

Bloomfield Township Public

Library

**Bloomfield Township Public Library
Board of Trustees**

Library Board Meeting
Tuesday, November 16, 2021
7:00 p.m.

Board Room

Trustees:

libraryboard@btpl.org

Judy Lindstrom, President
Grant Gerhart, Vice President
Sandra Edwards, Secretary
Tom Deska
Dani Gillman
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 TRUSTEE MEETING**

LIBRARY BOARD INFORMATION PACKETS

List of Contents

Items included in pre-board delivery for the REGULAR BOARD MEETING SCHEDULED
Tuesday, November 16, 2021
7:00 p.m.

#	<u>NUMBERED ITEMS</u>	<u>DATE DELIVERED</u>
1	Agenda	11/12/2021
2a	Request to remove items from the Consent Agenda for Discussion	11/12/2021
2b	Motion to approve the order of items for the regular and consent agendas	11/12/2021
5	Motion to approve remaining Consent Agenda items 6-8d	11/12/2021
6	Regular Board Meeting Minutes of For Tuesday, October 19, 2021	11/12/2021
7a	Cash Disbursements	11/12/2021
7b	Revenues/Expenditures Budget Report	11/12/2021
7c	Energy Report	11/12/2021
8a	President's Report– no report	
8b	Director's Report	11/12/2021
8c	Art Committee –no report	
8c	Building and Grounds Committee – no report	
8c	Cranbrook –no report	
8c	Development Committee	
8c	Finance Committee– no report	
8c	Friends of the Library Liaison – no report	
8c	Jeanette P. Myers Scholarship Committee – no report	
8c	Investment Committee – no report	
8c	Personnel Committee – no report	
8c	Policy Committee – no report	
11a	Election of Officers	11/12/2021
11b	COVID-19 Vaccination, Testing, and Face Covering Policy	11/12/2021
13	Motion to approve any items removed from the Consent Agenda	11/12/2021
	<u>UNNUMBERED ITEMS</u>	<u>DATE DELIVERED</u>
	What's Going on at the Library	11/12/2021
	Dates for Library Board of Trustees	11/12/2021

AGENDA
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, November 16, 2021
Regular Board Meeting
7:00 P.M.

REGULAR AGENDA ITEMS #1-5

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

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

6. Regular Board meeting minutes of October 19, 2021
7. Budget
 - a. Cash Disbursements
 - b. Monthly Revenues & Expenditures
 - c. Energy Report
8. Written Reports:
 - a. President: *Judy Lindstrom
 - b. Director: *Tera Moon
 - c. Committee:
 - *Advocacy Committee
 - *Art Committee Ad Hoc
 - *Building and Grounds
 - *Cranbrook
 - *Development
 - *Finance
 - *Friends of the Library Liaison
 - *Investment
 - *Jeanette P. Myers Scholarship Selection
 - *Personnel
 - *Policy

REGULAR AGENDA ITEMS

9. Call to the public, communications
10. Unfinished Business
11. New Business
 - a. Election of Officers
 - b. COVID-19 Vaccination, Testing, and Face Covering Policy
12. Discussion of items removed from the Consent Agenda
13. MOTION to approve any items removed from the Consent Agenda
14. Other
15. Next scheduled meeting: Tuesday, December 21, 2021
16. Adjournment

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

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

I REQUEST THAT ITEM (S):

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

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

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

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

OPTION - NO AMENDMENT NEEDED:

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

OPTION - AMENDMENT TO AGENDA:

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

the **REGULAR AGENDA** as follows:

the **CONSENT AGENDA** as follows:

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

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

CONSENT AGENDA ITEMS MOTION

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

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

Bloomfield Township Public Library
Oakland County, Michigan
Tuesday, October 19, 2021

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

Trustees Present: Tom Deska, Grant Gerhart, Dani Gillman, Judy Lindstrom, and Joan Luksik

Trustees Absent: Sandra Edwards

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

Guests: Laura Kraly, Adult Services Department Head and SOC representative; Lindsey Block, Administration Clerk

Joan Luksik requested **Item 7a Cash Disbursements Minutes** be removed from the consent agenda for regular discussion.

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

A vote was taken for approval of the motion.

Ayes: Deska, Gerhart, Gillman, Lindstrom, and Luksik

Nays: None

MOTION CARRIED

PRESIDENT'S VERBAL REPORT:

President Judy Lindstrom has served as President for three years, so her time serving in this role is nearing an end. At the next meeting on November 16, there will be nominations for the next Library Board President. She will speak to the Trustees about being on a nominating committee for the Board. There will be a full slate of elections: President, Vice-President, and Secretary. Committee appointments will be in January. She attended an opening event at the University of Michigan Dearborn, in celebration of Karen Imarisio donation of an extensive pop-up book collection. Karen Imarisio was once staff at Bloomfield Township Public Library. Former Director Carol Mueller was also in attendance. Goldner Walsh's newest seasonal urns at the Library entrance received the President's praise. She also praised the beautiful October weather.

DIRECTOR'S VERBAL REPORT:

Director Moon Verbal remarked about the abundance of content and activities staff has planned and created, recorded, and presented. With the next newsletter the Library will be back to the regular quarterly schedule of newsletters. Through the pandemic the Library has increased social media and email marketing.

- Facebook 2,495 followers increase of 500 from March 2020
- Instagram 1,239 followers increase of 340 from March 2020
- Twitter 212 followers increase of almost 90 from March 2020

She announced that a chamber music concert is planned for Friday, November 19.

On Saturday, December 11 at 11 a.m. in the Community Room, the Library is planning a reception for reveal the Community Quilt that was started earlier this year as part of the “Incredible Journey” programs. This is the same day as the Friends Second Saturday Sale.

The Faust Public Library of Westland recently won a millage campaign and is making plans to renovate and expand their building. They are touring libraries in the area with recent improvements and one of their stops will be Bloomfield Township Public Library. They will be interested to see The Commons for the many kinds of seating and variety of styles of working made available. They will be visiting on November 2.

Director Moon was in attendance at The Cultural Council of Birmingham Bloomfield arts award ceremony, as she is sitting on that board. She interviewed with County Commissioner Chuck Moss and this will air on BCTV at some point.

Youth Services Librarian Patricia Ballard visited Covington School in Birmingham, which has many Bloomfield Township residents among its students. Covington was hosting their first annual Literacy Night. About 70 attendees got to meet with Patricia, as well as librarians from Baldwin and Southfield, and other literacy related organizations. Students also heard presentations from the school Principal, the teacher who organized the event, and the Media Specialist. Patricia said it was great fun and everyone enjoyed themselves and learned a lot.

Adult Services Librarian Shayna Connolly recently shared an “I love my job” moment: “A patron asked me for Arsene Lupin books that she had read when she was young and wanted to reread. We only had one short story in a collection, and I was explaining that I could find that for her and then we could order more when I saw we had a few in Korean in the World Languages Collection. She was delighted! She laughed and said that she was looking for them in English but had originally read them in Korean and that this would be perfect. I could hear the smile behind her mask as I found the books for her, and she headed off to check them out.”

Upon discussion, a motion was made by Tom Deska seconded by Dani Gillman to **APPROVE THE REMAINING ITEMS ON THE CONSENT AGENDA.**

A vote was taken for approval of the motion.

Ayes: Deska, Gerhart, Gillman, Lindstrom, and Luksik

Nays: None

MOTION CARRIED

REGULAR AGENDA:

Call to the Public:

Laura Kraly, representing the SOC, reported that the Holiday Party is on December 12 and shared more details about the murder mystery themed entertainment as well as the menu.

Lindsey Block, the new Administration Clerk, was introduced. She is a master’s student at Wayne State. She has just finished her fifth week of work at Bloomfield Township Public Library.

UNFINISHED BUSINESS:

No unfinished business.

NEW BUSINESS:

11a. Annual Policy Review

Each year, the Policy Committee meets to review all fifteen Library Board approved policies. The purpose of this review is to ensure that these policies, our guiding principles, are up to date and continue to meet library needs. From time to time, Board approved guidelines are reviewed and updated as necessary as well. This year, there is a recommended update to library policies, Investment and Depository Designation.

On September 27, 2021, the Policy Committee met and reviewed the Investment and Depository Resolution, last revised by the Library Board of Trustees on June 16, 2015.

There are two recommended changes. First, under Section 4 Approved Depositories, the names of financial institutions have been replaced with the statement “the library will maintain a list of financial institutions, which are authorized to provide investment and depository services by the Finance Committee and approved by the Board of Trustees”. Second, a new section was added, Section 10 Internal Controls, recommended under the criteria set forth by the Association of Public Treasurers of US and Canada Investment Policy Certification Committee. This new section includes the following: “BE IT FURTHER RESOLVED, That the library shall establish a system of internal controls, which is designed to prevent losses of public funds arising from fraud, employee error, misrepresentation by third parties, unanticipated changes in financial markets, or imprudent actions by employees and officers. Required elements of the system of internal controls shall include: 1) The timely reconciliation of all bank accounts is within 30 days of the end of the monthly cycle, 2) details of delivery versus payment procedures include the payment is made either before or at the same time as the delivery of the securities, and 3) a third party audit is conducted annually.

Upon discussion, a motion was made by Tom Deska, seconded by Grant Gerhart **TO APPROVE THE REVISIONS TO THE INVESTMENT AND DEPOSITORY DESIGNATION RESOLUTION, AS PRESENTED.**

A vote was taken for approval of the motion.

Ayes: Deska, Gerhart, Gillman, Lindstrom, and Luksik

Nays: None

MOTION CARRIED

12. DISCUSSION OF ITEMS REMOVED FROM THE CONSENT AGENDA

Joan Luksik requested that “**Item 7a Cash Disbursements Minutes**” be further discussed. She wanted to know what costs were covered in the check to Aecom. This was for Geraldine Drake and her associates’ services to coordinate furnishings in Adult and Youth Services Departments as well as the lighting project. The furniture and lighting were an additional cost separate from this. This was part of the original budget.

She also inquired on the change of the quarantine period for employees, which was in the Director’s Report. It was clarified that if an employee has been vaccinated and they get a negative test result, they can return to work. There is not a mandate for staff to be vaccinated.

Upon discussion, a motion was made by Joan Luksik, seconded by Dani Gillman **TO APPROVE THE ORDER OF ITEMS REMOVED FROM THE CONSENT AGENDAS.**

A vote was taken for approval of the motion.

Ayes: Deska, Edwards, Gerhart, Gillman, Lindstrom, and Luksik

Nays: None

MOTION CARRIED

OTHER:

Dani Gillman reported on the Friends meeting on October 6. Membership is at 258. In September, The Library Shop book and media sales earned \$1,226. The September Second Saturday Sale earned over \$5,000. They are investigating a reserve fund, inspired by the pandemic's effects on accounts. She shared an anecdote about a man who collected surplus book donations for the Taylor Community Library. Before this meeting the Friends answered questions previously posed to the Ambassador's Group. The next Friends meeting will be on November 3 meeting.

President Judy shared about this discussion with the Friends. Three of the six questions posed to the Ambassadors Group were also posed to the Friends. The Friends were enthusiastic and shared many ideas. They were very supportive of the Board and the staff.

Director Moon shared updates on the lighting project. Some of the supplies are slow to arrive. The staff end of the parking lot is done. There will be updated lighting in the display cases, the art piece over the Youth Services desk, the panel behind the Welcome Desk, and other unique spaces. The project is ahead of schedule and under budget.

There was an inquiry about library guests. According to the gate count, the Library receives about half as many visitors as before the Pandemic. This is a trend among libraries. Circulation has increased since last year and is close to levels before the pandemic.

Ambassador's Meeting October 26 at 7:00 p.m.

The next regular board meeting is November 16 at 7:00 p.m. The topic will be the election of officers.

At 7:37 p.m. President Judy Lindstrom adjourned the meeting.

Submitted by:



Sandra Edwards, Secretary

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**Cash Disbursements Comments
November 2021****General Fund Advance**

- Check #21738 payable to Howard Barron in the amount of \$200.00 was payment for a meeting room reservation refund.
- Check #21754 payable to Bloomfield Township in the amount of \$416.60 was payment for water for 9/21-10/18.

General Fund

- Check #21772 payable to Eastern Michigan University in the amount of \$25.00 was payment for replacement fee for a lost item borrowed through MeLCat.
- Check #21774 payable to Farmington Community Library in the amount of \$18,868.73 was payment for databases purchased through Metro Net.
- Check #21782 payable to Midwest Collaborative for Library Services in the amount of \$10,489.70 was payment for staff workshops and several databases.
- Check #21785 payable to Milliman, Inc in the amount of \$4,200.00 was payment for actuarial services for the OPEB Trust. The general fund was reimbursed for this expense from the OPEB Trust.
- Check #21786 payable to NBS in the amount of \$15,929.25 was payment for workstations in Adult and Youth Services.
- Check #21796 payable to Siemens Industry Inc in the amount of \$42,000.00 was payment for completion of the bipolar ionization system on the library's HVAC.
- Check #21797 payable to SQBox Solutions in the amount of \$3,490.00 was payment for maintenance of the library's intranet.
- Check #21798 payable to Summit Electric in the amount of \$743.00 was payment for restoring electricity to a library table.

- Check #21799 payable to The Library Network in the amount of \$824.95 was payment for a new database called LOTE (Languages Other Than English).
- Check #21802 payable to Yeo & Yeo in the amount of \$1,000.00 was payment for final billing for the audit.
- Check #21803 payable to Bloomfield Township in the amount of \$437,035.37 was payment for three payrolls including FICA, health insurance, pension, etc.

Gift Fund

- Check #5258 payable to Henry Feinberg in the amount of \$200.00 was payment for musician at Community Quilt Reception.
- Check #5260 payable to Staff Organization Committee in the amount of \$26.38 was payment for reimbursement of bank fees.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

CHECK REGISTERS

FOR THE MONTH OF OCTOBER 2021

Check #	Date	Payee	Cash Account	Amount
General Fund				
ADVANCE CHECKS:				
21737	10/12/21	Patricia Ballard	106.01	100.99
21738	10/12/21	HOWARD BARON	106.01	200.00
21739	10/12/21	XFINITY	106.01	61.97
21740	10/12/21	LOWE'S	106.01	106.59
21741	10/12/21	T MOBILE	106.01	59.96
21742	10/20/21	APPLIED IMAGING	106.01	462.77
21743	10/20/21	Patricia Ballard	106.01	26.60
21744	10/20/21	XFINITY	106.01	89.95
21745	10/20/21	PRINCIPAL LIFE INS CO-SBD GRANDE ISLAND	106.01	791.30
21746	10/20/21	TERMINIX PROCESSING CTR.	106.01	151.00
21747	10/20/21	VERIZON WIRELESS	106.01	196.88
21748	10/20/21	VIGILANTE SECURITY	106.01	1,950.00
21749	10/25/21	AMAZON.COM	106.01	1,955.29
21750	10/25/21	DTE ENERGY	106.01	16,723.27
21751	10/25/21	FLAGSTAR BANK	106.01	8,577.76
21752	11/2/21	AT&T	106.01	159.96
21753	11/2/21	AT&T	106.01	793.10
21754	11/2/21	BLOOMFIELD TOWNSHIP	106.01	416.60
21755	11/2/21	Marcia Preston	106.01	95.49
21756	11/8/21	CAR TRUCKING, INC.	106.01	199.50
21757	11/8/21	CONSUMERS ENERGY	106.01	3,347.66
21758	11/8/21	PACIFIC TELEMANAGEMENT SERVICES	106.01	78.00
21759	11/8/21	TERMINIX PROCESSING CTR.	106.01	151.00
Total				36,695.64
REGULAR CHECKS:				
21760	11/8/21	ASSA ABLOY ENTRANCE SOLUTIONS	106.01	823.52
21761	11/8/21	AUNALYTICS, INC.	106.01	2,270.42
21762	11/8/21	BAKER & TAYLOR, INC.	106.01	9,676.42
21763	11/8/21	BOOK FARM LLC	106.01	248.24
21764	11/8/21	BUTZEL LONG	106.01	234.00
21765	11/8/21	CENGAGE LEARNING/GALE	106.01	989.66
21766	11/8/21	CENTER POINT PUBLISHING	106.01	276.38
21767	11/8/21	CINTAS CORPORATION	106.01	193.26
21768	11/8/21	COMIC CITY	106.01	126.90
21769	11/8/21	DEMCO, INC.	106.01	784.74
21770	11/8/21	DISCOUNT SCHOOL SUPPLY	106.01	225.99
21771	11/8/21	DU ALL CLEANING, INC	106.01	5,560.00
21772	11/8/21	EASTERN MICHIGAN UNIVERSITY	106.01	25.00
21773	11/8/21	ELM USA, Inc.	106.01	1,140.00
21774	11/8/21	FARMINGTON COMMUNITY LIBRARY	106.01	18,868.73
21775	11/8/21	GRAINGER, INC	106.01	539.64
21776	11/8/21	GRAPHIC SCIENCES, INC.	106.01	590.00
21777	11/8/21	GREAT OAKS MAINTENANCE	106.01	3,125.50
21778	11/8/21	INSTITUTE OF CONT. LEGAL EDUCATION	106.01	138.50
21779	11/8/21	INGRAM LIBRARY SERVICES	106.01	699.16
21780	11/8/21	KANOPY, INC.	106.01	4,000.00
21781	11/8/21	LAFORCE	106.01	444.00
21782	11/8/21	MIDWEST COLLABORATIVE for LIB. SVCS	106.01	10,489.70
21783	11/8/21	MICROMARKETING LLC	106.01	388.43
21784	11/8/21	MIDWEST TAPE	106.01	3,312.11
21785	11/8/21	MILLIMAN, INC.	106.01	4,200.00
21786	11/8/21	NBS	106.01	15,929.25
21787	11/8/21	NICHOLS/NETWORK SERVICES CO	106.01	764.23

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
CHECK REGISTERS
FOR THE MONTH OF OCTOBER 2021**

Check #	Date	Payee	Cash Account	Amount
21788	11/8/21	OVERDRIVE	106.01	10,031.70
21789	11/8/21	POSEIDON LAWN SPRINKLERS	106.01	200.00
21790	11/8/21	ROCHESTER HILLS CONTRACT GLAZING	106.01	1,076.00
21791	11/8/21	ROSEN PUBLISHING	106.01	81.80
21792	11/8/21	THE ROWMAN & LITTLEFIELD PUBLISHING GRP	106.01	138.08
21793	11/8/21	SAGE SOFTWARE	106.01	5,575.00
21794	11/8/21	SALEM PRESS, INC.	106.01	399.00
21795	11/8/21	SHOWCASES	106.01	176.32
21796	11/8/21	SIEMENS INDUSTRY, INC.	106.01	42,000.00
21797	11/8/21	SQBOX SOLUTIONS LTD.	106.01	3,490.00
21798	11/8/21	SUMMIT ELECTRIC, INC.	106.01	743.00
21799	11/8/21	THE LIBRARY NETWORK	106.01	824.95
21800	11/8/21	TOTAL ENERGY SYSTEMS, INC.	106.01	146.35
21801	11/8/21	WALLACEBURG BOOKBINDING & MFG	106.01	234.86
21802	11/8/21	YEO & YEO	106.01	1,000.00
21803	11/8/21	BLOOMFIELD TOWNSHIP	106.01	437,035.37
21804	11/8/21	AUNALYTICS, INC.	106.01	2,294.25
21805	11/8/21	CDW GOVERNMENT, INC.	106.01	251.87
21806	11/8/21	SENTINEL TECHNOLOGIES, INC.	106.01	627.92
Total				592,390.25

Gift Fund

ADVANCE CHECKS:

5256	10/25/21	AMAZON.COM	102.03	662.04
5257	10/25/21	FLAGSTAR BANK	102.03	256.50
Total				918.54

REGULAR CHECKS:

5258	11/8/21	HENRY FEINBERG	102.03	200.00
5259	11/8/21	GOLDNER WALSH NURSERY, INC.	102.03	290.30
5260	11/8/21	STAFF ORGANIZATION COMMITTEE	102.03	26.38
Total				516.68

**Bloomfield Township Public Library
FY 2021-2022 General Fund Budget**

7b

PRESENTED: NOVEMBER 16, 2021 FOR THE MONTH OF: OCTOBER, 2021

Seven Months 58%

ACCOUNT NUMBER	ACCOUNT NAME	2021-2022	2020-2021	REVENUE/EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	VARIANCE
		ADOPTED BUDGET AS OF MARCH 16, 2021	AMENDED BUDGET AS OF AUGUST 17, 2021				
<u>Revenues</u>							
410.01	Taxes	\$7,977,960	\$7,943,041	\$0	(\$3,865)	-0.05%	(\$7,946,906)
420.01	Penal Fines	\$87,600	\$87,600	\$0	\$72,519	82.78%	(\$15,081)
422.01	State Aid	\$32,800	\$32,800	\$0	\$35,620	108.60%	\$2,820
430.01	Circulation Fines & Fees	\$38,250	\$25,500	\$4,979	\$16,074	63.03%	(\$9,426)
	Charges for Services	\$14,866	\$4,957	\$412	\$2,402	48.45%	(\$2,555)
	Investment earnings	\$86,500	\$86,500	(\$39,211)	(\$52,452)	-60.64%	(\$138,952)
	Miscellaneous	\$14,566	\$25,231	\$261	\$11,502	45.59%	(\$13,729)
Total Revenues		\$8,252,542	\$8,205,629	(\$33,559)	\$81,800	1.00%	(\$8,123,829)
<u>Expenditures</u>							
	Personnel	\$4,696,338	\$4,673,714	\$435,827	\$2,399,337	51.34%	(\$2,274,377)
	Library Services	\$819,810	\$819,810	\$65,019	\$429,985	52.45%	(\$389,825)
	Facilities & Equipment	\$1,040,866	\$1,027,291	\$52,254	\$534,194	52.00%	(\$493,097)
	Other Operating Expenditures	\$3,870,261	\$3,914,201	\$77,624	\$1,962,331	50.13%	(\$1,951,870)
Total Expenditures		\$10,427,275	\$10,435,016	\$630,723	\$5,325,846	51.04%	(\$5,109,170)
	Fund Balance - Beginning	\$13,071,834	\$13,071,834		\$13,071,834		
	Net revenue (expenditure)	(\$2,174,733)	(\$2,229,387)		(\$5,244,047)		
	Fund Balance - Ending	\$10,897,101	\$10,842,447		\$7,827,787		

Fund Balance Designations

Nonspendable-Prepaid Expense	\$26,125	\$26,125
Committed Fund Balance (is 8-months of operational expenditures amount)	\$4,531,000	\$4,503,871
Assigned Fund Balance (is \$530,178 the 3/31/21 compensated absences accrual, plus \$2,940,000 the 60% OPEB obligation plus \$2,769,798 for capital improvements)	\$6,239,976	\$6,212,451
Unassigned Fund Balance (is the unplanned emergency amount)	\$100,000	\$100,000

Bloomfield Township Public Library
FY 2021-2022 Gift Fund Budget

PRESENTED: NOVEMBER 16, 2021 FOR THE MONTH OF: OCTOBER, 2021

Seven Months 58%

ACCOUNT NUMBER	ACCOUNT NAME	2021-2022 ADOPTED BUDGET AS OF MAR 16, 2021	2021-2022 AMENDED BUDGET AS OF NOV 16, 2021	REVENUE/ EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	VARIANCE
<u>Revenues</u>							
	Gift Income	\$500	\$7,252	\$67	\$7,252	100.00%	\$0
454.03	Investment Earnings	\$200	\$200	\$1	\$7	3.28%	(\$193)
460.03	Miscellaneous Revenue	\$0	\$0	\$0	\$0	0.00%	\$0
Total Revenues		\$700	\$7,452	\$68	\$7,259	97.40%	(\$193)
<u>Expenditures</u>							
	Library Services	\$75,589	\$77,275	\$657	\$15,089	19.53%	(\$62,186)
	Facilities & Equipment	\$34,382	\$35,842	\$290	\$12,358	34.48%	(\$23,484)
	Other Operating Expenditures	\$52,224	\$55,831	\$491	\$6,322	11.32%	(\$49,509)
		\$0	\$0	\$0	\$0	0.00%	\$0
Total Expenditures							
	Fund Balance - Beginning	\$162,195	\$168,947	\$1,438	\$33,768	19.99%	(\$135,179)
	Net revenue (expenditures)	\$161,695	\$161,695		\$184,562		
		(\$161,495)	(\$161,495)		(\$26,509)		
	Fund Balance - Ending	\$200	\$200		\$158,053		

Bloomfield Township Public Library
Asset Allocation Summary
OCTOBER 2021

Fund	Type	Annual Yield	Date	Amount on Hand
General Fund				
	5th 3rd Checking (Ecommerce)	0.00%	10/31/2021	\$82,346.53
	Flagstar Public Funds Savings	0.25%	10/31/2021	\$200,117.96
	Flagstar Premier Public Entities Checking	0.15%	10/31/2021	\$21,831.51
	RBC Capital Cash/Money Market	0.00%	10/31/2021	\$6,480.71
	RBC Capital - Investments	2.11%	10/31/2021	\$8,111,103.75
	Total General Fund			<u><u>\$8,339,533.93</u></u>
	<i>Please see General Fund budget for notes on how this amount is earmarked</i>			
Gift Fund				
	Huntington Public Fund Business Interest Checking	0.01%	10/31/2021	\$93,151.85
	Huntington CD (Charnov gift) - matures 02/03/2022	0.01%	10/31/2021	\$50,000.00
	Fifth Third Bank Business Standard Checking	0.00%	10/31/2021	\$13,483.17
	Total Gift Fund			<u><u>\$156,635.02</u></u>

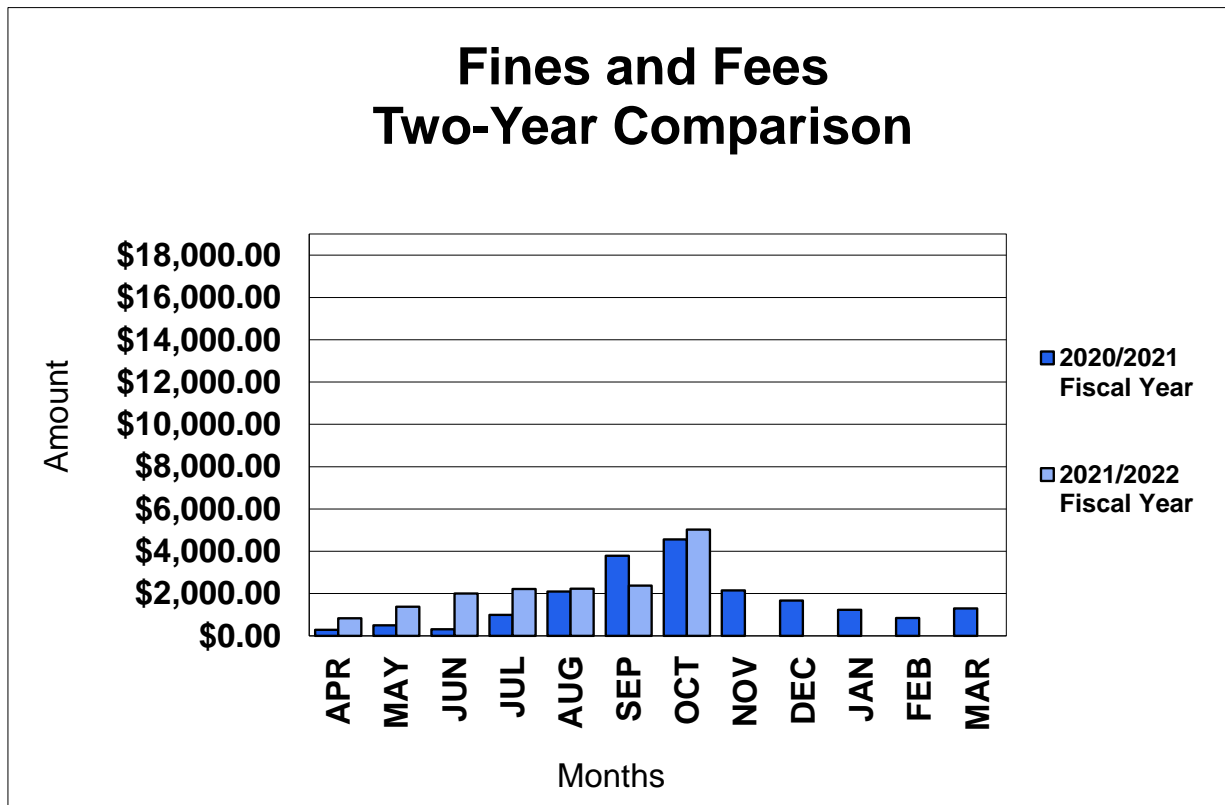
CFSEM

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

	<i>Updated 3/2021</i>	
Jeanette P. Myers Memorial Scholarship Fund	12/31/2020	\$16,819.00
Yvonne T. Atkinson Fund	12/31/2020	\$33,370.00
Lawrence Smith and Isabel Francis Smith Challenge Grant Fund	12/31/2020	\$37,855.75
BTPL Endowment Fund	12/31/2020	\$45,632.25
Fair Radom Garden Endowment Fund	12/31/2020	\$18,175.00
BTPL Director's Legacy Fund	12/31/2020	\$20,765.00
Total CFSEM holdings		<u><u>\$172,617.00</u></u>

FINES AND FEES - TWO-YEAR COMPARISON

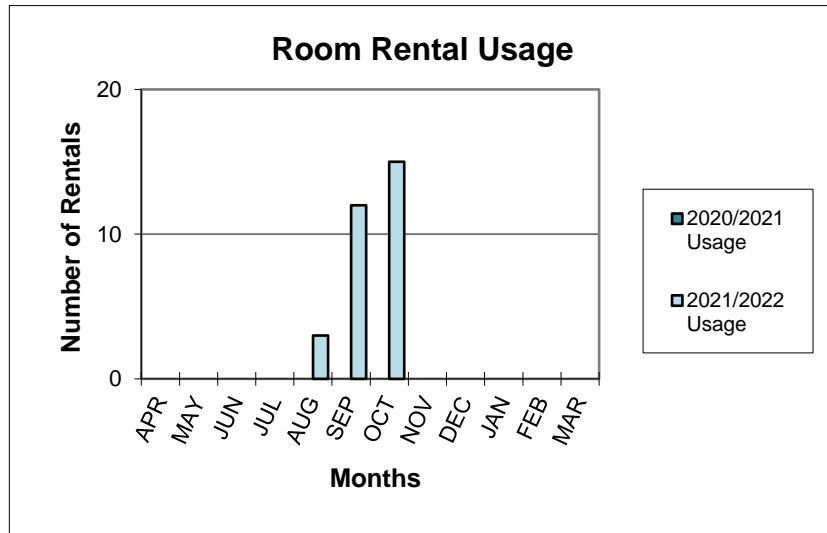
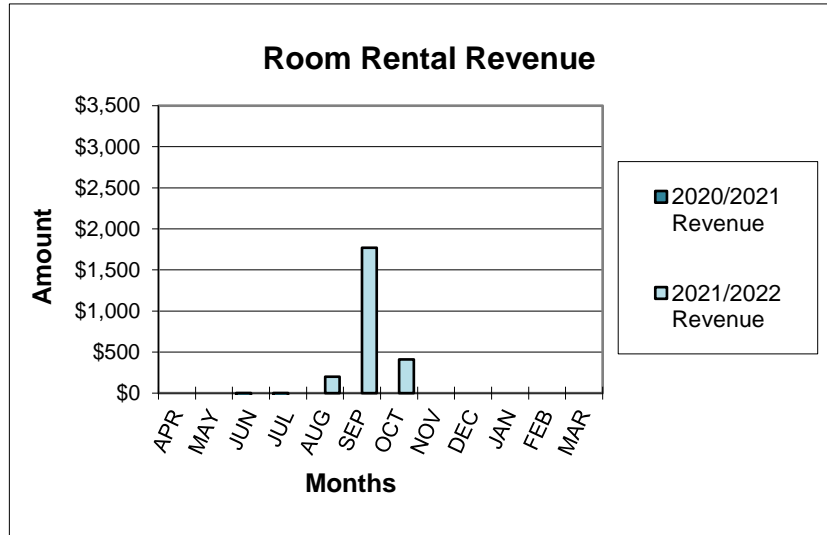
Month	2020/2021 Fiscal Year	2021/2022 Fiscal Year	Difference
APR	\$292.50	\$838.45	\$545.95
MAY	\$503.75	\$1,373.25	\$869.50
JUN	\$308.75	\$2,008.55	\$1,699.80
JUL	\$990.79	\$2,218.95	\$1,228.16
AUG	\$2,099.50	\$2,228.30	\$128.80
SEP	\$3,793.90	\$2,376.65	(\$1,417.25)
OCT	\$4,554.22	\$5,029.51	\$475.29
NOV	\$2,153.70		(\$2,153.70)
DEC	\$1,675.95		(\$1,675.95)
JAN	\$1,236.95		(\$1,236.95)
FEB	\$845.50		(\$845.50)
MAR	\$1,295.62		(\$1,295.62)
TOTAL	\$19,751.13	\$16,073.66	YTD Difference (\$3,677.47)



ROOM RENTAL - TWO-YEAR COMPARISON

7b

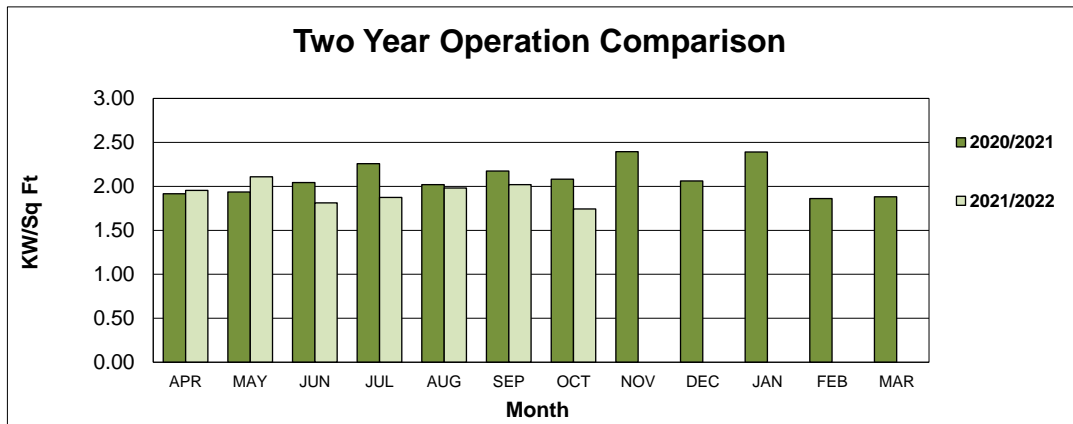
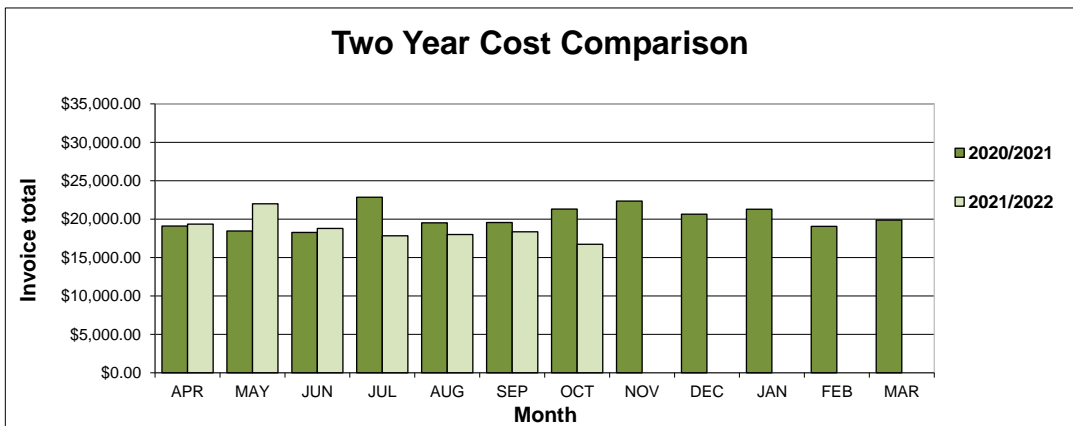
<u>Month</u>	<u>2020/2021</u> <u>Revenue</u>	<u>2021/2022</u> <u>Revenue</u>	<u>Difference</u>	<u>2020/2021</u> <u>Usage</u>	<u>2021/2022</u> <u>Usage</u>	<u>Month</u>
APR	\$0.00	\$0.00	\$0.00	0	0	APR
MAY	\$0.00	\$0.00	\$0.00	0	0	MAY
JUN	(\$520.00)	\$0.00	\$520.00	(Refunds)	0	JUN
JUL	(\$640.00)	\$0.00	\$640.00	(Refunds)	0	JUL
AUG	\$0.00	\$200.00	\$200.00	0	3	AUG
SEP	\$0.00	\$1,770.00	\$1,770.00	0	12	SEP
OCT	\$0.00	\$410.00	\$410.00	0	15	OCT
NOV	\$0.00		\$0.00	0		NOV
DEC	\$0.00		\$0.00	0		DEC
JAN	\$0.00		\$0.00	0		JAN
FEB	\$0.00		\$0.00	0		FEB
MAR	\$0.00		\$0.00	0		MAR
TOTAL	<u>-\$1,160.00</u>	<u>\$2,380.00</u>	<u>YTD Difference</u> <u>\$3,540.00</u>	<u>0</u>	<u>30</u>	



Bloomfield Township Public Library Electricity Analysis

Building Area = 101,023 Sq ft.

TWO YEAR COST COMPARISON				CURRENT YEAR OPERATION					
Month	2020/2021	2021/2022	Difference	TOTAL	COST/KWH	KWH/HR (24 x no. days per month)	KWH/SQ FT 101,023	COST/HR (24 x no. days per month)	COST/SQ FT. 101,023
				KWH					
APR	\$19,093.00	\$19,353.70	\$260.70	197,330	\$0.10	274.07	1.95	\$26.88	\$0.19
MAY	\$18,452.63	\$22,004.56	\$3,551.93	213,080	\$0.10	286.40	2.11	\$29.58	\$0.22
JUN	\$18,265.94	\$18,782.78	\$516.84	183,050	\$0.10	254.24	1.81	\$26.09	\$0.19
JUL	\$22,841.96	\$17,838.49	(\$5,003.47)	189,280	\$0.09	254.41	1.87	\$23.98	\$0.18
AUG	\$19,522.85	\$18,004.84	(\$1,518.01)	200,200	\$0.09	269.09	1.98	\$24.20	\$0.18
SEP	\$19,555.73	\$18,350.49	(\$1,205.24)	204,050	\$0.09	283.40	2.02	\$25.49	\$0.18
OCT	\$21,308.13	\$16,723.27	(\$4,584.86)	176,120	\$0.09	236.72	1.74	\$22.48	\$0.17
NOV	\$22,352.41		(\$22,352.41)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
DEC	\$20,649.10		(\$20,649.10)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
JAN	\$21,291.56		(\$21,291.56)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
FEB	\$19,068.67		(\$19,068.67)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
MAR	\$19,862.73		(\$19,862.73)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
YTD Difference									
TOTAL	\$242,264.71	\$131,058.13	(\$111,206.58)						

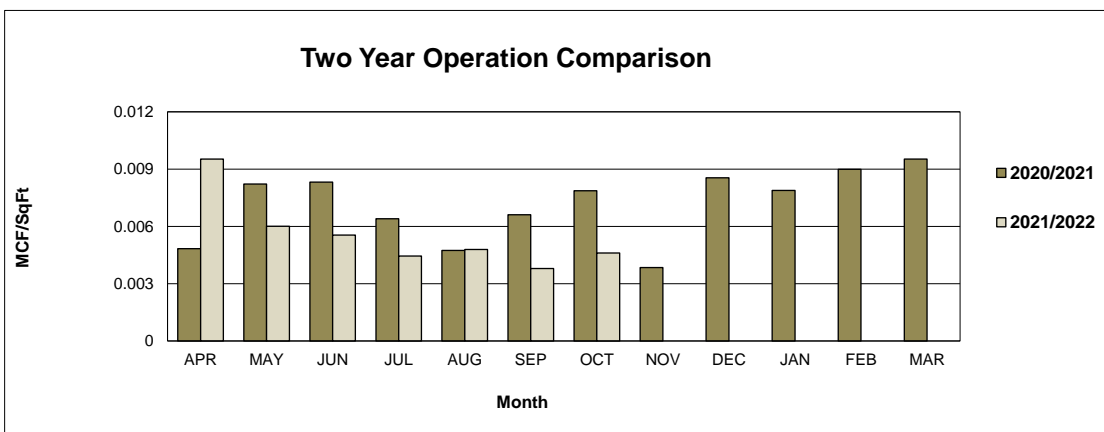
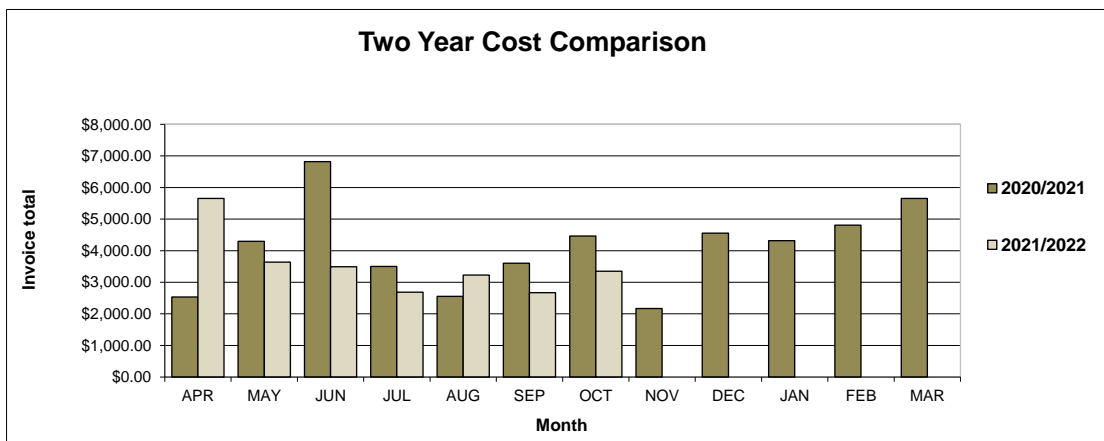


Bloomfield Township Public Library Natural Gas Analysis

Building Area = 101,023

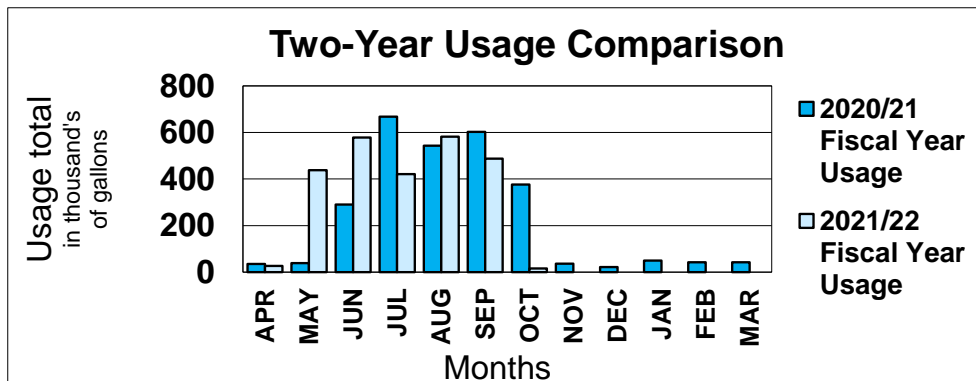
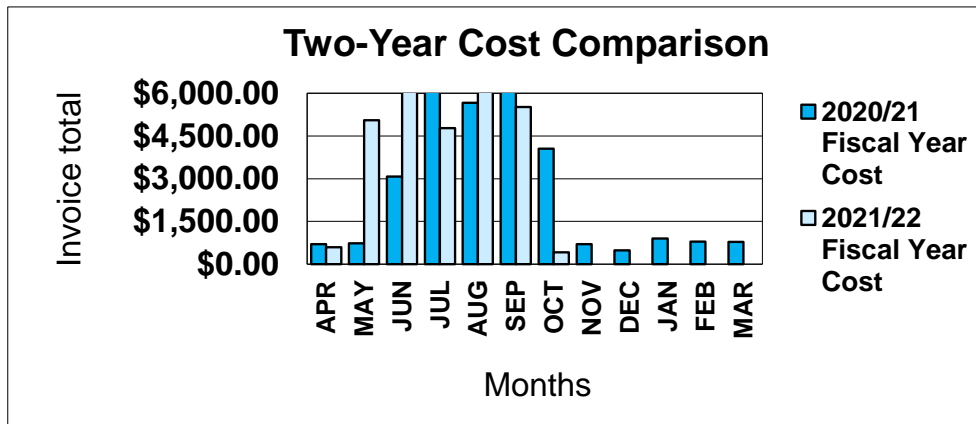
1 Cu. Ft. = 1000 BTU

TWO YEAR COST COMPARISON				OPERATION							
Month	2020/2021	2021/2022	Difference	MCF	COST/MCF	HOURS (24 x no.days per month)	MCF/HR	MCF/SqFt	\$/HR	\$/SqFt	
											APR
MAY	\$4,294.32	\$3,636.56	(\$657.76)	606.7	\$5.99	744	0.82	0.006	4.89	0.035	
JUN	\$6,820.12	\$3,492.51	(\$3,327.61)	560.0	\$6.24	720	0.78	0.006	4.85	0.034	
JUL	\$3,502.62	\$2,686.18	(\$816.44)	449.7	\$5.97	744	0.60	0.004	3.61	0.026	
AUG	\$2,553.53	\$3,225.84	\$672.31	483.6	\$6.67	744	0.65	0.005	4.34	0.031	
SEP	\$3,601.75	\$2,673.07	(\$928.68)	383.5	\$6.97	720	0.53	0.004	3.71	0.026	
OCT	\$4,465.17	\$3,347.66	(\$1,117.51)	465.6	\$7.19	744	0.63	0.005	4.50	0.033	
NOV	\$2,167.17		(\$2,167.17)		#DIV/0!	720	0.00	0.000	0.00	0.000	
DEC	\$4,554.47		(\$4,554.47)		#DIV/0!	744	0.00	0.000	0.00	0.000	
JAN	\$4,315.81		(\$4,315.81)		#DIV/0!	744	0.00	0.000	0.00	0.000	
FEB	\$4,810.45		(\$4,810.45)		#DIV/0!	696	0.00	0.000	0.00	0.000	
MAR	\$5,654.64		(\$5,654.64)		#DIV/0!	744	0.00	0.000	0.00	0.000	
			YTD Difference								
TOTAL	\$49,271.60	\$24,716.46	(\$24,555.14)								



Bloomfield Township Public Library Water Analysis

Month	2020/21 Fiscal Year Cost	2021/22 Fiscal Year Cost	Difference	2020/21 Fiscal Year Usage	2021/22 Fiscal Year Usage	Difference
APR	\$698.36	\$592.16	(\$106.20)	35	27	(8)
MAY	\$731.36	\$5,053.36	\$4,322.00	39	438	399
JUN	\$3,076.81	\$6,504.64	\$3,427.83	290	578	288
JUL	\$6,912.60	\$4,772.00	(\$2,140.60)	668	421	(247)
AUG	\$5,663.25	\$6,548.40	\$885.15	543	582	39
SEP	\$6,292.57	\$5,514.12	(\$778.45)	603	487	(116)
OCT	\$4,051.16	\$416.60	(\$3,634.56)	376	16	(360)
NOV	\$706.63		(\$706.63)	37		(37)
DEC	\$484.48		(\$484.48)	22		(22)
JAN	\$899.16		(\$899.16)	50		(50)
FEB	\$795.49		(\$795.49)	43		(43)
MAR	\$780.68		(\$780.68)	42		(42)
			YTD Difference			YTD Difference
TOTAL	\$31,092.55	\$29,401.28	(\$1,691.27)	2,748	2,549	(199)



BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**LIBRARY BOARD OF TRUSTEES
MONTHLY DIRECTOR'S REPORT****November 2021**

The LED lighting project is about 85% complete. The electricians are working on installing controls in meeting rooms and offices. Some work may need to take place after hours as large portions of the library would need to be shut off to install the controls. The bollards along the staff entrance walkway will be installed in the next two weeks as well as the remainder of the parking lot lights. There are still fixtures that haven't arrived yet due to shipping delays. As of the end of August, some fluorescent lamps, 9,855 pounds of steel, 6,243 pounds of aluminum, 700 pounds of electronics, and 3,100 pounds of cardboard have been hauled away to be recycled. The library is already reaping the financial benefits of these more efficient lights – the most recent DTE bill was \$2,000 lower than it ever has been.

The Library's Grounds Maintenance and Snow Removal bid expires on March 31, 2022. A request for proposals (RFP) will be released on November 17, 2021 with a December 17, 2021 deadline. Bid awards for grounds maintenance and snow removal services will take place at the February 15, 2022 Library Board meeting. The Grounds Maintenance and Snow Removal RFP will be available on the Library's website November 17. I am happy to send you a copy for your review, if desired.

For the Thanksgiving holiday, the Library will close at 5:30pm on Wednesday, November 24 and remain closed Thursday, November 25. The Library will reopen on Friday, November 26 at 9:30am. Wishing you and your families a very Happy Thanksgiving!

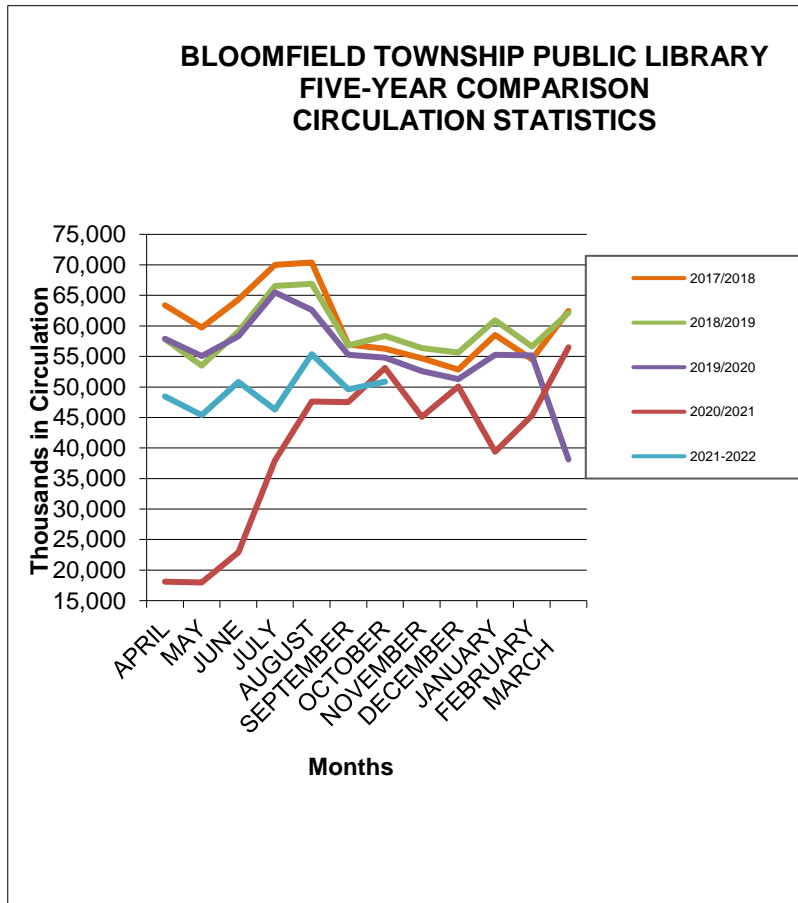
Respectfully Submitted,

*Tera Moon
Library Director*

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
FIVE YEAR CIRCULATION**

11/9/2021

	<u>2017/2018</u>	<u>2018/2019</u>	<u>2019/2020</u>	<u>2020/2021</u>	<u>2021-2022</u>
APRIL	63,413	57,829	57,900	18,087	48,463
MAY	59,745	53,493	55,056	17,974	45,393
JUNE	64,319	59,101	58,301	22,933	50,843
JULY	70,006	66,539	65,499	37,962	46,304
AUGUST	70,391	66,907	62,633	47,629	55,372
SEPTEMBER	56,939	56,817	55,270	47,507	49,604
OCTOBER	56,291	58,359	54,813	53,114	50,855
NOVEMBER	54,703	56,357	52,623	45,117	
DECEMBER	52,859	55,615	51,267	50,080	
JANUARY	58,510	60,945	55,277	39,378	
FEBRUARY	54,554	56,645	55,172	45,329	
MARCH	62,452	62,128	38,121	56,504	
TOTAL	724,182	710,735	661,932	481,614	346,834



Decrease due to Library being closed March 14-31, 2020 (Covid-19 Pandemic)
 Decrease due to Library being closed April 1-30, 2020 (Covid 19 Pandemic)
 Decrease due to Library being closed May 1-31, 2020 (Covid 19 Pandemic)

OCTOBER 2021

*Pandemic Service
 Closed 4/1 - 6/14
 Phase 2 6/15 - 7/12
 Phase 3 7/13 - 11/17
 Phase 2 11/18 - 1/24
 Phase 3 1/25 - 6/30
 Phase 4 7/1 - 9/6
 Phase 5 9/7*

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
 MONTHLY ACTIVITY REPORT

11/11/21

	2020		2021	
COLLECTION				
Book Collection:	235,126		231,612	
Media Collection:	56,144		54,846	
Total e-books:	21,790		18,749	
Overdrive	17,511		14,915	
Total downloadable audiobooks:	7,412		8,088	
Materials Total:	320,472		313,295	
CIRCULATION				
Circulation Total:	53,114		50,855	
Bloomfield Township Circulation:	51,309		47,902	
Virtual Circulation Total	15,080		10,082	
Circulation of Youth materials:	17,926		20,046	
Circulation of Media:	8,644		9,019	
Circulation of Cranbrook passes:	35		115	
Self-checkout machine use:	12,873	24.2%	13,395	26.3%
Library by Mail:	33	29 patrons	143	39 patrons
BUILDING & EQUIPMENT USAGE				
Door Count:	7,399		13,552	
Gate Count:	8,785		15,443	
Meeting rooms by public:	0		15	
Meeting rooms by staff:	0		26	
VIRTUAL USE				
Home page hits:	28,578		29,300	
e-book access:	4,455		3,834	
Audiobook access: (Overdrive)	2,246		2,493	
Magazine download access:	2,624		1,035	
Hoopla access:	3,484		2,720	
Library Computer Use				
Resident Use	196		399	
Guest Use	194		291	

OCTOBER 2021
Pandemic Service
 Closed 4/1 - 6/14
 Phase 2 6/15 - 7/12
 Phase 3 7/13 - 11/17
 Phase 2 11/18 - 1/24
 Phase 3 1/25 - 6/30
 Phase 4 7/1 - 9/6
 Phase 5 9/7

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
 MONTHLY ACTIVITY REPORT

11/11/21

	2020		2,021	
OUTREACH & PROGRAMS				
<i>New Patrons and Accounts</i>				
Township:	69		134	
Cranbrook:	3		0	
Total new patrons:	98		173	
<i>Adult Program Attendance</i>				
Staff-led:	6 events	711 attended	12 events	137 attended
Speaker-led:	3 events	135 attended	1 event	34 attended
Book clubs:	2 events	14 attended	8 events	71 attended
Tours/visits on-site:	0	0	0	0
Tours/visits off-site:	5 events	64 attended	1 event	75 attended
<i>Systems Program Attendance</i>				
Staff-led:	4 events	13 attended	3 events	3 attended *
<i>Teen Program Attendance</i>				
Staff-led:	3 events	34 attended	1 event	8 attended
<i>Youth Program Attendance</i>				
Staff-led:	10 events	279 attended	18 events	1,321 attended
Speaker-led:	0	0	0	0
Tours/visits on-site:	0	0	0	0
Tours/visits off-site:	0	0	3 events	168 attended
TOTAL:	33 events	1,250 attended	47 events	1,817 attended
<i>Volunteers (number of people, hours)</i>				
	0	0	11	126.75
Shop			9	107.75
Court			0	0
Students			0	0
Department volunteer			2	19
<i>Patron Remarks</i>				
Patron Comments:	3		9	
Ask BTPL:	1		3	
Ask Us:	63		41	
DISPLAYS				
Lobby	"Slightly Spooky"			
Local History	"Born to Run"			
* personal scheduled one on one				

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees
FROM: Tera Moon, Library Director
DATE: November 10, 2021
SUBJECT: Election of Officers

At the November 16, 2021 Library Board of Trustees regular meeting, Board President Judy Lindstrom will present a slate of officers for your consideration. The current officers and committee appointments are attached for your information. Committee appointments will take place at the regular monthly meeting on January 18, 2022 .



**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
LIBRARY BOARD OF TRUSTEES OFFICERS**

December 2020 – November 2021

Current Officers are:

PRESIDENT: Judy Lindstrom

VICE PRESIDENT: Grant Gerhart

SECRETARY: Sandy Edwards

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



Board of Trustees Standing Committee Appointments
January 2021 – January 2022

Current Committee Appointments are:

Art Committee	Dani Gillman Judy Lindstrom
Advocacy Committee	Sandy Edwards Judy Lindstrom
Building and Grounds Committee	All
Cranbrook, DPL, Troy Committee	Grant Gerhart Joan Luksik
Development Committee	All
Finance Committee	Tom Deska Joan Luksik
Friends of the Library Liaison Committee	Sandy Edwards Dani Gillman
Investment Committee	All
Jeanette P. Myers Scholarship Selection Committee	Tom Deska Grant Gerhart
Personnel/Director Evaluation Committee	Sandy Edwards Judy Lindstrom
Policy Committee	Tom Deska Grant Gerhart

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees

FROM: Tera Moon, Library Director

DATE: November 10, 2021

SUBJECT: COVID-19 Vaccination, Testing, and Face Covering Policy

On November 4, 2021, the Occupational Health and Safety Administration (OSHA) released the details of an emergency temporary standard (ETS) for a federal vaccine mandate. This ETS applies to employers with 100 employees or more. Currently the Library employs 101 people.

The ETS states that employers may adopt a mandatory vaccine policy or implement mandatory weekly testing for employees. The library is implementing the latter; this gives employees a choice between getting a COVID-19 vaccine or undergoing weekly testing for COVID-19.

The policy defines the procedures for employees to report their vaccination status, states the date by which employees must be fully vaccinated, and defines what the employee must do if they choose to not get vaccinated, or have requested a medical or religious exemption from being vaccinated. The ETS requires employers to provide support for employees who choose to get vaccinated in the form of some paid leave for specific reasons – that is also outlined in the policy.

The COVID-19 Vaccination, Testing, and Face Covering Policy must be reviewed and approved by the Library Board of Trustees. The ETS went into effect on November 4, 2021, and gives employers 60 days to come into compliance. Thank you for your review and feedback of this policy.

If you approve of the policy as presented, the following motion will be needed:

ACTION: I move to approve the COVID-19 Vaccination, Testing, and Face Covering Policy for Bloomfield Township Public Library as presented effective November 16, 2021.



Bloomfield Township Public Library's Vaccination, Testing, and Face Covering Policy

Purpose:

Vaccination is a vital tool to reduce the presence and severity of COVID-19 cases in the workplace, in communities, and in the nation as a whole. Bloomfield Township Public Library encourages all employees to receive a COVID-19 vaccination to protect themselves and other employees. However, should an employee choose not to be vaccinated, this policy's sections on testing and face coverings will apply. This policy complies with OSHA's Emergency Temporary Standard on Vaccination and Testing (29 CFR 1910.501).

Scope:

This COVID-19 Policy on vaccination, testing, and face covering use applies to all employees of Bloomfield Township Public Library.

All employees are encouraged to be fully vaccinated. Employees are considered fully vaccinated two weeks after completing primary vaccination with a COVID-19 vaccine with, if applicable, at least the minimum recommended interval between doses. For example, this includes two weeks after a second dose in a two-dose series, such as the Pfizer or Moderna vaccines, two weeks after a single-dose vaccine, such as Johnson & Johnson's vaccine, or two weeks after the second dose of any combination of two doses of different COVID-19 vaccines as part of one primary vaccination series. Employees who are not fully vaccinated will be required to provide proof of weekly COVID-19 testing and wear a face covering at the workplace.

All employees are required to report their vaccination status and, if vaccinated, provide proof of vaccination. Employees must provide truthful and accurate information about their COVID-19 vaccination status, and, if not fully vaccinated, their testing results. Employees not in compliance with this policy will be subject to discipline up to and including termination.

Employees may request an exception from vaccination requirements (if applicable) if the vaccine is medically contraindicated for them or medical necessity requires a delay in vaccination. Employees also may be legally entitled to a reasonable accommodation if they cannot be vaccinated and/or wear a face covering (as otherwise required by this policy) because of a disability, or if the provisions in this policy for vaccination, and/or testing for COVID-19, and/or wearing a face covering conflict with a sincerely held religious belief, practice, or observance. Requests for exceptions and reasonable accommodations must be initiated by submitting a request in writing to the Library Director.

The Library Director has the authority to modify this policy as needed.

Procedures:

Overview and General Information

Vaccination

Any Bloomfield Township Public Library employee that chooses to or is required to be vaccinated against COVID-19 must be fully vaccinated no later than January 4, 2022. Any employee not fully vaccinated by January 4, 2022 will be subject to the regular testing and face covering requirements of the policy.

To be fully vaccinated by January 4, 2022, an employee must:

- Obtain the first and second dose of a two-dose vaccine no later than January 4, 2022; or*
- Obtain one dose of a single dose vaccine no later than January 4, 2022.*

Employees will be considered fully vaccinated two weeks after receiving the requisite number of doses of a COVID-19 vaccine as stated above. An employee will be considered partially vaccinated if they have received only one dose of a two-dose vaccine.

Employees should schedule their own vaccination appointments through the provider of their choice.

Testing and Face Coverings

All employees who are not fully vaccinated as of January 4, 2022 will be required to undergo regular COVID-19 testing and wear a face covering when in the workplace. Policies and procedures for testing and face coverings are described in the relevant sections of this policy.

Vaccination Status and Acceptable Forms of Proof of Vaccination

Vaccinated Employees

All vaccinated employees are required to provide proof of COVID-19 vaccination, regardless of where they received vaccination. Proof of vaccination status can be submitted via email or hardcopy submitted to the Assistant Library Director.

Acceptable proof of vaccination status is:

- 1. The record of immunization from a health care provider or pharmacy;*
- 2. A copy of the COVID-19 Vaccination Record Card;*
- 3. A copy of medical records documenting the vaccination;*
- 4. A copy of immunization records from a public health, state, or tribal immunization information system; or*
- 5. A copy of any other official documentation that contains the type of vaccine administered, date(s) of administration, and the name of the health care professional(s) or clinic site(s) administering the vaccine(s).*

Proof of vaccination generally should include the employee's name, the type of vaccine administered, the date(s) of administration, and the name of the health care professional(s) or clinic site(s) that administered the vaccine. In some cases, state immunization records may not include one or more of these data fields, such as clinic site; in those circumstances Bloomfield

Township Public Library will still accept the state immunization record as acceptable proof of vaccination.

If an employee is unable to produce one of these acceptable forms of proof of vaccination, despite attempts to do so (e.g., by trying to contact the vaccine administrator or state health department), the employee can provide a signed and dated statement attesting to their vaccination status (fully vaccinated or partially vaccinated); attesting that they have lost and are otherwise unable to produce one of the other forms of acceptable proof; and including the following language:

“I declare (or certify, verify, or state) that this statement about my vaccination status is true and accurate. I understand that knowingly providing false information regarding my vaccination status on this form may subject me to criminal penalties.”

An employee who attests to their vaccination status in this way should to the best of their recollection, include in their attestation the type of vaccine administered, the date(s) of administration, and the name of the health care professional(s) or clinic site(s) administering the vaccine.

All Employees

All employees, both vaccinated and unvaccinated, must inform Bloomfield Township Public Library of their vaccination status. The following table outlines the requirements for submitting vaccination status documentation.

<i>Vaccination Status</i>	<i>Instructions</i>	<i>Deadline(s)</i>
<i>Employees who are fully vaccinated.</i>	<i>Submit proof of vaccination that indicates full vaccination.</i>	<i>November 19, 2021</i>
<i>Employees who are partially vaccinated (i.e., one dose of a two dose vaccine series).</i>	<i>Submit proof of vaccination that indicates when the first dose of vaccination was received, followed by proof of the second dose when it is obtained.</i>	<i>November 19, 2021</i>
<i>Employees who are not vaccinated.</i>	<i>Submit statement that you are unvaccinated, but are planning to receive a vaccination by the deadline.</i>	<i>November 19, 2021</i>
	<i>Submit statement that you are unvaccinated and not planning to receive a vaccination.</i>	<i>November 19, 2021</i>

Supporting COVID-19 Vaccination

An employee may take up to four hours of duty time per dose to travel to the vaccination site, receive a vaccination, and return to work. This would mean a maximum of eight hours of duty time for employees receiving two doses. If an employee spends less time getting the vaccine, only the necessary amount of duty time will be granted. Employees who take longer than four hours to get the vaccine must send their supervisor an email documenting the reason for the

additional time (e.g., they may need to travel long distances to get the vaccine). Any additional time requested will be granted, if reasonable, but will not be paid; in that situation, the employee can elect to use accrued leave, e.g., sick leave, to cover the additional time where applicable. If an employee is vaccinated outside of their approved duty time they will not be compensated.

Employees may utilize up to two workdays of sick leave immediately following each dose if they have side effects from the COVID-19 vaccination that prevent them from working. Employees who have no sick leave will be granted up to two days of additional sick leave immediately following each dose if necessary.

Employees should use standard procedures for requesting time off.

COVID-19 Testing

All employees who are not fully vaccinated will be required to comply with this policy for testing.

Employees who report to the workplace at least once every seven days:

(A) must be tested for COVID-19 at least once every seven days; and

(B) must provide documentation of the most recent COVID-19 test result to the Assistant Library Director no later than the seventh day following the date on which the employee last provided a test result.

Any employee who does not report to the workplace during a period of seven or more days (e.g., if they were teleworking for two weeks prior to reporting to the workplace):

(A) must be tested for COVID-19 within seven days prior to returning to the workplace; and

(B) must provide documentation of that test result to the Assistant Library Director upon return to the workplace.

If an employee does not provide documentation of a COVID-19 test result as required by this policy, they will be removed from the workplace until they provide a test result.

Employees who have received a positive COVID-19 test, or have been diagnosed with COVID-19 by a licensed healthcare provider, are not required to undergo COVID-19 testing for 90 days following the date of their positive test or diagnosis. Testing will be obtained at the employee's expense

Face Coverings

Bloomfield Township Public Library will require all employees who are not fully vaccinated to wear a face covering. Face coverings must: (i) completely cover the nose and mouth; (ii) be made with two or more layers of a breathable fabric that is tightly woven (i.e., fabrics that do not let light pass through when held up to a light source); (iii) be secured to the head with ties, ear loops, or elastic bands that go behind the head. If gaiters are worn, they should have two layers of fabric or be folded to make two layers; (iv) fit snugly over the nose, mouth, and chin with no large gaps on the outside of the face; and (v) be a solid piece of material without slits, exhalation valves, visible holes, punctures, or other openings. Acceptable face coverings include clear face coverings or cloth face coverings with a clear plastic panel that, despite the non-cloth material allowing light to pass through, otherwise meet these criteria and which may be used to facilitate communication with people who are deaf or hard-of-hearing or others who

need to see a speaker's mouth or facial expressions to understand speech or sign language respectively.

Employees who are not fully vaccinated must wear face coverings over the nose and mouth when indoors and when occupying a vehicle with another person for work purposes. Policies and procedures for face coverings will be implemented, along with the other provisions required by OSHA's COVID-19 Vaccination and Testing ETS, as part of a multi-layered infection control approach for unvaccinated workers.

The following are exceptions to Bloomfield Township Public Library's requirements for face coverings:

- 1. When an employee is alone in a room with floor to ceiling walls and a closed door.*
- 2. For a limited time, while an employee is eating or drinking at the workplace or for identification purposes in compliance with safety and security requirements.*
- 3. When an employee is wearing a respirator or facemask.*
- 4. Where Bloomfield Township Public Library has determined that the use of face coverings is infeasible or creates a greater hazard (e.g., when it is important to see the employee's mouth for reasons related to their job duties, when the work requires the use of the employee's uncovered mouth, or when the use of a face covering presents a risk of serious injury or death to the employee).*

New Hires:

All new employees are required to comply with the vaccination, testing, and face covering requirements outlined in this policy as soon as practicable and as a condition of employment. Potential candidates for employment will be notified of the requirements of this policy prior to the start of employment.

New hires should submit proof of vaccination to the Administrative Assistant during the new hire paperwork meeting prior to their first day of employment.

Confidentiality and Privacy:

All medical information collected from individuals, including vaccination information, test results, and any other information obtained as a result of testing, will be treated in accordance with applicable laws and policies on confidentiality and privacy.

Questions:

Please direct any questions regarding this policy to the Library Director.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

MOTION TO APPROVE ANY ITEMS REMOVED FROM THE CONSENT AGENDA

I move to approve the items previously removed from the consent agenda for discussion.

What's Happening at the Library in November & December

Programs - recurring

1. YS – **My First Book Group** on Zoom, book discussion group for grades K-1 with an adult, November 2.
2. YS – **Virtual Preschool Story Time Live!** on Zoom, 4-week session, Tuesdays, November 2 – 23.
3. YS – **Little Zoomers Story Time** on Zoom, for infants & toddlers. 3-week session, Thursdays, November 4 – 18.
4. YS – **Book Chat** on Zoom, book discussion group for grades 6-8. November 11, *How to Bee* by Bren MacDibble.
5. YS – **Family PJ Story Time** on Zoom, monthly – November 17, December 14.
6. YS – **Virtual Art Lab** on Zoom, monthly, For ages 10-13. Material packets provided. November 18, December 16.
7. YS – **Book Worms** on Zoom, book discussion group for grades 2-3. December 1, *Sydney & Taylor: explore the whole wide world* by Jacqueline Davies.
8. YS – **Outdoor Winter Family Story Time** on the Youth Terrace, 3-week session, Tuesdays, December 7 - 21.
9. YS – **Paperbacks & Snacks** on Zoom, book discussion group for grades 4-5. December 9, *The Big Wave* by Pearl S. Buck.
10. YS – **Virtual Family Story Time** on Zoom. 3-week session, Thursdays, December 9 - 23.
11. AS – **Teen Club**, quarterly. Next one scheduled February 2022.
12. AS – **Sensory Story Time for Adults and Teens** meets the second Monday of each month.
13. AS – **Tuesday Book Club**, meets the third Tuesday of each month, in-person and on Zoom, discussing *Beneath a Scarlet Sky* by Mark Sullivan in November, no meeting in December.
14. AS – **Thursday Book Club**, meets the fourth Thursday of each month, in-person and on Zoom, discussing *The Lions of Fifth Avenue* by Fiona Davis in November, *The Word is Murder* by Anthony Horowitz in December.
15. AS – **Mystery Book Club**, meets the third Wednesday of each month, in-person and on Zoom, discussing *The Man Who Died Twice* by Richard Osman in November, *The Escape Room* by Megan Goldin in December.
16. AS – **Classics Book Club**, meets the third Tuesday every other month, in-person and on Zoom, discussing *Frankenstein* by Mary Shelley in November.
17. AS – **BYOB (Bring Your Own Book) Club**, meets the fourth Monday of each month, in-person and on Zoom, discussing *The Vanishing Half* by Brit Bennett in November, no meeting in December.
18. AS – **30 Minute Lunchtime Book Club**, meets the third Monday of each month, in-person and on Zoom, discussing *The Library Book* by Susan Orlean in November, no meeting in December.
19. AS – **Nonfiction Book Club** – meets the third Thursday every other month, in-person and on Zoom, discussing *The Kissing Bug* by Daisy Hernandez in November.
20. AS – **ESL Conversation Group** meets Fridays at 10:00am each week, in-person and on Zoom.
21. AS – **Memoir Writers** meet on the second and fourth Tuesdays of the month, in-person only.
22. AS – **Writers Rendezvous** meets on the second and fourth Wednesdays via Zoom only in November and December.
23. AS – **Knitting+ Club** meets the first Tuesday of each month, in-person only.
24. AS – **Movie Discussion Club** meets the first Wednesday of each month, in-person and on Zoom. Discussion of *The Defiant Ones* in November, *The Miracle Worker (1962)* in December.
25. AS – **Sensory-Friendly Movies for Adults and Teens** meets the fourth Friday of every month. November, *Great Barrier Reef*, no movie in December (December 24: Library is closed for the holiday).
26. Systems -**Tech Open Lab** – weekly on Zoom. Staff discuss a different topic each week and are also available to answer any questions on any topic.

Programs

1. YS – **“Wild about Books” Outdoor Story Time** in-person at the Johnson Nature Center. November 20.
2. YS – **Literary Scavenger Hunt** on Zoom, ages 10 – 13, December 29.
3. YS – **Storybook STEM** - interactive story experience that will include reading the book, experiments, and crafts based on the story.
4. AS - **Teen Craft Day**, November 20, 1 – 4 p.m. Come anytime to create up to three craft items, with the option to take certain supplies home to make a craft item.
5. AS – **Teen & Adult Escape Room**, December 30.
6. AS – **The American Army in Normandy, from Omaha Beach to the Falaise Gap**, with historian, Jim Craft. November 9, in-person and on Zoom.
7. AS - **U of M Chamber Music Concert**. November 19.
8. AS - **Community Quilt Reception**. December 11, unveiling the community quilt, hot cocoa, cookies, and live music.

Displays

1. YS – **Families & Food** in November, **Winter Time!** in December.
2. Admin – Lobby display case – November, **Veterans**, December, **AS/YS Kits**.
3. AS – Local History display case – November, **A Work of Art**, December, **Blinded by Science**.

Take-Home Activities

1. YS – November: **Gratitude Turkeys**
2. YS – December: **Mitten Craft, Winter Break BIG Bag of Fun, New Year’s Wishing Star**
3. AS - **Teen Craft Day** in November has the option to take certain supplies home to make a craft item.

On-demand videos

Youth Services:

- **Youth Databases Tutorial** with Ms. Ashlee
- **Sleepy Story Time** with Ms. Liz
- **Turtle Friends Sensory Story Time** with Ms. Jen

Adult Services:

- **Art and Hobby Databases**, Karrie shows how to access great online resources available for free
- **Science Databases**, Karrie demonstrates the Library’s many online resources for science
- **Learn a New Language Database Demonstration** with Drew and Karrie
- **Health Databases** with Karrie
- **Vitality Kits for Seniors** with Karrie
- **Virtual Read-Aloud**: Enjoy a softly read short story, poem, or essay read aloud by an Adult Services librarian. Read-Aloud videos are released each month.
- **Adult Services Recommends**—Discover what our Adult Services librarians are reading and recommend each month.

Online Resources

1. YS – **BookFlix**: Interactive reading experience to explore fiction and non-fiction for grades PreK – 3.
2. YS – **Brainfuse**: Get help with homework online, 2 p.m. to 11 p.m. daily (excluding some holidays).
3. YS – **PebbleGo**: Informational articles, ready-made activities, and literacy for grades K – 3.
4. YS – **Read It!**: Articles on a variety of subjects that include comprehension supports for middle school – adult ELL and different learners.
5. YS – **TumbleBook Library**: Children’s eBook database of picture books and read-along chapter books.
6. YS – Back to School E-Books.
7. AS-- Science (Gale In Context) features authoritative information for assignments and projects, and provides detailed coverage of popular subjects.
8. AS – **Creativebug** – Access high-quality instructional videos and instructions to learn a variety of arts and crafts from sewing, jewelry-making, journaling, cooking, cake decoration and much more.
9. AS – Read digital magazine like The Economist, The New Yorker, Kiplinger’s and Us Weekly for free in **Libby/OverDrive**. Download the app for free and check out current and back issues of these and hundreds of titles.

Other

1. **Welcome Bloomfield Baby Bags** – books, literacy tips, and more – funded by the Friends of the Library.
2. **Second Saturday Book Sales** – November 13, December 11. Friends Only during the first hour.
3. Book donations accepted any time during Library hours.
4. Curbside service continues.

DATES FOR LIBRARY BOARD OF TRUSTEES

Tuesday, November 16, 7:00 p.m. – Library Board Meeting

Wednesday, December 1, 11:30 a.m. – Friends Board meeting

Saturday, December 11, 10 a.m.-3:30 p.m. – Friends Second Saturday Sale

Saturday, December 11, 11 a.m.-12 p.m. – Community Quilt Reception

Sunday, December 12, 6:00 p.m. – Library Staff & Volunteers Holiday Party

Tuesday, December 21, 7:00 p.m. – Library Board Meeting