1:00 - 4:00 pm	9:30 am - 9:00 pm	9:30 am - 9:00 pm	9:30 am - 9:00 pm	9:30 am - 9:00 pm	9:30 am - 5:00 pm	9:30 am - 5:00 pm
West Bloomfield Public Library	72	12:00 - 6:00 pm school year or 12 - 5:00 pm	9:00 am - 9:00 pm	9:00 am - 9:00 pm	9:00 am - 9:00 pm	9:00 am - 9:00 pm	9:00 am - 6:00 pm	9:00 am - 6:00 pm
Addison, IL	68	1:00 - 5:00 pm	9:00 am - 9:00 pm	9:00 am - 9:00 pm	9:00 am - 9:00 pm	9:00 am - 9:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm
Elmhurst, IL	72	1:00 - 5:00 pm	9:00 am - 9:00 pm	9:00 am - 9:00 pm	9:00 am - 9:00 pm	9:00 am - 9:00 pm	9:00 am - 9:00 pm	9:00 am - 5:00 pm
Glenview, IL	72	1:00 - 5:00 pm	9:00 am - 9:00 pm	9:00 am - 9:00 pm	9:00 am - 9:00 pm	9:00 am - 9:00 pm	9:00 am - 9:00 pm	9:00 am - 5:00 pm
Northbrook, IL	69	1:00 - 5:00 pm	9:00 am - 9:00 pm	9:00 am - 9:00 pm	9:00 am - 9:00 pm	9:00 am - 9:00 pm	9:00 am - 6:00 pm	9:00 am - 5:00 pm

	Hours of Operation and Staffing Coverage			
Comparable Library	Staff scheduled: Opening	Staff scheduled: Midday or Peak:	Staff scheduled: Evening	Staff schduled: Weekend
BTPL, MI	**37**	**50**	**16**	**26**
Baldwin Public Library	34	45	15	24
Canton Public Library	35	45	16	25
Clinton-Macomb Public Library	n/a	n/a	n/a	n/a
Grosse Point Public Library	28	28	7	16
Novi Public Library	27	30	17	19
Plymouth Public Library	n/a	n/a	n/a	n/a
Rochester Library	18	40	15	35
Southfield, MI	14	14	14	14
Troy Public Library	50	30	20	20
West Bloomfield Public Library	n/a	n/a	n/a	n/a
Addison, IL	25	35	15	15
Elmhurst, IL	n/a	n/a	n/a	n/a
Glenview, IL	49	69	17	20
Northbrook, IL	50	43	15	30

Hours of Operation and Staffing Coverage				
Comparable Library	What staffing coverage do you consider the min. to operate safely & effectively?	Do you regularly schedule overlapping shifts to support breaks, programming, security, or peak service times? If yes, please describe.	Total FTE's currently budgeted?	Service Population
BTPL, MI	**Min of one person in each of seven depts to open, plus min one addt'l in Circ, Adult & Teen, and Youth.**	**Yes - each department typically has plenty of people to support breaks and programming. This is built into the schedule. The Circulation, Adult and Teen, and Youth desk always have at least two people, in order to avoid patrons having to wait. The IT and Welcome Desks will operate with only one person. We always have at least one Facility Services staff member (usually two) and one**	**54**	**44,235**
Baldwin Public Library	12 minimum	Yes	48.07	37,981
Canton Public Library		Yes; staffing overlap is used to support breaks/lunches, security, and peak service times.	59.00	98,659
Clinton-Macomb Public Library	Three for Main (lib., cust. care, plus one), Two for a branch (lib., cust. care)	Yes with reliance on substitute librarians	82.50	185,000
Grosse Point Public Library	6-7	Yes, all of the above	50.00	52,000
Novi Public Library	16-20, depending on the day	Yes. For our full time staff, morning shifts are typically from 8:30-5 and evening shifts are from 12:30-9 (these account for a 30-min unpaid lunch). Part time staff have widely varying schedules.	41.00	67,780
Plymouth Public Library	5	Yes, our FT staff only serve about half of their time on public desks. We also double-staff all of our desks at all times to ensure coverage in the event of call-offs	46.00	36,000
Rochester Library	6 staff members can open and run the building	Yes, two shifts per dept w. overlap in middle of afternoon (8:30 - 5:00pm or 12:30pm - 9:00pm). Lunch is anywhere betw. 11:00am - 2:00pm, if working evening, "dinner" is 4:00pm - 5:00pm.	56.49	110,000
Southfield, MI	13		31.75	80,500
Troy Public Library	30	Yes, multiple staff work in each department at any given time.	54.00	89,000
West Bloomfield Public Library		Yes	52.00	71,000
Addison, IL	12	Yes. We are across the street from junior high w. 1,000+ students. Schedules are arranged to concentrate the most staff after school when busiest. Summer hours may vary since no after school surge.	43.00	35,702
Elmhurst, IL	20-25	Yes, but I'm not sure exactly what the departments do.	38.00	45,000
Glenview, IL	17	See GLENVIEW SUPPLEMENT	77.00	48,705
Northbrook, IL	15	Yes. We have an 87000 square foot building with three floors and 6 service points. We have 115 staff. We always have a member of facilities present during open hours	73.00	35,222

51.5 w/o Clinton-Macomb #

	Hours of Operation & Staffing Coverage									
Comparable Library	FTE to Service Population	FTE to Hours Open	FTE to Circulation	FTE to Programing Visits	FTE to Visitors	MLS to Service Population	MLS to Hours Open	MLS to Circulation	MLS to Programing Visits	MLS to Visitors
BTPL, MI	1.22075	0.78832	0.84016	3.01760	2.19746	0.40692	0.26277	0.28005	1.00587	0.73249
Baldwin Public Library	1.26563	0.71746	0.79441	1.05225	1.94727	0.52316	0.29657	0.32837	0.43495	0.80491
Canton Public Library	0.59802	0.81944	0.43345	5.71484	1.64816	0.23961	0.32833	0.17368	2.28981	0.66038
Clinton-Macomb Public Library	0.44595	1.14583	0.52151	1.36413	1.89086	0.16216	0.41667	0.18964	0.49605	0.68758
Grosse Point Public Library	0.96154	0.73529	0.66215	2.47770	1.86041	0.39423	0.30147	0.27148	1.01586	0.76277
Novi Public Library	0.60490	0.62121	0.48574	1.51052	1.09384	0.19401	0.19924	0.15579	0.48447	0.35083
Plymouth Public Library	1.27778	0.70769	0.59424	2.30762	2.50599	0.47222	0.26154	0.21961	0.85281	0.92613
Rochester Library	0.51355	0.79563	0.34573	2.01772	1.25733	0.21055	0.32620	0.14174	0.82723	0.51549
Southfield, MI	0.39441	0.54741	0.89595	3.35979	4.71509	0.00000	0.00000	0.00000	0.00000	0.00000
Troy Public Library	0.60674	0.83077	0.51469	2.35212	1.53022	0.23596	0.32308	0.20016	0.91471	0.59508
West Bloomfield Public Library	0.73239	0.72222	0.43598	1.05517	0.71590	0.28169	0.27778	0.16768	0.40584	0.27534
	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!					
Addison, IL	1.20441	0.63235	1.91830	1.80779	2.96625					
Elmhurst, IL	0.84444	0.52778	0.33668	#VALUE!	0.76363					
Glenview, IL	1.58095	1.06944	0.70442	1.23084	2.28419					
Northbrook, IL	2.07257	1.05797	0.75392	2.44237	2.28734					

1.387 w/o Clinton-Macomb #

Hours of Operation & Staffing Coverage		
Comparable Library	Please list the job titles and # of positions within your Circulation Department (Ex: Librarians - 4; Manager - 1; etc.):	Please list the job titles and # of positions within your Adult and Teen Services Department (Ex: Librarians - 4; Manager - 1; etc.):
BTPL, MI	**Department Head - 1 FT** **Assistant Department Head - 1 FT** **Library Assistant 2 - 1 FT, 5 PT** **Library Assistant 1 - 5 PT** **Page - 7 PT**	**Department Head - 1 FT** **Assistant Department Head - 1 FT** **Librarian - 3 FT, 4 PT** **Library Specialist - 1 PT** **Library Assistant 1 - 1 PT** **Page - 6 PT**
Baldwin Public Library	Dept Head FT - 1; Asst Dept Head FT - 1 Library Asst III FT - 1; Library Asst II PT - 10 Library Asst I PT - 15; Library Page - 12	Dept Head FT - 1 Librarian II FT - 3; Librarian FT - 2; Librarian PT - 3 Substitute Librarian - 14; Reference Assistant - 3; Library Assistant III - 2
Canton Public Library	3 Circulation Supervisors 10 Pages; 6 Technical Processing Assistants 10 Circulation Assistants; 12 Substitute Circulation Assistants	2 Librarian Managers 8 Librarians (Information Librarians, CPL does not split into Adult/Youth) 6 Substitute Librarians
Clinton-Macomb Public Library	Head of Customer Care / System Admin - 1 CARE Managers - 3; Customer Concierge (part-time) - 7 Customer Concierge (hourly); Pages (hourly)	Head of Adult Services - 1 Outreach Manager, Adult - 1; Adult/Outreach Librarians - 10; Substitute Librarians Teen is under Youth
Grosse Point Public Library	Coordinator - 1; Assistant Coordinators - 2 Other FT Circ - 7; Processing FT - 2; Other PT Circ - 5 ILS Coordinator - 1; Subs - 16; Mel - 1	Adult - 8 Teen - 1 Sub Librarians - ; Paid Interns - 1
Novi Public Library	Head of Support Services-1 Support Services Supervisors-6; Tech Services Clerks-4 Circulation Clerks-9; Shelvers-9	Adult Services Supervisor-1; Programming Coordinator-1 Librarians-9 Tech Assistant-1
Plymouth Public Library	Circulation Lead- 1 Clerk - 12	(Teen is included in Youth, not Adult at our library) Adult Services Coordinator - 1; Adult Librarian - 6 Reference Lead - 1; Reference Assistant - 6; Intern - 1
Rochester Library	Manager-1; Assistant Manager-1 Circulation Assistant II - 5 Circulation Assistant I - 13	Department Head -1 Librarian II - 2 (one of which is a Teen Librarian); Librarian I - 5 Librarian substitutes - 4; Shelvers - 8
Southfield, MI	Coordinator - 1; Librarian II - 1 Clerk II - 1; Clerk I - 4 Library Assistants - 13	Coordinator - 1; Asst Coordinator/Librarian III - 1 Librarian II-1, Librarian I-1 Substitute Librarians - 8; Interns - 2; Aides - 7
Troy Public Library	Supervisor-1, Aide II-2, Aide I-9	
West Bloomfield Public Library	Support Service Manager - 1 Circulation Supervisor - 1; Circulation Clerk - 10 Shelving Supervisor - 1; Circulation Assistant (Pages) - 8	Public Services Manager - 1; Info Services Supervisor - 1; Info Services Librarian - 5 Outreach & Engagement Supv - 1 ; O & E Lib. - 2; O& Aide - 1; Early Childhood Spec - 1 Digital Services Supv - 1; Dig Svcs Librarian - 1; Dig Svcs Aide - 1; Computer Aide - 2
Addison, IL	Head of Guest Services - 1 Guest Services Associates - 3 full-time + 6 part-time	Head of Adult Services - 1 Adult Specialists - 1 FT + 3 PT; Adult Assistants- 2 FT + 1 PT Head of Teen Services - 1; Teen Specialists - 2 FT; Teen Assistant- 1 PT
Elmhurst, IL	Material Handler; Interlibrary Loan; Desk Clerk; Lead Circulation Desk Clerk Lead ILL Clerk; Lead Materials Handler Assistant Department Head; Department Head	Library Spec. Collections; Librarian; Digital Collections Librarian; Human Svcs. Spec.; Inclusive Services Librarian; Kids' & Adult Services Librarian; Lead Advisory Spec.; Teen Engagement Librarian; Technology Learning Coordinator; Head Adult Services; Assistant Head Adult Services
Glenview, IL	Material Services Director; Material Services Circulation Manager Circulation Clerk 11; ILL Supervisor 1; Circulation Team Leader 4 Shelving Supervisor 1; Shelvers 13	Adult Collection Mgr-1; Adult Collection Assistant Mgr 1; Adult Collection Coord-1; Adult Collection Librarian-5; Adult Collections Clerk- 1; Adult Community Engagement Mgr-1; Adult Community Engagement Assistant Mfr-1; Adult Community Engagement Supv-1; Adult Community Engagement Librarian-5; Adult & Glenview History Center Museum Curator -1; Library Ambassador-4; Community Engagement Librarian (teen) -1
Northbrook, IL	16 Circulation Clerk; 8 Circulation Shelver 1 each: Assistant, Assistant Department Manager, Coordinator, Department Manager, Supervisor	15 Adult Services Librarian; 1 Teen librarian; 5 Adult Services Assistant 3 Adult Services Assistant Department Manager 1 each: Department Manager, Supervisor

	Hours of Operation & Staffing Coverage	Hours of Operation & Staffing Coverage	
Comparable Library	Please list the job titles and # of positions within your Youth/Children's Services Department (Ex: Librarians - 4; Manager - 1; etc.):	Please list the job titles and # of positions within your Finance Department (Ex: Manager - 1; Accounting Clerk - 1; etc.):	Please list the job titles and # of positions within your Information Technology Department:
BTPL, MI	**Department Head - 1 FT** **Assistant Department Head - 1 FT** **Librarian - 3 FT, 3 PT** **Library Specialists - 2 PT** **Library Assistant 1 - 1 PT** **Page - 6 PT**	**Finance Coordinator - 1 FT**	**Department Head - 1 FT** **IT Specialist - 2 FT** **IT Assistant - 3 PT** **IT Library Assistant 1 - 4 PT**
Baldwin Public Library	Dept Head FT - 1 Librarian II FT - 2; Librarian FT - 3; Librarian PT - 2 Substitute Librarian - 10; Reference Assistant - 1; Library Assistant II - 1;	Bookkeeper FT - 1	Dept Head FT - 1 Asst Dept Head FT - 1 Library Assistant II - 3
Canton Public Library	1 Manager 12 Librarians (Experiences Librarians, CPL does not split into Adult/Youth)	1 Accountant 1 Business Office Assistant	1 Systems Administrator 2 IT Support Specialists
Clinton-Macomb Public Library	Head of Children's and Teen Services - 1 Outreach Manager, Youth - 1 Children's/Outreach Librarians - 9; Teen/Outreach - 2	Head of Finance and Benefits - 1 Payroll Specialist - 1	Head of Information Technology - 1 Network Administrator - 1; Technology Specialist - 1 Technology Assistants (hourly) - 3
Grosse Point Public Library	Youth - 4	Finance Coordinator - 1	IT Manager - 1 IT Assistants - 2
Novi Public Library	Youth and Teen Services Supervisor-1 Youth and Teen Programming Assistant-1 Librarians-4	Bookkeeper-1	Head of IT-1 Systems Administrator-1 Technology Supervisor-1; Technology Assistant-2
Plymouth Public Library	Youth Services Coordinator - 1 Youth Librarian - 4 Teen Librarian - 2	N/A - we outsource accounting with Plante Moran	IT Coordinator - 1 Technology Specialist - 1; Network Support Specialist - 1 Technology Assistant - 5
Rochester Library	Department Head - 1 Librarian II - 2; Librarian I - 5 Librarian substitutes - 5; Shelvers - 12	Bookkeeper - 1	Director of IT - 1; Assistant Director of IT - 1 IT Specialist - 1 Technology Assistants - 6
Southfield, MI	Coordinator - 1 Librarian II - 3; Librarian I - 1 Substitute Librarians - 4; Interns - 1	N/A	Coord - I; Sys. Support Spec. II - 2; Asst Coord./Lib. III - I; Computer Asst. - 12; Lib. I - I; Sub. Lib. - I; Special Projs. Coord. - 2; Library Intern - I; Network Svc. Administrator - I
Troy Public Library	Librarian III-1, Librarian II-1, Librarian I-6, Assistant-2, Pages-4	City Department	Librarian III-1, Librarian II-1, Libarian I-2, Aide-2
West Bloomfield Public Library	N/A - Public Services model has staff either as information services or outreach and engagement rather than adult vs. youth.	Finance Manager/HR Manager - 1 (Finance is combined with HR)	Director of IT - 1 Library Systems Administrator - 2 Library Support Specialist - 1
Addison, IL	Head of Youth Services - 1 full-time YS Specialists - 1 full-time + 4 part-time YS Assistants- 1 full-time & 1 part-time	1 Business Office Manager - full-time 2 Business Office Associates - both part-time	1 Head of IT - FT; 1 Systems Admin - FT; 1 Makerspace Manager - FT; 5 IT Associates (patron computer help desk) - PT; 1 Makerspace Asst; 1 Makerspace Assoc.
Elmhurst, IL	Kids' Library Assistant; Elementary School Svcs. Coordinator; Homeschool & Scout Coordinator; Children's Program Coordinator; Early Childhood Svcs. Librarian; Middle School Librarian; Assistant Department Head; Department Head	AP & Admin Assistant	Head IT IT Associate IT Technician
Glenview, IL	Youth Collection Manager-1; Youth Assistant Collection Manager-1; Youth services Collection Librarian-3; Youth Community Engagement Manager-1; Youth Community Engagement Assistant Manager-1; Youth Community Engagement Librarian-5 (minus Trish); Library Ambassador/Administrative Asst./Assistant Librarian - 3	Finance Director - 1	Innovation and Technology Director-1 Information Technology Specialist-2 Information Technology Technician-2
Northbrook, IL	7 Youth Services Assistant 4 Youth Services Librarian 1 each: Assistant Department Manager, Department Manager	1 Accounting Clerk 1 Finance and Operations Director	We outsource IT but typically have 2-3 people in the building during any open hours.

	Hours of Operation & Staffing Coverage		Hours of Operations & Staffing Coverage
Comparable Library	Please list the job titles and # of positions within your Human Resources Department (Ex: Benefits Specialist - 1; Payroll Clerk - 1; etc.):	Please list the job titles and # of positions within your Facilities Department (Ex: Custodian - 1; Supervisor - 1; etc.):	Please list the job titles and # of positions within your Other Departments:
BTPL, MI	**none**	**Department Head - 1 FT** **Maintenance Assistant - 1 FT, 2 PT** **Monitor - 1 PT**	**Administration:** **Library Director - 1 FT** **Assistant Director - 1 FT** **Administrative Assistant - 1 FT** **Volunteer Coordinator - 1 PT** **Library Assistant 2 - 5 PT**
Baldwin Public Library	Office Administrator FT - 1	Library Assistant II - 1 Operations Assistant PT - 4	Director FT - 1; Assistant Director FT - 1 Idea Lab Dept Head FT - 1 Idea Lab Library Assistant II FT - 1; Idea Lab Library Assistant II PT - 2
Canton Public Library	1 HR Specialist	1 Building Supervisor 3 Building Monitors	6 Administrators (1 director & 5 department heads) Engagement & Design: 2 Program Librarians, 2 Communications Specialists, 1 Web Resources Specialist
Clinton-Macomb Public Library	see Finance Department	Head of Facilities and Safety - 1 Facilities Maintenance Technician - 1	Library Director - 1; Associate Director - 1; Admin Asst/Volunteer Coord - 1 Head of Collection Management - 1; Collection Management Assistants (part-time) - 3 Head of Spatial Planning & North Branch - 1; Head of Prof. Dev. & South Branch - 1
Grosse Point Public Library	Operations Manager - 1 Finance Coordinator - 1	Coordinator - 1 Custodians - 2 FT, 1 PT	Dream Lab Assistants - 2; Pages - 20 Marketing Coordinator - 1; Paid Social Work Intern - 1 Contracted Security Guard - 1
Novi Public Library	HR Specialist-1	Facilities Assistants-4	Library Director-1 AD of Building Operations-1; AD of Public Services-1 Communications Manager-1; Administrative Assistant-1
Plymouth Public Library	HR Specialist - 1	Facility Coordinator - 1 Facility Technician - 4	Administration: Director - 1; Assistant Director - 1; Administrative Assistant - 1; Social Work Intern - 1; Community Relations Specialist - 1; Communications Specialist - 1; Visual Design Specialist - 1 Technical Services: Technical Services Coordinator - 1; Cataloger - 2; Paging Lead - 1; Page - 10
Rochester Library	None (no HR department)	Facilities Manager-1	Digital Services: DS Dept Head - 1; DS Librarian - 1; Makerspace Mgr - 1; Makerspace Specialist - 3; Comms. & Community Eng. Dept Head - 1; Marketing Coord. - 1; Graphic Designer - 1; Programming Asst - 1; Outreach Dept Head - 1; Outreach Librarian II - 1; Outreach Librarians - 5; Outreach Lib. Subs. - 5; Outreach specialists (ELL and accessible technology) - 2; Bookmobile drivers - 4; Cataloging Manager - 1; Catalogers - 2; Cataloging Assistant - 2; Shelver - 1
Southfield, MI	N/A	N/A	Administration: Administrative Assistant - I; Librarian II - 1; Graphic Outreach - I Library Services Aide - I; Library Assistant II - I; Substitute Librarian - I Security Officers - 6; Intern - I
Troy Public Library	City Department	City Department	Community Engagement: Librarian III-1, Librarian I-1, Aide-3
West Bloomfield Public Library	N/A - Finance and HR are combined departments	Maintenance Supervisor - 1 Custodian II - 1 Substitute Custodian - 1	Technical Services Supv - 1; Tech Svcs. Clerk - 2; Tech Svcs Library Aide - 2; Tech Svcs Assistant - 1 Branch Manager - 1; Asst Branch Mgr - 1; Branch Librarian - 2; Library Aide (Branch) - 1 ; Sub Library Aide - 1; Sub Librarian - 6; Admin Asst - 1; Library Director - 1; Mkting Comms Coord - 1; Mkting Aide - 1
Addison, IL	1 full-time HR Coordinator	1 Full-time Facilities Manager 1 full-time Facilities Associate	Community Engagement (outreach): 1 FT Dept. Head; 1 FT Marketing Specialist; 1 FT Business Specialist (works w. business comm.); 2 PT Community Engagement Assistants; 1 seasonal (summer) book-bike Assoc. Also, one FT Director and one FT Assistant Director
Elmhurst, IL	HR Generalist	Head Facilities Assistant Head Facilities Custodian ; PT Custodian	Director; Asst. Director; Head of Marketing; Graphic Artist; Lead Comms Spec; Lead Creative Content Spec; Adult & Teen Programming Coord; Head Tech Svcs; Copy Cataloger; Cataloging Librarian; Inventory & Withdrawal Clerk; Processing Clerk; Receiving Spec; Acquisition Spec; Head of Makery; Makery Spec; Makery Program Spec
Glenview, IL	Human Resources Coordinator -1	Facilities Manager-1 (FT) Facilities Specialists-2 (FT) Custodians- 2 (PT)	Tech Svcs Acq Assoc-2; Tech Svcs Cataloging Spec- 1; Tech Svcs Materials Processing Clerk-1; Admin: Admin Asst - 1; Bus Office Clerk - 1; Safety Monitors-2; Exec Library Dir-1; Dep Dir Ops-1; Dep Dir Library Svcs-1; Comms: Comms Dir-1; Comms Spec-1; Graphic Design Spec-1; Innovation Center: IC Mgr-1; Innovation Svcs Spec-1; Innovation Svcs Tech-3; Tech Svcs Supv/Cataloger -1
Northbrook, IL	1 HR Director 1 Volunteer Coordination & HR Assistant 1 HR Generalist	1 department manager 2 facilities assistants 1 custodian	Events Production: 3 Programming Aide; 1 each: Department Manager, Specialist Maker Services: 6 Maker Specialist; 1 each: Assistant Department Manager, Department Manager Marketing: 1 each: Graphic Designer, Marketing & Communications Manager, Marketing Assistant Tech Svcs: 5 Tech Svcs Clerk; 3 Cataloging Librarian; 1 each: Acq Supv, Asst, Dept Mgr

	DSLRT Related Data			Hours of Operations & Staffing Coverage
Comparable Library	Total MLS per 2025 DSLRT	Total Support Staff per 2025 DSLRT	MLS to Support Staff Ratio	Use volunteers? If yes, how many active volunteers and approx. how many volunteer hours are contributed annually?
BTPL, MI	**18**	**39**	**0.462**	**Yes, we have volunteers. They primarily sort donated books and run the library shop and book sales. They do not perform daily library tasks. Volunteers worked around 1350 hours last year, but that does not count Friends volunteers with the book sales.**
Baldwin Public Library	19.87	24.16	0.822	Yes, 1200 hours (mostly with Friends of the Library)
Canton Public Library	23.64	35.17	0.672	2 volunteers contributed a total of 80 hours
Clinton-Macomb Public Library	30	51	0.588	Yes, very few (the bulk are Friends of CMPL volunteers) total for both 5,152
Grosse Point Public Library	20.5	21	0.976	No, not besides the Friends
Novi Public Library	13.15	27.91	0.471	On an as needed basis only
Plymouth Public Library	17	27	0.630	We have over 100 active volunteers who contribute over 3k hours per year
Rochester Library	23	33	0.695	Yes, approximately 200 library volunteers
Southfield, MI				Our Friends of the Library has volunteers.
Troy Public Library	21	28	0.764	No
West Bloomfield Public Library	20	21.5	0.930	Yes, primarily National Honor Society Students who volunteer for credit and other temporary student volunteers
Addison, IL				We have just one regular volunteer year-round. We also work with the County Court system and have volunteers that do court-ordered service with us that come and go. And, in the summer our Teen Dept has a teen volunteer program that draws 50 or more teens who help with summer lunch service and summer reading
Elmhurst, IL				We use middle school summer reading volunteers. We use outreach volunteers who delivery books to homebound patrons. Approximately 6 people do this.
Glenview, IL				Adult Svcs Volunteers: 47 regular vols.; 241 are registered. At end of 2025, 4933 vol. hours were donated. Community Service: in 2025 10 vols assigned by the justice system assisted Facilities with tasks such as dusting, window washing, vacuuming, picking up trash & completed 357 hours of service. Youth Services Volunteers: Over 200 teen volunteers have logged over 1600 hours in the past 12 months.
Northbrook, IL				Yes 31 and 1,630 last year

	Hours of Operations & Staffing Coverage	
Comparable Library	What types of work do volunteers typically perform?	Are there any tasks volunteers are not permitted to perform?
BTPL, MI	**Sorting, pricing, and shelving donated books for sale in the library shop and at monthly book sales.**	**Shelving, programming, desk work - basically anything library staff does.**
Baldwin Public Library	Filling boxes for our Book box program, assembling seed packs for our seed library	Tasks that staff perform
Canton Public Library	Plants/Decorations, Displays	Volunteers are not permitted to complete tasks for which there are paid staff.
Clinton-Macomb Public Library	Plant care, ESL tutoring, shelf reading	For the most part things that employees are paid to do
Grosse Point Public Library	Friends run the book store/sale shelves	
Novi Public Library	General cleaning duties	
Plymouth Public Library	Pull list, shelf reading, program support, etc.	They are not allowed to: interact directly with our catalog; perform direct public services outside supervision of staff (Librarian or higher)
Rochester Library	Operational tasks in circulation, help with shelving, programming assistance, garden maintenance	Higher level tasks or original programming is not performed by volunteers
Southfield, MI	Book sales; help with programs	Anything other than above
Troy Public Library		
West Bloomfield Public Library	Assisting at programs, cutting out crafts, technical services work	Anything related to the public or access to the ILS (patron privacy)
Addison, IL	Dusting shelves, cleaning white boards, prepping prog materials. Teens in summer focus on summer lunch program (food from Food Bank served at the library)and summer reading.	Anything that falls specifically into a paid employee's job description.
Elmhurst, IL		We don't typically use volunteers to do our regular work.
Glenview, IL	Adult Svcs: Prep & deliver books to nursing homes & Little Free Libraries; staff book clubs, game nights, tech help; wear/perform as mascot, etc. Youth Svcs: Teens help w. computer gaming help, programs, Summer Reading Challenge Volunteers, etc.	Volunteers do not perform work that staff are paid to do, such as shelving books or doing anything that would eliminate the need for a staff person.
Northbrook, IL	Varies by department. Everything from shifting to home delivery to program prep and helping pull materials for weeding review	Volunteers do not perform jobs that are strictly staff (eg desk, programming, collection management, circ duties, shelving)

	Facility Size and Layout		Facility Size and Layout
Comparable Library	What is the total square footage of your library facility?	How many public floors does your library have?	How many separate service desks do you operate, and what functions does each desk provide?
BTPL, MI	**102,000 square feet**	**2 floors - the lower level only has meeting rooms and is only open when meetings are taking place. All collections and service desks are on the main floor.**	**Five service desks: Welcome Desk - answers phones, directs patrons, handles meeting room reservations Circulation Desk - all circulation functions, including library card accounts Youth Services Desk - youth reference and readers advisory questions Adult and Teen Services Desk - adult/teen reference and readers advisory questions Computer Help Desk - assists with public computer and study room use**
Baldwin Public Library	45,000	3	3: Information (circulation, info desk, library cards, study room checkouts); Adult Services; Youth Services
Canton Public Library	53,000	1	3: Main/Reference, Teen, Children's
Clinton-Macomb Public Library	131,000 (Main - 84,000; South - 19,000; North - 28,000)	Main 2, branches 1	All locations - Customer CARE (circulation) - issue new cards, assist with self-checkout, general directional questions, program registration, fines. Reference desks - Combined at branches, Children's/Teen, Adult Nonfiction, Popular Materials - reference questions, basic tech assistance, readers advisory, directional questions. IT help desk - Main and South - more in-depth tech assistance. Library for the Blind - sign up new customers, readers advisory, tech
Grosse Point Public Library	67,500	2 branches have 1 floor, 1 branch has 3	5 services desks - 1 circ only, 2 ref only, 2 circ and ref combined
Novi Public Library	60,000 indoor; additional 5,000 patio	2	Circulation Desk-1 Reference Desks-2
Plymouth Public Library	50,000	3	6 Reference, Readers Advisory, Tech Support, Circulation, Youth Services, Drive-Thru Window
Rochester Library	75,000 sq.ft	2	Circulation - accounts. Youth Services - youth needs, birth - 8th grade (or age 0 to 13). Outreach Services - library access and accommodation (e.g. large print, vision differences, test proctoring, ELL instruction, outreach to seniors). Adult & Teen Services - young adult - adult needs, 14 years old + seniors Technology Assistant desk - on the second floor, Adult & Teen Services near computers and library of things
Southfield, MI	124,000	3	7: 1 Youth; 1 Circulation desk; 1 Fiction; 1 Nonfiction; 3 Computer Assistant desks
Troy Public Library	48,000	1	Circulation--Handle checkouts, returns, library cards; Digital Services--Assist in computer lab Adult Services--Adult reference questions and reader's advisory; Youth Services--Youth reference questions and reader's advisory
West Bloomfield Public Library	60,000 (Main) + 18,000 (Branch)	1	Main Circ Info Desk--Circ Assistance; Main Drive up window--Circ Assistance; Adult Info Svcs--reference and readers' advisory assistance; Youth Svcs--reference & readers' advisory assistance; Westacres Branch Circulation Desk--circ assistance; Westacres Branch Info Desk--adult & youth reference & readers advisory
Addison, IL	54,600	2	Guest Services (circulation); Youth Services; Adult Services; Teen Services; IT Help Desk; Makerspace
Elmhurst, IL	90,000	3	6: 1 Circulation desk; 1 Kids' Library desk; 2 Adult services desks; 1 Makery desk; Drive-up Window
Glenview, IL	85,000	2	See GLENVIEW SUPPLEMENT
Northbrook, IL	87,223	3	6: 2 in circ; 1 in youth; 1 in maker space; 1 in reference; 1 in fiction and media

	Facility Size and Layout	Facility Size and Layout
Comparable Library	How many staff are typically assigned to each public service desk/service point?	Are there facility-related factors that affect staffing (ex: multiple floors, isolated areas, meeting rooms, children's spaces, teen spaces, or outdoor areas)?
BTPL, MI	**Welcome Desk - 1 only Circulation - 1 at desk, 1 person available as an immediate backup Youth - 2-3 at desk Adult and Teen - 2-3 at desk Computer Help - 1-2 at desk**	**The main floor is around 80,000 square feet, with lots of nooks and crannies. The youth and computer desks are essentially in their own "rooms." The computer help desk in particular can feel isolated.**
Baldwin Public Library	2 per shift	Multiple floors, room rentals requiring setups, lots of use by the public requiring cleaning
Canton Public Library	Main - 3-5 Children's - 1-2 Teen - 1	Children's Library requires additional staffing, especially during busy hours.
Clinton-Macomb Public Library	1 to 2 depending on location and time of day	Multiple floors
Grosse Point Public Library	1-2	Yes, multiple floors at one branch is a huge factor
Novi Public Library	Circulation Desk- typically 2 Reference Desk-typically 1-2 on each, depending on the time of day	Multiple floors, Teen Space program every day after school (we are situated directly next door to Novi High School), meeting rooms, study rooms
Plymouth Public Library	Reference - 2; RA - 2; Youth - 2; Tech Support - 1; Circulation - 2; DTW - 1	
Rochester Library	1 person at a minimum, usually 1-2 based on demand.	Our second floor has a Technology Assistant desk staffed by paraprofessionals that assist with computer and printing needs. They also circulate our library of things (those that are kept in a closed collection because they are high-value or too complicated to put on the floor for regular circulation).
Southfield, MI	2	Yes - Meeting rooms, outdoor areas
Troy Public Library	2	Yes, our facility is terrible. The layout is not conducive to public service or staff working together. Offices are very cramped with no storage, mold, constant leaks. There is only one meeting room that staff must compete for programming needs. No study rooms which patrons ask for on a daily basis.
West Bloomfield Public Library	1-2	If we are having a large program, i.e. summer reading kickoff, we have more staff on the desk. We also have more staff on desk during finals weeks due to the high volume of students
Addison, IL	Guest Services (circulation) 2 or 3; Youth Services - 1 or 2; Adult Services - 1-3; Teen Services - 1 or 2; IT Help Desk - 1; Makerspace - 1 or 2	While many staff are cross trained to help fill in as needed, most service desks are scheduled to operate autonomously, so physical space isn't typically a factor. Desks where 1 person may be working solo typically have other staff available in the workroom who can be called out if needed and/or are in clear sightlines of other desks so help if available if needed.
Elmhurst, IL	Circ - 2-3; Kids - 2; Makery - 3; Adult Services - 3; Drive-up window - 1	2 desks in the Adult Services Department
Glenview, IL	Circulation-2 on desk, 1 backup, 1 at Drive Up; Readers Desk- 1 on desk and 1 on back up; Youth Services desk- 2 on desk during most of the day, otherwise 1 on 1 backup; Innovation-always 2 on desk	See GLENVIEW SUPPLEMENT
Northbrook, IL	1-2 depending on department and time of day	I'm not sure what this is asking

Facility Size and Layout	
Comparable Library	What security considerations affect your staffing levels or staff deployment?
BTPL, MI	**All desks are expected to be staffed during all open hours. The computer help desk sees the most security-related incident, as that desk is typically staffed by a lower-level staff member (not a person-in-charge), and they are isolated. Lots of teens use the study rooms, so the computer help desk staff member sometimes needs to request a PIC come help with issues as they arise.**
Baldwin Public Library	Active shooter situations
Canton Public Library	Building Monitors are scheduled during all shifts; during staff shortages, evening/weekends are prioritized.
Clinton-Macomb Public Library	Our South Branch is in a more challenged area so we have Facilities/Security Assistants who help ensure a safe and welcoming environment.
Grosse Point Public Library	No one is alone in the building during open hours, and due to safety concerns hired an outside security firm to staff one of our branches
Novi Public Library	
Plymouth Public Library	
Rochester Library	We prioritize line of site as a primary form of security. We have security cameras that can be utilized for documentation of issues or to identify more details (if incidents occur).
Southfield, MI	
Troy Public Library	We make sure everyone always has backup on public desks.
West Bloomfield Public Library	See above
Addison, IL	We have panic buttons at all service desks & staff are provided training to de-escalate or extract from difficult situations. We have many staff who provide 1-on-1 training appointments with patrons, but those are conducted in public spaces (not private offices) so that no one is ever alone with a patron (adult or child).
Elmhurst, IL	Not any big security issues that affect staffing.
Glenview, IL	There is always a PIC (person in charge) in the building & a member of the Facilities Staff. Safety Monitors are here about 80% of our open hours. The 2nd floor can be isolated on evenings so we ensure there are always at least two people on the floor betw 7 & 9 pm. Safety Monitors use cameras to monitor & walk the floors. There is a silent panic button on each of the service desk that summon the police directly
Northbrook, IL	We have recently done a security audit to determine what we need to do to increase safety in the building for staff & patrons & one of the requests by staff in several depts was to never be on desk by themself. We are in the process of hiring a Security Coordinator & expect there will be changes in the next year regarding this

	Staff Workload and Perfomance Metrics	Staff Workload and Perfomance Metrics
Comparable Library	What factors most affect staff workload at your library?	What do you consider your library's biggest staffing challenge?
BTPL, MI	**High expectations for service - in this community, staff feel like they have to perform to a very high level. Lots of high quality programming, lots of money to spend on books, low tolerance for waiting in line. Patrons are quick to complain if they have to wait, and staff take that very personally. For instance, in Circulation, it is common to have one person on desk, one person as back up, and one person to answer circ-related phone calls. That's three public service staff at all times. They also switch desk shifts hourly. Other desks have 3-4 hour desk shifts, but usually have a minimum of two staff members,**	**We have a lot of support staff and not enough professional staff. I have heard department heads say that have to search for work for Pages and LA1s, while they do not have enough librarians to host programs or work on desk. Scheduling seems to be a big challenge in circulation, although their very high standards may play into that. We don't have some positions commonly seen at other libraries, including HR, marketing/social media specialists, and outreach librarians. We do all those functions, of course, but among our other work. Those are no one person's specific job. We also don't require all staff to work a**
Baldwin Public Library	Intensive programs, computer assistance at public computers located next to reference desk, staff are very friendly and sometimes have a hard time cutting off long conversations with patrons who like to chat and need a friend	Too many substitute librarians are scheduled for shifts that should be filled by regular staff (librarians are sometimes working on 25% of their weekly hours on desk)
Canton Public Library	Programming, committees & special projects	Losing part-time employees to full-time roles, and scheduling the correct number of employees to ensure coverage despite call-offs.
Clinton-Macomb Public Library	Publishing cycle, school vacation schedules, time of day	Keeping everyone informed across three locations
Grosse Point Public Library	One branch is next door to a middle school (5-8 grade) and down the street from one of the high schools (lots and lots of students after school), another branch is next door to the other high school, 3rd branch borders Detroit and has an uptick in patrons experiences homelessness/mental health issues.	Lots of staff have worked here a long time and have a lot of vacation time, coverage for programming, and our Friday/Saturday rotation is a challenge. Less staff on Fridays/Saturdays and if anyone is sick or on vacation, makes staffing hard.
Novi Public Library	Staffing levels	Finding qualified individuals
Plymouth Public Library	We have a LOT of ongoing projects to move the library forward, and programming is incredibly popular so we produce a lot of that as well.	Call-offs on the weekends are still a problem for us, but we've made some adjustments to help with this.
Rochester Library	Staffing a public service desk for 71 open hours is the most rigorous thing we do, followed by staffing programs (run by librarians). Each librarian is allowed 1 full day off-desk, so we try to respect that off-desk day & NOT schedule them for programs or public desk duty one day for each librarians' week.	The tension between staff who wish to have flexible shifts (e.g. start later in the morning, or leave early for childcare reasons) versus the need to schedule the public service points all hours open.
Southfield, MI		
Troy Public Library	Our poor facility conditions create a lot of extra work for staff.	Our shoddy building is not enticing to potential hires. Our City's HR department is incredibly slow and does not prioritize library hiring, so we often are short-staffed.
West Bloomfield Public Library	Time of year (i.e. summer reading is always busy); programming,	Hiring and retaining qualified, high caliber staff
Addison, IL	The junior high mentioned earlier as well as program attendance. We know there will be a surge at the circ desk when story time lets out, for example.	Weekends. No one wants to work them, but we have the best program attendance then and I honestly think we at times have too many people here on weekday mornings when it is quiet. I'd like to see us schedule more staff to cover weekend shifts.
Elmhurst, IL	How busy the Library is.	Probably finding dedicated part-time staff.
Glenview, IL	See GLENVIEW SUPPLEMENT	Balancing ongoing public service demands with the time & capacity needed to advance strategic initiatives, implement new services, & support organizational growth. Also, staff are increasingly navigating the complexities of serving a diverse public during a period of heightened social & political polarization. Maintaining a welcoming, inclusive environment for all community members while supporting staff well-being and resilience requires significant attention, training, and organizational support.
Northbrook, IL		

Staff Workload and Perfomance Metrics	
Comparable Library	What staffing model or operational practice has worked especially well for your library?
BTPL, MI	
Baldwin Public Library	Reducing silos - at least two people know how to do every job in the building.
Canton Public Library	CPL has slowly been converting part-time positions to full-time to boost retention.
Clinton-Macomb Public Library	Single department heads across all three locations
Grosse Point Public Library	Moving to shared service desks, adding branch managers to the branches which means non-union supervisors that can manage staff and buildings.
Novi Public Library	
Plymouth Public Library	We double-staff every desk. It makes for a much better work environment for everyone, because they interact more, and there is less stress at the desk. Call-offs are almost never a problem now.
Rochester Library	We allow each regular (salaried) staff member the flexibility of working from home one day per week, pending supervisors approval. The WFH day can flex and does not have to be the same day each week. Each librarian is scheduled one evening shift each week, and works either Friday or Saturday shifts. Department Heads are encouraged to have 2-3 days off desk each week, but they still have some public desk shifts.
Southfield, MI	
Troy Public Library	Having levels of librarians and aides with supervisory duties.
West Bloomfield Public Library	Our current one
Addison, IL	Not a direct answer to this question, but I didn't see a place to add this - We just completed an 18+ mo. reno that touched nearly every sq. ft of our building, which was under construction every month of recently ended fiscal year; door count & circ #'s reported reflect significant drops in usage while under construction, but expect our numbers to rebound with project completion. (Our ribbon cutting is on Sunday!)
Elmhurst, IL	
Glenview, IL	See GLENVIEW SUPPLEMENT
Northbrook, IL	

APPENDIX B

Intro Block

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY INTERNAL STAFFING FEEDBACK 2026

The Bloomfield Township Public Library has engaged with with MGT to review the Library's current staffing model.

As an employee at the Library, we are interested in hearing from you regarding the Library's current staffing levels and staffing mix. We will use the information from this survey to inform the review process.

Thank you for your participation in this process.

Please complete this survey by 5:00 p.m. on

Wednesday, June 24, 2026

Your entries will be saved after you advance through each page. You can revisit your responses as many times as you need to prior to submission.

DO NOT work on your survey in multiple browser tabs. Survey responses are recorded as you click the "Next" and "Back" buttons in the survey; working from more than one browser tab may result in the loss of data you have entered.

If you have any technical questions or issues with this survey, please contact:

Katy Yee at kyee@mgt.us

Survey Questions

Complete the following (please note this information is for MGT use only):

Your Name

Your Job Title

Workload and Capacity: Thinking about your typical workweek, how well do current staffing levels support your department's ability to provide high-quality service? Please share any specific areas where you feel we are consistently understaffed or overstaffed.

Workload and Capacity: How often do you feel rushed, overloaded, or unable to complete work during regular hours?

Workload and Capacity: What work, if any, is being skipped, postponed, or done at a lower quality due to staffing levels?

Coverage and Scheduling: Are there specific days, shifts, locations, or departments that feel understaffed or overstaffed?

Coverage and Scheduling: Do absences, vacations, or callouts create major coverage issues? Please provide an example.

Coverage and Scheduling: Are breaks, lunches, and time off consistently covered without creating strain for others?

Customer Service: How often do you field complaints about wait times for service?

Other: What is one staffing-related issue leadership may not fully see?

Other: What staffing change would most improve service, quality, or team morale?

Other: Is there anything else you want leadership to know about current staffing levels?

End of Survey

SURVEY SUBMISSION

When you have completed your survey, please select "**SUBMIT AS FINAL**" below and click the "**Next**" button to submit your survey responses.

If you wish to edit or review any of your responses, you may go back to previous questions by

using the "**Back**" button.

Thank you again for your participation!

○ **SUBMIT AS FINAL**

You will NOT be able to go back and change your responses once this option is selected and submitted.

Powered by Qualtrics

Intro Block

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY LEADERSHIP STAFFING FEEDBACK 2026

The Bloomfield Township Public Library has engaged with with MGT to review the Library's current staffing model.

As a member of the Library's leadership team, we are interested in hearing from you regarding the Library's current staffing levels and staffing mix. We will use the information from this survey to inform the review process.

Thank you for your participation in this process.

Please complete this survey by 5:00 p.m. on

Wednesday, June 24, 2026

Your entries will be saved after you advance through each page. You can revisit your responses as many times as you need to prior to submission.

DO NOT work on your survey in multiple browser tabs. Survey responses are recorded as you click the "Next" and "Back" buttons in the survey; working from more than one browser tab may result in the loss of data you have entered.

If you have any technical questions or issues with this survey, please contact:

Katy Yee at kyee@mgt.us

Survey Questions

Complete the following (please note this information is for MGT use only):

Your Name

Your Job Title

Team Capacity and Workload: Is your team currently staffed at a level that allows them to meet core responsibilities consistently?

Team Capacity and Workload: What work is being delayed, reduced or deprioritized because of staffing constraints?

Team Capacity and Workload: Are workloads distributed fairly across the team? If not, are any employees/positions consistently carrying more than a reasonable share of the workload?

Coverage and Scheduling: Where do you experience the most frequent coverage gaps?

Coverage and Scheduling: How often do absences, vacancies, callouts, or leave requests create operational problems?

Coverage and Scheduling: Are you able to approve time off without compromising coverage?

Coverage and Scheduling: Are break, lunch, overtime, and scheduling requirements being met consistently?

Coverage and Scheduling: How much time are you spending covering frontline work due to staffing shortages?

Customer Service: How are staffing levels affecting service quality, response time, or patron experience?

Customer Service: What metrics or trends suggest your area is overstaffed, understaffed, or appropriately staffed?

Employee Morale and Retention: Are newer employees receiving enough support, coaching, and training?

Employee Morale and Retention: What staffing issues are most likely to affect retention?

Staffing Mix: Which position, role, shift, or competency would be the highest priority to add?

Staffing Mix: What work could be stopped, automated, centralized, reassigned, or simplified?

Staffing Mix: What one staffing change or modification do you feel would have the greatest impact?

Comments: Are there any additional comments you would like to include regarding staffing at the Library?

Please complete the scale below for each statement.

	Strongly Agree	Somewhat Agree	Agree	Somewhat disagree	Strongly disagree
My team has enough staff to meet current service expectations.	○	○	○	○	○
Current staffing levels allow employees to take breaks and time off without creating major strain.	○	○	○	○	○
Staffing levels are affecting quality, timeliness, or service delivery.	○	○	○	○	○
We have the right mix of skills and experience on the team.	○	○	○	○	○

	Strongly Agree	Somewhat Agree	Agree	Somewhat disagree	Strongly disagree
I have enough time to supervise, coach, and support employees effectively.	○	○	○	○	○

End of Survey

SURVEY SUBMISSION

When you have completed your survey, please select "**SUBMIT AS FINAL**" below and click the "**Next**" button to submit your survey responses.

If you wish to edit or review any of your responses, you may go back to previous questions by using the "**Back**" button.

Thank you again for your participation!

○ **SUBMIT AS FINAL**

You will NOT be able to go back and change your responses once this option is selected and submitted.

Powered by Qualtrics

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM

TO: **Library Board of Trustees**

FROM: **Tera Moon, Library Director**

DATE: **October 14, 2026**

SUBJECT: **Library Renovation Project Update**

I will provide an update on the Library Renovation Project, including a recap of the work completed since the last board meeting. I will also share samples of informative posters created by Jenna Walker of Reed Walker Design Collective that will keep the community informed about the future spaces. I will also review expenses and the budget for this project.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM

TO: Library Board of Trustees

FROM: Katherine Dupuis, Assistant Library Director

DATE: October 15, 2026

SUBJECT: Strategic Plan

Staff continue to work on the strategic plan goals outlined below. However, for the next 11 months, most strategic plan efforts will center on reimagining library spaces as the design project moves forward. Committees continue to meet as needed to advance their goals.

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

The Library Renovation Project remains on schedule and is progressing smoothly. Demolition is complete, mechanical, electrical, and plumbing (MEP) rough-in work is well underway, masonry work for the new corridor is finished, and metal studs are being installed to frame the new spaces. The building permit has been received, and furniture for Phase 1 has been ordered.

OAC meetings are held each Thursday to provide an opportunity for the Library, C2AE, and McCarthy & Smith to review project progress and discuss upcoming needs. Tera and Katherine are also working with Jenna Walker on change management, staff training opportunities, milestone celebrations, and public communication. Posters featuring renderings of the new spaces, along with furniture and finish selections, will be displayed shortly, accompanied by trays of finish samples. .

2. Offer access to innovative technology resources, support, and education, including the exploration of Artificial Intelligence (AI) applications and implications, to provide robust digital experiences at all stages of life. (Enhance Our Core)

The AI Committee recently shared an overview of its work, including a draft AI policy and a proposed staff training plan. Tera reviewed these materials with the Management Advisory Committee (MAC) and has asked Katherine to develop a plan to move forward with policy development, training, procedures, and communication.

3. Practice learning organization principles. (Build Organizational Capacity)

Katy Yee of MGT reviewed the staffing study report with the MAC group of Department Heads and Assistant Department Heads on October 14. She will review the same report at the October 20 Board Meeting. Recommended changes will be implemented slowly and intentionally over the next few fiscal years.

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, myfilmfriend, medici.tv, and BrainHQ 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 and Reed Walker Design Collective to provide library design and space planning services in early 2025.
- Began construction on August 31, 2026. Ongoing through July 2027.

Goal 3: Offer access to innovative technology resources, support, and education, including the exploration of Artificial Intelligence (AI) applications and implications, to provide 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.
- Expanded computer class offerings to include topics like ChatGPT and AI, iPhone Tips and Tricks, and Beginner Coding for Kids. Also added some weekday afternoon classes, rather than only evening classes.
- Formed an AI Committee of staff members from various departments to advise the Library on how to approach the use of Artificial Intelligence.
- Installed a new AV system in the Community Room to update equipment and add video conferencing capabilities.

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, 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.
- Added multiple new adult and teen book clubs for a variety of interests.

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, tweaking it as necessary to meet the needs of Bloomfield Hills Schools.
- 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.

- Conducted a staffing assessment in spring/summer 2026.

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.
- Updated the Employee Handbook with new policies and procedures.
- Updated hiring and performance evaluation procedures with directions for using BambooHR in these processes.
- Participated in the Next Chapter Library Internship, a statewide pilot program led by Clinton-Macomb Public Library to give high school students firsthand experience in the work of libraries through cohorts of interns who reflect the communities they serve.

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.

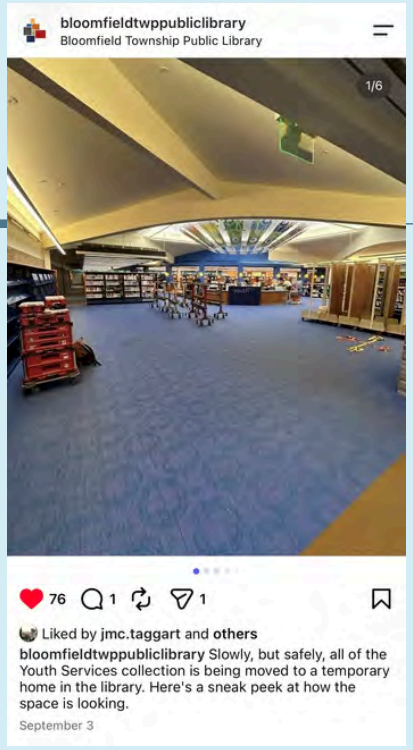
MARKETING REPORT

SEPTEMBER 2026

INSTAGRAM

FOLLOWERS:
2,223 (↑15 from August)

TOTAL VIEWS:
11,312
(↑52% from August)



PRESS RELEASES

- Local History Program Series: Advertising Detroit Style—The Story of Car Illustration
- Chamber Music Concert
- Friends of the Library October Second Saturday Sale

FACEBOOK

FOLLOWERS:
3,532 (↑42 from August)

TOTAL VIEWS:
44,887
(↑305% from August)



NEWSLETTERS



- **Movies and More:** 252 messages, 62% open rate
  - new DVDs, Movie Discussion Club
- **Fiction Books:** 12,090 messages, 57% open rate
  - new fiction titles
- **Youth Services Fall News:** 1,495 messages, 69% open rate
  - Gamer Lounge, PJ Family Story Time, Family Story Time, Letters to Ted… During Construction, Rhythm and Play, Little Builders, Halloween Craft Packs, Little and Big Brick Builders, Adaptive Umbrella, new youth titles
- **Discover:** 20,381 messages, 47% open rate
  - All ages: Second Saturday Sale
  - Adults and Teens: Spice Kits: Cobanero Chili Flakes, Gentle Spaces, Craft Kit: Yorkshire Buttons, AI for Students, MANHATTAN SHORT Film Festival, Local History Program Series: Advertising Detroit Style—The Story of Car Illustration, Chamber Music Concert
  - Youth: Rhythm and Play, Gamer Lounge, PJ Family Story Time, Book Discussion for Grades 6-8
- **Chamber Music Concert:** 380 messages, 56% open rate
- **Nonfiction Books:** 12,039 messages, 58% open rate
  - new non-fiction titles
- **Digital News:** 2,663 messages, 66% open rate
  - new titles on Libby and hoopla, featured resource: medici.tv

DOWNTOWN
NEWSMAGAZINE
BIRMINGHAM · BLOOMFIELD

4 days ago

Bloomfield Township Senior Fair Wednesday

Bloomfield Township Senior Services will be hosting a Senior Resources Fair on Wednesday, September 16, at the Bloomfield Township Senior Center.

This is intended to provide connections with representatives from a variety of local agencies and organizations offering programs and services for older adults.

Participating organizations include senior living communities, the Bloomfield Township Public Library and home and hospice care agencies and support services. The 2026 Fall Catalog contains a full list of organizations.

The fair takes place at the Bloomfield Township Senior Center, 4315 Andover Road, from 9 a.m. to 12 p.m.

municipal



SUB
NE
TI

The Bloomfield Township Open House Returns on September 27th - eNews 9/10/26

Bloomfield Township Public Library Program Shares Decades of Detroit-Style Automotive Advertising



The greater Metro Detroit area has been inextricably linked to automobiles since Henry Ford introduced the Model T in 1908. Though automobiles have become increasingly integral to our daily lives, they have never sold themselves. The program, **Advertising Detroit Style – The Story of Car Illustration**, will explore the fascinating stories and images behind the high-level advertising art that has influenced generations of car enthusiasts.

During the program, participants will get an insider's look at the evolution of the artwork that revved up demand for Detroit's most noteworthy makes and models. Program presenter and automotive advertising photographer Jim Secreto will also share some of the most interesting and beautiful original artwork created by the Detroit advertising community from his extensive private collection.

The free, adult program is jointly sponsored by **Bloomfield Historical Society** and **Bloomfield Township Public Library** as part of the Local History Program Series. It will be presented at the Library on Sunday, September 20, 2026 from 3:00 to 4:30 p.m. No registration is required. **Accessibility accommodations** are available and can be made by contacting the Library at least 24 hours before the event at **248-642-5800**.

For additional program information, contact the Assistant Library Director by **Email** or by calling **248-642-5800** - Ext 114.

[Promotional] Learn About the Upcoming Public Safety Bond - eNews 9/17/26.

Chamber Music Concert Series to Begin at Bloomfield Township Public Library



CHAMBER MUSIC CONCERTS

AT BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

It is said that music transcends age and time. Young, up-and-coming musicians like those from the University of Michigan School of Music, Theatre and Dance prove that the age aspect of this sentiment is true of both music itself and its performers. The talented student musicians will demonstrate this truism on Friday, September 18, 2026, as they thrill audiences with stirring performances of chamber music pieces during a **Chamber Music Concert** at Bloomfield Township Public Library.

The concert is the first in a series. The pieces to be performed will be released in the days leading up to the performance and will be posted on the **Library's Website**.

No registration is required for the free concert that will be performed at the Library at 7:00 p.m. All ages are welcome, bearing in mind that the Chamber Music Concerts are intended for a thoughtful and attentive audience. **Accessibility Accommodations** are available and can be made by contacting the Library at least 24 hours before the event at **248-642-5800**.

For additional program information, contact the Assistant Library Director by **Email** or by calling **248-642-5800** - Ext 114.

[Promotional] Deer Management Update; Open House on Sunday; and Information on Bond Proposal - eNews 9/24/26.

BCTV Spotlight:
BTPL Chamber Music Concert

Bloomfield Community Television

On September 18, 2026, the Bloomfield Township Public Library (BTPL) kicked off their annual Chamber Music Concert series. This program features talented student musicians from the University of Michigan School of Music, Theatre, and Dance.



To watch more BCTV, visit **Video On Demand** and learn more about **Producing Your Own Program!**

Stream BCTV Anywhere in the World

Also on BCTV:

BACB Sports Groves vs Seaholm Girls Swim and Dive 2026

BACB Sports Seaholm Maples vs Groves Falcons Friday Night Football 2026

[Promotional] Household Hazardous Waste Day is Saturday and Police and Fire Station Tours for Residents - eNews 10/1/26.

Friends of the Bloomfield Township Public Library Book Sale on October 10



With the passage of the autumnal equinox, fall is officially upon us. The coziness of this season of sweaters and warm drinks makes it the perfect time to fall in love with reading. Whether you're falling in love for the first time or rekindling the flame, the Friends of the Bloomfield Township Public Library **Second Saturday Sale** is an excellent and easy way to fall in love with reading this fall.

The monthly sale offers books and audiovisual materials organized into more than 50 categories, including a room dedicated to music and film. Whether you're looking for something to read that is fun, factual, or frightening (it is almost Halloween after all), the Second Saturday Sale is an excellent resource for both popular and rarer finds.

Hosted on the lower level of the Bloomfield Township Public Library, the walk-in sale can be shopped on Saturday, October 10, 2026, from 11:00 a.m. to 3:00 p.m. Debit cards may be used for purchases of any amount. Credit cards may be used with a $5 minimum purchase.

Those who are Friends of the Library members may shop the sale early that day from 10 a.m. to 11 a.m. Friends membership can be purchased at the door on the day of the sale.

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

Community Calendar only runs when space permits. To view more events and to submit your own, use the QR code or visit candgnews.com/calendar. To advertise an event, call (586) 498-8000.

ence South Africa,
ubai through recre-
Lundberg along
nts of nonprofit
ho visited countries,
d'oeuvres and
n bar with themed
ng suitcases
3 p.m., The Village
oomfield Hills,

meeting: Hear
merican art
a O'Keeffe's Modern
n Zoom and in
3 Woodward Ave. in
st Fridays with dif-
ns (must RSVP for
rmensclub@gmail.
com

and dress in cloth-
Society, 10 a.m.-
House and Barn,
also order Crow to
e, franklin-history.
at candgnews.com

n/walk, 9 a.m.,
in Beverly Hills,
es in Birmingham
fforts, financial aid
m/run-sos, read

: Meet departments
truck train rides,
k tank, art exhibit,
ntion demonstra-
ls and gymnastic
ways, and more,
ip Campus, 4200
/openhouse

: Includes Eric
for Bingham Farms
kman, D. E. Haga-
Miller (vying for three
ns Village Council),
ian Church, 22055

altimore, Maryland-
Cranbrook Art
Bloomfield Hills,
okart.edu/events

Off Day: Safely dispose of gasoline, motor oil, paint, batteries, propane, fire extinguishers, tires and more, for Bloomfield Township residents only (proof of residency required), 9 a.m.-2 p.m., Bloomfield Township Campus, 4200 Telegraph Road, see full list of acceptable items at bloomfieldtwpmi.gov/trash/hazardous-waste

Farmington High School Class of 1976: 50-year reunion, 7 p.m., The Pines, 37777 11 Mile Court in Farmington Hills, also golf outing Oct. 2, (248) 420-0112, larryherren@gmail.com

OCT. 8

Artist talk: Hear from Karyn Olivier (public works artist in residence at Free Library of Philadelphia), presented by Museum of Contemporary Art Detroit, 6-8 p.m., deSalle Auditorium at Cranbrook Art Museum, 39221 Woodward Ave. in Bloomfield Hills, free with museum admission, read more about artist at cranbrookart.edu/events

OCT. 10

Chamber Music Detroit concert: Hear The Pacifica Quartet, 7:30-9:30 p.m., Seligman Performing Arts Center at Detroit Country Day School, 22305 W. 13 Mile Road in Beverly Hills, season continues Nov. 21, Dec. 12, Feb. 13, March 27, April 10 and May 8, chambermusicdetroit.org

Fall Story Time: Hear seasonal story about doughnuts, also enjoy tasty treats, 10:30-11:30 a.m., Franklin Cider Mill, 7450 Franklin Road in Bloomfield Township, continues with story about ducks Nov. 7, free but seating limited, franklin.mi.us

De La Salle High School Class of 1976: 50-year reunion, 7 p.m., Topa on rooftop of AC Hotel Detroit at the Bonstelle, 14 Eliot St. in Detroit, RSVP to vdirita@gmail.com

OCT. 13

The Birmingham Metropolitan Women's Club meeting: Includes guest speaker Emmajean Evans (founder of Grosse Pointe Theatre's Senior Acting Troupe Act II) and luncheon, 10:30 a.m., The Iroquois Club, 43248 Woodward Ave. in Bloomfield Township, group meets every second Tuesday of month, RSVP to Chris at (248) 303-7339 at least two weeks before each event, tbmwc.com

ONGOING

Birmingham Farmers Market: 9 a.m.-2 p.m. Sundays until Oct. 25, Public Parking Lot #6, 660 N. Old Woodward Ave., see special event dates and music schedule at downtownbirmingham.com/visit/farmers-market

'The Last Five Years': Musical about couple told from his perspective in chronological order and hers in reverse, 8 p.m. Fridays-Saturdays and 2 p.m. Sundays Oct. 9-18, St. Dunstan's Playhouse, 400 Lone Pine Road in Bloomfield Hills, (844) 386-7826, stdunstanstheatre.com



'Once On This Island': Musical about peasant girl in French Antilles who falls in love with wealthy boy and makes deal with island's gods to save his life, 7:30 p.m. Thursdays-Saturdays and 2 p.m. Sundays Sept. 25-27 and Oct. 1-4, Birmingham Village Players, 34660 Woodward Ave., birminghamvillage-players.com, (248) 644-2075, read story at candgnews.com

Cranbrook on the Green 2026: Play artist-designed mini-golf course, 10 a.m.-5 p.m. Saturdays-Sundays during September, outside at Cranbrook Art Museum, 39221 Woodward Ave. in Bloomfield Hills, private bookings and parties available during non-regular hours, cranbrookartmuseum.org/mini-golf

Second Saturday Book Sale: Recurring monthly event includes thousands of books and audiovisual materials, also room with music and film, 11 a.m.-3 p.m. (10 a.m. for Friends of the Bloomfield Township Public Library members), 1099 Lone Pine Road, proceeds fund library programs and projects, btpl.org

Birmingham-Ferndale Stamp Club: Meets 6 p.m. every first and third Tuesdays of month (fellowship at 5:30 p.m.), Birmingham Next, 2121 Midvale St., birminghamstamp.club

CITYWIDE
OPEN HOUSE
Oct. 3 | 12-3PM
City Hall
31555 W Eleven Mile Rd
Parking is available in the east parking lot at Oakland Community College Orchard Ridge Campus, located at 27055 Orchard Lake Rd. From there, attendees can take the free shuttle bus to City Hall.
FREE ADMISSION
0351-2639
FARMINGTON HILLS Michigan
Media Partner
CHANNEL 955

Events run when space permits. To submit your own for free, and to see more, visit candgnews.com/calendar or use the QR code. To guarantee your event appears in print, call (586) 498-8000 to purchase an advertisement.

Free concert features
ano Leslie Mason,
ndover Piano Duo
an Wheatley, and nar-
theran Church of the
d in Birmingham, The
ontinues Nov. 12 and
e.org

ary of Philadelphia
Karyn Olivier, pre-
brary Art Detroit, 6-8
nbrook Art Museum,
field Hills, free with
rt.edu/events

t: Hear The Pacifica
an Performing Arts
chool, 22305 W. 13
n continues Nov.
April 10 and May 8,

story about doughnuts,
:30 a.m., Franklin
n Bloomfield Town-
ducks Nov. 7, free but

Strong, Steady and
esentation for seniors
klin Public Library,
.mi.us

t, educator, writer and
a Poppy DeltaDawn,
at Cranbrook Art
n Bloomfield Hills,

Lori Tucker-Sullivan

discusses what to do after job loss, ended friendships, bereavement – like after her own husband died – and other major life transitions, 5-6:30 p.m., The Village Club, 190 E. Long Lake Road in Bloomfield Hills, (248) 644-3450, thevillageclub.org

ONGOING

Birmingham Farmers Market: 9 a.m.-2 p.m. Sundays until Oct. 25, Public Parking Lot #6, 660 N. Old Woodward Ave., see special event dates and music schedule at downtownbirmingham.com/visit/farmers-market

Fall Festival: Includes corn maze, pumpkin patch, wagon rides, launching apples, haystacks to climb, farm animals, bounce pad, inflatables, pony rides, crafts, games, food trucks, beer garden, live music and more, held rain or shine, 5-9 p.m. Fridays and 10 a.m.-4 p.m. Saturdays-Sundays until Oct. 31, Bowers Farm – Discovery Oaks Park, 1219 E. Square Lake Road in Bloomfield Hills, oaklandcountyparks.com

Art exhibits: See "Backstories" by Doug Cannell, "Image & Likeness" by Kate Donoghue, "Blink" by Meike Rapp-Ullmann and works by students of Andrea Tama, on display 9 a.m.-5 p.m. Mondays-Thursdays and 9 a.m.-4 p.m. Fridays until Oct. 29, also artist talk from 11 a.m.-noon Oct. 17, Birmingham Bloomfield Art Center, 1516 S. Cranbrook Road in Birmingham, (248) 644-0866, bbartcenter.org

Second Saturday Book Sale: Recurring monthly event includes thousands of books and audiovisual materials, also room with music and film, 11 a.m.-3 p.m. (10 a.m. for Friends of the Bloomfield Township Public Library members), 1099 Lone Pine Road, proceeds fund library programs and projects, btpl.org

Senior Men's Club of Birmingham meetings: Hear "The Evolution of Plum Market" by company Co-Founder and President Marc Jonna Oct. 9, "The World in Flux: Understanding the Forces Reshaping the Economy" by Plante Moran Financial Advisors Chief Investment Officer Jim Baird Oct. 16, "Campaign '26: Where Do We Stand?" by Oakland University Chief Community Engagement Officer Dave Dulio Oct. 23, and "Investing Beyond the Easy-Money Era" by Managed Asset Portfolios Founder, President and Chief Investment Officer Michael S. Dzialo Oct. 30, also luncheon, 10:30 a.m.-1 p.m., on Zoom and in person at The Iroquois Club, 43248 Woodward Ave. in Bloomfield Township, continues most Fridays; RSVP for lunches by previous Tuesdays, seniormensclub@gmail.com, seniormensclubbirmingham.com



Photo provided by St. Dunstan's Theatre

'The Last Five Years': Musical about couple told from his perspective in chronological order and hers in reverse, 8 p.m. Fridays-Saturdays and 2 p.m. Sundays Oct. 9-18, St. Dunstan's Playhouse, 400 Lone Pine Road in Bloomfield Hills, (844) 386-7826, stdunstanstheatre.com

Birmingham-Bloomfield Newcomers and Neighbors Club: Comprises 270-plus women around world, nonprofit hosts monthly Welcome Coffee events to connect, share cultures and build friendships, also local activities including card games and sports, inquire about events at bbnc.membership@gmail.com, bbnewcomers.com

Cozy Craft Club: Teens and tweens can bring own projects but can also used supplied needlecrafts, 4-5 p.m. Oct. 10, Nov. 7 and Dec. 19, Franklin Public Library, 32455 Franklin Road, franklin.lib.mi.us

'Artificial Intelligence: Your Mind & The Machine': Explore traveling exhibit through hands-on experiences, open until May 9, Cranbrook Institute of Science, 39221 Woodward Ave. in Bloomfield Hills, free with museum admission, (248) 645-3200, science.cranbrook.edu

Music Bingo: Get three cards for $5, 7 p.m. every third Saturday of month, also meal for purchase from 5-7 p.m., Birmingham/Troy American Legion Post #14, 1340 W. Maple Road in Troy, (248) 362-2077

Birmingham-Ferndale Stamp Club: Meets 6 p.m. every first and third Tuesdays of month (fellowship at 5:30 p.m.), Birmingham Next, 2121 Midvale St., birminghamstamp.club

Zoo Boo: Features live and strolling entertainment, illuminated decor and themed photo stops, trick-or-treat stations, character encounters, giveaways, face painting, interactive education stations, and more, 3-8:30 p.m. with access to animals until 6 p.m. Fridays-Sundays through Oct. 25, Detroit Zoo, 8450 W. 10 Mile Road in Royal Oak, detroitzoo.org/events/zoo-boo



PIONEER DOOR
EST. 1994
FAMILY OWNED, QUALITY YOU CAN TRUST
1100 S. Lapeer rd., Oxford
248-628-6230
PioneerDoorCo.com



0189-2641

October Youth Events Calendar

S	M	T	W	T	F	S
				01 Letters to Ted... During Construction Toddler Story Time 10:30 a.m.	02 Toddler Story Time 10:30 a.m.	03
04	05	06 Preschool Story Time 10:30 a.m.	07 Baby Story Time 10:30 a.m.	08 Toddler Story Time 10:30 a.m. Book Discussion: The Fort 6:30 p.m.	09 Toddler Story Time 10:30 a.m.	10 Friends of the Library Sale 11 a.m. – 3 p.m. Family Story Time 11 a.m.
11	12	13 Preschool Story Time 10:30 a.m.	14 Baby Story Time 10:30 a.m.	15 Toddler Story Time 10:30 a.m.	16 Toddler Story Time 10:30 a.m. Gamer Lounge 4 p.m.	17
18	19 Reading with the Dogs 6 p.m.	20	21 Little Builders 10 a.m. PJ Family Story Time 7 p.m.	22	23 Halloween Craft Packs 9:30 a.m.	24
25	26	27	28	29	30	31

VISIT BTPL.ORG/EVENTS FOR MORE INFO

Letters to Ted...During Construction

October 1 – 31

It's your chance to write to the Youth Department's mascot, Ted E. Bear. Here's how it works: grab some paper and a pencil and write a letter to Ted. Tell him about your day, your favorite books, or ask him what he's been up to while the Youth Room is closed for construction. Pop your letter in the special mailbox at the shared Service Desk and wait patiently for 7 – 10 days while Ted E. Bear reads it, then check your own mailbox for his response! *No registration required.*



Halloween Craft Packs

Celebrate spooky season at home with a package of take-home crafts and activities for trick-or-treaters! Limit one bag per child. Please note that some activities contain small parts. Adult supervision is recommended for ages 3 and under. Beginning October 23, pick up kits at the Shared Services Desk while supplies last.



Registered Programs

Book Discussion Group
Print copies of the book being discussed will be available at the shared Service Desk for all registered participants. Titles will also be available to checkout and download as an eAudio or eBook format through OverDrive or hoopla. Registration begins September 10 and ends five days before the program.

Thursday, October 8, 6:30 p.m.
The Fort by Gordon Korman:
A Book Discussion for Grades 6 – 8

Reading with the Dogs
Monday, October 19, 6 p.m.
Readers ages 5 and up are invited to register for a 15-minute session to share a story with a furry friend at the Library. Licensed therapy dogs and their handlers will be ready to listen in the Community Room. This is a comfortable way to practice reading skills with no judgment from the dogs! *Registration begins September 21.*

Drop-In Events

Gamer Lounge
Friday, October 16, 4 p.m. – 6 p.m.
Start the weekend with video game fun. Come solo or bring your friends and try out different games and consoles each time. For grades 5 – 12. *No registration required.*

Little Builders
Wednesday, October 21, 10 a.m. – Noon
Drop in for a little "block party" with us! Enjoy a mix of blocks and loose parts play and spend some constructive time with your child. Build a tower, create and test ramps, play with light and shadow, and more. For ages 18 months – 5 years, with a grown-up. *No registration required.*

Story Times

Preschool Story Time
Tuesdays, September 29 – October 13, 10:30 a.m.
Stories, rhymes, fingerplays, movement, and more for preschoolers ages 3 and up and their grown-up. Enjoy detailed stories, complex fine motor development opportunities, and increased independence. *Registration for the three-week session began August 31.*

Baby Story Time
Wednesdays, September 30– October 14, 10:30 a.m.
Lap-based interactive story time designed for little sitters and crawlers, ages birth – approximately 17 months, and their grown-up. Join us for simple stories, songs, lap bounces, connection, and play. *Registration for the three-week session began August 31.*

Toddler Story Time
Thursdays, October 1 – October 15, 10:30 a.m. **OR**
Fridays, October 2 – October 16, 10:30 a.m.
Interactive early literacy fun designed for little walkers and movers, ages approximately 18 – 35 months, along with their grown-up. Join us for stories, songs, movement activities, rhymes, and play. *Registration for the three-week session began August 31. Register for only one day and time slot per session.*

Family Story Time
Saturday, October 10, 11 a.m.
Families are invited to join us for stories, songs, rhymes, movement, and fun. For children of all ages and their grown-ups. *No registration required.*

PJ Family Story Time
Wednesday, October 21, 7 p.m.
Get ready for bedtime with stories, songs, rhymes, and gentle movement for children of all ages and their families. Pajamas are welcome. *No registration required.*

While the Youth area undergoes renovation,

Find your favorite youth librarians at the new shared services desk.

Youth programs and story times will be in the Community Room.

We're looking forward to discovering with you in these spaces!

EXCITING CHANGES ARE COMING!

LIBRARY RENOVATION PROJECT

LEARN MORE

As renovation work begins, you'll notice a smaller selection of Youth Services programs while we adjust our spaces during construction.

We'll continue offering story times and other popular programs throughout the project, and we'll share updates in future program calendars as work progresses.

Visit btpl.org/renovation for renovation updates and details.

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

November Youth Events Calendar

S	M	T	W	T	F	S
01	02	03	04	05	06	07
08	09	10 Preschool Story Time 10:30 a.m. Book Discussion Group 6:30 p.m.	11 LIBRARY CLOSED	12 Toddler Story Time 10:30 a.m.	13 Toddler Story Time 10:30 a.m.	14 Friends of the Library Sale 11 a.m. – 3 p.m. Family Story Time 11 a.m.
15	16	17 Preschool Story Time 10:30 a.m.	18 Baby Story Time 10:30 a.m. PJ Family Story Time 7 p.m.	19 Toddler Story Time 10:30 a.m. Reading with the Dogs 6 p.m.	20 Toddler Story Time 10:30 a.m. Gamer Lounge 4 p.m.	21
22	23	24 Preschool Story Time 10:30 a.m.	25 Baby Story Time 10:30 a.m. LIBRARY CLOSES AT 5:30 PM.	26 LIBRARY CLOSED	27 Little and Big Brick Builders 11 a.m.	28
29	30					



VISIT BTPL.ORG/EVENTS FOR MORE INFO

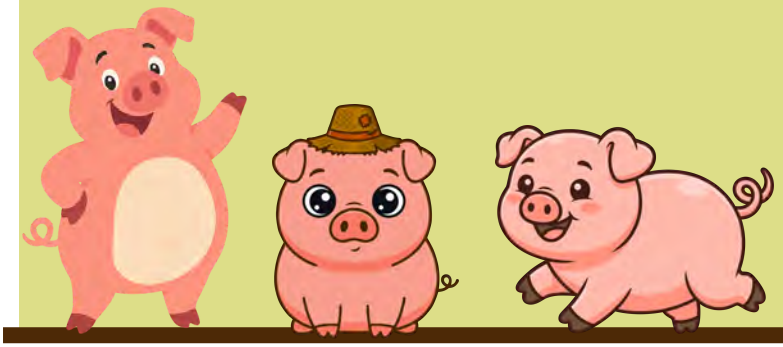
BOOK DISCUSSION GROUP

Tuesday, November 10, 6:30 p.m.

Registration begins October 13 and ends 5 days before the program to allow all participants time to read the book before the program.



Grades K-3 along with their grown-up are invited to the Library for discussion and activities related to *The True Story of the Three Little Pigs* by Jon Scieszka. Copies of the book will be available for pick up (and to keep) at the Shared Services Desk for all registered participants.



READING WITH THE DOGS

Thursday, November 19, 6 p.m.

Registration is required and begins October 19.

Young readers are invited to share a story with a furry friend at the Library. Licensed therapy dogs and their handlers will be ready to listen in the Community Room. This is a comfortable way to practice reading skills.



- **For young readers ages 5 and up.**
- **Reading sessions are 15-minutes each.**
- **Practice reading with no judgement.**

DOGS ARE THE BEST LISTENERS!

Storytime

Preschool Story Time

Tuesdays, November 10 – December 8, 10:30 a.m.

Stories, rhymes, fingerplays, movement, and more for preschoolers ages 3 and up and their grown-up. Enjoy detailed stories, complex fine motor development opportunities, and increased independence. *Registration for the five-week session begins October 12.*

Baby Story Time

Wednesdays, November 18 – December 9, 10:30 a.m.

Lap-based interactive story time designed for little sitters and crawlers, ages birth – approximately 17 months, and their grown-up. Join us for simple stories, songs, lap bounces, connection, and play. *Registration for the four-week session begins October 12.*

Toddler Story Time

Thursdays, November 12 – December 10, 10:30 a.m. OR
Fridays, November 13 – December 11, 10:30 a.m.
(No Story Time November 26 or November 27)

Interactive early literacy fun designed for little walkers and movers, ages approximately 18 – 35 months, along with their grown-up. Join us for stories, songs, movement activities, rhymes, and play. *Registration for the four-week session begins October 12. Register for only one day and time slot per session.*

Family Story Time

Saturday, November 14, 11 a.m.

Families are invited to join us for stories, songs, rhymes, movement, and fun. For children of all ages and their grown-ups. *No registration required.*

PJ Family Story Time

Wednesday, November 18, 7 p.m.

Get ready for bedtime with stories, songs, rhymes, and gentle movement for children of all ages and their families. Pajamas are welcome. *No registration required.*





Friday, November 20, 4 p.m. – 6 p.m.

Start the weekend with video game fun. Come solo or bring your friends and try out different games and consoles each time. For grades 5 – 12. *No registration required.*



Friday, November 27, 11 a.m. – 12:30 p.m.

Drop in for a block party and experiment with wooden blocks, big blocks, little LEGO, larger Duplo blocks, and more. Come and spend some constructive time with your child. Make a house, build a road – the sky's the limit! For families of all ages. *No registration required.*

LIBRARY CLOSINGS

Wednesday, November 11
for Staff Development Day

Thursday, November 26
for Thanksgiving
The Library will close at 5:30 p.m.
on Thanksgiving Eve,
Wednesday, November 25

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

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

ADULT AND TEEN OCTOBER 2026 CALENDAR

Programs listed in red do not require registration. For all other events, register online at *btpl.org/events* or call (248) 642-5800.
** indicates Teen program*
*** indicates Adult program*
**** indicates Tech program*
***** All Ages program*

LIBRARY RENOVATION PROJECT

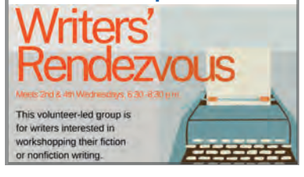
Phase I of the Library Renovation Project continues with reduced services and collections.

LEARN MORE

For the most current project updates, scan the QR code below:

Additional information can be found:

- **At *btpl.org/renovation***
- **Via the Library's social media pages**
- **By visiting the Shared Services Desk located in the middle of the Library**
- **By signing up for email updates at *btpl.org/newsletter-signup*.**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
27 **LIBRARY RENOVATION PROJECT** Phase I Continues *Library Building OPEN with reduced services and collections*	28 MANHATTAN SHORT Film Festival 6:30 p.m. – 9 p.m. *Same program presented Saturday, October 3* **Monday Night Book Club, 7 p.m.	29 **Adaptive Umbrella Workshop 10 a.m. – 3:30 p.m. 	30	1 **Science Fiction/ Fantasy Book Club 7 p.m. 	2 English Language Conversation Group 10 a.m. – 12 noon	3 MANHATTAN SHORT Film Festival 2 p.m. – 4:30 p.m. *Same program presented Monday, September 28* MANHATTAN SHORT
4	5 Spice Club Kit Release: Black Garlic *For Twp. cardholders while supplies last*	6 Fiber Arts Club 10 a.m. – 12 noon **Movie Discussion Club *Songs My Brothers Taught Me* (2015) directed by Chloe Zhao 7 p.m.	7	8	9 English Language Conversation Group 10 a.m. – 12 noon	10 Friends of the Library Second Saturday Book Sale 11 a.m. – 3 p.m. **Friends members only 10 a.m. – 11 a.m.*
11	12 Gentle Spaces for Adults & Teens 10:30 a.m. – 12:30 p.m. Adult and Teen Craft Kit Release: Beaded Spider *For Twp. cardholders while supplies last*	13 **What's Your Story: A Memoir Writing Group, 1 p.m. 	14 **Writers' Rendezvous 6:30 p.m.	15	16 English Language Group 10 a.m. – 12 noon Gamer Lounge 4 p.m. – 6 p.m. *Teen Open Mic Night 7 p.m. – 8:30 p.m.	17 Adult Brick Builders Meet-Up 1 p.m. – 3 p.m. 
18	19 **Lunchtime Book Club 1 p.m. 	20 **Tuesday Book Club 10 a.m. Fiber Arts Club 10 a.m. – 12 noon	21 **Mystery Book Club 1 p.m. **Wednesday Night Book Club 7 p.m.	22 **Thursday Book Club 10 a.m. 	23 English Language Conversation Group 10 a.m. – 12 noon	24
25	26 **Monday Night Book Club 7 p.m. 	27 **What's Your Story: A Memoir Writing Group 1 p.m.	28 **Writers' Rendezvous 6:30 p.m. 	29	30 English Language Conversation Group 10 a.m. – 12 noon	31

Bloomfield Township Public Library

1099 Lone Pine Road
Bloomfield Twp., MI 48302
(248) 642-5800 I btpl.org

ADULT AND TEEN NOVEMBER 2026 CALENDAR

Programs listed in red do not require registration.
For all other events, register online at *btpl.org/events* or call (248) 642-5800.
**** indicates Teen program***
***** indicates Adult program***
****** indicates Tech program***
******* All Ages program***

LIBRARY RENOVATION PROJECT

Phase I of the Library Renovation Project continues with reduced services and collections.

LEARN MORE

For the most current project updates, scan the QR code below:

Additional information can be found:

- **At *btpl.org/renovation***
- **Via the Library's social media pages**
- **By visiting the Shared Services Desk located in the middle of the Library**
- **By signing up for email updates at *btpl.org/newsletter-signup*.**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 **History Harvest with Bloomfield Historical Society, 1 p.m. – 3 p.m.** 	2 **Spice Club Kit Release: Saffron** ***For Twp. cardholders while supplies last***	3 **Fiber Arts Club 10 a.m. – 12 noon** ****Movie Discussion Club *Cleo from 5 to 7* (1962) directed by Agnes Varda 7 p.m.**	4	5 ****Science Fiction/ Fantasy Book Club 7 p.m.** 	6 **English Language Conversation Group 10 a.m. – 12 noon**	7 ***Teen Craft Club 12 noon – 2 p.m.** 
8	9 **Gentle Spaces for Adults & Teens 10:30 a.m. – 12:30 p.m.** 	10 ****What's Your Story: A Memoir Writing Group 1 p.m.**	11 **LIBRARY CLOSED: VETERAN'S DAY & STAFF DEVELOPMENT DAY** 	12 **Adult and Teen Craft Kit Release: Lip Balm** ***For Twp. cardholders while supplies last***	13 **English Language Conversation Group 10 a.m. – 12 noon**	14 **Friends of the Library Second Saturday Book Sale 11 a.m. – 3 p.m.** ****Friends members only 10 a.m. – 11 a.m.*** 
15 **LIBRARY RENOVATION PROJECT** **Phase I Continues**	16 ****Lunchtime Book Club 1 p.m.** ****Monday Night Book Club 7 p.m.**	17 ****Tuesday Book Club 10 a.m.** **Fiber Arts Club 10 a.m. – 12 noon** ****Classics Book Club 7 p.m.**	18 ****Mystery Book Club 1 p.m.** ****Wednesday Night Book Club 7 p.m.**	19 ****Thursday Book Club 10 a.m.** 	20 **English Language Conversation Group 10 a.m. – 12 noon** **Gamer Lounge for Grades 5 – 12 4 p.m. – 6 p.m.**	21 ****Cookbook Club 12 noon** 
22	23	24 ****What's Your Story: A Memoir Writing Group, 1 p.m.** 	25 ***Library Closes at 5:30 p.m. for Thanksgiving Eve***	26 **LIBRARY CLOSED FOR THANKSGIVING** 	27	28
29	30	1 **Fiber Arts Club 10 a.m. – 12 noon** ****Movie Discussion Club *Anatomy of a Fall* (2023) directed by Justine Triet 7 p.m.**	2	3 ****Science Fiction/ Fantasy Book Club: *The Saint of Bright Doors* by Vajra Chandrasekera 7 p.m.**	4 **English Language Conversation Group 10 a.m. – 12 noon**	5

DATES FOR THE LIBRARY BOARD OF TRUSTEES

Tuesday, October 20, 6:30 p.m. – Library Board Meeting (all Trustees)

Wednesday, October 21, 10:30 a.m. – Friends Board Meeting

Tuesday, October 27, 7:00 p.m. – Library Ambassador Group

Wednesday, November 11 – Library Closed for Staff Development Day

Saturday, November 14, 10:00 a.m. – 3:00 p.m. – Friends of the Library Second Saturday Sale

Tuesday, November 17, 6:30 p.m. – Library Board Meeting (all Trustees)

Wednesday, November 18, 10:30 a.m. – Friends Board Meeting