

Bloomfield Township Public

Library

**Bloomfield Township Public Library
Board of Trustees**

Library Board Meeting
Tuesday, December 21, 2021
7:00 p.m.

Board Room

Trustees:

libraryboard@btpl.org

Joan Luksik, President
Grant Gerhart, Vice President
Judy Lindstrom, Secretary
Tom Deska
Sandy Edwards
Dani Gillman

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, December 21, 2021
7:00 p.m.

#	<u>NUMBERED ITEMS</u>	<u>DATE DELIVERED</u>
1	Agenda	12/17/2021
2a	Request to remove items from the Consent Agenda for Discussion	12/17/2021
2b	Motion to approve the order of items for the regular and consent agendas	12/17/2021
5	Motion to approve remaining Consent Agenda items 6-8d	12/17/2021
6	Regular Board Meeting Minutes of For Tuesday, November 16, 2021	12/17/2021
7a	Cash Disbursements	12/17/2021
7b	Revenues/Expenditures Budget Report	12/17/2021
7c	Energy Report	12/17/2021
8a	President's Report– no report	
8b	Director's Report	12/17/2021
8c	Advocacy Committee – 12/14/2021	12/17/2021
8c	Art Committee –no report	
8c	Building and Grounds Committee – no report	
8c	Cranbrook –no report	
8c	Development Committee – no report	
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 – 12/14/2021	12/17/2021
8c	Policy Committee – no report	
10a	COVID-19 Vaccination, Testing, and Face Covering Policy	12/17/2021
11a	Appointment of Committees	12/17/2021
11b	Bank Signatories	12/17/2021
11c	PA 152	12/17/2021
11d	Director's Evaluation Process	12/17/2021
13	Motion to approve any items removed from the Consent Agenda	12/17/2021

<u>UNNUMBERED ITEMS</u>	<u>DATE DELIVERED</u>
What's Going on at the Library	12/17/2021
Dates for Library Board of Trustees	12/17/2021

AGENDA
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, December 21, 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 November 16, 2021
7. Budget
 - a. Cash Disbursements
 - b. Monthly Revenues & Expenditures
 - c. Energy Report
8. Written Reports:
 - a. President: *Joan Luksik
 - 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. Old Business
 - a. COVID-19 Vaccination, Testing, and Face Covering Policy
11. New Business
 - a. Appointment of Committees
 - b. Bank Signatories
 - c. PA 152
 - d. Director's Evaluation Process
12. Discussion of items removed from the Consent Agenda
13. MOTION to approve any items removed from the Consent Agenda
14. Other
15. Next scheduled meeting: Tuesday, January 18, 2022
16. Adjournment

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

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

I REQUEST THAT ITEM (S):

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

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

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

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

OPTION - NO AMENDMENT NEEDED:

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

OPTION - AMENDMENT TO AGENDA:

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

the **REGULAR AGENDA** as follows:

the **CONSENT AGENDA** as follows:

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

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

CONSENT AGENDA ITEMS MOTION

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

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

Bloomfield Township Public Library
Oakland County, Michigan
Tuesday, November 16, 2021
held via Zoom

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: (via Zoom) Tom Deska, Sandra Edwards, Grant Gerhart, Dani Gillman, Judy Lindstrom, and Joan Luksik

Trustees Absent: None

Administration: (via Zoom) Director Tera Moon; Assistant Director Katherine Bryant

Guests: (via Zoom) SOC representative Laura Kraly

Grant Gerhart requested **Items 7b Revenues/Expenditures Budget Report and 7c Energy Report** be removed from the consent agenda for regular discussion.

Upon discussion, a motion was made by Sandy Edwards, seconded by Grant Gerhart, **TO APPROVE THE ORDER OF ITEMS AS LISTED ON THE AGENDAS WITH THE FOLLOWING ITEMS REMOVED FROM THE CONSENT AGENDA AS FOLLOWS: 7b, 7c.**

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

PRESIDENT'S VERBAL REPORT:

President Judy Lindstrom wishes the very best to Tera during her recovery. This is Judy's last meeting at the helm as President of this illustrious Board. She is very appreciative of her time on this board and with these board members. This is a special time of year for everyone, with holidays in many religions as well as Thanksgiving for giving thanks. Judy quoted William Arthur Ward: "Gratitude can transform common days into thanksgivings, turn routine jobs into joy, and change ordinary opportunities into blessings." We have an extraordinary Board, facility, and staff. President Lindstrom thanked everyone from the bottom of her heart.

DIRECTOR'S VERBAL REPORT:

Director Moon thanked the Board for being flexible about meeting on Zoom. She is grateful we can continue with the board meeting in this safe way, since the Township extended the State

of Emergency that allows us to hold virtual meetings. She is lucky to have a mild case of Covid, similar to a cold. The pandemic metrics have changed so much in the last week. Michigan's 7-day average positivity rate went up from 13% last week to nearly 17% today. So far, there have not been a critical mass of staff out.

Director Moon is reconsidering the Chamber music concert this Friday, as well as the holiday party. It might be most prudent to postpone it to a later date when metrics are better. The Board can have a conversation about this later in the meeting.

Geraldine Drake has done a lot of research to find new Community Room chairs that are more comfortable, but also good looking and easy to move for our facilities staff. She has delivered four sample chairs to the library. Director Moon planned to share them with the Board tonight, but now encourages them to check them out when they are in the library. The chairs will be put out for public comment in the Commons area, using a feedback tool like what was used in the development of the Commons. The Library wants to place an order in December.

In the last week in October, Library staff felt optimistic about moving toward normalcy with a great turnout at the October 27 Trick or Treat event. Five hundred parents and kiddos came through the library to trick or treat at public service desks about the library. It was a wonderful evening and we got lots of happy feedback. On Friday, October 29, eight enthusiastic teens participated in an after-hours event, and then last week, we held a successful history lecture with 24 attending in person and 11 via Zoom. The hybrid approach has been working well for Adult Services, with use of the Meeting Owl equipment for book clubs.

A frosted white acrylic end panel has been selected for the Friends Book Nook and will hopefully be in place before the January sale.

In bittersweet news, Systems Department Head Joan Wu is retiring January 7, 2022. We are grateful for her 17 years of service to the library, during which she has helmed the Systems Department, making the IT infrastructure robust as a trailblazer in the field.

Director Moon will begin the search for the Youth Services and Systems Department Head positions in December, staggered a few weeks apart.

In this thankful season, thank you for all the Library Board does for the library. Director Moon is so grateful to be your partner in guiding this organization to a brilliant future.

Upon discussion, a motion was made by Joan Luksik, seconded by Dani Gillman, **TO APPROVE THE REMAINING ITEMS ON THE CONSENT AGENDA.**

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

REGULAR AGENDA:

Call to the Public:

Laura Kraly reported that the SOC is hosting a craft and bake sale for the staff the week of December 13-19 in Meeting Room 2. The Library Board is welcome to come and shop.

UNFINISHED BUSINESS:

No unfinished business.

NEW BUSINESS:**11a1 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.

President Judy Lindstrom thanked Joan Luksik for participating on the nominating committee.

Happy to announce the officers for December 2021-December 2022. President: Joan Luksik; Vice President: Grant Gerhart; Secretary: Judy Lindstrom. Thank you all to everyone who stepped up.

Upon discussion, a motion was made by Sandy Edwards, seconded by Dani Gillman, **TO APPROVE THE SLATE OF OFFICERS FOR THE DECEMBER 2021-DECEMBER 2022 YEAR.**

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED**11a2 Appointment of Committees**

Judy Lindstrom announced that there will be an appointment of committees for the 2021 term. New appointments to committees will start January 1, 2022 and Joan Luksik will work on this.

Art Committee

Advocacy Committee

Building and Grounds Committee

Cranbrook, DPL, Troy Committee

Development Committee

Finance Committee

Friends of the Library Liaison Committee

Investment Committee

Jeanette P. Myers Scholarship Selection Committee

Personnel/Director Evaluation Committee

Policy Committee

11b 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.

The Board discussed that the OSHA ETS has been suspended by the 5th Court of Appeals, but that we may want to proceed as if it will move forward. Director Moon proposed tabling a decision until the December Board meeting. Dani Gillman asked if there are preparations that need to be put into place. Tera said that most preparations have already been made, so we are already in good shape. There was some discussion as to whether volunteers need to be included as well. Tom and Grant discussed whether the Library should consider mandating vaccinations. There was some discussion as to whether the Library can or cannot mandate vaccinations and/or testing without the OSHA ETS, like private companies, as well as state and federal employees.

Dani asked if we will move back in the reopening phases if the numbers keep rising. Tera feels it would be difficult to pull services back, but we could require masks. Judy Lindstrom noted it would be difficult for staff to enforce masking. Tera intends to ask the Metro Net directors if they are going to change course. Dani discussed concerns around gatherings for Thanksgiving. She also mentioned that the Library serves many children and seniors and that we need to do whatever we can to keep serving these more vulnerable populations.

Upon discussion, the Library Board agreed to table this decision until the December 21 Board Meeting.

12. Discussion of Items Removed from the Consent Agenda

Grant requested that “**Items 7b Revenues/Expenditures Budget Report and 7c Energy Report**” be further discussed. He wanted to comment on the difference in the meeting room reservation rates between September and October, stating that it gives you a feeling for the importance of our facilities, based on the backlog of patrons who wanted to rent rooms for meetings. Grant also commented on the water usage analysis. Last year’s usage was a lot different than this year. Rainfall and facilities usage can make a big difference.

Upon discussion, a motion was made by Grant Gerhart, seconded by Sandy Edwards, **TO APPROVE THE ORDER OF ITEMS REMOVED FROM THE CONSENT AGENDA.**

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

OTHER:

Sandy Edwards reported on the Friends meeting on Friday, November 3. In October, The Library Shop books and media sales earned \$3900. The November Second Saturday Sale earned \$5390, an all-time high. The Friends bought new easels and book stands to show off their wares. They are still working with the Pontiac schools to provide donations of used materials that did not sell. A wish list will be presented at the December meeting. Dani Gillman added the Friends of Libraries Week was a few weeks ago. The next Friends meeting will be on December 1.

Director Moon led a discussion on whether the Library should host the Chamber Music Concert on Friday, November 19 in light of the uptick in Covid cases in Michigan. The concerts usually draw about 130-200 attendees, which would make it very difficult to socially distance. The Library has advertised that masks are required for the event. Judy Lindstrom asked how we would communicate the cancellation and how soon we could do this. Tom Deska recommended communicating the reason for cancelling. The Board agreed that the Library has their support to cancel the Chamber Music Concert.

Director Moon led a discussion on whether or not to hold the Holiday Party. Invitations have already been sent to staff and the Library Board. Most board members were planning to attend. Staff have many concerns and only 20 people have RSVP’d yes, and there is a 75 person minimum at the Iroquois Club. The actors can be rescheduled over the next year; the Iroquois Club may require negotiation. The Board agreed that the Library has their support to cancel the Holiday Party. Judy Lindstrom recommends still giving a special holiday gift or treat to the staff. Sandy Edwards volunteered to chair an ad hoc committee to come up with a treat for staff, along with the SOC. The Library Board extends heartfelt thanks to the SOC for all their hard work.

The next regular board meeting is Tuesday, December 21 at 7:00 p.m. Topics include committee appointments, PA 152, and the director’s evaluation.

At 8:24 p.m. President Judy Lindstrom adjourned the meeting.

Submitted by:

Sandra Edwards

Sandra Edwards, Secretary

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**Cash Disbursements Comments
November 2021****New Vendors:**

Wally Kosorski & Co, Inc is a new vendor for a new lock on the bathroom door in Youth Services.

General Fund Advance

- Check #21816 payable to American Library Association in the amount of \$775.00 was payment for Public Library Association annual conference registration fee.
- Check #21823 payable to Patricia Ballard in the amount of \$2,410.00 was payment for national conference attendance fees.
- Check #21824 payable to Bloomfield Township in the amount of \$767.72 was payment for water for the period 10/18/2021 to 11/17/2021.
- Check #21826 payable to Shayna Connolly in the amount of \$1,102.80 was payment for national conference attendance fees.

General Fund

- Check #21838 payable to Bloomfield Township in the amount of \$254,968.91 was payment for two payrolls including FICA, health insurance, pension, etc.
- Check #21846 payable to Du All Cleaning in the amount of \$31,742.03 was payment for emergency flood cleaning after a water event in the lower level in July (the invoice was received by the library in November) plus regular monthly cleaning.
- Check #21848 payable to EnvisionWare in the amount of \$31,742.03 was payment for new self-check machines and annual maintenance subscription.
- Check #21849 payable to Farmington Community Library in the amount of \$893.25 was payment for Gale ebooks.
- Check #21852 payable to Frank Rewold and Sons in the amount of \$226,221.28 was payment for the LED Lighting project for October and November.

- Check #21853 payable to Goldner Walsh in the amount of \$12,937.67 was payment for fall garden maintenance.
- Check #21860 payable to Library Design Associates in the amount of \$7,745.00 was first partial payment for new end panels in the Friends Book Nook (lower level).
- Check #21875 payable to Siemens in the amount of \$6,390.00 was payment for HVAC bipolar ionization.
- Check #21877 payable to The Library Network in the amount of \$4,947.24 was payment for laptops for staff.

Gift Fund Advance

- Check # payable to in the amount of \$ was payment for
- Check # payable to in the amount of \$ was payment for
- Check # payable to in the amount of \$ was payment for

Gift Fund

- Check # payable to in the amount of \$ was payment for
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- Check # payable to in the amount of \$ was payment for

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

CHECK REGISTERS

FOR THE MONTH OF NOVEMBER 2021

Check #	Date	Payee	Cash Account	Amount
General Fund				
ADVANCE CHECKS:				
21807	11/16/21	APPLIED IMAGING	016.01	520.58
21808	11/16/21	XFINITY	016.01	151.92
21809	11/16/21	CONSUMERS ENERGY	016.01	4,347.53
21810	11/16/21	DTE ENERGY	016.01	18,252.35
21811	11/16/21	FLAGSTAR BANK	016.01	5,008.97
21812	11/16/21	LOWE'S	016.01	155.80
21814	11/16/21	T MOBILE	016.01	59.96
21815	11/16/21	VERIZON WIRELESS	016.01	196.88
21816	11/23/21	AMERICAN LIBRARY ASSOCIATION	016.01	775.00
21817	11/23/21	AMAZON.COM	016.01	3,398.61
21818	11/23/21	PETTY CASH - BTPL	016.01	93.62
21819	11/23/21	CRAWFORD DOOR SALES	016.01	395.00
21820	11/23/21	Nicole Gillies	016.01	49.55
21821	11/23/21	PRINCIPAL LIFE INS CO-SBD GRANDE ISLAND	016.01	817.41
21822	11/23/21	VIGILANTE SECURITY	016.01	1,950.00
21823	12/2/21	Patricia Ballard	016.01	2,410.00
21824	12/2/21	BLOOMFIELD TOWNSHIP	016.01	767.72
21825	12/2/21	CAR TRUCKING, INC.	016.01	199.50
21826	12/2/21	Shayna Connolly	016.01	1,102.80
21827	12/2/21	TERMINIX PROCESSING CTR.	016.01	151.00
21828	12/7/21	AT&T	016.01	158.75
21829	12/7/21	AT&T	016.01	1,693.61
21830	12/7/21	PACIFIC TELEMAGEMENT SERVICES	016.01	78.00
21831	12/7/21	T MOBILE	016.01	59.96
Total				<u>42,794.52</u>
REGULAR CHECKS:				
21832	12/9/21	ABC-CLIO, INC.	016.01	89.00
21833	12/9/21	AERO FILTER, INC	016.01	3,863.02
21834	12/9/21	AMERICAN PEST CONTROL	016.01	3,146.25
21835	12/9/21	ARBOR OAKLAND GROUP	016.01	3,096.00
21836	12/9/21	AUNALYTICS, INC.	016.01	2,354.25
21837	12/9/21	BAKER & TAYLOR, INC.	016.01	12,441.01
21838	12/9/21	BLOOMFIELD TOWNSHIP	016.01	254,968.91
21839	12/9/21	BUTZEL LONG	016.01	998.45
21840	12/9/21	CANDY BANDITS LLC	016.01	19.99
21841	12/9/21	CENGAGE LEARNING/GALE	016.01	303.67
21842	12/9/21	CENTER POINT PUBLISHING	016.01	221.00
21843	12/9/21	CENTRAL BUSINESS SYSTEMS, INC.	016.01	700.30
21844	12/9/21	CINTAS CORPORATION	016.01	106.86
21845	12/9/21	DEAF COMMUNITY ADVOCACY NETWORK	016.01	220.00
21846	12/9/21	DU ALL CLEANING, INC	016.01	31,742.03
21847	12/9/21	EAST WEST BOOKS	016.01	426.08
21848	12/9/21	ENVISIONWARE, INC.	016.01	20,825.00
21849	12/9/21	FARMINGTON COMMUNITY LIBRARY	016.01	893.25
21850	12/9/21	FINANCIAL INFORMATION, INC.	016.01	3,850.00
21851	12/9/21	FINDAWAY WORLD LLC	016.01	585.89
21852	12/9/21	FRANK REWOLD AND SON, INC.	016.01	226,221.28
21853	12/9/21	GOLDNER WALSH NURSERY, INC.	016.01	12,937.67
21854	12/9/21	GREAT OAKS MAINTENANCE	016.01	7,250.75
21855	12/9/21	INGRAM LIBRARY SERVICES	016.01	252.74
21858	12/9/21	WALLY KOSORSKI	016.01	648.00
21859	12/9/21	LAKEVIEW BOOKS	016.01	459.64
21860	12/9/21	LIBRARY DESIGN ASSOCIATES INC.	016.01	7,745.00

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

CHECK REGISTERS

FOR THE MONTH OF NOVEMBER 2021

Check #	Date	Payee	Cash Account	Amount
21861	12/9/21	MIDWEST COLLABORATIVE for LIB. SVCS	016.01	5,512.65
21862	12/9/21	MICROMARKETING LLC	016.01	694.83
21863	12/9/21	INNOVATIVE INTERFACE, INC	016.01	88,486.84
21864	12/9/21	MIDWEST TAPE	016.01	3,203.98
21865	12/9/21	MIKERO MOH	016.01	500.00
21866	12/9/21	NATIONAL SIGN COMPANY	016.01	276.50
21867	12/9/21	NICHOLS/NETWORK SERVICES CO	016.01	369.81
21868	12/9/21	OMNIGRAPHICS	016.01	130.70
21869	12/9/21	OTC BRANS, INC.	016.01	117.80
21870	12/9/21	OVERDRIVE	016.01	10,209.63
21871	12/9/21	OXFORD UNIVERSITY PRESS USA	016.01	1,524.90
21872	12/9/21	PROQUEST-CSA LLC	016.01	12,367.22
21873	12/9/21	SALEM PRESS, INC.	016.01	688.75
21874	12/9/21	SHOWCASES	016.01	18.50
21875	12/9/21	SIEMENS INDUSTRY, INC.	016.01	6,390.00
21876	12/9/21	SMART APPLE MEDIA	016.01	355.17
21877	12/9/21	THE LIBRARY NETWORK	016.01	4,947.24
21878	12/9/21	THOMSON REUTERS/THOMSON WEST	016.01	390.60
21879	12/9/21	UNIQUE MANAGEMENT SERVICES, INC.	016.01	170.05
21880	12/9/21	WOLTERS KLUWER	016.01	182.23
21881	12/9/21	WORLD BOOK, INC.	016.01	999.00
Total				<u><u>733,902.44</u></u>

Gift Fund

ADVANCE CHECKS:

5261	11/16/21	FLAGSTAR BANK	012.03	325.53
5262	11/23/21	AMAZON.COM	012.03	<u>832.35</u>
Total				<u><u>1,157.88</u></u>

REGULAR CHECKS:

5263	12/9/21	BAKER & TAYLOR	012.03	110.73
5264	12/9/21	COMMUNITY FOUNDATION - SE MICH.	012.03	<u>100.00</u>
Total				<u><u>210.73</u></u>

Bloomfield Township Public Library
FY 2021-2022 General Fund Budget

PRESENTED: DECEMBER 21, 2021 FOR THE MONTH OF: NOVEMBER, 2021

	2021-2022	2020-2021				Eight Months 67%
ACCOUNT	ADOPTED BUDGET	AMENDED BUDGET	REVENUE/EXPENSE	REVENUE/	% OF	
NAME	AS OF	AS OF	CURRENT	EXPENSE	BUDGET	
	MARCH 16, 2021	AUGUST 17, 2021	MONTH	YTD	YTD	VARIANCE
<u>Revenues</u>						
Taxes	\$7,977,960	\$7,943,041	\$0	(\$3,865)	-0.05%	(\$7,946,906)
Penal Fines	\$87,600	\$87,600	\$0	\$72,519	82.78%	(\$15,081)
State Aid	\$32,800	\$32,800	\$0	\$35,620	108.60%	\$2,820
Circulation Fines & Fees	\$38,250	\$25,500	\$2,372	\$18,445	72.33%	(\$7,055)
Charges for Services	\$14,866	\$4,957	\$301	\$2,703	54.53%	(\$2,254)
Investment earnings	\$86,500	\$86,500	(\$15,405)	(\$67,857)	-78.45%	(\$154,357)
Miscellaneous	\$14,566	\$25,231	\$2,882	\$14,385	57.01%	(\$10,846)
Total Revenues	\$8,252,542	\$8,205,629	(\$9,850)	\$71,950	0.88%	(\$8,133,679)
<u>Expenditures</u>						
Personnel	\$4,696,338	\$4,673,714	\$253,786	\$2,653,123	56.77%	(\$2,020,591)
Library Services	\$819,810	\$819,810	\$59,472	\$489,456	59.70%	(\$330,354)
Facilities & Equipment	\$1,040,866	\$1,027,291	\$154,045	\$688,239	67.00%	(\$339,052)
Other Operating Expenditures	\$3,870,261	\$3,914,201	\$309,587	\$2,271,917	58.04%	(\$1,642,284)
Total Expenditures	\$10,427,275	\$10,435,016	\$776,890	\$6,102,736	58.48%	(\$4,332,280)
Fund Balance - Beginning	\$13,071,834	\$13,071,834		\$13,071,834		
Net revenue (expenditure)	(\$2,174,733)	(\$2,229,387)		(\$6,030,787)		
Fund Balance - Ending	\$10,897,101	\$10,842,447		\$7,041,047		

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 \$1,683,764 the OPEB obligation plus \$3,998,509 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: DECEMBER 21, 2021 FOR THE MONTH OF: NOVEMBER, 2021

Eight Months 67%

ACCOUNT NAME	2021-2022 ADOPTED BUDGET AS OF MAR 16, 2021	2021-2022 AMENDED BUDGET AS OF DEC 21, 2021	REVENUE/ EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	VARIANCE
<u>Revenues</u>						
Gift Income	\$500	\$7,469	\$217	\$7,469	100.00%	\$0
Investment Earnings	\$200	\$0	\$0	\$0	#DIV/0!	\$0
Miscellaneous Revenue	\$0	\$200	\$1	\$7	0.00%	(\$193)
Total Revenues	\$700	\$7,669	\$218	\$7,477	97.49%	(\$193)
<u>Expenditures</u>						
Library Services	\$75,589	\$77,375	\$2,138	\$17,227	22.26%	(\$60,148)
Facilities & Equipment	\$34,382	\$35,859	\$0	\$12,358	34.46%	(\$23,501)
Other Operating Expenditures	\$52,224	\$55,931	\$201	\$6,522	11.66%	(\$49,409)
Total Expenditures	\$162,195	\$169,164	\$2,339	\$36,107	21.34%	(\$133,058)
Fund Balance - Beginning	\$161,695	\$161,695		\$161,695		
Net revenue (expenditures)	(\$161,495)	(\$161,495)		(\$28,630)		
Fund Balance - Ending	\$200	\$200		\$133,065		

Bloomfield Township Public Library
Asset Allocation Summary
NOVEMBER 2021

Fund	Type	Annual Yield	Date	Amount on Hand
General Fund				
	5th 3rd Checking (Ecommerce)	0.00%	11/30/2021	\$83,764.67
	Flagstar Public Funds Savings	0.25%	11/30/2021	\$200,159.08
	Flagstar Premier Public Entities Checking	0.15%	11/30/2021	\$16,989.03
	RBC Capital Cash/Money Market	0.00%	11/30/2021	\$6,480.75
	RBC Capital - Investments	2.11%	11/30/2021	\$7,470,639.08
Total General Fund				\$7,694,267.94
Please see General Fund budget for notes on how this amount is earmarked				
Gift Fund				
	Huntington Public Fund Business Interest Checking	0.01%	11/30/2021	\$91,675.05
	Huntington CD (Charnov gift) - matures 02/03/2022	0.01%	11/30/2021	\$50,000.00
	Fifth Third Bank Business Standard Checking	0.00%	11/30/2021	\$13,500.16
Total Gift Fund				\$155,175.21

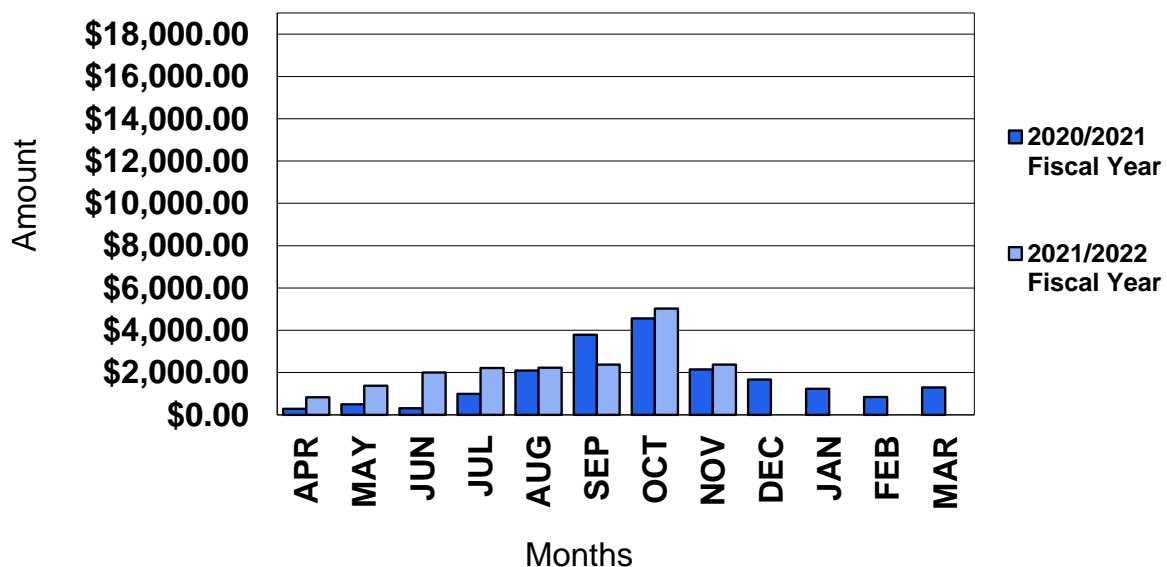
CFSEM The following endowment funds are administered by the Community Foundation for Southeast Michigan (CFSEM). CFSEM maintains unilateral variance power and legal ownership of the endowment funds, and therefore, principal is not available to BTPL. Earnings are available for distribution to the Library 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		\$172,617.00	

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	\$2,371.50	\$217.80
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)
			YTD Difference
TOTAL	\$19,751.13	\$18,445.16	(\$1,305.97)

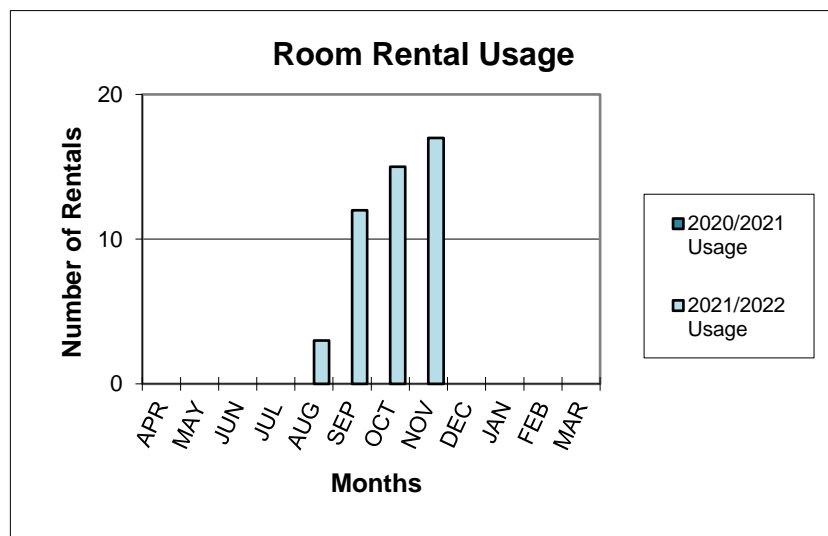
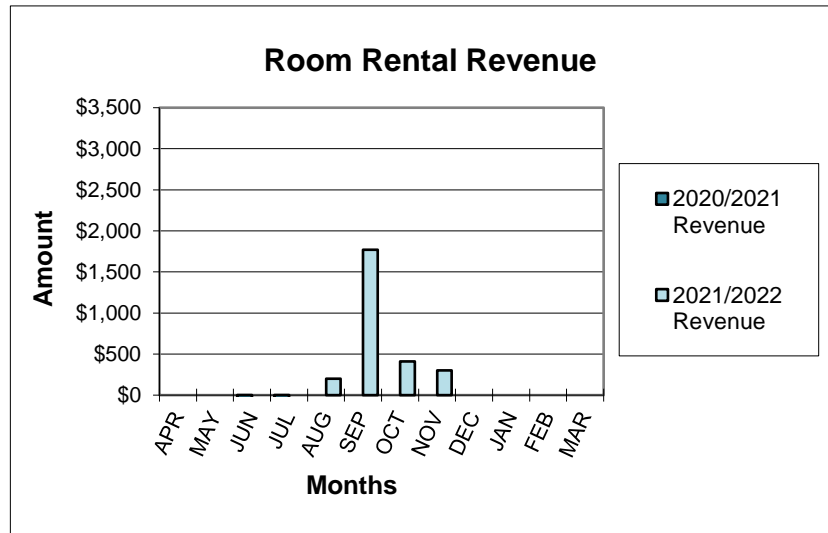
Fines and Fees Two-Year Comparison



ROOM RENTAL - TWO-YEAR COMPARISON

7b

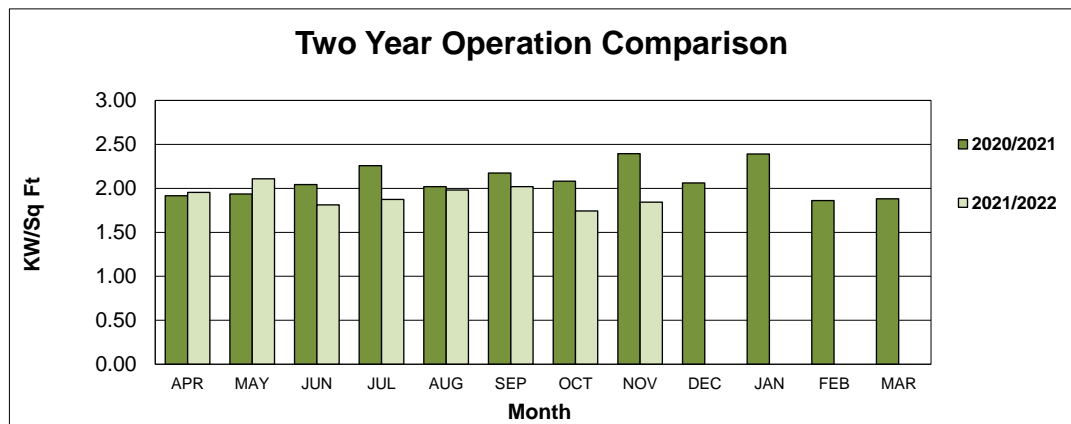
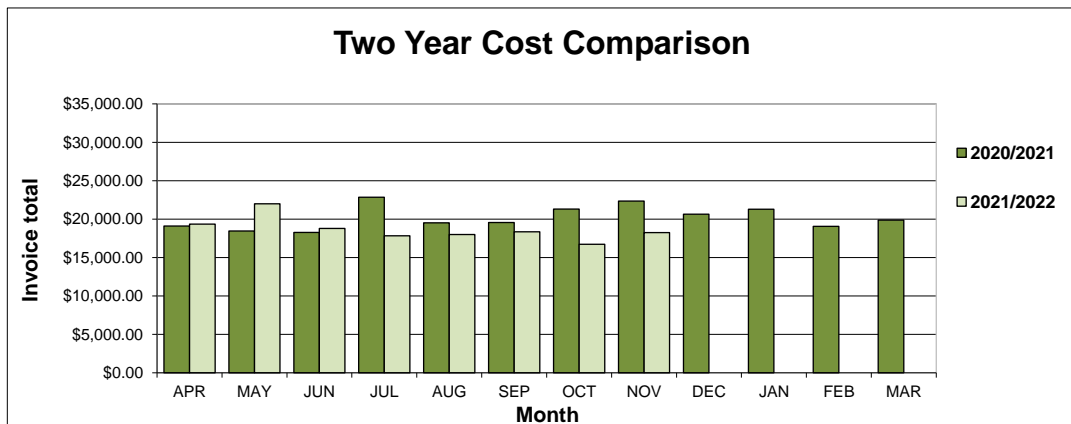
<u>Month</u>	2020/2021 <u>Revenue</u>	2021/2022 <u>Revenue</u>	<u>Difference</u>	2020/2021 <u>Usage</u>	2021/2022 <u>Usage</u>	<u>Month</u>
APR	\$0.00	\$0.00	\$0.00	0	0	APR
MAY	\$0.00	\$0.00	\$0.00	0	0	MAY
JUN	(\$520.00)	\$0.00	\$520.00	(Refunds)	0	JUN
JUL	(\$640.00)	\$0.00	\$640.00	(Refunds)	0	JUL
AUG	\$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	\$300.00	\$300.00	0	17	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
			YTD Difference			
TOTAL	<u><u>-\$1,160.00</u></u>	<u><u>\$2,680.00</u></u>	<u><u>\$3,840.00</u></u>	<u><u>0</u></u>	<u><u>47</u></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 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	\$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	\$18,252.35	(\$4,100.06)	186,200	\$0.10	258.61	1.84	\$25.35	\$0.18
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	\$149,310.48	(\$92,954.23)						



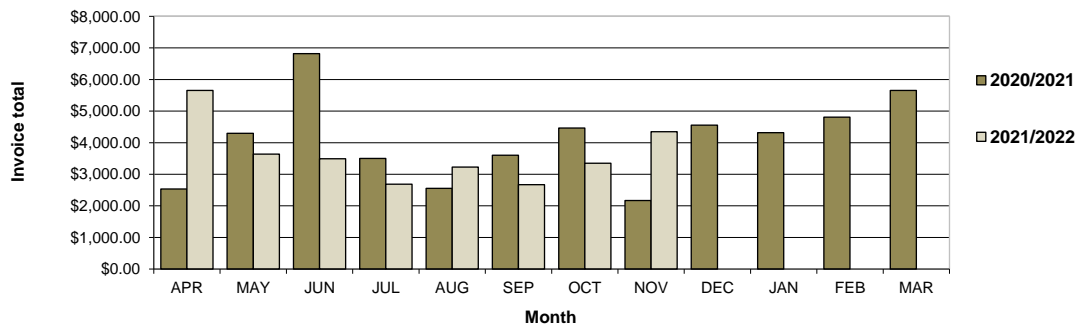
Bloomfield Township Public Library Natural Gas Analysis

Building Area = 101,023

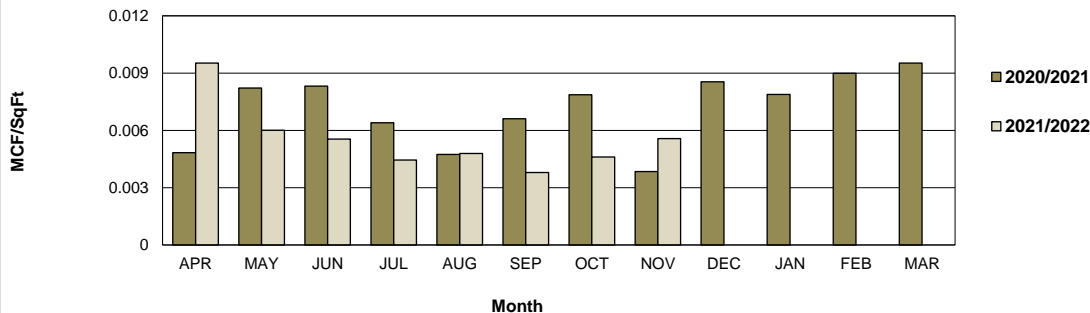
1 Cu. Ft. = 1000 BTU

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	\$2,531.55	\$5,654.64	\$3,123.09	(Billing Error)	962.0	\$5.88	720	1.34	0.010	7.85	0.055
MAY	\$4,294.32	\$3,636.56	(\$657.76)	- Correction	606.7	\$5.99	744	0.82	0.006	4.89	0.035
JUN	\$6,820.12	\$3,492.51	(\$3,327.61)	6/2020)	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	\$4,347.53	\$2,180.36		562.5	\$7.73	720	0.78	0.006	6.04	0.042
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	\$29,063.99	(\$20,207.61)								

Two Year Cost Comparison

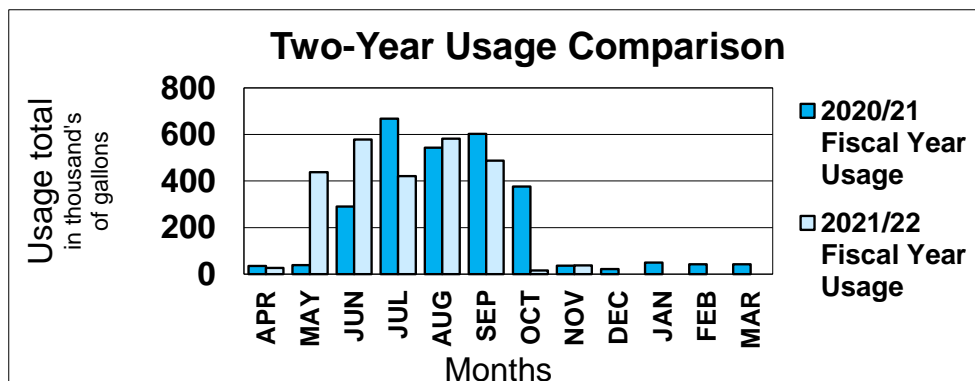
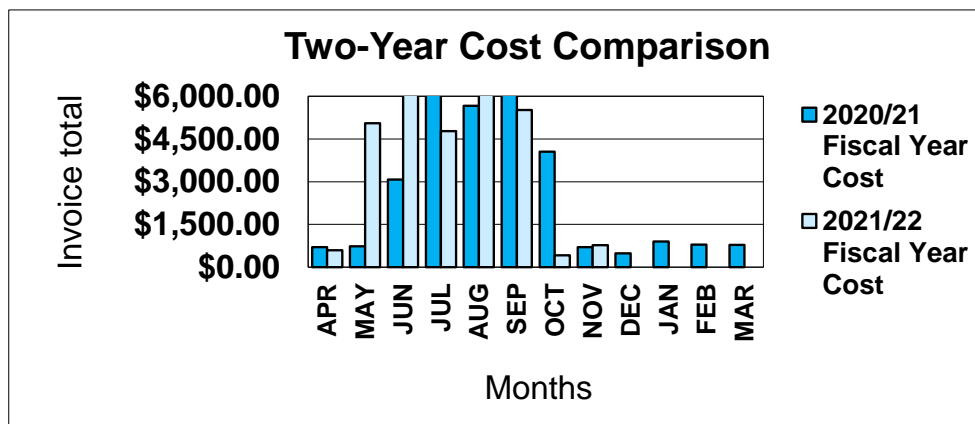


Two Year Operation Comparison



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	\$767.72	\$61.09	37	38	1
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	<u>\$31,092.55</u>	<u>\$30,169.00</u>	<u>(\$923.55)</u>	<u>2,748</u>	<u>2,587</u>	<u>(161)</u>



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

LED Lighting Project Update: The new bollards are installed along the staff and donation walkway – their design is sleek and modern. Lighting controls are being installed and adjusted to work best with library operations. A walk-through is scheduled for January 3 to create a punchlist.

In January new self-check kiosks will be installed. Not only will patrons notice a more attractive piece of equipment, but they will notice more functionality too, including the ability to pay fees and fines. The new kiosks should be up and running by January 14.

We will have a chance to discuss the Community Room chair options as a group. I look forward to your feedback.

Advertisements for both Youth Services Department Head and Systems Department Head positions have been posted. Deadlines are in early January. I hope to have both positions filled by the end of March.

The Library will be closed Friday, December 24, Saturday, December 25, and Sunday, December 26 for the Christmas holidays. The Library will close at 5:30pm on Friday, December 31 and remain closed on Saturday, January 1 and Sunday, January 2. Merry Christmas to those who celebrate and Happy New Year!

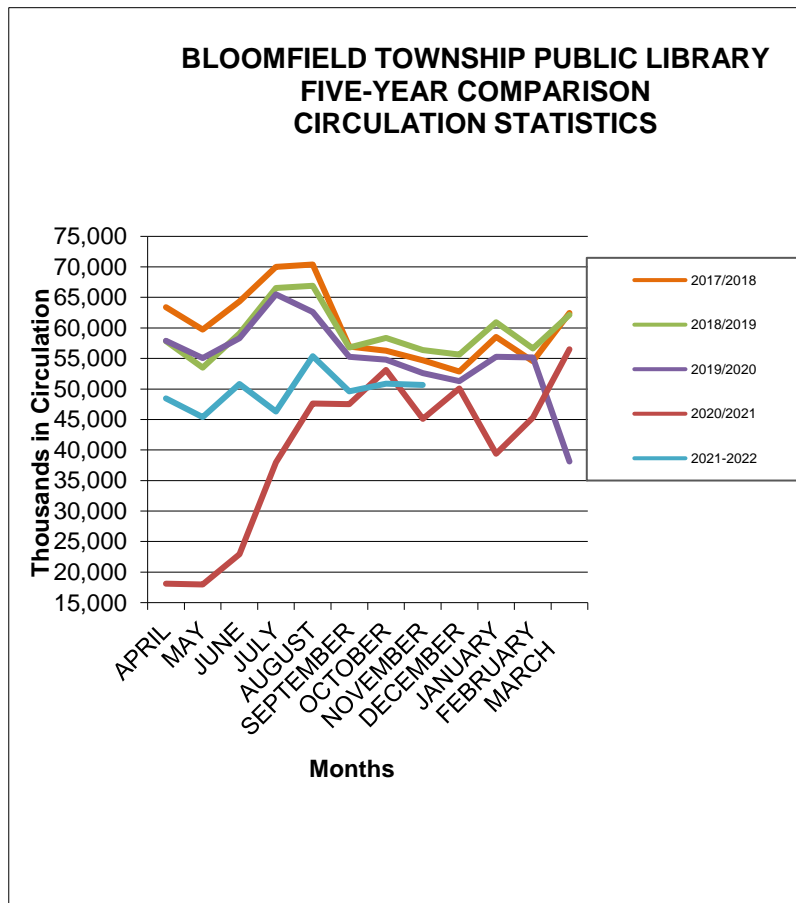
Respectfully Submitted,

*Tera Moon
Library Director*

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY FIVE YEAR CIRCULATION

12/14/2021

	<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	50,656
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	397,490



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)

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
 November 2021

12/17/2021

	2020		2021	
COLLECTION				
Book Collection:	234,964		230,790	
Media Collection:	55,987		54,555	
Total e-books:	21,846		18,842	
Overdrive	17,567		15,001	
Total downloadable audiobooks:	7,454		8,147	
Materials Total:	320,251		312,334	
CIRCULATION				
Circulation Total:	45,117		50,656	
Bloomfield Township Circulation:	42,860		47,765	
Virtual Circulation Total	15,102		12,043	
Circulation of Youth materials:	14,025		19,266	
Circulation of Media:	7,191		8,519	
Circulation of Cranbrook passes:	25		158	
Self-checkout machine use:	7,354	16.3%	12,853	25.4%
Library by Mail:	41	30 patrons	118	39 patrons
BUILDING & EQUIPMENT USAGE				
Door Count:	3,813	*A**	12,714	*
Gate Count:	4,506		13,912	
Meeting rooms by public:	0		17	
Meeting rooms by staff:	0		37	
VIRTUAL USE				
Home page hits:	28,821		25,434	
e-book access:	4,445		5,832	
Audiobook access: (Overdrive)	2,108		2,364	
Magazine download access:	2,370		917	
Hoopla access:	3,778		2,930	
Library Computer Use				
Resident Use	116		394	
Guest Use	79		312	
*Library closed at 5:30pm Thanksgiving Eve and all day Thanksgiving				
^Library closed November 27-30 due to employee Covid exposure				
**Library closed to patrons November 18-30; Covid Phase II implemented				

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
 November 2021

12/17/2021

	2020		2021	
OUTREACH & PROGRAMS				
<i>New Patrons and Accounts</i>				
Township:	41		149	
Cranbrook:	1		7	
Total new patrons:	53		193	
<i>Adult Program Attendance</i>				
Staff-led:	6 events	234 attended	13 events	114 attended
Speaker-led:	1 event	5 attended	1 event	24 attended
Book clubs:	2 events	18 attended	8 events	62 attended
Tours/visits on-site:	0	0	0	0
Tours/visits off-site:	4 events	43 attended	0	0
<i>Systems Program Attendance</i>				
Staff-led:	4 events	8 attended	2 events	16 attended
<i>Teen Program Attendance</i>				
Staff-led:	1 event	3 attended	1 event	20 attended
<i>Youth Program Attendance</i>				
Staff-led:	9 events	314 attended	21 events	458 attended
Speaker-led:	0	0	0	0
Tours/visits on-site:	0	0	0	0
Tours/visits off-site:	0	0	3 events	129 attended
TOTAL:	27 events	625 attended	49 events	823 attended
<i>Volunteers (number of people, hours)</i>	0	0	13	129
Shop			11	121.25
Court			0	0
Students			0	0
Department volunteer			2	7.75
<i>Patron Remarks</i>				
Patron Comments:	2		3	
Ask BTPL:	4		5	
Ask Us:	14		64	
DISPLAYS				
Lobby	Adult and Youth Services Kit Collections			
Local History	"A Work of Art"			

**PROPOSED MINUTES OF THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
ADVOCACY COMMITTEE**

The meeting of the Bloomfield Township Public Library Board of Trustees Advocacy Committee was at the Library at 9:30 a.m. on Tuesday, December 14, 2021.

Trustees Present: Trustees: Sandy Edwards

Trustees Absent: Judy Lindstrom

Administration: Library Director Tera Moon, Administrative Assistant Linden Godlove

Guests: None

Old Business: None.

New Business:

Planning for the January Library Ambassador Group Meeting

The Agenda for the January and future meetings were discussed. Sandy Edwards made several suggestions for future discussion which will maintain a continued focus on budget and library operations, especially collection development and materials selection and diversity, equity, and inclusion.

No future meeting has been scheduled at this time.

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

The meeting of the Bloomfield Township Public Library Board of Trustees Personnel Committee was held in the Library on Tuesday, December 14, 2021, at 9:00 a.m.

Trustees Present: Trustee Sandy Edwards

Administration: Library Director Tera Moon and Administrative Assistant Linden Godlove

PA 152

Each December the Library Board must make a decision about which of the available options for funding health care costs the Library will follow for the coming fiscal year. After discussion, the Personnel Committee recommends choosing the 80/20 option for the 2022 calendar year. This decision will be on the agenda for the regular monthly Library Board of Trustees meeting on December 21, 2021.

Director's Evaluation

The process was reviewed. It begins with the Director providing a brief report of what the Director achieved in the year. This is submitted to the Trustees along with the evaluation form. The personnel committee will collect feedback for the Director from the Trustees. A memo with the timeline and the evaluation form will be in the December board packet. The Director will give her report to the entire board by January 7. The Board has a deadline around January 14 to return their evaluation forms.

No future meeting date was scheduled at this time.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees

FROM: Tera Moon, Library Director

DATE: December 13, 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.

Thank you for your review and discussion of the policy at the November 16, 2021 monthly meeting. At that meeting, after vigorous discussion about the many legal challenges facing this ETS, it was decided to not adopt the policy until the future of the ETS is more clear. Unfortunately, the ETS is still in court, and OSHA has said it is suspending enforcement of it.

The Library is prepared to comply with the ETS. Adoption of a policy is the only outstanding item.

After consulting with the Library's attorney, I am recommending that the policy remain as unfinished business for at least another month. Because the Library has already done the work of collecting vaccination status of all employees, established communication to new hires and prospective employees about this aspect of employment here, and have a policy drafted and reviewed, we are in good standing to be in compliance, knowing the Board of Trustees could adopt the policy within a few weeks if and when the ETS finds legal footing.

The policy is in this packet for your further consideration.



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
MEMORANDUM**

TO: Trustees

FROM: Tera Moon, Library Director

DATE: December 21, 2021

SUBJECT: Bank Signatories

With the recent changes in the Library Trustee Officer positions and the Library Assistant Director position, a resolution to approve a change in bank signatories is being presented at the December 21, 2021 Regular Board Meeting for your approval. As per the procedure required by financial institutions, a copy of a duly signed board resolution is required for bringing change to the bank account authorized signatories. The resolution attached authorizes the following persons to sign on behalf of the Library, issue orders for payment or withdrawal of money:

Joan Luksik, Trustee/President
Judy Lindstrom, Trustee/Secretary
Tera Moon, Library Director
Sandra Bird, Finance Coordinator
Katherine Bryant, Assistant Library Director
Brian Kepes, Bloomfield Township Treasurer
Danielle Walsh, Bloomfield Township Supervisor
Martin Brook, Bloomfield Township Clerk
Teresa Renaud, Bloomfield Township Deputy Treasurer

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

If you agree, the following action is needed:

ACTION: I move to approve the resolution authorizing signatures, including facsimile signatures, for banking services on behalf of the Bloomfield Township Public Library as presented, effective December 21, 2021.

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

THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY RESOLVES AS FOLLOWS:

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

Joan Luksik, President/Trustee
Judy Lindstrom, Secretary/Trustee
Tera Moon, Library Director
Sandra Bird, Finance Coordinator
Katherine Bryant, Assistant Library Director
Brian Kepes, Bloomfield Township Treasurer
Danielle Walsh, Bloomfield Township Supervisor
Martin Brook, Bloomfield Township Clerk
Teresa Renaud, Bloomfield Township Deputy Treasurer

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

All prior authorizations are suspended.

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

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

SECTION 3. This resolution was duly PASSED and ADOPTED this 21st day of December, 2021, and takes effect December 21, 2021, upon signing by the President and Secretary.

Joan Luksik, President

Judy Lindstrom, Secretary

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees

FROM: Tera Moon, Library Director

DATE: December 21, 2021

SUBJECT: PA 152

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

Option 1 – Hard Cap Option:

By a majority vote of its governing body, a public employer shall pay not more for a medical benefits plan than a total equal to \$7,304.51 for single coverage, \$15,276.01 for employee and spouse (not available for our health care coverage), or \$19,921.45 for family coverage for each eligible employee. This is referred to as utilizing “hard cap” and would mean our eligible employees would pay the difference between the total annual cost of the medical benefits plan and the hard cap noted above.

Option 2 – 80/20 Option:

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

Option 3 – Exempt:

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

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

The amounts specified in the amended act have been increased 3.7% for the 2021 calendar year and are updated in the options above. The state of Michigan annual cost limitations announcement is attached for your information.

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

We now have an opportunity to choose the Hard Cap option for 2022 or choose the 80/20 option but the decision must be affirmatively made by a majority vote of the Trustees at the December 21, 2021 Library Board meeting. This decision will affect all full time and all 30 hour employees who accept health care benefits from the Library in 2022.

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

Another consideration is that the Cigna health care plan has been changed to a high deductible plan. What this means is that employees must reach a higher amount of health care costs before the Cigna health care plan covers additional health care costs. Employees will have higher out of pocket costs for their health care costs than in previous years.

It is recommended by Administration to adopt Option 2, known as the 80/20 Option, for 2022 as it provides a lower health care cost for library employees. The Personnel Committee supports this recommendation. Thank you for your consideration.

If you agree, the following motion is needed:

ACTION: I move to adopt the 80/20 Option, as stated in PA 152, effective January 1, 2022.



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF TREASURY

RACHAEL EUBANKS
STATE TREASURER

March 18, 2021

**PUBLIC EMPLOYER CONTRIBUTIONS TO MEDICAL BENEFIT PLANS
ANNUAL COST LIMITATIONS – CALENDAR YEAR 2022**

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

For medical benefit plan coverage years beginning on or after January 1, 2013, MCL 15.563 provides that the dollar amounts that are multiplied by the number of employees with each coverage type be adjusted annually. Specifically, the dollar amounts shall be adjusted, by October 1 of each year after 2011 and before 2019, by the change in the medical care component of the United States consumer price index for the most recent 12-month period for which data are available. By April 1 of each year after 2018, the dollar amounts shall be adjusted by the change in the medical care component of the U.S. consumer price index for the most recent 12-month period for which data are available. For calendar year 2021, the limit on the amount that a public employer may contribute to a medical benefit plan was set to the sum of the following:

- \$ 7,043.89 times the number of employees and elected public officials with single-person coverage
- \$14,730.96 times the number of employees and elected public officials with individual-and-spouse coverage or individual-plus-1-nonspouse-dependent coverage
- \$19,210.66 times the number of employees and elected public officials with family coverage.

The limits for 2022 equal the 2021 limits increased by **3.7 percent**. The 3.7 percent is the percentage change in the medical care component from the period March 2019-February 2020 to the period March 2020-February 2021.

Thus, for medical benefit plan coverage years beginning on or after January 1, 2022, the limit on the amount that a public employer may contribute to a medical benefit plan equals the sum of the following:

- **\$ 7,304.51** times the number of employees and elected public officials with single-person coverage
- **\$ 15,276.01** times the number of employees and elected public officials with individual -and-spouse coverage or individual-plus-1-nonspouse-dependent coverage
- **\$ 19,921.45** times the number of employees and elected public officials with family coverage.

Rachael Eubanks

Rachael Eubanks
State Treasurer

March 18, 2021

MICHIGAN PUBLIC ACT 152 - This act provides for health care premium employee contribution/sharing beginning 01/01/2011



Calendar Year 2022 annual cost limitations - published 9/2020, effective 1/1/2021

HARD CAP 1/1/2022-12/31/2022

	Single	Family
Current budgeted annual health care costs (medical only)*	\$ 9,584.76	\$ 27,739.20
Hard cap amount = BTPL annual cost	(\$7,304.51)	(\$19,921.45)
Employee annual cost	\$2,280.25	\$7,817.75
Amount employee would pay per paycheck (24 pay periods)	\$95.01	\$325.74

80/20 SPLIT

Current budgeted annual health care costs (medical only)*	\$ 9,584.76	\$ 27,739.20
80% = BTPL annual cost	\$7,667.81	\$22,191.36
20% = Employee annual cost	\$1,916.95	\$5,547.84
Amount employee would pay per paycheck (24 pay periods)	\$79.87	\$231.16

* Budgeted health care costs for FY 2021-2022 predict a 5% increase.

2013-14 Library adopted the hard cap option.

2014-15 Library adopted the 80/20 option.

2015-16 Library adopted the hard cap option.

2016-17 Library adopted the hard cap option.

2017-18 Library adopted the hard cap option.

2018 Library adopted the 80/20 option.

2019 Library adopted the 80/20 option.

2020 Library adopted the 80/20 option.

2021 Library adopted the 80/20 option.

2022 Library Director recommends the 80/20 option.

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

Calendar Year 2021 annual cost limitations - published 9/2020, effective 1/1/2021

HARD CAP 1/1/2021-12/31/2021

	Single	Family
Current budgeted annual health care costs (medical only)*	\$ 9,523.20	\$ 27,542.76
Hard cap amount = BTPL annual cost	(\$7,043.89)	(\$19,210.66)
Employee annual cost	\$2,479.31	\$8,332.10
Amount employee would pay per paycheck (24 pay periods)	\$103.30	\$347.17

80/20 SPLIT

Current budgeted annual health care costs (medical only)*	\$ 9,523.20	\$ 27,542.76
80% = BTPL annual cost	\$7,618.56	\$22,034.21
20% = Employee annual cost	\$1,904.64	\$5,508.55
Amount employee would pay per paycheck (24 pay periods)	\$79.36	\$229.52

* Budgeted health care costs for FY 2020-2021 predict a 5% increase.

2013-14 Library adopted the hard cap option.

2014-15 Library adopted the 80/20 option.

2015-16 Library adopted the hard cap option.

2016-17 Library adopted the hard cap option.

2017-18 Library adopted the hard cap option.

2018 Library adopted the 80/20 option.

2019 Library adopted the 80/20 option.

2020 Library adopted the 80/20 option.

2021 Library Director recommends the 80/20 option.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM

TO: Trustees

FROM: Personnel Committee – Judy Lindstrom and Sandy Edwards

DATE: December 13, 2021

SUBJECT: Director's Evaluation

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

The evaluation process will begin with a report from the Library Director to the Board summarizing her activities during 2021. The report, as well as the Director's evaluation form, will be sent to you in early January. The form will be a Word document (it may be adjusted accordingly for your use) which you can print out or complete online. We ask that your completed evaluation form be returned to the Personnel Committee Trustees no later than January 14, 2022.

The Personnel Committee will then use your input to complete the Library Director's performance evaluation, share the results with you, and make a formal recommendation to the full Library Board regarding the Director's performance and contract at the February 15, 2022 Library Board meeting.

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

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

Bloomfield Township Public Library

Annual Evaluation for Library Director, FY 2021

Please evaluate the job performance of the Director for the period of May 3, 2021 through the present in the following areas of responsibility.

Management Skills and Communication

- Does the Director effectively and efficiently manage the operations and resources of the library to optimize performance and service?
- Does the Director work successfully with staff, the Board, Friends of the Library, library patrons, township residents, township government and community partners?
- Are communications with internal and external constituencies satisfactory

Comments:

Community and Personal Relations

- Does the Director effectively represent the mission and programs of the Library to the community as a visible leader and spokesperson?
- Is the Director actively involved in networking with professional peers, government representatives, agencies, organizations and the general public?
- Does the Director demonstrate high personal standards of workplace ethics, honesty and integrity?
- What are the strengths of the Director? How do these affect the strength of the organization?

Comments:

Financial and Business Management

- Is the Director a responsible steward of the library's financial resources?
- Are appropriate systems in place to ensure the integrity and security of library funds and the accuracy of financial reporting?

- Does the Director responsibly manage the implementation of the strategic plan and the annual budget plan?
- Are library policies and procedures reviewed and updated annually as needed?

Comments:

Technology / Systems / and Innovation

- Are operational technologies/systems kept up to date and new technologies/systems developed to improve and enhance library programs and services?
- Does the Director encourage and support staff in developing new programs and services to insure that changing patron and community needs are met?

Comments:

Goals and Vision

- Does the Director demonstrate a vision for the future of the Library? Is it consistent with the approved strategic plan?
- Are annual goals developed that are realistic and contribute to the implementation of the strategic plan?
- Are challenges being effectively met and resolved?

Comments:

Other comments regarding the job performance of the Director:

Library Board recommendations for FY 2022 goals and objectives:

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

MOTION TO APPROVE ANY ITEMS REMOVED FROM THE CONSENT AGENDA

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

What's Happening at the Library in December & January

Programs - recurring

1. YS – **Book Worms** on Zoom, book discussion group for grades 2-3. Wednesday, December 1, Sydney & Taylor: explore the whole wide world by Jacqueline Davies.
2. YS – **Outdoor Winter Family Story Time** on the Youth Terrace. Tuesdays, December 7 – 21; Thursdays, January 6-27.
3. YS – **Paperbacks & Snacks** on Zoom, book discussion group for grades 4-5. Thursday, December 9, *The Big Wave* by Pearl S. Buck.
4. YS – **Virtual Family Story Time** on Zoom. Thursdays, December 9-23; Tuesdays, January 4-25.
5. YS – **Family PJ Story Time** on Zoom, monthly. Tuesdays, December 14 and January 11.
6. YS – **Virtual Art Lab** on Zoom, monthly, For ages 10-13. Material packets provided. Thursdays, December 16 and January 20.
7. YS – **Book Chat** on Zoom, book discussion group for grades 6-8. Wednesday, January 12.
8. YS – **My First Book Group** on Zoom, book discussion group for grades K-1 with an adult. Tuesday, January 25.
9. AS – **Sensory Story Time for Adults and Teens** meets the second Monday of each month at 11 a.m.
10. AS – **Tuesday Book Club**, meets the third Tuesday of each month, in-person and on Zoom. No meeting in December. January discussion is *The Night Watchman* by Louise Erdrich.
11. AS – **Thursday Book Club**, meets the fourth Thursday of each month, in-person and on Zoom.
12. AS – **Mystery Book Club**, meets the third Wednesday of each month, in-person and on Zoom, discussing *The Escape Room* by Megan Goldin in December and *Dream Girl* by Laura Lippman in January.
13. AS – **Classics Book Club**, meets the third Tuesday every other month, in-person and on Zoom, discussing *To Kill a Mockingbird* by Harper Lee in January.
14. AS – **BYOB (Bring Your Own Book) Club**, meets the fourth Monday of each month, in-person and on Zoom. No meeting in December. Will be discussing *Where the Crawdads Sing* by Delia Owens in January.
15. AS – **30 Minute Lunchtime Book Club**, meets the third Monday of each month, in-person and on Zoom. No meeting in December. Will be discussing *The Splendid and the Vile* by Erik Larson in January.
16. AS – **ESL Conversation Group** meets Fridays at 10:00am each week, in-person and on Zoom.
17. AS – **Memoir Writers** meet on the second and fourth Tuesdays of the month, in-person only.
18. AS – **Writers Rendezvous** meets on the second and fourth Wednesdays, returning to “virtual only” through December, on Zoom. Hopes to return to in-person in January.
19. AS – **Knitting+ Club** meets the first Tuesday of each month, in-person only.
20. AS – **Movie Discussion Club** meets the first Wednesday of each month, in-person and on Zoom. Discussing *The Miracle Worker* (1962) in December and *Wuthering Heights* (1939) in January.
21. AS – **Sensory-Friendly Movies for Adults and Teens** meets the fourth Friday of every month. No movie in December. January 28 movie will be *Animal Babies: First year on Earth-First Steps*.
22. AS – **Teen Advisory Board**, Wednesday, January 12, 4:00 pm. Teens meet to discuss books and programs for teens.
23. 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 – **Literary Scavenger Hunt**. Wednesday, December 29.
2. YS – **Storybook STEM**. Thursday, December 30.
3. YS – **Hygge & Cocoa for Tweens**. Thursday, January 6.
4. AS – **Community Quilt Reception**. Saturday, December 11, unveiling the community quilt, hot cocoa, cookies, and live music.
5. AS – **Teen & Adult Escape Room**. Thursday, December 30.

6. AS – **U of M Chamber Music Concert**. Friday, January 21.

Displays

1. ADM – Lobby display case – December: **AS/YS Kits**. January: **Brightwire Designs** by Mike O'Reilly.
2. AS – Local History display case – December: **Blinded by Science**. January: **Legal Resources**.

Take-Home Activities

1. YS – Big Bag of Fun for Winter Break.
2. AS Craft Kit: Coloring. Available Monday, January 3, while supplies last.

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:

- **December: Science Databases**, Karrie will demonstrate our many online resources for science. Also available this month, **STEM Kit Overview** in which Karrie showcases some of our kits from our STEM collection.
- **January: Legal Databases**, Karrie will highlight some of our many online legal resources.
- **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. AS – **Science (Gale in Context)** features authoritative information for assignments and projects, and provides detailed coverage of popular subjects.
7. AS – **Consumer Reports Online**. Patrons may access expert, independent reviews on several products from computer to cars, free, from home with their Bloomfield Township library card.
8. AS and YS – **HelpNow by BrainFuse**. Interact with live tutors for help with math, science, reading/writing, social studies, PSAT/SAT, ACT, AP, and state standardized tests.

Other

1. **Welcome Bloomfield Baby Bags** – books, literacy tips, and more – funded by the Friends of the Library.
2. **Sensory Garden** on the Youth Terrace.
3. **Second Saturday Book Sales** – no sale on December 11, next sale planned for January 8. Friends Only during the first hour.
4. Book donations accepted any time during Library hours.
5. Curbside service continues.

DATES FOR LIBRARY BOARD OF TRUSTEES

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

Wednesday, January 5, 11:30 a.m. – Friends Board meeting

Saturday, January 8, 10 a.m.- 3:30 p.m. – Friends Second Saturday Sale

Tuesday, January 18, 7:00 p.m. – Library Board Meeting

Tuesday, January 25, 7:00pm – 8:30pm - Library Ambassadors Meeting